

## **MILFORD COMMUNITY TRUST**

**1 April 2008**

Minutes of an Ordinary Meeting of the Milford Community Trust held at the Real Journeys Event Centre, Te Anau on Tuesday 1 April 2008, commencing at 9.30am.

### **PRESENT:**

Trustees J Taylor (Chairperson), J Robson, M Schuck, J Steele, R Wilson and Cr D Ridley.

### **IN ATTENDANCE**

Messrs C Dolan and G Jones, Miss A Robson, and Ms L Pagan, (Southland District Council), Mr C Keogh (Environment Southland) and Ms J Haanen (Department of Conservation).

### **1.0 APOLOGIES:**

Moved Chairperson J Taylor  
and RESOLVED THAT THE APOLOGY FOR NON-ATTENDANCE LODGED BY TRUSTEE H SANDS; AND MR D P ADAMSON, (SOUTHLAND DISTRICT COUNCIL) BE SUSTAINED.

### **2.0 MINUTES:**

Minutes of the previous meeting of the Milford Community Trust, held on 14 February 2008, were tabled.

Moved Chairperson J Taylor  
and RESOLVED THAT THE MINUTES OF THE PREVIOUS MEETING OF THE MILFORD COMMUNITY TRUST, HELD ON 14 FEBRUARY 2008, BE RECEIVED AND CONFIRMED AS A TRUE AND CORRECT RECORD OF THE PROCEEDINGS.

### **3.0 ACTION SHEET:**

Action Points from previous meetings were tabled.

#### **3.1** The Action Sheet covering operational issues was tabled.

It was noted a number of issues on the Action Sheet had reports prepared and these reports will be discussed when they arise on the agenda.

### 3.0 ACTION SHEET CONT'D:

Other issues arising from the Action Sheet included:-

- Weather Reporting

It was reported that installation was due to be completed at the end of March. The station will report wind speed and direction every five minutes by VHF radio to each boat and also to MDA office, where boat skippers can review before setting out each day. Information available is not suitable for public use.

The Communications Manager was requested to include this information in the next newsletter.

- Visiting Cruise Ships

The Trustees were informed that advice from Environment Southland indicated that the marine fee is fully committed for the immediate future and is not considered to be appropriate funding source for work on land.

- Statement of Intent (SOI)

SOI that has been adopted by the Trust is to be included in the Council's Annual Plan.

Engineer was requested to forward a copy of the final document to all Trustees.

- Cleddau River Flood Protection Development

The issue of the outstanding compensation matter was discussed and it was agreed that this is not a Trust matter.

It was agreed that Trustee R Wilson prepare a letter for the Chair's signature in response to the letter from Milford Sound Infrastructure.

- Speed Limits – Deepwater Basin

Ms Haanen advised where the speed limits are to be placed; Trustee Steele responded by advising the signs are already in place.

Comment was made that due to this area not being a legal road company staff are to police the speed restrictions.

Communications Manager requested to include this issue in next newsletter.

### 3.2 The Action Sheet covering Strategic Issues was tabled.

- Waste Management Strategy

The Trustees were informed an approach has been made to Mr Dave Inwood to prepare a Waste Management Strategy for Milford.

### **3.0 ACTION SHEET CONT'D:**

Mr Inwood has responded by advising he is available to carry out such project.

The Trustees were advised the offer put forward by Mr Inwood is currently being assessed and evaluated by Council's engineering personnel.

The Chair requested a copy of Mr Inwood's offer be circulated to all Trustees.

### **4.0 CORRESPONDENCE:**

#### **4.1 MOBIL OIL NEW ZEALAND:**

Tabled before the meeting was a communication from Mobil Oil's General Aviation and Military Sales Manager, advising of the proposed closure of Milford Sound Jet and Avgas Aerostop in June 2008.

The communication advised the company intends to work with various affected parties to come up with a suitable alternative fuel supply arrangements at Milford.

At this point the Chair tabled a suggested response informing Mobil of the importance of the fuel facility at Milford and as such the proposed close should not be contemplated.

In discussing this issue it was mentioned that the problem maybe overcome due to Allied Petroleum are potentially to take over as a fuel supplier in the village.

