



467TH MEETING

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

Date: Tuesday, 8 November 2016
Time: 9:30am
Location: Council Chambers
Fairlie

AGENDA

Ordinary Council Meeting

8 November 2016

Wayne Barnett
Chief Executive Officer

Council Membership:

Mayor Graham Smith

James Leslie

Russell Armstrong

Anne Munro

Stuart Barwood

Chris Clarke

Paul Hannagan

The purpose of local government:

(1) The purpose of local government is—

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

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

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

(Local Government Act 2002)

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	Nil	

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

6 MAYOR'S REPORT**6.1 MAYORAL ACTIVITIES REPORT****File Reference:** PAD 2/2**Attachments:** Nil**RECOMMENDATIONS**

That the report be received.

ACTIVITIES

- 12 October – Attended elected member induction.
- 14 October – Attended Fairlie 150th celebrations Powhiri welcome and opening for the week of events.
- 15 October – Attended Fairlie 150th Ball and officially opened ball and cutting of cake.
- 16 October – Attended annual Seafarers Service and commemorations in Timaru.
- 18 October – Attended the Twizel, Tekapo and Fairlie Community Boards meet and greet morning tea in the Council Chambers. Attended Council Committee workshops.
- 19 October – Participated in Webinar on the Long Term Plan.
- 20 October – Attended Long Term Plan and Annual Plan workshop.
- 22 October – Participated in the Fairlie 150th celebration Grand Parade with staff, former Mayors and councillors and current Councillor Anne Munro.
- 25 October – Had a relationship meeting with Timaru Police Dave Gaskin.
- 26 October – Had first of the 3 weekly Mayoral radio show on Port FM. Attended Long Term Plan Webinar.
- 27-28 October – Attended the new Mayors Training in Wellington.
- 31 October – Attended special Council meeting to adopt the Annual Report.
- 1 November – Attended the Council tour around the District.
- 2 November – Attended meeting regarding the Starlight Highway proposal.
- 4 November – Attended Fairlie Primary School Pet Day as a judge.
- 8 November – Council meeting.

7 PUBLIC EXCLUDED REPORTS

8 REPORTS

8.1 CHIEF EXECUTIVE'S REPORT

File Reference: PAD 2/3

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

Corporate Work Items

I wish to thank all staff involved in the successful audit and adoption of the Annual Report last week. This is the accumulation of 4 months of intense work by the finance staff and Managers, and then be involved with the Auditors for four weeks in October. It is much appreciated, thank you.

Portacom

Due to several overlapping large work projects, we have required additional office space to accommodate staff members and temporary staff. We have a project underway at present streamlining our Rates, Debtors and Dogs databases and this project is expected to take 8 weeks. Two temporary staff have been engaged for this purpose. A Portacom has been leased from Christchurch and is situated in the rear carpark. Two people are currently housed in there working on this project but this will increase to four.

Staff Movements

For the period 13 September to 8 November 2016:

New Starts

- Scott McKenzie, Roading Manager
- Karina Morrow, Senior Policy Planner

Departures

- Christine Scannell, Building Control Officer (resigned from full time position and will be working on a part time basis for a short period of time).

Rural Fires

No rural fires have occurred during the period 13 September to 1 November 2016.

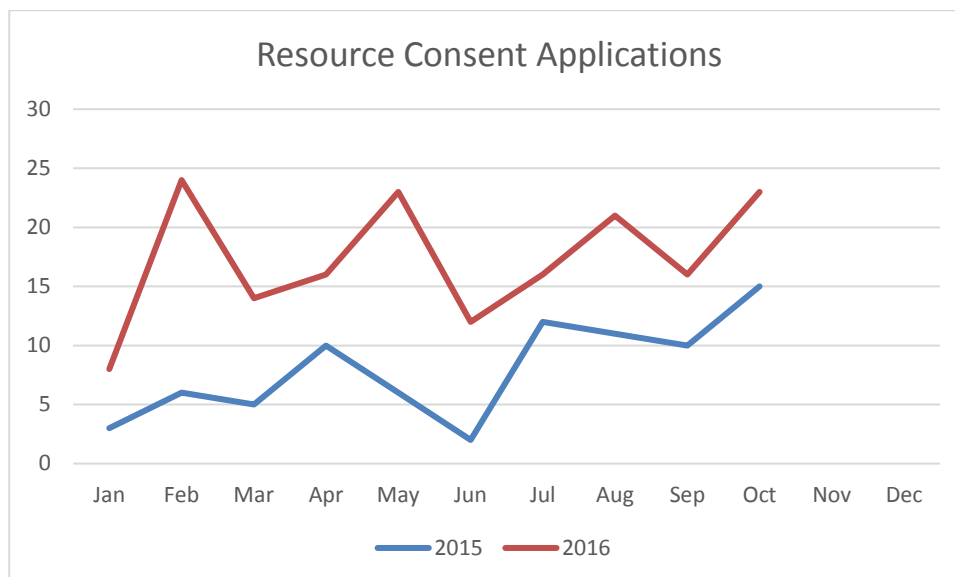
Water Supplies

There have been no failed results for our Council managed water supplies during the period 13 September to 1 November 2016.

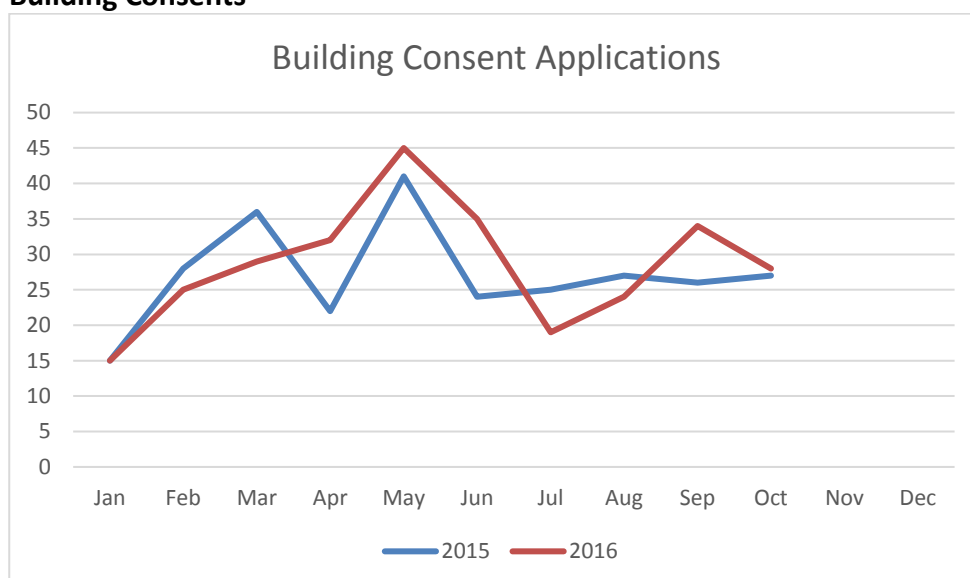
Civil Defence

There have been no Civil Defence alerts or situations for our District during the period 13 September to 1 November 2016.

Resource Consents



Building Consents



Meetings and Events

Recent meetings and events of note that I have attended since the last Council meeting include:

September

- 14 September - Attended Mid-South Canterbury Rural Fire Authority Annual Stakeholder Meeting in Timaru.
- 15 September – Participated in Chief Executive’s Performance Review.
- 16 September – Met with Property Developer regarding Tekapo Lakefront.
- 19 September – Met with consultant regarding assistance with Council’s Long Term Plan. Met with Election Candidate. Attended final Twizel and Tekapo Community Board meeting for this triennium.
- 20 September – Had discussion with Election Candidate.
- 22 September – Attended training for Infocouncil.
- 27 September – Attended District Plan workshop followed by the Tekapo Property Group.
- 3 October – Attended Resource Management meeting in Pukaki Ward. Attended final Fairlie Community Board meeting for triennium.

- 4 October – Attended Committee meetings and extraordinary Council meeting.
- 5 October – Attended Canterbury Chief Executive Working Group Workshop on Collaboration in Canterbury.
- 6 October – Attended training regarding budget system.
- 7 October – Attended Long Term Plan planning meeting.
- 12 October – Attended elected member induction.
- 13 October – Met with Aurecon Consultants regarding Lakeside Drive development. Met with Ngai Tahu for a general discussion, followed by a meeting with PSA Union.
- 17 October – Met with Audit Director.
- 18 October – Met with members of public to discuss Freedom Camping and other matters. Attended Council Committee workshops.
- 19 October – Had telephone discussion with a Member of Parliament.
- 20 October – Attended Tekapo Project meeting.
- 21 October – Met with Ministry of Business Innovation Employment representatives regarding tourism. Had a relationship meeting with local contractor.
- 25 October – Had a relationship meeting with Timaru Police.
- 26 October – Met with Tekapo developer regarding residential subdivision plan. Attended Long Term Plan planning meeting.
- 27 October – Attended the Alps 2 Ocean Joint Committee Meeting and Stakeholders meeting in Omarama.
- 28 October – Met with Hurunui District Council regarding IT services.
- 31 October – Attended special Council meeting to adopt the Annual Report.
- 1 November – Attended the Council tour around the District.
- 2 November – Attended meeting at Waimate District Council to discuss the Long Term Plan programme.
- 3 November – Attended the SOLGM Long Term Plan workshop in Christchurch.
- 4 November – Held monthly staff meetings in Fairlie and Twizel. Met with site developer at Lake Tekapo Lakefront.
- 7 November – Attended Zone 5 and 6 meeting in Dunedin with the Deputy Mayor.

WAYNE BARNETT

CHIEF EXECUTIVE OFFICER

8.2 CHRISTCHURCH CANTERBURY TOURISM PROGRESS REPORT NOVEMBER 2016

File Reference: LAN 7/3

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Christchurch Canterbury Tourism Progress Report November 2016

STAFF RECOMMENDATIONS

That the information be noted.

WAYNE BARNETT

CHIEF EXECUTIVE OFFICER

Christchurch & Canterbury Tourism Progress Report for Mackenzie District Council

Marketing Activity for period July 2016 – November 2016

Overview

Administration

The current Memorandum of Understanding (MOU) between Mackenzie District Council (MDC) and Christchurch & Canterbury Tourism (CCT) was signed in May 2016 for a one year period starting 1 July 2016. This report summarises the agreed activity outlined in the MOU from 1 July - 1 November 2016.

Christchurch & Canterbury Tourism currently have 1.5 FTE employed as the Mackenzie Region Marketing Executives, Amy Menard and Megan Miller.

Breakdown by Activity

The information below documents the activity undertaken and the outcomes of that activity. The activity described is included in the activity plan as part of the MOU and is completed within the budget allocated.

Industry Communications

Industry Newsletter

The 'Mackenzie Industry Update' e-newsletter has been sent fortnightly with a total of 10 newsletters since 1 July, to a database of 217 subscribers with an average open rate of 55% and click rate of 9.9%. (*Mailchimp email marketing benchmarks are: open rate 22%, click rate 2%.*)

Key topics have included:

- Mackenzie Region Official Visitor Guide
- Website, social media and digital marketing information and updates
- Commercial Accommodation Monitor (CAM) report statistics
- Industry drop-in dates and workshops
- Campaign information and updates
- Regional events
- TRENZ information
- Media throughout the region
- Advertising and media opportunities

Monthly Columns in Local Publications

A marketing update is submitted to the Twizel Update and the Fairlie Accessible on a monthly basis. These columns provide a good avenue to communicate with the wider region on key tourism marketing activity and allow residents a point of contact if they have questions or would like to meet.



Drop-in Sessions

Drop-in sessions are an open invitation and provide the region's tourism operators the opportunity to have one-on-one time with the Mackenzie Marketing team. These sessions provide an opportunity for the coordinator to have in-depth conversations with operators about tourism related issues specific to their business.

A drop-in session was held at the Musterer's Hut in Twizel on September 8th. It was advertised in the Twizel Update and the Mackenzie e-newsletter. Three operators attended. Another session has been booked for November 3rd at Reflections Café, Tekapo.

Operator Visits

A key aspect of the marketing role is to maintain strong relationships with Mackenzie tourism operators and be their main point of contact. Since July, the Mackenzie Marketing team have conducted 46 operator visits throughout the region.

Industry Training

Industry training is a key activity provided to all Mackenzie operators free of charge. The aim of these workshops is to fill specific tourism skill gaps which exist within the region.

China FIT Workshop

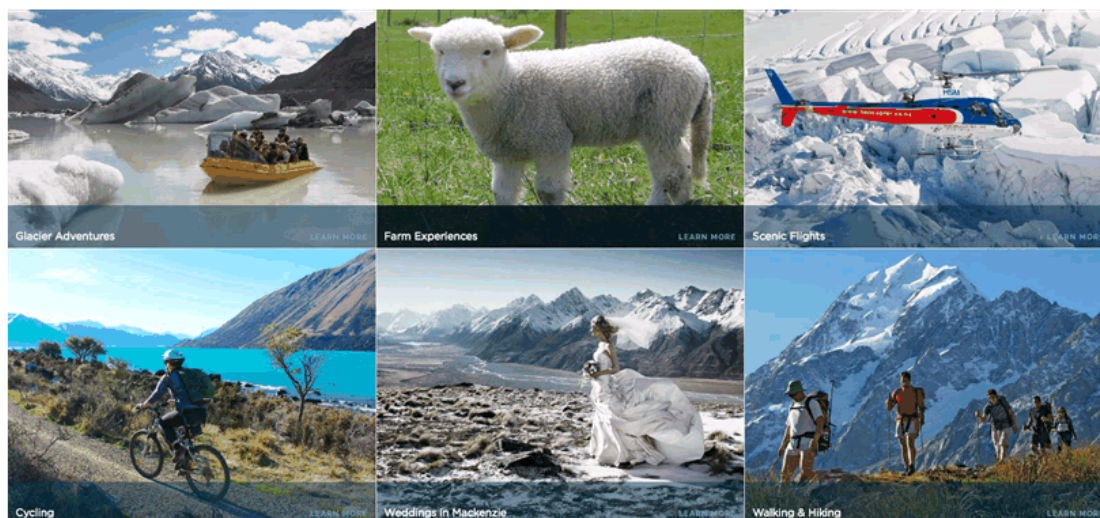
41 people attended the China FIT workshop in Tekapo on September 14th. The workshop was led by Louise Beard from Forward HQ, with support from Liane Lemming from MBIE. 27 feedback forms were completed with an overall rating of 9/10. Topics included:

- Developing and optimising offers for Chinese FITs
- How to build on Chinese interest in travelling to New Zealand all year round and discovering new areas of the country
- Effective digital marketing strategies for connecting with Chinese FITs

Online Presence and Digital Development*Regional Website*

The official regional website for the Mackenzie District is **mackenzienz.com**. The site plays a crucial role in providing inspiration to prospective visitors, as well as up-to-date and relevant information for visitors before they arrive in the region and while they are here. This site is responsive so that it is optimized for viewing across all devices.

