



503RD MEETING

Notice is given of an Ordinary Meeting of Council to be held on:

Date: Tuesday, 24 March 2020

Time: 9.30am

**Location: Note Change of Venue to
Community Centre Lounge
Fairlie**

AGENDA

Ordinary Council Meeting

24 March 2020

Note: This meeting may be digitally recorded by the minute-taker.

Council Membership:

Mayor Graham Smith (Chair)

James Leslie

Anne Munro

Stuart Barwood

Murray Cox

Emily Bradbury

Matt Murphy

The purpose of local government:

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

(2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

(Local Government Act 2002)

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1 OPENING AND APOLOGIES**2 VISITORS**

The members of the former Pukaki Airport Board have been invited to the meeting at 12pm for a short ceremony to celebrate the success of the Pukaki Airport and recognise their governance efforts over the years. This will be followed by lunch. They are Derek Kirke, Grant Bisset, Rick Ramsay and Cr James Leslie

3 DECLARATIONS OF INTEREST**4 BEREAVEMENTS**

5 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

Attachments: 1. **Mayoral Forum News**  

RECOMMENDATIONS

That the report be received.

ACTIVITIES

The Tuia mentorship programme

MDC is taking part in one of New Zealand's most successful mentorship programmes, which pairs young Māori in one-on-one partnerships with local mayors. The Tuia programme, in partnership with the Mayors Taskforce for Jobs (MTFJ) and the Wellington City Council hosted a Mayoral Training Workshop to help mayors participating in the Tuia programme enhance their mentoring relationship with rangatahi (young) Māori. The partnership between MTFJ and Tuia focusses on a strategic focus for MTFJ, in expanding and advocating the importance of youth mentoring. The Tuia programme has grown year-on-year since its inception in 2011, with 40 councils expected to participate in the programme in 2020. I am mentoring Nikau Whetu from Twizel Area School.

National Land Transport meeting, 12 February

Attended the meeting with Scott Mackenzie, Roding Manager where Jim Harland, NZTA Regional Director reported that NZTA is keen to be transparent and engage with Councils. Regional teams have been set up to assist Councils with their applications to the National Land Transport Programme.

The MDC submission story and asset plan need to show a shift towards longer term thinking. The quality of our submissions will be very important too. It should show good data supporting the forward thinking while always considering value for money. It should be evidence based and fit for the future with considerations to our capabilities.

Mark Yaxley, Lead Advisor Investment Partnerships talked about staying within our ten investment principals including a right size business case. Another document on Government priorities is still to be released by the Minister.

Low Cost Low Risk programs to \$1m to be extended to include another category to \$5m. This category will require better planning and tourist related projects, bridges etc will qualify. It is important for Councils to have really good activity plans.

NZTA has set up a 10-year plan to deliver on what is needed in land transport systems. It is called Arataki and it needs to consider growth of our population, climate change and new technologies. Funding for this will come from National Land Transport Fund, Provincial Growth Fund, with a local share from ratepayers and 3rd parties such as developer contributions. The step changes intend to transform urban mobility, significantly reduce harm, manage climate change and support regional development.

Assistance is available to help Council draft activity plans but they need to be of a high standard with current data. Unfortunately rural New Zealand is always going to struggle for funding, but if we can be shovel ready, have a good case that stacks up, then we have a good chance.

Scott and I both agree that we need to be well resourced on the ground also with planning which will help with our applications.

Engagement activities with the Community and Council Staff - 1 February – 16 March 2020

- COVID-19
- Allandale Water Supply Modelling
- Aoraki Environmental Consultancy to discuss Cultural Significance of Mackenzie District
- Burkes Pass Fire Debrief
- Calvacade Twizel - honorary member
- Chorus – Cabinet Art
- Complaint - Aircraft noise Lake Ohau
- Complaint - Brent Esler – RM190026 – S92 request – Proposed Pukaki Hangar and Dwelling
- Complaint - Cutting down of trees on Mackenzie Domain
- Complaint - Mackenzie Four Square
- Complaint - Judicial Review T1, Tekapo lake Resort 2 and 3 issues impeding development
- Complaint - RM190206 McClea, The Drive, Twizel
- Complaint - Responsible campers Godley Peaks Road
- Complaint - Shared pathway Pioneer Drive
- Complaint - Tekapo Lake Resort Limited - Lakeside Drive, Tekapo
- Dawn Aerospace proposal to operate on Pukaki Airport
- Erebus Place Enquiry
- Hamilton Statue in Fairlie
- Illegal Tyre stockpile
- Lake McGregor Mountain Bike Trail Proposal
- Lighting agreement with NZTA
- MOU for Steward Island
- Pat Shuker – Twizel Whitestone Building
- Peter Bell – Church Hall lease
- Pukaki Airport Board disestablishment and establishment of the new Pukaki Airport Committee
- Reporting on GHG emissions
- RTO Mackenzie
- Speed limits to schools
- Trust Aoraki South Canterbury Sports Awards 2020
- Twizel Swimming Pool access
- Water Tekapo
- Wilford Road Ford

MEETINGS AND EVENTS

February 2020

- Pukaki Airport Board, 5 February
- Mackenzie Basin Wilding Tree Trust, 5 February
- Co-visioning hui Runanga, Destination Mackenzie, 10 February
- Twizel Builders meeting, 10 February

- National Land Transport Programme Information Session, 12 February
- Strategy Workshop, Council, 14 February
- DLC Member update – meet the agencies, 17 February
- Luke Paardekooper, 18 February
- Tekapo Springs 12th Birthday celebration, 18 February
- Aoraki Environmental Consultancy morning tea, 20 February
- John Hearnshaw, 20 February
- Mayoral & EA meeting, 24 February
- Mayors Meeting Hunter Downs Irrigation Trust, 24 February
- Albury Hall meeting, 24 February
- Regional Transport Workshop, 27 February
- Canterbury Mayoral Forum, 28 February
- Civil Defence Emergency Management Joint Committee, 28 February

March 2020

- South Canterbury Chambers, 3 March
- LGNZ Rural and Provincial meeting, 5-6 March
- Minister Eugenie Sage meeting, 6 March
- MBIE officials meeting, 9 March
- District Plan review workshop, 13 March
- Builders meeting Tekapo, 23 March
- Burkes Pass fire debrief, Fairlie 23 March

INVITATIONS

- MBovis Update MPI – 19 February – Declined
- Pukaki Airport users group, 1 March – Accepted
- Farewell function Bob Douglas, 5 March 2020 – Declined
- RMS Workshop, 13 March – Declined
- Ministry of Transport 2020 Roadshow (GPS 2021) - Christchurch, 17 March 2020 - Declined
- Beef + Lamb New Zealand's Western North Island Showcase and Annual Meeting – Declined
- NZPI conference 2020 Nelson, 31 March – 3 April 2020 - Declined
- Anne Thomson, Community Meeting, 7 April 2020 - Accepted
- Waka Kotahi NZ Transport Agency's Annual Stakeholder Tour [Meet new CE Nicole Rosie], 21 April 2020 - Accepted
- Mackenzie RSA to Mayor - ANZAC Day, 25 April 2020 – Accepted
- Tourism Industry Aotearoa Stakeholders Function, 21 May – Accepted

COMMUNICATIONS AND PUBLICATIONS

I contributed to the following publications:

- Essence Magazine
- Mackenzie Messenger

I responded to the following media queries:

- Owens Musings – radio interview
- Samesh Mohanlall, Stuff – re impact of Alpine Energy price decrease
- George Clark, Timaru Courier – Government's \$195m upgrade programme
- Jackie Curtis – Cherry Red – engagement on Environment Canterbury RLTP

RURAL PROVINCIAL MEETING, WELLINGTON**Dave Cull, President**

Major issues are climate change and funding of rates. Regional input is needed into 3 Waters, government housing and climate change. 60% of water plants are running under investment.

Key messages are that councils need to ensure they are operating at a governance level to lift performance levels and services to build credibility.

Rural councils need to work together. They must have good governance and be able to deliver while building on our strengths. More councils should be encouraged to do CouncilMark.

Malcolm Alexander, LG Conference, Blenheim.

Remits are out. A water ministry needs to be paid for as it's a good utility to provide an efficient, metering service. Customer of utility infrastructure. Reputation matters. Water is a systems fault.

Funding and finance reform - the paper suggests rates remain appropriate for councils. Ministers don't trust councils with funding. Councils need to lift performance and have better management of council issues.

Steven Finlay, General Manager Equip infrastructure .

We need to understand our capabilities and understand our governance role with clear directions to CEO, but must be able to communicate with evidence. Democracy must work and demonstrate effect. Build on individual and collaborate together as a council. Build political trust and demonstrate our way forward.

Urban and rural fire FENZ identity and relationships have deteriorated. Need to build at a local level.

Forestry covers 1.7 million hectares. Much has been grown to stabilize land. Agriculture is the biggest user of carbon credits. Right tree, right place. Slash management and wilding tree management is needed. Trees are impacting on our roads. Logging and the need to contribute to roading. Land in trees is not rated enough. Irregular nature of logging. Logging contractors don't care. Targeting rating. Held in separate reserve easier sell to forest owners. Get some funds in advance of road repairs.

George Fietje. Project manager Container return Scheme

2 billion containers are landfilled, 5000 per minute. Need a value on container for deposit return. Improve on recycling and reduce pollution. Need to change the way NZ values containers to bring it more in line with the rest of the world. What will drive this scheme? Returns to manufacture. Norway offers high support. Importers are responsible for returns. Through taxes and incentives we can expect a 95% return. Should align with regional plans and the Treaty of Waitangi. National scheme to be designed by 31st July.



NEWS FROM THE CANTERBURY MAYORAL FORUM

March 2020

About the Mayoral Forum

The Mayoral Forum is mandated by the Canterbury Local Authorities' Triennial Agreement and is the primary mechanism for local government collaboration in Canterbury.

The Forum is chaired in this local government term by Mayor Sam Broughton (Selwyn District). The Deputy Chair is Nigel Bowen (Timaru District).

Further information is on our website:

<https://canterburymayors.org.nz/>

PLAN FOR CANTERBURY

- On 3 February, Mayors/Chair and Chief Executives workshopped a Plan for Canterbury to replace the *Canterbury Regional Economic Development Strategy* (CREDS). Where the CREDS focused on economic development, the new Plan is framed by all four aspects of intergenerational wellbeing and the four 'capitals' that enable wellbeing.
- The Forum will be consulting with councils and key stakeholders on the draft Plan during March and April.
- Here's a photo to help you put faces to names.



L to R: Craig Mackle (Kaikōura), Jenny Hughey (ECan), Craig Rowley (Waimate), Dan Gordon (Waimakariri), Nigel Bowen (Timaru), Neil Brown (Ashburton), Gary Kircher (Waitaki), Sam Broughton (Selwyn), Lianne Dalziel (Christchurch), Graham Smith (Mackenzie), Marie Black (Hurunui).

Looking ahead...

