



TO THE MAYOR AND COUNCILLORS OF THE MACKENZIE DISTRICT COUNCIL

Membership of the Planning and Regulation Committee:

Cr Murray Cox (Chairman)
Claire Barlow (Mayor)
Cr Noel Jackson
Cr Evan Williams
Cr Russell Armstrong
Cr James Leslie
Cr Graham Smith

Notice is given of the Meeting of the Planning and Regulation Committee to be held on Tuesday, March 17, 2015, following the completion of the Asset and Services Committee meeting.

VENUE: Council Chambers, Fairlie.

BUSINESS: As per agenda attached

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER



PLANNING AND REGULATION COMMITTEE

Agenda for Tuesday, March 17, 2015

APOLOGIES

DECLARATIONS OF INTEREST

MINUTES:

Confirm and adopt as the correct record the minutes of the Planning and Regulation Committee meeting held on February 3, 2015, including those parts taken in public excluded.

REPORTS:

1. Telecom Subdivision Servicing in the Rural Zone Report (attached)
2. South Canterbury Rural Fire – Draft statement of intent and proposed budget for 2015/16 (attached)
3. Activity Report - Consents Update (verbal report)
4. Standing Reports – Verbal reports from the Water Zone committees

PUBLIC EXCLUDED:

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

1. Discussion on public excluded minutes, Planning and Regulation meeting February 3, 2015.
2. Plan Change 13 – Verbal Report

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Previous Minutes February 3, 2015	Maintain legal professional privilege	48(1)(a)(i)
Plan Change 13	Maintain legal professional privilege	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: *All items under section 7(2)(g).*

RESOLUTION TO RESUME OPEN MEETING**GENERAL BUSINESS:****ADJOURNMENTS:**

12.00pm: Lunch

3.00pm: Afternoon tea

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY, FEBRUARY 3, 2015, AT 1.24PM

PRESENT:

Cr Murray Cox (Chairman)
Mayor Claire Barlow
Cr Graham Smith
Cr James Leslie

IN ATTENDANCE:

Wayne Barnett (Chief Executive Officer)
Nathan Hole (Planning and Regulation Manager)
Arlene Goss (Committee Clerk)
David Caldwell (Director, Tavendale & Partners)
Toni Morrison (Policy Planner)
Julie Jongen (Committee Clerk)

APOLOGIES:

An apology was received from Cr Jackson, Cr Williams and Cr Armstrong.

DECLARATIONS OF INTEREST:

There were no declarations of interest.

MINUTES:

Resolved that the minutes of the meeting of the Planning and Regulation Committees held on November 25, 2014, be confirmed and adopted as the correct record of the meeting.

Mayor Barlow/Cr Smith

Resolved that the minutes of the hearing of submissions of the Planning and Regulation Committee held on November 27, 2014, be confirmed and adopted as the correct record of the meeting.

Mayor Barlow/Cr Smith

Resolved that the minutes of the meeting of the Planning and Regulation Committee held on November 27, 2014, be confirmed and adopted as the correct record of the meeting.

Mayor Barlow/Cr Smith

Rob Hands joined the meeting at 2.13pm

REPORTS:

DAMAGE AND REPAIR OF THE TEKAPO RURAL FIRE TANKER (ROB HANDS):

There was a house fire at Burkes Pass which the Tekapo tanker was responding to. The driver was a HT licenced driver but not necessarily qualified to Fire Service standards. He was driving on the road coming down Burkes Pass and proceeded to change into the wrong gear causing the motor to receive major damage. In regards to repairs there were 3 options, the decision was made to purchase the newest of two second hand motors. The vehicle is now repaired and back on the road at a cost of \$25,000.

Cr Leslie questioned about insurance covering repairs. The Chief Executive stated that Council will make enquires about insurance cover.

TWIZEL FIRE AND DAMAGE TO TWIZEL RURAL FIRE TANKER (ROB HANDS):

Fire crews attempted 2–3 times to break through double deer fences, the end result was damage to 8 fences. They didn't carry wire cutters. The fire truck was deemed unsafe as the brakes, front grill, lights and front of the truck were all damaged. The cost for damage was \$7800. Communication was lacking between the RFO, trucks and tanker. Fortunately we had extra support from locals and without them the situation would've been worse.

The Chief Executive questioned how as a Council can we prepare or assist in avoiding these events. Rob responded with responsibility is on the owners, education in the communities, trimming of trees and growing paddocks of Lucerne.

Cost of fire suppression is about \$20,000, cost of damaged fencing approximately \$20,000

Water pressures may not be as strong as could be. The Chief Executive stated that Council made a decision in the past about an inline booster pump on the water supply, but this doesn't seem to have happened.

Mayor Barlow suggested the links available for fire safety, weather awareness be put on the Councils website.

PLANNING AND REGULATION MANAGER'S ACTIVITY REPORT:

The purpose of this report was to provide the committee with an activity report for planning and regulations for the period 18 November 2014 to 26 January, 2015.

Resolved that the report be received.

