



469TH MEETING

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

Date: Tuesday, 13 December 2016

Time: 9:30am

Location: Council Chambers

Fairlie

AGENDA

Ordinary Council Meeting

13 December 2016

Wayne Barnett
Chief Executive Officer

Council Membership:

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

Councillor Russell Armstrong

3 VISITORS

10:00am Christchurch Canterbury Tourism

Megan Miller, Amy Menard and Angela Gordon

10:30am Citizenship Ceremony

Mark Hurley, Philip Robinson and Jason Neave

10:50am Mackenzie County Scholarship Mackenzie Resident Category Winner

Caleb Riley

The Bruce Scott Memorial Prize Winner

Gareth McKerchar

11:00am Pukaki Airport Board

Derek Kirke

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

November

- 9 November – Met with the Chinese Consul General.
- 10 November – Attended presentation on Council obligations under various legislation.
- 11 November – Attended Armistice Day commemorations in Albury. In afternoon attended meeting with developer from the Pukaki Ward.
- 14 November – Attended the Twizel and Tekapo Community Board meetings.
- 17/18 November – Attended the LGNZ Rural/Provincial Meeting in Wellington with the Mayor.
- 21 November – Met with Jacqui Dean MP for Waitaki with Councillor Barwood. Attended the Fairlie Community Board meeting.
- 22 November – Attended Council's Committee meetings.
- 23 November – Spoke on Port FM radio show. Attended workshop on rating matters at Waimate District Council then the briefing at Alpine Energy for shareholders elected members.
- 24 November – Attended the Alpine Energy shareholders meeting and the Aoraki Foundation meeting in the evening.
- 29 November – Met with Lake Alexandrina and McGregor Camping Ground representatives. Attended Tekapo Property Group meeting.
- 30 November – Attended Twizel Community Board workshop on Standing Orders and Budget.
- 1 December - Had a relationship meeting with Twizel business Mount Cook Alpine Salmon Managing Director.
- 2 December – Attended official opening of the Fairlie Bakehouse.
- 5 December – Attended relationship meeting with local irrigation company. Attended Community Meeting held in Fairlie.
- 6 December – Attended Annual Plan workshop. Met with Opuha Ward resident.
- 7 December – Attended Alpine Energy meeting.

- 8 December – Met with potential Audit and Risk Committee member.
- 12 December – Attended Twizel Area School End of Year Assembly.
- 13 December – Attended Mackenzie College End of Year Award Ceremony.

7 PUBLIC EXCLUDED REPORTS

8 REPORTS

CHIEF EXECUTIVE'S ACTIVITY REPORT

File Reference: PAD 2/3

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Corporate Work Items

NCS Database Project

This project is now in the final stages with an expected further one week until complete.

Staff Movements

For the period 9 November to 1 December 2016:

New Starts

- Kate Grant, Administration Assistant

Departures

- None to report.

Rural Fires

No significant rural fires have occurred during the period 9 November to 1 December 2016.

Water Supplies

There have been no failed results for our Council managed water supplies during the period 9 November to 1 December 2016.

Civil Defence

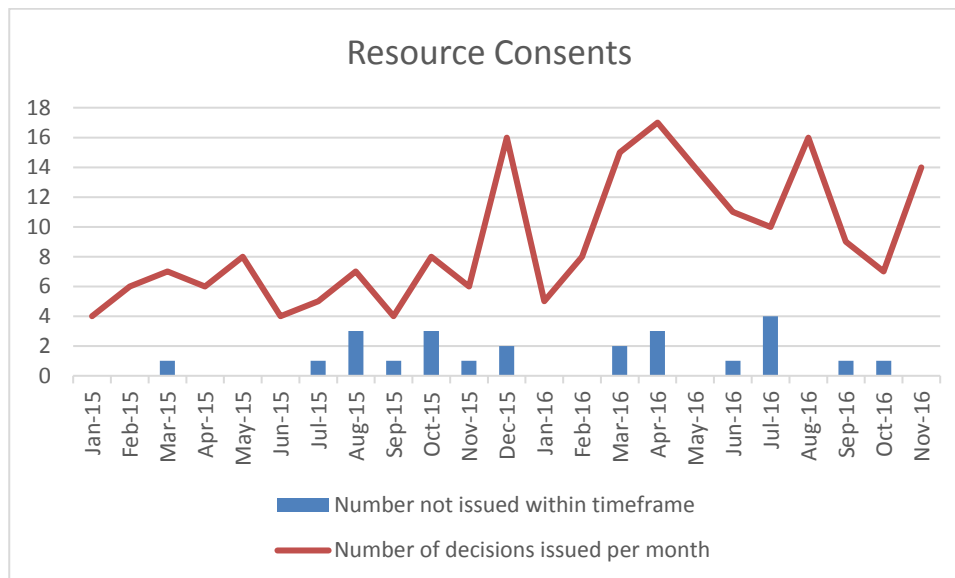
There have been no Civil Defence alerts or situations for our District during the period 9 November to 1 December 2016.

A training exercise was run in-house on 9 November for key staff who have a role for Civil Defence for the Mackenzie District. Three Canterbury Emergency Management Civil Defence from Environment Canterbury attended and gave valuable guidance to staff. It was a successful training and gave staff confidence in the roles they undertake, as well as giving new staff an understanding of what is to be expected.

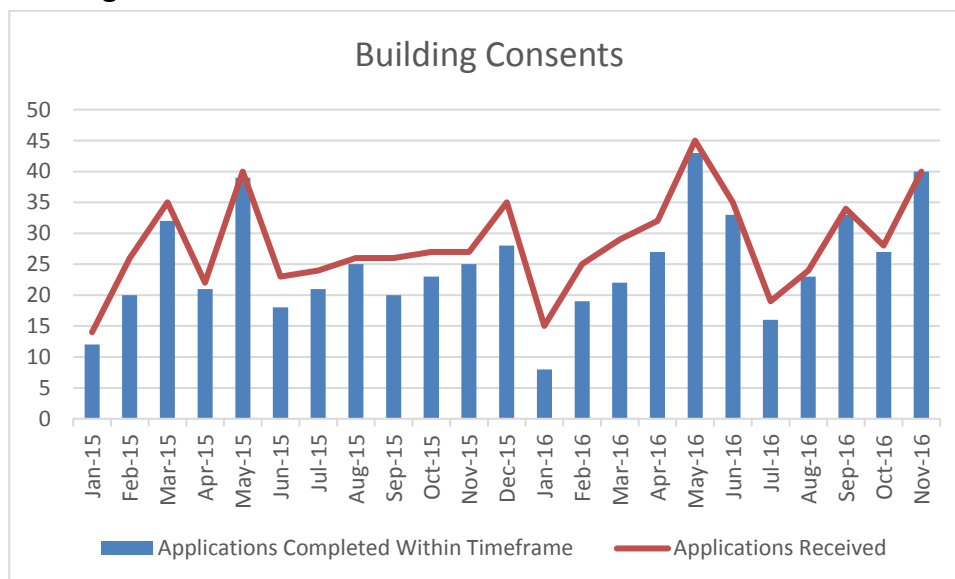
The Kaikoura Earthquake occurred on Monday 14 November 2016 at 12.02am with a magnitude of 7.8. It was felt in the Mackenzie District Council but no damage has been reported.

I contacted the Chief Executive Officers of Kaikoura and Hurunui District Councils offering support from staff should they require it on the morning of Monday 14 November. As a consequence Mackenzie sent four staff to assist in the Hurunui District Council Civil Defence Emergency Operations Centre in Amberley for a combined total of 8 days.

Resource Consents



Building Consents



Meetings and Events

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

November

- 9 November – Took part in Civil Defence Emergency Management Exercise.
- 10 November – Attended presentation on Council obligations under various legislation. Attended meeting with person seeking a commercial lease at Tekapo.

- 11 November – Attended meeting with developer from the Pukaki Ward.
- 14 November – Attended the Twizel and Tekapo Community Board meetings.
- 16 November – Attended meeting regarding the Hayman Road section of the Alps 2 Ocean cycleway.
- 17/18 November – Attended the LGNZ Rural/Provincial Meeting in Wellington with the Mayor.
- 21 November – Attended the Fairlie Community Board meeting.
- 22 November – Attended Council's Committee meetings.
- 23 November – Attended workshop on rating matters at Waimate District Council.
- 29 November – Attended Tekapo Property Group meeting.
- 30 November – Attended Twizel Community Board workshop on Standing Orders and Budget.
- 1 December - Had a relationship meeting with Twizel business.
- 2 December – Attended farewell function for retiring Timaru District Council Chief Executive.
- 5 December – Attended relationship meeting with local irrigation company.
- 6 December – Attended Annual Plan workshop.
- 7 December – Had meeting with Council engineering consultant. Attended Alpine Energy meeting.
- 8 December – Held monthly staff meetings for Fairlie and Twizel staff. Met with potential Audit and Risk Committee member. Attended relationship meeting with DOC and LINZ Chief Executives.

WAYNE BARNETT

CHIEF EXECUTIVE OFFICER

8.2 PENSIONER HOUSING REVIEW**File Reference:** Was 8**Authoriser:** Garth Nixon, Community Facilities Manager**Attachments:** 1. Pensioner Housing Review**STAFF RECOMMENDATIONS**

That the information be noted.

BACKGROUND

As part of the 2015 - 2025 Long Term Plan, Council undertook to review the Council's Pensioner Housing activity and look at future demand and trends. The attached report contains this review. The report forms part of the background information that will be used in developing the upcoming 2018-28 Long Term Plan.

CONCLUSION

The report's findings and conclusions suggest further work is required around Pensioner Housing Policy, depreciation and Elderly Housing across the district.

This work will be undertaken and included as part of the long term planning process, and will be further discussed with Council as part of long term plan preparation.

WAYNE BARNETT

CHIEF EXECUTIVE OFFICER



REVIEW OF:

Pensioner Housing for Mackenzie
District Council



November 2016

CONFIDENTIAL



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PREPARED BY:

SUE WELLS, SOUTH ISLAND PLANNING
MANAGER



REVIEWED BY:

BLAIR BROWN, SOUTH ISLAND BUSINESS
DEVELOPMENT MANAGER



1. EXECUTIVE SUMMARY

- 1.1. Council owned pensioner housing in the Mackenzie District accounts for 0.3% of the district's total housing stock of 3300.
- 1.2. With the exception of a Fairlie dwelling owned by Housing New Zealand (HNZ), the Mackenzie District Council (Council) is the only provider of any kind of social housing. Its stock is relatively modern and in good repair. Its current policy framework around its housing stock was last reviewed in 2011 and it would be advisable to refresh it during the upcoming LTP process.
- 1.3. Council pensioner housing stock in Fairlie is likely to be meeting demand but it should be kept under review for Twizel. There is no identified need for Council pensioner housing stock in Tekapo.
- 1.4. Council's Pensioner Housing Policy contains a statement about depreciation and the role that plays in funding renewal of its housing stock. It is unclear whether the depreciation is on that portion of the asset which Council funded, or whether it is across the asset as a whole. This should be clarified.
- 1.5. Housing supply in Mackenzie District is following a pattern seen in other New Zealand sites of outstanding natural beauty. Tourist accommodation is being supplied not just by commercial providers, but is now an established use of what was formerly private housing stock available for longer term private rental. This has pushed up rents for longer term tenants and means there is less stock available for workers and families. It risks pricing workers out of the rental accommodation market, which in turn has the potential to constrain growth in the tourism sector.
- 1.6. The district's small population and relative isolation, which are part of its compelling point of difference from a tourism perspective, also contribute to the low levels of available social housing stock.
- 1.7. There is a need for a broader review of housing across the Mackenzie District to ensure it can continue to meet the district's social, cultural, economic and environmental objectives.

2. BACKGROUND

- 2.1. According to the Council's Activity Management Plan,¹ Communities in Twizel and in Tekapo have suggested a need for additional housing for the elderly, along with worker type accommodation needed in Lake Tekapo.
- 2.2. Council has engaged TPG to report on its Pensioner Housing, in particular, to
- Review available growth and population projection reports, in particular 'Mackenzie District Council – Population and Household Projections 2013-2063' to ascertain possible future demand,
 - Review with the council other housing sectors' needs, ie social housing
 - Review existing policies
 - Review eligibility test
- 2.3. TPG has drawn on its own housing sector experience and knowledge along with publicly available information and interviews with a number of community representatives to report to the Council our findings and recommendations.

¹ Mackenzie District Council Activity Management Plan for Community and Township Services, updated following Council decisions, March 2015.

3. THE ISSUE

- 3.1. Like much of New Zealand, Mackenzie District has an ageing population. Demographic research undertaken by Natalie Jackson Demographics Limited² indicates that even under a low growth scenario, single person households and people 65 and over are going to increase more rapidly than the balance of the population. There is a question as to whether the existing housing stock in Mackenzie District will provide a suitable match for the future demographic makeup of the district.
- 3.2. Council provision of pensioner housing in Mackenzie District is seven units in Fairlie and three in Twizel. There is no council pensioner housing in Tekapo. With the exception of Moreh Home which is discussed in detail at section 5 of this report there are no private providers of retirement/rest home care in the district.
- 3.3. Feedback was offered from people across the district that the question of demand for provision of Council pensioner housing in Tekapo was unlikely to arise. One commentator said, "If older people are choosing to live in Tekapo they have sufficient funds to provide for their own housing". Tekapo also had a relatively small number of people aged over 65, 48 people or 13.0% of its population.
- 3.4. There is one Housing New Zealand unit in Fairlie. The Ministry of Social Development website³ reports a very low level of demand for social housing in Fairlie (so low that it does not quantify it), and no demand is recorded for Twizel or Tekapo. This does not necessarily mean there is no demand. Given that there is no current social housing provided in Twizel or Tekapo by HNZ or any other providers, it may mean that people who approach HNZ for assistance do not nominate Twizel or Tekapo as potential choices for where they wish to live.
- 3.5. During interviews on the need for future provision of pensioner housing, other housing problems were also raised, including the difficulty being faced by younger people who were long term renters, lack of housing appropriate for low income and seasonal workers, and the lack of social and affordable housing in general.
- 3.6. The volume of housing stock in the district which is available for long term private rental has been affected by the increase in demand for private holiday accommodation, facilitated by internet booking. These show up as unoccupied dwellings in the census data.
- 3.7. The issue of pensioner housing provision was not as high an issue of concern for a number of people interviewed as were social housing, workers accommodation, and care for the very frail and infirm.

