



*429th MEETING OF THE
MACKENZIE DISTRICT COUNCIL*

**TO THE MAYOR AND COUNCILLORS OF THE
MACKENZIE DISTRICT COUNCIL**

MEMBERSHIP OF THE COUNCIL

Claire Barlow (Mayor)

Graham Smith

James Leslie

Evan Williams

Russell Armstrong

Noel Jackson

Murray Cox

*Notice is given of the meeting of the Mackenzie District Council
to be held on Tuesday 26 November 2013 at 9:30am*

VENUE: Council Chambers, Fairlie

BUSINESS: As per Agenda attached.

**WAYNE BARNETT
CHIEF EXECUTIVE OFFICER**



MACKENZIE DISTRICT COUNCIL
Agenda for Tuesday 26 November 2013

I.	OPENING		
II.	APOLOGIES		
III.	DECLARATIONS OF INTEREST		
IV.	BEREAVEMENTS		
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	3. Bancorp Quarterly Report – 30 September		41
	4. Annual Report Sport Canterbury South Canterbury		59
VIII.	CONFIRMATION OF MINUTES		
	Confirm and adopt the Minutes of the Mackenzie District Council Meetings held on 30 October 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.		

IX PUBLIC EXCLUDED

That the public be excluded from the following part of the proceedings of this meeting namely:

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1. Council Minutes 30 October 2013	66
2. Plan Change 13	85

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
Council Minutes 30 October 2013	Commercial Sensitivity	48(1)(a)(i)
Plan Change 13	Maintain Legal Privilege	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Council Minutes 30 October 2013* 7(2)(b)(ii) *Plan Change 13* 7(2)(g).

X VISITORS:

10:45am David Caldwell, Lane Neave Lawyers

XI ADJOURNMENTS

10:30am Morning Tea

12:00pm Lunch

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: GENERAL ACTIVITIES REPORT
MEETING DATE: 26 NOVEMBER 2013
REF: PAD 2/3
FROM: MAYOR

ACTIVITY REPORT

COUNCIL, COMMITTEE AND BOARD MEETINGS

6 November	Council met with Waimate Council & Ecan Commissioners in Waimate
12 November	District Tour with elected members
25 November	Fairlie Community Board

OTHER MEETINGS AND ACTIVITIES

1 November	Met with Dave Henshaw, Dermot O’Sullivan & Tony McCormick regarding water issues, with the CEO. Attended the opening of Trippo waterslide at Tekapo Springs with the CEO.
5 November	Met with Tom Lambie, Peter Skelton & David Caygill from Ecan in Christchurch with the CEO.
7 November	Attended Max Smith’s funeral in Christchurch with Rick Ramsay
8 November	Met with Toni Morrison & the CEO regarding possible Committee structure. Met with Cr Jackson.
11 November	Attended Armistice Day at Albury
14 November	Attended Old Library Public Meeting
15 November	Attended UPWZC Field trip and meeting in Tekapo. Met up with Crs Leslie & Russell in Twizel
16 November	Attended the South Opuha Hut Opening at Mt John Station, Tekapo
18 November	Presented life member award to Lynn Johnson – Toy Library in Fairlie. Attended UPWZC Selection Workshop in Fairlie
19 November	Attended Zone 5/6 meeting in Christchurch with the CEO
20 November	Mayoral Radio Show on Port FM. Travelled to Wellington to attend the Rural Sector meeting with the CEO
21 November	Mayors Forum & Rural Sector meeting in Wellington. Attended the David Cunliffe presentation – Why Good Governance Matters in Local Government, with the CEO.
22 November	Rural Sector Meeting continued.
25 November	Attended Branding Workshop in Queenstown by LGNZ with the CEO

RECOMMENDATION:

1. That the report be received.

CLAIRE BARLOW
MAYOR

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: APPOINTMENT OF COMMITTEES OF COUNCIL

MEETING DATE: 26 NOVEMBER 2013

REF: PAD 4

FROM: TONI MORRISON, SENIOR POLICY PLANNER

ENDORSED BY: CLAIRE BARLOW, MAYOR

PURPOSE OF REPORT:

To establish four standing Committees and appoint Chairpersons for each of those Committees, and to establish two Subcommittees pursuant to sections 41A, 30 and 31 of the Local Government Act 2002.

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Council note the establishment of the Strategy and Policy Committee, the Planning and Regulatory Committee, the Assets and Services Committee, and the Finance Committee pursuant to section 41A of the Local Government Act 2002.
3. That the Council notes the appointment of the following Chairs to each committee, pursuant to section 41A of the Local Government Act 2002:

Strategy and Policy Committee: The Mayor

Planning and Regulatory Committee: Cr Murray Cox

Assets and Services Committee: Cr James Leslie

Finance Committee: Cr Graham Smith

4. That the Council confirms appointments to each of the four Committees as Committees of the Whole, pursuant to clause 31 of Schedule 7 of the Local Government Act 2002.
5. That pursuant to clause 32(1) of Schedule 7 of the Local Government Act 2002, the Council delegates to each standing committee all powers necessary to effectively carry out the committee's terms of reference and scope, excluding those reserved to Council.
6. That the Council appoints two subcommittees of the Finance Committee and makes appointments to those subcommittees as follows, pursuant to sections 30 and 31 of the Local Government Act 2002:

(1) Audit and Risk subcommittee:

Membership: The Audit and Risk Management Subcommittee will be made up of not less than three Councillors, one of whom shall be the Chairperson of the Finance Committee.

Members:
.....
.....

(note: Once established, the Finance Committee can appoint additional members to this subcommittee as it considers appropriate including persons who are not members of the local authority, in accordance with Clause 31(3) Schedule 7 LGA.)

(2) Tekapo Property Group:

Membership:
The Subcommittee will be made up of the Chief Executive Officer, the Manager Finance and Administration, and not less than two Councillors, one of whom shall be the Chairperson of the Finance Committee:

Members:
.....

(note: Once established, the Finance Committee can appoint additional members to this subcommittee as it considers appropriate including persons who are not members of the local authority, in accordance with Clause 31(3) Schedule 7 LGA.)

- 7. That pursuant to clause 32(1) of Schedule 7 of the Local Government Act 2002, the Council delegates to each subcommittee the responsibilities, duties and powers set out under each subcommittee's terms of reference and scope, excluding those reserved to Council or any other committee.

CLAIRE BARLOW
MAYOR

TONI MORRISON
SENIOR POLICY PLANNER

ATTACHMENTS:

- Paper: Council functions and Standing Committees' Terms of Reference
- Section 41A of the Local Government Act 2002

BACKGROUND:

Committees

Pursuant to Section 41A and clauses 30 and 31 of Schedule 7 of the Local Government Act 2002, the Mayor proposes to establish four Committees of Council, as follows:

1. Strategy and Policy Committee
2. Planning and Regulatory Committee
3. Assets and Services Committee
4. Finance Committee

These Committees will be Committees of the Whole. The Mayor is a member of each Committee in accordance with s41A of the Local Government Act 2002.

It is recommended that, as with past committees of the Whole, the Council delegates to each standing committee all powers necessary to effectively carry out the committee's terms of reference and scope, excluding those reserved to Council. The terms of reference for each committee are attached. Also attached is an outline of the relationship between the functions of those Committees and the full Council.

Committee Chairpersons

The Mayor will appoint Chairpersons to each Committee at the meeting.

The Chairperson of each Committee will have the following roles and responsibilities:

- The efficient functioning of the Committee;
- Setting and reviewing the agenda for Committee meetings in conjunction with the Chief Executive Officer or Manager with the relevant area of responsibility;
- Ensuring that all members of the Committee receive sufficient timely information to enable them to be effective Committee members;
- Acting as the link between Committee and Council staff;
- Acting as the authorised spokesperson for the Committee in all matters where the Committee has authority or particular interest, including to the media and outside agencies.

Powers of Council in relation to the Establishment of Committees

As well as providing the Mayor with powers to establish committees and appoint chairpersons, s41A also provides that the Council is not prevented from discharging any such committee, or discharging a chairperson appointed by the Mayor, as follows:

(4) However, nothing in subsection (3) limits or prevents a territorial authority from—

...

(b) discharging or reconstituting, in accordance with [clause 30](#) of Schedule 7, a committee established by the mayor under subsection (3)(b); or

(c) appointing, in accordance with [clause 30](#) of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or

(d) discharging, in accordance with [clause 31](#) of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).

Section 41A(4) LGA 2002

Meetings

It is proposed that the Strategy and Policy Committee meets quarterly, with additional meetings if necessary. The other three Committees are proposed to meet on a 6-weekly basis.

A separate paper outlining a suggested schedule of dates for Committee meetings is included for Council's consideration at this meeting (refer separate agenda item).

Subcommittees

It is also proposed to appoint two subcommittees of the Finance Committee, under sections 30 and 31 of the LGA. These appointments are able to be made by Council. The subcommittees are the Audit and Risk Subcommittee, and the Tekapo Property Group subcommittee. These were put in place under the previous Council but were discharged following the elections, in accordance with the LGA. It is recommended that they are reconstituted and their work is able to continue under similar terms of reference as they operated under previously.

POLICY STATUS:

Not applicable.

SIGNIFICANCE OF DECISION REQUESTED:

These decisions are considered to be important decisions. They are not significant in terms of the Council Policy on Significance.

ISSUES AND OPTIONS:

The Council is not required to establish any committees, and can instead have all business go to Council. The establishment of committees is considered to provide a more efficient and effective approach for the Council in exercising governance responsibilities. It provides an opportunity for sharing the workload of the Council amongst different committees and chairs, and allows for particular expertise where individual committees are concerned, for example individual chairs may have skills or interest in the work of a particular committee.

Adopting a committee structure provides an ability to focus on particular issues and allows for more detailed consideration of those issues. Establishing committees also assists in the requirement to have appropriate separation between the Council's strategy and policy development functions, its role in monitoring finances and operational performance, and its role in regulatory matters. Committees also provide an opportunity to include non-Council members where their expertise will assist or is otherwise of benefit, where particular matters are being debated or considered.

CONSIDERATIONS:

There are no known legal implications from the proposal. The committees will be given full authority to make decisions on each matter before them, with the exception of those functions and powers that the Council has retained for itself. Allowing a high level of delegation to each committee in this way allows for consideration of issues and decisions to be made in one forum. This is considered to be the most efficient structure for the Council, and any potential for conflicting approaches is minimal given each committee is a Committee of the Whole. The Committees are also able to refer any matter to Council where they feel this is appropriate or necessary.

The work of each Committee will be provided for in the Council's annual plans and budgets.

ASSESSMENTS OF OPTIONS:

Option 1: No Council Committees established, with all business going through full Council: not recommended for the reasons outlined above.

Option 2: Establishment of Council committee structure - this is recommended for reasons of efficiency and maximising effectiveness of Council governance.

CONCLUSION:

The Mayor wishes to exercise the powers given under s41A of the Local Government Act and establish a committee structure consisting of four standing committees of Council. The Council is also asked to establish two subcommittees, to allow the previous work of those subcommittees to continue. Formal delegations to each of those committees and subcommittees are also outlined.

ATTACHMENT A - Council functions and Standing Committees' Terms of Reference

Relationship of Committees with Council functions

The following general powers are reserved for Council:

- Any power reserved to the full Council by operation of law, including:
 - a) the power to make a rate
 - b) the power to make a bylaw; or
 - c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
 - d) the power to adopt a long-term plan, annual plan, or annual report; or
 - e) the power to appoint a chief executive; or
 - f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
 - g) the power to adopt a remuneration and employment policy.
- Creation of subcommittees, other than those implicit in the terms of reference for a standing committee.
- Governance processes, including electoral matters and representation review.
- Consideration of matters relating to significant new activities or areas of involvement such as infrastructure which are not the responsibility of a specific committee.
- Provide leadership on key issues that require a collaborative approach between a number of parties.
- Relationships with Community Boards.
- The Council's cultural relationship with Te Runanga O Ngai Tahu (TRONT).
- Develop, adopt and implement the Triennial Agreement and the Code of Conduct.
- Consider and agree on matters relating to elected members' remuneration matters.
- Chief Executive Officer appointments and contracts.
- Approve all delegations to the Chief Executive, including the authority for further delegation to staff.
- Receive and consider recommendations and matters referred to it by its committees, joint committees, subcommittees and working parties.
- Approve membership to external bodies and organisations, including Council Controlled Organisations.
- Exercise the powers and duties conferred on council by the Public Works Act 1981, including receiving and considering reports on proposals under this Act from the Assets & Services Committee.
- Consideration of major projects¹.
- Review the performance of the Chief Executive Officer.
- Consider matters relating to the employment of the Chief Executive Officer, including annual performance review.

Delegations from Council to Committees

- Council delegates to each standing committee all powers necessary to effectively carry out the committee's terms of reference and scope, excluding those reserved to Council.

¹ Guidance note: this includes discretionary or large-scale commercial proposals such as sports and aquatic centres, but would not include core infrastructure or service projects such as water supplies.

- Delegations for subcommittees are set out under each subcommittee's terms of reference and scope.
- Full Council has a role to monitor the functioning of, and performance of delegated powers by, all committees.
- Full Council will consider matters not within the delegation of any one Council committee.
- Full Council may at any time, revoke or modify a delegation to a Council Committee, either permanently, for a specified time or to address a specific matter, if it considers there is good reason to do so.
- The delegations provided to committees may be further delegated to subcommittees unless the power of further delegation is restricted by Council or by statute.

1. Strategy and Policy Committee

The purpose of this Committee is to set the strategic direction for the District by formulating policy that clearly identifies Council's role and direction on issues. This Committee will develop, evaluate approve and monitor the implementation of strategic policy.

Terms of Reference:

- Strategic policy and planning formulation, excluding policies and plans specifically identified within the terms of reference or scope of other Council Committees.
- Identification and assessment of significant strategic district issues and initiatives.
- Provision of high-level strategic advice and direction on priorities and desired outcomes to other Council Committees, to guide the development of policy by those Committees².
- Advocacy on matters pertaining to strategic directions.
- Review and recommend policy and practice in respect of governance to Council.
- Council ownership and capability issues (monitoring the long term health of the organisation, including investment in information and communication technologies).
- Monitor and review Council's facilitation role in economic development, including development and monitoring of economic development strategies as appropriate.
- Monitor and review the achievement of outcomes for the Mackenzie Community.

The scope of this Committee includes:

- Assessing and providing advice to Council and relevant Council committees on:
 - a. key strategic issues affecting the District and Council;
 - b. community engagement and consultation processes in relation to Council policies and strategies; and
 - c. resource allocation and prioritisation decisions.
- Developing and adopting key strategic policies and strategies, and overseeing their implementation.
- Development and review of the Council's policy addressing matters of significance and engagement.
- Initial consideration of proposals that come under the Council's policy addressing matters of significance and engagement.
- Liaison with and monitoring of Christchurch & Canterbury Tourism.
- Review of plans, policies, and legislative changes of central government or other external agencies that may affect or impact on the areas of responsibility for this Committee, and lodgement of responses/submissions as necessary.
- Advocating Council's position on particular policy issues to other organisations, as appropriate.
- Work with other committees of Council in preparing and implementing areas of collaborative work as relevant.
- The establishment of subcommittees or working parties as appropriate within the terms of reference / scope of the Committee.

