



*399<sup>th</sup> 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 23 August 2011 at 9.30 am*

**At the conclusion of the Council meeting there will be a meeting  
of the Audit and Risk Management Subcommittee to elect a Chair)**

**VENUE:** Service Centre, Twizel

**BUSINESS:** As per Agenda attached

**GLEN INNES  
CHIEF EXECUTIVE OFFICER**

**18 August 2011**



## AGENDA FOR TUESDAY 23 AUGUST 2011 AT 9.30 AM

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### I. OPENING

### II. APOLOGIES

### III. DECLARATIONS OF INTEREST

### IV. BEREAVEMENTS

### V. MAYORAL REPORT

### VI. REPORTS REQUIRING COUNCIL DECISION

1. Audit and Risk Committee – Terms of Reference and Authority
2. Service Performance Measures Reporting Regime

### VII. INFORMATION REPORTS

1. Chief Executive Officer's Activities
2. Common Seal

### VIII. COMMUNITY BOARDS

### IX. CONFIRMATION OF MINUTES

- Confirm and adopt the Minutes of the Mackenzie District Council Meeting held on 19 July 2011 with the following correction to **Section X, Confirmation of Minutes** to read:  
Resolved:  
 That the minutes of the meeting of the Mackenzie District Council held on 31 May 2011, 14 June 2011 and 28 June 2011, **excluding such parts of the meetings as were taken with the Public Excluded** be confirmed and adopted as the correct records of the meetings.
- Confirm and adopt the Minutes of the Mackenzie District Council Meetings held on 5 August and 18 August 2011 including such parts as were taken with the Public Excluded.

### 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 meetings held on 5 August 2011 and 18 August 2011.
2. Public Excluded Minutes of the Mackenzie District Council meeting held on 19 July 2011 - Corrections.

| <b>Reason for passing<br/>General subject<br/>of each matter<br/>to be considered</b>     | <b>Ground(s) under<br/>this resolution in<br/>relation to each<br/>matter</b> | <b>Section 48(1) for<br/>the passing of<br/>this resolution</b> |
|---|---|---|
| Public Excluded Minutes of<br>the Council meetings held on<br>5 August and 18 August 2011 |   | 48(1)(a)(i)   |
| Public Excluded Minutes of<br>Council meeting of<br>19 July 2011 - Corrections            |   | 48(1)(a)(i)   |
| Mt Cook Alpine Salmon   | 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: *Mt Cook Alpine Salmon*, section 7(2)(b)(ii).

**X CONFIRMATION OF RESOLUTIONS TAKEN WITH THE PUBLIC EXCLUDED****XI CITIZENSHIP CEREMONY**

3.00 pm Chin-Mei Kelly

**XII VISITOR**

11.00 am Geoff Matthews, CEO, Mt Cook Alpine Salmon

**XIII ADJOURNMENTS**

10.30 am Morning Tea  
12.30 pm Lunch  
3.00 pm Afternoon Tea

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** GENERAL ACTIVITIES REPORT  
**MEETING DATE:** 23 AUGUST 2011  
**REF:** PAD 2/3  
**FROM:** MAYOR

### ACTIVITY REPORT

#### COUNCIL, COMMITTEE AND COMMUNITY BOARD MEETINGS ATTENDED

|           |  |
|-----------|--|
| 26 July   | Solid Waste Sub-Committee.<br>Long-Term Plan Working group.                        |
| 28 July   | Extraordinary meeting of the Planning Committee.                                   |
| 1 August  | Tourism Board Meeting.   |
| 18 August | Extraordinary meeting of Council to adopt rates and consider Trustee applications. |
| 23 August | Council Meeting.   |

#### OTHER MEETINGS AND ACTIVITIES

|            |   |
|------------|---|
| 21 July    | Spoke with Stewart Mitchell.  |
| 22 July    | Attended Westpac/SC Chamber of Commerce in Timaru.<br>Met with Ian Bowman, Alpine Energy Chairman.  |
| 25 July    | Met with Chris Fleming and Murray Cleverly from SC DHB to discuss Twizel Medical Facilities.  |
| 27 July    | Twizel Clinic:<br>Met with Karen Phillips regarding Twizel 250 Race.<br>Met with Simon Williamson from High Country Health Ltd.<br>Met with Rob Young from DOC.<br>Met with Peter Bell – Twizel Community Board.<br>Met with Geoff Matthews of Mt Cook Salmon for a tour of facilities and to hear future plans for the business. |
| 28 July    | Proposed Regional Policy Statement session with Nathan Hole and Marcus Langman from Ecan.<br>Attended Alpine Energy Ltd Annual Meeting in Timaru with Cr Smith and Paul Morris.   |
| 29 July    | Attended the Briefing and Workshop – Land & Water Regional Plan in Rolleston with Toni Morrison.  |
| 2 August   | Attended the Rural Support Trust dinner in Fairlie.   |
| 3-4 August | Attended as a guest speaker, the Mayors Taskforce for Jobs Forum in Palmerston North.   |
| 8 August   | Met with Simon Williamson (HCH Ltd), Chris Fleming (SC DHB) and Cr Smith regarding the Twizel   |

|              |  |
|--------------|--|
|              | Medical Centre.  |
| 9 August     | Met with Cr Maxwell.   |
| 10 August    | Met with Ash Parris of the Fairlie Top 10 Holiday Park.<br>Met with Audit NZ (Julian and Sefton Vuili) with the CEO and Paul Morris.<br>Gave out awards for Mackenzie Schools Science Fair |
| 11 August    | Upper Waitaki Zone Committee Meeting/Field Trip – Omarama.   |
| 12 August    | Attended the Canterbury Waste Joint Committee with Carl McKay (Christchurch)   |
| 15 August    | Run through of Council agenda with the CEO.  |
| 17 August    | Met with Ash Parris of the Fairlie Top 10 Holiday Park.  |
| 18 August    | Met with Dave Gaskin from the NZ Police.<br>Met with Franz Lieber.<br>Conference Call regarding Mackenzie Sustainable Futures Trust update.  |
| 21-22 August | Attended Mayoral Forum in Christchurch with the CEO.<br>Met with Barry Van Beurten – Research Broker in Dunsandel.   |

### **RECOMMENDATION:**

1. That the report be received.

**C BARLOW  
MAYOR**

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** AUDIT & RISK SUBCOMMITTEE TERMS OF  
 REFERENCE  
**MEETING DATE:** 24 AUGUST 2011  
**REF:** PAD 4/2  
**FROM:** MANAGER – FINANCE AND ADMINISTRATION  
**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **REASON FOR THE REPORT:**

Attached are amended terms of reference for the Audit & Risk Sub-committee incorporating clarifications suggested by Audit NZ.

### **RECOMMENDATION:**

1. That the report be received.
2. That the Audit & Risk Sub-committee Terms of Reference as amended be adopted.

**PAUL MORRIS**  
**MANAGER – FINANCE & ADMINISTRATION**

**GLEN INNES**  
**CHIEF EXECUTIVE OFFICER**

### **ATTACHMENTS:**

Appendix 1 – Audit & Risk Sub-committee Terms of Reference.

### **BACKGROUND:**

Council created an Audit & Risk Sub-committee and adopted Terms of reference in relation to that subcommittee on the 1<sup>st</sup> of February 2011 with minutes appointed on 1<sup>st</sup> of March 2011.

Audit NZ has reviewed the Terms of Reference and have ‘assessed that the subcommittee’s structure and its audit scope to be in accordance with the four main principles in the Auditor-General’s Good Practice Guide.’

They noted that further improvement could be made in its clarification of the subcommittee’s authority and powers.

The amendment proposed is to clarify the powers the subcommittee is able to exercise.

### **SIGNIFICANCE OF DECISION REQUIRED:**

The decision required is not considered to be significant.

### **RECOMMENDATION:**

It is recommended that due to the Audit & Risk Sub-committee being a small subset of Council’s Finance Committee, the authority and powers of the subcommittee should be amended as proposed in Appendix 1.

## 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



- 3.2 principles and any proposed change;  
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. Due to the Subcommittee not being a Council Committee of the whole, the Subcommittee will not have any decision-making powers but will make its recommendations to Council's Finance Committee.~~

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## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** SERVICE PERFORMANCE MEASURES REPORTING REGIME

**MEETING DATE:** 23 AUGUST 2011

**REF:** FIN 1/4/5

**FROM:** MANAGER – FINANCE AND ADMINISTRATION

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

For Council to adopt a formal regular Council-wide reporting regime of all of Councils service performance measures.

### **STAFF RECOMMENDATIONS:**

1. That the report be received and the information noted.
2. That Council adopt a 6-monthly reporting regime for all of Councils service performance measures.
3. That these measures be presented to Council before 1<sup>st</sup> March and 30 September each year commencing with the half-year ended 31<sup>st</sup> December 2011.

**PAUL MORRIS**  
**MANAGER – FINANCE & ADMINISTRATION**

**GLEN INNES**  
**CHIEF EXECUTIVE OFFICER**

**ATTACHMENTS:**

None.

**BACKGROUND:**

AuditNZ has recommended to Council the following:

**'Regular Council wide reporting**

*The District Council receives quarterly reports for resource consent and building control activity areas, and roading activity reports are presented monthly to the roading committee. Nevertheless, there is no regular comprehensive reporting to the full Council across all of the District Council's activity areas.*

**Recommendation**

*Regular comprehensive service reporting to the full Council across all of the District Council's activity areas'*

It is appropriate for Council to consider a more comprehensive reporting regime for all its service performance measures (Non-financial performance measures).

**SIGNIFICANCE OF DECISION REQUIRED:**

The decision required is not considered to be significant.

**RECOMMENDATION:**

It is recommended that Council adopt a formal reporting regime of 6-monthly reports incorporating all of Councils service performance measures.