² Natalie Jackson Demographics Ltd; "Mackenzie District Council – Population and Household Projections 2013-2063" report commissioned September 2014.

³ <http://housing.msd.govt.nz/information-for-housing-providers/register/index.html>

4. CURRENT PROVISION OF PENSIONER HOUSING

- 4.1. Council currently provides pensioner housing in Twizel (three units) and in Fairlie (seven units). The units are all relatively modern and well maintained. The Twizel units were built in 1995 and the Fairlie units in 2007. There are no pensioner housing units in Tekapo. The units were part-funded by Council with the balance of the funding coming from the Crown.
- 4.2. The Mackenzie District Council Fairlie and Twizel Pensioner Housing Policy (Pensioner Housing Policy) was last reviewed in October 2011. This document which provides guidelines on eligibility criteria, level of rentals, funding of facilities and treatment of surpluses.
- 4.3. According to its Pensioner Housing Policy, Council owns and maintains the buildings and grounds, selects tenants, reviews tenancy agreements and rentals, and monitors long term demand for housing and maintenance. As Council is the provider, it is not eligible to be deemed a Community Housing Provider so Council tenants are not eligible for Income Related Rent Subsidy from the government. Council does not provide social services to its tenants.
- 4.4. Council Pensioner Housing is funded by rental income. Council subsidises rentals by setting the cost at 80% of private market rentals and no greater than 1/3 of National Superannuation.
- 4.5. Depreciation is recognised as an operating expense and the funded depreciation is utilised to fund the ongoing refurbishments of units on a cyclic basis. As the Council contributed only 50% of the initial cost of the units, it is unclear whether the depreciation of the units is done on the basis of the unit's replacement cost or the Council's contribution. If it is the latter, then the depreciation taken would result in a shortfall if Council is relying on this fund to replace the units. This is an issue which should be confirmed and considered through the LTP process.
- 4.6. The eligibility policy requires that prospective tenants must be a pensioner/war veteran, of low income, with assets that are under \$100,000. All applicants must provide evidence of income and assets. Should a vacancy arise and there be no applicants, the units may be let to non-qualifying applicants at full market rental until they are required for pensioner housing.
- 4.7. Acceptance of applications remains at the full discretion of the Council. The selection criteria are intended to demonstrate whether the applicant has a need for pensioner housing, based on their personal health and mobility, their present housing situation, their ability to care for themselves, their age, marital status, and personal financial situation.
- 4.8. The Council has two selection committees, made up of a ward Councillor, a practice nurse, the Community Facilities Manager, and either the Twizel Community Worker, or in Fairlie a member of the Aged Welfare Association.
- 4.9. The last time there was a vacancy in Council Pensioner Housing in Twizel, there were four applicants, one of whom did not meet the age criteria and one of whom was from out of the district. There are currently four people on the waiting list in Fairlie.

- 4.10. There is still a demand for the pensioner housing provided by the Council. If the demand significantly outstripped supply, making amendments to the eligibility criteria, for example adjusting the level of assets permitted, may have the effect of changing the numbers of people who qualify for the existing stock. No detailed investigation has been done on that issue. The evaluation methods within the policy are likely to be sufficiently sensitive to be able to address competing needs on a case by case basis.
- 4.11. The policy contains a statement that “in developing this policy, the Council recognises that it is not the sole provider of accommodation for the District’s elderly residents.” It is not clear what this is referring to unless it is to private rental accommodation.

5. HOUSING CHOICES FOR OLDER PEOPLE

- 5.1. In the Mackenzie District, the only options available at the moment for people over 65, are to live in their own home (whether owned or rented, alone or shared), to live with family members, to rent a room in a private home, or to secure a place in one of the three pensioner units in Twizel or seven in Fairlie. Additionally the district is home to the unique, privately owned and run Moreh Home. While Moreh Home does not provide full nursing care it offers an increased level of support including catering and housekeeping.
- 5.2. Statistics New Zealand advise that at the 2013 census there were 45 residents in Twizel who were over the age of 65 and who were in accommodation that they did not own. In Fairlie, that figure is 39. These figures will include people over the age of 65 living in shared accommodation with family members, as well as in private rental accommodation; the three pensioner units in Twizel; the seven pensioner units in Fairlie; and some 10-16 people could have been resident in Moreh Home.
- 5.3. Some people have been partially supported in Council housing with meals provided from Moreh Home, and others have moved from pensioner housing to Moreh Home when the need for a greater level of support arose. It is possible that the support of Moreh Home has enabled people to remain in the district in pensioner or private accommodation for longer than they might otherwise have been able to do. If that is the case, there is a risk that the demand for pensioner flats, in particular in Fairlie, may change should anything happen to Moreh Home's ability to continue to provide its voluntary social services to the district.
- 5.4. There are no private retirement complexes, rest homes, or hospitals in the Mackenzie District as there are in neighbouring South Canterbury and Waitaki Districts. Setting aside Moreh Home, people whose needs fall into the continuum of care which requires full-time nursing support have no choice but to leave the district. Timaru, Geraldine, Oamaru, Invercargill, and Tauranga have all been identified as places where people have gone for this phase of their lives and there are no doubt many others.
- 5.5. Discussions with a private commercial provider of retirement and rest-home facilities indicate that the economies of scale needed for a fully commercial development are not presently to be found in Mackenzie District, and that there are easier development options elsewhere in Australasia.
- 5.6. In the absence of anything changing, and setting Moreh Home aside, it is to be assumed that those who need or desire the continuum of care that is offered by moving to a retirement or rest home facility will need to leave Mackenzie District.
- 5.7. At the moment the Mackenzie District Council has no Older Persons' Strategy or Policy. Development of such a document in partnership with the community and other stakeholders including neighbouring districts and the Canterbury District Health Board would assist to guide the Council in choices around expenditure and advocacy, for example if there were an

appetite to try to attract a facility to the Mackenzie District which provides for whole of life care. More analysis could be done on whether there are other providers, including charitable providers, who would be interested in coming to the District.

- 5.8. If those people who are well enough to remain in the community are currently housed in accommodation which is warm, dry, affordable and fit for purpose, and they are comparatively fit and well and not under financial duress, then any Council housing on offer would need to be a more attractive proposition than their existing home to make the stress of shifting worthwhile.
- 5.9. The question of the quality of the overall existing housing stock in the district is far wider than the scope of this review, but is one which was raised by a number of the participants interviewed. This related more to the quality of the stock in Twizel than in Fairlie.
- 5.10. A number of people interviewed expressed the view that some people were likely to be remaining in homes which they owned that were too large for them because there were no smaller alternative units available. Anecdotal information is that any smaller units sell very quickly, and that there may be a market appetite for some smaller housing. A very preliminary review of the Mackenzie District Plan indicated no obvious barriers to developing smaller homes on smaller sections. Equally, there were no obvious incentives. Council were interested in encouraging more of that type of development there are mechanisms (for example through reduced development contributions within a development contributions policy framework) to make that happen.
- 5.11. In their appended 2013 report "Housing has to cater to older people's needs", Statistics New Zealand makes the point that they anticipate that there will be geographical differences in population ageing and growth, and comments,

"Access to facilities and services, notably specialised health care, is an important requirement for older people. As a result, the very aged tend to be concentrated in larger urban areas. ... Because of increases in life expectancy and improved well-being, there is likely to be a continued emphasis on 'ageing in place' – living in the community, with some level of independence, rather than in residential care. As a result, one might expect strong demand for safe, warm, and affordable housing. Increasing numbers of older people, many of whom will be women on their own, will require housing which is secure and easily maintained, with access to public transport, health, and other services.

"Appropriately sized housing is another aspect. However, having fewer people per household does not necessarily mean one- and two-bedroom homes will be the norm. Older people often want an extra bedroom to cater for family and caregivers... The physical effects of ageing need to be taken into account in housing design. Features to assist older people include smart assistive technology and modifications to help mobility, and range from video-entry phones and handrails to accessible driveways, ramps, and street-level entrances. Some of these are easier than others to retrofit to existing dwellings."

6. DEMOGRAPHIC DATA

6.1. POPULATION BY AREA

According to the 2013 Census, the population of Mackenzie District was 4,158. The main population centres were Twizel (population 1337) Fairlie (population 696) and Tekapo (population 369). The district is ranked 65/67 for size of population in New Zealand, having less than one percent of New Zealand's population.

6.2. AGED OVER 65

Against a national average of 14.3%, people 65 years and over made up 20.8% of the population in Twizel (236 people), 28.9% in Fairlie (201 people) , and 13.0 % in Tekapo (48). Twizel and Fairlie are significantly above the national average for people aged 65 and over.

6.3. LIVING ALONE

6.3.1. More people live alone in Twizel and Tekapo compared with the New Zealand average of 23.5%. In Twizel the number of 1 person households is 129 (27.7%) and in Tekapo 39 (28.3%). This figure jumps even higher in Fairlie, where the number of single person households is 114 (35.8%).

6.3.2. These figures are likely to contain a large percentage of elderly people, as according to Statistics NZ, three quarters of the growth in single person households is likely to come from people aged over 55. In her 2014 report, Natalie Jackson comments that "the future dwelling demand of Mackenzie District will thus be increasingly driven by non-family households, predominantly comprised of one person and couples without children, characteristic of population ageing." Appendix D2 of her report, which projects changes in household composition across three variants (high, medium, low), shows growth in the number of single person households, regardless of the variant used.

6.4. OWN OR RENT

6.4.1. In Mackenzie District, 65.3 percent of households in occupied private dwellings owned the dwelling or held it in a family trust as compared to 64.8 percent nationally. At the time of the 2013 census, for households in Mackenzie District who rented the dwelling that they lived in, the median weekly rent paid was \$160. This compared with \$280 for New Zealand as a whole.

6.5. UNOCCUPIED DWELLINGS AND HOLIDAY ACCOMMODATION

- 6.5.1. For Mackenzie District as a whole, there were 1,818 occupied dwellings and 1,449 unoccupied dwellings. By comparison, nearby Temuka in South Canterbury, (which is not known as a holiday destination) has a similar population of 4,047. In the 2013 census Temuka recorded 1,773 occupied dwellings and 114 unoccupied dwellings (6.04% of the overall stock).
- 6.5.2. There were 513 occupied dwellings and 765 unoccupied dwellings in Twizel community. The summer population of Twizel is estimated at more than three times the permanent number of inhabitants. Twizel's unoccupied dwelling ratio is similar to that of Hanmer Springs, but its census night proportion of people aged over 65 was higher. Tekapo's unoccupied dwellings is highest within the Mackenzie District, and its population of people aged over 65 is lower than even the district average.
- 6.5.3. An additional 35,230 guest nights were recorded on the commercial accommodation monitor in Mackenzie over the three summer months of December 15, January and February 2016, of which international visitors accounted for 72 per cent.
- 6.5.4. Many private homes which once would have been available as low priced rental accommodation are now being marketed as nightly or short term accommodation with nightly prices fetching a premium. The available private rental market has therefore reduced. Over the last four censuses, the percentage of unoccupied dwellings has steadily risen from 35.99 percent in 1996, to 39.37% in 2001, to 41.36% in 2006, to 43.91% in 2013.

6.6. SELECTED DEMOGRAPHIC DATA FROM CENSUS 2013

	TWIZEL	TEKAPO	FAIRLIE	MACKENZIE DISTRICT	HANMER SPRINGS	TEMUKA	NZ
population	1137	369	696	4158	840	4,047	4,242,051
dwellings	1278	456	405	3300 ⁴	1089	1887	1,756,143
(%unoccupied)	(59.86%)	(54.61%)	(20%)	(43.91%)	(59.23%)	(6.04%)	(10.56%)
occupied	513	207	324	1818	444	1773	1,570,695
unoccupied	765	249	81	1449	645	114	185,448
construction	15	6	3	33	15	6	9,756
single person households	129	39	114	435	84	555	
	(27.7%)	(28.3%)	(35.8%)	(27.1%)	(25.0%)	(31.8%)	(23.5%)
pensioner units	3	0	7	10	3	56 ⁵	
people 65+	236	48	201	661	119.28	947	606,613
	(20.8%)	(13.0%)	(28.9%)	(15.9%)	(14.2%)	(23.4%)	(14.3%)
people 65+ who didn't own dwelling in which they lived	45	- ⁶	39	-	-	-	-

2013 Census Demographic Data 1

⁵ Housing in Temuka is social housing and not limited to pensioner housing.

⁶ Information was sought only for relevant areas of Twizel and Fairlie.

7. FINDINGS

- 7.1. Based on current demographic projections for the Mackenzie District, growth in the over 65 age group will be greater than in other age groups over the next 50 years.
- 7.2. Current housing stock is likely to need to change to provide for changing market demand, for smaller houses on smaller sections. This change is not yet occurring.
- 7.3. The amount of available residential rental stock in the district is under pressure from short stay tourism. This affects not just older people, but also first home buyers, people who are looking to be long term renters, and people on low incomes.
- 7.4. There is a growing concern around affordability of rental housing, particularly in Twizel. This risks jeopardising the growth potential for tourism potential in the district.
- 7.5. With the exception of Moreh Home, there is no provision of nursing or retirement care for the elderly in the district. If anything were to happen to Moreh Home's service, it has the potential to significantly alter the ability of many elderly people, not just its residents, to remain in the district. Council is unlikely to be able to provide housing with a level of care sufficient to meet the needs of those people. Constructing further pensioner housing would not solve that problem.
- 7.6. Current provision of pensioner housing in Fairlie is likely to be adequate. Consideration could be given to increasing the provision of pensioner housing in Twizel where population growth is higher. Council should look at reviewing its eligibility policy before choosing to further invest in pensioner housing. Council should also review its level of depreciation alongside its level of rentals to ensure its depreciation is meeting Council's policy expectations for asset renewal.
- 7.7. Without intervention, there is no immediate prospect of a private retirement/hospital provider looking to set up in Mackenzie District. If Council decided it were of a mind to try to attract such a provider to the district, there are mechanisms Council could explore to try to achieve that.
- 7.8. Council could consider opening discussions with other social housing providers who may be interested in providing social/affordable/pensioner housing throughout the district by way of a CHP. Tenants would then be eligible for IRRS which may offset increases in rent needed to cover any potential depreciation shortfall.

