



*502ND MEETING*

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

**Date: Tuesday, 11 February 2020**

**Time: 9.30**

**Location: Council Chambers**

**Fairlie**

# **AGENDA**

## **Ordinary Council Meeting**

**11 February 2020**

**Suzette van Aswegen  
Chief Executive Officer**

**Council Membership:**

Mayor Graham Smith (Chair)

James Leslie

Anne Munro

Stuart Barwood

Murray Cox

Emily Bradbury

Matt Murphy

\*\*\*\*\*

**The purpose of local government:**

(1) The purpose of local government is—

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

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

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

(Local Government Act 2002)

**Order Of Business**

<b>1</b>	<b>Opening .....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Visitors.....</b>	<b>5</b>
<b>4</b>	<b>Declarations Of Interest.....</b>	<b>5</b>
<b>5</b>	<b>Bereavements .....</b>	<b>5</b>
<b>6</b>	<b>Mayor's Report .....</b>	<b>6</b>
6.1	Mayoral Activities Report.....	6
<b>7</b>	<b>Public Excluded Reports.....</b>	<b>8</b>
<b>8</b>	<b>Reports .....</b>	<b>9</b>
8.1	Chief Executive's Activity Report.....	9
8.2	Canterbury Local Authorities Triennial Agreement .....	14
8.3	Council Financial Report.....	23
8.4	Adoption of Committee Terms of Reference .....	31
8.5	Adoption of Street Names for Mackenzie Park Subdivision .....	44
8.6	Common Seal and Authorised Signatures.....	47
<b>9</b>	<b>Community Board Recommendations.....</b>	<b>48</b>
9.1	Minutes of Twizel Community Board Meeting - 2 December 2019 .....	48
9.2	Minutes of Tekapo Community Board Meeting - 4 December 2019.....	60
9.3	Minutes of Fairlie Community Board Meeting - 5 December 2019.....	70
<b>10</b>	<b>Receive Committee Minutes.....</b>	<b>78</b>
	Nil	
<b>11</b>	<b>Confirm Council Minutes .....</b>	<b>79</b>
11.1	Minutes of Council Meeting - 17 December 2019 .....	79
<b>12</b>	<b>Adjournments .....</b>	<b>91</b>
<b>13</b>	<b>Public Excluded .....</b>	<b>92</b>
13.1	Extension of Contract 1222 Road Maintenance and Operations .....	92
13.2	Minutes of Public Excluded Council Meeting - 17 December 2019.....	92





- 1 OPENING**
- 2 APOLOGIES**
- 3 VISITORS**
- 4 DECLARATIONS OF INTEREST**
- 5 BEREAVEMENTS**

## **6 MAYOR'S REPORT**

### **6.1 MAYORAL ACTIVITIES REPORT**

**File Reference:** n/a

**Attachments:** Nil

#### **RECOMMENDATIONS**

That the report be received.

#### **ACTIVITIES**

##### **Mayoral Forum Food and Fibre Innovation Programme**

I attended a Value Added Food and Fibre workshop in Ashburton on 15 January 2020.

A Mayors Canterbury survey identified the lack of younger people coming through in agriculture as a limiting factor in increasing food production. Agriculture university graduates have dropped off with a rise in the number of people now wanting to be environmental consultants instead.

A group of young leaders met with Lincoln graduates, Fonterra, Balance and Young Farmers across Canterbury. The meeting was titled Voice of Young People. The group explored the following:

1. What is the future for Canterbury in farming?
2. How can the Agriculture sector help future generations?
3. How can we better collaborate with employers?
4. How can we be better leaders?

Some of the group's concerns include the increasing rural/urban divide issue. The group also identified issues with young people gaining experience as another concern. There is a need for good mentors as agriculture is often not encouraged in schools, or it depends on whether teachers are interested in the subject or not.

Grass roots farmers need to be involved in agriculture mentoring. It is up to the farmers to show the world how food is produced from paddock to plate. There is increasing connectivity in rural areas and training option information need to be better communicated to young people.

The Mayors Task Force has \$200,000 in funding available and it was agreed that this will be spent on an App to help inform Youth on opportunities in the Agriculture sector, especially in Canterbury.

I also engaged with the Community and Council in the following activities:

- Streetlights Omahau Crescent
- Lake Ruataniwha High E-coli Count
- Pukaki Airport Board disestablishment following the elections and new Council Committee structure
- Water supply Manuka Terrace
- Edwards Stream Rest area
- L&L Construction – Bridge project
- Land abandonment notice Section 322280

- Immigration New Zealand – permanent residence visa application
- Water system Tekapo
- Dog Safety in the community
- Te Waipounamu South Island Destination Management plan
- SH8 Tekapo township speed limits
- Fairlie Pies and Fairlie brand
- Lake Alexandrina
- Ben Ohau Golf Club

## **MEETINGS AND EVENTS**

Meetings and events of note that I have attended since the last Mayor's report to Council in December:

### **January 2020**

- Meeting with Charlie Reider, 9 January and 17 January
- Meeting with Derek Curd, 9 January
- Mayoral Forum Food and Fibre Innovation Programme, 15 January
- Alpine Shareholders meeting, 16 January
- Pukaki Airport Board – changes to previous board structure following elections, 17 January
- Meeting Jo McLean, Chair Te Rūnanga o Waihao, 20 January
- Meeting Nola Tipa, Chair Te Rūnanga o Moeraki, 23 January
- Builders meeting, Fairlie, 23 January
- Twizel Community Board, 27 January
- Meeting Mayor Jim Boulton and Queenstown Lakes District CEO, Mike Theelen, 31 January
- Department of Conservation officials (Tinaka Mearns, Bruce Parkes, Karina Morrow), 31 January

### **February 2020**

- Mayors and CE's workshop, 3 February

### **Invitation received but not accepted**

- Mackenzie Region Tourism update, 4 February. Declined due to clash with Council Workshop.

## **Communications and publications**

I contributed articles to the following publications:

- Fairlie Accessible
- Twizel Update

I responded to the following media queries:

- Proposed statue for late Bill Hamilton of Hamilton Jet Fame
- \$17.1m lotto winner – Twizel
- Coronavirus

**7 PUBLIC EXCLUDED REPORTS**

## **8 REPORTS**

### **8.1 CHIEF EXECUTIVE'S ACTIVITY REPORT**

**File Reference:** n/a

**Author:** Suzette van Aswegen, Chief Executive Officer

**Authoriser:** Suzette van Aswegen, Chief Executive Officer

**Attachments:** Nil

#### **PURPOSE OF REPORT**

For the chief executive to update Council on recent activity.

#### **STAFF RECOMMENDATIONS**

1. That the report be received.

#### **ACTIVITIES**

##### **Emergency Operations Centre**

Our Emergency Operations Centre was activated on 30 January 2020 to assist FENZ due to multiple wildfires including one at a SH8 location near Kimbell. MDC supplied staff back up and office space at the Fairlie office to FENZ and support teams. It was heart-warming to see the engagement of MDC, WDC and TDC staff working so well together with FENZ and other organisations and we would like to take this opportunity to recognise their sterling and tireless efforts during this trying time in our District.

##### **Organisational capacity building**

It's been eight months since the restructure and we focussed on continuous improvement and organisational capacity and capability building during this time. Progress has been steady and a detailed report is to be presented to the Audit & Risk Committee meeting on 25 February 2020.

In recognition of the fast paced change programme to date, I am meeting with colleagues to hear their thoughts on progress and the pace of change to date. These "Pulse of the Organisation" one-on-one catch up invitations have also been extended to the Mayor and Councillors.

##### **Destination Mackenzie**

With the Southland Destination Management Plan a significant topic at Mayoral and CE Forums, a constructive meeting was held with ChristchurchNZ to hear about their strategic plans for the Mackenzie District for 2020 and beyond. Council and the Executive Team also met the Queenstown Lakes District Council Mayor Jim Boulton and Chief Executive Mike Theelen to hear about their experiences with Queenstown's tourism boom. The lessons learnt will prove valuable when Council considers its strategy for the Mackenzie District in the tourism space as part of our wider district plan review.

The Destination Mackenzie project has been progressed to a mana to mana hui with the three Rūnanga Chairs at the Arowhenua Marae. It is expected that the Rūnanga will set a clear direction on their expectations for the Destination Mackenzie project at this meeting.

Council and the Executive team also met with Department of Conservation officials to agree how we can work better together on various programmes of work, both in the wider Basin and on the Destination Mackenzie project.

### **Long Term Plan**

The Long Term Planning activities are in full swing with regular project meetings with the Senior Corporate Planner and General Manager Corporate Services to ensure we remain on track. A Strategic Planning Workshop was held at the 4 February Council Workshop which provided for an interactive session with councillors.

### **Office renovations**

Office renovations in Fairlie is in full swing with Phase 1 of the temporary move to the church hall complete. Phase 2 is on track to start in the first week of March 2020 with the top floor of the building being renovated.

### **Strategy Workshop**

The Strategy Workshop with full Council and Executive Team facilitated by Alicia Mackay is being held on 14 February 2020.

### **Annual ECAN Councillor / MDC Councillor meeting**

The annual ECAN Councillor / MDC Councillor Meeting is being planned for 11 March 2020.

## **CEO MEETINGS AND EVENTS**

Meetings and events of note attended since the last Council meeting include:

### **January 2020**

- PR meeting with Heartlands, Fairlie, 15 January
- Alpine shareholders meeting, 16 January
- Meeting with a commercial developer of Tekapo, 17 January
- Meeting with a resident regarding Cass River Bridge, 17 January
- ChristchurchNZ meeting, 23 January
- Fairlie Builders meeting, 23 January
- Canterbury Chief Executives Forum, 27 January
- CDEM CEG meeting, 27 January
- Waimate, Timaru and Mackenzie District Council CEs meeting, 29 January
- Queenstown Lakes District meeting Mayor Jim Boulton, and CEO Mike Theelen, 31 January
- Meeting with DOC, 31 January

### **February 2020**

- Mayors and CEs strategic planning workshop, 3 February

## **PEOPLE & CULTURE UPDATE**

MDC's Flexible Working Arrangement policy feedback was finalised and incorporated into the policy. This was rolled out to all our MDC team members early January 2020.

The Departure Policy is ready to be rolled out to all MDC team members following consultation with the Senior Leadership Team.

December saw an increased number of training requests being received. Many of our teams have a number of conferences and training courses allocated for 2020 which is great to see. Our team members are taking an active interest in their personal and professional development and this is on the back of a more structured approach to Learning and Development.

Work on a Values based Code of Conduct, REM policy and Leave Policy have begun.

**Resignations / Departures:**

- March Crocker, Governance Advisor.

**Current vacant positions:**

- General Manager Operations, full time based in Fairlie – recruitment process has commenced.
- Planning Team Leader, full time based in Fairlie - role currently being advertised.
- Administration Support Officer (Planning), full time based in Fairlie - role has been advertised and a temp was sourced for the interim.
- Principal Building Control Officer, full time based in Twizel - role currently being advertised.
- Senior Building Control Officer, full time based in Twizel - role currently being advertised.

**Health, Safety & Wellbeing**

The Health, Safety, Environment and Wellbeing Management Plan has been signed off and is ready to be communicated to all our team members within Council. This plan defines the Health, Safety and Environmental principles, processes, procedures, systems, tools, and templates implemented for use throughout the council's operations. A Wellbeing Plan has yet to be developed. A revised Health & Safety Policy is currently being drafted.

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

- There have been no work related injuries or lost time injuries reported in November.
- There have been four traffic related incidents / near misses reported during the month of November all of which occurred on the highway between Fairlie and Twizel.
- A near miss / incident was reported regarding the felling of trees within the Twizel Market Place area by Whitestone Roding. This incident was reported as a near miss due to there being a no exclusion zone and fenced off to the public whilst the work was being undertaken and there were only 'spotters' on site. This incident / near miss has been investigated and the parties involved have been reminded of their obligations i.e. to isolate the tree felling hazard and ensure its fenced off from public access.

**OPERATIONS UPDATE****Water Supplies**

As we are getting warmer weather and the river levels drop water restrictions have come in to force.

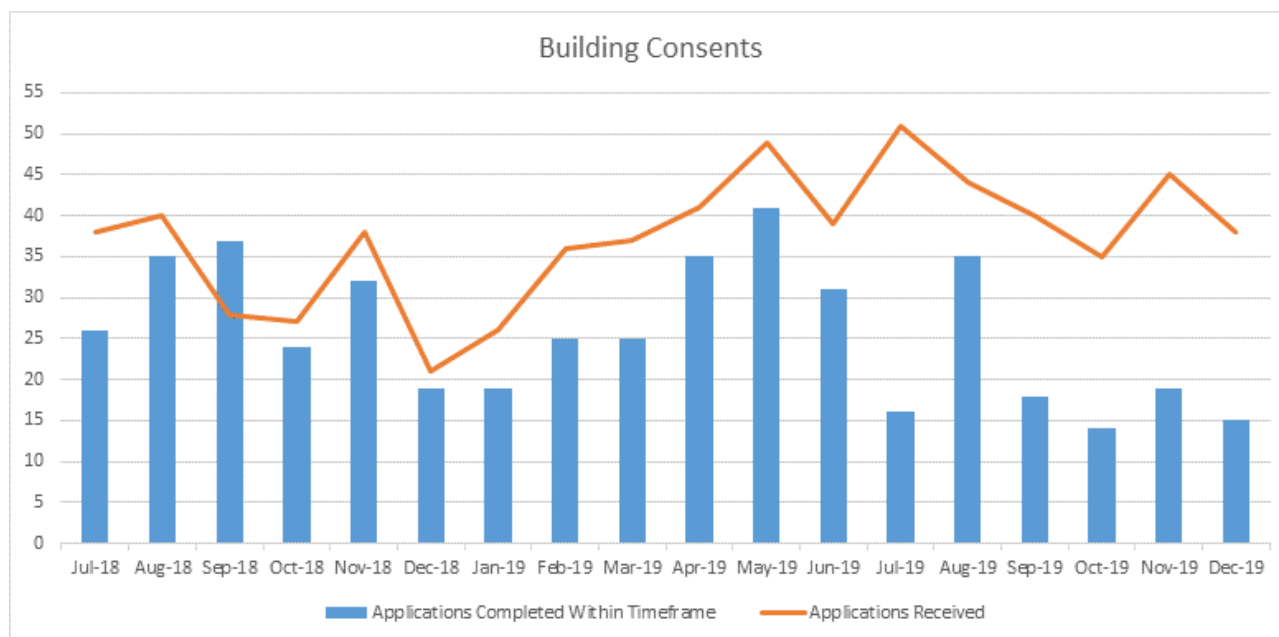
Twizel is set at level one which is conserve water. Most likely by the end of this week or early next week they will be at level two which is no irrigating of lawn and restricted to two hours of watering of gardens between 6 pm to 8 am.

Fairlie as of 3 February is on level two water restrictions which is no irrigating of lawn and restricted to two hours of watering of gardens between 6 pm to 8 am.

### Resource Consents

Between 17th December 2019 and 31 January 2020 sixteen resource consents were issued (93.75% within statutory timeframes).