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** GENERAL ACTIVITIES REPORT  
**MEETING DATE:** 13 AUGUST 2011  
**REF:** PAD 2/3  
**FROM:** CHIEF EXECUTIVE OFFICER

### ACTIVITY REPORT

#### COUNCIL, COMMITTEE AND BOARD MEETINGS

|           |   |
|-----------|---|
| 26 July   | Solid Waste Working Party                             |
| 26 July   | Long-term Plan Working Party                          |
| 1 August  | Tourism and Development Trust (part)                  |
| 3 August  | Fairlie Community Board                               |
| 5 August  | Extraordinary Council meeting (Tourism Trust)         |
| 8 August  | Twizel and Tekapo Community Boards                    |
| 18 August | Extraordinary Council meeting (Rates & Tourism Trust) |
| 19 August | Combined Executive Group (Civil Defence) in Rolleston |
| 23 August | Council committees (deferred from 16/8).              |
| 23 August | Council   |

#### OTHER MEETINGS AND ACTIVITIES

|          |   |
|----------|---|
| 20 July  | Reviewed audit self assessment of Long-term Plan with Paul Morris.<br>Regular catch-up session with Paul Morris.<br>Performance appraisal interview with Garth Nixon. |
| 21 July  | Performance appraisal interview with Bernie Haar.<br>Fortnightly catch up with Garth Nixon.<br>Performance appraisal interview with Nathan Hole                       |
| 22 July  | Performance appraisal interview with Paul Morris.<br>Met with Solid Waste staff in Twizel and Fairlie with ESL to outline job selection process.                      |
| 25 July  | Performance appraisal interview with Toni Morrison.<br>Attended Regional CEOs meeting in Rolleston  |
| 27 July  | Discussed adequacy of Tourism Trust performance measures with Finance Manager   |
| 29 July  | Attended function in Timaru to announce the Hospitality Tourism Award finalists.  |
| 1 August | Management Meeting  |
| 3 August | Met with Neville Reilly, newly appointed Regional Civil Defence Controller.<br>Regular catch-up session with Paul Morris.   |
| 5 August | Management team consideration of results of   |

|           |  |
|-----------|--|
|           | performance appraisals.<br>E demonstration of agenda management software, - Infocouncil.   |
| 5 August  | Discussed aspects of Herron development in Twizel with members of the management team.   |
| 8 August  | Management Meeting.  |
| 9 August  | Reviewed progress on implementation of the document management system with key staff.<br>Visit from Andrew Tombs, CEO, Alpine Energy.  |
| 10 August | Met with Carl McKay re solid waste transition.<br>Paul Morris, the Mayor and I met with Julian Tan and Sefton Vuli from the Audit Office regarding the draft audit management letter and other matters |
| 11 August | Fortnightly catch up with Nathan Hole.   |
| 12 August | Met with Mike Walters re local RSA matters.  |
| 15 August | Management Meeting.  |
| 16 August | Reviewed items for upcoming Council agenda with the Mayor  |
| 17 August | Attended Alps 2 Ocean meeting in Otematata.<br>Met with Ashley Parris of Fairlie Holiday Park.   |
| 18 August | Regular catch-up session with Paul Morris.<br>Fortnightly catch up with Garth Nixon.   |
| 19 August | Attended in-house software training.<br>Part of Mackenzie staff team at Albury School quiz night.  |
| 21 August | Mayoral Forum dinner in Rolleston  |
| 22 August | Mayoral Forum – Rolleston.<br>Canterbury Civil Defence and Emergency Management Meeting.<br>Mayor and I met with Barry van Beurton –research Broker.   |
|           |  |

### **RECOMMENDATION:**

1. That the report be received.

**GLEN INNES**  
**CHIEF EXECUTIVE OFFICER**

### Annual Plan 2011/12

The final version of the Annual Plan has been printed and published on our website also.

### End of Year Outcome

In preparation for my performance appraisal, I have had Paul Morris conduct some analysis of the end of year financial results. The preliminary results are pleasing with operating expenditure within budget and operating revenue generally exceeding expectations. One area where we didn't fully capture the current economic reality was in the vesting of assets on subdivision and the related financial contributions which fell short of budget.

### High Country Health

I am pleased to report that the outstanding debenture has been repaid in full by High Country Health Limited which brings a long running saga to an end and allows the company to concentrate its efforts on managing the medical practice in Twizel and planning for the eventual replacement of the buildings. Arrangements are in hand for the leases of both sets of medical buildings in Twizel and in Fairlie.

### Tourism Trust

This topic has again taken a considerable amount of my attention during the period. Council decisions on the outstanding issues are required at the extraordinary meeting on Thursday 18 August. I have prepared a summary set of overheads for that meeting to update members on the latest developments. The issues relating to the Trust's finances were also discussed with the auditors while they were here. The requested letter of comfort was not sent to the auditors as circumstances changed significantly with the rejection of the Council's loan offer.

### Roading Achievements

I draw members' attention to this new initiative of the Asset Manager, where our contractors provide a full analysis of the work carried out during the past year. The success of some of the strategies adopted is well worth reading, and it enhanced my understanding of the fundamentals of effective roading maintenance.

### Long-Term Plan Steering group

This group met on 26 July, considering brief strategic overview papers for each broad area of Council activity, methods of community engagement and means of establishing a base line of customer satisfaction with the level of service required

### Policy Review

Following on from the work last period, we plan to have the adjusted policies available for Council review during the September committee round.

### Staffing Issues

#### *Roading Engineer*

Suzy Ratahi started with us on 8 August 2011.

#### *Solid Waste Staff*

I have formally advised solid waste staff that their employment with the Council will cease on the last working day in the week ending 2 October 2011. ESL are into their recruitment process.

#### *Performance Appraisals*

We completed all annual staff performance appraisals by 12 August and the results have been conveyed to staff by letter. Any requested reviews and re-evaluations of positions should be completed by mid September. The management team will review the new process shortly,

but the initial assessment is that it allowed a fairer appraisal with more staff involvement. Undertaking a review thoroughly and fairly is a demanding exercise and I thank managers and staff for their efforts in implementing a new regime.

*Other Items*

Council staff participated in a nation-wide workplace survey during the period. The results are in but need some analysis before being presented back to staff for their feedback and for management consideration of the lessons that can be drawn from the data.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** COMMON SEAL AND AUTHORISED SIGNATURES

**MEETING DATE:** 23 AUGUST 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 15 July 2011 to 18 August 2011.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the affixing of the Common Seal to document numbers 716 to 719 be endorsed.

**ROSEMARY MORAN**  
**COMMITTEE CLERK**



| Number | Detail of Document  | Date Signed & Sealed |
|--------|---|----------------------|
| 716    | Constituting Agreement of the Canterbury Waste Joint Committee  | 19 July 2011         |
| 717    | South Canterbury Rural Fire District Constitution   | 20 July 2011         |
| 718    | Deed of Assignment of Lease – Hit Site 10 Lake Alexandrina Southend Settlement, Brian Ross Loach and Patricia Ellen Loach (Assignor) and Brian Ross Loach, Patricia Ellen Loach, Trevor Norman Loan and Robyn Taylor Loach (Assignee) and Mackenzie District Council. | 28 July 2011         |
| 719    | Deed of Assignment of Lease – Hit Site 27 Lake Alexandrina Outlet Settlement, Bryan Vincent Walker and Patricia Rose Barrie (Assignor) and Patricia Rose Barrie and Barrie Family (Assignee) and Mackenzie District Council.  | 28 July 2011         |

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**FROM:** CHIEF EXECUTIVE OFFICER

**SUBJECT:** COMMUNITY BOARD RECOMMENDATIONS

**MEETING DATE:** 18 AUGUST 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. **Relay For Life:**  
That the Council notes that approval has been given to the Cancer Society to hold a launch party for the *Relay for Life* to be held on the grassed area in the Twizel Market Place on 15 September 2011 and that the event organisers will be requested to ensure all litter was removed following the event.
3. **Kaiapoi Brass Band**  
That the Council notes that approval has been given for the Kaiapoi Brass Band to play in Market Place on Sunday 21 August 2011.
4. **Liquor Licence for Market Place:**  
That the Council notes that the Twizel Community Board has supported the TPDA's application for a special liquor licence for an event in Market Place to be held on the Hard Labour Weekend.
5. **Ruataniwha Reserve:**  
That the Council notes the outstanding amount of \$1,000 plus GST owed for the Licence to Occupy land for camping at the Ruataniwha Reserve is to be pursued and that the subject is to be included on the Agenda for the next Community Board meeting.
6. **Twizel Cemetery:**  
That the Council notes that provisions for the establishment of a car parking area behind the Twizel cemetery are to be investigated and included in the draft budgets for 2012/13.
7. **Car Parks:**  
That the Council notes:
  1. That a plan is to be made available to Board members showing the car parks in Twizel which could either be resealed or turned into grassed areas.
  2. That, following an inspection of the car parks, decisions are to be made on which should be resealed and which should be grassed.

3. That provision is to be made for the work in the 2012/2013 budgets.

#### TEKAPO COMMUNITY BOARD:

##### 8 **Community Hall Renovations:**

That the Council notes:

1. That a 'ball park' price is to be obtained for the renovations including a covered entrance way and amended men's WC design.
2. That, subject to the 'ball park' price being acceptable, working drawings are to be commissioned.
3. That the plans are to be posted on the Tekapo Community Board website and on the township notice board and that comment is to be sought from the public.

##### 9. **NZMCA – Parking Place/Pines Beach Camping Ground**

That the Council notes that the Tekapo Community Board supports the creation of a park for NZMCA members in conjunction with the Tekapo Regional Park.

#### FAIRLIE COMMUNITY BOARD:

##### 10. **Grant Request from the Fairlie Ice Skating Club:**

- a) That the Council approves that that a grant be made to cover the excess water charges incurred by the Fairlie Ice Skating Club subject to the Club making alternative provision to either supply water to the skating rink site or making the pond watertight by April 2012.
- b) That the Council notes that the Ice Skating Club is to be advised:
  - that the level of excess water charges that would be covered in this instance was \$2,650.00,
  - that any further excess water charges would be a cost to the Club
  - that no further grants would be made, and
  - that if future excess water charges were not paid the town water supply to the site would be disconnected.