Cr Leslie/Cr Smith

It was moved that the meeting go into "Public Excluded" **Cr Leslie/Cr Smith**

DISTRICT PLAN REVIEW AND COSTINGS:

Council made a decision late last year to do as much as possible in house and not outsource the work to planning consultants. There is a shortage of planners due to the Christchurch re-build.

Due to shortage of resources it may be necessary to outsource more of this project now. Possibility of using Patricia Harte from Davie Lovell-Smith with costings around \$350,000. These costs are approximate to get the District Plan Review to the conclusion of Council hearings, and do not include any appeals to the Environment Court.

Cr Cox asked who makes the decision as to whether this is out sourced or in house. The Chief Executive replied it is an "in house" decision and if it needs to be outsourced Council would be informed.

VERBAL REPORTS FROM THE WATER ZONE COMMITTEES:

Cr Cox said the Upper Waitaki Water Zone committee have formed a Nitrogen Allocation Working Group.

Cr Cox stated Council need to look at the agreement between Waitaki and the Mackenzie, it needs commitment between the Mackenzie Council agreement and the Water zone committee.

The Chief Executive and Mayor have a meeting scheduled with Nikki Wagner to talk about the Mackenzie agreement, and to reach a point where there is trust with the land owners and DOC.

The Nitrogen allocation group are coming up with ideas how nitrogen should be allocated across the catchment, and what methods would they use and if there is a possibility of a trade situation.

PUBLIC EXCLUDED:

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

1. Discussion on public excluded minutes, Planning and Regulation meeting November 25, 2014.
2. Plan Change 13 – Outcome of Mediation on Hazards (attached).
3. Plan Change 13 – position on Federated Farmers application for leave to apply to the Court of Appeal (attached).

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Previous Minutes November 25, 2014	Maintain legal professional privilege	48(1)(a)(i)
Plan Change 13 Outcome of Mediation	Maintain legal professional privilege	48(1)(a)(i)
Plan Change 13 Position on Fed Farmers	Maintain legal professional privilege	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: *All items under section 7(2)(g).*

Mayor Barlow/Cr Leslie

The Planning and Regulation Committee continued in open meeting.

**THERE BEING NO FURTHER BUSINESS THE
CHAIRMAN DECLARED THE MEETING CLOSED AT 3.32PM**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

REPORT TO: PLANNING AND REGULATION COMMITTEE

SUBJECT: TELECOM SUBDIVISION SERVICING IN THE RURAL ZONE

MEETING DATE: 17 MARCH 2015

REF: REG 6/6

FROM: NATHAN HOLE – PLANNING AND REGULATIONS MANAGER

PURPOSE OF REPORT:

For the Committee to discuss and decide on whether landline phone services should still be required to be provided to rural sections as the policy in the District Plan suggests.

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Committee supports no longer requiring landline phone connections to be provided to the boundary of rural properties as a subdivision requirement.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

None

BACKGROUND:

Council has previously discussed this matter twice in relation to land yet to be subdivided, and once in relation to an already granted subdivision consent with a condition imposed requiring landline connections to be provided to the boundary of the new allotments.

Each time Council has resolved for the status quo to remain and indicated that those connections should be provided.

However, since those discussions and with technology changes, alternative wireless phone connections are available that provide a reliable and affordable phone service. This is coupled with increasing costs to provide landline connections in some areas, where the existing copper cable is at capacity and additional connections require new cable to be placed for the length of the road.

Examples on Nixons Road and School Road close to Fairlie are in the order of \$40,000, with the replacement line being copper and not fibre. This is a significant cost for a developer to either absorb, or pass onto the purchase, and is certainly limiting subdivision development on these two roads. I would estimate that at least 12 lots have not been created as a result of Council's current policy.

POLICY STATUS:

The policy is from the District Plan. This states that the cost of servicing sections should be met by the developer. The Council does have discretion as to how it applies the policy.

SIGNIFICANCE OF DECISION:

This does not trigger the significance policy, but the recommendation is seeking a change in approach from how the District Plan policy has been applied previously.

ISSUES & OPTIONS:

1. Continue to apply the policy as has been done in the past, which is what the District Plan anticipates. This is not recommended, and needs to be put in context with that when the District Plan was developed there were no wireless technology options. The Council has also previously resolved that this policy be reviewed with the intention of making changes as part of the District Plan review.
2. Apply the policy case by case depending on cost. This is currently an option available to Council, but in the past has only been applied in extreme circumstances, for example, Manuka Terrace has no landline phone services.

3. Not to apply the policy, knowing the policy is likely to change through District Plan review, and also knowing that there are wireless phone options available to section owners. This option is recommended.

CONSIDERATIONS:

Legal

Option 3 is legal, as Council has full discretion as to whether it applies the policy or not. Previous legal advice has supported this.

Financial

Option 3 has financial benefits for Council as it will enable subdivision to occur more freely in areas where the cost of landline servicing has been prohibitive.

Other

Not applying the policy will result in less expansion of the copper network, however, in rural areas alternative technologies are being promoted as alternative to the conventional landline.

Many district councils do not require a landline phone connection to subdivided rural properties.

CONCLUSION:

Council has full discretion as to how it applies this District Plan policy. In the past it has always been applied unless for example the line had to be carried several kilometres. Continuing to apply the policy this way is prohibiting growth, and there are a number of examples on both Nixons and School roads near Fairlie.

