



TEKAPO COMMUNITY BOARD

Membership:

Peter Munro (Chairman)
Stella Sweney
Alan Hayman
Lynette Martin
Cr Murray Cox

*Notice is given of a meeting of the Tekapo Community Board on
Monday, May 30, at 7:00pm.*

VENUE: Lake Tekapo Community Hall, Tekapo

BUSINESS: As per agenda attached

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER



TEKAPO COMMUNITY BOARD

Agenda for Monday 30 May, 2016

APOLOGIES:

DECLARATIONS OF INTEREST:

MINUTES:

Confirm and adopt as the correct record the minutes of the meeting held on April 4, 2016 and May 2, 2016.

3 & 11

VISTIOR:

7pm Andrew MacDonald from the Church of the Good Shepherd, Lake Tekapo
(yet to be confirmed)

CORRESPONDENCE:

MATTERS UNDER ACTION:

Project and Budget Report

16

18

REPORTS:

1. Financial report to March 2016 (attached) **19**
2. Tekapo Fees and Charges (attached) **26**
3. Ward member's report (verbal)
4. Reports from members who represent the board on other committees (verbal)

GENERAL BUSINESS:

1. Church of the Good Shepherd (*Andrew MacDonald to attend*)
2. Application for Donation (attached) **29**
3. Proposed Walking and Biking Track Lake Alexandrina (attached) **35**
4. Worker Accommodation
5. Commercial Opportunities in Tekapo Next Stage
6. Bus Companies Response to Paying for Parking and Toilets
7. Unformed Legal Roads Opportunity for Walking/Cycling Trails
8. Genesis Energy Current Projects (Email attached) **36**

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD IN THE LAKE TEKAPO COMMUNITY HALL, TEKAPO, ON MONDAY 4 APRIL 2016, AT 7.05PM

PRESENT:

Peter Munro (Chair)
Murray Cox
Stella Sweney
Lyn Martin

IN ATTENDANCE:

Wayne Barnett, Chief Executive Officer
Garth Nixon, Community Facilities Manager
Bernie Haar, Asset Manager
Keri-Ann Little, Committee Secretary
3 members of the public

OPENING:

The chairman welcomed everyone to the postponed March 8th meeting.

APOLOGIES:

Nil.

DECLARATIONS OF INTEREST:

There were no declarations of interest.

MINUTES:

Resolved that the minutes of the meeting of the Tekapo Community Board held on 25 January 2016, be confirmed and adopted as the correct record of the meeting, including those parts taken in public excluded.

Stella Sweney/ Lyn Martin

Stella Sweney acknowledged Bruce Martin's contribution to the Community.

TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION:

1. Tekapo Plantation: Murray Place/Section A:

Mr Nixon advised he has looked at the area and it is looking okay but does need more plantings and mulch. He advised that the track has been sprayed.

2. Freedom Camping:

Mr Nixon noted the upcoming workshop on Wednesday which is part of the Freedom Camping review, and advised there will be information available to all those who attend. He updated the Board that there aren't any more paid wardens being appointed. Very few complaints have been received and feedback has been good. Activity at the Hamilton Drive site is much quieter and is no longer the issue that it was. The Chair asked whether a limit of two hours at Hamilton Drive was a possibility. Mr Nixon advised that this would have to be

put in the bylaw and would require enforcing. Mr Nixon agreed to provide information from the workshop to the chairman.

3. Future of Motuariki Island:

Nothing to report.

4. Tekapo Squash Club:

Cr Cox advised he is to have another meeting with the Club over plans, which he will follow up.

5. Town Projects:

a. Alps2Ocean Link between Tekapo and Canal Road - agenda item.

b. Upgrade of Hamilton Drive lookout –Mr Nixon noted that the grass has been sown and looks good.

c. Walkway lights – Mr Nixon advised he had not checked them as yet but noted they are to be replaced. The Chairman said none of the lights were working recently.

6. Tekapo Domain Playground:

Following the initial site meeting, the next step was to mark out boundary and prepare the site. Council's GIS officer Jana Kaeppler will mark out a plan which works in with development plan.

7. 60Km Speed Limit Extension: Mr Haar advised that the request is still with NZTA. He noted that it is a wider state highway issue and NZTA won't do anything until national issues are worked through. The next step was that the Community Board would request a review of the pedestrian crossing, including possible improvements to the island and signage.

8. Civil Defence:

The CEO was to come back to the community board at a later date with more information. No progress.

9. Tekapo Footbridge:

The approach work has now been completed. The Chairman has asked to keep this item on the matters under action.

10. Tekapo canal boat ramp:

Cr Cox reported this matter is on the agenda for discussion at a meeting with Genesis in April.

11. Solar System Project:

Mrs Martin said she has heard nothing back.

12. Public Toilets: 4 April 2016

Mr Nixon will distribute plans to the community board when they are available.

REPORTS:

FINANCIAL REPORT:

This report is the financial report for the Community Board for the period to January 2016, to update board members on financial performance for that period.

Resolved that the report be received.

