

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 17 APRIL 2012 AT 9.30 AM**

#### **PRESENT:**

Claire Barlow (Mayor)  
Crs John Bishop  
Peter Maxwell  
Annette Money  
Graeme Page  
Graham Smith  
Evan Williams

#### **IN ATTENDANCE:**

Glen Innes (Chief Executive Officer)  
Rosemary Moran Committee Clerk)

#### **I OPENING:**

The Mayor welcomed everyone to the meeting.

#### **II APOLOGIES:**

There were no apologies.

#### **III DECLARATIONS OF INTEREST:**

There were no Declarations of Interest.

#### **IV BEREAVEMENTS:**

The Mayor referred to the recent deaths of Margaret O'Connor, Andrew Mackay, Ian Gillies, Sylvia Cuthill, Noel Hayles and Eddie Benfell.

A motion of sympathy was passed and the Chief Executive Officer was directed to pass this on to those concerned.

**V MAYORAL REPORT:**

This was the report of Mayoral activities to 16 April 2011.

Resolved that the report be received.

**Graham Smith/Annette Money**

**VI REPORTS REQUIRING COUNCIL DECISION:**

3. CHIEF EXECUTIVE OFFICER'S GENERAL ACTIVITIES:

This report from the Chief Executive Officer referred to Council, Committee and Board Meetings and Other Meetings and Activities, Staffing and Long Term Plan.

Resolved that the report be received.

**John Bishop/Peter Maxwell**

4. REMUNERATION OF ELECTED MEMBERS:

This report from the Chief Executive Officer referred to the need to advise the Remuneration Authority of the agreed division of the remuneration pool.

Resolved:

1. That the report be received.
2. That the Council advise the Remuneration Authority that the following division of its remuneration pool has been agreed to by Council and its three Community Boards without dissent:
 

Councillor salary	\$15,971 pa
Community Board Member Salary	\$1,596 pa
Community Board Chair Salary	\$3,992 pa

**Graham Smith/Evan Williams**

1. REIMBURSEMENT OF ELECTED MEMBERS:

This report from the Chief Executive Officer referred to new expenses rules for Council as required by the Remuneration Authority and the correction of earlier errors regarding communications allowances.

Resolved that the report be received.

**Graham Smith/John Bishop**

Resolved:

1. That the Council adopts the following expenses rules for the 2012-13 year and forwards them to the Remuneration Authority for approval:

**RULES FOR THE REIMBURSEMENT OF EXPENSES BY ELECTED MEMBERS****1. Introduction**

Remuneration of members of local authorities, including community boards is determined by the Remuneration Authority, an independent body set up under its own Act of Parliament.

The Authority is empowered to set rules for reimbursing expenses incurred by elected members under the Local Government Act 2002. The approach taken by the Authority is to invite local authorities to draft their own rules for it to consider and, if thought fit, approve.

**2. Background**

Any Council rules for the reimbursement of expenses are required to be approved by the Remuneration Authority. These rules replace those adopted by Council in the last triennium and, following Council endorsement, will be submitted to the Remuneration Authority for its formal approval.

**3. Vehicle Mileage Allowance**

Councillors generally incur expense in traveling to and from Fairlie for Council meetings, workshops and on other official business. In addition, the Mayor will incur other travel costs in undertaking duties outside of regular meetings. Such expense is reimbursable by way of a vehicle mileage allowance:

- Council will pay a vehicle mileage allowance of 74c/km for travel on Council related business above a threshold of thirty kilometres for any one event. The maximum annual reimbursement to any one elected member at the 74c/km rate will be based on 5,000km claimed. Because of size and location of the District, claims above 5,000 kms will be allowed but these will be reimbursed at the lower rate of 37c/km.
- Detailed claims should be submitted as regularly as practicable to the Payments Officer.
- To minimise the net cost to the ratepayers of the District, Councillors should arrange to share transport wherever practical.
- Where meetings are held at Tekapo and Twizel, Council vehicles will normally be used to transport members to and from Fairlie and points in between.

