



**Notice is given of a Twizel Community Board Meeting to be held on:**

**Date: Monday, 3 August 2020**

**Time: 3.00pm**

**Location: Meridian Energy Meeting Room  
Twizel**

# **AGENDA**

## **Twizel Community Board Meeting**

**3 August 2020**

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

**Twizel Community Board Membership:**

Jacqui de Buyzer (Chair)

Tracey Gunn

Renee Rowland

Amanda Sargeant

Emily Bradbury

**Order Of Business**

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- 1 OPENING**
- 2 APOLOGIES**
- 3 PUBLIC FORUM**
- 4 DECLARATIONS OF INTEREST**

## **5 REPORTS**

### **5.1 UPDATE FROM PLANNING AND REGULATORY STAFF**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** Nil

#### **STAFF RECOMMENDATIONS**

That the information be noted.

#### **BACKGROUND**

Ann Rogers, Planning Manager, and Aaron Hakkaart, Planning Team Leader, will attend the community board meeting to update members on current projects and answer questions on any planning-related issues.

**5.2 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 8 JUNE 2020**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. **Minutes of the Twizel Community Board meeting held on June 8, 2020**



**RECOMMENDATION**

That the Minutes of the Twizel Community Board Meeting held on Monday 8 June 2020 be received and confirmed as an accurate record of the meeting.



# **Unconfirmed MINUTES**

**Twizel Community Board Meeting**

**8 June 2020**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TWIZEL COMMUNITY BOARD MEETING  
HELD AT THE TWIZEL EVENTS CENTRE LOUNGE, TWIZEL  
ON MONDAY, 8 JUNE 2020 AT 3.00PM**

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

**IN ATTENDANCE:** Mayor Graham Smith, Suzette van Aswegen (Chief Executive), Angie Taylor (Community Services and Waste Manager), Tim Mulcock (Transition Manager), Phil Mackay (Recovery Manager), Arlene Goss (Governance Advisor), and 13 members of the public.

**1 OPENING**

The chairperson welcomed everyone to the meeting.

**2 APOLOGIES**

**COMMITTEE RESOLUTION TWCB/2020/233**

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

That the apology received from Renee Rowland be accepted and leave of absence granted.

**CARRIED**

**3 PUBLIC FORUM**

**Elizabeth Higgins** – The walkway along the main road, over the Twizel River, has been closed since Wednesday by construction workers. This means people will need to walk on the main road. She was concerned about trucks using the road being a risk to walkers and asked if safety could be improved.

The chief executive advised Ms Higgins and all members of the public to contact the council office by phone immediately if they have operational matters or safety concerns that needed to be addressed, then these can be looked at immediately. (Ms Higgins has lodged a service request).

**Kaye Paardekooper** – Notice was given that a tourism industry association was being formed. They hope to be incorporated in August this year and would be made up of tourism operators.

**David Compton** – Twizel Promotions was concerned that Twizel was running at 50% occupancy in residential property. He asked if it was possible for the tourism industry association to get a list of the addresses of absentee ratepayers to contact and get them involved. The Mayor offered to find out if this was possible, taking into account any relevant privacy issues.

**Marge Giles** – Would like to see more things to do in Twizel and more amenities provided. For example a tennis court outside the community centre used to be an ice rink in the winter. She asked about installing an information board by the large vehicles on display at the entrance to the town. This has been installed within the last six months. The community board were also planning to put picnic tables there. She suggested holding outdoor movies to raise money for sports clubs. The chairperson offered to suggest that to Sport Twizel as a fundraising idea.

**Deb Hunter** – Twizel Promotions continued to work during the lockdown. A group of young people have done a lot of work in the past year on the bike tracks and she wanted to ask if they could continue working. The community board agreed this was a good thing. Angie Taylor has looked at the bike track area. An arborist has looked at the trees and a few need trimming. Ms Taylor and Ms Hunter agreed to work together on this. Meanwhile, a group of students is looking for community projects to work on. The chairperson said the board were very happy to work with them.

**Pat Shuker** – One pensioner flat was being worked on and a range hood has been put in. She asked that range hoods go into the other two pensioner flats. A downpipe at the flats does not go anywhere, just into the ground. During the rain the foundations were wet, this needs to be looked at. There was also a broken pipe on the side of the pensioner flats and Mrs Shuker has already reported that. Cr Bradbury said she had got in touch with Whitestones and they were dealing with this.

**Shaun Norman** – Asked when the climbing wall would be available to use in the Events Centre. He would like it to resume climbing as soon as level 1 was declared. Angie Taylor said she would get Charlotte to give him a call to confirm this.

A member of the public thanked the community board for re-directing the walking track by the river.

#### 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 5 REPORTS

##### 5.1 CONFIRMATION OF MINUTES OF THE LAST MEETING

Amanda Sargeant asked for the spelling of her name to be corrected.

##### COMMITTEE RESOLUTION TWCB/2020/234

Moved: Member Tracey Gunn

Seconded: Member Amanda Sargeant

That the minutes of the meeting of the Twizel Community Board on March 9, 2020, be received and confirmed as an accurate record of the meeting, with the change noted above.

**CARRIED**

##### 5.2 TWIZEL COMMUNITY BOARD FINANCIAL REPORT

The community board budgets are in credit due to the postponement of work over the Covid-19 shut down period.

**COMMITTEE RESOLUTION TWCB/2020/235**

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

That the report be noted.

**CARRIED**

**5.3 CARRY FORWARD OF UNSPENT 2020 GRANT AND TOWNSHIP PROJECT FUNDS**

The purpose of this report was for the Twizel Community Board to carry forward any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year, due to the Covid-19 restrictions having halted meetings and progress in the spending of these budgets from March 2020 to June 2020.

**COMMITTEE RESOLUTION TWCB/2020/236**

Moved: Chairperson Jacqui de Buyzer

Seconded: Cr Emily Bradbury

1. That the Twizel Community Board resolves to carry forward from the 2020 financial year any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year. This is due to the unprecedented effect of Covid-19, preventing meetings, resulting in the inability for the Twizel Community Board to progress expenditure prior to 30 June 2020.

**CARRIED**

**5.4 NEW FORMAT FOR COMMUNITY BOARD MATTERS UNDER ACTION**

The following Matters Under Action were discussed at the meeting:

**Wifi in Market Place** – Transition manager Tim Mulcock said staff were planning to install public wifi in two stages. The first stage was to use the current wifi connection, then as soon as fibre was available in Twizel a stronger, more robust service would be added.

**Market Place, Upgrade of South-eastern Corner** – Work to be scheduled in spring when there will be no interruptions due to weather.

**River Walk broom** – has been sprayed.

**Barriers at Lake Ruataniwha** – Work will be done soon. Delayed by Covid-19.

**Sports Hall floor** – Angie Taylor said this job needed appropriate temperatures for the product to cure. Sports clubs were also wanting to use the hall now that the Events Centre was open. This work was rescheduled for Spring when the weather was warmer.

**Grass outside Twizel gym** – Barriers have been put in place.

**Pensioner flat range hoods** – two have been installed and a third was due.

**Sealing of Long Parking Bay Carpark** – Sealing cannot be carried out in winter. Funding is available for this and the work will commence at a later date.

**Whitestone yard** – Mark Samways will be asked to follow up.

**Play area behind Payne Subdivision** – Angie Taylor and the chairperson have inspected this and believe it would make a good green area, but was not a good place to put play equipment. The area has been cleaned up. It was agreed to leave this as is, and mow for now.

### 5.3 TWIZEL COMMUNITY BOARD - AFFECTED PERSONS APPROVAL RM020005 76 TEKAPO DRIVE, TWIZEL

The purpose of this report was for the Twizel Community Board to consider a request for affected party approval under Section 95E of the Resource Management Act 1991.

Angie Taylor spoke to this report. She provided background information and asked the community board to think about the effects of the activity on the council reserve area.

The chairperson asked questions regarding the use of the property and parking. She did not believe there was enough room for four cars, as outlined in the plans. She was concerned that the property was being changed from residential to a motel.

Would the neighbours be asked for approval, yes in this case.

#### COMMITTEE RESOLUTION TWCB/2020/237

Moved: Member Tracey Gunn

Seconded: Member Amanda Sargeant

1. That the Twizel Community Board recommend to Council that affected persons approval be provided for land use consent RM020005 with a reduced setback from the western boundary that is owned by Council and zoned Recreation Active.

**CARRIED**

Chairperson Jacqui De Buyzer voted against the motion.

### 5.4 VISITOR – PHILL MACKAY, RECOVERY MANAGER

Mr Mackay introduced his new role of recovery manager. His job is to collaborate with the community and other government organisations to help communities recover from Covid-19.

He said Council would enable and facilitate for the community where it could. He could also help the community with funding requests. The first step would be forming a community advisory group to determine the priorities.

Mr Mackay was thanked for his contribution to the meeting.

### 1.1 TOURISM AND ECONOMIC DEVELOPMENT – ANNUAL PLAN 2020-2021

The purpose of this report was to inform the Twizel Community Board about the proposed improvement and changes in the Tourism and Economic Development budget for the new financial year from July 2020.

Tim Mulcock spoke to this report. He explained his vision of a new business model for the information centre. He said this would be a work in progress with changes made over time. The postal services and council services offered by the information centre would remain business as usual.

### 1.2 TWIZEL EVENTS CENTRE ACCESS UPGRADE

The purpose of this report was to inform the Twizel Community Board about the proposed improvement and changes to the Twizel Events Centre access and security system.

Tim Mulcock said there had been a lot of frustration with the current access system.

A new system would be installed. Each group using the events centre would have a fob, managed by the council front-desk staff.

Mr Mulcock was currently working with staff and the gym on the details. He wanted to ensure there was communication with the community so it was not a shock or surprise to anyone.

### 5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

The following matters were discussed under General Business:

**Town centre signs** – Cr Bradbury circulated photos of the current shopping centre signs. These were dated and she would like them removed and replaced with new signs that better represent the Market Place shopping area.

The chief executive suggested the community board do a sign audit looking at all the signs in Twizel, instead of dealing with them one at a time.

It was agreed that the community board would take this advice and perform a sign audit.

**Family friendly projects** – Shade sails for the playground were suggested. Judy ? from the Twizel Community Cancer Group was at the meeting. She said the cancer group had already looked into this and discovered a problem in that they could not get the wooden poles far away enough away from the equipment to hold the sails in place. There were also difficulties with taking them down in adverse weather. She offered to assist the community board with this matter.

**Fence around the playground** – The community board passed a resolution (below) to investigate a fence. Angie Taylor offered to do this.

**Junior roadway on the roller skating rink** – The community board passed a resolution (below) to ask staff for costings for a junior roadway on the roller skating rink, leaving two basketball hoops available for continued use.

**Viewing corridors** - Amanda Sargeant spoke regarding viewing corridors in Twizel. Some of these are blocked by trees. There was a need to get information out about the viewing corridors and where they were. Angie Taylor offered to investigate further.

**Glen Lyon Road walkway** – Could the request for a footpath be fast tracked as a Covid-19 recovery project. Phil Mackay has spoken to the roading manager who is working on a list of shovel-ready projects. The roading manager was aware of the request.

