

Notice is hereby given that a Meeting of the Te Anau Community Board will be held on:

**Date:** Wednesday, 6 July 2016  
**Time:** 2.00pm  
**Meeting Room:** Turnbull Room, Distinction Hotel & Villas, 64  
**Venue:** Lakefront Drive, Te Anau

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## Te Anau Community Board Agenda

### OPEN

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#### MEMBERSHIP

<b>Chairperson</b>	Ann Carran
<b>Deputy Chairperson</b>	Rachel Cockburn
<b>Members</b>	Mark Deaker
	Sarah Greaney
	Kara Matheson
	Tony O'Loughlin
	Councillor Ebel Kremer

#### IN ATTENDANCE

<b>Committee Advisor</b>	Jenny Labruyere
<b>Community Engineer</b>	Nick Lewis

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**Full agendas are available on Council's Website**  
**[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)**

## **Terms of Reference for Community Boards**

This Community Board is a statutory body with delegated responsibility from Southland District Council. The board members are elected to represent their community and advocate on behalf of their community.

It can make decisions on:

- Tenders for leases of land and buildings within its area up to \$10,000. For tenders above that value, the board can make a recommendation to either the Group Manager Services and Assets or Council's Activities Performance Audit Committee.
- Managing local halls and cemeteries
- Managing reserves, plantings, drainage, footpaths, street lighting, camping grounds, wharves, jetties, lakeshores and slipways, litter control
- Stewart Island – governance of the Stewart Island Electrical Supply Authority
- Te Anau – management of the Te Anau Airport Manapouri

It can make recommendations to Council on:

- Estimates, traffic management, roading, recreation, elderly persons' housing, noxious plants control, pest destruction control, temporary road closures, local civil defence, local welfare, waste management, economic development, resource consent applications which are referred to the board for feedback, toilets and local assets.
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**COMMITTEE REPORTS**

**8.1 Update Reports**

**8.1 Committee Report**

- |                                     |                            |
|-------------------------------------|----------------------------|
| • Works                             | Members Deaker, O'Loughlin |
| • Parks & Reserves                  | Members Deaker, O'Loughlin |
| • Resource Consents                 | Members Carran, Cockburn   |
| • Rural                             | Members Cockburn, Deaker   |
| • Tourism/Events Liaison            | Member Matheson, Greaney   |
| • Milford Community Trust           | Councillor Kremer          |
| • Community Events Centre           | Member Greaney, O'Loughlin |
| • Fiordland Trails Trust            | Member Cockburn            |
| • Community Housing for the Elderly | Member Greaney             |

## **8.2 Chairperson's Report**

The Chairperson, Member Carran, to report on matters with which she has been involved since the Board's last meeting.

## **8.3 Councillor's Report**

Councillor to report on matters from the District Council table.

## **COUNCILLOR'S REPORT**

### **PUBLIC EXCLUDED**

<b>Procedural motion to exclude the public</b>	<b>57</b>
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**1 Apologies**

At the close of the agenda no apologies had been received.

**2 Leave of absence**

At the close of the agenda no requests for leave of absence had been received.

**3 Conflict of Interest**

Community Board Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

**4 Public Forum**

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**5 Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting, -

- (a) that item may be discussed at that meeting if-
  - (i) that item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

**6 Confirmation of Minutes**

6.1 Meeting minutes of Te Anau Community Board, 25 May 2016

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## Te Anau Community Board

### OPEN MINUTES

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Minutes of a meeting of Te Anau Community Board held in the Turnbull Room, Distinction Hotel & Villas, 64 Lakefront Drive, Te Anau on Wednesday, 25 May 2016 at 2.00pm.

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#### PRESENT

<b>Deputy Chairperson</b>	Rachel Cockburn
<b>Members</b>	Mark Deaker
	Sarah Greaney
	Kara Matheson
<b>Councillor</b>	Ebel Kremer

#### IN ATTENDANCE

<b>Mayor Tong</b>	
<b>Manager, Community &amp; Environment</b>	Rex Capil
<b>Strategic Property Manager,</b>	Kevin McNaught
<b>Committee Advisor</b>	Jenny Labruyère
<b>Community Engineer</b>	Nick Lewis
<b>Community Partnership Leader</b>	Simon Moran
<b>Group Manager Customer Support</b>	Trudie Hurst

**1 Apologies**

Apologies for non-attendance were lodged by Members Carran and O'Loughlin.

Moved Member Matheson, seconded Member Deaker and **resolved:**

**That the Te Anau Community Board accept the apologies for non-attendance from Members Carran and O'Loughlin.**

**2 Leave of absence**

At the close of the agenda no requests for leave of absence had been received.

**3 Conflict of Interest**

Member Matheson declared a conflict of interest in respect of the public excluded report entitled "Rent Review – Real Journey's Licence to Occupy Road Reserve, Te Anau."

**4 Public Forum**

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Cr Kremer, seconded Member Deaker

**That the Te Anau Community Board confirms the minutes of the meeting, held on 13 April 2016.**

**Reports**

**7.1 Action Sheet - May 2016**

**Record No: R/16/5/7158**

Action sheet issues affecting the Te Anau Community Board were tabled.

Issues arising from the action sheet included;

Pontoon

Community Engineer advised he is expecting further information in the near future which he will forward to the Board for discussion.

### Lakefront Bluegums

Community Engineer advised some of the smaller trees marked for removal are currently being attended to by the township contractor.

Members discussed the Dowling Report relating to the lakefront bluegums and agreed for the immediate removal of priority one, and priority two trees. In regard to priority three trees these be removed as identified in the report. It was also agreed priority four and five trees, as identified for maintenance work in the report, be on a staged managed basis.

The Board agreed further that \$50,000 be set aside for the removal of priority one, two and three trees due to the urgency from a health and safety aspect, and these funds be a charge against the Board's reserves account.

Following further discussion the Board requested a further workshop to discuss a foreshore management plan for replanting, maintenance, view shafts, landscaping and beautification and that this management plan be given priority in order that a concept plan for the lakefront be put in place prior to June 2017 so as funding can be allocated for on-going works in the Annual and Long Term Plans.

### Resolution

Moved Member Greaney, seconded Member Matheson

**resolved that Te Anau Community Board**

- a) Agrees for the removal of those trees as identified as priority one and priority two as outlined in the consultant's report entitled "Te Anau Waterfront Trees", with immediate effect.**
- b) Agrees for priority three tree be removed as identified in the report immediately.**
- c) Agrees for priority four and five trees as identified in the report being maintained on a staged managed process.**
- d) Recommends to Council that up to \$50,000 be set aside for the removal of priority one, two and three, and these funds be a charge against the Board's reserve account.**
- e) Request staff convene a workshop for the Board to discuss the lakefront management plan for replanting, maintenance and landscaping of the lakefront with the object that such plan for landscaping, beautification and maintenance be put in place prior to June 2017.**

### Recycle/Refuse Bins

In discussing the town centre recycle/refuse bins the Community Engineer commented that he believes more and larger bins be placed in the supermarket area rather than a skip bin concept. The Board agree with this suggestion.

Board members also requested to trial two refuse bins one at each end of Steamers Beach area for the coming summer season (i.e. in place before Labour Weekend).



In regards to style and costings for replacement bins it was agreed the Community Engineer prepare a report for the Board's July meeting.

Ivon Wilson Park

The Board was advised that any issues involving the park users to be dealt with by the Council staff who will advise on Council's stance for compliance and use of Ivon Wilson Park.

Lion Park Toilets

Mr McNaught advised the new tokens process is underway, and arrangements with major operators whose clients use the toilets to operate a token system, will be put in place.

### **Resolution**

Moved Cr Kremer, seconded Member Greaney

**Resolved that the Te Anau Community Board:**

- a) **Receives the report titled "Action Sheet - May 2016" dated 17 May 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Agrees for additional larger bins be located in the supermarket area.**
- f) **Requests staff to install two refuse bins, one at each end of Steamers Beach.**
- g) **Requests the Community Engineer prepare a report on style and costings for replacement bins, such report to be available for the Board's July meeting.**

## **7.2 Works and Finance Report to Te Anau Community Board for the period ended 30 April 2016**

**Record No: R/16/4/6026**

The Works and Finance report for the period ended 30 April 2016, prepared by N Lewis (Community Engineer), was tabled.

The Board noted Stormwater sump and kerb clean-up works have begun with the onset of leaf fall.

### **Resolution**

Moved Member Matheson, seconded Cr Kremer

#### **That the Te Anau Community Board:**

- a) **Receives the report titled “Works and Finance Report to Te Anau Community Board for the period ended 30 April 2016” dated 17 May 2016.**

## **7.3 Pedestrian Crossing**

**Record No: R/16/5/6387**

Communication from Mr Allan Youldon requesting the Board to support the installation of a raised pedestrian crossing on Lakefront Drive, adjacent the Kingsgate Hotel area, was tabled.

The Board noted Mr Youldon considers there is a large amount of foot traffic crossing the road in this particular area and vehicles travel above the speed limit. He suggested a raised pedestrian crossing may assist in slowing down the traffic speed.