Existing pages of Mackenzienz.com are updated regularly with fresh imagery and up-to-date information, while new pages and operator listings are created as needed to grow the content available to visitors and to best feature the region's tourism operators.



Website Analytics

The redesigned mackenzienz.com went live in June 2016.

Over the most recent quarter, the number of monthly sessions (unique visits) for the website has risen slightly, from 9,744 sessions in August to 9,923 sessions in October. On average, 80% of these are new visitors to the website, with the remaining 20% returning visitors. 43% of the website sessions occur on a mobile device (phone or tablet).

In addition to Mackenzienz.com content maintenance, the Mackenzie Marketing team has implemented an ongoing program of reviewing and improving website performance and SEO which will contribute to ongoing growth in site traffic.

Facebook

The role of the Mackenzie Region Facebook platform is to grow awareness of the Mackenzie Region as a visitor destination, to inform travellers about the range of things to see and do in the region and other key information needed to encourage booking, and to inspire travellers to include the Mackenzie in their trip planning. It also drives traffic to the Mackenzie Region website.

The Mackenzie Region Facebook page had 1,196 likes as of 1 November. A new strategy combining regular posting and advertising "mini campaigns" has been implemented for the Mackenzie Facebook platform to foster growth, both of the Facebook audience and of referrals to the website.

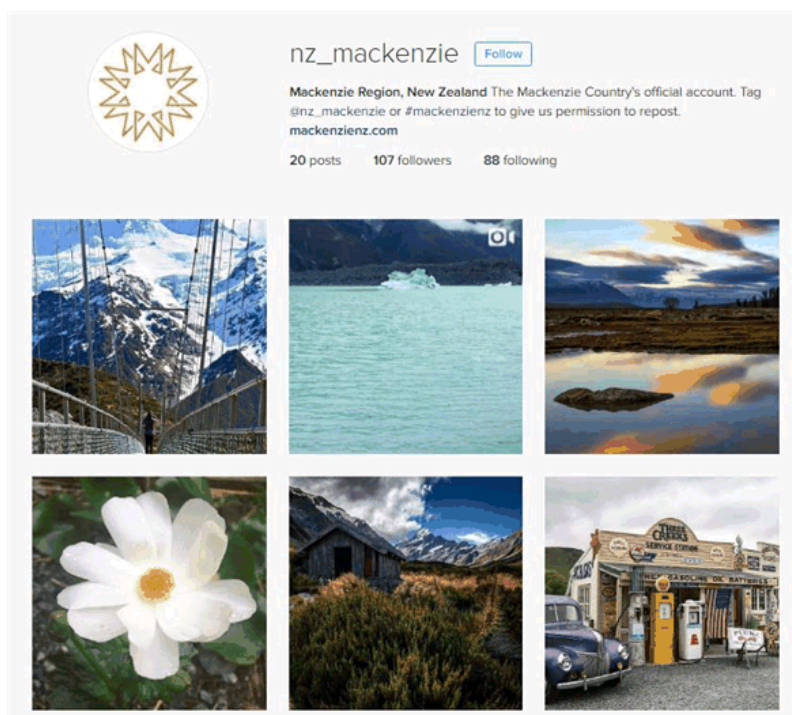
Instagram

The Mackenzie Region's official Instagram account is **@nz_mackenzie**. Instagram is a new initiative for the Mackenzie Region. The account launched 1 September 2016 and had 110 followers as of 1 November.



Instagram is an incredibly valuable tool for destination marketing. Tourism is one of the most trending and engaged industries on Instagram. It is important that the Mackenzie Region has a strong and consistent presence and that we see continued growth in our following.

The platform's role is to grow awareness of the Mackenzie Region as a visitor destination, to inform travellers about the range of things to see and do in the region, and to inspire travellers to include the Mackenzie in their trip planning. It also drives traffic to the Mackenzie Region website.



Twitter

The Mackenzie Region's official Twitter account is **@MtCookMackenzie**. The account had 238 followers as of 1 November.

At present the Mackenzie Region Twitter account links posts from our Facebook page – we do not regularly generate Twitter-specific content. For the travel and tourism industry, and particularly our target audiences, Facebook and Instagram are more valuable platforms for investment of our present resources.

Campaigns & Collateral

Domestic Market Winter Campaign

The purpose of this campaign was to increase Christchurch and Canterbury and Otago visitors to the Mackenzie Region during the winter period for skiing and other winter-related activities. The campaign targeted young families and ran across multiple channels including, newspaper inserts, family-targeted print and online publications, targeted online advertising, campaign-specific website content and social media platforms.



The campaign was in-market from June-September 2016 with online activity continuing until the ski fields had closed for the season. Unfortunately, the winter weather wasn't cooperative for a significant portion of the ski season, but the campaign did see good results with the Mackenzie Region winter proposition in news inserts in more than 77,000 copies, magazine ads circulated to more than 50,000 families, and online ads viewed more than 900,000 times, in addition to very positive interactions with the target audience on social media.



Official Visitor Guide (OVG)

CCT provide design and content direction to Beck and Caul who produce and manage the distribution of all CCT Official Visitor Guides (OVG) including the Mackenzie OVG.

60,000 copies (up 20% from last year) were printed in September with 45 operator listings. The latest OVG has a reversible Chinese cover with 2 pages of key information translated.

Travel Trade Activity

Convene South

Mackenzie attended this annual business events expo on September 6th with 11 scheduled appointments as well as several drop-ins to the branded stand. Buyers were interested in the



Mackenzie Region's wide range of outdoor activities as well as the boutique shopping opportunities and luxury accommodation options. A lack of larger conference facilities (400 plus delegates) was noted.

Travel Trade Familiarisations

Travel trade familiarisations (famils) are a collaboration between TNZ and CCT. The costs of the famils are generally covered by TNZ, however the Mackenzie component of the famils are often hosted by the Mackenzie Marketing team or the International Trade team.

Since July the following travel trade famils have visited the Mackenzie District:

Trade Activity	Market	Location	Date	Driven by
CSA famil	China	Lake Tekapo/Mt Cook	12/13 July	TNZ
CIAL Media famil	China	Lake Tekapo	28 August	CCT
Flight Centre	Australia	Lake Tekapo/Mt Cook	3-4 September	TNZ

CCT International Trade Activity

MDC have agreed within the MOU, a sum of money will be allocated towards the Mackenzie District's representation by CCT at international trade training events and sales calls.

International Trade activity conducted since July 2016 includes:

Trade Event	Market	No of trade met	Month
Singapore Frontliners Training & Business Events	SEA	125	July
Kiwilink India	SEA / India	114	July
Kia Ora South Singapore	Singapore	75	Aug
Kia Ora South Taipei	Taiwan	150	Aug
Kiwilink South Argentina & Brazil	South America	350	September
Kiwilink Indonesia	Indonesia	182	October
Trade Training Manila	Philippines	95	November

Media Activity

International Media Programme (IMP) famils are organised through TNZ. The cost of these are covered by TNZ, however the Mackenzie component of the famils are often hosted by the Mackenzie Team or Media team.

Since July the following media have visited the Mackenzie District:

Famil Name	Market	Reach	Medium	Timing	TNZ IMP
Matty Johns Show	Australia	193,000	Online & Broadcast	6-7 Jul	TNZ
Jo Gilbert	NZ	1,905,000	Print/Online	29-31 July	CCT
The Nomad	Thailand	TNN24: Hot Issues & Investigative Reports 100,000pax/min; World Today 35,000pax/min; World Today Extra 36,000pax/min; Business Watch 38,000pax/min. Travel Channel Group: Travel Channel Thailand and Travel Planet 7.5 million household; DTC 12 million household	Broadcast	27-28 Aug	TNZ
Mike Yardley	NZ	3.3 million	Print/Online	16-17 Aug	CCT
Nina Karnikowski	Australia	2.7 million	Print/Online	25-27 Sep	CCT
Mike White	NZ	247,000	Print	8-12 Oct	CCT
3 Op Reis	Netherlands	850,000	Broadcast	10-11 Oct	CCT
Megan Gale	Australia & NZ	335,000	Social Media	23-24 Oct	CCT

Data & Research

CAM Reports

Commercial Accommodation Monitor (CAM) data for the months of July-August (last data available) show very strong increases in guest nights for Mackenzie Region accommodation providers over the same time last year.

- July 2016, 43% increase to 48,586 guest nights
- August 2016, 33% increase to 41,976 guest nights rose

Qrious (Spark) Research Data

In June 2016 CCT engaged Qrious Ltd to provide insights into Mackenzie Region traveller behaviour using data from the Spark mobile network.

The first report draws on data gathered from February 2015-January 2016.

Qrious research does not include the total number of visitors to the Mackenzie over the research period, as data includes only those visitors who use a mobile device on the Spark network (including Skinny). The company holds approximately 40% market share.

District	Total visitors 12 month period			Overnight stays	High capacity period	Arrival times	Stay duration
	Total	Intl	Domestic				
Fairlie	956,000	35%	65%	76,000 8% visitors Domestic	Feb - Mar	12.00pm – 4.00pm Peak 2.00pm	2 hours
Mt Cook	445,000	76% -	24% - 50% winter	136,000 30% visitors 78% Intl	Feb -Apr Oct-Jan	2.00pm – 6.00pm	12 hours Intl
Tekapo	1,267,000	63%	38%	385,000 30% visitors 65% Intl	Feb-Apr	2.00pm- 6.00pm	<2 hours 27%
Twizel	936,000	45%	55%	275,000 30% visitors 71% Domestic	Dec - Jan Domestic Feb-Apr Intl	2.00pm	<2 hours 33%

*Domestic and International night stayers are split 50/50 during winter periods, except Twizel remains the same

Christchurch & Canterbury Tourism will meet with the Mackenzie District Council on December 13 2016 to present this report and introduce the Mackenzie Region Marketing Executives Amy Menard and Megan Miller.

Angela Gordon
General Manager Marketing
Christchurch & Canterbury Tourism

8.3 PROPOSED SALE OF STRATEGIC LAND**File Reference:** LAN 4/3**Authoriser:** Paul Morris, Chief Financial Officer

Attachments:

1. Letter 5 September 2016 requesting purchase of land - Genesis Energy Ltd
2. Extract from Council's District Plan highlighting zoning
3. Additional information - Genesis Energy Gate Project 2016-2018

PURPOSE OF REPORT

To gauge Council's interest in selling a piece of Recreational P land to Genesis Energy Ltd to allow Genesis to undertake seismic strengthening of the structures at Lake Tekapo.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council proposes to sell the piece of land to Genesis Energy Ltd for valuation plus Council legal costs and subdivision costs and that a special consultative procedure be undertaken either in conjunction with Council's Annual Plan 2017/18 consultation, if required, or as a stand alone consultation if an Annual Plan consultation is not required.

BACKGROUND

Genesis Energy Ltd (Genesis) has identified a potential issue in relation to seismic events that could affect the Tekapo A Intake structure. To this end Genesis has been in discussion with Council staff regarding the construction project planned to commence in 2017.

To undertake the project Genesis require additional land marked as Lot 1 942m² on the drawings provided by Genesis (refer attachment 1).

The land is zoned Recreational P and is therefore a Strategic Asset.

Strategic Assets can only be dealt with through a Long Term Plan. The current Long Term Plan 2015-2025 does not contemplate this sale.

POLICY STATUS

Not applicable

SIGNIFICANCE OF DECISION

The decision is classified as significant as it deals with a Strategic Asset. If Council decides to sell the land it will trigger an amendment to the Long Term Plan and a special consultative procedure.

OPTIONS

Council has options available to it:

1. Do not sell the land
2. Propose to sell the land but wait for the next Long Term Plan 2018-2028.
3. Propose to sell the land through an amendment to the Long Term Plan 2015-2025.
4. Propose to sell the land through an amendment to the Long Term Plan 2015-2025 run concurrently with any consultation required for Council's Annual Plan 2017/18.

CONSIDERATIONS**Legal**

If Council choose option 1 then no further consideration is necessary.

Options 2-4 require compliance with the Local Government Act 2002 and will require consultation. The consultation required is set out under Sec 83 of the Local Government Act 2002. If Option 2 is selected then this will form part of Council's normal business and will become a key consultation issue and form part of the consultation document for the 2018-2028 Long Term Plan.

Option 3 and 4 would require a separate consultation document to be prepared for this matter.

Financial

If Council choose option 1 then there are no financial considerations apart from not receiving the sale proceeds from its land sale. These proceeds are expected to be minor.

If Council chooses one of the remaining options there is a cost to Council of running the special consultative process.