The chief executive said the roading manager would consult with the community boards on his priorities for footpaths once funding became available. At the moment she was just trying to secure the money in the budget.

Cr Emily Bradbury then provided an update on council activity over the Covid 19 period.

**COMMITTEE RESOLUTION TWCB/2020/238**

Moved: Member Amanda Sargeant  
Seconded: Member Tracey Gunn

That the Twizel Community Board instructs staff to investigate installing a fence around the playground as one of the board’s community projects.

**CARRIED**

**COMMITTEE RESOLUTION TWCB/2020/239**

Moved: Chairperson Jacqui de Buyzer  
Seconded: Member Amanda Sargeant

That the Twizel Community Board asks staff to establish costings to install a junior roadway on part of the roller skating rink, leaving two basketball hoops available for continued use.

**CARRIED**

**The Meeting closed at 4.15pm.**

**The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 3 August 2020.**

.....  
**CHAIRPERSON**

### 5.3 COMMUNITY BOARD ACTION LIST

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Twizel Community Board Actions July 27, 2020  

#### STAFF RECOMMENDATIONS

That the information be noted.

#### BACKGROUND

Attached is the latest version of the community board action list. These actions are updated by staff regularly.

Outstanding	Division: Committee: Officer:	Date From: Date To:
<a href="#">Action Sheets Report</a>		Printed: Monday, 27 July 2020 9:23:48 AM

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	<b>Market Place - South Eastern corner upgrade</b>	Taylor, Angie	Twizel Community Board 9/03/2020	23/03/2020		
5.4	<a href="#">TWCB/2020/232</a>	Haar, Bernie				
<b>COMMITTEE RESOLUTION TWCB/2020/232</b>						
Moved: Chairperson Jacqui de Buyzer						
Seconded: Member Tracey Gunn						
1. That the Twizel Community Board approves the designs for upgrades to the south eastern corner of the Twizel Market Place submitted at the meeting on March 9, 2020.						
<u>In Favour:</u> Jacqui de Buyzer, Tracey Gunn, Renee Rowland and Cr Emily Bradbury						
<u>Against:</u> Amanda Sargeant						
<b>CARRIED</b>						
<i>9 Jun 2020 - 3:23 p.m. - Arlene Goss</i>						
CB meeting June 8, 2020- Market Place, Upgrade of South-eastern Corner – Work to be scheduled in spring when there will be no interruptions due to weather.						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel: Barriers at Lake Ruataniwha</b>	Taylor, Angie		20/04/2020		
		Haar, Bernie				
<i>6 Apr 2020 - 10:53 a.m. - Arlene Goss</i>						
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. It was agreed to ask Angie Taylor or Charlotte Borrell to get in touch with Whitestone and ask for these to be reinstated.						
<i>6 Apr 2020 - 11:12 a.m. - Arlene Goss</i>						



<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b></p> <p><b>Committee:</b></p> <p><b>Officer:</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: Monday, 27 July 2020 9:23:48 AM</b></p>
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Bernie Haar has looked at this area before the meeting. He was puzzled about who would have removed the chains. Once the location of the chains was confirmed, Angie Taylor was asked to replace them.  
 9 Jun 2020 - 3:25 p.m. - Arlene Goss  
 CB meeting June 8, 2020 - Work will be done soon. Delayed by Covid-19.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel Events Centre</b>	Taylor, Angie Haar, Bernie		20/04/2020		
	<p>6 Apr 2020 - 10:54 a.m. - Arlene Goss                      Sports Hall Floor at Twizel Events Centre: Waiting on update from contractor.                      6 Apr 2020 - 11:13 a.m. - Arlene Goss                      Theatre seating: The seating is in. The end barriers are being re-designed and need further work to meet fire egress rules.                      9 Jun 2020 - 3:26 p.m. - Arlene Goss                      CB meeting June 8, 2020 - Sports Hall floor – Angie Taylor said this job needed appropriate temperatures for the product to cure. Sports clubs were also wanting to use the hall now that the Events Centre was open. This work was rescheduled for Spring when the weather was warmer.</p>					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel Swimming Pool</b>	Taylor, Angie Haar, Bernie		20/04/2020		
	<p>6 Apr 2020 - 10:56 a.m. - Arlene Goss                      Shower Curtains in Changing Rooms at Pool: Ms Borrell to look into this                      6 Apr 2020 - 11:12 a.m. - Arlene Goss                      : Most of the upgrade work has been completed. There are a few minor things to finish this season, such as a timer for the heat pump.</p>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Monday, 27 July 2020 9:23:48 AM

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Grass outside Twizel gym</b>	McKenzie, Scott Haar, Bernie		20/04/2020		
<p><i>6 Apr 2020 - 11:04 a.m. - Arlene Goss</i>                      Garey Hanifin raised the issue of the grass outside the gym, also raised at the last meeting. This used to be a green grass area but now it's dust. He was concerned it would turn to mud in winter. Bernie Haar said Cr Leslie has talked to the roading manager about this and they have agreed the first step would be to talk to the transport company that drives over the area. If this doesn't work the area will be blocked off.</p> <p><i>9 Jun 2020 - 3:26 p.m. - Arlene Goss</i>                      CB meeting June 8 - Barriers have been put in place. Is this action completed?</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel Pensioner Flats</b>	Samways, Mark van Aswegen, Suzette		20/04/2020		
<p><i>6 Apr 2020 - 11:05 a.m. - Arlene Goss</i>                      Pat Shuker raised an issue with the council's pensioner flats. Rangehoods should have been installed by July 1 last year but haven't been. She said steam was running down the windows. Angie Taylor said the council's property manager was organising for this to be done.</p> <p><i>8 Apr 2020 - 9:25 a.m. - Arlene Goss</i>                      Mark Samways: Rangehoods have been ordered via Phil Gilchrist and with Wouters help will be installed when access resumes.</p> <p><i>9 Jun 2020 - 3:12 p.m. - Arlene Goss</i>                      CB meeting June 8 - A downpipe at the flats does not go anywhere, just into the ground. During the rain the foundations were wet, this needs to be looked at. There was also a broken pipe on the side of the pensioner flats and Mrs Shuker has already reported that. Cr Bradbury said she had got in touch with Whitestones and they were dealing with this.</p> <p><i>9 Jun 2020 - 3:27 p.m. - Arlene Goss</i>                      Two rangehoods have been installed. Third one to come.</p> <p><i>9 Jul 2020 - 4:20 p.m. - Mark Samways</i></p>						

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b></p> <p><b>Committee:</b></p> <p><b>Officer:</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: Monday, 27 July 2020 9:23:48 AM</b></p>
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The down pipe and gutter remediation is part of councils medium term renovation plan. The down pipes go to nowhere and are required to go into a drain or soak pit, and will be properly dealt with under this plan.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel: Sealing of Long Parking Bay Carpark</b>	McKenzie, Scott Haar, Bernie		20/04/2020		
<p><i>6 Apr 2020 - 11:06 a.m. - Arlene Goss</i>                      Long Parking Bay car park - Mr Armstrong asked for a date when it would be tarsealed. Bernie Haar said the roading manager has engaged a consultant to take a document to the market to get quotes for this job. The community board questioned the delay, as the work was promised this summer. Mr Haar said council staff were limited by the resources available.</p> <p><i>14 Apr 2020 - 12:13 p.m. - Arlene Goss</i>                      Update from Scott: Consultant has been engaged and is working on the development of plans for the two projects in this package.</p> <p><i>9 Jun 2020 - 3:28 p.m. - Arlene Goss</i>                      CB meeting June 8, 2020 – Sealing cannot be carried out in winter. Funding is available for this and the work will commence at a later date.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel: Whitestone Yard</b>	Samways, Mark van Aswegen, Suzette		20/04/2020		
<p><i>6 Apr 2020 - 11:08 a.m. - Arlene Goss</i>                      Whitestone Yard – Mr Armstrong asked when this would be tidied up.</p> <p><i>8 Apr 2020 - 9:25 a.m. - Arlene Goss</i>                      Mark Samways: Whilst I did not get a chance to inspect the Whitestone yard in Twizel (before Covid19 shutdown) I have spoken to them about tidying this up.</p> <p><i>9 Jun 2020 - 3:28 p.m. - Arlene Goss</i>                      CB meeting June 8, 2020 - Please ask Mark Samways to follow this up.</p>						

Outstanding	Division: Committee: Officer:	Date From: Date To:
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9 Jul 2020 - 4:23 p.m. - Mark Samways  
 Having inspected the site, and opened a dialogue with Whitestones about future needs they have confirmed a larger yard in an alternative location may be required. Should they stay put, MDC would be required to replace the fence and improve the look of the yard before concluding a new lease. Car parking and materials were not evidenced in front of the premise and therefore presented in a tidy state.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	<b>TWIZEL EVENTS CENTRE ACCESS UPGRADE</b>	Mulcock, Tim	Twizel Community Board 8/06/2020	22/06/2020		
1.2		van Aswegen, Suzette				
<p>9 Jun 2020 - 3:37 p.m. - Arlene Goss                      CB meeting June 8, 2020 - Mr Mulcock was currently working with staff and the gym on the details. He wanted to ensure there was communication with the community.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel Information Centre Changes</b>	Mulcock, Tim		23/06/2020		
		van Aswegen, Suzette				
<p>9 Jun 2020 - 3:35 p.m. - Arlene Goss                      CB meeting June 8, 2020 - Tim Mulcock spoke to this report. He explained his vision of a new business model for the information centre. He said this would be a work in progress with changes made over time. The postal services and council services offered by the information centre would remain business as usual.</p> <p>9 Jun 2020 - 3:36 p.m. - Arlene Goss                      CB meeting June 8, 2020 – Wifi in Market Place, Transition manager Tim Mulcock said staff were planning to install public wifi in two stages. The first stage was to use the current wifi connection, then as soon as fibre was available in Twizel a stronger, more robust service would be added.</p> <p>9 Jun 2020 - 3:48 p.m. - Arlene Goss</p>						

Outstanding	Division: Committee: Officer:	Date From: Date To:
<a href="#">Action Sheets Report</a>		Printed: Monday, 27 July 2020 9:23:48 AM

Action reassigned to Mulcock, Tim by: Goss, Arlene for the reason: Responsible manager.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel: Community Board Signage Audit</b>	Borrell, Charlotte Harty, Tim		23/06/2020		
<p><i>9 Jun 2020 - 3:41 p.m. - Arlene Goss</i> The community board to do an audit of signage in Twizel and bring their recommendations to a future meeting.</p> <p><i>3 Jul 2020 - 4:11 p.m. - Arlene Goss</i> Action to be completed by community board members.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel: Viewing Corridors</b>	Taylor, Angie Haar, Bernie		23/06/2020		
<p><i>9 Jun 2020 - 3:43 p.m. - Arlene Goss</i> Amanda Sargeant spoke regarding viewing corridors in Twizel. Some of these are blocked by trees. There was a need to get information out about the viewing corridors and where they were. Angie Taylor offered to investigate further.</p> <p><i>9 Jun 2020 - 3:49 p.m. - Arlene Goss</i> Action reassigned to Taylor, Angie by: Goss, Arlene for the reason: Responsible officer.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel: Fence Around Playground</b>	Taylor, Angie Haar, Bernie		23/06/2020		
<p><i>9 Jun 2020 - 3:45 p.m. - Arlene Goss</i></p>						