Taking a different approach will not result in phone services being unavailable, as there are very cost effective wireless options available, which in many cases are cheaper than a conventional landline.

MACKENZIE DISTRICT COUNCIL

REPORT TO: PLANNING AND REGULATION COMMITTEE

SUBJECT: SOUTH CANTERBURY RURAL FIRE COMMITTEE DRAFT
STATEMENT OF INTENT AND PROPOSED BUDGETS

MEETING DATE: 17 MARCH 2015

REF: LAN 14/4

FROM: NATHAN HOLE – PLANNING AND REGULATIONS MANAGER

PURPOSE OF REPORT:

For the Committee to consider adopting the draft statement of intent and to discuss the budget request for rural fire.

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Committee agrees to adopt the SCRFC's 2015/16 draft statement of intent subject to confirming the budget expenditure for Mackenzie District Council.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

- The draft 2015/16 statement of intent.
- Proposed 2015/16 budget for Mackenzie District Council from SCFRC.

BACKGROUND:

The SCFRC is a council organisation in terms of the Local Government Act. A statement of intent is not mandatory as it is not a council controlled organisation, but the rural fire committee has resolved to abide by recommended local government practice and continue to produce an annual statement of intent. Doing so maintains transparency and describes reporting procedures and timelines.

With regard to budgets, Council's long term plan has the Fairlie tanker budgeted for replacement in 2015/16. This is not shown in Rob Hands' attached budget, but is shown in the statement of intent. I will clarify this prior to the meeting, but my understanding is that the Fairlie tanker is proposed for replacement in 2015/16.

A change to National Rural Fire policy means that tankers housed in NZ Fire Service stations are now eligible for grant subsidy. This is likely to be 50 percent and will save approximately \$55,000 per tanker that would have otherwise been unsubsidised.

POLICY STATUS:

N/A

SIGNIFICANCE OF DECISION:

This is a routine decision.

CONSIDERATIONS:

The Committee should take the opportunity to discuss the various line items in the proposed budget to understand Mackenzie's commitment in relation to the other member agencies, being Timaru and Waimate district councils.

CONCLUSION:

The recommendation provides for the adoption of the draft statement of intent, while providing for further discussion on budget requirements if necessary.



South Canterbury
Rural Fire District
Committee
Statement of Intent
2015/2016

February 2015

DRAFT

South Canterbury Rural Fire District

PURPOSE

Partnering with communities to protect what they value

SOUTH CANTERBURY RURAL FIRE DISTRICT GOALS AND OBJECTIVES

GOAL 1

The communities of South Canterbury are engaged on the subject of rural fire.

Objectives

1. Communities recognise the South Canterbury Rural Fire Authority brand and understand the purpose of the South Canterbury Rural Fire Authority.
2. Communities aspire to participate as rural fire volunteers.
3. Promote a culture of awareness and responsibility.

GOAL 2

The South Canterbury Rural Fire Authority is operationally safe and effective

Objectives

1. All operational equipment is maintained to the required state of readiness.
2. All staff are trained for their role and functions in rural fire management.

GOAL 3

The South Canterbury Rural Fire Authority is able to maintain business continuity.

Objectives

1. Ensure that the South Canterbury Rural Fire Authority can access resources from outside the region if required.

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1 **INTRODUCTION**

The Territorial Local Authorities (TLA's) are the key organisations responsible for Rural Fire to the extent that they are rural fire controlling authorities.

The obligations are contained in the Forest Rural Act 1977 and Forest and Rural Fires Regulations 2005 and the Fire Service Act 1975.

Rural Fire can be categorised into four major elements-:

Reduction	Policies and procedures in place that reduce the likelihood and consequences of fire in the district.
Readiness	Implementation of policies and procedures in relation to readiness for fire suppression in its district.
Response	The implementation of policies and procedures for responding to fire incidents within the district.
Recovery	The implementation of policies and procedures it has for activities it undertakes following fire events in its district.

The South Canterbury Rural Fire Authority is a legal entity created by the three Territorial Local Authorities (TLA's) of Mackenzie, Waimate and Timaru District Councils, a New Zealand Forest Owner's Association representative and the Department of Conservation and New Zealand Fire Service.

The South Canterbury Rural Fire Authority is responsible for the funding for rural fire management. They have chosen to form the South Canterbury Rural Fire District Committee to meet its obligations in a combined manner.

The obligations of the Committee are as follows:

- 1 Implementing the projects approved and funded by South Canterbury Rural Fire District.
- 2 Providing a forum for rural fire contributors
- 3 Co-ordinating rural fire issues and programmes
- 4 Carrying out any other rural fire initiatives.

Performance of these obligations by the Committee is achieved by the appointment of a Principal Rural Fire Officer who is employed to manage the district to achieve the key objectives.

2 *RURAL FIRE AUTHORITY GOVERNANCE AND MANAGEMENT*

The South Canterbury Rural Fire District Committee set up to administer the fire district is made up of appointees of each of the Territorial Local Authorities, a representative of New Zealand Fire Service, a representative of the Department of Conservation, a representative of the New Zealand Forest Owner's Association, and an independent director appointed by the Committee. The Committee will meet at least quarterly and has governance responsibilities.

