



TEKAPO COMMUNITY BOARD

Membership:

Murray Cox (Chairman)
Alan Hayman
Peter Munro
Peter Maxwell
Ian Radford

Notice is given of the meeting of the Tekapo Community Board to be held at the Community Hall, Lake Tekapo, on Monday 26 August 2013 at 7pm

Business: *As per Agenda attached*

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

21 August 2013



TEKAPO COMMUNITY BOARD AGENDA
Monday 26 August 2013

I APOLOGIES:

II DECLARATIONS OF INTEREST

III MINUTES:

Confirm and adopt as the correct record the Minutes of the meeting held on Monday 22 July 2013.

MATTERS UNDER ACTION

IV REPORTS:

1. Financial Report June 2013
2. Freedom Camping Bylaw
3. Canoe Slalom NZ request for non-local commercial hire of Community Hall
4. Tekapo Hall Usage Policy
5. Ward Member's Report
6. Reports from Members who Represent the Board on Other Committee

IV GENERAL BUSINESS:

1. Discharge Permit Application – Tekapo Village Centre (verbal report Chairman)
2. Tekapo Plantation – Section A Landscaping (verbal report Chairman)

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD AT TEKAPO COMMUNITY HALL, LAKE TEKAPO, ON MONDAY 22 JULY 2013 AT 7:02PM

PRESENT:

Murray Cox (Chairman)
Alan Hayman
Peter Munro
Peter Maxwell
Ian Radford

IN ATTENDANCE:

Bernie Haar (Asset Manager)
Garth Nixon (Community Facilities Manager)
Councillor Graeme Page left 8:04pm
Keri-Ann Little (Committee Clerk)
Colin Maclaren left 8:04pm

I APOLOGIES:

Resolved: that apologies be received from The Mayor, Manager Finance and Administration and The Chief Executive Officer.

Ian Radford/Peter Maxwell

II DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

III MINUTES:

Resolved that the minutes of the meeting of the Tekapo Community Board held on 4 June 2013 be confirmed and adopted as the correct record of the meeting.

Alan Hayman/Peter Munro

MATTERS UNDER ACTION:

1. **Civil Defence:**

The Asset Manager will speak with the Civil Defence Officer regarding a civil defence plan for Tekapo; the Civil Defence Officer will liaise with The Chairman. *The Civil Defence Officer (CDO) is required to organise a meeting with controllers. Mr Hole to gather information onto a BSD stick. Mr Haar will follow up on Mr Gardner's (CDO) return.*

2. **Review of Freedom Camping Bylaw and its Alignment with the Freedom Camping Act:**

The CEO will discuss with Mr Nixon, Community Facilities Manager and put a timeline in place with definite public consultation included. *On-going.*

3. **Community Hall:**

All completed but builders are finishing off the guttering and a few minor finishing touches, door locks in the kitchen, blinds and extra power points, coat hooks.

Mirrors in the ladies toilets need adjusting. Heating in the toilets dual circuited. Discussion moving the heaters. Adjustment to the dishwasher in the kitchen to line up. Caretaker role – discussion further with negotiations with applicants. The Community Board to meet before the next meeting if necessary to confirm appointment of successful applicants.

4. Car parking for Lake Tekapo Community Hall:

It was noted that this issue was on-going and will be included in the Hall upgrade.

7. Landscaping and Walkway – Church of the Good Shepherd:

The Asset Manager advised that the Manager –Roading had received a price of \$8,000 for the sealing of footpaths, and further prices were expected from Fulton Hogan. Mr Nixon, the Community Facilities Manager informed the Board at this stage other pricings had not been provided yet; therefore this was on-going.

8 The Mound by the Tennis Courts – to be grassed:

Tennis Court upgrade as part of the Community Hall upgrade and landscaping of the grounds.

9. Lighting Ordinances:

This matter under action was also an agenda item – see below:

- Several lights for Asset Manager to assess and asked to report back.
- There are some signs that don't apply now –Planning and Regulations Manager has written to business owners regarding signs. Mayor Barlow will follow up.
- The Chairman - a review of current lighting re outside lighting and signs.
- The Asset Manager will speak with Mr Alan Gilmour.
- The Asset Manager has sent a letter to John Earnshaw regarding lighting ordinances and the current review of the district plan.
- Mr Munro said he had received a draft brochure from The Mayor and said it was a good start and will keep this progressing.