In discussing the request members believed this matter be considered in conjunction with the development of the lakefront beautification plan so that it can tie in with cycling and walkway changes that may form part of the concept plan.

### **Resolution**

Moved Deputy Chairperson Cockburn, seconded Member Matheson

#### **That the Te Anau Community Board:**

- a) **Receives the communication titled “Pedestrian Crossing” dated 3 May 2016.**
- b) **Requests staff respond to Mr Youldon advising of the Board’s decision to incorporate the request of a pedestrian crossing on Lakefront Drive when developing the lakefront beautification concept pan.**

## **7.4 Land at 28 Pop Andrew Drive for Fiordland Retirement Housing Trust**

**Record No: R/16/4/5849**

Report by Mr K McNaught (Strategic Manager, Property), following the request from the Fiordland Retirement Housing Trust to have a 99 year lease on the land at 28 Pop Andrew Drive, was tabled.

Mr McNaught advised the Board that;

- The land at 28 Pop Andrew Drive which is adjacent to the Te Anau Medical Centre, has been retained by the Board and Council, with the intention of it being used for some form of retirement housing.

The Trust has written requesting a 99 year lease of the land.

The Board noted that staff recommended that a lease option not be pursued, rather

a freehold transfer of the land to the Trust for \$1.00 be considered the best option on the conditions:

- That a business case for the Trust's operations be approved by Council.
- That the land can only be transferred to other Trust's with similar or like purposes including; and
- That a disposal of the land other than to a Trust with similar or like purposes must be subject to Council approval which if given may be subject to any conditions that Council considers appropriate in the circumstances.

Mr McNaught pointed out to the Board that the main issue with the request as presented, is that Council would always be party to the operations of the Trust, and any occupation arrangements, simply because Council would be the owner of the land. It is considered that this is not in the best interest of Council, the Trust or any third party.

Mr McNaught added of a much less issue for all parties, would be the freehold transfer of the land to the Trust as that makes it the landowner, and all Council would be concerned with, would be compliance with the conditions of the transfer being complied with. This type of arrangement is not unprecedented, as Council has a similar one with the Fiordland Health Trust which was put in place when the land was transferred to them for the new medical centre and ambulance bay.

Mr McNaught outlined three options for the Board to consider with the preferred option being that the land be transferred to the Trust freehold for \$1.00 subject to conditions, and the next steps be that staff meet with the Trust to relay the Board's preferred position and discuss agreeable conditions.

The Board was advised that the Retirement Housing Trust is awaiting the outcome of a feasibility study which will determine the Trust's progress.

### **Resolution**

Moved Cr Kremer, seconded Member Greaney

#### **That the Te Anau Community Board:**

- a) **Receives the report titled "Land at 28 Pop Andrew Drive for Fiordland Retirement Housing Trust" dated 26 April 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Resolves not to lease the land at 28 Pop Andrew Drive being Lot 2, DP 377140 to the Fiordland Retirement Trust for 99 years at a peppercorn rental as requested.**
- e) **Resolves that the Board's preference is to transfer the freehold title to**

**the land to the Trust for \$1.00 on specific conditions including approval of a sustainable business case for the Trust's operations and an appropriate offer back clause to Council in the event that the Trust were to dispose of the property in the future.**

- f) Resolves to request the Strategic Property Manager to meet with the Fiordland Retirement Trust to discuss the Board's preference and to report back on what would be agreeable conditions to the Trust for a freehold transfer for \$1.00 consideration.**

## **7.5 Venture Southland Report re Pump Track Te Anau - Funding Considerations**

**Record No: R/16/5/6656**

Report by Ms D Zadravec (Community Development Planner) following the Board's request to further develop the recreational area around the skatepark in Te Anau by developing a new pumptrack and improving the rest area by providing shade, a water fountain and more seating, was tabled.

The Board noted the Area Engineer has been working with community members on the development of this project and that one quote has been obtained so far with the total project costs of the pump track and the rest area estimated at \$74,580 + GST (excluding project management, contingencies and fees).

It was reported that while reserve funding has been set aside for this project, the Board also requested that Venture Southland staff assist with applications for public funding.

Ms Zadravec stated The Board previously stated that it wished to undertake this project in winter 2016. The decision to apply for public funding will impact the timeframes for this project. It is generally recommended not to commence a project before the outcomes of all funding applications have been received. Following the above fundraising plan this would mean that the project would not be able to commence before December 2016.

However, with the exception of events, Ms Zadravec advised funders generally do allow the applicant to commence the project once the application has been submitted. The risk exists that the application(s) would be declined however as the Board has sufficient reserves this risk may be acceptable. It should be noted that projects that have been commenced or completed prior to an application being heard can sometimes be considered a lower priority by funders. The specific requirements of individual funders were outlined to the Board.

At this point Ms Zadravec outlined comments relating to how the shortfall will be covered. This included;

- All funders ask how the shortfall will be covered should they not approve the grant, and a credible answer has to be provided to this question that demonstrates the need for funding but also shows that the project won't be doomed without the grant in question. The suggested response to this question is:
- The Board holds reserves that were tagged for the development of this recreational area, including the development of a new pump track, improvements to the rest area and the extension of the existing skatepark. Should there be a shortfall the pump track and rest area will be prioritised; all

available funding will be applied to the completion of these elements of the project and the skatepark extension will be postponed and other funding sought for it.

Staff sought a direction from the Board on the above.

Ms Zadavec recommended that an application to the Community Trust of Southland is made as soon as possible, no later than early June. Notwithstanding the implications for Lottery funding, this would allow the project to commence early in winter as is the Board's wish. Having the outcome of this application would be very helpful in the preparation of other applications as it will remove the guesswork about the level of funding still required. Upon receiving the outcome from the Community Trust, the Board has the option to reconsider the funding situation and possibly decide to forgo further funding applications and fund the shortfall from reserves in order to complete the project before spring.

It was further noted Venture Southland staff are available to make the application to the Community Trust of Southland once the alternative quote(s) have been obtained by the Board.

In discussing the report members enquired as to the number of quotations that have been received. The Community Engineer advised one quotation has been received, and one company would only consider the work if they could quote for the whole job which would not include any donated materials or labour, and the remaining company has never replied to the invitation to quote.

Members requested this information be formally advised to Venture Southland staff for inclusion in any funding application.

Members considered the Meridian Manapouri Community Fund be applied for as it is the Board's desire to pursue all funding options for the pumptrack and skatepark upgrade, however would be prepared to underwrite the pumptrack if there was a need for such.

### **Resolution**

Moved Member Matheson, seconded Member Deaker

**That the Te Anau Community Board:**

- a) **Receives the report titled "Venture Southland report re pump track Te Anau - funding considerations" dated 11 May 2016.**
- b) **Provides direction on how to address the question about the funding shortfall as per point 16 in the report.**
- c) **Confirms that Venture Southland is to prepare and submit an application to the Community Trust of Southland and the Meridian Manapouri Community Fund as suggested in points 21/22 in the report.**
- d) **Requests the Community Engineer to provide to the Community Development Planner written confirmation in regard to quotations sought by potential providers including the lack of response to same.**

## **7.6 Bylaw Review Process**

**Record No: R/16/4/5211**

Report by T Dytor (Policy Analyst) outlining that in 2016, the Cemetery Bylaw 2006, the Keeping of Animals, Poultry and Bees Bylaw 2010, and the Control of Advertising Signs Bylaw 2008 will be reviewed, was tabled.

Ms Dytor outlined the approach that will be taken in relation to consultation and the review proposed.

The Board noted the submission period is 9 to 30 June 2016 and that community views will be considered during formal consultation and during pre-consultation engagement.

Ms Dytor added that Community Boards are asked to make submissions during the consultation period and individual members can engage during pre-consultation sessions in May.

### **Resolution**

Moved Member Greaney, seconded Cr Kremer

**That the Te Anau Community Board:**

- a) Receives the report titled “Bylaw Review Process” dated 12 April 2016.**

## **7.7 Draft Unmanned Aerial Vehicles Policy**

**Record No: R/16/4/5660**

Report by T Dytor (Policy Analyst) outlining the draft Use of Unmanned Aerial Vehicles Policy, was tabled.

In her report Ms Dytor advised that under new rules introduced by the Civil Aviation Authority (CAA), Council can grant or decline consent for the use of Unmanned Aerial Vehicles (UAVs) on property that it owns or controls. The draft Unmanned Aerial Vehicle Policy sets a framework to allow Council to do this.

Ms Dytor advised a recommendation is sought from the Board regarding local areas that should be considered for restriction or prohibition of unmanned aerial vehicle use.

In discussing the report members considered areas of the lakefront that could be affected by the use of unmanned vehicles however it was felt that the Policy covers any possible affected areas in the Te Anau township.

### **Resolution**

Moved Cr Kremer, seconded Member Deaker

**That the Te Anau Community Board:**

- a) Receives the report titled “Draft Unmanned Aerial Vehicles Policy” dated 19 April 2016.**
- b) Determines that this matter or decision be recognised as not significant**

in terms of Section 76 of the Local Government Act 2002.

