



456TH MEETING OF THE  
MACKENZIE DISTRICT COUNCIL

## TO THE MAYOR AND COUNCILLORS OF THE MACKENZIE DISTRICT COUNCIL

### **Membership of the Council:**

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

*Notice is given of a meeting of the Mackenzie District Council to  
be held on Tuesday December 8, 2015, at 9.30am.*

**VENUE:** Fairlie Council Chambers.

**BUSINESS:** As per the attached agenda.

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER



## MACKENZIE DISTRICT COUNCIL

Agenda for Tuesday December 8, 2015, at 9.30am

### VISITORS:

At 10.30am the winners of the Mackenzie County Scholarship and the Bruce Scott Memorial Prize, and their parents, will attend the meeting for a formal presentation of these prizes.

### OPENING AND APOLOGIES

### DECLARATIONS OF INTEREST

### BEREAVEMENTS

### MAYORS REPORT

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### VERBAL REPORTS:

- L) DELEGATION OF COUNCIL POWERS OVER CHRISTMAS PERIOD
- M) HAWKER'S LICENSE IN TWIZEL  
(DISCUSSION REQUESTED BY CR ARMSTRONG)

### PUBLIC EXCLUDED REPORTS:

A) TWIZEL WASTEWATER SUPPLY 2015/16 RENEWALS (TO BE CIRCULATED PRIOR TO THE MEETING)	
B) LEASE TENDER FAIRLIE DOMAIN CAMPGROUND	55
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**COMMUNITY BOARD RECOMMENDATIONS: 132**

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| A) MINUTES OF THE TWIZEL COMMUNITY BOARD, NOVEMBER 16.  | 136 |
| B) MINUTES OF THE TEKAPO COMMUNITY BOARD, NOVEMBER 16.  | 144 |
| C) MINUTES OF THE FAIRLIE COMMUNITY BOARD, NOVEMBER 23. | 150 |

**RECEIVE COMMITTEE MINUTES:**

Resolve that Council receive the minutes of the following committees:

- |  |     |
|--|-----|
| A) EXTRAORDINARY FINANCE COMMITTEE, OCTOBER 27     | 156 |
| B) FINANCE COMMITTEE, NOVEMBER 24                  | 158 |
| C) ASSET AND SERVICES COMMITTEE, NOVEMBER 24.      | 164 |
| D) PLANNING AND REGULATION COMMITTEE, NOVEMBER 24. | 168 |

**CONFIRM COUNCIL MINUTES: 170**

Resolve that Council confirms and adopts the minutes of the Mackenzie District Council meeting held on October 27, 2015, as the correct record of the meeting, including those parts taken in public excluded.

Resolve that Council confirms and adopts the minutes of the Extraordinary Mackenzie District Council meeting held on October 30, 2015, as the correct record of the meeting, including those parts taken in public excluded.

**ADJOURNMENTS:**

- |         |                                    |
|---------|------------------------------------|
| 10.30AM | MORNING TEA TO FOLLOW PRESENTATION |
| 12.00PM | LUNCH                              |
| 3:00PM  | AFTERNOON TEA                      |

**PUBLIC EXCLUDED RESOLUTION:**

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

- Twizel Wastewater Supply 2015/16 Renewals.
- Lease tender Fairlie Domain camp ground.
- Sale and Purchase Agreement Glen Lyon Road.
- Sale and Purchase Agreement Two Thumb Drive.
- Public excluded minutes Asset and Services Committee November 24.
- Public excluded minutes Council October 27.
- Public excluded minutes Extraordinary Council October 30.

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Twizel Wastewater Supply 2015/16 Renewals.	Enable commercial negotiations	48(1)(a)(i)
Lease tender Fairlie Domain camp ground.	Enable commercial negotiations	48(1)(a)(i)
Sale and Purchase Agreement Glen Lyon Road	Enable commercial negotiations	48(1)(a)(i)
Sale and Purchase Agreement Two Thumb Drive.	Enable commercial negotiations	48(1)(a)(i)
Public excluded minutes Asset and Services Committee November 24.	Enable commercial negotiations	48(1)(a)(i)
Public excluded minutes Council October 27.	Enable commercial negotiations Commercial sensitivity	48(1)(a)(i)
Public excluded minutes Extraordinary Council October 30.	Protect privacy of persons	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular 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: *Twizel Wastewater Supply 2015/16 Renewals, Lease tender Fairlie Domain campground, Sale and Purchase agreement Glen Lyon Road, Sale and Purchase Agreement Two Thumb Drive, Public excluded minutes Asset and Services, Public Excluded minutes Council all under section 7(2)(i). Public excluded minutes Council under section 7(2)(b)(ii), Public excluded minutes extraordinary council meeting under section 7(2)(a).*

## Mayoral Activities Report

28 October 2015 – 7 December 2015

At the end of October I had my first Twizel Clinic in some time. This is a practice I started in my first term that was positively supported for the first couple of years but interest has waned over time and I often have no scheduled appointments so don't head up to Twizel unless there are. I met with David & Jill Stone from Ohau who had some very positive ideas about how we could progress the Mackenzie Country Trust and how it could be sustainably funded. David's positivity renewed in me the desire to get the Trust established as soon as possible and was to serve me well the following Saturday when a Shared Vision Forum was held and the Trust has progressed since then. If you would like any detail about this don't hesitate to ask me. Happy to fill you in verbally but there is too much to write – particularly if it is not of particular interest to you. I also met with David Compton and his wife and we talked about how David might be able contribute his business experience for the benefit of the community and then had a discussion about wheelchair access and how perhaps Twizel could adapt and make itself a 'disability friendly' town.

A number of us attended the Alps2Ocean stakeholders meeting in Omarama on 29<sup>th</sup> October and it was a great opportunity to meet business operators who have become involved in the cycle trail and hear how things are progressing. I found it a very positive meeting.

31<sup>st</sup> October: Wayne and I spent the day at the Mackenzie Shared Vision Forum meeting which was attended by Associate Minister for Conservation, Nicky Wagner and a large number of representatives of the original signatories of the Mackenzie Agreement document. In spite of protests from Forest & Bird and a couple of other small groups, the forum decided to forge ahead and selected a working party comprising of David Stone (Ohau Conservation Trust), Mike Neilson (Ohau Snow Fields), Andrew Simpson (Farming), Peter Wilson (Federated Mountain Clubs), Marie Brown (Environmental Defence Society) and myself. Our first meeting was on the 9<sup>th</sup> November and we have appointed inaugural trustees, had a draft document prepared and are awaiting a meeting with Nicky Wagner on 6<sup>th</sup> December.

3<sup>rd</sup> November: Wayne and I attended the Local Government Risk Agency Seminar in Dunedin. To be honest, I think Wayne got a lot more from this than I did. I can't lie to you.....it was a long three hours!

4<sup>th</sup> November: James and I attended the launch of Mary Hobbs' latest book up at Mt. Cook. It's a fabulous book (great gift idea) about the lives of the people who have run the stations surrounding Lake Pukaki. I am finding it an enjoyable and enlightening read.

10<sup>th</sup> November: Property Group meeting in Tekapo – minutes provided to Finance Committee.

11<sup>th</sup> November: I attended the Armistice Day commemoration in Albury and then went home to bed sick.

12<sup>th</sup> November: I drove to Waimate to meet with the three other local mayors to discuss any issues that we share across boundaries. This included the ongoing push to get broadband and mobile coverage into our rural areas, whether there was an opportunity for Timaru to benefit from the increasing domestic tourism market that are using the A2O. A general discussion about ADBT and changes that were occurring which separates the role of EDA and Chamber of Commerce. The desire of TDHL to want to purchase more Alpine Energy shares and how we felt about it. (I said that we would probably rather buy than sell these shares!) Discussion about directional signage (or lack of) on state highways pointing to Lake Tekapo and other important places in our region.

14<sup>th</sup> November: The first Scott's Brewery Charity Bike Ride riders arrived in Oamaru where Mayor Kircher and I welcomed them at the end of their journey.

15<sup>th</sup> November: Along with Maurie Angelo and Jane Batchelor I opened the Burkes Pass Heritage Trail. It was such a cold and miserable day that I didn't get to walk the whole trail but I will go back, and recommend you do too the next time you are going through the Pass. It's a wonderful achievement for such a small group of volunteers.

Monday 16<sup>th</sup> November: I attended the citizenship ceremony in Twizel but didn't attend the following community board meetings because I was feeling quite unwell still so went home early and back to bed!

17<sup>th</sup> November: We all attended the Pukaki Airport Board workshop and then later in the day, Graham and I attended the South Canterbury Rural Support meeting in Timaru.

19<sup>th</sup> & 20<sup>th</sup> November: Rural/Provincial Sector meeting in Wellington. I took some good notes at this meeting but can't find them anywhere so I am afraid that you will get no more detail from me than what Wayne put in his report.

24<sup>th</sup> November: Committee Day

26<sup>th</sup> November: Travelled to Mt. Cook to meet the DoC Board members that are responsible for Mt. Cook Village. The day was supposed to include the opening of the refurbished Hooker valley track but the Minister couldn't attend so that has been postponed.

27<sup>th</sup> November: I attended a CREDS workshop to discuss with key stakeholders and Mayor Gray (Kaikoura DC) the next stage in developing a strategy to grow the Canterbury tourism market and sell the "Canterbury Story" to our own residents.

29<sup>th</sup> November: Along with James and Russell, we opened the new water treatment plant. I am pretty impressed with what has been achieved and this should serve Twizel well for a good number of years.

3<sup>rd</sup> December: CREDS Reference Group workshop in Selwyn and the final mayoral Forum Dinner for the year.

4<sup>th</sup> December: Mayoral Forum in the morning and Mackenzie Scholarship interviews in the evening.

5<sup>th</sup> December: MDC Christmas party.

6<sup>th</sup> December: Meeting of the Mackenzie Agreement Working Party in Tekapo.