Genesis have queried whether a contribution towards the process would be required but to maintain Council's independence contribution towards the process should not be sought.

Genesis offered \$5,000 for the land. It is appropriate that the land be valued and sold at valuation. Discussion has been held with Genesis about covering the costs of subdivision and Council's legal costs. These should be paid by Genesis.

Other

If Council chooses option 1 it must also consider the safety aspects of the project. These are detailed in Attachment 3 (Background section).

Choosing option 2 will delay the project two years as Council will tie approval in to the Long Term Plan 2018-2028.

Choosing option 3 or 4 will require Council to amend its Long Term Plan 2015-2025. Under normal circumstances amendments to Long Term Plans require Audit review. However where the amendment is not considered material then it is not required to be audited. It is our staffs' view that this amendment is not material.

Genesis have approached the Tekapo Community Board who have indicated their support for the project.

Council should also consider the value of the land zoned Rec P. Currently Genesis have an intake structure in front of the land in question on the lake bed and are currently undertaking work refurbishing the structure. Once completed the land will retain little or no amenity value.

The value of the land as Rec P land is therefore low.

CONCLUSION

It is not recommended that Council choose option 1 or 2 as option 1 stops the project and has potential negative effects should a seismic event occur and option 2 unnecessarily delays the project.

Council should consider selling the land to Genesis and run the consultation process in conjunction with any potential Annual Plan consultation.

If there is no Annual Plan consultation required then Council should run a standalone consultation process.

WAYNE BARNETT

CHIEF EXECUTIVE OFFICER



5 September 2016

Paul Morris
Mackenzie District Council
P O Box 52
Main Street
FAIRLIE 7949

The Genesis Energy Building
660 Great South Road
PO Box 17-188
Greenlane
Auckland 1051
New Zealand

Genesis Energy Limited
Telephone: 09-580-2094
Fax: 09-580-4884

Dear Paul,

RE: Genesis Energy – Project to Upgrade the Tekapo Intake Gate Structure

Over the past 12 months Genesis Energy has been in discussion with Council staff regarding the construction project that is planned to commence in 2017 to install a Tekapo Intake Gate Structure adjacent to the shoreline of Lake Tekapo.

Part of these discussions have been around the physical on-site construction requirements and logistics and what areas Genesis Energy will need to occupy to enable the project to be undertaken.

1. Land required for extension of the Gate House structure

We have identified that the area of freehold land on which the existing pump house is located is insufficient in area to house the new Intake Gate and building. Some additional land is required to be purchased from Council to facilitate this. The project has been discussed in principle with Council Officers and with the Local Community Board who I understand have agreed to consider this request.

A plan of the land that will need to be acquired from Council has been prepared by surveyors – Southern Land, and a copy of this plan referenced T4075-S1 is attached. The area Genesis Energy would like to purchase is directly adjacent to the existing pump house structure. It is shown as Lot 1 on the attached plan, and is 942m² in area. Genesis Energy has arranged for an assessment of the value of the area, based on the area being amalgamated into our existing title. Greg Peterson from Colliers in Christchurch has indicated that he considers the land value would be approximately \$1200 per hectare. A concept plan indicating the general footprint of the new building has been prepared and a copy of this is attached. Please note that this concept is indicative only of the footprint of the new building and is subject to further review, modification and discussion with the Tekapo Community Board and our Project Team.

Based on this assessment, Genesis Energy would like to formally offer to purchase this area from Council at a purchase price of \$5,000 plus GST, if any, so that this area can be amalgamated in to our existing Certificate of Title CFR 482628 for Lot 3 DP 421602 for the gate house. If Council can confirm approval for Genesis Energy to proceed with the survey of the boundaries of the land to be acquired, as indicated on the attached plan, I will arrange for this to be completed and the plan to be lodged for approval.

2. Extension of width of the Existing Tunnel Easement between the foreshore of Lake Tekapo and Lakeside Drive

Discussions have also previously included the need to extend the width of the existing Tunnel Easement that Genesis Energy has from the boundary of Lake Tekapo back to the boundary of Lakeside Drive. This is to ensure there can be no activity that could potentially impact on the integrity of the tunnel that is located underground in this area, and to provide space for managing maintenance, the Tekapo Intake Gate upgrade project, and any future works that may be required in accordance with the existing Tunnel Easement. The new width for the tunnel easement for the Right to Convey Water in this location would extend from 5 metres in width to include the areas shown as B,C,D,F,G and H on the attached plan (page 2).

Can you please provide confirmation of Council's approval to extend the width of the Tunnel easement as indicated on Plan T4075-S1?

I confirm that following our discussions with Council, Genesis Energy does not at this time wish to pursue an extension of the easement between Lakeside Drive and SH 8.

3. Telecommunication Easement for University of Canterbury

A fibre cable that has been previously consented by Council for the University of Canterbury that traverses up to Mt John is located within the area of Genesis Energy's Tunnel Easement on land owned by Council and across part of the land that Genesis Energy would like to acquire. To date the fibre cable easement has not been formalised but we have provided for the easement through this area to be formalised as part of this project. The areas over which the easement needs to be granted have been shown accordingly on the attached draft plan as Area A,C,F,I,J,K,L,M and N together with 'Area E' which is located within the land that is proposed to be acquired by Genesis Energy.

4. Telecommunication Easement for Genesis Energy

Genesis Energy shares part of the cable trench with the University of Canterbury for the telecommunication easement which starts at Gate 16 and goes up to Mt John. The Genesis Energy cable terminates within 'Area E' shown on the plan T4075-S1 while the University cable continues up to Mt John. Genesis Energy will therefore need a telecommunication easement granted from Council for Areas A, C, D and N shown on the attached plan for the fibre cable within this area.

5. Temporary Construction Laydown and Operating Areas

In discussion with Council officers our Project team members have also raised the requirement for lay down areas and traffic management areas near Lake Tekapo. There are three key areas that have been identified for this activity. The two primary ones are shown as Temporary Construction Area 1 and 2 on the attached plan. Some of the land required for this activity is owned by LINZ. Genesis Energy has an Operating Easement for this area and will be approaching LINZ to gain the appropriate permissions for work.

For the areas that are located within Council owned land we would like to request agreement from Council to temporarily occupy the areas coloured blue on the attached plan, for the duration of the construction project, (approximately 12 months) as the laydown and construction management activity area. If you can confirm agreement to the area as shown on this plan I will arrange for documentation to reflect the terms of our occupancy of this space to be prepared for your review.

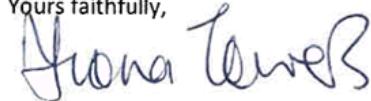
6. Traffic Management requirements – upper carpark area

Our preliminary planning for the project has identified that the access track that extends down to the proposed construction site from the west-end of the upper car park should be closed to general traffic for the duration of on-site construction. This is to facilitate construction vehicle movements and ensure safe management of the construction area. Genesis Energy anticipate that as part of the traffic assessment more detailed information in this respect will be provided to Council and there can be further discussion in this respect. We acknowledge that Council has indicated that the carpark and campervan waste disposal facility must remain open and safe for general public use.

Based on current timeframes, the project will most likely commence on site in September 2017 and run through to June 2018 but this will be subject to further confirmation once more detailed planning is completed.

I look forward to hearing from you and please do not hesitate to contact me if you require any further details.

Yours faithfully,

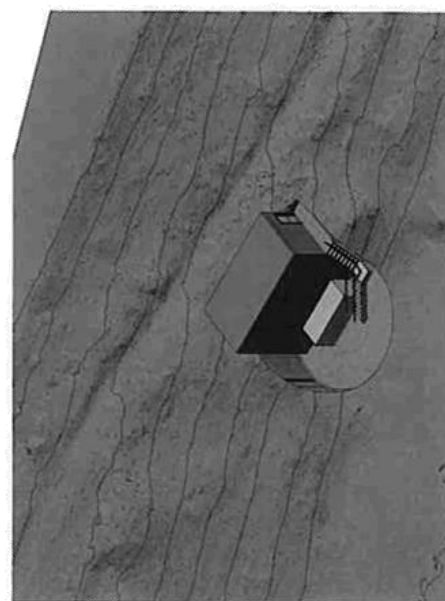
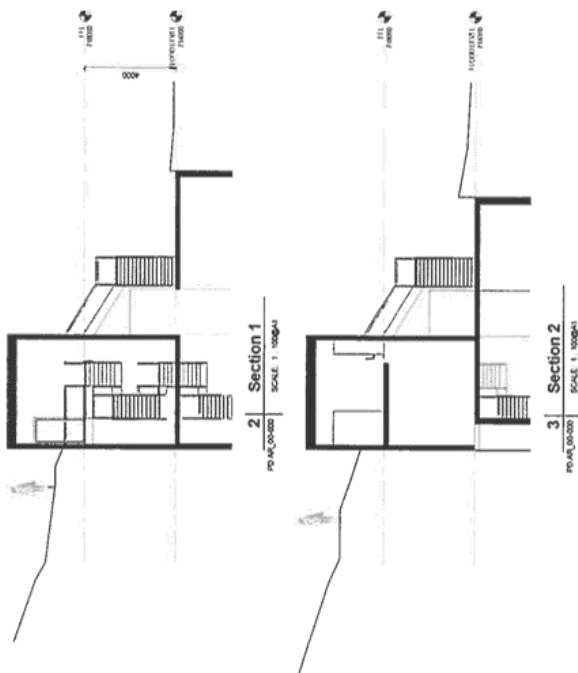
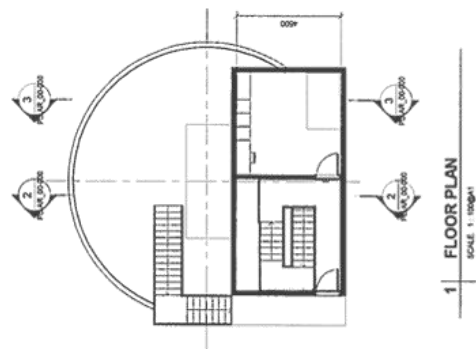


Fiona Towers
Group Manager Property
Genesis Energy Limited

DDI 09 951 9289

Mobile 021 841225

Email fiona.towers@genesisenergy.co.nz



AECOM

CONCEPT

PROJECT NUMBER
60514364

SHEET TITLE
SUPER STRUCTURE CONCEPT
DESIGN OPTION

SHEET NUMBER
60514364-DRG-SK-16.08.25

PROJECT
TEKAPO A
DETAILED DESIGN

CLIENT
GENESIS ENERGY



COMPUTER FREEHOLD REGISTER UNDER LAND TRANSFER ACT 1952

**Guaranteed Search Copy issued under Section 172A
of the Land Transfer Act 1952**



Identifier CB28F/929
Land Registration District Canterbury
Date Issued 25 June 1986

Part-Cancelled

Prior References
CB10F/58

Estate	Fee Simple
Area	9.8080 hectares more or less
Legal Description	Rural Section 40370 and Rural Section 40371

Proprietors
The Mackenzie District Council

Interests

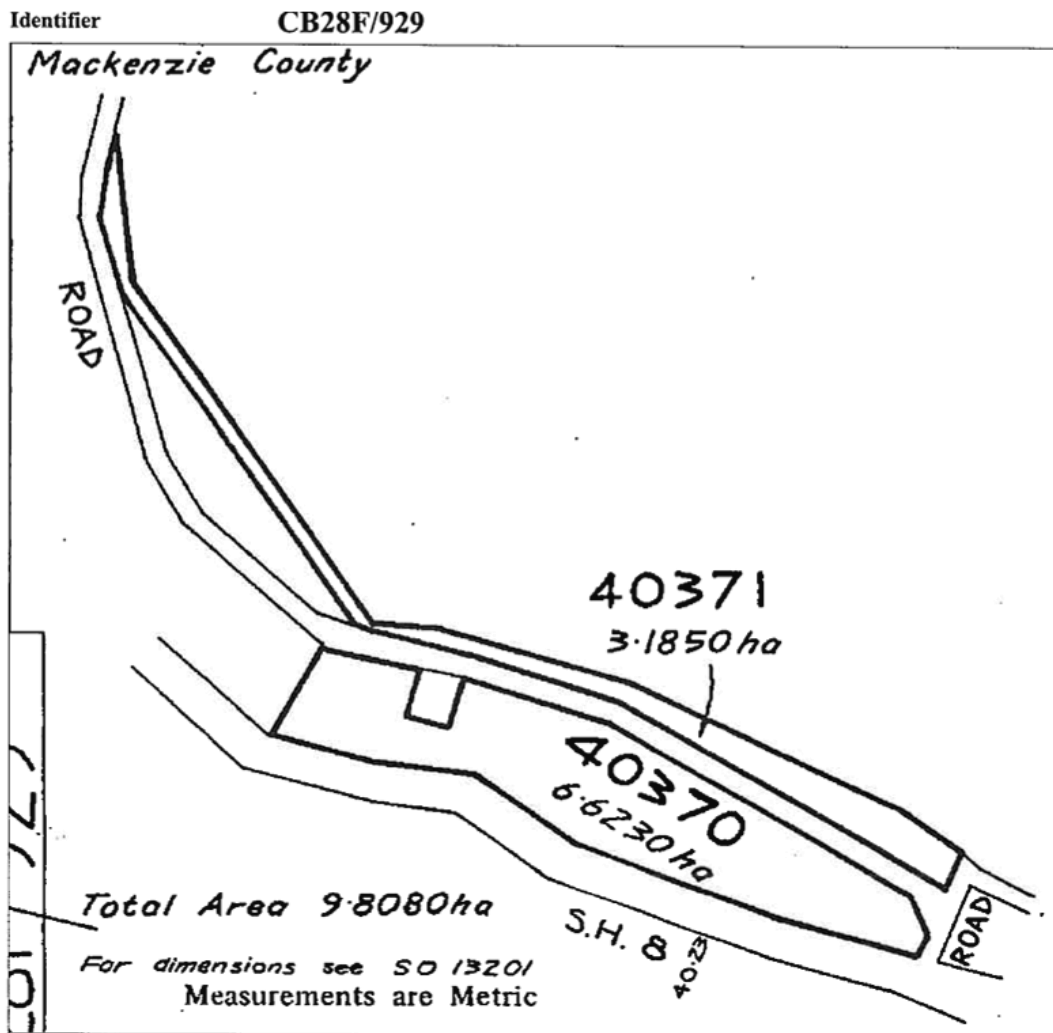
8660743.1 Gazette Notice (2010 p. 4104) declares part herein (91m²) Area F on SO 19792 to be set apart for the generation of electricity and shall vest in the Crown. - 20.12.2010 at 9:14 am

