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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, 6 July 2016 at 2.00pm.

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### PRESENT

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

### IN ATTENDANCE

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Team Leader Governance</b>       | Chris Dolan     |
| <b>Committee Advisor</b>            | Jenny Labruyère |
| <b>Community Engineer</b>           | Nick Lewis      |
| <b>Community Partnership Leader</b> | Simon Moran     |

**1 Apologies**

There were no apologies received.

**2 Leave of absence**

No requests for leave of absence had been received.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

No persons sought speaking rights in Public Forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Member Matheson, seconded Member Greaney

**That the minutes of Te Anau Community Board meeting, held on 25 May 2016, be confirmed.**

**Reports**

**7.1 Action Sheet - July 2016**

**Record No: R/16/6/9773**

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

Issues arising from the Action Sheet included;

Te Anau Kepler Lions – BBQ in Lions Park

The Community Engineer reported that the BBQ has arrived and is now awaiting the Kepler Lions to install for the project to be complete.

Pontoon

The Community Engineer advised that he is still awaiting a response from the contracted designer Emtech. Members of the Board expressed their concern at the lack of progress and requested that if no response is made available to members by the end of the following week (15 July 2016), the Engineer is to seek alternative options.

In the meantime the Community Engineer is to establish whether a resource consent for permission to install a structure on the lake is required from Environment

Southland or the Department of Conservation. Furthermore the Engineer to progress availability of monies through the Group Manager for this project.

The Board expressed its desire for the design and quotations be progressed with a completion date for the project by October 2016 so as to be ready for the coming summer.

#### Te Anau Airport- Financial Report

The Board requested the Group Manager(Services & Assets) provide the costs associated with the sewerage treatment operations to be identified separately within the budget verse actuals for the airport, and also seeks clarification for the proposed long term outcome for this treatment at the airport.

#### Lions Park Playground

The Board expressed its concern at the lack of progress in regard to this project as the Board has previously identified preferred options.

The Board requested the Engineer to progress with the ordering of chosen equipment and report back to the Members via email as to installation timeframe as it is the Board desire for this project to be completed by 30 September 2016.

#### Lakefront Bluegum Trees

The Community Engineer reported that some felling and trimming maintenance has progressed with smaller trees, and large works will be progressed once Council has approved the monies for this project.

At this point Member Greaney expressed a desire for a response to be sent to Mr R Willett in regard to a recent presentation he gave in public forum where he sought the Board's approval to consider the relocation of the Quintin MacKinnon statue.

Member Greaney added that the Board discussed this during the lakefront beautification plan and this be communicated to Mr Willett.

#### Recycle/Rubbish Bins

In discussing this matter members agreed the preference is for the replacement of all the main street bins as soon as possible. Furthermore the Engineer is to seek Council approval of funds by way of a report to Council's August meeting, and report back to the Board with time frames of ordering and installation for the Board's 31 August meeting.

#### Traffic Control – Te Anau Lakefront Parking

The Board requested this project be progressed as per the original discussion to lengthen the depth of parking section of car parking along the lakefront opposite Top 10 area. The Board requested the Engineer to seek Council approval of reserve funds for consideration at the Council's August meeting with Community Engineer to report back to the Board's 31 August meeting.

The Board also requests signage indicating campervan parking areas such as the "Event Centre car park" be erected at the Kiosk.

NZ Motor Caravan Association – Connections/Contributions Fees

The Community Engineer advised he has been in communication with the Association to progress the dump station upgrade. Board Members expressed their desire to move this away from the lakefront area in the future and seek direction from the Group Manager (Services & Assets) as to a review of the connection/contribution fees and charges as the Association wishes to install a dump station at the Association caravan site.

The Board seek an update on such a review by the end of July 2016.

**Resolution**

Moved Member O'Loughlin, seconded Member Matheson

**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.**

**7.2 Works and Finance Report to Te Anau Community Board for the period ended 31 May 2016**

**Record No: R/16/5/7883**

The Works and Finance report for the period ended 31 May 2016, prepared by N Lewis (Community Engineer), was tabled.

The Board noted the following issues;

- The second public BBQ unit for the Kepler Lions group is expected to arrive mid-June and once received the group will progress with the project to install at Lions Park. It was noted further the BBQ has arrived at the time of the meeting.
- 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.
- Council staff have carried out accessway inspections due to outstanding bonds being held.

Other matters discussed by the Members included;

- Requests for a progress report of what stage the library upgrade is currently at.
- Officer's comments in the Works and Finance report not being updated to provide overall clarity of funding and project status.

- Requested repairs to the dish channel in the road on Town Centre adjacent La Toscana restaurant.

#### **Resolution**

Moved Member O'Loughlin, seconded Member Greaney

**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.**

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

**Record No: R/16/6/9725**

Report by Mr N Lewis (Community Engineer), requesting 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 a recommendation to Council's Activities Performance Audit Committee (APAC), was tabled.

Mr Lewis reported that 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 Board resolve to appoint and delegate to a subcommittee to review the recommendations from staff as to a preferred tender once 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.