##### 11 **Appointment to the Mackenzie Community Enhancement Board:**

That the Council notes that the Fairlie Community Board has endorsed Julia Bremner's appointment as the Community Board's representative on the Mackenzie Community Enhancement Board.

**GLEN INNES**

**CHIEF EXECUTIVE OFFICER**

### **ATTACHMENTS:**

The minutes of the meetings of the Twizel Community Boards and Tekapo Community Board held on 8 August 2011 and the Fairlie Community Board held on 3 August 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 FAIRLIE COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON WEDNESDAY 3 AUGUST 2011 AT 7.00 PM

### PRESENT:

Owen Hunter (Chairman)  
Ashley Shore  
Julia Bremner  
Cr Graeme Page

### IN ATTENDANCE

Glen Innes (Chief Executive Officer)  
Garth Nixon (Community Facilities Manager)  
Paul Morris (Finance and Administration Manager)  
Rosemary Moran (Committee Clerk)

## II APOLOGY:

Resolved that an apology be received from Ron Joll.

**Graeme Page/Ashley Shore**

## III DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

## IV MINUTES:

Resolved that the Minutes of the meeting of the Fairlie Community Board held on 22 June 2011 be confirmed and adopted as the correct record of the meeting.

**Ashley Shore/Julie Bremner**

### MATTERS ARISING:

#### **Fairlie Entrances Signs and Walkway Access**

The Chairman undertook to liaise with Ron Joll with regard to the project.

## V REPORTS:

### 1. FINANCE REPORT TO JUNE 2011:

This report from the Manager – Finance and Administration provided an update for Board members on the financial performance of the Fairlie Community for the period to June 2011.

Resolved that the report be received.

**Julie Bremner/Graeme Page**

In response to concerns expressed by Ashley Shore about the complexity of the accounts, the Manager – Finance and Administration offered to conduct a

**workshop for elected members.** It was agreed that it be held on Tuesday 16 August 2011 at 7.00 pm.

2. GRANT REQUEST FROM THE FAIRLIE ICE SKATING CLUB:

This report from the Community Facilities Manager referred to a request for a grant to cover the outstanding water charges for the Fairlie Ice Skating Club.

Resolved:

1. That the report be received.
2. That a grant be made to cover the excess water charges incurred by the Fairlie Ice Skating Club subject to the Club making alternative provision to either supply water to the skating rink site or making the pond watertight by April 2012.
3. That the Ice Skating Club be advised:
  - a. that the level of excess water charges that would be covered in this instance was \$2,650.00,
  - b. that any further excess water charges would be a cost to the Club
  - c. that no further grants would be made, and
  - d. that if future excess water charges were not paid the town water supply to the site would be disconnected.

**Julia Bremner/Ashley Shore**

3. WARD MEMBER'S REPORT:

Cr Page reported:

- that the Council had determined that two trees were to be removed from the Fairlie Domain (this was to resolve the on-going issue regarding three trees in the Domain which a resident said were shading her property on Riverview Terrace, Fairlie),
- that preparations for the new solid waste regime were progressing well,
- that there had been pleasing responses to the calls for new trustees for the Mackenzie Medical Trust and the Mackenzie Tourism and Development Trust, and
- that preparatory work was underway for the new Long Term Plan.

4. REPORTS FROM MEMBER'S WHO REPRESENT THE BOARD ON OTHER COMMITTEES:

Julia Bremner advised that she had been appointed to the Mackenzie Community Enhancement Board.

She said the Mackenzie Community Centre User Group was pleased that maintenance work had been completed in the Mackenzie Community Centre.

Resolved that Julia Bremner's appointment as the Community Board's representative on the Mackenzie Community Enhancement Board be endorsed.

**Owen Hunter/Ashley Shore**

**VI     GENERAL BUSINESS:****1.   THEATRE GROUP LETTER**

The Community Board received a letter of appreciation from the Mackenzie Theatre Group for the Board's accommodation of the Group's request for remittance of the hall hire fees for its upcoming production.

**2.   SUBMISSIONS TO ANNUAL PLAN RELATING TO FAIRLIE**

The Community Board received the list of submissions to the Council's Annual Plan which related to the Fairlie Community.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9:10 PM**

**CHAIRMAN:** \_\_\_\_\_

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

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF THE MEETING OF THE TEKAPO COMMUNITY BOARD HELD IN THE LAKE TEKAPO COMMUNITY HALL ON MONDAY 8 AUGUST 2011 AT 7.00 PM**

#### **PRESENT:**

Murray Cox (Chairman)  
Alan Hayman  
Cr Peter Maxwell  
Peter Munro  
Ian Radford

#### **IN ATTENDANCE:**

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

#### **I APOLOGY:**

An apology from the Mayor was noted.

#### **II DECLARATIONS OF INTEREST:**

There were no Declarations of Interest.

#### **III MINUTES:**

Resolved that the Minutes of the meeting of the Tekapo Community Board held on 27 June 2011 be confirmed and adopted as the correct record of the meeting.

**Peter Munro/ Ian Radford**

#### **MATTERS UNDER ACTION**

##### **Lakeside Drive Walkway:**

It was reported that pedestrians seemed reluctant to use the walkway at night because they felt insecure. Cr Maxwell undertook to investigate ways of alleviating the problem, including the illumination of the surrounding area, the installation of a light to signal the beginning of the walkway, and the repair of the second light which wasn't working. It was also suggested that the trimming or removal of some trees could open up the area.

#### **IV REPORTS:**

##### **1. FINANCIAL REPORT:**

This report from the Manager – Finance and Administration updated Board members on the financial performance of the Tekapo Community for the period to June 2011.



Resolved that the report be received.

**Alan Hayman/Ian Radford**

2. WARD MEMBER'S REPORT:

Cr Maxwell updated the Board members on **Tekapo property matters** and noted good progress had been made.

He referred to the on-going funding debate between the Council and the **Mackenzie Tourism and Development Trust** and the issues which had exacerbated the problems which the District's tourism industry was experiencing. Cr Maxwell said he was working with the Trust in an effort to resolve the situation.

Cr Maxwell reported that a series of workshops had been scheduled for Councillors to begin considering a raft of policies and other **Long Term Planning issues**.

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

Peter Maxwell said the Tekapo **Footbridge Committee** had recently had its Annual General Meeting; in its first year the Committee had raised significant funds and made good progress.

The Chairman reported that progress at the **Regional Park** was steady during the winter period.

**V GENERAL:**

1. CIVIL DEFENCE UPDATE:

The Chairman reported on the recent meeting between Board members and new Emergency Management Officer, Ray Gardner. He circulated a template for *The Lake Tekapo Civil Defence Community Response Plan* and asked Board Members to submit their views on the Plan.

2. COMMUNITY HALL RENOVATIONS:

The Chairman displayed draft plans for renovations to the Lake Tekapo Community Hall which had been developed in response to the brief provided by the Board.

He tabled comments from Colin Maclaren dated 17 June 2011 which were accompanied by Mr Maclaren's amended plan. The letter and plan are attached to this record as Appendix A.

The Board members confirmed that the proposal was to renovate the existing facility rather than extend it to develop a new community centre. The project was to include both refurbishment of the hall and the tennis courts.

The Chairman advised that the quote from *Draftline* for getting the plans to consent stage was \$4,850.00 for design and consent drawings including printing

and travel, and \$500 for the structural design component – a total fee of \$5,350 plus GST.

]

Resolved:

1. That a 'ball park' price be obtained for the renovations including a covered entrance way and amended men's WC design.
2. That, subject to the 'ball park' price being acceptable, working drawings be commissioned.
3. That the plans be posted on the Tekapo Community Board website and on the township notice board and that comment sought from the public.

**Peter Maxwell/Peter Munro**

3. NZMCZ – PARKING PLACE/PINES BEACH CAMPING GROUND

The Chairman distributed a discussion paper on Freedom Camping which is attached to this record as Appendix B. The paper included a letter to the Trustees of Mt Hay Station about camping at the Pines Beach Area for self-contained campervans. It was accompanied by a map showing the boundaries of the Pines Beach site. The paper also included a proposal from Lake Tekapo Recreational Park Inc regarding the development of an area within the Lake Tekapo Regional Park for the use of members of the New Zealand Motor Caravan Association (NZMCA).

The Chairman said that the Park Committee had approved in principle the release of an area within the Park for a NZMCA park and would seeking the approval of Community Board and the Council. He said Environment Canterbury had indicated it would support the proposal if agreement could be reached regarding access to the area. The proposal would then be put to the NZMCA.

The Chairman undertook to consult the Asset Manager regarding access and the Manager – Planning and Regulations about consenting matters.

It was agreed that:

- a. an onsite meeting be convened at Pines Beach with the Mt Hay Station Trustees to discuss the Pines Beach Camping Area proposal and define boundaries,
- b. the history of Mt Hay's use of the 'ram paddock' be clarified.

The Chairman undertook to arrange the meeting with the Trustees.

Resolved that the Community Board supports the creation of a park for NZMCA members in conjunction with the Tekapo Regional Park.

**Peter Maxwell /Peter Munro**

4. SUBMISSION TO THE ANNUAL PLAN – TEKAPO ISSUES:

The Community Board received the schedule of submissions to the Annual Plan which related to Tekapo issues. It was noted that the submissions included positive feedback generally on projects which the Community Board had proposed.

