



# **UNCONFIRMED MINUTES**

**Ordinary Council Meeting**

**24 September 2019**

UNCONFIRMED

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE MACKENZIE COUNTRY HOTEL, TWIZEL  
ON TUESDAY, 24 SEPTEMBER 2019 AT 9.30AM**

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

**IN ATTENDANCE:** Suzette van Aswegen (Chief Executive Officer), Paul Numan (General Manager Corporate Services), Simon McKenzie (General Manager Operations), Tim Mulcock (Transition Manager), Charlotte Borrell (Community Facilities and Services Officer), Andrea Adams (Acting Governance Advisor), March Crocker (Governance Advisor), 1 Member of the public and 1 member of the media.

**1 OPENING**

The Mayor opened the meeting and welcomed all present.

**2 APOLOGIES**

There were no apologies.

**3 VISITORS**

There were no visitors.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 BEREAVEMENTS**

THE MAYOR NOTED THE FOLLOWING BEREAVEMENTS AND A MINUTES' SILENCE WAS OBSERVED.

- OLIVE WILSON, WIFE OF IVAN (DECEASED)
- PATRICK O'NEILL QSO, PRIEST, BROTHER OF EVELYN GALLAGHER (DECEASED) OF FAIRLIE
- NOEL FITZGERALD, CONTRIBUTED TO DEVELOPMENT OF COMMERCIAL AREA OF TEKAPO IN EARLY 2000S
- TOM BARLOW, HUSBAND OF MARGOT AND FATHER OF STEPHEN AND CLAIRE BARLOW

**6 MAYOR'S REPORT****6.1 MAYORAL ACTIVITIES REPORT**

The Mayor highlighted a number of activities that he attended since the last meeting including the Milfords Investment meeting, NZ Tourist Board Meeting, The 40<sup>th</sup> Anniversary celebration of Mt Dobson ski field and the Youth Host Association opening in Lake Tekapo.

**RESOLUTION 0001/91**

Moved: Cr Stuart Barwood

Seconded: Cr Anne Munro

That the report be received.

**CARRIED****7 PUBLIC EXCLUDED REPORTS****8 REPORTS****8.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT**

The Chief Executive Officer thanked the executive team, for all the work they have been doing to change and grow the organisation. Cr Paul Hannagan supported this and passed on positive feedback from the public.

The Chief Executive Officer spoke to her report.

**RESOLUTION 0001/92**

Moved: Cr Russell Armstrong

Seconded: Deputy Mayor James Leslie

That the report be received.

**CARRIED**

## 8.2 RISK MANAGEMENT POLICY

### PURPOSE OF REPORT

As part of implementing recommendations in the Audit New Zealand Interim Audit Report an updated Risk Management Policy has been developed. This is presented to Council for approval.

The Transition Manager spoke to this report. Explained that while this is a comprehensive guide around managing risk, it needs to be implemented in the operational aspect of the business. Once this has been used in practice the document will be reviewed. This document will also tie in with Health and Safety and Public Risk policies.

The Chief Executive Officer stated that this is the policy and in future workshops the risk register will be reviewed. The policy will be reviewed by the Auditors as part of the regular review process.

### RESOLUTION 0001/93

Moved: Cr Anne Munro

Seconded: Deputy Mayor James Leslie

1. That the report be received.

**CARRIED**

### RESOLUTION 0001/94

Moved: Cr Anne Munro

Seconded: Cr Paul Hannagan

2. That the new Risk Policy be approved and staff proceed to implement an aligned Risk Management Programme.

**CARRIED**

## 8.3 ADOPTION OF REVISED STANDING ORDERS

### PURPOSE OF REPORT

For Council to adopt the Local Government New Zealand revised standing orders 2019 with the amendments discussed at the council workshop on 18 July 2019, for the conduct of its meetings and those of its committees.

### RESOLUTION 0001/95

Moved: Cr Russell Armstrong

Seconded: Deputy Mayor James Leslie

1. That the report be received.

**CARRIED**

**RESOLUTION 0001/96**

Moved: Cr Chris Clarke

Seconded: Cr Anne Munro

2. That the 2019 edition of Local Government New Zealand (LGNZ) Standing Orders be adopted by Council and its committees with the following amendments;

a. **10. Opening and Closing**

The Council recognises the civic importance of these occasions and will recognise this through a form of a reflection which will include, but is not limited to a formal welcome, a Karakia, or the like.

b. **11.2 Committees and subcommittee**

The quorum will be set by the terms of reference of the committee or subcommittee.

c. **13.3 Leave of absence**

A council may grant a member leave of absence following an application from that member. The Council delegates the power to grant a leave of absence to the Mayor in order to protect a members' privacy.

The Mayor may approve a members' application, and the Council may approve an application from the Mayor. The Mayor will advise all members of the council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

d. **22. Speaking and moving**

- The mover and seconder of a motion can move or second an amendment.
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

**CARRIED**

**8.4 HISTORIC MACHINERY GRANT APPLICATION**

**PURPOSE OF REPORT**

For Council to consider a grant request for financial support to install two picnic facilities at the Twizel Machinery Display from the Historic Machinery sub-committee (affiliated via Heritage Twizel to Twizel Promotions and Development Association).