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** CHIEF EXECUTIVE OFFICER'S GENERAL ACTIVITIES REPORT  
**MEETING DATE:** 8 DECEMBER 2015  
**REF:** PAD 2/3  
**FROM:** CHIEF EXECUTIVE OFFICER

### ACTIVITY REPORT

#### CORPORATE WORK ITEMS

Met with developer regarding development intentions and infrastructure requirements.

Met with a staff member and a manager regarding compliance with Council administration requirements.

Met with a ratepayer who was concerned about stormwater ponding which he thought was causing settlement of his section.

Attended Azo stakeholder meeting at Omarama.

Met with a ratepayer who was concerned about a relocated building at Regent Street, Fairlie and about LTP additional costs.

Met with Timaru and Waimate CEO's to discuss Health and Safety, Records Archiving, Performance Communication, Emergency Management and Rural Fire.

Attended Mackenzie Shared Vision Forum at Twizel. The Forum resolved to set up a working group with the objective of setting up a Trust to further the objectives of the Mackenzie Agreement. The Associate Minister of Conservation has granted the Forum \$200,000 to assist with administrative support for the Trust.

Attended Local Government Risk Agency Seminar in Dunedin. The Risk Agency is an LGNZ initiative that has arisen from the Insurance Market Review undertaken in 2013. Thought is being given to the possibility of utilizing the proposed risk agency as a mechanism to provide stakeholder clarity around local government performance in the management of three waters infrastructure.

Met with staff and advisers regarding compliance monitoring and enforcement of native vegetation clearance rules in the Mackenzie Basin.

Held monthly staff meetings at Fairlie and Twizel.

Attended CEO Forum and CDEM executive group meetings at Rolleston. Meetings reviewed progress of work programmes from Mayoral Forum and CDEM Committee.

Met with ECAN executive and staff regarding coordination of planning activities.



Held discussion about future planning to protect the Church of the Good Shepherd from overcrowding by buses and vehicle traffic.

Met with representatives from an environmental group regarding farm intensification and environmental damage within Mackenzie Basin.

Attended Rural and Provincial Meeting at Wellington. Presentations included Local Government Commission Chair, Attorney General, LGNZ update on special economic zones, Audit New Zealand thoughts from 2014/2015 audit round, Health and Safety, update on Broadband development from Minister of Communications, debrief on New Zealand-China Mayoral Forum, LGNZ update on Risk Agency, Labour Spokesman for Finance and a presentation on EROAD from their Infrastructure Fleet Manager.

Met with Jason Trust following his project start up meeting for Stage 2 of the Tekapo Lakefront Development. Received contract documents for signing by Council.

### **COUNCIL, COMMITTEE AND BOARD MEETINGS**

30 October	Extraordinary Council meeting to adopt Annual Report.
10 November	Tekapo Property Group.
16 November	Twizel and Tekapo Community Boards.
23 November	Fairlie Community Board.
24 November	Committees day.
8 December	Council meeting.

### **OTHER MEETINGS AND ACTIVITIES**

28 October	Met with Planning Manager.
29 October	Met with Councillor Smith and an Albury resident in the morning. In afternoon travelled to Omarama for an Alps 2 Ocean stakeholders meeting with some elected members.
30 October	Met with a Fairlie resident in the morning. In afternoon met with CEO's of Timaru and Waimate District Councils.
31 October	Attended Mackenzie Shared Vision meeting in Twizel.
2 November	Management Meeting.
3 November	Travelled with Mayor to Dunedin to attend LGNZ Local Government Risk Agency Seminar.
4 November	Met with David Caldwell.
5 November	Held monthly staff meetings in Fairlie and Twizel.
9 November	Attended CEO Forum at Selwyn District Council and then the CDEM meeting.
11 November	Met with ECan, Planning Manager and Senior Policy Planner. Had follow up meeting with Councillor Smith and Albury resident. Attended budget meeting with managers.
16 November	Management Meeting.
17 November	Attended Pukaki Airport Board workshop in Twizel.
19-20 November	Attended with the Mayor, the Rural Provincial Meeting in Wellington.
22 November	Attended the Tekapo Footbridge opening.

23 November	Management meeting.
24 November	Met with Councillor Cox.
30 November	Management meeting.
3 December	Met with representatives of Alps 2 Ocean and Meridian Energy in the morning then travelled to Christchurch with the Mayor for a Mayoral Forum workshop. Attended Mayoral Forum dinner in evening.
4 December	Mayoral Forum meeting in morning then met with Foodstuffs in the afternoon.
7 December	Management Meeting.

1. That the report be received.

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** UNMANNED AIRCRAFT POLICY 2015

**MEETING DATE:** 8 DECEMBER 2015

**REF:**

**FROM:** TONI MORRISON, SENIOR POLICY PLANNER  
AARON HAKKAART, PLANNER (DISTRICT PLAN REVIEW)

### **PURPOSE OF REPORT:**

This report has been prepared to allow for the consideration of the attached policy on the flying of unmanned aircraft within the Mackenzie District.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That Council adopt the Unmanned Aircraft Policy 2015 in the form attached to this report.
3. That Council amends the Delegations Manual to give the Asset Manager and the Community Facilities Manager delegation to grant permissions under the Unmanned Aircraft Policy.

### **ATTACHMENTS:**

Mackenzie District Council – Policy on Flying Unmanned Aircraft 2015.

### **BACKGROUND:**

Remotely Piloted Aircraft Systems including Unmanned Aerial Vehicles (UAV), Unmanned Aerial Systems (UAS), model aircraft and drones (unmanned aircraft) have evolved from model aircraft. These aircraft now have the ability to carry small cameras and payloads. Some of the more technically advanced versions have a number of commercial applications. They are also increasingly being used for recreational flying.

There are three potential issues linked to the use of unmanned aircraft; safety, privacy and noise.

The Civil Aviation Authority (CAA) regulates civil aviation in New Zealand, and sets the rules around the use of unmanned aircraft. To address these issues the CAA recently developed rules for their use. The new rules introduced by the CAA came into effect on 1 August 2015. Of relevance is that these new rules require people to obtain approval from the land owner and/or the occupier of the land in which the unmanned aircraft is flying over.

The introduction of more regulation for unmanned aircraft has arisen for a number of reasons. Advancements in technology are continually increasing, along with the availability and affordability of unmanned aircraft to the general public. There are a number of uses for drones, from search and rescue operations, defence and surveillance, infrastructure management, deliveries, aerial photography as well as recreational use for all ages.

The increased use of unmanned aircraft has also led to incidents and complaints, with complaints to the CAA rising from one in 2011 to 53 in the first six months of 2015. Whilst some local authorities have rules already in place, the majority are dealing with the matter for the first time.

Mackenzie District Council has been approached by a few operators for consent to have unmanned aircraft flown in the airspace above land administered or owned by the Council. Two formal queries have been received, with one involving the filming of the New Year's Day Parade in Fairlie, and the other being the completion of filming on the edges of Lakes Pukaki and Tekapo. The Council needs a process and framework within which to consider such requests. The attached policy has been developed for Council's consideration.

#### **POLICY STATUS:**

This would be a non-statutory policy but will provide a framework within which the Council can consider and respond to requests for flying of unmanned aircraft over Council land.

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

The decision to adopt a policy is not considered significant under the Council's Significance and Engagement Policy.

#### **ISSUES & OPTIONS:**

The new CAA rules are designed in a manner that allows Councils to issue consent in a variety of ways that suit their local circumstances. The consent rule is deliberately flexible as it enables Councils to change their approach depending on their requirements at a particular time.

For example, blanket consent could be given for a particular reserve for year-round unmanned aircraft operation, but be withdrawn for a particular period if the facility is to be used for a public gathering i.e. a fireworks evening, where unmanned aircraft may be unwanted due to safety concerns. Equally, many authorities deal with seasonal fire risk, and may wish to prohibit the use of unmanned aircraft in spaces where a temporary fire risk may exist.

Some of the options for giving consent that Council may wish to consider are:

- **case by case:** a transactional approach where people are expected to come to Council to seek consent for a particular flight or series of flights.
- **blanket consent:** Council advises people that they are free to operate anywhere they like, with or without exceptions.
- **blanket prohibition:** Council decides that no public spaces may be used for unmanned aircraft operations, with or without exceptions which could include things such as size of the aircraft, and the type of activity being performed.

An additional model is one that incorporates a number of the above approaches for different areas within the District which take into account the conditions present. Within New Zealand different approaches have been adopted, some Councils are allowing use anywhere with others requiring a permit and fee system.

Within the context of the Mackenzie District, a blanket prohibition appears to be overly restrictive. Effectively, Council would be saying that the residents of, and visitors to the District will only have limited ability to utilise the technology available. Conversely, a blanket consent is virtually a laissez-faire approach which would not address the relevant issues of safety, privacy and noise fully. It is further considered that the approach of requiring applications to use each area by individuals would be overly bureaucratic and onerous for those seeking approval, and for Council to administer.

As noted above Council staff have received a number of queries regarding the use of drones over the 2015/2016 holiday period. It is recommended that a hybrid approach be adopted in a policy, involving a combination of giving general approval for use of Council land, coupled with specific approvals for one-off uses that fall outside of the policy. It is considered that this is the most practical direction for Council to adopt at this time.

The attached policy represents this approach, and will allow Council to control usage over the summer holiday period in sensitive areas, while ensuring excessive

requirements are not put in place. The policy can then be reviewed in the New Year, if deemed necessary, or if any implementation issues were to arise. It is also recommended that in conjunction with the implementation of the discussed policy, that Council amend the Delegations Manual to provide for the Asset Manager and Community Facilities Manager to approve requests made under the policy. The application would be processed and decided by either Manager depending on the type of Council-owned land that is the subject of the application (recreation reserve, road reserve, etc). If this change is not made, every request would need to be approved by full Council, limiting the ability of Council to grant permissions within a reasonable time period. This would be inefficient.