Subject to a right (in gross) to convey water over parts marked A and B on DP 421602 in favour of (now) Genesis Energy Limited created by Transfer 8757750.1 - 6.5.2011 at 7:00 am

Fencing Covenant in Transfer 8744364.7 - 1.6.2011 at 11:33 am

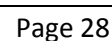
Transaction Id
Client Reference afield001

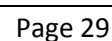
Guaranteed Search Copy Dated 19/08/16 2:18 pm, Page 1 of 2
Register Only

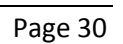


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Register Only







Planning Map 44

Schedule of Designations (See Appendix A of the Plan)

Designation Number	Description
1	Lake Tekapo Soil Conservation Reserve
4	Outdoor Switchyard, Tekapo A
10	Lake Tekapo Primary School
19	Police Station and Residence, Lake Tekapo
22	State Highway 8
25	Lake Tekapo Exchange
41	Wastewater Treatment Plant and Solid Waste Management Centre, Lake Tekapo
48	Road - Extension of Allan Street
70	Sewer Pump, Lake Tekapo
71	Sewer Pump, Lake Tekapo
72	Sewer Pump, Lake Tekapo
73	Water Pump Station, Lake Tekapo
74	Sewerage Pump, Lake Tekapo

Schedule of Sites of Natural Significance (See Appendix I of the Plan)

Site Number	Name
45	Tekapo/Pukaki Rivers
52a	Tekapo Scientific Reserve
56	Lake Tekapo

Schedule of Scenic Viewing Areas (See Appendix J of the Plan)

Site Number	Name
SV2	Mt John Area
SV3	Lochinvar

Schedule of Heritage Items (See Section 10 of the Plan)

Site Number	Name
H18	Church of the Good Shepherd
H45	Statue of Sheepdog

Schedule of Protected Trees (See Appendix J of the Plan)

Site Number	Name
T68	<i>Pinus, Sequoiadendron giganteum</i> (Wellingtonia) & Cedars and Spanish Fir

PLEASE NOTE:

The Sites of Natural Significance, Scenic Viewing Areas and Lakeside Protection Areas shown on these Planning Maps have been taken from topographical maps (1:50000) prepared as part of Council's decisions on submissions to the Proposed District Plan. The topographical maps are available for inspection at the Mackenzie District Council offices, Main Street, Fairlie.

The Tekapo Intake Gate Project 2016-2018

Genesis Energy

Genesis Energy generates electricity for sale to the wholesale market and to meet the needs of its contract commitments and retail customers.

Genesis Energy purchased the Tekapo Power Scheme from Meridian Energy in 2011.

Background

The Tekapo Power Scheme was constructed between the 1930s and 1950s. Water from Lake Tekapo enters an intake structure and flows through a 1.6 km tunnel to a surge tank and head gate above the Tekapo A Power Station, before flowing through a penstock into the station and exiting into the Tekapo Canal (Appendix 1).

Water from Lake Tekapo can also by-pass the Tekapo A Power Station through the Lake Tekapo Control Structure, which also serves as the State Highway 8 Bridge (Gate 16), into the Upper Tekapo River, Lake George Scott and through Gate 17, leading into the Tekapo Canal, to be utilised for generation at the Tekapo B Power Station.

Independent engineering experts have identified that a seismic event could weaken or fracture the surge tank, damage the connection of the surge tank to the tunnel, or damage the head gate structure itself, resulting in a potential release of water from the surge tank area above the Tekapo A Power Station and Tekapo Canal.

If this were to occur, it would not be possible to shut off the flow of water from the intake structure, or to undertake repairs to the damaged structures until Lake Tekapo had effectively drained down, which could take weeks, posing a significant threat to the power station infrastructure, canal and surrounding area. More importantly, the safety of Genesis Energy staff, contractors and the general public could be at risk as a result of uncontrolled release of water.

To resolve this potential issue, and in keeping with the latest Dam Safety Guidelines, Genesis Energy intends to construct, operate and maintain a new intake gate adjacent to the shoreline of Lake Tekapo to address the low seismic performance of the surge tank and head gate at the Tekapo A Power Station. The intake gate will be located adjacent to the southern shoreline of Lake Tekapo and will be connected into the existing intake tunnel that conveys water from Lake Tekapo to the Tekapo A Power Station (refer to Appendix 1).

Purpose of the new Intake Gate

The intake gate will be designed and constructed to be resilient and operable in the event of a significant earthquake and associated aftershocks. The purpose of the intake gate will be to provide emergency shut-off of water to Tekapo A Power Station under full tunnel flow conditions in an emergency event.

Installation of a new intake gate will improve the resilience of the Tekapo Power Scheme in an emergency event, and will also respond to the significant developments in dam safety standards since the construction of Tekapo Power Scheme.

Location

The intake gate and new utility building are required to be located over the existing tunnel alignment adjacent to the southern shoreline of Lake Tekapo in order to shut off the flows from the Lake Tekapo as close to the source as possible (Figure 1).

The establishment of the intake gate adjacent to the shoreline of Lake Tekapo is the most effective treatment option to provide protection to the Tekapo Power Scheme infrastructure in the event of a significant earthquake.

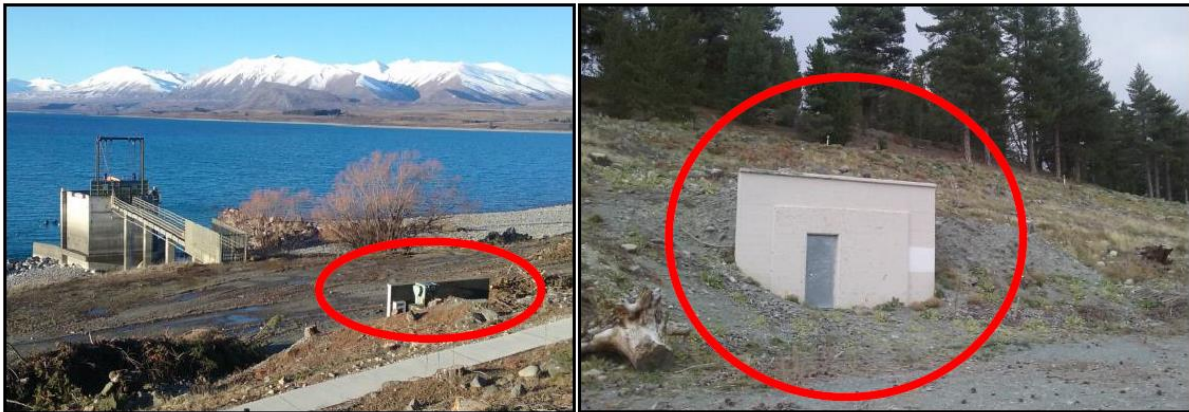


Figure 1: Site of Proposed New Intake Gate

Other Options Considered

Genesis Energy has undertaken a robust process to determine the best option for resolving the issues around the existing Tekapo Power Scheme infrastructure. The main options included major reconstruction on the Tekapo A surge tank and/or head gate, as well as other possible locations for installing an intake gate.

On weighing up the effectiveness of these options, installation of a new intake gate at the beginning of the tunnel (close to the water source) is the most appropriate way to prevent harm to people and damage to infrastructure should a significant seismic event occur.

Land Requirements

Genesis Energy owns some land in the area of the proposed new intake gate – Lots 1, 2 and 3 (Appendix 2).

Genesis Energy has identified that the area of freehold land on which the existing old pump house is located (Lot 3; 91 m²) is insufficient in area to accommodate the new intake gate building.

In order for Genesis Energy to proceed with the project, additional land must be purchased from Mackenzie District Council to build the new gate house and structure. Genesis Energy is seeking to extend its existing parcel of land to an area of 942 m² (Appendix 3).

The new building above ground will be approximately 50 m². The superstructure buried underneath the building will be approximately 140 m² (Figure 2). The additional land required surrounding the structure is to allow for structure positioning, ground stabilisation, asset protection, landscaping, gate removal, and lay down areas during construction and operation.

As this land is designated 'Recreational P', Genesis Energy understands a consultative process will be required to effect an amendment to the Mackenzie Long Term Plan before Genesis Energy is able to purchase the additional land, as required by the Local Government Act.

New Intake Gate House

Genesis Energy is currently working on the concept of the new gate house building (Figure 2). It is to be sympathetic to the environment and will consider the Mackenzie Long Term Plan and District Plan requirements. Genesis Energy has, and will continue to work closely with the Lake Tekapo Community Board over the gate house building concept.

The project will include the removal of the existing old pump house (Figure 1).