Cr Cox/Stella Sweney

Mr Nixon spoke to the financial report outlining the following points:

- Member's expenses were over the budgeted set amount.
- There are no significant issues with the Tekapo Investment Income.
- Tekapo Community Hall is not looking as good as it might. Mr Nixon advised that usage has not dropped off, but that usage and expenses have been overestimated. Income is behind due to slower invoicing through Tekapo Weddings – this is taking two months from people hiring to people paying. The Chairman felt this was too long. Mr Nixon said he will review this at the annual review.

Ms Sweney said she had thought the Hall would be used more, and asked if the charges could be reviewed. Mr Nixon advised that the fees and charges are reviewed and set every year so this could be done at that time. He feels the hire for weddings is reasonable, noting that the problem may be community use and daily usage charges.

The Chairman asked for more information regarding payments and fees, prior to the annual review.

- Tekapo domain costs should be going against township account.

Mr Nixon led discussion about the “elephant area” near the camping ground. He advised that there was an agreement with the Camping ground to use this area for the Christmas period for overflow of campers. There was no money exchanged and this appears to have become a permanent arrangement and needs to be reviewed. It was not clear who is to maintain this area.

Cr Cox noted a concern that due to the current Tekapo plan change the Camping Ground may get smaller, and felt that this agreement needed to be highlighted.

The CEO suggested he meet with the Camping ground and review the agreement with them, so that all parties have a clear understanding.

- The Township account on page 15 provides a summary. A variance in the rates was noted, and Mr Nixon undertook to report back on this issue. Expenses that are significant are tree maintenance and pruning, which has been discussed. The litter bin collection with additional bins and collection around township has also been a significant cost to the Township account.

Mrs Martin asked about the glass bins at the tavern carpark. Mr Nixon said Whitestone have installed these glass bins at their own cost due to frustration with having to deal with glass over the holiday period.

Ms Sweney asked why the litter bin collection was using so much of the budget. Mr Nixon said the township reserves that are unspent cover the extra cost and added that the Community board made a decision early on to supply extra bins.

The CEO noted that in previous years it has been underspent, and felt it was good to see projects money being spent.

Mr Nixon advised that any further spending on projects will require using projects reserves, as the projects budget has been spent. Projects reserves has built up due to nothing being spent in previous years.

GRANT REQUEST - TAMARA WAITE:

The Community Board considered a grant request from Tamara Waite.

Mr Nixon supplied background information to the application, stating Ms Waite has requested a grant to support her hire of the Tekapo Hall to reduce the cost to her Yoga classes in Tekapo. Ms Waite is a commercial operator who is based in Twizel and she is charged commercial rates for hall hire.

Mrs Martin felt that as the applicant wasn't local she felt the request could be declined, but that making the hall more affordable could be addressed.

Ms Sweney said it is a benefit to the community. She suggested the Board respond to Ms Waite informing her of the upcoming review of fees and charges, and advise her of the Community Board's appreciation that she provides her services in Tekapo and uses the hall.

The Chairman enquired as to whether they are providing a service for the community or are wanting the hall to generate income. Ms Martin noted she felt there was a difference between commercial and club users.

Resolved: that the report be received.

Cr Cox/ Stella Sweney

Resolved:

The Community Board decline the request and inform Ms Waite that the Community Board has considered her application and will be reviewing the fees and charges of the Tekapo Community Hall in the future

Stella Sweney/Lyn Martin

BOUNDARY FENCE AORANGI CRESCENT:

The purpose of this report from the Community Facilities Manager is for the Tekapo Community Board to consider costs related to fencing a road boundary on Aorangi Crescent. Attached to this report is the quotation for the work.

The Chairman thanked Mr Nixon for his comprehensive report.

Resolved:

1. That the report be received.

Stella Sweney/ Lyn Martin

2. That the Community Board decline to build the fence.

Stella Sweney/ Cr Cox

Not included in the agenda was a letter that Mr Nixon distributed via email, which had been read by all members.

Mr Nixon described the background to the issue. During landscaping works on their property, a resident became aware of adjacent works the Council was undertaking and sought a retaining wall and new fence for their boundary, at the Board's cost. Mr Nixon advised that a retaining wall was not necessary, and sought the Board's direction regarding whether it would fund a new fence.

Ms Sweney advised of her clear view that Option 1 was appropriate, to decline to build the fence. Having been to view the area, she felt that building a fence for one ratepayer would set a precedent.

Mr Nixon thanked the board for their guidance.

TRANSPORTATION STRATEGY FOR THE MACKENZIE DISTRICT:

The Chair invited Community Board member Ms Sweney to speak to her agenda item.

Ms Sweney noted her surprise that the Council did not proceed with what had already been done by two international based companies, Aurecon and Boffa Miskell, rather than the smaller Abley Transportation Consultants. She accepts there needs to be a transportation strategy for the district but sought reassurance that the Board could go ahead with parking and landscaping projects.

Cr Cox reported he has convened a small group consisting of Bernie Haar, Garth Nixon, Suzy Ratahi (Roading Manager), Peter Munro, Wayne Barnett and himself to discuss how the town moves forward now subdivision works are almost completed, noting that the focus should now shift to toilets, car parking and the domain.