### Building Consents



### CORPORATE SERVICES UPDATE

#### Complaints/Service Requests for December 2019 and January 2020

For the period 18 December to 31 January, there were 4 customer service requests received of which 4 were completed and 0 remain open.

#### Local Government Official Information Meeting Act (LGOIMA) Requests

The following LGOIMA requests were received since the December Council meeting:

Date Received	From	Nature of Request
18/12/2019	Jaime McSorley (forwarded from ECAN)	Sport and recreation funding
20/12/2019	Brendan McNeice	Questions to be asked of Alpine Energy
20/12/2019	Natalia Zuleta	Building consent status – Tekapo Sky Hotel
13/01/2020	Lyn George, Lake Alexandrina Outlet Hutholders Society Inc	All info held re Tekapo Trails
13/01/2020	Jayne Richards, University of Otago	Nitrates in Drinking Water
15/01/2020	Prudence Steven QC	Tekapo Sky Hotel - Application
20/01/2020	Alice Geary - Stuff.co.nz	Freedom Camping Enforcement feedback



**CIVIL DEFENCE UPDATE**

Following a severe weather warning during Wednesday and Thursday that forecasted severe northwest gales gusting 140km/hour in exposed places, numerous vegetation fires broke out across the greater South Canterbury area including a wildfire on SH8 located near Airies.

With the information provided to Fire and Emergency Services they made the decision to escalate the response to include the activation of their Incident Management teams (IMT) to assist with the management of this event.

The day progressed with the IMT numbering 16 staff operating out of the Mackenzie EOC with approx. 65 personnel on the fire ground including 5 helicopters and 2 diggers.

The role of MDC staff was to support the Fire and Emergency response to this wild fire. CDEM Officer maintained a watching brief and included Canterbury CDEM duty officer and Mackenzie CDEM controllers in the emailed situation reports (SitRep).

**EYES ON THE HORIZON**

The following are active Central Government consultations that affect the operations of Council.

Item	Agency	Submissions due
Freshwater proposals	MfE	Recommendations due February 2020
Consultation on Landfill Levy – Reducing waste, submissions closed	MfE	3 February 2020
Consultation on the Burial and Cremation Act 1964 and related legislation	MOH	28 February 2020
Resource Management Amendment Bill. Bill has passed its first reading. Report due in March 2020.	Select Committee	26 Mar 2020
NPS for Indigenous Biodiversity	MfE	14 March 2020
Tackling Unsafe Speeds Programme	NZTA	Ongoing
Three Waters bill	Select Committee	

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**

**8.2 CANTERBURY LOCAL AUTHORITIES TRIENNIAL AGREEMENT****File Reference:** n/a**Author:** Suzette van Aswegen, Chief Executive Officer**Authoriser:** Suzette van Aswegen, Chief Executive Officer**Attachments:** 1. **Canterbury Local Authorities Triennial Agreement as adopted by Mayoral Forum**  **Council Role:**

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

**PURPOSE OF REPORT**

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

**STAFF RECOMMENDATIONS**

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

**BACKGROUND**

The Canterbury Mayoral Forum has adopted the attached agreement which mandates the work of the Mayoral Forum, the Chief Executives Forum and other regional forums and working groups.

**POLICY STATUS**

The Local Government Act 2002 (s.15) requires all local authorities within a region to enter into a triennial agreement not later than 1 March after each triennial general election of members.

The purpose of a triennial agreement is to ensure that appropriate levels of communication, co-ordination and collaboration are maintained between local authorities within the region. Agreements must include:

- protocols for communication and co-ordination between councils
- the process by which councils will comply with section 16 of the Act, which applies to significant new activities proposed by regional councils
- processes and protocols through which all councils can participate in identifying, delivering and funding facilities and services of significance to more than one district.

Triennial agreements may also include commitments to establish joint governance arrangements.

A triennial agreement may be varied by agreement between all the local authorities within a region and remains in force until local authorities ratify a new agreement.

The secretariat has drafted the Agreement at the direction of the outgoing Mayoral Forum. The attached draft was discussed and refined at the May and August 2019 meetings of the Mayoral Forum. It was adopted by the Mayoral Forum on November 29, 2019.

### **SIGNIFICANCE OF DECISION**

Ratifying a triennial agreement as required by the Local Government Act 2002 s.15 is unlikely to trigger Significance and Engagement Policies as adopted by councils to comply with s.76AA of the Local Government Act 2002.

### **OPTIONS**

This is a standing arrangement between the Mayors of Canterbury and therefore is only one option and that is to ratify the agreement adopted by the Mayors.

### **CONSIDERATIONS**

#### **Legal**

The Agreement complies with requirements in section 15 of the Local Government Act 2002.

#### **Financial**

As per Annual Plan.

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**

## **Canterbury Local Authorities' Triennial Agreement 2020–22**

### **Background**

1. Section 15 of the Local Government Act 2002 (the Act) requires local authorities within a regional council area to enter into a Triennial Agreement (the Agreement) by 1 March following triennial local body elections.
2. The purpose of the Agreement is to ensure appropriate levels of communication, co-ordination and collaboration between local authorities within the region. The agreement must include:
  - protocols for communication and co-ordination between the councils
  - the process by which councils will comply with section 16 of the Act, which applies to significant new activities proposed by regional councils
  - processes and protocols through which all councils can participate in identifying, delivering and funding facilities and services of significance to more than one district.
3. Agreements may also include commitments to establish joint governance arrangements to give better effect to the matters set out in paragraph 2 above.

### **Parties to the Agreement**

4. The Parties to the Agreement are the Kaikōura, Hurunui, Waimakariri, Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki District Councils, the Christchurch City Council, and the Canterbury Regional Council (Environment Canterbury).

### **Standing together for Canterbury**

5. The Parties agree to work collaboratively and in good faith for the good governance and sustainable development of their districts, cities and region.

### **Communication**

6. The Parties value and will maintain open communication, collaboration and trust. In the interest of “no surprises”, the Parties will give early notice of potential disagreements between, or actions likely to impact significantly on, other Parties.

### **Significant new activities**

7. When a Party is considering a major policy initiative or proposal that may have implications for other Parties, they will give early notification to the affected Parties and share the information with the Canterbury Mayoral Forum and the Canterbury Chief Executives Forum.

8. The Canterbury Regional Council will provide early advice to the Canterbury Chief Executives Forum and the Canterbury Mayoral Forum of any significant new activity, in addition to other requirements specified in s.16 of the Act.

### **Local government structure in Canterbury**

9. Notwithstanding the spirit of co-operation and collaboration embodied in the Agreement, the Parties, individually or collectively, reserve the right to promote, consult and/or research change to the structure of local government within the Canterbury region.
10. This right is consistent with the intent to improve the effectiveness and efficiency of local government (Local Government Act 2002 s.24AA), having particular regard to communities of interest and community representation.

### **Regional Policy Statement review**

11. The Agreement applies to any change, variation or review of the Canterbury Regional Policy Statement.

### **Collaboration**

12. The Parties commit to working collaboratively to:
  - enable democratic local decision-making and action by, and on behalf of, communities
  - promote the social, economic, environmental, and cultural well-being of communities in the present and for the future (Local Government Act 2002, s.10).
13. Collaboration may be undertaken on a whole of region, or sub-regional basis.
14. The primary mechanism to implement this Agreement is the Canterbury Mayoral Forum. The Forum will meet quarterly and operate in accordance with its agreed terms of reference, which are attached as **Appendix 1**.
15. The Canterbury Mayoral Forum will:
  - continue to provide governance of the Canterbury Water Management Strategy
  - develop and lead implementation of a sustainable development strategy for Canterbury region for the local government triennium 2020–22
  - advocate for the interests of the region, its councils and communities.
16. The Canterbury Mayoral Forum will be supported by the Canterbury Chief Executives Forum and other regional forums and working groups as agreed from time to time.
17. The Chief Executives Forum will:
  - report quarterly to the Canterbury Mayoral Forum on delivery of its work programme to implement and manage collaborative projects and agreed actions of the Canterbury Mayoral Forum

- identify and escalate to the Canterbury Mayoral Forum strategic issues and opportunities for collaboration from the Policy, Corporate and Operational Forums and other regional and sub-regional working groups.

18. As requested by the Canterbury Mayoral Forum, Environment Canterbury will host a permanent regional forums secretariat and resource this from the regional general rate.

### Other agreements

19. This Agreement does not prevent the Parties from entering into other agreements among themselves or outside the Canterbury region. Any other such agreement should not, however, be contrary to the purpose and spirit of this Agreement.

### Agreement to review

20. A triennial agreement may be varied by agreement between all the local authorities within the region and remains in force until local authorities ratify a new agreement.
21. Any one or more of the Parties can request an amendment to this Agreement by writing to the Chair of the Canterbury Mayoral Forum at least two weeks before a regular quarterly meeting of the Forum.
22. The Canterbury Mayoral Forum will review the Agreement no later than the final meeting before triennial local body elections and recommend any changes to the incoming councils.

### Authority

23. This Canterbury Local Authorities' Triennial Agreement 2020–22 is signed by the following on behalf of their respective authorities:

COUNCIL	SIGNATURE	DATE
Ashburton District Council Mayor Neil Brown		
Canterbury Regional Council Chair Jenny Hughey		
Christchurch City Council Mayor Lianne Dalziel		

<b>Hurunui District Council</b> <b>Mayor Marie Black</b>		
<b>Kaikōura District Council</b> <b>Mayor Craig Mackle</b>		
<b>Mackenzie District Council</b> <b>Mayor Graham Smith</b>		
<b>Selwyn District Council</b> <b>Mayor Sam Broughton</b>		
<b>Timaru District Council</b> <b>Mayor Nigel Bowen</b>		
<b>Waimakariri District Council</b> <b>Mayor Dan Gordon</b>		
<b>Waimate District Council</b> <b>Mayor Craig Rowley</b>		
<b>Waitaki District Council</b> <b>Mayor Gary Kircher</b>		

## Appendix 1: Canterbury Mayoral Forum terms of reference

### 1. Name

The name of the group shall be the Canterbury Mayoral Forum.

### 2. Objectives

- (a) To provide a forum to enable Canterbury councils to work more collaboratively with each other and with central government and other key sector leaders in Canterbury to identify opportunities and solve problems together.
- (b) To identify and prioritise issues of mutual concern and foster co-operation, co-ordination and collaboration to address these issues (including where appropriate joint work plans).
- (c) To formulate policies and strategies on matters where all member councils may act collaboratively in determining plans for the co-ordination of regional growth.
- (d) To ensure increased effectiveness of local government in meeting the needs of Canterbury communities.
- (e) To act as an advocate to central government or their agencies or other bodies on issues of concern to members.
- (f) To develop and implement programmes, which are responsive to the needs and expectations of the community.

### 3. Principles

In pursuit of these objectives the Canterbury Mayoral Forum will observe the following principles.

- (a) Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication.
- (b) Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament.
- (c) Establish and maintain close liaison with a wide number of diverse stakeholders and key sector organisations within the region.
- (d) Exercise its functions with due regard to the tangata whenua and cultural diversity of the Canterbury community.
- (e) Keep the local community informed about its activities by proactively releasing information about key projects in a timely manner, as agreed by the member councils.
- (f) Encourage member councils to promote and apply cross-boundary structures and systems.
- (g) Establish a provision for reporting back to its respective Councils.



**4. Powers**

- (a) The Canterbury Mayoral Forum shall have the power to:
  - (i) levy for any or all of its objects in such amount or amounts as may be mutually determined and acceptable to individual local authorities
  - (ii) determine and make payments from its funds for any or all of the purposes of its objects
  - (iii) receive any grant or subsidy and apply monies for the purposes of such grant or subsidy
  - (iv) fund appropriate aspects of the Forum's activities regionally.
- (b) The Canterbury Mayoral Forum does not have the power to legally bind any council to any act or decision unless that act or decision has been agreed to by decision of that council.

**5. Membership**

- (a) Membership of the Canterbury Mayoral Forum shall be open to the following councils:
  - Ashburton District Council
  - Canterbury Regional Council (Environment Canterbury)
  - Christchurch City Council
  - Hurunui District Council
  - Kaikōura District Council
  - Mackenzie District Council
  - Selwyn District Council
  - Timaru District Council
  - Waimakariri District Council
  - Waimate District Council
  - Waitaki District Council.
- (b) Each member council shall be represented by its Mayor (or Chairperson in the case of Environment Canterbury) and supported by its Chief Executive. On occasions where the Mayor or Chair cannot attend, a council may be represented by its Deputy Mayor or Chair.
- (c) The Canterbury Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis. The Forum has issued a standing invitation to the Kaiwhakahaere or other representative/s of Te Rūnanga o Ngāi Tahu to attend and participate in meetings of the Forum. The Kaiwhakahaere has indicated a process to determine representation from the ten Canterbury papatipu rūnanga of Te Rūnanga o Ngāi Tahu.

**6. Chairperson**

- (a) The Canterbury Mayoral Forum shall select a Chairperson at the first meeting immediately following the Triennial Elections. This appointment may be reviewed after a period of 18 months.

- (b) The Chairperson selected will preside at all meetings of the Canterbury Mayoral Forum.
- (c) The Canterbury Mayoral Forum shall select a Deputy Chairperson at the first meeting immediately following the Triennial Elections.
- (d) The Canterbury Mayoral Forum may appoint spokespersons from its membership for issues being considered, in which case each member council agrees to refer all requests for information and documents to the duly appointed spokespersons.

## **7. Meetings**

- (a) Meetings will be held as required with an annual schedule, covering a calendar year, to be determined by the members. Meetings will be held quarterly at venues to be determined.
- (b) Special meetings may be called at the request of four members.
- (c) The secretariat will prepare an agenda for Mayoral Forum meetings in consultation with the Chair and the Chief Executives Forum.
- (d) Agendas for meetings will be issued and minutes will be taken and circulated.
- (e) A summary of each meeting will be drafted, agreed by the Chair, and circulated by the secretariat to members for distribution within member councils as a high-level record of the meeting.
- (f) Approved minutes and approved final reports and papers will be made available via a Mayoral Forum website as agreed by the Canterbury Mayoral Forum.

## **8. Decision making**

- (a) The practice of the Forum will be to determine issues before it by consensus.
- (b) If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of the authorities represented at the meeting through the Mayor (or Chair) or their nominated representative.

## **9. Secretariat**

The Canterbury Mayoral Forum will appoint Environment Canterbury to carry out the secretariat function on such terms and conditions as it shall decide for the discharge of duties. This includes taking minutes, keeping any books and accounts and attending to any other business of the forum.

### **8.3 COUNCIL FINANCIAL REPORT**

**File Reference:** n/a

**Author:** Jo Hurst, Management Accountant

**Authoriser:** Adrian Hodgett, Finance Manager

**Attachments:** 1. Financial Report to December 2019 [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\)](#) [!\[\]\(2f36c159ea3670f7a62f64a4f1cf5c05\_img.jpg\)](#)

#### **STAFF RECOMMENDATIONS**

That the information be noted.