March-April

- consultation and engagement on the Plan for Canterbury

April

- Wellington visit to meet with Ministers, build relationships and advocate for Canterbury

May

- sign-off on final draft of Plan for Canterbury
- Mayoral Forum lunch with Canterbury electorate and List MPs

June:

- launch of Plan for Canterbury

MAYORAL FORUM HIGHLIGHTS, 28 February 2020

On 27 February, Mayors/Chair and Chief Executives met over dinner with Hon Dr Megan Woods. At the meeting on 28 February, the Forum:

- noted that all councils have now ratified the Triennial Agreement
- endorsed an initial working draft of its Plan for Canterbury
- endorsed the reappointment of Hugh Logan as chair of the Regional Water Management Committee and confirmed TA representatives to the Committee
- received an update from Mayor Craig Rowley on the multi-year Food, Fibre and Innovation Programme to foster value-added production and high-value manufacturing
- noted that to wrap up its digital connectivity work programme, the Forum has issued an RFP to map and prioritise mobile blackspots
- received an update from Mayor Graham Smith on the Canterbury story project (<https://www.canterburystory.co.nz/>) and urged all councils and EDAs to contribute to it, use and promote it
- received an update from Mayor Sam Broughton on stage 1 of the South Island visitor destination management plan
- developed a plan to engage with Ministers and MPs during election year, to advocate for Canterbury and its communities
- farewelled Bill Bayfield, CE of ECan, and Simon Fraser, secretariat.

THE MAYORAL FORUM PROVIDES LEADERSHIP, FACILITATION AND ADVOCACY FOR REGIONAL DEVELOPMENT IN CANTERBURY

... a strong regional economy with resilient, connected communities and a better quality of life for all.

Contact: Dr David Bromell (secretariat), T: 027 839 2708, secretariat@canterburymayors.org.nz



Canterbury – a great place to live, study, work, play ... and stay!

6 REPORTS

6.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

KEY PROJECTS AND ACTIVITIES

ITEM	COMMENTARY	NEXT KEY MILESTONES	STATUS
DESTINATION MACKENZIE	<ul style="list-style-type: none"> ▪ Co-visioning hui held with three Rūnanga Chairs. ▪ Updated draft Terms of Reference, Scope of Works and Consultants Brief for the study being reviewed. ▪ Met MBIE officials to discuss funding agreement and agree any variations. 	<ul style="list-style-type: none"> ▪ A schedule of meetings for 2020 for the Governance and Working Groups, ▪ Confirming agency and Rūnanga memberships, representation ▪ Appointment of a consultant to commence work. 	AMBER
DISTRICT PLAN REVIEW	<ul style="list-style-type: none"> ▪ Engagement of stakeholders ▪ Workshop - District Plan review, Discuss Survey results 	<ul style="list-style-type: none"> ▪ Report to Planning and Regulatory Committee. ▪ Community Consultation. ▪ Option workshops. ▪ Spatial Planning 	GREEN
LONG TERM PLAN	<ul style="list-style-type: none"> ▪ Paper to Strategy committee 	As resolved by Strategy Committee.	GREEN
TEKAPO LAKEFRONT FOOTPATH UPGRADE	<ul style="list-style-type: none"> ▪ Community concerns about the section between SH8 and the Church of the Good Shepherd. ▪ The section on Lakeside Drive has full support. ▪ Council workshopped the feedback and amendments to the proposal were made. 	<ul style="list-style-type: none"> ▪ Tender the works, engage contractor and complete before 30 June 2020. ▪ Community engagement is ongoing. 	AMBER
TOWNSHIP MAINTENANCE CONTRACT	<ul style="list-style-type: none"> ▪ Currently out for tender. 	Evaluation report will come to Council 5 May 2020 for decision.	GREEN
TOURISM INFRASTRUCTURE FUND 4	<p>Bus shelters Tekapo:</p> <ul style="list-style-type: none"> ▪ Writing up scope of works to send out for pricing. Design Build 	Assess proposals, decide on the most appropriate solution, select supplier, begin design and construction. Organise location and install.	AMBER

TOURISM INFRASTRUCTURE FUND 4	Carparks Tekapo and Twizel: <ul style="list-style-type: none"> Working on designs for Tekapo and Twizel to deal with stormwater. Tender documentation being prepared to enable contract to be let. 	<ul style="list-style-type: none"> Check and approve designs Put works out for tender, Award and begin construction. May be affected by winter and pub demolition. 	AMBER
WASTE MANAGEMENT CONTRACT	<ul style="list-style-type: none"> A Request for Proposals (RFP) was issued to registered suppliers on Tuesday 10 March. Invitation to submit a proposal for the Waste Minimisation and Management contract for Mackenzie and/or Timaru and Waimate District Councils. The RFP is the second step in a two-step procurement process for the three Councils. 	<ul style="list-style-type: none"> Proposals close on 15 May and it is anticipated to award the contract in July. 	GREEN

COMMUNITY FACILITIES BOOKINGS

- Fairlie community centre – 31.5 hours in February 2020
- Twizel events centre – 74.5 hours (of which 21 hours were used by Twizel Area School).

TWIZEL INFORMATION CENTRE VISITOR NUMBERS

- Visitor numbers recorded for February 2020 = 8,549.
- This compares with 7,610 in 2019 and 7,399 in 2018.
- The 2020 weekend opening hours increased slightly with an additional 1 hour per day.

COMPLAINTS REGISTER

Department	Nature of complaint	Stage	Status
Compliance	Advertising sign on state highway	One	Resolved
Roading	Effects of road dust on Haldon Station	One	Resolved
CEO	Receipt of sensitive information incorrectly	One	Resolved
Compliance	Driveway drainage run off (Twizel)	One	Resolved
Planning	Resource consent processing time	-	Unknown
Planning	Manuka Terrace bore requirements	-	Unknown
Planning	Effect on neighbour of garage siting	One	Resolved

CUSTOMER CALLS

Customer Calls (ACD Data) - Feb-20				
Group	Agent	Total	Unanswered	Busy
600	780 Twizel Reception	38	16	0
	790 Twizel Reception	21	7	0
601	800 Fairlie Reception	398	33	9
	752 Fairlie Reception	378	30	1
611	781 Building	458	258	72
612	751 Planning	155	82	3
613	721 Finance	24	12	2
614	925 Roding	85	44	20
615	719 Rates	72	56	8
TOTAL		1629	538	115

MEETINGS AND EVENTS**February 2020**

- Pukaki Airport Board handover meeting, 5 February
- Co-visioning hui Rūnanga, Destination Mackenzie, 10 February
- Twizel Builders meeting, 10 February
- Strategy Workshop, Council, 14 February
- Aoraki Environmental Consultancy morning tea, 20 February
- Mackenzie District Tourism stakeholder engagement meetings, 21 February
- Canterbury Mayoral Forum, 28 February
- Civil Defence Emergency Management Joint Committee, 28 February

March 2020

- South Canterbury Chambers, 3 March
- LGNZ Rural and Provincial meeting, Chief Executives meeting, 5-6 March
- Minister Eugenie Sage meeting, 6 March
- MBIE officials meeting, 9 March
- Ecan senior officers liaison meeting, 13 March
- District Plan review workshop, 13 March
- Builders meeting Tekapo, 23 March

SERVICE REQUESTS

51 requests received from 01/02/20 to 29/02/20

39 requests completed

37 requests completed within timeframe

PEOPLE AND CULTURE UPDATE

The following HR / People & Culture policies have been drafted and are waiting on feedback from either the ELT, SLT or CEO:

- Remuneration Policy
- Departure Policy
- Code of Conduct

Once feedback has been received, updates or amendments made the policies will be implemented and communicated to all MDC team members.

Work has begun on the following HR / People & Culture / H&S policies:

- H&S Leadership and Commitment Policy
- H&S Employee Engagement Policy
- H&S Risk Management Policy
- Motor Vehicle Policy
- Leave Policy

The overarching Performance Framework continues to be developed with role families and specific role behaviours being developed, new position description templates containing Values, expected behaviours, H&S KPI's and role specific behaviours being included.

Mid-year performance reviews for all MDC team members have been completed.

A new Welcome booklet has been developed as part of the induction and onboarding process for new MDC team members. This will be sent out alongside the employee documentation as a way of introducing them to the Mackenzie District Council. Further to this, a newly updated employee guide has been finalised to provide new team members on their first day. It covers key information about working at the Council. The current induction and onboarding process is underway with a view to simplifying the process for both the leader and the new team member.

Resignations / Departures:

- Evangeline Versfeld, Customer Service Officer. Final day 10 March 2020.
- Peter Robertson, Senior Building Control Officer. Final day 11 March 2020.
- Sharon Fraser, Temp Administration Support Officer (Planning). Final day 20 March 2020.
- Simon Mackenzie, GM Operations. Final day 21 February 2020.

Appointments / New team members:

- Cathy Matheson, Administration Support Officer (Planning). Starts 16 March 2020.
- Ross Davenport, Building Control Officer. Starts 23 February 2020.

Current vacant positions:

- General Manager, Operations, full time based in Fairlie
- Senior Building Control Officer, full time based in Twizel
- Governance Advisor, full time based in Fairlie

- Building Control Officer x2, full time based in Twizel
- Customer Service Officer, full time based in Fairlie
- Engineering Officer (Water / Community Facilities), full time based in Fairlie
- Planning Team Leader, full time based in Fairlie

Health, Safety and Wellbeing Update

All Fleet vehicles now have a first aid kit, sunscreen and durable gloves for doing 'mucky' jobs e.g. changing tyres, picking etc. and the First Aid kits for Fairlie and Twizel offices have been restocked and will be managed by Katherine Hill (Senior Corporate Planner) going forward.

Lost Time Injuries / Near Misses / Incidents / Work & Non Work Related Injuries:

- There have been no work related injuries or lost time injuries reported in February 2020
- Chlorine spill / leakage of approx. 50 - 100 litres at the Twizel swimming pool with severe leakage into the stormwater drainage. This occurred on Sunday, 16 February 2020. Worksafe and ECAN were notified. Investigation underway.
- Resealing at the Pukaki Airport. Contractors engaged by the Mackenzie District Council were undertaking resealing work of the runway at the Pukaki airport. Notams had been issued yet an aircraft attempted to land whilst the resealing was underway. The contractor reported this to the Pukaki airport. Due to the seriousness of the incident, a review of processes will need to be undertaken. The Health, Safety and Wellbeing team will work with the CEO on this.
- A parked Council vehicle was swiped by another vehicle in the Twizel carpark near the Information Centre. A member of the public pointed this out to the Compliance Officer as the person who swiped the Council vehicle drove off and had not left any details. The left side of the vehicle was gouged and dented. Unfortunately the person/s responsible haven't come forward.

The Mackenzie District Council are working with EAP Services to deliver a number of wellbeing sessions to our employees covering a range of topics such as financial wellbeing, work-life balance, emotional intelligence, open communication in the workplace, stress / resilience / mindfulness and sleep and fatigue.

We will aim to start these in April due to facilitators being based in Christchurch and MDC having to plan ahead and communicate with all our team members.

