



MINUTES

Ordinary Council Meeting

31 October 2016

**MINUTES OF MACKENZIE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, FAIRLIE
ON MONDAY, 31 OCTOBER 2016 AT 9:30AM**

PRESENT: Mayor Graham Smith (Mayor), Deputy Mayor James Leslie (Deputy Mayor), Cr Russell Armstrong (Councillor), Cr Anne Munro (Councillor), Cr Stuart Barwood (Councillor), Cr Chris Clarke (Councillor), Cr Paul Hannagan (Councillor).

IN ATTENDANCE: Wayne Barnett (Chief Executive Officer), Toni Morrison (Projects and Administration Manager), Keri-Ann Little (Committee Administrator). Paul Morris (Chief Financial Officer) and Tania Hoefsloot (Financial Accountant) from 11:04am.

1 OPENING

The Mayor welcomed everyone to the meeting.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 REPORTS

8.2 STANDING ORDERS

PURPOSE OF REPORT

The Local Government Act 2002 requires that each Council adopts a set of standing orders. The Council is asked to adopt a new set of standing orders for the conduct of its meetings and those of its committees.

Ms Morrison spoke to the report and highlighted Local Government New Zealand (LGNZ) had recently published a new set of standing orders which provide for recent legislative changes and more user-friendly structure. She noted the audio visual link and public forum changes for Councillors information.

Mr Barnett added Council had met with Information Technology Specialists regarding the installation of technology to improve internet connection to allow for audio visual links. He said this would be a trial package.

The Mayor said he had invited the Tekapo Community Board to address the Council via deputations to Council and Committee meetings if a matter arose that required urgent attention.

The Mayor added he was happy for Councillors to monitor the use of their own electronic devices during meetings providing the use of devices did not cause distraction to the meeting.

Ms Morrison noted individual Committee Chairs would be responsible for the running of their own meetings.

RESOLUTION 2016/6

Moved: Cr Russell Armstrong

Seconded: Cr Anne Munro

1. That the report be received.

CARRIED

RESOLUTION 2016/7

Moved: Cr Chris Clarke

Seconded: Cr Russell Armstrong

2. That the Council adopts the Mackenzie District Council Standing Orders dated 31 October 2016 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.

CARRIED

8.3 CODE OF CONDUCT**RESOLUTION 2016/8**

Moved: Cr James Leslie

Seconded: Cr Stuart Barwood

1. That the report be received.
2. That the attached Code of Conduct be noted.

CARRIED

Ms Morrison spoke to the report highlighting Council presently had a code of conduct which applied to all members. She said it is proposed that further workshops are undertaken to discuss the new code which would then be presented for adoption at a future Council meeting.

The Mayor informed Councillors a reasonable standard of behaviour was expected by elected members to Council staff and the public with respect shown at all times.

Cr Munro asked if Council had invested in Members and Officers insurance and expressed concern regarding the Media and elected members personal views being perceived as the view of the Council.

Mr Barnett said Council had insured Members and Officers and this insurance was as extensive as possible. He said Mr Morris, Chief Financial Officer would speak to elected members regarding the insurance policy and all it covers.

The Mayor highlighted the Code of Conduct and noted he was the first point of contact for all Media. He added an apology must be tendered for all meetings members are unable to attend.

8.4 APPOINTMENT OF COUNCIL COMMITTEES AND CHAIRS

PURPOSE OF REPORT

To notify the Council of the establishment of seven standing Committees and one subcommittee, and the appointment of Chairpersons for each of those Committees, pursuant to section 41A of the Local Government Act 2002; and to delegate appropriate powers to those committees to allow them to carry out their functions.

The Mayor noted the inclusion of the Strategy Committee.

RESOLUTION 2016/9

Moved: Cr Russell Armstrong

Seconded: Cr James Leslie

1. That the report be received.

CARRIED

RESOLUTION 2016/10

Moved: Cr Chris Clarke

Seconded: Cr Stuart Barwood

2. That the Council notes that the Mayor has established the following committees and appointed the following members to those committees, pursuant to s41A of the Local Government Act 2002:
 - (a) Strategy Committee – Committee of the whole Council
 - (b) Assets and Services Committee – Committee of the whole Council
 - (c) Planning and Regulatory Committee - Committee of the whole Council
 - (d) Audit and Risk Committee - Committee of the whole Council
 - (e) Finance Committee - Committee of the whole Council
 - (f) Forestry Committee – the Mayor, Cr Munro, Cr Clarke, and Cr Barwood
 - (g) Pukaki Airport Board Committee – Cr Leslie, Derek Kirke, Rick Ramsay, and one other to be appointed.
3. That the Council notes that pursuant to s41A of the Local Government Act 2002, the Mayor has established the Tekapo Property Group as a subcommittee of the Finance Committee, with the following membership: the Mayor, Cr Leslie, Cr Armstrong, Stella Sweney, and Ritchie Smith.
4. That the Council notes the appointment of the following Chairs to each committee:
 - (a) Strategy Committee – Cr Leslie
 - (b) Assets and Services Committee – Cr Barwood
 - (c) Planning and Regulatory Committee - Cr Munro
 - (d) Audit and Risk Committee – Cr Leslie
 - (e) Finance Committee - The Mayor

- (f) Forestry Committee – The Mayor
- (g) Pukaki Airport Board Committee –Derek Kirke

5. That pursuant to clause 32(1) of Schedule 7 of the Local Government Act 2002, the Council delegates to each committee all powers necessary to effectively carry out the committees' terms of reference and scope, excluding those reserved to Council, as set out in the attached *Council Functions and Committee Terms of Reference*.