Mr Barnett advised that Aurecon were given a narrow brief, involving a focus on car parking and whether enough would be supplied in accordance with the District Plan. Subsequent assessment of traffic volumes have raised this issue of whether there is in fact enough car parking. He acknowledged the Board's frustration, advising that the Council will continue to progress other projects in the meantime.

Mr Barnett listed these projects as:

- Entry exit of Godley
- Rapuwai Lane
- Profile of Eastern carpark
- Lay out of Eastern carpark
- Boat ramp access and long vehicle parking
- Temporary carparks
- Play area
- Toilets Eastern and Western
- Finishing of domain
- Landscaping of viewing corridors
- Communications out to the public.

Mr Haar noted that Abley are an award winning company and emphasised the importance of the Transportation Strategy as essential. Mr Haar added that workstream issues around Tekapo will be discussed and prioritised at Council level.

NEPAL EVENT – PROMOTIONS LETTER:

This agenda item was included by Community Board Chairman Peter Munro.

The Chairman said the Ankuro Community Development trust are requesting a reduction in fees for this event. Mr Nixon noted the application should be in the form of a grant.

Resolved:

1. That the report be received.
2. That the Community Board approve a grant to cover the cost of the hall hire for the event.

Lyn Martin/ Stella Sweney

WARD MEMBER'S REPORT:

Cr Cox reported that the Property Group has made a commitment after each meeting to update the community and Community Board. He updated the Board on a recent meeting with the Church of the Good Shepherd Committee to initiate liaison on their current issues and future plans for the area.

He updated the Board on recent work on wilding trees, advising that the Mackenzie Wilding Trees Trust, LINZ, DOC, the Council and Ecan will be meeting to decide how to move forward with wilding trees across the Mackenzie. Rob Young has completed a document and highlighted key areas in the Mackenzie, and will look at a way of how those sites should be managed i.e. contain or remove trees etc.

Cr Cox advised that the Upper Waitaki Water Zone committee distributes a newsletter to residents, and the most recent one describes Plan Change 5 which contains rules managing nutrient levels on farms. Farmers are having to move to good management practices on their farms. The Plan Change is currently in the process of public submissions.

At the last Upper Waitaki Zone meeting, there was discussion on restoring the Willowburn stream as this is one of the most degraded streams. Cr Cox also referred to Lake Wardell's problems, stemming from dry years, and noting the issue is complex and fairly controversial. He also noted a feeling from some farmers who are trying to comply with new rules that compliance was not being enforced equally by Ecan.

At the last Council meeting Mr Nixon presented a paper regarding Tekapo toilets - Exeloo type toilets. There was general acceptance that this should go ahead and Mr Nixon was to return to Council with an actual floor plan and cost.

The Community Board agreed that this should go ahead, and also to seek other toilets be provided as well. There was a general discussion regarding the Western toilets being free as they will be the main toilets. The carpark, eastern and lakeside toilets could be paid toilets, possibly with showers down lakeside drive.

Mrs Martin asked whether the Community Board will have a say with the exterior. Mr Nixon said yes noting there were many options. Mr Nixon will distribute plans to the Community Board when he has them.

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

Ms Bradley, a member of the public, was invited by Mrs Martin to update the Community Board on the Promotions Committee. Ms Bradley said she was hoping for a community night earlier this month, but aim for this for the end of April. Work is progressing on the website, and it is close to completion.

The Chairman said there was no new information regarding the footbridge.

The Chairman said the Whitewater Trust held the NZ Slalom championships which were well attended and included Olympic athletes. He congratulated the Chair of the trust, Alan Hoffman, on the tremendous progress.

Mrs Martin advised that the Enhancement group has granted \$1,000 to the Footbridge Society for planting.

GENERAL BUSINESS:

UPDATE ON FREEDOM CAMPING ISSUES:

This agenda item has already been discussed in matters under action and will be discussed further at the coming workshop.

LITTER BINS IN TEKAPO:

This was a report from the Community Facilities Manager for discussion on new litter bins for Tekapo.

Direction was sought from the Community Board to investigate the bin option further in terms of a trial period. The bins would reduce frequency of emptying and reduce cost. The bins will come to half the cost of the budgeted rubbish. A report will be presented to the Community Board if interest is high.

Recycling is not available with the lease of these bins, so the Community Board will be asked to consider whether to stay with recycling. Mrs Martin said she would not like to see recycling reduced.

Mr Haar noted the return from recycling is negligible, however it is a social responsibility. The new bins may solve unsightly rubbish issues. The Board will consider this at the following meeting.

Resolved: that the report be received.

Cr Cox/ Stella Sweney

EARLY CHILDHOOD WORKING PARTY UPDATE

Penny Wilson provided a letter of update to the Community Board in regards to the Early Childhood Working Party. Mrs Martin informed the Board that there is a trust of 5 people. There is a contract between Lake Tekapo "Bright Stars Community Trust" and the Ministry of Education. A quote from an architect has been accepted, which will now go out for building requests.

TOURISM EXPORT COUNCIL:

This agenda item was in the form of a letter sent to Ms Sweney. She spoke to the agenda item, noting the letter was of interest to the Community Board and advising that the Tourism Export Council would be happy to attend a Council meeting. She noted that there are resources out there and people are willing to help.