8. CONCLUSION

- 8.1. At present there appears to be sufficient pensioner housing stock in Fairlie to meet the existing demand. The stock in Twizel is more likely to come under pressure from demand in the future.
- 8.2. There are wider issues at play, including shortage of private rental housing and increased pressure on seasonal accommodation, including affordable workers' accommodation.
- 8.3. Mackenzie District does not have an older person's policy or strategy, and development of such a document in consultation with the community and wider stakeholders would help to inform best next steps for the future provision of older person's housing, including privately owned smaller units. In that context, the Council should also review its pensioner housing eligibility and discuss whether it is satisfied that the current level of asset eligibility is appropriate.
- 8.4. Council should also review its levels of depreciation to confirm that it will be sufficient to provide the level of service as set out in its Pensioner Housing Policy.



8.3 AMENDMENT TO TERMS OF REFERENCE - AUDIT & RISK COMMITTEE

File Reference: PAD 4

Authoriser: Toni Morrison, Projects & Administration Manager

Attachments: Nil

PURPOSE OF REPORT

To seek Council approval to amend the Terms of Reference for the Audit and Risk Committee to provide for the appointment of an additional member to that Committee.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Council approve an amendment to the Terms of Reference for the Audit and Risk Committee to enable that Committee to appoint an additional member, as follows:

Membership: *The Audit and Risk Committee will be a standing committee of all Councillors and the Mayor. The Committee may appoint an additional person to the Committee where it considers that person has skills, attributes, or knowledge that will assist the work of the Committee.*

BACKGROUND

The Audit and Risk Committee has had informal discussions about providing for additional expertise and oversight in its governance of the Councils auditing and risk management areas. The members of the Committee consider that providing for one additional member to be appointed would enable the option of increasing the effectiveness of that Committee where the appointee has specific skills or experience to assist the Council in those areas.

An amendment to the current Terms of Reference is therefore sought, to enable the Committee itself to appoint an additional person to the Committee where particular skills or experience will assist the Committee.

The current Terms of Reference provide:

Membership: *The Audit and Risk Committee will be a standing committee of all Councillors and the Mayor.*

The proposed amendment is as follows:

Membership: *The Audit and Risk Committee will be a standing committee of all Councillors and the Mayor. The Committee may appoint an additional person to the Committee where it considers that person has skills, attributes, or knowledge that will assist the work of the Committee.*

POLICY STATUS

N/a.

SIGNIFICANCE OF DECISION

The decision to amend the Terms of Reference for the Committee to provide for one additional member is not considered significant under the Council's Significance and Engagement Policy.

OPTIONS

Option 1: to amend the Terms of Reference to enable the appointment of additional expertise to the Audit and Risk Committee.

Option 2: to not amend the Terms of Reference.

The Audit and Risk Committee deals with significant organisational matters such as risk, health and safety, insurance, legal compliance and audit matters. The provision for an additional member who would bring additional specialist expertise would assist the Committee in carrying out this work.

For these reasons, Option 1 is recommended.

CONSIDERATIONS**Legal**

The Local Government Act provides that Committees can have such appointments. However it is recommended that Council formally include this option in the terms of reference.

Financial

Remuneration of the elected members on the committee is already provided for in budgets. An additional appointee will require an additional membership fee which is not provided for in present budgets. The amount of any fee is not yet known.

Other

N/a.

CONCLUSION

The Audit and Risk Committee considers that it would enhance effectiveness of the work of that committee if provision was made appoint an additional member with relevant expertise to their committee. The Council is asked to amend the Terms of Reference to enable that appointment.

WAYNE BARNETT

CHIEF EXECUTIVE OFFICER

8.4 CHRISTCHURCH CANTERBURY TOURISM PROGRESS REPORT FOR MACKENZIE DISTRICT COUNCIL DECEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. CCT Progress Report December 2016

STAFF RECOMMENDATIONS

That the information be noted.

Megan Miller, Amy Menard and Angela Gordon will attend the Council meeting from 10am to present the report.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

Christchurch & Canterbury Tourism Progress Report for Mackenzie District Council

Marketing Activity for period July 2016 – December 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 December 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 12 newsletters since 1 July, to a database of 217 subscribers with an average open rate of 53% and click rate of 9.3%. (*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 was held on November 3rd at Reflections Café, Tekapo. This was also advertised in the Twizel Update and Mackenzie e-newsletter. One operator attended.

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 52 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 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.

Since 1 July, the number of monthly sessions (unique visits) for the website has grown from 6,757 for the month of July to 12,445 sessions for November. On average, 80% of these are new visitors to the website, with the remaining 20% returning visitors. 45% of the website sessions occur on a mobile device (phone or tablet) and 55% occur on a desktop/laptop computer.

Domestic visitors make up 45% of the website audience, with an even split between the North and South islands. The top countries for overseas website traffic are, in order: Australia, US, Singapore, UK.

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 continued 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.

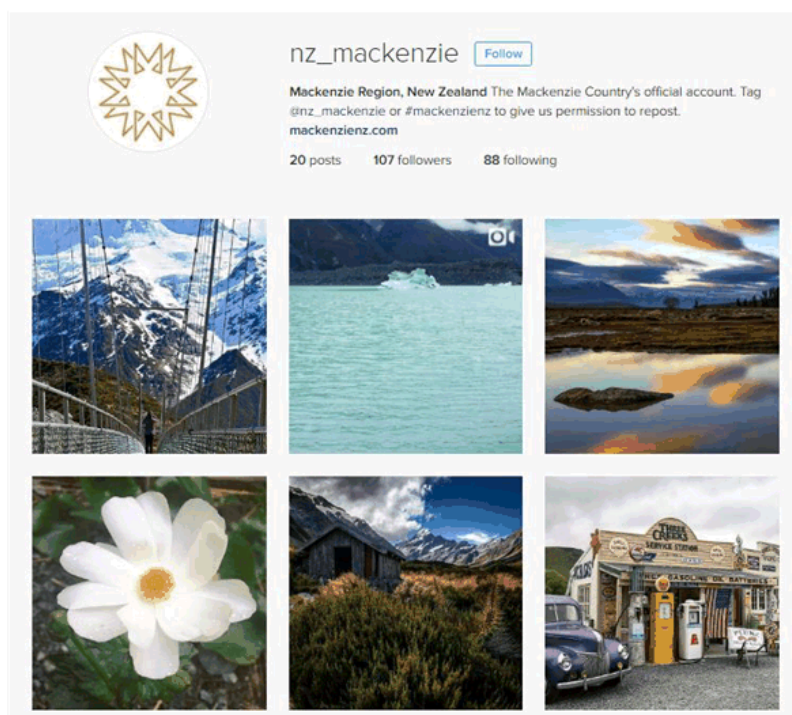
The Mackenzie Region Facebook page had 1,236 likes as of 1 December. This is a 30% increase from 1 July. A new strategy combining regular posting and advertising "mini campaigns" has been implemented for the Mackenzie Facebook platform to foster growth, both of the Facebook audience and of referrals 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 161 followers as of 1 December.

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 244 followers as of 1 December.

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
China Southern Air	Japan	Lake Tekapo/Mt Cook	24-25 Nov	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
Backpacker Guide	NZ & International	130,000 visitors per month	Online	5-10 Dec	CCT

Data & Research

CAM Reports

Commercial Accommodation Monitor (CAM) data for the months of July-September (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
- September 2016: 21% increase to 48,143

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 capture all visitors to the Mackenzie; the raw data include only those visitors who use a mobile device on the Spark network (including Skinny). The company holds approximately 40% market share.

However, Qrious data scientists use the information to extrapolate the total number of visitors travelling in the Mackenzie and their behaviour.

	Total visitors - 12 month period		
	Total	International	Domestic
Fairlie	956,000	35%	65%
Aoraki Mt Cook	445,000	76%	24%
Tekapo	1,267,000	63%	37%
Twizel	936,000	45%	55%

	Overnight stays	% of total visitors	Peak visitor period		Peak night stayer period		Most common visit duration	
			Intl	Domestic	Intl	Domestic	Intl	Domestic
Fairlie	76,000 68% domestic 32% intl	8% stayed overnight	Dec-Feb	Dec-Jan, April	Feb-Apr	Dec-Feb, Apr-May	2 hours	2 hours
Aoraki Mt Cook	136,000 22% domestic 78% intl	31% stayed overnight	Dec-Feb	Dec-Jan, April	Dec-Mar	April	4 hours, 10 hours	2 hours, 4 hours
Tekapo	385,000 35% domestic 65% intl	30% stayed overnight	Dec-Feb	Dec-Jan, April, July	Feb-Mar	Dec-Jan, April, July	2 hours, 10 hours	2 hours, 10 hours
Twizel	275,000 70% domestic 30% intl	29% stayed overnight	Feb-Mar	Dec-Jan	Feb-Mar	Dec-Jan	2 hours, 4 hours	2 hours, 24 hours

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



8.5 PUKAKI AIRPORT BOARD COMMITTEE - SAFETY ISSUES REPORT**File Reference:** LAN 15**Authoriser:** Toni Morrison, Projects & Administration Manager**Attachments:** 1. Summary of draft Aviation Safety Report**STAFF RECOMMENDATIONS**

That the information be noted.

BACKGROUND

At its meeting of 13 September 2016, in relation to the Pukaki Airport Board the Council resolved as follows:

That the Committee chair be requested to include Health and Safety Management in his reports.

Attached is a summary report from the Chair relating to an assessment the Board commissioned of aviation safety issues at the airport.

CONCLUSION

Attached for Council's review is a report from the Chair relating to aviation safety matters.

WAYNE BARNETT

CHIEF EXECUTIVE OFFICER

Summary of some key recommendations from a draft Aviation Safety 15 page report written by Dave Park from Astral Aviation.

Dave Park was engaged by the Pukaki Airport Board to analyse and report on aviation safety issues relative to the Pukaki Airport. The review consisted of an inspection, discussions with leading operators and the Airport Board, assessment of physical characteristics against CAA aerodrome rules and standards, and discussion with the CAA. Dave and Astral were involved in the original design of the Pukaki Airport, and has completed Safety and Compliance reports for Christchurch Airport, Queenstown Airport, Great Barrier Island Airport and Hawkes Bay Airport. Dave has also been involved in Aerodrome design for Chatham Islands, Wanaka, and Wellington Airports.

The Board has received a draft, and responded on a number of issues.

The draft did not identify any serious safety concerns, however there are some items that the board has attended to or will attend to in the near term.

The Pukaki Airport Board has already actioned some issues noted by Dave Park, and is working through the less urgent issues raised in this report.

Astral said care will be needed to manage future growth and with the location of new aviation activities. They have recommended the preparation of a simple strategic plan and master plan, in particular to ensure the operation of larger air transport aircraft (Code 2B as a minimum) is protected.

Users commented that they have few safety concerns due to the low level of aircraft operations at the aerodrome.

When the final report is received by the Board we will report to Council and we expect all of the key recommendations to be completed in the first quarter of 2017.

D M Kirke

Chairman Pukaki Airport Board

5th December 2016

9 COMMUNITY BOARD RECOMMENDATIONS

9.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 14 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Twizel Community Board Meeting - 14 November 2016

RECOMMENDATION

1. That the Minutes of the Twizel Community Board Meeting held on Monday 14 November 2016 be received and the recommendations therein be adopted.

7.4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

STAFF RECOMMENDATIONS

1. That the Twizel Community Board elect a Chairperson and Deputy Chairperson.

MOTION

COMMUNITY BOARD RECOMMENDATION

Moved: Luke Paardekooper

Seconded: Pat Shuker

That Jacqui de Buyzer to be appointed as Chair of the Twizel Community Board.

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Jacqui de Buyzer the Chair of the Twizel Community Board.

MOTION

COMMUNITY BOARD RECOMMENDATION

Moved: Pat Shuker

Seconded: Luke Paardekooper

That Norman Geary to be appointed as Deputy Chair of the Twizel Community Board.

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Norman Geary the Deputy Chair of the Twizel Community Board.

7.5 ROLES AND DELEGATIONS TO COMMUNITY BOARDS

PURPOSE OF REPORT

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

COMMUNITY BOARD RESOLUTION TWCB/2016/1

Moved: Luke Paardekooper

Seconded: Pat Shuker

1. That the report be received.

CARRIED

COMMUNITY BOARD RESOLUTION TWCB/2016/2

Moved: Luke Paardekooper

Seconded: Pat Shuker

2. That the Community Board 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.
3. That the Community Board notes the Council has delegated the following powers and functions to each of its 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

7.7 MEETING SCHEDULE 2017**PURPOSE OF REPORT**

To adopt the Twizel Community Board 2017 meeting schedule.

COMMUNITY RESOLUTION TWCB/2016/3

Moved: Jacqui de Buyzer

Seconded: Pat Shuker

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION TWCB/2016/4

Moved: Jacqui de Buyzer

Seconded: Luke Paardekooper

2. That the Twizel Community Board 2017 meeting schedule be adopted.

CARRIED

7.10 TWO THUMB DRIVE**COMMUNITY RESOLUTION TWCB/2016/5**

Moved: Luke Paardekooper

Seconded: Pat Shuker

That the information be noted.

CARRIED

MOTION**COMMUNITY RESOLUTION TWCB/2016/6**

Moved: Luke Paardekooper

Seconded: Pat Shuker

That a loading zone is created in Two Thumb Drive and that Council Staff be requested to contact Meridian Energy regarding the location of their staff parking on the road way.

CARRIED

7.16 TWIZEL COMMUNITY CARE TRUST

COMMUNITY RESOLUTION TWCB/2016/7

Moved: Pat Shuker

Seconded: Luke Paardekooper

1. That the report be received and the request from the Twizel Community Care Trust be noted.

CARRIED

MOTION

COMMUNITY RESOLUTION TWCB/2016/8

Moved: Mrs Pat Shuker

Seconded: Mr Luke Paardekooper

That Jacqui de Buyzer to be appointed the Twizel Community Board Representative on the Twizel Community Care Trust.

CARRIED



MINUTES

Twizel Community Board Meeting

14 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD AT THE TWIZEL EVENTS CENTRE LOUNGE, TWIZEL
ON MONDAY, 14 NOVEMBER 2016 AT 4:00PM**

PRESENT: Jacqui de Buyzer (Community Board Chair), Norman Geary (Community Board Deputy Chair), Luke Paardekooper (Community Board Member), Pat Shuker (Community Board Member), Paul Hannagan (Councillor).

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Garth Nixon (Community Facilities Manager), Toni Morrison (Projects and Administration Manager), Angie Taylor (Twizel Town Manager), Geoff Horler (Utilities Manager), Keri-Ann Little (Committee Administrator), The Mayor, Cr Armstrong and Cr Leslie, 10 members of the public.

1 OPENING

Mr Barnett welcomed all to the meeting.