**THERE BEING NO FURTHER BUSINESS THE  
CHAIRMAN DECLARED THE MEETING CLOSED AT 8.52 PM**

**CHAIRMAN:** \_\_\_\_\_

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

## MACKENZIE DISTRICT COUNCIL

### MINUTES OF THE MEETING OF THE TWIZEL COMMUNITY BOARD HELD IN THE SERVICE CENTRE TWIZEL ON MONDAY 8 AUGUST 2011 AT 3.00 PM

#### PRESENT:

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

#### IN ATTENDANCE:

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

#### I APOLOGY:

An apology from the Mayor was noted.

#### II DECLARATIONS OF INTEREST:

The Chairman reiterated his Declaration of Interest in any discussion of Twizel water quality issues which he had indicated at previous meetings.

#### III MINUTES:

Resolved that the Minutes of the meeting of the Twizel Community Board held on 27 June 2011 with the following correction:

#### IV GENERAL      1 **Request to Fill Low Lying Area in the Green Area at the Southern Entrance to Twizel:**

Last paragraph to read The ***Chairman*** said nearby residents had also requested that an additional bund be constructed to provide greater privacy and protection from noise from the State Highway frontage to Twizel.

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

**John Bishop/Phil Rive**

#### MATTERS ARISING

#### 1. **Request to Fill Low Lying Area in the Green Area at the Southern Entrance to Twizel:**

The Chairman requested that **all** contractors be invited to contribute surplus hard fill to the low lying area.

2. **Trees Removal – Halliwell/Simons Street Greenway:**

Cr Bishop noted that while the trees had been removed from the Halliwell/Simons Street Greenway, the slash remained. The Community Facilities Manager would be asked to organise its removal.

**IV REPORTS:**

1. FINANCE REPORT TO JUNE 2011:

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 June 2011.

Resolved that the report be received.

**John Bishop/Kieran Walsh**

2. COMMUNITY WORKER’S REPORT:

This was the Community Worker’s report for the period 31 May 2011 until 30 June 2011.

Resolved that the report be received.

**Phil Rive/Elaine Curin**

3. CORRESPONDENCE FROM CANCER SOCIETY – RELAY FOR LIFE:

This letter from Jade Lloyd referred to the *High Country Relay for Life Twizel 2012* and sought permission to hold a launch party for the event on the grassed area in the Twizel Market Place on 15 September 2012.

Resolved:

1. That the report be received.
2. That approval be given to the Cancer Society to hold a launch party for the *Relay for Life* to be held on the grassed area in the Twizel Market Place on 15 September 2011.
3. That the event organisers be requested to ensure all litter was removed following the event.

**John Bishop/Elaine Curin**

4. CORRESPONDENCE FROM JILL SELBIE:

This letter from Jill Selbie referred to rubbish on the reserve and lake edge adjacent to Max Smith Drive, Twizel. Mrs Selbie asked that two large signs be erected to remind people to clean up and take their rubbish away. She also asked for a **No Motorcycles** sign at the junction of the lakeside track, camping ground and the new track. Mrs Selbie suggested the track along the river be

upgraded, the briar sprayed and that a temporary speed restriction be imposed on Max Smith Drive on regatta weekends.

Phil Rive undertook to email to the Board members his report regarding the work which had already been done in the river reserve area, and what was intended to be done, and to forward his report to Mrs Selbie.

Cr Bishop suggested that erecting signs would not necessarily be effective in preventing the dumping of rubbish. He recommended that Mrs Selbie's concerns about traffic speeds on Max Smith Drive should be taken up with the police.

The Chairman noted consideration needed to be given to finding a permanent solution to prevent vehicles using the picnic areas.

#### 4. WARD MEMBERS REPORT:

Cr Bishop reported that the **Kaiapoi Brass Band** which was taking part in a Barvarian Festival in Twizel, had sought approval to play in Market Place on Sunday 21 August 2011.

Resolved that approval be given for the Kaiapoi Brass Band to play in Market Place on Sunday 21 August 2011.

**John Bishop/Phil Rive,**

He advised that the Council's new **solid waste regime** was to be take effect from 3October 2011.

Cr Bishop reported that the **Mackenzie Tourism and Development Trust** had declined to take up a loan from the Council and had requested a grant instead. The Council had not agreed to the request.

Cr Bishop said he was frustrated with the lack of progress, and the lack of advice to him, about the **High Country Health** issue.

The Chief Executive Officer explained that while the Council supported the improvement of medical facilities in Twizel, there were debts which needed to be sorted out before progress could be made. These included the repayment to the Council by High Country Health Ltd of a long standing debenture, and accumulated interest, amounting to \$90,000, and the payment of concessional rent for the Medical Centre which to date High Country Health had not paid.

The Chief Executive Officer explained the moves being made to regularise the Mackenzie Medical Trust which held the shares of High Country Health Ltd, noting, however, that High Country Health had a different view of how Twizel medical facilities could be managed.

Cr Bishop said his information from the Chairman of High Country Health Ltd and its members was that they intended to repay the debt. However the Company did not want the Mackenzie Medical Trust to run the business;

rather they wanted to run it themselves. The Company also wanted a hand-out from the Council towards achieving improved medical facilities for Twizel.

The Chief Executive Officer undertook to brief Cr Bishop on the matter.

6 REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES:

The Chairman reported on progress with the **Greenways Strategy** and the upgrading of the track through the new plantings on Glen Lyon Road. He undertook to submit an article to the Twizel Update on the project.

He advised that residents behind Tekapo Drive had indicated their willingness to clean up that area and the Board had given approval for them to do that.

Kieran Walsh and Elaine Curin reported on the Mackenzie Forum/Sustainable Futures Trust project.

**V GENERAL:**

1. LIQUOR LICENCE FOR MARKET PLACE:

The Chairman reported that TPDA had advised that it would be applying for a special liquor licence for an event in Market Place to be held on the Hard Labour Weekend. He said the event would include the screening of a special rugby match.

Resolved that TPDA's application for a special liquor licence for an event in Market Place to be held on the Hard Labour Weekend be supported.

**Peter Bell/Kieran Walsh**

2. RUATANIWHA RESERVE:

The Chairman expressed concern about the Licence to Occupy part of the Ruataniwha Reserve which had been prepared for Tony Ritchie to enable him to use it for camping but which had yet to be signed.

The Manager – Planning and Regulations undertook to report on the planning issues associated with the issue. The Chairman suggested feedback be sought from Twizel ratepayers regarding their expectations for the use of the reserve land

Resolved that the outstanding amount of \$1,000 plus GST owed for the Licence to Occupy land for camping at the Ruataniwha Reserve be pursued and that the subject be included on the Agenda for the next Community Board meeting.

**John Bishop/Phil Rive**

3. TWIZEL CEMETERY:

The Chairman suggested a simple car park be established in the paddock behind the cemetery, on the Pony Club land to relieve traffic congestion when funerals were being held.

Resolved that provisions for the establishment of a car parking area behind the Twizel cemetery be investigated and included in the draft budgets for 2012/13.

**Peter Bell/Kieran Walsh**

4. SUBMISSIONS TO THE ANNUAL PLAN – TWIZEL ISSUES:

The Community Board received the schedule of submissions on Twizel issues which had been made to the Annual Plan for 2011/2012.

**Car Parks**

Resolved:

1. That a plan be made available to Board members showing the car parks in Twizel which could either be resealed or turned into grassed areas.
2. That, following an inspection of the car parks, decisions be made on which should be resealed and which should be grassed.
3. That provision be made for the work in the 2012/2013 budgets.

**Peter Bell/Phil Rive**

**VI PUBLIC EXCLUDED:**

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

Employment Matters

| <b>General subject<br/>of each matter<br/>to be considered</b> | <b>Reason for passing<br/>this resolution in<br/>relation to each<br/>matter</b> | <b>Ground(s) under<br/>Section 48(1) for<br/>the passing of<br/>this resolution</b> |
|--|--|---|
| Employment Matters   | To protect the Privacy of Persons  | 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 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:  
*Employment Matters*, section 7(2)(1)(a).

**Peter Bell/John Bishop**

The Community Board continued in Open Meeting.



**V GENERAL (Continued):**

**4. HERONS DEVELOPMENT UPDATE:**

The Chairman expressed concern that the standard of landscaping which was to be undertaken as part of the development of Heron's Four Square Supermarket in Market Place might not be what the Community Board had envisaged when it approved the project. He said the expectation was that it would be in keeping with what had been carried out in Market Place.

The Chief Executive Officer said that while property sales and purchases were Council rather than Community Board driven, he was confident that the landscaping of the area would be done properly. He noted that the developer had agreed to landscape the area affected; however he did not consider it would be reasonable to expect the landscaping should extend to the neighbouring buildings.

The Chief Executive Officer assured the Board that he would insist on a high quality of work and that the Community Facilities Manager had already arranged an onsite meeting to that end.

**5. PLAN CHANGE 15 – SUMMARY:**

The Manager – Planning and Regulations circulated a brief summary of the changes which had been effected by the Council's decision to adopt the recommendations of the Commissioners who had heard the submissions to Plan Change 15 and Variation 1 to Plan Change 13. He said that when the appeal period had elapsed, if there were no objections, the changes would be incorporated into the District Plan.

The Manager – Planning and Regulations explained the changes in detail and referred to a map which highlighted the affected areas.

The Chairman said Plan Change 15 represented a huge step forward for Twizel and the Township could now move forward with confidence. He complimented those responsible for the smooth process which had been undertaken.

**THERE BEING NO FURTHER BUSINESS THE  
CHAIRMAN DECLARED THE MEETING CLOSED AT 5.25 PM**

**CHAIRMAN:** \_\_\_\_\_

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

# **MACKENZIE DISTRICT COUNCIL**

## **MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 19 JULY 2011 AT 9.30 AM**

### **PRESENT:**

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

### **IN ATTENDANCE:**

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

### **I OPENING:**

The Mayor welcomed everyone to the meeting.

### **II APOLOGY:**

Resolved that an apology be received from Cr John Bishop.