² This will include guidance to the Finance Committee on strategic matters such as priorities and high-level outcomes during the development of the LTP and Annual Plan.

2. Planning and Regulatory Committee

The purpose of this Committee is to govern all planning and regulatory functions of the Council. This includes the development of bylaws and all resource management, health, sale and supply of alcohol, civil defence/emergency management, parking, legal disputes, animal control, and building functions.

Terms of Reference:

- To develop and approve Council's regulatory policies, and review as appropriate and necessary.
- To develop district bylaws and recommend them for Council approval, and review as appropriate and necessary.
- To consider any reports relating to any regulatory functions of the Council.
- To consider reports relating to any environmental monitoring.
- To ensure that Council meets all compliance requirements relating to its regulatory responsibilities.
- To oversee and monitor the South Canterbury Rural Fire District Committee.

The scope of this Committee includes:

- Resource Management Act administration.
- Statutory administration of the District Plan.
- To initiate and progress any change to or review of the District Plan under the Resource Management Act.
- Review of changes to central government policy or laws affecting Council's regulatory and policy functions; review of regulatory or planning documents and policies of external agencies (including Regional Policy Statements and Plans), and lodgement of responses/submissions as necessary.
- Regulatory policy and administration of regulatory functions (e.g. Gambling Class 4 Venue Policy, Local Alcohol Policy).
- Building control.
- Environmental health.
- Civil Defence Emergency Management planning and operations.
- Environmental policies and programmes.
- Animal control.
- Parking control.
- Hearing and determining public hearings under the Dog Control Act and hearings related to road stoppages by the process of using accredited Councillors.
- To appoint Hearings Panels and/or Commissioners as appropriate/required.
- To further delegate the ability to appoint Hearing Commissioners or a Hearings panel to hear and decide notified or limited notified resource consent applications (for example to the Chair of the Committee & the Mayor).
- Approval of the SOI and budgets of the South Canterbury Rural Fire District Committee.
- The establishment of subcommittees or working parties as appropriate within the terms of reference / scope of the Committee.

3. Assets and Services Committee

This Committee will have responsibilities for all Council-owned infrastructure, assets, operations and services. The purpose of the Committee is to ensure that Council services are delivered in an efficient and effective manner that meets the needs of its communities, and that Council protects its investment in infrastructural assets in accordance with accepted professional standards.

Terms of Reference:

- Monitoring progress and completion of capital, operations and services projects.
- Overseeing capital works contracts.
- Overseeing the development of, and approving Asset Management Plans and other operational or activity plans (e.g. Waste Management Plan, reserves plans).
- Development and approval of the three-yearly bid to NZTA for Rooding financial assistance.
- Monitoring the risks and operational performance of the infrastructural asset services delivered by Council.
- Approving the vesting and disposing of infrastructural assets as a result of subdivision or capital works being undertaken.
- Ensuring that project management including procurement processes is appropriately undertaken and consistent with the Council's agreed processes.
- Approval of the Council's procurement plan.
- Review of plans, policies, and legislative changes of central government or other external agencies which may affect or impact on Council assets or the provision of services, and lodgement of responses/submissions as necessary.
- Consideration of any proposal for the taking or designation of land for any purpose, for approval by Council.
- Receive reports and consider and decide recommendations from Community Boards on matters within the scope of the Committee, including the approval of any additional or unbudgeted expenditure sought by Community Boards.

The scope of this Committee includes:

- Transportation & roading
- Water supplies
- Sewerage and wastewater treatment
- Stormwater collection and management
- Public toilets
- Solid & hazardous waste management
- Active recreation (including indoor recreation and sports facilities)
- Public open space and reserves management, landscaping
- Library services
- Community development, including development and implementation of social policies and other local public services
- Civic awards and Mayoral Certificates of Recognition
- Administration of Council's grants programmes
- Cemeteries and burials
- Community halls
- Pensioner housing
- The establishment of subcommittees or working parties as appropriate within the terms of reference / scope of the Committee.

4. Finance Committee

The purpose of this Committee is to govern the financial and corporate business of the Council. This Committee will be responsible for the monitoring of the Council's financial position, ensuring the complete reporting of all financial and non-financial information and performance measures against the Annual Plan and LTP, and the development of policy relating to corporate processes.

Terms of Reference:

- Development and monitoring of the Long Term Plan, Annual Plans and Annual Reports.
- To monitor and report the overall financial performance of the Council and its achievement of LTP objectives.
- To monitor the overall performance of Council organisations, including Council-controlled organisations (CCOs), but not including Tourism and Economic Development or the South Canterbury Rural Fire District Committee.
- To develop policy relating to published financial statements and accounting standards of the Council.
- To monitor all funding and rating matters and develop related policy.
- To monitor all Council's property and commercial operations/investments and develop related policy.
- Development and monitoring of financial policies and overall financial performance, including expenditure, contract compliance and negotiations relating to the purpose and scope of the Committee.
- To review annual financial statements prior to Council adoption and ensure disclosures are in accordance with statutory requirements and consistent with best practice.
- To exercise governance over the internal corporate activities of Council.
- Review of plans, policies, and legislative changes of central government or other external agencies that may affect or impact on the areas of responsibility for this Committee, and lodgement of responses/submissions as necessary.

The scope of this Committee includes:

- Approving the Council's fees and charges.
- The disposal of Council property and the acquisition of property.
- Preparing the Annual Report and carryovers.
- Receiving reports from the Audit and Risk subcommittee, considering and actioning as appropriate any recommendations of that subcommittee, and monitoring and making decisions on audit and risk matters.
- Receiving reports from the Tekapo Property Group subcommittee, and considering and actioning as appropriate any recommendations of that subcommittee.
- Managing investments, accounting, and loans
- Review and approval of Statements of Intent and Business Plans of CCOs and other Council organisations
- Deciding any applications for remissions of rates or rates penalties.
- Monitoring/maintaining an overview of unbudgeted expenditure authorised by other Committees of Council, and seeking information as necessary/appropriate.
- The establishment of subcommittees or working parties as appropriate within the terms of reference / scope of the Committee.

- The appointment and removal of members of the Audit and Risk subcommittee and the Tekapo Property Group subcommittee, subject to the terms of membership set for those subcommittees by Council.

Subcommittees of the Finance Committee

4.1 Audit and Risk Subcommittee

The purpose of the Audit and Risk subcommittee is to provide governance and oversight of the effectiveness of risk management and internal control systems, including internal audit and external audit relationships. It is a subcommittee of the Finance Committee, a standing Committee of Council, and reports to that Committee.

Terms of Reference:

- Monitor the Council's external and internal audit process.
- Consider and make recommendations to the Finance Committee on:
 - a. The robustness of the internal control framework and financial management practices;
 - b. The integrity and appropriateness of internal and external reporting and accountability;
 - c. arrangements;
 - d. The robustness of risk management systems, processes and practices;
 - e. The independence and adequacy of external audit functions;
 - f. All financial reporting obligations;
 - g. Compliance with applicable laws, regulations, standard and best practice guidelines;
 - h. The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.
- Discuss, with the external auditor, matters affecting the annual financial and non-financial statements and the annual audit.
- Monitor existing corporate policies and recommend new corporate policies to prohibit unethical, questionable or illegal activities.
- Provide a communication link between management, internal auditors/external auditors and Council.
- Support measures to improve management performance and internal controls.
- Ensure the quality of internal and external reports of financial and non-financial information.

Scope:

- Recommend the approval of the annual external audit proposal.
- Liaison with Council's external auditor:
 - a. at the start of each audit, confirm the terms of engagement with the external auditor including the nature and scope of the audit, timetable and fees;
 - b. approve the external audit engagement letter and letter of undertaking and any additional services to be provided by the external auditor;
 - c. receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within;
 - d. conduct a members only session (ie without any management present) with external audit to discuss any matters that the auditors wish to bring to the Subcommittee's attention and/or any issues of independence.
- Internal Control Framework:
 - a. review whether management's approach to maintaining an effective internal control framework is sound and effective;

- b. review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour;
 - c. review whether there are appropriate systems, processes and controls in place to prevent, detect and effectively investigate fraud;
- External Reporting and Accountability:
 - a. agree the appropriateness of the Council's existing accounting policies and principles and any proposed change;
 - b. enquire of external auditors for any information that affects the quality and clarity of the Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the above;
 - c. satisfy itself that the financial statements and statements of service performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (ie letters of representation), and recommend to the Finance Committee the signing of the financial statements by the Chief Executive/Mayor and adoption of the Annual report.
- Oversee the Council's systems, processes, and practices for risk management:
 - a. review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks;
 - b. consider whether appropriate action is being taken by Management to mitigate Council's significant risks.
- Every 12 months, review the performance of the Committee, including review of its Terms of Reference.
- Review insurance arrangements annually.
- Monitor insurance claims.
- Review all audit reports of Council activities, including (but not limited to) building control authority audit reports, National Rural Fire Authority audit reports, Long Term Plan audit, and any other external audits.

Delegations

The subcommittee has all powers necessary to effectively carry out its terms of reference and scope, but it does not have decision-making powers and may only make recommendations to Council's Finance Committee. It has no financial delegations.

Membership

The Audit and Risk Management Subcommittee will be made up of not less than three Councillors, one of whom shall be the Chairperson of the Finance Committee. The Finance Committee can appoint and remove additional members as it considers appropriate.

Quorum

2

Chair

The Chair will be elected by the subcommittee.

Meetings

The Audit and Risk Management Subcommittee will meet on a quarterly basis or as required.

4.2 Tekapo Property Group

This purpose of the Tekapo Property Group is to progress the development of the lakefront land commonly known as VC1 and VC2 land that will allow Tekapo township to grow and develop. It is a subcommittee of the Finance Committee, a standing Committee of Council.

Terms of reference

The subcommittee shall action or undertake the following:

- a) Develop appropriate plans, concepts and prepare the appropriate design and planning work necessary for a high quality development of the VC1 and VC2 land.
- b) Undertake the necessary consultation with interested parties of the VC1 and VC2 land and endeavour to achieve the aims of all parties by conciliation and negotiation. This consultation will include situations where the decision required to be made by the Tekapo Property Group may not provide a financial return but will demonstrate a strong corporate citizen ethic.
- c) Seek appropriate legal and professional advice.
- d) Ensure all statutory requirements are met as well as ensuring all ethical and moral issues that arise are dealt with in a professional and transparent manner.
- e) Establish the pricing for the sale of land, maximising Council's returns as far as practicable.

Delegations

The subcommittee has all powers necessary to effectively carry out its terms of reference and scope, including the following delegations:

- a) The authority to commit the Council to defined contract items to the value of \$10,000 (Ten Thousand Dollars + GST) without the need to consult with the Finance Committee.
- b) Negotiate to the stage where agreement can be signed. The Finance Committee retains final signing rights of any contracts for sale.

Despite the above, the subcommittee must obtain approval from the Finance Committee for the following:

- a) All contracts over the value of \$10,000.
- b) All opportunities relating to the leasing of land or improvements with tenants of the VC1 and VC2.

Reporting

The Tekapo Property Group is required to report to the Finance Committee on a quarterly basis but more frequently where delegation authorities are proposed to be exceeded.

Member Remuneration

All members of the Subcommittee will be eligible for mileage claims as paid to Council elected members.

Membership

The Subcommittee will be made up of not less than two Councillors, one of whom shall be the Chairperson of the Finance Committee; the Chief Executive Officer, the Manager Finance and Administration, and other appointments as decided by the Finance Committee.

Chair

The Chair will be elected by the subcommittee.

Finances

By the 28th February in any year the Tekapo Property Group will outline its projected expenditure and revenues for the coming 12 month budget period ending 30 June for the Council. Funding will be allocated as per the budget process and will be ratified by the Council adoption of the budget.

Meetings

- a) The Tekapo Property Group should hold such meetings at such times at places as it shall from time to time appoint. The rules regulated in the proceedings of the Subcommittee should be those set out in NZS 9202: 2003, “Model Standing Orders for Meetings of Territorial Authorities, Regional Councils and Community Boards” as adopted by the Council.
- b) Councillors who are not members of the subcommittee are entitled to attend all meetings, but do not have speaking or voting rights. The Chairman may allow Councillors to speak by invitation.
- c) Tekapo Property Group agendas will normally be issued as Public Excluded due to the commercially sensitive information contained within them.

ATTACHMENT B – Section 41A Local Government Act 2002

41A Role and powers of mayors

- (1) The role of a mayor is to provide leadership to—
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.

- (2) Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.

- (3) For the purposes of subsections (1) and (2), a mayor has the following powers:
 - (a) to appoint the deputy mayor:
 - (b) to establish committees of the territorial authority:
 - (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—
 - (i) may make the appointment before the other members of the committee are determined; and
 - (ii) may appoint himself or herself.

- (4) However, nothing in subsection (3) limits or prevents a territorial authority from—
 - (a) removing, in accordance with [clause 18](#) of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or
 - (b) discharging or reconstituting, in accordance with [clause 30](#) of Schedule 7, a committee established by the mayor under subsection (3)(b); or
 - (c) appointing, in accordance with [clause 30](#) of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or
 - (d) discharging, in accordance with [clause 31](#) of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).

- (5) A mayor is a member of each committee of a territorial authority.

- (6) To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3).

- (7) To avoid doubt,—
 - (a) [clause 17\(1\)](#) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power in subsection (3)(a):
 - (b) [clauses 25](#) and [26\(3\)](#) of Schedule 7 do not apply to the appointment of the chairperson of a committee of a territorial authority established under subsection (3)(b) unless the mayor of the territorial authority declines to exercise the power in subsection (3)(c) in respect of that committee.

MACKENZIE DISTRICT COUNCIL**REPORT TO:** MACKENZIE DISTRICT COUNCIL**FOR THE MEETING OF:** 26 NOVEMBER 2013**SUBJECT:** COUNCIL AND COMMITTEE MEETING SCHEDULE FOR 2014**PREPARED BY:** WAYNE BARNETT, CHIEF EXECUTIVE OFFICER**REF:** PAD 4**NOT PUBLIC EXCLUDED****Purpose of Report**

To advise Council of the schedule of meetings for the Mackenzie District Council and Council Committees for 2014.