SUZETTE VAN ASWEGEN

**CHIEF EXECUTIVE OFFICER**



## Financial Performance December 2019

	YTD Actual 2019/20	YTD Budget 2019/20	YTD Actual 2018/19	Variance v Budget	Variance v Budget (%)	Variance v 2018/19	Variance v 2018/19 (%)
Rates Revenue	5,108	5,109	4,763	(1)	-0.02%	346	7.26%

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

Other Revenue	5,087	4,010	4,384	1,076	26.84%	703	16.03%
---------------	-------	-------	-------	-------	--------	-----	--------

Other income is up on budget due to an increase in financial contributions of \$454,000, resource consent fees of \$149,000 and inspectorate income of \$182,000. Unbudgeted income has been received from timber sales of \$144,000 and tourism grants of \$315,000. Compared to 2018/19, financial contributions are up by \$104,000 and reserve contributions are up \$312,000 as these are dependent upon developer activity. Inspectorate income is up \$220,000, there were no timber sales in the prior year however income from carbon credit sales had been received.

Operating Expenditure	8,900	9,305	8,189	405	4.35%	(711)	-8.69%
-----------------------	-------	-------	-------	-----	-------	-------	--------

Year to date expenditure is just under budget however township project spending is up in Tekapo with \$116,000 spent on the Eastern carpark, and \$11,000 spent in Twizel by the Promotions Association which will be funded from the Land Subdivision Reserve. \$43,334 of unbudgeted expenditure has been incurred on consultancy and travel costs for the Destination Mackenzie project. Compared to the 2018/19 year, expenditure to date is up as insurance has been expensed in the month incurred this year, employment expenses have increased after the organisational restructure and election year costs were incurred.

Capital Expenditure	1,756	2,975	-	1,218	40.96%		
---------------------	-------	-------	---	-------	--------	--	--

Capital expenditure is showing as under budget year to date; however \$232,718 was spent on the Pukaki Airport surfacing the taxi runway, this was unbudgeted. \$141,489 was spent on the Twizel swimming pool to complete the upgrade which was budgeted for in the prior year. A new water tank was required for the Lake Opuha toilets, this was also unbudgeted expenditure. \$42,225 was required to complete the sewer treatment upgrade from the prior year. Further reticulation was required in Glencairn Road Twizel to allow for future buildings, and a UHF link system for Tekapo to prevent communication breakdowns. Water service connections were required to be replaced due to age, this is unbudgeted expenditure and will be ongoing. In corporate services, vehicle costs are \$41,458 over the year's budget as six vehicles were purchased this year due to the organisation restructure. Approximately \$44,000 has been spent to date on an IT services upgrade which will cost \$115,000. Computer equipment purchases are over budget due to new computers for the Councillors and staff. This unbudgeted expenditure will be funded from reserves.

**Mackenzie District Council  
Financial Report  
For The Period Ended December 2019**

	YTD Actual 2019/20	YTD Budget 2019/20	%	Full Year Budget 2019/20	%	YTD Actual 2018/19	%
<b>Income</b>							
Governance	283,169	287,250	98.58%	574,737	49.27%	254,263	111.37%
Corporate Services	2,081,515	2,143,002	97.13%	4,541,538	45.83%	1,633,480	127.43%
Water Supply	1,356,990	1,072,110	126.57%	2,523,868	53.77%	1,165,350	116.44%
Sewer	703,244	559,482	125.70%	1,661,247	42.33%	629,895	111.64%
Stormwater	90,550	96,756	93.59%	514,448	17.60%	68,395	132.39%
Roading	1,279,178	1,431,942	89.33%	3,986,679	32.09%	1,437,025	89.02%
Solid Waste	520,949	530,340	98.23%	1,061,106	49.09%	592,537	87.92%
Planning	1,235,579	1,071,678	115.29%	2,144,215	57.62%	762,714	162.00%
Regulatory Services	772,449	525,106	147.10%	994,279	77.69%	500,611	154.30%
Community Facilities	237,933	242,538	98.10%	485,285	49.03%	567,938	41.89%
Recreational Facilities	892,742	876,504	101.85%	1,667,836	53.53%	874,350	102.10%
Commercial	740,490	282,828	261.82%	1,605,559	46.12%	659,844	112.22%
	<b>10,194,788</b>	<b>9,119,536</b>	<b>111.79%</b>	<b>21,760,797</b>	<b>46.85%</b>	<b>9,146,402</b>	<b>111.46%</b>
<b>Operating Expenditure</b>							
Governance	300,266	315,312	95.23%	549,737	54.62%	244,853	122.63%
Corporate Services	2,073,135	2,132,184	97.23%	4,516,439	45.90%	1,641,611	126.29%
Water Supply	722,470	798,532	90.47%	1,551,677	46.56%	723,993	99.79%
Sewer	382,782	420,494	91.03%	791,973	48.33%	354,245	108.06%
Stormwater	68,014	61,374	110.82%	122,798	55.39%	68,524	99.26%
Roading	1,829,389	2,034,948	89.90%	4,071,518	44.93%	1,936,788	94.45%
Solid Waste	512,462	520,536	98.45%	1,055,240	48.56%	487,334	105.16%
Planning	362,449	506,466	71.56%	1,150,035	31.52%	471,847	76.81%
Regulatory Services	732,915	640,632	114.40%	1,094,428	66.97%	447,962	163.61%
Community Facilities	257,743	265,852	96.95%	496,176	51.95%	242,512	106.28%
Recreational Facilities	1,038,666	892,452	116.38%	1,741,716	59.63%	954,225	108.85%
Commercial	619,597	715,826	86.56%	1,382,870	44.81%	614,676	100.80%
	<b>8,899,888</b>	<b>9,304,608</b>	<b>95.65%</b>	<b>18,524,607</b>	<b>48.04%</b>	<b>8,188,570</b>	<b>108.69%</b>
<b>Operating Surplus/(Deficit)</b>	<b>1,294,900 -</b>	<b>185,072</b>	<b>-699.67%</b>	<b>3,236,190</b>	<b>40.01%</b>	<b>957,832</b>	<b>-135.19%</b>

**Mackenzie District Council  
Financial Report  
For The Period Ended December 2019**

<b>Balance Sheet</b>	<b>Actual December</b>	<b>Annual Plan June 2020</b>	<b>Actual June 2019</b>
<b>Current Assets</b>			
Cash and cash equivalents	10,134,536	3,341,000	15,854,358
Receivables	3,728,521	2,516,000	3,043,801
Other Financial assets		1,526,000	-
Inventory	2,282,245	2,449,000	2,282,245
<b>Total Current Assets</b>	<b>16,145,302</b>	<b>9,832,000</b>	<b>21,180,404</b>
<b>Non-current Assets</b>			
Other Financial assets	12,848,715	14,133,000	11,648,715
Inventory		-	-
Forestry	6,556,586	5,557,000	6,556,586
Intangible assets	375,883	-	375,883
Property, plant and equipment	215,517,112	231,346,000	217,211,342
<b>Total Non-current Assets</b>	<b>235,298,296</b>	<b>251,036,000</b>	<b>235,792,526</b>
<b>TOTAL ASSETS</b>	<b>251,443,598</b>	<b>260,868,000</b>	<b>256,972,930</b>
<b>Current Liabilities</b>			
Payables and deferred revenue	4,533,241	1,834,000	2,959,843
Employee entitlements	363,575	320,000	282,956
Provisions	51,838	-	51,838
<b>Total Current Liabilities</b>	<b>4,948,654</b>	<b>2,154,000</b>	<b>3,294,637</b>
<b>Non-current Liabilities</b>			
Employee entitlements	-	22,000	-
Provisions	-	58,000	-
Borrowings and other financial liabilities	-	5,944,000	-
<b>Total Non-current Liabilities</b>	<b>-</b>	<b>6,024,000</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b>4,948,654</b>	<b>8,178,000</b>	<b>3,294,637</b>
<b>NET ASSETS</b>	<b>246,494,944</b>	<b>252,690,000</b>	<b>253,678,293</b>
<b>Equity</b>			
Accumulated Funds	120,647,356	118,167,000	120,619,621
Reserves	125,847,588	134,523,000	133,058,672
<b>Total Equity</b>	<b>246,494,944</b>	<b>252,690,000</b>	<b>253,678,293</b>

# Mackenzie District Council Capital Expenditure Summary For The Period Ended 31 December 2019

Budget	YTD Actual
2019/20	2019/20

## WATER

<b>Allandale Water Supply</b>		
342406. Treatment		1,200
342404. Comm Assets - Water Supply	69,836	
<b>Total Allandale Water Supply</b>	<b>69,836</b>	<b>1,200</b>
<b>Ashwick/Opuha Water Supply</b>		
343404. Community Assets - Water	51,350	
<b>Total Ashwick/Opuha Water Supply</b>	<b>51,350</b>	
<b>Urban Water</b>		
349403. Vested Assets	378,806	
349407. Service Connections - Renewal		24,856
349412. Plant		124
349405. Headworks - new		2,936
349406. Treatment - new	900,000	5,308
349427. Pump Station - Renewal		12,244
349404. Reticulation - Renewal	408,746	14,673
<b>Total Urban Water</b>	<b>1,687,552</b>	<b>60,141</b>
<b>TOTAL WATER SUPPLY</b>	<b>1,808,738</b>	<b>61,341</b>

## SEWER

<b>Urban Sewer</b>		
350403. Vested Assets	1,068,080	
350418. Sewer Reticulation New		28,010
350419. Sewer Treatment New		42,225
<b>TOTAL SEWER</b>	<b>1,068,080</b>	<b>70,235</b>

## STORMWATER

<b>Urban Stormwater</b>		
352403. Vested Assets	320,861	
352404. Stormwater Reticulation		25,000
352420. Resource Consent Costs		14,361
<b>TOTAL STORMWATER</b>	<b>320,861</b>	<b>39,361</b>



# Mackenzie District Council Capital Expenditure Summary For The Period Ended 31 December 2019

Budget	YTD Actual
2019/20	2019/20

## ROADING

<b>District Roding</b>		
3554193. Vested Assets	1,121,635	
3554211. Unsealed Road Metalling	650,000	193,158
3554212. Sealed Road Resurfacing	475,000	
3554213. Drainage Renewal	72,000	35,865
3554214. Sealed Road Pavement Rehabilitation	190,000	32,354
3554215. Structures Component replacements bridges	50,000	8,634
3554222. Traffic Services Renewals	60,000	51,556
3554310. Footpaths - Surfacing	30,810	44,519
3554341. Minor Improvements	300,000	394,434
355417. Sealing Past Houses	143,780	
354422. Plant and Equipment	3,000	
<b>TOTAL ROADING</b>	<b>3,096,225</b>	<b>760,520</b>

## REGULATORY SERVICES

<b>Civil Defence</b>		
320422. Plant and Equipment	40,945	4,860
<b>Total Civil Defence</b>	<b>40,945</b>	<b>4,860</b>
<b>TOTAL REGULATORY SERVICES</b>	<b>40,945</b>	<b>4,860</b>

## COMMUNITY SERVICES

<b>Waste Management</b>		
353420. Resource Consent	30,810	8,005
<b>Total Waste Management</b>	<b>30,810</b>	<b>8,005</b>
<b>Public Toilets</b>		
386421. Buildings		8,766
<b>Total Public Toilets</b>		<b>8,766</b>
<b>Pensioner Housing - Fairlie</b>		
391421. Buildings - housing	7,189	10,747
<b>Total Pensioner Housing - Fairlie</b>	<b>7,189</b>	<b>10,747</b>
<b>Pensioner Housing - Twizel</b>		
392424. Furniture & Fittings - Other	9,243	
<b>Total Pensioner Housing - Twizel</b>	<b>9,243</b>	
<b>TOTAL COMMUNITY SERVICES</b>	<b>47,242</b>	<b>27,518</b>



# Mackenzie District Council Capital Expenditure Summary For The Period Ended 31 December 2019

	Budget 2019/20	YTD Actual 2019/20
<b>RECREATIONAL FACILITIES</b>		
<b>District General</b>		
361420. Strategic Development Policy		21,061
<b>Total District General</b>		<b>21,061</b>
<b>Fairlie Domain</b>		
372425. Adventure Playground	30,810	55,629
<b>Total Fairlie Domain</b>	<b>30,810</b>	<b>55,629</b>
<b>Fairlie Township</b>		
365425. Playground Upgrade	30,000	8,509
<b>Total Fairlie Township</b>	<b>30,000</b>	<b>8,509</b>
<b>Mackenzie Community Centre</b>		
379424. Community Assets - Buildings	92,430	4,372
<b>Total Mackenzie Community Centre</b>	<b>92,430</b>	<b>4,372</b>
<b>Fairlie Swimming Pool</b>		
384422. Plant and Equipment		4,317
<b>Total Fairlie Swimming Pool</b>		<b>4,317</b>
<b>Tekapo Community Hall</b>		
381421. Community Assets - Buildings		2,200
<b>Total Tekapo Community Hall</b>		<b>2,200</b>
<b>Tekapo Township</b>		
366420. Implement of Development Plan	225,940	2,135
<b>Total Tekapo Township</b>	<b>225,940</b>	<b>2,135</b>
<b>Twizel Township</b>		
367420. Implement of Development Plan	65,728	
367421. Community Assets - Public Amenities	114,000	
<b>Total Twizel Township</b>	<b>179,728</b>	
<b>Twizel Community Centre</b>		
382424. Furniture & Fittings - Other	51,350	9,963
382421. Community Assets - Buildings	41,080	
<b>Total Twizel Community Centre</b>	<b>92,430</b>	<b>9,963</b>
<b>Twizel Swimming Pool</b>		
385422. Plant and Equipment	30,810	25,971
385421. Comm Asset - Public Amenities		141,489
<b>Total Twizel Swimming Pool</b>	<b>30,810</b>	<b>167,460</b>

# Mackenzie District Council Capital Expenditure Summary For The Period Ended 31 December 2019

	Budget 2019/20	YTD Actual 2019/20
Total Recreational Facilities	682,148	275,646
<b>TOTAL COMMUNITY AND TOWNSHIP SERVICES</b>	<b>729,390</b>	<b>303,164</b>

## COMMERCIAL

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

## CORPORATE SERVICES

<b>Fairlie Building</b>		
368421. Building - Administrative	513,500	1,245
368424. Furniture & Fittings - Other	20,000	5,706
<b>Total Fairlie Building</b>	<b>533,500</b>	<b>6,951</b>
<b>Twizel Building</b>		
369424. Furniture & Fittings		5,916
<b>Total Twizel Building</b>		<b>5,916</b>
<b>Information Technology</b>		
319400. Records Management	231,000	54,346
314402. Software	70,000	44,185
319422. Plant and Equipment	5,000	15,628
<b>Total Information Technology</b>	<b>306,000</b>	<b>114,159</b>
<b>Plant and Equipment</b>		
408432. Vehicles	115,024	156,482
<b>Total Plant and Equipment</b>	<b>115,024</b>	<b>156,482</b>
<b>TOTAL CORPORATE SERVICES</b>	<b>954,524</b>	<b>283,508</b>
<b>GRAND TOTAL CAPITAL EXPENDITURE</b>	<b>8,573,343</b>	<b>1,756,472</b>

## 8.4 ADOPTION OF COMMITTEE TERMS OF REFERENCE

### File Reference:

**Author:** Katherine Hill, Senior Corporate Planner

**Authoriser:** Paul Numan, General Manager Corporate Services

**Attachments:** 1. Draft Terms of Reference for Council Committees  

### Council Role:

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

### PURPOSE OF REPORT

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

#### STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council adopt the attached terms and references of the Engineering and Services Committee, Commercial and Economic Development Committee, Planning and Regulatory Committee, Strategy Committee, and Audit and Risk Committee.