10. Car Parking for Community Hall:

It was noted that this issue was on-going and will be included in the hall upgrade.

11. Lochinvar Subdivision:

Town maintenance – maintenance of Lochinvar subdivision, work has been carried out to bring the subdivision back up to standard. Mr Nixon is proposing a programme sign off when work has been completed. Mr Nixon will compile a programme for the Board to sight.

12. Elections:

A reminder was circulated with the last rate demand circulation, in the form of the Mackenzie Messenger. A reminder needed/sole campaign/website. On-going. *The Chairman has spoken to Mr Morris regarding viewing Timaru District Council data and being distributed for Mr Morris to view and gain ideas. The Chairman has asked Mr Morris to ensure information required is displayed on the Council website.*

13. Council Owned Units:

The community board have asked Mr Morris to investigate the terms of the current lease. The community board resolved that the old post office buildings should be investigated for the possibility to be used as workers accommodation.

IV GENERAL BUSINESS:

1. WATERING LAKESIDE DRIVE:

The Chairman has spoken to the new Manager's at the Motels and Backpackers Lodge. The Chairman said that along with the new Manager's they will present something back to the community board for consideration. There is some opportunity there to tidy up the area and specifically mark out where parking is available and where parking is not available by bollarding it, a possible expense the community board could undertake.

Mr Nixon said that along lakeside drive there are some trees that could be removed and suggested that this be included in the review.

Also part of the discussion as mentioned in Mr Speedy's original letter was the water points said the Chairman; it could be an expense when water is available to run from the other side of the road.

2. TEKAPO PLANTATION:

Cr Page spoke to the Committee regarding the Tekapo Plantation. Cr Page said the market was 40% over what was estimated. Nigel Blair will be up in 2 weeks' time as there are a lot of areas that don't need to be put into wind rows. Something that needs to be looked at in the future as the next Community Board/Council whether it remains as a recreational forest.

Concerns regarding Section A which will be handed back to the Tekapo community. We need some agreement between Council and Forestry Board as to who is going to maintain the area. At the last Forestry Board meeting discussion was 10% of profit back to the community board which would be roughly 10,000 dollars. Whether you will get it replanted this season is up to you said Cr Page.

The Chairman said we do want to replant it into amenity planting but will be reviewed once it has been cleaned up, rabbit fencing and what sort of trees planted, watering and looking after this area will also have to be addressed. The Chairman said great opportunities exist around Section a in regards to the view etc.

Cr Page said the rest of the area was discussed today with Colin Maclaren as to what the rest of the section could be planted in. Could we plant alternative species along the side of the road to the resource recovery park to break the real hard edge.

The Chairman said that that decision or the lead has to come from the Forestry Board onto what to plant in that section and if you put it back to the community to get their feedback is fine, as it isn't our land.

Colin Maclaren who was present was invited speak to the community as to his thoughts of replanting species. Mr Maclaren said he is prepared to put together a planting plan for Section B.

The Chairman asked if it was Mr Maclaren solely or a group.

Mr Maclaren said it would be Anne, Stella and himself.

Cr Page said as pointed out it is more of a Forestry Board issue. The decision with Section B needs to be made shortly so it can get replanted.

Mr Munro asked when the work will restart, clearing the tracks etc and suggested an article in the next accessible informing residents due to weather work has been delayed etc. Mr O'Neill said people can go into the plantation and collect firewood.

Cr Page said the weather has delayed works however, rabbit control has started. Track a week ago was still very wet and Rob Allen is on standby. Possibility of supervised times over a couple of weekends to collect firewood with the Lions involved.

Resolved: that the community board supports the forestry board's initiative to have a variety of tree species to enhance the amenity value of the commercial forest to be planted on section B and we encourage the Forestry Board to discuss with Colin Maclaren.

Peter Maxwell/ Alan Hayman

Councillor Page thanked the Community Board for their input and along with Mr Maclaren left the meeting at 8:04pm.