**Evan Williams/Graham Smith**

### **LATE ITEM**

Resolved that pursuant to the Local Government Official Information and Meetings Act 1987 the report “Trees on Council Reserves” be considered.

**Graham Smith /Annette Money**

The report was not included on the Agenda because it was not received in time. Consideration of the report at this meeting was required to enable the matter to be dealt with in a timely manner.

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

There were no Declarations of Interest.

#### **IV     BEREAVEMENTS:**

The Mayor referred to the recent deaths of Betsy May Willson, Eileen Cochrane, Margaret McAtamney, Evelyn Williams and Martin van Turnhout. A motion of sympathy was passed and the Chief Executive Officer was directed to pass this on to those concerned.

Cr Money advised that long time Twizel resident Audrey Jenkins had died. Cr Williams spoke briefly about his late mother, Evelyn Williams, and thanked the Council for their support and sympathy at the time of her death.

#### **V     MAYORAL REPORT:**

This was the report of Mayoral activities for the previous six weeks.

Resolved that the report be received.

**Annette Money/Evan Williams**

#### **VI     REPORTS REQUIRING COUNCIL DECISION:**

##### **1. INSURANCE ISSUES:**

This report from the Manager – Finance and Administration included options for Council's consideration regarding the mitigation of risk of the financial impact of a natural disaster event occurring in or around the Mackenzie District.

Resolved that the report be received.

**Graham Smith/Graeme Page**

Resolved that Council staff investigate joining the Local Authority Protection Programme Disaster Fund (LAPP) and bring back to Council a recommendation once premium costs are known.

**Graham Smith Annette Money**

Resolved that Council increases the minimum level of cash it is required to hold from \$2 million to \$3 million to cover any unforeseen circumstances.

**Peter Maxwell/Annette Money**

Resolved that Council approves the use of the leaky building insurance reserve to fund the increase in insurance premiums for the 2011/2012 financial year amounting to approximately \$19,000.

**Graham Smith/Annette Money**

Resolved that the Council accepts that the insurance cover for its above ground assets will be limited to 80% for earthquakes, tsunami and geothermal activity for the period ending 30 June 2012, and that Council's cash reserves be drawn upon to cover the balance in the event of a claim.

**Annette Money/Graeme Page**

**XI ADJOURNMENT:**

The meeting was adjourned at 10.45 am for morning tea and reconvened at 11.20 am.

**IX PUBLIC EXCLUDED:**

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

Plan Change 15 and Variation 1 to Plan Change 13, Twizel

| <b><u>General subject<br/>of each matter<br/>to be considered</u></b> | <b><u>Reason for passing<br/>this resolution in<br/>relation to each<br/>matter</u></b> | <b><u>Ground(s) under<br/>Section 48(1) for<br/>the passing of<br/>this resolution</u></b> |
|---|---|--|
| Plan Change 15 and Variation<br>1 To Plan Change 13, Twizel           | The right of appeal lies with<br>the Tribunal   | 48(1)(d)   |
|   | <b>Annette Money/Evan Williams</b>  |  |

The Council continued in Open Meeting.

**CONFIRMATION OF RESOLUTIONS TAKEN WITH THE PUBLIC EXCLUDED:****PLAN CHANGE 15 AND VARIATION 1 TO PLAN CHANGE 13:****Resolved:**

1. That, having considered the report from the Senior Planner and the recommendations of the Hearing Panel, the Council adopts the report of the Hearing Panel on PC15 and Variation 1 to PC13, as the Council's decision on the Plan Change and Variation.
2. That the Council agrees to publicly notify its decisions on the Plan Change and Variation in accordance with Clause 10 of the First Schedule to the Resource Management Act, on 23 July 2010.

**Graham Smith/Evan Williams**

**LATE ITEM - TREES ON COUNCIL RESERVE**

This report from the Chief Executive Officer sought to resolve an on-going issue with trees on a Council reserve shading a property on Riverview Terrace, Fairlie. The report was accompanied by photographs of the trees in question.

Resolved that the report be received.

**Graham Smith/Evan Williams**

Motion:

That one tree be removed from the Council reserve adjacent to Riverview Terrace, Fairlie.

**Graeme Page**

The motion lapsed for want of a seconder.

Resolved that the Council agrees to a compromise solution and removes the two most northern trees from the Council reserve adjacent to Riverview Terrace, Fairlie, and retains the larger southern tree.

**Graham Smith /Annette Money**

Crs Evan Williams and Graeme Page voted against the resolution.

Resolved that the work to remove the trees be undertaken by Council and that the agreed costs be recovered from Mrs Mitchell.

**Peter Maxwell /Graham Smith**

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

### **2. APPOINTMENT OF PROXY FOR ALPINE ENERGY LTD ANNUAL GENERAL MEETING:**

Resolved that Mayor Claire Barlow be appointed as Council's proxy to vote on its behalf at the Alpine Energy Ltd 2011 Annual General Meeting, or, in her absence, that Cr Graeme Smith be so appointed.

**Peter Maxwell/Evan Williams**

### **3. APPOINTMENT OF SHARED REPRESENTATIVE ON ALPINE ENERGY LTD:**

Resolved that Steve Thompson be appointed as Council's shared representative with the Waimate District Council on Alpine Energy Ltd.

**Graeme Page/Evan Williams**

## **VII INFORMATION REPORTS:**

### **1. COMMON SEAL**

This report from the Committee Clerk advised of documents signed under the Common Seal from 24 May 2011 to 14 July 2011.

#### Resolved:

1. That the report be received.
2. That the affixing of the Common Seal to document numbers 707 to 715 be endorsed.

**Annette Money/Evan Williams**

## 2. CHIEF EXECUTIVE OFFICER – GENERAL ACTIVITIES REPORT:

This report from the Chief Executive Officer referred to Council, Committee and Board Meetings, Other Meetings and Activities, Rural Sector Meeting 9 – 10 June 2011, SOLGM Chief Executive Officer's Forum 17 June 2011, Annual Plan, Solid Waste Issues, Tekapo Property Arrangements, Fairlie Resource Centre Relocation, High Country Health, Rating Issues, Long Term Plan Steering Group, Staffing Issues, Policy Review and Tourism Trust.

Resolved that the report be received

**Annette Money/Graham Smith**

## **XI ADJOURNMENT:**

The meeting was adjourned at 12.45 pm for lunch and reconvened at 1.20 pm.

## **VI INFORMATION REPORTS:**

### 2. CHIEF EXECUTIVE OFFICER – GENERAL ACTIVITIES REPORT (Continued):

#### **Mackenzie Tourism and Development Trust**

The Council considered copies of letters from the Mayor to Ian Lothian of Audit NZ dated 15 July 2011, and Lesley O'Hara, Chairman of the Mackenzie Tourism and Development Trust, dated 15 July 2011, which were circulated and recommended for endorsement.

Resolved that the letters from the Mayor to Ian Lothian of Audit NZ dated 15 July 201, and Lesley O'Hara, Chairman of the Mackenzie Tourism and Development Trust, dated 15 July 2011, be endorsed.

**Annette Money /Evan Williams**

## **VIII COMMUNITY BOARD RECOMMENDATIONS:**

This report from the Chief Executive officer was accompanied by the minutes of the meetings of the Twizel Community Board and Tekapo Community Board held on 9 May 2011 and the Fairlie Community Board held on 11 May 2011.

Resolved that the report be received.

**Annette Money/Graeme Page**

Resolved:

TWIZEL COMMUNITY BOARD

1. **Removal of Pine Trees**

That the Council notes that approval was given for the two pine trees to be removed from the Halliwell/Simons Street Greenway Community Board and that the work is to be funded 80% by the Community Board and 20% by the affected residents.

2. **Filling of Low Lying Area in the Green Area at the Southern Entrance to Twizel:**

That the Council notes that Whitestone has been directed to fill the low lying part of the green area south of the Ostler Road entrance to Twizel with surplus hard fill when it becomes available.

3. **Mulcher Maintenance:**

That the Council notes that Cr Bishop was authorised to purchase a new jockey wheel for the mulcher for a total cost of \$180.

TEKAPO COMMUNITY BOARD:

4. **Lake Tekapo Community Hall:**

That the Council notes:

- That the Chairman, the Community Facilities Manager and Council's Building Inspector have been directed to consult together with regard to the proposals for upgrading the Lake Tekapo Community Hall.
- That more detailed plans then be commissioned for the project.
- That costings for the work be obtained.
- That when the above information becomes available, the community be consulted about the project.

5. **The Area West of the Power Boat Club House and Boat Ramp:**

That the Council notes that the Community Board has directed that the Community Facilities Manager meet with Mr Speedy to discuss the issues which he had raised in his letter and report back to the next Community Board meeting.

FAIRLIE COMMUNITY BOARD:

6. **Leave of Absence:**

That the Council notes:

1. That Ron Joll was granted Leave of Absence from Fairlie Community Board meetings for six months.
2. That if Mr Joll was unable to attend Community Board meetings after the six months' Leave of Absence period, the position would be reviewed.

7. **Request from Theatre Group:**

That the Council notes that the request from the Mackenzie Theatre Group for the waiving of hire fees for the Mackenzie Community Centre was declined and that

the Theatre Group was offered the option of deferring payment of the hire fees until the proceeds of the production had been collected by the Theatre Group.

8. **Improvements to the Kirke St Streetscape:**

That the Council notes that Mr Finlayson has been invited to submit a proposed plan for the requested improvements to the Kirke Street streetscape

**Graeme Page/Graham Smith**

**LAND SUBDIVISION FUND:**

**Resolved:**

1. That the Council agrees that monies from the Land Subdivision Fund be applied to the following Tekapo recreational projects in 2011/12:
  - a. **Footbridge** \$25,000, with a commitment for a further \$75,000 as \$25,000 per annum over the following three years
  - b. **Playground** \$10,000
  - c. **Sundial** \$7,000 (if not funded by Meridian)
2. That Council accepts the need to provide good public toilet facilities in Lake Tekapo and, in the event that the facilities are upgraded or relocated, notes that, in accordance with the current policy, this will be funded from the general rate.
3. That Council, recognising that much of its Land Subdivision Reserve Fund derives from Tekapo development, agrees that a significant portion of that fund be utilised towards Tekapo community facilities.
4. That initial work be undertaken by Council on the planning of new community facilities in Tekapo as part of township development and that this be used for any further public input that may be required.