Despite the above, Trustees agreed for the draft response be forwarded Mobil Oil subject to some minor alterations.

#### **4.2 MILFORD SOUND INFRASTRUCTURE:**

Email from John McCutcheon Facilities Manager, Milford Sound Infrastructure, advising the Trust that the Department of Conservation, the Fisherman's Association and Milford Sound Infrastructure agreed on the upgrade of power and water services for Deep Water Basin berth users, was tabled. The Trust was informed this work involves refurbishment of lighting, additional power outlets and repair and upgrade of the berths water supply.

Trustee Schuck provided an update on this issue advising that:-

- The capital cost of \$350 will be expended on each berth which is to be paid for by each berth owner and Department of Conservation is making a contribution.
- The capital cost for each berth owner will be channelled towards refurbishment of lighting, additional power outlets and repair and upgrade of the berths water supply.

#### 4.3 CHARITIES COMMISSION

Copy of a letter to the Charities Commission applying for registration with the Commission for tax exempt status from Inland Revenue Department, was tabled.

Mr Dolan informed the Trustees that the letter is to accompany the application for funding to The Community Trust of Southland to support the funding application for the proposed Milford gymnasium.

#### 5.0 COMMUNICATIONS:

Ms Louise Pagan, Communications Manager for Southland District Council addressed the Trust on a number of issues including:

- Website
- Newsletters
- Logo

Ms Pagan tabled a draft logo which incorporated the Trust's Maori name of 'Piopiotahi', colour background and letterhead.

Moved Trustee R Wilson, seconded Trustee J Robson and RESOLVED THAT THIS TRUST ENDORSE THE LOGO AND COLOUR SCHEME TO BE USED ON ALL TRUST COMMUNICATIONS MATERIALS.

In regard to the website the Trustees requested the information be kept simple with the emphasis on the 'local community.'

Other information to be accessed on the website is to include the Trust Deed, newsletters, links page with key stakeholders, SOI, minutes of meetings, press releases, schedule of meetings, photos of Trustees and contact numbers/email addresses.

The Communications Manager was requested to provide a newsletter prior to the next Trust meeting and newsletters to be prepared on a quarterly basis.

Furthermore, the Communications Manager is to prepare a Communications Strategy which is to be included as part of the overall Communication Plan.

#### 6.0 FINANCIAL UPDATE:

Report by Miss A Robson, Financial Controller, updating the Trustees on the Trust's current financial status including costs incurred to date and other administration issues, was tabled.

Miss Robson advised the Trustees that the Southland District Council would provide financial support and advice to the Trustees for the operations of the Trust for financial administration matters including general financial issues, annual financial accounts and audit, financial reporting, cheque account, insurance and remuneration.

## **6.0 FINANCIAL UPDATE CONT'D:**

At this point the report outlined financial matters to 30 June 2008, budget for 2008/09, concessionaires (collection of monies), and Council's monetary reserves.

A length discussion took place on the budgets proposed for 2008/09 and the question of who is liable for these costs was raised as it appeared information relayed at earlier meetings differed from what was presented at this particular meeting.

These issues were subsequently clarified with the Trust responsible for some of the costs included in the budget ie: consultancy fees. These funds will be covered by levies received from concessionaires.

In regard to the concessionaires levies staff were directed to invoice each concessionaire quarterly, commencing 1 July 2008.

Confirmation was received from the Council's Chief Executive, Mr Adamson, that all expenditure incurred by the Trust up to 30 June 2008 will be met by the Council.

In view of Council meeting all expenditure incurred by the Trust to 30 June 2008, Ms Robson advised staff will commence providing financial reports in September 2008.