3. WALKWAY AND CYCLEWAY STRATEGY

Mr Munro referred to the cycleway to the airport and how overrun it has become. Mr Munro has spoken to Richard and Sam and a way forward could be a third from each party including the community board to spray and maintain the track. Mr Munro said it then brings up other walking tracks around the town that many visitors use and are on our town map and are not looked after and thinks it may be time for the community board to put in a bit of emphasis and money.

Mr Nixon said we need to highlight the track and address the maintenance needed spraying, shingle etc.

Mr Munro said Andrew and Sam are keen to join the tracks up through the Cairns including the George Scott track.

Mr Munro will continue working with Sam, Andrew and Richard and Genesis Energy regarding the walkway around the power station.

The Chairman said we need a map of all tracks and the maintenance/ upgrading needed. Mr Nixon will work with Mr Munro going forward and present back to the community board for consideration.

VI REPORTS:

1. FINANCIAL REPORT – MAY 2013:

This report from the Finance and Administration Manager was spoken to by the Community Facilities Manager with the purpose to update the Board for the period to May 2013 on the financial performance of the Tekapo Community as a whole for that period.

Resolved that the report be received.

Peter Munro/ Alan Hayman

Mr Nixon spoke to the Administration and Finance Manager's report in his absence and answered any questions board members had.

2. WARD MEMBER'S REPORT:

Councillor Maxwell informed the Board that Council agreed to match our contribution of \$1,000 to the Starlight Festival.

Property Committee meet last Monday Neil Slatter and Charlie Knot Architects. The Tekapo Development to progress ideas of size/retail space/ office space what people may need. Decisions can be made if Council would like to be landlords and secondly to let the market place know that there will be areas available.

Charlie Knot is coming on board as an Architect and will work on architectural style, we don't want a town centre with the old and the new , we need to tie it all in.

Oricon to come back to Council with the resource consent and the costing's of the subdivision work so this can be taken back to Council.

Still need to have a community get together along the track to keep the community informed, moving forward.

3. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES

The Chairman informed the Board that there is nothing new to report regarding the Regional Park.

4. GENESIS APPLICATIONS:

The chairman said applications for second round of the Genesis Energy grant will be advertised on the 22nd of July, closing on the 2nd of August. Mr Munro, Mr Hayman and Mr Radford will sit on the assessment committee. Consideration of all applications will take place during the first week of October.

5. COUNCIL OWNED UNITS:

The Committee asked if there was any progress with the Council owned units leased in the motor camp. The Committee asked if the units could be used for workers accommodation due to the shortage of available accommodation in Tekapo.

Mr Nixon said he will enquire with Mr Morris, Manager Finance and Administration regarding the terms of the current lease. This item is to be recorded under matters under action.

Resolved: that the community board feels that the old post office buildings should be investigated for the possibility to be used as workers accommodation.

Ian Radford/ Alan Hayman

Mr Haar informed the Board that after 17 years of service to Council Mr John O' Connor, Utilities Engineer will be retiring on Friday.

The Chairman on behalf of the Board said he would like to acknowledge the work Mr O'Connor has done and wishes him well in the future.

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9:16PM

CHAIRMAN: _____

DATE: _____

TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION

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14. Walkways and Cycleways:

Mr Munro will continue working with Sam, Andrew and Richard and Genesis Energy regarding the walkways in the Cairns, out to the airport and around the power station. The Chairman said we need a map of all tracks and the maintenance/upgrading needed. Mr Nixon will work with Mr Munro going forward and present back to the community board for consideration.

MACKENZIE DISTRICT COUNCIL

REPORT TO: TEKAPO COMMUNITY BOARD

SUBJECT: CANOE SLALOM NZ REQUEST FOR NON LOCAL COMMERCIAL
HIRE OF COMMUNITY HALL

MEETING DATE: 26 AUGUST 2013

FROM: THE CHAIRMAN

PURPOSE OF REPORT:

The Canoe Slalom New Zealand (CSNZ) is holding a South Island National Performance and Development Squads Training Camp in Tekapo from the 19th to the 22nd of December 2013.

CSNZ would like to use the Hall for video review, presentations and meals since the Tailor-Made-Tekapo Backpackers where they will staying at does not have large enough common areas to meet their needs.

Agnieszka Grudzinska President, CSNZ is requesting the Mackenzie District Council make the Tekapo Community Hall and Kitchen available to them at local community rather than commercial rates.