2 APOLOGIES

Nil

3 PUBLIC FORUM

Shaun Norman addressed the Community Board regarding Twizel Street Maps being erected in the vicinity of Market Place, Twizel.

Mr Norman confirmed the signs would be erected on the corner of the public toilets, by the boulder wall and to the right of the entrance to the Information Centre at a cost of \$3370.00. He added the Twizel Promotions Development Association had granted \$600 and the outstanding amount of \$2770.00 would be requested from the Community Board.

4 DECLARATIONS OF INTEREST

Nil

5 CONFIRM MINUTES

COMMITTEE RESOLUTION TWCB/2016/1

Moved: Pat Shuker

Seconded: Cr Paul Hannagan

That the minutes of the Ordinary Twizel Community Board Meeting held on 19 September 2016 be confirmed.

CARRIED

6 **REPORTS**

7.2 **MATTERS UNDER ACTION**

STAFF RECOMMENDATIONS

That the information be noted.

TWIZEL COMMUNITY BOARD MATTERS UNDER ACTION:

1. **Ohau Road and Ostler Road:** Mr Nixon will speak with Mr Rive and report back to the Community board regarding the tree planting works.
2. **Greenway Improvements:** Mr Nixon confirmed the chipsealing had been completed and clean-up had started.
3. **New grassed parking area behind Events Centre:** Mr Nixon said surface is down and the exit and perimeter fencing is to be completed, Whitestone are working on this.
4. **Mobile Shops and Traders:** Council will advertise the area opposite the Aspen Court is provided for itinerant traders. Remove from Matters Under Action.
5. **Defibrillators:** The community board had identified sites for donated defibrillators to be installed. Mr Nixon said boxes required were under construction.
6. **Dog Signs:** The signs are under construction.
7. **North West Arch:**
Mr Nixon to follow up the tree clean up works on North West Arch and Ohau Road with the Contractor.
8. **Two Thumb Drive/Mackenzie Drive/Tasman Road Lights:** Mr Haar reported Netcon had fixed the footpath lights and would repair the remaining lights in due course.
9. **Toilet Facilities:**
Monitor usage and size of the Twizel Public Toilets.

7.3 METHOD OF VOTING FOR CHAIR AND DEPUTY CHAIR OF THE COMMUNITY BOARD**COMMUNITY RESOLUTION TWCB/2016/2**

Moved: Pat Shuker

Seconded: Luke Paardekooper

1. That the report be received.
2. That the Community Board adopt System B (the first past the post system) for the election of the Chairperson and Deputy Chairperson, pursuant to Clause 25 of Schedule 7 of the Local Government Act 2002.

CARRIED

Mr Barnett spoke to the report.

7.4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**STAFF RECOMMENDATIONS**

1. That the Twizel Community Board elect a Chairperson and Deputy Chairperson.

MOTION**COMMUNITY BOARD RECOMMENDATION**

Moved: Luke Paardekooper

Seconded: Pat Shuker

That Jacqui de Buyzer to be appointed as Chair of the Twizel Community Board.

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Jacqui de Buyzer the Chair of the Twizel Community Board.

MOTION**COMMUNITY BOARD RECOMMENDATION**

Moved: Pat Shuker

Seconded: Luke Paardekooper

That Norman Geary to be appointed as Deputy Chair of the Twizel Community Board.

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Norman Geary the Deputy Chair of the Twizel Community Board.

7.5 ROLES AND DELEGATIONS TO COMMUNITY BOARDS

PURPOSE OF REPORT

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

COMMUNITY BOARD RESOLUTION TWCB/2016/3

Moved: Luke Paardekooper

Seconded: Pat Shuker

1. That the report be received.

CARRIED

COMMUNITY BOARD RESOLUTION TWCB/2016/4

Moved: Luke Paardekooper

Seconded: Pat Shuker

2. That the Community Board 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.
3. That the Community Board notes the Council has delegated the following powers and functions to each of its 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

Ms Morrison spoke to the report.

7.6 COMMUNITY BOARD STANDING ORDERS

PURPOSE OF REPORT

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

COMMUNITY RESOLUTION TWCB/2016/5

Moved: Jacqui de Buyzer

Seconded: Pat Shuker

1. That the report be received.

CARRIED

Ms Morrison spoke to the report.

Mr Paardekooper suggested a workshop be held to discuss the Standing Orders in more detail, more information is required regarding certain points.

Ms Morrison said she will liaise with the Board to finalise a time suitable for a workshop to take place. She noted the current standing orders adopted by the previous Community Board will apply until the revised set is adopted.

7.7 MEETING SCHEDULE 2017

PURPOSE OF REPORT

To adopt the Twizel Community Board 2017 meeting schedule.

COMMUNITY RESOLUTION TWCB/2016/6

Moved: Jacqui de Buyzer

Seconded: Pat Shuker

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION TWCB/2016/7

Moved: Jacqui de Buyzer

Seconded: Luke Paardekooper

2. That the Twizel Community Board 2017 meeting schedule be adopted.

CARRIED

Mr Paardekooper said there had been delay's previously regarding information from the Community Board being noted by Council and then relayed back to the Community Board.

Mr Barnett noted the Council Meeting Schedule rotates on a 6 week basis.

7.8 FINANCIAL REPORT SEPTEMBER 2016

PURPOSE OF REPORT

The financial report for the Community Board for the period to September 2016, the purpose of which is to update Board members on the financial performance of the Twizel Community as a whole for that period.

COMMUNITY RESOLUTION TWCB/2016/8

Moved: Paul Hannagan

Seconded: Pat Shuker

1. That the report be received.

CARRIED

Mr Nixon said the Swimming Pool will open next week when chemical arrives.

Mr Nixon highlighted operational maintenance over budget, this was because of employment expenses being incorrectly debited from this account. He added improvements to the Community Centre and Theatre lighting was also an expense.

Mr Paardekooper asked for discussion regarding how depreciation can be handled differently with budget for maintaining facilities to a higher standard.

Mr Nixon said he will hold a workshop in December with the Community Board to discuss the matter further.

7.9 PROJECTS REPORT**COMMUNITY RESOLUTION TWCB/2016/9**

Moved: Jacqui de Buyzer

Seconded: Pat Shuker

That the information be noted.

CARRIED

Mr Nixon spoke to the report.

Further consultation is required between the Community Board, Heritage Trail and Golf Club regarding the Golf Club Track.

7.10 TWO THUMB DRIVE**COMMUNITY RESOLUTION TWCB/2016/10**

Moved: Luke Paardekooper

Seconded: Pat Shuker

That the information be noted.

CARRIED

Mrs Shuker said the campervan only sign and Meridian Energy staff carparking are causing problems at Two Thumb Drive, restricting parking and access for heavy trucks offloading to local businesses.

Mr Barnett said the campervan sign is not legal and cannot be enforced, he highlighted the problem was not with the sign but that Meridian Staff are parking their vehicles in the parks and this was not what Meridian had indicated when they undertook the building. Mr Barnett said he would speak with Matt Bayliss from Meridian Energy regarding the Community Boards concerns.

Mr Haar said a loading zone with appropriate road markings would guarantee blocking off the area allowing trucks to service the shops.

The Camping Only sign will be removed.

MOTION**COMMUNITY RESOLUTION TWCB/2016/11**

Moved: Luke Paardekooper

Seconded: Pat Shuker

That a loading zone is created in Two Thumb Drive and that Council Staff be requested to contact Meridian Energy regarding the location of their staff parking on the road way.

CARRIED

7.11 TOILET FACILITIES**COMMUNITY RESOLUTION TWCB/2016/12**

Moved: Jacqui de Buyzer

Seconded: Norman Geary

That the information be noted.

CARRIED

Mr Paardekoooper asked if a better solution was available regarding the Twizel Public Toilets size and large volume of users.

Mr Nixon said the end family toilet had been converted to a urinal and this should significantly speed up the use of the toilets.

7.12 MERIDIAN SPENDING**COMMUNITY RESOLUTION TWCB/2016/13**

Moved: Pat Shuker

Seconded: Norman Geary

That the information be noted.

CARRIED

Mr Nixon said the \$15,000 the Community Board received from Meridian Energy had been deposited into the Twizel Reserve Fund for general expenses.

7.13 WARD MEMBER'S REPORT**COMMUNITY RESOLUTION TWCB/2016/14**

Moved: Jacqui de Buyzer

Seconded: Pat Shuker

That the information be noted.

CARRIED

Cr Hannagan reported the Council had been busy with workshops and was now business as usual.

7.14 REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES**STAFF RECOMMENDATIONS**

That the information be noted.

No reported required.

7.15 TWIZEL STREET MAPS**COMMUNITY RESOLUTION TWCB/2016/15**

Moved: Luke Paardekooper

Seconded: Pat Shuker

That the information be noted.

CARRIED

A projects workshop was considered regarding allocation of funding.

7.16 TWIZEL COMMUNITY CARE TRUST**COMMUNITY RESOLUTION TWCB/2016/16**

Moved: Pat Shuker

Seconded: Luke Paardekooper

1. That the report be received and the request from the Twizel Community Care Trust be noted.

CARRIED

MOTION**COMMUNITY RESOLUTION TWCB/2016/17**

Moved: Mrs Pat Shuker

Seconded: Mr Luke Paardekooper

That Jacqui de Buyzer to be appointed the Twizel Community Board Representative on the Twizel Community Care Trust.

CARRIED

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Jacqui de Buyzer the Twizel Community Board Representative of the Twizel Community Care Trust.

7.17 PROPOSAL NORTH WEST ARCH TREE MAINTENANCE**COMMUNITY RESOLUTION TWCB/2016/18**

Moved: Norman Geary

Seconded: Jacqui de Buyzer

That the information be noted.

CARRIED

Mr Nixon said he had met with Mr Willemse the North West Arch resident regarding his request. Mr Nixon added he had encouraged Mr Willemse to plant the boundary of trees within his own section.

MOTION**COMMUNITY RESOLUTION TWCB/2016/19**

Moved: Luke Paardekooper

Seconded: Paul Hannagan

That Mr Nixon will write to Mr Willemse and state in principle the Community Board is happy for his offer but would prefer the trees his is proposing to plant be in his boundary.

CARRIED

7.18 TREE ON SPOOKS ALLEY**COMMUNITY RESOLUTION TWCB/2016/20**

Moved: Luke Paardekooper

Seconded: Pat Shuker

Mr Nixon and Community Board members Norman Geary and Jacqui de Buyzer will meet with the Ratepayer regarding the tree on Spooks Alley and give authority to remove the tree if agreed.

CARRIED

A concerned resident had approached the Community Board regarding authority to remove a tree on Spooks Alley.

7.18 FUTURE GROWTH**COMMUNITY RESOLUTION TWCB/2016/21**

Moved: Luke Paardekooper

Seconded: Norman Geary

That the information be noted.

CARRIED

Mr Paardekooper stated Twizel is growing rapidly and would like clarification regarding how Town planning and House density will be handled.

Mr Barnett said that those issues are covered in the District Plan which is currently being reviewed. Community Board consultation will be sought in the New Year.

7.19 WATER RESTRICTIONS**COMMUNITY RESOLUTION TWCB/2016/22**

Moved: Norman Geary

Seconded: Luke Paardekooper

That the information be noted.

CARRIED

The Community Board enquired how to abolish Twizel Water Restrictions.

Mr Barnett said water restrictions are imposed due to the water supply historically not keeping with the demand, he noted the new water supply should alleviate a lot of the supply problems. He said the Environment Canterbury Twizel Resource Consent is a 35 year consent and expires in 2047. He added consent restrictions must be imposed and an amendment to the consent would hold significant costs.

Mr Horler said if everyone complied with water use the restrictions would be less. He added the ecology of the river must also be protected and the restrictions are only imposed when necessary. He noted Twizel had a flexible consent and if amendment was sought the consent could be decreased.

Mr Haar added educating the community was a good way forward, there is an opportunity for big users to have their own bores.

7.20 ASSET SERVICES**COMMUNITY RESOLUTION TWCB/2016/23**

Moved: Norman Geary

Seconded: Cr Paul Hannagan

That the information be noted.

CARRIED

Mr Barnett suggested the Community Board workshop this agenda item.

7.21 PROPERTY GROUP**COMMUNITY RESOLUTION TWCB/2016/24**

Moved: Norman Geary

Seconded: Luke Paardekooper

That the information be noted.

CARRIED

The Community Board asked for clarification regarding the Tekapo Property Group its role and whether it appropriate for Twizel to have a Property Group.

Mr Barnett said the Tekapo Property Groups Budget is very limited, the function is to coordinate the Tekapo Development in Tekapo, it operates by making recommendations back to the Finance Committee and does not have the ability to make any financial decisions. The money is deposited into the Real Estate Account.

Mr Paardekooper likened the development to the Glen Lyon Subdivision.

Mr Barnett said the Tekapo Property Group and the Finance Committee had been tasked with containing the project and the commercial profit will benefit the whole District. He said the Tekapo Community Board was also funding the development, viewing shafts, Domain and Public Toilets. He noted the Tekapo Community Board had accumulated significant funds for several years to contribute to the development.

The Meeting closed at 5:59pm.

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 - 14 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Tekapo Community Board Meeting - 14 November 2016

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Monday 14 November 2016 be received and the recommendations therein be adopted.

7.4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE COMMUNITY BOARD

COMMUNITY RESOLUTION TKCB/2016/1

Moved: Russell Armstrong

Seconded: Stella Sweney

1. That the Tekapo Community Board elect a Chairperson and Deputy Chairperson.

CARRIED

MOTION

COMMITTEE RESOLUTION TKCB/2016/2

Moved: Lyn Martin

Seconded: Caroll Simcox

That Stella Sweney to be appointed as Chair of the Tekapo Community Board..

CARRIED

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Stella Sweney the Chair of the Tekapo Community Board.

MOTION

COMMUNITY RESOLUTION TKCB/2016/3

Moved: Caroll Simcox

Seconded: Steve Howes

That Lyn Martin to be appointed as Deputy Chair of the Tekapo Community Board.

CARRIED

There were no further nominations. The motion was put and carried and the Chief Executive Officer declare Lyn Martin the Deputy Chair of the Tekapo Community Board.

7.4 CORRESPONDENCE

COMMUNITY RESOLUTION TKCB/2016/4

Moved: Steve Howes

Seconded: Lyn Martin

That the Tekapo Community Board support in principle the Paddle Tekapo Venture with the availability of a safety craft.