6.2 COUNCIL FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Adrian Hodgett, Finance Manager

Attachments: 1. Financial Report to January, 2020 [!\[\]\(74d4806277d7e73349d8e8c0897931e9_img.jpg\)](#) 

STAFF RECOMMENDATIONS

That the Mackenzie District Council financial report to January, 2020, be received.



Financial Performance January 2020

	YTD Actual 2019/20	YTD Budget 2019/20	YTD Actual 2018/19	Variance v Budget	Variance v Budget (%)	Variance v 2018/19	Variance v 2018/19 (%)
Rates Revenue	5,960	5,961	5,556	(1)	-0.02%	404	7.26%

The forecast average rates rise for the 2019/20 year per the Annual Plan was 7.57%.

Other Revenue	5,972	4,799	4,761	1,173	24.45%	1,211	25.43%
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Other income is up on budget due to an increase in financial contributions of \$614,000, resource consent fees of \$108,000 and inspectorate income of \$264,000. Unbudgeted income has been received from timber sales of \$155,000 and tourism grants of \$173,000. Compared to 2018/19, financial contributions are up by \$325,000 and reserve contributions are up \$335,000 as these are dependent upon developer activity. Inspectorate income is up \$332,000, there were no timber sales in the prior year however income from carbon credit sales had been received.

Operating Expenditure	10,548	11,162	9,524	614	5.50%	(1,024)	-10.75%
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Year to date expenditure is just under budget however township project spending is up in Tekapo with \$136,000 spent on the Eastern carpark. Employment expenses are up \$185,000 due to the organisational restructure and the new camping ambassadors. (Camping Ambassador wages will be covered by tourism grants). This is offset by underspends in roading and consultancy costs. Compared to the 2018/19 year, expenditure to date is up as insurance has been expensed in the month incurred this year, employment expenses have increased after the organisational restructure and election year costs were incurred.

Capital Expenditure	2,054	4,628	2,888	2,574	55.62%		
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Capital expenditure is showing as under budget year to date, \$232,718 of unbudgeted expenditure was spent on the Pukaki Airport, surfacing the taxi runway. \$142,989 was spent on the Twizel swimming pool to complete the upgrade which was budgeted for in the prior year and an unbudgeted spend in sewer occurred with \$48,351 required to complete the treatment upgrade from the prior year. Further reticulation was required in Glencairn Road, Twizel to allow for future buildings, and a UHF link system for Tekapo to prevent communication breakdowns. Unbudgeted water service connections were required to be replaced due to age. In corporate services vehicle costs are \$81,476 over the year's budget as seven vehicles were purchased this year due to the organisation restructure.

**Mackenzie District Council
Financial Report
For The Period Ended January 2020**

	YTD Actual 2019/20	YTD Budget 2019/20	%	Full Year Budget 2019/20	%	YTD Actual 2018/19	%
Income							
Governance	331,029	335,125	98.78%	574,737	57.60%	290,120	114.10%
Corporate Services	2,451,146	2,500,169	98.04%	4,287,538	57.17%	1,823,433	134.42%
Water Supply	1,608,393	1,171,837	137.25%	2,523,868	63.73%	1,285,462	125.12%
Sewer	842,680	652,729	129.10%	1,661,247	50.73%	696,437	121.00%
Stormwater	132,439	112,882	117.33%	514,448	25.74%	78,845	167.97%
Roading	1,514,518	1,670,599	90.66%	3,986,679	37.99%	1,881,290	80.50%
Solid Waste	621,569	618,730	100.46%	1,061,106	58.58%	691,677	89.86%
Planning	1,329,102	1,250,291	106.30%	2,144,215	61.99%	867,841	153.15%
Regulatory Services	906,427	603,237	150.26%	994,279	91.16%	520,220	174.24%
Community Facilities	276,562	282,961	97.74%	485,285	56.99%	610,625	45.29%
Recreational Facilities	1,156,497	981,403	117.84%	1,667,836	69.34%	1,014,800	113.96%
Commercial	761,495	579,966	131.30%	2,339,769	32.55%	556,625	136.81%
	11,931,857	10,759,929	110.89%	22,241,007	53.65%	10,317,375	115.65%
Operating Expenditure							
Governance	350,619	354,364	98.94%	549,737	63.78%	279,853	125.29%
Corporate Services	2,509,197	2,522,708	99.46%	4,266,022	58.82%	1,899,617	132.09%
Water Supply	878,758	928,509	94.64%	1,551,677	56.63%	814,578	107.88%
Sewer	447,513	482,313	92.78%	791,973	56.51%	429,477	104.20%
Stormwater	75,678	75,691	99.98%	122,798	61.63%	69,828	108.38%
Roading	2,102,746	2,374,106	88.57%	4,071,518	51.65%	2,230,386	94.28%
Solid Waste	607,056	624,986	97.13%	1,055,240	57.53%	564,678	107.50%
Planning	454,104	697,039	65.15%	1,195,295	37.99%	516,941	87.84%
Regulatory Services	894,522	761,700	117.44%	1,281,835	69.78%	505,064	177.11%
Community Facilities	303,800	304,201	99.87%	496,176	61.23%	303,301	100.16%
Recreational Facilities	1,225,947	1,053,539	116.36%	1,741,716	70.39%	1,179,014	103.98%
Commercial	698,204	983,222	71.01%	2,062,854	33.85%	731,633	95.43%
	10,548,144	11,162,378	94.50%	19,186,841	54.98%	9,524,370	110.75%
Operating Surplus/(Deficit)	1,383,713 -	402,449	-343.82%	3,054,166	45.31%	793,005	-174.49%

**Mackenzie District Council
Financial Report
For The Period Ended January 2020**

	YTD Actual 2019/20	YTD Budget 2019/20	%	Full Year Budget 2019/20	%	YTD Actual 2018/19
Capital Expenditure						
Governance				-		-
Corporate Services	361,158	591,577	61.05%	1,014,524	35.60%	23,576
Water Supply	65,860	1,083,793	6.08%	1,808,738	3.64%	156,631
Sewer	76,361	622,797		1,068,080	7.15%	934,770
Stormwater	61,993	-		320,861	19.32%	
Roading	926,708	1,215,627	76.23%	3,206,225	28.90%	826,833
Solid Waste	8,005	17,962	44.57%	30,810	25.98%	
Planning						
Regulatory Services	4,860	5,000	97.20%	45,805	10.61%	
Community Facilities	19,513	25,432		25,432	76.73%	417,856
Recreational Facilities	296,227	742,692	39.89%	1,255,444	23.60%	507,095
Commercial	233,483	323,379		554,580	42.10%	21,366
	2,054,168	4,628,259	44.38%	9,330,499	22.02%	2,888,127

**Mackenzie District Council
Financial Report
For The Period Ended January 2020**

Balance Sheet	Actual January	Annual Plan June 2020	Actual June 2019
Current Assets			
Cash and cash equivalents	11,459,313	3,341,000	15,854,358
Receivables	1,853,307	2,516,000	3,043,801
Other Financial assets		1,526,000	-
Inventory	2,282,245	2,449,000	2,282,245
Total Current Assets	15,594,865	9,832,000	21,180,404
Non-current Assets			
Other Financial assets	12,848,715	14,133,000	11,648,715
Inventory		-	-
Forestry	6,556,586	5,557,000	6,556,586
Intangible assets	375,883	-	375,883
Property, plant and equipment	214,835,234	231,346,000	217,211,342
Total Non-current Assets	234,616,418	251,036,000	235,792,526
TOTAL ASSETS	250,211,283	260,868,000	256,972,930
Current Liabilities			
Payables and deferred revenue	3,485,841	1,834,000	2,959,843
Employee entitlements	302,519	320,000	282,956
Provisions	51,838	-	51,838
Total Current Liabilities	3,840,198	2,154,000	3,294,637
Non-current Liabilities			
Employee entitlements	-	22,000	-
Provisions	-	58,000	-
Borrowings and other financial liabilities	-	5,944,000	-
Total Non-current Liabilities	-	6,024,000	-
TOTAL LIABILITIES	3,840,198	8,178,000	3,294,637
NET ASSETS	246,371,085	252,690,000	253,678,293
Equity			
Accumulated Funds	118,043,004	118,167,000	120,619,621
Reserves	128,328,081	134,523,000	133,058,672
Total Equity	246,371,085	252,690,000	253,678,293

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 31 January 2020**

Budget	YTD Actual
2019/20	2019/20

WATER

Allandale Water Supply		
342406. Treatment		1,200
342404. Comm Assets - Water Supply	69,836	
Ashwick/Opuha Water Supply		
343404. Community Assets - Water	51,350	
Urban Water		
349403. Vested Assets	378,806	
349407. Service Connections - Renewal		24,978
349412. Plant		124
349405. Headworks - new		2,936
349406. Treatment - new	900,000	9,705
349427. Pump Station - Renewal		12,244
349404. Reticulation - Renewal	408,746	14,673
TOTAL WATER SUPPLY	1,808,738	65,860

SEWER

Urban Sewer		
350403. Vested Assets	1,068,080	
350418. Sewer Reticulation New		28,010
350419. Sewer Treatment New		48,351
TOTAL SEWER	1,068,080	76,361

STORMWATER

Urban Stormwater		
352403. Vested Assets	320,861	
352404. Stormwater Reticulation		47,632
352420. Resource Consent Costs		14,361
TOTAL STORMWATER	320,861	61,993

ROADING

District Roading		
3554193. Vested Assets	1,121,635	
3554211. Unsealed Road Metalling	650,000	300,523
3554212. Sealed Road Resurfacing	475,000	
3554213. Drainage Renewal	72,000	35,865
3554214. Sealed Road Pavement Rehabilitation	190,000	32,354
3554215. Structures Component replacements bridges	50,000	35,289
3554222. Traffic Services Renewals	60,000	59,838
3554310. Footpaths - Surfacing	30,810	44,519
3554341. Minor Improvements	410,000	418,319
355417. Sealing Past Houses	143,780	
354422. Plant and Equipment	3,000	
TOTAL ROADING	3,206,225	926,707

REGULATORY SERVICES

Civil Defence		
320422. Plant and Equipment	45,805	4,860
Total Civil Defence	45,805	4,860
TOTAL REGULATORY SERVICES	45,805	4,860

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 31 January 2020**

Budget	YTD Actual
2019/20	2019/20

COMMUNITY SERVICES

Waste Management		
353420. Resource Consent	30,810	8,005
Total Waste Management	30,810	8,005
Public Toilets		
386421. Buildings		8,766
Total Public Toilets		8,766
Pensioner Housing - Fairlie		
391421. Buildings - housing	7,189	10,747
Total Pensioner Housing - Fairlie	7,189	10,747
Pensioner Housing - Twizel		
392424. Furniture & Fittings - Other	18,243	
Total Pensioner Housing - Twizel	18,243	
TOTAL COMMUNITY SERVICES	56,242	27,518