Cr Cox said they could be useful for submissions to government, and added there is a fund being set up by the Government to support towns in terms of tourism infrastructure.

NEXT MEETING:

The next meeting of the Tekapo Community Board will be held on Monday 2 May 2016 at 7pm, Tekapo Community Hall.

The Chairman thanked everyone for their attendance and contribution.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.18PM**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD IN THE LAKE TEKAPO COMMUNITY HALL, TEKAPO, ON MONDAY 2 MAY 2016, AT 7.05PM

PRESENT:

Peter Munro
Murray Cox
Stella Sweney (Chair)
Lyn Martin
Alan Hayman

IN ATTENDANCE:

Wayne Barnett, Chief Executive Officer
Garth Nixon, Community Facilities Manager
Bernie Haar, Asset Manager
Keri-Ann Little, Committee Secretary
Ben Calvert, Representative from Mancro Environmental

OPENING:

The chair welcomed everyone to the meeting.

APOLOGIES:

Resolved: Apologies be received from the Chief Executive and Mayor Barlow.

Lyn Martin/ Peter Munro

DECLARATIONS OF INTEREST:

There were no declarations of interest.

MINUTES:

Resolved that the minutes of the meeting of the Tekapo Community Board held on 4 April 2016 be confirmed and adopted as the correct record of the meeting.

Peter Munro/ Lyn Martin

Matters arising from the previous minutes:

Ms Sweney asked for the content of the previous minutes be reviewed.

VISITORS:

Mr Nixon at the Chair's invitation welcomed Ben Calvert, Representative from Mancro Environmental who supply Big Belly Compacting Bins. Mr Nixon said he invited Mr Calvert along following on from discussion from the previous board meeting regarding litter bins in Tekapo.

Mr Calvert thanked the board and Mr Nixon for allowing his attendance at the meeting at short notice. He then provided information in relation to the compacting bins referring to handouts he distributed to members and staff.

Resolved: that the Tekapo Community Board support a trial of the Big Belly Compacting Bins.
Alan Hayman/ Murray Cox

TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION:

1. **Tekapo Plantation: Murray Place/Section A:**

Mr Nixon advised he has issued instructions to Whitestone to undertake further planting and mulching.

2. **Freedom Camping:**

Mr Nixon noted the review of the Council's approach to managing freedom camping is currently underway and that a workshop in June is scheduled.

3. **Future of Motuariki Island:**

Nothing to report.

4. **Tekapo Squash Club:**

Murray Cox advised he is to have another meeting with the Club over plans, which he will follow up.

5. **Town Projects:**

1. Alps2Ocean Link between Tekapo and Canal Road: Mr Nixon reported that the road markers are to be completed.
2. Upgrade of Hamilton Drive lookout: Mr Nixon noted the grass has been sown.
3. Walkway lights: Mr Nixon advised he has followed this up and asked for the lights to be repaired.
4. Lakeside Drive: Mr Nixon said the area has been mulched and that he and Cr Cox will review the area and identify areas to discuss further at a workshop. Mr Nixon added he will return to the board with a date for the workshop.
5. Tekapo Development Projects List: Mr Haar distributed a sub list with responsibilities tasked to members of the Projects Group.

6. **Tekapo Domain Playground:**

Mr Nixon said this area has been marked by Whitestone to be completed before the end of the week. Cr Cox said more equipment is arriving.

7. **60Km Speed Limit Extension:** Mr Haar advised that the request is still with NZTA. He noted that it is a wider state highway issue and NZTA won't do anything until national issues are worked through. The next step was that the Community Board would request a review of the pedestrian crossing, including possible improvements to the island and signage.

8. **Civil Defence:**

Ms Morrison, the newly appointed Projects and Administration Manager, will be investigating this further when she has settled into her new role over the coming weeks.

9. **Tekapo Footbridge:**

Mr Munro informed the Board the plaque for extra donors is going ahead and Whitestone will be connecting the lights to the bridge this week. Plantings are planned for this weekend. Mr Munro concluded by adding the approaches need to be completed.

10. Tekapo canal boat ramp:

Cr Cox reported to the board following his meeting with Genesis Energy. He reported that Genesis Energy stated they would support an upgrade of the boat ramp.

11. Solar System Project:

Mrs Martin said she has heard nothing back.

12. Public Toilets: 4 April 2016

Mr Nixon will distribute plans to the community board when they are available.

REPORTS:

BUDGET PROCESS WORKSHOP:

Mr Morris provided the Community Board with an update on the budget process relating to rate setting for 2016/2017. Mr Morris was assisted by a presentation which he distributed to members.

Mr Morris made the following points:

- Council now operates under new legislation
- Main consultation is now completed during the Long Term Plan (LTP) process
- If Council's Annual Plan is materially the same as the corresponding LTP year Council is not required to consult.
- Less flexibility with the ability to move rates.

