



Mackenzie

DISTRICT COUNCIL

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

Date: Monday, 31 January 2022

Time: 3.00pm

Location: [Zoom Meeting](#)

AGENDA

Twizel Community Board Meeting

31 January 2022

Note: This meeting will be digitally recorded by the minute-taker and then uploaded to the council's YouTube channel

Twizel Community Board Membership:

Jacqui de Buyzer (Chair)

Tracey Gunn

Renee Rowland

Amanda Sargeant

Emily Bradbury

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

5 REPORTS

5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 6 DECEMBER 2021

Author: **Arlene Goss, Governance Advisor**

Authoriser:

Attachments: **1. Minutes of Twizel Community Board Meeting - 6 December 2021**

RECOMMENDATION

1. That the Minutes of the Twizel Community Board Meeting held on Monday 6 December 2021 be received and confirmed as an accurate record of the meeting.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Twizel Community Board Meeting

6 December 2021

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD AT THE MACKENZIE COUNTRY HOTEL, TWIZEL
ON MONDAY, 6 DECEMBER 2021 AT 3.00PM**

PRESENT: Chairperson Jacqui de Buyzer, Member Tracey Gunn, Cr Emily Bradbury

IN ATTENDANCE: Mayor Graham Smith, David Adamson (General Manager Operations – Acting), Aaron Hakkaart (Manager Planning), Brian Milne (Community Services Officer), Tom O’Neil (Community Services Officer), Arlene Goss (Governance Advisor), Brett King (Fulton Hogan), and four members of the public including Frank Hocken, Kevin Moore (Twizel Heritage Group) and Pat Shuker.

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

Apologies were received from members Renee Rowland and Amanda Sargeant.

David Adamson said the acting chief executive, Angela Oosthuizen wanted to be at the meeting but was currently working with auditors on the Long Term Plan. She has pledged to attend as many community board meetings as possible.

Mayor Graham joined the meeting and apologised for lateness.

Tom O’Neil was introduced by Brian Milne. It was his first day as a new staff member.

3 PUBLIC FORUM

Frank Hocken asked to speak. He gave some history of township maintenance in Twizel. He said the town verandas were getting worse. Further improvements were needed.

He said rates had increased and he wanted to know where the money had gone. He felt Twizel was overlooked by the council. It’s harder for him to get in the door of the council now.

He produced a handful of broom from Manmade Hill and said the hill needed spraying urgently.

He then produced a tyre that had been lying on the street and had not been picked up by rubbish contractors. He had also picked up a dead possum that was lying on the road and disposed of it.

He asked council to consider moving to Twizel. He suggested living conditions were not right in Fairlie because staff kept leaving. He said he had a good range of sections available for council staff to buy.

Pat Shuker then spoke. She said she has found council employees to be wonderful to talk to.

At Manuka Terrace the gravel road is bad. She had fallen twice from her trike. Now she drives down the centre of the road. She asked for the road to be fixed.

She asked what had happened to the money from the sale of the wood chipper. It is being held for the development of Manmade Hill. Pat Shuker said the sale of the chipper should have gone out to

the public and the public should be asked where the money should go. She doesn't have a problem with it going to planting Manmade Hill as long as the rubbish is cleared first.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 PRESENTATIONS

Brett King from Fulton Hogan introduced himself and outlined his history as a former surveyor in Twizel. He gave a presentation titled "Roading Maintenance Presentation".

Following the presentation, discussion included the following matters:

- Information about work being conducted in the Twizel area would be available to bring to future community board meetings.
- Fulton Hogan was willing to help establish a children's roadway if the community could fund it.
- This contract was a step-up for Council. The Mayor said he was looking forward to working with Fulton Hogan.
- People were encouraged to lodge complaints in the service request system so they could be addressed quickly.
- A great partnership, will deliver some great outcomes for the district.

David Adamson then gave a presentation on the new project to introduce smart water metering in the district. This would happen first in Twizel, then be expanded to all water supplies in the district.

All commercial properties will already have meters and most new subdivisions also have them.

Then, Kevin Moore spoke on behalf of the Twizel Heritage Group. The group has sourced a single man's hut from the Twizel construction days. The Heritage Group would like to place this in the location outlined in the meeting agenda. It would have a viewing pane so people could look inside, and it would be set up like it would have been in the construction days.

He asked if the community board had any issues with this. The board congratulated the group on getting the hut.

Mr Adamson said if the community board agreed in principle that it supported the idea, staff could look into the status of the land and whether any services were buried there. There was also a need to clarify who would be responsible for the long-term maintenance of the building.

COMMITTEE RESOLUTION TWCB/2021/229

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

That the Twizel Community Board approves the proposed location of the working man's hut in principal, and asks staff to investigate the location and report back to the board.

CARRIED**5.2 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 1 NOVEMBER 2021****COMMITTEE RESOLUTION TWCB/2021/230**

Moved: Cr Emily Bradbury

Seconded: Member Tracey Gunn

1. That the Minutes of the Twizel Community Board Meeting held on Monday 1 November 2021 be received and confirmed as an accurate record of the meeting.

CARRIED**5.3 COMMUNITY BOARD FINANCIAL REPORT**

The board noted that the money for the wood chipper, and carry forward amounts, were shown in the financials. The \$5,000 from Whitestone was not shown separately but will appear next time.

COMMITTEE RESOLUTION TWCB/2021/231

Moved: Chairperson Jacqui de Buyzer

Seconded: Cr Emily Bradbury

That the community board financial report be received.

CARRIED**5.4 GRANT APPLICATIONS**

The community board looked favourably on these applications and they were both granted.

COMMITTEE RESOLUTION TWCB/2021/232

Moved: Chairperson Jacqui de Buyzer

Seconded: Cr Emily Bradbury

That a grant of \$500 be approved for Twizel Promotions towards the cost of information stands.

CARRIED**COMMITTEE RESOLUTION TWCB/2021/233**

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

That a grant of \$100 be approved for Twizel Area School towards a prize for school prize-giving.

CARRIED

5.5 ADOPTION OF MACKENZIE SPATIAL PLANS

Aaron Hakkaart provided the community board with the spatial plan document, which was the result of 18 months work. It was done in advance of the District Plan, which was going out for consultation next year.

Cr Bradbury said she thought it was appropriate to put this on the agenda so it could be noted by the community board.

5.6 TWIZEL COMMUNITY BOARD GENERAL UPDATE

The purpose of this report from Brian Milne was to provide the Twizel Community Board with a general update on a number of projects and actions related to the Twizel area in general and Community Board specifically.

Manmade Hill - Brian Milne said money was allocated for general improvements in the past and had not been spent. There was a significant amount sitting there. The \$10,000 towards the development of Manmade Hill would come from this fund.

Manmade Hill was discussed. Would the community get involved? Yes if the mess was cleaned up and they started with a clean slate.

David Adamson suggested a private trust, or someone else, might set up a project where people could buy trees for planting.

Cr Bradbury supported a plan being drawn up so when the money becomes available there is something ready to go.

Update on Swimming Pool Season – This was going well. No more than the usual teething issues.

Twizel Events Centre - Work has started on the structural connections under the seats in the theatre. Other work has also been carried out over the last month. Final plans are through for the fire protection work. These will go through the building control authority for approval then the work will be fast tracked.

Toilets at Lake Ruataniwha – Temporary toilets are being organised at Lake Ruataniwha.

Tree Felling - The chairperson asked if the community board had a say over tree felling as this was not clear. Discussion took place. Community boards don't usually have a say unless they want to, or the situation required it.

The chairperson said trees cleared near the resource recovery park had been left in a mess. Mr Adamson said he would ask Angie Taylor to have a look at it.

Market Place Upgrade – Will start on this work when contractors are available in February. Tracey Gunn asked about the temporary safety handrail that was requested in November. Council staff did not believe it was necessary to provide another handrail when work was planned and the area would be closed. Tracey said when complaints were received from the public she would make it clear this was the council's decision, not the community board's decision.

Furniture – The community board considered the options outlined in the agenda and indicated their preference for bike stands and other town furniture. The consensus on bike stands was number 5. Regarding chairs and tables, chair number 3 with arms. Picnic settings, number 3.

COMMITTEE RESOLUTION TWCB/2021/234

Moved: Chairperson Jacqui de Buyzer

Seconded: Cr Emily Bradbury

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION TWCB/2021/235

Moved: Cr Emily Bradbury

Seconded: Member Tracey Gunn

2. That a budget of \$10,000 from the Twizel Township Budget; "Implementation of Development Plan" be allocated for the preparation of a development, maintenance plan and budget for the development Man-Made Hill.

CARRIED

5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

Communication with the Twizel community – The governance advisor read out an email from Communications Manager Chris Clarke as follows:

Council communicate with all our communities in the same way – there are no differences between communities.

Current channels are:

- *Quarterly Mackenzie Messenger with rates invoices;*
- *Monthly newsletter in the Courier (delivered free to all households in the District);*
- *Council's website;*
- *Council's facebook page.*

Budgetary and resource limitations mean these are the only channels we are currently able to support. We are hoping (subject to budget approval) to introduce a CMS (customer management system) in 2022 which will enable us to build an email database – and integrate it with the website so customers can manage their own mailing preferences. This would enable customers to subscribe to emails on topics of interest, and/or receive the newsletter by email.

Re. the Events Centre – I understand that customer services contacted all those with bookings. An issue arose on social media recently re. a ballet group, however I understand that they had not made a booking – and so were not contacted. In some cases existing bookings were able to be modified to allow events to take place. The project team decided not to communicate generally because the situation is changing as more information comes to hand – so anything we publish is likely to be out of date within a very short period of time. The number of people who use the theatre is very small – and so this approach shouldn't cause too many issues.

A situation regarding a person “being mucked around” was discussed. David Adamson said he and Angie Taylor spent a lot of time working with the organisation and looking at alternatives. Council made a compromise so the person could use the venue. He also explained the need for a deep clean in between bookings if vax passports were not shown at events. Council did not have the time or money to do deep cleans between bookings.