**4. Travel Time allowance**

Elected members will often travel outside the District on Council business. Travel time in excess of two hours for any event will be paid for at \$15/hr.

The maximum amount claimable by any elected member will be set at 100hrs per year.

## **5. Conference and course attendance**

The following rules will apply:

- Attendance at conferences and courses will be authorised by way of a formal Council resolution.
- Council will arrange for the enrolment, registration fees, booking of accommodation and flight reservations if applicable. This will be arranged by the Personal Assistants to the Mayor and CEO.
- Wherever possible, payment will be made in advance by the Council or through the use of the Council credit card at the time. This is to reduce the number of instances where elected members have to incur expense out of their own pockets and then seek reimbursement from the Council.
- Reimbursement claims should be supported by appropriate GST receipts.
- Where the venue is within reasonable driving distance (say less than six hours travel time), Council will endeavour to arrange for a Council vehicle to be made available. If that is not possible, mileage may be claimed, but sharing of vehicles is also encouraged in such circumstances.
- For North Island venues, flying will be the most cost effective means of travel.
- Meal expenses are reimbursable but wherever possible such expenses should be added to the accommodation bill.
- Councillors are expected to meet their own personal expenses such as liquor and mini bar expenses.
- Councillors may wish to stay privately while attending courses and conferences. This is fine, but bear in mind that there is value in participating in informal networking sessions outside the normal conference sessions. Members' ability to participate in these may be somewhat limited if they make their own arrangements. In such cases, a daily allowance of \$50 is available when elected members do stay privately.
- Many conferences, including the annual conference of Local Government New Zealand, make provision for the attendance of spouses and partners. Such attendance has value and should not be regarded as a mere perk. The Council position is that it will meet any spouse's/partner's registration fees for such conferences or courses. No additional accommodation cost is normally involved. Councillors will be responsible for the airfares of their spouse or partner and any additional costs of meals.

## **6. Other Out of Pocket Expenses**

### **Mayoral Telephone Expenses**

The Council provides the Mayor with a PDA as a convenient means of communication.

### **General**

Council endeavours to minimise the amount of reimbursement required by meeting most expenses directly from its own coffers. However, there may still be some instances where out of pocket expenses are incurred and that is fine. These may

include meals on the road and consumables for faxes and computers. It is essential for all Councillors to be contacted readily by either fax or e-mail or both. Past practice has been to either supply some consumables such as fax rolls or toner or to reimburse Councillors for such expense. Work related toll calls and call minder facilities are able to be reimbursed. It is proposed to continue these practices.

## **7. Computers and internet connections**

The Council provides a laptop and multi-function printer (if required) for the Mayor and each Councillor. Laser printers are favoured because of their modest capital outlay and very low running costs. The laptops will be fitted with a basic webcam to allow informal communication between meetings. This equipment will remain the property of the Council.

The Council will also continue to provide for the Mayor and each Councillor to have the most appropriate form of broadband internet connection depending on the coverage in their area. Council will contribute to these costs through the provision of T-sticks and/or appropriate connection to the internet. However, Council's contribution is limited to basic monthly rental. Any costs incurred by exceeding the 1gb data limit or using T-Sticks while overseas will be reimbursed by the members themselves.

Where two Councillors already have adequate home broadband (Crs Money & Maxwell) a communications allowance of \$500 will be paid to offset some of these costs.

Cr Williams cannot obtain appropriate broadband coverage without a satellite connection.

Thus, for the period of 1 July 2012 until 30 June 2013:

1. Council will meet the costs of a broadband connection for Cr Williams (\$700)
2. T-Sticks will be provided to Crs Smith, Page, Bishop and Mayor Barlow (\$520).
3. A communication allowance of \$500 will be paid to Crs Money and Maxwell.

The figures will be reviewed annually once we have received advice from the Remuneration Authority.

Consumables relating to Council use will be reimbursed as required on a reasonable basis.

## **8. Application of these rules**

These rules shall apply to the Mayor, Councillors, appointed members of Council Committees and to Community Board members with effect from a date determined by the Remuneration Authority.