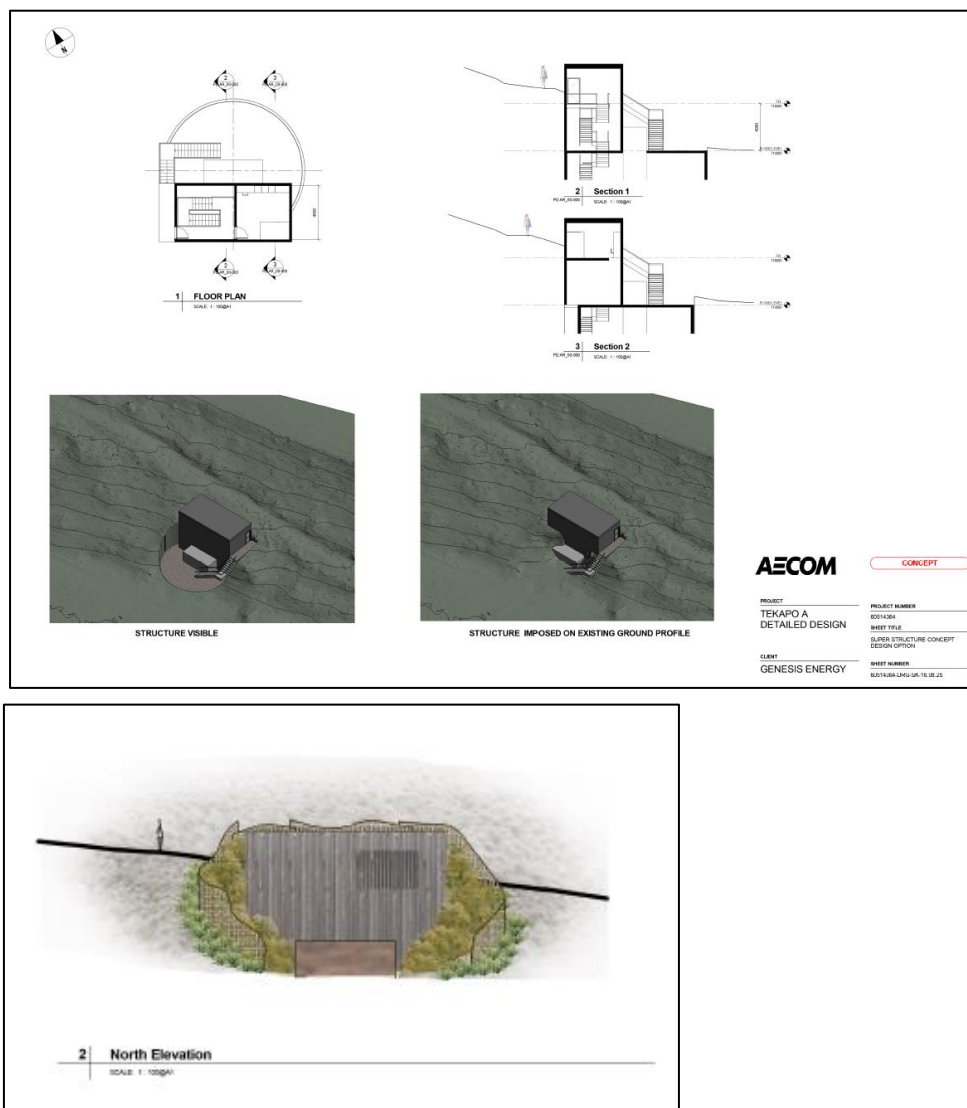
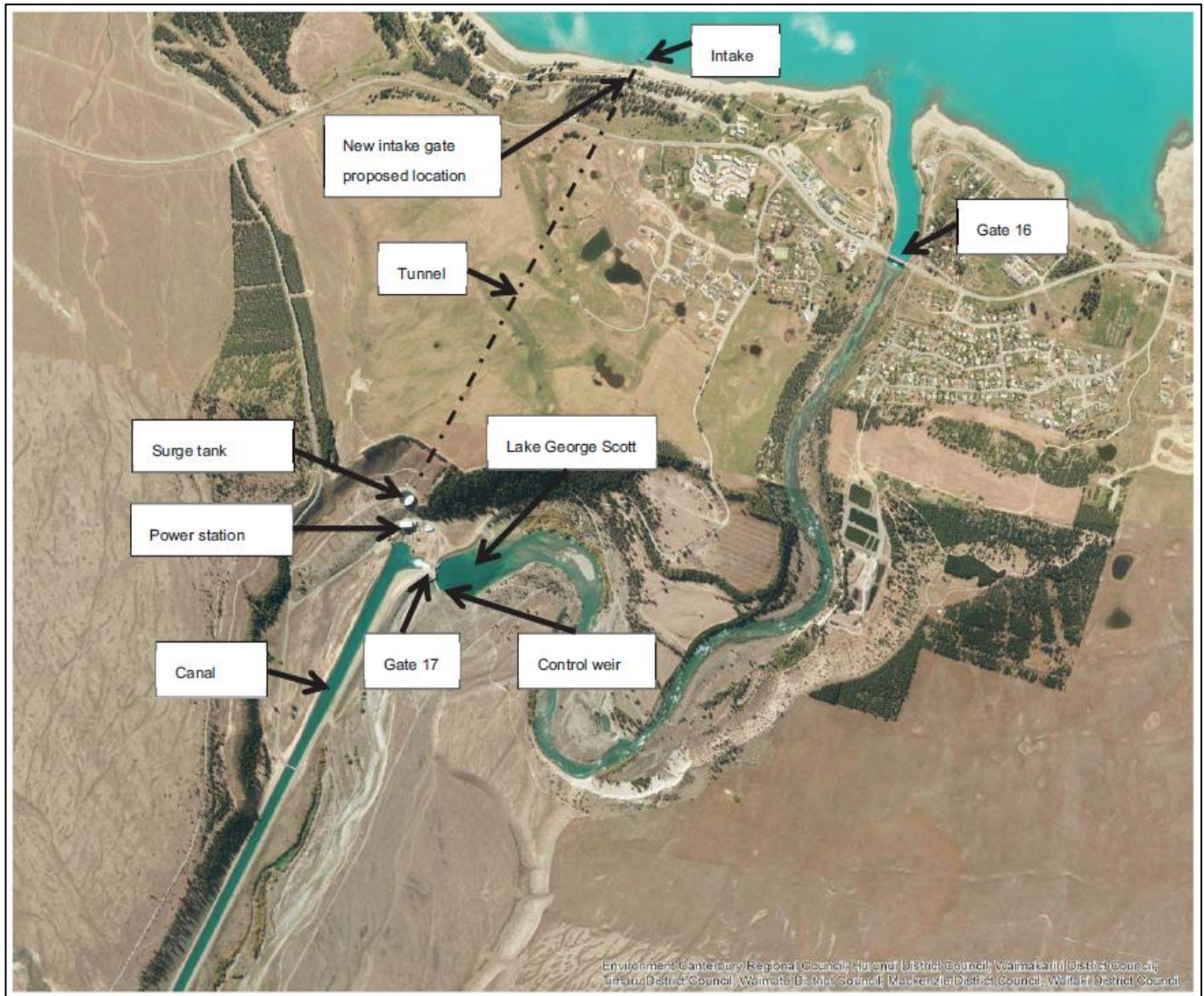
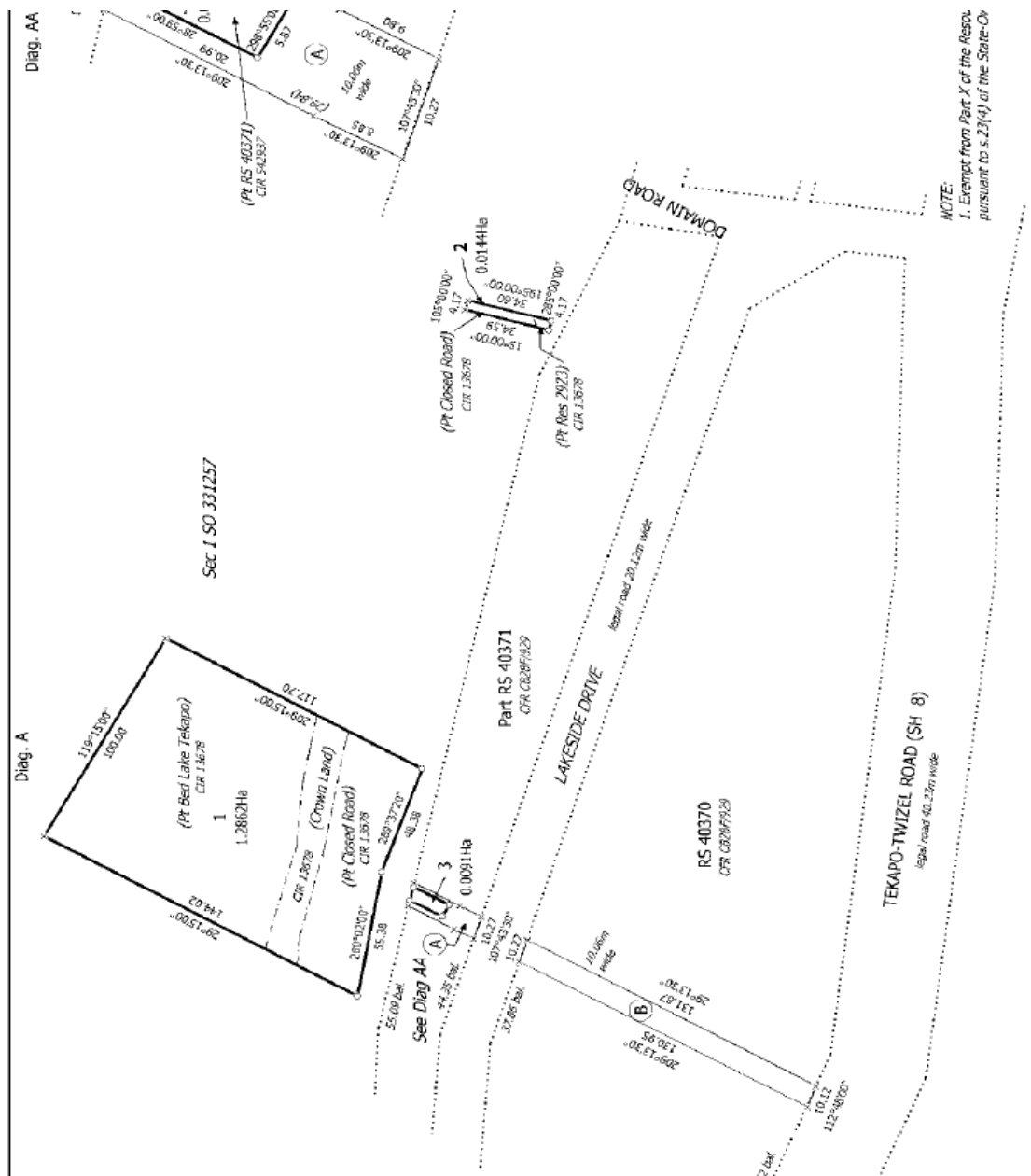


Figure 2: Concept Drawings of the new Intake Gate House. Note that the majority of the structure that houses the shut-off gate will be buried.

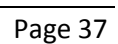
Appendix 1: Tekapo Intake area showing location of key components referred to in this paper.



Appendix 2: Genesis Energy's Existing Land Parcels and Easements



Item 8.3- Attachment 3



8.4 COMMON SEAL**File Reference: PAD 15/7****Authoriser: Wayne Barnett, Chief Executive Officer****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.

It is now proposed that the Council authorise the signing and sealing of these documents.

STAFF RECOMMENDATIONS

That the following documents be executed under the Common Seal of the Council:

1. 830 Deed of assignment of least between Ian Hugh Currie, Patricia Ann Currie, PMC Trust Management Limited and Mackenzie District Council.
Hutt Site No 12, lake Alexandrina, Outlet Settlement. 30 June 2016.
2. 831 Sale and Purchase Agreement 465728 between Wanaka Law and Mackenzie District Council. 24 May 2016
3. 832 Proxy form Alpine Energy Limited signatures Cr Graham Smith and Chief Financial Officer Mr Paul Morris. 26 July 2016.
4. 833 Deed of Lease between Mackenzie District Council and Mitchell John Hammond. 1 July 2016.
5. 834 Licence to occupy land Clayton Road Realignment between Mackenzie District Council and CS Anderson Limited. 28 July 2016.
6. 835 Deed of Lease for Domain Land between Mackenzie District Council and Peter Roland Johnson. 14 July 2016.
7. 836 Deed of Lease from Hut 7 Limited between Mackenzie District Council and Catherine Dymock Bach. 15 September 2016.
8. Agreement in relation to Alps2Ocean Joint Committee between Mackenzie District Council and Waimate District Council. 19 September 2016.

9 COMMUNITY BOARD RECOMMENDATIONS

9.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 19 SEPTEMBER 2016

File Reference: PAD 5

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Twizel Community Board Meeting - 19 September 2016

RECOMMENDATION

1. That the Minutes of the Twizel Community Board Meeting held on Monday 19 September 2016 be received and the recommendations therein be adopted.

TWIZEL ARTS COUNCIL REQUEST:

Resolved: That the Twizel Community Board note the request from The Twizel Arts Council and asked Mr Nixon to supply the Twizel Community Board with more information.

Chair/ Pat Shuker

TWIZEL SPORTS DEVELOPMENT BOARD:

Resolved: That the Community board note the application and further information including a grants application form be completed.

Cr Armstrong/ Pat Shuker



MINUTES

Twizel Community Board Meeting

19 September 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD AT THE TWIZEL EVENTS CENTRE TWIZEL, TWIZEL
ON MONDAY, 19 SEPTEMBER 2016 AT 3PM**

PRESENT: John Bishop (Chair), Pat Shuker, Bruce White, Cr Russell Armstrong
IN ATTENDANCE: Claire Barlow (Mayor), Wayne Barnett Chief Executive Officer, Garth Nixon Community Facilities Manager, Keri-Ann Little Committee Clerk, James Leslie (Councillor) and 4 members of the public

1 OPENING

The Chair welcomed everyone to the meeting.

2 APOLOGIES

Resolved: an apology was received from Phil Rive.

Chair/ Bruce White

3 PUBLIC FORUM

Nil

4 VISITORS

Nil

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 CONFIRM MINUTES

Resolved: That the minutes of the meeting of the Twizel Community Board held on 22 August 2016, including such parts as were taken with the public excluded, be adopted as the correct record of the meeting.

MATTERS UNDER ACTION AND PROJECTS REPORT:

1. Twizel Water Supply Upgrade: Mr Barnett reported the cover had been completed. He noted this action can now be removed from the list.
2. Ohau Road and Ostler Road: Mr Rive will meet with the Asset Department to receive their input on certain restrictions. No date set yet.
3. Greenway Improvements: Mr Nixon reported the greenways had been prepped and now await warmer weather for sealing.
4. New grassed parking area behind Events Centre: Mr Nixon said aside from fencing this project had been completed. He added costings for asphaltting required on going discussion.
5. Mobile Shops and Traders: The community board resolved to use the area opposite the Aspen Court, just along from the medical centre, for itinerant traders, providing Council staff can make it work. This will happen from next season onwards. Discussion was held on the reasons for choosing this area.
6. Dog Signs: The signs are under construction.

7. Two Thumb Drive/Mackenzie Drive/Tasman Road Lights: Mr Barnett reported Netcon is currently working on the problem.

The Chair said he was very satisfied the Community Board had completed so many projects over the last 3 years.

REPORTS:

FINANCIAL REPORT TO JULY 2016:

The purpose of this report was to update Board members on the financial performance of the Twizel Community as a whole for the period to July 2016.

Resolved that the report be received.

Chair/ Cr Armstrong

Mr Nixon reported from the first financial report for the new financial year. He said the Twizel Community Centre had undergone repairs and maintenance, replacing a heat pump and curtains in the Lounge. He added two toilets had been purchased for Lake Ruataniwha to replace the portaloos and an upgrade of existing long drops at Lake Wardell was planned. The signs for no camping at the eastern end of Lake Ruataniwha will be erected shortly.

Mr Nixon said the Twizel Swimming pool acquired administration expenses and preparation for the Pool's opening was underway. He added the Pool was scheduled to open during the second week of November allowing time for staff training.

WARD MEMBER'S REPORT:

Cr Armstrong had nothing to report.

REPORTS FROM MEMBERS WHO REPRESENT THE COMMUNITY BOARD ON OTHER COMMITTEES:

The members had nothing to report.

GENERAL BUSINESS:

TWIZEL ARTS COUNCIL REQUEST:

Attached to the agenda was a request from the Twizel Arts Council requesting the Twizel Community Board consider providing funds towards continuing the enhancement of lighting in the Twizel Events Centre Theatre.

Mr Nixon reported he had asked Ms Taylor to investigate the request further.

The Chair said he had spoken to Kay Potter and the Arts Council request was for \$863.00.

Mr Nixon said the board had no budget for works regarding lighting in the theatre, payment would be made from the board projects budget. Mr Nixon said the request could not progress further until clarification was sought from the Arts Council to clarify their request.

Cr Armstrong confirmed more information is required regarding the Arts Council request and future plans for the Art Council.

Resolved: That the Twizel Community Board note the request from The Twizel Arts Council and asked Mr Nixon to supply the Twizel Community Board with more information.

Chair/ Pat Shuker

TWIZEL SPORTS DEVELOPMENT BOARD:

Attached to the agenda was a request from the Twizel Sports Development Board seeking support for the establishment of its entity.

Mr Nixon said he had contacted Sports South Canterbury regarding the request and possible support that could be provided by Sports South Canterbury. He noted all requests must be completed with a grant application form and associated information.

He said there is reasonable support available from Sport South Canterbury to assist with templates and other administrative tools.

He said he would speak with the Twizel Sports Development Board outlining what is required. He recommended the matter be deferred until the Community Board receives the appropriate request application form and information.

Resolved: That the Community board note the application and further information including a grants application form be completed.

Cr Armstrong/ Pat Shuker

MAINTENANCE OF SHOP VERANDAHS:

Mr Barnett reported Council believe it is the responsibility of Shop Owners to maintain the verandas under the District Plan. Mr Barnett added Mr Hole had sought legal opinion and no response had been received investigations were continuing.