Mr Morris outlined the planned Tekapo Projects for 2016/2017 as:

- Public toilets
- Domain development
- Viewing corridors landscaping
- Squash courts
- Tekapo Sewage Disposal Upgrade
- Transportation Strategy
 - Council is investigating providing temporary parking to cope with the increased visitor numbers for the next visitor season.

Mr Morris noted Christchurch & Canterbury Tourism have asked for an increase in the Tourism rate to assist employment requirements.

Mr Haar and Mr Morris left the meeting at 8:16pm

Mr Calvert left the meeting at 8:17pm.

FINANCIAL REPORT:

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

Resolved that the report be received.

Cr Cox/ Chair

Mr Nixon spoke to the financial report outlining the following points:

- Playground maintenance – repairs to the Flying Fox
- The Safety mat replaced on the launching pad at the Flying Fox
- The roundabout works at D'archiac Drive has been completed.

WARD MEMBER'S REPORT:

Cr Cox reported that Council are in the process of submitting proposed changes to Plan Change 13 to the Environment Court.

Cr Cox informed the board that the District Plan review process is underway and Tekapo will be subject to plan changes and reviews. He added the Annual Plan is awaiting adoption at the next Council meeting.

Cr Cox referred to the Upper Waitaki Zone Water Management Committee (UWZ) stating the continuation of Plan Change 5 discussions, monitoring and compliance and the Willowburn Stream are all areas of interest to the Tekapo Community.

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

Mr Munro reported the Whitewater Trust is holding a working bee this weekend. Mr Munro added that a decision had been made to rename the Whitewater Course after the current Chairman.

Mrs Martin advised that the Enhancement group have purchased daffodil bulbs and these have been delivered to the School for planting.

Mrs Martin suggested that Tekapo Promotions hold an information night for the community regarding the Tekapo Development.

GENERAL BUSINESS:

TEKAPO POWER SCHEME – INFORMATION SIGNAGE:

Mr Munro received email correspondence from Lisa Orchard, Environmental Co-ordinator for Genesis Energy regarding Genesis Energy's proposal to erect four information signs at the Lake Tekapo Intake, Lake Tekapo Control Structure, Tekapo A Power Station and Tekapo B Power Station. Pictures of both the signs and locations are attached on pages 23-27 of the agenda.

Mrs Martin requested the placement of one of the signs be reviewed.

Mr Nixon informed the board Genesis Energy will be required to comply with the District Plan while applying for a resource consent to complete additional work at the intake on Lakeside Drive.

The Chair added that the Community Board is in support of the signage and instructed Mr Nixon to relay this feedback regarding positioning to Ms Orchard from Genesis Energy. The Chair also requested Mr Nixon inform Ms Orchard that the Community Board would like an update on the intake structure proposal.

LAKE TEKAPO HALL HIRE RATE:

The letter received from Pauline Jackson, Fairlie Kyokushin karate is included on page 28 of this agenda for Community board consideration.

Mr Nixon provided the board with the following information stating Mrs Jackson is the head instructor of Kyokushin New Zealand Karate Club – Fairlie Branch and has been approached to run a karate class at Lake Tekapo by Tekapo Parents. He added Mrs Jackson is asking the Community Board to consider the hourly rate charge for their club to be charged at the local user rate.

Resolved: that the Community Board grant the Fairlie Kyokushin Karate Club an hourly rate be charged at the local user rate.

Peter Munro/ Alan Hayman

NEXT MEETING:

The next meeting for the Tekapo Community Board will be held on Monday 30 May 2016 at 7pm in the Tekapo Community Hall Lounge.

Mr Nixon was instructed to follow up on the Community Hall signage while investigating the use of a light at the front entrance of the Hall.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 9.18PM**

CHAIR: _____

DATE: _____

TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION:

1. **Tekapo Plantation: Murray Place/Section A:** Mr Nixon advised he has issued instructions to Whitestone to undertake further planning and mulching.
2. **Freedom Camping:** Mr Nixon noted the review of the Council's approach to managing freedom camping is currently underway and that a workshop in June is scheduled.
3. **Future of Motuariki Island:** Nothing to report.
4. **Tekapo Squash Club:** Cr Cox advised he is to have another meeting with the Club over plans, which he will follow up.
5. **Town Projects:**
 1. Alps2Ocean link between Tekapo and Canal Road; Mr Nixon reported that the road markers are completed.
 2. Upgrade of Hamilton Drive lookout; Mr Nixon noted the grass has been sown.
 3. Walkway Lights; Mr Nixon advised he has followed this up and tasked for the lights to be repaired.
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8. **Civil Defence:** Ms Morrison the newly appointed Projects and Administration Manager, will be investigating this further when she has settled into her role over the coming weeks.
9. **Tekapo Footbridge:** Mr Munro informed the Board the plaque for extra donors is going ahead and Whitestone will be connecting the lights to the bridge this week. Plantings are planned for this weekend. Mr Munro concluded by adding the approaches need to be completed.

10. **Tekapo canal boat ramp:** Cr Cox reported to the Board following his meeting with Genesis Energy. He reported that Genesis Energy stated they would support an upgrade of the boat ramp.
11. **Solar System Project:** Mrs Martin said she has heard nothing back.
12. **Public Toilets:** Mr Nixon will distribute plans to the community board when they are available. (added) 4 April 2016.