Recommendations

1. That the report be received.
2. That the attached schedule of meetings be noted.

SCHEDULE OF MACKENZIE DISTRICT COUNCIL AND COUNCIL COMMITTEE MEETINGS FOR 2014

(Mackenzie District Council, Asset and Services Committee, Finance Committee, Planning and Regulation Committee and Strategy and Policy Committee)

Mackenzie District Council

Tuesday 18 February
 Tuesday 1 April
 Tuesday 13 May
 Tuesday 24 June
 Tuesday 5 August
 Tuesday 16 September
 Tuesday 28 October
 Tuesday 9 December

Asset and Services Committee

Tuesday 4 February	<i>Thursday 6 February – Reserve Day</i>
Tuesday 18 March	<i>Thursday 20 February - Reserve Day</i>
Tuesday 29 April	<i>Thursday 1 May – Reserve Day</i>
Tuesday 10 June	<i>Thursday 12 June – Reserve Day</i>
Tuesday 22 July	<i>Thursday 24 July – Reserve Day</i>
Tuesday 2 September	<i>Thursday 4 September – Reserve Day</i>
Tuesday 14 October	<i>Thursday 16 October – Reserve Day</i>
Tuesday 25 November	<i>Thursday 27 November – Reserve Day</i>

Finance Committee

Tuesday 4 February	<i>Thursday 6 February – Reserve Day</i>
Tuesday 18 March	<i>Thursday 20 February - Reserve Day</i>
Tuesday 29 April	<i>Thursday 1 May – Reserve Day</i>
Tuesday 10 June	<i>Thursday 12 June – Reserve Day</i>
Tuesday 22 July	<i>Thursday 24 July – Reserve Day</i>
Tuesday 2 September	<i>Thursday 4 September – Reserve Day</i>
Tuesday 14 October	<i>Thursday 16 October – Reserve Day</i>
Tuesday 25 November	<i>Thursday 27 November – Reserve Day</i>

Planning and Regulation Committee

Tuesday 4 February	<i>Thursday 6 February – Reserve Day</i>
Tuesday 18 March	<i>Thursday 20 February - Reserve Day</i>
Tuesday 29 April	<i>Thursday 1 May – Reserve Day</i>
Tuesday 10 June	<i>Thursday 12 June – Reserve Day</i>
Tuesday 22 July	<i>Thursday 24 July – Reserve Day</i>
Tuesday 2 September	<i>Thursday 4 September – Reserve Day</i>
Tuesday 14 October	<i>Thursday 16 October – Reserve Day</i>
Tuesday 25 November	<i>Thursday 27 November – Reserve Day</i>

Strategy and Policy Committee

Tuesday 4 February	<i>Thursday 6 February – Reserve Day</i>
Tuesday 29 April	<i>Thursday 1 May – Reserve Day</i>
Tuesday 22 July	<i>Thursday 24 July – Reserve Day</i>
Tuesday 14 October	<i>Thursday 16 October – Reserve Day</i>

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
TWIZEL, TEKAPO AND FAIRLIE COMMUNITY BOARDS

SUBJECT: LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968 –
REGISTER OF MEMBERS' INTERESTS

FROM: CHIEF EXECUTIVE OFFICER

MEETING DATE: 18 NOVEMBER 2013

REF: STA 9/1

PURPOSE OF REPORT:

To provide information about the *Local Authorities (Members' Interests) Act 1968* and in particular about good practice regarding compliance with the Act.

RECOMMENDATION:

1. That the report be received.
2. That Council develops a policy regarding the declaration of elected members business interests and spouse/partner declared business interests for inclusion in a Mackenzie District Council Register of Members' Interests.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENT:

None

BACKGROUND:

The *Local Authorities (Members' Interests) Act 1968* provides rules about members discussing or voting on matters in which they have a pecuniary (financial) interest and about contracts between members and the Council.

This Act stipulates that any member who has "...directly or indirectly any pecuniary interest other than an interest in common with the public" in any matter being dealt with by the Council shall not vote on the matter or take part in its discussion.

Instances where a member is deemed to have a pecuniary interest are set out in Section 6. In particular, the interest of a spouse is deemed to be the interest of the member for the purposes of the Act.

Section 6 also identifies situations that are deemed not to create a pecuniary interest.

Section 3 of the Act limits the extent to which a member may act as a contractor [or subcontractor] to the Council. Any member who earns more than \$25,000 in a year from Contracts with the Council is automatically disqualified from office unless Audit Office approval to the excess is obtained.

Audit approval is likely for specific contracts if:

- The contract was put out to public tender and the member submitted the best price; and
- Approval is sought (and obtained) before the contract is entered into

Audit approval may be less likely if not sought until after the disqualifying contract has been entered into.

Attached is guidance about the law on conflicts of interest in the form of Frequently Asked Questions.

GOOD PRACTICE:

When making decisions elected members must be aware of the 'perception of bias'. If there is any suggestion that an elected member might not have an open mind when approaching a decision, he or she should declare their interest to the Chief Executive Officer and Mayor/Chairman and be prepared to stand back from the decision making process.

The 'rule of bias' says that 'no one may be judge of their own cause'. In their advice on the Members' Interests Act the Office of the Auditor General noted that this rule exists to ensure that people who exercise power from positions of authority carry out their duties free from bias.

Local authorities are encouraged to establish a register of members' interests to facilitate compliance with the Act and to update it regularly.

Staff with delegated authority to approve purchases should be aware of the existence and content of the register of business interests so that they can recognise situations where contracts should not be entered into without seeking prior approval from the Office of the Auditor General.

Conflict Of Interest Register of Members Interests

Name	Last Update	Councillor Declared Business Interest	Spouse/Partner Declared Business Interests
Ray Ahipene-Mercer	14/10/09	<ul style="list-style-type: none"> • WWL (Director) • Toi Whakaari (Board Member) 	<ul style="list-style-type: none"> • Nil
Ngaire Best	16/03/10	<ul style="list-style-type: none"> • 4a Rewa Terrace, Tawa (Owner) • Tawa Progressive Ratepayers Association (Member) 	<ul style="list-style-type: none"> • 4a Rewa Terrace, Tawa (Owner)
Stephanie Cook	13/10/09	<ul style="list-style-type: none"> • St James Theatre Trust (Trustee) 	<ul style="list-style-type: none"> • Nil
Jo Coughlan	02/11/09	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Nil
Andy Foster	19/11/09	<ul style="list-style-type: none"> • Capacity Infrastructure Services (Director) • Karori Sanctuary Trust (Guardian) 	<ul style="list-style-type: none"> • Nil
Leonie Gill	15/10/09	<ul style="list-style-type: none"> • Show Off Fancy Dress Hire Business (Owned by brother in law) 	<ul style="list-style-type: none"> • Nil
Rob Goulden	13/10/09	<ul style="list-style-type: none"> • Local Sports Clubs and Social Clubs (Member) • Oriental Rongotai Football Club (Member) • RSA (Member) 	

Conflict Of Interest Register of Members Interests

Name	Last Update	Councillor Declared Business Interest	Spouse/Partner Declared Business Interests
Ian McKinnon	13/10/09	<ul style="list-style-type: none"> • Victoria University of Wellington (Council Member/ Chancellor) • St Johns in the City (Member) • The Wellington Club (Member) • Herbert Gardens (186 The Terrace) (Shareholder) • Nikau Trust (Trustee) 	<ul style="list-style-type: none"> • Herbert Gardens (186 The Terrace) (Shareholder)
John Morrison		<ul style="list-style-type: none"> • Basin Reserve Trust (Trustee) • Westpac Stadium (Trustee) • Radio Network (Contractee) • ACN Telecommunications (Business Partnership) • Diligent Board Member Services (Shareholder) 	<ul style="list-style-type: none"> • ACN Telecommunications (Business Relationship)
Iona Pannett	16/03/10	<ul style="list-style-type: none"> • Private Home in Mt Victoria (Owner) 	<ul style="list-style-type: none"> • Private Home in Mt Victoria (Owner)

Conflict Of Interest Register of Members Interests

Name	Last Update	Councillor Declared Business Interest	Spouse/Partner Declared Business Interests
Bryan Pepperell	30/11/09	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Nil
Helen Ritchie	17/03/10	<ul style="list-style-type: none"> • Family Trust (Trustee) • House – Aro Valley/Brooklyn (owner) • Apartments in the CBD (owner) • Capital and Coast District Health Board (Elected Member) 	<ul style="list-style-type: none"> • NA
Celia Wade-Brown	16/03/10	<ul style="list-style-type: none"> • House 42 High Street Island Bay (Owner) • NZ Windfarms Ltd (Shareholder - minor) • Windflow Technologies Ltd (Shareholder - minor) • Certified Organics Ltd (Shareholder - minor) • Wellington Zoo (Trustee - paid) • Friends of Taputeranga Marine Reserve Trust (Trustee - voluntary) • Great Harbour Way Coalition (Steering Group Member) 	<ul style="list-style-type: none"> • House 820 Mangaterere Valley Road Carterton (Owner) • NZ Windfarms Ltd (Shareholder - minor) • Windflow Technologies Ltd (Shareholder - minor) • Certified Organics Ltd (Shareholder - minor) • Flatspur Partnership – forestry (Shareholder - minor) • Cetal Ltd (Director) • Teamtalk (Shareholder – minor)

Conflict Of Interest Register of Members Interests

Name	Last Update	Councilor Declared Business Interest	Spouse/Partner Declared Business Interests
Hayley Wain	23/11/09	<ul style="list-style-type: none"> • Flatspur Partnership – forestry (Shareholder - minor) • Cetal Ltd (Director) • Teamtalk (Shareholder – minor) • Island Bay & Berhampore Community Orchard Trust (Patron) • Wellington Art Club (Patron) • Living Street Aotearoa (Honorary Life Membership) • Misc club memberships 	<ul style="list-style-type: none"> • Forest & Bird (Life Member)
		<ul style="list-style-type: none"> • Wellington Museums Trust (Trustee) 	<ul style="list-style-type: none"> • Nil



CONTROLLER AND AUDITOR-GENERAL

Tumuaki o te Māori Arotake

Part 6: Frequently asked questions

Guidance for members of local authorities about the law on conflicts of interest.

6.1 This Part sets out some frequently asked questions about conflicts of interest, and the answers.

6.2 *I think I might have an interest in a matter. How do I tell if it's pecuniary or non-pecuniary?*

Ask yourself whether the matter could reasonably give rise to an expectation of a gain or loss of money for you personally (or, in the case of a deemed interest,¹ for your spouse or partner or a company).

6.3 *Are pecuniary interests treated more strictly than non-pecuniary interests?*

Generally, yes. Under the common law, a pecuniary interest of any size gives rise to an automatic disqualification – in effect, a presumption of bias. This rule is reflected in the Act, which governs pecuniary interests for members of local authorities (subject to the powers of exemption and declaration set out in paragraphs 3.23 to 3.33). On the other hand, non-pecuniary conflicts of interest involve a more discretionary judgement – you can consider all the circumstances of the situation to determine whether or not a reasonable observer would consider that a real danger of bias exists.

6.4 *Do the legal consequences of not declaring a pecuniary or non-pecuniary conflict of interest differ?*

Yes. A breach of section 6 of the Act – which relates to a pecuniary interest – can result in you being prosecuted for an offence. If convicted, you will be deemed to have vacated office (that is, you will no longer be a member of the authority).

Failing to declare a non-pecuniary conflict of interest is not an offence. But it could result in legal proceedings that challenge the validity of the authority's decision. Those proceedings would not directly affect you personally, but you could face condemnation from your colleagues and the public if your actions resulted in the authority's decision being overturned by the courts.

6.5 *Can the common law rule about bias apply to pecuniary interests too?*

Yes. Pecuniary interests of members of local authorities are mainly governed by the Act. But the common law rule about bias could also be used to overturn a local authority's decision on the ground of a member's pecuniary interest.

6.6

Can anything else happen to me if I don't follow the rules?

Your actions might constitute a breach of the authority's code of conduct.² The authority might also take some form of action against you; for example, a censure motion or removing you from a council committee.

For members of city councils, district councils, and regional councils, your actions could also result in personal financial liability under section 46 of the Local Government Act 2002. This might arise if your conduct contributed to the local authority incurring a loss.

6.7

Can the local authority or chairperson order me not to participate on the ground of a conflict of interest?

No. The decision about whether to participate is yours (although the authority might be able to resolve to remove you from a committee considering the matter). You should carefully consider any advice offered to you by senior members, the chief executive, or other staff. You should also consider seeking your own legal advice.

6.8

The authority has resolved that I do not have a pecuniary interest in a particular matter. Does this mean that I can participate?

No. A resolution of an authority that you do not have a pecuniary interest in a particular matter is not an authoritative statement of the law. If, in fact, you do have a pecuniary interest in the matter and you participate in discussion and voting on it, you will have committed an offence under the Act.

However, if the authority resolves that you should be able to participate, subject to our approval being obtained, we would take the resolution into account when deciding whether to grant an exemption or declaration enabling you to participate.

6.9

I'm fairly sure I have a non-pecuniary conflict of interest in a matter, but I still think it is important for me to participate. Can the Auditor-General grant me an official exemption?

No. We have no power to grant exemptions or declarations for non-pecuniary conflicts of interest. Nor can we provide you with a formal ruling about whether a legal conflict of interest exists – only the courts can determine that. You should approach a lawyer if you want definitive advice.

6.10

If I abstain from participating in a matter as a member, can I still speak to the matter as a member of the public?

The fact that you may be prohibited, as a member, from taking part in discussion on a matter in which you have a pecuniary interest does not stop you from expressing views on the matter to the meeting.

Having declared a pecuniary interest and left the formal confines of the meeting, you are entitled, as a private citizen, and consistent with the rights of any member of the public, to address comments to the meeting from that area of the room where the public is able to be present.

These actions, if taken, should be explicitly recorded in the minutes.

6.11

I belong to various clubs throughout my district, as well as being a member of the district council. Do I have a pecuniary interest in every matter that comes before the council that relates to those clubs?

Usually, no. Membership of community organisations such as sporting or cultural or charitable associations is unlikely to give rise to a pecuniary interest in matters involving those organisations because of their “not for profit” nature. However, it is possible that your membership of an organisation may entitle you to a share of the organisation’s assets if the organisation is wound up. You should check the rules of the organisations you belong to, to see whether you may have a pecuniary interest of this type.

A pecuniary interest may also arise in the case of, for example, a golf club occupying land leased from the authority when the lease rental has a significant bearing on the members’ subscription or other fees.

See paragraphs 5.30 to 5.32 for discussion of whether membership of a club might give rise to a non-pecuniary conflict of interest.

6.12

I am an employee of a company/organisation that has dealings with the authority of which I am a member. Do I have a pecuniary interest in any dealings that my company/organisation has with the authority?

The existence of an employment relationship, where you receive a fixed level of remuneration, does not, on its own, give rise to a pecuniary interest.

If there is any link between the authority’s decision and the level of remuneration paid to you as an employee of the company/organisation, then a pecuniary interest exists. For example, if you were employed by an organisation that received funding from the authority and the authority was deciding whether to stop funding that organisation, resulting in the possible loss of your job, you would have a pecuniary interest in that decision.