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Advises that it considers there are no local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.**

## **7.8 Remuneration for Chairs and Members of Community Boards**

**Record No: R/16/5/6277**

Report by S Marrah (Finance Manager), setting out rates of remuneration that apply for Community Board chairs and members from 1 July 2016 until 30 June 2017, was tabled.

Ms Marrah outlined that the amount payable to Council's Community Board members and chairs is determined by the Remuneration Authority (the Authority). This year, the Authority has applied the same approach that was developed in 2013, basing remuneration rates on job size.

Ms Marrah advised that at the Council meeting on 27 August 2016, Council has approved the Authorities proposed remuneration rates for all elected members, including Community Board chairs and members and as a result, remuneration levels are proposed to increase by 2.5% for all Southland District Council elected members from 1 July 2016.

### **Resolution**

Moved Member Greaney, seconded Cr Kremer

**That the Te Anau Community Board:**

- a) **Receives the report titled "Remuneration for Chairs and Members of Community Boards" dated 2 May 2016.**

## **8.1 Update Reports**

**Record No: R/16/5/7185**

Tourism and Events

- Preparations underway for the anticipated growth for next tourist season.
- Haast Hollyford Highway public meeting.



#### Fiordland Trails Trust

- Official opening 26 June 2016 for legs one and two of stage one.
- Formation of Cycle Fiordland Group to establish connectivity and signage for the town and area as a whole.
- Cycle Fiordland group wish to seek clarification as to the \$10,000 funding i.e. when it becomes available, how to access it and purpose for use of these funds. Community Engineer to investigate this matter.

## 8.2 Councillors Report

Councillor Kremer reported on activities from the District Council tabled;

- Community Conversations meeting
- Te Anau Wastewater Discharge Project Committee site visit to Wanaka
- Memorandum of Understanding between Te Anau Wastewater Discharge Project Committee and Fiordland Sewerage Options Inc developed prior to mediation which is scheduled to be held in June.

## Public Excluded

### Exclusion of the Public: Local Government Official Information and Meetings Act 1987

#### Resolution

Moved Cr Kremer, seconded Member Greaney

**That the public be excluded from the following part(s) of the proceedings of this meeting.**

**The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:**

#### C10.1 Rent Review - Real Journeys Licence to Occupy Road Reserve, Te Anau

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Rent Review - Real Journeys Licence to Occupy Road Reserve, Te Anau	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p>	That the public conduct of the whole or 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 exists.



That the staff be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items Mayor Tong, R Capil, K McNaught, S Moran, T Hurst, N Lewis, J Labruyère because of their knowledge on Real Journey's rent review. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 3.25pm

**RETURN TO OPEN MEETING.**

The Board returned to Open Meeting at this point.

3.30pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE TE ANAU  
COMMUNITY BOARD HELD ON 25 MAY 2016.

**DATE:**.....

**CHAIRPERSON:**.....



## Action Sheet - July 2016

Record No: R/16/6/9773  
Author: Jenny Labruyere, Committee Advisor  
Approved by: Jenny Labruyere, Committee Advisor

☐ Decision ☐ Recommendation ☒ Information

- 1 The Action Sheet from the Board's previous meetings is circulated for member's information.

### Recommendation

That the Te Anau Community Board:

- a) Receives the report titled "Action Sheet - July 2016" dated 29 June 2016.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

### Attachments

- A Te Anau Community Board - Action Sheet 6 July 2016 [View](#)

## Item 7.1 Attachment A

# Te Anau Community Board Action Sheet - Including Public Excluded

## Open Action Items

Author	Due Date	Subject	Notes
Nick Lewis	27/6/2016	Pumptrack/Skatepark	<p>Community Engineer to progress plans and scope for pumptrack along with seeking funding through Venture Southland for seating/shade sail/drinking fountain and bollard lighting at skatepark.</p> <p>Venture to progress this application and also to confirm total funds required.</p> <p>Members Carran and Greaney to act as signatories for such applications.</p> <p>Board requests the Community Engineer to provide to the Community Development Planner written confirmation in regard to quotations sought by potential providers (including the lack of response to same).</p>
Diana Zadravec	27/06/2016	Pumptrack - funding	<p>Staff to provide direction on how to address the question how the funding shortfall be covered as per point 16 in the report.</p> <p>Board confirms that Venture Southland is to prepare and submit a funding application to the Community Trust of Southland and the Meridian Manapouri Community Fund as suggested in points 21/22 in the report.</p>
Diana Zadravec	27/06/2016	Te Anau Kepler Lions' request for assistance with the installation of a community BBQ in Lions Park	<p>Board agreed to contribute \$11,439.00 excluding GST for the proposed installation of a BBQ and shelter for community use in Lions Park in addition to the previously committed funds towards the installation of water connection to the site, such expenditure to be a charge against the reserves contribution account.</p> <p>Board resolves to commit funds for the ongoing operation and maintenance of this amenity.</p> <p>Council approved expenditure of \$11,439 exclusive GST to be funded from general reserves as the Board's share of the joint public BBQ project with the Te Anau Kepler Lions Club.</p> <p>Community Engineer to progress purchasing and installation of BBQ.</p>

Nick Lewis	27/06/2016	Pontoon	<p>Area Engineer to investigate progress design concept for pontoon adjacent Bluegum Point.</p> <p>Onsite meeting with Emtech occurred Friday 15 January. Emtech to provide a report advising options available to Board including fixed or floating structure.</p> <p>Engineer has contacted Emtech however is still awaiting a response.</p> <p>Chair requests Engineer to access concept plans from Emtech to move this project forward.</p>
Ian Marshall	27/06/2016	Te Anau Airport Manapouri	<p>Board request to be kept updated in relation to the airport sewerage treatment operations.</p> <p>Board requests an update on the Airport Development Group.</p>
Nick Lewis	27/06/2016	Lions Park Playground	<p>Community Engineer to pursue options (on a smaller scale) for playground equipment as put in place at the Margaret Mahy playground in Christchurch.</p> <p>Engineer has sent options for the Board's information, awaiting further responses.</p> <p>Engineer to provide a report of equipment options and monies available to progress this project.</p>
Jenny Labruyere	27/06/2016	Pedestrian Crossing	<p>Requests staff respond to Mr Youldon advising of the Board's decision to incorporate the request of a pedestrian crossing on Lakefront Drive when developing the lakefront beautification concept plan.</p> <p>Reply sent to Mr Youldon 2 June 16.</p>
Nick Lewis	27/06/2016	Lakefront Bluegum Trees	<p>a) Board agrees for the removal of those trees as identified as priority one and priority two as outlined in the consultant's report entitled "Te Anau Waterfront Trees" with immediate effect</p> <p>b) Board agrees for priority three tree be removed as identified in the report immediately</p> <p>c) Board agrees for priority four and five trees as identified in the report being maintained on a staged managed process.</p> <p>d) Board recommends to Council that up to \$50,000 be set aside for the removal of priority one two and three trees and</p>

## Item 7.1 Attachment A

			these funds be a charge against the Board's reserve account e) Board request staff convene a workshop for the Board to discuss the lakefront management plan for replanting, maintenance and landscaping of the lakefront with the object that such plan for landscaping beautification and maintenance be put in place prior to June 2017.
Nick Lewis	27/06/2016	Recycle/Rubbish Bins	Board agrees for additional larger bins be located in the supermarket area. Board requests staff to install two refuse bins one at each end of Steamers Beach prior to Labour Weekend. Board requests the Community Engineer prepare a report on style and costings for replacement bins such report to be available for the Board's July meeting.
Kevin McNaught	27/06/2016	Fiordland Retirement Housing Trust	Board resolves not to lease the land at 28 Pop Andrew Drive to the Fiordland Retirement Trust for 99 years at a peppercorn rental as requested by Trust. Board's preference is to transfer the freehold title to the land to the Trust for \$1.00 on specific conditions including approval of a sustainable business case for the Trust's operations and an appropriate offer back clause to Council in the event that the Trust were to dispose of the property in the future. Board resolves to request the Strategic Property Manager to meet with the Fiordland Retirement Trust to discuss the Board's preference and to report back on what would be agreeable conditions to the Trust for a freehold transfer for \$1.00 consideration.
Nick Lewis	27/06/2016	Traffic Control - Te Anau Lakefront Parking	Area Engineer to investigate possible improvements to issues relating to angle parking spaces along the foreshore.  Community Engineer to investigate funding options, with all costing options to be presented to the Board's July meeting.
Nick Lewis	27/06/2016	Town Centre Contract	Engineer to review scope and level of service for members input prior to the contract going out for tender. Engineer to convene a workshop with Members Deaker & O'Loughlin to review prior to going out to tender.
Ian Marshall	27/06/2016	NZMCA Contributions	Group Manager, (Services & Assets) to investigate consent conditions applicable to land owned by NZMCA in Te Anau to

			review fees & charges contributions for water & wastewater services.
Tamara Dytor	08/06/2016	Draft Unmanned Aerial Vehicles Policy	Staff are advised the Te Anau Community Board consider there are no areas as that should be considered or prohibited areas for use of unmanned aerial vehicles. <b>Noted and will be considered as the draft policy is progressed.</b>
Jenny Labruyere	June 16	Pedestrian Crossing	Staff to respond to Mr Youldon advising this matter to be included in the Lakefront Beautification Plan

### Recently Closed Action Items

Author	Completion Date	Subject	Notes
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## Works and Finance Report to Te Anau Community Board for the period ended 31 May 2016

Record No: R/16/5/7883

Author: Nick Lewis, Community Engineer

Approved by: Ian Marshall, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

### Community Engineer's Report

- 1 The second public BBQ unit for the Kepler Lions group is estimated to arrive mid-June and once received the group will progress with the project to install at Lions Park.
- 2 Some of the trees along the Lakefront have been removed or trimmed as per the recommendations provided in the Te Anau Waterfront Trees report. Further works to these trees to continue.
- 3 SDC have had a push on accessway inspections due to outstanding bonds being held.