STAFF RECOMMENDATIONS:

1. That the report be received; and
2. That the Tekapo Community board grants CSNZ local community rates for Tekapo Community hall hire from 19th to 22nd of December 2013; or
3. That the Tekapo Community board declines the CSNZ local community rates for Tekapo Community hall hire from 19th to 22nd of December 2013.

ATTACHMENTS:

The letter of request from CSNZ President Agnieszka Grudzinska.

MURRAY COX
CHAIRMAN

13th August 2013

Mackenzie District Council
53 Main Street
Fairlie, 7925

Use of Tekapo Community Hall & Kitchen, December 19-22, 2013

Dear Sirs and Madams,

We would like to request the use of Tekapo Community Hall and kitchen during the period of December 19-22 for our South Island National Performance and Development Squads training camp. The camp rooster is expected to include up to 20 athletes, 3 coaches and 2 parent volunteers who would all be staying at the Tailor-Made-Tekapo Backpackers next door and train at the nearby Tekapo Whitewater Course. We would like to be able to use the hall for video review, presentations and meals since the Backpackers does not have large enough common areas to meet our needs. We would also like to be able to use the kitchen to refrigerate, and then heat and serve partially prepared meals for 1 hour in the mornings and 1.5 hour in the evenings (for a total of 4 days from the evening of the 19th til the morning of the 22nd). We expect that the Backpacker's kitchen will meet our needs for lunch, which will be staggered to accommodate the timing of training sessions.

Canoe Slalom New Zealand (CSNZ) is the national sports organisation for canoe slalom. Each January, CSNZ takes an U18 Development Squad (DS) to Australia to compete in Australia's secondary schools and national championships. This year, we will also be sending our National Performance Squad athletes to help their preparation for the u23 and Junior World Championships to be held in Sydney in April 2014. These trips are self-funded by athletes and/or their parents and so are any associated coaching and training opportunities. In the past three years, we have organised a training camp in December in Tekapo, home to the main whitewater slalom course in the South Island, as this is the critical lead-up time prior to the January competitions in Australia. However, it is always a struggle to make these camps affordable to our already financially stretched slalom community. We would thus greatly appreciate if the McKenzie District Council could make the Tekapo Community Hall and Kitchen available to us at local community rather than commercial rates.

Best regards.
Agnieszka Grudzinska
President
CSNZ



MACKENZIE DISTRICT COUNCIL

REPORT TO: TEKAPO COMMUNITY BOARD

SUBJECT: FREEDOM CAMPING BYLAW

MEETING DATE: 26 AUGUST 2013

REF: REG 6/2/1

FROM: MANAGER – PLANNING AND REGULATIONS AND
MANAGER – COMMUNITY FACILITIES

ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To update the Community Board as to progress on developing a freedom camping bylaw for the Mackenzie District.

STAFF RECOMMENDATIONS:

1. That the report be received.

NATHAN HOLE
MANAGER – PLANNING & REGULATIONS

GARTH NIXON
MANAGER – COMMUNITY
FACILITIES

ATTACHMENTS:

No attachments.

DISCUSSION:

This is a very brief report to advise the Community Board of progress.

Due to the difficulties that Westland District Council experienced when their freedom camping bylaw was opposed by New Zealand Motor Caravan Association (NZMCA), staff have made enquiries with NZMCA as to their progress in developing national guide for freedom camping bylaws.

NZMCA has advised that a template has been drafted but it is not yet ready to be made public as they are still waiting on final acceptance of their draft by Local Government NZ (LGNZ) and Department of Conservation (DoC), however, they hope to be able to send out the document out to all local authorities before the end of the month.

It is recommended that once document is provided by NZMCA that is able to be made public and has been has been approved by LGNZ and DoC, that this is put before the Community Board for further discussion.

Garth Nixon or myself will keep you informed of progress.

MACKENZIE DISTRICT COUNCIL

REPORT TO: TEKAPO COMMUNITY BOARD
SUBJECT: FINANCIAL REPORT — JUNE 2013
MEETING DATE: 26 AUGUST 2013
REF: FIN 1/2/2
FROM: MANAGER – FINANCE AND ADMINISTRATION
ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

Attached is the financial report for the Board for the period to June 2013, the purpose of which is to update Board members on the financial performance of the Tekapo Community as a whole for that period.