RECREATIONAL FACILITIES

District General		
361420. Strategic Development Policy		27,993
Total District General		27,993
Fairlie Domain		
372425. Adventure Playground	30,810	57,023
Total Fairlie Domain	30,810	57,023
Fairlie Township		
365425. Playground Upgrade	73,953	8,509
Total District General	73,953	8,509
Mackenzie Community Centre		
379424. Community Assets - Buildings	112,430	4,372
Total Mackenzie Community Centre	112,430	4,372
Fairlie Swimming Pool		
384422. Plant and Equipment		4,317
Total Fairlie Swimming Pool		4,317
Tekapo Community Hall		
381421. Community Assets - Buildings		2,200
Total Tekapo Community Hall		2,200
Tekapo Township		
366420. Implement of Development Plan	444,940	3,235
Total Tekapo Township	444,940	3,235
Twizel Township		
367420. Implement of Development Plan	129,728	
367421. Community Assets - Public Amenities	114,000	2,934
Total Twizel Township	243,728	2,934

**Mackenzie District Council
Capital Expenditure Summary
For The Period Ended 31 January 2020**

	Budget 2019/20	YTD Actual 2019/20
Twizel Community Centre		
382424. Furniture & Fittings - Other	51,350	9,963
382421. Community Assets - Buildings	41,080	
Total Twizel Community Centre	92,430	9,963
Twizel Swimming Pool		
385422. Plant and Equipment	30,810	32,692
385421. Comm Asset - Public Amenities	226,343	142,989
Total Twizel Swimming Pool	257,153	175,681
Total Recreational Facilities	1,255,444	296,227
TOTAL COMMUNITY AND TOWNSHIP SERVICES	1,311,686	323,745

COMMERCIAL

Development		
407401. Alps2Ocean Capex	554,580	765
Total Development	554,580	765
Pukaki Airport		
403420. Land - Admin & Operating		232,718
Total Development		232,718
TOTAL COMMERCIAL	554,580	233,483

CORPORATE SERVICES

Fairlie Building		
368421. Building - Administrative	513,500	7,227
368424. Furniture & Fittings - Other	20,000	5,706
Total Fairlie Building	533,500	12,933
Twizel Building		
369424. Furniture & Fittings		5,916
Total Twizel Building		5,916
Information Technology		
319400. Computer Equipment	261,000	17,600
314402. Software	100,000	
319422. Plant and Equipment	5,000	
319428. Projects		128,209
Total Information Technology	366,000	145,809
Plant and Equipment		
408432. Vehicles	115,024	196,500
Total Plant and Equipment	115,024	196,500
TOTAL CORPORATE SERVICES	1,014,524	361,158
GRAND TOTAL CAPITAL EXPENDITURE	9,330,499	2,054,167

6.3 PUKAKI AIRPORT LANDING FEES

Author: Katherine Hill, Senior Corporate Planner
Authoriser: Darren Brown, Information and Engagement Manager
Attachments: Nil

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licenses (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

For the Council to formalise the set landing fees for Pukaki Airport as part of Council's Fees and Charges for 2019/20.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Council adopt the following Pukaki Airport Landing Fees and include these in the Mackenzie District Council Fees and Charges for 2019/20.
 - Helicopters - \$10.00
 - Aircraft to 1500kg - \$10.00
 - Aircraft 1501kg – 2500kg - \$15.00
 - Aircraft 2501kg – 3500kg - \$30.00
 - Aircraft 3501kg – 5500kg - \$40.00

BACKGROUND

Council is able to set fees for various activities, in accordance with relevant statutes. Each year Council staff review existing fees and charges and make recommendations for Council to adopt revised fees and charges to be effective at the beginning of a new financial year (1 July). Notwithstanding this, changes can be made to these fees and charges during the year unless restricted by statute.

Until the recent changes to the Committee structure, the Pukaki Airport Committee was responsible for the operation and management of the Pukaki Airport. As part of their operation, the Committee set the following landing fees:

Helicopters	\$10.00
Aircraft to 1500kg	\$10.00
Aircraft 1501kg – 2500kg	\$15.00
Aircraft 2501kg – 3500kg	\$30.00
Aircraft 3501kg – 5500kg	\$40.00

Since the establishment of the Commercial and Economic Development Committee, the operation of the Pukaki Airport has been transferred to Council's Property and Commercial Management Team. Following this change, Council needs to formalise landing fees for Pukaki Airport as part of its fees and charges.

As all of Council's fees and charges will be reviewed prior to 1 July 2020, it is advised that the landing fees be adopted as outlined above, consistent with current fees.

POLICY STATUS

The proposed landing fees are required to be set in a manner that ensures compliance with Council's Revenue and Financing Policy which provides that Pukaki Airport activities shall be funded 0-20% through user charges, with the balance funded through reserve funds (0-20%) and investment income (80-100%). The proposed Pukaki Airport landing fees remain in compliance with this Policy.

SIGNIFICANCE OF DECISION

This matter is not considered to be significant under the Council's Significance and Engagement Policy.

OPTIONS

The options available to Council are to:

1. Adopt the proposed Pukaki Airport landing fees; or
2. Instruct staff to make amendments to the proposed Pukaki Airport landing fees and adopt those fees including amendments; or
3. Decline to adopt the Pukaki Airport landing fees.

As the decision sought is to formalise the existing landing fees which have been charged by the former Pukaki Airport Committee and, Council will have an opportunity to reviews its full fees and charges prior to 1 July 2020, it is recommended that Option 1 (to adopt the proposed landing fees as outlined) be taken.

CONSIDERATIONS**Legal**

There are no statutory requirements in relation to the setting of landing fees for a Council airport.

Financial

The setting of fees and charges provides part of the Council's funding for its activities as set out in the Revenue and Financing Policy.

Other

N/A

CONCLUSION

This paper seeks for Council to formalise the landing fees for Pukaki Airport as part of Council's Fees and Charges for 2019/20.

6.4 COUNCILLOR APPOINTMENT TO SPACES AND PLACES GOVERNANCE GROUP**File Reference:**

Author: Arlene Goss, Committee Administrator (Temp)
Authoriser: Paul Numan, General Manager Corporate Services
Attachments: Nil

PURPOSE OF REPORT

To appoint a councillor to represent Mackenzie on the Sport Canterbury Spaces and Places Governance Group.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Cr James Leslie represent Mackenzie District Council on the Sport Canterbury Spaces and Places Governance Group.

BACKGROUND

In 2017/18 Sport Canterbury led a collaborative project with community funders and the three South Canterbury local authorities to create a South Canterbury Spaces and Places plan focussed on the sporting venues and resources of the district.

This plan was adopted and accepted by all three local authorities last year. An important part of the plan was the formation of a community Governance Group to help instigate the project and drive some of the recommendations.

Sport Canterbury has invited a councillor from the Mackenzie District to join the governance group. The Delegations Manual retains the “approval of membership to external bodies and organisations, including Council Controlled Organisations” to Council, so this paper is required to make this appointment.

A copy of the South Canterbury Spaces and Places Plan is available on request.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

6.5 MINUTES OF THE TWIZEL COMMUNITY BOARD MEETING

Author: Arlene Goss, Committee Administrator (Temp)

Authoriser:

Attachments: 1. Minutes of the Twizel Community Board meeting held on January 27, 2020  

STAFF RECOMMENDATIONS

1. That the minutes of the Twizel Community Board Meeting held on Monday, January 27, 2020, be received.
2. That Council notes the following resolutions from the Twizel Community Board:
 - That the Twizel Community Board adopts the Twizel Community Board Standing Orders dated November 2019 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.
 - That the Twizel Community Board recommends to Council that the 30km/h speed sign on Mount Cook Street be shifted north to include the school in the 30km area.



MINUTES

Twizel Community Board Meeting

27 January 2020

Twizel Community Board Meeting Minutes

27 January 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD AT THE TWIZEL EVENTS CENTRE LOUNGE, TWIZEL
ON MONDAY, 27 JANUARY 2020 AT 3.02PM**

PRESENT: Jacqui de Buyzer (Chairperson), Tracey Gunn, Amanda Sargeant, Cr Emily Bradbury.

IN ATTENDANCE: Mayor Graham Smith, Cr Matt Murphy, Adrian Hodgett (Finance Manager), Phill Mackay (Civil Defence Manager), Arlene Goss (Governance Advisor Temp), six members of the public.

1 OPENING

The chairperson welcomed everyone and opened the meeting.

2 APOLOGIES

Apologies were received from community board member Renee Rowland and community services officers Charlotte Borrell and Angie Taylor.

3 PUBLIC FORUM

Pat Shuker addressed the community board on the following:

- Which community board members would be responsible for North West Arch and the River Walk? She was willing to help out in these areas. The chairperson noted that to date, areas of responsibility had not been allocated to members.
- The cycle path on Ostler Road is rough and needs work.
- She has been helping to organise in preparation for the visit of the Cavalcade to Twizel and asked for help from the community board.
- Ms Shuker was worried about private earth works encroaching on public land in the Twizel River area on Glen Lyon Road near the main road. She was asked to refer the matter to staff. The Mayor offered to file a complaint on this matter and have it investigated. Ms Shuker offered to give the Mayor some photos.

Fred Strachan addressed the community board on the following:

- Have safety barriers been installed in the Twizel Events Centre theatre? The chairperson said barriers have been put in place.
- The cycle path on Ostler Road is dangerous. Discussion took place on the location he was referring to. Although a dedicated cycle path has been established he requested more room be provided for cyclists further along the road. The community board noted this work was on council's schedule for improvements.

Garey Hanifin addressed the community board on the following:

- The area behind the gym, used as a turning area for trucks, was a dust pit in summer and a mud hole in winter. He asked for concrete posts to be put in to keep trucks off this area.

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Twizel Community Board Meeting Minutes

27 January 2020

- Historical photos on the wall in the Events Centre attracted a lot of interest. Mr Hanifin asked if these could be displayed in a more public place.

Tanya Coles raised the issue of a public place for tourists to recharge their devices and access wifi. Discussion took place on the current situation and ideas for improving this.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES FROM THE TWIZEL COMMUNITY BOARD MEETING 2 DECEMBER, 2019

COMMITTEE RESOLUTION TWCB/2020/224

Moved: Cr Emily Bradbury

Seconded: Member Amanda Sargeant

That the minutes of the Twizel Community Board Meeting held on Monday 2 December, 2019, be received and the recommendations therein be adopted.

CARRIED

5.2 MATTERS UNDER ACTION

Discussion included the following matters:

Twizel Swimming pool – in the final stages and expecting a handover with Ian Coombes later in the week. There are still issues finding staff for the pool.

Sports hall floor – waiting on update from contractor.

Theatre – correct armrests have been installed.

Market Place – removable vehicle barriers installed prior to Christmas.

Is the tree still across the bike path? This path is accessible but Ms Shuker expressed a desire to go and cut the tree herself. The Mayor suggested that he and Charlotte Borrell meet at the track with Ms Shuker. This meeting needs to happen before the next community board meeting.

Wifi in market Place - A quote from Interested Developments Ltd for \$1,595 plus GST has been received. This was tabled.

Man-made Hill - The Mayor said Council had negotiated a deal with the Ben Ohau Golf Club regarding this land. Council would take over the area at the back, currently containing trees. The Deed of Lease would be completed on Feb 1. The community now needed to put its mind towards what it wanted planted on Man-made Hill.