Mr Lewis outlined to the Board the timing of events in this particular situation is as follows;

- Closing of Tenders for Contract 16/16 18 July 2016
- Closing date for reports for APAC agenda 23 August 2016
- Tenders report considered by APAC 7 September 2016
- Date of schedule Te Anau Community Board meeting 31 August 2016

Following discussion on this issue it was agreed that any subcommittee as suggested comprise all Members of the Board.

#### **Resolution**

Moved Member O'Loughlin, seconded Member Matheson

**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) **Appoints all members of the Community Board to consider tenders lodged for the Te Anau Township Maintenance Contract 16/16 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 Board 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.**

#### 7.4 **Elected Members' Expense Reimbursements and Allowances**

**Record No: R/16/6/9428**

Report by Mrs S Marrah (Finance manager) informing the Board of the recent changes to Council's Elected Members' Remuneration and Reimbursements Policy and the associated impact on them, was tabled.

Mrs Marrah advised the revised policy amendments were adopted by Council on 8 June 2016 and are effective from 1 July 2016.

The Board was informed 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.

The Board noted 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.

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.

Mrs Marrah advised that 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.

In regard to the funding of any such claims the Board was informed 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.

The Board noted payment of allowances and reimbursements will be funded from local operating budgets of the relevant Community Board or Subcommittee.

A copy of the revised policy, effective from 1 July 2016 was attached to the agenda for each member's perusal.

#### **Resolution**

Moved Member Greaney, seconded Member O'Loughlin

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

- Receives the report titled "Elected Members' Expense Reimbursements and Allowances" dated 28 June 2016.**

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

**Record No: R/16/6/9245**

The Te Anau Airport Works and Finance report for the period ended 31 May 2016 by Mr I Marshall (Group Manager Services & Assets), was tabled.

#### **Resolution**

Moved Cr Kremer, seconded Deputy Chairperson Cockburn

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

- Receives the report titled "Te Anau Airport Manapouri Works and Finance Report - May 2016" dated 17 June 2016.**
- 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.**

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

**Record No: R/16/6/9228**

Report by Airport Manager outlining issues relevant to the Te Anau Airport Manapouri for the month of May 2016, was tabled.

In his report the Airport Manager covered issues including operational matters, aircraft movements, operation changes and management matters.

### **Resolution**

Moved Deputy Chairperson Cockburn, seconded Member Deaker

**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.**

## 8.1 Update Reports

**Record No: R/16/6/10057**

Rural

Environment Southland seeking submissions for the Southland Water and Land Plan closing date 1 August 2016.

Upukaroa River – Members expressed concern at the lack of protection work and the risk to the Upukaroa River bridge. Following discussion on this matter the Board requested information as to who is responsible for funding, and questions what if nothing is done, and why is there not a proactive approach to any protection work as this Board views the bridge as a vital link to the area’s most iconic tourism attraction. It was agreed the Chair pursue these issues. Member Carran agreed to seek some answers to the Board’s queries.



#### Tourism/Events

- Tourism figures up 20-30% for 2015/16 season.
- Increase in numbers of Freedom Independent Travellers
- Destination Fiordland progressing with a promotional workshop for the local market.
- Winter Illumination event

#### Milford Community Trust

- Recreational pad is wanted by the Milford community; quotation for the work has been accepted.
- Trust to assist with the design/funding and development of a proposed Community Centre.

#### Fiordland Community Events Centre

- Donation of sound system equipment
- Local players production success
- Signage upgrade work in progress
- Health & Safety improvements to be reviewed.

#### Fiordland Trails Trust

- Opening of stage one of Te Anau to Manapouri Trail
- Cycling strategic meeting – draft strategy to be developed
- Cycle Fiordland Group to develop branding for cycling within Fiordland

The Chair expressed appreciation on behalf of the Board to Member Cockburn and to the Trustees for their efforts achieved to develop the Trail to date.

#### Fiordland Retirement Housing

It was reported that Simpson and Consultants are to complete a feasibility study, funded by Venture Southland, which is due for completion by mid-August.

#### Fiordland Museum Trust

Member O'Loughlin reported he is the new Trustee for the Trust which has bought the Alpine Centre.

### 8.2 Chairperson's Report

- Opening of the new Trail
- Fiordland Museum Trust and Alpine Centre; appointment of Member O'Loughlin as a Trustee and the Board's representative.

### 8.3 Councillor's Report

- Council endorsed the process involved for development of the Haast Hollyford Road
- Community Conversations well supported throughout the District
- Annual Plan
- Round the Mountain Cycle Trail awaiting final report from Deliottes
- Bylaws out for consultation including Cemeteries Bylaw, Signage and Objects on Roads and Footpath Bylaw.
- Te Anau Wastewater project – mediation adjourned for three month period.

**Public Excluded**

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

**Resolution**

Moved Chairperson Carran, seconded Member O'Loughlin

**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     | 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.<br><br>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. | 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 C10.1 Te Anau Airport Customer Engagement Process. 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 4.35pm.

**Return to Open Meeting**

The Board returned to Open meeting at this point.

The meeting concluded at 4.55

**CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE TE ANAU COMMUNITY BOARD HELD ON 6 JULY 2016.**

**DATE:.....**

**CHAIRPERSON:.....**