Commentary will be provided for any significant variances.

STAFF RECOMMENDATIONS:

- 1 That the report be received.

PAUL MORRIS
MANAGER FINANCE &
ADMINISTRATION

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

Mackenzie District Council
Activity Statement
For the Period ended June 2013

	LYTD Actual June 2012	YTD Actual June 2013	YTD Budget June 2013	Variance		Full Year Budget 30/06/2013
Council - General Tekapo						
Income						
Targeted Rates	28,932	11,088	11,100	- 12	✗	11,100
Total Income	28,932	11,088	11,100	- 12	✗	11,100
Expenses						
Members Expenses	8,411	9,043	11,100	2,057	✓	11,100
Administration Expenses	85	-	-	-	✓	-
Internal Charges	17,844	-	-	-	✓	-
Total Expenses	26,340	9,043	11,100	2,057	✓	11,100
Total Council - General Tekapo	2,592	2,045	-	2,045	✓	-

Variance analysis

1. Unspent Training budget has contributed to this favourable variance.

Investment

Income						
Other Income	4,164	4,187	4,160	27	✓	4,160
Total Income	4,164	4,187	4,160	27	✓	4,160
Targeted Rates offset						
Income						
Targeted Rates	- 4,164	- 4,152	- 4,160	8	✓	- 4,160
Total Income	- 4,164	- 4,152	- 4,160	8	✓	- 4,160
Total Tekapo Investment Income	-	35	-	35	✓	-

Variance analysis

No significant variances from budget.

Mackenzie District Council
Activity Statement
For the Period ended June 2013

	LYTD Actual June 2012	YTD Actual June 2013	YTD Budget June 2013	Variance		Full Year Budget 30/06/2013
Tekapo Community Water Supply						
Income						
Targeted Rates	124,944	129,030	129,015	15	✓	129,015
Other Income	24,117	23,013	25,000	- 1,987	✗	25,000
Financial Contributions	82,611	117,693	-	117,693	✓	1
Internal Income	10,075	12,542	7,860	4,682	✓	2
Total Income	241,748	282,277	161,875	120,402	✓	161,875
Expenses						
Consultancy Expenses	-	300	3,000	2,700	✓	3,000
Administration Expenses	2,103	2,824	1,970	- 854	✗	1,970
Operational and Maintenance	44,501	36,848	85,900	49,052	✓	3
Depreciation	68,695	71,004	71,005	1	✓	71,005
Internal Charges	25,716	-	-	-	✓	-
Total Expenses	141,015	110,976	161,875	50,899	✓	161,875
Total Tekapo Community Water Supply	100,732	171,301	-	171,301	✓	-
Capex						
0128211. Treatment - New	22,237	158,919	35,000	- 123,919	✗	4
0128212. Service Connections - Renew	-	-	1,000	1,000	✓	1,000
0128215. Plant	-	1,900	-	- 1,900	✗	-
0128251. Reticulation - Renewal	-	-	5,000	5,000	✓	5,000
0128981. Water Meters	-	-	2,000	2,000	✓	2,000
0128999. Transfer to Assets	- 22,237	-	-	-	✓	-
Total Capex	-	160,819	43,000	- 117,819	✗	43,000

Variance analysis

1. Unbudgeted settlement of outstanding financial contributions
2. Capital reserve interest is higher than budget due to higher than anticipated capital reserve balance due to financial contributions
3. Favourable variance caused by lower than expected contractor costs (\$20,560) and repairs and Maintenance (\$19,862)
4. Unbudgetd (approved in the previous financial year) expenditure on the Tekapo treatment upgrade has resulted in this unfavourable variance.