### Water and Waste Engineer's Report

- 4 The monthly operations reports from Downer are provided to the Committee Advisor as they are published. They include data on Downer's district-wide operations activities which are presented on a town by town basis.
- 5 For the year to date, there has been no unplanned expenditure exceeding the \$5,000 threshold.

### Financial Consideration

#### Development and Financial Contributions

- 6 The table below outlines the balances of Development and Financial contributions for your community to date. Spending of these funds is considered by Council staff when projects are in the planning stage. Once identified as a potential funding source for a project, confirmation from the Group Manager Services and Assets is sought before undertaking the project to ensure that the relevant policy and legislative requirements are met.

#### Te Anau

Reserves Contributions	\$120,805
Roading Contributions	\$210,103
Sewerage Contributions	\$354,734
Water Contributions	\$ 64,887

#### Te Anau Ward

Reserves Contributions	\$ 1,534
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#### Loans

- 7 The table below outlines the community loans as at 30 June 2015. The interest rate applicable on these loans for the 2015/2016 year is 6.25%.

**Te Anau Community Board**  
**6 July 2016**

	Business Unit	Balance June 2015	Years Remaining
Sandy Brown Road (1006)	26879	\$54,040	4

### **Recommendation**

**That the Te Anau Community Board:**

- a) **Receives the report titled “Works and Finance Report to Te Anau Community Board for the period ended 31 May 2016” dated 29 June 2016.**

### **Attachments**

- A Te Anau Project List and Financial Report, 31 May 2016 [View](#)

**Project List**

The table below shows all of the projects that were planned for Te Anau in 2015/2016. Items in ***bold and italics*** are carried over from previous financial years.

Activity	Project	Type	Year	Budget	Status	Officer's Comments
<b><i>Council Buildings/Property</i></b>	<b><i>Upgrade project at Te Anau Library</i></b>	<b><i>LOS</i></b>	<b><i>14/15</i></b>	<b><i>\$8,600</i></b>	<b><i>In Progress - Construction</i></b>	<b><i>Agreed to not undertake construction during the busy part of the year. Part to be completed before 1 December with balance to be completed by 30 June.</i></b>
<b><i>Library Services</i></b>	<b><i>Upgrade Lighting to LED</i></b>	<b><i>LOS</i></b>	<b><i>14/15</i></b>	<b><i>\$30,710</i></b>	<b><i>In Progress - Construction</i></b>	<b><i>Installation underway.</i></b>
<b><i>Library Services</i></b>	<b><i>Reconfigure and refurbish building</i></b>	<b><i>LOS</i></b>	<b><i>14/15</i></b>	<b><i>\$32,500</i></b>	<b><i>In Progress - Construction</i></b>	<b><i>Under construction.</i></b>
<b><i>Library Services</i></b>	<b><i>Furniture and Fittings</i></b>		<b><i>14/15</i></b>	<b><i>\$6,142</i></b>	<b><i>In Progress - Construction</i></b>	<b><i>Awaiting completion.</i></b>
Parks and Reserves	Cycle Trail new - Ivon Wilson Park	DEM	15/16	\$20,000	In Progress - Construction	Work in construction
Parks and Reserves	Skate Park upgrade	LOS	15/16	\$80,000	In Progress - Design	Awaiting concept plans from designer/ builder and costings. Designer/ builder coming to site March/ April with plans following current engagement
Parks and Reserves	Water Park - New Track	DEM	15/16	\$30,000	In Progress - Investigation	Awaiting price quotes from contractors
Parks and Reserves	Lions Park - New slide	REN	15/16	\$30,000	In Progress - Investigation	Possible equipment options are being considered currently.
<b><i>Parks and Reserves</i></b>	<b><i>Lions Park Playground Improvements</i></b>	<b><i>DEM</i></b>	<b><i>14/15</i></b>	<b><i>\$21,054</i></b>	<b><i>Not Started</i></b>	
Public Conveniences	Te Anau Boat Harbour Dump Station	REN	15/16	\$5,300	Deferred	Discussions with NZMCA regarding funding, scope of works will be over that budgeted.
Roading and Transport	Street Lighting	REN	15/16	\$20,500	Not started	On hold, Roading investigating possible subsidy from NZTA for LED streetlights
Roading and Transport	Footpath Renewals	REN	15/16	\$10,000	In Progress - Investigation	Various repairs patch awaiting contractor availability. Roading developing footpath condition rating criteria for reporting.

Activity	Project	Type	Year	Budget	Status	Officer's Comments
Roading and Transport	Kerb & Channelling renewals	REN	15/16	\$10,250	In Progress - Investigation	As above
<b>Roading and Transport</b>	<b>Street Lighting</b>	<b>REN</b>	<b>13/14</b>	<b>\$34,056</b>	<b>Not Started</b>	<b>To be planned with above project.</b>
Sewerage	Lateral replacements	REN	15/16	\$124,761	Deferred	Delayed until 2016-2017 as previously advised.
Sewerage	Oxidation Pond	REN	15/16	\$789,121	In Progress - Construction	Screens complete - Desludging of ponds nearing completion - Increased storage on hold pending Peer review.
Sewerage	Glade Pump Station Upgrade	REN	15/16	\$35,000	Completed	Completed.
<b>Sewerage</b>	<b>Interim upgrade of existing Oxy Pond</b>	<b>LOS</b>	<b>13/14</b>	<b>\$474,033</b>	<b>In Progress - Construction</b>	In conjunction with Oxidation Pond.
Water Supply	Contact Tanks	REN	15/16	\$66,430	Deferred	Delayed until 2016-2017 as previously advised. Budget will require additional adjustment.

## Te Anau Community Financial Report

91.67% Of Year

For the Period Ended May 2016

Income	Annual Budget	Actual Income to Date	Income to Date %	Full Year Projection
26800 Administration - Te Anau	66,461	53,612	81%	66,299
26801 Library - Te Anau	151,648	138,837	92%	151,474
26802 Operating Costs - Te Anau	38,299	36,784	96%	40,798
26807 Street Works - Te Anau	111,446	101,851	91%	111,138
26810 Refuse Collection - Te Anau	49,290	45,046	91%	49,154
26825 Cemetery - Te Anau	10,910	8,357	77%	9,320
26828 Beautification - Te Anau	36,746	34,582	94%	37,644
26833 Sportsground/Boating - Te Anau	22,669	20,116	89%	22,005
26835 Lakefront	23,650	21,614	91%	23,585
26846 Parks & Reserves General	283,384	194,037	68%	217,652
26849 Information Kiosk	70	64	91%	70
26886 Luxmore Subdivision	47,238	2,524	5%	45,179
<b>Subtotal Local Business Units</b>	<b>841,811</b>	<b>657,424</b>	<b>78%</b>	<b>774,318</b>
26813 Stormwater Drainage Te Anau	50,203	32,259	64%	50,105
26860 Water Supply Te Anau	66,430	0	0%	5,536
26870 Sewerage Scheme Te Anau	1,422,915	692,781	49%	811,357
26879 Sandy Brown Utilities Loan	16,976	15,974	94%	16,854
<b>Subtotal Water &amp; Waste Business Units</b>	<b>1,556,524</b>	<b>741,013</b>	<b>48%</b>	<b>883,852</b>
<b>Total</b>	<b>2,398,335</b>	<b>1,398,437</b>	<b>58%</b>	<b>1,658,170</b>