There was some discussion around this application, it was noted that a number of people make use of this area, it was suggested that any future picnic facilities that are funded could include wheelchair accessibility. Cadigan Engineering are donating \$1000 of work to this project as well.

**RESOLUTION 0001/97**

Moved: Cr Paul Hannagan

Seconded: Cr Russell Armstrong

1. That the report be received.
  
2. That Council grant \$10,895 (excl GST) from the Land Subdivision Reserve for Heritage Twizel to erect two picnic facilities at the Twizel Machinery Display area.

**CARRIED**

**8.5 MACKENZIE COMMUNITY CENTRE LOUNGE NAME**

**PURPOSE OF REPORT**

For Council to consider the naming of the Mackenzie Community Lounge after Jack and Enid Hutt.

The Community Services and Facilities Officer spoke to this and discussion was had. This would be to acknowledge the contribution from Jack and Enid Hutt not only to the Community Lounge but the Fairlie Community through their support of many local organisations.

**RESOLUTION 0001/98**

Moved: Cr Stuart Barwood

Seconded: Cr Chris Clarke

1. That the report be received.

**CARRIED**

**RESOLUTION 0001/99**

Moved: Cr Stuart Barwood

Seconded: Cr Anne Munro

2. That Council approve the Mackenzie Community Lounge be named the "Jack & Enid Hutt Lounge".

**CARRIED**

**8.6 DELEGATION TO CHIEF EXECUTIVE OFFICER - INTERREGNUM**

**PURPOSE OF REPORT**

To consider delegating decision-making responsibilities to the Chief Executive Officer for the interregnum period during Elections 2019.

**RESOLUTION 0001/100**

Moved: Cr Stuart Barwood  
 Seconded: Cr Russell Armstrong

1. That the report be received.

**CARRIED**

**RESOLUTION 0001/101**

Moved: Cr Paul Hannagan  
 Seconded: Cr Chris Clarke

2. That Council authorises the Chief Executive Officer to make decisions on all urgent Council business, except those that cannot be delegated as listed in Council’s Delegations Manual dated 7 May 2019, and in consultation with the Mayor elect, from the day following the Electoral Officer’s declaration until the new Council is sworn in.
3. That all decisions made under this delegation be recorded and reported to the first ordinary meeting of the new Council.

**CARRIED**

**8.7 ACKNOWLEDGEMENT OF RETIRING COMMUNITY BOARD MEMBERS**

Please note this item was dealt with after Public Excluded items

**PURPOSE OF REPORT**

The following community board members are not standing for re-election.

Cr James Leslie made special mention of Mrs Pat Shuker for her extraordinary work that she has put in to maintain the Nor’west Arch in the six years on the Twizel Community Board. Council agreed that a letter to acknowledge this contribution should be sent to Mrs Shuker.

**RESOLUTION 0001/102**

Moved: Cr Anne Munro  
 Seconded: Deputy Mayor James Leslie

That Council records its sincere thanks to the following retiring Community Board members for their loyal and conscientious service given to the Mackenzie District:

<i>Twizel Community Board</i>	
Norman Geary (Deputy Chair)	2016-2019
Pat Shuker	2013-2019

Nicola Collins	2018-2019
<i>Tekapo Community Board</i>	
Stella Sweney (Chairperson)	2013-2019
Lyn Martin (Deputy Chair)	2013-2019
<i>Fairlie Community Board</i>	
Carolyn Coakley	2016-2019

**CARRIED**

**8.8 ACKNOWLEDGEMENT OF SERVICE OF COUNCIL RETIRING MEMBERS**

Please note this item was dealt with after Public Excluded items

**PURPOSE OF REPORT**

Valedictions from and tributes to retiring Councillors, in alphabetical order:

1. Chris Clarke
2. Paul Hannagan

The Mayor took the time to thank both Cr Chris Clarke and Cr Paul Hannagan for their contribution to Council during the last triennium.

Cr Clarke said that it has been a honour and a privilege to work with this Council. Cr Clarke was very proud of the turn around and change to the operational structure and this council having the confidence to see the need to do this.

Cr Hannagan said how he has enjoyed the challenge of working on Council and that was very pleased that having chosen Suzette van Aswegen as the Chief Executive Officer; that it has been such a successful appointment. Getting to know the Mayor, councillors and staff has been a privilege.

**RESOLUTION 0001/103**

Moved: Cr Anne Munro

Seconded: Cr Russell Armstrong

1. That Council records its sincere thanks to Chris Clarke for the loyal and conscientious service given to the Mackenzie District as a member of the Mackenzie District Council for 3 years during the period 2016 to 2019.

The Council extends sincere appreciation for the services rendered and every good wish for the future.

2. That Council records its sincere thanks to Paul Hannagan for the loyal and conscientious service given to the Mackenzie District as a member of the Mackenzie District Council for 3 years during the period 2016 to 2019.

The Council extends sincere appreciation for the services rendered and every good wish for the future.