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b></p> <p><b>Committee:</b></p> <p><b>Officer:</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: Monday, 27 July 2020 9:23:48 AM</b></p>
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COMMITTEE RESOLUTION TWCB/2020/238  
 Moved: Member Amanda Sargeant  
 Seconded: Member Tracey Gunn  
 That the Twizel Community Board instructs staff to investigate installing a fence around the playground as one of the board's community projects.  
 CARRIED  
*9 Jun 2020 - 3:49 p.m. - Arlene Goss*  
 Action reassigned to Taylor, Angie by: Goss, Arlene for the reason: Responsible officer.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Twizel: Junior Roadway on Skating Rink</b>	Taylor, Angie		23/06/2020		
		Haar, Bernie				
<p><i>9 Jun 2020 - 3:45 p.m. - Arlene Goss</i>                  COMMITTEE RESOLUTION TWCB/2020/239                  Moved: Chairperson Jacqui de Buyzer                  Seconded: Member Amanda Sargeant                  That the Twizel Community Board asks staff to establish costings to install a junior roadway on part of the roller skating rink, leaving two basketball hoops available for continued use.                  CARRIED  <i>9 Jun 2020 - 3:50 p.m. - Arlene Goss</i>                  Action reassigned to Taylor, Angie by: Goss, Arlene for the reason: Responsible officer.</p>						

## 5.4 COMMUNITY BOARD FINANCIAL REPORT

**Author:** Jo Hurst, Management Accountant

**Authoriser:** Adrian Hodgett, Finance Manager

**Attachments:** 1. Twizel Community Board Financial Report [↓](#) 

### STAFF RECOMMENDATIONS

That the community board financial report be received.

### BACKGROUND

Attached is the latest community board financial report for your information.

## Twizel Community Board Financial Performance June 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 (%)
<b>Other Revenue</b>	75,038	70,522	89,337	4,516	6.40%	(14,299)	-16.01%

Other revenue is higher than budget as income from session charges and shop sales at the swimming pool were slightly higher than had been budgeted. Income is down on the previous year due to less income from the Twizel Events centre from March through to June due to Covid-19.

<b>Operating Expenditure</b>	799,781	733,698	676,314	(66,083)	-9.01%	(123,467)	-18.26%
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Operating expenditure is up on budget as township projects are over their year's budget by \$14,858, there has been a tidyup of the greenway in Twizel and picnic facilities are to be installed at the Twizel Machinery Display area by Twizel District Promotions, this cost is to be funded from the Land Subdivision Reserve. Swimming pool repairs were high due to a new roof, repairing water leaks and the pool being brought up to a higher standard. Pool salaries are also up on budget due to meeting lifeguard supervision requirements and an increase in the living and minimum wage. Playground maintenance is over budget with repairs required to the Lake Ruataniwha and Market place playgrounds. Costs are up on the prior year due to an increase in insurance premiums and minimal swimming pool costs in the prior year.

<b>Capital Expenditure</b>	314,777	593,411	-	278,634	46.95%		
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\$299,972 has been spent on an upgrade to the Twizel Swimming Pool (\$226,343 budget was carried over from the prior year). Extra emergency work was required to repair the water damage in the pool office. \$9,963 was incurred being the remainder of the costs from the upgrade of the Twizel Events Centre theatre seating and step safety lighting. Market Square redevelopment drawings have been drafted and bollards purchased.

**Twizel Community Board  
Capital Expenditure Summary  
For The Period Ended 30 June 2020**

	Budget 2019/20	YTD Actual 2019/20
<b>Twizel Township</b>		
Implementation of Development Plan	129,728	
Community Assets - Market Place	114,000	4,842
<b>Total Twizel Township</b>	<b>243,728</b>	<b>4,842</b>
<b>Twizel Events Centre</b>		
Furniture and Fittings	51,350	9,963
Buildings	41,080	
<b>Total Twizel Events Centre</b>	<b>92,430</b>	<b>9,963</b>
<b>Twizel Swimming Pool</b>		
Plant and Equipment	30,810	32,692
Public Amenities -Pool Upgrade (Carry forward from 2019 year)	226,343	267,280
<b>Total Twizel Swimming Pool</b>	<b>257,153</b>	<b>299,972</b>

**Twizel Community Board  
Township Projects  
For The Period Ended 30 June 2020**

<b>Date</b>	<b>Organisation</b>	<b>Amount</b>
1/07/2019	New financial year 2019/20	\$ 16,384.00
	Expenditure to date:	
30/09/2019	Fill to North West Arch Reserve	\$ 660.00
30/09/2019	Twizel Greenway tidy up	\$ 19,596.85
	Funding from Land Subdivision Reserve	\$ (20,000.00)
	Balance remaining	\$ 16,127.15

**Twizel Community Board  
Grant Allocations  
For The Period Ended 30 June 2020**

<b>Date</b>	<b>Organisation</b>	<b>Amount</b>
1/07/2019	New financial year 2019/20	\$ 2,700.00
	Expenditure to date:	
29/07/2019	Twizel Free Kindergarten - Hall Hire	\$ 273.37
21/08/2019	Snow Club - Hall Hire	\$ 62.60
9/09/2019	Mackenzie Performing Arts - Hall Hire	\$ 292.00
2/12/2019	Twizel Area School - Prizegiving	\$ 100.00
2/12/2019	Leadership 4 Women - Hall Hire	\$ 500.00
2/12/2019	Twizel Kai and Koha Ride - Brochure Delivery & Advertising	\$ 100.00
2/12/2019	Twizel Community Dinner - Hall Hire	\$ 166.05
	Balance remaining	\$ 1,205.98

\* Maximum of \$500 can be allocated per grant application

## 5.5 WOOD CHIPPER

**Author:** Charlotte Borrell, Community Facilities and Services Officer

**Authoriser:** Tim Harty, General Manager Operations

**Attachments:**

1. **Asset Disposal Policy** [↓](#) 
2. **Significance and Engagement Policy** [↓](#) 

### PURPOSE OF REPORT

Recommendation for disposal of the Twizel Community Boards woodchipper for Health and Safety reasons.

### STAFF RECOMMENDATIONS

1. That the report be received, and that
2. the Twizel Community Board recommend to Council to dispose of the woodchipper in accordance with the Retention and Disposal Policy, and that
3. the proceeds be returned to the Twizel Community Board grant budget in support of other community initiatives.

### BACKGROUND

In June 2009 the Twizel Community Board purchased a woodchipper (the chipper) for \$23,000 (excl GST).

Since that time, the Twizel Community Board (the board) has allowed members of the public to hire the woodchipper, which is accompanied with a fuel card, to undertake work either on private or public property.

Hireage of the chipper is recorded in a "Mulcher Book" which indicated the person using the chipper, when it is taken and when returned. There is no record of safety or maintenance history on the machine nor safety briefings for the hirer. There is also no record of hireage rates, nor how these are set. Council is required to set out its Fees and Charges through the Annual Plan process and there is no record of a charge out rate for the chipper in this schedule.

Council staff ensure that only qualified contractors are engaged to undertake district maintenance work under the Township Maintenance Contract and do not own nor maintain equipment of this nature.

Disposal of the wood chipper will remove risk to council for any health and safety or public liability incidents.

### POLICY STATUS

Whilst the Board purchased the chipper, the disposal of this item is covered by Councils Retention and Disposal Policy, which is attached.

**SIGNIFICANCE OF DECISION**

This decision is not significant, as measured by Councils Significance and Engagement Policy, which is attached.

**OPTIONS**

There are two possible options for the Board to Consider:

1. Do nothing, under this option the Health and Safety risks associated with the chipper remain;
2. Support the disposal of the chipper, as outlined within this report
3. Propose an alternative recommendation

**CONSIDERATIONS****Legal**

Councils operations are governed by Health and Safety at Work Act 2015 (the act). The act was introduced following the Pike River tragedy. Broadly under the act, Council has a duty of care to ensure that workers (whether or not they are employees) undertaking activities related to Council, within Council facilities or with Council equipment, do so in a safe and competent manner and manage risk accordingly.

Use of the machinery such as the chipper represent a significant health and safety risk to Council.

**Financial**

The woodchipper was purchased in 2009 for \$23,000 (excl GST) and is now fully depreciated and now has a book value of nil.

Registration and WOF has been up-kept by Councils maintenance contractor at general ratepayer cost.

The hire record book states potential hirers must contact Pat Shuker for the hire rate. It is unknown what the hireage rate is, where the hire funds are recorded or what account they are receipted into.

As Twizel Community Board funds originally paid for the woodchipper it is recommended that the proceeds of the sale are returned to the board grant budget.

**CONCLUSION**

The woodchipper does not add value nor efficiency to council operations and presents a significant health and safety risks to council. It is for these reasons it is recommended that Council dispose of this equipment in accordance with the Retention and Disposal Policy.



# Mackenzie District Council

## Asset Disposal Policy

<b>STATUS:</b>	Adopted
<b>VERSION:</b>	20200512
<b>POLICY OWNER:</b>	GM Corporate Services
<b>POLICY APPROVER / S:</b>	Chief Executive Officer, Mackenzie District Council
<b>DATE:</b>	2020-05-12

“Fostering Our Community”

### ASSET DISPOSAL POLICY

<b>Purpose</b>	<p>The purpose of this procedure is to provide due diligence and direction to Mackenzie District Council staff in the efficient and effective disposal of operating and infrastructure assets as required.</p> <p>The effective application of this procedure will ensure that any disposal or rationalisation of Council's assets is carried out in a transparent, fair, independent and open manner.</p> <p>The purpose of this policy is to guide the strategic management of the process of disposing of Council infrastructure and operating assets.</p>
<b>Key Points</b>	<p>The Council is committed to sustainable appropriate asset management practices based on the principles of the Local Government Act (2002) and the International Infrastructure Management Manual.</p> <p>This policy applies only to sale of Council plant (vehicles), equipment (machinery) or financial investments (shareholdings) excluded from the Property Sales and Acquisitions Policy.</p> <p>Guidance for sale or acquisition of any Council owned property (including land, building and structures) other than as described above is covered by the Property Sales and Acquisitions Policy.</p>
<b>Date of Issue</b>	May 12, 2020
<b>File Retention</b>	Mackenzie District Council Laserfiche – Policies section
<b>Review</b>	Bi-annually at the anniversary date

### RELATED DOCUMENTS / WEBSITES

Related Council policies and strategies include:

- Asset Management Policy
- Fixed Asset Accounting Policy
- Property Sales and Acquisition Policy
- Sensitive Expenditure Policy
- Asset Disposal Form

Relevant legislation and other resources includes (but is not limited to):

- Local Government Act 2002 and the Local Government Act Amendment Act 2014
- Resource Management Act 1991, Resource Management Amendment Act 2016, and Resource Legislation Amendment Act 2017
- Land Transport Management Act 2003 and Land Transport Amendment Act 2013.
- Land Transport (Road Safety and Other Matters) Amendment Act 2011
- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work Act 2015

## 1. Definitions

**Operating Asset:** An asset acquired for or used in the income generating operations of the organisation (such as cash, inventory, pre-paid expenses) and various fixed, long-term assets (such as plant and equipment).