Councillor Report - Cr Bradbury said there was not much to report. She noted there had been a bit of noise on social media about Christmas decorations in Twizel. A group was forming a Christmas committee to look into this and get ahead of it for next year.

David Adamson outlined how Christmas decorations/lights/banners were managed in Christchurch. Lights were more complicated as they needed to be put up by a power company.

Cr Bradbury said the new acting chief executive was a welcome addition to Council.

5.8 COMMUNITY BOARD ACTION LIST

Sealing of Long Bay Carpark – Contractors organised. To be completed by Feb 22 next year.

Twizel Youth Centre Condition Assessment – A project manager is starting to work through council’s building issues one at a time and this was on the list.

Ohau Road Reserve – To come back with a plan in 2022.

Road Speed Petition – A report has come back from Waka Kotahi saying new rules will come into force early in the new year. David Adamson will meet with the petitioner so she can explain the issues with her road. As soon as Council gets the new rules we will be requesting changes at this site and a few others.

Pool Heating – Tenders are out. Remove from list.

Man-made Hill – Remove from list. Action done.

Ohau Road – Remove from list.

Twizel Events Centre – Work underway. On track with the programme of works. The chairperson suggested that Council works with the gym committee to carry out improvements.

Member Tracey Gunn raised a concern that a gardener has not been able to irrigate many gardens around town because of a lack of irrigation. Mr Adamson said there were some water connections that Council was not aware of and these would need to be identified and replaced. Staff were working on this.

The chairman asked Council to be more careful in future when allocating green reserve land to contractors to store equipment on. Land must be returned in good order.

The Mayor thanked the community board for their work and effort over the past year. He wished them the very best for Christmas.

The Meeting closed at 5.36pm.

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

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CHAIRPERSON

5.2 COMMUNITY BOARD FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Paul Numan, General Manager Corporate Services

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

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
Township Projects
For The Period Ended 31 December 2021**

Date	Organisation	Amount
1/07/2021	New financial year 2021/22	\$ 16,800.00
	Unconfirmed carry forward from 2020/21 year	\$ 32,347.00
	Whitestone Contracting Donation (Received 30/6/21)	\$ 5,000.00
	Expenditure to date:	
4/10/2021	Reshape and surface pump track	\$ 5,630.00
	Balance remaining	\$ 48,517.00
*\$10,000 allocated to development of Manmade Hill		

**Grant Allocations
For The Period Ended 31 December 2021**

Date	Organisation	Amount
1/07/2021	New financial year 2021/22	\$ 2,700.00
	Unconfirmed carry forward from 2021/21 year	\$ 2,573.72
30/11/2020	Funds received from sale of chipper	\$ 9,782.61
	Expenditure to date:	
12/07/2021	Twizel Snow Club (Hall hire)	\$ 120.00
12/07/2021	Mackenzie Book and Arts Festival (Visiting Author A Fifield)	\$ 500.00
12/11/2021	Twizel Area School (School Prize-giving)	\$ 86.96
6/12/2021	Twizel Promotions (Information Stands)	\$ 500.00
	Balance remaining	\$ 13,849.37

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

5.3 GRANT APPLICATION

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments:

1. Email from Katrina Te Rito [↓](#) 
2. Application from Twizel Wood Gatherers [↓](#) 

STAFF RECOMMENDATIONS

1. That a grant of \$500 be approved/declined in response to the application from the Twizel Wood Gatherers towards the cost of equipment hire.

BACKGROUND

The following grant application has been received by the community board:

- The Twizel Wood Gatherers volunteer group has requested \$500 towards the cost of equipment hire.

Personal information like phone numbers and email addresses have been redacted to protect the privacy of applicants.

From: Katrina Te Rito <Katrina.TeRito@mackenzie.govt.nz>
Sent: Wednesday, 12 January 2022 4:02 pm
To: Arlene Goss <arlene.goss@mackenzie.govt.nz>
Subject: Community Board Funding - Information Request

Hi Arlene,

I was enquiring about any funding that a community wood group could apply for in the Twizel town please?

Lance Smith from ECAN has donated felled trees from Hayman Road to be used to give to the Community groups and Pat Shurker, Graeme Vaughan, Simon (Meridian) have and myself are assisting with processing/storing etc

The group were hoping to avoid volunteers using own chainsaw equipment and hire instead etc.

Any assistance on my query would be muchly appreciated.

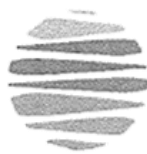
Thank you,
Ngā mihi / Kind regards,



Katrina Te Rito

Compliance and Monitoring Support Officer

T: (03) 685 9010
M: (027) 18000 918



Mackenzie

DISTRICT COUNCIL

Community Board Grant Application Form

A. Details

Name of organisation:	The Twizel Wood Gatherers
Contact person:	Katrina Te Rito
Postal address:	410 PO Box 115, Twizel 7901
Email address:	[REDACTED]
Telephone:	[REDACTED]

B. Which Community Board are you applying to?

1. Twizel Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

C. Organisation Details

1. How many people belong to your organisation?	3-4
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Group
3. How long has your organisation existed?	Pat Schurker had a team in 2014 Resurrected current 2021
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	No

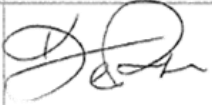
D. Grant Details

1. How much money are you applying for?	\$ 500.00											
2. What is this money going to be used for? (Briefly explain):												
<ul style="list-style-type: none"> - Chainsaw hire - Petrol to operate chainsaw - Maintenance + petrol if personal chainsaws used. - Petrol for wood splitter (lube, oil for machinery) 												
1. Are you registered for GST?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No											
If yes, GST Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
2. What are the total costs of the project and where is the funding coming from?	Community board (this application)	\$										
Estimated wood session - • twice per month (\$222) = \$444.00	Other funders:	\$										
	Your contribution:	\$										
	Total:	\$										
3. When will this project happen? Has begun, seeking funding to continue (2021 - on-going)												
4. Have you applied for other sources of funding? Briefly explain.												
Not yet, still starting up and learning on-going costs. Also depends on logs available.												

F. Declaration

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Katrina Te Rito		
Position in Organisation / Title:	member / supervisor		
Signature:		Date:	19.1.23

G. Checklist

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why.	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No <i>invoice from recent chainsaw hire included.</i>
2. I have attached any other relevant documents that would assist the community board in making a decision.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No <i>invoice</i>
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

G. For more information

Arlene Goss
Mackenzie District Council
PO Box 52, Fairlie 7949

Phone 03 685 9010 ext 915
or
Arlene.Goss@mackenzie.govt.nz

5.4 TWIZEL COMMUNITY BOARD GENERAL UPDATE

Author: Brian Milne, Community Facilities and Services Officer - Contractor

Authoriser: David Adamson, General Manager Operations - Acting

Attachments:

1. Ohau Rd Draft Development Plan [↓](#) 
2. New Public Toilet Designs [↓](#) 

PURPOSE OF REPORT

The purpose of this report is to provide the Twizel Community Board with a general update on several projects and actions related to the Twizel area in general and Community Board specifically.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Draft Ohau Road Reserve Development Plan be approved for release for community feedback

ACTION AND PROJECTS UPDATE

Market Place Upgrade

A contract has now been let to Whitestone Contracting Limited.

Work is expected to start from late February 2022.

Temporary closure of the Service Centre front doors will be required for 2-3 weeks, which will require temporary relocation of Council service desk and post office services to a Portacom.

Ohau Road Reserve Development

A draft concept plan for the development of the Ohau Road Reserve is attached for consideration for approval for release for public feedback.

The area extends along Ohau Road from Mackenzie Drive to the hill just past Nor West Arch and includes areas to the west and the Greenway between Rata Road and Totara Drive.

The works primarily include extensive tree planting, shrub/tussock planting of the bunds along the shared path, a small playground and picnic facilities located to the west off Jack Adamson Drive and a pathway linking from the shared path to the playground area.

The following is the proposed project timeframe:

- Community Feedback – February
- Community consideration of feedback and final approval – March 7
- Preparation of construction design and contract documentation – March - April
- Procurement process - April
- Contract commencement - May

Funding for the project is expected to be from the Reserves Contributions fund (subject to Council approval)

Compactor Bin

The Council provides a public, pay for use, compactor bin for the purpose of disposal of refuse primarily as a convenient service for visitors to the town and provides an option for when the refuse transfer station is closed in the morning, which is often when visitors/campers are leaving the town.

The current bin is rented and its rental and operation cost is approximately \$25,000 per year. This is offset to a small extent by the income collected.

Staff are considering the removal of this bin due its high cost and are interested in feedback from the Community Board about the value and need for this service.

Other options include:

- Using the funds allocated for the Compacting Bin operation to extending the opening hours of the transfer station, particularly on anticipated high use times e.g., Sunday morning
- Negotiating a lower rental rate for the bin
- Moving the Compacting Bin from Lake Alexandrina (which Council owns) to Twizel. The Lake Alexandrina bin has relatively low use.
- Adopt a “take home” policy approach

Lake Ruataniwha Reserve Management Plan

Work is progressing the preparation of the Lake Ruataniwha Management plan.

Stakeholder consultation was undertaken during January, with positive contributions and support for the project being provided.

An update will be provided at the meeting summarising the ideas being discussed.

Twizel Event Centre

Work is progressing on the compliance improvements to the Twizel Events Centre.

A project update report will be provided at the meeting.

TIF Funded Public Toilets Project

A contract has been let to Carpentry South, utilising prefabricated Exeloo toilet units for the new toilets at Fairlie, Lake Pukaki Lookout and Lake Ruataniwha.

The design plans for each of these sites is attached.

The time frame is for the new toilets to be completed by June 2022.

Pool Heating Project

Tenders for heating upgrade for the Twizel and Fairlie Pools are currently being assessed.

An update will be provided at the meeting. Installation work is not expected until May/June 2022.