CARRIED

7.5 ROLES AND DELEGATIONS TO COMMUNITY BOARDS

PURPOSE OF REPORT

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

COMMUNITY RESOLUTION TKCB/2016/5

Moved: Lyn Martin

Seconded: Steve Howes

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION TKCB/2016/6

Moved: Russell Armstrong

Seconded: Carol Simcox

2. That the Community Board 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.
3. That the Community Board notes the Council has delegated the following powers and functions to each of its 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

7.6 COMMUNITY BOARD STANDING ORDERS

PURPOSE OF REPORT

The Local Government Act 2002 requires that each Community Board adopts a set of standing orders. The Tekapo Community Board is asked to adopt a new set of standing orders for the conduct of its meetings.

COMMUNITY RESOLUTION TKCB/2016/7

Moved: Steve Howes

Seconded: Carroll Simcox

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION TKCB/2016/8

Moved: Russell Armstrong

Seconded: Carroll Simcox

2. That the Tekapo Community Board adopts the Community Board Standing Orders dated 14 November 2016 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.

CARRIED

7.7 MEETING SCHEDULE 2017

PURPOSE OF REPORT

That the Tekapo Community Board meeting schedule for 2017 be adopted.

COMMUNITY RESOLUTION TKCB/2016/9

Moved: Russell Armstrong

Seconded: Lyn Martin

1. That the report be received.

CARRIED**COMMUNITY RESOLUTION TKCB/2016/10**

Moved: Russell Armstrong

Seconded: Lyn Martin

2. That the Tekapo Community Board adopt the meeting schedule for 2017.

CARRIED

The Community Board were happy to trial the new day and earlier start time. The Public Forum will be advertised as commencing at 5:30pm.



MINUTES

Tekapo Community Board Meeting

14 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO
ON MONDAY, 14 NOVEMBER 2016 AT 7:00PM**

- PRESENT:** Steve Howes (Community Board Member), Lyn Martin (Community Board Deputy Chair), Caroll Simcox (Community Board Member), Stella Sweney (Community Board Chair), Cr Russell Armstrong (Councillor)
- IN ATTENDANCE:** Wayne Barnett (Chief Executive Officer), Garth Nixon (Community Facilities Manager), Nathan Hole (Planning and Regulation Manager), Toni Morrison (Projects and Administration Manager), Bernie Haar (Asset Manager), Keri-Ann Little (Committee Administrator)

1 OPENING

The Chief Executive Officer welcomed all to the meeting.

2 APOLOGIES

Nil

7.3 METHOD OF VOTING FOR CHAIR AND DEPUTY CHAIR OF THE COMMUNITY BOARD

COMMUNITY RESOLUTION TKCB/2016/1

Moved: Steve Howes

Seconded: Lyn Martin

1. That the report be received.
2. That the Community Board adopt System B (the first past the post system) for the election of the Chairperson and Deputy Chairperson, pursuant to Clause 25 of Schedule 7 of the Local Government Act 2002.

CARRIED

7.4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE COMMUNITY BOARD**COMMUNITY RESOLUTION TKCB/2016/2**

Moved: Russell Armstrong

Seconded: Stella Sweney

1. That the Tekapo Community Board elect a Chairperson and Deputy Chairperson.

CARRIED

MOTION**COMMITTEE RESOLUTION TKCB/2016/3**

Moved: Lyn Martin

Seconded: Caroll Simcox

That Stella Sweney to be appointed as Chair of the Tekapo Community Board..

CARRIED

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Stella Sweney the Chair of the Tekapo Community Board.

MOTION**COMMUNITY RESOLUTION TKCB/2016/4**

Moved: Caroll Simcox

Seconded: Steve Howes

That Lyn Martin to be appointed as Deputy Chair of the Tekapo Community Board.

CARRIED

There were no further nominations. The motion was put and carried and the Chief Executive Officer declare Lyn Martin the Deputy Chair of the Tekapo Community Board.

3 PUBLIC FORUM*Squash Club:*

Mr Cox, Hayden and Steve from the Squash Club addressed the Board regarding the relocation of the Squash Courts facility. Mr Cox said he had submitted a report to Council and was disappointed this paper was not on the agenda tonight. He added the Community Board needs to start talking to the Squash club and Community to find a solution and suitable location.

Hayden suggested the Squash Courts incorporate a Sports Centre in the vicinity of the Tekapo Community Hall.

Mr Nixon confirmed he will bring a paper to the next Community Board meeting outlining options and a way forward.

Tekapo Forest:

Mr Cox reported of broom at the Tekapo Forest.

Mr Nixon said a contractor had been engaged to spray the broom.

Spraying of the Willows on the Lake:

Mr Cox reported he had spoken to Environment Canterbury (ECan) regarding the chainsawing of Willowtrees on Lake Tekapo and the trees not being removed. He said ECan would not be taking any enforcement, however ECan had given permission for the trees and trucks to be sprayed to prevent wildings.

The Chief Executive said he would contact the concerned party and state if the area was not tidied up in a timely manner Council would take action and seek costs.

4 VISITORS

There were no visitors.

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 CONFIRM MINUTES

COMMUNITY RESOLUTION TKCB/2016/5

Moved: Lyn Martin

Seconded: Steve Howes

That the minutes of the Ordinary Meeting held on 19 September 2016 be confirmed.

CARRIED

7 REPORTS

7.2 TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION

STAFF RECOMMENDATIONS

That the information be noted.

Date	Logged By	Subject	Actioned By	Deadline	Status
8 June 16	Keri-Ann	Tekapo Plantation: Murray Place/Section A: Mr Nixon advised a contractor is engaged to spray broom.	Mr Nixon		
8 June 16	Keri-Ann	Tekapo Squash Club: Mr Nixon will provide a paper to the next Community Board meeting.	Mr Nixon		
8 June 16	Keri-Ann	Town Projects: <ol style="list-style-type: none"> Upgrade of Hamilton Drive - dump station requires securing including bollards and stopping vehicles. Lakeside Drive: Mr Nixon will present concept drawings at the next meeting. Utilities provision is work in progress. 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"> Funding for domain finishing Public Green Landscaping within viewing shafts – on the agenda Surfacing of old mini golf site Boat Ramp access from Lakeside Drive <i>Recommended:</i> <ol style="list-style-type: none"> Playground be funded by the Land Subdivision Reserve <i>Remaining Projects:</i> <ol style="list-style-type: none"> East and Western Carparks Long Vehicle Overflow Carpark <p><i>A to E had been accepted by the Finance Committee as part of the development project. G will be placed on the Long Term Plan and H is not scheduled in Roading Projects and not progressing at present.</i></p> 	Mr Nixon/ Mr Barnett		
8 June 16	Keri-Ann	Freedom Camping Bylaw: Mr Nixon noted two applications had been received for the Warden position and are being worked through/ New signage will be installed this week.	Mr Nixon	1 February 2017	
8 June 16	Keri-Ann	Tekapo Domain Playground: Ongoing.	Mr Nixon	1 February 2017	
8 June 16	Keri-Ann	Future of Motuariki Island: Mr Barnett spoke with DoC, the Island is Owned by Local Iwi and from early indications the Island will not be opened to visitors.	Mr Nixon	1 February 2017	Remove from list
8 June 16	Keri-Ann	60km Speed Limit Extension: Mr Barnett reported the review is moving ahead slowly.	Mr Barnett		
8 June 16	Keri-Ann	Civil Defence: Ms Morrison reported reviewing and updating of policies and procedures is continuing. Council held a Civil Defence training exercise last week.	Ms Morrison		
8 June 16	Keri-Ann	Tekapo Footbridge: Mr Nixon reported bridge abutments are now completed and lights replaced.			Remove from list
					Page 68

8 June 16	Keri-Ann	Solar System Project: The removal of the poles at the solar system is in progress.	Mr Nixon		
4 April 16	Keri-Ann	Public Toilets: Mr Nixon reported Resource Consents had delayed arrival. Government funding approved.	Mr Nixon	1 February 2017	
8 June 16	Keri-Ann	Hall Signage: Mr Nixon follow up hall signage.	Mr Nixon	1 February 2017	
26 August 16	Keri-Ann	Drone Flying: Mr Barnett was asked to investigate signage for Drone users to be erected around Town.	Mr Barnett	1 February 2017	
14 November 2016	Keri-Ann	Tekapo School Hall Usage: Mr Nixon to follow up with Tekapo School.	Mr Nixon	1 February 2017	

7.4 CORRESPONDENCE

COMMUNITY RESOLUTION TKCB/2016/6

Moved: Steve Howes

Seconded: Lyn Martin

That the Tekapo Community Board support in principle the Paddle Tekapo Venture with the availability of a safety craft.

CARRIED

Peter Munro submitted a letter of correspondence to the Tekapo Community Board requesting support for his new venture on Lake Tekapo called Paddle Tekapo.

The Community Board were all in support of the venture with the availability of a safety craft at all times.

7.5 ROLES AND DELEGATIONS TO COMMUNITY BOARDS

PURPOSE OF REPORT

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

COMMUNITY RESOLUTION TKCB/2016/7

Moved: Lyn Martin

Seconded: Steve Howes

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION TKCB/2016/8

Moved: Russell Armstrong

Seconded: Carol Simcox

2. That the Community Board 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.
3. That the Community Board notes the Council has delegated the following powers and functions to each of its 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

7.6 COMMUNITY BOARD STANDING ORDERS

PURPOSE OF REPORT

The Local Government Act 2002 requires that each Community Board adopts a set of standing orders. The Tekapo Community Board is asked to adopt a new set of standing orders for the conduct of its meetings.

COMMUNITY RESOLUTION TKCB/2016/9

Moved: Steve Howes

Seconded: Carroll Simcox

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION TKCB/2016/10

Moved: Russell Armstrong

Seconded: Carroll Simcox

2. That the Tekapo Community Board adopts the Community Board Standing Orders dated 14 November 2016 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.

CARRIED

7.7 MEETING SCHEDULE 2017

PURPOSE OF REPORT

That the Tekapo Community Board meeting schedule for 2017 be adopted.

COMMUNITY RESOLUTION TKCB/2016/11

Moved: Russell Armstrong

Seconded: Lyn Martin

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION TKCB/2016/12

Moved: Russell Armstrong

Seconded: Lyn Martin

2. That the Tekapo Community Board adopt the meeting schedule for 2017.

CARRIED

The Community Board were happy to trial the new day and earlier start time. The Public Forum will be advertised as commencing at 5:30pm.

7.8 FINANCIAL REPORT

PURPOSE OF REPORT

The Financial report for the community board for the period to September 2016, the purpose of which is to update board members on the financial performance of the Tekapo Community as a whole for that period.

COMMUNITY RESOLUTION TKCB/2016/13

Moved: Russell Armstrong

Seconded: Carroll Simcox

1. That the report be received.

CARRIED

Mr Nixon contributed the operational maintenance expense to fencing and new lights. He noted the overspend was in regards to litter control and added that this should be recovered with the installation of the new big litter bins.

7.10 WARD MEMBER'S REPORT

COMMUNITY RECOMMENDATION

Moved: Lyn Martin

Seconded: Stella Sweney

That the information be noted.

Cr Armstrong expressed his delight regarding the Public Toilet Government Funding being received. He said Genesis Energy had spoken to Council regarding the new intake structure on Lakeside Drive.

The Mayor added Council were clear that for the intake structure land sale to go ahead full Tekapo Community Board support would need to be sought while highlighting Councils responsibility to the Community to mitigate risk.

Mr Barnett said Genesis Energy would be in contact with the Community Board to discuss the proposal.

7.11 REPORTS FROM MEMBER'S WHO REPRESENT THE BOARD ON OTHER COMMITTEES**STAFF RECOMMENDATIONS**

That the information be noted.

There was nothing to report.

7.12 RESOURCE CONSENTS**STAFF RECOMMENDATIONS**

That the information be noted.

Mr Hole reported Sky Tekapo Hotels proposal was currently in the process of being redesigned. He said the hotel activity is a permitted activity and included in the District Plan as an accommodation zone, the overall considered affects were not significant enough to trigger public notification of the resource consent.

He added the new proposal will be processed through the same process and be assessed regarding height, transportation and parking. If the application is confirmed as a controlled activity it will not require public notification.

7.13 SANDWICH BOARD ON PIONEER DRIVE**STAFF RECOMMENDATIONS**

That the information be noted.

Mr Hole reported the sandwich board on Pioneer Drive advertising accommodation was located on the Road Reserve and was not permitted in the current position. However, Mr Hole added the board would be permitted further back on the boundary and on private land. He said the current District Plan review would be an opportunity to assess these rules.

Mr Hole will write to the property owner in question.

7.14 OVERVIEW MAP**STAFF RECOMMENDATIONS**

That the information be noted.

Mr Haar reported the development of the Tekapo Sky Resort and Bright Stars Childcare Centre were at the concept stage. He said he had discussed parking with the Tekapo Primary School and was awaiting feedback.

He added angle parking and widening the side of the road were being discussed with Bright Stars Childcare Centre keeping parking and traffic away from Aorangi Crescent.

7.15 PAPER ROADS**STAFF RECOMMENDATIONS**

That the information be noted.

Mr Haar recommended an equivalent resource consent process to fully understand issues and options before considering opening the paper roads.

7.16 PROPOSED SUBDIVISION OF SECTION 7**RECOMMENDATION**

For the Boards information only.

Mr Barnett tabled a map regarding a proposed subdivision plan for the Community Boards information. He said he had been approached from developers regarding purchasing a strip of land to the back of the highlighted area.

He added access way would be retained. He invited any thoughts and discussion to him and he will prepare a report for the next Community Board meeting.

The Meeting closed at 9:02pm.

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

.....
CHAIRPERSON

9.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 21 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Fairlie Community Board Meeting - 21 November 2016

RECOMMENDATION

1. That the Minutes of the Fairlie Community Board Meeting held on Monday 21 November 2016 be received and the recommendations therein be adopted.

HEADING

7.4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE COMMUNITY BOARD

STAFF RECOMMENDATIONS

1. That the Fairlie Community Board elect a Chairperson and Deputy Chairperson.

MOTION

COMMUNITY RESOLUTION FCB/2016/1

Moved: Chris Clarke

Seconded: Carolyn Coakley

That Les Blacklock to be appointed as Chair of the Fairlie Community Board.

CARRIED

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Les Blacklock the Chair of the Fairlie Community Board.

MOTION

COMMUNITY RESOLUTION FCB/2016/2

Moved: Les Blacklock

Seconded: Carolyn Coakley

That Pauline Jackson to be appointed as Deputy Chair of the Fairlie Community Board.