September October November December January February March April

\$ 150,000.00

Expenditure to date

[illegible]

OTHER WORKS

Poppy Blanket	\$ 1,886.00
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Expenditure to date	\$ 41,215.00	\$ 93,615.00	\$ 130,206.00	\$ 183,989.00	\$ 190,771.00
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Funded from Township Tekapo Reserve Account	- \$ 40,771.00
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Opening Balance Capital Reserve	<u>\$ 305,500.00</u>
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\$ 264,729.00

MACKENZIE DISTRICT COUNCIL

REPORT TO: TEKAPO COMMUNITY BOARD

SUBJECT: FINANCIAL REPORT – APRIL 2016

MEETING DATE: MONDAY 30 MAY 2016

REF: FIN 1/2/3

FROM: MANAGER – FINANCE AND ADMINISTRATION

ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

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

Commentary will be provided for any significant variances.

STAFF RECOMMENDATIONS:

1. That the report be received.

PAUL MORRIS
MANAGER – FINANCE & ADMINISTRATION

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

**MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD REPORT
Activity Statement
For the period ended April 2016**

	LYTD Actual 2015	YTD Actual April 2016	YTD Budget April 2016	Variance	Full Year Budget 30/06/2016
Council - General Tekapo					
Income					
Targeted Rates	6,370	6,417	6,416	1 ✓	7,700
Total Income	6,370	6,417	6,416	1 ✓	7,700
Expenses					
Members Expenses	6,358	7,546	6,416	(1,130) ✗	7,700
Total Expenses	6,358	7,546	6,416	(1,130) ✗	7,700
Total Council - General Tekapo	12	(1,129)	-	(1,129) ✗	-

MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD REPORT
Activity Statement
For the period ended April 2016

	LYTD Actual 2015	YTD Actual April 2016	YTD Budget April 2016	Variance	Full Year Budget 30/06/2016
Tekapo Community Hall					
Income					
Targeted Rates	7,900	6,033	6,034	(1) X	7,240
Other Income	13,191	10,605	15,000	(4,395) X	18,000
Total Income	21,091	16,638	21,034	(4,396) X	25,240
Expenses					
Administration Expenses	3,237	3,166	2,967	(199) X	3,559
Operational and Maintenance	11,808	14,921	12,244	(2,677) X	14,700
Internal interest Expense	1,374	1,688	1,438	(250) X	1,726
Depreciation	6,670	8,770	8,757	(13) X	10,511
Total Expenses	23,088	28,545	25,406	(3,139) X	30,496
Total Tekapo Community Hall	(1,997)	(11,907)	(4,372)	(7,535) X	(5,256)

MACKENZIE DISTRICT COUNCIL
 TEKAPO COMMUNITY BOARD REPORT
 Activity Statement
 For the period ended April 2016

	LYTD Actual 2015	YTD Actual April 2016	YTD Budget April 2016	Variance	Full Year Budget 30/06/2016
Tekapo Domain					
Expenses					
Operational and Maintenance	4,436	2,773	-	(2,773) ✖	-
Depreciation	-	90	87	(3) ✖	105
Total Expenses	4,436	2,863	87	(2,776) ✖	105
Total Tekapo Domain	(4,436)	(2,863)	(87)	(2,776) ✖	(105)

MACKENZIE DISTRICT COUNCIL
 TEKAPO COMMUNITY BOARD REPORT
 Activity Statement
 For the period ended April 2016

	LYTD Actual 2015	YTD Actual April 2016	YTD Budget April 2016	Variance	Full Year Budget 30/06/2016
Tekapo Investment Income					
Income					
Targeted Rates	3,470	3,467	3,466	1 ✓	4,160
Internal Income	(3,470)	(3,470)	(3,466)	(4) ✗	(4,160)
Total Income	-	(3)	-	1 ✓	-
Total Tekapo Investment Income	-	(3)	-	1 ✓	-

**MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD REPORT
Activity Statement
For the period ended April 2016**

	LYTD Actual 2015	YTD Actual April 2016	YTD Budget April 2016	Variance		Full Year Budget 30/06/2016
Tekapo Township						
Income						
Targeted Rates	330,234	252,688	252,688	0	✓	303,226
Other Income	2,012	121	8,384	(8,263)	✗	10,060
Internal Interest Income	530	-	-	-	✓	-
Total Income	332,775	252,810	261,072	(8,262)	✗	313,286
Expenses						
Administration Expenses	18,242	16,873	19,865	2,992	✓	23,837
Operational and Maintenance	254,407	322,163	236,956	(85,207)	✗	287,950
Depreciation	17,890	17,920	17,915	(5)	✗	21,499
Internal Charges	0	-	1,249	1,249	✓	1,499
Total Expenses	290,540	356,956	275,985	(80,971)	✗	334,785
Total Tekapo Township	42,236	(104,146)	(14,913)	(89,233)	✗	(21,499)

MACKENZIE DISTRICT COUNCIL
COMMUNITY BOARD
Detailed Expenses Report
For the period ended April 2016