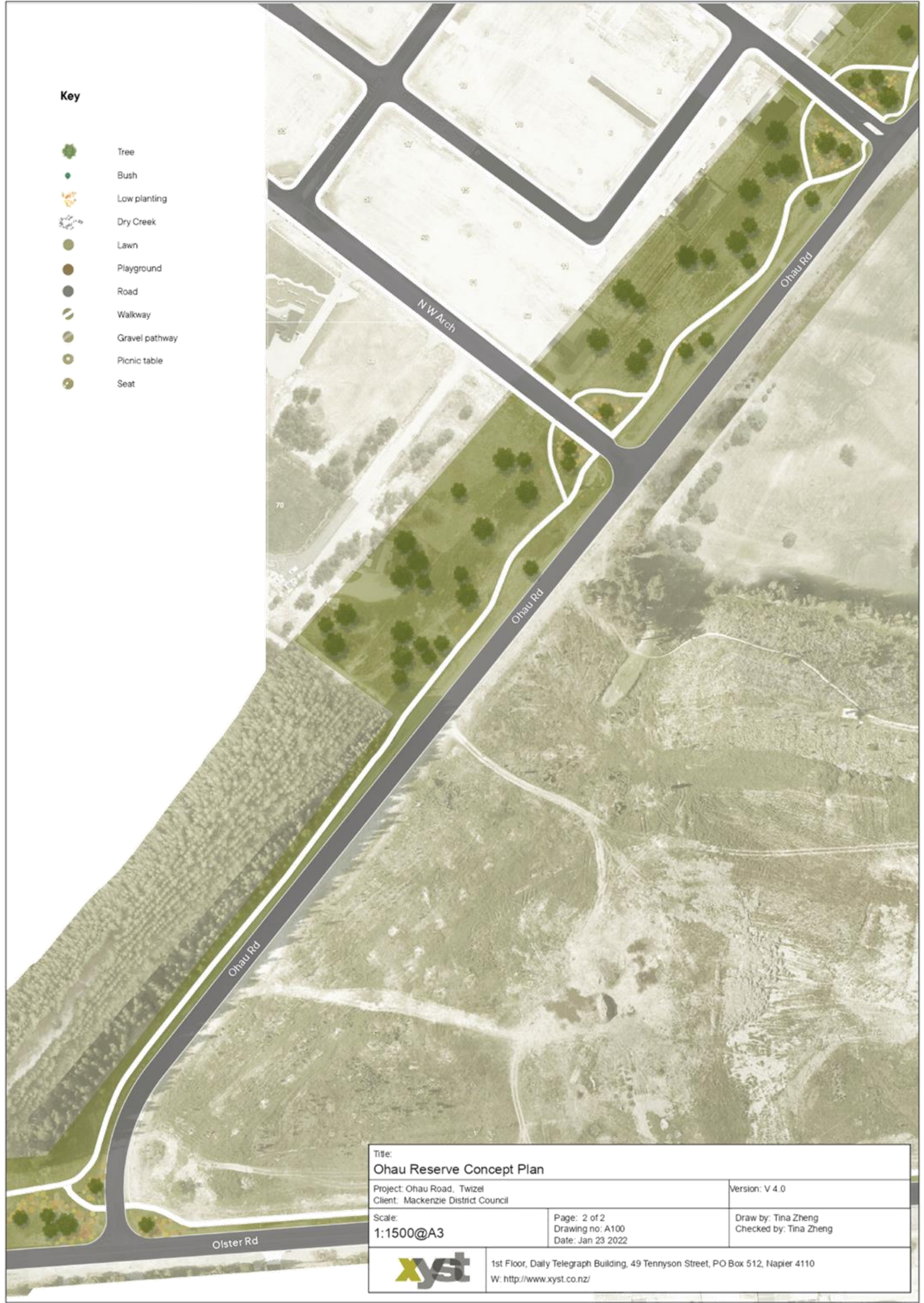
Twizel Wall Mural

We have received a request from the Twizel Promotions and Development Association to paint a mural representative of the Twizel environment/community on the concrete wall on the Southeast

of the shops off Two Thumb Drive. We are still working on establishing ownership of the wall. Assuming MDC is the owner, or we can get approval from the owner, agreement in principle from the Community Board is requested.

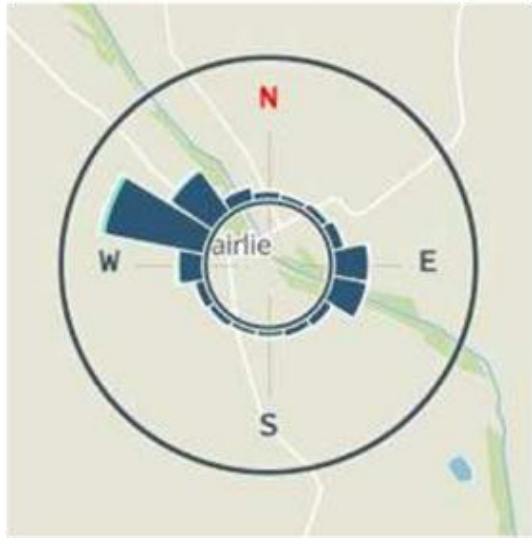








Proposed Concept - 3D Visualisation



Prevailing Wind - Fairlie

SPECIFICATION:
Exeloo Toilets - roof included (2x of 4 pan blocks)
Stone cladding (2x blocks = 76sqm) and paving (65sqm)
Steel canopy structure CHS (150-170mm dia)
Thermospan 150mm roofing (max span 4m for 2kpa)
Custom curved rolled gutter
St.st. woven mesh, fitted over CHS posts (from stone cladding to soffit)
Stone clad free standing basins 2x

Interior Integrated Poetry Display
To be selected - in consultation with clients

NOTE:
Actual siting of building to be confirmed
Landscaping & planting options shown are indicative TBC