The Committee employs a Principal Rural Fire Officer who has management responsibility and is also responsible to assist the Committee in meeting its objectives and obligations.

While the Principal Rural Fire Officer is employed by the Committee and is responsible directly to the Chairman, the Fire Authority will be administratively supported by either one of the constituent Territorial Local Authorities on a cost recovery basis.

A Secretary will be appointed by the South Canterbury Rural Fire District Committee who will be responsible to ensure:

- Management advice
- Committee Secretary duties including meetings co-ordination, agenda preparation and minute taking for the South Canterbury Rural Fire District Committee (SCRFD).
- Supporting the Chairman as the Employer's representative including formulation of an employment contract, arranging performance appraisal, monitoring work attendance, leave etc.
- Corporate support including office, typing, reception and clerical (mail, filing, etc), accounting services, audit, payroll and information technology (phone, fax and computer)

3 ***BUSINESS PLAN***

Each year a business plan and annual programme is to be formulated for the approval of the Fire Authority and will be drafted by the Principal Rural Fire Officer and outline-:

- What is to be done
- How it is to be done
- Who is to do it
- Performance measures both qualitative and quantitative (What will be achieved, by when and at what cost).

The Business Plan will include reference to project funding and to Territorial Local Authority administration funding.

The Business Plan will utilise data from the following sources

- Standards set by the National Rural Fire Authority
- Results of investigations carried out locally
- Input from contributing groups including Federated Farmers
- Corporate members

Following Fire Authority approval, applications are made to the financial members and to the National Rural Fire Authority for capital projects where appropriate.

- General maintenance
- Principal Rural Fire Officer's salary and Administration Assistant's salary
- Capital purchases
- Fire Fighting costs

The current Business Plan is attached in Appendix 5.

4 FINANCIAL

Income

The core funding of the Fire Authority's activities comes from the financial members of the South Canterbury Rural Fire District Committee (salary and administration) and from the Local Authorities (operations). From this the Fire Authority employs the Principal Rural Fire Officer and the Administration Assistant, meets administration costs, and funds operational projects

Fire Fighting Costs

As per the Committee charter each member will be required to fund firefighting activities for fire incidents that occur within their management zone until the cost recovery action is complete.

Budget

The South Canterbury Rural Fire District is seeking funding from the following members over the next five years:

TIMARU DC	2015 - 2016	2016 - 2017	2017-2018	2018-2019	2019 -2020
Administration	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Operations	\$103,000	\$103,000	\$103,000	\$103,000	\$103,000
Capital Works	\$18,000	\$113,000	\$68,000	\$113,000	\$8,000
TOTAL	\$166,000	\$261,000	\$216,000	\$261,000	\$156,000

WAIMATE DC	2015 - 2016	2016- 2017	2017-2018	2018-2019	2019 - 2020
Administration	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Operations	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000
Capital Works	\$112,000	\$60,000	\$6,000	\$6,000	\$6,000
TOTAL	\$216,000	\$164,000	\$110,000	\$110,000	\$110,000

MACKENZIE DC	2015 - 2016	2016 - 2017	2017-2018	2018-2019	2019 -2020
Administration	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Operations	\$56,000	\$56,000	\$56,000	\$56,000	\$56,000
Capital Works	\$113,000	\$8,000	\$113,000	\$8,000	\$8,000
TOTAL	\$214,000	\$109,000	\$214,000	\$109,000	\$109,000

NEW ZEALAND FOREST OWNER'S GROUP	2015 - 2016	2016 - 2017	2017-2018	2018-2019	2019 -2020
Administration	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000

NATIONAL RURAL FIRE AUTHORITY	2015 - 2016	2016 - 2017	2017-2018	2018-2019	2019 - 2020
Enlarged Rural Fire District Administration Grant	\$72,539	? Contract to be negotiated 2015 -2020	?	?	

National Rural Fire Authority pays monies direct to the Fire Authority (for each Territorial Local Authority) once the National Rural Fire Authority has approved the project.

Expenditure

Expenditure is controlled by the Principal Rural Fire Officer based on the Business Plan and agreed programme under specified delegated authority limits as set by the Fire Authority in accordance with the Fire Authority charter.

It is recognised that the Fire Authority may also directly fund capital projects of their own. Usually this would relate to specific projects within a district. Normally it is expected that all programmes would be co-ordinated through the Principal Rural Fire Officer.

GST and Audits

The Fire Authority is GST registered. Independent audits of the Committee's accounts are carried out annually. The current auditor is Audit New Zealand.

Distributions to Members

No dividend or return of members' capital is envisaged as members' annual contributions are set at a level to cover costs net of grants and receipts from sales.