**CARRIED**



**8.9 COMMON SEAL AND AUTHORISED SIGNATURES**

**PURPOSE OF REPORT**

To advise of the documents signed under the Common Seal from 6 August to 13 September 2019.

<p><b>RESOLUTION 2019/104</b></p> <p>Moved: Deputy Mayor James Leslie                  Seconded: Cr Russell Armstrong</p> <p>That the following documents be executed under the Common Seal of the Council:</p> <p style="text-align: right;"><b>CARRIED</b></p>			
Date Sealed		Details	
16/08/19	Contract for Services supplied by the Consultant as an independent contractor.	The Mackenzie Forestry Board and The Ashburton District Council	<a href="#">904</a>
21/08/19	Deed of Assignment of Lease, Lake Alexandrina Huts.	Between MDC and Rex James Underdown, Timothy Underdown, Justin Campbell, Gordon Keith Crawford (departing lessee) and Timothy Underdown, Justin Lindsay Campbell, Alison Kay Radford, Sandra Joy Underdown, Graeme Lindsay Crawford, John Robert Crawford (new Lessee).	<a href="#">905</a>
22/08/19	Dedication of land transferred	Dedication of land transferred Lots 303 and 304 as road and declares the land transfer as road to be a public road.	<a href="#">906</a>

**9 COMMUNITY BOARD RECOMMENDATIONS**

**9.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 29 JULY 2019**

The recommendations were noted.

**9.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 31 JULY 2019**

The recommendations were noted.

**9.3 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 1 AUGUST 2019**

The recommendations were noted.

**10 RECEIVE COMMITTEE MINUTES****10.1 MINUTES OF AUDIT AND RISK COMMITTEE MEETING - 27 AUGUST 2019****CARRIED****RESOLUTION 2019/105**

Moved: Cr Russell Armstrong

Seconded: Deputy Mayor James Leslie

That the Unconfirmed Minutes of the PUBLIC EXCLUDED Audit and Risk Committee Meeting held on Tuesday 27 August 2019 be received and the recommendations therein be adopted.

**10.2 MINUTES OF FORESTRY COMMITTEE MEETING - 27 AUGUST 2019****RESOLUTION 2019/106**

Moved: Cr Russell Armstrong

Seconded: Deputy Mayor James Leslie

That the Unconfirmed Minutes of the Forestry Committee Meeting held on Tuesday 27 August 2019 be received and the recommendations therein be adopted.

**CARRIED****10.3 MINUTES OF FINANCE COMMITTEE MEETING - 27 AUGUST 2019****RESOLUTION 2019/107**

Moved: Cr Russell Armstrong

Seconded: Deputy Mayor James Leslie

That the Unconfirmed Minutes of the Finance Committee Meeting held on Tuesday 27 August 2019 be received and the recommendations therein be adopted.

**CARRIED****10.4 MINUTES OF ASSETS AND SERVICES COMMITTEE MEETING - 27 AUGUST 2019****RESOLUTION 2019/108**

Moved: Cr Russell Armstrong

Seconded: Deputy Mayor James Leslie

That the Unconfirmed Minutes of the Assets and Services Committee Meeting held on Tuesday 27 August 2019 be received and the recommendations therein be adopted.

**CARRIED**

#### **10.5 MINUTES OF PLANNING AND REGULATIONS COMMITTEE MEETING - 27 AUGUST 2019**

##### **RESOLUTION 2019/109**

Moved: Cr Russell Armstrong

Seconded: Deputy Mayor James Leslie

That the Unconfirmed Minutes of the Planning and Regulations Committee Meeting held on Tuesday 27 August 2019 be received and the recommendations therein be adopted.

**CARRIED**

#### **11 CONFIRM COUNCIL MINUTES**

##### **11.1 MINUTES OF COUNCIL MEETING - 13 AUGUST 2019**

##### **RESOLUTION 2019/110**

Moved: Cr Russell Armstrong

Seconded: Deputy Mayor James Leslie

That the Minutes of the Council Meeting held on Tuesday 13 August 2019 be received and the recommendations therein be adopted.

**CARRIED**

#### **12 ADJOURNMENTS**

The meeting was adjourned at 10.15 am for the Citizenship Ceremony and morning tea, then reconvened at 11.12 am.

#### **13 PUBLIC EXCLUDED**

##### **RESOLUTION TO EXCLUDE THE PUBLIC**

##### **RESOLUTION 2019/111**

Moved: Cr Russell Armstrong

Seconded: Cr Anne Munro

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under

section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p><b>13.1 - Minutes of Public Excluded Council Meeting - 26 July 2019</b></p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p><b>13.2 - IT Services Upgrade</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p><b>13.3 - Mt Cook Alpine Salmon Lease</b></p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

**CARRIED**

**RESOLUTION 2019/112**

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

That Council moves out of Closed Council into Open Council.

**CARRIED**

Item's 8.7 and 8.8 were discussed at this stage.

**The Meeting closed at 12.28 pm.**

**The minutes of this meeting were confirmed by the Chairperson and Chief Executive Officer.**

.....  
**CHAIRPERSON**

.....  
**CHIEF EXECUTIVE OFFICER**

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