**Annette Money /Peter Maxwell**

**MACKENZIE SCHOOLS' SCIENCE FAIR:**

**Resolved** that the Council provides a grant equivalent to the rental of the Mackenzie Community Centre Stadium for Science Fair to be held on 10 and 11 August 2011.

**Graham Smith Annette Money**

**IX COMMITTEES:**

**Resolved** that the Minutes of the Finance, Projects and Strategies and Planning Committees held on 5 July 2011, including those parts as were taken with the Public Excluded, be received.

**Graham Smith/Graeme Page**



**X CONFIRMATION OF MINUTES:**

Resolved that the minutes of the meeting of the Mackenzie District Council held on 31 May 2011, 14 June 2011 and 28 June 2011, including such parts as were taken with the Public Excluded be confirmed and adopted as the correct record of the meetings.

**Evan Williams /Annette Money**

**\*Note:** *Some details of the above resolution were recommended for correction in a report to the Council meeting of 23 August 2011.*

**THERE BEING NO FURTHER BUSINESS,  
THE MAYOR DECLARED THE MEETING CLOSED AT 2.48 PM**

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

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

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF AN EXTRAORDINARY MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON FRIDAY 5 AUGUST 2011 AT 3.10 PM

### **PRESENT:**

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

### **IN ATTENDANCE:**

Glen Innes (Chief Executive Officer)  
Paul Morris (Manager – Finance and Administration)

### **I      OPENING:**

The Mayor welcomed everyone to the meeting.

### **II     APOLOGY:**

Resolved that an apology be received from Cr Peter Maxwell.

**Annette Money/Graham Smith**

### **PUBLIC EXCLUDED**

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

1. Letter from Mackenzie Tourism and Development Trust dated 1 August 2011 regarding Council's loan offer and associated Trust Budgets
2. Consideration of Applications for Positions of new Trustees

| <b><u>General subject<br/>of each matter<br/>to be considered</u></b>  | <b><u>Reason for passing<br/>this resolution in<br/>relation to each<br/>matter</u></b>    | <b><u>Ground(s) under<br/>Section 48(1) for<br/>the passing of<br/>this resolution</u></b> |
|--|--|--|
| Letter from Mackenzie Tourism and Development Trust dated 1 August 2011 regarding Council's loan offer, and associated Trust budgets | To enable the local authority to carry on, without prejudice or disadvantage, negotiations | 48(1)(a)(i)  |
| Consideration of Applications for Positions of new Trustees  | To protect the privacy of persons  | 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 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: *Letter from Mackenzie Tourism and Development Trust dated 1 August 2011 regarding Council's loan offer and associated Trust Budgets*. Section 7(2)(i), and *Consideration of Applications for Positions of New Trustees*, section 7(2)(a).

**Graeme Smith/John Bishop**

The Council continued in Open Meeting.

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

**LETTER FROM MACKENZIE TOURISM AND DEVELOPMENT TRUST DATED 1 AUGUST 2011 REGARDING COUNCIL'S LOAN OFFER:**

Resolved that the Council declines to accept the counter offer from the Mackenzie Tourism and Development Trust that Council funds the Trust \$186,700 for the 2011/2012 year made up of a capital injection of \$120,000 and an additional on-going annual grant of \$66,700.

**Graeme Page/John Bishop**

Resolved that John Bishop be appointed as a Trustee of the Mackenzie Tourism and Development Trust as an interim measure for a term ending on 30 June 2012

**Graeme Page/Evan Williams.**

Cr Money had requested that her abstention be recorded from both above resolutions.

Councillors expressed regret that the impasse between itself and the Trust had not been resolved.

The Mayor stressed that the media interest in the matter needed to be handled sensitively. The Council agreed that any comment on its decisions should only come from the Mayor and that at the conclusion of the meeting a media statement would be agreed.

Cr Smith undertook to convey Council's decision to the Chair of the Trust.

**THERE BEING NO FURTHER BUSINESS,  
THE MAYOR DECLARED THE MEETING CLOSED AT 4.55 PM**

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

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

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF AN EXTRAORDINARY MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON THURSDAY 18 AUGUST 2011 AT 1.30 PM**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

Glen Innes (Chief Executive Officer)  
Paul Morris (Manager – Finance and Administration)

#### **I      OPENING:**

The Mayor welcomed everyone. She noted that in addition to the Agenda items, the business of the meeting would include hearing feedback on proposals for a Solid Waste Slogan. She noted that she would be seeking input regarding issues about which the Council should consult the community for the Long Term Plan.

#### **II      APOLOGY:**

Resolved that an apology be received from Cr John Bishop.

**Evan Williams/Peter Maxwell**

#### **IV      RATES 2011/2012:**

Resolved that the Mackenzie District Council set the following rates under the Local Government (Rating) Act 2002, on rating units in the Mackenzie District for the financial year commencing on 1 July 2011 and ending on 30 June 2012.

#### **GENERAL RATES**

General rate set under Section 13 of the Local Government (Rating) Act 2002 made on every rating unit, assessed on a differential basis as described below:

- Tekapo A  
A rate of \$0.00458 per dollar (GST inclusive) of Capital Value
- Ohau A  
A rate of \$0.0005033 per dollar (GST inclusive) of Capital Value
- Tekapo B  
A rate of \$0.0008001 per dollar (GST inclusive) of Capital Value

- All other properties  
A rate of \$0.00042709 per dollar (GST inclusive) of Capital Value

## **UNIFORM ANNUAL GENERAL CHARGE**

Uniform Annual General Charge per separately used and inhabited part of a rating unit set under Section 15 of the Local Government (Rating) Act 2002

- A fixed amount of \$35.78 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit situated per District.

## **WORKS & SERVICES RATES**

Targeted rates for Works and Services, set under Section 16 of the Local Government (Rating) Act 2002, assessed on a differential basis as described below:

### **TWIZEL COMMUNITY WORKS & SERVICES**

- A fixed amount of \$148.65 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit situated in the Twizel Community
- A fixed amount of \$61.33 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit situated per Twizel Community
- A rate of \$0.001666 per dollar (GST inclusive) of capital value on every rating unit in the Twizel Community

(as defined on a map held by Council)

The relationship between the rates per differential category is as follows:

- a) A fixed amount per separately used or inhabited part of a rating unit to fund 28% of the targeted rate requirement
- b) A fixed amount per separately used or inhabited part of a rating unit to fund a targeted rate for Twizel Improvement.
- c) A rate per dollar of capital value of the land to fund 72% of the targeted rate requirement

### **FAIRLIE COMMUNITY WORKS & SERVICES**

- A fixed amount of \$123.12 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit situated in the Fairlie Community
- A rate of \$0.002816 per dollar of capital value (GST inclusive) on every rating unit per Fairlie Community

(as defined on a map held by Council)

The relationship between the rates in the differential category is as follows:

- a) A fixed amount per separately used or inhabited part of a rating unit to fund 18% of the targeted rate requirement
- b) A rate per dollar of capital value of the land to fund 82% of the targeted rate requirement

### **LAKE TEKAPO COMMUNITY WORKS & SERVICES**

- A fixed amount of \$147.75 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit situated in the Lake Tekapo Community area of benefit
- Tekapo A  
A rate of \$0.003378 per dollar of capital value (GST inclusive) on every rating unit situated in the Lake Tekapo Community area of benefit

- All other Lake Tekapo properties  
A rate of \$0.001368 per dollar of capital value (GST inclusive) on every rating unit situated in the Lake Tekapo Community area of benefit (as defined on a map held by Council)

The relationship between the rates per differential category is as follows:

- a) A fixed amount in the separately used or inhabited part of a rating unit to fund 17% of the total rate requirement
- b) Tekapo A 20% of the balance of the total rate requirement
- c) All other properties 80% of the balance of the total rate requirement

#### RURAL WORKS AND SERVICES

- A fixed amount of \$96.44 (GST inclusive) per separately used or inhabited part of a rating unit on every rating unit situated in the Rural Community
- Ohau A  
A rate of \$0.0009187 per dollar of capital value (GST inclusive) on every rating unit in the Rural Community
- Tekapo B  
A rate of \$0.001460 per dollar of capital value (GST inclusive) on every rating unit in the Rural Community
- All Other Rural Properties  
A rate of \$0.00054024 per dollar of capital value (GST inclusive) on every rating unit in the Rural Community  
(as defined on a map held by Council)

The relationship between the rates per differential category is as follows:

- a) a fixed amount per separately used or inhabited part of a rating unit to fund an annually agreed percentage (currently 11%) of the targeted rate requirement, and
- b) Ohau A 20% of the balance of the total rate requirement
- c) Tekapo B 20% of the balance of the total rate requirement
- d) All other rural properties 60% of the balance of the total rate requirement

#### SEWAGE TREATMENT RATES

Targeted rates for sewage treatment, set under Section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$8.24 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated per Fairlie Community and which are connected to the Fairlie Community Sewerage Scheme
- A fixed amount of \$2.06 (GST inclusive) per each water closet or urinal (after the first) per separately used or inhabited part of a rating unit for all rating units situated in the Fairlie Community and which are connected to the Fairlie Community Sewerage Scheme.
- A fixed amount of \$23.21 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Lake Tekapo Community and which are connected to the Lake Tekapo Community Sewerage Scheme
- A fixed amount of \$5.80 (GST inclusive) per each water closet or urinal (after the first) per separately used or inhabited part of a rating unit for all rating units situated in the Lake Tekapo Community and which are connected to the Lake Tekapo Community Sewerage Scheme.
- A fixed amount of \$5.01 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Pukaki Ward and which are connected to the Twizel Community Sewerage Scheme

- A fixed amount of \$1.25 (GST inclusive) per each water closet or urinal (after the first) per separately used or inhabited part of a rating unit for all rating units situated in the Pukaki Ward and which are connected to the Twizel Community Sewerage Scheme.
- Notes for the purposes of these rates:

The sewage treatment service is treated as being provided if any part of the rating unit is connected to a Community Sewerage Scheme.