CARRIED

8.5 METHOD OF VOTING FOR CERTAIN APPOINTMENTS

PURPOSE OF THE REPORT:

The Local Government Act provides for two alternative systems of voting for the election of appointment of representatives of a local authority on joint committees or other bodies. The first options (System A) is to determine that all such appointments should be made by a majority of those voting. This may require several rounds of voting after which the least successful candidate from an earlier round is eliminated from the next round of voting. The second option, System B, is to have a "first past the post" method with only one round of voting, where the highest polling candidate gets elected.

Mr Barnett spoke to the report and explained the two voting methods.

Ms Morrison added this is only a decision to make once for the purpose of the following report external appointments to joint committees and other organisations.

RESOLUTION 2016/11

Moved: Cr Anne Munro

Seconded: Cr Paul Hannagan

1. That the report be received.
2. That the Council determine that the election of Council representatives to joint committees and external agencies is made using System B (the first past the post system), pursuant to Clause 25 of Schedule 7 of the Local Government Act 2002.

CARRIED

8.6 EXTERNAL APPOINTMENTS TO JOINT COMMITTEES AND OTHER ORGANISATIONS

PURPOSE OF REPORT

To make appointments to a number of committees and organisations.

Ms Morrison spoke to the report.

The Mayor provided background information regarding the Downslands Joint Standing Committee functions and requirements.

RESOLUTION 2016/12

Moved: Cr Paul Hannagan

Seconded: Deputy Mayor James Leslie

1. That the report be received.

CARRIED

RESOLUTION 2016/13

Moved: Mayor Graham Smith

Seconded: Cr Chris Clarke

2. That the Downslands Joint Standing Committee be reconstituted subject to terms of reference adopted by Council on 4 August 2015.
3. That the Council appoint a representative from the Council to the **Downslands Joint Standing Committee:**
One Council appointee Cr Munro
4. That the Council appoint a representative from the Council to the
 - a) **Alps to Ocean Joint Committee:**
One Council appointee James Leslie
 - b) **Canterbury Regional Transport Committee:**
One Council appointee The Mayor
 - c) **Upper Waitaki Zone Water Management Committee:**
One Council appointee Cr Armstrong
 - d) **Orari Temuka Opihi Pareora Zone Water Management Committee:**
One Council appointee Cr Munro
 - e) **Canterbury Waste Joint Committee:**
One Council appointee Cr Barwood
 - f) **Removed no longer valid.**
 - g) **Mackenzie Scholarship Trust:**
One Council appointee Cr Hannagan
 - h) **Aoraki Foundation:**
One Council appointee Cr Clarke

i) South Canterbury Road Safety Trust and South Canterbury Road Safety Coordinating Committee:

One Council appointee Cr Barwood

j) South Canterbury Irrigation Trust:

One Council appointee Cr Munro

k) Opihi Catchment Committee:

One Council appointee Cr Munro

l) Mid - South Canterbury Rural Fire District Committee:

One appointee Alister Munro

5. That the Mayor and one other be appointed to the **Mackenzie District Licensing Committee** under the Sale and Supply of Liquor Act 2012.

Other Council appointee Cr Clarke

6. That the following Rural Water Supply Committees be confirmed:

a) Allandale Water Supply Committee

N Campbell (Chairman), Stephen Whittaker, Tony Habraken, Simon Geary, Evan Williams, Andrew Johnson, Brian Tremewan and Stephen Adams.

b) The Ashwick/Opuha Water Rates Ratepayers Committee

C McCarthy (Chairman), Paul Gallagher, Brian Tiffen, Stephen Gallagher, Evan Williams, Graeme Page, Chad Steetskamp, Noel McPherson, Stephen Whittaker, Alister Homes, Andrew McLaughlin.

c) The Kimbell Rural Water Supply Committee

Richard Davis (Chairman) plus all consumers.

d) School Road Water Rate Ratepayers Committee

Keith Stanley (Chairman) Warren Barker, John Wright, Joe Harrison, Norm McConnell, Keith Walker, Peter Mills and Phil McCabe.

7. That the Mayor (or, in his absence, the Deputy Mayor) represent the Council at:

- Local Government New Zealand Meetings
- Regional Civil Defence and Emergency Management Group
- Meetings of Alpine Energy Shareholders

CARRIED

8.7 ROLES AND DELEGATIONS TO COMMUNITY BOARDS

PURPOSE OF REPORT

To adopt the attached paper detailing how Council and Community Boards will fulfill their respective roles and recommend it to the Community Boards for adoption, and to provide delegations to the Community Boards under Clause 32 Schedule 7 of the Local Government Act 2002.