**CONCLUSION:**

New rules implemented by the CAA result in a need for the Council (as a landowner) to consider a policy approach to manage unmanned aircraft use on and over Council land. The attached policy is considered to represent the best method of managing drone use on Council land through mitigating associated safety, privacy and noise concerns. The amendment to the existing staff delegations will ensure the policy is able to be implemented by Council staff on an as needed basis.

# MACKENZIE DISTRICT COUNCIL

## POLICY ON FLYING UNMANNED AIRCRAFT 2015

### **OBJECTIVE:**

To provide guidance on the use of unmanned aircraft on or over Mackenzie District Council property and facilities.

### **SCOPE:**

This policy covers all electric powered remote controlled model aircraft of the type commonly referred to as “drones” that are capable of vertical take-off and landing and small hand-launched gliders less than 1.5 metres in wing span (unmanned aircraft).

You are only permitted to fly unmanned aircraft weighing less than 25 kilograms on public land. However, anyone operating and unmanned aircraft that weighs between 15 and 25 kilograms must be a member of an organisation approved by the CAA (e.g. Model Flying New Zealand).

The rules and permissions set out in this document do not cover the following:

- Fixed-wing electric-powered model aircraft greater than one metre in wingspan;
- Gliders greater than 1.5 metres in wingspan and bungee-launched gliders;
- All internal combustion engine (petrol)-powered aircraft; or
- All jet-powered models.

These types of unmanned aircraft can only be flown on private property or officially recognised sites under the control of approved operators, such as model aircraft clubs.

### **POLICY:**

As a requirement of Civil Aviation Rules Part 101, Mackenzie District Council grants consent for the flying of unmanned aircraft above property owned or occupied by Council as described below:

- a) A blanket consent is granted, without the need for individual applications, in the following circumstances:
  - (i) Permission is granted to fly unmanned aircraft over Mackenzie District Council land, with the exception of:
    - Council offices;
    - Council land managed as plantation forest;
    - Council cemeteries;

- Any Council land that is leased to another party (e.g. golf clubs, camping grounds, grazing licenses);
  - Any location on Council land during an organised gathering of people (including sports events);
  - Lake Alexandrina Bach settlements;
  - Formed Council roads;
  - Pukaki Airport;
  - Playgrounds; and
  - Water and sewer treatment plants and reservoirs.
- (ii) Where any Council land borders a private residence, flying shall not occur closer than ten metres to that boundary;
- (iii) The flying is carried out in a careful and considerate manner;
- (iv) The flying is carried out in a manner that complies with the Office of the Privacy Commissioners guidance on preserving peoples' personal privacy by not flying over people or adjoining private property without their consent;
- (v) Flying shall not occur over or within 20 metres of livestock, or other users of the park or area;
- (vi) Flying shall not occur over or within 20 metres of any building on Council land;
- (vii) Flying shall not occur during a fire ban period; and
- (viii) Operators shall cease flying if requested by Council staff or a Council appointed contractor.
- b) For other Council controlled land, consent may be granted to fly for a specific purpose and timeframe where the application is received in advance during normal working hours. This consent approval is delegated to the Manager responsible for controlling that land. Council may charge a fee for processing applications.
- c) Where Council consent is granted in a) or b) the person (or persons) operating the remotely piloted aircraft is/are not exempt from other aspects of the Civil Aviation Rules. This includes but is not limited to obtaining consent from any people in the area, restrictions on mass (weight) of the aircraft, the requirement to operate not less than four kilometres from an aerodrome, the need to fly below the minimum specified height, and the requirement to fly within unobstructed line of sight in daylight.
- d) The use of an unmanned aircraft for Search and Rescue, and Emergency Services operations are exempt from the requirements contained within a) and b).



## Mackenzie District Council Unmanned Aircraft Flying Approval Form

**Name:**

\_\_\_\_\_

*First Names* *Surname*

*I am over 16 years of age.*

*I will be supervising someone under 16 operating the unmanned aircraft.*

*Yes*  
 *No*

**Contact Details:**

*Phone Number:* \_\_\_\_\_

*Mobile:* \_\_\_\_\_

*Email:* \_\_\_\_\_

**Details of the Planned Unmanned Aircraft Activity:**

*Location:* \_\_\_\_\_ *(attach map)*

*Date:* \_\_\_\_\_

*Start Time:* \_\_\_\_\_

*Finish Time:* \_\_\_\_\_

*Type of Unmanned Aircraft:*

*Drone*  
 *Helicopter*  
 *Plane*  
 *Other*

*If other, please describe:* \_\_\_\_\_

*What is the weight of the unmanned aircraft you want to fly?*

*Under 15kg – apply to Council only.*  
 *15-25kg – you must be a member of an organisation approved by the CAA (e.g. Model Flying New Zealand), please attach proof of membership.*

*What is the reason for the unmanned aircraft use?* \_\_\_\_\_

*I have read, understood, and will comply with the CAA rules part 101 when operating unmanned aircraft/ when supervising the use of unmanned aircraft (refer to link).*

*I have read, understood, and will comply with the Mackenzie District Council Unmanned Aircraft Policy (refer to link).*

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Disclaimer:** *The completion of this form does not constitute Council approval. Council will respond to your request within 10 working days. A Traffic Management Plan may also be required to assess application to fly within/ above formed roadways.*

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** REQUEST BY ASHBURTON DISTRICT COUNCIL TO JOIN THE SOUTH CANTERBURY RURAL FIRE DISTRICT

**MEETING DATE:** 8 DECEMBER 2015

**REF:** LAN 14/4

**FROM:** NATHAN HOLE, PLANNING & REGULATIONS MANAGER

### **PURPOSE OF REPORT:**

The purpose of this report is to provide information for the Council to consider Ashburton District Council (ADC) becoming a member of the South Canterbury Rural Fire District (SCRFD).

### **STAFF RECOMMENDATIONS:**

- 1 That the report is received.
- 2 That the Mackenzie District Council authorises amendment to the Charter so that:
  - (i) ADC can become a member of the existing SCRFD on terms that maintain the arrangements currently set out between the members in the Charter;
  - (ii) alteration to the Charter occurs only to the extent required for ADC to become a member; and
  - (iii) ADC has the same rights and obligations as existing members.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## **ATTACHMENTS:**

South Canterbury Rural Fire District financials.

## **BACKGROUND:**

This report has been drafted by Waimate District Council for the three member councils (Timaru, Waimate and Mackenzie) to use for consideration of this matter.

### **Request from ADC to join the SCRFD**

ADC has made a formal request to join the SCRFD.

### **The South Canterbury Rural Fire District**

The SCRFD was formed in 1998. Its members are the Mackenzie, Timaru and Waimate District Councils together with the New Zealand Fire Service, the Department of Conservation (DoC) and a New Zealand Forest Owners Association representative (currently Blakely Pacific). The arrangements between the members are governed by a charter (the Charter) dated 2 August 2012. This provides for the establishment of the South Canterbury Rural Fire District Committee (the Committee) which administers the SCRFD. Membership of the Committee is as follows:

- One person appointed by the Mackenzie District Council
- One person appointed by the Timaru District Council
- One person appointed by the Waimate District Council
- One person appointed by Department of Conservation (DoC)
- One person appointed by the New Zealand Forest Owners Association
- One person appointed by the New Zealand Fire Service
- Two persons appointed as independent members by the other members of the Committee (this was increased from one independent member to two independent members by resolution of Council on 13 October 2015).

A majority of members must agree for the Charter to be changed.

Attached as Appendix 1 is a schedule which sets out some key data and information, both financial and non-financial, regarding the SCRFD and also the Ashburton fire district.

### **Push for enhanced rural fire districts**

The National Rural Fire Authority (NRFA) has been actively encouraging Rural Fire Authorities to merge to create more efficient and enlarged rural fire districts, more commonly called "Enlarged Rural Fire Districts" (ERFD).

Although South Canterbury is recognised as an ERFD, there is still the need to comply with the contractual arrangements with the NRFA to include all DoC lands into the SCRFD boundaries. DoC's preferred model was for Canterbury to be one ERFD. In the absence of this, its preference is to have only two ERFD's. For this to occur, ADC Rural Fire Authority needs to join either the proposed North Canterbury ERFD (which comprises the Hurunui, Selwyn and Waimakariri District Councils and the Christchurch City Council) or the South Canterbury ERFD.

## **Financial arrangements between members of the SCRFD**

Currently, the three councils and the forest owners each contribute \$45,000 (excl GST) to the administration of the SCRFD.

In 2016/17 the NRFA will make grants to fund operating costs (Grant Assistance Fund) and administration costs (ERFD Administration Grant) of \$193,000.

The structure of the SCRFD enables each council to retain its autonomy in regard to the capital purchases it believes is necessary to meet its requirements to have appropriate rural firefighting capability. These decisions are made in conjunction with Rob Hands. Any underspends on capital purchases by a member are carried forward to subsequent years for the benefit of that member.

In summary, all members contribute to the administration and running of the SCRFD. However, the capital purchases for each member are kept separate and are not pooled.

This financial arrangement will not change if ADC is admitted as a member. It will contribute \$45,000 to the administration of the ERFD as the other councils currently do. DoC has advised as a full financial member it will also contribute \$45,000 to the ERFD which includes the Ashburton District. This will provide an additional \$90,000 to cover the operational, administration and running costs of the ERFD.

Financially, there is no identified risk to the existing SCRFD members with the admission of ADC. Assurance on this matter can be provided as the Charter states that costs of fire suppression lie with the member in whose zone the fire originated (see clause 9.9 of the Charter). In fact, the additional funding will enable higher levels of services to be delivered across the larger ERFD.

## **POLICY STATUS:**

Not applicable.

## **SIGNIFICANCE OF DECISION:**

This matter is not deemed significant under the Council's Significance and Engagement Policy.