The chairperson said one person had suggested that trees planted on Glen Lyon Road could be shifted to Man-made Hill.

5.3 TWIZEL COMMUNITY BOARD FINANCIAL REPORT

The purpose of this report was for the Twizel Community Board to note the financial performance of the Twizel community as a whole.

Adrian Hodgett (Finance Manager) attended the meeting and explained the new reporting format. Green areas are within budget and red areas are over budget. He gave an overview of the community board finances and answered questions.

Discussion was held on the process for paying community board grants when the grant is to cover the hire of the Twizel Events Centre. It was noted that a person who had received a community board grant last year was having problems accessing the money. Arlene Goss offered to help with the situation.

The current process was that groups were invoiced for hall hire and asked to pay this, then invoice the council for reimbursement. The Mayor and community board said they would like to see this process streamlined. Mr Hodgett offered to look into it.

COMMITTEE RESOLUTION TWCB/2020/225

Moved: Member Jacqui de Buyzer

Seconded: Member Amanda Sargeant

1. That the report be received.

CARRIED

5.4 COMMUNITY BOARD STANDING ORDERS

The Local Government Act 2002 requires that each Community Board adopts a set of standing orders.

COMMITTEE RESOLUTION TWCB/2020/226

Moved: Member Jacqui de Buyzer

Seconded: Member Tracey Gunn

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION TWCB/2020/227

Moved: Member Jacqui de Buyzer

Seconded: Member Amanda Sargeant

2. That the Twizel Community Board adopts the Twizel Community Board Standing Orders dated November 2019 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.

CARRIED

5.5 GENERAL BUSINESS

Beautification of Man-made Hill: Member Tracey Gunn suggested that trees be relocated from Glen Lyon Road to Man-made Hill. It was agreed to ask staff about whether this is possible. Tracey Gunn will talk to Angie Taylor or Charlotte Borrell.

Specified email address: It was agreed not to go ahead with a specific community board email address.

Signage Mount Cook Street: A person who lives on the street thinks speed is a problem and there are no School or restricted speed signs. The community board agreed it would be a good idea to shift the current 30kmh speed sign to address this.

COMMITTEE RESOLUTION TWCB/2020/228

Moved: Member Tracey Gunn

Seconded: Cr Emily Bradbury

That the Twizel Community Board recommends to Council that the 30k speed sign on Mount Cook Street be shifted north to include the school in the 30km area.

CARRIED

Discussion was held on the meaning of a yellow rectangle painted on the road outside the community care centre. Does this need signage? It was agreed that it was currently working effectively as a place for people with mobility issues to park. No change was required.

Public wi-fi: This issue was deferred to the next meeting when member Renee Rowland would be present.

Barriers at Lake Ruataniwha: The chairperson said in the past there were barriers in place to stop cars "hooning" around the lake edge. These had been removed and needed to be reinstated. The location is at the lagoon where there is a public toilet. It was agreed to ask Angie Taylor or Charlotte Borrell to get in touch with Whitestone and ask for these to be reinstated.

Long term projects: The community board would like to meet with staff to workshop long-term projects, and would then bring them back to the next meeting for formal agreement. It was agreed that Monday during the day was the best time to organise this meeting. Angie Taylor and Charlotte Borrell to be informed.

The meeting adjourned at 4pm and reconvened at 4.14pm on the arrival of Phill Mackay.

5.6 ROLE OF THE COMMUNITY BOARD ELECTED OFFICIALS IN RELATION TO CIVIL DEFENCE AND EMERGENCY MANAGEMENT

Civil Defence Manager Phill Mackay joined the meeting. He introduced himself to the community board and explained his role, which was to help prepare the community to respond to a disaster.

Discussion took place on how the community board could help in the recovery phase of a disaster. They were asked to think about what it was that made Twizel tick, and what was important to prioritise in recovery.

The chairperson thanked Mr Mackay for attending.

Twizel Community Board Meeting Minutes

27 January 2020

The Meeting closed at 4.29pm.

The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 9 March 2020.

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CHAIRPERSON

6.6 MINUTES OF THE TEKAPO COMMUNITY BOARD MEETING

Author: Arlene Goss, Committee Administrator (Temp)

Authoriser:

Attachments: 1. Minutes of the Tekapo Community Board meeting held on February 3, 2020  

STAFF RECOMMENDATIONS

1. That the minutes of the Tekapo Community Board Meeting held on Monday, February 3, 2020, be received.
2. That Council notes the following resolutions from the Tekapo Community Board:
 - That the Tekapo Community Board recommends to Council the proposed shared pathway on the Tekapo waterfront go ahead as presented to the community board at its meeting on February 3, 2020. (Note: This resolution was rescinded at the Tekapo Community Board meeting on March 11).
 - That the Tekapo Community Board approve the use of Tekapo Township Project funds for the construction of the following items to ensure the playground complies with NZ soft fall safety standards, and to improve general safety and aesthetics:
 - Flying fox – erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
 - Playground - erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
 - Flying fox – Erect a timber barrier (to match existing) behind and on the lake edge of the flying fox platform \$1,500 + GST (estimate).
 - Slide – Build 1m railway sleeper steps, with shingle in each step, up the both sides of the slide \$6,000 + GST (estimate).
 - Slide – Erect a 1m high fence on the south side of the slide to promote access to the new stairs and prevent access up the steep side of the hill (to the left of the slide) \$2000 + GST (estimate).



MINUTES

Tekapo Community Board Meeting

3 February 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO
ON MONDAY, 3 FEBRUARY 2020 AT 4.00PM**

PRESENT: Steve Howes (Chairman), Chris Scrase, Caroll Simcox, Sharron Binns, Cr Matt Murphy.

IN ATTENDANCE: Charlotte Borrell (Community Facilities and Services Officer), Dan Turner (Compliance Officer), Jo Hurst (Management Accountant), Arlene Goss (Governance Advisor Temp), Phill Mackay (Emergency Management Officer).

1 OPENING

The chairman declared the meeting open.

2 APOLOGIES

COMMITTEE RESOLUTION TKCB/2020/174

Moved: Member Caroll Simcox

Seconded: Member Sharron Binns

That the apologies received from Mayor Graham Smith and General Manager Simon Mackenzie be accepted.

CARRIED

3 PUBLIC FORUM

Jim Stocker asked for information about a list of projects around Tekapo that were unfinished. These were the:

- Mess around the playground. Open ditches and rocks.
- Dust coming from undeveloped areas.
- Road to the motorcamp, Lakeside Drive, is rough for traffic.
- Footpaths between Lakeside Drive and the four square are uncompleted.
- Abley report on roading, plan was to be written about 18 months ago.
- Bus shelter.
- Car parking near the tavern – staff vehicles and Earth and Sky vehicles were parked there all day.
- Car park near the bridge.
- Road around the lake front, Neil Anderson Way, is untidy.
- Pay toilets near the bridge were encouraging people to use the bushes.
- New bus park near the bridge. Crossing path does not link to paths either side of the Godley Hotel.
- Rubbish on the bridge near the fire station.

Tekapo Community Board Meeting Minutes

3 February 2020

Most of these matters were on the Matters Under Action list and discussed later in the meeting. The chairman invited Jim Stocker to stay for the duration of the meeting to listen, and also offered to meet with him outside the meeting to discuss these matters further.

The chairman welcomed Dan Turner, Compliance Officer, and asked him to talk about his focus and the correct protocol in reporting matters of concern.

Dan Turner said he deals with compliance issues in freedom camping, animal control, rubbish, noise, mobile traders, resource management and drones.

Mackenzie also has two responsible camping ambassadors, one each in Fairlie and Twizel. They speak to campers and educate them. They are also warranted to impose \$200 infringement notices.

He explained that the freedom camping problem has moved away from Tekapo to other areas like the camping area at Lake Pukaki.

The freedom camping bylaw is coming up for review and he recommended that the community board advocated to continue with the Tekapo township as a prohibited freedom camping area.

He is also working on AirBnB compliance. Council has identified a huge number of properties in Twizel and Tekapo not working within the Resource Management Act or the Building Act. He is contacting property owners to work with them to fix these issues.

The community board would like the story of fewer freedom campers to be communicated to the Tekapo community, including why the changes have been made.

Mr Turner also spoke about the opportunity to develop bylaws at the time of the district plan review to address staff parking in key parks which should be allocated to visitors.

Dan Turner was thanked for attending and left the meeting.

The chairman asked for an action to be added to the action list asking for a communication on the current situation with freedom camping, including the process to follow if reporting a problem.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF THE TEKAPO COMMUNITY BOARD - 04 DECEMBER 2019

Member Chris Scrase asked for the following to be included on the Matters Under Action List – the consideration of drinking fountains to be included as part of each future development.

COMMITTEE RESOLUTION TKCB/2020/175

Moved: Member Sharron Binns

Seconded: Member Caroll Simcox

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 04 December 2019 be received and the recommendations therein be adopted.

CARRIED

5.2 MATTERS UNDER ACTION

Short Term Projects

Western carpark resurfacing and hatching – Supposed to start mid-January. Charlotte Borrell will check on progress and email the community board.

The community board queried the Intercity buses now parking outside of Dark Sky Project. Is this a new (permanent) arrangement?

Village walkway – The plan has been provided to Mr McKenzie and the board would like an update on progress.

Church of the Good Shepherd – Work is underway. Charlotte Borrell will send a landscape plan to the community board. Stage 3 of the project would be looking at public parking at the church.

Tekapo Community Hall – Seeking a price for a pull-down screen. Equipping of the kitchen is on the list to be addressed. Also a plan to replace blinds in the hall. Member Sharron Binns offered assistance for pricing and sourcing of suitable kitchen equipment. Ms Borrell advised that this matter is in hand.

Letter to R Rayward – The chairman has talked to Mr Rayward to say a letter would come from the council, a copy of the response is requested by the community board.

List of Works – The Governance Advisor offered to see if a list of works was available.

Long-Term Projects

Pay toilet review – Further review is scheduled for May. Charlotte Borrell will look at the area and see if any trees need trimming back. Any change to the public toilets would need to go through Council as the toilets are district-wide-funded. Ms Borrell will obtain an updated report showing revenue received for pay toilets for recent periods.

Bus shelter – Scott Mackenzie is investigating design options.

Walkway Simpson Lane to main carpark – Site has been investigated. There are issues with land subsidence, and some of the relevant land being owned by Four Square. The community board suggested talking to Four Square and see if they would be favourable to part of the walkway being on their land on the north side of the supermarket. Request to organise a community board walkthrough of the area.

Barbara Hay, remove Hamilton – Concept plan to come to the next meeting.

D'Archiac Drive – Concept plan to come to the meeting after the next one. Naming suggestions were requested of the Community Board with suggestion that perhaps the local Lake Tekapo School could be involved in the naming initiative.

Playground Improvements to be added to the action list.

Matters Under Observation

60km Speed Limit – Caroll Simcox reported back on a meeting with David Scarlett of NZTA. NZTA want to come back to the community board before going out for public consultation. Expected to be in March.