A rating unit used primarily as a residence for one household must not be treated as having more than one water closet or urinal

### **BURKES PASS SEWERAGE RATES**

Targeted rates for sewage treatment and sewerage infrastructure, set under Section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$573.71 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated per Burkes Pass Community and which are connected to the Burkes Pass Community Sewerage Scheme or part charge thereof for where connection to the Burkes Pass Community Sewerage Scheme is available
- A fixed amount of \$143.43 (GST inclusive) per each water closet or urinal (after the first) per separately used or inhabited part of a rating unit for all rating units situated in the Burkes Pass Community and which are connected to the Burkes Pass Community Sewerage Scheme.
- Notes for the purposes of these rates:

The sewage treatment and sewerage infrastructure service is treated as being available if the rating unit is within 30 metres of a public service drain.

A rating unit used primarily as a residence for one household must not be treated as having more than one water closet or urinal

### **EVERSLEY RESERVE SEWERAGE RATE**

Targeted rate for Sewerage set under Section 16 of the Local Government (Rating) Act 2002

- A fixed amount of \$938.28. (GST inclusive) per rating unit for ratepayers who have not opted for the lump sum payment option.
- (as defined on a map held by Council)

### **SEWERAGE INFRASTRUCTURE RATES**

Targeted rates for sewerage infrastructure, set under Section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$221.36(GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Fairlie Community which are capable of being connected.
- A fixed amount of \$55.34 (GST inclusive) per each water closet or urinal (after the first) per separately used or inhabited part of a rating unit for all rating units situated in the Fairlie Community and which are capable of being connected.
- A fixed amount of \$284.43 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Lake Tekapo Community which are capable of being connected.
- A fixed amount of \$71.11 (GST inclusive) per each water closet or urinal (after the first) per separately used or inhabited part of a rating unit for all rating units situated in the Lake Tekapo Community and which are capable of being connected.
- A fixed amount of \$118.93 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Pukaki Ward which are capable of being connected to the Twizel Community sewerage scheme.

- A fixed amount of \$29.73 (GST inclusive) per each water closet or urinal (after the first) per separately used or inhabited part of a rating unit for all rating units situated in the Pukaki Ward which are capable of being connected to the Twizel Community sewerage scheme

- Notes for the purposes of these rates:

The sewerage infrastructure service is treated as being provided if the rating unit is connected to or able to be connected to a public service drain and is within 30 metres of such a drain.

A rating unit used primarily as a residence for one household must not be treated as having more than one water closet or urinal

### **WATER TREATMENT RATES**

*Targeted rates for water treatment (metered or unmetered), set under Section 16 of the Local Government (Rating) Act 2002, of*

- A fixed amount of \$36.21 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Opuha Ward and which are connected to the Fairlie Community water supply
- A fixed amount of \$42.38 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Pukaki Ward and which are connected to the Lake Tekapo Community water supply
- A fixed amount of \$50.50 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Pukaki Ward and which are connected to the Twizel Community water supply

Notes for the purposes of these rates:

The water supply treatment service is treated as being provided if any part of the rating unit is connected to a Council operated waterworks.

### **BURKES PASS WATER SUPPLY**

*A targeted rate for water treatment and water infrastructure (metered or unmetered), set under Section 16 of the Local Government (Rating) Act 2002, of*

- A fixed amount of \$774.89 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Burkes Pass Community and which are connected to the Burkes Pass Community water supply, or part charge thereof for where connection to the Burkes Pass Community water supply is available

Notes for the purposes of these rates:

The water supply infrastructure and treatment service is treated as being provided, if any part of the rating unit is connected to a Council operated waterworks or if the rating unit is situated within 100 metres of waterworks and is capable of connection.

### **WATER INFRASTRUCTURE RATES**

Targeted rates for water supply infrastructure (metered or unmetered), set under Section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$364.79 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Opuha Ward and which are connected to the Fairlie Community water supply or capable of being connected
- A fixed amount of \$181.63 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Pukaki Ward and which are connected to the Lake Tekapo Community water supply or capable of being connected
- A fixed amount of \$165.34 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated per Pukaki Ward and which are connected to the Twizel water supply or capable of being connected.

Notes for the purposes of these rates



The water supply infrastructure service is treated as being provided, if any part of the rating unit is connected to a Council operated Waterworks or if the rating unit is situated within 100 metres of waterworks and is capable of connection.

### ***RURAL WATER SUPPLIES***

Targeted rates set under Section 19 of the Local Government (Rating) Act 2002, of:

- A fixed amount of \$233.83 (GST inclusive) per unit of water supplied to every rating unit serviced by the Allandale Rural water supply.
- A fixed amount of \$849.65 (GST inclusive) per unit of water supplied to every rating unit serviced by the Spur Road Rural water supply
- A fixed amount of \$113.00 (GST inclusive) per unit of water supplied to every rating unit serviced by the Downlands Rural water supply area in the Mackenzie District.

Targeted rates set under Section 16 of the Local Government (Rating) Act 2002, of:

- A fixed amount of \$254.00 (GST inclusive) per rating unit serviced by the Ashwick Opuha Rural water supply
- A rate of \$15.33 (GST inclusive) per hectare on every rating unit serviced by the Fairlie Water Race of a fixed amount per hectare.
- A fixed amount of \$51.11 (GST Inclusive) per rating unit serviced by the Fairlie Water Race
- A fixed amount of \$281.00. (GST inclusive) per rating unit serviced by the Downlands Water Supply area in the Mackenzie District.
- A rate of \$0.0004899 per dollar (GST inclusive) of capital value on every rating unit in the Manuka Terrace water supply area.

### ***WASTE COLLECTION SERVICE***

Targeted rates for waste collection services, set under Section 16 of the Local Government (Rating) Act 2002, of

- A fixed amount of \$91.02 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Fairlie Community waste collection area
- A fixed amount of \$57.76 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Lake Tekapo Community waste collection area
- A fixed amount of \$59.03 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Twizel Community waste collection area
- A fixed amount of \$107.24 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units situated in the Albury waste collection area

### **FAIRLIE COMMUNITY FACILITIES RATE**

A targeted rate for Fairlie Community Facilities set under Section 16 of the Local Government (Rating) Act 2002

- A fixed amount of \$33.09 (GST inclusive) per separately used or inhabited part of a rating unit for all rating units in the area defined as the old Fairlie Ward, excluding those properties already being assessed to pay the Fairlie Works and Services Rate.

### **TOURISM SECTOR RATES**

Targeted rates for Tourism and Development, set under Section 16 of the Local Government (Rating) Act 2002, assessed on a differential basis as described below:

- A fixed amount of \$25,875.00(GST inclusive) per property assessed on primary accommodation - Tier 1 properties
- A fixed amount of \$5,750.00 (GST inclusive) per property assessed on primary accommodation - Tier 2 properties
- A fixed amount of \$2,875.00 (GST inclusive) per property assessed on primary accommodation - Tier 3 properties
- A fixed amount of \$862.50 (GST inclusive) per property assessed on primary Accommodation - Tier 4 properties
- A fixed amount of \$575.00 (GST inclusive) per property assessed on primary accommodation - Tier 5 properties
- A fixed amount of \$287.50 (GST inclusive) per property assessed on primary accommodation - Tier 6 properties
- A fixed charge of \$57.50 (GST inclusive) per property assessed on secondary accommodation - Tier 1 properties
- A fixed amount of \$172.50 (GST inclusive) per property assessed on secondary accommodation - Tier 2 properties
- A fixed amount of \$287.50 (GST inclusive) per property assessed on secondary accommodation - Tier 3 properties
- A fixed amount of \$143.75 (GST inclusive) per property assessed on commercial businesses - All properties
- A fixed amount of \$143.75 (GST inclusive) per property assessed on commercial businesses – Tourism based properties

## DIFFERENTIAL CATEGORIES

### GENERAL RATE

The Council adopts the following differential categories based on the use and location of the land for the purposes of the general rate:

- a) Tekapo A
- b) Ohau A
- c) Tekapo B
- d) All other properties

The relationship between the rates set per differential categories is as follows:

- a) Tekapo A 10% of the total rate requirement
- b) Ohau A 10% of the total rate requirement
- c) Tekapo B 10% of the total rate requirement
- d) All other Properties 70% of the total rate requirement

#### LAKE TEKAPO COMMUNITY WORKS & SERVICES RATE

The Council adopts the following differential categories based on the use and location of the land for the purposes of the Lake Tekapo Works and Services Rate:

- a) Tekapo A
- b) All other Tekapo properties

The relationship between the differential categories is as follows:

- a) Tekapo A 20% of the targeted rate requirement
- b) All other properties 80% of the targeted rate requirement

#### RURAL WORKS & SERVICES RATE

The Council adopts the following differential categories for the purposes of the Rural Works & Services Rate:

- a) Ohau A
- b) Tekapo B
- c) All other rural properties

The relationship between the rates set per differential categories is as follows:

- a) Ohau A 20% of the total rate requirement
- b) Tekapo B 20% of the total rate requirement
- c) All other properties 60% of the total rate requirement

#### Definitions:

- “Tekapo A “ means all separately rateable properties per former Tekapo Ward with an area of less than 2000 hectares, used for hydro electric power generation (as more particularly defined on valuation roll number 2530015901)
- “Ohau A” means all separately rateable properties per former Twizel Ward used for hydro electric power generation (as more particularly defined on valuation roll number 2532000701)
- “Tekapo B” means all separately rateable properties per former Tekapo Ward with an area of 2000 hectares or more, used for hydro electric power generation (as more particularly defined on valuation roll number 2530018400)
- “All other properties” means every other property per district other than Tekapo A, Ohau A and Tekapo B.
- “All other Tekapo properties” means every other property per Lake Tekapo Community area of benefit.
- “All other rural properties” means the area of the District excluding the communities of Fairlie, Twizel, Lake Tekapo area of benefit and Mount Cook Village (as defined on a plan held by Council).