### BACKGROUND

The Mayor amended the structure of Council standing committees following the election of Council in 2019. New standing committees have been established as follows:

- Engineering and Services Committee;

- Commercial and Economic Development Committee;
- Planning and Regulatory Committee;
- Strategy Committee; and
- Audit and Risk Committee.

Terms of references for each of the above committees have been drafted. These draft terms of reference were provided to Council in workshop 18 December 2019, and further workshopped with Council 4 February 2020.

The inaugural meeting of the Engineering and Services Committee, Commercial and Economic Development Committee, Planning and Regulatory Committee are to be held 11 February 2020 following the Council meeting. The Strategy Committee and Audit and Risk Committee will be held at a later date. The terms of reference of Council's standing committees need to be adopted in advance of these meetings.

The draft terms of reference are attached to this paper. In summary the following changes have been made to the existing terms of reference:

- Meeting frequency of all committees amended to 'quarterly, or as required'. Should matters requiring a time critical governance decision be required outside of the scheduled meetings, this can be managed through an extra-ordinary committee meeting.
- Terms of reference drafted for Commercial and Economic Development Committee as a new standing committee.
- Removal of Forestry Committee and Pukaki Airport Board Committee terms of references following an early decision to remove these committees and transfer governance responsibilities to the Commercial and Economic Development Committee and operational matters to Council's Property and Commercial team. The Finance Committee terms of reference have also been removed following its disestablishment. Financial reporting will now be made to full Council.
- Addition of iwi representation membership clauses to the Planning and Regulatory Committee and Strategy Committee. It should be noted that there are three papatipu rūnanga whose rōhe fall within the Mackenzie District. As such, Council should be prepared that representation may include one representative from each of the three rūnanga. How this is managed is a matter for the rūnanga to consider and should not be determined by Council. Should Council be minded to include provision for iwi representation on any of its committees, it is recommended that an invitation be extended from the Mayor to Te Rūnanga o Moeraki, Te Rūnanga o Waihao and Te Rūnanga o Arowhenua.

## **POLICY STATUS**

If adopted, the new terms of references will be updated in Council's Delegations Manual, with the amendment recorded within the schedule of changes.

## **SIGNIFICANCE OF DECISION**

The decision to adopt terms of reference for the standing committees is an important one, but is not considered significant under the terms of the Council's Significance and Engagement Policy. It

deals largely with the governance of the Council standing committees and public consultation is not required.

## **OPTIONS**

The options available to Council are to either:

**Option 1:** Adopt the terms of reference for the Engineering and Services Committee, Commercial and Economic Development Committee, Planning and Regulatory Committee, Strategy Committee, and Audit and Risk Committee; or

**Option 2:** Instruct staff to make amendments to the Engineering and Services Committee, Commercial and Economic Development Committee, Planning and Regulatory Committee, Strategy Committee, and Audit and Risk Committee and adopt the revised terms of reference.

**Option 3:** Decline to adopt the terms of reference for the Engineering and Services Committee, Commercial and Economic Development Committee, Planning and Regulatory Committee, Strategy Committee, and Audit and Risk Committee.

As identified above, the terms of reference of Council's standing committees need to be adopted in advance of the inaugural meetings of these committees. As the Engineering and Services Committee, Commercial and Economic Development Committee, Planning and Regulatory Committee are to be held 11 February 2020 following the Council meeting, Option 3 is not recommended.

## **CONSIDERATIONS**

### **Legal**

The draft terms of reference of Council's standing committees have been prepared in accordance with the Local Government Act 2002 and Mackenzie District Council Standing Orders.

### **Financial**

There are no direct financial implications from revising the terms of reference of standing committees and updating the Delegations Manual. However, it should be noted that addition of iwi representation membership clauses to the Planning and Regulatory Committee and Strategy Committee and non-elected members to the Commercial and Economic Development Committee will involve remuneration if these positions are filled.

### **Other**

Not applicable.

## **CONCLUSION**

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

SUZETTE VAN ASWEGEN

**CHIEF EXECUTIVE OFFICER**



## 2 Governance Delegations

### 2.1 Introduction

The Council's delegation model is designed to enable committees of Council to fully and completely undertake their roles consistent with their terms of reference.

From time to time when urgency requires, matters that would normally be the business of a standing committee will go directly to Council for decision.

### 2.2 Delegations to Committees

Pursuant to section 41A of the Local Government Act 2002, the Mayor has established the following Standing Committees:

- Engineering and Services Committee;
- Commercial and Economic Development Committee;
- Planning and Regulatory Committee;
- Strategy Committee;
- Audit and Risk Committee.

Council delegates to each standing committee all powers necessary to effectively carry out the committee's terms of reference and scope, excluding those reserved to Council.

Delegations for subcommittees are set out under each subcommittee's terms of reference and scope.

Full Council has a role to monitor the functioning of, and performance of delegated powers by, all committees.

Full Council will consider matters not within the delegation of any one Council committee.

Full Council may at any time, revoke or modify a delegation to a Council Committee, either permanently, for a specified time or to address a specific matter, if it considers there is good reason to do so.

The delegations provided to committees may be further delegated to subcommittees unless the power of further delegation is restricted by Council or by statute.

The terms of reference for each Committee are set out below.

## **2.3 Council Standing Committees**

### **2.3.1 Engineering and Services Committee**

This Committee has responsibilities for all Council-owned infrastructure, assets, operations and services. The purpose of the Committee is to ensure that Council services are delivered in an efficient and effective manner that meets the needs of its communities, and that Council protects its investment in infrastructural assets in accordance with accepted professional standards.

#### **2.3.1.1 Terms of Reference**

- Monitor progress and completion of capital, operations and services projects.
- Oversee capital works contracts.
- Oversee the development of, and approving Asset Management Plans and other operational or activity plans (e.g. Waste Management Plan, reserves plans).
- Develop and approve of the three-yearly bid to NZTA for Roading financial assistance.
- Monitor the risks and operational performance of the infrastructural asset services delivered by Council.
- Approve the vesting and disposing of infrastructural assets as a result of subdivision or capital works being undertaken.
- Ensure that project management including procurement processes is appropriately undertaken and consistent with the Council's agreed processes.
- Approve of the Council's procurement plan.
- Review plans, policies, and legislative changes of central government or other external agencies which may affect or impact on Council assets or the provision of services, and lodgement of responses/submissions as necessary.
- Consider any proposal for the taking or designation of land for any purpose, for approval by Council.
- Receive reports and consider and decide recommendations from Community Boards on matters within the scope of the Committee, including the approval of any additional or unbudgeted expenditure sought by Community Boards.
- Approve contracts relating to the responsibilities of the Committee.

#### **2.3.1.2 The scope of this Committee includes:**

- Transportation & roading
- Water supplies
- Sewerage and wastewater treatment
- Stormwater collection and management
- Public toilets
- Solid & hazardous waste management
- Active recreation (including indoor recreation and sports facilities)
- Public open space and reserves management, landscaping
- Library services
- Community development, including development and implementation of social policies and other local public services
- Cemeteries and burials
- Community halls
- Pensioner housing
- The establishment of subcommittees or working parties as appropriate within the terms of reference/scope of the Committee.



---

<b>Membership</b>	The Engineering and Services Committee will be a standing committee of all Councillors and the Mayor.
<b>Quorum</b>	The quorum shall be four members.
<b>Chair</b>	The Chair will be nominated by the Mayor.
<b>Meetings</b>	The Engineering and Services Committee will meet on a quarterly basis or as required.

---

#### 4.3.2 Commercial and Economic Development Committee

The purpose of the Commercial and Economic Development Committee is to provide governance and oversight in the management of the Council's commercial activities including its investments, real estate, forestry, Pukaki Airport, tourism promotion and economic development.

##### 4.3.2.1 Terms of Reference

- Ensure that operational strategies, capital works programmes and activity management plans for Council's commercial, tourism and economic development portfolio as a whole support appropriate returns on investment after balancing risks, commercial return, community outcomes and community well-being.
- Monitor and improve the performance of Councils commercial, tourism and economic development portfolio, including identifying further opportunities to increase the portfolio.
- Receive and consider reports on strategies, and investments along with the identification and mitigation of financial and operational risk.
- Make recommendations to the Council on new investments, disposals, business opportunities and other matters in relation to the commercial portfolio.

##### 4.3.2.2 The scope of this Committee includes:

- Commercial investments including Council's shares in Alpine Energy Limited
- Forestry investments and administration
- Property managed on a commercial basis
- Pukaki Airport
- Tourism promotion
- Alps2Ocean cycleway
- Economic development support
- The establishment of subcommittees or working parties as appropriate within the terms of reference/scope of the Committee.

<b>Membership</b>	The Commercial and Economic Development Committee will be a standing committee of all Councillors and the Mayor. The Committee may appoint three additional members to the Committee where it considers that those persons have appropriate commercial expertise to assist the work of the Committee.
<b>Quorum</b>	The quorum shall be six members.
<b>Chair</b>	The Chair will be nominated by the Mayor.
<b>Meetings</b>	The Commercial and Economic Development Committee will meet on a quarterly basis or as required.

#### 4.3.3 Planning and Regulatory Committee

The purpose of this Committee is to govern all planning and regulatory functions of the Council. This includes the development of bylaws and all resource management, health, sale and supply of alcohol, civil defence/emergency management, parking, legal disputes, animal control, and building functions.

##### 4.3.3.1 Terms of Reference

- To develop and approve Council's regulatory policies, and review as appropriate and necessary.
- To develop district bylaws and recommend them for Council approval, and review as appropriate and necessary.
- To consider any reports relating to any regulatory function of the Council.
- To consider reports relating to any environmental monitoring.
- To ensure that Council meets all compliance requirements relating to its regulatory responsibilities.
- To approve contracts relating to the responsibilities of the Committee.

##### 4.3.3.2 The scope of this Committee includes:

- Resource Management Act administration.
- Statutory administration of the District Plan.
- Review of changes to central government policy or laws affecting Council's regulatory and policy functions; review of regulatory or planning documents and policies of external agencies (including Regional Policy Statements and Plans), and lodgement of responses/submissions as necessary.
- Regulatory policy and administration of regulatory functions (e.g. Gambling Class 4 Venue Policy, Local Alcohol Policy).
- Building control.
- Environmental health.
- Civil Defence Emergency Management planning and operations.
- Environmental policies and programmes.
- Animal control and dog control.
- Responsible camping
- Parking control.
- Hearing and determining public hearings under the Dog Control Act and hearings related to road stoppages by the process of using accredited Councillors.
- To appoint Hearings Panels and/or Commissioners as appropriate/required.
- To further delegate the ability to appoint Hearing Commissioners or a Hearings panel to hear and decide notified or limited notified resource consent applications (for example to the Chair of the Committee & the Mayor).
- The establishment of subcommittees or working parties as appropriate within the terms of reference/scope of the Committee.
- Any other regulatory matter not listed.

#### Membership

The Planning and Regulatory Committee will be a standing committee of all Councillors and the Mayor. The Committee may appoint an addition person(s) as one representative from each of the Papatipu Rūnanga whose rohe are within the Mackenzie District.

#### Quorum

The quorum shall be four members.

---

**Chair**

The Chair will be nominated by the Mayor.

---

**Meetings**

The Planning and Regulatory Committee will meet on a quarterly basis or as required.

---

#### 4.3.4 Strategy Committee

The purpose of this Committee is to set the strategic direction for the District by formulating policy that clearly identifies Council's role and direction on issues. This Committee will develop, evaluate, approve and monitor the implementation of strategic policy, provide strategic oversight of mid to long term planning.

##### 4.3.4.1 Terms of Reference

###### *Strategic Direction*

- Develop and monitor Council's vision and values
- Identify and assess significant strategic district issues and initiatives.
- Identify and review Council's strategic objectives.
- Develop and monitor of Community Well-being and community outcomes.
- Monitor of the implementation / progress towards the achievement of strategic objectives and priorities.
- To initiate and progress any change to or review of the District Plan under the Resource Management Act.
- 

###### *External Advocacy*

- Advocate on matters pertaining to strategic directions, to central government and other relevant agencies including the review of plans, policies, and legislative changes and lodgement of responses/submissions as necessary.
- Provide governance oversight and approval of submissions on external issues, legislative and policy changes affecting Council or our community.

###### *Corporate Planning*

- Provide oversight of the Long Term Plan project, including monitoring the progress of Long Term Plan and Long Term Plan amendments.
- To monitor and report the overall financial and non-financial performance of the Council and its achievement of LTP objectives.
- Provide oversight of development and monitoring of Annual Plans, including variances from the Long Term Plan.

<b>Membership</b>	The Strategy Committee will be a standing committee of all Councillors and the Mayor. The Committee may appoint an addition person(s) as one representative from each of the Papatipu Rūnanga whose rohe are within the Mackenzie District.
<b>Quorum</b>	The quorum shall be four members.
<b>Chair</b>	The Chair will be nominated by the Mayor.
<b>Meetings</b>	The Strategy Committee will meet on a quarterly basis or as required.

#### **4.3.5 Audit and Risk Committee**

The purpose of the Audit and Risk Committee is to provide governance and oversight of the effectiveness of risk management and internal control systems, including internal audit and external audit relationships.

##### **4.3.5.1 Terms of Reference**

- Monitor the Council's external and internal audit process.
- Consider and make recommendations to the Council on:
  - a. Monitoring the robustness of the internal control framework and financial management practices;
  - b. The integrity and appropriateness of internal and external reporting and accountability arrangements;
  - c. The robustness of risk management systems, processes and practices;
  - d. The independence and adequacy of external audit functions;
  - e. All year-end financial reporting obligations;
  - f. Compliance with applicable laws, regulations and standards, and best practice guidelines; and
  - g. The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.
- Discuss, with the external auditor, matters affecting the annual financial and non-financial statements and the annual audit.
- Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable or illegal activities.
- Support measures to improve management performance and internal controls.
- Ensure the quality of internal and external reports of financial and non-financial information.
- Review the performance of the Chief Executive Officer, and make recommendations to Council.
- Develop policy relating to published financial statements and accounting standards of the Council.
- To review annual financial statements prior to Council adoption and ensure disclosures are in accordance with statutory requirements and consistent with best practice.
- Develop and monitor Annual Reports.