Pioneer Drive – Speed bumps have been installed.

School zone traffic – Discussion was held on school zone warning signs. It was suggested that a community board member contact the police and ask for checks outside the school. Cr Murphy to follow up.

Boat ramp access from Neil Anderson Way – Mr McKenzie was asked to update the board on this.

Walkway sealing – No funding to do this, keep under observation.

5.7 ROLE OF THE COMMUNITY BOARD ELECTED OFFICIALS IN RELATION TO CIVIL DEFENCE AND EMERGENCY MANAGEMENT

Phill Mackay introduced himself to the community board and discussed council's responsibilities under legislation to manage emergency situations. He outlined how the community board members could help in the response to an event, and the importance of the recovery phase.

The chairman said there was a need for an FM transmitter in Tekapo and this was discussed. A grant application for a transmitter would be considered at an upcoming meeting. Mr Mackay offered to give some thought to who would take ownership of a new transmitter if the current volunteers stopped looking after it or moved away.

5.3 TEKAPO COMMUNITY BOARD FINANCIAL REPORT

For the Tekapo Community Board to note the financial performance of the Tekapo Community as a whole.

Management accountant Jo Hurst went through the report with the community board and explained the new format. She then answered questions about budgets and individual line items.

It was noted that some grant allocations were not showing in the accounts. Charlotte Borrell offered to follow up on this.

Member Chris Scrase requested some small changes to the layout of the accounts and these were noted by Jo Hurst. Chris Scrase also asked why the \$115,925 reimbursement for the Domain Road Eastern Carpark was not accrued thus showing a net nil in the Community Board report. Chris asked if collection of the reimbursement was in question. Jo Hurst said the reimbursement would be received – it was just a timing issue. She noted the Community Board report is prepared on a "cash basis"

The changes requested were:

- To add a column for the full year budget
- To make it clear how many months the report covers
- To accrue the reimbursement for expenses incurred

COMMITTEE RESOLUTION TKCB/2020/176

Moved: Member Chris Scrase

Seconded: Cr Matt Murphy

1. That the report be received.

CARRIED

5.4 PROPOSED SHARED PATHWAY ON TEKAPO WATERFRONT

The purpose of this report was for the Tekapo Community Board to provide input into the proposed concrete shared pathway project which will upgrade some of the existing gravel tracks on the Tekapo lakefront.

The report was taken as read. Charlotte Borrell asked for community board feedback before taking this project to Council for approval. The community board supported the project and considered it to be good expenditure for the money.

The chairman asked if completing the project by the end of April was achievable and Charlotte Borrell believed it would be.

Questions were raised about why a concrete surface was recommended. Ms Borrell explained this was proposed for longevity, ease of maintenance and to enable people with reduced mobility to access.

Ms Borrell was also asked to talk to Genesis regarding the restoration of the footpath following current construction work on Lakeside Drive.

COMMITTEE RESOLUTION TKCB/2020/177

Moved: Member Sharron Binns

Seconded: Chair Steve Howes

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION TKCB/2020/178

Moved: Member Sharron Binns

Seconded: Chair Steve Howes

2. That the Tekapo Community Board recommends to Council the proposed shared pathway on the Tekapo waterfront go ahead as presented to the community board at its meeting on February 3, 2020.

CARRIED

5.5 TEKAPO LAKEFRONT PLAYGROUND SAFETY IMPROVEMENTS

The purpose of this report was for the Tekapo Community Board to consider options for the Tekapo lakefront playground to comply with safety standards and beautify the area.

Charlotte Borrell said there was about 15,000 unspent in the landscape reserve fund that could be accessed to contribute to this work.

Tekapo Community Board Meeting Minutes

3 February 2020

She would like to present another report at the next meeting outlining the options for boardwalks over the stormwater swales. The community board agreed with her suggestions.

They asked for a quote for a water fountain to be included at the playground, and also asked to investigate options to fill the swales with stones to make them safer. It was noted that changes to the swale such as filling with stones may not be permitted. A sun shade was also considered. These items are to go on the action list.

COMMITTEE RESOLUTION TKCB/2020/179

Moved: Member Caroll Simcox

Seconded: Member Sharron Binns

1. That the report be received.

CARRIED**COMMITTEE RESOLUTION TKCB/2020/180**

Moved: Member Sharron Binns

Seconded: Member Caroll Simcox

2. That the Tekapo Community Board approve the use of Tekapo Township Project funds for the construction of the following items to ensure the playground complies with NZ soft fall safety standards, and to improve general safety and aesthetics:
 - (a) Flying fox – erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
 - (b) Playground - erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
 - (c) Flying fox – Erect a timber barrier (to match existing) behind and on the lake edge of the flying fox platform \$1,500 + GST (estimate).
 - (d) Slide – Build 1m railway sleeper steps, with shingle in each step, up the both sides of the slide \$6,000 + GST (estimate).
 - (e) Slide – Erect a 1m high fence on the south side of the slide to promote access to the new stairs and prevent access up the steep side of the hill (to the left of the slide) \$2000 + GST (estimate).

CARRIED**5.6 GENERAL BUSINESS**

Cowan Hill Walkway – A request has been received to extend the walkway with gravel to prevent people walking across State HW 8. The community board was unsure where DOC land begins and ends, and who is responsible for this area. They asked for the roading manager to respond to the chairman on this.

Track West of the Cairns needs work – This track is on private land. Member Sharron Binns agreed to follow this up with the landowner.

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Sewage stench – The community board has received a complaint about a bad smell coming from the sewerage pond behind the township. They asked if 3 Waters Manager Geoff Horler could either provide a report or attend the next meeting to discuss this, along with the questions under number 7, General Business, in the agenda.

Demolition of the tavern – The board was concerned about the look of this area, and health and safety measures on the site. They asked to add this to the action list under observation.

Barrier on SH8 above the campground – This would be included in NZTA planned improvements.

Use of the community hall for community development officer - Discussion was held on whether the Tekapo Hall would be a good location for a community development officer to be located. The board agreed to hold meeting with the community development officer to better understand her need.

Old Earth and Sky Building – The community board would like to know what is happening with the old, now empty, Earth and Sky Building that sits on council land and is planned for removal. They asked if the council's property manager could let them know. They also asked to add this to the action list under observation.

The community board also noted the bare land next to the Dark Sky Project. This has not been remediated at the close of the project. They asked if this has been followed up with contractor.

Councillor Report - Buses parked near highway bridge - Cr Matt Murphy has been talking to the roading manager regarding the car parking area being used by Dark Sky buses, as this is a concern to the community.

Other committees - The chairman, Steve Howes, reported on building activity currently happening at the school.

The Meeting closed at 6.45pm.

The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on 3 February 2020.

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CHAIRPERSON

6.7 MINUTES OF THE FAIRLIE COMMUNITY BOARD MEETING

Author: Arlene Goss, Committee Administrator (Temp)

Authoriser:

Attachments: 1. Minutes of the Meeting of the Fairlie Community Board on January 30, 2020  

STAFF RECOMMENDATIONS

1. That the minutes of the Fairlie Community Board Meeting held on Thursday, January 30, 2020, be received.
2. That Council notes the following resolutions from the Fairlie Community Board:
 - That the Fairlie Community Board approves the final plans from the Fairlie Skate Committee to allow construction to begin on the Fairlie Skate Park, as long as the middle section is concrete and relevant consents are granted.
 - That the Fairlie Community Board adopts the Fairlie Community Board Standing Orders dated November 2019 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.
 - That the Fairlie Community Board grants a request from Andrew Hurst for \$230 including GST (\$200 excluding GST) for hall hire of the Community Centre to hold an auction evening, with the proceeds going to the Westpac Rescue Helicopter.



MINUTES

Fairlie Community Board Meeting

30 January 2020

Fairlie Community Board Meeting Minutes

30 January 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON THURSDAY, 30 JANUARY 2020 AT 4.31PM**

PRESENT: Les Blacklock (Chairman), Leaine Rush, Angela Habraken

IN ATTENDANCE: Charlotte Borrell (Community Services Officer), Adrian Hodgett (Finance Manager), Phill Mackay (Emergency Management Officer), Arlene Goss (Governance Advisor Temp)

1 OPENING

The chairman welcomed everyone to the meeting.

2 APOLOGIES

COMMITTEE RESOLUTION FCB/2020/138

Moved: Cr Les Blacklock

Seconded: Member Leaine Rush

That the apologies received from member Damon Smith and Cr Murray Cox be accepted and leave of absence granted.

CARRIED

3 PUBLIC FORUM

The chairman thanked Franz and Christine Lieber for their contribution to the Fairlie community and presented them with a framed certificate of appreciation, and a bunch of flowers.

4 DECLARATIONS OF INTEREST

Member Leaine Rush declared a conflict of interest in item 5.6: 'Grant Application from Andrew Hurst'. It was agreed she would abstain from voting on that item.

5 REPORTS

5.1 MINUTES OF THE FAIRLIE COMMUNITY BOARD - 05 DECEMBER 2019

COMMITTEE RESOLUTION FCB/2020/139

Moved: Member Leaine Rush

Seconded: Cr Les Blacklock

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 05 December 2019 be received and confirmed as an accurate record of the meeting.

CARRIED

5.2 FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION

War memorial maintenance – Will go ahead soon.

Dog signs – Signs are ready to be installed. Charlotte Borrell showed sample signs to the board and they agreed on the best option. Pricing options for dog bag dispensers will come to the next meeting.

Strathconan Swimming Pool - Move this item to the long term action list for inclusion in the council's long term plan.

Bus parking by Playground – The community board would like to make changes to bus parking in this area including moving the footpath and introducing angle parking.

Security cameras in Fairlie – Leave on the action list.

Fairlie Skate Park – To be discussed later in the meeting.

Roading in Regent Street – The community board wants this kept on the list due to feedback from residents who are concerned about the lack of sealing. Possibly to go into the Long Term Plan?

Ultrafast broadband – Due for 2020.

Street lighting – This is ongoing.

Rating system – With council.

Dog park in Fairlie – A site has been chosen. This needs to be fenced and cleaned up before Christmas. Would like to have this ready for next summer. The community board agreed that Charlotte Borrell would check on the status and size of the land and get a price for clean-up and fencing.

5.3 FAIRLIE COMMUNITY BOARD FINANCIAL REPORT

For the Fairlie Community Board to note the financial performance of the Fairlie Community as a whole.

Adrian Hodgett introduced the members to the new financial report format.

Revenue is down on budget due to the Fairlie community centre not getting the bookings that were expected.

Discussion took place on the best uses of the community board's operational and capital budgets.

The current state of the Fairlie swimming pool, and upcoming costs, were outlined by Charlotte Borrell.

Mr Hodgett was thanked for his report and he left the meeting.

5.7 ROLE OF THE COMMUNITY BOARD ELECTED OFFICIALS IN RELATION TO CIVIL DEFENCE AND EMERGENCY MANAGEMENT

This item was brought forward in the agenda to allow a presentation from the Emergency Management Officer on Civil Defence and Emergency Management and the role of elected officials.