## **ISSUES & OPTIONS:**

### **Merits of ADC joining the SCRFD**

It is anticipated that having ADC join the SCRFD add significantly to the rural firefighting capability of the SCRFD.

In addition to the increased financial contribution arising from ADC joining, it already has a substantial resource with 20 fleet items and 180 volunteers (approximately the same as the existing SCRFD). ADC has advised that it remains committed to developing its firefighting resources to a very high level.

There are a number of other benefits from having ADC join which include:

- providing a critical mass for the SCRFD;
- reducing the reliance on one key individual (Rob Hands) and allows the employment of two staff to improve service delivery over all member agencies;
- providing an opportunity for succession planning with the ERFD;
- the boundaries of the ERFD are similar to other emergency services which assists with a coordinated response to a major emergency.

In a parallel arrangement, ADC joined the Mid-South Canterbury Roding Collaboration in October 2014. Its participation added considerably to the effectiveness of the roading collaboration for all four councils.

### **Arrangements with DoC**

DoC is a member of the Committee. It currently manages 246,720 hectares within the existing SCRFD and 189,730 hectares within the ADC fire district. DoC is a fire authority within its own right and is responsible for managing fires within its own conservation estates. It is not proposed that this arrangement will change as a result of the admission of ADC.

The SCRFD is currently negotiating a service level agreement (SLA) with DoC. The purpose of the SLA is to have a clear understanding between the SCRFD and DoC as to where respective responsibilities lie. It is intended that the SLA will address:

- DoC's commitment to the administration budget (currently \$45,000);
- that DoC has negotiated a suitable operational budget with the Principal Rural Fire Officer (PRFO);
- that DoC remains committed to the continued fire management within the ERFD;
- that DoC retains the ownership of its assets and there is no financial responsibility on other members.

It is envisaged that having ADC join the SCRFD will assist in managing arrangements between the Committee and DoC.

### **Changes signalled to the governance and delivery of rural fire services**

The Government has recently announced that it intends to merge the 52 rural fire authorities with the National Rural Fire Authority and the New Zealand Fire Service into one organisation. The announcement noted that there will be 'regional committees that will ensure the particular interests of the regions are taken into account.' The announcement also noted that the funding decisions are still to be worked through. The Government has announced it intends to implement the changes by mid-2017. Legislative change will be required to implement the changes.

The Department of Internal Affairs (DIA) has established a process to consult with ERFD Chairmen and PRFOs. It is believed that the benefit of being a fully established ERFD will ensure that we have full consultation with the DIA.

The signalled changes are very significant, and are noted so that Council is aware of the context in which the decision to amend the Charter is being made.

*Discussions with members of the Committee and Rob Hands*

As part of preparing this report discussions have been had with John O'Neill (independent member on the SCRFD) and Rob Hands the PRFO who is employed by the SCRFD.

### **Proposal**

It is proposed that the Charter be amended so that:

- (i) ADC can become a member of the existing SCRFD on terms that maintain the arrangements currently set out in the Charter;
- (ii) alteration to the Charter occurs only to the extent required for ADC to become a member; and
- (iii) ADC has the same rights and obligations as existing members.

### **CONSIDERATIONS:**

#### ***Legal***

There are no identified legal issues for Council to resolve in favour of admitting ADC.

#### ***Financial***

There is no additional budget required as ADC membership will be self-funding.

### **CONCLUSION:**

There is no additional financial burden imposed on the existing members of the SCRFD if ADC becomes a member.

The admission of ADC will enhance the capacity of the existing SCRFD.

It is recommended that the Mackenzie District Council authorises amendment to the Charter so that:

- (a) ADC can become a member of the existing SCRFD on terms that maintain the arrangements currently set out between the members in the Charter;
- (b) alteration to the Charter occurs only to the extent required for ADC to become a member, and
- (c) ADC has the same rights and obligations as existing members

	NRFA	Forest	MDC	WDC	TDC	ADC	DOC	Totals
Risk								
Values ( Capital Value Not including land )		\$100,000,000	\$2,736,695,250	3,900,000,00	\$9,586,722,850	\$12,860,979,100	?	\$25,284,397,200
Population		200	3801	7536	44000	30000	300000	385337
Land area managed by member agency		16605	491435	324045	234115	365213	329,415	1744223
Doc administered land inclusive of 1km			252710	34280	38345	252287		577622
Lands within 1 KM safety margin			78615			62557	141172	141172
Total Land Area -Ha by member agency inclusive of Doc			<b>744145</b>	<b>358325</b>	<b>27246</b>	<b>617500</b>		<b>1747216</b>
Personnel		25	41	73	75	180	38	
Fire Equipment Value		\$641,000	\$914,500	\$572,000	\$1,619,500	\$2,305,000	\$527,000	\$6,579,000
Annual Admin Budget	\$100,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$370,000.00
Annual operating Budget 2014-15	\$93,000.00	\$100,000.00	\$60,000.00	\$62,100.00	\$103,000.00	\$600,000.00	\$133,000.00	\$1,151,100.00
Capital	\$400,000		\$62,500.00	\$14,600.00	\$18,000.00	\$428,000.00	\$8,000.00	\$931,100
Total Budgets	<b>\$593,000.00</b>	<b>\$145,000.00</b>	<b>\$167,500.00</b>	<b>\$121,700.00</b>	<b>\$166,000.00</b>	<b>\$1,073,000.00</b>	<b>\$186,000.00</b>	<b>\$2,452,200.00</b>
Per Ha contribution operating account only		8.73	0.34	0.38	0.71	2.94	0.56	1.41
Per population		725.00	44.07	16.15	3.77	35.77	0.62	6.36

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** RESOURCE CONSENT OBJECTION  
**MEETING DATE:** 8<sup>TH</sup> DECEMBER 2015  
**REF:** RM150068 - SMYTHE  
**FROM:** NATHAN HOLE, PLANNING AND REGULATIONS MANAGER

### **PURPOSE OF REPORT:**

The purpose of this report is to provide information for Council to consider an objection to resource consent RM150068 to subdivide a property on North West Arch, Twizel.

### **STAFF RECOMMENDATIONS:**

1. That the report be received: and
2. That Council uphold the objection and agree to Conditions 4 and 16 being amended as recommended.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**



**ATTACHMENTS:**

- Planning Officer's Recommendation Report
- Proposed Fire Fighting Plan

**BACKGROUND:**

An objection to resource consent RM150068, to subdivide 20 North West Arch, Twizel into four allotments. The consent was granted 10 November 2015. An objection was lodged by the agent on 25 November 2015. The objection regards access way width and firefighting water supply. The applicant seeks to amend the location of the proposed fire hydrant, to place it within the road reserve in agreement with the New Zealand Fire Service. In addition, clarification is sought regarding the minimum width requirement of the proposed accessway to service Lots 1 and 2. Full details are contained within the Planning Officer's Recommendation Report.

This matter can be resolved to the satisfaction of the applicant and the New Zealand Fire Service without the need of a hearing. There is no staff delegation in relation to objections, and where agreement on the objection has been reached. For this reason, Council is required to decide on the objection.

**POLICY STATUS:**

Not applicable.

**SIGNIFICANCE OF DECISION:**

This does not trigger Council's Significance and Engagement Policy.

**ISSUES & OPTIONS:**

N/A

**CONCLUSION:**

The issues around the objection have been resolved by negotiation as discussed in the attached officer's report. It is recommended that Council agree to the recommendations in that report upholding the objection. The main outcome will be that the new fire hydrant will be located within road reserve at the entrance to the subdivision, rather than in the right-of way.

# Mackenzie District Council

## Section 42A Planning Report on Section 357A

### Objection to a Resource Consent Decision

**REPORT TO** Manager of Planning and Regulations

**SUBJECT** Resource Consent Application RM150068 – Objection to Condition

**DATE** 30 November 2015

**APPLICANT** A K & C C SMYTHE

**SITE** Physical Location: 20 North West Arch  
Legal Description: Lot 7 DP 52090  
Valuation reference: 2531349500

**ZONING** Residential 4

**RMA CRITERIA** Section 357A

#### PLANNING REPORT PREAMBLE

This report provides an analysis of the relevant resource management issues in respect to the objection.

The agent has, on behalf of the applicant, objected to the following conditions:

- Condition 4 relating to the shared accessway servicing Lots 1 and 2 – seek to clarify difference between carriageway width and legal width.
- Condition 16 relating to the requirement for a fire hydrant to be installed to provide firefighting supply to the proposed subdivision – seek to amend location of hydrant

#### THE OBJECTION

On 25 November 2015, Mary Ann Halliday, the agent for RM150068 – Smythe, lodged an objection to the Mackenzie District under Section 357A of the Resource Management Act 1991 in relation to Council's decision on consent RM150068. The original application involved the subdivision of Lot 7 DP 52090, at 20 North West Arch, to create four allotments. An existing dwelling is sited within proposed Lot 1.

The objection to the Council's decision on that subdivision related to the following conditions imposed on the consent:

4. The right of way access to Lots 1 and 2 shall be formed and sealed from the property boundary at North West Arch for the full length (approximately 120m) with a minimum carriageway width of 3.5m.

The applicant queried the wording of the condition and the minimum requirements of 3.5 meter legal width and 3.0 meter carriageway width as required in Table 6 - rule 2.q of Section 15 (Transportation). The applicant requests that the consent reflect the minimum carriageway width as 3.0m.

16. A firefighting hydrant shall be installed within the right of way area to lots 1 and 2, (easement A, as shown in Appendix A) within 135m of the front door of the existing dwelling on Lot 1 and shall comply with the New Zealand Fire Service Firefighting Water Supplies Code of Practice (SNZ PAS 4509:2008).