Accounting Policies

Refer to Appendix 3 - Statement of Accounting policies

Cash Flow

Refer to Appendix 2

Profits

Nil

5 ***TIMETABLE***

Annual funding approval process for the following financial year is as follows:

July	Request funding from members as appropriate for the New Year
September	Prepare Annual Accounts for Audit and forward to corporate members
September	Draft Annual budget for next financial year for members to consider for approval at December Board meeting
November	Liaise with corporate members re content of both Administration and Operations Budgets
December	Board approval of the Administration Budget
February	Confirm Budgets
February	Confirm Business Plan for next year
May	Apply for National Rural Fire Authority Assistance

6 ***REPORTING***

The Principal Rural Fire Officer will report in writing to each quarterly meeting of the Fire Authority as per the Local Government Act schedule. The reports are to contain information on progress against the Business Plan and information on the activities of the Officer.

The Principal Rural Fire Officer will prepare an annual report for the Fire Authority annual meeting.

Reporting to each Territorial Local Authority will be carried out as arranged by that Territorial Local Authority Fire Authority member.

Written reports to the Fire Authority are to be circulated at least five working days prior to the meeting and unconfirmed minutes of all meetings are to be distributed to members prior to the next meeting.

At the half year meeting a Balance Sheet and Profit and Loss Account including budget figures is to be tabled. Explanations of major deviations from budget, and their implications shall be explained to members in the Principal Rural Fire Officer's report.

7 MEETINGS

Fire Authority - South Canterbury Rural Fire District Committee

The South Canterbury Rural Fire District Committee's Annual General Meeting shall be held prior to 30 September of each year.

General meetings shall be held at least quarterly but may also be convened at any time by the Chairperson (subject to the requirements of notice set out in the Charter) or upon receiving a request of any member to do so.

At all meetings of the South Canterbury Rural Fire District Committee a quorum shall be as identified in the Charter.

The South Canterbury Rural Fire District shall meet a minimum of four times per year. Normally meetings are held every three months. This committee provides opportunity for sharing information, discussing problems and issues and co-ordinating activities. It can also act to lobby organisations for particular rural fire safety outcomes.

8 APPENDICES

1 APPENDIX 1 - MEMBERS

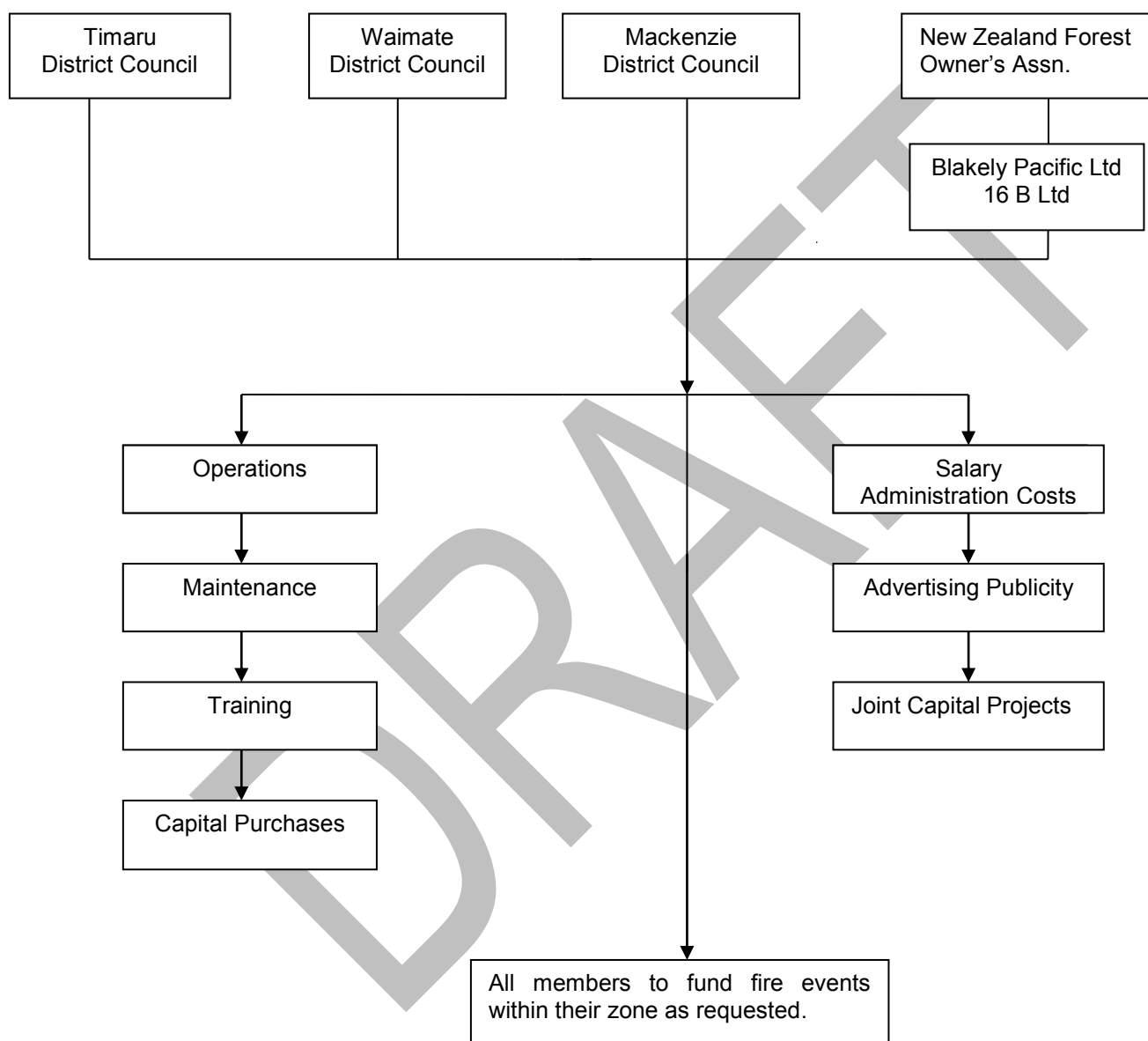
South Canterbury Rural Fire District Committee - Members