**GLEN INNES  
CHIEF EXECUTIVE OFFICER**

**17 April 2012**

2. That the Council seeks permission from the Remuneration Authority to vary the expenses rules for the 2011/12 year to provide for twelve months communication allowances for Councillors as follows:
  - Cr Williams \$700
  - Cr Money \$500
  - Cr Maxwell \$500.
  
3. That the Council approves the payment of communication allowances to Crs Money, Maxwell & Williams for the 2010-11 year as follows:
  - Cr Williams \$350
  - Cr Money \$250
  - Cr Maxwell \$250.

**Graham Smith/Annette Money**

**XIII ADJOURNMENT:**

The meeting was adjourned at 10.00 am.

**XI VISITORS:**

The Mayor welcomed citizenship candidates Eugene Blignaut and Tamara Mendez Vera.

Ms Mendez Vera and Mr Blignaut read their affirmations of allegiance and were congratulated by the Mayor as new New Zealand citizens. She presented them with their Certificates of Citizenship and gifts and read a message from the Minister of Internal Affairs.

Ms Mendez Vera and Mr Blignaut and their guests joined the Council for morning tea.

At 10.30 am, the Mayor welcomed Environment Canterbury Commissioner Peter Skelton and Vin Smith, Regional Planning Manager for Environment Canterbury.

Commissioner Skelton and Mr Smith spoke to a power point presentation on Land and Water Management for Canterbury and answered questions from Councillors and staff. A copy of the presentation is attached to this record as Appendix A.

**XIII ADJOURNMENT:**

The meeting was reconvened at 11.40 am.

## **VI REPORTS REQUIRING COUNCIL DECISION (Continued):**

### **1. MACKENZIE TOURISM AND DEVELOPMENT TRUST – STATEMENT OF INTENT:**

The Mayor noted that the draft Statement of Intent for the Year Ending 30 June 2013 had been circulated.

The Chief Executive Officer explained that the Council needed to assess if the draft document had taken into account the direction given by Council, and the level of funding sought, and then decide either to accept it, make recommendations to modify it and/or provide feedback to the Trust.

The Mayor referred to the six key areas which Council had asked the Trust to address in the Statement of Intent. She reported that she and the Deputy Mayor had met with the General Manager the previous Friday and had a productive discussion regarding the reduction of the proposed level of rating for the Trust's activities from \$450,000 to \$300,000 (plus GST), as well as the implementation of the recommended strategies including sharing of services, merging functions and investigating opportunities for a region-wide approach to marketing, tourism and economic development.

She expressed her regret that the ensuing draft Statement of Intent was sorely lacking in that it failed to reflect the Council's recommendations.

#### **Resolved:**

1. That the Mackenzie Tourism and Development Trust's draft Statement of Intent for the Year Ending 30 June 2013 be rejected.
2. That an urgent meeting with the Mackenzie Tourism and Development Trust be convened to define a way forward.

**Graham Smith/Graeme Page**

#### **LATE ITEM:**

Resolved that pursuant to the Local Government Official Information and Meetings Act 1987 the report 'Request for Additional Operating Funding by the Mackenzie Tourism and Development Trust' be considered.

**Annette Money/Graham Smith**

The report was inadvertently excluded from the Agenda. Consideration of the report at this meeting was required to enable a decision to be made on the request as early as possible.

**IX PUBLIC EXCLUDED:**

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

Request for Additional Operating Funding by the Mackenzie Tourism and Development Trust

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
Request for Additional Operating Funding by MTDT	To avoid prejudice to measures that prevent or mitigate material loss to members of the public	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: *Request for Additional Operating Funding by the Mackenzie Tourism and Development Trust* section 7(2)(e).

**Evan Williams/Graham Smith**

The Council continued in Open Meeting.