*Note: This distance shall be calculated as the 'as you would lay', straight line segments along a smooth path, free from obstructions and accessible at all times.*

Further to discussions held between the agent and Kevin Collins, Fire Safety Officer, New Zealand Fire Services, the objection was made by Mary Ann Halliday who cited the following:

1. *The length of the drive is 135.6m. It is then 10m to the existing house. There is an area which currently meets the requirements of 'hardstand' between the house and the drive (actually all the way around the house is hardstand). My understanding of the council requirement is that the hydrant would be 11m up the drive. I do not think that this is the best solution in this case.*
2. *I have attached a proposal which I think will work better for fire fighters.*
  - a. *I understand that hose lengths can exceed 135m and that the truck then has more hose to the fire. Keep the new hydrant (G) in the road reserve. This makes it easier to see and will help for fire-fighting of buildings across the road. I wonder if this extra hydrant is really enhancing the ability to fight a fire at the house as the distance along the walkway is only 144m to FH (E).*
  - b. *The one fire appliance will be able to go up the drive and park in position A or within lot 1. The drive is 4m clear (wide and high) even though the legal width is 3.5m.*
  - c. *A truck could also go to position B and run a hose down the Public walkway to the existing hydrant (E).*
  - d. *The Public Reserve to the west has emergency vehicle access. There is a gate (gate C) which is 4m wide. It looks like all of the properties that back on to the reserve have these wide gates for fire-fighting.*
  - e. *Alternatively a second appliance can park behind the first one but I think that having two independent ways of getting to the site is preferable. This will be particularly important if there are trees in the driveway that are on fire.*

## ASSESSMENT OF OBJECTION

1. The agent wishes to clarify condition 4 of the consent regarding the difference between carriageway width and legal width. It is agreed that clarification should be provided regarding these requirements for the proposed accessway to ensure that it is developed in accordance with the provisions of the District Plan.
2. With regard to the issue raised concerning the placement of the proposed fire hydrant (condition 16), the agent has provided to Council, as supporting documentation for the objection, a proposed fire fighting plan which illustrates the placement of the additional hydrant within the road reserve. Since receiving the objection, Council has sought expert opinion from the New Zealand Fire Service regarding the placement. Kevin Collins, Fire Safety Officer, has agreed with the proposed placement of the new hydrant in accordance with the proposed fire fighting plan. The following evidence was provided by Kevin Collins:
  1. *The requirement to locate a fire hydrant within 135 metres of the dwelling would result in a hydrant somewhere around ten metres in from the public roadway. In this situation a hydrant in this location would restrict our access to the property as the space taken up by the hydrant and the layout of hose attached to the hydrant, would block vehicle access.*
  2. *In consideration of the existing hydrants in the roadway, both hydrants are 60 metres and 56.5 metres from the driveway to Lot 1 of the proposed subdivision. They are not a good option when considering additional hose and manpower required to deliver water to a fire appliance parked down the drive.*
  3. *As proposed in the proposed fire fighting plan, there is a new hydrant (G), shown on the drawings offset from the driveway and in line with the boundary fence between the drive and Lot 3. We believe that this proposed hydrant is necessary for our purposes and is a suitable compromise to locating one part way up the drive. As it is to one side of the drive it won't restrict fire service access and will allow us to locate a feeder line (hose from the hydrant to the fire appliance), for firefighting purposes.*
  4. *A hydrant located as in 3. above, could be installed at the same time that services are installed for Lot 2 and importantly, this arrangement will not require a back-flow prevention device to be installed as would be the case if a hydrant was located part way up the drive.*
  5. *Private fire mains and hydrants, as would be the situation with a hydrant installed part way up the drive, generally get forgotten about and are not tested to confirm that pressure and flow are maintained.*

The approval from the New Zealand Fire Service was not premised upon the gates provided within Lot 1 which border to Council land, which could be used, as suggested in the objection, for additional fire fighting access. Council does not propose that this is a suitable alternative to providing a fire hydrant within reasonable distance and therefore the decision should be made in consideration of the 'as you would lay' distance from the proposed hydrant to the existing dwelling and proposed lots along the shared accessway.

## RECOMMENDATION

It is recommended that the following amendments are made to the conditions of RM150068:

4. The right of way access to Lots 1 and 2 shall be formed and sealed from the property boundary at North West Arch for the full length (approximately 120m). It shall be formed to a minimum carriageway width of 3.0m and have with a minimum carriageway legal width of 3.5m.
  
16. A firefighting hydrant shall be installed within the road reserve, adjacent to the right of way area to lots 1 and 2, (position G, easement A, as shown in Appendix B A) ~~within 135m of the front door of the existing dwelling on Lot 1~~ and shall otherwise comply with the New Zealand Fire Service Firefighting Water Supplies Code of Practice (SNZ PAS 4509:2008).

*Note: This distance shall be calculated as the 'as you would lay', straight line segments along a smooth path, free from obstructions and accessible at all times.*

**Report prepared by**



**Katherine Hill**  
RESOURCE MANAGEMENT PLANNER

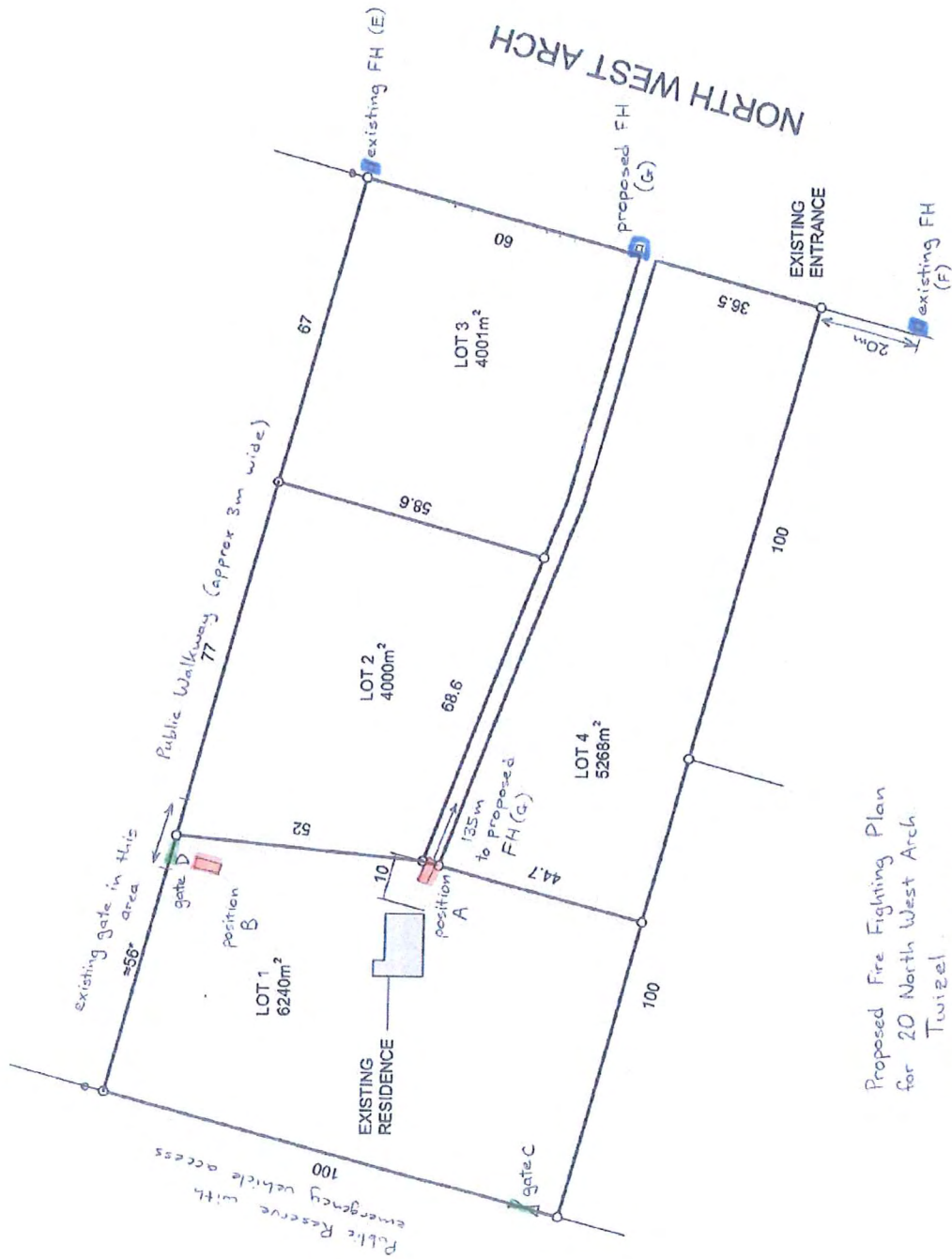
**Report reviewed & endorsed by**



**Nathan Hole**  
MANAGER OF PLANNING & REGULATIONS

**Report Dated:** 30 November 2015

Appendix 1: Proposed Fire Fighting Plan



Proposed Fire Fighting Plan  
 for 20 North West Arch  
 Twizel  
 M.A. Halliday (03) 363 5511

## Council paper

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### General Information

<b>Agenda item number</b>		<b>Date</b>	06/11/2015
<b>Portfolio</b>	CWMS Committee Facilitation	<b>Commissioner</b>	Commissioner David Caygill
<b>Author</b>	Christina Robb, Programme Manager CWMS	<b>Endorsed by</b>	Jill Atkinson, Director Strategy and Programmes

### Title

Refresh of committee membership: Orari-(Temuka)-Opihi-Pareora Zone Committee, and change of committee name and zone boundaries.

### Purpose

To appoint new community members to the committee, and to change the name and zone boundaries of the Orari-(Temuka)-Opihi-Pareora Water Management Zone Committee.