##### **4.3.5.2 The scope of this Committee includes:**

- Recommending the approval of the annual external audit proposal.
- Liaising with Council's external auditor:
  - a. at the start of each audit, confirm the terms of engagement with the external auditor including the nature and scope of the audit, timetable and fees;
  - b. approve the external audit engagement letter and letter of undertaking and any additional services to be provided by the external auditor;
  - c. receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within;
  - d. conduct a members only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring to the committee's attention and/or any issues of independence;
  - e. meet with Council's audit direction on a quarterly basis
- Internal Control Framework:
  - a. review whether management's approach to maintaining an effective internal control framework is sound and effective;
  - b. review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour;

- c. review whether there are appropriate systems, processes and controls in place to prevent, detect and effectively investigate fraud.
- External Reporting and Accountability:
  - a. agree the appropriateness of the Council's existing accounting policies and principles and any proposed change;
  - b. enquire of external auditors for any information that affects the quality and clarity of the Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the above;
  - c. satisfy itself that the financial statements and statements of service performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (ie letters of representation), and recommend to Council the signing of the financial statements by the Chief Executive/Mayor and adoption of the Annual report.
- Overseeing the Council's systems, processes, and practices for risk management:
  - a. Ensure that management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks (including financial and non-financial risks);
  - b. consider whether appropriate action is being taken by management to mitigate Council's significant risks.
- Considering matters relating to the performance of the Chief Executive Officer, including annual performance review.
- Reviewing insurance arrangements annually.
- Monitoring insurance claims.
- Reviewing all audit reports of Council activities, including (but not limited to) building control authority audit reports, NZTA audit reports, Long Term Plan audit, and any other external audits.
- Preparing the Annual Report and carryovers.

<b>Membership</b>	The Audit and Risk Committee will be a standing committee of all Councillors and the Mayor. The Committee may appoint an additional person to the Committee where it considers that person has skills, attributes, or knowledge that will assist the work of the Committee.
<b>Quorum</b>	The quorum shall be four members.
<b>Chair</b>	The Chair will be nominated by the Mayor.
<b>Meetings</b>	The Audit and Risk Committee will meet on a quarterly basis or as required.

**8.5 ADOPTION OF STREET NAMES FOR MACKENZIE PARK SUBDIVISION**

**File Reference:** na  
**Author:** Bernie Haar, Engineering Manager  
**Authoriser:** Simon Mackenzie, General Manager Operations  
**Attachments:** Nil

**Council Role:**

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

**PURPOSE OF REPORT**

For Council to adopt proposed street names for the Stage 3 of Mackenzie Park Subdivision in Twizel.

**STAFF RECOMMENDATIONS**

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



**BACKGROUND**

As part of the subdivision consent process developers are given the opportunity to recommend street names for the streets within subdivisions. The naming convention should fit within Council's expectations and the requirements of NZS 4819:2011 Rural and Urban Addressing.

Currently there is only one subdivision reaching completion and the developers have put forward street names for approval.

That subdivision is: Mackenzie Park – Twizel

The proposed Street names for Mackenzie Park, in order of preference are:

ROAD A (OFF GRANDVUE DRIVE): HYDRO AVENUE

ROAD C (OFF ROAD A): CANAL PLACE

ALTERNATIVE NAME:

ROAD C: Turbine Court

While the developer has not provided any specific reason why these names have been chosen, they do recognise and celebrate the very essence of Twizel and why it was developed in the 1960s and 1970s.

**POLICY STATUS**

The council does not have a policy on naming roads, however there appears to be propensity towards using the names of landscape features and well-known local people. (Staff are preparing a policy for consideration).

**SIGNIFICANCE OF DECISION**

This decision is of low significance.

**OPTIONS**

All the names suggested have a link to the significant hydro construction work in the Mackenzie area and the Twizel Township and history, and have no similarity to any other street name in the district.

Te Rūnanga o Arowhenua have been consulted and have no issues with the names suggested for this subdivision.

**CONSIDERATIONS****Legal**

The process for naming and/or renaming roads is included in the Local Government Act 1974.

**Section 319 General Powers of Council in respect to roads**

Section 1        (j) to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road:

**Section 319A        Naming of roads**

If the council names any road for the first time, or alters the name of a road, the council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.

**CONCLUSION**

The road names generally comply with the informal naming convention. They also comply with the requirements of the New Zealand Standards. I see no reason not to approve the developers' choice of road names.

SUZETTE VAN ASWEGEN

**CHIEF EXECUTIVE OFFICER**

**8.6 COMMON SEAL AND AUTHORISED SIGNATURES****File Reference:** na**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** ,**Attachments:** Nil**PURPOSE OF REPORT**

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

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

**STAFF RECOMMENDATIONS**

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

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

## 9 COMMUNITY BOARD RECOMMENDATIONS

### 9.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 2 DECEMBER 2019

**File Reference:** na

**Author:** Arlene Goss, Committee Administrator (Temp)

**Authoriser:** ,

**Attachments:** 1. Minutes of Twizel Community Board meeting on 2 December, 2019  

#### RECOMMENDATION

That the Minutes of the Twizel Community Board Meeting held on Monday 2 December 2019 be received.

That Council notes the following resolutions from the Twizel Community Board:

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



# **MINUTES**

## **Twizel Community Board Meeting**

**2 December 2019**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TWIZEL COMMUNITY BOARD MEETING  
HELD AT THE TWIZEL EVENTS CENTRE, TWIZEL  
ON MONDAY, 2 DECEMBER 2019 AT 4.00PM**

**PRESENT:** Member Jacqui de Buyzer (Chairperson), Member Tracey Gunn, Member Renee Rowland, Member Amanda Sargeant, Cr Emily Bradbury

**IN ATTENDANCE:** Cr James Leslie, Simon Mackenzie (General Manager Operations), Bernie Haar (Engineering Manager), Scott McKenzie (Riding Manager), Charlotte Borrell (Community Services Officer), Kathrine Hill (Senior Corporate Planner), Angie Taylor (Community Services Officer), Jan Spriggs (Regulatory Manager), March Crocker (Governance Advisor)

**1 OPENING**

Chairperson Jacqui de Buyzer opens meeting at 4.01pm

**2 APOLOGIES**

Mayor Graham Smith, Suzette van Aswegen (Chief Executive Officer), Cr Anne Munro, Cr Murray Cox, Cr Matt Murphy

**3 PUBLIC FORUM**

Russell Armstrong – At the entrance to the Cemetery, the tar seal off Glen Lyon Road is breaking up and has not been touched since it was laid in 1990. Also, the road where the Herse goes in and the circle it follows is breaking up. The rest of the Cemetery is good.

Mr Armstrong states the car park by the Events Centre needs to be tar sealed and that the Community Board put 34k into this area a few years ago which should have come out of Riding.

Pat Shukar- Along the River Walk there is a lot of Broome, it is now too late to spray because of the bees, but could it be cut and removed. Someone has cut a tree down by the bike park where the mountain bikes jump down. They have left a mess and this needs to be tidied up.

Mrs Shukar would like to still be involved in the BMX park – it needs to be sprayed, also with the amount of wear and tear it has dropped in size, could it be added as a project as we will need some money this time?

Tanya Coles states that in the Events Centre she was unable to fill a water bottle and said that the toilet tap needs an adjustment so that you can fill up water bottles.

Mrs Coles stated people want to use the pool as a low impact exercise option but at present, there is no accessibility. We would like the pool to be adjusted to allow older people or people with difficulties to gain exercise, something like a ramp or an assisted lift into the pool.

Charlotte Borrell talks to the pool issue stating that it is a worthwhile project. Miss Borrell will do some research into what is done at other pools. Bernie Haar states there is a hydraulic chairlift that has been available for quite some time.

The Chair, Jacqui de Buyzer asks the Mackenzie District Council staff to please introduce themselves.

#### 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 5 REPORTS

##### 5.1 TWIZEL COMMUNITY BOARD MATTERS UNDER ACTION

###### COMMITTEE RESOLUTION TWCB/2019/209

Moved: Member Jacqui de Buyzer

Seconded: Member Renee Rowland

###### COMPLETED/RESOLVED ACTIONS

###### Market Place Completion:

Subject to getting approval from the property owners the Twizel Community Board, requests to have removable bollards (with bike stands) installed.

**CARRIED**

#### SHORT TERM ACTIONS

Donated Seat Installation: Angie Taylor speaks regarding seats donated by the Cancer Society. The seat installation has been ordered and should be here very soon. They are bright daffodil yellow to match the Cancer Society and will have a plaque to explain where they come from. They are going in next to the playground area in the middle of the market place.

Theatre Ends Barriers: – The seats are have been installed and the damaged covers replaced. The theatre barrier ends can now be completed, possibly before Christmas.

Pool: – The pool is all underway and has been well received. The remaining works are to complete the lining and the small pool (learners pool) and finishing the filter shed along with filling in the groundworks and completing the toddler splash pad and they will be open this season, it is hoped to be open by the 20th December but this is weather dependant.

Market place completion: – Mackenzie District Council is working with a local builder and has sent ideas to an architect. These should be ready by the January meeting. This project has been split into sub-projects (part 1) which is looking at steps going up to the council office and the ramp which will go up through the tussock garden. To make it more usable, the ramp (part 2) that goes under the

## Twizel Community Board Meeting Minutes

2 December 2019

veranda heading down towards Hydro will be upgraded so that it meets the wheelchair grade. There are two smaller parts which will then be drawn up, this is the garden that faces Hydro where there is a wall which is being turned into seating. This will then match the seating in the market place. The other smaller part is some bollards to improve safety around the shops. There are some concerns around vehicles and pedestrians along with service vehicles and tourists so the board would like to look at removable bollards that double as bike stands (shown a picture of bollards). You would still be able to drive up the first part of the ramp from the car park but the bollards would be in line with the building where the Real Estates/Accountants comes out. It was considered that it would be great to get in before Christmas just for the safety aspect. There is some consultation needed with the shop owners in terms of the right of way. The Board is happy for the Council to continue with this if they could get agreement from the shop owners. Miss Taylor will talk to property owners. It is noted that if there is any opposition from the shop owners to please let the board know before the next meeting.

Sports Hall Floor: Miss Taylor has received only one quote and may have to work with this. It is a fairly specialised area. This item to be brought to the next meeting.

Man Made Hill: We are waiting for a reply from the golf club.

Wi-Fi in the Market Place: It is noted that it has been on the agenda for over two years. Spark is doing a basic outline of costs which will be shared at the next meeting. At present Wi-Fi is free around the library which is at the school. It was stated that it can feel a little uncomfortable for families and children with people lingering around. It is proposed that it is moved into Market Place to make it friendlier and more functional place for visitors. There is also a good opportunity to capture demographic data on who is visiting the town, why and how. This enables business and local groups to respond to that information and adjust their business.

It is noted that there are plans for ultrafast broadband to be rolled out and it may pay to wait until this happens. It is understood that this is coming in the early part of next year which may save considerably in connection costs rather than jumping ahead. Member Rowland to do some research on this.

Sealed Path on Glen Lyon Road: Scott McKenzie states that the sealing of the path on Glen Lyon Road is not in the long term plan at this stage but it can be put in for next time. At present we have Ostler/Ohou Roads on the long term plant that has been discussed previously but this is still at this stage at year seven or eight, but we are trying to bring that forward. The footpaths are now funded by NZTA which came out in the last round of funding that was announced through the governments' new policy. Council is trying to make the most of that but at this stage, it is outside of our budget. If it was to be brought forward we would have to look at how it was funded.

At this stage from a roading perspective, council put in a three year funding bid to NZTA and there is not much scope to change that once it has been put in.

Chair de Buyzer questions that she understood that there was a special funding pool that could be applied to separate to the long term plan.



Mr McKenzie replies that there is a separate funding mechanisms but they have been significantly reduced. It is not off the table but they have changed the way that money is allocated so it is now under the Safer Network Alliance.

Mr McKenzie states it is better to go with NZTA funding as a lot of the TIF submitted applications have been turned down. So without significant money, this project is not achievable. Council is waiting for the next funding cycle which is in 2021 to put in the next bid.

Chair de Buyzer questions council staff regarding sealing those pieces of walkway around the front of the town, is this under short term or long term actions? A reply was given by Miss Borrell that she will need to get quotes and what type of surface that they would like and then come back to the Community Board with pricing and where the walkways should be.

Chair de Buyzer states that she believed and that it was minuted, that council were going to seal the walkway around the front of the town through the disc golf club as Cr Hannigan was going to discuss with the club people so that we did not upset their business. Cr Hannigan's name is to be replaced by Member Renee Rowland.

There was some discussion regarding getting the quotes regarding doing more of the clay replaced and council were going to go back and get further quotes.

Chair de Buyzer requests that we look through the minutes to see what was said around this previously.

The feeling was that we would need to do this once and do it right.

## 5.2 TWIZEL COMMUNITY BOARD FINANCIAL PERFORMANCE OCTOBER 2019

### PURPOSE OF REPORT

The financial report for the community board for the period to October 2019. The purpose of which is to update board members on the financial performance of the Twizel Community as a whole for that period.

Simon Mackenzie gives an overview of the report. Revenue is slightly over and Operating Expenditure is slightly over. There was some discussion for clarity on the information given.

The new budget comes in June.

### COMMITTEE RESOLUTION TWCB/2019/210

Moved: Member Jacqui de Buyzer

Seconded: Member Amanda Sargeant

1. That the report be received.

**CARRIED**

**5.3 ANNUAL REPORT SUMMARY 2018/19**

Katherine Hill gives an overview of the report.

**STAFF RECOMMENDATIONS**

That the information be noted.

**5.4 CORRESPONDENCE FROM DEAN AND SANDY NELSON**

There was discussion around the resiting of the bus parking and how easy would it be to do.

Council staff states that we are required to provide for an intercity bus standardised drop off and pick up point. However, they did not believe that there is any reason why it couldn't be shifted if it was deemed appropriate.

There was discussion around the position of the proposed parking and how dangerous the parking is at present. There are legalities that must be considered around the position of any proposed parking area and ownership of the land.

The Community Board would like to support this in principle and would like to direct staff to look into this with a sense of urgency. They would like it to be put on to the Agenda for the next meeting.

The Community Board would also like it noted that they would like to look at signage and a bus shelter as the one that is there is really uninviting and unhelpful.

**STAFF RECOMMENDATIONS**

That the information be noted.

**5.5 CORRESPONDENCE FROM SAM FRANK AND CAYLEN TAYLOR**

Member Amanda Sargeant has spoken to Sam Frank and Caylen Taylor. She states that she has not seen the final product but it is a box to help people learn to skate. We will need to have someone to have a look at this regarding legalities and Health and Safety around the product and placement. The Board would like to send a letter congratulating the boys on their initiative. The next point is for Sam Frank and Caylen Taylor to meet with Angie Taylor.

**COMMITTEE RESOLUTION TWCB/2019/211**

Moved: Member Jacqui de Buyzer

Seconded: Member Amanda Sargeant

1. That the report be received.

**CARRIED**

**5.6 RESOURCE CONCENT APPLICATION - REQUEST FOR AFFECTED PARTY APPROVAL****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.

Photos shown to the Board to give perspective. The Twizel Community Board recommend to Council that affected persons approval be provided to construct a cottage to be used for visitor accommodation for up to two guests, 17m from the boundary of Lot 9 DP 73154, (North West Arch Twizel), with Lot 14 DP 73154 that is owned by Council and zoned Recreation P (Passive).