Refer to page 2 for further drawings and specifications



Proposed Site Plan
1 : 1000

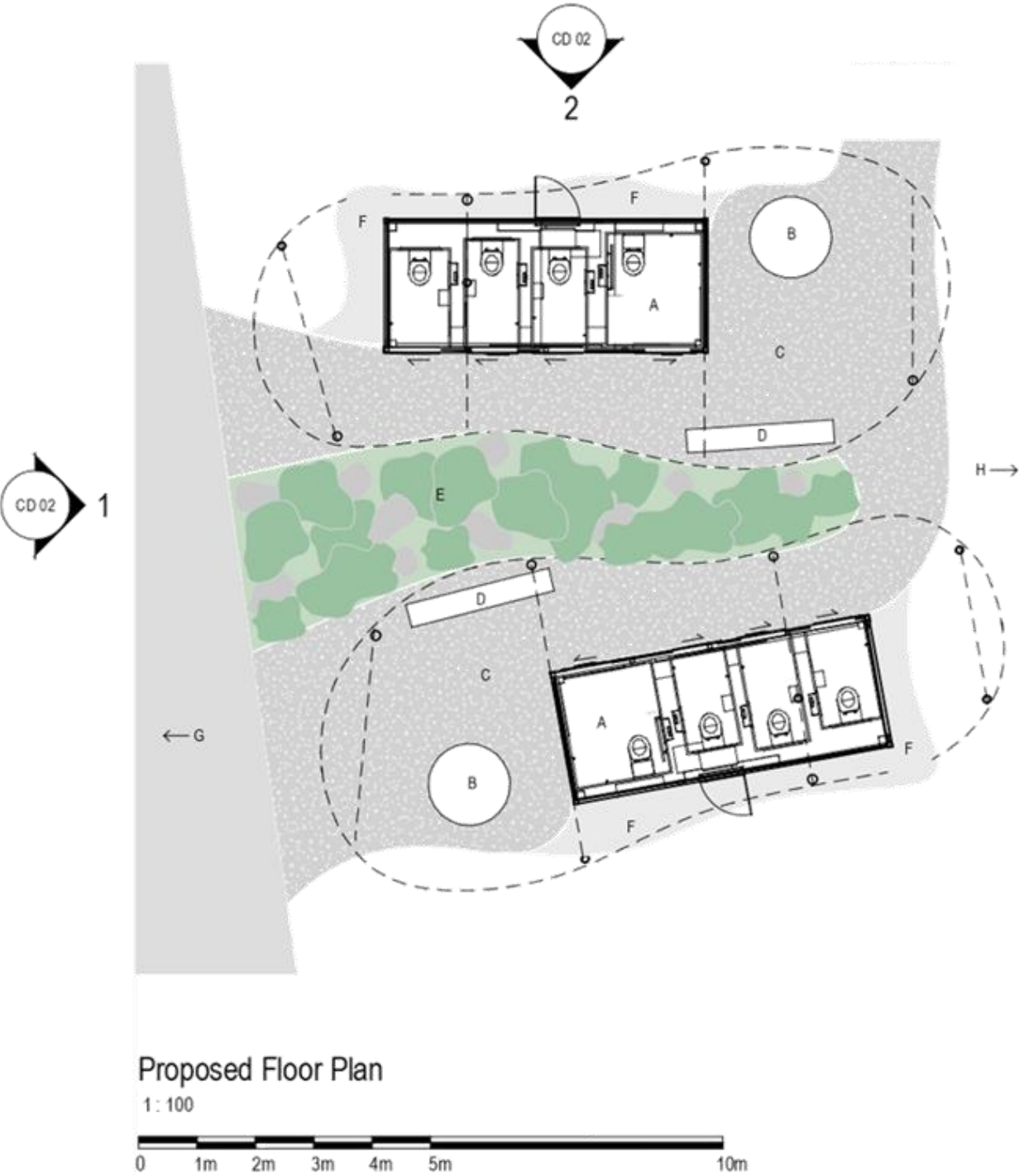


Fairlie Park Amenities
Client **Mackenzie District Council**
Job # -

Drawing **Concept Overview**
Scale **1 : 1000**
Drawing no **CD 01**

Issue **1**
Stage **RFP**
Date **16/12/2021**





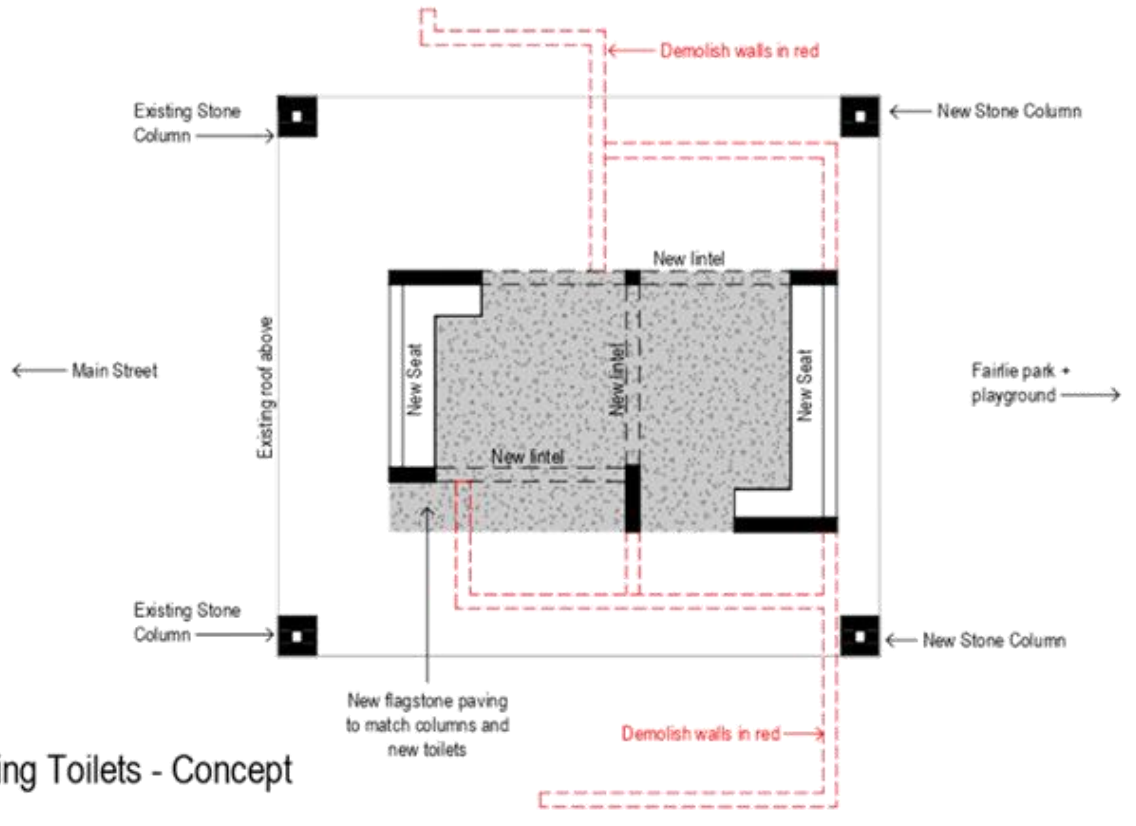
- KEY:**
- A: 4 unisex toilets (1 accessible)
 - B: shelter seating area
 - C: flagstone hardstand/path
 - D: Basins
 - E: new low level low maintenance planting
 - F: Gravel rip rap with dispersed flagstone paving
 - G: Car park + Main Street
 - H: Fairlie Park
- NOTE:**
- Actual siting of building to be confirmed
 - Low level landscaping & planting confirmed on site



Elevation 1
1 : 100



Elevation 2
1 : 100



Existing Toilets - Concept
1 : 100



Fairlie Park Amenities
Client **Mackenzie District Council**
Job # -

Drawing **Concept Drawings Details**
Scale **1 : 100**
Drawing no **CD 02**

Issue **1**
Stage **RFP**
Date **16/12/2021**





Proposed Site Plan

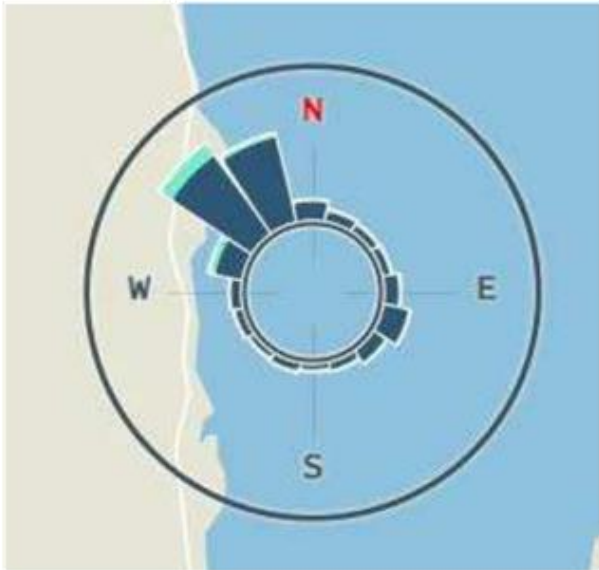
1 : 250

KEY:

- A: 4 unisex toilets (1 accessible)
- B: 2 unisex toilets (1 accessible)
- C: shelter seating area
- D: concrete hardstand/path
- E: 5 custom steel & timber bike stands
- F: new low level planting
- G: rock retaining mound
- H: rock soak pit for roof water
- I: existing female toilets
- J: existing male toilets & urinal
- K: existing cleaners cupboard (sink & HWC)
- L: existing grassed pedestrian area
- M: existing information kiosk
- N: car park

NOTE:

- Actual siting of building to be confirmed
- Low level landscaping & planting confirmed on site



Prevailing wind map - Lake Pukaki



copyright Hamish Shaw Architects

Lake Pukaki Amenities

Client Mackenzie District Council

Job # -

Drawing Concept Overview

Scale 1 : 250

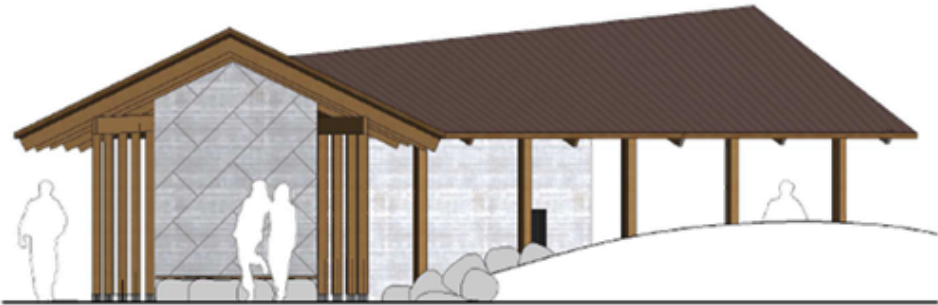
Drawing no CD 01

Issue 1

Stage RFP

Date 16/12/21

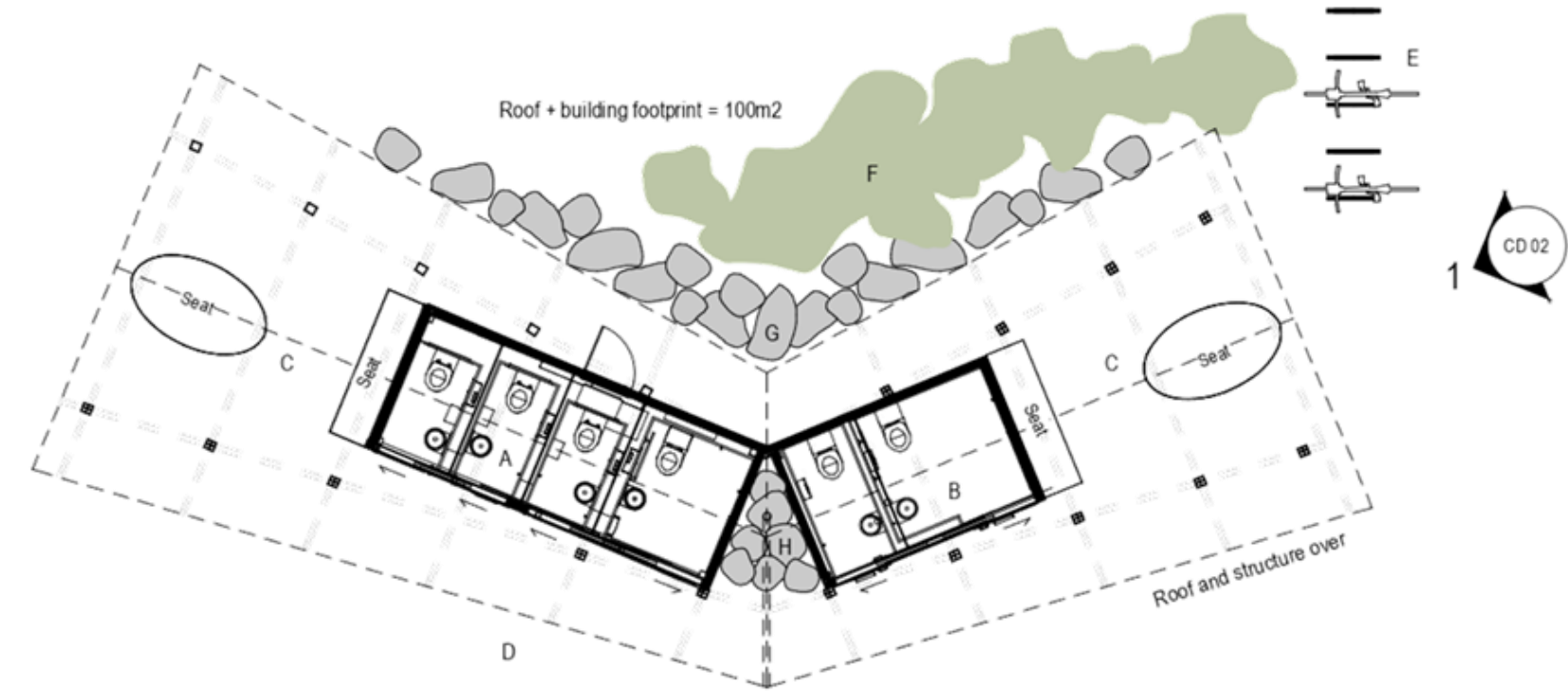
HS&A
Hamish Shaw Architects



East Elevation
1 : 100



South Elevation
1 : 100



Proposed Plan
1 : 100

SPECIFICATION

New Amenities

- A: 4 unisex toilets (1 accessible)
- B: 2 unisex toilets (1 accessible)
- C: shelter seating area
- D: decorative concrete hardstand/path
- E: 5 custom steel & timber bike stands
- F: new low level planting
 - endemic, climate hardened plants to later spec
- G: rock retaining mound
- H: rock soak pit for roof water
 - locally sourced rocks to match existing Kiosk
- Roof & Structure: custom folded tray roof, downpipes and gutters to match, glulam beams, lintels, columns, concealed galv. steel connections
- Walls and cladding: Self finishing Cladding (Swiss Pearl or similar) on rail system, on rigid sheathing and wrap, on steel framing, interior sheathing, tiled finish with custom poetry tiles
- Floor coverings, Slab and foundations: tiled floors, prefab concrete slab, site specific foundations
- Toilet fittings: all high quality stainless steel (refer proposal spec)
- Concrete hardstand / path: through coloured reinforced concrete with climatic suitable decorative finish
- Lighting: Exterior grade, Low energy LED