**Infrastructure Asset:** Infrastructure assets are typically large, interconnected networks or portfolios of assets, comprising components and sub-components that are usually renewed or replaced individually to continue to provide the required level of service from the network. Some examples are: roads; footpaths and cycle-ways; bridges; water networks and community buildings.

**International Infrastructure Management Manual (IIMM):** The IPWEA manual that sets the standard of asset management for New Zealand.

**Activity Plan (AP):** Similar to an AMP but focussed on the management of an activity rather than the asset.

**Asset Management (AM):** The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of assets.

**Disposal:** The sale, retirement or exchange of Council assets that are surplus to requirements. Excludes the sale or transfer of assets to another Council department, reserve board or memorial hall.

**Write off:** Specifically refers to the removal of the asset from Council's asset register at nil value.

## 2. Principles

The Mackenzie District Council (MDC) manages, on behalf of our community, to ensure that the assets meet the needs of the community and are capable of providing the services required to underpin the social, economic and cultural wellbeing of the communities.

The Council is committed to sustainable appropriate asset management practices based on the principles of the Local Government Act (2002) and the International Infrastructure Management Manual.

The primary consideration for any disposals of operating and infrastructure assets, including plant and equipment, is to achieve for Council, and its ratepayers, the best possible value. This should be done in a manner which is consistent with best practice for the management of public assets. Any procedures followed in disposing of items should thus be transparent and able to withstand scrutiny by Council's auditors or any other appropriately authorised person, or persons.

This policy does not apply to Council-owned property (including land, building and structures), or to any property or land which Council identifies as suitable to purchase for strategic or investment purposes. Guidelines for the disposal of these assets are in the Property Sales and Acquisitions Policy.

## 3. Policy

Business Unit managers are responsible for determining when assets are surplus to requirements, and for organising their disposal. Assets considered surplus to Council requirements should be disposed of promptly, avoiding prolonged storage and loss of value.

Business Unit managers should investigate the likely market value of any asset considered surplus to requirements, in a manner appropriate to the asset.

This policy applies to the disposal of items of property, plant and equipment as defined in the Financial Reporting Standard NZ IAS 16, Property, Plant and Equipment.

When alternative methods of disposal are allowed within the policy, the method of disposal chosen will be at the asset manager's discretion provided the reasons for choosing a particular method are documented and placed on record.

The current book value of any item being disposed of by any Business Unit managers should not exceed the financial delegations approved for the purchase of goods and services for that manager.

### **3.1 Considerations Prior to Asset Disposal**

Before any request to dispose of or rationalise an asset, the relevant Manager must ensure that the request is appropriate and must consider (where applicable) the following:

- Underutilisation of the asset;
- Usability of the asset;
- Current market value of the asset;
- Annual cost of maintenance;
- Policy change;
- Appropriate timing of disposal to maximise return to council;
- Any duplication of the asset or the service provided by the asset;
- Potential risk of ownership, e.g. contains environmentally sensitive or hazardous material;
- Any impact the disposal of the asset may have on the community;
- Any cultural or historical significance of the asset;
- The positive and negative impacts the disposal or rationalisation of the asset may have on Council's operations;
- Council's long term plans and strategic direction;
- The remaining useful life of the asset;
- Compliance with Council's procurement policy;
- Donating or gifting of assets when the asset is no longer fit for Council purposes, or when the financial realisation of the asset is minimal community groups/charities is permitted with Chief Executive Officer (CEO) approval subject to compliance with the Sensitive Expenditure Policy;
- Risk analysis of the proposed asset disposal or rationalisation;

- Outcomes of any community consultations;
- Any restrictions on the proposed disposal or rationalisation;
- How identifying marks or insignia that directly relate to Council can be removed from the asset;
- The asset does not contain confidential documents, software, licencing implications or associated material;
- Hazardous materials (ensure that any dangerous goods are disposed of in an authorised manner);
- Conflict of interest (that the officers involved in the disposal process have no conflict of interest);
- Any other relevant Council policies or associated Service Level Plans;
- The zoning of land and whether any rezoning will be required; and
- Internal financial controls and prudent management.

### 3.2 Authority

The disposal or write-off of any asset must be approved by either the General Manager Corporate Services or the General Manager Operations depending on the asset class in accordance with Council's Delegations Manual. The approving General Manager will consider the reasons for declaring the asset surplus, and the method that has been recommended for its disposal.

Disposal and/or write-off of an asset exceeding the financial delegation of the General Manager must be approved by Council.

Business Unit Managers should also consider likely levels of public interest or sensitivity when seeking approval for asset disposal. The disposal of an asset that is likely to have high public interest should be considered by the relevant Council committee.

### 3.3 Strategic Assets

Council retains a register of strategic assets in its Significance and Engagement Policy.

In accordance with the Local Government Act 2002, any decision to transfer the ownership or control of a strategic asset to or from the Council, or a decision to construct, replace or abandon a strategic asset can only be taken if explicitly provided for in Council's Long Term Plan or through an amendment to the current Long Term Plan.

### 3.4 Asset Disposal

Surplus assets must be disposed of by public tender, auction or other such means so as to ensure a transparent and competitive disposal process.

The method chosen for asset disposal should be efficient in terms of time and cost, proportionate to the approximate value of the item.

No community group or Council employee is eligible for preferential access to surplus Council assets.

All disposals of operational assets will occur in the month that the disposal occurred. Depreciation will be calculated up until the point of sale and then the disposal will be processed in the system. For a disposal to be processed, the Asset Sale form needs to be completed (see Appendix A – Asset Disposal Form).

### 3.5 Disposal Methods

Council officers will manage, where appropriate, the disposal or rationalisation of the asset in the most cost effective manner, through one of the following methods:

Disposal Method	Description
Trade-In	Trading in equipment as part of another purchase or plant rationalisation process
Expression of interest	Seeking expressions of interest from buyers
Open tender	Openly seeking bids through a tender process
Sale or Public auction	Obtaining a current valuation or estimate, advertising for sale or auction through the local paper or online auction service and where appropriate, communications media circulating in Canterbury, ensuring open and effective competition that maximises returns for Council (following compliance with Council's Procurement Policy)
Demolish/Recycle	Depending on the condition and usability of the asset, the value of the asset may be written off and the asset disposed of if the asset is beyond economical repair
Charity/Gifting	If assets are unable to be sold at auction, donation of Council owned assets to a non-profit organisation can be made with due consideration for full transparency.

### 3.6 Computer Equipment

For all Computer related equipment ICT has its own disposal process. All equipment and devices are to be returned to ICT for disposal. No sales are to be made directly to staff (including immediate family) and/or elected members of council including local boards. (Please see the sales to staff clause under Conflicts of Interest Policy for further information).

Items of computer hardware may be disposed of when:

- due for replacement under annual replacement programme
- unfit for use or purpose
- unsafe
- obsolete
- surplus to requirements

The preferred method of disposal may be by trade-in, auction managed by Council staff, or through an agent in accordance with Council policy, sold for scrap, or taken into inventory, at the discretion of the Business Unit Manager.

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If there is no interest in purchase by anyone, items to be disposed of can be (at discretion of the ICT manager):

- donated to a non-profit organisation with preference to organisations operating within the district
- recycled
- dumped

For each disposal the disposal method selected, together with the selection rationale, needs to be documented in a manner which will facilitate future audit of the decision. Whatever method of disposal is decided upon, the Business Unit Manager is to ensure that all data and software has been removed from any hardware disposed of.

### **3.7 Motor Vehicles**

Motor vehicles may be disposed of when:

- due for replacement under the vehicle policy
- unfit for use or purpose
- unsafe
- obsolete

The preferred method of disposal may be by trade-in, public auction managed by Council staff, or public auction through an agent, at the discretion of the Business Unit Manager. For each disposal the disposal method selected, together with the selection rationale, needs to be documented in a manner which will facilitate future audit of the decision.

### **3.8 Roads and Footpaths**

Items of roads and footpaths may be disposed of when:

- due for replacement under annual replacement programme
- unfit for use or purpose
- unsafe
- obsolete
- surplus to requirements

The preferred method of disposal may be by, public auction managed by Council staff, public auction through an agent, sold for scrap, or taken into inventory, at the discretion of the Business Unit Manager.

If there is no interest in purchase by anyone, items to be disposed of can be (at discretion of the Business Unit Manager):

- donated to a non-profit organisation with preference to organisations operating within the district
- recycled
- dumped

For each disposal the disposal method selected, together with the selection rationale, needs to be documented in a manner which will facilitate future audit of the decision.

### **3.9 Water, Wastewater, Stormwater, Solid Waste**

Items of the above may be disposed of when:

- replaced by upgrades or replacement programme
- replacements due to failure
- unfit for use or purpose
- unsafe
- surplus to requirements

The preferred method of disposal may be by, public auction managed by Council staff, public auction through an agent, negotiated by private treaty (excluding to staff and elected representatives), sold for scrap, or taken into inventory, at the discretion of the Business Unit Manager.

If there is no interest in purchase by anyone, items to be disposed of can be (at discretion of the Business Unit Manager):

- left in the ground (pipes)
- recycled
- dumped

For each disposal the disposal method selected, together with the selection rationale, needs to be documented in a manner which will facilitate future audit of the decision.

### **3.10 Furniture, Fittings, Office Equipment etc.**

Also includes Plant and Equipment, and Parks and Cemeteries Furniture. Items of the above may be disposed of when:

- due for replacement under annual replacement programme
- unfit for use or purpose
- unsafe
- obsolete
- surplus to requirements

The preferred method of disposal may be by trade-in, auction managed by Council staff, or through an agent in accordance with Council policy, sold for scrap, or taken into inventory, at the discretion of the Business Unit Manager.

If there is no interest in purchase by anyone, items to be disposed of can be (at the discretion of the Business Unit Manager):

- donated to a non-profit organisation with preference to organisations operating within the district
- recycled
- dumped

For each disposal the disposal method selected, together with the selection rationale, needs to be documented in a manner which will facilitate future audit of the decision.

### **3.11 Donated Assets**

When disposing of an asset that has been donated to Council, in the first instance it must be offered back to the original donor or their family. If the donor does not want the asset then it can be disposed of in accordance with this procedure.

Ownership of the asset must be checked before it is disposed of. If it does not belong to Mackenzie District Council, it cannot be disposed of, and should be returned back to the owner.

### 3.12 Buyer's Risk

Irrespective of the disposal method applied, all prospective buyers must be advised in writing that the asset is disposed of, with any faults, at the buyer's risk ('as is where is').

Buyers are to rely on their own investigations regarding the condition and function of the asset and Council will not be responsible for any repairs to or maintenance of the asset.

## 4. Accounting for Disposal of Assets

The asset must be removed from the Fixed Asset Register once approved for disposal. It is de-recognised as per PBE IPSAS 17 p.82, Property, Plant and Equipment, which states that assets must be de-recognised from the Fixed Asset register:

- On disposal; or
- When no future economic benefits are expected from its use or disposal.

Upon de-recognition of an asset, any carrying amount (is equal to asset cost less accumulated depreciation) must be expensed. "The gain or loss arising from the de-recognition of an item of property, plant and equipment shall be included in surplus or deficit when the item is de-recognised" as specified in PBE IPSAS 17 p.83.