**COMMITTEE RESOLUTION TWCB/2019/212**

Moved: Member Jacqui de Buyzer

Seconded: Member Tracey Gunn

1. That the report be received.

**CARRIED****COMMITTEE RESOLUTION TWCB/2019/213**

Moved: Member Tracey Gunn

Seconded: Member Renee Rowland

2. That the Twizel Community Board recommend to Council that affected persons approval be provided to construct a cottage to be used for visitor accommodation for up to two guests, 17m from the boundary of Lot 9 DP 73154, (North West Arch Twizel), with Lot 14 DP 73154 that is owned by Council and zoned Recreation P (Passive). (Option 1)

**CARRIED****5.7 GRANT REQUEST - TWIZEL MARKET PLACE CHRISTMAS DECORATIONS - MACKENZIE COMMUNITY DEVELOPMENT PROJECT**

The Community Board and the community would like more sustainable decorations. This request is primarily going to the creation of a Santa grotto. The community board granted \$400 last year and also quite a substantial amount was given by the shopping centre businesses and a private donation. All of the decorations from last year are still available and also available for the community to use for different functions.

It is suggested by the board that going forward and due to lack of funds that the retailers could contribute more. It was stated that a letter has gone out to the retailers. It was also suggested that there needs to be a committee at the convened beginning of the year to look at this. Due to lack of funds, this request was denied.

**COMMITTEE RESOLUTION TWCB/2019/214**

Moved: Member Jacqui de Buyzer

Seconded: Member Renee Rowland

## Twizel Community Board Meeting Minutes

2 December 2019

1. That the report be received

**CARRIED****COMMITTEE RESOLUTION TWCB/2019/215**

Moved: Member Renee Rowland

Seconded: Member Amanda Sargeant

2. That the Twizel Community Board declines the grant request for \$1075 including GST from the Mackenzie Community Development Project for holiday/Christmas decorations for the Twizel Market Place

**CARRIED****GRANTS REQUEST - EVENTS CENTRE HIRE - LEADERSHIP 4 WOMEN SYMPOSIUM**

In the future, the Board would appreciate more time to consider a request. It was asked if the new Communications Advisor would be able to put a notice on the Mackenzie District Council website asking people who are requesting grants to make sure they put them in with two months notice. It was considered that this could be the start of something exciting for Twizel. It is noted that this is a one off grant and cannot be counted on in the future.

**COMMITTEE RESOLUTION TWCB/2019/216**

Moved: Member Jacqui de Buyzer

Seconded: Member Amanda Sargeant

1. That the report be received.

**CARRIED****COMMITTEE RESOLUTION TWCB/2019/217**

Moved: Member Jacqui de Buyzer

Seconded: Member Tracey Gunn

2. That the Twizel Community Board grants \$500 including GST from the Leadership 4 Women Symposium for hire of the Twizel Events Centre for the symposium on 9 November 2019.

**CARRIED****5.8 GRANT REQUEST - KAI AND KOHA RIDE TWIZEL - MACKENZIE COMMUNITY DEVELOPMENT PROJECT**

This is a new initiative starting this year.

**COMMITTEE RESOLUTION TWCB/2019/218**

Moved: Member Jacqui de Buyzer

Page 8

## Twizel Community Board Meeting Minutes

2 December 2019

Seconded: Member Amanda Sargeant

1. That the report be received.

**CARRIED****COMMITTEE RESOLUTION TWCB/2019/219**

Moved: Member Jacqui de Buyzer

Seconded: Member Amanda Sargeant

2. That the Twizel Community Board grants the request for \$100 including GST for from the Mackenzie Community Development Project for brochure delivery and advertising costs the Twizel Kai and Koha Ride.

**CARRIED****5.9 GRANT REQUEST - EVENTS CENTRE VENUE HIRE FOR MEET THE CANDIDATES EVENING - MACKENZIE COMMUNITY DEVELOPMENT PROJECT**

There was discussion regarding why the community fund would pay for this and how appropriate it is for them to do so. There is a request from the Community Board for Miss Borrell to look into how other boards have considered this. This item is to be carried over for investigation.

**COMMITTEE RESOLUTION TWCB/2019/220**

Moved: Member Tracey Gunn

Seconded: Member Jacqui de Buyzer

1. That the report be received.

**CARRIED**

2. That the Twizel Community Board puts aside the grant request for \$135.25 including GST from the Mackenzie Community Development Project for hire of the Twizel Events Centre for the Meet the Candidates Evening.

**5.11 GRANT REQUEST - TWIZEL COMMUNITY DINNER**

This was considered a great initiative starting this year. There was discussion regarding how this dinner could be more self-funding. As the items for the dinner are donated it was considered that it would not be appropriate to charge those who are in need.

**COMMITTEE RECOMMENDATION**

Moved: Member Jacqui de Buyzer

Seconded: Member Tracey Gunn

1. That the report be received.

**COMMITTEE RESOLUTION TWCB/2019/221**

Moved: Member Amanda Sargeant

Page 9

Seconded: Member Jacqui de Buyzer

2. That the Twizel Community Board grants \$166.05 including GST to cover hire costs of the Twizel Events Centre for the Twizel Community Dinner.

**CARRIED**

## 5.12 GRANT REQUEST - TWIZEL AREA SCHOOL PRIZEGIVING

This grant is traditional and it is a great way of supporting our school.

### COMMITTEE RESOLUTION TWCB/2019/222

Moved: Member Renee Rowland

Seconded: Member Amanda Sargeant

1. That the report be received.

**CARRIED**

### COMMITTEE RESOLUTION TWCB/2019/223

Moved: Member Jacqui de Buyzer

Seconded: Member Tracey Gunn

2. That the Twizel Community Board grants \$100 including GST for the Twizel Area School's annual prize giving.

**CARRIED**

### General Business

1. The chair would like it noted that any information or items for the agenda must go through either the chair of the board or through the Mackenzie District Council Chief Executive Officer.
2. There have been complaints regarding the time that workers from Whitestone are starting to do leaf blowing. They used to start at 6am and now starting at 8-9am and this is causing difficulties with the shop owners and the public.
3. When there is an event in Twizel or a long weekend the community would like to have the lawns mown to have better presentation of the town. It was suggested that a calendar of events would be an advantage to allow this to be done. This will be looked into by Miss Borrell.
4. Drinking fountains: Something to add to the long term plan.
5. Due to changes happening at the school there are questions around the community library and will this change funding. The Board would like confirmation that the Mackenzie District Council will keep the library the same size that it is now or larger. Cr James states that the Mackenzie District Council has a contract with the school to co-fund the community library and there is no reason why that would change just because the building is being refurbished. The principal and the board are making a presentation to the council on the 17<sup>th</sup> of December and this issue will be discussed at this time.
6. Update on the Pool: There have been some challenges managing the upgrade and equipment failures. There has been new lighting installed and hot showers which allows us

Twizel Community Board Meeting Minutes

2 December 2019

to charge tourists when they come to the pool. Streets ice-cream is also now available, Streets sponsored some free giveaways on the opening day. There is a water fountain for filling drink bottles and drinking and new picnic tables. Meridian has come on board doing a \$100 'splash and cash' on opening day along with some giveaways. Miss Borrell is working along with Meridian on getting some umbrellas. There are other things planned over the next couple of years. It is suggested that there be shower curtains installed. Miss Borrell is going to look into this.

**The Meeting closed at 5.20pm.**

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

.....  
**CHAIRPERSON**

**9.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 4 DECEMBER 2019****File Reference:** na**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** ,**Attachments:** 1. **Minutes of the Tekapo Community Board Meeting on December 4, 2019****RECOMMENDATION**

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 4 December 2019 be received.

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





# **MINUTES**

## **Tekapo Community Board Meeting**

**4 December 2019**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TEKAPO COMMUNITY BOARD MEETING  
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO  
ON WEDNESDAY, 4 DECEMBER 2019 AT 4.00PM**

**PRESENT:** Member Steve Howes (Chair), Member Caroll Simcox, Member Sharron Binns, Member Chris Scrase, Cr Matt Murphy

**IN ATTENDANCE:** Mayor Graham Smith, Kathrine Hill (Senior Corporate Planner), Charlotte Borrell (Community Services Officer), Bernie Haar (Engineering Manager), Cr Murray Cox, March Crocker (Governance Advisor).

**1 OPENING**

Chair Steve Howes opened the meeting at 4.02pm.

**2 APOLOGIES**

**COMMITTEE RESOLUTION TKCB/2019/171**

Moved: Member Sharron Binns

Seconded: Member Chris Scrase

That the apology received from Suzette van Aswegen (Chief Executive Officer) Cr Stuart Barwood and Cr Anne Munro be accepted and leave of absence granted.

**CARRIED**

**2 PUBLIC FORUM**

No members of the public wished to address the Board.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 REPORTS**

**5.1 TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION**

**COMPLETED/RESOLVED ACTIONS**

**SHORT TERM ACTIONS**

**Western Carpark:** Mr Scott McKenzie states that the Western Carpark is underway the asphalt was completed yesterday and hoping to be finished in two weeks. There is temporary line marking that is similar to what was there but extended given that the carpark is now larger. In January the whole carpark will be resurfaced and at that point, the hatching and marking will be completed. Mr Bernie

Haar states that this will increase the capacity and but more importantly it will sort out the traffic flow in and out of the supermarket. Mr McKenzie states that council is also trying to move the buses out of the area, the plan is to get a designated bus park. At this stage, the bus park is going across in Simpson Lane but that is in the absence of anywhere else suitable in the current environment that we have. Mr McKenzie has talked to the landowner of the burnt-out hotel regarding boarding up the building so that the fences can be moved to gain access to the pathway.

**Church of the Good Shepard:** Mr McKenzie states that at the moment we have half the material needed to form the bund. We are looking to take a bank off on Andrew Don Drive and make it wider to make it more accessible. From there the fill will be used in the church carpark to form the mound. This will be done after Christmas to cause as least disruption as possible. There are approximately 17 carparks directly in line with the church with 20 parks by the dog statue. The Board had discussed about using rocks to stop cars parking on the grass. Mr Haar says there is a resource consent lodged with council around activity at the church which will include traffic and parking. Mayor Smith would like marking for disabled parking.

**Pay Toilet Review:** There is a review scheduled for May 2020. When the carpark across the way is completed the buses will be redirected. There will be new signage in the parking area to stop cars parking in the bus parking area. Mr McKenzie has been in contact with Judy Chang (bus companies) to sort out when the transition will take place. Chair Howes states that it is great to see the formed pathways down to the toilets.

The Board has some discussion regarding the reasons some of the public wanted the pay mechanism removed which was to stop people from defecating around the back of the building.

Mayor Smith states that it is a tourist service and the costs should not come from the ratepayers. Chair Howes states that we should keep the status quo.

**Bus Shelter:** Mr McKenzie informs the board that the application has been submitted and have heard some initial feedback but are waiting for a final announcement. Mayor Smith states that 50% was indicated for a co-funding. Mayor Graham has sent a strong communication around the fact that we are now beating Queenstown in the number of tourists affecting our area and the number of residents here in the way of visitor nights per resident and is recognised as a tourist hotspot.

An application plan for two modular type design shelters was put in. An initial estimate has been done, but there are no plans as yet. What we want is a design that we can just bolt together so that you can sit a pad down, put some poles in and put a roof on and then you could abut them together so that allows if the numbers grow we can just bolt another few sections together and we have a bigger shelter that is aesthetically pleasing. There was discussion regarding the location of the bus parking and the safety of the public. The plan is to resurface the whole western carpark, this will take off all the existing markings and leave a blank canvas to remark. Mr McKenzie will be talking to Foodstuffs regarding getting service vehicles in and out of the location.

**Permanent Walkway from Simpson Lane to Main Carpark:** At this stage, there is no change to this. We are restricted by where the Supermarket is located and where their land parcels are. We cannot effectively direct people into their carpark. Member Simcox asks is there any chance that we can get a form of surfacing or marking that directs people around the outside of the fence? Mr McKenzie states that he has had discussions with Foodstuffs with the last community board but they are not keen to direct anyone into their carpark. Cr Cox asks if the public could go around the other side of the supermarket as there is a natural pathway? There was a discussion by the board around this suggestion. Mr McKenzie will look into whether this could be an alternative.

**Barbara Hay Reserve Landscaping:** Miss Borrell states that she has had the surveyor out to mark the boundary and this has allowed the development of a concept plan and hopes this will be ready

for the first meeting of the board, if not it will be ready for the second. At this stage, she states that the trees that will be pulled down will be marked so that the community knows which trees are affected. This is the plan that had already had been approved and everything has previously been discussed but this allows for clarity with the new board. This also applies to the reserve on D'Archaic Drive. These will be finished in this financial year for the next planting season. Miss Borrell asks the board how they would like to name the reserve. Would they like to involve the school children? What would the community like to see? The concept for this reserve is to have a cricket pitch in the middle with some levelling. There will be two frisbee disc golf baskets near the D'Archaic end with tree planting all the way through. There will also be picnic tables, a barbeque and a drinking water fountain. Council is looking at provision for football with all the family games around the outside which allows for a couple of goalposts to go in for family football. This is something that will be used by the community and for families verses the lakefront which is aimed at tourism. Funding is available for both reserves.

Member Chris Scrase asks about drinking fountains, (back to Mr McKenzie and the pathway around the north side) she would like to see some drinking fountains as the dumping of bottles is an issue. Is there any way in any of these plans we can think about water and reducing the amount of plastic that we are putting in our landfill. Mr McKenzie states that he cannot fund drinking water fountains as this falls into the Community Facilities sector but there are ways and means around this. There is water there and it is a matter of tapping off and the cost of doing so. Miss Borrell will look into drinking fountains in this area.

**Mackenzie Community Housing Trust:** Mayor Smith states there is some work going on with this on a number of fronts.

**60Km Speed Limit Extension:** Mayor Smith states that the consultation has been done and now NZTA is coming back with what they are going to do. Mr Haar states that they are going to present us with some ideas. Member Simcox will be attending this meeting and will be forwarding a few additional photos before the meeting.

**Pioneer Drive Traffic Calming:** The last this was discussed by the Community Board, there was discussion around the requirement for a potential by-law amendment and there was some investigation on this. Speed bumps have been installed. Mr McKenzie states that the by-law at the moment, right across the country, they are looking at speed (as seen in the media). There is still discussion with NZTA around what is going to happen with speed limits if the Ministry of Transport is going to take this back in house and they are going to set speed limits internally from central government level or if they are going to leave it with councils and make that decision. Currently, our speed limit by-law can be reviewed at any time. At the moment we are going to wait to see what happens here at Tekapo. This has an impact on our by-law about what happens with our side roads depending on what changes may be made. A number of other councils have jumped in but they have found that they have spent a substantial amount of money implementing speed limits given the signage. Council has a number of roads that are being looked at but are waiting for guidance from NZTA and Environment Canterbury who are rolling out the program. This is still an evolving process at the moment but Council has put in traffic calming devices to limit speed as best we can at this stage. There are signs currently in place (with people crossing and cycling cross here) on Lilybank, Braemar and Godley Peak Roads.

Community Board Member states that on Lilybank Road people obviously speed is going up and now there are camper vans going into the homestead carpark. We haven't had as much of this previously but there has been a surge in camper vans.

There is still a speed hump to go in on Pioneer Drive and council staff are finalising the location of this. There are two more for Lakeside but at the moment we are trying to work out where they are going to go. Preferably close to the playground.