Moved Trustee R Wilson, seconded Trustee J Steele  
and RESOLVED THAT:-

- 1) THE REPORT ON THE FINANCIAL UPDATE BE RECEIVED.
- 2) THE TRUST AUTHORISE STAFF TO OPEN A CHEQUE ACCOUNT AND THAT THE SIGNATORIES ON THE TRUST BANK ACCOUNT BE ANY TWO OF THE TRUSTEES OR THOSE WITH CHEQUE SIGNING AUTHORITY FOR COUNCIL.
- 3) THAT THE TRUST APPROVE OF THE BUDGET OF EXPENDITURE TOTALLING \$94,500 FOR 08/09 FINANCIAL YEAR WHICH PROVIDES FOR THE CHAIR'S HONORARIUM OF \$22000; SUCH EXPENDITURE TO BE INCLUDED IN THE STATEMENT OF INTENT(SOI)
- 4) THAT THE TRUST APPROVE OF A BUDGET OF \$22,000 FOR THE CHAIR'S HONORARIUM FOR 2008/09; SUCH HONORARIUM TO BE FUNDED ON THE BASIS OF \$14,000 FROM COUNCIL AND \$8,000 FROM THE TRUST.
- 5) THIS TRUST APPROVES THAT CONCESSIONAIRES BE LEVIED AN AMOUNT OF \$30,500; SUCH LEVIES TO BE INVOICED QUARTERLY, COMMENCING 1 JULY 2008.

## **7.0 MILFORD SIGNAGE:**

Ms Vicki Crosbie (Department of Conservation) made a power point presentation of Milford Sound Village signage.

Following the presentation the Trustees agreed that a professional and co-ordinated approach be pursued for signage in Milford Village.

To pursue such an approach it was agreed a working party comprising representatives of the Trust, Council, Department of Conservation, and MDA be set up and report back to the Trust of its findings.

Moved Trustee J Robson, seconded Trustee R Wilson and RESOLVED THAT THE TRUST AGREE TO THE ESTABLISHMENT OF A WORKING PARTY TO INVESTIGATE AND REPORT ON NEW SIGNAGE WITHIN MILFORD VILLAGE, SUCH WORKING PARTY TO COMPRISE TRUSTEE ROBSON, MESSRS G JONES (SOUTHLAND DISTRICT COUNCIL) AND A WELSH (MDA), AND MS V CROSBIE (DEPARTMENT OF CONSERVATION).

## **8.0 DEPARTMENT OF CONSERVATION REPORTS:**

Ms J Haanen reported briefly to the Trust on the following issues:-

- 1) Milford Village Tsunami Review
- 2) URS Cleddau Village Relocation Report
- 3) URS Cleddau River Flood Protection
- 4) Cleddau River Protection Works Funding
- 5) Memorandum of Understanding - Department of Conservation and Southland District Council.
- 6) Cleddau Village Infrastructure
- 7) Campervans – Freedom Camping

- URS Cleddau River Flood Protection

Mr Keogh expressed his concerns at the proposed Cleddau River Flood Protection Works. Mr Keogh felt there were numerous connotations involved with this particular proposal.

Mr Keogh considered that over the years development at Milford has been fragmented.

In summary, Mr Keogh felt all parties should revisit the project.

Ms Haanen invited Environment Southland for input into this project especially at senior planning level as Environment Southland are the 'experts' in flood protection.

It was agreed that in view of the concerns raised by Mr Keogh, Environment Southland, Southland District Council and Department of Conservation are to liaise to pursue these concerns, and if need be re-establish the rules, and report back to the Trust.

## **8.0 DEPARTMENT OF CONSERVATION REPORTS CONT'D:**

Furthermore, it was suggested that Environment Southland raise the concerns expressed with URS to establish their views on same.

- **Cleddau Village Infrastructure**

Issues raised included responsibility of the proposed works, funding and role of the Trust.

The Chair believed the Trust should be involved in this project but the issue of how wide the scope of the Trust's role needs to be addressed.

The Chair requested this issue be included on the next Agenda with Ms Haanen to circulate information at her disposal on the issue.

- **Campervans – Freedom Camping**

The problem of effluent disposal from campervans was raised.

Trustees were supportive of Department of Conservation in the department's endeavours to cease the effluent being disposed of by freedom campers.

Ms Haanen suggested the Director General be requested to include in the Contract that policing of the prohibition of freedom campers be enforced.

## **9.0 PROPOSAL FOR EMERGENCY SERVICES CO-ORDINATION:**

Report by Messrs M Grant, G Jones and T Shaw on Emergency Management for Milford, was tabled.

The report outlined a number of issues, in particular, the fact that Milford people acknowledge the need for better co-ordination. At present Milford has been designated as a Civil Defence Sub-Sector of the Te Anau Sector. It is considered Milford should stand alone and have a more formal structure.