The Chair reflected on major projects accomplished by the current board including the new Twizel Water Scheme, the new Twizel public toilets and the new Meridian Building. He acknowledged Council staff and thanked every member of the board for their time and effort they had have contributed.

The Mayor thanked the Community Board for all its hard work and work completed in the Town by the board. She thanked Mr Nixon for all he had achieved. She added Council had valued the board's input and congratulated the Chair on his contribution.

The Meeting closed at 3:48pm.

The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 14 November 2016.

.....
CHAIRPERSON

9.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 19 SEPTEMBER 2016

File Reference: PAD 5

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Tekapo Community Board Meeting - 19 September 2016

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Monday 19 September 2016 be received and the recommendations therein be adopted.

No resolutions recorded.



MINUTES

Tekapo Community Board Meeting 19 September 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO
ON MONDAY, 19 SEPTEMBER 2016 AT 7PM**

PRESENT: Peter Munro (Chair), Lyn Martin, Stella Sweney, Alan Hayman, Cr Murray Cox.

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Garth Nixon (Community Facilities Manager), Keri- Ann Little (Committee Clerk), Caroll Simcox (Church of the Good Shepherd), Steve Howes, Simon Waymouth (Principle Lake Tekapo Primary School) and two members of the public.

1 OPENING

The Chair welcomed everyone to the meeting.

2 APOLOGIES

Nil

3 PUBLIC FORUM

Lake Tekapo Primary School:

The Chair welcomed all members of the public to the meeting and invited Simon Waymouth to speak on behalf of the Lake Tekapo Primary School. Mr Waymouth asked what options were available to the Lake Tekapo Primary School regarding the accessibility, usage and user charges of the Tekapo Community Hall. He said he acknowledges usage of the Hall is booked in advance and an asset to the whole Community which the School would utilise all year around especially during the winter months. He noted a discussion regarding maintenance and cleaning would be required.

Mr Nixon suggested he work with the Lake Tekapo Primary School and Mr Waymouth in compiling a report to present to the Community board for consideration. Mr Nixon noted an agreed annual fee could be a way forward.

The Church of the Good Shepherd:

Carol Simcox representing the Church of the Good Shepherd (COGS) addressed the Community board. She distributed a copy of the newly published COGS "the vision" document including a vehicle and pedestrian plan for the Church of the Good Shepherd Carpark.

Mrs Simcox spoke briefly to the document. She expressed her enormous appreciate to Mr Nixon for his quick movement on this issue. Mrs Simcox stated "the vision" document was a statement to what the COGS committee would like to achieve and gain agreement from Council moving forward.

Mr Nixon said he will forward the vision document onto the traffic engineers and parking consultants and report their findings back to the COGS. He noted there is no budget in Council's Long Term Plan for this work resulting in the works being long term, he said Council need to confirm costings and move forward in general agreement.

Mr Barnett said discussion needs to take place regarding logistics of the area while informing the public and gaining possible outside funding. He noted discussion will also be required regarding carparking and location of public toilets next to the Footbridge.

Taylor-Made Tekapo Backpackers Hostel:

A visitor to the meeting asked if the YHA Lake Tekapo Backpackers Hostel would sell alcohol in their new building site within the Tekapo Development on the Lake Tekapo Lakeshore. He said if so, were Council aware of the implications regarding visitors and

alcohol fuelled behaviour. He noted this was not usual business for YHA accommodation providers in establishing a bar on their premises.

8 June 16	Keri-Ann	Tekapo Plantation: Murray Place/Section A: Mr Nixon advised Whitestone had now completed the clean-up. He reported process is slow regarding plantings.	Mr Nixon		
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Mr Barnett replied that there was an expectation a bar/restaurant/café would be incorporated within the YHA plans, he confirmed a liquor licence would be required. He suggested Mr Hole, Planning and Regulations Manager contact the owner of the Tailor-Made Tekapo Backpackers Hostel to discuss their concerns further.

4 VISITORS

As above.

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 CONFIRM MINUTES

Resolved: that the minutes of the meeting of the Tekapo Community Board held on 22 August 2016 be confirmed and adopted as the correct record of the meeting.

8 June 16	Keri-Ann	Tekapo Squash Club: Cr Cox reported he had drafted a report to the Community Board which will be included in the next meeting.	Mr Nixon	14 Nov 16	Report to be included in agenda
8 June 16	Keri-Ann	Town Projects: <ol style="list-style-type: none"> 1. Alps2Ocean Link between Tekapo and Canal Road: Mr Nixon reported a retaining wall in Township needs to be completed. 2. Upgrade of Hamilton Drive - dump station requires securing including pollarding 3. Lakeside Drive: Mr Barnett said as a Roothing management within the traffic management plan that would require Council sign off with comfortable controls in place. Ms Sweney asked for clarification regarding a Utilities Provision. 4. Tekapo Development Projects List: Mr Barnett outlined a scope of projects list recently confirmed at the Finance Committee meeting: <ul style="list-style-type: none"> <i>Funding Effectively Confirmed For:</i> <ol style="list-style-type: none"> a. Funding for domain finishing b. Public Green c. Landscaping within viewing shafts – on the agenda d. Surfacing of old mini golf site e. Boat Ramp access from Lakeside Drive <i>Recommended:</i> <ol style="list-style-type: none"> f. Playground be funded by the Land Subdivision Reserve <i>Remaining Projects:</i> <ol style="list-style-type: none"> g. East and Western Carparks h. Long Vehicle Overflow Carpark 	Mr Nixon/Mr Barnett		
8 June 16	Keri-Ann	Freedom Camping Bylaw: Mr Nixon noted that Council had adopted the new Freedom Camping Bylaw which excludes freedom camping from the Tekapo Township. He said new signage will be erected. He added Warden options are currently being explored.	Mr Nixon	Ongoing	Report back to Community Board Regarding Warden options
8 June 16	Keri-Ann	Tekapo Domain Playground: The Community Board expressed agreement that equipment currently in storage be installed at the playground site. Mr Nixon will outline a concept plan for approval.	Mr Nixon	14 Nov 16	Provide a plan for equipment at the Domain
8 June 16	Keri-Ann	Future of Motuariki Island: Seek clarification of Island use.	Mr Nixon	Ongoing	Contact Twizel DOC
8 June 16	Keri-Ann	60km Speed Limit Extension: Mr Barnett received feedback from NZTA. He said NZTA are reviewing the speed restrictions on a wider scale.	Mr Barnett	Ongoing	
8 June 16	Keri-Ann	Civil Defence: Mr Barnett reported Ms Morrison is currently reviewing Civil Defence Procedures and will report to the Community Board in due course.	Ms Morrison	Ongoing	
8 June 16	Keri-Ann	Tekapo Footbridge: Several lights on the Footbridge need to be replaced. Mr Nixon reported stonewall is almost complete. A donated seat is being installed, next step is sealing of the path and tidy up of the garden on the eastern side.	Mr Nixon	Ongoing	Replace lights
8 June 16	Keri-Ann	Solar System Project: Mr Nixon reported timber removal of the Solar System poles had been tasked to local contractors.	Mr Nixon		
4 April 16	Keri-Ann	Public Toilets: Mr Nixon noted delivery of the public toilets will	Mr Nixon		

		take place on 4 November 2016. He reported the delivery date is still on target subject to resource consents and building consents being granted.			
8 June 16	Keri-Ann	Hall Signage: Mr Nixon reported lights had been installed and hall signage is being prepared.	Mr Nixon	14 Nov 16	Signage complete
26 August 16	Keri-Ann	Drone Flying: Mr Barnett confirmed it is the responsibility of the CAA regarding legislative requirements when drone flying. He said he is awaiting follow up regarding Council's next step for policing the use of Drone's.	Mr Barnett	14 Nov 16	Mr Barnett to follow up

REPORTS:**FINANCIAL REPORT:**

This report was the financial report for the Community Board for the period to June and July 2016, to update board members on the financial performance of the Tekapo Community Board for that period.

Resolved: that the report be received.

Murray Cox/ Lyn Martin

Mr Nixon reported Lake Tekapo Community Hall income was less than projected compounded by extra expenses regarding oven servicing. He said litter removal and an additional bin requirement attributed to the Tekapo Township overspend.

Mr Nixon said he believed security cameras were not necessary but a pay system to dispose of household rubbish rather than using the recycling station could be an option worth investigating and further discussion with the Community Board would be required.

Cr Cox highlighted Pest Control as an ongoing problem exasperated by the mild winter. He asked if Town control should be undertaken to coincide with the current Town boundaries programme.

WARD MEMBER'S REPORT:

Cr Cox reported The District Plan review is ongoing. He noted current review is regarding sections within the plan including wording of the final document.

Cr Cox thanked Community Board members for their support. He said there are projects within the Community that he would like to see completed and will continue to be actively involved in these projects.

The Chair thanked Cr Cox for his service.

REPORTS FROM MEMBERS WHO REPRESENT THE COMMUNITY BOARD ON OTHER COMMITTEES:

Cr Cox reported the Regional Park is preparing for summer. ECan will be installing new track signs next week. He noted large planting projects are also underway while tidy up of the caravan park in preparation for campers is ongoing.

Mrs Martin reported a successful annual general meeting of the Lake Tekapo Promotions Association. She added a new committee had been appointed. She asked Mr Nixon to contact Stephanie Hagan regarding funds held in the Promotions bank account that relate to the Playground Committee. She noted internet Wi-Fi accessibility needed to be discussed.

The Chair stated The Lake Tekapo Footbridge Society final annual general meeting will be held on Tuesday 25 October 2016. He said the Tekapo White Water Trust programme for

the coming season is now available. He noted the programme can be downloaded from www.rivers.org.nz.

GENERAL BUSINESS:**WILLOW REMOVAL:**

Ms Sweney reported a large number of willow trees were cut down in the Tekapo Lake bed and had not been removed or the debris cleared away.

Cr Cox said he had spoken to ECan regarding this matter. He reported ECan would follow up with issuing enforcement to the concerned people involved. He noted if the Community Board carried out the clean-up work a consent would be required. Cr Cox suggested a possibility was for the Regional Park to apply for the consent and volunteers carry out the clean-up. Mr Hayman highlighted that the work would need to be completed within the next two months before rainfall and snow melt raised the river and washed the willow debris into the Lake. Cr Cox noted the cost of a consent would need to be discussed. Cr Cox said he will speak with ECan and discuss the best way forward.

INCREASING TEKAPO RECOVERY PARK HOURS:

Mrs Martin asked if the Tekapo Recovery Park hours could be extended. Mr Nixon said the Solid Waste Manager had spoken about extending the Tekapo Recovery Park hours, however he added if the plan of a pay system for household rubbish disposal is achieved there will be no requirement for extended hours.

NEXT MEETING:

The next meeting for the Tekapo Community Board will be held on Monday 14 November 2016 at 7pm in the Tekapo Community Hall Lounge.

The Chair thanked all Community board members for their attendance and input during the last term. He noted the Community board had been successful and achieved a great deal.

Mrs Martin and Ms Sweney wished the Chair the best of luck for the future.

The Meeting closed at 8:30pm

The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on 14 November 2016.

.....
CHAIRPERSON

9.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 3 OCTOBER 2016

File Reference: PAD 5

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Fairlie Community Board Meeting - 3 October 2016

RECOMMENDATION

1. That the Minutes of the Fairlie Community Board Meeting held on Monday 3 October 2016 be received and the recommendations therein be adopted.

RIDDLE STREET ONE WAY TRIAL:

Resolved:

1. That the report be received.
2. The Fairlie Community Board ask Mr Nixon and Mr Haar to meet on site with Cr Jackson to discuss a narrower footpath or pavers.

Cr Jackson/ Trish Willis

FAIRLIE CAMPING GROUND:

Resolved:

1. That the report be received.

Cr Jackson/ Warren Barker

2. That the Fairlie Community Board support the proposed building at the Fairlie Camping Ground in principle.

Les Blacklock/ Cr Jackson

TOWN PROJECTS TEMPLATE:

Resolved: that the current Fairlie Community Board recommend to the incoming community board use the Town Projects Template.

Cr Jackson/ Les Blacklock



MINUTES

Fairlie Community Board Meeting

3 October 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON MONDAY, 3 OCTOBER 2016 AT 5PM**

PRESENT: Owen Hunter (Chair), Warren Barker, Les Blacklock, Trish Willis and Cr Noel Jackson.

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Garth Nixon (Community Facilities Manager), Keri-Ann Little (Committee Administrator), Anne Munro and Pauline Jackson.

1 OPENING

The Chair welcomed everyone to the meeting.

2 APOLOGIES

Resolved: An apology was received from Paul Morris.

Les Blacklock/ Warren Barker

3 PUBLIC FORUM

Nil

4 VISITORS

Nil

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 CONFIRM MINUTES

Resolved: that the minutes of the meeting of the Fairlie Community board held on Monday 29 August 2016, be confirmed and adopted as the correct record, including such parts as were taken with the public excluded.

MATTERS ARISING FROM THE PREVIOUS MINUTES:

Mr Barnett informed the Community Board the Fairlie Township Water Consent application had been completed and will be reviewed by Environment Canterbury before lodgement.

FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION AND PROJECTS REPORT:

- 1. Allandale Bridge Walkway:** Mr Nixon suggested resending the letter to NZTA regarding construction of a pedestrian walkway along Allandale Bridge.
- 2. Green Sign and Power Pole in front of Old Library Building:** Mr Nixon reported this works is underway.
- 3. Raised ground on the north side of the bridge heading to Tekapo:** Now planted.
- 4. Town Clock:** Mr Nixon reported the Town Clock will now be painted due to the warmer weather.
- 5. Fairlie Township Water Consent:** Mr Barnett updated the Board above.