## Te Anau Community Financial Report

91.67% Of Year

For the Period Ended May 2016

Expenditure	Annual Budget	Actual Spent to Date	Spent to Date %	Full Year Projection
26800 Administration - Te Anau	58,662	52,689	90%	57,577
26801 Library - Te Anau	129,704	126,444	97%	139,875
26802 Operating Costs - Te Anau	87,402	87,082	100%	94,318
26807 Street Works - Te Anau	29,101	17,600	60%	20,025
26810 Refuse Collection - Te Anau	49,290	52,557	107%	56,665
26825 Cemetery - Te Anau	10,851	10,982	101%	11,886
26828 Beautification - Te Anau	36,746	24,384	66%	27,446
26833 Sportsground/Boating - Te Anau	22,669	17,737	78%	19,368
26835 Lakefront	23,650	18,961	80%	20,932
26846 Parks & Reserves General	142,330	113,355	80%	125,216
26849 Information Kiosk	70	0	0%	6
26886 Luxmore Subdivision	2,796	3,054	109%	3,054
Subtotal Local Business Units	593,271	524,844	88%	576,367
26813 Stormwater Drainage Te Anau	35,298	22,281	63%	24,998
26879 Sandy Brown Utilities Loan	3,093	2,836	92%	3,093
Subtotal Water & Waste Business Units	38,391	25,117	65%	28,091
Total	631,662	549,961	87%	604,458

## Te Anau Community Financial Report

91.67% Of Year

For the Period Ended May 2016

Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
26801 Library - Te Anau	91,286	30,456	33%	38,063
26807 Street Works - Te Anau	74,806	1,000	1%	7,234
26846 Parks & Reserves General	161,054	500	0%	13,921
Subtotal Local Business Units	327,146	31,956	10%	59,218
26813 Stormwater Drainage Te Anau	0	17,392	0%	17,392
26860 Water Supply Te Anau	66,430	0	0%	5,536
26870 Sewerage Scheme Te Anau	1,422,915	692,781	49%	811,357
Subtotal Water & Waste Business Units	1,489,345	710,173	48%	834,285
Total	1,816,491	742,128	41%	893,502

## Te Anau Community Financial Report

91.67% Of Year

For the Period Ended May 2016

<b>Funding Adjustments</b> (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual</u> <u>Adjustments to</u> <u>Date</u>	<u>Adjustments</u> <u>to Date %</u>	<u>Full Year</u> <u>Projection</u>
26800 Administration - Te Anau	(7,799)	0	0%	(650)
26801 Library - Te Anau	69,342	326	0%	6,104
26802 Operating Costs - Te Anau	49,103	0	0%	4,092
26807 Street Works - Te Anau	(7,539)	0	0%	(628)
26825 Cemetery - Te Anau	(59)	0	0%	(5)
26846 Parks & Reserves General	20,000	0	0%	1,667
26886 Luxmore Subdivision	(44,442)	0	0%	(3,704)
<b>Subtotal Local Business Units</b>	<b>78,606</b>	<b>326</b>	<b>0%</b>	<b>6,876</b>
26813 Stormwater Drainage Te Anau	(14,905)	0	0%	(1,242)
26879 Sandy Brown Utilities Loan	(13,883)	(11,257)	81%	(12,414)
<b>Subtotal Water &amp; Waste Business Units</b>	<b>(28,788)</b>	<b>(11,257)</b>	<b>39%</b>	<b>(13,656)</b>
<b>Total</b>	<b>49,818</b>	<b>(10,931)</b>	<b>(22%)</b>	<b>(6,779)</b>



## Reserve Balances - Annual Plan

### Te Anau

	Opening Balance	Current Budget	Forecast Budget	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
<b>Local</b>													
<i>Operating</i>													
Sandy Brown Loan - OP	(15,509)	(13,906)	(13,906)	(12,236)	(10,496)	(8,683)	(287)	(287)	(287)	(287)	(287)	(287)	(287)
<b>Total Local Operating</b>	<u>(15,509)</u>	<u>(13,906)</u>	<u>(13,906)</u>	<u>(12,236)</u>	<u>(10,496)</u>	<u>(8,683)</u>	<u>(287)</u>	<u>(287)</u>	<u>(287)</u>	<u>(287)</u>	<u>(287)</u>	<u>(287)</u>	<u>(287)</u>
<i>Reserve</i>													
Te Anau Car park Reserve	21,785	22,682	22,682	23,616	24,589	25,603	26,660	27,761	28,908	30,103	31,348	32,645	32,645
Te Anau Cemetery Improvements	1,443	1,502	1,502	1,564	1,628	1,695	318	330	343	356	370	384	384
Te Anau General - OPR	387,634	325,433	222,035	116,809	130,107	143,962	153,037	167,853	183,290	199,374	216,132	233,592	243,592
Te Anau Luxmore Subdivision -	983,442	1,027,884	1,027,884	1,074,244	1,122,606	1,173,060	1,225,698	1,280,617	1,337,916	1,397,705	1,460,091	1,525,193	1,525,193
<b>Total Local Reserve</b>	<u>1,394,304</u>	<u>1,377,501</u>	<u>1,274,103</u>	<u>1,216,233</u>	<u>1,278,930</u>	<u>1,344,320</u>	<u>1,405,713</u>	<u>1,476,561</u>	<u>1,550,457</u>	<u>1,627,538</u>	<u>1,707,941</u>	<u>1,791,814</u>	<u>1,801,814</u>
<b>Total Local Balance</b>	<u>1,378,795</u>	<u>1,363,595</u>	<u>1,260,197</u>	<u>1,203,997</u>	<u>1,268,434</u>	<u>1,335,637</u>	<u>1,405,426</u>	<u>1,476,274</u>	<u>1,550,170</u>	<u>1,627,251</u>	<u>1,707,654</u>	<u>1,791,527</u>	<u>1,801,527</u>
<b>Stormwater</b>													
<i>Reserve</i>													
Te Anau Stormwater - RES	420,479	435,384	435,384	450,739	446,363	462,003	478,298	495,276	512,965	531,395	550,597	570,604	570,604
<b>Total Stormwater Reserve</b>	<u>420,479</u>	<u>435,384</u>	<u>435,384</u>	<u>450,739</u>	<u>446,363</u>	<u>462,003</u>	<u>478,298</u>	<u>495,276</u>	<u>512,965</u>	<u>531,395</u>	<u>550,597</u>	<u>570,604</u>	<u>570,604</u>
<b>Total Stormwater Balance</b>	<u>420,479</u>	<u>435,384</u>	<u>435,384</u>	<u>450,739</u>	<u>446,363</u>	<u>462,003</u>	<u>478,298</u>	<u>495,276</u>	<u>512,965</u>	<u>531,395</u>	<u>550,597</u>	<u>570,604</u>	<u>570,604</u>
<b>Total Te Anau Reserve Balance</b>	<u>1,799,274</u>	<u>1,798,979</u>	<u>1,695,581</u>	<u>1,654,736</u>	<u>1,714,797</u>	<u>1,797,640</u>	<u>1,883,724</u>	<u>1,971,550</u>	<u>2,063,135</u>	<u>2,158,646</u>	<u>2,258,251</u>	<u>2,362,131</u>	<u>2,372,131</u>



## Appointment of Subcommittee for Approval of Recommendation to the Activities Performance and Audit Committee

Record No: R/16/6/9725  
Author: Nick Lewis, Community Engineer  
Approved by: Ian Marshall, Group Manager Services and Assets

☒ Decision ☐ Recommendation ☐ Information

### Purpose

- 1 To request that the Te Anau Community Board appoint and delegate to a Subcommittee to consider staff recommendations of the Te Anau Township Maintenance Contract 16/16 and make recommendation to Council's Activities Performance Audit Committee (APAC).

### Background

- 2 Due to the timing of the Te Anau Community Board meeting, APAC meeting and the tendering process for the Te Anau Township Maintenance Contract 16/16, staff request that the Te Anau Community Board resolve to appoint and delegate to a Subcommittee to review the recommendations from staff as to the preferred tenderer once tender submissions have been received and evaluated, and the Subcommittee given power to act outside of the normal Community Board meeting cycle to make recommendation to APAC.
- 3 The timing of events in this particular situation is as follows;
  - Closing of Tenders for Contract 16/16: 18<sup>th</sup> July 2016
  - Closing date for reports for APAC agenda: 23<sup>rd</sup> August 2016
  - Tenders Report considered by APAC: 7<sup>th</sup> September 2016
  - Date of scheduled Te Anau Community Board meeting: 31<sup>st</sup> August 2016.

## **Recommendation**

That the Te Anau Community Board:

- a) **Receives the report titled “Appointment of Subcommittee for Approval of Recommendation to the Activities Performance and Audit Committee” dated 30 June 2016.**
- b) **Appoint a Te Anau Township Maintenance Contract 16/16 Subcommittee to consider and recommend to Activities Performance and Audit Committee the staff recommendation of preferred tenderer to contract 16/16, Te Anau Township Maintenance Contract.**
- c) **Appoint members of the Community Board to the Te Anau Township Maintenance Contract 16/16 Subcommittee (with a quorum of 3) with the following terms of reference/delegations:**
  - (i) **To review the recommendations from staff as to the preferred tenderer once tender submissions have been received and evaluated, and the Subcommittee given power to act outside of the normal Community Board meeting cycle to make recommendation to Activities Performance and Audit Committee at its meeting of 7 September 2016.**
- d) **Notes that this Subcommittee will cease to exist once their report is made to the Activities Performance and Audit Committee at its meeting on 7 September 2016.**

## **Attachments**

There are no attachments for this report.