**CONFIRMATION OF RESOLUTION TAKEN WITH THE PUBLIC EXCLUDED:**

Resolved that the following resolution taken with the Public Excluded be confirmed:

“That the request from the Mackenzie Tourism and Development Trust for additional operating funding be agreed to and that a maximum of \$100,000 be advanced to the Trust prior to mid-May 2012 to cover operational costs through to 30 June 2012, subject to the following:

- a. Amounts to be advanced subject to the approval of the Mayor and either Cr Smith or Cr Page.
- b. A requirement that the functions currently undertaken by the Trust be assumed by a specialised Committee of Council.
- c. Council will appoint the membership of the Committee and that the existing Trustees be invited to apply
- d. That, subject to receipt of tax advice, appropriate arrangements be made to transfer the existing loan liability of \$150,000 from the Trust to the new Committee.”

**Evan Williams/Graeme Page**



## **VI REPORTS REQUIRING COUNCIL DECISION (Continued):**

### **6 LOCAL GOVERNMENT NEW ZEALAND CONFERENCE:**

The Mayor referred to the opportunity for Councillors to attend the Local Government New Zealand Conference to be held in Queenstown in July 2012.

Cr Smith said that while it was hard to put a dollar value on the worth of attending, he considered it to be well worthwhile.

Cr Williams said he too would recommend it as a good opportunity, especially for the newer councillors.

There was general agreement that the Council take the opportunity of sending a delegation to the conference. A request was made for further information on costs.

### **7. MACKENZIE HOLDINGS EXEMPTION:**

This report from the Manager – Finance and Administration recommended that Council resolve to exempt Mackenzie Holdings Ltd as a Council-Controlled Organisation under Section 7(3) of the Local Government Act 2002.

#### **Resolved:**

1. That the report be received.
2. That Council considers Mackenzie Holdings Ltd to be a small organisation that is not a council-controlled trading organisation. As Mackenzie Holdings Ltd does not provide any activity on behalf of the Council, and that benefits, in terms of cost savings, will accrue to Council and ultimately, the community, that an exemption under Section 7(3) of the Local Government Act 2002 be granted in respect of Mackenzie Holdings Ltd.

**Graham Smith /John Bishop**

## **VIII COMMUNITY BOARDS:**

### **TEKAPO COMMUNITY BOARD RECOMMENDATION – STARLIGHT RESERVE:**

The Mayor explained the background to the Tekapo Community Board's recommendation that Council supports the two day workshop to be held at Mt Cook, following the International Starlight Reserve Conference in June 2012 at Lake Tekapo, to pave a way forward in making a case to UNESCO's World Heritage Committee to amend its convention to allow the inclusion of a landscape with a night sky in the list of potential sites for recognition.

Resolved that the Council adopts the Tekapo Community Board's recommendation that the Council matches its grant of \$2,500.00 towards the UNESCO World Heritage Extended Case Study Workshop at Mt Cook.

**Graeme Page/Evan Williams**

The Mayor also commended the third International Starlight Reserve Conference as a valuable opportunity for elected members and staff to hear a wide variety of speakers not only about astronomy but also associated issues such as the role and purpose of a Starlight Reserve, light pollution and controls through lighting ordinances, astro-tourism etc. She noted that the registration fee for the three day conference was only \$240.

**Cameron and Russell Crampton - Rowing:**

The Mayor advised that Cameron and Russell Crampton of Allandale, Fairlie, had been named in the New Zealand team for the Junior World Rowing Championships to be held in Bulgaria in August 2012.

**VI REPORTS REQUIRING COUNCIL DECISION (Continued):**

2. DRAFT LONG TERM PLAN FOR 2012 - 2022:

The Manager – Finance and Administration advised that on 24 April 2012 the Council was scheduled to adopt the draft Long Term Plan. He noted that the agreement of Audit New Zealand would be required for any substantive changes that might be made to the Plan.

He highlighted the changes which had been made to the original draft.

The Council requested the following amendments be made:

- Page 14 **Recreation, Visitor Attractions, Parks and Reserves:**  
*Add Alps2Ocean Cycleway and walking tracks*
- Page 27 **Roading (third paragraph from the end of the page)**  
*Change last sentence to read *Boxed culverts and wash-over fords may be used in some cases.**
- Page 94 **Medical Centre:**  
*Change both dollar amounts to \$327,000.*
- Page 99 **Major Projects:**  
*Add a note *These major projects are based on current policy.**
- Page 140 **Marketing and Economic Development Rate**  
*Add rating figures and re-word information*

The Council discussed options for raising the \$73,000 required to provide a budget of \$345,000 (GST Incl) for the Tourism and Economic Development activity. The following options were discussed:

- remain with the current tiered system of targeted rating – with its deficiencies
- target all ratepayers equally
- fund from the General Rate,

as well as the on-going relevance of 20/80 split between the fixed charge and a rate targeted on commercial operators which had been based on the initial total proposed budget of \$450,000.

Resolved that the following total rates of \$345,000 including GST, be collected for tourism and economic development:

1. On all rating units used for rural and residential purposes only, a fixed charge of \$30 per separately used and inhabited part.
2. On all other rating units a fixed charge of \$60 on separately used and inhabited parts used for purposes other than rural or residential.
3. On all rating units, excluding rating units used for rural and residential purposes, hydro dams and utility properties contained in Valuation Roll Number 99965, a rate in the dollar per capital value.

**The Mayor/Peter Maxwell**

**Power Point Presentation:**

The Manager – Finance and Administration gave a power point presentation which summarised the major changes for the Long Term Plan 2012–22, Rate Increases, Costs per Week and the Rationale for Rate Changes. The presentation addressed the Question of Fairness, Spend Anticipated over the Next Eight Decades on Foul Sewer and Water Supply and provided an Affordability/Sustainability Matrix of five scenarios including the proposed Long Term Plan solution. It concluded with a Summary of the Overall Picture and illustrated the extent to which each scenario ticked the box in terms of acceptability for the Fairlie, Tekapo, Twizel and Rural communities.

A copy of the presentation is attached to this record as Appendix B.

The Manager – Finance and Administration noted that savings of \$50,000 had been incorporated in the budgets for administration due to potential restructuring in the organisation.

The Mayor thanked the Manager – Finance and Administration. She said that the proposals represented Council's best attempt at defining a sustainable direction for the District into the future; a direction that was fair to everyone. She acknowledged the discomfort change generated but said the Council was charged with doing what was best for the whole District.

**XIII ADJOURNMENT:**

The meeting was adjourned at 3.35 pm for afternoon tea and reconvened at 3.50 pm

## **VII INFORMATION REPORTS:**

### 1. COMMON SEAL AND AUTHORISED SIGNATURES REGISTER:

This report from the Committee Clerk advised of documents listed on the Common Seal and Authorised Signatures Register from 7 March 2012 to 4 April 2012.

Resolved:

1. That the report be received.
2. That the listing of document numbers 728 to 731 be endorsed.

**Evan Williams/Annette Money**

### 2. CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE:

This was the record of the meeting of the Canterbury Civil Defence Emergency Management Group Joint Committee held on 27 February 2012.

Resolved that the report be received.

**Annette Money/Evan Williams**

### 3. ALPS2OCEAN COMMITTEE – MARCH SUMMARY REPORT TO COUNCILS:

Copies of the March Summary Report to Councils were circulated for the information of the elected members.

## **VII COMMUNITY BOARDS (Continued):**

This report from the Chief Executive Officer was accompanied by the minutes of the meetings of the Fairlie Community Board held on 21 March 2012, the Twizel Community Board held on 26 March 2012 and the Tekapo Community Board held 28 March 2012.

Resolved:

1. That the report be received.

### **FAIRLIE COMMUNITY BOARD**

#### 2. **Remuneration Pool for Elected Members:**

That the Council notes:

- that the Fairlie Community Board noted that the Remuneration Authority had issued a new indicative remuneration pool for the 2012/13 financial year.

- that the Fairlie Community supported the Council applying its previously agreed relativities to the new remuneration pool resulting in the following salaries being payable from 1 July 2012:

Chairpersons Community Boards	\$3,992
Members Community Boards	\$1,596

#### TWIZEL COMMUNITY BOARD

##### 3. **Trees for Car Park**

That the Council notes that the Twizel Community Board resolved to plant two more deciduous trees in the strip between the car park and the Service Centre.

##### 4. **Maadi Cup Sponsorship:**

That the Council notes that the Twizel Community Board endorsed the granting of \$345.00 plus GST, being 50% of the \$690 plus GST fee, to Ruataniwha Rowing for sponsorship of a finals race at the New Zealand Maadi Cup Event to be held at Lake Ruataniwha from 26 to 31 March 2012.

##### 5. **Remuneration Pool for Elected Members:**

- That the Council notes that the Twizel Community Board noted that the Remuneration Authority had issued a new indicative remuneration pool for the 2012/13 financial year.
- That the Council notes that the Twizel Community supported the Council applying its previously agreed relativities to the new remuneration pool resulting in the following salaries being payable from 1 July 2012.

Chairpersons Community Boards	\$3,992
Members Community Boards	\$1,596

##### 6. **Promotional Flags:**

That the Council notes that the Twizel Community Board supported Twizel Promotion and Development Association's promotional flags project.

##### 7. **Limited Notification For Application For Resource Consent RM120008:**

That the Council notes that the Twizel Community Board decided to submit against an application for resource consent from W and J McLaughlin of 27 Rata Road for the construction of a minor unit greater than 50m<sup>2</sup> gross floor area, higher than four metres and within the two metre setback from the eastern boundary (adjoining Council Reserve).

##### 8. **Cancer Society – Shade Development Project:**

That the Council notes that the Community Board confirmed its previous decision to decline the proposal to erect shade sails over the Market Place playground in Twizel and advise the Cancer Society accordingly.

##### 9. **Mount Chalet Motels:**

That the Council notes that, subject to the outcome of an investigation of the parameters of Twizel Scenic Viewing Areas, the Twizel Community Board declined the request from the owners of Mountain Chalet Motels for the Council to trim the trees on the corner of Ruataniwha and Jollie Roads or replace them with smaller trees or shrubs to enhance the panorama from the motels, on the

basis that maintenance of views of Mt Cook from the motels was not a sufficient reason to remove trees.

**10. Scenic Viewing Areas**

That the Council notes that the Twizel Community Board resolved to investigate that the integrity of Scenic Viewing Areas in Twizel to ensure that trees were not encroaching on views of Mt Cook.

**TEKAPO COMMUNITY BOARD**

**11 Remuneration Pool for Elected Members:**

- That the Council notes that the Tekapo Community Board noted that the Remuneration Authority had issued a new indicative remuneration pool for the 2012/13 financial year.
- That the Council notes that the Twizel Community supported the Council applying its previously agreed relativities to the new remuneration pool resulting in the following salaries being payable from 1 July 2012.
 

Chairpersons Community Boards	\$3,992
Members Community Boards	\$1,596

**12 Land Subdivision Reserve:**

That the Council notes the Tekapo Community Board's recommendation that when considering the allocation of funds from the Land Subdivision Reserve, the Council has regard to the source of the funds.

**Graeme Page/John Bishop**

**XI COMMITTEES:**

Resolved that Minutes of the meetings of the Projects and Strategies and Planning Committees held on 3 April 2012, including such parts as were taken with the Public Excluded, be received.

**Evan Williams/Annette Money**

**XII CONFIRMATION OF MINUTES:**

Resolved that the Minutes of the meetings of the Mackenzie District Council held on 6 and 13 March 2012 and 3 and 10 April 2012, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct records of the meetings.

**Graham Smith/The Mayor**

**ACTION POINTS:**

**GIS/IT Officer:**

It was noted that the requested report would be provided for the meeting of the Finance Committee on 15 May 2012.

**Alps2Ocean Cycleway**

The Mayor had requested that the Council have an opportunity to get more information about the issues with which it was concerned regarding the proposed company structure for the Alps2Ocean Cycleway. The Chief Executive Officer advised that he would ask Michael Ross and Thunes Cloete of the Waitaki District Council to address the Council.

**THERE BEING NO FURTHER BUSINESS,  
THE MAYOR DECLARED THE MEETING CLOSED AT 4.10 PM**

**MAYOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_