- 6. Paintball Ground:** Mr Nixon reported Council had approved works. Geoff Haugh had been issued a short term lease for grazing. Mr Nixon added Mr Heslop had been advised to remove the fence or Council would do so.
- 7. Princess Street Edging:**
Mr Nixon reported he is currently reviewing with Whitestone's Contracting.

REPORTS:**1. FAIRLIE COMMUNITY BOARD FINANCIAL ACTIVITY REPORT TO MAY 2016:**

The Community Facilities Manager provided a financial report for the Community board for the period to July 2016, to update Board members on the financial performance of the Fairlie Community as a whole for that period.

Resolved that the report be received.

Trish Willis/ Cr Jackson

Mr Nixon spoke from the first financial report for the new financial year. He noted members expenses are over budget. Strathconan Pool maintenance had begun and would continue.

Mr Barnett said the member's expenses were set within the Long Term Plan. The Mayor asked for clarification regarding previous year's budget less than this current years. The Chairman asked for the balance of the Community Board projects.

2. WARD MEMBERS REPORT:

Cr Jackson reported both the Annual Report and Responsible Camping Bylaw will be adopted at an Extraordinary Council meeting tomorrow.

GENERAL BUSINESS:**1. RIDDLE STREET ONE WAY TRIAL:**

This report from the Asset Manager was to advise the Fairlie Community Board on the outcome of the current trial of a one way system on Riddle Street and determine a way forward for this system.

The Chair said he had only received positive feedback from users and business owners.

Mr Barker referred to diagram 3 attached to the agenda on page 30, he said this option would leave the road too narrow and encroached on the shrubbed area. He added it was too dangerous to narrow the road any further.

Cr Jackson had assessed the area and suggested a narrower footpath area with paving or stones.

Mr Blacklock said the road code applies, users have to look before opening doors and exiting vehicles. He suggested staggering the carparks.

Mr Nixon said excavating the area would kill the feeder roots of the trees, he noted some trees are 100 years old, he said a narrow paving strip would be a better option than a 1.2 meter footpath. He added further work encroaching into the garden would be detrimental to the trees currently in that area.

Cr Jackson suggested concrete paving would be a good compromise.

Resolved:

1. That the report be received.
2. The Fairlie Community Board ask Mr Nixon and Mr Haar to meet on site with Cr Jackson to discuss a narrower footpath or pavers.

Cr Jackson/ Trish Willis**2. FAIRLIE CAMPING GROUND:**

The Chair referred to the information report on page 31 of the agenda. He said he supports the proposed building at the Fairlie Camping Ground. He noted the building would require Council consents.

Mr Nixon said Mr Wieldraayer and a Council Planner are currently working through the steps of a Resource Consent and other possible consents required.

Resolved:

1. That the report be received.

Cr Jackson/ Warren Barker

2. That the Fairlie Community Board support the proposed building at the Fairlie Camping Ground in principle.

Les Blacklock/ Cr Jackson**3. TOWN PROJECTS TEMPLATE:**

The Chair said a recommendation for the incoming Community Board was required regarding the Town Projects Template. He said the template is a good tool for tracking progress and tasks not completed.

Resolved: that the current Fairlie Community Board recommend to the incoming community board use the Town Projects Template.

Cr Jackson/ Les Blacklock**4. FAIRLIE TOWNSHIP GARDENING:**

The Chair reported he had been approached by Fairlie Heartlands Resource Centre with an offer of help regarding maintenance and up-keep of the Town gardens. He noted the lack of care with the current plants and visible rubbish in the gardens is very disappointing.

Mr Nixon said this will require investigation working towards a different management of the existing arrangement. He said a volunteer based organisation may not be the best way forward. He said Health and Safety would have to be considered and the new Board would have to consider all the implications.

Ms Willis referred to the Town Garden Template, she said the database was originally an operation tool which was not provided by staff. She noted the level of service had been added to the template including garden areas itemised with outstanding matters that had not been completed. She said the template work needs to be completed and said employ someone to have this completed.

Mr Nixon disagreed he said at the beginning of the current Boards term he provided Board members, both electronic and hard copies of garden information as requested. He noted the template had only been produced at the last two Community Board meetings. He added he is currently speaking with the Whitestone regarding service levels.

Mr Blacklock suggested he and Mr Nixon meet with Whitestone's Contracting to discuss the level of service required.

The Meeting closed at 6:02pm.

The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 21 November 2016.

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CHAIRPERSON

10 RECEIVE COMMITTEE MINUTES

10.1 MINUTES OF FINANCE COMMITTEE MEETING - 4 OCTOBER 2016

File Reference: PAD 4/2

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Finance Committee Meeting - 4 October 2016

RECOMMENDATION

1. That the Minutes of the Finance Committee Meeting held on Tuesday 4 October 2016 be received and noted.



MINUTES

Finance Committee Meeting

4 October 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FINANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 4 OCTOBER 2016 AT 9:30AM**

PRESENT: Claire Barlow (Mayor), Cr Graham Smith (Deputy Mayor), Cr Murray Cox, Cr Russell Armstrong, Cr James Leslie and Cr Noel Jackson.

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Paul Morris (Chief Financial Officer), Tania Hoefsloot (Financial Accountant) and Keri-Ann Little (Committee Administrator).

1 OPENING

The Chairman welcomed everyone to the meeting.

2 APOLOGIES

Resolved: An apology be received from Cr Evan Williams.

Mayor/ Cr Armstrong

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

REPORTS:

ADOPTION OF THE ANNUAL REPORT:

Mr Morris presented the draft Annual Report to 30 June 2016. He said the purpose of this report was for the Committee to recommend to Council that, subject to audit clearance, the Annual Report for the year ended 30 June 2016 be approved and adopted by the new elected members.

Mr Morris spoke to the report.

The Chair noted personnel costs were under and 2.4 million on assets and infrastructure.

Mr Morris said the infrastructure was a result of the Tekapo Development with assets increased regarding Roothing infrastructure and stormwater in the Tekapo Township.

Mr Morris said consultancy costs are down which results in employment costs being down.

The Mayor commended the staff for being transparent and noted a pleasing result with nothing hidden for the incoming Council.

The Chair asked for a public benefit entity clarification. Mr Morris said public benefit entities and private entities are different. Mr Morris added the layout of some of the information regarding more detail with the expense break down. He said you have to remember your audience, the Ratepayer requires information in higher detail.

The Chair thanked Mr Morris, his team and the Chief Executive Officer.

Mr Barnett recognised the work that Ms Hoefsloot had completed on the collaboration of the Report.

Resolved:

1. That the report be received.
2. That the Draft Annual Report 30 June 2016, be recommended to Council for approval and adoption subject to final audit clearance.

Mayor/ Cr Armstrong

The Meeting closed at 10:00am.

The minutes of this meeting were confirmed at the Finance Committee Meeting held on 22 November 2016.

.....
CHAIRPERSON

11 CONFIRM COUNCIL MINUTES

11.1 MINUTES OF COUNCIL MEETING - 25 OCTOBER 2016

File Reference: PAD 4

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Council Meeting - 25 October 2016

RECOMMENDATION

1. That the Minutes of the Council Meeting held on Tuesday 25 October 2016 be received and the recommendations therein be adopted.



MINUTES

Inaugural Council Meeting

25 October 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
INAUGURAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 25 OCTOBER 2016 AT 6PM**

PRESENT: Cr Graham Smith (Mayor), Cr James Leslie (Councillor), Cr Russell Armstrong (Councillor), Cr Anne Munro (Councillor), Cr Stuart Barwood (Councillor), Cr Chris Clarke (Councillor), Cr Paul Hannagan (Councillor)

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Paul Morris (Chief Financial Officer), Bernie Haar (Asset Manager), Toni Morrison (Projects and Administration Manager), Garth Nixon (Community Facilities Manager), Nathan Hole (Planning and Regulation Manager), Keri-Ann Little (Committee Administration)

1 OPENING

The Chief Executive Officer welcomed everyone to the Inaugural meeting of the Mackenzie District Council.

2 APOLOGIES

APOLOGY

RESOLUTION 2016/5

Moved: Cr Graham Smith

Seconded: Cr Russell Armstrong

That the apology received from Stella Sweney, Jacqui de Buyzer and Norman Geary be accepted.

CARRIED

3 REPORTS

8.1 DECLARATION BY MAYOR

PURPOSE OF REPORT

Declaration of the Mackenzie District Mayor.

RESOLUTION

Moved: Mayor Graham Smith

Seconded: Cr James Leslie

1. That the report be received.

CARRIED

That Graham Smith who as a result of the elections held during the period commencing on Friday 16 September 2016 and ending on Saturday 8 October 2016, was duly elected to be MAYOR of the Mackenzie District, will be requested to make and sign a declaration as required by the provisions of Clause 14, Schedule 7 of the Local Government Act 2002.

8.2 DECLARATION BY COUNCILLORS

PURPOSE OF REPORT

Declaration by Mackenzie District Councillors

RESOLUTION

Moved: Mayor Graham Smith

Seconded: Cr Anne Munro

1. That the report be received.

CARRIED

Those persons who as a result of the elections held during the period commencing on Friday 16 September 2016 and ending on Saturday 8 October 2016, was duly elected Councillors of the Mackenzie District, will be requested to make and sign a declaration as required by the provisions of Clause 14, Schedule 7 of the Local Government Act 2002.

Anne MUNRO

Stuart BARWOOD

Chris CLARKE
James LESLIE
Russell ARMSTRONG
Paul HNNAGAN

The Mayor announced Cr James Leslie had been elected as Deputy Mayor.

8.3 DECLARATION BY COMMUNITY BOARD MEMBERS

PURPOSE OF REPORT

Declaration by Tekapo Community Board members, Fairlie Community Board members and Twizel Community Board members.

RESOLUTION

Moved: Cr James Leslie

Seconded: Cr Russell Armstrong

1. That the report be received.

CARRIED

Those persons who as a result of the elections held during the period commencing on Friday 16 September 2016 and ending on Saturday 8 October 2016, was duly elected As Community Board members of the Mackenzie District, will be requested to make and sign a declaration as required by the provisions of Clause 14, Schedule 7 of the Local Government Act 2002.

Tekapo Community Board:

HOWES Steve

MARTIN Lyn

SIMCOX Caroll

Fairlie Community Board:

BLACKLOCK Les

COAKLEY Carolyn

JACKSON Pauline

SMITH Damon

Twizel Community Board:
PAARDEKOOPE Luke
SHUKER Pat

8.4 GENERAL EXPLANATION BY THE CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT

To provide a general explanation of some of the laws that regulate the conduct of elected members.

RESOLUTION

Moved: Cr James Leslie

Seconded: Cr Paul Hannagan

1. That the report be received and noted.

CARRIED

Mr Barnett spoke to his report. He invited questions and noted if the Mayor, Councillors or Community Board members had any concerns or questions regarding the laws that regulate the conduct of elected members to please contact him.

8.5 COMMUNITY BOARD APPOINTMENTS

PURPOSE OF REPORT

To make Councillor Representative appointments to the Fairlie Community Board, Tekapo Community Board and Twizel Community Board.

RESOLUTION

Moved: Cr James Leslie

Seconded: Cr Chris Clarke

1. That the report be received.

CARRIED

2. That pursuant to Section 19F of the Local Electoral Act 2001, the following appointments are made to the Community Boards:

RESOLUTION

Moved: Mayor Graham Smith

Seconded: Cr Russell Armstrong

That Cr Chris Clarke be appointed as a member of the Fairlie Community Board.

CARRIED

RESOLUTION

Moved: Mayor Graham Smith

Seconded: Cr James Leslie

That Cr Russell Armstrong be appointed as a member of the Tekapo Community Board.

CARRIED

RESOLUTION

Moved: Mayor Graham Smith

Seconded: Cr Anne Munro

That Paul Hannagan be appointed as a member of the Twizel Community Board.

CARRIED

8.6 ADOPT SCHEDULE OF MEETINGS 2016

PURPOSE OF REPORT

For the new Council to adopt a schedule of meetings for the remainder of 2016.

RESOLUTION

Moved: Mayor Graham Smith

Seconded: Cr Russell Armstrong

1. That the report be received.

CARRIED**RESOLUTION**

Moved: Cr Anne Munro

Seconded: Cr Russell Armstrong

That Council adopt the outlined schedule of meetings for the remainder of 2016 with the addition of a Council meeting on 13 December 2016 at 9:30am to be held in Fairlie.

CARRIED

The Meeting closed at 6:30pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 31 October 2016.

.....
MAYOR

11.2 MINUTES OF COUNCIL MEETING - 31 OCTOBER 2016

File Reference: PAD 4

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Council Meeting - 31 October 2016

RECOMMENDATION

1. That the Minutes of the Council Meeting held on Monday 31 October 2016 be received and the recommendations therein be adopted.



MINUTES

Ordinary Council Meeting

31 October 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON MONDAY, 31 OCTOBER 2016 AT 9:30AM**

PRESENT: Mayor Graham Smith (Mayor), Deputy Mayor James Leslie (Deputy Mayor), Cr Russell Armstrong (Councillor), Cr Anne Munro (Councillor), Cr Stuart Barwood (Councillor), Cr Chris Clarke (Councillor), Cr Paul Hannagan (Councillor).

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Toni Morrison (Projects and Administration Manager), Keri-Ann Little (Committee Administrator). Paul Morris (Chief Financial Officer) and Tania Hoefsloot (Financial Accountant) from 11:04am.

1 OPENING

The Mayor welcomed everyone to the meeting.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 REPORTS

8.2 STANDING ORDERS

PURPOSE OF REPORT

The Local Government Act 2002 requires that each Council adopts a set of standing orders. The Council is asked to adopt a new set of standing orders for the conduct of its meetings and those of its committees.