Mackenzie District Council
Activity Statement
For the Period ended June 2013

	LYTD Actual June 2012	YTD Actual June 2013	YTD Budget June 2013	Variance	Full Year Budget 30/06/2013
Tekapo Community Sewerage					
Income					
Targeted Rates	185,988	173,002	172,986	16 ✓	172,986
Other Income	-	1,603	-	1,603 ✓	-
Financial Contributions	-	85,158	-	85,158 ✓	1 -
Upgrade Contributions	172,822	129,115	-	129,115 ✓	1 -
Total Income	358,810	388,878	172,986	215,892 ✓	172,986
Expenses					
Administration Expenses	1,498	1,643	4,600	2,957 ✓	4,600
Operational and Maintenance	79,697	52,744	66,100	13,356 ✓	2 66,100
Depreciation	87,582	87,576	87,582	6 ✓	87,582
Internal Charges	49,317	8,537	14,704	6,167 ✓	3 14,704
Total Expenses	218,094	150,500	172,986	22,486 ✓	172,986
Total Tekapo Community Sewerage	140,716	238,378	-	238,378 ✓	-

Variance analysis

1. Unbudgeted settlement of outstanding financial contributions
2. Lower consent monitoring costs (\$4,268) coupled with lower than anticipated electricity charges (\$2,099) and repairs and maintenance (\$5,000) has contributed to this favourable variance
3. Capital reserve interest cost is lower than budget due to higher than anticipated capital reserve balance due to financial contributions

Mackenzie District Council
Activity Statement
For the Period ended June 2013

	LYTD Actual June 2012	YTD Actual June 2013	YTD Budget June 2013	Variance	Full Year Budget 30/06/2013
Tekapo Stormwater					
Income					
Targeted Rates	18,672	16,068	16,073	- 5	16,073
Internal Income	2,011	2,290	2,587	- 297	2,587
Total Income	20,683	18,358	18,660	- 302	18,660
Expenses					
Administration Expenses	-	-	400	400	400
Operational and Maintenance	3,078	4,648	4,850	202	4,850
Depreciation	13,411	13,404	13,410	6	13,410
Internal Charges	4,836	-	-	-	-
Total Expenses	21,325	18,052	18,660	608	18,660
Total Tekapo Stormwater	42,008	36,411	37,320	306	37,320

Variance analysis

No significant variances from budget.

Mackenzie District Council
Activity Statement
For the Period ended June 2013

	LYTD Actual June 2012	YTD Actual June 2013	YTD Budget June 2013	Variance		Full Year Budget 30/06/2013
Tekapo Community Hall						
Income						
Targeted Rates	5,400	960	969	- 9	×	969
Other Income	4,559	986	3,000	- 2,014	×	1 3,000
Internal Income	6,133	8,555	9,022	- 467	×	9,022
Total Income	16,092	10,500	12,991	- 2,491	×	12,991
Expenses						
Administration Expenses	3,419	3,784	3,620	- 164	×	3,620
Operational and Maintenance	8,992	7,287	7,745	458	✓	7,745
Depreciation	6,566	6,504	6,510	6	✓	6,510
Internal Charges	2,364	-	-	-	✓	-
Total Expenses	21,340	17,576	17,875	299	✓	17,875
Total Tekapo Community Hall	- 5,249	- 7,075	- 4,884	- 2,191	×	- 4,884
Capex						
1248917. Aorangi Cres Upgrade	3,202	556,475	-	- 556,475	×	2 -
1248940. Furniture & Fittings - Other	-	-	15,000	15,000	✓	15,000
1248950. Community Assets - Buildings	-	0	-	0	✓	-
1248978. Resurfacing Tennis Court	210,954	0	-	0	✓	-
1248999. Transfer to Assets	- 214,156	-	-	-	✓	-
Total Capex	-	556,475	15,000	- 541,475	×	15,000

Variance analysis

1. Lower than anticipated revenue due to construction of the new hall restricting hall use.
2. Hall upgrade funded from Capital reserve balance.

Mackenzie District Council
Activity Statement
For the Period ended June 2013

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Tekapo Township						
Income						
Targeted Rates	350,586	309,197	309,169	28 ✓		309,169
Other Income	29,789	10,239	8,084	2,155 ✓		8,084
Internal Income	-	-	2,870	- 2,870 ✗		2,870
Total Income	380,375	319,436	320,123	- 687 ✗		320,123
Expenses						
Employment Expenses	-	21,349	-	- 21,349 ✗	1	-
Administration Expenses	4,278	5,730	20,233	14,503 ✓	2	20,233
Operational and Maintenance	178,026	124,067	299,890	175,823 ✓	2	299,890
Depreciation	17,190	17,280	17,295	15 ✓		17,295
Internal Charges	21,034	4,048	-	- 4,048 ✗		-
Total Expenses	220,528	172,475	337,418	164,943 ✓		337,418
Total Tekapo Township	159,847	146,961	- 17,295	164,256 ✓		- 17,295

Variance analysis

1. Unbudgeted Employment costs relating to Tekapo service person. There is a reduction in township costs such as litterbin costs to compensate
2. These costs are broken down in more detail on the next page.