CARRIED

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared the Deputy Chair of the Fairlie Community Board is Pauline Jackson.

7.5 ROLES AND DELEGATIONS TO COMMUNITY BOARDS

PURPOSE OF REPORT

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

COMMUNITY RECOMMENDATION

Moved: Chris Clarke

Seconded: Pauline Jackson

1. That the report be received.

COMMUNITY RESOLUTION FCB/2016/3

Moved: Carolyn Coakley

Seconded: Pauline Jackson

2. That the Community Board 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.
3. That the Community Board notes the Council has delegated the following powers and functions to each of its 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

7.6 COMMUNITY BOARD STANDING ORDERS

PURPOSE OF REPORT

The Local Government Act 20025 requires that each Community Board adopts a set of standing orders. The Community Board is asked to adopt a new set of standing orders for the conduct of its meetings.

COMMUNITY RESOLUTION FCB/2016/4

Moved: Chris Clarke

Seconded: Damon Smith

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION FCB/2016/5

Moved: Chris Clarke

Seconded: Damon Smith

2. That the Fairlie Community Board adopts the Community Board Standing Orders dated 21 November 2016 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.

CARRIED

7.7 MEETING SCHEDULE 2017

PURPOSE OF REPORT

That the Fairlie Community Board adopt the meeting schedule for 2017.

COMMUNITY RESOLUTION FCB/2016/6

Moved: Pauline Jackson

Seconded: Damon Smith

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION FCB/2016/7

Moved: Damon Smith

Seconded: Carolyn Coakley

2. That the Fairlie Community Board adopt the meeting schedule for 2017.

CARRIED

The Community Board confirmed a Thursday afternoon for Community Board meetings with a 4:30pm start.



MINUTES

Fairlie Community Board Meeting

21 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON MONDAY, 21 NOVEMBER 2016 AT 5:00PM**

PRESENT: Les Blacklock (Community Board Chair), Carolyn Coakley (Community Board Member), Pauline Jackson (Community Board Member), Damon Smith (Community Board Member), Cr Chris Clarke (Councillor)

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Garth Nixon (Community Facilities Manager) left at 6:05pm, Toni Morrison (Projects and Administration Manager) left at 5:25pm and Keri-Ann Little (Committee Administrator), Geoff Horler (Utilities Manager) and Bernie Haar (Asset Manager) from 5:17pm and Graham Smith (Mayor) from 5:36pm.

1 OPENING

The Chief Executive Officer welcomed everyone to the meeting.

2 APOLOGIES

The Mayor for lateness.

7.3 METHOD OF VOTING FOR CHAIR AND DEPUTY CHAIR OF THE COMMUNITY BOARD

COMMUNITY RESOLUTION FCB/2016/1

Moved: Les Blacklock

Seconded: Pauline Jackson

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION FCB/2016/2

Moved: Les Blacklock

Seconded: Pauline Jackson

2. That the Community Board adopt System B (the first past the post system) for the election of the Chairperson and Deputy Chairperson, pursuant to Clause 25 of Schedule 7 of the Local Government Act 2002.

CARRIED

7.4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE COMMUNITY BOARD**STAFF RECOMMENDATIONS**

1. That the Fairlie Community Board elect a Chairperson and Deputy Chairperson.

MOTION**COMMUNITY RESOLUTION FCB/2016/3**

Moved: Chris Clarke

Seconded: Carolyn Coakley

That Les Blacklock to be appointed as Chair of the Fairlie Community Board.

CARRIED

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Les Blacklock the Chair of the Fairlie Community Board.

MOTION**COMMUNITY RESOLUTION FCB/2016/4**

Moved: Les Blacklock

Seconded: Carolyn Coakley

That Pauline Jackson to be appointed as Deputy Chair of the Fairlie Community Board.

CARRIED

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared the Deputy Chair of the Fairlie Community Board is Pauline Jackson.

3 PUBLIC FORUM

The Chair welcomed Mr Jackson to speak to the Community Board.

Mr Jackson said he had spoken to Mr Haar regarding the footpath down Riddle Street one-way. Mr Jackson asked if the War memorial was in the pipeline and Mr Nixon said he initiated the contractor on site, he noted there had been some delays due to weather.

Mr Jackson offered his services if further information was required regarding outstanding Community Board projects.

4 VISITORS

There were no visitors.

5 DECLARATIONS OF INTEREST

There were no declarations of interest.

6 REPORTS**7.1 FAIRLIE COMMUNITY BOARD MINUTES 3 OCTOBER 2016****PURPOSE OF REPORT**

That the Fairlie Community Board adopt the previous meeting minutes held on 3 October 2016.

COMMUNITY RESOLUTION FCB/2016/5

Moved: Chris Clarke

Seconded: Pauline Jackson

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION FCB/2016/6

Moved: Chris Clarke

Seconded: Pauline Jackson

2. That the minutes of the meeting of the Fairlie Community board held on 3 October 2016 be confirmed and adopted as the correct record of the meeting.

CARRIED

7.2 MATTERS UNDER ACTION**COMMUNITY RESOLUTION FCB/2016/7**

Moved: Pauline Jackson

Seconded: Damon Smith

That the information be noted.

CARRIED

FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION:

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. NZTA are erecting.
3. **Raised ground on the north side of the bridge heading to Tekapo:** Now planted, more work to follow.
4. **Town Clock:** Mr Nixon reported the Town Clock will now be painted due to warmer weather.
5. **Fairlie Township Water Consent:** Mr Horler report application for a consent variation had been lodged with Environment Canterbury. Mr Horler does not anticipate any issues and what had been agreed on.
6. **Paintball Ground:** Work ongoing.
7. **Town Projects:**
Community Centre Maintenance and Improvements - Mr Nixon said everything had been done as discussed previously except for purchasing of trolleys due to bench height.
8. **Community Board Asset Database:** Mr Nixon said the new Community Board will discuss the database at the next meeting including the Allandale Road entrance to Town.
9. **Abley Traffic Report on Regent Street:** The board resolved to place Regent Street improvements on hold until the Transportation Strategy is published.
10. **One Way Trial of Riddle Street:** The Chair said the trial is working well – awaiting feedback from Mr Haar regarding the footpath.
11. **Town Gardner:** New Town Gardner appointed. No additional costs – Whitestone's have provided a dedicated Town Gardner.
12. **Princess Street Edging:**
Mr Nixon will follow up with Roading Manager and Whitestone.

7.5 ROLES AND DELEGATIONS TO COMMUNITY BOARDS

PURPOSE OF REPORT

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

COMMUNITY RECOMMENDATION

Moved: Chris Clarke

Seconded: Pauline Jackson

1. That the report be received.

COMMUNITY RESOLUTION FCB/2016/8

Moved: Carolyn Coakley

Seconded: Pauline Jackson

2. That the Community Board 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.
3. That the Community Board notes the Council has delegated the following powers and functions to each of its 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

Ms Morrison spoke to the report.

7.6 COMMUNITY BOARD STANDING ORDERS

PURPOSE OF REPORT

The Local Government Act 20025 requires that each Community Board adopts a set of standing orders. The Community Board is asked to adopt a new set of standing orders for the conduct of its meetings.

COMMUNITY RESOLUTION FCB/2016/9

Moved: Chris Clarke

Seconded: Damon Smith

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION FCB/2016/10

Moved: Chris Clarke

Seconded: Damon Smith

2. That the Fairlie Community Board adopts the Community Board Standing Orders dated 21 November 2016 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.

CARRIED

7.7 MEETING SCHEDULE 2017

PURPOSE OF REPORT

That the Fairlie Community Board adopt the meeting schedule for 2017.

COMMUNITY RESOLUTION FCB/2016/11

Moved: Pauline Jackson

Seconded: Damon Smith

1. That the report be received.

CARRIED

COMMUNITY RESOLUTION FCB/2016/12

Moved: Damon Smith

Seconded: Carolyn Coakley

2. That the Fairlie Community Board adopt the meeting schedule for 2017.

CARRIED

The Community Board confirmed a Thursday afternoon for Community Board meetings with a 4:30pm start.

7.8 FINANCIAL REPORT

PURPOSE OF REPORT

The Financial report for the Fairlie Community board for the period to September 2016, the purpose of which is to update board members on the financial performance of the Fairlie Community as a whole for that period.

COMMUNITY RESOLUTION FCB/2016/13

Moved: Pauline Jackson

Seconded: Damon Smith

1. That the report be received.

CARRIED

Mr Nixon spoke to the report and any significant variances.

Mrs Jackson asked if the litter bin collection was for the Town only, Mr Nixon confirmed this is an accumulation of emptying Town bins and Town rubbish pick up by Whitestone.

7.9 FAIRLIE COMMUNITY BOARD PROJECTS REPORT

COMMUNITY RESOLUTION FCB/2016/14

Moved: Carolyn Coakley

Seconded: Damon Smith

That the information be noted.

CARRIED

Mr Nixon spoke to the projects budget report.

7.10 ANNUAL PLAN BUDGET PROJECTS**COMMUNITY RESOLUTION FCB/2016/15**

Moved: Les Blacklock
Seconded: Carolyn Coakley

That the information be noted.

CARRIED

Mr Nixon said the agenda item was included for the Community Board to discuss the annual plan budgets projects and visit Town areas. A 30 year infrastructure plan for Community Facilities is being started for all Community Facilities and Assets.

Cr Clarke said a longer than 10 year plan must be implemented.

The Mayor noted the new Strategy Committee will focus and continue the drive for the District fitting into the Long Term Plan.

The Chairman said the Board need to discuss ways to better utilise the Community Centre.

Mr Nixon suggested a walk around Town to showcase the Community Centre and Swimming Pool on Friday 25 November 2016 at 5pm.

General Business:*Flooding in Fairlie:*

Mr Haar reported the recent rain event was very localise and focused on a relatively small area. Whitestone and the Fire Brigade responded. Homes in Regent Street and Mt Cook Street received flooding. Mr Haar said Whitestone Contracting responded well as the Council's Contractor.

He said in the morning the clean-up was coordinated. He noted there was extensive damage to School Road. Issues in Sloane Street are being followed up today. Mr Haar asked if there are any areas that require clean up please let Council know so clean up can take place.

Mr Horler said he is proposing to remove the concrete structure and replace with a 60 degree rack make easy access for a digger. There are improvements required which Mr Horler, Mr Haar and Mr McKenzie will work through with Whitestone.

Mr Haar said it Community Board members receive messages from residents suggest they ring the Council, the Council has a 24/7 phone service and can be transferred to the appropriate person and event recorded.

Spreadsheet Project List:

The Mayor mentioned the Trish Willis spreadsheet project list and asked if this had been considered.

The Chair said there had been an informed discussion at the previous meeting regarding the template. He suggested the new Board review the spreadsheet.

Mr Nixon said it expressed a level of service expected, not a reporting format. He said at the next Community Board meeting he will report to the Board regarding the document and what is relevant.

Cr Clarke said there is a need for a strategic document, once the strategic document is set then a document at this level maybe useful, however the new Board needs to discuss the document further.

The Meeting closed at 6:31pm.

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

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CHAIRPERSON

10 RECEIVE COMMITTEE MINUTES

10.1 MINUTES OF MACKENZIE FORESTRY BOARD MEETING - 22 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Mackenzie Forestry Board Meeting - 22 November 2016

RECOMMENDATION

1. That the Minutes of the Mackenzie Forestry Board Meeting held on Tuesday 22 November 2016 be noted.



MINUTES

Forestry Committee Meeting

22 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FORESTRY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 22 NOVEMBER 2016 AT 9:00AM**

PRESENT: Cr Munro, Cr Clarke, Cr Barwood and the Mayor.

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Paul Morris (Chief Financial Officer), Keri-Ann Little (Committee Administrator) and Kevin O'Neill (Forestry Manager).

1 OPENING

The Mayor welcomed everyone to the meeting

2 APOLOGIES

Nil

3 DECLARATIONS OF INTEREST

There were no declarations of interest

4 VISITORS

Terry O'Neill, District Forester joined the meeting from 9:13am to 9:40am via teleconference.

5 REPORTS**6.1 FORESTRY COMMITTEE MINUTES 30 AUGUST 2016****PURPOSE OF REPORT**

That the minutes of the meeting of the Forestry Committee held on 30 August 2016 be confirmed as a true and accurate record of the meeting.

COMMITTEE RESOLUTION MFB/2016/1

Moved: Cr Graham Smith

Seconded: Cr Anne Munro

1. That the report be received.

CARRIED**COMMITTEE RESOLUTION MFB/2016/2**

Moved: Cr Graham Smith

Seconded: Cr Anne Munro

2. That the minutes of the meeting of the Forestry Committee held on 30 August 2016 be confirmed as a true and accurate record of the meeting.

CARRIED**6.2 FINANCIAL REPORT SEPTEMBER 2016****PURPOSE OF REPORT**

Attached is the financial report for the Forestry Committee for the period to September 2016, the purpose of which is to update the Committee members on the financial performance of the Forestry Committee as a whole for that period.

COMMITTEE RESOLUTION MFB/2016/3

Moved: Cr Chris Clarke

Seconded: Cr Anne Munro

1. That the report be received and the information noted.

CARRIED

The Mayor stated the financial result is driven from internal interest income. Annual report discussions highlighted this from the value of carbon credits and Forestry.

Cr Barwood asked why Simons Hill Muricata Pines were being investigated for early harvest.

The Mayor said Council decided to take advantage of contractors in the area, Muricata is not highly sought after timber and the Council's Consultant thought timely to harvest, however this had not finalised.

Mr O'Neill added there is an alternative use for Muricata Pine to thin for fence posts.

6.3 FORESTRY MANAGER'S REPORT JUNE, JULY AND AUGUST 2016

Forestry Manager's report for June, July and August 2016.

COMMITTEE RESOLUTION MFB/2016/4

Moved: Cr Anne Munro

Seconded: Cr Chris Clarke

1. That the report be received and the information noted.

CARRIED

Mr O'Neill reported the Cannington block had been harvested and replanted. A land swap with the Landowner for the front part of the block had taken place, the back block was now for Council use and had been replanted.

The Chief Executive Officer said the land swap documentation is relevant.

The Mayor asked if the rabbit problem was now under control. Mr O'Neill said rabbits were down to one or two seen but the Tekapo Town problem is making matters difficult.

6.4 SALE OF CARBON UNITS

PURPOSE OF REPORT

For the Forestry Board to recommend to Council to sell some of the carbon units held.