Timaru District Council
Waimate District Council
Mackenzie District Council
Department of Conservation
New Zealand Fire Service
New Zealand Forest Owner's Association
Independent Director appointed by the Committee

Standing invitation to attend all Committee Meetings

- Principal Rural Fire Officer
- SCRFD Administration Assistant
- Blakely Pacific Ltd (Timaru Manager and Forest Managers)
- Waimate Forest Group members
- Advisory Staff from each Territorial Local Authority

2 APPENDIX 2 - CASH FLOW



3 APPENDIX 3 - STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

The South Canterbury Rural Fire Authority was incorporated in 1998 under the Forest Rural Fire Act 1977 for the purpose of fire protection in South Canterbury.

The South Canterbury Rural Fire Authority is a council organisation as per the Local Government Act 2002.

The Financial Statements form a General Purpose Financial Report that is prepared in accordance with the Framework for Differential Reporting issued by the Institute of Chartered Accountants of New Zealand.

Measurement Base

The Financial Statements are prepared on the basis of historical cost, with the exception of those items for which specific accounting policies are identified.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the financial performance and the financial position are applied:

Funding

South Canterbury Rural Fire District is a Council organisation. Original funding was sourced from three District Councils by non recoverable loans. Current practice is to invoice Council and Corporate members for maintenance by annual invoicing in advance. Capital projects are invoiced to members when approved. Additional funding is obtained from third parties by donations, National Rural Fire Authority subsidy, and fire fighting charges.

Goods and Services Tax (GST)

Items of income and expenditure are stated exclusive of GST. Accounts Receivable and Payable are stated inclusive of GST.

Taxation

The Authority is taxed as a company, but currently no income tax is payable due to accumulated losses.

Fixed Assets

(Non Current assets)

All fixed assets are initially recorded at cost.

Depreciation is provided on a diminishing value basis at rates that will write off the cost of the assets to their estimated residual values over their useful lives. The depreciation rates of major classes of assets have been applied as follows:

- | | |
|----------------------------------|-----------|
| • Plant | 25% |
| • Furniture and office equipment | 15% - 30% |
| • Motor Vehicles | 33% |



South Canterbury Rural Fire District

Statement of Strategic Intent
2012 - 2015

APPENDIX 4**SCRFA STATEMENT OF STRATEGIC INTENT 2012-2015**

<i>Vision –</i>		
<i>Purpose – partnering with communities to protect life and property from the threat of fire</i>		
<i>Goal 1</i>	<i>Goal 2</i>	<i>Goal 3</i>
The communities of South Canterbury are engaged on the subject of rural fire	The SCRFA is operationally safe and effective	The SCRFA is able to maintain business continuity
<i>Objectives</i> <ol style="list-style-type: none"> 1. Communities recognise the SCRFA brand and understand the purpose of the SCRFA 2. Communities aspire to participate as rural fire volunteers 3. Promote a culture of awareness and responsibility 	<i>Objectives</i> <ol style="list-style-type: none"> 1. All operational equipment is maintained to the required state of readiness 2. All staff are trained for their role and functions in rural fire management 	<i>Objectives</i> <ol style="list-style-type: none"> 1. Ensure that the SCRFA can access resources from outside the region if required
<i>Business plan actions</i> <ol style="list-style-type: none"> 1. Develop Community Engagement and Education Plan 2. Develop a rural fire volunteer recruitment 3. Implement the strategic tactical plans with communities (2012 – 2015) 	<i>Business plan actions</i> <ol style="list-style-type: none"> 1. Maintain the 10 year rolling programme of capital maintenance and replacement (2012 – 2015) 2. Maintain an effective Health & Safety Employment system 3. Undertake a feasibility analysis for a full time training resource for the SCRFA 	<i>Business plan actions</i> <ol style="list-style-type: none"> 1. Maintain strong regional and national relationships (2012 – 2015) 2. Document key processes and systems 3. Undertake a feasibility analysis for expanding the SCRFA (2012 – 2015) 4. Maintain mutual assistance agreements 5. Develop and maintain a current Business Continuity Plan
<i>Measurement</i> <ol style="list-style-type: none"> 1. The understanding of rural fire matters is increased 2. The number of rural fire volunteers is maintained or increased 3. The readiness level of communities is improved 	<i>Measurement</i> <ol style="list-style-type: none"> 1. The SCRFA meets the NRFA minimum standards 2. All SCRFA staff are appropriately trained for their roles 3. SCRFA is adequately resourced for threat (includes funding, equipment, people) 	<i>Measurement</i> <ol style="list-style-type: none"> 1. The SCRFA is prepared for extreme events or constraints to local resource availability