Mackenzie District Council
Activity Statement
For the Period ended June 2013

	LYTD Actual June 2012	YTD Actual June 2013	YTD Budget June 2013	Variance	Full Year Budget 30/06/2013
Breakdown Township Costs					
Township Maintenance					
Administration Expenses					
0544455. Advertising	139	258	-	258	-
0544485. Donations & Grants	-	80	2,175	2,095	2,175
05444851. Promotions Ass ex Meridian	-	-	8,084	8,084	8,084
05444852. Promotions Ass ex Comm Bd	-	-	5,774	5,774	5,774
0544540. Telephone and Tolls	-	239	-	239	-
0544615. Rates	4,139	5,154	4,200	954	4,200
Total Administration Expenses	4,278	5,730	20,233	14,503	20,233
Operational and Maintenance					
0545001. Materials Purchased	-	589	-	589	-
0545020. Gardening	17,511	22,667	15,550	7,117	15,550
0545021. Contractors	1,219	6,238	1,468	4,770	1,468
0545022. Mtce of Irrigation Equipment	2,489	102	1,740	1,638	1,740
0545023. Water Meter	-	54	-	54	-
0545025. Lawn Mowing	24,341	35,669	36,307	638	36,307
0545027. Repairs & Maint Unplanned	1,309	4,218	2,175	2,043	2,175
0545028. Pest Control	-	210	5,200	4,990	5,200
0545029. Tree Maintenance & Pruning	4,976	-	1,992	1,992	1,992
0545035. Playground Maintenance	1,066	233	3,314	3,081	3,314
0545041. Litterbin waste disposal fees	726	-	1,540	1,540	1,540
0545042. Litter Bin Collection	42,867	6,748	37,000	30,252	37,000
0545078. Spraying	498	3,577	3,060	517	3,060
0545303. Walkways	-	-	5,000	5,000	5,000
0545351. Tekapo School Pool	435	435	544	109	544
0545604. Tekapo Township Projects	80,590	43,329	100,000	56,671	100,000
05456041. Tkp Twnshp Proj - C Fwd Bud	-	-	85,000	85,000	85,000
Total Operational and Maintenance	178,026	124,067	299,890	175,823	299,890

Mackenzie District Council
Activity Statement
For the Period ended June 2013

	LYTD Actual June 2012	YTD Actual June 2013	YTD Budget June 2013	Variance	Full Year Budget 30/06/2013
Summary					
Income					
Targeted Rates	855,667	635,193	635,152	41 ✓	635,152
Subsidies and Grants	69,341	671	-	671 ✓	-
Other Income	124,891	40,027	40,244	- 217 ✗	40,244
Financial Contributions	82,611	202,850	-	202,850 ✓	-
Upgrade Contributions	172,822	129,115	-	129,115 ✓	-
Internal Income	18,911	23,387	22,339	1,048 ✓	22,339
Total Income	1,324,243	1,031,243	697,735	333,508 ✓	697,735
Expenses					
Employment Expenses	-	21,349	-	- 21,349 ✗	-
Members Expenses	8,411	9,043	11,100	2,057 ✓	11,100
Consultancy Expenses	-	300	3,000	2,700 ✓	3,000
Administration Expenses	11,966	13,982	30,823	16,841 ✓	30,823
Operational and Maintenance	360,489	225,596	464,485	238,889 ✓	464,485
Roading	68,385	-	-	- ✓	-
Depreciation	315,261	195,768	195,802	34 ✓	195,802
Internal Charges	143,935	12,585	14,704	2,119 ✓	14,704
Total Expenses	908,447	478,622	719,914	241,292 ✓	719,914
Total Summary	415,796	552,621	- 22,179	574,800	- 22,179