Ms Morrison spoke to the report.

RESOLUTION 2016/14

Moved: Cr Russell Armstrong

Seconded: Cr Paul Hannagan

1. That the report be received.

CARRIED

RESOLUTION 2016/15

Moved: Cr Russell Armstrong

Seconded: Cr Stuart Barwood

2. That Council adopts the attached document 'Roles and Delegations to Community Boards' dated 31 October 2016 detailing how Council and Community Boards will fulfill their respective roles, and recommends it to the incoming Community Boards for adoption.
3. That pursuant to Clause 32 Schedule 7 of the Local Government Act 2002, the Council delegates the following powers and functions to the Fairlie, Tekapo and Twizel Community Boards:
 - (a) The ability to consider requests from local organisations for financial assistance in the form of grants, where budget exists for such matters and subject to no one grant exceeding \$1,000.
 - (b) The ability to appoint local representatives to organisations within the community board area and other organizations where local representation is requested.
 - (c) The ability to authorise, within approved budgets, board members' attendance at relevant conferences and/or training courses.
 - (d) The ability to recommend to Council whether or not Council should provide or withhold affected persons approval for planning applications on land adjoining Council owned land within the community board area.
 - (e) The ability to approve routine changes in policy affecting locally funded facilities within the community board area.

CARRIED

8.8 MEETING SCHEDULE 2017**PURPOSE OF REPORT**

To advise Council of the Schedule of Meetings for the Mackenzie District Council and Council Committees for 2017.

RESOLUTION 2016/16

Moved: Cr Chris Clarke

Seconded: Cr Paul Hannagan

1. That the report be received.

CARRIED**RESOLUTION 2016/17**

Moved: Cr Chris Clarke

Seconded: Cr Paul Hannagan

2. That the attached Schedule of Meetings for 2017 be adopted.

CARRIED

8.1 ANNUAL REPORT 30 JUNE 2016

PURPOSE OF REPORT

For Council to approve and adopt the Annual Report 2016.

Mr Morris said an accounting treatment used in 2014 had changed which had originally been a recommendation from Audit New Zealand (NZ). He said an amount of \$1.631 million had been included as an expense in the Statement of Comprehensive Revenue and Expense, rather than being introduced in the Statement of Changes in Equity and Audit NZ had asked Mr Morris to make the change effectively reducing the Council's net comprehensive revenue of \$6.554 million to \$4.923 million. Mr Morris said he felt disappointed the Audit Manager had requested the alteration only 4 hours before the Annual Report final sign off was required allowing no time for discussion regarding the recommendation. Ms Hoefsloot added no indication was given prior to this time to highlight the change to the previous accounting treatment, the accounting treatment change was not a change to accounting standards or legislation but and Auditors opinion.

The Mayor said the amount was a non-cash entry which effectively had not had an effect on the Council's bottom line.

Cr Leslie suggested relaying Council's frustration through to Parliament.

Cr Barwood recommended a closer relationship with Council Staff and Audit NZ.

Mr Morris confirmed a pre audit meeting with Audit NZ and Council Staff had taken place.

Cr Hannagan asked how the information will be communicated to the Public.

Mr Morris said communication to the public will be honest and Council will release a press release to that nature.

Cr Clarke said the situation was unfortunate, however it had been handled by Council in the most appropriate way. He said this was both a waste of time and resource neither of which Council has an abundance of, while also causing issues in terms of Council's relationship with the electorate. He asked how Council's disappointment could be relayed back to the Auditor General.

The Mayor said there is not a forum, the Chief Executive Officer will express the Council's disappointment and frustration directly to the Auditor General. He said he will also contact the Audit Department and express his frustration and disappoint, and will raise the unfortunate incident with other Mayors at the Regional Provisional meeting.

Councillors provided feedback to Mr Morris highlighting spelling and grammatical errors in the Annual Report.

Mr Morris read the letter of representation to elected members for their information and will distribute a copy of the letter to all Councillors.

Mr Barnett thanked the Finance Department, Mr Morris and Ms Hoefsloot for an exceptional report and The Mayor reiterated Mr Barnett's comments.

Mr Morris thanked Ms Hoefsloot for all her hard work, he noted the Annual Report is now completed on time and under budget.

Mr Morris distributed an updated summary report to all elected members.

RESOLUTION 2016/18

Moved: Cr James Leslie

Seconded: Cr Stuart Barwood

1. That the report be received.

CARRIED

RESOLUTION 2016/19

Moved: Cr Russell Armstrong

Seconded: Cr Paul Hannagan

2. That the Annual Report 30 June 2016 be approved.
3. That the Mayor and Chief Executive Officer be given approval to sign the Letter of Representation for the Annual Report for the year ended 30 June 2016.
4. That the Annual Report for 30 June 2016 be adopted.

CARRIED

The Meeting closed at 11:53am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 8 November 2016.

.....
Mayor