This expense might be offset by any gain on sale if the asset is able to be sold.

The loss or gain on the asset is further clarified under PBE IPSAS 17 p.86, as "The gain or loss arising from the de-recognition of an item of property, plant and equipment shall be determined as the difference between the net disposal proceeds, if any and the carrying amount of the item". This will occur when the asset is abandoned, renewed, replaced or sold.

Some practical examples could include:

- Demolition of an old public toilet and the building of a new one.  
The original toilet has been replaced, therefore any residual value of the original toilet (cost less accumulated depreciation) recorded on the fixed asset register must be written off as an expense and a new asset created for the new built toilet.
- Stormwater lays a new pipe and removes the old pipe. The residual value held for the old pipe must be disposed of in the fixed asset register.

Note: Inserting a sleeve into a stormwater pipe does not result in a disposal. The cost of inserting the sleeve must be added to the asset's carrying value.

### 4.1 Treatment of Disposed Assets

The following table summarises the treatment of assets when they are disposed of or permanently withdrawn from use.

Timing of disposal	An asset must be disposed of when no further economic / public benefits are expected from its use or it has been replaced. This will occur when an asset is abandoned, renewed, replaced or sold.
Treatment	The old asset or component must be written off.
Accounting for Disposal	On disposal or permanent withdrawal of an asset/component from service:- - write off the old asset/component to OPEX - write off the difference between net proceeds (if any) and the carrying amount to OPEX

## 5. Clarification and Breaches

### 5.1 Clarification

Clarification regarding this policy can be sought from the Mackenzie District Council General Manager Corporate Services.

### 5.2 Breaches

The Mackenzie District Council General Manager Corporate Services is responsible for monitoring compliance with this policy. Failure to comply may be considered misconduct and may result in disciplinary action.

### 5.3 Exceptions

The Mackenzie District Council General Manager Corporate Services (being the policy owner) will need to authorise any deviations from this policy.

## APPENDIX A – ASSET DISPOSAL FORM

Once an asset has been selected for disposal the following Asset Disposal form must be completed to ensure that the correct delegated financial authority (DFA) has been given prior to the asset being sold, scrapped or disposed of.

Any email correspondence supporting these decisions must be attached to the form. This should include any information relating to why the asset is being disposed of.

The requestor for the disposal of the asset and authoriser (as per the DFA) must be two separate staff members. The authoriser cannot be involved in the selection process, and should act as a review person. On occasion a second person may be needed to authorise the disposal when the value of the asset upon write off exceeds the first authoriser.

This form is located on Laserfiche at Laserfiche: Mackenzie\Finance\Fixed Assets\Asset Disposal Form

### ASSET DISPOSAL FORM

Asset Description	
Asset identification:	
Asset Location:	
Asset description: (Attributes)	
Ownership Details:	
Asset formally used for: (Describe)	
Valuation of Asset:	
Estimated cost of disposal or rationalisation:	
Estimated market value:	
Reason for Disposal or rationalisation:	
Recommendation:	<i>(Use appropriate descriptors to outline the recommendation fully)</i> <b>E.G. That the asset as described is deemed to be no longer required to meet Council's agreed services or there is no clear need for Council to retain ownership of the asset.</b>
Justification	<i>(Additional comments and justification for proposing to dispose of or rationalise the asset)</i>

Sale or Disposal Details	
Sale Price	\$
Attached Invoice	(Please circle) <b>YES</b> <b>NO</b>
GST Included	(Please circle)

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	<b>YES</b>	<b>NO</b>
<b>Date</b>		

Authorisation	
<b>Name of person making the assessment</b>	
<b>Position</b>	
<b>Date</b>	

Approval	
<b>Decision</b>	<i>The above disposal/rationalisation is: (please circle)</i> <b>APPROVED</b> <b>NOT APPROVED</b>
<b>Name of approver</b>	
<b>Position</b>	
<b>Date</b>	
<b>I certify that the above asset can be disposed of/rationalised in accordance with Council Asset Disposal Policy</b>	<i>(Signature)</i>
<b>Approval of General Manager</b>	<i>(Name)</i>
	<i>(Signature)</i>
<b>Approval of CEO (if required)</b>	<i>(Name)</i>
	<i>(Signature)</i>
<b>Council Resolution (if required)</b>	<b>(Date)</b> <span style="float: right;"><b>(Resolution #)</b></span>



**MACKENZIE DISTRICT COUNCIL**

**SIGNIFICANCE AND ENGAGEMENT POLICY**

**2014**

<b>SIGNIFICANCE AND ENGAGEMENT POLICY</b>
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## **1.0 INTRODUCTION**

### **1.1 Purpose of the Significance and Engagement Policy**

The purpose of this Significance and Engagement Policy is to:

- enable the Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities.
- provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets or other matters.
- inform the Council from the beginning of a decision-making process about the extent, form and type of engagement required.

### **1.2 Local Government Act requirements**

The Council is required by the Local Government Act 2002 (LGA) to adopt a Significance and Engagement Policy, which must set out:

- The Council's general approach to determining the significance of proposals and decisions in relation to issues, assets and other matters
- any criteria or procedures that are to be used by the Council in assessing the extent to which issues, proposals, assets, decisions or activities are significant or may have significant consequences
- how the Council will respond to community preferences about engagement on decisions relating to specific issues, assets or other matters, including the form of consultation that may be desirable
- how the Council will engage with communities on other matters.

The Significance and Engagement Policy must list the assets considered by the Council to be strategic assets.

### 1.3 Interpretation

Section 5 of the LGA provides the following definitions:

- **significance**, in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—
  - (a) the district or region;
  - (b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
  - (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so
- **significant**, in relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance
- **strategic asset**, in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes—
  - (a) any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
  - (b) any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
  - (c) any equity securities held by the local authority in—
    - (i) a port company within the meaning of the Port Companies Act 1988;
    - (ii) an airport company within the meaning of the Airport Authorities Act 1966.

#### **1.4 Application of the Policy**

A significant number of decisions made by the Council will be made under legislation that sets out the consultation and decision-making procedures that are required. Examples include the Resource Management Act 1991 and the Civil Defence Emergency Management Act 2002. Even if a decision is clearly a significant one within the meaning of the LGA, where the procedures for decision-making are set out in other legislation, those procedures will be used instead of those contained in this Policy.

This Policy will not apply to decisions that have been in the Long Term or Annual Plan unless there is a significant change being proposed to the initial decision reflected in a Plan. There are also numerous administrative and personnel decisions that are entirely internal to the Council. This Significance and Engagement Policy will not apply to these processes and decisions.

#### **2.0 GENERAL APPROACH TO DETERMINING SIGNIFICANCE AND MAKING DECISIONS**

On every issue requiring a policy or strategy decision other than the matters outlined above in Section 1.4, the Council will consider the degree of significance of the issue and the corresponding level of engagement.

The significance of the issue and appropriate forms of engagement will be considered in the earliest possible stages of a proposal or process, before decision-making occurs. If necessary, significance and engagement will be reviewed as the proposal develops and as community views, preferences and values become better known.

In making any decision, the Council will comply with sections 76 - 82 (inclusive) of the LGA, regardless of the degree of significance of the decision or issue. These sections prescribe procedural steps to be followed as may be applicable, and ensure that the Council:

- is clear about why it is making the decision and the issues involved
- has considered and evaluated all reasonably practical options for achieving the objective for which the decision is being made
- has information about the community's views on the issues and the options, and in particular, has an understanding of the views and preferences of those likely to be affected by the decision or those who have a particular interest in the matter
- invests an appropriate amount of time, money and effort into researching and evaluating the issues and options, commensurate with the significance of the matter, including its importance to the community.

In making any decision, the Council will be satisfied that:

- it has sufficient information on the relevant issues and options
- it knows enough about and has given adequate consideration to the views and preferences of affected and interested parties.

The significance of the issue or decision will determine how much time, money and effort the Council will invest in exploring and evaluating options and obtaining the views of affected and interested parties. In some instances, there may be particular requirements to learn about the implications of an issue or decision for papatipu Runanga. There may also be issues where there are diverse groups within the community with different interests, views and preferences, where multiple processes will be appropriate to distinguish and recognise the range of positions.

The commitment to invest in exploring options and obtaining the views of communities and affected and interested parties does not mean that the Council will have to fully consult with the public for every decision it makes, nor does it bind the Council to the views of communities and interested or affected parties.

As well as the views of communities and affected and interested parties, there are a wide range of information sources, considerations and perspectives that will inform the Council's decisions, including the requirements of Government policy, technical matters and the financial implications.

### **3.0 CRITERIA AND PROCEDURES FOR ASSESSING SIGNIFICANCE**

#### **3.1 Thresholds**

The following thresholds will be used to determine whether the proposal or decision considered by the Council will be determined to be significant.

- *Monetary* – Any decision not highlighted in either the Long-Term Plan or the Annual Plan and with a cost greater than \$400,000 will be regarded as significant.
- *Strategic Assets* – Any decision to sell, abandon or dispose of any of Councils' strategic assets will be regarded as significant.

Each threshold will be tested independently of other thresholds or criteria.

While this Policy sets out these distinct thresholds, there may be financial or other decisions that do not trigger the thresholds but may also be considered as significant, following an assessment against the criteria in 3.2 below.

### 3.2 Criteria

In determining the degree of significance of proposals and decisions, the Council will be guided by the following criteria:

- a) The degree of impact on levels of service
- b) the magnitude of the overall benefits that will be achieved for the district, its communities and present and future interests
- c) the magnitude of the net costs of the proposal or decision to the Council
- d) any impact on the Council's capacity to undertake its statutory responsibilities
- e) the extent to which a decision or action is consequential to, or promotes, a decision or action that has already been taken by the Council
- f) the level of community interest in the proposal, decision or issue
- g) the extent to which the proposal or decision impacts upon community members or groups, and the numbers of people or groups affected
- h) the extent to which the community's views on the matter are already known
- i) the values and interests of Ngāi Tahu whanau, hapū and rūnanga, as mana whenua for the region
- j) where proposals or decisions relate to land or a body of water, the implications for the relationships of Ngāi Tahu and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna and other taonga
- k) the potential effects on delivery of the Council's policy and strategies
- l) any inconsistencies with any existing policy, plan or legislation
- m) the degree of impact on rates or debt
- n) the practical demands of efficient decision-making in situations of urgency

The majority of these criteria could be considered to fall on a continuum rather than being an absolute determination. They may be considered as being of low, medium or high significance rather than significant or not significant.

If any of the criteria are met, the proposal or decision may have a higher degree of significance. However, a single criterion in isolation is not necessarily determinative of significance. The criteria are to be considered collectively to make this determination.

The application of the criteria is a matter of judgement for the Council.

### 3.3 Procedures

Every report to the Council will include a statement indicating that the issue of significance has been considered, which reflects an assessment of the significance of the issue, proposal or decision.