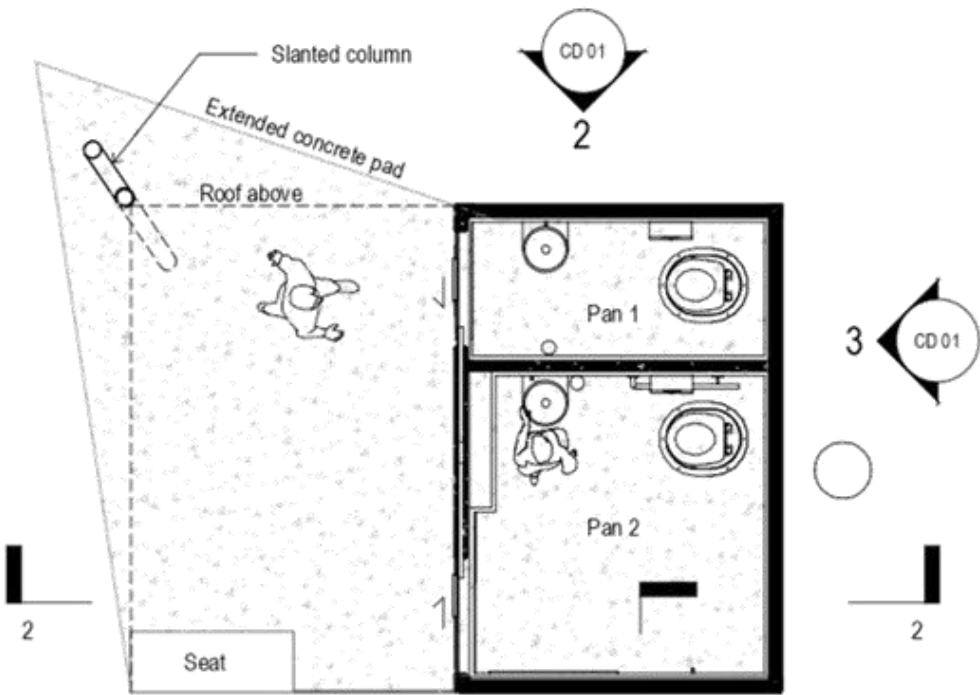


Lake Pukaki Amenities
Client Mackenzie District Council
Job # -

Drawing Concept Detail
Scale 1 : 100
Drawing no CD 02

Issue 1
Stage RFP
Date 16/12/2021



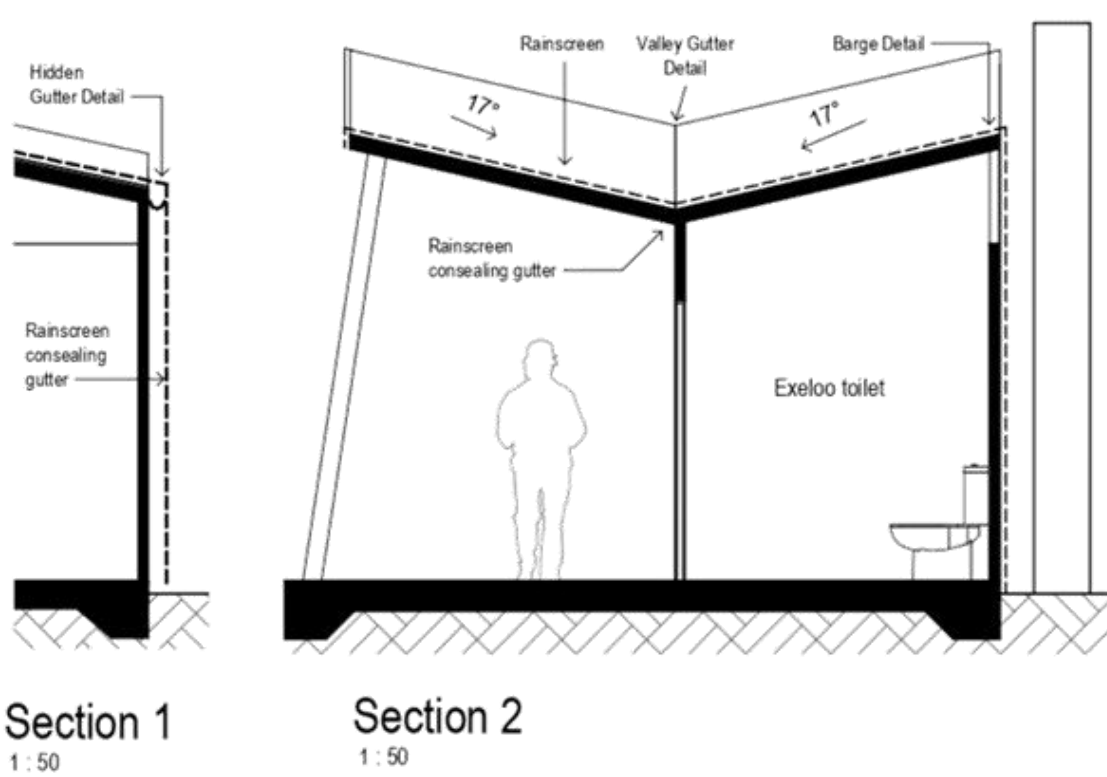
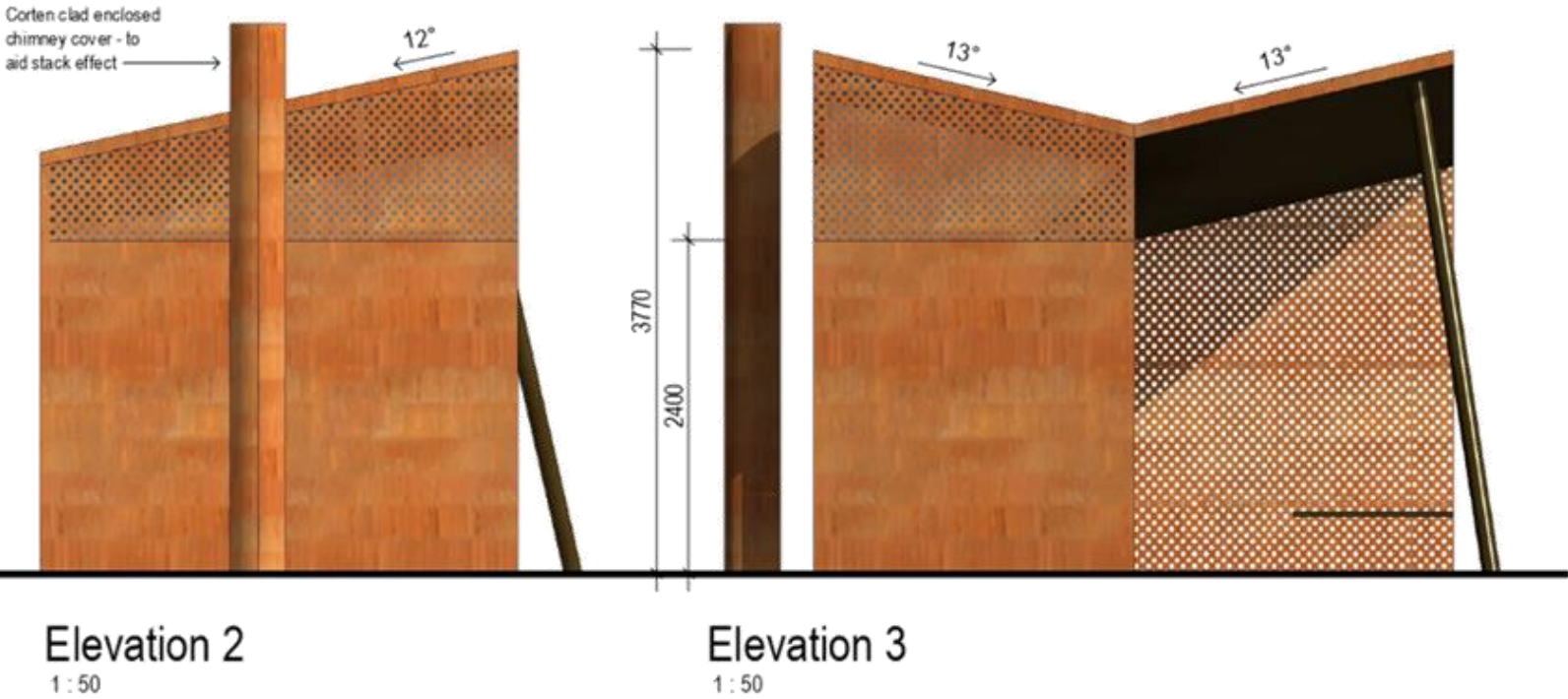


Proposed - Floor Plan
1 : 50



SPECIFICATION (2x toilets)
Exeloo prefab component - incl. 90 SHS corner and intermediate post to skillion thermospan roof and gutter.
Corten 1.2mm or 3mm rainscreen roof and cladding on folded st.st. Z rail battens (37m2)
Corten 1.2mm or 3mm perforated screen (12m2). Perf. screen forming seat with timber overlay.
Brushed bronze 0.7mm sheet metal alcove and soffit (15m2). Low reflectivity.
Slanted steel column
Concrete slab exposed aggregate (9m2 - excluding toilet slab)
Allow 1x exterior light
Interior - custom tiles with local poetry displayed

NOTE:
Actual site position and orientation of building to be confirmed



Lake Ruataniwha Amenities 2x
Client Mackenzie District Council
Job # -

Drawing Concept Overview + Details
Scale 1 : 50
Drawing no CD 01
Issue 1
Stage RFP
Date 16/12/21



5.5 **ENGINEERING MANAGER'S UPDATE**

Author: **Joni Johnson, Engineering Manager**

Authoriser: **David Adamson, General Manager Operations - Acting**

Attachments: **Nil**

STAFF RECOMMENDATIONS

That the Engineering Managers Report be noted.