## Elected Members' Expense Reimbursements and Allowances

Record No: R/16/6/9428  
Author: Sheree Marrah, Finance Manager  
Approved by: Anne Robson, Chief Financial Officer

☐ Decision ☐ Recommendation ☒ Information

### Purpose

- 1 The purpose of this report is to inform Community Boards and Community Development Area Subcommittees of the recent changes to Council's Elected Members' Remuneration and Reimbursements Policy and the associated impact on them. The revised policy amendments were adopted by Council on 8 June 2016 and are effective from 1 July 2016.

### Executive Summary

- 2 The Remuneration Authority (RA) sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. Council recently reviewed its Elected Members' Remuneration and Reimbursements Policy as a result of some minor changes required by the RA to mileage and travel time allowances.
- 3 In undertaking the review, Council staff recommended a number of additional amendments to the policy to allow reimbursement of expenses and the payment of allowances to Community Board members and Council Subcommittee members.
- 4 The revised policy includes the provision of mileage and travel time allowances as well as expenditure reimbursements for Community Board and Subcommittee members, in line with Councillors.

### Background

- 5 The RA sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. The RA sets the maximum level of expenses and allowances available to elected members. Council's policy is required to be in alignment with the maximum levels set by the RA.
- 6 The previous Council policy mistakenly excluded Community Board members from receiving allowances. As Council had no other formal policy on reimbursement and allowances for Council Subcommittee members, it was recommended that Subcommittees also be included in this policy.
- 7 The specific provisions relevant to Community Boards and Council Subcommittees incorporated into the revised policy are as follows:
  - **Mileage allowance**, can be claimed in line with Councillors, where travel exceeds 30 kilometres within a day. The **mileage allowance** will be paid to elected members at a rate of 74 cents per kilometre (consistent with the IRD rates) for the first 5,000 kilometres. The rate for travel in excess of 5,000 kilometres will remain at 37 cents per kilometre. The 30 kilometre round trip threshold (ie, 15 kilometres each way) applies to visits to Council offices (or other regular meeting venues deemed to be a

Council office for the purpose of this policy). For other Council requested travel by elected members, no threshold will apply.

- **Travel time allowance**, can be claimed in line with Councillors, at a rate of \$37.50 per hour, where travel time exceeds 1 hour within a day.
- The policy states that where Community Board or Subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of mileage and travel time allowances.
- **Reimbursement for costs** can be claimed for courses, seminars and training associated with the role of an elected member. Associated travel and accommodation costs may also be reimbursed if in accordance with the policy.
- Community Board and Council Subcommittee members will not be eligible to claim the communication allowance stated in the policy.

- 8 In order to claim an allowance a claim form will need to be completed by the elected member (see sample claim forms attached). For reimbursements a claim form will need to be completed and supporting invoices/receipts attached. Completed forms will be submitted to the relevant Committee Advisor to arrange for approval and payment.

### Funding

- 9 Although the revised change in mileage and travel time allowances for Community Board and Council Subcommittee members has not specifically been budgeted for in 2016/2017, it is anticipated that this will not be a significant cost to the communities as the majority of elected members live within 15 kilometres of their nearest Council office and travel less than one hour to attend meetings.
- 10 Payment of allowances and reimbursements will be funded from local operating budgets of the relevant Community Board or sub-committee.

### Policy

- 11 A copy of the revised policy, effective from 1 July 2016, is included as attachment A to this report.

## Recommendation

That the Te Anau Community Board:

- a) **Receives the report titled “Elected Members’ Expense Reimbursements and Allowances” dated 28 June 2016.**

## Attachments

- A FINAL Elected Members’ Remuneration and Reimbursements Policy (effective 1 July 2016) [View](#)
- B Elected Member Allowance Claim Form [View](#)
- C Elected Member Expense Reimbursement Claim Form [View](#)

**POLICY: ELECTED MEMBERS' REMUNERATION AND REIMBURSEMENTS POLICY**

**GROUP RESPONSIBLE:** Financial Services

**DATE APPROVED:** 25/6/08, 26/5/10, 26/1/11, 6/4/11, 29/6/11, 9/10/13, 16/4/14, 8/6/16

**EFFECTIVE DATE:** 1 July 2016

**FILE NO:** 10/4/3/1, 18/1/6/4, 240/10/7/8, 240/10/1/5, 240/10/1/6  
140/20/1/4, 240/10/7/8, R/16/5/7922

**POLICY DETAIL:**

**1.0 SCOPE**

1.1 This policy provides the framework for:

- (a) Remuneration of the Mayor and Councillors;
- (b) Expenditure reimbursement and allowances for the Mayor and Councillors;
- (c) The salary of Community Board members; and
- (d) Expenditure reimbursement and mileage and travel time allowances for Community Board members;
- (e) Expenditure reimbursement and mileage and travel time allowances for the elected members of Council subcommittees.

**2.0 BACKGROUND**

- 2.1 Remuneration for the Mayor, Councillors and Community Board members, and also the rules relating to allowances and expenses are determined by the Remuneration Authority and reviewed on an annual basis. Southland District Council is required to respond to the authority regarding remuneration and its policy for allowances and expenses.
- 2.2 The attached schedule (**Appendix A**) outlines the dollar amounts which will be paid. This schedule may be updated from time to time to reflect the most recent determination and advice of the Remuneration Authority including inflation adjustments.
- 2.3 The Elected Members' Remuneration and Reimbursements Policy is intended to reflect the relevant period's Local Government Elected Members Determination. If inconsistencies arise between this policy and the determination in regards to remuneration and allowance rates, Council will make payments to elected members in accordance with the relevant Local Government Elected Members' Determination.

### 3.0 DEFINITIONS

**Actual** means as evidenced by the original receipt attached to the claim form.

**Council** shall mean the 13 elected members that form the governing body (Council) of the Southland District Council.

**Chair** shall mean the individual appointed the role of chairperson by formal resolution in the case of Council committees or elected to this role in the case of community boards.

**Chief Executive** shall mean the Chief Executive of Southland District Council.

**Community Board Member** shall mean any elected member of the eight community boards throughout the Southland District. These are: Edendale-Wyndham, Otautau, Riverton/Aparima, Stewart Island/Rakiura, Te Anau, Tuatapere, Wallacetown and Winton.

**Subcommittee Member** shall mean any elected member of a Council appointed subcommittee, including but not limited to the 9 Community Development Area (CDA) subcommittees throughout the Southland District. The CDAs are: Athol, Balfour, Browns, Centre Bush/Limehills, Colac Bay, Dipton, Garston, Gorge Road, Lumsden, Manapouri, Mossburn, Nightcaps, Ohai, Orepuki, Riversdale, Thornbury, Tokanui, Waikaia, Woodlands.

**Council Business** includes formal Council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits and where required or invited by Council, meetings with staff, meetings with community groups or meetings with members of the public. It does not include events where the primary focus is on social activity.

**Councillor** shall mean any of the 12 elected members of Council, including the Deputy Mayor, but excluding the Mayor.

**Council office** shall mean any of the seven Council offices throughout the Southland District. These are: Invercargill, Wyndham, Riverton, Stewart Island, Te Anau, Otautau and Winton. Where Community Board or subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of this policy.

**Elected member** shall mean any of the Councillors, Community Board members, Community Development Area subcommittee members or other Council appointed subcommittee members.

**Expenses** means actual and reasonable expenses including but not limited to; accommodation, rental car, air travel, taxis, meals and refreshments, entertainment (hospitality), parking, sundry vehicle costs, alternative travel options and other such costs directly related to the business of Southland District Council.

**Mayor** shall mean the Mayor of Southland District Council.

**Reasonable** means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.



**Remuneration Authority** is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

**Southland District Council** means the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.

**Travel** includes journeys made by air and sea, travel by taxi and travel by hire vehicle or private vehicle.

**Travel arrangements** include accommodation, travel and seminar registration.

## 4.0 REMUNERATION

### 4.1 Mayor and Councillors

4.1.1 The Mayor shall receive the full salary allowable by the determination of the Remuneration Authority, outlined in **Appendix A**.

4.1.2 In addition to the base salary, Councillors can receive extra remuneration for:

- (a) Positions of additional responsibility (including Deputy Mayor and Chair of various committees) and/or
- (b) Taking on significantly extra duties during the District Plan process.

Additional remuneration will be made at the rates outlined below, which have been approved by the Remuneration Authority.

Role	Additional amount
Deputy Mayor	+ 40% of a base councillor salary
Policy Review Committee chair	+ 20% of a base councillor salary
Venture Southland director	+ 15% of a base councillor salary
Activities Performance Audit Committee chair	+ 25% of a base councillor salary

4.1.3 In addition, 50% of a base councillor salary will be retained for allocation to members of the Resource Management Committee for District Plan review. This will be payable to all members of the Resource Management Committee at the rate of \$100 per day for District Plan review meetings.

### 4.2 Community Board Members

4.2.1 Remuneration for Community Board members and chairs will be made at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**.