Mayor Smith states that he has had some emails from concerned residents on Pioneer Drive concerned about the speed humps. They have been big advocates of speed reduction but they do not like the humps. It is noted by the board that this is a temporary measure and is in the trial process and the humps are by far the most practical option while we are trialling speed reduction.

Chair Howes states that the focus is a safety matter, not a noise matter.

Mr Haar states that it is very evident that a series of humps brings the speed down. We all recognise that we have to do something now.

Mr McKenzie says that the raised pedestrian crossing outside the school is finalised but is still working around the design aspects and talking to the school around the timing of the work at the school.

**Boat Ramp Access from Neil Anderson Way:** Member Simcox states that we are waiting for council to come back with some plans and quotes. Once completed the board can continue to pursue that in preparation for over the next season. We have to get costings and plans first before we can go back to Genesis. The funding of this work is separate to any of the other grants as they have obligations under the agreement. The time frame expected is to get feedback from council early next year and will try to get plans. The best time to get the work done would be October next year when the lake is low.

**Walkway Sealing:** Chair Howes states there was a conversation around the board asking council staff to approach NZTA to see if we could obtain funding to seal some walkway/cycle tracks. Mr McKenzie reported that this was unlikely within the next two years. There is still some money out there, there is the Safer Networks Program that has been brought out from NZTA for safety projects. It is getting the government to acknowledge that Tekapo is a place that tourists want to come and see and that this is causing safety issues without having to have crash data.

Chair Howes asks how could this be funded if not through NZTA? Mr McKenzie reports at the moment Council has previously funded 100% of the walkways. In the last GPS government policy statement was put out there was a signal that active transport modes around health and wellbeing would be funded. This was changed to get people out of cars and onto more active means of transport, as such funding is available for new shared space pathways. Council has put on hold any significant footpath works and Ultra-Fast Broadband is being rolled out across the District. Contractors are working in Twizel at the moment they are effecting all footpaths within the Town.

The roll out of Ultra-Fast Broadband for Tekapo is scheduled for December 2020.

## 5.2 TEKAPO COMMUNITY BOARD FINANCIAL REPORT

### PURPOSE OF REPORT

That the Tekapo Community Board are updated regarding the financial performance of the Tekapo Community as a whole.

Chair Howes states that in the past, there was a more detailed analysis of the financial report. The new summaries are great but in the past there was one page of detailed expenses report.

It was stated that throughout the Community Boards is a high-level traffic light type report. The comments should explain.

At the end of the financial year, we will be bringing more detailed information.

Member Simcox would have preferred a bit more information.

Mayor Smith states that the council has moved to a higher level of reporting. You can look at it and see Operating Expenditure has gone well over but you can see a lot of that is due to the eastern carpark which was TIF funded (and others) but there was a contribution so there is a local share element. Capital Expenditure still under but when you go back through you can see where the expenditure is occurring. When the MBIE funding is received, that will put the Board back in the green.

Tekapo hall hire was going downhill. Miss Borrell is working to see how we manage the bookings so that we can get better reporting. At times there has been a delay in getting the information into our system. Miss Borrell is going to check when the Council hires the hall as this needs to go into the Tekapo financial report.

Chair Howes asks what budget is there that could be used to potentially improve the catering equipment and level of facilities and services in the community hall as this would have a roll-on effect of better usage? Miss Borrell states that there is not a specific budget but we are coming into budget setting at the moment. This can be discussed where the Board would like to put money. From the previous Community Board, Miss Borrell is chasing IT about a price for a screen (pull-down permeant screen that would stay for the projector). We may have to lock the kitchens and have a stock list and it is checked. A deposit paid by hirers would also be required.

### COMMITTEE RESOLUTION TKCB/2019/172

Moved: Member Sharron Binns

Seconded: Cr Matt Murphy

That the report be received.

**CARRIED**

## 5.3 ANNUAL REPORT SUMMARY 2018/19

### STAFF RECOMMENDATIONS

That the information be noted.

#### 5.4 CORRESPONDENCE FROM R RAYWARD

##### Regarding Speed Limit on Pioneer Drive:

**COMMITTEE RESOLUTION TKCB/2019/173**

Moved: Member Caroll Simcox

Seconded: Member Chris Scrase

1. That the correspondence be received.

**CARRIED**

#### 5.5 GENERAL BUSINESS

**Genesis Tekapo Township Grant:** There are some applications and information is on the Mackenzie District Council website and Facebook page and the Tekapo community page. Members will make people aware that there is funding available. The grant has accumulated to \$33 thousand which is available for the Community Board to allocate as they discern.

**George Scott Walking Track Tekapo Trails:** There was correspondence from Lynn Martin on the matter of the state of the track. This was regarding the works, felling of trees and tidy up of the area. Mr McKenzie states that the felling operations are complete but there is still a root raking exercise of the slash to occur. Mayor Smith states that this is to start today or tomorrow. If the Tekapo Trails group would like to reinstate/improve the track they will need to make an application to the Council to undertake this work.

**Long Term Plan Updates:** Miss Borrell states that when the parks are complete we will look at the Lakefront. It would be good to have the information and more feedback from the locals and tourists and take that to the planning for the Lakefront Domain.

**Update on Mobile Trading:** As a temporary arrangement, trade will continue as last summer. Miss Borrell states that the Alps to Ocean alternative start has been moved into the Hamilton Drive Carpark. In discussion, it is stated that there are six licences available for mobile traders with the Lakeside Carpark being designated the zone and it is not suitable for anyone with food due to the dust. Miss Borrell states that they cannot trade within 200 metres of existing business (food to food). This could be looked at in the next District Plan review. Chair Howes asks that if decisions are made could please be channelled through to the Community Board? Miss Borrell will get an update for the next meeting from planning to find out a few spots for them to choose from. Mr McKenzie states that wherever they are setting up needs to be safe and not directly on the side of a road where there is a lot of people would be waiting and not sending cyclists straight out on the highway to cause issues. Chair Howes states that it is important to the Community Board to identify an alternative site.

**Communication Channels:** As members of the Community Board we are trying to improve the communication flow with the community. Mayor Smith states that the Community Board should have their own means of communication but can also work in conjunction with the Mackenzie District Council Communications Advisor (Chris Clarke) and work together on this. Mayor Smith will engage with the Council regarding the communication channels between staff and Community Board.

Miss Hill states that the Council does not keep a database of contact details. We use our website and our Facebook page. Miss Hill encourages the members to engage with the community and

talk to Mr Clarke if there is a particular item that they would like to get out to the community, as it is best to come from the Community Board and supported by Council. Council is working toward developing an Engagement Strategy and work is being done around a Communication Strategy. Chair Howes would like it noted that Mr Clarke has made a noticeable difference in the communications process. The Community Board would like to keep the communication flow open, transparent and available particularly to the absentee homeowners because their voice should ultimately feature in the District Plan Review. Mr Haar states that the Assets Team has, in the past, used the Promotions email database to get information out, such as water outages and collection of rubbish out to the community and this seems to work. Chair Howes states that Community Board needs to look at some technology as a means to build up a database with the consent of the subscribers to push out appropriate notices to them and it may well be possible that those notifications would also be on the Council website and Facebook page.

**Radio New Zealand Transmitter:** Miss Borrell gives some background around the transmitter and its use in the community. At some point, this will be turned off. They would like to filter out the interference but they may not be able to and if they can it would be temporary. What they would like is for the Community Board to purchase a new transmitter which is approximately \$3,000 (depending on the exchange rate) with the installation at no cost. Miss Borrell will send more information to the Board. It is not just being able to listen to the radio (Radio New Zealand) but it is also a mechanism if there is a natural disaster. This takes the focus on to emergency communication. This transmitter could be turned off at any point in time making this fairly urgent. Member Scrase states that this item would be a candidate for the Genesis Grant application. Miss Borrell will get in touch with the appropriate parties.

**Request for Plan of Works:** Mr McKenzie states that he could communicate a list of projects that Council plan to undertake for the year (in quarters), and possibly some areas, issues are always weather dependant, time delays and contractors, and it is always a balancing act. This plan to be emailed to the Chair. Miss Hill states that she will work with the Community Board to set the Annual Plan and once this is adopted she will come to the meeting and run through the items with the Board.

**Public Meeting:** The information regarding concerns has all been well documented.

**Church of the Good Shepherd:** There is a celebration of the landscaping at 4.00pm on Saturday 7<sup>th</sup> December.

**Tekapo Recreational Park Society:** AGM was held two weeks ago. The committee comprises of six existing members plus one new member. Work continues in the park with working bees set for January through to April.

**St John:** There is to be an emergency services meeting with Phil Mackay in two weeks that involves Fire, Civil Defence, St John, Mackenzie Coastguard and Genesis.

**Progress on the School:** Work is on track there may be an need to use the community hall at the beginning of next term, but very much working on time.

Chair Howes would like to pass on behalf of the Community Board a Merry Xmas to the Councillors and the Council staff for all of the work they do during the year.

#### STAFF RECOMMENDATIONS

1. That the information be noted.

The Meeting closed at 6.15pm.



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

.....

**CHAIRPERSON**

**9.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 5 DECEMBER 2019****File Reference:** na**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** ,**Attachments:** 1. Minutes of Fairlie Community Board meeting on December 5, 2019  **RECOMMENDATION**

That the Minutes of the Fairlie Community Board Meeting held on Thursday 5 December 2019 be received.

That Council notes the following resolutions from the Fairlie Community Board:

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



# **MINUTES**

## **Fairlie Community Board Meeting**

**5 December 2019**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
FAIRLIE COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON THURSDAY, 5 DECEMBER 2019 AT 4.30PM**

**PRESENT:** Mr Les Blacklock (Chairperson) (Community Board Member), Member Damon Smith (Community Board Member), Member Leaine Rush, Member Angela Habraken, Cr Murray Cox

**IN ATTENDANCE:** Simon Mackenzie (General Manager Operations), Katherine Hill (Senior Corporate Planner), Bernie Haar (Engineering Manager), Scott McKenzie (Roading Manager), Charlotte Borrell (Community Services Officer)

**1 OPENING**

Chair Les Blacklock opens meeting at 4.31pm.

**2 APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION FCB/2019/130**

Moved: Member Damon Smith

Seconded: Cr Murray Cox

That the apology received from Mayor Graham Smith, Suzette van Aswegen (Chief Executive Officer), Cr Anne Munro be accepted and leave of absence granted.

**CARRIED**

**3 PUBLIC FORUM**

NIL

**4 DECLARATIONS OF INTEREST**

NIL

**5 REPORTS**

**5.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING 19 NOVEMBER 2019**

**COMMITTEE RESOLUTION FCB/2019/131**

Moved: Member Angela Habraken

Seconded: Member Damon Smith

1. That the Minutes of the Fairlie Community Board Meeting held on Tuesday 19 November 2019 be received and adopted as a true and accurate record of the meeting.

**CARRIED**

## 5.2 FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION

**War Memorial Maintenance:** To be completed after Christmas

**Problem Dogs:** The signs are here and it is to be confirmed where they are to go. The Village Green and on Grey Street to get signs. The concern is mainly around the playground and the bus areas.

### COMMITTEE RESOLUTION FCB/2019/132

Moved: Mr Les Blacklock (Chairperson)

Seconded: Member Angela Habraken

**Community Centre Heating:** That the Community Board accept the quote from the Heat Pump Shop that has been tendered.

**CARRIED**

**Security Cameras Fairlie:** No change.

**Regent Street:** No change. There was some discussion regarding the parking and sealing of local roading. There is a lot of dust at this time of the year. There will be consultation with the community.

**Wi-Fi for Fairlie Main Street:** Chorus will be winding this out Ultra-Fast Broadband will be rolled out in Fairlie in 2022.

**Abley Transportation Strategy:** We are waiting for vision input and consultation data, it will likely be available later next year. The result of this will go into the Long Term Plan.

**Street Lighting:** Members to let Bernie Haar know if there are any dark areas that they are concerned about as the 85% subsidy for street lighting is still available until June 2020. There has been an area past the pre-school that has been identified as being dark.

**Rating System:** As part of the Long Term Plan background work, in the half of 2020, council will be doing a funding and rating review. Any change will go through consultation as part of the March-April 2021 review and would not come into effect until at least 1<sup>st</sup> July 2021.

**Dog Park in Fairlie:** It was considered that there was a need to ask the community how they feel about putting in a dedicated dog park as it would be used mainly by travellers. We do have an area that could be allocated and at little cost if it is so desired.

### COMPLETED/RESOLVED ACTIONS

#### COMMITTEE RESOLUTION FCB/2019/133

Moved: Mr Les Blacklock (Chairperson)

Seconded: Member Damon Smith

That the report be received.

**CARRIED**

### 5.3 FAIRLIE COMMUNITY BOARD FINANCIAL REPORT

#### PURPOSE OF REPORT

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

Mr Simon Mackenzie gives an overview of the budget.

There was some discussion regarding the hall, its maintenance and the cost of heating as the hire of the hall is plus heating. It was considered that the hall was not getting enough use.

It was suggested to move the existing accessible carpark from the Council carpark to the rear of the Fairlie Community Theatre carpark and to give clear signage and allocation of mobility parking.

The Domain is nearly finished and the Flying Fox is nearly ready and a drinking fountain should be in next week. There is a park bench to go in at the top of the stairs and there is provision in the existing playground to enlarge the area to add other options. Next year in the Community Hall there will be a plan for the upgrade of the Enid and Jack Hutt Community Lounge for the Board to discuss.

The Strathconan Swimming Pool has had some upgrades, however, there are issues with the filtration system with the existing pump being nursed along. The system is having constant maintenance so the plan is to get through the season and next and then put it into a long term upgrade.

#### COMMITTEE RESOLUTION FCB/2019/134

Moved: Member Damon Smith

Seconded: Member Angela Habraken

That the report be received.

**CARRIED**

### 5.4 ANNUAL REPORT SUMMARY 2018/19

The information is available here at Council, the Library and at Heartland for public viewing.

#### STAFF RECOMMENDATIONS

That the information be noted.

**5.5 GRANT REQUEST - MACKENZIE SWIMMING CLUB****PURPOSE OF REPORT**

For the Fairlie Community Board to consider the grant application for \$869.57 excluding GST from Mackenzie Swimming Club for the 2019/20 season pool hire costs.

**COMMITTEE RESOLUTION FCB/2019/135**

Moved: Member Leaine Rush

Seconded: Member Damon Smith

1. That the report be received.
2. That the Fairlie Community Board grant \$250 excluding GST to Mackenzie Swimming Club towards the hire of the Strathconan Community Swimming Pool for the Swim Club season.

**CARRIED****5.6 GRANT REQUEST - SOUTH CANTERBURY NEIGHBOURHOOD SUPPORT****PURPOSE OF REPORT**

For the Fairlie Community Board to consider the grant application for \$176.96 excluding GST from South Canterbury Neighbourhood Support.

Could this be funded by the Emergency Services?

**COMMITTEE RESOLUTION FCB/2019/136**

Moved: Mr Les Blacklock (Chairperson)

Seconded: Member Angela Habraken

1. That the report be received.
2. That the Fairlie Community Board declines granting \$176.96 excluding GST to South Canterbury Neighbourhood Support for a free prize draw (Emergency kit 4 person) and leaflets at the Mackenzie Highland A&P Show 2020.