MACKENZIE DISTRICT COUNCIL

REPORT TO: TEKAPO COMMUNITY BOARD

SUBJECT: TEKAPO HALL USAGE POLICY

MEETING DATE: 26 AUGUST 2013

REF: WAS 7/9

FROM: MANAGER – COMMUNITY FACILITIES

ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To set definitions for appropriate usage

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Tekapo Community Board adopt the following definitions in relation to the usage of the Community Hall
 - **Local User** Rates apply to Tekapo Community Ward ratepayers, local not for profit organisations and rural Tekapo ratepayers.
 - **Non Local** All other users except for commercial users.
 - **Commercial Users** User who seeks to use the facility for financial gain whether local or non local
 - **Setting Up** Provide for usage to set up the hall the day before an event. It does not include use of the kitchen other than for storage.

GARTH NIXON
COMMUNITY FACILITIES MANAGER

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

- Fee Schedule

BACKGROUND

The new hall is proving very popular and bookings are filling up quickly.

To provide clarity in terms of user charges the Board needs to set some definitions around who is a local user to assist the new managers with appropriate charging.

Questions to consider

- To charge locals at the local rate subject to non commercial.
- Is a “local” someone who pays Community Board rates?
- Anyone who is using the hall as a business should be charged commercial rate.
- Photographic exhibition/starlight festival are good for Tekapo should they be charge based on a commercial rate.
- Should all weddings be commercial?
- Set Up” is set up table/chairs/decorations prior to event. Does not include use of the kitchen other than storage of catering equipment
- Should there be a not for profit fundraiser classification ?

POLICY STATUS:

Existing policy set charges based on local/non commercial.

SIGNIFICANCE OF DECISION:

This matter is not significant in terms of Council’s policy on significance.

ISSUES & OPTIONS:

The issues revolve around consistency trying to install an equitable solutions for all users. It must be remembered that the greater the usage the better the offset from user income.

CONSIDERATIONS:

Legal

There are no significant legal considerations related to this matter.

Financial

Operationally the new facility cost will increase. Annual cleaning will increase from \$1,500 to \$8,000-\$10,000. Management of the hall will increase \$200 pa to \$8,000-\$10,000 per year.

Indications are that the income will cover these operational costs but we will need to be careful.

Other

Who is a commercial user and who is a local. Everyone is always after a bargain. The hall is funded by the Tekapo Community Ratepayers which is quite a small pool. In this case, it could mean rural Tekapo residents would be charged non local of commercial rates. For events such as the photographic exhibition and starlight festival who seek a discount of local rates. It may be more appropriate for the Community Board to grant in their favour rather than reduce the hire cost for the hall.

Some examples

- A rural Tekapo user is currently charged at local rate . They charge \$12 per person per session with 10 plus people . Are they a local user or commercial user.
- Rural Tekapo farmer wants to hold wedding at the hall . Does not pay rates towards the hall. Are they a local user or a non local.
- Fairlie Resident wishes to use the hall for a wedding. Does not pay rates toward the hall non local?

CONCLUSION:

The Community Board adopt the following definitions in relation to the Community Hall.

- **Local User**

Rates apply to Tekapo Community Ward ratepayers, local not for profit organisations and rural Tekapo ratepayers.

- **Non Local**

All other users except for commercial users.

- **Commercial Users**

User who seeks to use the facility for financial gain whether local or non local.

- **Setting Up**

Provide for usage to set up the hall the day before an event. It does not include use of the kitchen other than for storage.

Tekapo Community Hall Fees and Charges

Effective 4 June 2013 to 30 June 2014

Tekapo Community Hall	Local	Non Local Commercial
Community/Board room – morning or afternoon or evening	\$ 15.00 Per hour	\$ 30.00 Per hour
Main Hall – morning or afternoon or evening	\$ 15.00 Per hour	\$ 30.00 Per hour
Kitchen for cup of tea/coffee – per use, zip and mugs	Included in Board room hire	Included in Board room hire
Kitchen for catering use – includes ranges, crockery and cutlery	\$ 25.00 Per hour	\$ 50.00 Per hour
Use of whole complex (wedding/function/event , kitchen and board room included	\$ 300.00 Per day	\$ 600.00 Per day
Setting up/decorating/cleaning, day before and after	\$ 50.00 Per day	\$ 100.00 Per day