	LYTD April 2015	YTD Actual April 2016	YTD Budget April 2016	Variance	Full Year Budget 30/06/16
Tekapo Township					
Administration Expenses					
0544485. Donations & Grants	12,948	11,519	1,666	(9,853) ✗	2,000
05444851. Promotions Ass ex Meridian	-	-	7,084	7,084 ✓	8,500
05444852. Promotions Ass ex Comm Bd	-	-	5,000	5,000 ✓	6,000
0544615. Rates	5,294	5,353	6,115	762 ✓	7,337
Total Administration Expenses	18,242	16,873	19,865	2,992 ✓	23,837
Operational and Maintenance					
0545019. Electricity	-	145	-	(145) ✗	-
0545020. Gardening	27,216	33,197	30,000	(3,197) ✗	36,000
0545021. Contractors	1,304	1,250	1,250	- ✓	1,500
0545022. Mtce of Irrigation Equipment	375	643	1,666	1,023 ✓	2,000
0545023. Water Meter	-	795	-	(795) ✗	-
0545025. Lawn Mowing	25,979	27,643	27,000	(643) ✗	36,000
0545027. Repairs & Maint Unplanned	5,064	2,842	2,084	(758) ✗	2,500
0545028. Pest Control	-	-	4,166	4,166 ✓	5,000
0545029. Tree Maintenance & Pruning	1,583	3,714	1,666	(2,048) ✗	2,000
0545035. Playground Maintenance	3,201	6,475	2,874	(3,601) ✗	3,450
0545042. Litter Bin Collection	47,724	50,099	33,334	(16,765) ✗	40,000
0545078. Spraying	-	1,927	3,334	1,407 ✓	4,000
0545303. Walkways	499	103	4,166	4,063 ✓	5,000
0545351. Tekapo School Pool	435	-	416	416 ✓	500
0545604. Tekapo Township Projects	141,027	193,330	125,000	(68,330) ✗	150,000
Total Operational and Maintenance	254,407	322,163	236,956	(85,207) ✗	287,950

MACKENZIE DISTRICT COUNCIL

REPORT TO: TEKAPO COMMUNITY BOARD
SUBJECT: TEKAPO COMMUNITY HALL FEES
MEETING DATE: 31 May 2016
REF: WAS 7/9
FROM: MANAGER – COMMUNITY FACILITIES
ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To consider revised fees and charges for the Tekapo Community Hall

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Tekapo Community Board recommends to Council the revised fees and charges schedule be adopted
3. That the local user charge be dropped and be replaced by community user.

GARTH NIXON
MANAGER – COMMUNITY FACILITIES

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

BACKGROUND:

Fees and Charges

The fees and charges need to be reviewed annually to maintain the rate and avoid large increases that generally find displeasure from the users.

The Hall has been operating for 3 years now and providing satisfactory return to the local Community.

Feedback from Tekapo Weddings and Events suggests that users are generally happy with the rates felt that some adjustment were appropriate to simplify charging.

This includes

- Removal of function hire effectively a 3 day rate and replacing with a daily rate
- Providing discount for regular users 8 or more consecutive bookings
- Change from local user Community user and Commercial user

CONSIDERATIONS

The increase proposed is based on 2% with some rounding.

The new daily rate provides options for those who want to economise and is likely to make the hall more available.

Discount for regular usage will assist with the regular bookings for exercise type classes

Changing policy from local user to community usage will remove and clarify issues around who is a local user and encourage greater usage.

Tekapo Community Hall	Current Local Per hour	Current Commercial Per hour	2016 /17 Proposed Community usage	2016/2017 Proposed Commercial
Community Board room – morning or afternoon or evening	\$ 16.00	\$32.00	\$ 17.00	\$ 34.00
Main Hall – morning or afternoon or evening	\$ 16.00	\$ 32.00	\$ 17.00	\$ 34.00
Kitchen for cup of tea/coffee – per use, zip and mugs	Included in Board room hire	Included in Board room hire		
Kitchen for catering use – includes ranges, crockery and cutlery	\$ 27.00	\$ 54.00	\$ 28.00	\$ 55.00
Use of whole complex (wedding/function , kitchen and board room included per day	\$ 357.00 Inclusive of set up and clean up fee	\$800.00 Inclusive of set up and clean up fee	No longer available	No longer available
Daily Rate Whole Complex			\$ 150.00 per day	\$ 300.00 per day
Whole Complex per hour	\$ 43.00	\$ 87.00	\$ 40	\$85.00

10 % discount for regular bookings, 8 or more consecutive bookings

CONCLUSION:

It makes sense to continue to make small adjustments overtime to avoid larger increases in one. There seems to be general acceptance of the charge out rates for the facility over the past year. The changes proposed provide more clarity and will hopefully encourage more usage. The Community Board should adopt the fees and charges as proposed.