Ms Morrison spoke to the report and highlighted Local Government New Zealand (LGNZ) had recently published a new set of standing orders which provide for recent legislative changes and more user-friendly structure. She noted the audio visual link and public forum changes for Councillors information.

Mr Barnett added Council had met with Information Technology Specialists regarding the installation of technology to improve internet connection to allow for audio visual links. He said this would be a trial package.

The Mayor said he had invited the Tekapo Community Board to address the Council via deputations to Council and Committee meetings if a matter arose that required urgent attention.

The Mayor added he was happy for Councillors to monitor the use of their own electronic devices during meetings providing the use of devices did not cause distraction to the meeting.

Ms Morrison noted individual Committee Chairs would be responsible for the running of their own meetings.

RESOLUTION 2016/6

Moved: Cr Russell Armstrong

Seconded: Cr Anne Munro

1. That the report be received.

CARRIED

RESOLUTION 2016/7

Moved: Cr Chris Clarke

Seconded: Cr Russell Armstrong

2. That the Council adopts the Mackenzie District Council Standing Orders dated 31 October 2016 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.

CARRIED

8.3 CODE OF CONDUCT

RESOLUTION 2016/8

Moved: Cr James Leslie

Seconded: Cr Stuart Barwood

1. That the report be received.
2. That the attached Code of Conduct be noted.

CARRIED

Ms Morrison spoke to the report highlighting Council presently had a code of conduct which applied to all members. She said it is proposed that further workshops are undertaken to discuss

the new code which would then be presented for adoption at a future Council meeting.

The Mayor informed Councillors a reasonable standard of behaviour was expected by elected members to Council staff and the public with respect shown at all times.

Cr Munro asked if Council had invested in Members and Officers insurance and expressed concern regarding the Media and elected members personal views being perceived as the view of the Council.

Mr Barnett said Council had insured Members and Officers and this insurance was as extensive as possible. He said Mr Morris, Chief Financial Officer would speak to elected members regarding the insurance policy and all it covers.

The Mayor highlighted the Code of Conduct and noted he was the first point of contact for all Media. He added an apology must be tendered for all meetings members are unable to attend.

8.4 APPOINTMENT OF COUNCIL COMMITTEES AND CHAIRS

PURPOSE OF REPORT

To notify the Council of the establishment of seven standing Committees and one subcommittee, and the appointment of Chairpersons for each of those Committees, pursuant to section 41A of the Local Government Act 2002; and to delegate appropriate powers to those committees to allow them to carry out their functions.

The Mayor noted the inclusion of the Strategy Committee.

RESOLUTION 2016/9

Moved: Cr Russell Armstrong

Seconded: Cr James Leslie

1. That the report be received.

CARRIED

RESOLUTION 2016/10

Moved: Cr Chris Clarke

Seconded: Cr Stuart Barwood

2. That the Council notes that the Mayor has established the following committees and appointed the following members to those committees, pursuant to s41A of the Local Government Act 2002:
 - (a) Strategy Committee – Committee of the whole Council
 - (b) Assets and Services Committee – Committee of the whole Council
 - (c) Planning and Regulatory Committee - Committee of the whole Council

- (d) Audit and Risk Committee - Committee of the whole Council
 - (e) Finance Committee - Committee of the whole Council
 - (f) Forestry Committee – the Mayor, Cr Munro, Cr Clarke, and Cr Barwood
 - (g) Pukaki Airport Board Committee – Cr Leslie, Derek Kirke, Rick Ramsay, and one other to be appointed.
3. That the Council notes that pursuant to s41A of the Local Government Act 2002, the Mayor has established the Tekapo Property Group as a subcommittee of the Finance Committee, with the following membership: the Mayor, Cr Leslie, Cr Armstrong, Stella Sweney, and Ritchie Smith.
4. That the Council notes the appointment of the following Chairs to each committee:
- (a) Strategy Committee – Cr Leslie
 - (b) Assets and Services Committee – Cr Barwood
 - (c) Planning and Regulatory Committee - Cr Munro
 - (d) Audit and Risk Committee – Cr Leslie
 - (e) Finance Committee - The Mayor
 - (f) Forestry Committee – The Mayor
 - (g) Pukaki Airport Board Committee –Derek Kirke
5. That pursuant to clause 32(1) of Schedule 7 of the Local Government Act 2002, the Council delegates to each committee all powers necessary to effectively carry out the committees' terms of reference and scope, excluding those reserved to Council, as set out in the attached *Council Functions and Committee Terms of Reference*.

CARRIED

8.5 METHOD OF VOTING FOR CERTAIN APPOINTMENTS

PURPOSE OF THE REPORT:

The Local Government Act provides for two alternative systems of voting for the election of appointment of representatives of a local authority on joint committees or other bodies. The first options (System A) is to determine that all such appointments should be made by a majority of those voting. This may require several rounds of voting after which the least successful candidate from an earlier round is eliminated from the next round of voting. The second option, System B, is to have a "first past the post" method with only one round of voting, where the highest polling candidate gets elected.

Mr Barnett spoke to the report and explained the two voting methods.

Ms Morrison added this is only a decision to make once for the purpose of the following report external appointments to joint committees and other organisations.

RESOLUTION 2016/11

Moved: Cr Anne Munro

Seconded: Cr Paul Hannagan

- 1. That the report be received.
- 2. That the Council determine that the election of Council representatives to joint committees and external agencies is made using System B (the first past the post system), pursuant to Clause 25 of Schedule 7 of the Local Government Act 2002.

CARRIED

8.6 EXTERNAL APPOINTMENTS TO JOINT COMMITTEES AND OTHER ORGANISATIONS

PURPOSE OF REPORT

To make appointments to a number of committees and organisations.

Ms Morrison spoke to the report.

The Mayor provided background information regarding the Downlands Joint Standing Committee functions and requirements.

RESOLUTION 2016/12

Moved: Cr Paul Hannagan

Seconded: Deputy Mayor James Leslie

1. That the report be received.

CARRIED

RESOLUTION 2016/13

Moved: Mayor Graham Smith

Seconded: Cr Chris Clarke

2. That the Downlands Joint Standing Committee be reconstituted subject to terms of reference adopted by Council on 4 August 2015.
3. That the Council appoint a representative from the Council to the **Downlands Joint Standing Committee:**
One Council appointee Cr Munro
4. That the Council appoint a representative from the Council to the
 - a) **Alps to Ocean Joint Committee:**
One Council appointee James Leslie
 - b) **Canterbury Regional Transport Committee:**
One Council appointee The Mayor
 - c) **Upper Waitaki Zone Water Management Committee:**
One Council appointee Cr Armstrong
 - d) **Orari Temuka Opihi Pareora Zone Water Management Committee:**
One Council appointee Cr Munro
 - e) **Canterbury Waste Joint Committee:**
One Council appointee Cr Barwood
 - f) **Removed no longer valid.**
 - g) **Mackenzie Scholarship Trust:**
One Council appointee Cr Hannagan
 - h) **Aoraki Foundation:**
One Council appointee Cr Clarke
 - i) **South Canterbury Road Safety Trust and South Canterbury Road Safety Coordinating Committee:**
One Council appointee Cr Barwood
 - j) **South Canterbury Irrigation Trust:**
One Council appointee Cr Munro
 - k) **Opihi Catchment Committee:**

One Council appointee Cr Munro

I) Mid - South Canterbury Rural Fire District Committee:

One appointee Alister Munro

5. That the Mayor and one other be appointed to the **Mackenzie District Licensing Committee** under the Sale and Supply of Liquor Act 2012.

Other Council appointee Cr Clarke

6. That the following Rural Water Supply Committees be confirmed:

a) Allandale Water Supply Committee

N Campbell (Chairman), Stephen Whittaker, Tony Habraken, Simon Geary, Evan Williams, Andrew Johnson, Brian Tremewan and Stephen Adams.

b) The Ashwick/Opuha Water Races Ratepayers Committee

C McCarthy (Chairman), Paul Gallagher, Brian Tiffen, Stephen Gallagher, Evan Williams, Graeme Page, Chad Steetskamp, Noel McPherson, Stephen Whittaker, Alister Homes, Andrew McLaughlin.

c) The Kimbell Rural Water Supply Committee

Richard Davis (Chairman) plus all consumers.

d) School Road Water Race Ratepayers Committee

Keith Stanley (Chairman) Warren Barker, John Wright, Joe Harrison, Norm McConnell, Keith Walker, Peter Mills and Phil McCabe.

7. That the Mayor (or, in his absence, the Deputy Mayor) represent the Council at:

- Local Government New Zealand Meetings
- Regional Civil Defence and Emergency Management Group
- Meetings of Alpine Energy Shareholders

CARRIED

8.7 ROLES AND DELEGATIONS TO COMMUNITY BOARDS

PURPOSE OF REPORT

To adopt the attached paper detailing how Council and Community Boards will fulfill their respective roles and recommend it to the Community Boards for adoption, and to provide delegations to the Community Boards under Clause 32 Schedule 7 of the Local Government Act 2002.

Ms Morrison spoke to the report.

RESOLUTION 2016/14

Moved: Cr Russell Armstrong

Seconded: Cr Paul Hannagan

1. That the report be received.

CARRIED

RESOLUTION 2016/15

Moved: Cr Russell Armstrong

Seconded: Cr Stuart Barwood

2. That Council adopts the attached document 'Roles and Delegations to Community Boards'

dated 31 October 2016 detailing how Council and Community Boards will fulfill their respective roles, and recommends it to the incoming Community Boards for adoption.

3. That pursuant to Clause 32 Schedule 7 of the Local Government Act 2002, the Council delegates the following powers and functions to the Fairlie, Tekapo and Twizel Community Boards:

- (a) The ability to consider requests from local organisations for financial assistance in the form of grants, where budget exists for such matters and subject to no one grant exceeding \$1,000.
- (b) The ability to appoint local representatives to organisations within the community board area and other organizations where local representation is requested.
- (c) The ability to authorise, within approved budgets, board members' attendance at relevant conferences and/or training courses.
- (d) The ability to recommend to Council whether or not Council should provide or withhold affected persons approval for planning applications on land adjoining Council owned land within the community board area.
- (e) The ability to approve routine changes in policy affecting locally funded facilities within the community board area.

CARRIED

8.8 MEETING SCHEDULE 2017

PURPOSE OF REPORT

To advise Council of the Schedule of Meetings for the Mackenzie District Council and Council Committees for 2017.

RESOLUTION 2016/16

Moved: Cr Chris Clarke

Seconded: Cr Paul Hannagan

1. That the report be received.

CARRIED

RESOLUTION 2016/17

Moved: Cr Chris Clarke

Seconded: Cr Paul Hannagan

2. That the attached Schedule of Meetings for 2017 be adopted.

CARRIED

8.1 ANNUAL REPORT 30 JUNE 2016

PURPOSE OF REPORT

For Council to approve and adopt the Annual Report 2016.

Mr Morris said an accounting treatment used in 2014 had changed which had originally been a recommendation from Audit New Zealand (NZ). He said an amount of \$1.631 million had been included as an expense in the Statement of Comprehensive Revenue and Expense, rather than being introduced in the Statement of Changes in Equity and Audit NZ had asked Mr Morris to make the change effectively reducing the Council's net comprehensive revenue of \$6.554 million to \$4.923 million. Mr Morris said he felt disappointed the Audit Manager had requested the alteration only 4 hours before the Annual Report final sign off was required allowing no time for discussion regarding the recommendation. Ms Hoefsloot added no indication was given prior to this time to highlight the change to the previous accounting treatment, the accounting treatment change was not a change to accounting standards or legislation but and Auditors opinion.

The Mayor said the amount was a non-cash entry which effectively had not had an effect on the Council's bottom line.

Cr Leslie suggested relaying Council's frustration through to Parliament.

Cr Barwood recommended a closer relationship with Council Staff and Audit NZ.

Mr Morris confirmed a pre audit meeting with Audit NZ and Council Staff had taken place.

Cr Hannagan asked how the information will be communicated to the Public.

Mr Morris said communication to the public will be honest and Council will release a press release to that nature.

Cr Clarke said the situation was unfortunate, however it had been handled by Council in the most appropriate way. He said this was both a waste of time and resource neither of which Council has an abundance of, while also causing issues in terms of Council's relationship with the electorate. He asked how Council's disappointment could be relayed back to the Auditor General.

The Mayor said there is not a forum, the Chief Executive Officer will express the Council's disappointment and frustration directly to the Auditor General. He said he will also contact the Audit Department and express his frustration and disappoint, and will raise the unfortunate incident with other Mayors at the Regional Provisional meeting.

Councillors provided feedback to Mr Morris highlighting spelling and grammatical errors in the Annual Report.

Mr Morris read the letter of representation to elected members for their information and will distribute a copy of the letter to all Councillors.

Mr Barnett thanked the Finance Department, Mr Morris and Ms Hoefsloot for an exceptional report and The Mayor reiterated Mr Barnett's comments.

Mr Morris thanked Ms Hoefsloot for all her hard work, he noted the Annual Report is now completed on time and under budget.

Mr Morris distributed an updated summary report to all elected members.

RESOLUTION 2016/18

Moved: Cr James Leslie

Seconded: Cr Stuart Barwood

1. That the report be received.

CARRIED

RESOLUTION 2016/19

Moved: Cr Russell Armstrong

Seconded: Cr Paul Hannagan

2. That the Annual Report 30 June 2016 be approved.
3. That the Mayor and Chief Executive Officer be given approval to sign the Letter of Representation for the Annual Report for the year ended 30 June 2016.
4. That the Annual Report for 30 June 2016 be adopted.

CARRIED

The Meeting closed at 11:53am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 8 November 2016.

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Mayor

12 ADJOURNMENTS

13 PUBLIC EXCLUDED
Nil