If an issue, proposal or decision is considered to be significant or likely to be significant, the relevant Executive Manager will include a section in their report to Council which will:

- identify how the decision sought fits this Significance and Engagement Policy;
- evaluate it against the thresholds and criteria contained in this Policy;
- outline what has been done to ensure compliance with sections 76 – 82 (inclusive) of the LGA;
- include a recommendation on how the proposal or decision should be treated;
- include a recommendation that the Council determine the level of significance of the particular issue or decision, and
- include a recommendation addressing whether and how community engagement should occur, in accordance with this Policy.

The Policy will apply with appropriate adjustments to decisions made under delegation to Council committees and community boards.

This Policy will not apply to decisions that have been in the Long Term or Annual Plan unless there is a significant change being proposed to the initial decision reflected in a Plan.

#### **4.0 ENGAGEMENT**

The level of engagement undertaken will reflect the level of significance of a proposal or issue. For example, an issue that has a high degree of significance will require a higher level of engagement with the public. The method of engagement will differ for each issue depending on location, level of significance, and community preferences.

Engagement provides an opportunity for the public to express a view on the decision or proposal being considered by the Council. The community views expressed through an engagement process will be considered and taken into account, along with other information such as costs and benefits, legislative requirements and technical advice.

Differing levels and forms of engagement may be required during the varying phases of consideration and decision-making on an issue, and for different community groups or stakeholders. The Council will review the appropriateness and effectiveness of the engagement strategy and methods as the process proceeds.

Engagement may not necessarily result in a win/win situation, complete agreement or consensus. However, engagement should allow all relevant views and options to be identified and then considered before a decision is made.

Community engagement can allow for an exchange of information, points of view and options for decisions between affected and interested people and decision-makers before a decision is made. It

does not mean that the decision will be delegated to those involved in the engagement process. It means that the decision made will have been informed and improved by the public's involvement.

#### **4.1 Methods of Engagement**

Many methods of engagement can be used by Council, subject to the degree of significance of the issue. It is essential that Council does not use a homogenous approach to engagement, and utilises engagement tools appropriate to the location, significance of the issue, and community affected. Section 4.4 below describes a list of methods of engagement currently undertaken or available to Council; however, the Council is not limited to these methods.

When engaging with the community, the Council should consider the varied interest groups within society, including but not limited to: cultural groups, the whole District, specific communities (both rural and urban), wards, Community Boards, youth, older generations, businesses, and specific interest groups.

Committees of Council and elected bodies are to be used as part of Council's engagement network, to advocate on behalf of their communities to Council on Council issues including policy and decision-making. They are also the first point of call for Council and Council staff to assess the degree of interest and engagement a community may have with an issue, as part of determining the significance of a matter.

The Council should be informing, consulting with, involving, collaborating and/or empowering residents and ratepayers to be engaged with Council decision-making.

The Council will be open to new and developing methods of engagement through the use of technology and innovation.

#### **4.2 When Council will Engage**

The Council will apply the principles of s82 of the LGA when determining engagement.

##### **(a) When legislation requires that consultation be undertaken:**

The Council will consult when it has a legislative requirement to consult (such as when required by the Local Government Act 2002, Resource Management Act 199, Reserves Act 1977, Land Transport Management Act 2003<sup>1</sup>). Examples of these areas are: the adoption and amendment/s to the Long Term Plan; adoption and amendment/s to a significant bylaw; transfer of ownership of a significant strategic asset; and changes to financial policies.

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<sup>1</sup> As noted in Section 1.4 above, where specific legislation such as the Resource Management Act prescribes procedures for consultation, section 82(5) of the LGA broadly allows that authorising legislation's procedures to apply.

In these cases, the Council will undertake these consultation processes in accordance with the legislative requirements guiding them. However, the Council may choose to consult further depending on the degree of significance of the matter being considered and notwithstanding the legislative requirements.

**(b) When a significant proposal or decision is being considered:**

Subject to consideration of factors under section 4.3 of this Policy, the Council will give consideration to undertaking what it considers to be an appropriate form of engagement when a 'significant decision' is proposed.

A 'significant decision' is one which has been identified as such under this Policy. *Note:* a 'significant decision' will not automatically trigger application of the Special Consultative Procedure (SCP). For more information about the SCP refer to the LGA 2002 sections 83, 86, 87 and 93A.

**(c) For some matters that are not considered significant:**

In general, where a matter is not considered significant under this Policy, formal consultation will not be undertaken. This is consistent with clause 4.3 (a) of this Policy. However, in some situations where the Council considers community involvement or notification is appropriate, informal feedback or notification processes may be followed.

#### **4.3 When the Council may not Engage**

Information is always necessary for the decision making process. However, there are times when it is not necessary, appropriate or possible to engage the community on a matter or decision. The Council may also choose not to consult on a matter. In doing so it will make this determination in accordance with the criteria below.

The Council will not engage when:

- (a) The matter is not of a nature or significance that requires consultation (LGA 2002, s82(4)(c)); or
  - (b) The Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter (s82(4)(b) LGA 2002); or
  - (c) There is a need for confidentiality or commercial sensitivity (s82(4)(d) LGA 2002); or
  - (d) The costs of consultation outweigh the benefits of it (s82(4)(e) LGA 2002); or
  - (e) The matter has already been addressed by the Council's policies or plans, which have previously been consulted on; or
  - (f) An immediate or quick response or decision is needed or it is not reasonably practicable to engage;
- or

- (g) Works are required unexpectedly or following further investigations on projects, already approved by the Council; or
- (h) Business as usual - the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place; or
- (i) When Council has consulted on the issue in the last 24 months.

Where the above listed circumstances apply and consultation is not to be undertaken, the Council is still required to give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter (LGA 2002 section 78 (1)). The LGA requires that this consideration be in proportion to the significance of the matters affected by the decision (section 79 (1)).

#### **4.4 Toolbox for Engagement**

The Council currently uses the following methods of engagement. The Council may continue to use these methods of engagement, but is not limited to these when engaging with the public:

##### **Inform:**

- Council newsletters
- Weekly/daily newspapers
- Community newsletters
- Electronic messages (eg, email, online newsletters, social media)
- Flyers
- Website
- Radio

##### **Consult:**

- Submissions
- Hearings
- Feedback processes
- Surveys
- Open Days

##### **Involve:**

- Public or on-site meetings
- Targeting existing organisations/groups within the community eg service clubs

##### **Collaborate:**

- Talking with communities
- CWMS Zone Committees
- Key partnerships with existing community organisations
- Hall committees

##### **Empower:**

- Community Boards
- Special Subcommittees

## 5.0 NGAI TAHU & PAPTIPU RUNANGA

The LGA provides principles and requirements for local authorities that are intended to facilitate participation by Māori in local authority decision-making processes (for example, sections 81 and 82(2)). This is to recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision-making processes.

While the LGA sets out provisions relating to all Māori, it is recognised that within the Mackenzie District, Ngāi Tahu are the tangata whenua. There are three Papatipu Rūnanga that have an interest in the Mackenzie District: Te Rūnanga o Arowhenua based at Arowhenua, Temuka, Te Rūnanga o Waihao based just north of the Waitaki River, South Canterbury, and Te Runanga O Moeraki based at Moeraki. They have a special status in terms of the Council's resource management activities. In addition to the Local Government Act obligations, the Resource Management Act 1991 (RMA) gives councils specific obligations regarding kaitiakitanga, the principles of the Treaty of Waitangi and the relationship between Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu and other taonga. In the Canterbury region, the Ngāi Tahu Claims Settlement Act 1998 includes confirmation of the ability for Ngāi Tahu to express its traditional kaitiaki relationship with the environment.

The Council considers it important to better establish relationships with these Rūnanga, as these are seen as key relationships in terms of the contribution of Maori to the decision-making process. Proactively providing for engagement will enable early identification of matters of significance to the Runanga and appropriate engagement in relation to decision-making processes. The Council will endeavour to extend and promote opportunities for involvement as far as practicable, and as available resources allow.

## 6.0 STRATEGIC ASSETS

The Mackenzie District Council considers the following assets to be strategic in terms of the Local Government Act 2002:

- a) The entire urban and rural roading network of the Mackenzie District.
- b) The urban water supplies of Burkes Pass, Fairlie, Lake Tekapo and Twizel.
- c) The piped rural water supplies of Albury, Allandale, and Downlands (Albury to Cave section).
- d) The stock water race systems at Ashwick/Opuha, Punaroa/Eversley and School Road.
- e) The wastewater reticulation and treatment systems at Burkes Pass, Fairlie, Lake Tekapo and Twizel.
- f) The stormwater reticulation systems at Fairlie, Lake Tekapo and Twizel.
- g) The Council cemeteries at Albury, Burkes Pass, Fairlie, Tekapo and Twizel.
- h) All Council's parks, recreation reserves, sports fields and facilities held under the Reserves Act 1977 or otherwise.

- i) Council's swimming pools at Fairlie and Twizel.
- j) Council's stock of tenanted pensioner housing.
- k) The Fairlie Medical Centre.
- l) The Twizel Events Centre and the community hall at Lake Tekapo.
- m) The Mackenzie Community Centre at Fairlie.
- n) Council's administration buildings in Fairlie and Twizel.
- o) Council's shareholding in Alpine Energy Limited.

**Significance and Engagement Policy**

Adopted by: **Strategy and Policy Committee**

Adopted date: **25 November 2014**

Review date: Every six years or sooner as required

**5.6 TWIZEL COMMUNITY BOARD - AFFECTED PERSONS APPROVAL - RM020063 29 JOLLIE ROAD, TWIZEL**

**Author:** Angie Taylor, Community Services and Solid Waste Officer

**Authoriser:** Tim Harty, General Manager Operations

**Attachments:** Nil

**PURPOSE OF REPORT**

For the Twizel Community Board to consider a request for affected party approval under Section 95E of the Resource Management Act 1991.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That the Twizel Community Board recommend to Council that affected persons approval be provided for land use consent RM020063 with a reduced setback from the eastern boundary that is owned by Council and zoned Recreation Passive.
3. That the Twizel Community Board recommend to Council that affected persons approval be withheld for land use consent RM020063 with a reduced setback from the eastern boundary that is owned by Council and zoned Recreation Passive.

**BACKGROUND**

An application for resource consent seeks to erect a new vehicle storage building within the 2m internal boundary setbacks for the Residential 1 Zone at 29 Jollie Road, Twizel.

The applicant proposes a reduced setback from the eastern boundary adjoining the Recreation Passive zoned area along Glen Lyon Road.

The building will have a gross floor area of 88m<sup>2</sup> and a maximum height of 4.89m. The roof will have a 25 degree slope. The building will be clad in Coloursteel in the colour Ebony, with three strips of Clearlite included in the roof. Access to the building will be via three garage doors along the front of the building for vehicles and a pedestrian access door on the northern side.

An existing storage building is currently located in the general area of the proposed new building and this will be removed to allow construction of the new building.



Figure 1 – Aerial photograph. The subject site is highlighted in red. Adjacent sites are highlighted in blue.