South Canterbury Rural Fire District Business Plan 2015/2016

APPENDIX 5

SOUTH CANTERBURY RURAL FIRE DISTRICT BUSINESS PLAN 2015/2016

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date by
The communities of South Canterbury are engaged on the subject of rural fire	Communities recognise the South Canterbury Rural Fire Authority brand and understand their purpose		Review Statement of Intent. Set Business Plan to identify the key projects set for the following year.	A Statement of Intent and Business Plan for the following year is approved by SCRFD stakeholders	June 2016
		Goal 1. Action 3 Implement the strategic tactical plans with communities	Prioritise the mitigation action for each of the 3 Plan Areas. Budget to carry out mitigation actions.	Carry out mitigation actions as agreed by the Board for 2014 – 2015 year	June 2016
	Promote a culture of awareness and responsibility		Educate the rural communities via the Fire permit system	Use the results of the survey of the Fire Permit System users to improve the uptake of education messaging	March 2016
			Educate key groups within the rural sector i.e. Federated Farmers	Attend Federated Farmers Committee Group meeting	June 2016
.			Develop and provide the education material to meet the need of the current situation	Attend Canterbury Regional Coordinating Committee meetings and Sub Committees as required Educational publications are available to the public.	June 2016

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date by
The South Canterbury Rural Fire Authority is operationally safe and effective	All operational equipment is maintained to the required state of readiness		Compliance with the Forest and Rural Fire Act, New Zealand Fire Service Act and the Rural Fire Regulations	Carry out action as required by the NRFA to meet the Audits and assessments carried out by National Rural Fire Authority in 2013/14	June 2016
			Carry out internal audits to ensure all Fire Units have the required operational equipment and that it is to the Industry standard	Audit will meet industry national standards	June 2016
			Carry out annual testing as required by the National Rural Fire Authority standards	Will meet National Rural Fire Authority Equipment Audit	June 2016
			Maintain the communication network to ensure it meets the needs of both the Fire District and the New Zealand Fire Service	Effective turnout systems are maintained and communication networks link the Rural Fire Authority and New Zealand Fire Service	June 2016
			Maintain a register of all equipment and test results	Equipment test results are recorded	June 2016
		Goal 2. Action 1 Maintain the 10 year rolling programme of capital maintenance and replacement	Develop equipment and fleet to ensure that all equipment is of a high standard and meet the changing needs of the industry	Replace the rural fire tanker sited at the Fairlie Fire Station	March 2016
				Replace the rural fire tanker sited at the St Andrews Fire Station	April 2016

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date by
				Purchase a generator for Clandeboye, Timaru	March 2016
				Replacement of hose stock that has failed the annual testing	February 2016
				Purchase GPS for all fire units	September 2015
				Purchase a Pump Kit for Burkes Pass	March 2016
				Establish a water main in the Geraldine Equipment Shed Yard	June 2016

DRAFT

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date by
The South Canterbury Rural Fire Authority is operationally safe and effective	All staff are trained for their role and functions in rural fire management		Carry out training to New Zealand Qualification Authority unit standards	All staff are trained in a minimum of Unit Standard 3285	June 2016
				Train a minimum of 10 Fire fighters in the basic fire fighter unit standards	Minimum 10 people gain Unit Standard June 2016
			Maintain a register of all training carried out for both currency and unit standards achieved	All Rural Fire Officers or trainer are to process training forms	All year
			Carry out an annual Rural Fire Officers course to educate all Rural Fire Officers in the correct procedures surrounding coordinated response	15 Rural Fire Officers attend annual training	July 2016
			To provide training to administration staff, contractor volunteers that would normally be involved in fire incidents	50% of staff to attend annual regional training and regional exercise	October 2015
			Arrange quarterly operation meetings to address operational issues in a timely manner. Maintain a Duty Roster system to ensure response requirements are met	A minimum of 4 operation meetings are held a year. A Duty Roster is maintained throughout the year	August November February May

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date By
			Purchase insurance cover to provide adequate protection for Rural Fire Officers of South Canterbury Rural Fire District	Insurance cover is in place that includes public liability, professional indemnity, death and disability, personal effects and private vehicles for members of the Voluntary Rural Fire Federations within South Canterbury Rural Fire District	July 2015

DRAFT

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date By
The South Canterbury Rural Fire Authority is able to maintain business continuity	Ensure that the South Canterbury Rural Fire Authority can access resources from outside the region if required		Review the fire plan as required by the Forest & Rural Fire Regulations	The Fire Plan is approved by the SCRFD Board and is accepted by the National Rural Fire Authority	December 2015
		Goal 3. Action 3 Undertake a feasibility analysis for expanding the SCRFA	SCRFA will engage with neighbouring rural fire authorities.	The SCRFD Board will continue to look at options to develop the business by expanding the area and initiating new members.	December 2015
		Goal 3. Action 1 Maintain strong regional and national relationships	Have agreement in place with the New Zealand Fire Service, the Canterbury Regional Coordinating Committee, Contractors	Agreements are in place and reviewed annually	October 2015



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Mr Nathan Hole
Mackenzie District Council
P O Box 52
Fairlie

Dear Nathan

RURAL FIRE BUDGET 2015/2016

The following is the proposed 2015/2016 budget for the Mackenzie District Council to both support the South Canterbury Rural Fire District and carry out all operational functions:

EMPLOYMENT EXPENSES

Wages

To provide a retaining fee for the Deputy Principal Rural Fire Officer, Mackenzie Ray Gardner. He is on duty monthly for the district and regularly responds to incidents.