### 4.3 Subcommittee Members

4.3.1 No remuneration is payable to those appointed to subcommittees of Council.

## 5.0 EXPENDITURE REIMBURSEMENTS

5.1 Elected members will perform their roles in a manner that is most cost-effective for households and businesses. Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

- 5.2 Where possible, reimbursements will be based on actual incurred costs. Where an allowance is made, this will be based on a fair and reasonable estimate consistent with the guidelines of the Remuneration Authority.
- 5.3 If applicable, where reimbursements are claimed it must be specified whether amounts are GST exclusive or GST inclusive.
- 5.4 All actual reimbursements will be submitted on the appropriate form and supported by relevant invoices and/or documentation.
- 5.5 Expense claims will be approved as follows

Claim by the:	Approved by
Mayor	The Chair of the Activities Performance Audit Committee
Deputy Mayor	The Mayor
Councillors	The Mayor or Deputy Mayor

- 5.6 Expense claims for Community Board and Subcommittee members will be approved by the Mayor, Deputy Mayor or Chair of the Activities Performance Audit Committee.
- 5.7 No costs will be reimbursed where they are chargeable to others, including private companies.
- 5.8 Expenses for electioneering will not be reimbursed.

## 6.0 MILEAGE ALLOWANCE

- 6.1 The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
- 6.2 A mileage claim can be made where an elected member has been required or invited by Council to a meeting on Council business and is travelling in his/her own vehicle and is taking the most direct route reasonable in the circumstances.
- 6.3 Where possible every effort should be made to share transport and reduce costs.
- 6.4 Mileage claims are based on travel from the elected member's normal residence to the meeting place.
- 6.5 In accordance with the Remuneration Authority's determination mileage allowance will be paid as follows:
- (a) For travel to any Council office, mileage allowance will be paid for kilometres travelled beyond 15 km each way (ie, a 30 km round trip). This distance is calculated from the elected member's place of residence to the Council office.
  - (b) For all other Council related travel, mileage allowance will be paid for the total kilometres travelled from the elected member's place of residence.
- 6.6 For travel to any Council office where distance does not exceed 15 km each way (ie, a 30 km round trip), no mileage allowance will be paid.
- 6.7 The mileage rate will be paid at the full rate determined by the Remuneration Authority, outlined in **Appendix A**.

## 7.0 TRAVEL TIME ALLOWANCE

- 7.1 Travel time will be paid to all elected members at the full allowable rate in accordance with the conditions outlined in the determination of the Remuneration Authority, outlined in **Appendix A**.
- 7.2 In accordance with the Remuneration Authority's determination this allowance will only be paid where travel time exceeds 1 hour within a day.
- 7.3 In accordance with the Remuneration Authority's determination, payment of travel time allowance will not be paid for positions which are considered to be full time. Therefore, travel time allowance will not be paid to the Mayor.

## 8.0 COMMUNICATIONS ALLOWANCE

- 8.1 An allowance will be paid to Councillors where they supply their own hardware for use in Council business. No allowance is payable in respect of items provided by Southland District Council.
- 8.2 The allowance for communications and technology will be paid at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**. The Mayor shall be provided with a mobile phone, laptop or tablet and accessories, and a broadband connection in lieu of the allowance.
- 8.3 No communications allowance is payable to Community Board members and members of Council subcommittees.

## 9.0 CONFERENCES, SEMINARS AND TRAINING

- 9.1 Conferences, courses, seminars or training events must contribute to the elected members' ability to carry out council business.
- 9.2 All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at conferences, courses, seminars or training events, held both within New Zealand and overseas, subject to:
  - (a) Related expenditure being accommodated within existing budgets, and
  - (b) The appropriate approvals as outlined in this policy.
- 9.3 In respect of the Mayor, prior approval of the Deputy Mayor or Chair of Activities Performance Audit Committee is required for travel within New Zealand for Council business; attendance at conferences, courses, training events, seminars or other purposes associated with the position of Mayor.
- 9.4 In respect of Councillors; attendance at these events when held in New Zealand must be approved by the Mayor and either the Deputy Mayor or Chair of Activities Performance Audit Committee.
- 9.5 In respect of Community Board and Community Development Area Subcommittee members; attendance at these events when held in New Zealand, prior approval must be obtained from the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee.

9.6 Attendance at conferences, courses, seminars or training events held overseas must be approved by the Council.

**10.0 TRAVEL AND ACCOMMODATION**

10.1 Where possible all travel arrangements will be made through the Executive Assistant to the Mayor.

10.2 Where possible costs will be charged to Council; otherwise all fair and reasonable costs will be reimbursed.

10.3 Travel will be arranged in a manner that represents public value in consideration of location, timing and cost. As appropriate, Council may choose to arrange air travel, travel by hire vehicle, travel by sea, travel by taxi or travel by bus.

10.4 Taxi chits issued for travel to approved meetings or conferences will be used only for business purposes of Council. Where a taxi chit has been obtained for purposes other than travel to approved meetings and conferences, any claim must be accompanied by appropriate documentation and reasons for the claim.

10.5 Unless otherwise approved, all international air travel will be economy class. Stopovers during international air travel will be approved on a case-by-case basis.

10.6 Frequent flyer points earned by elected members on Council business may be used for private travel.

10.7 Due to the significant amount of air travel undertaken by the Mayor, Council will pay for membership of an Airline Club (such as the Koru Club).

10.8 Private accommodation may be used on occasions where it is considered appropriate and is approved by the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee. If private accommodation is used, reimbursement will be fair and reasonable and will not exceed the cost of obtaining accommodation or meals from another source such as a motel or hotel.

10.9 Where Council approves the attendance of the spouse/partner of the Mayor or any Councillor at conferences or meetings, fair and reasonable actual costs will be reimbursed.

**APPENDIX A****SCHEDULE OF REMUNERATION AND REIMBURSEMENT AMOUNTS****Remuneration of the Mayor and Councillors**

Mayor	\$104,301 <sup>1</sup>
Deputy Mayor	\$36,019
Policy Review Committee Chair	\$30,874
Venture Southland Director	\$29,587
Activities Performance Audit Committee Chair	\$32,160
Councillor	\$25,728

Available to Resource Management Committee during the District Plan, 50% of a Councillor salary, paid \$100 per day.

**Expenditure Reimbursement for the Mayor and Councillors**

Mileage Rate (first 5,000 km per annum)	0.74 per km
Mileage Rate (above 5,000 km per annum)	0.37 per km

Personal Computer	\$150 per annum
Electronic Tablet	\$150 per annum
Printer	\$40 per annum
Telephone	\$60 per annum
Internet Connection (maximum)	\$250 per annum
Telephone/Mobile Phone Calls (maximum)	\$400 per annum

**Salary of Community Boards**

	<i>Chairperson</i>	<i>Member</i>
Edendale/Wyndham Community Board	\$4,510	\$2,255
Otautau Community Board	\$7,175	\$3,588
Riverton/Aparima Community Board	\$6,355	\$3,178
Stewart Island/Rakiura Community Board	\$2,665	\$1,333
Te Anau Community Board	\$10,250	\$5,125
Tuatapere Community Board	\$4,305	\$2,153
Wallacetown Community Board	\$2,665	\$1,333
Winton Community Board	\$8,815	\$4,408

Travel time allowance is paid at a rate of \$37.50 per hour for travel that exceeds one hour per day. Travel time is payable to elected members who are not considered to be full time and is only payable for travel relating to Southland District Council business. Travel time allowance is payable in respect of the quickest form of transport reasonable in the circumstances.

<sup>1</sup> Before adjustment for private use of motor vehicle of \$4,247.



## SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER MILEAGE/TRAVEL TIME ALLOWANCE CLAIM SHEET

### Item 7.4 Attachment B

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CB/CDA \_\_\_\_\_

Signature \_\_\_\_\_

I hereby claim travelling allowances for the use of my car for:

- a) Attending Council meetings.
- b) Attending Committee meetings of the Council.
- c) Carrying out other Council business (only at the request of Council).

I certify that the following information is correct in respect of the amount claimed and that I have not received, nor am I entitled to receive, reimbursement from any other source.

Date \_\_\_\_\_

Date	Travel From - To	Meeting Details/Purpose	Total km travelled	Less threshold <sup>1</sup> (30km for a return trip)	Total km payable	Total Travel Time (hours)	Less threshold (1 hour per day)	Travel Time <sup>2</sup> Payable	Overnight stay (Y/N)

<sup>1</sup> A 30 km round trip threshold applies to visits to Council offices (or other regular meeting venues deemed to be a Council office for the purpose of the Elected Members Remuneration and Reimbursements Policy TRIM ref R/16/5/7922). For other Council related travel, no threshold applies.

<sup>2</sup> Travel time allowance is only paid where travelling time for Council business exceeds one hour within a day.