TWIZEL UPDATE

This report is the first from the Engineering Manager and is designed to keep the community informed regarding Twizel engineering issues. We would welcome feedback on this report and its content.

THREE WATERS

Water supply

- All water quality standards are being met.
- The volume of water used in Twizel is unusually high at times, even when accounting for seasonal fluctuations. Council will begin looking at why Twizel's use is high and possible ways to limit water use.
- Water main replacement project will be completed by early February. Thank you for your patience during construction.
- Work is progressing on the Twizel Water Safety Plan.
- The water main renewal contracts within Twizel have progressed well and are coming to completion.

- **Wastewater treatment**

- Our wastewater treatment system was inspected in September 2021 by ECAN and several minor conditions were reported. Council is preparing our response to ECAN.
- Desludging of the WWTP treatment ponds began late November. This work is expected to finish shortly.
- A major contract has been let for the new pumpstation and raising main to service growth within the Twizel community.

- **Stormwater collection**

- Council is updating the 15-yr old stormwater management plan to represent current conditions in Twizel, due to community growth

CAR PARK PAVING BEHIND EVENTS CENTRE

Council is upgrading the long vehicle car park in the Town Centre from a gravel surface to asphalt, with concrete kerbs. This has been long awaited and Schick Civil Construction are completing the work. Work began on 10 January 2022; expected completion date is late February 2022. Thank you for your patience during this upgrade.

CHRISTMAS DECORATIONS

Council has collected data on what other communities in South Canterbury do to mark this holiday. We are collecting cost information on various options and will share our findings next month.

SPEED LIMITS

Waka Kotahi (NZTA) is ready to roll out a new, simplified process for proposing speed limit changes to roadways. Council will investigate lowering the speed limit on Mount Cook St, Ben Ohau Road, and the intersection of Glen Lyon Road and SH 8. We are awaiting final details from Waka Kotahi and this is expected in March 2022.

5.6 LOCAL ALCOHOL POLICY REVIEW

Author: Mark Offen, Compliance

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: 1. Local Alcohol Policy [↓](#) 

STAFF RECOMMENDATIONS

That the information on the Local Alcohol Policy Review be noted.

BACKGROUND

Timaru, Waimate and Mackenzie District Councils adopted a joint Local Alcohol Policy (LAP) in 2016.

We are inviting initial feedback from key stakeholders on the effectiveness of the current LAP. A formal consultation process will then happen, likely in April/May 2022.

The LAP is developed under the Sale and Supply of Alcohol Act 2012. The main objectives of the Act are that:

1. The sale, supply and consumption of alcohol should be undertaken safely and responsibly, and
2. The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

The key local variations that in our existing joint LAP are:

1. One-way door policy requiring premises open until 3am to operate a one-way door restriction from 2am on Friday, Saturday and Sunday mornings for any event exceeding 100 people at the premises.
2. Licensing hours which are more restrictive than the Act in some cases.
3. Discretionary conditions including the distance to sensitive sites, permitted zones for off-licensed premises, discretionary conditions for special licences, restrictions on type and packaging of alcohol and restrictions on the consumption of alcohol in outdoor areas after midnight.

Process/Timeframes

Nov/Dec 2021 – key stakeholder views sought on desirable changes to policy. List above, plus Police, MOH (if any) and Licensing inspector

Dec 2021 - Appoint Joint Committee - report to each Council

January/February 2022 - Compile any preliminary stakeholder feedback – report to Joint Committee.

8 February 2022 – 1st meeting of Joint Cttee - considers preliminary feedback and drafts changes to policy

March 2022 – 2nd Joint Committee meeting – consider draft Statement of Proposal (if required)

March 2022 - Draft Statement of Proposal prepared and adopted - by each Council

March/April 2022 – each Council adopts Statement of Proposal

April/May 2022 – 4 week consultation period, community meetings etc

May/June 2022 – Joint Committee Hearing

June/July 2022 – each Council adopts new policy – provisional policy

CONCLUSION

The LAP provides an opportunity for a greater community voice in licensing decisions, with the aim of improving community wellbeing. Council is looking forward to your participation in the review process, so that we can ensure the Local Alcohol Policy for the South Canterbury region is as effective as possible



Joint Local Alcohol Policy

Mackenzie, Timaru & Waimate District Councils

1. Background

This Local Alcohol Policy (LAP) has been developed jointly by the Mackenzie, Timaru and Waimate District Councils. The Policy sets out a framework for reasonable and consistent decision making in the local administration of the Sale and Supply of Alcohol Act 2012 (the Act). It provides guidance to existing and prospective licensees about their role in reducing alcohol harm which is reflected through the communities' views and expectations.

1.1. Purpose and Objectives of the Sale and Supply of Alcohol Act 2012

The Act puts in place a new system of control over the sale and supply of alcohol. The key characteristics of this new system are that:

- it is reasonable; and
- the administration of the Act will help achieve the Acts objectives.

The object of the Act is to:

- (a) ensure that the sale, supply, and consumption of alcohol is undertaken safely and responsibly; and
- (b) minimise the harm caused by the excessive or inappropriate consumption of alcohol.

1.2. Local Alcohol Policy Development

The Government wants to improve community input into local alcohol licensing decision making. Under Section 75 of the Act territorial authorities have the discretion, to establish a Local Alcohol Policy (LAP). All three district Councils decided to work collaboratively on this policy for enhanced efficiency in administration, education and policing.

Section 77 of the Act prescribes what a LAP can cover, these are:

- (a) the location of licensed premises by reference to broad areas;
- (b) location of licensed premises by reference to proximity to premises of a particular kind or kinds;
- (c) location of licensed premises by reference to proximity to facilities of a particular kind or kinds;
- (d) whether further licenses (or licenses of a particular kind or kinds) should be issued for premises in the district concerned, or any part of the district;
- (e) maximum trading hours;
- (f) the issue of licenses, or licenses of a particular kind or kinds, subject to discretionary conditions;
- (g) one-way door restrictions.

These matters (a) to (d) do not apply to special licenses, or premises for which a special license is held or has been applied for.

A local alcohol policy cannot include policies on matters unrelated to licensing. Section 78 of the Act outlines the matters that a Council must have regard to when producing a draft policy.

These are:

- (a) the objectives and policies of its district plan;
- (b) the number of licences of each kind held for premises in its district, and the location and opening hours of each of these premises;
- (c) any areas where bylaws prohibiting alcohol in public places are in force;
- (d) the demography of the district's residents;
- (e) the demography of people who visit the district as tourists or holidaymakers;
- (f) the overall health indicators of the district's residents; and
- (g) the nature and severity of the alcohol-related problems arising in the district.

When producing a draft policy a Council must consult with the Police, Licensing Inspectors, and Medical Officers of Health, each of whom must make reasonable efforts to give a Council any information they hold relating to any of the matters stated in (a) to (g) above. All three agencies supplied a submission on this policy.

2. Definitions

Alcohol	A substance that is or contains fermented, distilled, or spirituous liquor, which; in whatever form (such as frozen liquid, or a mixture of a frozen liquid and another substance or substances,) is found on analysis to contain 1.15% or more ethanol by weight, in a form that can be consumed by people.
Alcohol management plan	is a plan of measures and actions designed to manage the sale and supply of alcohol to achieve the objectives of the Sale and Supply of Alcohol Act 2012.
Alcohol related harm	<ul style="list-style-type: none"> a) the harm caused by the excessive or inappropriate consumption of alcohol; and includes: <ul style="list-style-type: none"> i) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and ii) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in subparagraph (i).
Amenity and good order	of the locality, in relation to a licensing application, means the extent to which, and ways in which, the locality in which the premises concerned are situated (or, in the case of a conveyance, the localities where the conveyance is likely to travel) are pleasant and agreeable.
Authorised customer	<p>in relation to premises a club license is held for, means a person who:</p> <ul style="list-style-type: none"> a) is a member of the club concerned; or b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or c) is an authorised visitor.
Authorised visitor	in relation to premises a club license is held for, means a member of some other club with which the club concerned has an arrangement for reciprocal visiting rights for members.
Bar	in relation to a hotel or tavern, means a part of the hotel or tavern used principally or exclusively for the sale or consumption of alcohol
Bottle store	means retail premises where at least 85% of the annual sales revenue is expected to be earned from the sale of alcohol for consumption somewhere else.