COMMITTEE RESOLUTION MFB/2016/5

Moved: Cr Stuart Barwood

Seconded: Cr Chris Clarke

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Chris Clarke

Seconded: Chair

2. That the Forestry Board recommend to Council to sell one quarter of the carbon units held at a price no less than \$18.00 per unit.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Barwood

Seconded: Chair

Cr Chris Clarke voted against the motion.

3. That the Forestry Board recommend to Council that it authorise the sale of a further one quarter of the carbon units held during the period up to 31 December 2016 if the price of carbon reaches \$20.00 per unit.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Barwood

Seconded: No seconder

4. If the price in recommendation 3 does not reach \$20.00 in the period specified then the Council authorise staff to sell that quarter at best price over \$18.00 per unit.

Motion Lapsed.

Terry O'Neill joined via teleconference and provided history to the new Councillors. He said levels had dropped \$1 over the last week due to the United States of America's Presidential election. He said it is expected to recover. Forestry is going through a period of not a lot of movement regarding logging.

Mr Morris said the price does or the recommendations in the report does not change. He said the current price of \$17.35 does not affect Council's decision to sell credits at no less than \$18.00 per unit. He said the purpose of the report is to give Staff direction and perimeters to what Council could sell. He added Council earn carbon credits year on year.

Mr Morris recommended Council sell a quarter of their units at a minimum of \$18.00 yearly, ongoing income stream from the ongoing units Council receive.

Terry O'Neill recommended selling as many credits as possible and then pay the credits back when Forests are harvested.

Mr Morris said the accumulation of the carbon credits is solely because of the poor price previously. He said the money would be invested to offset the rates bill gained via the low interest rate.

The Mayor noted he would prefer Council only sell the amount of carbon credits the Forestry accumulates each year not creating a liability for the Committee.

Cr Clarke asked Terry O'Neill his view of long term stability now that carbon credits had lowered, removing the need for an immediate decision.

Terry O'Neill replied carbon credits are affected by Government Policy, effectively the maximum carbon credits could reach would be \$23.00.

Cr Clarke added Council received a mandate from the public to hold on to Forestry assets, he said he is supportive of the sale if Council would gain significant return on investment. He said it feels like Council are selling an asset for an investment that possibly is not going to give Council very much benefit.

Cr Barwood stated why have the carbon credits there if you can cash them up and invest them and use the interest to offset while still having the investment locked in.

Cr Munro said she is not opposed to the sale of some carbon credits and wants to see Council gain benefit out of the asset overall, however she was also mindful that there is a risk and money must be kept to offset storm damage or fire which would be devastating. She said she would not want to be part of a Council without a backup plan. Try to find the balance between the two, making the Forestry work for Council while at the same time making sure Council is protected for an unknown event and to be able to move on from that.

Cr Clarke and Cr Munro agreed they were not informed enough to resolve to support recommendation 4.

Mr Morris suggested a workshop be held to discuss carbon credits further and for more information to be provided. Terry O'Neill will be invited to attend.

6 ADJOURNMENTS

The Meeting closed at 9:55am.

The minutes of this meeting were confirmed at the Mackenzie Forestry Board Meeting held on .

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CHAIRPERSON

10.2 MINUTES OF ASSETS AND SERVICES COMMITTEE MEETING - 22 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Assets and Services Committee Meeting - 22 November 2016

RECOMMENDATION

1. That the Minutes of the Assets and Services Committee Meeting held on Tuesday 22 November 2016 be received.



MINUTES

Assets and Services Committee Meeting

22 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ASSETS AND SERVICES COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 22 NOVEMBER 2016 AT FOLLOWING THE MACKENZIE FORESTRY BOARD MEETING**

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

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Bernie Haar (Asset Manager), Scott McKenzie (Roading Manager), Angie Taylor (Solid Waste Manager), Geoff Horler (Utilities Manager) and Garth Nixon (Community Facilities Manager) and Keri-Ann Little (Committee Administrator).

1 OPENING

The Chair welcomed everyone to the meeting.

2 APOLOGIES

Nil

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 REPORTS

6.1 ASSET AND SERVICES COMMITTEE MEETING MINUTES 30 AUGUST 2016

PURPOSE OF REPORT

That the minutes of the meeting of the Asset and Services Committee held on 30 August 2016 be confirmed as a true and accurate record of the meeting.

COMMITTEE RESOLUTION ASC/2016/1

Moved: Cr Leslie

Seconded: Mayor

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION ASC/2016/2

Moved: Cr Leslie

Seconded: Mayor

2. That the minutes of the meeting of the Asset and Services Committee held on 30 August 2016 be confirmed as a true and accurate record of the meeting.

CARRIED

Mr Haar reported the Mackenzie Car Club and Silver Fern Car Rally submissions closed yesterday.

Cr Leslie confirmed his appointment to the Spaces and Places Plan Steering Group.

The Twizel Early Learning Centre are following policy and procedures required and will return to Council.

6.2 ASSET MANAGER'S MONTHLY REPORT

PURPOSE OF REPORT

To update the Assets and Services Committee on the progress on various projects and also the normal operation of the department for the past month.

COMMITTEE RESOLUTION ASC/2016/3

Moved: Chair

Seconded: Cr Hannagan

1. That the report be received.

CARRIED

Mr Horler spoke to the Utilities report.

The Mayor asked if the \$25,000 overspend regarding Tekapo leaking tobies was correct. Mr Horler confirmed that it was a typing error and should say Twizel not Tekapo.

Cr Munro asked Mr Horler if he was satisfied with the response to the recent flooding event in Fairlie. Mr Horler said it was an isolated event and he was happy with the response from Whitestone Contracting. He noted unbudgeted works will be carried out for flood damage.

Mr Haar spoke to the Roding report.

Ms Taylor spoke to the Solid Waste Report.

Ms Taylor highlighted the increased rubbish collection in Tekapo over Christmas was to compensate for the limited Recovery Park Hours, a good response had been received in Twizel for extra collection during last Christmas. This is not planned for Fairlie this year but is reviewed on a yearly basis.

Cr Clarke said he would speak to the Fairlie Community Board to gauge interest regarding extra rubbish collection over the Christmas period.

Ms Taylor reported there had been a good response to the Love Food Hate Waste campaign.

Mr Haar distributed an updated Mackenzie Solid Waste graph. Ms Taylor spoke to the graph highlighting residual waste and waste diverted.

6.3 COMMUNITY FACILITIES ACTIVITY REPORT**COMMITTEE RESOLUTION ASC/2016/4**

Moved: Chair

Seconded: Cr Clarke

That the information be noted.

CARRIED

Mr Nixon spoke to the report.

5 ADJOURNMENTS

The meeting was adjourned at 10:54am.

6 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION ASC/2016/5**

Moved: Cr Munro

Seconded: Cr Clarke

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Twizel Wastewater Treatment Plant - Land Purchase	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	disadvantage, commercial activities	
CARRIED		

COMMITTEE RESOLUTION ASC/2016/6

Moved: Cr Clarke

Seconded: Cr Armstrong

That Council moves out of Closed Council into Open Council.

CARRIED**The Meeting closed at 12:10pm.****The minutes of this meeting were confirmed at the Assets and Services Committee Meeting held on.**

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CHAIRPERSON

10.3 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 22 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Audit and Risk Committee Meeting - 22 November 2016

RECOMMENDATION

1. That the Minutes of the Audit and Risk Committee Meeting held on Tuesday 22 November 2016 be received.



MINUTES

Audit and Risk Committee Meeting

22 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 22 NOVEMBER 2016 AT 11:00AM**

PRESENT: Cr Leslie, Cr Hannagan, Cr Armstrong, Cr Munro, Cr Barwood, Cr Clarke and The Mayor

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Paul Morris (Chief Financial Officer), Toni Morrison (Projects and Administration Manager) and Keri-Ann Little (Committee Administrator).

1 OPENING

The Chair welcomed everyone to the meeting.

2 APOLOGIES

Nil

3 DECLARATIONS OF INTEREST

Nil

4 VISITORS

Mr Morris welcome Shaun Sellwood, Broker Manager, Jardine Lloyd Thompson Limited.

Mr Sellwood said his visit was primarily to ask any questions that the Council may have regarding Council's insurance.

5 REPORTS

6.1 AUDIT AND RISK COMMITTEE MEETING MINUTES 2 AUGUST 2016

PURPOSE OF REPORT

That the minutes of the meeting of the Audit and Risk Committee held on 2 August 2016 be confirmed as a true and accurate record of the meeting.

COMMITTEE RESOLUTION AUD/2016/1

Moved: Mayor

Seconded: Cr Armstrong

1. That the report be received.

CARRIED**COMMITTEE RESOLUTION AUD/2016/2**

Moved: The Mayor

Seconded: Cr Armstrong

2. That the minutes of the meeting of the Audit and Risk Committee held on 2 August 2016 be confirmed as a true and accurate record of the meeting.

CARRIED**6.2 AUDIT NEW ZEALAND FINDINGS ON 2016 ANNUAL REPORT****COMMITTEE RESOLUTION AUD/2016/3**

Moved: The Mayor

Seconded: Cr Armstrong

That the information be received and the information noted.

CARRIED

Mr Morris spoke to the report.

6.3 HEALTH AND SAFETY REPORT**STAFF RECOMMENDATIONS**

That the information be noted.

Ms Morrison spoke to the report. She highlighted the health and safety report will be a quarterly report to Council.

Cr Leslie suggested in the Chief Executive Officer's report to Council a brief overview of Health and Safety be included.

Mr Barnett said he is happy to include the report in his report to Council and will notify Councillors directly of any serious incidents on an as and when basis.

6.4 UPDATE ON RISK MANAGEMENT FRAMEWORK**STAFF RECOMMENDATIONS**

That the information be noted.

Ms Morrison spoke to the report.

Cr Munro expressed her concern regarding the following, identifying the comment as a risk “current workloads generated by Council activity, is an important programme of work. Current workloads generated by development and activity in the District are putting pressure on staff and management, and to accommodate additional tasks is challenging”.

Cr Leslie suggested a risk management register be initiated.

Mr Barnett said this had been discussed previously and is the process of elected members to use a register on a voluntary basis. He noted the register would be open to a Local Government Act and Information Request. He added it is the Chief Executive Officers role to hold a risk register and be aware of all information on the register.

Cr Leslie thanked Ms Morrison for her work.

Cr Leslie asked if an independent member would be appropriate for the Audit and Risk Committee.

The Mayor said the Audit and Risk Committee had failed for the last 3 years and needed an objective approach from an outside representative with extra expertise.

Mr Barnett will seek a remuneration appropriate for the representative.

Cr Clarke was supportive of the sentiment behind the appointment, the representative must be neutral with no vested interest.

Cr Munro added she appreciates the sentiment also but noted discussion would have to take place regarding remuneration for the position.

Ms Morrison said a paper would be required to Council regarding a change of reference for the committee and an additional member included.

6 ADJOURNMENTS

The Meeting closed at 1:30pm.

The minutes of this meeting were confirmed at the Audit and Risk Subcommittee Meeting held on .

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CHAIRPERSON

10.4 MINUTES OF STRATEGY COMMITTEE MEETING - 22 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Strategy Committee Meeting - 22 November 2016

RECOMMENDATION

1. That the Minutes of the Strategy Committee Meeting held on Tuesday 22 November 2016 be received.



MINUTES

Strategy Committee Meeting

22 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
STRATEGY COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 22 NOVEMBER 2016 AT FOLLOWING THE AUDIT AND RISK COMMITTEE MEETING**

PRESENT: Cr Leslie, Cr Armstrong, Cr Hannagan, Cr Munro, Cr Clarke, Cr Barwood and The Mayor.

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Toni Morrison (Projects and Administration Manager) and Keri-Ann Little (Committee Administrator)

1 OPENING

The Chair welcomed everyone to the meeting.

The Chair said the implementation of strategies and framework is the objective of this Committee on behalf of Council. The Chair said communication needs to be clear, relevant and fast as a link to strategy.

2 APOLOGIES

Nil

3 DECLARATIONS OF INTEREST

Nil

6 REPORTS

6.1 LONG TERM PLAN PROGRAMME

STAFF RECOMMENDATIONS

That the information be noted.

Ms Morrison spoke to the report.

Ms Morrison noted a Strategies Workshop will take place in the New Year.

7 ADJOURNMENTS

The Meeting closed at 1:24pm.

The minutes of this meeting were confirmed at the Strategy Committee Meeting held on .

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CHAIRPERSON

10.5 MINUTES OF FINANCE COMMITTEE MEETING - 22 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Finance Committee Meeting - 22 November 2016

RECOMMENDATION

1. That the Minutes of the Finance Committee Meeting held on Tuesday 22 November 2016 be received.



MINUTES

Finance Committee Meeting

22 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
FINANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 22 NOVEMBER 2016 AT 1:26PM**

PRESENT: Cr Leslie, Cr Munro, Cr Hannagan, Cr Armstrong, Cr Barwood, Cr Clarke and the Mayor.

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Paul Morris (Chief Financial Officer) and Toni Morrison (Projects and Administration Manager) and Keri-Ann Little (Committee Administrator).

1 OPENING

The Chair welcomed everyone to the meeting.

2 APOLOGIES

Nil

3 DECLARATIONS OF INTEREST

Nil

4 VISITORS

Nil

5 REPORTS**6.1 FINANCE COMMITTEE MINUTES 4 OCTOBER 2016****PURPOSE OF REPORT**

That the previous minutes of the meeting of the Finance Committee meeting held on 4 October 2016 be confirmed.

PAUL HANAGAN/ RUSSELL ARMSTRONG

COMMITTEE RESOLUTION FIN/2016/1

Moved: Cr Russell Armstrong

Seconded: Cr James Leslie

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION FIN/2016/2

Moved: Cr Russell Armstrong

Seconded: Cr James Leslie

2. That the minutes of the meeting of the Finance Committee held on 4 October 2016 be confirmed and adopted as a correct record of the meeting.

CARRIED

6.2 FINANCIAL REPORT**PURPOSE OF REPORT**

Attached is the financial report for Council for the period ended September 2016

COMMITTEE RESOLUTION FIN/2016/3

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

1. That the report be received and the information noted.

CARRIED

Mr Morris spoke to the report and any major variances.

6.3 QUARTERLY PORTFOLIO REPORT BANCORP TREASURY SERVICES LTD**COMMITTEE RESOLUTION FIN/2016/4**

Moved: Cr Paul Hannagan

Seconded: Cr Russell Armstrong

1. That the report be received and the information noted.

CARRIED

Mr Morris spoke to the report.