### Recommendations

1. That the Council appoints community members of the Orari-Temuka-Opihi-Pareora Water Management Zone Committee as follows:
  - Hamish McFarlane (to 31 Dec 2018)
  - Ivon Hurst (to 31 Dec 2018)
2. To extend the appointment of Mark Webb, John Talbot and Kylee Galbraith to December 2017.
3. To confirm the appointment of John Henry and Mandy Home as representatives for Te Rūnanga o Arowhenua on the Orari-Temuka-Opihi-Pareora Water Management Zone Committee.
4. To revise the name of the Orari-Temuka-Opihi-Pareora Water Management Zone Committee, and to adjust the boundary between the Orari-Temuka-Opihi-Pareora Water Management Committee.
5. To approve the attached changes to the terms of reference for the Orari-Temuka-Opihi-Pareora Water Management Zone Committee, and the subsequent change of boundary in the terms of reference for the Lower Waitaki South Coastal Canterbury Water Management Zone Committee.
6. To delegate to the Chief Executive the power to enter into an agreement to vary the joint committee agreement between Environment Canterbury Timaru, Mackenzie, Waimate and Waitaki District Councils relating to the Orari-Temuka-Opihi-Pareora

Zone Committee and the Lower Waitaki South Coastal Canterbury Zone Committee made under Clause 30A of Schedule 7 of the Local Government Act 2002, to reflect the amendments to the terms of reference provided for in [5] above.

## Proposal

### Background

The Canterbury Water Management Strategy (CWMS) refreshment processes for the zone and regional committee membership was approved by the mayoral forum at its meeting on 19 July 2013. Environment Canterbury runs an expression of interest process. Committee selection is made by a working group with representatives from the relevant Territorial Authorities, Environment Canterbury and Rūnanga whose rohe are in the zone. The process must clearly state the interests of the remaining community members, and that maintaining “a balance of interests” and “collaborative ability” are the key selection criteria.

### Discussion

The Orari-Temuka-Opihi-Pareora Zone Committee is comprised of the following membership:

- One elected member or Commissioner appointed by Environment Canterbury.
- One elected member appointed by each Territorial Authority operating within the Zone Boundary – Timaru District Council; Mackenzie District Council.
- Two members from Arowhenua Rūnanga.
- Between 4-7 members appointed from the community and who come from a range of background and interests within the community.

In accordance with the refreshment process approved by the Mayoral Forum, the Orari - Opihi-Pareora Zone Committee confirmed its refreshment schedule in September 2013, to provide for the replacement or renewal of two community members per year with adjustments to the number of community member appointees to compensate for membership attrition outside of the renewal cycle. Dermott O’Sullivan’s term was up for refreshment at the end of 2015. Tony Howey chose to resign early. Continuing community members are Mark Webb, John Talbot, Kylee Galbraith, Ad Sintenie, and James Pearse.

As advised to the Canterbury Mayoral Forum, the community refresh will now occur less often; a refresh of community members will occur twice in three years, rather than every year. This will reduce the administrative requirements and the disruption to the committees, while retaining the capacity for regular refreshment. In particular, we are seeking to avoid any selection process over the local body election period. We recommend that Mark Webb, John Talbot and Kylee Galbraith be offered an extension from December 2016 to December 2017.

Te Rūnanga o Arowhenua have advised that John Henry and Mandy Home will replace Karl Russell and fill the remaining Arowhenua position on the committee.



Expressions of interest for new nominations to the Zone Committees were called by Environment Canterbury in mid-September 2015 and closed on 15 October 2015. Seven applications were received. The community member whose term had finished – Dermott O’Sullivan – did not seek reappointment.

The Selection Working Group comprised Cr Richard Lyon (Timaru District Council), Cr Evan Williams (MacKenzie District Council), John Henry (Arowhenua Rūnanga) and Katherine Trought (Environment Canterbury).

The Selection Working Group members reviewed the applications for shortlisting. Taking into account that the terms of reference require membership from a range of backgrounds and that the two retiring members were both farmers, this would be the gap to be filled. Two of the applicants were farmers; well known in the community and by the members of the selection committee, and have been involved in local zone-led initiatives, so it was agreed that they could be appointed without a selection workshop. The Selection Working Group recommends that Hamish McFarlane and Ivon Hurst be appointed as community members to the Orari-Temuka-Opihi-Pareora Zone Committee.

Hamish McFarlane is the manager owner of McFarlane Agriculture; a diverse and intensive cropping and horticultural operation reliant on sensible water management. He is of Ngāi Tahu descent (Moeraki); born in the area and resident there most of his life. His experience includes membership in the Orari Flow Allocation Steering group, the Orari Rangitata Steering Group and the Orari Water Society. He has strong working relationships with these organisations and the Rūnanga as well as other interest groups outside of agriculture.

Ivon Hurst has been a farmer in the area all his working life, with 40 years of high country and dryland farming experience. He is the immediate past president of South Canterbury Federated Farmers and a current member of the Tengawai Water Users group. For the first 22 years of his farming career he was involved with foothill tussock development on the Two Thumb Range behind Fairlie. More recently he became involved in District Plan change proposals, and is currently involved with Agriculture Research, Canterbury irrigation companies and fertilizer companies, DairyNZ, NZ Beef & Lamb and NZ Federated Farmers to obtain Sustainable Farming Fund support for an analysis of the long term effect of irrigation on water holding capacity and carbon sequestration of Canterbury soils.

The refreshment process for the community members has now been completed.

### **Membership of the Zone Committee**

The membership and names of the Orari-Temuka-Opihi-Pareora Zone Committee are:

- |   |                              |
|---|------------------------------|
| 1. Timaru District Council appointee    | Councillor Richard Lyon      |
| 2. Mackenzie District Council appointee | Councillor Evan Williams     |
| 3. Environment Canterbury appointee     | Commissioner David Caygill   |
| 4. Rūnanga appointees                   | John Henry (Arowhenua)       |
|   | Mandy Home (Arowhenua)       |
| 5. Community Representatives            | Mark Webb (to 31 Dec 2017)   |
|   | John Talbot (to 31 Dec 2017) |

Kylee Galbraith (to 31 Dec 2017)  
 Ad Sintenie (to 31 Dec 2018)  
 James Pearse (to 31 Dec 2018)  
 Hamish McFarlane (to 31 Dec 2018)  
 Ivon Hurst (to 31 Dec 2018)

### **Change of Terms of Reference**

The attached terms of reference contains four changes from the version approved in December 2013. The first change removes specific reference to December as the date for refresh. This change better reflects the practice of refresh processes occurring when committee members resign or when terms are adjusted to allow for sub-regional processes to complete. The second change allows Councils to appoint more community members if all Councils in the zone agree. From time to time, selection panels have recommended more than the usual number in order to ensure the best range of interests and geographical spread. The third change redefines the zone boundary to include two catchments that are currently in the Pareora area but have been included in the Lower Waitaki South Coastal Canterbury zone. The fourth change adds Temuka to the zone committee's name.

Te Rūnanga o Arowhenua has requested that Temuka be included in the name of the zone committee, to recognise its equal importance. The Zone Committee supports this request, and recommended that its name be amended from Orari-Opihi-Pareora to Orari-Temuka-Opihi-Pareora Water Management Zone Committee (OTOP).

The two northernmost catchments in the Lower Waitaki South Coastal Canterbury zone, Lyalldale and Springbrook, were excluded from the Southern Streams process because they are in the Pareora groundwater zone. The most cost-effective way to address these catchments is for them to be included in the Orari-Temuka-Opihi-Pareora community process, so we recommend that they be assigned to this committee and that its boundaries be adjusted accordingly. There are approximately 20 properties in these two catchments.

### **Additional information**

<b>File reference</b>	CWMS/ZON/OOP/10 (to become CWMS/ZON/OTOP/10)
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## Orari-Temuka-Opihi-Pareora Zone Water Management Committee

### Terms of Reference

The area of the Orari-Temuka-Opihi-Pareora Water Management Zone is shown on the attached map.

### Establishment

The Committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009.

The Committee is a joint Committee of Environment Canterbury (the Regional Council), Timaru District Council, and MacKenzie District Council (the Territorial Authorities).

### Purpose and Functions

The purpose and function of the Committee is to:

- Facilitate community involvement in the development, implementation, review and updating of a Zone Implementation Programme that gives effect to the Canterbury Water Management Strategy in the Orari-Opihi-Pareora area; and
- Monitor progress of the implementation of the Zone Implementation Programme.

### Objectives

- 1) Develop a Zone Implementation Programme that seeks to advance the CWMS vision, principles, and targets in the Orari-Temuka-Opihi-Pareora Zone.
- 2) Oversee the delivery of the Zone Implementation Programme.
- 3) Support other Zone Implementation Programmes and the Regional Implementation Programme to the extent they have common areas of interest or interface.
- 4) Ensure that the community of the Zone are informed, have opportunity for input, and are involved in the development and delivery of the Orari-Temuka-Opihi-Pareora Implementation Programme.
- 5) Consult with other Zone Water Management Committees throughout the development and implementation of the Orari-Temuka-Opihi-Pareora Implementation Programme on matters impacting on otherzone areas.
- 6) Engage with relevant stakeholders throughout the development of the Orari-Temuka-Opihi-Pareora Implementation Programme.
- 7) Recommend the Orari-Temuka-Opihi-Pareora Implementation Programme to their respective Councils.
- 8) Review the Implementation Programme on a three yearly cycle and recommend any changes to the respective Councils.
- 9) Monitor the performance of Environment Canterbury, Timaru District Council, MacKenzie District Council, and other agencies in relation to the implementation of the Orari-Temuka-Opihi-Pareora Implementation Programme.
- 10) Provide Environment Canterbury, Timaru District Council and MacKenzie District Council with updates on progress against the Zone Implementation Programme.

### **Limitation of Powers**

The Committee does not have the authority to commit any Council to any path or expenditure and its recommendations do not compromise the Councils' freedom to deliberate and make decisions.

The Committee does not have the authority to submit on proposed Resource Management or Local Government Plans.

The Committee does not have the authority to submit on resource consent matters.