Phill Mackay outlined his role with the council and the responsibilities of different agencies in an emergency. He said the community board was important in helping a community recover from an emergency event. The community board is the face of the community. What would it need to do soon after an event to keep people engaged and enable recovery?

Mr Mackay is currently working on a community resilience plan for Fairlie and this would come to a future meeting. He was thanked for his report and left the meeting.

5.4 FAIRLIE SKATE PARK - FINAL PLANS

The purpose of this report was for the Fairlie Community Board to approve final plans received from the Fairlie Skate Committee to allow construction on the skate park to begin.

In the plans the middle part of the park is labelled grass but it has been confirmed this is actually concrete.

The option of a power supply has also been raised. Having a secure power supply installed while excavating is good timing. The community board township fund may need to pay for this.

The Fairlie Skate Park committee is currently working through the process of getting consent for stormwater discharge and other matters.

The community board applauded the skate committee for the work they have done.

COMMITTEE RESOLUTION FCB/2020/140

Moved: Member Leaine Rush

Seconded: Member Angela Habraken

1. That the report be received.
2. That the Fairlie Community Board approves the final plans from the Fairlie Skate Committee to allow construction to begin on the Fairlie Skate Park, as long as the middle section is concrete and relevant consents are granted.

CARRIED

5.5 COMMUNITY BOARD STANDING ORDERS

The Local Government Act 2002 requires that each Community Board adopts a set of standing orders.

COMMITTEE RESOLUTION FCB/2020/141

Moved: Cr Les Blacklock

Seconded: Member Angela Habraken

1. That the Fairlie Community Board adopts the Fairlie Community Board Standing Orders dated November 2019 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.

Fairlie Community Board Meeting Minutes

30 January 2020

CARRIED

5.6 GRANT APPLICATION - ANDREW HURST

Andrew Hurst received a traumatic leg injury last year and was helicoptered out. He would like to raise funds for the rescue helicopter in appreciation, and plans to hold an auction evening that includes motivational speakers. The board agreed to support this.

Charlotte Borrell asked if the board would like to increase its budget for grants as part of the current budget process. Discussion took place on current demand. The board decided that the current level of grant funding was appropriate and should not change at this stage.

COMMITTEE RESOLUTION FCB/2020/142

Moved: Cr Les Blacklock

Seconded: Member Angela Habraken

1. That the report be received.
2. That the Fairlie Community Board grants a request from Andrew Hurst for \$230 including GST (\$200 excluding GST) for hall hire of the Community Centre to hold an auction evening, with the proceeds going to the Westpac Rescue Helicopter.

CARRIED

Member Liane Rush abstained from voting.

The Meeting closed at 5.30pm.

The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 12 March 2020.

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CHAIRPERSON

7 CONFIRM COUNCIL MINUTES

7.1 MINUTES OF COUNCIL MEETING - 11 FEBRUARY 2020

Author: Arlene Goss, Committee Administrator (Temp)

Authoriser:

Attachments: 1. Minutes of the Council Meeting held on February 11, 2020  

RECOMMENDATION

That the Minutes of the Council Meeting held on Tuesday 11 February 2020 be received and confirmed as an accurate record of the meeting.



MINUTES

Ordinary Council Meeting

11 February 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 11 FEBRUARY 2020 AT 9.30AM**

PRESENT: Mayor Graham Smith, Deputy Mayor James Leslie, Cr Anne Munro, Cr Stuart Barwood, Cr Murray Cox, Cr Emily Bradbury, Cr Matt Murphy

IN ATTENDANCE: Suzette Van Aswegen (Chief Executive), Paul Numan (GM Corporate Services), Simon Mackenzie (GM Operations), Jo Hurst (Management Accountant), Connie Giquel (Executive Advisor to the Mayor and Chief Executive), Arlene Goss (Governance Advisor Temp) and one member of the media.

1 OPENING

The Mayor opened the meeting and welcomed everyone.

2 APOLOGIES

There were no apologies.

3 VISITORS

There were no visitors to the Council meeting.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 BEREAVEMENTS

The Mayor read out the following bereavements and a minute's silence was observed:

MACDONALD, Donella of Fairlie – Died in Scotland on December 17, 2019.

Born in Fairlie on February 10, 1933. Student and teach in the South Island in the 1950s, daughter of the late Donal and Connie Grant, sister of Ishbel Fraser and the late Nan Grace Anne Bray, wife of the late Patrick MacDonald, mother of Connie, Donald, Colin and Ruairaidh. Dearly loved by her Scottish and NZ families.

INCH, Lorna Mary Symes of Lake Tekapo – Died January 18, 2020.

Stewart would like to express heartfelt thanks to family, friends and neighbours for their kindness, support, flowers, cards and expressions of sympathy after Lorna's passing. Special thanks to members of the Lake Tekapo Lions Club and their partners for their support.

SIMPSON, Guy of Lake Tekapo– Died on Monday January 27, 2020 at home surrounded by his close family. He lost his courageous battle with cancer. Dearly loved husband and soulmate of Jackie and much loved and adored father to Maisy.

MASSAM, Mary Patricia of Twizel – Died peacefully in Dunedin Hospital surrounded by loved ones on January 14, 2020 aged 76 years. Adored wife of the late Dave. Loved mum of Peter

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and Jackie, Robyn and Shem and Annemarie. Dearest grandma of Mary, Trinity, Xavier and Sefton. Loved friend to many.

THORN, Patricia May of Twizel – Passed away suddenly and unexpectedly at home in Twizel on Sunday January 12, 2020 aged 67. Much loved and cherished wife of Allan, mum of Debbie. Sarah, Aaron, Kelly and Jon. Adored and much loved Nannie to Anika, Max, Xavier, Lexi, Oliva and Harper.

GLASS, Ben of Albury – Passed away February 10. Loved husband of the late Isobel and father of Graham and Elizabeth.

KENTON, Billy – Long term resident of Tekapo.

6 MAYOR'S REPORT

6.1 MAYORAL ACTIVITIES REPORT

RESOLUTION 2020/1

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

That the report be received.

CARRIED

The Mayor spoke about the Mayoral Forum Food and Fibre Innovation Programme. There was a concern expressed that young people were not entering the agricultural sector. \$200,000 would be put into encouraging young people to enter farming, done in partnership with Lincoln University.

The Mayor updated councillors on the current status of the Pukaki Airport Board. He and the chief executive met with members on 17th January. The chairman has tendered his resignation and the board has been disestablished. They have agreed to hand over all information to Property and Commercial Manager Mark Samways.

The Mayor recognised the good work the board has done. The chief executive would like to invite them to the next council meeting to celebrate the work they have done.

Yesterday the Mayor met with Arowhenua and Waihao runanga and it went well. He was happy to have a way forward with runanga. Discussions took place on the relationships runanga have with DOC and with council staff. The Mayor was congratulated on his achievements in working with runanga. He said it was a council-wide effort. Council respects runanga and "holds them with integrity".

The Mayor thanked councillors for going with him to Queenstown to meet with Queenstown Mayor Jim Boulton and Queenstown Lakes District Council executives.

7 REPORTS**8.1 CHIEF EXECUTIVE'S ACTIVITY REPORT**

The chief executive took the report as read. She thanked staff who worked all weekend operating the emergency operations centre during the recent fire at Burkes Pass.

She notified the councillors that Council's audit director, John Mackey from Audit New Zealand, has been moved away from the Mackenzie and a new audit director has been appointed.

The Mayor asked for an update on vacant staff positions. The chief executive noted a list of applications for the position of General Manager Operations has been compiled. The position of planning team leader is currently being advertised. Other positions were also updated.

There are difficulties attracting staff to some positions, such as building control officers.

The recent meetings in Fairlie and Twizel between council staff and local builders were productive and the builders thanked council for organising the meetings. Concerns were expressed around continuity of service, timing of inspections, fees and charges and consistency in how the inspectors do their work. It was important to build a team in-house to ensure consistency.

Councillors were concerned that council was receiving more building consent applications than could be processed within the timeframe.

Upcoming consultations from central government were noted. Simon Mackenzie was asked for an update on the Three Waters Bill. This has been delayed but is expected to go through Parliament by May or June, followed by changes that staff were already working on.

RESOLUTION 2020/2

Moved: Deputy Mayor James Leslie

Seconded: Cr Emily Bradbury

1. That the report be received.

CARRIED**8.2 CANTERBURY LOCAL AUTHORITIES TRIENNIAL AGREEMENT**

This report invites Council to ratify the draft Canterbury Local Authorities' Triennial Agreement 2020–22.

The Mayor said this agreement had provided real value in the past, and it would be a shame if Mackenzie was not part of the Mayoral forum. The forum has identified that it wants more senior government ministers at meetings to deliver on issues affecting local government. That would be the thrust this year. MP Dr Megan Woods, Minister of Energy and Resources, would be speaking at the next Mayoral Forum in early March.

RESOLUTION 2020/3

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

1. That the report be received.

CARRIED

RESOLUTION 2020/4

Moved: Deputy Mayor James Leslie

Seconded: Cr Anne Munro

2. That Mackenzie District Council ratifies the Canterbury Local Authorities' Triennial Agreement 2020-22.

CARRIED

8.3 COUNCIL FINANCIAL REPORT

RESOLUTION 2020/5

Moved: Cr Matt Murphy

Seconded: Cr Murray Cox

That the information be noted.

CARRIED

Management Accountant Jo Hurst joined the meeting to speak to this report. Matters discussed included the following:

Grants have been received from tourism funds. Council's finances were in good shape.

The Mayor asked for a review of insurance. Paul Numan said staff were regularly looking at insurance and making sure it was fit for purpose, and Council had been updated at a recent meeting. He believed council's insurances were well positioned. The Mayor asked if notifications were received of any changes in insurance terms or increased prices. Yes.

Capital expenditure has a gap between budget and money spent to date. A delay in the water treatment plant in Fairlie was part of the reason. Simon Mackenzie said he did not believe this would be delivered by 30 June. He therefore expects spend to be 25% under at the end of the financial year.

The chief executive said most of the spend is from the reserves so could be carried over to next year, but when the money came from rates you cannot carry it over without placing it into a reserve account. Council needed to get better at project managing big projects.

Discussion took place on the use of consultants. The chief executive suggested a workshop to show councillors where and when consultants were normally used. In the regulatory area consultant costs were recovered from users.

Cr Cox asked if there was any risk of losing subsidies in roading. No.

The Mayor asked about subsidies for street lighting from NZTA. The replacement of street lights was still a work in progress. The deadline to do this work is June 30 and staff are waiting for lights to arrive.

Jo Hurst was thanked for the financial report and for attending the meeting.

8.4 ADOPTION OF COMMITTEE TERMS OF REFERENCE

The purpose of this report was for Council to adopt the terms of reference for the following standing committees: Engineering and Services Committee; Commercial and Economic Development Committee; Planning and Regulatory Committee; Strategy Committee; and Audit and Risk Committee.