A detailed proposal for emergency management was placed before the Trustees, this proposal providing for:-

- Combine all emergency functions ie: initial urban fire fighting including vehicles, initial vegetation fire fighting, Civil Defence, oil spills, medical calls, motor vehicle accidents (MVA), etc, under the one structure.
- Formation of a Milford Sound Response Team established under the Southern Rural Fire Authority – for legal purposes. Registration of the emergency response team under the volunteer rural fire force umbrella will have the advantage of being able to tap into NZ Fire Service training delivery and equipment subsidies.
- The response team would have a team controller appointed who would be responsible for local co-ordination of the response team.

## **9.0 PROPOSAL FOR EMERGENCY SERVICES CO-ORDINATION CONT'D:**

- Local personnel with expertise in an emergency discipline would be appointed as Crew Leaders for that discipline.
- Agencies mandated with responsibility for emergency functions (responsible agencies) would provide assistance and input to the team for emergency incident preparedness, support and shared funding.
- Create Milford Sound as a separate sector for the purposes of Civil Defence.
- Formal training, both local and regional would be co-ordinated by the responsible agencies for all response team members. The proposed strategy will be to train only the key people in view of the high staff turnover in Milford. A training plan will be prepared to address the specific needs to these key persons.
- Provision of necessary equipment will be through responsible agencies.
- A pager system linked into the National 111 control room is proposed with back-up linkages through the MSDA satellite phone. Southern RFA is investigating the possibility of an automated 'local area satellite paging turnout system' for response team members. An estimated cost of installation is approximately \$15,000.

At this point the expectation of the response unit were outlined, and the advantages of the proposal above explained.

Trustees were supportive of the proposal and felt such proposal should be expedited as soon as possible.

Trustees approved of Mr Andrew Wilson as the Milford Village Civil Defence Sector Warden.

The issue of whom will provide the \$15,000 for the paging system was raised; the Principal Rural Fire Officer is to report back to the Trust re this matter.

## **10.0 GYMNASIUM PROPOSAL:**

Trustees discussed the above proposal and were informed Venture Southland had prepared the necessary applications to be lodged with relevant funding agencies. Formal approval for lodging such application was now sought.

Trustee Steele updated the Trust on the arrangements in hand for setting up the gymnasium. He added that two companies namely Real journeys and Red Boats are donating equipment to the gymnasium which will become under the ownership of the Trust. Formal notification from these two companies concerning ownership of equipment donated is required.

**10.0 GYMNASIUM PROPOSAL CONT'D:**

Moved Trustee Schuck, seconded Trustee Taylor and RESOLVED:-

- 1) THAT THE MILFORD COMMUNITY TRUST APPLY TO THE NZ COMMUNITY TRUST FOR THE PURPOSE OF UPGRADING THE COMMUNITY GYMNASIUM FACILITY IN MILFORD, AS PER ATTACHED SCHEDULE AND QUOTES.
- 2) THAT THE MILFORD COMMUNITY TRUST APPLY TO THE SOUTHERN TRUST FOR THE PURPOSE OF UPGRADING THE COMMUNITY GYMNASIUM FACILITY IN MILFORD, AS PER ATTACHED SCHEDULE AND QUOTES.
- 3) THAT THE MILFORD COMMUNITY TRUST APPLY TO THE CAVERSHAM FOUNDATION FOR THE PURPOSE OF UPGRADING THE COMMUNITY GYMNASIUM FACILITY IN MILFORD, AS PER ATTACHED SCHEDULE AND QUOTES.

**11.0 MEETINGS:**

Meeting dates for the balance of 2008 were confirmed as follows:

- Thursday 24 April 2008 at Te Anau
- Tuesday 20 May 2008 at Milford
- Tuesday 17 June 2008 at Te Anau
- Tuesday 22 July 2008 at Queenstown.
- Friday 12 September 2008 at Te Anau
- Friday 17 October 2008 at Te Anau
- Friday 28 November 2008/Saturday 29 November 2008 at Te Anau with visit to Milford.

**12.0 CONCLUSION:**

Meeting concluded at 3.30 pm.

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CHAIRPERSON

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DATE