### **Committee Membership**

The Zone Committee will comprise:

- 1) One elected member or Commissioner appointed by Environment Canterbury;
- 2) One elected member appointed by each Territorial Authority operating within the Zone Boundary;
- 3) Two members from Arowhenua Rūnanga;
- 4) Between 4-7 community members from a range of backgrounds and interests within the community; with provision that this number may be exceeded if Environment Canterbury and each Territorial Authority operating within the zone boundary agree. Community members should represent a range of backgrounds and interests within the community.
- 5) Environment Canterbury, Timaru District Council and MacKenzie District Council will appoint their own representatives on the Committee. Arowhenua Rūnanga will nominate their representatives and the appointments will be confirmed by Environment Canterbury, Timaru District Council and MacKenzie District Council.

### **Selection of Community Members**

To be eligible for appointment to a Zone Committee the candidate must either live in or have a significant relationship with the zone. Recommendations on Community Members for the Orari-Temuka-Opihi-Pareora Zone Committee will be made to Environment Canterbury, Timaru District Council and MacKenzie District Council by a working group of representatives from Environment Canterbury, Timaru District Council, MacKenzie District Council and Arowhenua Rūnanga. The recommendations will take into account the balance of interests required for Orari-Temuka-Opihi-Pareora, geographic spread of members and the ability of the applicants to work in a collaborative, consensus-seeking manner. Environment Canterbury, Timaru District Council and MacKenzie District Council will receive the recommendations and make the appointments.

### **Quorum**

The quorum at a meeting consists of:

- (i) Half of the members if the number of members (including vacancies) is even; or
- (ii) A majority of members if the number of members (including vacancies) is odd.

### **Chair and Deputy Chair**

Each year, the Committee shall appoint the Chair and Deputy Chair from the membership by simple majority. There is no limit on how long a person can be in either of these positions.

## Term of Appointment

Members of Committees are appointed for a term of three years, which may be extended on a case by case basis if Environment Canterbury and each Territorial Authority operating within the zone boundary agree. Each Committee requires confirmation of membership by Environment Canterbury and each Territorial Authority operating within the zone boundary. The term for community members will be staggered so that one third of the community members is appointed (or reappointed) by a refreshment process involving Environment Canterbury, each Territorial Authority in the zone, and Rūnanga whose rohe is in the zone. Committee refreshments will occur in two years out of three or where numbers fall below strength due to attrition. There is no limit on the number of consecutive terms a member may serve.

## Financial Delegations

None

## Operating Philosophy

The Committees will at all times operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987, and will observe the following principles:

- 1) Give effect to the Fundamental Principles, Targets and goals of the CWMS;
- 2) Be culturally sensitive observing tikanga Maori;
- 3) Apply a Ki uta ki tai (from the mountains to the sea) approach;
- 4) Work with the CWMS Regional Committee to support the implementation of the CWMS across the region as a whole;
- 5) Give consideration to and balance the interests of all water interests in the region in debate and decision-making;
- 6) Work in a collaborative and co-operative manner using best endeavours to reach solutions that take account of the interests of all sectors of the community;
- 7) Contribute their knowledge and perspective but not promote the views or positions of any particular interest or stakeholder group;
- 8) Promote a philosophy of integrated water management to achieve the multiple objectives of the range of interests in water;
- 9) Seek consensus in decision-making where at all possible. In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, in the first instance seek assistance from an external facilitator to further Committee discussions and deliberations. Where the Committee encounters fundamental disagreements, despite having sought assistance and exhausted all avenues to resolve matters, recommend that the respective Councils disband them and appoint a new Committee.

## Meeting and Remuneration Guidelines

- 1) The Committee will meet at least eight times per annum and with workshops and additional meetings as required. At times, the workload will be substantially higher. Proxies or alternates are not permitted.
- 2) Any Committee may co-opt such other expert or advisory members as it deems necessary to ensure it is able to achieve its purpose. Any such co-option will be on a non-voting basis.
- 3) Remuneration for members will be paid in the form of an honorarium currently set at the following levels:
  - a. Appointed members - \$4,000 pa
  - b. Deputy Chair - \$5,000 pa
  - c. Chair - \$6,000 pa.

Staff or elected members of Territorial Authorities or the Environment Canterbury shall not be eligible for remuneration.

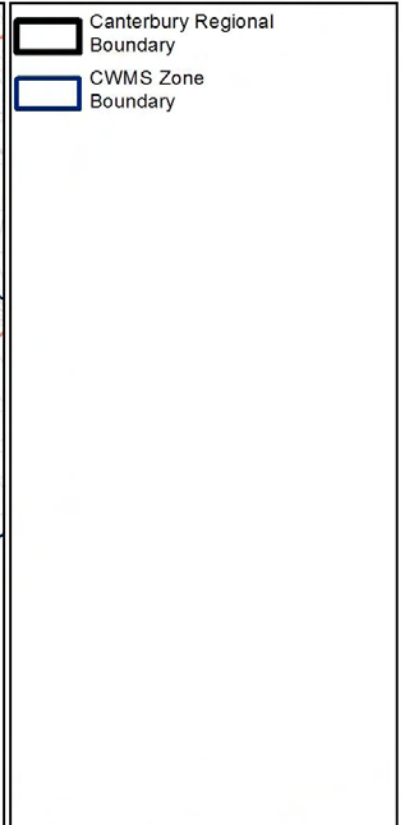
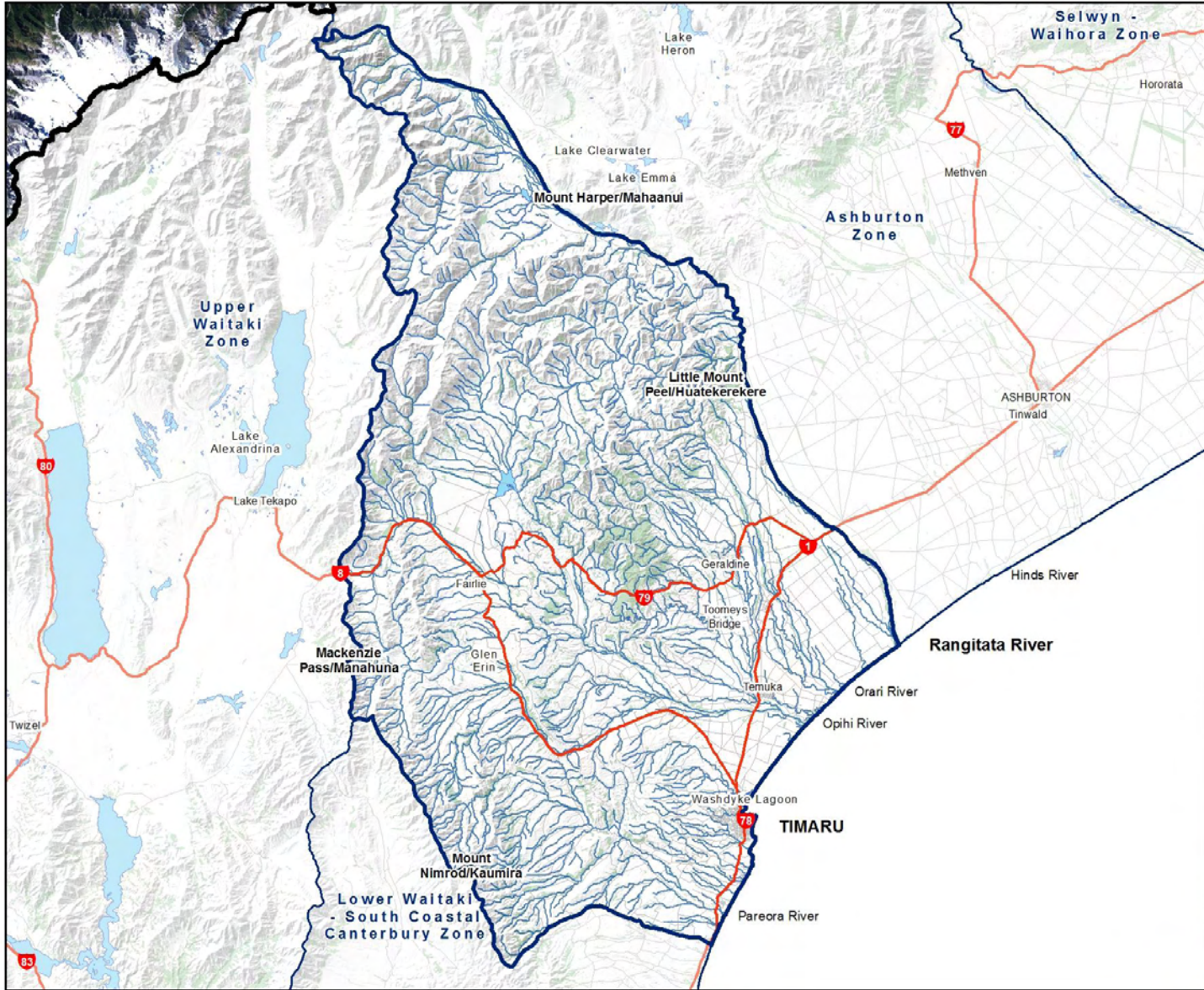
Mileage will be reimbursed.

### **Committee Support**

The Committee shall be supported staff from the Territorial Councils and Environment Canterbury, primarily through the Committee Secretary and the Zone Facilitator.



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**Orari - Temuka - Opihi - Pareora Zone**  
Canterbury Water Management Strategy

**Aoraki Development Business and Tourism (ADBT)**  
**Economic Development Services to the Mackenzie District**  
**Quarterly Report - Confidential**  
**3<sup>rd</sup> Quarter: 1<sup>st</sup> July – 30<sup>th</sup> September 2015**

## Introduction

The quarterly report presented to Mackenzie District Council is based on the Activity Output Schedule for Economic Development as per the Memorandum of Understanding between ADBT and the Mackenzie District Council.

## Monthly Visits - Business Services

Meeting face to face with businesses is the best way to connect with and support them. The following table shows the industries and type of business support provided to individual businesses in this period. All business support meetings were at no charge due to the Mackenzie District Council funding.