Business zone or commercial zone	means land zoned as type of business or commercial zoning in the relevant district plan at the time when the relevant Off Licence application is determined. For the avoidance of doubt, the term includes land zoned for business activities (in contrast to industrial or residential activities) in any subsequent district plan, irrespective of the specific name of the zone.
Club	means a body that: <ul style="list-style-type: none"> a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or b) is a body corporate whose object is not (or none of whose objects is) gain; or c) holds permanent club charter.
Discretionary condition	The licensing authority or licensing committee concerned may issue a license subject to particular conditions if: <ul style="list-style-type: none"> a) there is any relevant local alcohol policy and b) in its opinion, the issuing of the license or the consequences of the issuing of the license, without those conditions would be inconsistent with the policy. <p>The holder of a license must comply with every condition subject to which it has been issued or renewed.</p>
District	in relation to a territorial authority, has the meaning given by section 5(1) of the Local Government Act 2002.
Early childhood education	a centre licensed under the Education (Early Childhood Centres) Regulations 1998 and meets Section 310 of the Education Act 1989.
Food product	does not include: <ul style="list-style-type: none"> a) alcohol, confectionery, ready-to-eat prepared food, or snack food; or b) a drink (other than milk) sold in a container with a capacity of 1 litre or less; but c) includes delicatessen items that are not ready-to-eat prepared food or snack food.
Grocery store	means a shop that: <ul style="list-style-type: none"> a) has the characteristics normally associated with shops of the kind commonly thought of as grocery shops; and <p>comprises premises where:</p> <ul style="list-style-type: none"> a) a range of food products and other household items is sold; but b) the principal business carried on is or will be the sale of food products.
Inspector	means an inspector appointed under section 197(1); and <ul style="list-style-type: none"> a) in relation to premises that are not a conveyance, means an inspector appointed by the chief executive of the territorial authority in whose district the premises are situated; and b) in relation to a conveyance, means an inspector appointed by the chief executive of the territorial authority in whose district the principal place of business in New Zealand of the applicant or licensee (as the case may be) is situated.
Large event	means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.
Local alcohol policy	<ul style="list-style-type: none"> a) means a policy, in force under section 90, relating to the sale, supply, or consumption of alcohol (or to 2 or all of those matters) within the district of a territorial authority or the districts of 2 or more territorial authorities; and b) in relation to a territorial authority, means a policy, in force under section 90, relating to the sale, supply, or consumption of alcohol (or to 2 or all of those matters) within its district or the districts of 2 or more territorial authorities that include it.
Medium event	means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.
Off Licence	is a licence for premises where the licensee can sell alcohol for consumption somewhere else.
On Licence	is a license for premises where the licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol. This includes 'Bring Your Own' restaurants and caterers.

One-way door restriction	in relation to a licence, is a requirement that, during the hours stated in the restriction: a) no person is to be admitted (or re-admitted) into the premises unless he or she is an exempt person; and b) no person who has been admitted (or re-admitted) into the premises while the restriction applies to the licence is to be sold or supplied with alcohol.
Primary school	schools offering education to children from Year 1 up to Year 8 or a variation of the years.
Ready to Drink Product (RTD)	is a pre-packaged, pre-measured, and pre-mixed alcoholic beverage combining a spirit, wine, malt or fruit base with a carbonated soft drink or juice.
Restaurant	means premises that: a) are not a conveyance; and b) are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises.
Secondary school	schools offering education for students from Year 9 up to Year 15, and sometimes Year 7 and 8 as well.
Small event	means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.
Supermarket	means premises with a floor area of at least 1,000 m ² including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items.
Tavern	a) means premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but b) does not include an airport bar.

3. Licence Conditions

The following conditions will be applicable to licensed premises in all three districts unless otherwise stated.

3.1. On Licence

The premises where an On Licence (other than an On Licence Endorsed under section 37 of the Act) is held, the licensee:

- (a) can sell and supply alcohol for consumption there; and
- (b) can let people consume alcohol.

Policies related to On Licenses also apply to:

- Bring Your Own (BYO) restaurants (endorsed under section 37 of the Act)
- Caterers (endorsed under section 38 of the Act).

Hours of Operation

The hours of operation for On Licenses apply to premises in the Mackenzie, Waimate and Timaru Districts after consideration of the reports from the Licensing Inspectors, Police and Medical Officer of Health.

Note: An application for an On Licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.

Operation of On Licence Premises	
Function centres, restaurants and cafes	Taverns, hotels, bars and nightclubs
Monday to Sunday: 7.00am to 1.00am the following day	Monday to Sunday: 7.00am to 3.00am the following day

In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.

Discretionary Conditions

Discretionary Conditions for On Licence Premises may include:

Function centres, restaurants and cafes	Taverns, hotels, bars and nightclubs
<ul style="list-style-type: none"> Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours) 	<ul style="list-style-type: none"> Dedicated door security staff must be provided on Thursday, Friday, Saturday nights and for any event occurring at any tavern, hotel, bar and nightclub with 100 or more people attending. Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours) No new licensed premise to be within 100 meters of any Early Childhood Centre, Primary school or Secondary school No shots or double spirit mixes should be sold from 30 minutes prior to closing.

Location of On Licence Premises

From the date this LAP comes into force, no further On Licenses are to be issued for any premises unless that premises is located on the applicable zoned land described in the District Plan or a Resource Consent has been granted by Council for its operation.

3.2. Off Licenses

The premises where an Off Licence is held, the licensee can sell alcohol for consumption off the premises. While these premises are open the licensee can supply alcohol free for consumption on the premises as a sample up to 40ml. This excludes samples of undiluted spirits which are to be supplied as a sample of up to 25ml.

The holder of an Off Licence may sell alcohol on or from the premises for it to be delivered elsewhere endorsed under section 40 of the Act.

Hours of Operation

The hours of operation for Off Licenses apply to premises in the Mackenzie, Timaru and Waimate Districts after consideration of the reports from the Licensing Inspectors, Police and Medical Officer of Health.

Note: An application for an Off Licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.

Operation of Off Licence Premises

Stand-alone premises, grocery stores, hotel style, supermarkets and bottle stores	Hotel in-bedroom (mini bar) sales
Monday to Sunday: 7.00am to 9.00pm	Monday to Sunday: 24 hours per day

Discretionary Conditions

Discretionary Conditions for Off Licence Premises may include:

Stand-alone premises, grocery stores, hotel style, supermarkets and bottle stores

The main façade of the premises, being the principal front of a building that faces onto a street or open space of any new licensed premise must not be within 100 meters of any Early Childhood Centre, Primary school or Secondary school, except that this policy shall not apply to premises that are located:

- In a business zone of the Waimate District Plan;
- In a business zone of the Mackenzie District Plan;
- In a commercial zone of the Timaru District Plan.

Supervised designation for bottle stores (excluding supermarkets and grocery stores) to ensure unaccompanied minors do not enter bottle store premises.

Location of Off Licence Premises

From the date this LAP comes into force, applications for new Off Licenses for any premises will only be granted if that premise is located on the applicable zoned land described in the District Plan or once a Resource Consent has been granted by Council for its operation.

3.3. Club Licenses

On premises for which a club license is held, the licensee can sell and supply alcohol to authorised customers (within the meaning of section 60(3)), for consumption there.

A significant number of clubs are in or adjacent to residential areas. The sale of liquor must be ancillary to the Club's activities, and the licensed hours must reflect the hours of the operation of the principle club activity.

Hours of Operation

Operation of Club Licence Premises

Monday to Sunday: 9.00am to 1.00am the following day

3.4. Special Licenses

Hours of Operation

Restrictions on hours will be imposed if the District Licensing Committee considers it appropriate in respect of any environmental or other considerations which may require constraints on the hours of operation. Such issues may be raised by the Licensing Inspector, Police, Medical Officer of Health or other relevant affected parties.

Special licenses can cover an event or series of related events to a maximum of 20 events per premise per year (1 July to 30 June). A maximum of 15 events will be issued per 6 month period.

Discretionary Conditions

Discretionary Conditions for Special Licence may include:

- Sale of Ready to Drink (RTD) alcoholic beverages to be under 5% alcohol
- Provide an Alcohol Management Plan.
- No alcohol is to be sold in glass containers for events exceeding 100 people
- License area to be clearly defined where liquor is to be consumed e.g. Beer tent.
- Wine not to be sold by the bottle.
- Maximum number of alcoholic drinks per purchase may be specified.

Licensed Hours

No Special Licence will be granted to extend later than 2.00am.

4. One Way Door

All premises licensed to open to 3.00am shall apply a one way door restriction at 2.00am on Friday, Saturday and Sunday morning and for any event exceeding 100 people occurring at the premises.

5. Policy Statement

5.1. Application and Scope

This policy applies to any licensing application made to a District Licensing Committee in the Mackenzie, Timaru and Waimate Districts.

Transitional Provisions

The provisions of this policy come into effect after the Provisional policy is adopted as the final policy (Council determination usually 30 days).

Exemptions

Any application for a new license or license renewal for any premises which had a current license at the date this policy came into effect is exempt from the provisions of this policy relating to the location of licensed premises. The exemption remains in force for as long as the premises remains continuously licensed and will cease to exist when the current license or any subsequent license for the premises is surrendered or not renewed.

Relationship to the Act

This policy does not include all the provisions that may apply to license applications and should therefore be read in conjunction with the Act, which contains a number of additional provisions.

6. Policy Review

The three territorial authorities will monitor the policy to ensure it is operating to full effect.

An evaluation will be conducted 18 months after the policy comes into effect. If this evaluation results in an assessment that changes may be needed, the policy will be reviewed.

This policy was evaluated in July 2017 and did not indicate the need for any changes. A review will be initiated prior to 24 March 2022 (no later than 6 years after it came into force).

7. Adopted By and Date

The final policy was adopted following approval from the Alcohol Regulatory and Licensing Authority (ARLA) on 21 December 2015. The policy was implemented from 24 March 2016.

5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments:

1. Letter from Twizel Area School [!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\)](#) 
2. Update on Information Kiosk at Twizel Council Office [!\[\]\(63ea948177b1bcc486b2b76d20d5fb69_img.jpg\)](#) 

STAFF RECOMMENDATIONS

That the information be noted.