See paragraphs 5.33 to 5.35 for discussion of whether your employment might give rise to a non-pecuniary conflict of interest.

6.13

I’m also a member of the board of another organisation. Is it relevant to the question of conflict of interest if I’ve been appointed to that organisation specifically as a representative of the local authority?

Yes. In that situation, we think it will often be acceptable to participate in the authority’s decisions about matters concerning that organisation. However, a conflict of interest might sometimes arise. See our discussion in paragraphs 5.38 to 5.41.

1: See paragraphs 3.14 to 3.15.

2: See our 2006 publication *Local authority codes of conduct*.

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: ESTABLISHMENT OF JOINT SOUTH CANTERBURY LOCAL ALCOHOL POLICY COMMITTEE

MEETING DATE: 26 NOVEMBER 2013

REF: PAD 4

FROM: MANAGER – PLANNING AND REGULATIONS

ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To establish and appoint membership to the joint South Canterbury Local Alcohol Policy Committee pursuant to section 41A, schedule 7 clauses 30, 31 and 32 Local Government Act 2002.

STAFF RECOMMENDATIONS:

1. That the report be received; and
2. That the Council approves the establishment of the joint South Canterbury Local Alcohol Policy Committee pursuant to schedule 7 clauses 30 and 31 Local Government Act 2002; and
3. That the Council notes the appointment of the Mayor pursuant to section 41A(5) Local Government Act 2002, and approves the appointment of Graham Smith pursuant to schedule 7 clause 31 Local Government Act 2002; and
4. That pursuant to schedule 7 clause 32 Local Government Act, the Council delegates to the Committee authority to hear submissions and make recommendations to Council on the proposed Local Alcohol Policy.

NATHAN HOLE
MANAGER – PLANNING & REGULATIONS

WAYNE BARNETT
CHIEF EXECUTIVE
OFFICER

ATTACHMENTS:

No attachments.

BACKGROUND:

Since May 2013 Mackenzie, Waimate and Timaru District Councils have been developing a collaborative Local Alcohol Policy (LAP) to address alcohol related harm in their communities.

The Draft Local Alcohol Policy was approved for consultation on 26 September 2013, with the special consultation procedure occurring between 12 October and 14 November.

For the hearing of submissions to be legally robust it is important for a joint South Canterbury Local Alcohol Policy Committee to be established.

The joint committee is to have two representatives from each Council along with the delegated authority to hear submissions and make recommendations to each Council. This is so each Council can make the final decision as to the content of its Provisional Local Alcohol Policy. The Provisional Policy is the last step before adoption and public notification of the final LAP.

POLICY STATUS:

The LAP is being developed.

SIGNIFICANCE OF DECISION REQUESTED:

This is not significant decision in terms of the Council's significance policy.

CONSIDERATIONS:

The formation of a joint committee delegated to hear submissions on the proposed LAP is considered the best legal option considering three Councils are involved. The Committee is the vehicle for representatives from each Council to sit collectively to hear submissions, but NOT but decisions. The decisions on submissions still rest with Council, but with the benefit of recommendations from the joint Committee.

Council would not legally be able to go against the recommendations of the joint Committee as it would not have had the benefit of hearing the submissions. This emphasises the importance of the Council representatives on the joint Committee.

CONCLUSION:

The Mayor and Deputy Mayor have previously been appointed to the District Licensing Committee under the Sale and Supply of Liquor Act 2012. The same appointments to this joint Committee make sense.

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: REQUEST FOR GRANT

MEETING DATE: 26 NOVEMBER 2013

REF: FIN 9/6

FROM: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To consider funding request from Niamh Summers, for contribution towards ski racing trip to Japan at the end of 2013.

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Council consider this request.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

----- Original message -----

From: Niamh Summers <summern@twizel.school.nz>

Date:

To: Mackenzie District Mayor <mayor@mackenzie.govt.nz>

Subject: A letter to The Council Board.

Dear Mackenzie District Council Board

My name is Niamh Summers. I do alpine ski racing(giant slalom, slalom, and super giant). I am in the Ohau/Twizel ski racing team. I am currently a student in year 9 at Twizel Area School, I am working above my age level in most subjects. I have been ski racing for 3 and a half seasons. I race at the various ski fields around the South Island during the winter season. As our winter season only hoes from the end of May to the start of October, many ski racers travel to the Northern Hemisphere. I have been awarded a scholarship from my racing coach Simon to go to Hakuba, Japan at the end of the 2013 year. The scholarship covers accommodation, food, and coaching/training. I still need to pay for return air tickets to Tokyo, gym membership (for dry land training), lift passes, airport transfers (a train trip from Tokyo to Hakuba). Therefore, I am asking if the Council can help me with my extra expenses.

Yours sincerely Niamh Summers.

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: GENERAL ACTIVITIES REPORT
MEETING DATE: 26 NOVEMBER 2013
REF: PAD 2/3
FROM: CHIEF EXECUTIVE OFFICER

ACTIVITY REPORT

COUNCIL, COMMITTEE AND BOARD MEETINGS

6 November	Council met with Waimate Council & Ecan Commissioners in Waimate
12 November	District Tour with elected members
25 November	Fairlie Community Board
26 November	Council meeting

OTHER MEETINGS AND ACTIVITIES

1 November	Met with Dave Henshaw, Dermot O’Sullivan & Tony McCormick regarding water issues, with the Mayor. Met with Tim Hunter from CCT. Attended the opening of Trippo waterslide at Tekapo Springs with the mayor.
5 November	Met with Tom Lambie, Peter Skelton & David Caygill from Ecan in Christchurch with the mayor.
8 November	Met with Toni Morrison & the Mayor regarding possible Committee structure.
14 November	Met with Jason Gaskill from Tourism Waitaki. Attended Old Library Public Meeting
18 November	Attended the CEO Forum, Canterbury Civil Defence Emergency Management group meeting at Ecan in Christchurch.
19 November	Attended Zone 5/6 meeting in Christchurch with the mayor
20 November	Travelled to Wellington to attend the Rural Sector meeting with the Mayor
21 November	CEO meeting & Rural Sector meeting in Wellington. Attended the David Cunliffe presentation – Why Good Governance Matters in Local Government, with the Mayor.
22 November	Rural Sector Meeting continued.
25 November	Attended Branding Workshop in Queenstown by LGNZ with the Mayor

RECOMMENDATION:

1. That the report be received.

WAYNE BARNETT
 CHIEF EXECUTIVE OFFICER

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: BANCORP QUARTERLY REPORT – SEPTEMBER 2013
MEETING DATE: 26 NOVEMBER 2013
REF: FIN 9/1/9
FROM: MANAGER – FINANCE AND ADMINISTRATION
ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

The report has been tabled to inform Councillors of the performance of the Council's investment portfolio, which is managed by Bancorp Treasury Services Limited.

STAFF RECOMMENDATIONS:

1. That the report be received.

PAUL MORRIS
MANAGER – FINANCE & ADMINISTRATION

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

Appendix 1: Quarterly report from Bancorp Treasury Services to 30 September 2013.

PARTICULAR POINTS TO NOTE:

Comparison with the Benchmark

The Council's portfolio increased in value by 0.12%, whereas the benchmark portfolio increased in value by 0.40% over the quarter, therefore the Council's Portfolio underperformed compared to the benchmark.

However, if Council's term deposit of \$4.0m is incorporated into the analysis the Council's total cash investment portfolio returned 0.55% which outperformed the benchmark.

The main reason why Council's portfolio (excluding Term deposits) underperformed the benchmark index is as follows;

Council's duration of 2.90 years was longer than the benchmark portfolio of 2.37 years. During a period of rising interest rates, such as occurring in the September 2013 quarter, a shorter term duration will normally outperform a longer term duration.

Movements in the Portfolio

The portfolio stands at \$3.28 Million. The portfolio decreased by \$0.75 million over the period. Details of the purchases are as follows:

- Redeemed \$0.50million of ASB Bank (Sub Debt) matured July 2013
- Redeemed \$0.25million of Merrill Lynch September 2013.

At the end of December the weighted average running yield of Council's bond portfolio was 6.18%.

Policy Adherence

- All financial market investments comply with the counterparty exposure limits as outlined in the Treasury Policy.
- All investments are readily tradable (liquid) on the secondary market.
- The duration of MDC's portfolio at 2.90 years is within the 25% allowable fluctuation band of the benchmark portfolio's duration of 2.37 years.
- Assets category percentages are as follows (excluding the call deposit):
 - Registered Banks 69.48%
 - Local Authorities 30.52%

Financial Market Movements

There were no movements in the Official Cash rate during the period.

QUARTERLY PORTFOLIO REPORT

PREPARED FOR



For the quarter ended 30 September 2013

PREPARED BY BANCORP TREASURY SERVICES LIMITED



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • WELLINGTON • CHRISTCHURCH

PORTFOLIO REPORT

Below is a summary of the performance of Mackenzie District Council's ("MDC") Long Term Funds Portfolio ("LTFP") and the benchmark portfolio for the quarter ended 30 September 2013.

MDC's LTFP, on an open to close valuation basis with coupons received during the quarter included, increased in value by 0.12%:

MDC portfolio value at 30 June 2013	\$ 4,238,753
MDC portfolio value at 30 September 2013	\$ 3,413,828
Add coupon payments	\$ 80,180
Net – purchases/sales/maturities	\$ 750,000
Total	<u>\$ 4,244,008</u>
Percentage change in effective cash value	+0.12%

The benchmark portfolio, on an open to close valuation basis with coupons received during the quarter included, increased in value by 0.40%.

Benchmark portfolio value at 30 June 2013	\$ 9,545,077
Benchmark portfolio value at 30 September 2013	\$ 9,485,432
Add coupon payments	<u>\$ 97,350</u>
Total	<u>\$ 9,582,782</u>
Percentage change in effective cash value	+0.40%



OVERVIEW

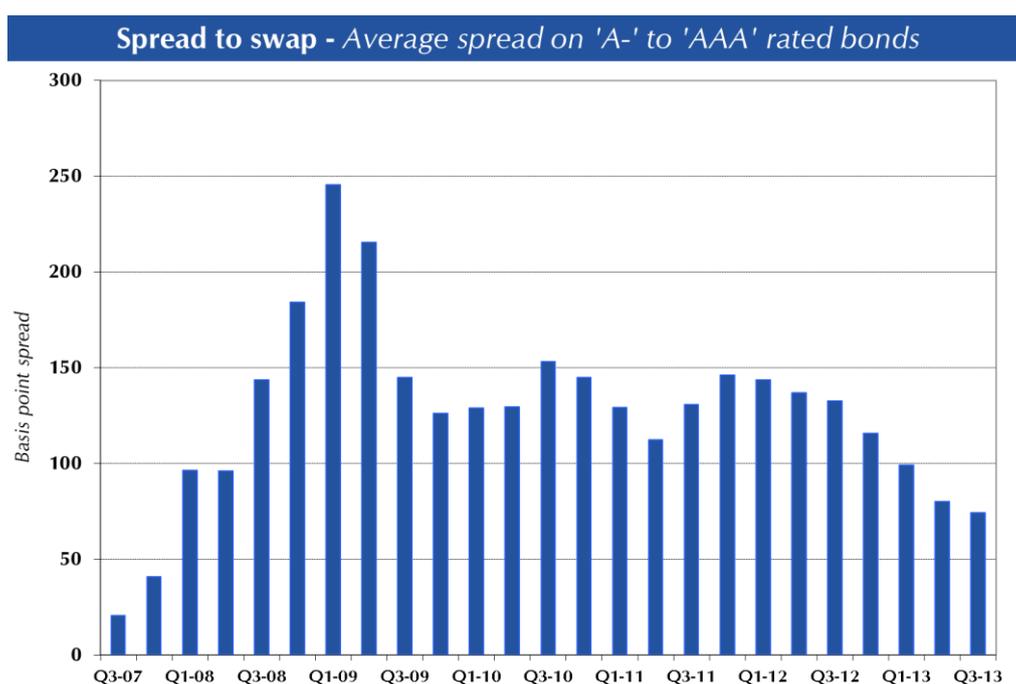
A summary of the performance of MDC's LTFP during the September 2013 quarter is as follows:

- The LTFP underperformed the benchmark index, increasing in value by 0.12% compared to the benchmark portfolio's increase of 0.40%. However when the term deposit of \$4.0 million is incorporated into the analysis, an outperformance results (see commentary next section).
- The running yield of the portfolio as at 30 September 2013 was 6.18%.
- The nominal value of the portfolio declined by \$750,000 to \$3,277,000 during the quarter. However, \$4.0 million has been invested on term deposit (see commentary next section).

	OCR	90 day	1 year swap	2 year swap	3 year swap	5 year swap	10 year swap
30 June 13	2.50%	2.65%	2.82%	3.17%	3.46%	3.88%	4.49%
30 Sept 13	2.50%	2.68%	2.92%	3.48%	3.83%	4.41%	4.87%
Change	Nil	+0.03%	+0.10%	+0.25%	+0.37%	+0.53%	+0.38%

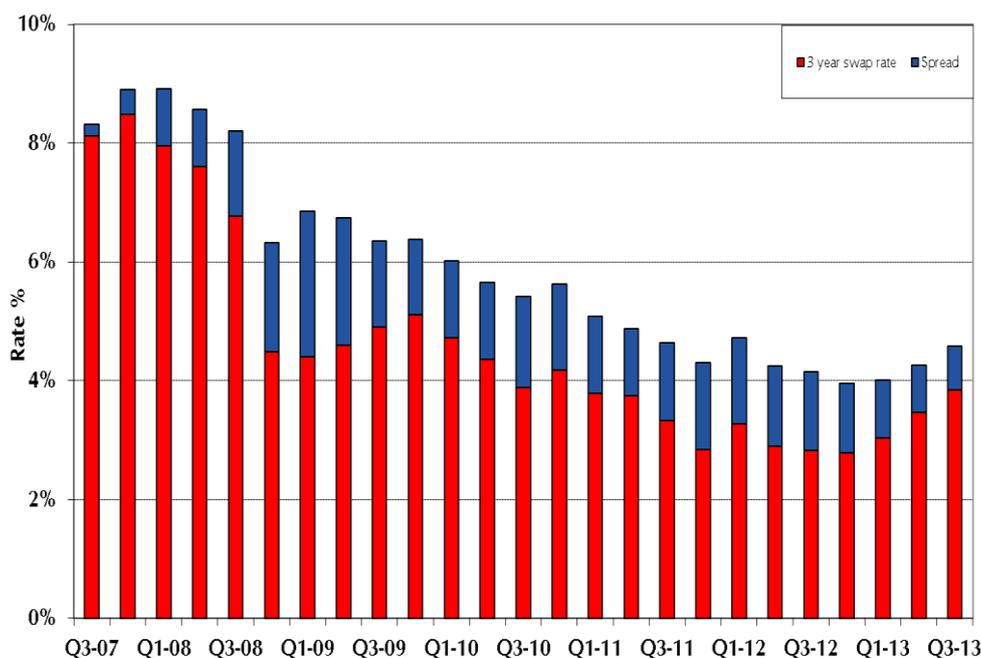
During the September quarter, swap and bond rates in New Zealand, particularly those at the medium to longer end of the yield curve continued to move higher, as the markets pre-empted a start to the unwinding of the US Federal Reserve's ("Fed") quantitative easing ("QE") programme. However rates did track lower towards the end of September when the Fed surprisingly did not announce a commencement to tapering at its September meeting. Short term rates remained anchored by the Official Cash Rate ("OCR") sitting at 2.50%. The yield curve continued to steepen with the spread between the 2 year and 10 year swap rates increasing from 132 basis points at the end of the June quarter to 144 by the end of the September quarter.

Credit spreads in New Zealand continued to decline during the quarter with the average credit spread for bonds issued in New Zealand rated between 'A-' and 'AAA' (but excluding the NZD supra-national bonds) declining from 80 basis point at the end of June to 74 basis points by the end of September.



To get a true indication of the overall movement in bond yields it is necessary to analyse the movement in both credit spreads and underlying interest rates. The chart below incorporates the credit spreads depicted in the preceding chart and the 3 year swap rate which is used because it is close to the duration of the portfolio of bonds that make up the credit spread graph. At the end of the June 2013 quarter, the all up interest rate was 4.26%, and by the end of the September 2013 quarter had increased to 4.58% despite the reduction in credit spreads.

Total of 3 year swap and credit spread on 'A-' to 'AAA' bonds



PORTFOLIO ACTIVITY

The LTFP underperformed the benchmark portfolio over the September quarter, increasing in value by 0.12% while the benchmark portfolio increased by 0.40%. The underperformance was due to the LTFP having a longer duration (2.90 years) than the benchmark portfolio (2.37 years). During a period of rising interest rates, such as occurred during the September quarter, a portfolio with a shorter duration will normally outperform a portfolio with a longer duration.

However, the comparison is somewhat illusory, as MDC has for some time, being pursuing a strategy of not investing in the bond market to avoid incurring capital losses during a time of rising interest rates. Instead, it has been investing the proceeds of both maturing bonds and additional investment funds in the term deposit market, where interest rates for relatively short term deposits are considerably higher than corresponding bond rates. Therefore, as the short dated bonds mature, the duration of the LTFP actually increases during this period of natural attrition. An alternative analysis which incorporates the \$4.0 million term deposit for 123 days maturing on 29 October 2013 at a rate of 3.99% produces a quarterly return of 0.55% for the LTFP. Correspondingly, the duration of the LTFP decreases to 1.37 years. A spreadsheet incorporating the

term deposit into the LTFP and the accompanying performance is contained on page 13 of this report and the performance graphs incorporating the term deposit are contained on pages 14 and 15 of this report.

During the quarter, there were two maturities, details as follows:

- \$500,000 ASB bank 16 July 2013 bond.
- \$250,000 Merrill Lynch 4 September 2013 bond.

As indicated earlier, the proceeds of these maturities and additional investment funds were placed on term deposit due to the higher rates available and the avoidance of capital losses which otherwise would have occurred from investing in longer dated bonds. The table below indicates that, to obtain equivalent rates on the bond market to what MDC achieved for the term deposit in late June, it would need to invest for terms of around 2¼ years. With interest rates more likely to rise than fall over the next year or so, it was decided to access the term deposit market for a shorter dated maturity.

Security	Maturity	Coupon	Rating	Yield
ASB Bank	18-11-13	5.51%	AA-	3.04%
BNZ	31-03-14	6.70%	AA-	3.12%
Auckland Council	02-10-14	6.68%	AA	3.32%
Westpac	16-03-15	4.86%	AA-	3.63%
BNZ	27-05-15	8.67%	AA-	3.76%
Tauranga CC	15-04-16	6.25%	A+	4.20%
NZ Post	15-11-16	5.22%	AA-	5.07%
ASB Bank	08-06-17	6.06%	AA-	4.83%
Transpower	30-11-18	5.14%	AA-	4.41%
BNZ	20-12-18	6.10%	AA-	5.37%
Rabobank	19-03-19	6.10%	AA	5.50%

As at 30 September 2013, MDC complied with the credit rating criteria contained in the Treasury Policy. Bancorp Treasury is classifying the ANZ Bank April 2018 bond under the Moody's Investors Service 'equivalent test' which is permissible under the Treasury Policy. Also, this bond has been upgraded by S&P to 'BBB+'.

Overall, Bancorp Treasury is satisfied with the makeup and profile of MDC's portfolio. The running yield of the LTFP, at 6.18%, still delivers considerable benefits over the interest rates available for shorter term money market investments, which themselves are trading at 'elevated' levels compared to deposit rates available in the wholesale market. The running yield has declined slightly since the end of June when it was 6.29% due to the maturities of the ASB July 2013 bond which was bought at a rate of 6.56% and the Merrill Lynch September 2013 bond which was bought at a rate of 6.21%.

GLOBAL MARKETS OVERVIEW

The US remained the centre of attention during the quarter with much debate on when the Federal Reserve ("Fed") would start to taper the bond buying programme. It was widely anticipated that the unwinding would be announced by the Fed at its September meeting. However the markets were caught off guard by the no tapering decision with, the justification being that it preferred to *"await more evidence that progress will be sustained."* The Fed noted that *"the downside risks"* have diminished but *"the tightening of financial conditions observed in recent months, if sustained, could slow the pace of improvement in the economy and labor market"*. Subsequent comments from senior Fed officials have highlighted a slowdown in the US housing market, attributed to the more than 1.00% rise in mortgage rates over the past six months, and the influence of the falling participation rate on the falling unemployment rate.

Adding to the uncertainties in the US was the all too familiar game of political brinkmanship being played between the Democrats and the Republicans, which meant Congress failed to pass a funding resolution before the 30 September fiscal year end, resulting in a temporary government shutdown on 1 October. Markets were also focusing on the US debt ceiling with the USD16.74 trillion limit expected to be reached by mid October. If no agreement on raising the limit is reached, the US government would be in default of its obligations, a frightening prospect to consider.

Anticipation of a Fed tapering announcement and an easing of the Syrian chemical war threat caused the yield on US 10 year Treasuries to briefly rise to a peak of 3.00% in early September, a two year high. Such was the shock of the Fed no tapering announcement that the yield on US 10 year Treasuries subsequently fell sharply, ending the month at 2.61%.

The European Central Bank ("ECB") held its cash rate at 0.50% at its September meeting but admitted to discussing a rate cut. Although the ECB gave an 'improved' growth outlook for this year (-0.4% from -0.6% forecast in June), ECB President Mario Draghi said that the recovery is still in its nascent stages, that he was *"not enthusiastic"* about the return to growth and that official interest rates will remain at current levels *"for an extended period of time"*. The German elections in late September saw Angela Merkel return to power but without a majority, meaning her party depends on coalition partners to govern. This could reduce the German government's resolve to impose fiscal discipline on the weaker, debt-laden Eurozone nations.

Chinese data in September confirmed that the world's second largest economy has arrested the slowdown in its pace of growth and is on track to meet official targets for GDP growth of 7.5% in calendar 2013. Industrial production in August was up 10.4% over the year, from 9.7% in July. Similarly, retail sales were up 13.4% over the August year, from 13.2% in July.



NEW ZEALAND MARKET OVERVIEW

In the September quarter, the New Zealand economy continued to outperform many other nations around the world. June quarter GDP growth of 0.2% (annual increase 2.5%), was better than expected with some economists having warned of a drought-affected negative reading. Additionally, the previous two quarters' GDP readings were revised up. However, with the drought over and agricultural production up, the economy is set to see a stronger second half of the year. Retail sales increased by 1.7% over the quarter, assisted by the 'wealth effect' of the strong housing market where prices continued to increase, rising by 8.4% in the September year. Inflation though remains well contained, increasing by just 0.2% in the June quarter and 0.7% for the year.

In its September *Monetary Policy Statement* ("MPS"), the Reserve Bank of New Zealand ("RBNZ") noted that, *"the economy continues to expand at a solid pace"* and *"demand will be boosted by further reconstruction in Canterbury, high export commodity prices, momentum in the housing market and low interest rates."* The RBNZ reiterated its concerns about the threat to domestic inflation from the Auckland housing market and the Christchurch rebuild.

The RBNZ surprised many by significantly lifting its projected interest rate track in the MPS. The projected track for the 90 day rate was lifted by up to 0.50% relative to the June MPS, despite the inflation benefit from the Loan to Value ("LVR") restrictions effective from 1 October which the RBNZ's modelling suggested is equivalent to a 30 basis point offset in the Official Cash Rate ("OCR"). The new track was still about 30 basis points shy of market pricing and implies that the first OCR hike will be in the first half of next year (most likely April), followed by hikes once a quarter through the balance of 2014 and 2015.

Short term interest rates remain anchored to expectations for the OCR to remain at 2.50% until 2014 whereas longer rates continued to respond to external influences, notably US and Australian interest rates. The spread between 2 year and 10 year swap rates, which ended August at 1.52%, rose again in September to a peak of 1.61% before easing to 1.39% at the end the month. These moves were influenced by lower offshore interest rates and, to a lesser extent, the RBNZ's more aggressive approach to curbing domestic inflation threats from the Auckland housing market and the Christchurch rebuild. But overall swap rates continued to increase during the quarter, the 5 year by 53 basis points and the 10 year by 38 basis points.

LOCAL AUTHORITY SECTOR

The margins at which the Local Government Funding Agency ("LGFA") issued debt increased during the September quarter as investors displayed a reluctance to aggressively bid for longer dated securities. This change of sentiment can be attributed to the rise in interest rates which results in bond holders experiencing a revaluation loss on their holdings as rates increase.

Below are the results of the latest LGFA tender held on 11 September. In total, \$115 million of bonds and FRNs were issued, with \$235 million of bids received.

- 15 April 2015 maturity - \$10 million issued at a margin of 61 basis points over swap for an unrated borrower.
- 15 December 2017 maturity - \$15 million issued at a margin of 76 basis points over swap for an unrated borrower.
- 15 March 2019 maturity - \$30 million issued at a margin of 88 basis points over swap for an unrated borrower.
- 15 May 2021 maturity - \$60 million issued at a margin of 109 basis points over swap for an unrated borrower.

In the May LGFA tender, the issue margin for the May 2021 maturity for an unrated borrower was 78 basis points over swap which produced an all up rate of 4.56%. In the September tender, the issue margin for the May 2021 bonds was 109 basis points over swap, producing an all up rate of 5.99%, reflecting both the increase in the margin and the rise in underlying interest rates.

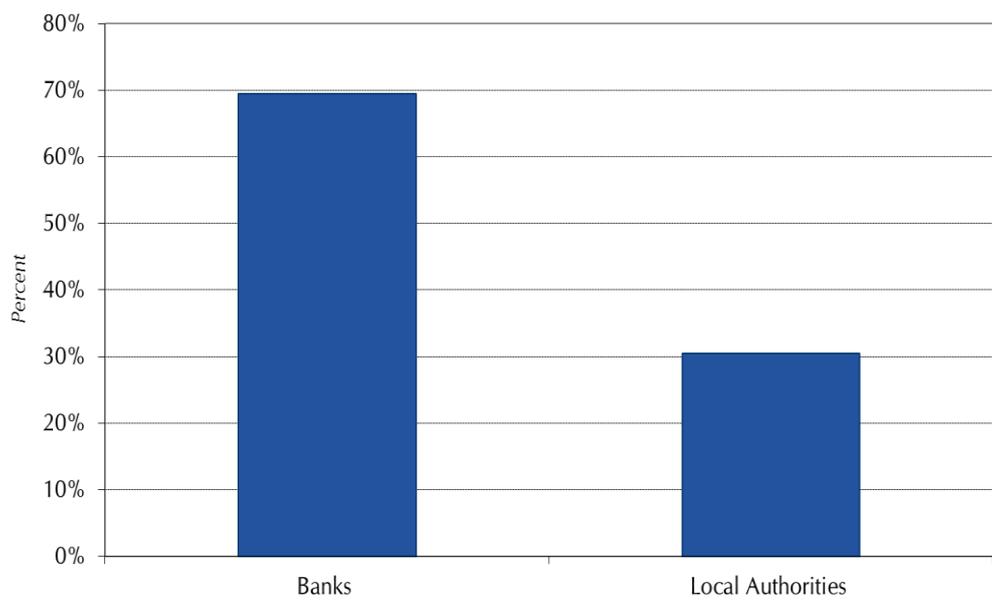
Bank lending margins for local authority bank debt consolidated during the September quarter. However, many local authorities who can access the LGFA now view bank facilities as liquidity facilities rather than core funding. In this situation, borrowers focus on getting the line fee as low as possible due to the higher level of non-utilisation.

POLICY ADHERENCE

- As at 30 September 2013, MDC was compliant with the investment parameters contained in its Treasury Policy.
- The duration of the LTFP at 2.90 years is within the 25% allowable fluctuation band of the benchmark portfolio's duration of 2.37 years.
- As far as liquidity is concerned, all of the bonds in the portfolio have been traded regularly on the secondary market during the September quarter. We are confident that the portfolio would be able to be sold at short notice if required.
- As at 30 September 2013, the asset category percentages complied with the Treasury Policy. These are as listed below and are graphically illustrated on the following page:-

-	Banks	69.48%
-	Local Authorities	30.52%

Mackenzie DC Asset Category Percentages

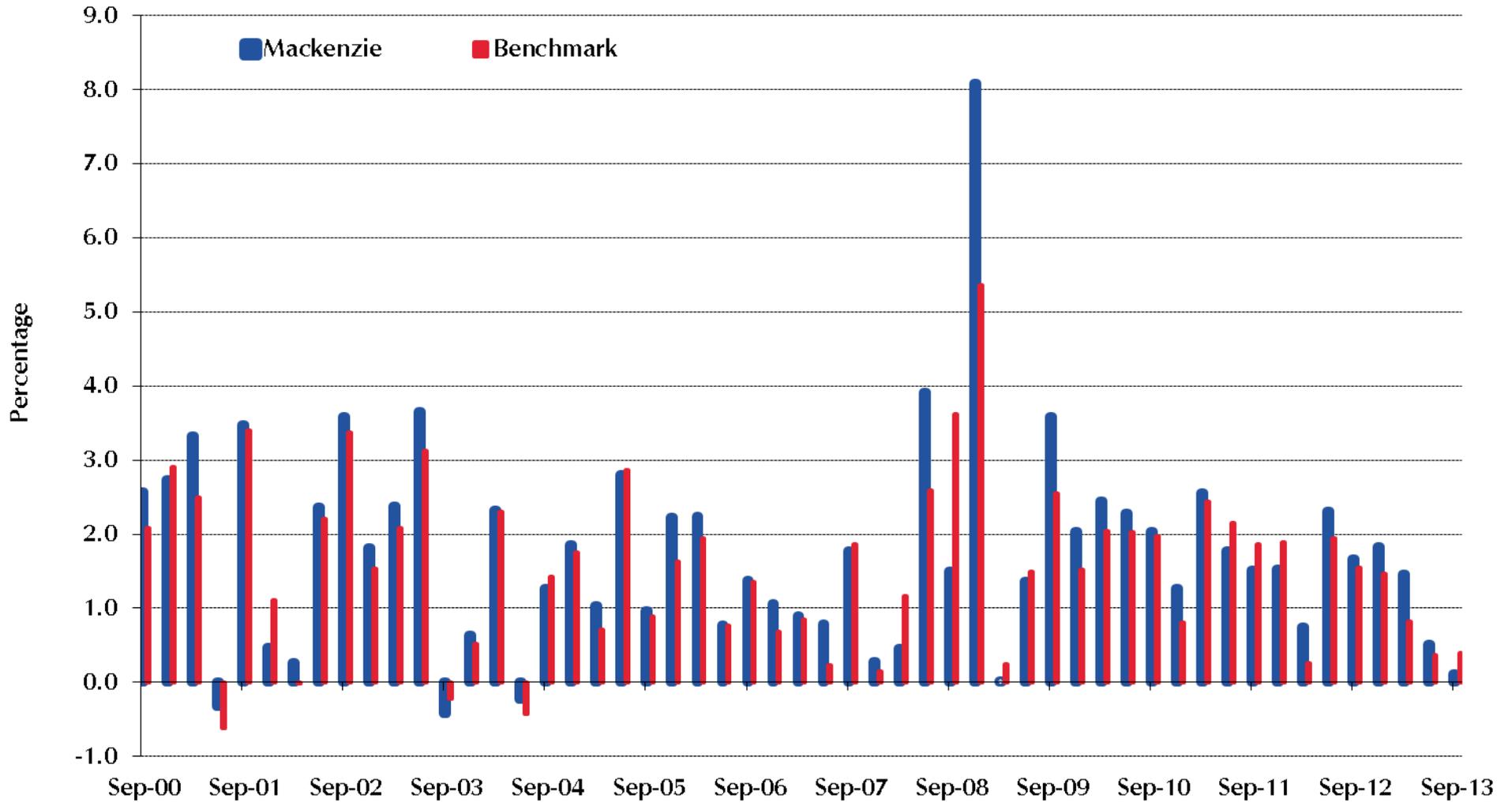


Benchmark											
Security	Issue Date	Maturity Date	Coupon	<u>30-Jun-13</u> Nominal \$	Yield	Value \$	<u>30-Sep-13</u> Nominal \$	Coupons 01/07 to 30/09 \$	Yield	Value \$	Effective cash 30/09/2013 \$
3 month Bank Bill	30-Sep-13	31-Dec-13		1,000,000	2.65	993,440	1,000,000		2.68	993,367	993,367
Fonterra	21-Apr-04	21-Apr-14	6.86	1,000,000	3.27	1,041,479	1,000,000		3.18	1,050,509	1,050,509
BNZ	21-Apr-04	27-May-15	8.67	1,000,000	3.77	1,097,330	1,000,000		3.76	1,107,792	1,107,792
ASB	20-Oct-10	20-Oct-15	6.10	1,000,000	3.95	1,058,709	1,000,000		3.98	1,068,568	1,068,568
Chch City Holdings	27-Jun-10	27-Jun-16	6.87	1,000,000	4.43	1,068,228	1,000,000		4.68	1,073,451	1,073,451
NZ Post	15-Nov-11	15-Nov-16	5.22	1,000,000	4.75	1,020,966	1,000,000		5.07	1,023,799	1,023,799
Auckland Council	20-Apr-04	29-Sep-17	6.52	1,000,000	4.38	1,098,512	1,000,000	\$32,600	4.75	1,063,933	1,096,533
ANZ/National Bank	16-Feb-11	16-Feb-18	6.85	1,000,000	4.86	1,106,900	1,000,000	\$34,250	5.15	1,074,172	1,109,111
Rabobank NZ	19-Mar-12	19-Mar-19	6.10	1,000,000	5.23	1,059,512	1,000,000	\$30,500	5.50	1,029,843	1,060,343
				<u>\$9,000,000</u>		<u>\$9,545,077</u>	<u>\$9,000,000</u>	<u>\$97,350</u>		<u>\$9,485,432</u>	<u>\$9,583,471</u>
Value as at 30/06/2013						\$9,545,077				30/09/2013	9,485,432
										Coupons	97,350
										Net Purchases/Sales	Nil
											9,582,782
										Effective change in cash	\$37,705
										% change	0.40%
										Duration-years	2.37

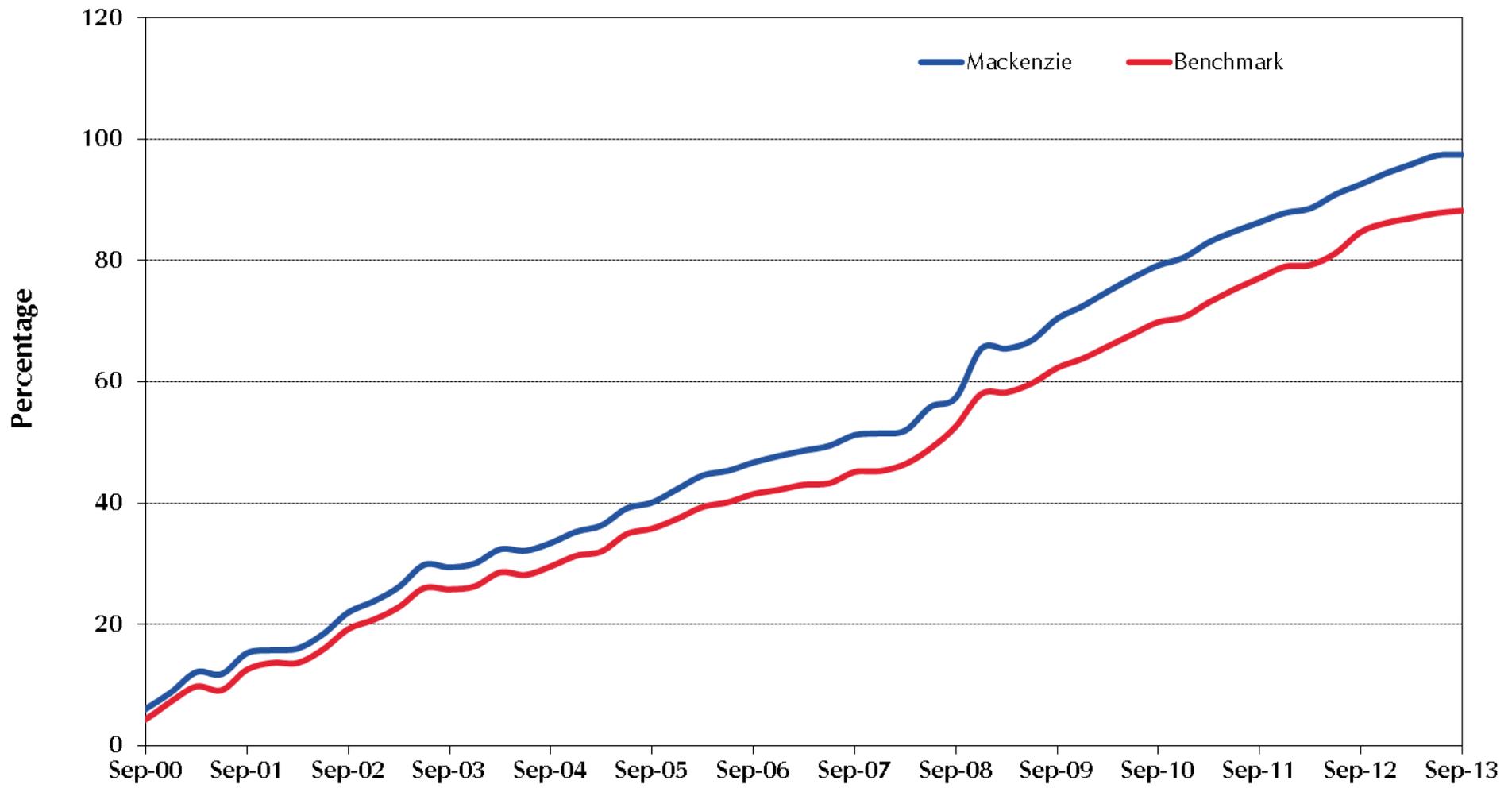


Mackenzie District Council											
Security	Issue Date	Maturity Date	Coupon	30-Jun-13		Value	30-Sep-13		Yield	Value	Effective Cash
				Nominal	Yield		Nominal	Coupons			
				\$		\$	\$	01/07 to 30/09		\$	
ASB	16-Jul-08	16-Jul-13	8.52	500,000	2.87	520,644		21,300			21,300
MERRILL LYNCH	4-Sep-05	4-Sep-13	7.16	250,000	3.50	257,344		8,950			8,950
DEUTSCHE	16-Jun-04	16-Jun-14	7.14	250,000	3.52	247,390	250,000	2,205	3.53	248,345	250,550
ROTORUA DC	25-Sep-09	25-Sep-14	6.49	500,000	3.28	527,813	500,000	16,225	3.80	513,343	529,568
BNZ	27-May-08	27-May-15	8.67	500,000	3.77	548,665	500,000		3.76	553,896	553,896
AUCKLAND COUNCIL	27-Sep-10	27-Sep-17	6.52	500,000	4.38	549,385	500,000	16,300	4.75	532,105	548,405
ANZNATIONAL	18-Apr-08	18-Apr-18	5.27	500,000	5.49	500,626	500,000		6.13	495,013	495,013
ANZNATIONAL	20-Sep-11	20-Sep-18	6.08	500,000	4.96	533,871	500,000	15,200	5.29	517,903	533,103
BNZ	20-Dec-11	20-Dec-18	6.10	527,000	5.09	553,016	527,000		5.37	553,223	553,223
				\$4,027,000		\$4,238,753	\$3,277,000	\$80,180		\$3,413,828	\$3,494,008
Value 30/06/2013						\$4,238,753				Value 30/09/2013	3,413,828
										Coupons	80,180
										Net maturities and adjustments	750,000
											4,244,008
										Effective change in cash	\$5,254
										% change	0.12%
										Duration-Years	2.90