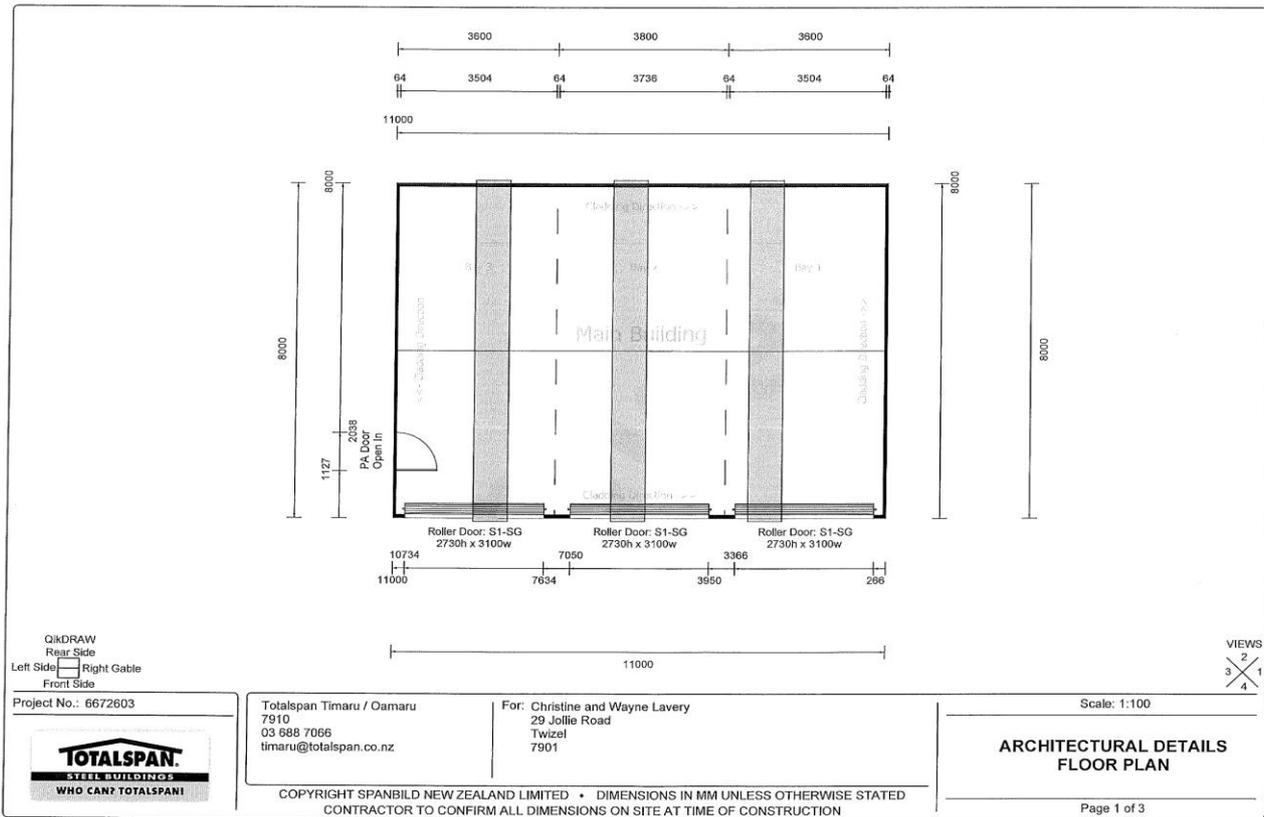


Figure 3: Floor plan

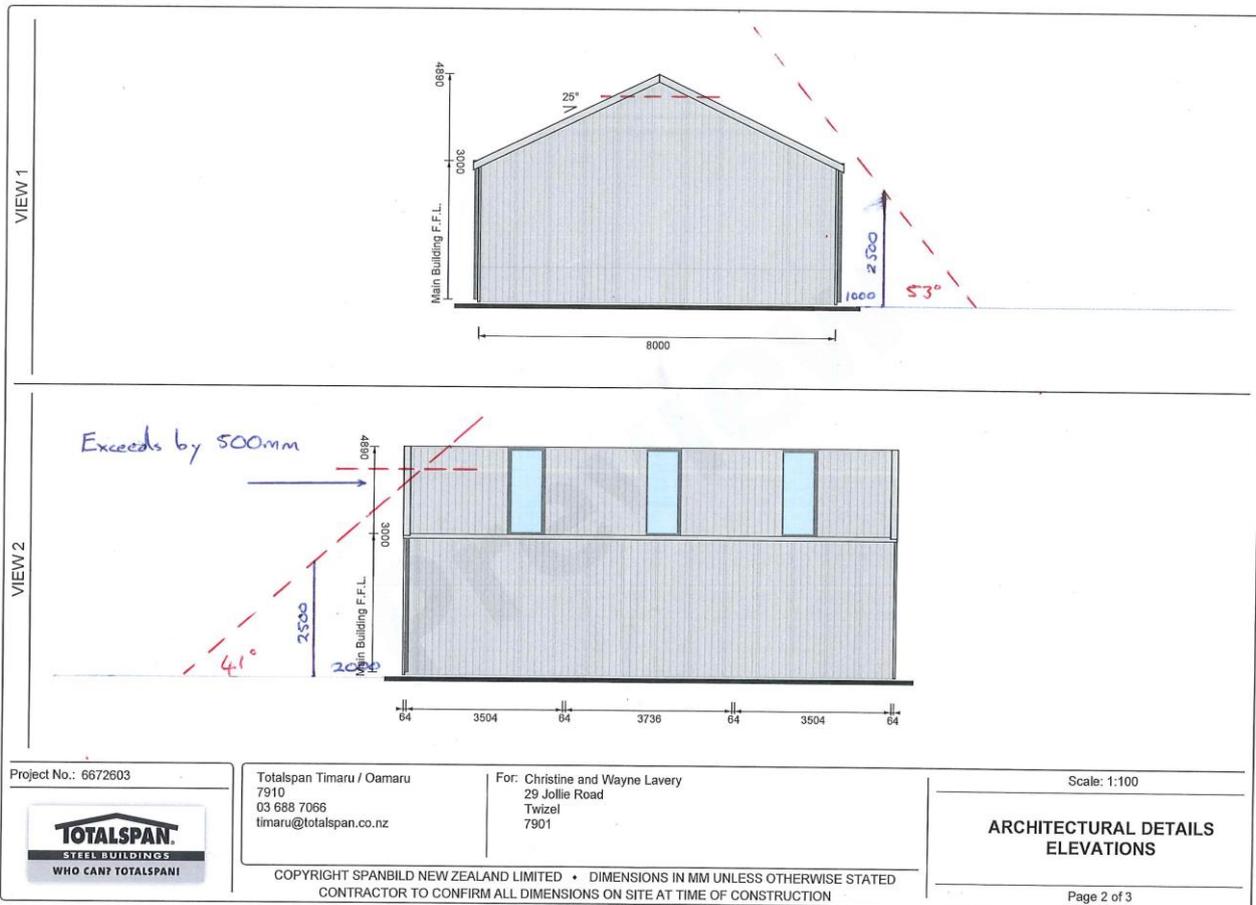


Figure 4: Elevations

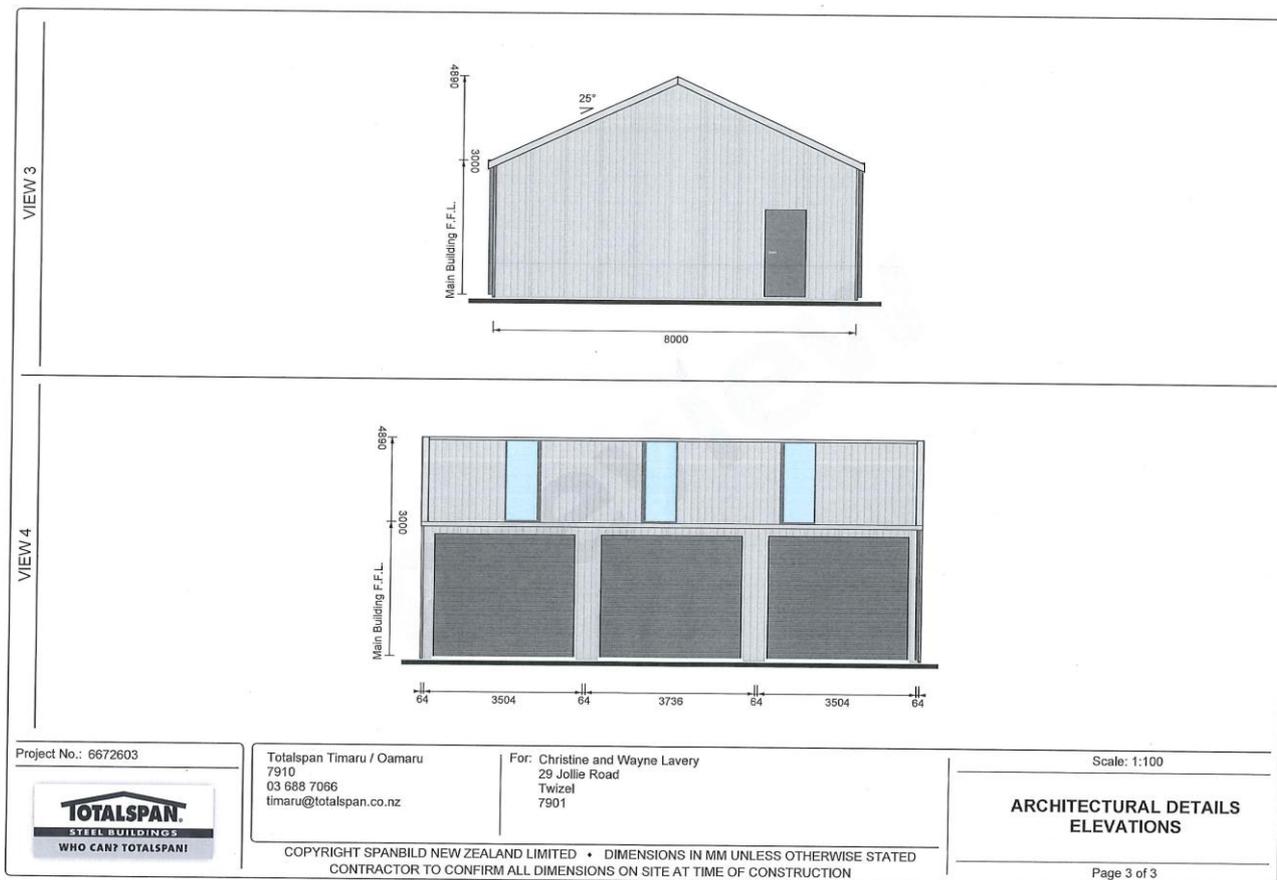


Figure 5: Elevations

**POLICY STATUS**

Not applicable

**SIGNIFICANCE OF DECISION**

This does not trigger the Council’s Significance and Engagement Policy.

**OPTIONS**

- Option 1: The Twizel Community Board recommend to Council that affected person approval be provided.
- Option 2: The Twizel Community Board recommend to Council that affected person approval be withheld.

**CONSIDERATIONS**

**Legal**

Section 95E of the Resource Management Act 1991 (the Act) states that a person(s) is ‘affected’ if the adverse effects of an activity on them are ‘minor’ or ‘more than minor’ (but not ‘less than minor’). In deciding this, section 95E(2) of the Act requires a consent authority to disregard any effects on persons who have provided written approval.

The delegation to the Community Board, for an affected person approval recommendation to Council, has been made as outlined in section 52(b) of the Local Government Act 2002.