**CARRIED**

**5.7 GRANT REQUEST - FAIRLIE SWIMMING****PURPOSE OF REPORT**

For the Fairlie Community Board to consider the grant application for \$555.00 (excluding GST) from Mackenzie Swimming Club for the 2019/20 season pool hire costs.

It is noted by the Board that the equipment purchased will help with the children's confidence in the pool and remains an asset to the club.

**COMMITTEE RESOLUTION FCB/2019/137**

Moved: Member Leaine Rush

Seconded: Member Damon Smith

1. That the report be received.
2. That the Fairlie Community Board grant \$250 excluding GST to Fairlie Swimming towards the purchase of equipment.

**CARRIED****5.8 CORRESPONDENCE - FAIRLIE HERITAGE MUSEUM**

It was acknowledged that the New Year's Day Parade is an amazing event for the community. However, there is no formal application with the letter and this must be completed, this can be applied for retrospectively.

**STAFF RECOMMENDATIONS**

1. That the correspondence be received and considered.

**General Business:**

There was an enquiry from Mary Brosnahan in regards to the pool charges which was responded to stating that fees and charges are reviewed annually and we will work with the Community Board on the fee structure.

The Skateboard Park has received all of its funding. There was discussion regarding the position of the park and the parking for motorhomes along with where the buses would be able to park.

Member Smith was approached by a resident regarding the top of School Road, that when it rains, as there is no guttering system, the rain causes flooding into properties. The Board would like this to be taken to Council for consideration.

Trees: Miss Borrell has asked if anyone has concerns regarding trees that need trimming/felling, to contact Council and she will create a register for the arborist to complete in the autumn.

**The Meeting closed at 5.35pm.**

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



.....  
**CHAIRPERSON**

**10      RECEIVE COMMITTEE MINUTES**

Nil

**11 CONFIRM COUNCIL MINUTES****11.1 MINUTES OF COUNCIL MEETING - 17 DECEMBER 2019****File Reference:** n/a**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:****Attachments:** 1. Minutes of the Council Meeting held on December 17, 2020  **RECOMMENDATION**

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



# MINUTES

**Unconfirmed Ordinary Council Meeting**

**17 December 2019**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON TUESDAY, 17 DECEMBER 2019 AT 9.30**

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

**IN ATTENDANCE:** Paul Numan (Acting Chief Executive Officer), Simon Mackenzie (GM Operations), Connie Giquel (Executive Advisor to the Mayor and Chief Executive), March Crocker (Governance Advisor) and one member of the media.

**1 OPENING**

The Mayor opened the meeting and welcomed everyone. He thanked staff for the production of the meeting agenda.

**2 APOLOGIES**

Chief Executive Officer Suzette van Aswegen.

**3 VISITORS**

Visitors at the meeting were Philippa Guerin for Item 8.10, and members of the Pukaki Airport Board; Derek Kirke, Grant Bisset and Rick Ramsay for Item 8.11, plus the Pukaki Airport manager. Alexis Gray (Manager People and Culture), Angie Taylor (Solid Waste Manager/Community Service Officer), Adrian Hodgett (Finance Manager).

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 BEREAVEMENTS**

The following bereavements were noted and a minute of silence observed:

- **Kenneth Hyde:**
- **Margaret Little:**
- **Peter Rayne:**
- **Audrey Sweney:**
- **John Watt:**
- **Frances Frewen:**
- **Hillegonda Koens:**
- **Lorna Inch:**

6 Mayor's Report

## 6.1 MAYORAL ACTIVITIES REPORT

The Mayor outlined the highlights in his report and councillors asked questions.

It was noted that there was some government funding to set up cameras to monitor freedom camping areas and improve Wi-Fi access.

Changes to NZTA and the number of transport plans were discussed and it was agreed that there was a lot of information to absorb. Councillors discussed the need for NZTA to further fund the roading network across the South Island, including more bridges.

The Mayor updated on the activity of the Mayoral Forum.

At some time in the future Council would need to discuss the South Island Tourism/Destination South Island Report. This would happen at a workshop. The deputy mayor requested that a copy of the report be circulated to councillors in hard copy.

The Mayor said it was a pleasure for him to attend local school break ups. He also noted that local community worker Kylie Murphy was leaving the district and would be missed.

### RESOLUTION 2019/139

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

That the report be received.

**CARRIED**

## 7 REPORTS

### 8.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT

The Mayor took councillors through the report. In the absence of the chief executive, managers spoke to parts of the report that were relevant to their area of responsibility.

The Mayor has worked with Jacqui Dean MP to address issues that locals have with the Department of Conservation and this had been successful.

Simon Mackenzie provided clarification on the 32 customer service questions that were still open. Council was using the tracking tool and any complaints went back through the system. There seemed to be more issues around planning services but they had tried to improve it. Complaints were predominantly about roading.

Alexis Gray spoke regarding the People and Culture update: Workshops were held that came up with four areas supporting the overarching the Values.

Feedback has been collated on a Flexible Working Arrangement policy and a final draft will be completed in the new year.

New and departing staff were noted. There was a New Zealand-wide shortage of qualified planning and building staff. This would affect work on the district plan.

The office in Twizel had now employed staff to allow opening in the weekend. Pool staffing was complete.

## Ordinary Council Meeting Minutes

17 December 2019

Simon Mackenzie spoke regarding water quality. E-coli was slightly above usual levels in a receiving environment sample, but would return to normal. Council was struggling to meet statutory time frames in the issuing of building consents. Council would possibly be audited in the middle of next year.

**RESOLUTION 2019/140**

Moved: Deputy Mayor James Leslie

Seconded: Cr Anne Munro

1. That the report be received.

**CARRIED****8.2 MINUTES FROM COUNCIL MEETING 31 OCTOBER 2019**

The following corrections were requested to these minutes:

- Cr James Leslie was recorded as present at this meeting but was not there, and an apology from him was also noted in the minutes. He would like to be removed from the “present” list.
- On page 9 under Tekapo School, the words “against public usage” need to be changed to “against the Ministry of Education”. Cr Cox and Cr Murphy would like it noted that they agreed with the public use of the pool.

**RESOLUTION 2019/141**

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

That the Minutes of the Council Meeting, including Public Excluded, held on 31 October 2019 be received with the changes noted above, and the recommendations therein be adopted.

**CARRIED****8.3 MINUTES FROM COUNCIL MEETING PUBLIC EXCLUDED 31 OCTOBER 2019**

The following corrections were requested to these minutes:

Under Mackenzie County Scholarship Trust, the resolution wording be changed to “That Council continue to top up the yearly fund to cover the scholarship funding shortfall of \$2000 for each scholarship times three recipients.”

**RESOLUTION 2019/142**

Moved: Cr Matt Murphy

Seconded: Cr Anne Munro

1. That the Minutes of the Council Meeting, including Public Excluded, held on 31 October 2019 be received with the change noted above, and the recommendations therein be adopted.

**CARRIED****8.4 MINUTES OF EXTRAORDINARY COUNCIL MEETING 14 NOVEMBER 2019****RESOLUTION 2019/143**

Moved: Cr Emily Bradbury

Seconded: Cr Anne Munro

1. That the Minutes of the Extraordinary Council Meeting, including Public Excluded, held on 14 November 2019 be received and the recommendations therein be adopted.

**CARRIED****8.5 MINUTES OF PUBLIC EXCLUDED EXTRAORDINARY COUNCIL MEETING 14 NOVEMBER 2019****RESOLUTION 2019/144**

Moved: Cr Matt Murphy

Seconded: Cr Anne Munro

1. That the Minutes of the Extraordinary Council Meeting Public Excluded, held on 14 November 2019 be received and the recommendations therein be adopted.

**CARRIED****8.6 ACTIONS FROM COUNCIL MEETING 31ST OCTOBER 2019**

The following change to the actions was requested:

Under Twizel council office upgrade, remove Cr Murphy's name and replace it with Cr Munro.

**8.7 REVOKE APPOINTMENT TO LIQUOR PANEL. APPOINTMENT TO BIOSECURITY ADVISORY GROUP AND THE LIQUOR PANEL.**

The purpose of this report was to enable Council to make an appointment to the newly-formed Southern Biosecurity Advisory Group, and make an appointment to the Liquor Panel.



**RESOLUTION 2019/145**

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

1. That the report be received.
2. That the Council revokes the decision to appoint Cr Emily Bradbury to the Liquor Panel. That the Council appoints two other representatives and the Mayor to the Liquor Panel.
  - a) That the Mayor, Cr Cox and Cr Munro be appointed to the **Liquor Panel**.
3. That the Council appoints a representative from the Council to the Biosecurity Advisory Group:
  - b) That Cr Munro be appointed to the **Biosecurity Advisory Group**.

**CARRIED****8.8 STANDING COMMITTEES RATIFICATION**

Committee structures for the new triennium and the appointment of officers for these committees have been confirmed by the Mayor. To complete the process, these committees and appointees need to be ratified at a Council meeting.

The report described the Standing Committees and appointees.

Discussion was held on the structure of the commercial arm of Council including the Pukaki Airport Board and the Forestry Committee. It was suggested that commercial activity be pulled together.

The roles of the Audit and Risk committee were discussed. It was suggested that the chairman of the Audit and Risk Committee receive a copy of the financial report which goes to the Council meeting.

The Terms of Reference for the new committee structure will come to a future meeting for approval.

Cr Munro asked staff to check that the committee structure was aligned with the council's business strategy.

**RESOLUTION 2019/146**

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

1. That the report be received.

**CARRIED****RESOLUTION 2019/147**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

2. That the new Standing Committees and appointees thereof be ratified.

**CARRIED**

## **8.9 MEETING SCHEDULE 2020**

The purpose of this report was to advise Council of the Schedule of Meetings for 2020, and have the schedule adopted.

### **RESOLUTION 2019/148**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

1. That the report be received.
2. That the attached Schedule of Meetings for 2020 be adopted.

**CARRIED**

## **8.10 PRESENTATION OF SCHOLARSHIP**

The Mayor presented the Mackenzie County Scholarship to George Guerin (accepted by Philippa Guerin). George won a gold medal in the Steeplechase at the New Zealand Secondary Schools Athletics Tournament.

*The meeting adjourned for morning tea at 10.30am and reconvened at about 11am.*

## **8.11 PRESENTATION REGARDING PUKAKI AIRPORT**

Derek Kirke, the chairman of the Pukaki Airport Board, spoke to the Chairman's Report to August 31, 2019.

The board provided background information on the history of the airport and the sale of land at the airport. Mr Kirke then outlined the future plans and challenges for the airport board. This included a possible land swap with the Department of Conservation to develop the runway further.

Regarding any future subdivision and sale of sections, it was recognised that a land sale moratorium was in place in the lead up to a new District Plan.

Mr Kirke also noted the need for a Civil Defence Plan to be written for the airport.

The Mayor asked Mr Kirke to move that his report be adopted and this was seconded by Cr Barwood. This motion was carried but has not been recorded as a formal resolution because Mr Kirke is not a member of Council and therefore unable to put a motion under the provisions of the Local Government Official Information and Meetings Act.

There was further discussion on the land sale moratorium. Mr Kirke asked if the board could take a deposit as a holding fee which was not the sale of a section. It was agreed that further advice would be sought from the Property and Commercial Manager.

Mr Kirke requested to change the board/council relationship to one where the board would become a council-controlled organisation instead of a committee of council.

## 8.12 REFERENCES TO TEKAPO/TAKAPO

The purpose of this report was to confirm Council's intention to use the dual names: Lake Tekapo / Takapō in all Council-produced material.

It was agreed that this report be received and tabled for further consultation, including consultation with runanga.

## 8.13 SOLID WASTE SERVICES - LONG TERM CONTRACT

The purpose of this report was to update Council on the Local Government Act 2002 Section 17A review and waste services procurement process and proposed scope; and to seek approval for the term of the contract and regional collaboration on processing and disposal. Also to approve unbudgeted expenditure for the procurement process running earlier than previously planned.

Councillors asked questions about the collection of organic waste and whether Council should continue to accept this in red bins when other councils did not. Other changes to waste collection would also be required. It was noted that the Solid Waste Manager was working on updating the six-yearly waste minimisation plan during this term of Council, and that public consultation would be required.

### RESOLUTION 2019/149

Moved: Cr Stuart Barwood

Seconded: Cr Emily Bradbury

1. That the report be received.

**CARRIED**

### RESOLUTION 2019/150

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

2. That Council continues with the joint procurement process with Waimate District Council and Timaru District Council.
3. That the Council approves the continuation of the procurement process for a waste minimisation services contract to be entered into for a term of approx. 15 years with a five year extension clause.
4. That the Council approves the unbudgeted expenditure of approx. \$30,000 for the early procurement process for the current financial year. The early procurement allows for the joint process with Waimate District Council and Timaru District Council.

**CARRIED**

#### 8.14 COUNCIL FINANCIAL REPORT

This was the presentation of the financial reports for Council for the period ending October, 2019. The following matters were included in the discussion:

- The harvest of timber was showing in the accounts.
- Operating expenditure was on budget and the balance sheet was looking healthy.
- Roading expenditure is down on budget due to most of the work taking place in the summer months.
- Staff expenditure were slightly under budget due to vacancies, with costs up on last year due to having more staff.
- Expenditure under plant and equipment reflected the purchase of extra vehicles and the upgrade of the fleet.

#### RESOLUTION 2019/151

Moved: Cr Emily Bradbury

Seconded: Deputy Mayor James Leslie

1. That the report be received and information noted.

**CARRIED**

#### 8 PUBLIC EXCLUDED

##### RESOLUTION TO EXCLUDE THE PUBLIC

#### RESOLUTION 2019/152

Moved: Cr Anne Munro

Seconded: Deputy Mayor James Leslie

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>13.1 - Contract 1250, Pukaki Airport Water Supply</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for

Ordinary Council Meeting Minutes

17 December 2019

	disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	withholding would exist under section 6 or section 7
<b>13.2 - Toursim Infrastructure Fund (TIF) Subsidies</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>13.3 - Fairlie Council Office Upgrade</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>13.1 - Forestry Woodburn Harvesting</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

**RESOLUTION 2019/153**

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

That Council moves out of Closed Council into Open Council.

**CARRIED**

**8.15 GENERAL MATTERS**

Updates were provided by staff on the following matters:

**Ben Ohau Golf Club negotiations:** Paul Numan, GM Corporate Services, said negotiations were successful. The golf club would return Man-Made Hill to Council and a Deed of Surrender and a new Deed of Lease would be drawn up. It was agreed to give the club a donation of \$20,000 and a new lease term of 25 years plus a further option for 25 years. A summary of the Heads of Terms between Mackenzie District Council and Ben Ohau Golf Club was provided.

**Tekapo Squash Club:** A memorandum of understanding had been drafted to possibly relocate the club to a new site and multi-purpose building. Council would need to add this into its long term planning.

**The Meeting closed at 2.42pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on Tuesday, February 11, 2020.**

.....  
**CHAIRPERSON**

## **12      ADJOURNMENTS**

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

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

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

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