#### TOURISM SECTOR RATES

A series of targeted rates of a fixed amount per category will be assessed under section 16 on a differential basis to fund a portion of the operations of the Mackenzie Tourism and Development Trust. The Second Schedule of the Local Government (Rating) Act 2002 lists the factors that can be used to calculate the liability of the targeted rates. The

Council may select one or more of these factors for each targeted rate.  
Targeted tourism rates will be calculated on the following basis.

- a) The use to which the land is put and
- b) The capital value of the land

The Council has proposed that the targeted rate be assessed on the following categories of land:

#### Primary Accommodation – Tier 1

All rateable properties within the Mackenzie District that are used for accommodation purposes on land with a property category code beginning with CA per Council's Rating Information Database and where the Capital Value exceeds \$10,000,001.

#### Primary Accommodation – Tier 2

All rateable properties within the Mackenzie District that are used for accommodation purposes on land with a property category code beginning with CA per Council's Rating Information Database and where the Capital Value is between \$5,000,001 and \$10,000,000.

#### Primary Accommodation – Tier 3

All rateable properties within the Mackenzie District that are used for accommodation purposes on land with a property category code beginning with CA per Council's Rating Information Database and where the Capital Value is between \$2,000,001 and \$5,000,000.

#### Primary Accommodation – Tier 4

All rateable properties within the Mackenzie District that are used for accommodation purposes on land with a property category code beginning with CA and where the Capital Value is between \$1,000,001 and \$2,000,000.

#### Primary Accommodation – Tier 5

All rateable properties within the Mackenzie District that are used for accommodation purposes on land with a property category code beginning with CA per Council's Rating Information Database and where the Capital Value is between \$500,000 and \$1,000,000.

#### Primary Accommodation – Tier 6

All rateable properties within the Mackenzie District that are used for accommodation purposes on land with a property category code beginning with CA per Council's Rating Information Database and where the Capital Value is less than \$500,000.

#### Secondary Accommodation – Tier 1

All rateable properties within the Mackenzie District identified as Farmstay accommodation providers by the Mackenzie Tourism and Development Trust but where the primary use of the land is not for accommodation purposes.

#### Secondary Accommodation – Tier 2

All rateable properties within the Mackenzie District with a Capital Value of less than \$500,000 and identified as accommodation providers by the Mackenzie Tourism and Development Trust but where the primary use of the land is not for accommodation purposes.

#### Secondary Accommodation – Tier 3

All rateable properties within the Mackenzie District with a capital value of \$500,000 or greater and identified as accommodation providers by the Mackenzie Tourism and Development Trust but where the primary use of the land is not for accommodation purposes.

Note - Secondary accommodation providers can be exempt if they provide an annual declaration stating that they provide accommodation for less than 20 bed nights per annum.

Commercial Businesses - All

All rateable properties within the Mackenzie District on land with a property category code beginning with C per Council's Rating Information Database.

Commercial Businesses – Tourism Based

All rateable properties within the Mackenzie District on land with a property category code beginning with C per Council's Rating Information Database that have been identified as being primarily tourism

Note: Secondary accommodation providers can be exempt if they provide a declaration stating that they provide accommodation for less than 20 bed nights per annum

### **DUE DATE FOR PAYMENT OF RATES**

All rates will be payable in four instalments on due dates as follows:

| Instalment number | Due Date          |
|-------------------|-------------------|
| One               | 20 September 2011 |
| Two               | 20 December 2011  |
| Three             | 20 March 2012     |
| Four              | 20 June 2012      |

### **PENALTIES**

That pursuant to sections 57 and 58 of the local Government (Rating) Act 2002, the Council prescribes the following penalties to be added to unpaid rates:

- A charge of 10 per cent of the amount of any instalment that has been assessed after 1 July 2011 and which is unpaid after the due date.
- A charge of 10 per cent on so much of any rates levied before 1 July 2010 which remain unpaid on 30 June 2011
- A charge of 10 per cent on any rates to which a penalty has been added under (ii) if the rates remain unpaid on 1 January 2012

### ***PAYMENT OF RATES***

That rates shall be payable at any of the following places

- The Council offices, 51 Main Street, Fairlie and
  - Market Place, Twizel
  - Between the hours of 8.30 am to 5.00 pm, Monday to Friday (excluding public holidays)
- Annette Money/Graham Smith**

### **SOLID WASTE SLOGANS**

The Mayor referred to the request for suggestions for a slogan which could be used to promote the Council's new Solid Waste Strategy.

Resolved that the following slogan be adopted for the new Solid Waste strategy:

***"Mackenzie – Too Good To Waste – Recycle"***

**Graham Smith/Evan Williams**

### **PUBLIC EXCLUDED**

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

1. Consideration of Applications for Positions of Trustees for the Mackenzie Tourism and Development Trust

| <b><u>General subject<br/>of each matter<br/>to be considered</u></b> | <b><u>Reason for passing<br/>this resolution in<br/>relation to each<br/>matter</u></b> | <b><u>Ground(s) under<br/>Section 48(1) for<br/>the passing of<br/>this resolution</u></b> |
|---|---|--|
| Consideration of Applications for Positions of new Trustees           | To protect the privacy of persons   | 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 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:  
*Consideration of Applications for Positions of New Trustees, section 7(2)(a).*

**Evan Williams/Graham Smith**

The Council continued in Open Meeting.

**THERE BEING NO FURTHER BUSINESS,  
THE MAYOR DECLARED THE MEETING CLOSED AT 2.50 PM**

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

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

## MACKENZIE DISTRICT COUNCIL MATTERS UNDER ACTION

### 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.

*The Debenture has been repaid.*

#### Financial Support for Twizel Medical Centre:

*Discussions on-going*

**19 July 2011**

#### Insurance:

- Investigate joining the Local Authority Protection Programme Disaster Fund (LAPP) and bring back to Council a recommendation once premium costs are known. *Ongoing*
- Increase the minimum level of cash required to be held from \$2 million to \$3 million to cover any unforeseen circumstances. *Completed.*
- Use the leaky building insurance reserve to fund the increase in insurance premiums for the 2011/2012 financial year amounting to approximately \$19,000. *Noted*

#### Land Subdivision Fund:

- Monies from the Land Subdivision Fund to be applied to the following Tekapo recreational projects in 2011/12:
  - a. **Footbridge** \$25,000, with a commitment for a further \$75,000 as \$25,000 per annum over the following three years
  - b. **Playground** \$10,000
  - c. **Sundial** \$7,000 (if not funded by Meridian)
- Provide good public toilet facilities in Lake Tekapo and, in the event that the facilities are upgraded or relocated note that this will be funded from the general rate.
- Recognise that much of its Land Subdivision Reserve Fund derives from Tekapo development and that a significant portion of that fund is to be utilised towards Tekapo community facilities.
- Council to undertake initial work on the planning of new community facilities in Tekapo as part of township development and that this be used for any further public input that may be required.

*Noted*

#### Mackenzie Schools' Science Fair:

Provide a grant equivalent to the rental of the Mackenzie Community Centre Stadium for Science Fair to be held on 10 and 11 August 2011.

*Noted for action.*

## **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. *Mediation on this appeal on the lapsing period of his consent is now been re-scheduled for 23 August 2011. Mr Lyon has been written to by the Asset Manager reminding him that we are overdue in fulfilling the consent requirement to fence the drainage ditch. However, Mr Lyons is still wanting to link land negotiations with the outcome of his appeal.*

### **Solid Waste Arrangements**

Communicate the new arrangements for solid waste more clearly to the community along with the reasons and rationale for the changes. *On-going education programme being developed as part of transition to new service.*

### **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.

*Still outstanding.*

**31 May 2011**

### **Alps2Ocean Cycle Way**

- That the Alps 2 Ocean Joint Committee be instructed to constitute Alps 2 Ocean Cycle trail Ltd and deal with all matters in accordance with the Committee's terms of reference.  
*Under Action.*
- That the Alps 2 Ocean Joint Committee be instructed to prepare and recommend to the Councils a Shareholders' Agreement for their approval.  
*Waitaki DC Chief Executive Officer is dealing with this.*

### **Councillors' Expenses**

The Council amended its expenses policy from 1 July 2011 to provide for a mileage reimbursement of 74 cents per kilometre for the first 5,000km travelled by elected members in the course of their duties; the revised policy to be submitted to the Remuneration Authority for its approval.

*Remuneration Authority to confirm approval*

### **Animal Control Policy and Bylaw**

Due for review

*Will be programmed along with other policies and bylaws under review with a completion date of November 2011.*

## **COMMUNITY FACILITIES MANAGER**

### **Twizel Early Learning Centre**

- 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*



**31 May 2011**

**Council Caravan**

- That the caravan be water blasted.
- That Council advertise for expressions of interest from Mackenzie community groups in the purchase of the caravan.

*The caravan was advertised in the Council notices in the Fairlie Accessible. Two tentative expressions of interest have been received. Ongoing.*

**19 July 2011**

**Trees in Fairlie Domain**

Remove the two most northern trees from the Council reserve adjacent to Riverview Terrace, Fairlie, and retain the larger southern tree; the work to remove the trees to be undertaken by Council and that the agreed costs to be recovered from Mrs Mitchell. *Awaiting advice from contractor.*