Paul Numan outlined some changes to the documents that were suggested at a councillor workshop. He said the following changes would be made in response to councillor feedback:

1. **Strategy Committee** – remove the wording at 4.3.4.1 “to initiate and progress any change to or review of the District Plan under the Resource Management Act”
2. **Planning and Regulatory Committee** – include the wording at 4.3.3.1 “to initiate and progress any change to or review of the District Plan under the Resource Management Act” and amend the **meetings** frequency to six weekly basis or as required (from quarterly).

The Mayor said it was important that the meeting frequency for all committees would have “or as required” added.

Regarding the responsibilities of the Commercial and Economic Development Committee, the Mayor questioned whether the Alps2Ocean cycleway was a commercial operation. After some discussion the councillors agreed this would fit better under asset management and should move to the Engineering and Services Committee.

The Mayor read out the chairs and deputy chairs of each committee. Cr Leslie asked if Bruce Mincham, who is the independent chairman of the Audit and Risk Committee, had seen the terms of reference for Audit and Risk. The chief executive said Mr Mincham had seen them and wrote to her that he did not feel comfortable being in control of the performance review of the chief executive. This could be delegated to the deputy of Audit and Risk, or to a sub-committee. This discussion could take place at the Audit and Risk Committee meeting.

RESOLUTION 2020/6

Moved: Cr Emily Bradbury
Seconded: Deputy Mayor James Leslie

1. That the report be received.

CARRIED

RESOLUTION 2020/7

Moved: Cr Anne Munro
Seconded: Cr Murray Cox

2. That Council adopt the attached terms and references of the Engineering and Services Committee, Commercial and Economic Development Committee, Planning and Regulatory Committee, Strategy Committee, and Audit and Risk Committee with the changes noted in the minutes of the Council Meeting on February 11, 2020.

CARRIED

8.5 ADOPTION OF STREET NAMES FOR MACKENZIE PARK SUBDIVISION

The purpose of this report was for Council to adopt proposed street names for Stage 3 of Mackenzie Park Subdivision in Twizel.

Cr Leslie expressed concern about the potential for vandalism of signs saying Canal Place. He said there were already several signs around Twizel that had been vandalised in that way. Councillors discussed whether an alternative name should be used but decided not to take that path.

RESOLUTION 2020/8

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

1. That the report be received.
2. That the street names, Hydro Avenue and Canal Place, as proposed by the developers for the Mackenzie Park Subdivision – Stage 3, be approved noting they have written approval from Te Rūnanga o Arowhenua.

CARRIED

8.6 COMMON SEAL AND AUTHORISED SIGNATURES

The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act, 1993, and other relevant statutes.

This is a regular report to inform councillors of documents executed under the Common Seal of Council by the Mayor and Chief Executive.

RESOLUTION 2020/9

Moved: Deputy Mayor James Leslie

Seconded: Mayor Graham Smith

That Council notes the following documents have been executed under the Common Seal of the Council:

Date Sealed		Details	
20/12/2019	Deed of Assignment of Lease	Anne Marie Hughes Assignor (Departing Lessee) and Anne Marie Hughes and David John Hughes Assignee (New Lessees) and Mackenzie District Council	907
20/12/2019	Deed of Assignment of Lease	John Burton Hunt and Lesley Margaret Hunt Assignor (Departing Lessees) and Robert William Hunt Assignee (New Lessee) and Mackenzie District Council (Lessor)	908

CARRIED

8 COMMUNITY BOARD RECOMMENDATIONS

9.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 2 DECEMBER 2019

The Mayor read out the resolutions from the community board meetings and asked for background information on some matters.

Cr Munro questioned whether the resolution passed by the Twizel Community Board at number 2 below, relating to affected persons approval, set a precedent for visitor accommodation in Twizel. The chief executive said that affected person approval was only given to encroach on the boundary of a council reserve, not to supply visitor accommodation. Later in the meeting this matter was raised again with Planning Manager Ann Rodgers. Her view was that once affected person's approval had been given by the community board, planners could not consider community concerns in the consent process. At the end of this discussion it was agreed that the delegation to community boards to give affected persons approval might not be an appropriate delegation, considering the level of experience and knowledge held by board members.

Council noted the following resolutions from the Twizel Community Board:

1. That, subject to getting approval from the property owners, the Twizel Community Board requests to have removable bollards (with bike stands) installed (in Market Place).
2. That the Twizel Community Board recommends to Council (staff) that affected persons approval be provided to construct a cottage to be used for visitor accommodation for up to two guests, 17m from the boundary of Lot 9 DP 73154, (North West Arch Twizel), with Lot 14 DP 73154 that is owned by Council and zoned Recreation P (Passive).
3. That the Twizel Community Board declines the grant request for \$1075 including GST from the Mackenzie Community Development Project for holiday/Christmas decorations for the Twizel Market Place.
4. That the Twizel Community Board grants \$500 including GST to the Leadership 4 Women Symposium for hire of the Twizel Events Centre for the symposium on 9 November 2019.
5. That the Twizel Community Board grants the request for \$100 including GST to the Mackenzie Community Development Project for brochure delivery and advertising costs for the Twizel Kai and Koha Ride.
6. That the Twizel Community Board puts aside the grant request for \$135.25 including GST from the Mackenzie Community Development Project for hire of the Twizel Events Centre for the Meet the Candidates Evening.
7. That the Twizel Community Board grants \$166.05 including GST to cover hire costs of the Twizel Events Centre for the Twizel Community Dinner.
8. That the Twizel Community Board grants \$100 including GST for the Twizel Area School's annual prize giving.

9.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 4 DECEMBER 2019

Council noted there were no resolutions from the Tekapo Community Board requiring further action.

9.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 5 DECEMBER 2019

Council noted the following resolutions from the Fairlie Community Board:

1. That the Community Board accepts the quote from the Heat Pump Shop that has been tendered (for Community Centre heating).
2. That the Fairlie Community Board grants \$250 excluding GST to Mackenzie Swimming Club towards the hire of the Strathconan Community Swimming Pool for the Swim Club season.
3. That the Fairlie Community Board declines granting \$176.96 excluding GST to South Canterbury Neighbourhood Support for a free prize draw (Emergency kit 4 person) and leaflets at the Mackenzie Highland A&P Show 2020.
4. That the Fairlie Community Board grants \$250 excluding GST to Fairlie Swimming towards the purchase of equipment.

9 RECEIVE COMMITTEE MINUTES

There were no committee minutes to receive as this was the first meeting of the triennium.

10 CONFIRM COUNCIL MINUTES

11.1 MINUTES OF COUNCIL MEETING - 17 DECEMBER 2019

RESOLUTION 2020/10

Moved: Cr Stuart Barwood

Seconded: Cr Emily Bradbury

That the Minutes of the Council Meeting held on Tuesday 17 December 2019 be received and confirmed as an accurate record of the meeting.

CARRIED

11 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2020/11

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

Ordinary Council Meeting Minutes

11 February 2020

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
13.1 - Extension of Contract 1222 Road Maintenance and Operations	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
13.2 - Minutes of Public Excluded Council Meeting - 17 December 2019	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

RESOLUTION 2020/12

Moved: Cr Emily Bradbury

Seconded: Mayor Graham Smith

That Council moves out of Closed Council into Open Council.

CARRIED

The Meeting closed at 11.25am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 March 2020.

.....
CHAIRPERSON

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7.2 MINUTES OF COUNCIL MEETING - 25 FEBRUARY 2020

Author: Arlene Goss, Committee Administrator (Temp)

Authoriser:

Attachments: 1. **Minutes of the Extraordinary Meeting of Council on February 25, 2020**

**RECOMMENDATION**

That the Minutes of the Council Meeting held on Tuesday 25 February 2020 be received and confirmed as an accurate record of the meeting.



MINUTES

Extraordinary Council Meeting

25 February 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 25 FEBRUARY 2020 AT 4.11PM**

PRESENT: Mayor Graham Smith, Cr Anne Munro, Cr Stuart Barwood, Cr Murray Cox, Cr Matt Murphy

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Arlene Goss (Governance Advisor Temp), Paul Numan (Group Manager Corporate Services), Scott McKenzie (Roading Manager)

1 OPENING

The Mayor opened the meeting.

2 APOLOGIES

Apologies were received from Cr James Leslie and Cr Emily Bradbury

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 REPORTS

4.1 LOW PRESSURE STREET LIGHT REPLACEMENT TO 2200K LED

This report outlined the request for non-budgeted expenditure to change low pressure sodium (LPS) light fittings to 2200K LED, to take advantage of a 85 percent financial assistance rate from NZTA.

Roading Manager Scott McKenzie explained the background to this report. Approving this expenditure would keep the Mackenzie compliant with its Dark Sky Reserve Status. The new bulbs were expected to last for 10-20 years.

This would be a one-off bulk buy. It might allow the extending of the Dark Sky Reserve to the entire Mackenzie District, including Fairlie, Albury and Kimbell.

RESOLUTION 2020/13

Moved: Cr Matt Murphy
Seconded: Cr Stuart Barwood

1. That the report be received.

CARRIED

RESOLUTION 2020/14

Moved: Cr Anne Munro
Seconded: Cr Stuart Barwood

Extraordinary Council Meeting Minutes

25 February 2020

2. That council approve the spending of unbudgeted expenditure to the value of \$179,000 to change out streetlights for low pressure sodium to 2200K LED.

CARRIED

5.1 ALLOCATION OF GRANTS FROM THE PROMOTION OF TEKAPO TOWNSHIP (GENESIS) FUND

The purpose of this report was for Council to ratify the decisions made by the Tekapo Community Board in allocating money from the 'Promotion of Tekapo Township' (Genesis) Fund.

Governance Advisor Arlene Goss spoke to this report. She said this was an administrative resolution to support the decisions made by the community board.

Cr Murphy, the councillor representative on the Tekapo Community Board, said there was some robust discussion around the applications. Every applicant was considered with due diligence. Agreement was reached by all on the outcome. He believed this was a good use of the fund.

The Mayor said he felt happy about the allocation of the fund.

RESOLUTION 2020/15

Moved: Cr Anne Munro

Seconded: Cr Murray Cox

1. That the report be received.

CARRIED

RESOLUTION 2020/16

Moved: Cr Murray Cox

Seconded: Cr Matt Murphy

Organisation	Project	Amount Granted
Lake Tekapo Lions Club	Bus Shelter for School Children	\$7,000
Tekapo Promotions and Business Assn	Promotions Project 2020	\$4,200
Lake Tekapo School	Community Swimming Pool	\$14,273.69
Snowgrass Solutions	Replacement FM Transmitter for RNZ for Tekapo	\$3,300
Tekapo Trails Society	Sawdon Trail	\$4,300
Lake Tekapo Lions Club	Wishing Well	Grant Declined
Lake Tekapo Power Boat and Waterski Club	Extension of Boat Ramp Lakeside Drive	Grant Declined
	Total	\$33,073.69

Extraordinary Council Meeting Minutes

25 February 2020

CARRIED

The Meeting closed at 4.35pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Mackenzie District Council held on 24 March 2020.

CHAIRPERSON

8 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
11.1 - Minutes of Public Excluded Council Meeting - 11 February 2020	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7