This approval will have no bearing on any decision regarding the merits of the application for Resource Consent (RM200005) currently being processed by Councils Planning Team.

**Financial**

It is considered there are no financial considerations pertaining to this application.

**Other**

Not applicable.

**CONCLUSION**

The Twizel Community Board is requested to make a recommendation to Council to either provide or withhold written approval for application RM020063 at 29 Jollie Road, Twizel under Section 95E of the Act for the proposal.

**5.7 TWIZEL COMMUNITY BOARD - GRANT REQUEST FOR TWIZEL CAVALCADE 2021**

**Author:** Angie Taylor, Community Services and Solid Waste Officer

**Authoriser:** Tim Harty, General Manager Operations

**Attachments:** 1. Grant Application from Twizel Cavalcade [↓](#) 

**PURPOSE OF REPORT**

For the Twizel Community Board to consider a grant request from the Twizel Cavalcade.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That the Twizel Community Board considers the grant request for of \$41 including GST from the Twizel Cavalcade for hireage of the Twizel Events Centre.

**BACKGROUND**

The Twizel Cavalcade have requested a grant of \$41 including gst to cover the hire cost for the Twizel Events Centre for a public meeting held on the 1<sup>st</sup> July 2020.

The application is considered against the grants assessment criteria below:

Grants Assessment Criteria	Assessment
1. Does the application assist the Council to achieve its strategic direction (applicant must make specific reference to the Strategic Plan and support that reference with reasoned arguments).	No
2. Will the grant <i>directly</i> benefit ratepayers/residents in the Mackenzie District? If so, how many?	The application notes that four members of the Cavalcade committee and approx. 20 members of the public attended the meeting.
3. Are there any other bodies which are specifically designed to cater for these requests e.g. Creative New Zealand, Mid-South Canterbury Trust, and Lottery Grants Commission?	No
4. Has the organisation received, or have they applied for funds from other organisations for the same project? If so, how much?	No
5. How much of their own funds does the organisation have to put toward this request/project?	Not stated in application

<b>6. Is the organisation/individual a non-profit body and able to accurately account for any funds granted?</b>	The application notes that the Cavalcade Host Town Committee hold Incorporated Charity Status.
<b>7. Has the organisation supplied all information on the application form including a set of accounts?</b>	No accounts have been provided, the application notes the organisation has been established for two month.
<b>8. What is the effect on the individual/organisation if the Council does not support the application?</b>	The applicant would need to raise funds elsewhere.



APPLICATION FOR GRANT

- 1. Name of Organisation/Individual:  
Twizel Cavalcade 2021
- 2. Address:  
Cl- 279 Glen Lyon Rd , P.O. Box 218  
Twizel  
  
Telephone: 021 848 752  
Fax: \_\_\_\_\_  
Email: twizelcavalcades2021@gmail.com
- 3. Contact Person: Norman Geary  
Position: Chairman  
Phone: Business: 03 435 9393  
Phone: Home: 021 848 752
- 4. Please specify the legal status of your organization – trust/Incorporate Society/other.  
The Cavalcade Host Team Committee Incorporated  
Charity Status CC 36533
- 5. Is your organisation recognised as a non profit body by the Inland Revenue Department?  
  
Yes/~~No~~
- 6. Name of principal officers:  
Chairperson/~~President~~: Norman Geary  
Secretary: Megan Hewland  
Treasurer: TBC

7. State your organisation's purpose and objectives: \_\_\_\_\_

Cavalcade Host Town.

8. How long has your organisation existed?

2 months and will only be in place till end of Cavalcade  
approx 12 months

9. Is your organisation responsible to or controlled by any other organisation/authority?

Please specify: Otago Gold Fields Heritage Trust look after the Cavalcade  
we look after the HOST Town.

10. What level of funding does your organisation request from the Mackenzie District Council?

\$41.00 to cover the rent of the event centre public meeting  
1st July

11. State the purpose for which the grant is requested:

\$41.00 to cover the rent of the event centre  
public meeting 1st July

12. State the number whom you expect will benefit from the grant you are requesting:

Members: 4 pay Others: Approx 20 pay

13. Has your organization received a donation during the past five years?

Yes/No

If yes, please detail how your most recent donation was used	Received from	Year	Amount of Donation
<u>N/A</u>			
		TOTAL	

14. If your organisation is registered for GST, please supply your GST number:

Norman Geary has forwarded a copy of  
the charity which has the FRP Infor

15. Please supply a copy of your latest audited financial statements.

N/A.

<p><b>DECLARATION</b></p> <p>I hereby declare that the information supplied here on behalf of my organisation is correct:</p> <p>Name: <u>Megan Hewland</u></p> <p>Position: <u>Secretary</u></p> <p>Signature: <u>M. P. Hewland</u></p> <p>Date: <u>24/7/2020</u></p>
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**5.8 TWIZEL COMMUNITY BOARD - GRANT REQUEST FOR INCUHUB****Author:** Angie Taylor, Community Services and Solid Waste Officer**Authoriser:** Tim Harty, General Manager Operations**Attachments:** 1. Grant Application from IncuHub  **PURPOSE OF REPORT**

For the Twizel Community Board to consider a grant request from IncuHub Twizel.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That the Twizel Community Board considers the grant request for of \$500 including GST from IncuHub Twizel.

**BACKGROUND**

IncuHub Twizel provide a centre dedicated to supporting individual and businesses impacted by Covid-19. The application describes this centre as a pop-up, free service offering seminars, workshops and space for working with computers and wifi.

IncuHub Twizel have applied for a grant of \$500 to offset overhead costs associated with the centre, including heating, lights, wifi, sundries, insurance, printing and equipment.

The application has been considered in relation to the grants assessment criteria below:

Grants Assessment Criteria	Assessment
<b>1. Does the application assist the Council to achieve its strategic direction (applicant must make specific reference to the Strategic Plan and support that reference with reasoned arguments).</b>	Not discussed in the application.
<b>2. Will the grant <i>directly</i> benefit ratepayers/residents in the Mackenzie District? If so, how many?</b>	The application notes that 138 individual have used the centre so far and is open to the greater Mackenzie Community.
<b>3. Are there any other bodies which are specifically designed to cater for these requests e.g. Creative New Zealand, Mid-South Canterbury Trust, and Lottery Grants Commission?</b>	Not discussed in the application.

<p><b>4. Has the organisation received, or have they applied for funds from other organisations for the same project? If so, how much?</b></p>	<p>The organisation has received \$1300 from the Twizel Community Care Centre and \$650 from the Twizel Promotions and Development Agency.</p>
<p><b>5. How much of their own funds does the organisation have to put toward this request/project?</b></p>	<p>Not stated in application</p>
<p><b>6. Is the organisation/individual a non-profit body and able to accurately account for any funds granted?</b></p>	<p>Yes</p>
<p><b>7. Has the organisation supplied all information on the application form including a set of accounts?</b></p>	<p>A table of operating costs has been provided with the application, however a full set of financials has not been provided. The application notes the organisation was established in June this year.</p>
<p><b>8. What is the effect on the individual/organisation if the Council does not support the application?</b></p>	<p>The applicant would need to raise funds elsewhere.</p>

Sharon Blanchard  
IncuHub Founder | Director  
26 B Market Place, Twizel, 7901  
incuhubtwizel@gmail.com  
021 145 5905

Angie Taylor | Community Services and Waste Officer  
Mackenzie District Council  
8/18 Market Place, Twizel 7901

Friday, 17, July 2020

Dear Angie,

Attached, please find the Community Fund application for funding of the IncuHub. This application is for the purpose of supporting the IncuHub Twizel; to offset overhead costs associated with running the hub during these three months (June|July|August), we have been open.

There will be a meeting next week to discuss the future of the IncuHub. We have been keeping data based on our seminar, workshops, events, and overall participation and happy to provide you with our end-of-period report once completed. Please don't hesitate to reach out should you have any questions.

Warmest regards,



Sharon Blanchard

cc. Tracey Gunn, Deputy Chair, Twizel Community Board



APPLICATION FOR GRANT

- 1. Name of Organisation/Individual:  
Incub Hub Twizel
- 2. Address: 26 B Market Place Twizel
- Telephone: 021 145 5905
- Fax: NA
- Email: incubtwizel@gmail.com
- 3. Contact Person: Sharon Blanchard  
Position: Founder  
Phone: Business: same as above  
Phone: Home: same as above
- 4. Please specify the legal status of your organization – trust/Incorporate Society/other.  
new volunteer (not for profit)
- 5. Is your organisation recognised as a non profit body by the Inland Revenue Department?  
Yes/No  No
- 6. Name of principal officers:  
Chairperson/President: Sharon Blanchard  
Secretary: Amy Aughton (volunteer)  
Treasurer: Sharon Blanchard

paid thru Sweet Noos

7. State your organisation's purpose and objectives: a centre dedicated to supporting individual and businesses impacted by the covid pandemic. A pop-up free service offering seminars/workshops/space for working/computers/wifi.

8. How long has your organisation existed? June 04, 2020

9. Is your organisation responsible to or controlled by any other organisation/authority?  
Please specify: no.

10. What level of funding does your organisation request from the Mackenzie District Council? \$500.00 to offset overhead associated center.

11. State the purpose for which the grant is requested:  
The space has been provided for the use of incubub. The overhead costs assoc. are: heat/lights/wifi/supplies/insurance/printing/sm. equip.

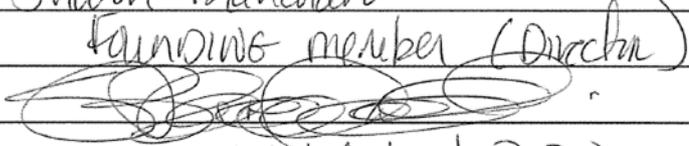
12. State the number whom you expect will benefit from the grant you are requesting:  
Members: the greater Mackenzie Community - To date, 138 individuals have used the space

13. Has your organization received a donation during the past five years?  
 Yes/ No

If yes, please detail how your most recent donation was used	Received from	Year	Amount of Donation
<del>2500.00</del>	TCCC.	2020	1300.00
offset overhead costs	TPDA		650.00
For running Hub			
		TOTAL	

14. If your organisation is registered for GST, please supply your GST number:  
N/A.

15. Please supply a copy of your latest audited financial statements.

<b>DECLARATION</b>	
I hereby declare that the information supplied here on behalf of my organisation is correct:	
Name:	Sharon Blanchard
Position:	Founding member (Director)
Signature:	
Date:	17 July 2020

Item	One time cost	Monthly	Total
Heat & Lights		350	1050
Wifi & phone		180	678
General supplies		40	120
Printing (ink)		20	60
Sundries		50	150
Lamps	60		60
Lease		0	0
Insurance		135	405
<b>Total</b>		<b>775</b>	<b>2523</b>
<b>Received</b>	Twizel Community Care Centre		1300
	Twizel Promotions		650
<b>Total received</b>			<b>1950</b>
<b>Outstanding</b>			<b>573</b>

## **5.9 GENERAL BUSINESS**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** Nil

### **STAFF RECOMMENDATIONS**

That the information be noted.

The following matters for discussion have been requested by the chairperson:

- Man-made Hill replanting