APPLICATION FOR GRANT

1. Name of Organisation/Individual:

Jane Staley

2. Address:

P O Box 82

Lake Tekapo

Telephone: 0274344445

Fax:

Email: j.staley@xtra.co.nz

3. Contact Person: Jane

Position: Helper

Phone: Business:

Phone: Home: 036806864

4. Please specify the legal status of your organization – trust/Incorporate Society/other.

5. Is your organisation recognised as a non profit body by the Inland Revenue Department?

Yes/No

6. Name of principal officers:

Chairperson/President:

Secretary:

Treasurer:

7. State your organisation's purpose and objectives: _____

_____ To raise money for Ian Simpson _____

_____ On the 10th September the Tekapo Community and surrounding districts _____

_____ are organising a golf tournament on the Cairns and dinner @ Mt John Woolshed _____

8. How long has your organisation existed?

_____ NA _____

9. Is your organisation responsible to or controlled by any other organisation/authority?

Please specify: _____ No _____

10. What level of funding does your organisation request from the Mackenzie District Council?

11. State the purpose for which the grant is requested:

_____ I would like to use chairs and tables from the Fairlie community centre to seat 150pax _____

12. State the number whom you expect will benefit from the grant you are requesting:

Members: _____ Others: _____

13. Has your organization received a donation during the past five years?

Yes/No

If yes, please detail how your most recent donation was used	Received from	Year	Amount of Donation
		TOTAL	

14. If your organisation is registered for GST, please supply your GST number:

15. Please supply a copy of your latest audited financial statements.

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct:

Name: _____ Jane Staley _____

Position: _____

Signature: _____

Date: _____ 9 May 2016 _____

Application for Donation – Ian Simpson Fundraiser

For the Tekapo Community Boards Information

Mrs Staley has requested a quote for hire of the tables and chairs and these are detailed below:

150 x chairs @ \$1.50 each = \$225.00

15 x tables @ \$12.00 each = \$180.00

Total cost of **\$405.00**

MACKENZIE DISTRICT COUNCIL

GRANTS

RATIONALE

From time to time Council and community boards provide grants budgets from which financial support for general purposes can be funded, eg for a donation to a worthy cause such as flood relief. Council also has budgets for specific purposes, eg the Heritage Protection Fund.

When Council is requested to provide financial support by remitting rates, fees or charges, transparency can be preserved if the request is approved, by making a grant funded from the affected cost centre. For example, if a request by the Fairlie Ice Skating Club for remission of excess water charges is approved, a grant funded from the Fairlie Water Supply Account will ensure that the cost of the remission actually falls where it should lie.

GUIDELINES:

1. All requests for financial assistance are to be submitted on an “Application for Donation” form to the Council.
2. All requests for financial support are to be dealt with as requests for grants.
3. Requests for grants from clubs, groups or organisations are to be accompanied by full financial information.
4. Applications for grants are to be evaluated in terms of
 - the direct benefit of the grant to ratepayers/residents of the District
 - the availability of funds from other sources for the project
 - the level of contribution to the project made by the applicant
5. Recipients are to be required to account accurately for grants.

(See Grant Evaluation Criteria)



MACKENZIE DISTRICT COUNCIL GRANT EVALUATION CRITERIA

1. Does the application assist the Council to achieve its strategic direction (applicant must make specific reference to the Strategic Plan and support that reference with reasoned arguments).
2. Will the grant *directly* benefit ratepayers/residents in the Mackenzie District? If so, how many?
3. Are there any other bodies which are specifically designed to cater for these requests e.g. Creative New Zealand, Mid-South Canterbury Trust, and Lottery Grants Commission?
4. Has the organisation received, or have they applied for funds from other organisations for the same project? If so, how much?
5. How much of their own funds does the organisation have to put toward this request/project?
6. Is the organisation/individual a non-profit body and able to accurately account for any funds granted?
7. Has the organisation supplied all information on the application form including a set of accounts?
8. What is the effect on the individual/organisation if the Council does not support the application?

From: Ross Brown [<mailto:gorseman@hotmail.com>]
Sent: Monday, 23 May 2016 10:35 a.m.
To: Mackenzie District Council <info@mackenzie.govt.nz>
Subject: Re Lake Alexandrina Track

Good morning my name is Ross Brown I and running a Face Book page called save Lake Alexandrina and the Tekapo Community Board appears on a list of supporters I would like to know on what ground do they support this proposal there is already a good sheep/walking track around this lake and good vehicle access at two places .There are many M T B tracks around Tekapo now .why ruin a wonderful place like this where people can go and enjoy the peace and quiet and observe the rear wild life .Its this unspoilt and beautiful area that people come to see and not be scared by a bunch of mountain bikers competing for a chocolate fish .I think you should not forget how much money comes from the nature lovers and fishermen that go there Thank You Ross Brown

Subject: Genesis Energy - Tekapo Power Scheme projects
Sent: 25/05/2016 2:25 pm
From: "Lisa Orchard (CHC)" <Lisa.Orchard@genesisenergy.co.nz>
To: Peter Munro <pete.marg@xtra.co.nz>
Cc:

Hi Peter,

Genesis Energy would like to set up a meeting with the Tekapo Community Board to discuss the current projects surrounding the Tekapo Power Scheme, including the Tekapo Intake Gate project.

Let me know if the Tekapo Community Board are available to meet on the Monday 13th June, 6pm at the Tekapo A Power Station?

If you have any queries, feel free to give me a call.

Thanks,

Lisa.