Mackenzie DC vs Benchmark - Quarterly



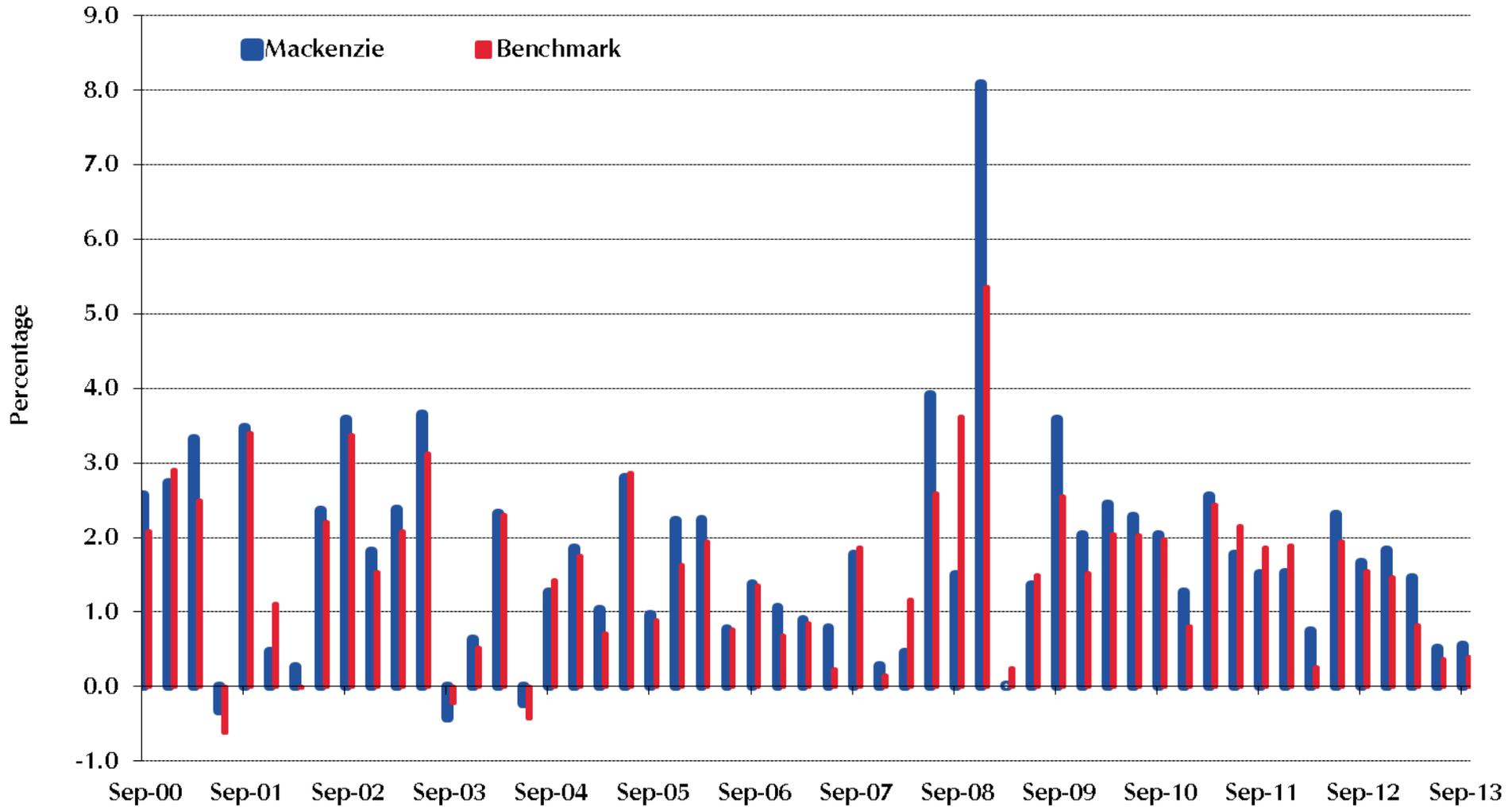
Mackenzie DC vs Benchmark - Cumulative



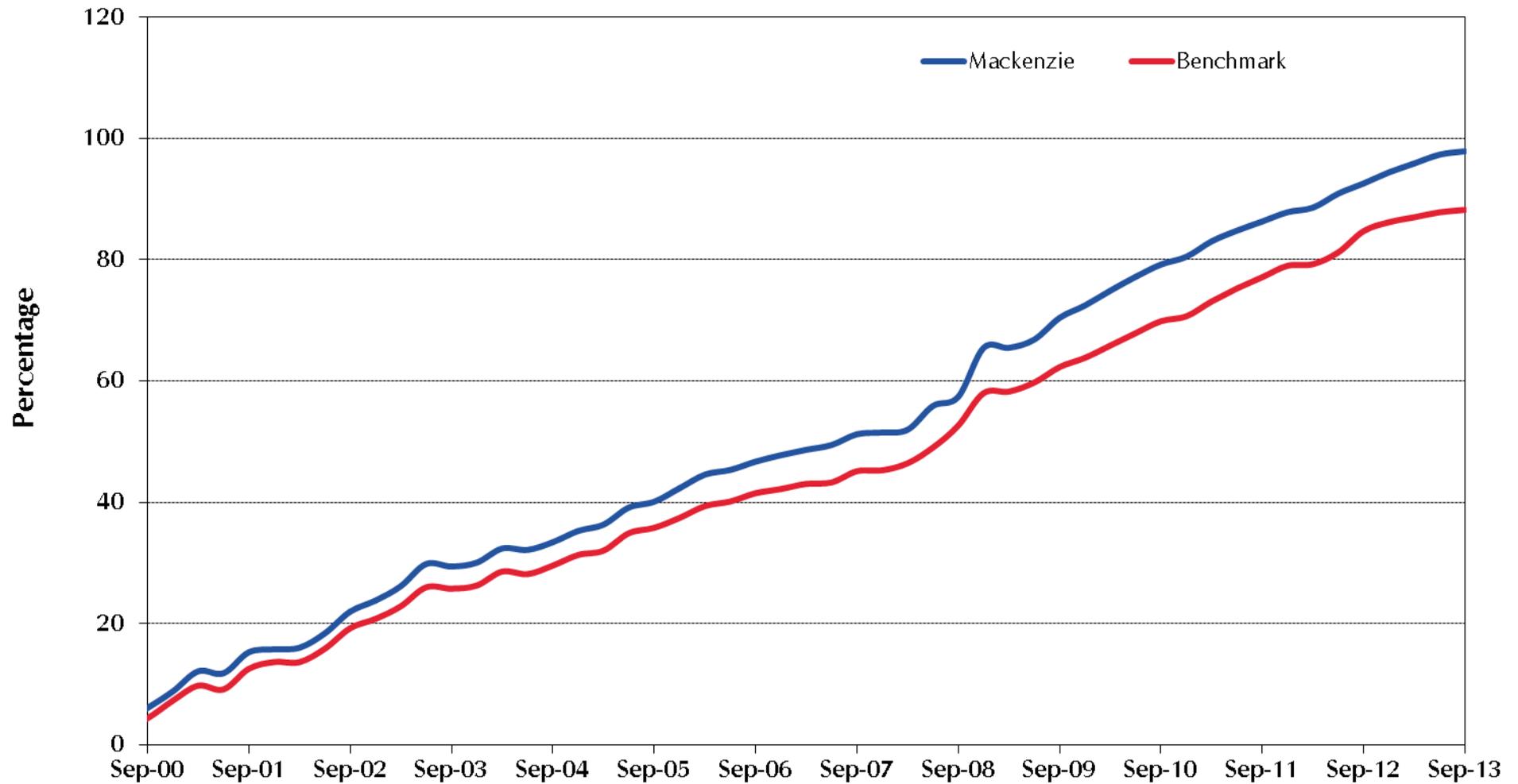
Mackenzie District Council											
Security	Issue Date	Maturity Date	Coupon	<u>30-Jun-13</u>	Yield	Value	<u>30-Sep-13</u>	Coupons	Yield	Value	Effective Cash
				Nominal			Nominal				
ASB	16-Jul-08	16-Jul-13	8.52	500,000	2.87	520,644		21,300			21,300
MERRILL LYNCH	4-Sep-05	4-Sep-13	7.16	250,000	3.50	257,344		8,950			8,950
WESTPAC	28-Jun-13	29-Oct-13	3.99	4,000,000	3.99	4,000,437	4,000,000		3.99	4,040,665	4,040,665
DEUTSCHE	16-Jun-04	16-Jun-14	7.14	250,000	3.52	247,390	250,000	2,205	3.53	248,345	250,550
ROTORUA DC	25-Sep-09	25-Sep-14	6.49	500,000	3.28	527,813	500,000	16,225	3.80	513,343	529,568
BNZ	27-May-08	27-May-15	8.67	500,000	3.77	548,665	500,000		3.76	553,896	553,896
AUCKLAND COUNCIL	27-Sep-10	27-Sep-17	6.52	500,000	4.38	549,385	500,000	16,300	4.75	532,105	548,405
ANZNATIONAL	18-Apr-08	18-Apr-18	5.27	500,000	5.49	500,626	500,000		6.13	495,013	495,013
ANZNATIONAL	20-Sep-11	20-Sep-18	6.08	500,000	4.96	533,871	500,000	15,200	5.29	517,903	533,103
BNZ	20-Dec-11	20-Dec-18	6.10	527,000	5.09	553,016	527,000		5.37	553,223	553,223
				\$8,027,000		\$8,239,190	\$7,277,000	\$80,180		\$7,454,493	\$7,534,673
Value 30/06/2013						\$8,239,190			Value 30/09/2013		7,454,493
									Coupons		80,180
									Net maturities and adjustments		750,000
											8,284,673
									Effective change in cash		\$45,482
									% change		0.55%
									Duration-Years		1.37



Mackenzie DC vs Benchmark - Quarterly with TD



Mackenzie DC vs Benchmark - Cumulative with TD



MACKENZIE DISTRICT COUNCIL**REPORT TO:** MACKENZIE DISTRICT COUNCIL**FOR THE MEETING OF:** 26 NOVEMBER 2013**SUBJECT:** SPORT SOUTH CANTERBURY ANNUAL REPORT**PREPARED BY:** GARTH NIXON, COMMUNITY FACILITIES MANAGER**ENDORSED BY:** WAYNE BARNETT, CHIEF EXECUTIVE OFFICER**REF:** PAD 7/2/17**NOT PUBLIC EXCLUDED****Purpose of Report**

Report from Sport South Canterbury

Background

Council makes an annual grant to Sport South Canterbury. Attached is their Annual Report to Council.

Financial Implications

Council has an annual budget provision for this based on an original grant in 2003 of \$4,000. This has been adjusted over time to reflect CPI adjustments and is now \$4,791.

Recommendations

1. That the report be received.

ATTACHMENTS

Appendix A: Sport South Canterbury Annual Report and Covering Letter



15 October 2013

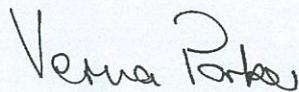
Mr. Garth Nixon
Facilities Manager
Mackenzie District Council
Main St

Dear Garth,

Attached is a report on the services we provided in the Mackenzie District during the 12 months from 1 July 2012– 30 June 2013.

Please contact me if you require any further information.

Yours faithfully



Verna Parker
South Canterbury Regional Manager
Sport Canterbury



**ANNUAL REPORT TO
MACKENZIE DISTRICT COUNCIL**

1 July 2012 – 30 June 2013

Prepared by Verna Parker
South Canterbury Regional Manager
Sport Canterbury

This report highlights the outcomes achieved during the last 12 months from 1 July 2012 to 30 June 2013 and reports against the objectives and performance measures developed for that period.

The critical success factors identified in The Sport Canterbury (SC) strategic plan below help us to achieve the outcomes identified in this report.

Our Critical Success factors are:

- 1 Grow our Leadership** – grow and support change through knowledge, innovation, relationships and collaboration.
- 2 Increase our Impact** – Making a sustainable difference through a targeted approach. We have limited resources so focus our efforts primarily on young people and specific communities.
- 3 Operational Effectiveness** – Our competencies, evaluation and funding are key to our success.

Staff Developments:

Sport Canterbury has had several key staff changes over the last 12 months.

- Alice Pilgrim was appointed as South Canterbury Green Prescription Patient Support Person for 12 hours per week to support the work of the South Canterbury Green Prescription Advisor.
- Arlene Goss was employed for a fixed term contract to coordinate the Sea 2 Sea Workplace Physical Activity Challenge in South Canterbury
- Linda Kenny has been appointed as South Canterbury Community Sport Advisor replacing Kane Newland
- Geoff Barry CEO of the Canterbury West Coast Sport Trust resigned to take up a new position in December 2012 as Community Sport Manager with Sport New Zealand in Wellington.
- Julyan Falloon Sport Canterbury General Manager was appointed as the new Canterbury West Coast Sport Trust CEO and is based in the Christchurch office. Julyan has been with the trust for a number of years and his appointment has been popular with our local staff. Julyan brings stability to the role but also some new ideas around utilising the resource we have as effectively as possible to grow participation.
- Chris Hutcheson has been appointed as the new General Manager for Sport Canterbury based in Christchurch, filling the role vacated by Julyan. Chris will be working with the South Canterbury office to support the work done in the region.

OBJECTIVE A:**DEVELOP SUSTAINABLE PARTNERSHIPS AND RELATIONSHIPS:**

1. **Databases:** Currently our databases for the Mackenzie District contain information about sports organisations (17 records), schools (7 records), activity providers (17 records) and community contacts (56 records)
- 2 **People with Disabilities:** The Sport Canterbury (SC) philosophy for people with disabilities, around inclusion in sports and physical activity over-rides all our activities and training. The trust no longer employs a Disabilities Coordinator. All requests for support for physically disabled athletes are referred to Justin Muschamp Disability Sport Coordinator with the Halberg Disability Sports Foundation.

3. **Networks to support Physical Activity (PA):**

The South Canterbury office of Sport Canterbury has worked with the following groups to support Physical Activity (PA) in the Mackenzie District in the last 12 months: Fairlie Primary Schools, Twizel GP practice, Exercise providers, Mackenzie District Workplaces; Fairlie Heartland Resource Centre, and Twizel Information Centre.

Sport Canterbury also works with many network groups in South Canterbury to enhance health and wellbeing through PA in the Mackenzie District.

➤ **WAVE (Wellness and Vitality in Education)**

Sport Canterbury is a key member of the WAVE health promotion framework that focuses on health education across early childhood, primary, secondary and tertiary settings. The requirements around these meetings have been reviewed and some have been held less frequently.

Sport Canterbury has representation on:

- Governance Steering Group: attended five meetings
 - Working Group: attended 3 meetings and made a presentation to the group on the outcomes achieved in physical activity in the rural schools settings
 - Operational group: attended 4 meetings
 - Funding allocation group: Fairlie Primary received \$700 of WAVE funding for garden building supplies.
- **Healthy Living South Canterbury:** Sport Canterbury provides communication and support of health promotion information for PA. These are delivered to Mackenzie District stakeholders. Attended 2 meetings and provided editorial for 3 HEHA newsletters
- July "Exercise in the Water"
 - Nov "Sea 2 Sea"
 - Feb " Active for Life "
 - Provided 4 promotional phone – in's to Port FM for Bikewise and Sea2 Sea
- **SCDHB Health Promotion Steering Group:** Involved in development of a SC Health Promotion Matrix, and reporting on SCDHB contracts. Attended 4 quarterly meetings
- **Bikewise Network Group:** Joint lead agency involved in planning Bikewise month to develop, promote and implement biking events in South Canterbury.
- Attended 7 meetings in 2012 / 13
 - No events were held in the Mackenzie District due to limited people resource to coordinate them.

4. **Liaison with Health and Physical Activity Providers:**

➤ **Green Prescription Partnerships (GRx):**

Partnerships developed and maintained with the following groups:

- GP's and Practice Nurses from High Country Health
 - PA providers for Pilates, Gentle Exercise, Zumba, Line Dancing, Yoga, Tai Chi & Twizel Gym.
- Personal Trainers, Spin, Ladies squash, Outdoor Bowls

➤ **Stay On Your Feet Partnerships (SOYF):**

Partnerships developed and maintained with the following groups: GP's and Practice Nurses from High Country Health & Fairlie Medical Centre, and Fairlie Gentle Exercise Group.

OBJECTIVE B:

MAINTAIN LEVELS OF PHYSICAL ACTIVITY (INCLUDING SPORT) WITHIN THE MACKENZIE DISTRICT

1 Communication:

- Visits have been made to workplaces in Fairlie, Tekapo and Twizel to promote Sea 2 Sea.
- GRx newsletters were sent to GP Practices and providers each quarter

2. 0800 Active Line:

The 0800 ACTIVE line is promoted and managed as a means of providing information to the community about physical activity and sport.

3. Support Regular Physical Activity:

- **Sea 2 Sea Physical Activity Challenge:** 2365 people from 143 workplaces registered for the challenge in October 2012. The following registrations were received from the Mackenzie District.
 - Twizel - 1 workplace (20 participants), 1 school (20 participants)
 - Albury - 1 school (11 participants)
 - Individuals one

With the 2013 Sea 2Sea Challenge currently in action, 2 workplaces, 3 schools, 1 community group and 1 patient are participating in the 2013 challenge which is a slight increase from 2012.

➤ **Jump Jam Children's Aerobics Extravaganza:**

Two teams from Fairlie Primary (22 children) and 1 team from St Jo's Fairlie (9 children), participated in the Jump Jam Extravaganza held at the Theatre Royal in Timaru

➤ **South Canterbury Sports Awards:**

- The Mackenzie District Council was a silver sponsor of the SC Sports Awards.
- Mayor Claire Barlow presented the Sports Association awards to the Young Sportsperson nominees.
- Cameron Crampton from Fairlie was nominated by SC Rowing in the Young Persons category

4 Green Prescription (GRx) and Stay On Your Feet (SOYF) Programmes

- Six GRx referrals have been received in the last twelve months.
- Two referrals have been received for the SOYF programmes.
- One SOYF volunteer has been trained to deliver home based SOYF exercise programmes in the Mackenzie District.
- The GRx coordinator visited 2 Practice Nurses at High Country Health in October 12, and made phone contact with them twice during the year
- Two visits were made by The SOYF coordinator to the Physiotherapist who provides services in Tekapo and Twizel.

OBJECTIVE C:**SUPPORT AND DEVELOP CAPABLE AND EFFECTIVE ORGANISATIONS:****1 Working Relationships with Sports:**

- Two sports, Tennis South Canterbury and Aorangi Golf, have delivered Fundamental Sports Skills Programmes in the Mackenzie District through support from the Kiwisport Regional Partnership Fund administered and facilitated by Sport Canterbury.
 - Albury School, Fairlie Primary & Lake Tekapo schools have received tennis coaching from Tennis South Canterbury for 126 students.
 - Albury and Fairlie Primary have received golf coaching from Aorangi Golf for 134 students
- Worked with the South Canterbury Hockey Board to employ an Administration Person and a Hockey Development person.

2 Support for Sport, Physical Activity & PE in primary schools:

Sport Canterbury's Young Persons Advisor has provided Sport and PE professional development opportunities to all schools in South Canterbury (including Mackenzie) over the last 12 months.

- **PALS training:** Albury, Lake Tekapo and St Josephs Fairlie, attended a Physical Activity Leaders training workshop for teachers and students to support student leadership in sport within their schools. Three teachers and 14 students attended from the area.
- **Jump Jam Training:** A Jump Jam Training workshop was held for teachers and students in preparation for the Jump Jam extravaganza. The training was attended by 1 teacher from St Josephs in Fairlie.

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON WEDNESDAY 30 OCTOBER AT 9:30 AM

PRESENT:

Claire Barlow (Mayor)
Crs Graham Smith
Murray Cox
Noel Jackson
James Leslie
Russell Armstrong

IN ATTENDANCE:

Wayne Barnett (Chief Executive Officer)
Nathan Hole (Manager – Planning and Regulations)
Paul Morris (Manager – Finance and Administration) short time
Keri-Ann Little (Committee Clerk)
Tania Hoefsloot (Accountant) short time

I APLOGIES:

Resolved that an apology be received from Cr Williams.

Graham Smith/ Murray Cox

II OPENING:

The Mayor welcomed all to the first ordinary meeting of the triennium, nice to have you here, please do not be nervous. She informed elected members that in future all reports will be taken as having been read in the agenda, Managers won't be talking through their reports but will be present at meetings to answer any questions, however if you require clarification beforehand please contact the relevant Manager first.

Standing committees will not be appointed until 26 November and the committee structure is currently being reviewed, there will be changes, once they are established and if you are appointed a chair of a committee you will be emailed a draft copy of the agenda to look over 24 hours before the agenda is distributed, if the agenda requires changing please discuss these changes with the CEO. The annual report and all related documents will be sent by post or courier in hard copy. iPads will be distributed shortly assisted with a training session; you will receive a printer with paper to print reports or agenda's etc. New members participating in the elected members training will find this very valuable including the networking relationships you will form, enjoy the next couple of days.

The Mayor stated agenda item - adoption of annual report, will be moved to the end of the meeting to accommodate Cr Williams's prior engagement allowing his input into the final adoption.

III **DECLARATIONS OF INTEREST:**

There were no declarations of interest.

IV **MAYORAL REPORT:**

This was the report of Mayoral activities since her election on the 9th of October 2013

Resolved that the report be received.

Murray Cox/ James Leslie

V **BEREAVEMENTS:**

The Mayor referred to the recent deaths of Ella Adair (Adair) Irving, Rosemary Helen Crawford and Patrick (Paddy) Michael O'Neill.

A moment of silence was observed and a motion of sympathy was passed. The Chief Executive Officer was directed to pass this on to those concerned.

VI **REPORTS REQUIRING COUNCIL DECISIONS:**

1. **MEETINGS SCHEDULE:**

This report from the Chief Executive Officer sought to confirm a schedule of Council, Committees and Community Board meetings for the balance 2013.

Resolved that the report be received.

Noel Jackson/ Graham Smith

Resolved;

1. That the following Council and Committee meeting dates for the balance of 2013 be confirmed:

- **Mackenzie District Council Ordinary Meeting**

To be held in the Council Chambers Fairlie on Tuesday 26 November 2013 starting at 9.30 am.

Reserve Day – Thursday 28 November 2013.

To be held in the Twizel Council Office, Twizel on Tuesday 10 December 2013 at 9:30am.

- **Community Boards**

Twizel – Monday 18 November 2013 at 4pm, Twizel Service Centre

Tekapo – Monday 18 November 2013 at 7:30pm, Tekapo Community Hall

Fairlie – TBC (November 2013) at 7pm, Council Chambers, Fairlie

Graham Smith/ Murray Cox

2. ROLES OF COMMUNITY BOARDS

This report from the Chief Executive Officer was accompanied by a discussion paper detailing how Council and community boards would fulfil their respective roles.

Resolved that the report be received.

Murray Cox/ Noel Jackson

The Mayor noted the need to ensure that the flow of communication between the community boards and Council was maintained.

There was some discussion as to how the community boards could ensure that consultation with their communities could be undertaken in the most effective manner. The Council noted the expectation that the community boards would consult their communities to ensure that their advocacy to Council was soundly based, in particular the need to take care to canvas the views of non-resident ratepayers, especially when they comprised a sizeable proportion of the community.

Resolved:

1. That the Council endorses the discussion document detailing how Council and community boards would fulfil their respective roles and recommends it to the Community Boards for adoption.
2. That the Council endorses the previous delegation to Community Boards as follows: *That the Fairlie, Tekapo and Twizel Community Boards be delegated the following responsibilities:*
 - *The ability to consider requests from local organisations for financial assistance in the form of grants, where budget exists for such matters and subject to no one grant exceeding \$1,000.*
 - *The ability to appoint local representatives to organisations within the community board area and other organizations where local representation is requested.*
 - *The ability to authorise, within approved budgets, board members' attendance at relevant conferences and/or training courses.*
 - *The ability to provide or withhold affected persons approval for planning applications on land adjoining Council owned land within the community board area.*
 - *The ability to approve routine changes in policy affecting locally funded facilities within the community board area.*

Murray Cox/ Russell Armstrong

3. STANDING ORDERS:

This report referred to the requirement to adopt a set of standing orders to apply to Council, committees and community boards.

Resolved that the report be received.

Graham Smith/ Murray Cox

Resolved: that New Zealand Standard Model Standing Orders NZS 9202:2003 be adopted with the following amendment:

Clause 2.5.1 and clause 3.14.2 are deleted and replaced with the following:

That the Mayor or Chairperson or other person presiding at the meeting

- a) has a deliberative vote; and*
- b) in the case of an equality of votes has a casting vote.*

Graham Smith/ James Leslie

4. REQUEST FOR FUNDING TOWARDS DEVELOPMENT OF CANTERBURY DIGITAL STRATEGY AND ACTION PLAN:

This report from the Chief Executive Officer is to seek Council's decision on Mackenzie District Contribution towards a Digital Strategy and Action Plan assisted by the attached report 2013 to 2016 Otago Digital Strategy.

The CEO provided background information stating the strategy was based on a study into the use of technology within the Otago Region. The study aimed to understand how communities use digital technology and examine the challenges they face. The cost of the Otago work was approximately \$120,000.

Aoraki Development and Business Trust (ADBT) have requested assistance from Mackenzie District Council to contribute to a similar study in Canterbury.

Resolved that the report be received.

Russell Armstrong/ Murray Cox

Resolved:

1. That Council support the request to contribute up to \$3,000 towards a Canterbury Digital Strategy and Action Plan.

Murray Cox/James Leslie

Cr Jackson and Cr Smith voted against this motion.

VII PUBLIC EXCLUDED:

Resolved that the public be excluded from the following part of the proceedings of this meeting namely:

1. Christchurch and Canterbury Tourism

Reason for passing General subject of each matter to be considered	Ground(s) under this resolution in relation to each matter	Section 48(1) for the passing of this resolution
Christchurch and Canterbury Tourism	Commercial Sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Christchurch and Canterbury Tourism* 7(2)(b)(ii)

Murray Cox/ Noel Jackson

Resolved: that the meeting continue in open meeting.

Murray Cox/ James Leslie

V REPORTS REQUIRING COUNCIL DECISIONS CONTINUED:5. REMUNERATION OF ELECTED MEMBERS:

This report from the Chief Executive Officer advised the elected members to adopt a policy for reimbursement of expenses by elected members. The policy for the reimbursement of expenses by elected members is *appendix A* of this record.

Resolved:

1. That the report be received.

Murray Cox/ Graham Smith

2. That the policy of the reimbursement of expenses by elected members be adopted.

Murray Cox/ James Leslie

6. LOCAL AUTHORITIES (MEMBERS' INTEREST) ACT 1968 – REGISTER OF MEMBERS' INTERESTS:

The Mayor said David Caldwell, Lane Neave Lawyers was unable to attend today's Council meeting due to being called to appear at a court hearing at short notice. This report is to be used for your information and Mr Caldwell will be attend the next Council meeting on 26 November 2013 to discuss and answer any questions you may have.

VIII INFORMATION REPORTS:

1. CHIEF EXECUTIVE OFFICER'S REPORT:

This report from the Chief Executive Officer referred to the meetings he had attended and other activities from 9 October to 28 October 2013.

Resolved that the report be received.

Claire Barlow/ Murray Cox

IX ADJOURNMENT:

The meeting was adjourned at 11:15am and was reconvened at 11:55am.

X REPORTS REQUIRING COUNCIL DECISIONS CONTINUED:

7. COMMITTEES AND APPOINTMENTS:

This report from the Mayor to establish or reconstitute a number of Council Committees and to make appointments to various committees and organisations.

Resolved:

1. That the report be received.

Murray Cox/ Graham Smith

2. That the following Committees be reconstituted , and Chairs be appointed as follows:

- a) **Mackenzie Forestry Board**

Crs Graham Smith, Evan Williams, Noel Jackson, Murray Cox

Claire Barlow/ Graham Smith

Chairman – Crs Graham Smith

Claire Barlow/ Noel Jackson

- b) **Pukaki Airport Board**

Crs James Leslie

Claire Barlow/ Russell Armstrong

Three non-Councillors – Derek Kirke, Rick Ramsay and Bruce Anderson

Claire Barlow/ Graham Smith

- c) **Mackenzie Scholarship Trust**

Cr Evan Williams

Claire Barlow/ Graham Smith

- d) **Aoraki Foundation**

Cr Graham Smith

Claire Barlow/ Noel Jackson

- e) **South Canterbury Road Safety Trust and South Canterbury Road Safety Coordinating Committee**

Cr Evan Williams

Claire Barlow/ Graham Smith

- f) **Canterbury Waste Joint Standing Committee**
Cr James Leslie
Claire Barlow/ Noel Jackson
- g) **Downlands Water Supply Committee**
Cr Graham Smith
Claire Barlow/ James Leslie
- h) **South Canterbury Irrigation Trust**
Cr Evan Williams
Claire Barlow/ Noel Jackson
- i) **Opihi Catchment Committee**
Cr Evan Williams
Claire Barlow/ Noel Jackson
- j) **Upper Waitaki Zone Committee**
Mayor Claire Barlow
Graham Smith/ James Leslie
- k) **Orari/Opihi/Pareora Water Management Zone Committee**
Cr Evan Williams
Claire Barlow/ Russell Armstrong
- l) **South Canterbury Rural Fire Authority**
Alister Munro
Claire Barlow/ Murray Cox
- m) **Alps 2 Ocean Joint Committee**
Russell Armstrong
Claire Barlow/ James Leslie
- n) **Canterbury Regional Transport Committee**
James Leslie
Claire Barlow/ Graham Smith
- o) **Canterbury Civil Defence Emergency Management Committee**
Mayor Claire Barlow
Graham Smith/ James Leslie
3. Resolved: that Councillor Smith be appointed to the Mackenzie District Licensing Committee under the Sale and Supply of Liquor Act 2012.
Claire Barlow/ James Leslie
3. That the following Rural Water Supply Committees be confirmed:
- a) **Allandale Water Supply Committee**
N Campbell (Chairman), Stephen Whittaker, Tony Habraken, Simon Geary,
Evan Williams, David Morgan and Stephen Adams.
Claire Barlow/ Graham Smith
- b) **The Ashwick/Opuha Water Races Ratepayers Committee**

C McCarthy (Chairman), Stephen Whittaker, Quentin Mitchell, Paul Gallagher, Brian Tiffen, Stephen Gallagher, Chris Bennett, Ron Smith and Ross Jones, Evan Williams, Graeme Page, Chad Steetskamp, Ralph Moffatt, Tim Guerin, Hamish Lane and Dan Davies.

Claire Barlow/ Noel Jackson

c) **The Kimbell Rural Water Supply**

Richard Davis (Chairman) plus all consumers.

Claire Barlow/ Murray Cox

d) **School Road Water Race Ratepayers Committee**

Keith Stanley (Chairman) plus all ratepayers.

Claire Barlow/ Graham Smith

4. That the Mayor (or, in her absence, the Deputy Mayor) represent the Council at:

- The Canterbury Mayoral Forum
- Zone 5 of Local Government New Zealand
- Regional Civil Defence and Emergency Management Group
- Meetings of Alpine Energy Shareholders

Claire Barlow /Russell Armstrong

XI CONFIRMATION OF MINUTES:

Resolved: the Minutes of the meeting of the District Council held on 8 October 2013 be confirmed as the correct record of the meeting.

Graham Smith/ Claire Barlow

Resolved that the Minutes of the Mackenzie District Council meeting held on 21 October 2013 be confirmed and adopted as the correct record of the meeting.

James Leslie/ Murray Cox

IX ADJOURNMENT:

The meeting was adjourned at 12.12 pm and reconvened at 1:30pm

VII PUBLIC EXCLUDED:

Resolved that the public be excluded from the following part of the proceedings of this meeting namely:

2. CAI Shared Services Group For Aerial Fly

Reason for passing General subject of each matter to be considered	Ground(s) under this resolution in relation to each matter	Section 48(1) for the passing of this resolution
CAI Shared Services Group For Aerial Fly	Commercial Sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *CAI Shared Services Group for Aerial Fly* 7(2)(b)(ii)

Graeme Smith/ Noel Jackson

The Council continued in open meeting.

XII REPORTS REQUIRING COUNCIL DECISIONS:

8. ANNUAL REPORT 30 JUNE 2013:

This report from the Manager Finance and Administration for Council to approve and adopt the Annual Report 2013.

Mr Morris spoke to the report.

The Mayor said what a fantastic job you have both done and is very proud to put her name to this report she thanked Mr Morris and Ms Hoefsloot for all their hard work.

Cr Smith reiterated the Mayor's comments. Well done.

Mr Morris congratulated and publically acknowledged his team specifically to mention Tania, Pauline who helped with the rates audit and Julie who helped with putting the report together as well as the financial part in regards to Creditors.

Mr Morris said he is proud and happy to produce these reports to Council for approval and adoption if they see fit.

The Mayor stated the former council, before going out of office, did approve the draft. The Mayor asked if anything has changed between the draft produced to the previous council and the report tabled today.

Mr Morris said there are small changes in regards to movement in profit upwards regarding technical changes.

Resolved:

1. That the report be received.

Graham Smith/ Russell Armstrong

Resolved:

2. That the Annual Report 30 June 2013 be approved.

Graham Smith/ Claire Barlow

3. That the Mayor and Chief Executive officer be given approval to sign the letter of representation for the Annual Report for the Year Ended 30 June 2013.

Russell Armstrong/ James Leslie

4. That the Annual Report for 30 June 2013 be adopted.

Graham Smith/ Murray Cox

5. That Council delegate the authority to sign off the approval of the Annual Report Summary to The Mayor, Cr Smith and Cr Williams

Russell Armstrong/ Noel Jackson

**THERE BEING NO FURTHER BUSINESS THE
MAYOR DECLARED THE MEETING CLOSED AT 3:02PM.**

MAYOR: _____

DATE: _____