<b><u>OFFICE USE ONLY</u></b>				
Mileage (under 5,000kms pa)	_____	kms @ 74 <sup>3</sup> cents	\$ _____	Authorised as appropriate
Mileage (over 5,000kms pa)	_____	kms @ 37 cents	\$ _____	
Travel Time	_____	hrs @ \$37.50	\$ _____	Authorised for payment
<b>TOTAL</b>			<b>\$ _____</b>	
Business Unit	_____	Account	_____	
Purchase Order number	_____	(for payments via Accounts Payable only)	Copy provided to	Payroll / Accounts Payable (delete one)

<sup>3</sup> In accordance with the Local Government Elected Members Determination 2016 (effective from 1 July 2016 to 30 June 2017).

# SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER EXPENSE REIMBURSEMENT CLAIM SHEET

## Item 7.4 Attachment C

Name \_\_\_\_\_

Address

CB/CDA

**Signature**

I certify that the following information is correct in respect of the amount claimed and that I have not received, nor am I entitled to receive, reimbursement from any other source.

I confirm all invoices/receipts are attached for expense reimbursements requested in this claim.

Date \_\_\_\_\_

<i>Date</i>	<i>Supplier</i>	<i>Expense Type (Training/Travel etc)</i>	<i>Details/Purpose</i>	<i>Total claim (GST incl)</i>
TOTAL				\$



<b><u>OFFICE USE ONLY</u></b>			
	<b>Business Unit</b>	<b>Account</b>	<b>TOTAL</b>
Training		23512	\$
Travel		23515	\$
Accommodation & Meals		23511	\$
Other			\$
<b>TOTAL</b>			\$
Purchase Order number			
		Authorised as appropriate	
		Authorised for payment	
		Copy provided to	Accounts Payable



## Te Anau Airport Manapouri Works and Finance Report - May 2016

Record No: R/16/6/9245

Author: Ian Marshall, Group Manager Services and Assets

Approved by: Ian Marshall, Group Manager Services and Assets

☐ Decision

☐ Recommendation

☒ Information

- 1 Attached is the Te Anau Airport Manapouri Works and Finance report for May 2016.

### Recommendation

That the Te Anau Community Board:

- a) Receives the report titled “Te Anau Airport Manapouri Works and Finance Report - May 2016” dated 17 June 2016.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

### Attachments

- A Te Anau Airport Manapouri Works and Finance Report - May 2016 [View](#)

## Item 7.5 Attachment A

## Budget vs Actual



Cost Centre:  
For the period ending

**27081 Manapouri Airport**  
May 2016

	Monthly				YTD			
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %
<b>Income</b>								
Internal Income	0	0	0	0	1,337	1,386	(49)	(4)
Other Income	560	747	(187)	(25)	18,991	8,217	10,774	131
Rates	24,867	24,849	19	0	271,756	271,949	(193)	(0)
User Charges and Fees	2,430	6,353	(3,923)	(62)	62,163	69,878	(7,716)	(11)
	27,857	31,948	(4,091)	(13)	354,246	351,431	2,816	1
<b>Direct Expenditure</b>								
Advertising	0	0	0	0	(572)	0	(572)	(572)
Airport Expenses	(950)	(400)	(550)	138	(10,679)	(4,400)	(6,279)	143
Communications	(153)	(202)	49	(24)	(1,542)	(2,217)	675	(30)
Electricity	(354)	(400)	46	(12)	(3,595)	(4,400)	805	(18)
Financial Expenses	0	0	0	0	0	0	0	0
Insurance	0	0	0	0	(19,057)	(17,288)	(1,769)	10
Other Expenditure	0	(223)	223	(100)	(1,197)	(2,452)	1,255	(51)
Postage and Stationery	(35)	0	(35)	(35)	(173)	0	(173)	(173)
Professional Services	(7,050)	(7,854)	804	(10)	(78,446)	(86,396)	7,950	(9)
Rates	0	0	0	0	(262)	(240)	(22)	9
Repairs and Maintenance	(1,371)	(5,246)	3,875	(74)	(33,967)	(57,708)	23,741	(41)
Staff Costs	0	0	0	0	(268)	0	(268)	(268)
Travel and Accommodation	(470)	(620)	150	(24)	(2,091)	(6,825)	4,734	(69)
Vehicle Expenses	(37)	(25)	(11)	44	(442)	(279)	(163)	58
	(10,421)	(14,971)	4,550	(30)	(152,291)	(182,205)	29,914	(16)
<b>Indirect Expenditure</b>								
Depreciation (Funded)	0	0	0	0	0	0	0	0
Internal Expenses	(10,322)	(10,147)	(175)	2	(113,067)	(112,839)	(228)	0
	(10,322)	(10,147)	(175)	2	(113,067)	(112,839)	(228)	0
<b>Net Surplus/(Deficit)</b>	<b>7,114</b>	<b>6,830</b>	<b>284</b>	<b>4</b>	<b>88,888</b>	<b>56,387</b>	<b>32,501</b>	<b>58</b>
<b>Capital Expenditure</b>								
Capital Expenditure	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
<b>Funding Adjustments</b>	(Contributions, Loans, Provisions, Reserves, Forestry Dividend)							
Loans	(4,438)	(4,438)	0	0	(48,818)	(48,818)	0	0
Reserve Transfers	0	(1,013)	1,013	(100)	0	(11,142)	11,142	(100)
	(4,438)	(5,451)	1,013	(19)	(48,818)	(59,960)	11,142	(19)
	2,676	1,380	1,297	94	40,070	(3,573)	43,643	(1,221)

## Te Anau Airport Manapouri Manager's Report - May 2016

**Record No:** R/16/6/9228  
**Author:** Ian Marshall, Group Manager Services and Assets  
**Approved by:** Ian Marshall, Group Manager Services and Assets

☐ Decision ☐ Recommendation ☒ Information

- 1 The Airport Manager's report discusses operational issues, aircraft movements, operator changes and management matters.
- 2 The Airport Manager's report is attached.

### Recommendation

That the Te Anau Community Board:

- a) Receives the report titled "Te Anau Airport Manapouri Manager's Report - May 2016" dated 15 June 2016.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.

### Attachments

- A Te Anau Airport Manapouri Manager's Report - May 2016 [View](#)



15 June 2016

### Operations

The summer season has concluded without any major operational issues, customer complaints and one missed approach due to weather conditions which provides us with a landing reliability of 98%. Civil Aviation Authority has reported only one near miss bird strike for the total movements that we have counted over summer giving us a less than 1% chance of striking a bird during large commercial and small charter movements. Considering the perceived risk at the airport, it provides comfort that our bird scaring procedures and other mitigation methods are successful.

We recorded one complaint from our primary customer relating to a cell phone being used by an external contractor during a refuelling operation. This was swiftly dealt with by management to the satisfaction of our customer and no further issues have been raised.

For the summer season ending May the following growth numbers have been recorded.

	% increase from last season	% increase over the last 5 years	Passenger Numbers 2016
Large A/c Movements	9%	15%	1812
Small A/c Movements	15%	9%	302
Large A/c Revenue	8%	15%	
Small A/c Revenue	8%	6%	

Further work is being done on the GNSS Approach System with Airways and a quote for the renewal of the approach following the withdrawal of our previous provider ASAP NZ Ltd. This will be tabled with the CEO as soon as this has been received. This is an essential tool to our operation and must be maintained to the level previously held if not better.

### Staff

Over the winter the Terminal will be closed for a short period of time whilst Lee takes annual leave. If there is a requirement for the terminal to be opened arrangement will be made with the staff in the Te Anau Office to cover this if they are available.

### Assets

The Airport in general is in very good condition. Re-staining will re-occur over the next summer season. Minor cracking in the re-surfaced section of the runway will be inspected next week by a consultant from BECA and a report furnished to provide a direction for either repair or further monitoring. At this stage there is no operational safety issues foreseen.

145/214045

**Safety and Security**

Under the new Health and Safety legislation a Health and Safety Representative course is required for Lee our Operations Manager. This will be completed over the winter months. Additional lighting is being erected over the next few weeks to resolve the poor light conditions in the area of the mobility impaired access way and extending out into the car park area.

**Financial Report**

This is brief overview of our financial position to date, as a full report will follow in the next couple of months as the financial year draws to an end.

**Income**

Budgeted income for May has dropped by 13% as anticipated due to the conclusion of passenger flights and entering the winter season, which is causing day of heavy fog and other inclement weather conditions. Year to date income is up by 1% or \$2,816, which should bring annual income budgets to an on budget or close to it result. This has been consistent for the last four years.

**Expenditure**

Actual expenditure for May is 30% below budget and 16% or \$29,914 below year to date expenditure. With the decrease in income due to seasonal variations, this will help with the overall financial result at the end of the financial year.

~(467)/4016





## Exclusion of the Public: Local Government Official Information and Meetings Act 1987

### Recommendation

That the public be excluded from the following part(s) of the proceedings of this meeting.

#### C10.1 Te Anau Airport Customer Engagement Process

The general subject 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(1) 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(1) for the passing of this resolution
Te Anau Airport Customer Engagement Process	<p>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.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p>	That the public conduct of the whole or 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 exists.