6.4 ANNUAL PLAN 2017/18**PURPOSE OF REPORT**

To provide background information to the Committee on the upcoming annual plan process.

COMMITTEE RESOLUTION FIN/2016/5

Moved: Cr James Leslie

Seconded: Cr Russell Armstrong

1. That the report be received and the information noted.

CARRIED

Ms Morrison spoke to the report.

6 ADJOURNMENTS

The Meeting closed at 3:01pm.

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

.....
CHAIRPERSON

10.6 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 22 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Planning and Regulations Committee Meeting - 22 November 2016

RECOMMENDATION

1. That the Minutes of the Planning and Regulations Committee Meeting held on Tuesday 22 November 2016 be received.



MINUTES

Planning and Regulations Committee Meeting

22 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
PLANNING AND REGULATIONS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 22 NOVEMBER 2016 AT FOLLOWING THE STRATEGY COMMITTEE MEETING**

PRESENT: Cr Leslie, Cr Armstrong, Cr Hannagan, Cr Barwood, Cr Munro, Cr Clarke and The Mayor.

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Nathan Hole (Planning and Regulations Manager) and Keri-Ann Little (Committee Administrator)

1 OPENING

The Chair welcomed everyone to the meeting

2 APOLOGIES

Nil

3 DECLARATIONS OF INTEREST

Nil

4 VISITORS

There were no visitors.

5 REPORTS**6.1 PLANNING AND REGULATION MEETING MINUTES 19 JULY 2016****PURPOSE OF REPORT**

That the minutes of the Planning and Regulation Committee held on 19 July 2016 be confirmed as a true and accurate record of the meeting.

COMMITTEE RESOLUTION PRC/2016/1

Moved: Cr Armstrong

Seconded: Cr Clarke

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION PRC/2016/2

Moved: Cr Armstrong

Seconded: Cr Clarke

2. That the minutes of the Planning and Regulation Committee held on 19 July 2016 be confirmed as a true and accurate record of the meeting.

CARRIED

6.2 PLANNING AND REGULATIONS MANAGER REPORT**STAFF RECOMMENDATIONS**

That the information be noted.

Mr Hole spoke to the report.

6.3 HERITAGE PROTECTION FUND APPLICATION - MABEL BINNEY COTTAGE**PURPOSE OF REPORT**

For the Committee to consider a Heritage Protection Fund application from the Fairlie Mackenzie Heritage Society Incorporated for funding to treat a wood borer infestation of Mabel Binney Cottage.

COMMITTEE RESOLUTION PRC/2016/3

Moved: Cr Leslie

Seconded: Cr Hannagan

1. That the report be received.

CARRIED

COMMITTEE RESOLUTION PRC/2016/4

Moved: Cr Leslie

Seconded: Cr Clarke

2. That the Committee approves a grant of \$620.00 from Council's Heritage Protection Fund to the Fairlie Mackenzie Heritage Society Incorporated for the treatment of a wood borer infestation of the Mabel Binney Cottage.

CARRIED

The Chair noted a letter had been received from Mr Paardekooper regarding the Hoovercraft activity on Lake Pukaki.

6 ADJOURNMENTS

The Meeting closed at 3:50pm.

The minutes of this meeting were confirmed at the Planning and Regulations Committee Meeting held on .

.....
CHAIRPERSON

11 CONFIRM COUNCIL MINUTES

11.1 MINUTES OF COUNCIL MEETING - 8 NOVEMBER 2016

File Reference: N/A

Authoriser: Wayne Barnett, Chief Executive Officer

Attachments: 1. Minutes of Council Meeting - 8 November 2016

RECOMMENDATION

1. That the Minutes of the Council Meeting held on Tuesday 8 November 2016 be adopted as a true and accurate record of the meeting.



MINUTES

Ordinary Council Meeting

8 November 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON TUESDAY, 8 NOVEMBER 2016 AT 9:30AM**

PRESENT: Graham Smith (Mayor), Cr 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), Paul Morris (Chief Financial Officer), Toni Morrison (Projects and Administration Manager) and Keri-Ann Little (Committee Administrator).

1 OPENING

The Mayor welcomed all present to the meeting.

2 APOLOGIES

Nil

3 VISITORS

10:15am Community Board members Stella Sweney, Norman Geary and Jacqui de Buyzer will attend the meeting to be sworn in by The Mayor to their respective Boards.

11:00am Colin Stevens, Michael Campbell and Eli Watson from Genesis Energy to speak to agenda report Proposed Sale of Strategic Land.

4 DECLARATIONS OF INTEREST

Nil

5 BEREAVEMENTS

The Mayor noted the following bereavements and a moment silence was observed.

James JONES

Joshua HAMPTON

June WATERS

Eileen MCDONALD

Wally ARGUS

6 MAYOR'S REPORT**6.1 MAYORAL ACTIVITIES REPORT****RESOLUTION 2016/20**

Moved: Cr Russell Armstrong

Seconded: Mayor Graham Smith

That the report be received.

CARRIED

The report outlined The Mayor's activities from 12 October to 8 November 2016.

7 PUBLIC EXCLUDED REPORTS

Report discussed in Public Excluded.

8 REPORTS**8.1 CHIEF EXECUTIVE'S REPORT****RESOLUTION 2016/21**

Moved: Cr Anne Munro

Seconded: Cr Paul Hannagan

That the information be noted.

CARRIED

The report outlined the Chief Executive Officer's activities from 14 September to 7 November 2016.

The Mayor noted new staffing appointments.

Cr Munro asked if the meeting held with Timaru Police on the 25th of October was the same meeting the Mayor attended. Mr Barnett replied yes it was and that the meeting was to discuss the recent resignation of the Tekapo Police Officer. He confirmed Police were hopeful to appoint a new Policeman for Tekapo before Christmas.

The Mayor asked for information regarding Mr Barnett's meeting with Hurunui District Council Information Technology Department. Mr Barnett said the meeting was to discuss operational matters. He added new technology had been purchased to assist with teleconferencing availability for Twizel.

Cr Armstrong expressed concern regarding the time taken to appoint a new Building Manager. Mr Barnett replied Council are currently in the process of appointing a new Building Manager.

8.2 CHRISTCHURCH CANTERBURY TOURISM PROGRESS REPORT NOVEMBER 2016**RESOLUTION 2016/22**

Moved: Cr James Leslie

Seconded: Cr Anne Munro

That the information be noted.

CARRIED

The report summarises the agreed activity outlined in the Memorandum of Understanding from 1 July to 1 November 2016.

8.4 COMMON SEAL**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.

RESOLUTION 2016/23

Moved: Cr James Leslie

Seconded: Cr Russell Armstrong

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.

CARRIED

9 COMMUNITY BOARD RECOMMENDATIONS**9.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 19 SEPTEMBER 2016****RESOLUTION 2016/24**

Moved: Cr Paul Hannagan

Seconded: Cr Russell Armstrong

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

CARRIED

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

9.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 19 SEPTEMBER 2016**RESOLUTION 2016/25**

Moved: Cr Anne Munro

Seconded: Cr Stuart Barwood

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

CARRIED

9.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 3 OCTOBER 2016**RESOLUTION 2016/26**

Moved: Cr Chris Clarke

Seconded: Cr Russell Armstrong

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

CARRIED

RIDDLE STREET ONE WAY TRIAL:

Resolved:

1. 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 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

10 RECEIVE COMMITTEE MINUTES

10.1 MINUTES OF FINANCE COMMITTEE - 4 OCTOBER 2016

RESOLUTION 2016/27

Moved: Cr Russell Armstrong

Seconded: Cr James Leslie

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

CARRIED

11 CONFIRM COUNCIL MINUTES

11.1 MINUTES OF COUNCIL MEETING - 4 OCTOBER 2016

RESOLUTION 2016/28

Moved: Cr Russell Armstrong

Seconded: Cr James Leslie

1. That the Minutes of the Council Meeting held on Tuesday 4 October 2016 be received and the recommendations therein be adopted, including such parts as were taken with the public excluded.

CARRIED

11.1 MINUTES OF COUNCIL MEETING - 25 OCTOBER 2016**RESOLUTION 2016/29**

Moved: Cr Anne Munro

Seconded: Cr Chris Clarke

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

CARRIED

With the following correction:

Paul HANNAGAN

11.2 MINUTES OF COUNCIL MEETING - 31 OCTOBER 2016**RESOLUTION 2016/30**

Moved: Cr James Leslie

Seconded: Cr Paul Hannagan

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

CARRIED

12 ADJOURNMENTS

The Mayor performed a swearing in ceremony for three elected Community Board Members.

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.

Stella SWENEY – Tekapo Community Board

Norman GEARY – Twizel Community Board

Jacqui DE Buyzer – Twizel Community Board

The meeting adjourned at 10:30am for morning tea and reconvened at 11:06am.

The meeting adjourned at 12:10pm for lunch and recovered at 12:50pm.

8.3 PROPOSED SALE OF STRATEGIC LAND

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.

The Mayor welcomed Mr Stevens, Mr Campbell and Ms Watson representing Genesis Energy to the meeting.

Mr Stevens spoke to Council regarding the purchase of a Recreational P Council Piece of Land to allow for Genesis Energy Ltd to undertake seismic strengthening of the structure at Lake Tekapo. Mr Stevens used the aid of a PowerPoint Presentation.

Mr Morris provided background information.

Cr Munro asked for clarification regarding the visibility of the structure above ground in relation to the present structure. Mr Campbell said the structure will be 6 metres from the surrounding ground height and approximately 2.5-3 metres higher than the current structure. He said it will still be significantly lower than Lakeside Drive.

Cr Clarke asked why the control gate was proposed to be located at this point rather than at the bottom near the Power Station.

Mr Campbell replied the primary consideration is technical. He said the area is very technically difficult to strengthen which creates the financial impact.

Mr Campbell added the control gate is the best place to manage the hazard that may exist.

The Mayor asked if the walkway along Lakeside Drive would be maintained. Mr Campbell said Genesis Energy would undertake to re-establish the walking track and if it had to be across the Genesis Energy land then it would be.

Mr Steven's noted the excavation down to the tunnel is extensive requiring a large amount of area, this area will also be required for future maintenance access. Mr Campbell added there current plans are not to fence the area or erect a barrier, the walkway would exist or be slightly deviated and access to the land would not be prevented.

Cr Armstrong highlighted the blue area in the diagram and in the report would be requested as a temporary licence to occupy.

The Mayor asked how long the construction will take. Mr Stevens confirmed the construction would take 12 months in total. He noted the construction would be completed in two stages, Genesis Energy propose to excavate down to within 5 metres of the top of the tunnel in preparation. Then the Power Station would be taken out of service and the remaining of the excavation and construction of the gate and surrounding chamber would be completed.

Cr Armstrong asked what time of year the work would take place. Mr Stevens said the construct would take place over Summer because of the significant civil construction work required.

Ms Watson added the estimated start date would be September 2017 and the major digging work would take place towards Summer time.

Cr Leslie asked once construction was completed how Genesis Energy anticipate gaining access to the site from private land or Council land. If the land is sold access may be denied.

Mr Steven's said there is general access for all but not specifically for Genesis Energy. He added Genesis Energy had easement access over assets. Mr Barnett said there are access provisions within the site that are nonspecific allowing Genesis Energy to gain access to their facilities.

Cr Armstrong asked if a security fence would be erected around the perimeter of the land.

Mr Steven's said there is no current intention to fence the area off, access would be restricted during maintenance periods.

Cr Munro asked if there were any risks identified during construction that Council need to be made aware of.

Mr Steven said they are all covered in the consent application and are mostly concerning ground water management, excavation under mining requirements and traffic management.

Mr Steven said consultation will take place with all affected parties and the new Tekapo Community board and all others identified.

Mr Campbell said that billboards for information will be considered and have been in the past. He said he will pass on comments to the Environmental Team.

The Material from excavation will be deposited in a hollow pit area by Tekapo A Power Station, as outlined in the Resource Consent application, which will be lodge in the coming weeks, said Mr Campbell.

Cr Clarke asked what consideration had been given to other users of Lakeside Drive while construction work is underway.

Mr Campbell said Genesis Energy had reviewed vehicle transport within the Resource Consent monitoring vehicle movements per day. In terms of how that may affect businesses had not been investigated.

Mr Campbell referred to two outstanding questions seeking clarification before future discussions with Council and that is around the status of the sale and purchase of the land above Lakeside Drive to gain driver easement and to better understand the timeframes involved with working through the process that is required managing the transfer of recreational zoned land.

Mr Morris spoke to the report.

Cr Armstrong asked if Genesis Energy leasing the land was an option until the process is completed.

Mr Morris said leasing the land until the Long Term Plan is completed would still indicate sale of the land while still incurring costs for Genesis Energy and Council.

The risk being mitigated against is a 1 in 500 year event said Mr Campbell, he said it may seem a remote risk, it is a risk that must be managed and this is the best way. He added if the event occurred and the management of discharge water from the Lake was not contained there is potential for not just overflowing the canal but impacting on the health and safety of people and property. There are multiple exposures from an uncontrolled release and under the Dam Safety Guidelines and the Building Act the Dams and structures are classified and rated as to having to with stand significantly stronger and less frequent events.

Mr Campbell stated he would feel uncomfortable if the project was to be delayed two years.

The Mayor said more information is required and a possible workshop.

Mr Morris recommended Council gain valuation of the land and that Genesis Energy pay all subdivision and legal costs in relation to the sale.

The Mayor thanked Genesis Energy for their attendance and presentation.

The meeting adjourned at 12:15pm for lunch and workshop reconvened at 1:30pm

Cr Munro noted Council are supportive of the sale of the section of land to Genesis Energy. Council also acknowledge the importance of consulting well with the Community regarding the sale of land and that the evaluation of the section of land seems to be fair and reasonable.

Mr Barnett said Council recognise the risk of the work not being undertaken. He added Genesis Energy are an important part of the Community and a Ratepayer and in general the Council is supportive of potentially making land available so Genesis Energy can undertake the work. Council also recognises there is some commercial value with the sale of the land and the adjacent land and it is appropriate that Council engages in an appropriate commercial arrangement in relation to that.

Councillors believe that the appropriate Community consultation is required to take place and understand that the resource consent requirements will include community consultation specifically consultation with the Tekapo Community Board.

The Meeting closed at 1:36pm.

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

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CHAIRPERSON

12 ADJOURNMENTS

11:00am Morning Tea

12:30pm Lunch

13 PUBLIC EXCLUDED

Nil