GENERAL BUSINESS

1. The chairperson has asked for discussion on the following matters:
 - Letter from Twizel Area School (attached).
 - Broken glass over the holiday period.
 - Information kiosk appears to be not working. (Update attached)
2. Council's representative on the community board, Cr Emily Bradbury, is invited to update the community board on Council activities.



10th December 2021

Twizel Community Board
Twizel

Dear Members

Thank you very much for your generous donation towards our end of year Prizegiving Assembly. These community contributions are used to recognise the achievement of students in the areas of academia, sport, culture and citizenship.

Normally, we would invite you to attend our ceremony next Wednesday. Please accept our apologies as, unfortunately, due to current COVID-19 restrictions on schools, we are unable to accept visitors at this time. We sincerely hope we will be able to extend an invitation to you in 2023.

Once again, we thank you for your donation, we sincerely appreciate the on-going support you extend to our students.

Yours sincerely,

Kate Staniford
Principal

TWIZEL AREA SCHOOL
Mt Cook Street, Private Bag 952, TWIZEL 7944
Phone. 03 4350650 email. office@twizel.school.nz
Website. twizel.school.nz

Update on Information Kiosk at Twizel Council Office

From: Chris Clarke <chris.clarke@mackenzie.govt.nz>

Sent: Wednesday, 26 January 2022 7:13 am

To: Arlene Goss <arlene.goss@mackenzie.govt.nz>

Subject: Twizel Information Kiosk

Hi Arlene,

I can't speak to what happened before my time overseeing IT, but I have made this a priority and taken a number of steps to resolve this.

- I organised some diagnostics in November to identify the problem.
- Wifi signal wasn't penetrating the metal cabinet causing connectivity issues.
- In order to resolve this, I organised a network cable to be trenched. This work happened in December.
- We ordered an external wifi antenna which arrived late December. Aiden and Isaac attended site the week before last to install but had an issue because our termination tool isn't compatible with the cable the builders used.
- We've organised an electrician to come and terminate the cable.
- This will resolve the connectivity issue.

If the electrician has no problems, we may be able to configure the wifi connection remotely. However if we need to make a site visit, given the current COVID working arrangements this might be a couple of weeks away.

Since this is an unbudgeted project we are having to work through this ourselves.

Hope that helps.

Regards,

Chris.

Ngā mihi / Kind regards,



Chris Clarke

Manager - Information And Engagement

T: (03) 685 9010 | Ext:739

5.8 COMMUNITY BOARD ACTION LIST

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Twizel Action List [↓](#) 


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:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: Monday, 24 January 2022 10:24:01 AM


Twizel: Sealing of Long Parking Bay Carpark				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	20/04/2020	<p>RESOLUTION 2021/48 Moved: Cr Emily Bradbury Seconded: Cr Stuart Barwood</p> <p>2. That Council support Option 2, the completion of Works related to Aorangi Crescent and the Sealing of the Long Vehicle Carpark in Twizel only, and further that,</p> <p>3. The local share of funds for the Long Vehicle Carpark be drawn from the Twizel Community Development Fund to the level required, including the allocated share of the 10% contingency and Project Management costs.</p> <p>CARRIED</p>	<p>20 Dec 2021 - 10:42 AM - Arlene Goss Contractors organised. To be completed by Feb 22 next year.</p> <p>19 Jan 2022 - 1:03 PM - Arlene Goss David - Contractor will start work Jan 22 and finish in Feb.2022</p>	


Twizel Youth Centre Condition Assessment				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian Twizel Community	8/02/2021	<p>TWCB/2021/232, TWCB/2021/233</p> <p>COMMITTEE RESOLUTION TWCB/2021/232</p>	<p>1 Sep 2021 - 10:42 AM - Arlene Goss Discussion took place on what was needed next. This would include a seeding fund and deciding how the fundraising would be managed, as there were several models that could be followed including establishing a trust.</p>	

Outstanding		Division:	Date From:
Action Sheets Report		Committee:	Date To:
		Officer:	Printed: Monday, 24 January 2022 10:24:01 AM
Board 25/01/2021		<p>Moved: Cr Emily Bradbury</p> <p>Seconded: Chairperson Jacqui de Buyzer</p> <p>1. That the report be received, and</p> <p style="text-align: right;">CARRIED</p> <p>COMMITTEE RESOLUTION TWCB/2021/233</p> <p>Moved: Member Amanda Sargeant</p> <p>Seconded: Member Tracey Gunn</p> <p>2. That the Twizel Community Board supports a community engagement process to determine the future of the Twizel Youth Centre.</p> <p style="text-align: right;">CARRIED</p>	<p>The acting chief executive raised the issue of the loss of the Heartlands building with the new school build and whether Heartlands could be included in any new build. Mr Newlands agreed it was worth considering this.</p> <p>The community board agreed that Sport Twizel would continue to lead this project and that further meetings should be held between Sport Twizel and key people at Council to progress it further. The Mayor wanted to see a good plan in place.</p> <p>2 Nov 2021 - 4:03 PM - Arlene Goss – the community board will make a submission to the Long Term Plan on this.</p> <p>20 Dec 2021 - 10:43 AM - Arlene Goss A project manager is starting to work through council's building issues one at a time and this was on the list.</p>

Twizel Large Machinery Display Update				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian Twizel Community Board 25/01/2021	8/02/2021	TWCB/2021/234 COMMITTEE RESOLUTION TWCB/2021/234 Moved: Chairperson Jacqui de Buyzer Seconded: Member Renee Rowland That the Twizel Community Board supports "Option 3.3-	23 Apr 2021 - 11:58 AM - Arlene Goss – Tim Harty said he would come back with a design and show it to the community board and the Twizel Heritage Group 4 May 2021 - 2:16 PM - Arlene Goss Mr Milne said he needed to follow up with Rick Ramsay regarding the location of the fence. 14 Jun 2021 - 11:13 AM - Arlene Goss Action reassigned to Milne, Brian by: Goss, Arlene for the	


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		Display Only" in the Xyst report, with a small, purpose-built fence and signage.	reason: Requested 2 Nov 2021 - 4:06 PM - Arlene Goss Sign to be erected.
		CARRIED	

Twizel Manmade Hill				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Taylor, Angie	28/07/2021	<p>COMMITTEE RESOLUTION TWCB/2021/235</p> <p>Moved: Cr Emily Bradbury Seconded: Member Tracey Gunn</p> <p>2. That a budget of \$10,000 from the Twizel Township Budget; "Implementation of Development Plan" be allocated for the preparation of a development, maintenance plan and budget for the development Man-Made Hill.</p> <p>CARRIED</p>	<p>14 Jul 2021 - 1:44 PM - Arlene Goss Pat Shuker asked about the money from the sale of the wood chipper. This amount is included in the community board financial report. Discussion took place on what this money was earmarked for. The board agreed that the money would be spent on planting Manmade Hill.</p> <p>1 Sep 2021 - 10:44 AM - Arlene Goss Brian Milne was simplifying the design brief to make it affordable. He recognised he was running out of time as spring was getting closer.</p> <p>18 Oct 2021 - 10:03 AM - Angie Taylor Planting project is currently out for quotations, work planned to be completed in November</p>	

Twizel Events Centre	
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Taylor, Angie	28/07/2021		<p>14 Jul 2021 - 1:50 PM - Arlene Goss The community board requested improvement of Events Centre cleaning. Angie Taylor said she was working on maintenance schedules with the caretaker/cleaner. The chairperson asked if the pine board put up on the walls in the community lounge would be sealed or finished. Angie Taylor offered to look into it.</p> <p>18 Oct 2021 - 10:04 AM - Angie Taylor Staff are currently revising the cleaning schedule to ensure this is suitable for the current hall useage and working through the procurement process for the cleaning contract</p>

Twizel: Petition asking for speed reduction on Ben Ohau Road				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	15/09/2021		<p>2 Nov 2021 - 4:04 PM - Arlene Goss Petition on speed limits – David Adamson noted that changes in the process for speed limit reviews were coming and this may make the process easier. Staff would provide an update. The community board asked for a letter to be sent in reply to Tina Smith.</p> <p>20 Dec 2021 - 10:43 AM - Arlene Goss A report has come back from Waka Kotahi saying new rules will come into force early in the new year. David Adamson will meet with the petitioner so she can explain the issues with her road. As soon as Council gets the new rules we will be requesting changes at this site and a few others.</p> <p>19 Jan 2022 - 1:13 PM - Arlene Goss</p>	

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		David - Meeting held with ratepayers and staff still awaiting details from Waka Kotahi
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Twizel Market Place Upgrade				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	3/01/2022		<p>20 Dec 2021 - 10:41 AM - Arlene Goss</p> <p>Will start on this work when contractors are available in February. Tracey Gunn asked about the temporary safety handrail that was requested in November. Council staff did not believe it was necessary to provide another handrail when work was planned and the area would be closed. Tracey said when complaints were received from the public she would make it clear this was the council's decision, not the community board's decision.</p> <p>19 Jan 2022 - 1:18 PM - Arlene Goss</p> <p>David - Contract closed and currently being evaluated. Should be awarded by CB meeting and physical works started</p>	

Twizel: Working Man's Hut				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	2/02/2022	<p>19 Jan 2022 - 1:17 PM - Arlene Goss</p> <p>COMMITTEE RESOLUTION TWCB/2021/229</p> <p>Moved: Chairperson Jacqui de Buyzer</p> <p>Seconded: Member Tracey Gunn</p>	<p>20 Dec 2021 - 10:37 AM - Arlene Goss</p> <p>Mr Adamson said if the community board agreed in principle that it supported the idea, staff could look into the status of the land and whether any services were buried there. There was also a need to clarify who would be responsible for the</p>	

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		That the Twizel Community Board approves the proposed location of the working man's hut in principal, and asks staff to investigate the location and report back to the board. CARRIED	long-term maintenance of the building. 19 Jan 2022 - 1:19 PM - Arlene Goss Action reassigned to Adamson, David by: Goss, Arlene for the reason: