



*390th MEETING OF THE
MACKENZIE DISTRICT COUNCIL*

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

MEMBERSHIP OF THE COUNCIL

Claire Barlow (Mayor)

John Bishop
Annette Money
Graham Smith

Peter Maxwell
Graeme Page
Evan Williams

*Notice is given of the meeting of the Mackenzie District Council
to be held on Tuesday 8 March 2011 at 9.30 am*

VENUE:

Council Chambers, Fairlie

BUSINESS:

As per agenda attached.

**GLEN INNES
CHIEF EXECUTIVE OFFICER**

3 March 2011



AGENDA FOR TUESDAY 8 MARCH 2011 AT 9.30 AM

I. OPENING

II. APOLOGIES

III. DECLARATIONS OF INTEREST

IV. BEREAVEMENTS

V. MAYORAL REPORT

VI. REPORTS REQUIRING COUNCIL DECISION

1. Mackenzie Sustainable Futures Trust and Working Party
2. Mackenzie Forestry Board – Draft Statement of Intent
3. Mackenzie Tourism and Development Board – Draft Statement of Intent
4. Pukaki Airport Board– Draft Statement of Intent (to be circulated)
5. Tenders – Lake Alexandrina Bridge Replacement
6. Lease Agreement – Mackenzie Properties Ltd (to be circulated)

VII. INFORMATION REPORTS

1. Common Seal
2. Chief Executive Officer's Activities
3. Minutes – Downlands Water Supply Meeting of 6 December 2010
4. Shared Services – Presentation by Chief Executive Officer and Cr Page

VIII. COMMUNITY BOARDS

IX. COMMITTEES:

Confirm and adopt the Minutes of the Meetings of the Finance, Planning and Projects and Strategies Committee held on 1 February 2011 and 1 March 2011, including such parts as were taken with the Public Excluded.

X. CONFIRMATION OF MINUTES

- Confirm and adopt the Minutes of the Mackenzie District Council Meeting held on 25 January 2011, including such parts as were taken with the Public Excluded.
- Confirm and adopt the Minutes of the Extraordinary Mackenzie District Council Meeting held on 1 March 2011 (to be circulated)

ACTION POINTS

IX PUBLIC EXCLUDED:

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

1. Public Excluded Minutes of the Mackenzie District Council meeting held on 25 January 2011
2. Public Excluded Public Excluded Minutes of the meeting of the Downlands Joint Standing Committee held on 6 December 2010

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
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Public Excluded Minutes of
Council meeting of
25 January 2011

48(1)(a)(i)

Public Excluded Minutes of
Downlands Joint Standing Committee

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:

X CONFIRMATION OF RESOLUTIONS TAKEN WITH THE PUBLIC EXCLUDED**XI ADJOURNMENTS**

10.30 am	Morning Tea
12.30 pm	Lunch
3.00 pm	Afternoon Tea

XII VISITORS

11.00 am	Pukaki Airport Board (to be confirmed)
11.45 am	Chief Executive Officer and Verna Parker (Sport South Canterbury)

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: GENERAL ACTIVITIES REPORT
MEETING DATE: 8 MARCH 2011
REF: PAD 2/3
FROM: MAYOR

ACTIVITY REPORT

COUNCIL, COMMITTEE AND COMMUNITY BOARD MEETINGS ATTENDED

1 February	Council Committees
7 February	Mackenzie Tourism and Development Trust meeting
22 February	Solid Waste Working Party
1 March	Committee Meetings and special Council meeting to adopt the Triennial Agreement
3 March	CEO Half-Yearly Performance Review

OTHER MEETINGS AND ACTIVITIES

26 January	Met with Forest & Bird – Nicola Valance & Jennifer Miller Met with Lawrence Yule – Local Government NZ Met with Sofie Welvert & Lucy regarding a documentary Attended Mackenzie Medical Trust meeting in Twizel
27 January	Met with Bruce Pipe Attended Mackenzie Tourism and Development Trust Meeting at Lesley O'Hara's
29 January	Attended BBQ with Meridian Rowing in Twizel
31 January	Spoke with Jacqui Dean
3 February	Attended meeting with David Caygill & Dame Margaret Bazley in Timaru
4 February	Met with Joy Patterson – High Country Health and Dave Pullen regarding Mackenzie Medical Trust
7 February	Shared Services Meeting with South Canterbury CEO's and Mayors Attended briefing of Going Digital in Timaru
8 February	Guest speaker at Empowering Women in Timaru Attended meeting of National Board of Federated Farmers at Bluecliffs Station, Timaru
10-11 February	Attended the Shared Vision Forum in Twizel Met with Ian Lothian in Twizel regarding Audit Met with Margaret Armstrong in Twizel Upper Waitaki Zone Committee Orientation Workshop in Twizel
18 February	Led the Bikewise bike ride around Fairlie with staff

	Met with Tony Henderson ECAN regarding Twizel bus service
19 February	Attended NZ Rowing Champs in Twizel & Art exhibition in Twizel
21 February	Conference call with Alan Tibby & George Ormond
23 February	Twizel Clinic Day – Met with Clayton Peterson, Walter Brown and Rosalie Smith
24 February	Met with Audrey Mitchell Telephone conversation with Jacqui Dean
28 February	Met with Julia Bremner and Ashley Shore regarding Fairlie Community Board
4 March	Attended Tekapo i-SITE celebration in Tekapo and Waterwise Presentation at Ruataniwha
7 March	South Canterbury District Health Board consultation meeting in Timaru

RECOMMENDATION:

1. That the report be received.

**C BARLOW
MAYOR**

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: MACKENZIE SUSTAINABLE FUTURES TRUST & WORKING PARTY

MEETING DATE: 8 MARCH 2011

REF: PAD 12/4

FROM: TONI MORRISON

ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To provide a summary of issues and options in respect of the government's proposal for a Mackenzie Sustainable Futures Trust and the Upper Waitaki Shared Vision Working Party.

STAFF RECOMMENDATIONS:

1. That the report be received.

TONI MORRISON
SENIOR POLICY PLANNER

NATHAN HOLE
MANAGER – PLANNING & REGULATIONS

ATTACHMENTS:

- List of proposed Working Party members.

BACKGROUND:

Jacqui Dean MP has invited the Council to become involved in a Trust which will administer a collaborative process to be known as the Upper Waitaki Shared Vision Forum. The Council has been invited to approve the appointment of Mayor Claire Barlow as a Trustee.

Ecan, ourselves and Waitaki District Council have also each been asked to provide \$5000 towards funding the collaborative process. Each Council would also have a role as an Active Observer to the forum.

The purpose of this meeting paper is to set out a background to the proposal, or at least as much as is known, and provide some discussion on the proposal and its implications.

POLICY STATUS:

There is no Council policy on such matters.

There is no formal delegation in respect of appointing members on behalf of Council to trusts. Such an appointment, if Council were in favour, would need to be a decision of Council.

SIGNIFICANCE OF DECISION REQUESTED:

This matter is significant in that making such an appointment would signal that the Council is prepared to engage in supporting such a process, albeit in an advisory/administrative role.

Almost all other Trustees (refer below) have indicated their willingness to be involved except for Mackenzie District Council and Ngai Tahu. It seems likely that the Trust will be formalized if this Council's agreement is secured. It should be noted that Waitaki District Council's participation and support is contingent on our Council also appointing a Trustee.

We understand, from indications given by the Minister and Ms Dean, that if this Council does not agree to appoint a Trustee, then the Shared Vision Forum and collaborative process will not proceed. This makes the decision whether to appoint a Trustee from this Council potentially very significant.

ISSUES AND OPTIONS:

The Upper Waitaki Shared Vision Forum

The proposed forum is to be made up of approximately 29 members (see attached list of parties).

At the Council meeting on 1 March, the Minister advised that the objective of the forum is to discuss the future of development in the Mackenzie and Omarama Basins. The Working Party is to undertake a collaborative process under the guidance of an independent Chair, to produce a comprehensive plan on the way forward for the Basins in the next 10 – 20 years.

The timeframe for the Group to produce such a report is between 6 and 18 months. The Group would be required to report back to the Government and the Councils in July 2011, to advise as to progress. If the Group had not made progress by that time, then the Minister indicated he would not provide further funding.

The Minister has explained that the purpose of establishing a group such as this is to explore an alternative to the divisive and adversarial approach to environmental matters that has characterised many issues in the Basins. The approach is put forward on the basis that such a forum will be able to recommend more cost-effective and sustainable solutions which have all parties' support.

Trust Membership & Role

The role of the Trust is to:

- a. seek funding for the collaborative process;
- b. manage and be accountable for those funds;
- c. contract a chairman after consultation with the participants;
- d. subject to resources being available, arrange such other contractors as may be requested by the Forum.

We have no other information as to the specific obligations and liabilities of Trustees at this time. Staff have asked Jacqui Dean's office for a copy of the draft Trust Deed, but this was not available at the time of writing.

Trustees are to include:

- Jacqui Dean MP (chair of Trust)
- Mayor Alex FAMILTON of Waitaki
- Mayor Claire Barlow of Mackenzie (subject to the agreement of the council)
- Representative of ECan (subject to the agreement of the commissioners)
- Representative of Ngai Tahu (although this has not been confirmed)
- Ben Aubrey - Representative of Land Use and Business Interests (from Working Party)
- Jay Graybill - Representative of Community Interests – Environment and Recreation (from Working Party)
- Cathy Ferguson - Representative of Community Interests – Other (from Working Party)

There is some doubt as to whether Ngai Tahu will take part as a Trustee, and this is not yet clear. It appears that if Ngai Tahu does not appoint a Trustee, this would not be fatal to the process, as they may become involved in other ways.

At the time of writing staff are also unaware of Ecan's position and whether or not they have appointed a trustee.

Options

The Council has 4 options it could consider:

Option 1: Seek more time from the Minister to allow further consideration of the proposal.

There have been a number of concerns expressed about the haste with which this has been proposed and the significant pressure to make important decisions in a very short timeframe. There has been insufficient time to consider all implications (whether advantages or

disadvantages) of this new way of operating. This pressure has led to confusion about what is proposed, and added to the feeling of disenfranchisement at a local level.

There have been several relevant observations noting that, for parties to have confidence in a collaborative process there must be trust, but this seems to stand in stark contrast to the lack of time that has been allocated to building up such trust. Not all members of the proposed Working Party have confirmed their participation (most notably perhaps, some of the farmers most affected), and this is partially due to the lack of time to consider what is proposed, consult and consider options. It seems unfortunate that this haste may well be the undoing of the process, rather than any question of merit or otherwise.

In response to this concern, the Minister indicated at the 1st March meeting that he felt that more time is not necessary as the choice is relatively simple – that we either attempt this alternative process, or we continue with our current processes and their associated costs. The Minister has also noted that if the Council does not see value in the process at this stage, then he would not support it and it would not receive funding to get established. On the basis of these comments, staff consider that seeking additional time to consider the proposal is unlikely to be successful.

Financial implications: none.

Option 2: Agree to appoint a Trustee.

Potential Advantages

- Making such an appointment would signal that the Council is prepared to engage in supporting such a process, albeit in an advisory/administrative role. The proposal provides a positive opportunity for the Council to support its local residents and landowners in clearly articulating issues they face, and in managing the area's future. The outcome of the process is far from certain, but it can be argued that there are sufficient safeguards in the process (such as the Council being the final arbiter on matters affecting its community) that the potential benefits outweigh the risks.
- As a member of the Trust, the Council can be involved in the process by ensuring a suitable chair is engaged, which will be key in protecting the local community's voice. A suitable chairperson is essential to ensure that the meetings are conducted in such a way that those individuals most affected, and who may not have experience in such forums, are heard. The Council has an opportunity to ensure this, by agreeing to participate on the Trust.
- The Working Party may well reach agreement on a way forward in respect of issues which the Council would otherwise have to fund processes for managing. For example, biodiversity management is a matter the Council will soon be required to turn its mind to, as a result of national and regional policy directives which will be released in the coming months. The Council is likely to have to engage with its community in developing or reviewing its policy and planning provisions on this issue, and then work with any party who appeals, in defending its decisions in the Environment Court. Most of the parties represented in the Shared Vision forum are the parties who are likely to end up mediating a solution at the Environment Court in any event. It can be argued that the better forum for these parties to have this debate is in the collaborative group process, well-chaired and informed, rather than at the end of a lengthy and costly adversarial Court process. Support for this forum may therefore be more cost effective and efficient, rather than in ratepayer-funded Plan hearings and Court led mediation.

Potential Concerns/Disadvantages

- The proposal seems to elevate outside interests in shaping the future of the Mackenzie. While this is a legitimate concern, the Minister has noted that in his view, local decision making is preserved by the status of any findings of the Group. That is, that any strategy or plan produced will only make recommendations to the relevant authority (either central or local government), and that the Council will make the final decision on any matter affecting it. It is considered that this is an essential element in ensuring any impacts on our local community, including landholders, are able to be managed.
- It involves significant participation in another forum which will add to Council's workload.

Financial implications: \$5000 plus possible staff/Councillor time and associated costs to attend working party and Trustee meetings. Possible (unquantified) future reduction in planning and appeal costs.

Option 3: Not appoint a trustee and withdraw from the process.

The Council could choose to withdraw from the process. As noted above, we understand that the Minister would not fund any such group unless it has the support of this Council (and the other 2 Councils involved). The withdrawal of support would effectively therefore put an end to the current proposal.

If there was felt to be merit in the idea of such a group, but there was concern about the wide-ranging representation and lack of appropriate emphasis on the local community in the current model, then other models could be considered. These may include some sort of collective forum of locally-based interest groups, industries, operators and landowners, which might address issues of importance in the Basin and provide a body for external parties with interests in the Basin to work positively with. However, further work would need to be done to establish whether alternative models would serve the community better, and it is unclear whether the Minister would fund any other group or structure at this time. Such a group would not achieve the Minister's aim of wide-ranging inclusiveness and may still result in costly appeals etc by parties not involved in the core group. However, it would alleviate concerns about the loss of local control in responding to issues and making decisions.

Financial implications: no immediate financial implications. Perhaps, as has been put forward by the Minister, there would be a loss of potential benefit to the Council in terms of reducing costs in the Councils' planning processes. This would apply in cases where Council has to fund planning consultation processes and defence of appeals on matters on which agreement may have otherwise been reached, through the Working Party process.

Option 4: Make Council support for appointing a trustee contingent upon it having direct representation on the Working Party.

It has been raised that the Council may be better placed to ensure its community is represented by itself having a seat and associated voting rights on the Working Party itself. This would ensure the Council is represented at the table, rather than just being an 'active observer'. However this may have unintended consequences, as it may serve to fetter future

Council decisions regarding whether or not to implement any recommendations of the Working Party. For example, the Council may feel it is bound to support recommendations of the Group, having had a part in forming those recommendations as part of the Working Party.

Financial implications: \$5000 plus staff/Councillor time and associated costs to attend working party and Trustee meetings. As with Option 2 above, possible (unquantified) future reduction in planning and appeal costs.

CONSIDERATIONS:

As above.

CONCLUSION:

The issues raised by the proposal are complex and multi-faceted. Careful consideration of options is required in order to reach a view about what will best serve the community.

ATTACHMENT

Working Party Members (Shared Vision Forum)

A. Land use and business interests:

1. High Country Federated Farmers – South Canterbury
2. High Country Federated Farmers – North Otago
3. Mackenzie Irrigation Company
4. Benmore Irrigation Company
5. Upper Waitaki Water Applicants Group
6. Existing irrigators (not included above)
7. Large irrigation applicants
8. Waitaki Development Board
9. Lake Pukaki Wilding Trust
10. Lake Tekapo Promotions Association
11. McKenzie Tourism and Development Trust
12. Fonterra and Dairy New Zealand
13. NZ Merino Company
14. Meridian Energy
15. Alpine Tourist Operators
16. Dryland farmers? (*Fed Farmers to advise whether separate additional representative required.*)

B. Community interests - environmental and recreation:

17. Environmental Defence Society
18. Fish & Game
19. Forest & Bird
20. Mackenzie Guardians
21. Ohau Protection Society
22. High Country Landscape Group
23. Federated Mountain Clubs

C. Community interests – other:

24. Upper Waitaki Zone Water Management Committee
25. Benmore Range Residents Association
26. Ahuriri Community Board
27. Twizel Community Board
28. Tekapo Community Board
29. Te Runanga o Ngai Tahu

Active observers to be invited (interested government advisers):

1. Mackenzie District Council
2. Waitaki District Council
3. Environment Canterbury
4. Department of Conservation
5. Ministry of Agriculture and Forestry
6. Ministry for the Environment
7. Land Information NZ
8. Canterbury-Aoraki Conservation Board
9. National Institute of Water and Atmosphere Research (NIWA)
10. Landcare Research

Mackenzie Forestry Board

Statement of Intent

For the Three Years Ended
30 June 2014

1. INTRODUCTION:

The Mackenzie Forestry Board is a committee of the Mackenzie District Council, set up to manage its forestry estate and achieve the goals as set out in this document.

The statement of intent sets out the overall intentions and objects for the Board for the trading year 1 July 2011 to 30 June 2012 and the succeeding two years.

2. OBJECTIVES:

To actively manage the Mackenzie District Council's forestry estate wisely as a successful commercial operation.

- ✿ Ensuring that forestry achieves the best possible economic return
- ✿ Ensuring that forestry contributes positively to the Mackenzie District economy.

3. BUSINESS PLAN GOALS:

- 3.1 To maintain the current estate in a healthy, productive and profitable state in perpetuity for the economic and social benefit of the community at large.
- 3.2 To maximise the Council's wealth.

4. NATURE AND SCOPE OF ACTIVITIES:

The Board are required to operate and administer the Mackenzie District Council's forestry estate as a successful business.

As such, the Board will be responsible for:

- ✿ Implementation & review of the long term forestry strategy.
- ✿ Providing recommendations for the sale/purchase of land to meet the strategy.
- ✿ Approval of planting & harvesting programmes.
- ✿ Approval of annual financial budgets and physical targets.
- ✿ Approval of wood sale contracts.
- ✿ Approval of the annual operating programme.

5. PERFORMANCE TARGETS:

5.1 Financial Projections

	2011/12	2012/13	2013/14
Income			
Lease Rentals	7,500	7,500	7,500
Carbon Credit Sales	82,555	89,055	95,600
Timber Sales	70,935		95,427
Less Harvesting Costs	(3,500)		(6,700)
Total revenue	157,490	96,553	191,833
LESS EXPENSES			
General Maintenance			
Land Preparation	5,805	-	12,250
Planting	-	9,675	-
Releasing	-	3,096	-
Fertilising	-	2,700	-
Silviculture	2,655	1,935	8,290
Pest Control	2,500	2,575	2,652
Fire breaks	3,340	3,440	3,543
Fencing	2,500	2,575	2,652
Perimeter Spraying	3,400	3,502	3,607
Repairs – Maintenance	3,000	3,090	3,183
Total General Maintenance	23,200	32,588	36,177
Administration			
Advertising	500	515	530
Insurance	4,000	4,120	4,244
Other Expenses	500	515	530
Rates	2,134	2,198	2,264
Total Administration	7,134	7,348	7,568
Consultancy			
Forest Manager	10,000	10,300	10,609
Contract Management	15,000	15,450	18,914
Total Consultancy	25,000	25,750	26,523
Internal Charges	10,000	10,300	10,609
Royalty	32,000	32,000	32,000
Total Expenditure	97,334	107,986	112,877
Operating Surplus	60,156	(11,433)	78,956

5.2 Internal Rate of Return Projections (Target Rate = 7%)

	2011/12	2012/13	2013/14
Tekapo Restocking	n/a	0.9%	n/a

5.3 Performance Target

The Council has, in its Long Term Council Community Plan 2009-2019 designated the following performance targets for the Forestry Board:

1. Council will approve the Statement of Intent for the Mackenzie Forestry Board
2. Achieve the strategic direction for the Council's forestry estate to have 900 planted hectares. The Board notes that it has exceeded its target of planting 900 hectares.
3. Ensure that all new plantings should achieve the minimum internal rate of return of 7% pre tax.

6. OPERATING PERFORMANCE TARGETS

6.1 Planting Program (Hectares)

	2011/2012	2012/2013	2013/2014
Tekapo Restocking	-	12.9	-
Total Hectares Planted	-	12.9	-

6.2 Harvesting Program (Hectares)

	2011/2012	2012/2013	2013/2014
Tekapo 19/03	12.9	-	-
Total Hectares Harvested	12.9	-	-

6.3 Harvesting Program (Tonnes)

	2011/2012	2012/2013	2013/2014
Tekapo – 19/03	4,180		
Cave – 1/04, 1/05 & 1/07			1,155
Behind Whitestone Yard – 7/01			900
Wrefords (Nelsons Road) – 8/01			1,715
Total Tonnes Harvested	4,180		3,770

	2011/2012	2012/2013	2013/2014
6.4 Total Land Area Planted	1,024 ha	1,037 ha	1,027 ha
6.5 Plantable Bare Land	12.9 ha	-	-
6.6 Total Plantable Land	1,070 ha	1,070 ha	1,070 ha

6.7	Weighed Avg Plantation Age	14.6 years	15.4 years	16.4 years
6.8	Weighted Avg. Plan. Rotation	43.3 years	43.3 years	43.3 years
6.9	Forestry Valuation (tree)	\$3.05m	\$3.40m	\$3.60m

The valuation of the forestry is a tree only valuation as there is inconsistency throughout the industry as to how to value Carbon Trading income stream and longer term for inclusion in Forestry Valuations.

7. DIVIDEND DISTRIBUTION POLICY:

As the Board is a committee of Council it does not distribute its accumulated profits or capital reserves. The profile or losses in any one year are appropriated to the Board's capital reserve for use in funding the Board's future activities.

The Board pays to Council a royalty of \$32,000 being 2% of the nominal value of the land Council has earmarked for Forestry activities. This was reduced from \$64,000 due to the strain placed on cashflows until the next significant harvest. It is the Boards opinion that the level of rental should remain at its current level until a steady carbon market is established that gives the Board certainty in its trading.

8. REPORTING SCHEDULE:

8.1 The Board shall deliver to the Council within 60 days of the end of December each year a report on the state of the Board's operations which shall include:

- ✶ Report from the Chairman
- ✶ Financial report showing the year to date position against budget and the year-end forecast against budget.
- ✶ Financial commentary explaining variances

8.2 Annually, prior to the end of February each year, the Board shall deliver to the Council:

- ✶ A draft Statement of Intent that complies with Schedule 8 of the Local Government Act 2002.

8.3 Annually, within 60 days of the end of June each year, the Board shall deliver to the Council:

- ✶ Report from the Chairman
- ✶ Statement of achievements relative to the goals and objectives of the Forestry Strategy

- ✱ Financial report showing the year to date position against budget and the end forecast against budget.
- ✱ Financial commentary explaining variances
- ✱ An annual Market Valuation for all plantations explaining the cause for any increases or decreases in value.

9. FORESTRY STRATEGY:

In conjunction with the Council, the Board shall be responsible to facilitate a review of the Forestry Strategy every three years to coincide with the review of the Council's Long Term Financial Strategy.

10. THE BOARD:

The Board will exercise due diligence and care in carrying out its role. Board members must act in good faith and in what the member believes to be in the best interest of both the Board and the Council.

10.1 Appointment

The number of Board members shall be no fewer than three or more than four. The Mackenzie District Council will appoint three members, and appointments will be reviewed, as a minimum every three years following elections. The Board shall have a minimum of two sitting Councillors. The Board may co-opt a further member if they deem appropriate.

The Mackenzie District Council's Chief Executive Officer shall be appointed ex-officio.

10.2 Quorum

The quorum shall be two members, and a simple majority shall make decisions. Board meetings will be conducted in accordance with Mackenzie District Council standing orders.

10.3 Meeting Frequency

The Board shall meet no less than quarterly.

10.4 Resignation

A Board member will cease to hold office immediately the Mackenzie District Council's Chief Executive Officer receives a written resignation.

10.5 Remuneration

As a committee of Council, Board members are not separately remunerated for the work they undertake for the Forestry Board.

Remuneration for co-opted Board members will be determined at the time of appointment.

10.6 Retirement

Board members appointed by the Council will retire from office every three years at the Council's election date. Co-opted members will retire three yearly from the date of their appointment. Co-opted members may make themselves available for reappointment on retirement.

10.7 Disqualification

A Board member will automatically be disqualified from holding office if he or she:

- ✱ Dies
- ✱ Is adjudged bankrupt
- ✱ Is prohibited to act as a director under the 1993 Company's act
- ✱ Is removed by the Council
- ✱ Ceases to be a Councillor

10.8 Chairperson

Board members may elect one of their number as chairperson of the Board.

10.9 Personal Interest

A Board member must, forthwith after becoming aware of the fact that he or she is interested in a transaction or proposed transaction with the Board, disclose their interest to the Board, quantifying the nature and monetary value of the interest. The members shall then remove themselves from the meeting and not take part in discussion or voting.

10.10 Indemnities and Insurance

The Council shall maintain and keep current such public liability insurance cover that will cover the Board as part of Council's committee structure.

10.11 Delegated Authority

The Council's Delegation Manual (effective 27 November 1995) provides full-delegated authority to the Forestry Board to manage Council's forestry operation in accord with the Strategy Document dated 10 January 1995 and the Business Plan adopted by the Council.

Any changes to the planned planting/harvesting or operational programs that will result in a financial impact of greater than 20% of budgeted revenue will be reported

to the Mackenzie District Council prior to implementation. This will ensure that the Council can have regard to the financial and cash flow implications on the balance of its operations. The Council will not unreasonably withhold authority to any such changes.

11. **ACCOUNTING POLICIES:**

The Board's accounting policies are the same as those used by Council and may be amended by Council from time to time.

Mackenzie Tourism and Development Trust

Statement of Intent

For the Year Ending
30 June 2012



1. INTRODUCTION

The Mackenzie Tourism and Development Trust is a Council Controlled Organisation operating within the Mackenzie District Council, set up to promote and facilitate business development within the District.

The Mackenzie District Council's Long Term Council Community Plan (LTCCP) sets out its goal for Tourism and Economic Development "To promote sustainable development for tourism and business in the Mackenzie area."

Previous community consultation identified 5 aspirations that the people of the Mackenzie wanted. They were:

- That the Mackenzie be recognised as a leading tourist destination
- To have a prosperous community
- A broad economic base
- Employment for our people, and
- Development that does not compromise the values for present and future generations.

The Council's role in achieving the outcomes sought by the people of the Mackenzie is to:

- Establish infrastructural services that promote sustainable tourism and development.
- Endeavor to facilitate tourism, economic development and entrepreneurial activity within the framework of the District Plan.

The Statement of Intent sets out the overall intentions and objectives of the Council and Trust for the financial year 1 July 2011 to 30 June 2012.

2. VISION

The Trust has a vision to:

Provide economic and social benefit to the Mackenzie District through effective promotion of tourism and business development.

To ensure visitors are well provided for with appropriate visitor information.

3. OBJECTIVES

3.1 Operating Structure

Objective

The Board will remain a nonprofit Trust, operating as a CCO, with Council appointed Trustees.

The Board will review the Trust structure prior to June 2011 and each year after that to ensure the structure is the most efficient operating model available.

3.2 Income

Objective

A fixed base income that meets the needs of the Trust for the next three years to the end of June 2014.

Provide budgets to council by the end of February each year outlining the following three years budgets and showing the end of year projections

3.3 Information Delivery and Visitor Centres

Objective

Provide information delivery across the region that meets the needs of the visitors and provides an income stream for the Trust.

Continue to build on relationships with local promotions groups, community boards and visitor and information centres to ensure a cohesive message and approach to marketing the district

Grow commissions and sales activities by up to 5% over the 12months from 1 July 2011 to 30th June 2012

3.4 Marketing and Partnerships

Objective

Implement a strong marketing strategy and plan that delivers growth and profitability to our region and its operators, and encourages product development.

Grow marketing and partnership income by up to 5% across the organization including marketing projects, winter marketing , brochure production and brochure display, banner display

3.5 Business Development and Economic Development

Objective

Act as a catalyst for business development across all sectors of our economy, and encourage product development that will benefit our economy through employment, income and visitor growth.

Ensure that at least 90% of targareted tourism operators are listed on the trade directory.

Review the Targareted tourism rate before the end of 30th June 2011 and each year following to ensure a fair and equitable system is maintained.

3.6 Educational Opportunities

Objective

Seek opportunities to provide educational opportunities within the district that benefit tourism growth.

Play an active role in developing the Starlight Reserve

Facilitate opportunities for developing educational opportunities in the tourism sector

3.7 Self Review, Governance and Succession Planning

Objective

Introduce systems, policy and structure that provides for the long term future of the Trust and its operating arm, Destination Mount Cook Mackenzie Tourism.

Review the Strategic plan each year and undertake a structure review each year.

Develop a succession plan for the trust appointments and review each year by 30th June

Prepare an annual report that measures the Trust's outcomes against objectives.

4. NATURE AND SCOPE OF ACTIVITIES

The Trust will be responsible for:

- The preparation of an annual business plan and budget for tourism and economic development.
- Employing or contracting services from suitably qualified person(s) and or organisation(s) to fulfill the Trust's objectives.

5. PERFORMANCE

5.1 FINANCIAL PERFORMANCE TARGETS

The Trust will be responsible for delivering against the annual budget as approved by Council.

5.2 ACTIVITY PERFORMANCE TARGETS

The Trust shall detail in the reporting schedule that it has achieved Annual Business Plan objectives as detailed in clause 3 of this document.

6. REPORTING SCHEDULE

6.1 The Trust shall deliver to the Council before the end of February each year, reports on the state of the Trust's operation which shall include -

- A 6-monthly Chairman's Report,
- A 6-monthly financial report showing the year to date position against budget and the year-end forecast against budget.
- Commentary explaining financial variances
- A draft Statement of Intent for the next financial year

- 6.2 Annually, within 90 days of June 30th each year, the Trust shall deliver to the Council -
- The Chairman's Annual Report
 - Statement of achievement in relation to current Annual Plan Objectives.
 - Financial report showing the year end position against budget
 - Commentary explaining financial variances

7. TOURISM AND DEVELOPMENT BUSINESS PLAN

Performance shall be assessed against the following targets:

- Delivery of an annual business plan of core business activities and destination marketing projects with performance subsequently reported against objectives.

The Business Plan for 2011/2012 covers activity in the following areas:

Income, Information Delivery, Visitor Centres, Marketing and Partnerships, Business Development and Economic Development, Educational Opportunities, Self Review, Governance and Succession Planning.

8. THE TRUST

The Trust will exercise due diligence and care in carrying out its role. Individuals must act in good faith and in what they believe to be in the best interest of both the District and the Council.

8.1 THE CURRENT TRUST

Membership of the current Trust includes:

- LESLEY O'HARA - CHAIRPERSON for a term ending on 30 June 2013
- GRAEME MURRAY - for a term ending on 30 June 2011
- DENIS CALLESEN - for a term ending on 30 June 2012
- CLAIRE BARLOW - (COUNCIL REPRESENTATIVE)
- LEON O'SULLIVAN - for a term ending 30 June 2012
- PETER MAXWELL- (COUNCIL REPRESENTATIVE)
- MIKE NEILSON - for a term ending 20 June 2013

8.2 APPOINTMENT

The number of Trust members shall be no fewer than six and no more than seven. Six of the appointments are at the discretion of the Mackenzie District Council. The Trust may co-opt a further member if they deem it appropriate.

Trust members are appointed for a period of three years. A Trust member may be approached to continue to serve on the Trust if so desired by the Mackenzie District Council.

Positions on the Trust will be advertised by the Mackenzie District Council, and appointments made by the Chief Executive or his/her nominated person. Trustees are selected bases on their experience, with an emphasis (but not limited by) on governance experience, financial management skills, marketing skills and experience, tourism experience and business development and management experience.

8.3 QUORUM

The quorum shall be four members, and decisions shall be made by simple majority. Trust meetings will be conducted in accordance with Mackenzie District Council standing orders. In the event of an equal vote split for and against the Chairman will have the casting vote.

8.4 MEETING FREQUENCY

The Trust shall meet no less than quarterly.

8.5 RESIGNATION

A Trust member will cease to hold office immediately a written resignation is received by the Mackenzie District Council's Chief Executive Officer

8.6 REMUNERATION

The Trust is a Council Controlled Organisation. Trust members are entitled to receive mileage for travelling to meetings; the mileage rate is set at \$0.70 per km. Historically Trust members have not claimed or received this payment. The issue of remuneration or honorariums for Trust members is to be reviewed by Council on an annual basis.

8.7 DISQUALIFICATION

A Trust member will automatically be disqualified from holding office if -

- Suffering from prolonged ill health
- Is adjudged bankrupt
- Is prohibited to act as a director under the 1993 Company's act
- Is removed by the Council

8.8 CHAIRPERSON

Trust members will elect one of their number as chairperson of the trust.

8.9 PERSONAL INTEREST

A Trust member must, forthwith after becoming aware of the fact that he or she is interested in a transaction or proposed transaction with the Trust, disclose their interest to the Trust, quantifying the nature of the interest. The interested member may, at the discretion and direction of the Chair, take part in, or advise the Trust on any aspects regarding the transaction, but shall at all times abstain from voting on any resolution regarding the transaction.

8.10 INDEMNITY AND INSURANCE

The Council shall maintain and keep current such public liability insurance cover that will cover the Trust as part of Council's committee structure.

8.11 DELEGATED AUTHORITY

The Council's Delegation Manual (effective 15 June 2005) provides full delegated authority to the Trust to manage the Trust's operations within the budget as specified in Clause 5.

9. EMPLOYEES

On behalf of the MTDT Destination Mt Cook Mackenzie will employ staff to carry out the Trusts objectives:

- General Manger,
- Marketing Executive staff
- Administration Support Staff
- i-SITE and information centre staff
- Part time and contract staff as the board see fit

10.0 FUNDING

The Mackenzie Tourism and Development Board is funded in part through a uniform annual general rate charge on all rateable properties and tourism targeted rate levies against business and commercial operations.

The Mackenzie Tourism and Development Board though it's trading name of Destination Mt Cook Mackenzie will continue to grow the total net funding for the organistaion over the next three years through external funding sources and visitor information centre's .

As set out in the Draft Annual Plan, the amounts set aside for Tourism are as follows:

General Rate – Uniform Annual General Charge

A general rate will be set under section 15 of the Local Government (Rating) Act 2002 on a fixed amount per separately used or inhabited part of a rating unit. The uniform annual general charge has been calculated to meet the public funded portion of the operations of the Mackenzie Tourism and Development Board.

General Rate - Uniform Annual General Charge:

Uniform Annual General	\$25.00 per property Charge GST Inclusive
------------------------	---

Tourism Sector Rates

A series of targeted rates will assess under section 16 of the Local Government (Rating) Act 2002 to fund a portion of the operations of the Mackenzie Tourism and Development Board.

See Appendix 1 for the specific Rating Charges

Proposed Funding from Mackenzie District Council

2011/12 - \$25 per property, plus targeted rates as per Councils annual plan
Estimated at \$215,600 GST inclusive

2012/2013 - \$25 per property, plus targeted rates as per Councils Annual plan
Estimated at \$225,000 GST inclusive

2013/2014 - \$25 per property, plus targeted rates as per Councils Annual plan
Estimated at \$248,000 GST inclusive

Appendix 1

Primary Tier 1	Tourism	25313
Primary Tier 2	Tourism	5625
Primary Tier3	Tourism	2812.5
Primary Tier4	Tourism	843.75
Primary Tier 5	Tourism	562.5
Primary Tier 6	Tourism	281.25
Secondary Tier 1	Tourism	56.25
Secondary Tier2	Tourism	168.75
Secondary Tier 3	Tourism	281.25
Commercial All	Tourism	140.63
Commercial Tourism	Tourism	140.63
UAGC Tourism		25

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: TENDERS –LAKE ALEXANDRINA BRIDGE REPLACEMENT

DATE: 8 MARCH 2011

REF: CON 1195

REASON FOR REPORT

To report on the tender process for the Lake Alexandrina Bridge replacement and confirm delegations in order to accept a tender as soon as possible, to allow the project to proceed.

RECOMMENDATIONS:

1. That the report be received.
2. That the Mayor and Councillor Page, be delegated authority to consider the tenders for the bridge replacement and accept a tender.

BERNIE HAAR
ASSET MANAGER

GLEN INNES
CHIEF EXECUTIVE OFFICER

BACKGROUND

As reported previously the closing of tenders for the Lake Alexandrina bridge replacement had been delayed due to the Christchurch. I have been able to modify the process to have the tenders received in this office on Wednesday 9th March. They still have to be assessed by a suitably qualified assessor and then come to us for formal acceptance.

The estimate for this work is \$75,000 and will be within the COE's delegation for acceptance, but he felt that the Council should make the decision in this case.

CONCLUSIONS

In order to progress this project we need to make a decision as soon as possible and can't really wait until the next round of meetings to make that call. So I suggest that The Mayor and Councillor Page be delegated authority to consider the tenders received and accept a tender for the project.

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: COMMON SEAL AND AUTHORISED SIGNATURES
MEETING DATE: 8 MARCH 2011
REF: PAD 15/7
FROM: COMMITTEE CLERK
ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To advise of the documents signed under the Common Seal from 21 January 2011 to 4 March 2011.

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the affixing of the Common Seal to document numbers 699 to 701 be endorsed.

ROSEMARY MORAN
COMMITTEE CLERK

Number	Detail of Document	Date Signed & Sealed
699	Warrants of Appointment as Dog Control Officers for Karen Margaret McMillan and Gillian Sharp.	1 February 2011
700	Deed of Grant for Stock Underpass on Seddons Road – Mackenzie District Council and Shamrock Ferns Dairies ltd	8 February 2011
701	Deed of Assignment of Lease - M E H Pelvin Trust (Assignor) and Brian William Kelliher and Helen Margaret Kelliher (Assignee) and Mackenzie District Council – Hut Site No 32, Lake Alexandrina, South End Settlement	22 February 2011

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: GENERAL ACTIVITIES REPORT
MEETING DATE: 8 MARCH 2011
REF: PAD 2/3
FROM: CHIEF EXECUTIVE OFFICER

ACTIVITY REPORT

COUNCIL, COMMITTEE AND BOARD MEETINGS

1 February	Council Committees
7 February	Tourism Trust meeting
16 February	Fairlie Community Board
22 February	Solid Waste Working Party
1 March	Committee Meetings and special Council meeting to adopt the Triennial Agreement
3 March	CEO Half-Yearly Performance Review

OTHER MEETINGS AND ACTIVITIES

28-29 January	SOLGM Retreat in Blenheim
31 January	Management Meeting
3 February	Attended, with the Mayor and local representatives, a regional meeting of Federated Farmers to discuss Canterbury water strategy with Regional Council Commissioners David Caygill and Dame Margaret Bazely
7 February	Shared Services Meeting with South Canterbury CEO's and Mayors
8 February	Management Meeting Attended meeting of National Board of Federated Farmers at Bluecliffs Station, Timaru, with the Mayor
9 February	Alps to Ocean Meeting at Ohau Lodge Met with Garth Nixon and Mark Adams regarding proposed Fairlie library funding arrangements
10-11 February	Attended the Sustainable Futures Forum in Twizel with the Mayor Met with Ian Lothian and his successor Julian Tan in Twizel regarding Audit matters Attended Upper Waitaki Zone Committee Launch in Twizel with the Mayor
13-15 February	Shared Services Conference in Wellington with Cr Page
16 February	Met with Murray Weakley from Anthony Harper regarding a range of ongoing legal matters
17 February	Catch up meeting with Garth Nixon.

	Met with Luke van Velthooven regarding property management issues.
18 February	Took part in Bikewise bike ride around Fairlie with staff and Mayor
21 February	Canterbury CEOs Meeting in Christchurch regarding shared services and the upcoming Mayoral forum (since cancelled)
23 February	Catch up meeting with Bernie Haar. Management meeting
24 February	Catch up meeting with Nathan Hole. Budget meetings with Paul Morris and other managers
25 February	Budget meetings with Paul Morris and other managers
28 February	Paul Morris and I met with our insurance brokers regarding upcoming renewals.
2 March	Interviewed candidates for Civil Defence position with Nathan Hole, Rosemary Moran, Bernie Haar
3 March	Catch up meeting with Garth Nixon.
4 March	Catch up meeting with Paul Morris. Met with Phil Brownie – Tourism Trust and Paul Morris Attended Twizel Water Wise presentations in Twizel
7 March	Management Meeting

General

The year has got off to quite a hectic start, with focus upon preparing of budgets, determining whether we should be a part of the Sustainable Futures Trust, implementing the Canterbury Water Strategy in our area, bringing ourselves up to date with others thinking over sharing of services and preparing for my half yearly review.

Shared Services

As can be seen from the calendar of events, this has been a key topic since last meeting. The seminar in Wellington was particularly useful and well- attended, Cr Page and I will make a presentation at the Council meeting on the seminar and its implications for us. In addition, the Canterbury Mayoral Forum has now formalized terms of reference for the related CEO forum. One of the four components of its work programme is to develop shared services across Canterbury.

More locally two meetings have been held in South Canterbury as to the options for closer cooperation and sharing of services.

Canterbury Earthquake

A range of excellent locally driven responses have been made following the disastrous earthquake of 22 February 2011. The greatest impact upon us will be the influx of people from Christchurch occupying holiday homes or staying with friends and relatives. We have linked in with a local initiative offering housing and are providing for Christchurch authorities a registration service for those staying in the area temporarily. The Twizel community held a public meeting to organise their local responses with Rick Ramsay playing a lead role in that.

Dick Marryatt has spent a week working on building inspection in Christchurch and Angie Taylor, who is trained in Search and Rescue, also spent time in Christchurch. Council's grant of \$1 per ratepayer has been paid to the Red Cross appeal.

The Tourism Trust is still gauging the impact upon the tourist industry, which will be significant. Already numbers of overseas bookings have been cancelled and it has been judged inappropriate to proceed with national winter marketing campaigns at this stage.

Given the scale and timeframe for the recovery and rebuilding required, our own work programmes will undoubtedly be affected, but it is far too early to make any assessment of the extent of that.

Sustainable Futures Trust

Council's participation in this collaborative governance proposal is the subject of a separate report by Toni Morrison.

While the concept has some appeal and is being strongly advocated for by the Minister for the Environment, local reservations remain.

One went away from the forum in Twizel with the uneasy feeling that others were working out an agenda that hadn't been revealed to all and we were being somewhat manoeuvred to reach a predetermined outcome.

Despite that, one can't really dispute the Minister's contention that we will face ongoing contentious environmental issues regardless of the outcome of Plan Change 13. The resolution of those issues could well involve us in significant costs, particularly if they end up in the Environment Court.

So the invitation from the Minister to "give this idea a shot" backed up with the carrot of some funding to do so is tempting to accept.

It is a delicately balanced decision that the Council is called on to make.

Your judgements will be influenced by factors such as

- The willingness of locals to participate with energy and enthusiasm.
- The ability to take control of the process and make it truly locally driven
- The quality of facilitation of the process
- The ability to commission solid research as a basis for informed debate

Budget/Annual Planning Round

Work is well underway in compiling the individual section budgets into a form that we can present to Council.

Our thinking at present is to present a base case with optional "add-ons" for the Council/Community Boards to consider.

We would like to discuss aspects of the budget on 8 March to get guidance on further work needed to refine the draft document.

Alps to Ocean Cycleway

Michael Ross my counterpart at Waitaki is comfortable with essence of a draft agreement I have prepared on cost sharing but we are looking for a more formal legal precedent to adopt.

We will also need to determine the most appropriate form for an ongoing organisation to manage the trail business once it is constructed. Work is being done on that and a report will come to both Councils at a similar time.

Society of Local Government Managers Marlborough Retreat

This event is held every two years and attracted a range of papers covering recent changes in local government law, members interests and other issues, an update of case law affecting the RMA, issues regarding LIMs and paper roads, a paper on local authority funding and economic overview, local authority liability and Riskpool and an overview of the issues surrounding the new Auckland Council.

John Carter, the Associate Minister of Local Government spoke and reiterated a message previously delivered by Rodney Hyde that the Government's response in Auckland was a particular response to a unique set of circumstances. Outside of Auckland, the Government was not going to take the lead in proposing further reorganisation. However, he did see merit in initiatives for combined service delivery in various areas but believed that political involvement was important in the oversight of such moves.

In informal sessions, I had the chance to talk to Bruce Robertson about audit issues and our upcoming Long term plan, Paul Carpenter from Riskpool was able to put my mind at risk about any potential liability issues regarding Lake Opuha dam construction and Claire Hadley from Rangitikei spoke to me in some detail about the way they have combined forces with their neighbours in the Manawatu to provide improved quality asset management services

I haven't had the opportunity to provide more detailed information on the content of the programme either to elected members or managers but will do so as soon as possible

Staffing

Payments Officer Casey Pridham is due to commence her maternity leave on 11 March 2011, with Julie Hadfield extending her hours to cover the vacancy

Roading Engineer Frank Ledingham has tendered his resignation with effect from 15 June 2011.

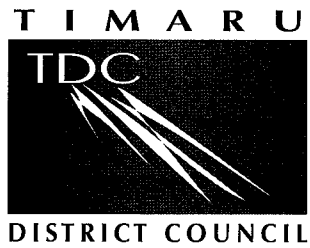
Interviews have been held for the part-time position of Civil Defence Officer and a preferred candidate identified.

RECOMMENDATION:

1. That the report be received.

GLEN INNES
CHIEF EXECUTIVE OFFICER

RECEIVED
20 JAN 2011



38
COPY FOR YOUR
INFORMATION

Downlands Joint Standing Committee

Meeting Minutes

Please find attached for your information, a copy of the Minutes from the Meeting of Downlands Joint Standing Committee held on 6 December 2010.

Confirmation of the next meeting date and time, and an Agenda will be circulated at a later date.

A handwritten signature in black ink, appearing to read "M. A. Jump".

Michelle Jump
Committee Secretary

UNCONFIRMED**TIMARU DISTRICT COUNCIL****DOWNLANDS JOINT STANDING COMMITTEE****COPY FOR YOUR
INFORMATION**

**MINUTES OF THE DOWNLANDS JOINT STANDING COMMITTEE MEETING HELD
ON MONDAY 6 DECEMBER 2010, IN MEETING ROOM 1, TIMARU DISTRICT
COUNCIL OFFICES, 2 KING GEORGE PLACE, TIMARU AT 1.05PM**

PRESENT

Timaru District Council: Cllrs R Lyon, P Mulvey, M Oliver, T Tierney and
Mr J McDonald
Waimate District Council: Cllr Anderson
Mackenzie District Council: Cllr Smith
Waimate and Mackenzie
District Councils: Mr R Bisset

Timaru District Council Staff: Mr A Harper (District Services Manager), Mr G Hall
(Drainage and Water Manager),

1 ELECTION OF CHAIRMAN

The District Services Manager called for nominations for election of Chairperson.

Proposed Cllr Oliver
Seconded Cllr Smith

"That Cllr Lyon be appointed Chairperson of the Downlands Joint Standing
Committee."

MOTION CARRIED

Cllr Lyon then took the Chair, and called for nominations for the position of Deputy
Chairperson.

2 ELECTION OF DEPUTY CHAIRPERSON

Proposed Cllr Oliver
Seconded Mr J McDonald

"That Cllr Mulvey be nominated for the position of Deputy Chairperson of the
Downlands Joint Standing Committee."

MOTION CARRIED

There being no further nominations, Cllr Mulvey was duly declared appointed as
Deputy Chairman of the Downlands Joint Standing Committee.

3 IDENTIFICATION OF ITEMS OF URGENT BUSINESS

Proposed Cllr Anderson
Seconded Cllr Smith

"That the item of "new water sources for Downlands Water Scheme" as a matter of
Urgent Business."

MOTION CARRIED

CONFIRMATION OF MINUTES

Proposed Clr Anderson
Seconded Mr Bisset

"That the minutes of the Downlands Water Supply Joint Standing Committee meeting held on 26 August 2010, be confirmed as a true and correct record."

MOTION CARRIED

5 DOWNLANDS WATER SUPPLY SCHEME - APPLICATION FOR VARIATIONS FROM POLICY FOR WATER ALLOCATION (File W2/2/4)

The District Services Manager explained the new application process for a request for a change of water allocation within the Downlands Scheme.

Mr Grant Hall explained the details of the application from Mr and Mrs M and AL Hawkins of Sutherlands. Following extensive discussion around land ownership, notifications, and allocations it was moved:

Proposed Clr Oliver
Seconded Clr Smith

"That the request for redistribution of units be approved with the following conditions:

- 1 That the 68.14Ha farm be fully allocated in accordance with Downlands policy, with an increase in the existing allocation of 1.5 units, for stock water and new domestic allocation, and that there is a corresponding decrease in allocation of 1.5 units from the 163.9 Ha farm, as set out in Table 2, and that this be a permanent situation; and
- 2 It be noted on the Timaru District Council property file for the 163.9Ha farm that the farm is not fully allocated with Downlands water, and that the supply of any shortfall of water is the responsibility of the property owner; and
- 3 That the 68.14Ha farm be reallocated 4.5 units of extraordinary water from the northern 163.9Ha farm, as set out in Table 2, on the basis that Lot 2 DP83844, Lot 1 DP8823, RS 18453, RS 40505, RS 23541, RS 32940 and Section 1 SO 11651, being the 68.14Ha farm, and Lot 2 DP 82726, Lot 3 DP62443, RS 23587 and RS 23416, being the 163.9Ha farm, remain in the same ownership. If the total farm ownership changes, then the current situation can continue, however if there is any subdivision or change of partial ownership, then the extraordinary 4.5 units revert back to the northern property, and that this information be held against the Timaru District Council property file.
- 4 That for the house on Lot 2 DP82726, the applicant is required to have secure and legal access rights to the water storage tank located on the adjoining property."

Table 2

Farm	Number of Tanks	Allocation (Units)		
		Permanent	Temporary	
163 Ha	2	7 <u>1.5*</u> 8.5	-4.5 = <u> </u> = -4.5	2.5 <u>1.5*</u> 4
68 Ha	3	2.5* 1.5 <u>1.0</u> 5.0	+1.0 = +1.5 = <u>+2.0</u> = +4.5	3.5* 3.0 <u>3.0</u> 9.5
Total		13.5	0.0	13.5

*Includes domestic allocation

MOTION CARRIED

6 EXCLUSION OF THE PUBLIC

Proposed Clr Oliver
Seconded Clr Mulvey

"That the Committee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

Property Matter
Section 7(2)(i)

The withholding of the information is necessary to enable the Committee to carry out, without prejudice or disadvantage, negotiations including commercial and industrial negotiations."

MOTION CARRIED

7 READMITTANCE OF THE PUBLIC

Proposed Clr Oliver
Seconded Clr Mulvey

"That the public be readmitted to the meeting."

MOTION CARRIED

The Chairman then thanked the Committee for their work and wished everyone the compliments of the festive season.

The meeting closed at 2.35pm.

Chairman

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

FROM: CHIEF EXECUTIVE OFFICER

SUBJECT: COMMUNITY BOARD RECOMMENDATIONS

MEETING DATE: 8 MARCH 2011

REF: PAD 5

PURPOSE OF REPORT:

To consider recommendations made by the Community Boards.

RECOMMENDATIONS:

1. That the report be received.

TWIZEL COMMUNITY BOARD

2. **Security**
That the Council notes the Twizel Community Board's request that costings for Trail cameras are to be made available for consideration at the Board's budget meeting.
3. **Mackenzie Tourism and Development Trust – New Trustees:**
That the Council considers the recommendations:
 - That advertising for expressions of interest in being appointed Trustees on the Mackenzie Tourism and Development Trust not be confined to the Timaru Herald, and that local news sheets also be used, eg the Twizel Update.
 - That Ken Davidson be co-opted as a Trustee on the Mackenzie Tourism and Development Trust.
4. **Increasing Rabbit Levels – Letter from Environment Canterbury:**
That the Council notes that following appropriate advertising and obtaining of permission from the Police, a night shoot of rabbits is to be undertaken by licenced shooters and that the ammunition is to be funded from the Greenways budgets.
5. **Entrance to Twizel Radio Station and Rubbish Collections over Holiday Period**
 - That Council notes that in an effort to address the problem of the rubbish and mess at the entrance to the Twizel Radio Station and District Nurses' room surveillance of the area will be undertaken and those responsible for making the mess are to be persuaded to desist.
 - That the Council notes that Twizel Development and Promotion Association Inc are to be advised of the action being taken to address the problem of the rubbish and mess at the entrance to the Twizel Radio Station and District Nurses' room and that a new Solid Waste

Strategy would be in place by next Christmas so the perceived issues should not recur.

6. Bike Stands in Market Square

That the Council notes that Judy Norman is to be advised that the Community Board agrees that there is a lack of bike stands in Market Square and that it intends to rationalise the existing bike stands in the Township to best advantage.

7. Appointments to Other Committees:

That the Council notes that Elaine Curin has been appointed as the Twizel Community Board's representative on the Twizel Community Care Trust and that the Trust is to be advised of the appointment.

TEKAPO COMMUNITY BOARD

8. Lake Tekapo Township Projects:

That the Council notes that the Tekapo Community Board is to proceed to gravel and light the new Lakeside Drive walkway and make the lighting connection through to Alpine Springs and that concrete pads are to be installed under the seats on the walkway along the Lake frontage.

9. Increasing Rabbit Levels – Letter from Environment Canterbury:

That the Council notes that consideration is to be given to making provision in the 2011/2012 Community Board's budgets for rabbit control in the Township.

10. Alexandra Terrace Seal Extension

That the Council notes that the sealing of Alexandra Terrace is to be completed in the current year and that the project is to be funded from the Township Projects budget and/or Reserve funds.

11. Appointments to Other Committees:

That the Council notes the following appointments of Board members to other committees

- Tekapo White Water Canoe Trust: Peter Munro
- Lake Tekapo Footbridge Society Inc Peter Munro
- Lake Tekapo Regional Park Murray Cox
- Lake Tekapo Playground Committee Murray Cox

FAIRLIE COMMUNITY BOARD

12. Eversley Reserve Sewerage - Rates:

That the Council notes that the Community Board has confirmed its satisfaction with the fairness of the rating arrangements made for Eversley Reserve residents to be connected to the Fairlie Sewerage Scheme.

13. Fairlie Tasty – Outdoor Seating

That the Council notes that the Fairlie Community Board has authorised the removal of Fairlie Tasty's outdoor seating from the Council road reserve.

GLEN INNES

CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

The minutes of the meetings of the Twizel and Tekapo Community Boards held on 14 February 2011, and the Fairlie Community Board held on 16 February 2011.

BACKGROUND:

The Community Boards have made a number of recommendations for the Council to consider.

POLICY STATUS:

N/A

SIGNIFICANCE OF DECISIONS REQUESTED:

No significant decisions are required.

CONSIDERATIONS:

The Council delegated a range of authorities to staff and other organisations on 14 June 2005 when it also confirmed that it did not need to make any specific delegations to Community Boards to have them better perform their role.

This policy was amended on 29 January 2008 when the Council resolved to delegate to the Fairlie, Tekapo and Twizel Community Boards, the following responsibilities:

- The ability to consider requests from local organizations 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 organizations within the community board area and other organizations where local representation is requested.
- The ability to authorize, 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.

In the absence of delegated authority to the Community Boards on other matters, the Council has the opportunity to note and consider the issues raised and matters promoted on behalf of the Townships by their Boards and to endorse them where appropriate.

MACKENZIE DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE TWIZEL COMMUNITY BOARD HELD IN THE SERVICE CENTRE TWIZEL ON MONDAY 14 FEBRUARY AT 3.30 PM

PRESENT:

Peter Bell (Chairman)
Cr John Bishop
Elaine Curin
Phil Rive

IN ATTENDANCE:

Garth Nixon (Community Facilities Manager)
Bernie Haar (Asset Manager)
John O'Connor (Utilities Engineer)
Rosemary Moran (Committee Clerk)

I APOLOGIES:

Resolved that an apology be received from Kieran Walsh.

Peter Bell/Phil Rive

Apologies were noted from the Mayor and the Chief Executive Officer.

II DECLARATIONS OF INTEREST:

There were no declarations of interest.

III MINUTES:

Resolved that the Minutes of the meeting of the Twizel Community Board held 22 November 2010 be confirmed and adopted as the correct record of the meeting.

Phil Rive /John Bishop

ACTION POINTS:

Township Projects

The Chairman reported that at the informal meeting to consider township projects it had been agreed that work on upgrading the greenways between Falstone and Mackenzie Drive and Halliwell and Simons Street should be undertaken in the current year. He said it was intended to have an estimate of costs at the budget meeting for additional projects to enable priorities to be established.

Security

The Community Facilities Manager provided information on Trail cameras

Resolved that costings for Trail cameras be made available for consideration at the Board's budget meeting.

Peter Bell/Elaine Curin

IV REPORTS:

1. TWIZEL INFORMATION CENTRE – QUARTERLY REPORT:

The Chairman welcomed Phil Brownie, General Manager - Destination Mt Cook Mackenzie, who attended to present the October to December 2010 report of the Twizel Information Centre.

Mr Brownie spoke to the report.

It was suggested that in light of the number of enquiries regarding the location of the Information Centre which were being fielded at the Twizel Service Centre, stronger pedestrian signage be investigated. It was also suggested that a sign be installed indicating the range of goods available to be purchased at the Information Centre.

Alps to Ocean Cycleway

Mr Brownie referred to the Alps to Ocean Cycleway project and advised that Chris Eden had been employed to manage the project. He said the first task would be to lodge the necessary resource consents which would relate mainly to soil movement and tracks near waterways.

Mr Brownie said that by the end of April 2011 the Cycleway Committee intended to complete the portion of the cycleway around the base of Lake Pukaki to showcase the project. It was hoped to complete the cycleway through to Ohau by October 2011.

He advised that from late March 2011 the Committee intended to develop a model to assist operators with business support to become involved in accommodation, hospitality and other activities which would be associated with the cycleway.

Mr Brownie described the plans for the helicopter transport of cycles and cyclists across the Tasman River at the start of the cycleway.

Resolved that the report be received.

Peter Bell/Phil Rive

The Chairman thanked Mr Brownie who left the meeting at 4.00 p.m.

Mackenzie Tourism and Development Trust – New Trustees:

The Chairman referred to the recent appointment of new Trustees to the Mackenzie Tourism and Development Trust and his disappointment that the advertising for expressions of interest in becoming Trustees had been confined to the Timaru Herald which was not widely read in Twizel. He said that as a consequence some local people had not been aware of the opportunity to express their interest in the role.

Resolved that it be recommended to the Council:

1. That advertising for expressions of interest in being appointed Trustees on the Mackenzie Tourism and Development Trust not be confined to the Timaru Herald, and that local news sheets also be used, eg the Twizel Update.
2. That Ken Davidson be co-opted as a Trustee on the Mackenzie Tourism and Development Trust.

Peter Bell/Phil Rive

V VISITORS:

The Chairman welcomed Medical Officer of Health Dr Daniel Williams and Health Protection Officers Steve Waller and Keith Turner from Crown Public Health in Timaru. He also welcomed Ken Davidson, Sarah Davidson and another member of the public.

Dr Williams introduced himself and outlined his responsibilities as Medical Officer of Health for the South Canterbury Health District.

He then spoke to his power point presentation *Water and Health*. He referred to the protection of water supplies in general and the risks to Twizel water supply which was currently unprotected. A copy of the presentation is attached to this record.

Dr Williams explained that in general terms township with non-secure water sources required treatment to kill unwanted organisms. In order to be able to rely on the integrity of the water supply, chlorination was the only way to ensure residual disinfection in the reticulation system to protect from contamination introduced accidentally.

The Utilities Engineer noted that the Twizel Water Supply was like an irrigation system used for drinking water. He suggested that if the Township wished to continue to irrigate from the supply, it would require a large volume which was unlikely to be obtainable from a deep, secure source because of the geology of the area. He suggested that investigation should be the first task. He noted the treatment of shallow sourced water would be expensive. He said a source from more than 10 metres depth may be able to be treated by UV alone; however chlorination would still be encouraged to protect the water in the reticulation system.

The Asset Manager said it could be at two years before a start might be made on constructing a new water source. He asked if the Community Board would be comfortable to take the risks associated with the current regime for the next two years. He said the Council didn't think it would be good practice for the Board to accept the risks and had tasked the Utilities Engineer with finding a way to disinfect the current water supply at a reasonable cost. The Utilities Engineer noted that chlorinating the system would be cheap but it would not kill cryptosporidium or giardia.

Ken Davidson, Manager of the Mackenzie Country Inn, said he needed to guarantee safe water for his guests and asked what was recommended to guarantee that in the meantime.

The Asset Manager suggested *point of use* treatment. Steve Waller said the other option was to boil all water.

Dr Williams said he would prefer that the community water supply was treated.

In response to a question regarding the number of reported cases of giardia in Twizel, Steve Waller said reported cases ranged between six and nine per year; however it was difficult to be precise because the data base included only the home address of an infected person who could have contracted the disease while on holiday.

Sarah Davidson said she expected to have safe drinking water and if it was not safe she would expect to be told.

Dr Williams said that for the most part the water was safe. If tests revealed that it was at risk, then the Council would issue a boil water notice. He said contamination was sporadic and testing represented just a snap shot of the water quality. He suggested it was important to get back to first principles, ie disinfection, so that there was confidence that the water coming out of taps in Twizel was safe.

The Chairman thanked the Dr Williams for his presentation and the visitors left the meeting at 4.55 pm.

IV REPORTS:

1. FINANCIAL REPORT – JULY 2010:

This report from the Manager – Finance and Administration provided an update for Board members on the financial performance of the Twizel Community for the period to December 2010.

Resolved that the report be received.

John Bishop Phil Rive

The Asset Manager undertook to investigate the following:

- Page 24 –Resource Consent for Sewerage was the budget carried over?
- Page 34 – what is Other Income?

The Community Facilities Manager referred to the Township Budgets and undertook to provide information to enable the Board to decide if it wanted to mow the River Terrace along Glen Lyon road in future.

3. INCREASING RABBIT LEVELS – LETTER FROM ENVIRONMENT CANTERBURY:

This report from the Community Facilities Manager was accompanied by a letter from Environment Canterbury regarding the increasing levels of rabbits in the Twizel and Lake Tekapo Townships.

The Chairman suggested a night shoot could help address the problem. The Community Facilities Manager said there would be funding for ammunition in the current budget towards ammunition and noted that the appropriate permission and advertising be undertaken before the shoot.

Resolved:

1. That the report be received.

2. That the following appropriate advertising and obtaining of permission from the Police, a night shoot of rabbits be undertaken by licenced shooters and that the ammunition be funded from the Greenways budgets.
Phil Rive/Elaine Curin

4. LETTER FROM SOUTH ISLAND ROWING:

This report from the Manager – Finance and Administration was accompanied by a request from South Island Rowing for sponsorship of a race at the 2011 Banklink NZ Championship Regatta on 15 to 19 February 2011.

Resolved:

1. That the report be received.
2. That \$100 including GST be granted to South Island Rowing for the 2011 Banklink NZ Championship Regatta on 15 to 19 February 2011

Phil Rive/Elaine Curin

5 BEN OHAU GOLF CLUB – REQUEST FOR SPONSORSHIP:

This report from the Manager – Finance and Administration was accompanied by a request from the Ben Ohau Golf Club for sponsorship for the Ben Ohau Classic Golf Tournament to be held on 19/20 February 2011.

Resolved:

1. That the report be received.
2. That the Twizel Community Board grant \$100 to the Ben Ohau Golf Club for sponsorship for the Ben Ohau Classic Golf Tournament to be held on 19/20 February 2011.

John Bishop/Phil Rive

6. LETTER FROM TDPA:

This letter from the Chairperson of the Twizel Promotions referred to the rubbish and mess being left in the entrance to the Twizel radio station and the District Nurses' room, and the rubbish collection over the holiday period.

Resolved that an effort be made to address the problem of the rubbish and mess at the entrance to the Twizel Radio Station and District Nurses' room by undertaking surveillance of the area and persuading those responsible for making the mess to desist.

Peter Bell/Elaine Curin.

The Asset Manager acknowledged that the rubbish collections over the holiday period had not worked as well as they could have. He said the Council was currently considering responses to its Request for Proposals for Solid Waste and he anticipated a new strategy would be in place by next Christmas so the perceived issues should not recur.

Resolved that the Twizel Development and Promotion Association Inc be advised of the action being taken to address the problem of the rubbish and mess at the entrance to the Twizel Radio Station and District Nurses' room and that a new Solid Waste Strategy would be in place by next Christmas so the perceived issues should not recur.

John Bishop /Phil Rive

7. EMAIL FROM JUDY NORMAN:

This email from Judy Norman referred to the lack of bike stands in the Market Square.

Resolved that Mrs Norman be advised that the Community Board agrees that there is a lack of bike stands in Market Square and that it intends to rationalise the existing bike stands in the Township to best advantage.

Phil Rive/Elaine Curin

8. TWIZEL ZONING

The Community Board noted that it was planned to provide an update on the Twizel Zoning Plan Change 15 to the Planning Committee on 1 March 2011 and that a copy of the report would be circulated to the Community Board members.

9. APPOINTMENTS TO OTHER COMMITTEES:

Resolved:

1. That Elaine Curin be appointed as the Twizel Community Board's representative on the Twizel Community Care Trust.
2. The Community Care Trust be advised of the appointment.

John Bishop/Phil Rive

10. WARD MEMBERS REPORT:

Cr Bishop noted the presentation from Crown Public Health earlier in the meeting and related it to the resolution of the Projects and Strategies Committee that the Twizel Community Board progress the disinfection of the Twizel water supply.

He advised that he had been appointed to the Working Party which was to consider the "Expressions of Interest" in Solid Waste at a meeting on 22 February 2011.

Cr Bishop also noted that the Pukaki Airport Committee was advertising for tenders to erect a hangar at the Pukaki Airport.

11. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES:

The Chairman reiterated that an informal workshop had been held before the meeting to consider greenways and roading projects for the 2011/2012 year. He said estimates of the projects' costs would be available for consideration at the Board's budget meeting.

**THERE BEING NO FURTHER BUSINESS THE
CHAIRMAN DECLARED THE MEETING CLOSED AT 5.50 PM**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE TEKAPO COMMUNITY BOARD HELD IN THE LAKE TEKAPO COMMUNITY HALL ON MONDAY 14 FEBRUARY 2011 AT 7.30 PM

PRESENT:

Murray Cox (Chairman)
Alan Hayman
Peter Maxwell
Ian Radford

IN ATTENDANCE:

Garth Nixon (Community Facilities Manager)
Bernie Haar (Asset Manager)
Rosemary Moran (Committee Clerk)

I APOLOGIES:

Resolved that an apology be received from Peter Munro.

Peter Maxwell/Alan Hayman

Apologies from the Mayor and Chief Executive Officer were noted.

II DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

VI VISITOR:

The Chairman welcomed Phil Brownie, General Manager - Destination Mt Cook Mackenzie, who attended to present the July to December 2010 report of the Tekapo i-SITE.

Mr Brownie spoke to the report. In addition he mentioned that there was to be press release later in the week on the Alps to Ocean Cycleway project which was progressing following the recent appointment of the project manager.

III MINUTES:

Resolved that the Minutes of the meeting of the Tekapo Community Board held on 22 November 2010 be confirmed and adopted as the correct record of the meeting.

Ian Radford/Alan Hayman

ACTION POINTS:

Recycling Bins:

The Community Facilities Manager advised that he had arranged for the design problem with the new recycling station to be fixed at a cost of \$400.00.

Local Authorities (Members' Interests) Act 1968

The Community Board members agreed to defer making a decision on establishing a register of Members' Interests.

IV REPORTS:

1. FINANCIAL REPORT:

This report from the Manager – Finance and Administration provided an update for Board members on the financial performance of the Tekapo Community for the period to December 2010.

Resolved that the report be received.

Peter Maxwell/Ian Radford

2. LAKE TEKAPO COMMUNITY CENTRE UPDATE AND FUNDING SCENARIO:

This report from the Community Facilities Manager provided information on financial viability and funding scenarios for a Community Centre for Lake Tekapo.

Resolved that the report be received.

Peter Maxwell/Ian Radford

The Chairman said that the consideration of the issue would be included on the agenda for the upcoming workshop on 24 February 2010 which he was planning to convene to progress community facilities in the Township.

3. LAKE TEKAPO TOWNSHIP PROJECTS:

This report from the Community Facilities Manager provided an update on a variety of projects which the members had considered at an informal meeting.

Resolved that the report be received.

Peter Maxwell/Alan Hayman

Resolved that the Tekapo Community Board proceeds to gravel and light the new Lakeside Drive walkway and make the lighting connection through to Alpine Springs.

Peter Maxwell/Ian Radford

The Community Facilities Manager undertook to investigate the purchase of a commercial dishwasher and fridge/chiller for the Community Hall.

Resolved that concrete pads be installed under the seats on the walkway along the Lake frontage.

Ian Radford/Alan Hayman

4. CORRESPONDENCE FROM LAKE TEKAPO FOOTBRIDGE SOCIETY INC:

This letter from the Lake Tekapo Footbridge Society Inc was accompanied by copies of a letter dated 18 November 2010 from the Society to the Mayor,

Councillors and Lake Tekapo Community Board, the Chief Executive Officer's response dated 25 November 2010 and the response from the Minister of Transport dated 18 August 2010 to a letter from the Society.

Resolved that the report be received.

Ian Radford/Alan Hayman

The Chairman noted the Society's suggestion that the Council should contribute to the proposed footbridge. It was suggested that issues including design, ownership and on-going maintenance of a footbridge needed further consideration before ratepayer funding could be directed to the project.

The Chairman undertook to meet with the Footbridge Society and convey the Board's views.

5 INCREASING RABBIT LEVELS – LETTER FROM ENVIRONMENT CANTERBURY:

This report from the Community Facilities Manager was accompanied by a letter from Environment Canterbury regarding the increasing levels of rabbits in the Twizel and Lake Tekapo Townships.

Resolved

1. That the report be received.
2. That consideration be given to making provision in the 2011/201 Community Board's budgets for rabbit control in the Township.

Peter Maxwell/Alan Hayman

6. ALEXANDRA TERRACE SEAL EXTENSION

This report from the Asset Manager sought to confirm the Board's intentions regarding the sealing of Alexandra Terrace.

Resolved:

1. That the report be received.
2. That the sealing of Alexandra Terrace be completed in the current year and that the project be funded from the Township Projects budget and/or Reserve funds.

Murray Cox/Peter Maxwell

7. APPOINTMENTS TO OTHER COMMITTEES:

The following appointments of Board members to other committees were confirmed:

- | | |
|--------------------------------------|-------------|
| • Tekapo White Water Canoe Trust: | Peter Munro |
| • Lake Tekapo Footbridge Society Inc | Peter Munro |
| • Lake Tekapo Regional Park | Murray Cox |
| • Lake Tekapo Playground Committee | Murray Cox |

8. WARD MEMBER'S REPORT:

Peter Maxwell referred to the rock sculpture which had been sited outside the Community Centre during the Art Exhibition and asked if the Community Board was interested in taking up RSM Law's offer to enable the community to retain the sculpture. The Board members agreed that the offer be declined with thanks.

Mr Maxwell reported on the Upper Waitaki Sustainable Futures Trust meeting which had been held the previous week in Twizel. He said the Council had yet to make a decision on its involvement in the project.

Mr Maxwell advised that the environmental planning and design consultancy Boffa Miskell was undertaking the development of a plan which would take into consideration a strategy for the VCII land at Lake Tekapo which was the subject of interest from developers. He undertook to keep the Board members informed of developments.

9. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES:

Murray Cox undertook to report to the Community Board following the next meeting of the Lake Tekapo Regional Park Society.

V GENERAL:

1. WALKING AND CYCLING STRATEGY FOR THE MACKENZIE:

The Chairman noted that a proposed Walking and Cycling Strategy would be included on Agenda for consideration at the next Community Board meeting.

**THERE BEING NO FURTHER BUSINESS THE
CHAIRMAN DECLARED THE MEETING CLOSED AT 9.25 PM**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE FAIRLIE COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON WEDNESDAY 16 FEBRUARY 2011 AT 7.40 PM

PRESENT:

Owen Hunter (Chairman)
Julia Bremner
Ron Joll
Graeme Page
Ashley Shore

IN ATTENDANCE

Glen Innes (Chief Executive Officer)
Paul Morris (Manager – Finance and Administration)
Bernie Haar (Asset Manager)
Rosemary Moran (Committee Clerk)

I APOLOGY:

An apology was noted from the Mayor.

III DECLARATION OF INTERESTS:

There were no declarations of interest.

IV MINUTES:

Resolved that the Minutes of the meeting of the Fairlie Community Board held on 24 November 2010 be confirmed and adopted as the correct record of the meeting.

Graeme Page/Julia Bremner

ACTION POINTS:

SH 8/79 Intersection

Cr Page referred to a potential traffic safety issue at the SH 8/79 intersection and undertook to meet onsite with the Asset Manager to discuss the matter.

V REPORTS:

1. FINANCIAL REPORT:

This report from the Manager – Finance and Administration was accompanied by the financial report for the Board for the period to December 2010.

Resolved that the report be received.

Julia Bremner/Ron Joll

Solid Waste Strategy

The Asset Manager updated Board members on the new direction Council had embarked on with regard to the District's Solid Waste Strategy. He said ten requests for proposals had been received which were currently being assessed by staff. A short list would be considered by the Waste Working Party on 22 February 2011. It was anticipated that a new strategy would be in place September/October 2011.

Budgets for 2011/12

Ron Joll suggested that the Board rate to build up a reserve to cover unplanned maintenance for community facilities.

Mr Joll referred to the desirability of ensuring that the service provided to ratepayers was consistent with that offered in other Districts. To that end he proposed that a rates index comparison be undertaken to find out the level of rates in Fairlie compared with other areas. He said potential for township assets and facilities to be run down was not a desirable offset of low or nil rates rises; there needed to be a balance.

Formatting of Accounts

Ashley Shore requested that the *Totals* in the accounts be formatted the same as the line items to show variances.

3. EVERSELY RESERVE SEWERAGE - RATES:

This report from the Chief Executive Officer was accompanied by copies of the Chief Executive Officer's report to Council dated 25 January 2011 and a letter from Elizabeth Brien.

Resolved:

1. That the report be received.
2. That the Community Board confirms its satisfaction with the fairness of the rating arrangements made for Eversley Reserve residents to be connected to the Fairlie Sewerage Scheme.

Owen Hunter/Ron Joll

Cr Page voted against the resolution.

4. WARD MEMBER'S REPORT:

Cr Page considered the Board should receive regular reports from the Mackenzie Community Library. He reported on the Shared Services conference he had attended with the Chief Executive Officer in Wellington. He also referred to the proposal to establish a Mackenzie Sustainable Futures Trust and his mounting excitement about the new Solid Waste Strategy proposed for the District.

5. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES:

Mackenzie Community Centre

Julia Bremner provided a copy of the Minutes of the Mackenzie Community Centre User Group meeting held on 24 January 2011. She reported that the

Fairlie Lions Club had agreed to assist with washing the walls of the stadium in preparation for painting, that a price was being sought for reupholstering the seats in the Community Theatre (rather than cleaning the existing threadbare material), that the Community Facilities Manager was still waiting to hear from the EQC about repairs to be undertaken on the exterior of the building and that the new cleaner was doing an excellent job.

Mrs Bremner said she was hoping to procure the use of a scissor lift for the washing project free of charge.

Town Clock

The Chairman advised that the repaired town clock had been installed and was keeping good time.

LATE ITEM:

Resolved that pursuant to the Local Government Official Information and Meetings Act 1987 the report 'Fairlie Tasty – Outdoor Seating' be considered.

Owen Hunter/Ron Joll

The report was not included on the Agenda because it was not available in time. Consideration of the report at this meeting is required to enable on-going issues pertaining to the outdoor seating to be addressed in a timely manner.

FAIRLIE TASTY – OUTDOOR SEATING

This report from the Manager – Planning and Regulations asked the Fairlie Community Board to consider removing the outdoor seating from outside the Fairlie Tasty café

Resolved:

- 1 That the report be received.
- 2 That the removal of Fairlie Tasty's outdoor seating from the Council road reserve be authorised

Graeme Page/Ashley Shore

VI GENERAL:

1 COMMUNICATING COMMUNITY BOARD DECISIONS:

Ashley Shore sought surety that Community Board decisions were communicated to affected ratepayers. He suggested that the communications be copied to Board members with meeting agendas.

A number of issues around the request were discussed and the Chief Executive Officer undertook to give consideration as to how the matter could be addressed to alleviate Mr Shore's concern.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10.00 PM**

CHAIRMAN: _____

DATE: _____

TOWN WALKABOUT

Before the meeting the Board members with the Chief Executive Officer, Asset Manager, Community Facilities Manager inspected a number of sites and issues in the Township including:

- Fairlie Western Catchments
- Gall Street Footpath
- Fairlie Tasty Café – Seating
- SH 79 Entranceway – Bridge
- Regent and Princes Streetscaping
- Untidy Section – School Road
- Dam at the top of Regent Street

The Asset Manager undertook to obtain prices for proposed projects for consideration at the Board's budget meeting on 30 March 2011.

He also referred to the \$15,000 budget for footpaths. He said it could be expended in the current year or put into the Reserve account for a project in the 2011/12 year. Members agreed to leave it to the Asset Manager and the Chairman to make a decision.

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 1 FEBRUARY 2011 AT 2.45 PM

PRESENT:

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

IN ATTENDANCE:

Glen Innes (Chief Executive Officer)
Nathan Hole (Manager – Planning and Regulations)
Dick Marryat (Building Inspector)
Rosemary Moran (Committee Clerk)

I APOLOGIES:

There were no apologies,

II DECLARATIONS OF INTEREST:

There were no declarations of interest.

III MINUTES:

The Minutes of the meeting of the Planning Committee held on 25 November 2010 were confirmed as the correct record of the meeting.

Annette Money/Evan Williams

Real Estate

Resolved that the Manager – Planning and Regulations be involved in the development of sale and purchase agreements for Council property.

Graeme Page/Evan Williams

MATTERS UNDER ACTION:

Mackenzie Properties Ltd – Right of Way Request:

Resolved that the lease agreement between the Council and Mackenzie Properties Ltd be submitted for approval at the Council meeting on 8 March 2011.

Annette Money/Claire Barlow

IV REPORTS:**1. REQUEST FOR SPECIAL EXEMPTION FOR FENCING A SPA POOL IN TWIZEL:**

This report from the Building Manager was accompanied by a letter from Kylie Wakelin requesting a special exemption from the requirement to erect a barrier for a spa pool at 234 Glen Lyon Road, Twizel.

Resolved:

1. That the report be received.
2. That the request from Kylie Wakelin for a special exemption from the requirement to erect a barrier for a spa pool at 234 Glen Lyon Road, Twizel be declined.

Annette Money/Graham Smith

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 2.59 PM**

CHAIRMAN

DATE

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 1 MARCH 2011 AT 9.30 AM

PRESENT:

John Bishop (Chairman)
Claire Barlow (Mayor)
Annette Money
Peter Maxwell
Graeme Page
Evan Williams (from 10.00 am)
Graham Smith

IN ATTENDANCE:

Glen Innes (Chief Executive Officer)
Nathan Hole (Manager – Planning and Regulations)
Toni Morrison (Senior Planner)
Angie Taylor (Planner)
Rosemary Moran (Committee Clerk)

I APOLOGIES:

Resolved that an apology be received for lateness from Evan Williams.

Graeme Page/Graham Smith

II DECLARATIONS OF INTEREST:

There were no declarations of interest.

III MINUTES:

The Minutes of the meeting of the Planning Committee held on 1 February 2011 were confirmed and adopted as the correct record of the meeting.

Graham Smith/Claire Barlow

MATTERS UNDER ACTION:

Mackenzie Properties Ltd – Right of Way Request

The Manager – Planning and Regulations advised that draft lease agreement had been provided to Mackenzie Properties Ltd; however Andrew Hocken had not been happy with the proposed annual rental of \$750.00.

Cr Bishop said he considered the figure of \$750 was excessive.

The Chief Executive Officer said the value had been determined using the following criteria:

- The lessee had, by going through a resource consent process to obtain the use of the land for access to his commercial premises, recognised the value of the right of way.

- A comparison with a similar small area of Council land in Fairlie which had been leased to a Main Street business for the provision of picnic tables for outdoor eating
- The loss to the community of the amenity value of the land
- The figure of \$750 used as the starting point for discussion did not seem to be unreasonable given that the Council had not indicated there should be a concessional rental.

In response to a question from Cr Page the Chief Executive Officer said that any potential public good element would be dubious in terms of the view Council had taken in the Twizel Plan Change 15 and the fear that a satellite development in the area concerned would run the risk of drawing business away from the main Twizel commercial area Market Place. The commercial arrangement suited the developer who obviously saw considerable benefit in having the access.

Cr Bishop said the resource consent had been expensive and he reiterated that the proposed amount of the lease was unfair. He suggested that the developer was being discriminated against because in other cases people had been provided with access at no charge.

The Chief Executive Officer reiterated that he did not consider the figure excessive given that the developer had the opportunity for considerable commercial gain from the convenient access gained by using the Council's reserve land.

The Mayor considered that because eight businesses would benefit from the access, the cost of the proposed rental of \$2 a week each was not unreasonable.

Crs Page and Maxwell supported the figure of \$750.

IV REPORTS:

1. PLAN CHANGE 15 AND VARIATION 1 TO PLAN CHANGE 13 – TWIZEL:

This report from the Senior Planner advised of the progress of the Twizel Plan Change and the next steps in the process.

The Senior Planner spoke to her report. She undertook to provide a copy of the Summary of Submissions to the Elected Members.

Cr Williams joined the meeting at 10.00 am.

On behalf of the Council the Mayor thanked the Planning Officers for their work. Ms Morrison said the outcome to date was the result of the work of a long line of planners who had been working on the project since 2003.

In response to a question regarding the likely cost of hearing submissions to the Plan Change, the Manager – Planning and Regulations said the hearing process was unlikely to be more than half a day; it would not be the same prolonged process which had been required for Plan Change 13.

He added that a decision on Plan Change 13 had been anticipated mid-year; however the impact of the Christchurch earthquake was likely to have a considerable effect on that timeframe.

Resolved that the report be received.

Graeme Page /Annette Money

2. CIVIL DEFENCE UPDATE:

This report from the Manager – Planning and Regulations advised the Committee of Council's Civil Defence obligations and provided an update on the Emergency Management Officer position which had been advertised before Christmas 2010.

Cr Smith expressed his view that the position should be filled as soon as possible.

Resolved that the report be received.

Annette Money/Graham Smith

The Manager – Planning and Regulations undertook to provide a copy of the Emergency Management Officer job description to the Councillors.

LATE ITEM

Resolved that pursuant to the Local Government Official Information and Meetings Act 1987 the report "Dog Control – Budget Discussion" be considered.

Graeme Page/Graham Smith

The report was not included on the Agenda because it was not available in time. Consideration of the report at this meeting is required to enable the Committee to have a discussion on the level of service to be provided for dog control before the budget meeting.

DOG CONTROL – BUDGET DISCUSSION:

This report from the Manager – Planning and Regulations referred to the level of service provided for dog control within the District and how the service might be funded.

Motion:

The Dog Registration fees be increased by the rate of inflation.

Graeme Page

The motion lapsed for want of a seconder.

Resolved that a report be provided on the potential for an increased level of service for dog control to be provided by existing staff.

John Bishop/Graham Smith

Cr Smith considered that the Committee wanted to consider the possibility of increasing the dog control service for the District.

The meeting was adjourned at 10.50 am for morning tea and reconvened at 11.15 am

V PUBLIC EXCLUDED:

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

- 1 Plan Change 15 & Variation 1 to Plan Change 13 Twizel - Commissioners

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
Plan Change 15 & Variation 1 to Plan Change 13 Twizel – Commissioners	To Protect the Privacy of Persons	48(1)(a)(i)
<p>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: <i>Plan Change 15 and Variation 1 to Plan Change 13, Twizel – Commissioners</i> section 7(2)(a)</p> <p style="text-align: right;">Evan Williams/Annette Money</p>		

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11.25 AM**

CHAIRMAN

DATE

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE PROJECTS AND STRATEGIES COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 1 FEBRUARY 2011 AT 3.15 PM

PRESENT:

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

IN ATTENDANCE:

Glen Innes (Chief Executive Officer)
Bernie Haar (Asset Manager)
Frank Ledingham (Manage – Roading) for part of the meeting
Carl MacKay (Solid Waste Manager) for part of the meeting
Rosemary Moran (Committee Clerk)

I APOLOGY:

There were no Apologies.

II DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

III MINUTES:

The Minutes of the meeting of the Projects and Strategies Committee held on 23 November 2010, including such parts as were taken with the Public Excluded were confirmed as the correct record of the meeting.

Claire Barlow/Peter Maxwell

V VISITORS - REGIONAL LAND TRANSPORT STRATEGY

The Chairman welcomed Simon Milner and Nick Bryan of Environment Canterbury who attended to brief the Committee on the background and role of the Canterbury Regional Land Transport Strategy – thinking about the next 30 years of transport in Canterbury.

Mr Milner offered an apology from Environment Canterbury Commissioner Williams who had been unable to attend the meeting.

Messrs Milner and Bryan then provided a power point presentation which referred to:

- The Canterbury Regional Land Transport Strategy and Renewal Process
- Translating issues and challenges into outcomes and options for the future
- What the emerging preferred option could mean for the Mackenzie District
- Next steps.

A number of issues were raised in the course of the discussion on the presentation including:

- The challenge of funding road maintenance in the Mackenzie District in the absence of rating input from the government departments including the Department of Conservation and the NZ Defence Force. (The comparison was drawn with schools which did not pay rates but did pay for local authority services – the Department of Conservation could perhaps contribute towards roading costs.)
- The impact on provision of health services to ratepayers living in communities in the District which could be isolated by adverse weather conditions and were geographically remote.
- The value of the rural roading network in terms of the transport of primary produce for export.
- The need for well maintained roading to attract and cater for both local and overseas visitors.
- A focus on maintenance and renewals could be to the detriment of seal extensions and improvement of the existing roading network.
- Local bridge replacements due in the next ten years which, although very important to the economy of the region, were not significant in terms of traffic density.
- The beauracracy around the process of bridge renewals.
- The proliferation of the use of Satellite Navigation systems which, in providing details of the shortest distance between points, was directing vehicles to use back roads. This could result in safety issues where drivers found themselves on winding gravel roads, as well as unanticipated wear on the roading network. There was a need for better software to address the issue.
- Fonterra's charges to dairy producers for transport and fuel did not come back to the Council to use for road maintenance.
- The importance and promotion of predictable and reliable journey times – supported by passing lanes etc.
- Increasing use of digital and mobile communications for business which would have the effect of decreasing pressure on transport systems.

The Chairman thanked the visitors who left the meeting at 4.05 pm.

IV REPORTS:

1. ASSET MANAGER'S MONTHLY REPORT:

This report from the Asset Manager referred to Project Progress – Council's Priority List, Project Progress – Staff List, Roothing, Essential Services and Solid Waste.

The Manager – Roading and the Solid Waste Manager joined the meeting to speak to their sections of the report.

Resolved that the report be received.

Evan Williams/Annette Money

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4.45 PM**

CHAIRMAN

DATE

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE PROJECTS AND STRATEGIES COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 1 MARCH 2011 AT 11.25 AM

PRESENT:

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

IN ATTENDANCE:

Glen Innes (Chief Executive Officer)
Bernie Haar (Asset Manager)
Carl MacKay (Solid Waste Manager) for part of the meeting
John O'Connor (Utilities Engineer) for part of the meeting
Rosemary Moran (Committee Clerk)

I APOLOGY:

There were no apologies.

II DECLARATIONS OF INTEREST:

There were no declarations of interest.

III MINUTES:

The Minutes of the meeting of the Projects and Strategies Committee held on 1 February 2011 were confirmed and adopted as the correct record of the meeting.

Claire Barlow/Peter Maxwell

MATTERS UNDER ACTION

1. Minor Safety Improvements

The Asset Manager advised that the Safety Footpath in Fairlie through the Reserve had been added to the list of Minor Improvements Projects and was completed.

2. Solid Waste Education

The Asset Manager advised that a report would be presented on an education programme regarding the use of green bags for the collection of residual waste.

IV **REPORTS:**

1. **ASSET MANAGER'S MONTHLY REPORT:**

This report from the Asset Manager referred to the Christchurch Earthquake, Project Progress – Council Priority List, Project Progress – Staff List, Civil Defence, Roothing, Essential Services and Solid Waste.

The Asset Manager spoke to the report.

Twizel Water Supply

Annette Money undertook to obtain details and figures from the Twizel Medical Centre on the incidence of gastro- enteritis in the Township.

Local Government New Zealand Roothing Forum

Evan Williams reported on the forum which he had attended in Wellington. He referred to the following issues which had been among those discussed at the forum:

- The need for LGNZ personnel and staff to develop solution-based arguments to support submissions to central government.
- A task force had been set up by Local Government New Zealand to look at transport patterns for New Zealand for the next thirty years including a long term strategy, and potential funding sources other than rates.
- An approach to him by Central Otago representatives for the development of a joint approach to local members of parliament regarding the need for entities such as the Department of Conservation and NZ Defence Force to pay rates which would assist with the funding rural roading costs.

Sealing Past Houses Policy

In response to a concern from Annette Money, the Asset Manager advised that he had not received a response to the Council's proposal regarding the request to seal past a house on Clayton Road. He acknowledged the need to review the policy.

Waste Assessment:

The Solid Waste Manager referred to the development of the Waste Assessment which was being done in conjunction with the Timaru District Council and Waimate District Council. It was a requirement of the Waste Minimisation Act 2008 and had to be undertaken as a prerequisite to a new Waste Management and Minimisation Plan to be completed by 1 July 2012. The Solid Waste Manager said that Brian Gallagher had been engaged to provide guidance in the process.

Resolved the Committee notes the joint production of a Waste Assessment Plan by the South Canterbury councils and authorises Council's share of the cost of external advice (Brian Gallagher) to be funded from the Council's Waste Levy Funding

Graham Smith/John Bishop

2. SOLID WASTE SUBCOMMITTEE:

This report from the Asset Manager sought a change in the status of the Solid Waste Working Group as a sub-committee of the Projects and Strategies Committee.

Resolved that the report be received.

Graham Smith/Annette Money

Resolved:

1. That the Solid Waste Working Group be established as a Sub-Committee of the Projects and Strategies Committee with the membership and delegations as follows:

- Membership
 - Mayor Claire Barlow
 - Crs Graeme Page and John Bishop
 - Asset Manager
 - Solid Waste Manger
 - Chief Executive Officer
 - Manager – Finance and Administration
 - Manager – Planning and Regulations
- Delegated Powers: -
 - All the general powers needed to negotiate the terms of a new solid waste contract with one of the shortlisted respondents to Council's Request for Proposal to the stage where a report and recommendation can be made to Council for formal approval.
 - Specifically to determine:
 - Whether or not to reactivate the vertical composting unit
 - The capacity of "wheelie bins" to be used
 - The days for township collections.
 - To devise and oversee a suitable programme of public consultation on what Council is proposing and why.

Graham Smith/Claire Barlow

V PUBLIC EXCLUDED:

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

1. Solid Waste Requests for Proposals

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
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Solid Waste RFP

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: *Solid Waste RFP* - section 7(2)(b)(ii)

Peter Maxwell /Annette Money

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

CHAIRMAN

DATE

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 1 FEBRUARY 2011 AT 9.35 AM

PRESENT:

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

IN ATTENDANCE:

Glen Innes (Chief Executive Officer)
Paul Morris (Manager – Finance and Administration)
Rosemary Moran (Committee Clerk)

I APOLOGY:

There were no apologies.

II DECLARATIONS OF INTEREST:

There were no declarations of interest.

III REPORTS:

1. MACKENZIE TOURISM AND DEVELOPMENT TRUST – QUARTERLY REPORT:

The Chairman welcomed Lesley O'Hara, Chairman of the Mackenzie Tourism and Development Trust, and Philip Brownie, General Manager – Destination Mount Cook Mackenzie, who attended to present the Quarterly Report of the Mackenzie Tourism and Development Trust.

Ms O'Hara spoke to her report.

The General Manager also spoke to matters in his report including *Starlight Reserve* and the *Alps to Ocean Cycleway*.

The Chairman noted the question Ms O'Hara had posed to Councillors regarding the importance they placed on tourism and he invited Councillors to begin considering their response. Ms O'Hara emphasised that, in terms of jobs in the District, the tourism industry now provided greater volume and security than the agricultural sector.

Councillors suggested that more detail could have been provided in the report. The Chief Executive Officer considered the report should be more strongly tied back to the

half yearly report. He said he remained concerned about the figures relating to commissions and retail sales against the forecasted budgets.

The General Manager said the report was based on the requirements set out in the Statement of Intent; however more detail could be easily provided.

Ms O'Hara said that the Trust was happy to provide whatever information the Council wanted and undertook to make available more robust variance reporting. She agreed that if the Trust had a target which spelt out what was going to be done, it needed to report against that target.

Resolved that the report be received.

Annette Money/Evan Williams

The Chairman thanked Ms O'Hara and Mr Brownie and the visitors left the meeting at 10.10 am.

2 FINANCIAL REPORT – DECEMBER 2010:

This report from the Manager – Finance and Administration was accompanied by the financial reports for the period to December 2010.

Resolved that the report be received.

Graeme Page/Peter Maxwell

Transfund Income

The Manager – Finance and Administration undertook to show income from Transfund separately in the report.

Reporting Against Performance Targets

The Chief Executive Officer said that there was room for another form of reporting, ie against performance targets at least once in the course of a year as suggested by the Auditors. He suggested the Committee could have a discussion about the issues which they as elected members wished to monitor.

The meeting was adjourned at 10.40 am for morning tea and reconvened at 11.00 am.

Cr Williams joined the meeting at 11.15 am.

3 BANCORP QUARTERLY REPORT:

This report was the Quarterly Portfolio Report for the three months ending 30 September 2010 prepared by Bancorp Treasury Services Limited.

Resolved that the report be received.

Annette Money/Graeme Page

Cr Williams left the meeting at 11.35 am and rejoined the meeting 11.45 am

4 AUDIT COMMITTEE – ESTABLISHMENT AND GOOD PRACTICE GUIDE:

This report from the Manager – Finance and Administration recommended that an Audit and Risk Subcommittee be established. It was accompanied by draft Terms of Reference for a subcommittee and the Audit New Zealand Good Practice Guide for Audit Committees in the Public Sector.

Resolved that the report be received.

Claire Barlow/Peter Maxwell

Resolved:

1. That an Audit and Risk Subcommittee be established.
2. That Council adopts the following:

TERMS OF REFERENCE FOR THE AUDIT AND RISK SUBCOMMITTEE

Voting Membership

The Audit and Risk Management Subcommittee will have three Councillors.

Quorum

2

Chair

The Chair will be elected by Council.

Frequency of Meetings

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

Parent Body

The Subcommittee reports to the Finance Committee.

Objectives of the Subcommittee

The objectives of the Audit and Risk Management Subcommittee are to assist the Council to discharge its responsibilities for:

- a) The robustness of the internal control framework and financial management practices;
- b) The integrity and appropriateness of internal and external reporting and accountability arrangements;
- c) The robustness of risk management systems, processes and practices;
- d) The independence and adequacy of external audit functions;
- e) Compliance with applicable laws, regulations, standard and best practice guidelines; and
- f) The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

In fulfilling their role on the Audit and Risk Management Subcommittee, members shall be impartial and independent at all times.

Terms of Reference

The Subcommittee will have responsibility and authority to:

1 *Internal Control Framework*

- 1.1.1 review whether management's approach to maintaining an effective internal control framework is sound and effective;
- 1.1.2 review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour;
- 1.1.3 review whether there are appropriate systems, processes and controls in place prevent, detect and effectively investigate fraud;

2 *Internal reporting*

- 2.1.1 consider the processes for ensuring the completeness and quality of financial and operational information being provided to the Council;
- 2.2 seek advice periodically from external auditors regarding the completeness and quality of financial and operational information that is provided to the Council;

3 *External Reporting and Accountability*

- 3.1 agree the appropriateness of the Council's existing accounting policies and principles and any proposed change;
- 3.2 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;
- 3.3 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 signing of the financial statements by the Chief Executive/Mayor and adoption of the Annual report.

4 *Risk Management*

- 4.1.1 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;
- 4.1.2 consider whether appropriate action is being taken by Management to mitigate Council's significant risks.

5 *External Audit*

- 5.1.1 at the start of each audit, confirm the terms of engagement, including the nature and scope of the audit, timetable and fees, with the external auditor;
- 5.1.2 receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within;
- 5.1.3 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.

6 *Compliance with legislation, Standards and Best Practice Guidelines*

- 6.1.1 review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Best Practice Guidelines as applicable.

Delegated Authority

The Audit and Risk Management Subcommittee will have delegated authority to carry out activities within its terms of reference.

Claire Barlow/Evan Williams

5. **AUDIT MANAGEMENT LETTER:**

This report from the Manager – Finance and Administration was accompanied by the Audit New Zealand Management Report on the Audit of Mackenzie District Council for the year ending 30 June 2010.

Resolved that the report be received.

Peter Maxwell /Annette Money

The Manager – Finance and Administration spoke to the report noting in particular the areas which included Management Comment on the opinions in the report.

The meeting was adjourned at 12.45 pm for lunch.

Over lunch the Mayor and Councillors met with Glen Campbell, the new Chief Executive Officer of Whitestone Contracting Ltd, his predecessor Laurence Hardy and local Fairlie Manager Carey Edmonston.

The meeting was reconvened at 1.25 pm.

II MINUTES

Resolved that the Minutes of the meeting of the Finance Committee held on 23 November 2010 be confirmed and adopted as the correct record of the meeting.

Graeme Page/Evan Williams

MATTERS UNDER ACTION:

Lot 2 Mackenzie Drive, Twizel

The Manager – Finance and Administration reported that the deposit, plus interest, had been repaid following the Council's decision to withdraw from the sale of the property.

High Country Health Ltd

Cr Smith reported that the Chairman of High Country Health Ltd had asked for a meeting regarding the appointment of new trustees to the Mackenzie Medical Trust. He requested that the issue be included on the Agenda for the next meeting of the Finance Committee.

III REPORTS (Continued):

6. **FUNDING OF ADDITIONAL AUDIT COSTS:**

This report from the Manager – Finance and Administration referred to the cost savings proposed to cover the anticipated cost overrun in the audit fee for the year ended 30 June 2010.

Resolved that the report be received and the information noted.

Graeme Page/John Bishop

LATE ITEM:

Resolved that pursuant to the Local Government Official Information and Meetings Act 1987 the report "Allocation of Investment Income" be considered.

Graham Smith/Evan Williams

The report was not included on the Agenda because it was not available in time. Consideration of the report at this meeting was required to enable a technical correction to be made to the *Capping of Investment Income* resolution which had been adopted at a previous meeting.

ALLOCATION OF INVESTMENT INCOME:

This report from the Manager – Planning and Regulations sought to delay the introduction to application of capping investment income to the 2012/2013 year being year 1 of the new Long Term Plan.

Resolved:

1. That the report be received.
2. That the amendment of the Revenue and Finance Policy and investment policy approved on 14 December 2010 regarding the level of Investment Income offset against rates, be delayed until the 2012 Long Term Plan.

Graeme Page/Peter Maxwell

IV PUBLIC EXCLUDED:

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

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
1 Policy for Rental of Medical Centres	To enable the Council to carry on negotiations	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: *Policy for Rental of Medical Centres* section 7(2)(i).

Evan Williams/Annette Money

The Committee continued in Open Meeting

**THERE BEING NO FURTHER BUSINESS THE
CHAIRMAN DECLARED THE MEETING CLOSED AT 2.45 PM**

CHAIRMAN: _____

DATE: _____

**MINUTES OF THAT PART OF A MEETING OF THE FINANCE COMMITTEE HELD IN
THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 1 FEBRUARY 2011, TAKEN
PUBLIC EXCLUDED PURSUANT TO THE PROVISIONS OF THE LOCAL
GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987**

PRESENT:

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

IN ATTENDANCE:

Glen Innes (Chief Executive Officer)
Garth Nixon (Community Facilities Manager)
Rosemary Moran (Committee Clerk)

I POLICY FOR RENTAL OF MEDICAL FACILITIES:

This report from the Community Facilities Manager invited consideration of appropriate policy to enable consistent charging for medical centre rentals.

Resolved that the report be received.

Evan Williams/Claire Barlow

Resolved:

1. That, with regard to the rental of medical centres in the District, the status quo remains in the meantime.
2. That the Community Facilities Manager with an elected member, discuss the rental of the Fairlie Medical Centre with the Fairlie doctors.

Graeme Page /Evan Williams

2. OPEN MEETING:

Resolved that the Committee continue in Open Meeting.

Evan Williams/Annette Money

CERTIFIED AS CORRECT

CHAIRMAN

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 1 MARCH 2011 AT 1.50 PM

PRESENT:

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

IN ATTENDANCE:

Glen Innes (Chief Executive Officer)
Paul Morris (Manager – Finance and Administration)
Rosemary Moran (Committee Clerk)

I APOLOGY:

There were no apologies.

II DECLARATIONS OF INTEREST:

There were no declarations of interest.

III MINUTES

Resolved that the Minutes of the meeting of the Finance Committee held on 1 February 2011 be confirmed and adopted as the correct record of the meeting.

Graeme Page/Annette Money

MATTERS UNDER ACTION:

1. Mackenzie Retirement Villas – Carports

The Chairman referred to the need to progress the project as quickly as possible in the light of the rising cost of steel. Cr Page undertook to liaise with the Community Facilities Manager in the matter.

2. Draft agreement with Waitaki District Council – Alps to Ocean Cycleway

The Chief Executive Officer advised that he was awaiting a response to the draft agreement which had been submitted to the Waitaki Chief Executive Officer for consideration. He noted that once the cycleway was completed a further agreement would be required regarding the on-going operation of the facility.

IV REPORTS:**1. FINANCIAL REPORT – JANUARY 2011:**

This report from the Manager – Finance and Administration was accompanied by the financial reports for the period to January 2011.

Resolved that the reports be received.

Evan Williams/Claire Barlow

V GENERAL:**1. APPOINTMENT OF AUDIT AND RISK MANAGEMENT COMMITTEE:**

Resolved that The Mayor, Cr Smith and Cr Maxwell be appointed as the members of the Audit and Risk Management Committee.

Annette Money/Evan Williams

2. CIVIC ASSURANCE:

The Manager – Finance and Administration explained the role of Civic Assurance in terms of the Council's insurance cover with the company. He noted that Civic Assurance's Draft Statement of Intent for the year ended 31 December 2011 had been included in the Agenda for the meeting for the information of the elected members.

Resolved that the report be received.

Annette Money/Peter Maxwell

3. LAPP ANNUAL REPORT, WEBSITE UPDATE AND LAPP CREDIT RATING:

The Manager – Finance and Administration drew attention to the 2010 Annual Report of the Local Authority Protection Programme Disaster Fund which had been circulated with the Agenda.

Resolved that the report be received.

Evan Williams/Graeme Page

VI PUBLIC EXCLUDED:

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

- 1 Matters under Action – Policy for Rental of Medical Centres
2. High Country Health Ltd
3. Lot 2 Mackenzie Drive

<u>General subject of each matter to be considered</u>	<u>Reason for passing this resolution in relation to each matter</u>	<u>Ground(s) under Section 48(1) for the passing of this resolution</u>
1 Policy for Rental of Medical Centres	To enable the Council to carry on negotiations	48(1)(a)(i)
2. High Country Health Ltd Medical Centres	To enable the Council to carry on negotiations	48(1)(a)(i)

3. Lot 2 Mackenzie Drive

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: *Policy for Rental of Medical Centres and High Country Health Ltd* section 7(2)(i), *Lot 2 Mackenzie Drive* section 7(2)(b)(ii)..

Graeme Page /Evan Williams

The Council continued in Open Meeting

CHRISTCHURCH EARTHQUAKE

1. GRANT FOR RELIEF

Cr Smith suggested the Council make a donation towards the Christchurch Earthquake Fund.

Resolved that a grant equivalent to \$1.00 per ratepayer be donated to the Red Cross Christchurch Earthquake Relief Fund.

Annette Money/Evan Williams

The Mayor undertook to publicise the grant in her local newspaper columns and the next Mackenzie Messenger.

The Chief Executive Officer advised that Building Inspector Dick Marryatt was currently working in Christchurch and Planner Angie Taylor had returned to work after helping with the urban search and rescue effort in the city.

2. REMITTING PENALTIES FOR LATE PAYMENT OF RATES:

The Manager – Finance and Administration reported that he had been approached by a ratepayer from Christchurch who was concerned that she might not be able to meet the due date for her rates payment. She had asked if the Council would consider remitting the penalty.

Resolved that applications for the remission of penalties for late payment of rates because of issues associated with the Christchurch earthquake be considered for granting on a case by case basis.

Evan Williams/Annette Money

3. LAKE TEKAPO VILLAGE CENTRE DEVELOPMENT:

Cr Maxwell reported that because of the earthquake in Christchurch, the Boffa Miskell development plan had been put on hold.

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

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD IN THE STONE HOUSE, BURKES PASS, ON TUESDAY 25 JANUARY 2011 AT 9.50 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)
Bernie Haar (Asset Manager)
Garth Nixon (Community Facilities Manager) for part of the meeting
Nathan Hole (Manager – Planning and Regulations)
Rosemary Moran (Committee Clerk)

I OPENING:

The Mayor welcomed everyone to the meeting and acknowledged the kindness of Mauri and Liz Angelo in hosting the meeting at the Stone House, where the first meeting of the Mackenzie County Council had been held on 8 December 1883.

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 Maxwell Taylor, John Corder, Dorothy Dalziel and Kaye Davey. 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 since the previous Council meeting.

Resolved that the report be received.

VI REPORTS REQUIRING COUNCIL DECISIONS:**1. CANTERBURY WATER MANAGEMENT STRATEGY - ORARI-OPIHI-PAREORA ZONE:**

Resolved that the Council:

- a) Confirms the Terms of Reference for Orari-Opihi-Pareora Zone Water Management Committee
- b) Confirms Tony Howey, Ad Sintenie, Dermott O'Sullivan, John O'Neill, John Talbot, Mark Webb and David Henshaw as community members for the Orari-Opihi-Pareora Water Management Zone Committee.

Graeme Page/Graham Smith

2. PROPOSED 2011 MEETINGS SCHEDULE FOR MACKENZIE FORESTRY BOARD:

Resolved that the following schedule of meetings for the Mackenzie Forestry Board be confirmed:

Tuesday 22 February 2011 (to consider budgets for 2011/2012) at 9.00 am. (NB: Since amended to Wednesday 23 February 2011)

Tuesday 24 May 2011 (Committee Day) at 8.45 am

Tuesday 16 August 2011 (Committee Day) at 8.45 am

Tuesday 8 November 2011 (Committee Day) at 8.45 am

Evan Williams/Graeme Page

3 POWER READING COURSE

The Chief Executive Officer referred to the opportunity to provide a Power Reading Course for elected members and staff.

Resolved that a power reading course be arranged for Councillors and Staff.

Annette Money/Peter Maxwell

XI ADJOURNMENTS:

The meeting was adjourned at 10.30 am for morning tea and reconvened at 10.55 am

VI REPORTS REQUIRING COUNCIL DECISIONS (Continued):**4 TARGETED FAIRLIE SEWERAGE INFRASTRUCTURE RATES & MRS E BRIEN**

This report from the Chief Executive Officer was accompanied by a letter from Elizabeth Brien dated 12 January 2011.

Resolved that the report be received.

Peter Maxwell/Graham Smith

Resolved that it be recommended that the Fairlie Community Board consider whether or not to offer rating relief to Eversley Reserve ratepayers in recognition of the delay in the provision of the service due to construction being deferred because of bad weather.

Graeme Page/Evan Williams

5. TWIZEL MARKET PLACE LIQUOR BAN BYLAW:

The Chief Executive Officer explained that the following the recent cancelation of the Salmon and Wine Festival, a group of Twizel residents had organised a *Twizel BBQ and Brew Festival* to be held in Market Place Twizel. The organisers had asked if the Twizel Liquor Ban Bylaw could be suspended for the occasion.

It was explained that the terms of the special licence which would be required for the event would specify the licensed area as well as the hours during which liquor might be sold.

Resolved that the Twizel Market Place Liquor Ban Bylaw be suspended for the duration of the *Twizel BBQ and Brew Festival*.

John Bishop /Graham Smith

6. RESOURCE MANAGEMENT ACT 1990 - COMMISSIONER ACCREDITATION

This report from the Manager – Planning and Regulations referred to the accreditation of Resource Management Act 1991 commissioners.

Resolved that the report be received.

Graham Smith/Annette Money

The Mayor asked those Councillors who were interested in becoming accredited Resource Management Act 1991 Commissioners to make their interest known to the Manager – Planning and Regulations.

The Manager – Planning and Regulations undertook to find out the dates on which the training would be available in Dunedin. He also offered to arrange a pre-training session for attendees.

7. SOLID WASTE WORKING GROUP

Resolved that Cr Bishop joins the Mayor, Cr Page and staff on Solid Waste Working Group.

Graham Smith/Annette Money

VII INFORMATION REPORTS:

1. COMMON SEAL

This report from the Committee Clerk advised of the document signed under the Common Seal from 10 December 2010 to 21 January 2011.

Resolved:

1. That the report be received.
2. That the affixing of the Common Seal to document 698 be endorsed.

Graeme Page Evan Williams

2 CHIEF EXECUTIVE OFFICER'S REPORT:

This report from the Chief Executive Officer referred to Council Committee and Board meetings, other Meetings and Activities, Impact of Amendments to the Local Government Act 2002, Statutory Deadlines, Remuneration Authority, Post the EDS Symposium, Eversley Reserve Sewerage, Solid Waste Proposal and Alps to Ocean Cycleway.

Resolved that the report be received.

Evan Williams/Annette Money

The Chief Executive Officer noted the production of the three-year Diary of Significant Events and undertook to redistribute it to Councillors.

The Asset Manager advised that the Solid Waste Working party would be meeting on 22 February 2011 to consider the Solid Waste Services proposals.

Resolved that Councillors pursue opportunities to familiarise themselves with amendments to the Local Government Act 2002.

Graham Smith/Annette Money

Resolved that Cr Page represent the Council at the Shared Services conference in Wellington.

Evan Williams/Annette Money

Councillors Smith and Williams indicated their availability to attend the event should Cr Page be unable to attend.

X CONFIRMATION OF MINUTES:

Resolved that the minutes of the meeting of the Mackenzie District Council held on 14 December 2010, including such parts as were taken with the Public Excluded, and with the following correction to the date highlighted in bold:

VI REPORTS REQUIRING COUNCIL DECISIONS:

10 CHANGE OF DATE FOR JULY 2011 COUNCIL MEETING

Resolved that because the Council meeting dated of 12 July 2011 clashes with the Local Government New Zealand Conference, the meeting be postponed until Tuesday 19 July 2011.

Graeme Page/Annette Money

be confirmed and adopted as the correct record of the meeting.

Peter Maxwell/Graeme Page

MATTERS UNDER ACTION:

Fairlie Medical Centre

Resolved that a report on policy for the rental of medical centres be submitted to the next meeting of the Finance Committee.

Evan Williams/John Bishop

XI ADJOURNMENTS:

The meeting was adjourned at 12.10 pm for lunch and reconvened at 1.20 pm.

BURKES PASS HERITAGE TRUST:

Liz Angelo addressed the Councillors about the Burkes Pass Heritage Trust which had been established in 2000 to save St Patrick's Church for future generations. She explained that the activities of the Trust had since expanded to include the protection and preservation its history and the promotion of the historic Village.

APPRECIATIONS

The Mayor formally thanked Liz and Mauri Angelo for opening their home for the meeting. She expressed her appreciation of their efforts and of the opportunity for everyone to dress in period costume for the occasion.

Mr Angelo took the opportunity to thank the Council for the Heritage Protection Funding they had received which had been used to repair damage and deterioration caused by leaks in the roof of the Stone House.

XI PUBLIC EXCLUDED:

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

1. Public Excluded Minutes of the Mackenzie District Council meeting held on 14 December 2010
2. Lake Tekapo Special Travellers Accommodation Zone (STAZ)
3. Ratification of Employment of Planning Assistance for Development of VCII Land

<u>General subject of each matter to be considered</u>	<u>Reason for passing this resolution in relation to each matter</u>	<u>Ground(s) under Section 48(1) for the passing of this resolution</u>
Public Excluded Minutes of Council meeting of 14 December 2010		48(1)(a)(i)
Lake Tekapo Special Travellers Accommodation Zone (STAZ)	Commercial Sensitivity	48(1)(a)(i)
Ratification of Employment of Planning Assistance for Development of VCII Land	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: *Lake Tekapo Special Travellers Accommodation Zone (STAZ)* and *Ratification of Employment of Planning Assistance for Development of VCII Land* section (7(2)(b)(ii).

Evan Williams/Graham Smith

The Council continued in open meeting.

XI ADJOURNMENTS:

The meeting was adjourned at 1.35 pm for a Citizenship Ceremony and afternoon tea.

XII VISITORS:

1. CITIZENSHIP CEREMONY:

The Mayor welcomed Jorge Ulloa, candidate for New Zealand Citizenship, and his partner Paula and son Lucas.

Mr Ulloa took the oath of allegiance. The Mayor congratulated him as new New Zealand citizen and presented him with his Certificates of Citizenship and a gift. The ceremony was concluded by the reading of a message from the Minister of Internal Affairs.

The visitors then joined the Councillors for afternoon tea.

**THERE BEING NO FURTHER BUSINESS,
THE MAYOR DECLARED THE MEETING CLOSED AT 2.00 PM**

MAYOR: _____

DATE: _____

MATTERS UNDER ACTION

ASSET MANAGER

17.2.10

Fairlie Western Catchments

Promote Meeting with Opihi River Management Committee re management of Fairlie Creek bed.

A site visit to confirm the details of a maintenance and monitoring regime has been requested and is yet to be arranged.

1 October 2010

Road closure:

Inspections of Spur Road be undertaken before and after the Car Club's event on 19 February 2011 to ensure that any damage beyond that covered by normal grading would be remedied by the organisers.

14 December 2010

Seal Past Houses Policy

1. Note that the Council approves the request from Mrs Annette Johnston to seal 200 metres of Clayton Road in line with Council's policy by providing funding to a limit of \$10, 000, and that the Council's share be funded from the Rural Roding Reserve.
Application has been advised of Council's decision – no response received to date.
3. Review the 'Seal Past Houses' policy.

MANAGER – FINANCE AND ADMINISTRATION

Debenture with High Country Health

1. Enter into new loan with High Country Health Ltd incorporating the existing outstanding debenture and capitalising all outstanding interest.
2. That terms of the loan would require the new loan to be paid off over 20 years with interest for the first 10 years suspended and written off as long as High Country Health Ltd make the monthly principal repayments on time. The interest rate of the loan will be the Official Cash Rate plus 4%.
3. Put in place a structure whereby money is secured and an agreement be put in place for payment of the rental.

Draft documentation forwarded to HCH Directors for signing.

Twizel Early Learning Centre

- Makes a grant of \$1,000.00 to the Twizel Early Learning Centre building project. *Invoice requested*
- Enter into a lease arrangement with the Twizel Early Learning Centre whereby in return for a minimal rental, the Twizel Early Learning Centre maintains the building. *Underway*
- Review policies for providing financial assistance for community organisations by way of grants, concessional rentals or other means. *Yet to be actioned*

Financial Support for Twizel Medical Centre:

Note that Council has deferred making a decision on the request from the Mackenzie Medical Trust for seed funding for the replacement of the Twizel medical centre building, for the moment.

CHIEF EXECUTIVE OFFICER

5 March 2010

Purchase of Land for Twizel Sewerage Purposes

Resume negotiations with John Lyons for the purchase of land for the Twizel Sewerage purposes once his land use consent is finalised. *Mr Lyons has responded saying he wants to finalise all aspects of his land use consents before resuming negotiations.*

27 August 2010

Ombudsman Complaint – Opuha Driver Access Via Gudex Road:

I wrote again to the Ombudsman in late February. His office was affected by the earthquake.

14 December 2010

Confirmation of Remuneration Decisions by Council and Community Boards:

1. 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 \$15,634pa
 - Community Board Member Salary \$1,562pa
 - Community Board Chair Salary \$3,908pa
2. 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 \$15,634pa
 - Community Board Member Salary \$1,562pa
 - Community Board Chair Salary \$3,908pa

Still awaiting response from Remuneration Authority

Solid Waste Arrangements

Communicate the new arrangements for solid waste more clearly to the community along with the reasons and rationale for the changes. *Yet to be actioned.*

25 January 2011

Power Reading Course

Arrange Power Reading Course for Councillors and Staff

Course arranged for 14 March 2011 but subsequently cancelled because of the impact of the earthquake on the Course Presenter.

Twizel Transformer

Seek to recover from the developer the amount to have a transformer installed for a two lot subdivision in Twizel which was not fully covered by the terms of the resource consent.

No progress has been made since the last meeting. Will follow up.

MANAGER – PLANNING AND REGULATIONS

14 December 2010

Mackenzie Properties Limited – Right Of Way Request, Ostler Road, Twizel:

1. Note that the request from Mackenzie Properties Ltd for a right of way easement over Council owned REC –P land in Twizel was declined.

2. Grant a limited term lease instead of a right-of-way easement, subject to the signing of an appropriate lease agreement.
3. Terms of lease to favour single lane entry only over the REC P land to Mackenzie Properties Ltd site.
4. Bring the draft lease back to the Council for approval.

Under Action

COMMUNITY FACILITIES MANAGER

1 October 2010

Fairlie Medical Centre

The suggestion that the rental rate for the Fairlie Medical Centre be reviewed is yet to be actioned.

Proposed Policy for rental of Medical Centres was presented to the Finance Committee on 1 March 2011. Council now wishes to workshop this. Date to be set.