\$3,000

Protective Uniforms

To maintain and supply protective equipment for the 45 volunteers within the District.

It is a requirement that the Fire Authority supply the appropriate protective clothing to all volunteers and staff involved in attending fire incidents.

To maintain and supply protective uniforms to 45 volunteers.

In addition to the normal upgrade it is now a requirement to meet the new standards following the Australian Mansfield burn over in 2007 where it is recommended to purchase a certain level of gloves and goggles.

Each item is worth approximately \$40.00

45 gloves x \$40.00 = \$1,800

45 goggles x \$40.00 = \$1,800

The above requirement MAYBE supported by National Rural Fire Authority Subsidy; however this has not been formalised.

The intention is to replace Personnel Protective Equipment (PPE) as required.

\$1,200

Purchase gloves this year and goggles next year, if however National Rural Fire Authority support the project the funds allocated will support both projects.

\$1,800

\$4,000

2.

Staff Training

- To train staff to the level required by the National Rural Fire Authority's National Standards.
- For staff to attend local NRFA courses as requested.
- To provide specialist training in key areas of fire management
- To assess staff in the NZQA Unit Standard required by the NRFA National Standards.

\$9,000**STAFF WELFARE****HEALTH MONITORING OF VOLUNTEERS**

As a responsible employer I would like to introduce a Rural Fire & Fitness programme as recommended by the National Rural Fire Authority. The purpose of the programme is to promote the welfare of rural firefighters by implementing the national programme in the district and to meet our requirement under the Health & Safety Act 1992.

As you know the firefighting duties can be demanding work, often in arduous and high stress environments. Personnel must be fit and healthy to cope.

The first part of the process is to carry out a medical evaluation. This is where the cost will be incurred at an approx. cost of \$60.00 per person.

\$4,000**ADMINISTRATION****Forest Rural Fire Act Cost Reimbursement Insurance**

To purchase Forest & Rural Fire Act insurance for the Mackenzie District

(This amount is to be confirmed closer to the anniversary date – 1 July 2015).

\$12,000**Donations/Grants**

The ability to support the following groups:

- NZ Fire Research
- Canterbury Regional Rural Fire Committee

\$1,000**Fire Teams**

To supply a grant to, and life insurance covers for, the members of the Burke Pass Rural Fire Team and the Albury Rural Fire Team. \$1,500

\$1,500

3.

REPAIRS AND MAINTENANCE OF EQUIPMENT**Weather Stations**

- To maintain stations at Pukaki and Clayton Station and provide a link with the Telecom network to each station.
\$1,500

Communications

- To develop and maintain an effective call-out system for volunteers at both Burkes Pass and Albury pagers **\$2,000**

Minor Tools Equipment

To purchase minor equipment to build supplies to meet the NRFA requirements e.g. Rega Pumps, Hand Tools
\$2,000

Repairs Maintenance - Minor Equipment

To maintain and service all minor equipment to carry our annual tests on pumps and hoses. **\$2,000**

Building Maintenance

To supply services to the fire stations at Albury and Burkes Pass, Fairlie and attend to minor maintenance. **\$3,000**

\$10,500**REPAIRS AND MAINTENANCE – VEHICLES**

To service and maintain the fleet of tankers and trailer units within the District.

\$15,000**SOUTH CANTERBURY RURAL FIRE DISTRICT**

To support the administration surrounding the Principal Rural Fire Officer.

The amount shown is based on last year's contribution the proposed budget. *(to be confirmed at December meeting)*

\$45,000**CAPITAL EXPENDITURE****HOSE REPLACEMENT**

To replace hose stock that has failed the annual testing and increase the 41mm hose stock to allow the hose testing system to be implemented. The hose purchase will be supported by the National Rural Fire Authority Grant Assistance Scheme.

\$4,000**REPLACEMENT OF GPS UNIT**

To replace the now out of date hand held GPS units that each rural fire unit (Burkes Pass and Albury) and DPRFO currently use. The current units don't match the new mapping system.

Total purchase will be 3 units at \$500

(No Grant Assistance on this equipment).

\$1,500

4.

HIGH COUNTRY RESPONSE KIT

To purchase a small 'Wick' pump and portable dam capable of being lifted into remote high country areas.

This project would be supported by the National Rural Fire Authority Grant Assistance to the value of 50%

Total Cost \$4,000

Mackenzie District Council cost

\$2,000

TOTAL

\$110,500

Yours sincerely



Rob Hands

PRINCIPAL RURAL FIRE OFFICER

SOUTH CANTERBURY RURAL FIRE DISTRICT