Mackenzie Business Support by sector: July - Sept 2015				
Sector	Informed	Supported	Managed	
Primary	5	3	2	<b>Informed:</b> Supported by providing business information & referrals as requested
Manufacturing	6	1	0	
Construction	2	0	1	
Wholesale & Distribution	3	0	0	<b>Supported:</b> Met with business and provided ongoing support as requested
Retail Trade & Services	28	0	1	
Business Services	10	0	0	<b>Managed:</b> Proactively provided ongoing support and business growth opportunities
Art & Recreation	11	1	1	
Social Services	0	0	0	
Tourism	55	4	3	
<b>Total Businesses Supported</b>	<b>121</b>	<b>9</b>	<b>8</b>	

NB: 17 of the above Supported and Managed businesses were one-on-one meetings at the businesses own premises, areas as follows: Fairlie x 5, Burkes Pass x 1, Tekapo x 7, Twizel/Pukaki x 2, Aoraki/Mt Cook x 2. The Informed category includes advice to individual businesses and invitations to training workshops.

**Funding provided:** During this period ADBT assessed the needs of and distributed \$6,012 vouchers to 7 Mackenzie businesses through [NZTE Regional Business Partner](#) programme 'Capability Vouchers' to assist a wide range of business growth services including training, strategic business and financial planning, succession planning, international market research and infrastructure resources.

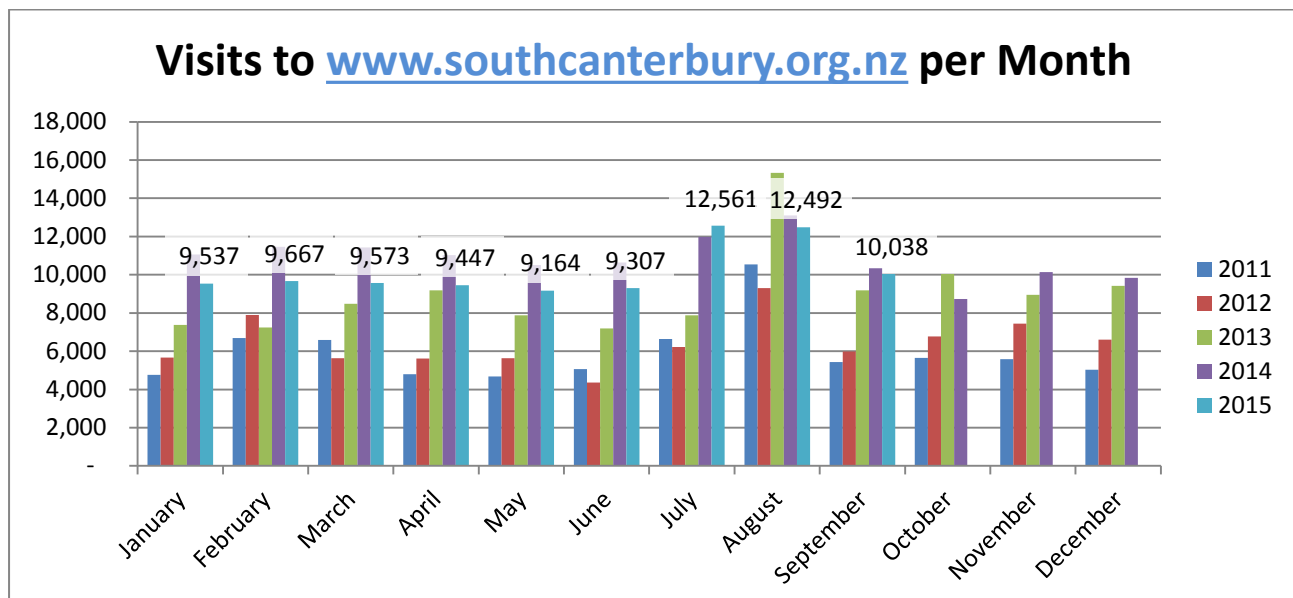
### Business Support Examples:

- Met with Aoraki/Mt Cook agri business seeking guidance with expansion plans, explore national and international markets. Ready to expand, ADBT introduced to specific partner business resulting in a proposal to provide Brand/market assessments, develop networks and pathways to new customers/markets. Customer is delighted moving forward quickly, and some funding available.
- Tekapo astro tourism business introduced to MBIE [Tourism Growth Programme](#) (TGP) TGP is investing in a wide range of innovative tourism projects which will help the New Zealand tourism industry as a whole – and create jobs in New Zealand) ADBT assisting with processes to meet criteria for significant co-investment funding. If achieved will result in benefiting the business and Mackenzie region as a whole. One-on-one meetings organised, ADBT in facilitation role.



## Website Marketing Partner of South Canterbury

[www.southcanterbury.org.nz](http://www.southcanterbury.org.nz) website features increased Mackenzie District content including specific pages about Mackenzie District, and main townships of Aoraki/Mount Cook, Twizel, Tekapo and Fairlie.



The Jul-Sep quarter has seen a 25% traffic increase against the Apr-Jun Quarter, some of which is contributed to Business Excellence Awards and 'Peoples Choice' voting period attracting additional visitors to the site.

32 Mackenzie Business Partners feature on the website, representing businesses across the region and most sectors including accommodation, tourism activities, café/restaurants, retail and business services, construction. In this period 5 businesses have chosen to renew their listings for another year – 4 at GOLD level (\$550 per annum), 1 at SILVER level (\$250 per annum).

## Cluster Support and Inclusion

### Export & Import Cluster

ADBT and South Canterbury Chamber of Commerce combine to run this cluster.

- Export Experience Visit to Mt Cook Alpine Salmon, Washdyke plant – 2 July. Well attended by a mixed group of exporters.
- Global Connections '15 – Cluster members were invited to attend 6 August event, through the Chamber's partnership with Canterbury Employers' Chamber of Commerce.
- IP Protection in Asia seminar – Held in Timaru on 19 August, by James & Wells in collaboration with RSM Law, the seminar discussed IP strategy before heading into the Asian market, particularly China. Attended by 17 exporters.

### Primary Produce Innovation Cluster

ADBT and South Canterbury Chamber of Commerce combine to run this cluster.

17<sup>th</sup> Sept - 2015 Careers Day Field Trip. Visits and presentations this year included:

- KPMG Brent Love careers in the agricultural industries
- International student recruitment consultant Rex Capill
- Gordon Handy Machinery
- 100% Pure NZ Honey
- Farmer's Mill
- Aoraki Polytechnic's training farm

The day was very well received with 12 principals and careers advisers attending, including the Gateway Co-ordinator for Mackenzie College.

The significance of the day and the closer relationship between schools and industry should not be underestimated. Principals and careers advisers left with a far clearer understanding of the opportunities and potential salaries and careers that are available right here in this district. They have a better understanding for subject offerings and selection with further initiatives to be discussed.

*"A huge thank you for the fantastic day you arranged for us. It was such a privilege to be shown those innovative and successful businesses.*

*There were a number of key themes that ran through the day and an understanding of these is invaluable for us in our interactions with students, parents and staff."*

Janette Packman, Chair of Aoraki Secondary Schools Principals Association.



**Figure 1, GM of 100% Pure NZ Honey Sean Goodwin takes the principals and career advisers through business and employment opportunities in the food production sector**

### Education South Canterbury

- Work continues with Education New Zealand and the option of working under the newly created Canterbury International Education Destination 2025 is being supported by ADBT

### Sponsor of Annual Business Excellence Awards

MDC sponsorship of \$2k was for the pre BEA workshops and Winners workshop post event. [2015 South Canterbury Business Excellence Awards](#) received a very high number of entries, following a new format of categories based on business (FTE) size rather than industry sector as has been the past format. This proved highly successful.

Mackenzie business excellence was well represented, with five reaching the finals announced in July. Finalists were: High Country Salmon x 2, Tekapo Wedding & Events, High Country Contracting and Fairlie Bakehouse. The Gala Awards evening was held 28<sup>th</sup> August. Retail Award was awarded to High Country Salmon, Twizel. People's Choice Award won by Fairlie Bakehouse. 2015 Supreme Award winner was Heartland Digital Print.

### Training and Events

Although there were no specific training events held in Mackenzie in this period, 9 Mackenzie businesses attended training courses in Timaru covering Health & Safety, Disciplinary Process and financial workshops.

Coming up next quarter: 15<sup>th</sup> October - 'Customer Service Skills - Tekapo' in response to feedback from businesses. A number of Mackenzie businesses are already registered for various training courses in Timaru through to years end.

## Feedback / Matters of Interest

- ADBT has been actively involved in assisting a major Tekapo investor/developer regarding improved directional signage to the township and Mackenzie 'Dark Sky Reserve', which is continuing. In conjunction with this, ADBT and SC Chamber of Commerce have provided letters of support and been involved in discussions regarding 'Starlight Highway' proposal
- An ADBT Business Services Evaluation survey was distributed late September to all businesses provided with support services across all sectors. Already, two Mackenzie businesses have responded estimating the added value of ADBT's support services to their business at \$75k+ each. Full results will be available next quarter.

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** DUST NUISANCE POLICY

**MEETING DATE:** 8<sup>TH</sup> DECEMBER 2015

**REF:** WAS 2/1

**FROM:** ROADING MANAGER

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To propose a new policy for dust mitigation past properties on unsealed roads.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Dust Nuisance Policy be adopted and effective from the 8<sup>th</sup> of December 2015

**SUZY RATAHI**  
**ROADING MANAGER**

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

**BACKGROUND:**

The Council adopted the sealing past houses policy in 2005, as there were a significant number of Rate Payers requesting Council deal with the dust nuisance outside their property. This Policy applied only to dwellings built or relocated before 2002. The dust nuisance warning placed on LIM reports since that date is considered due diligence by the Council to warn of possible dust problems.

This previous policy was to enable rate payers effected by dust issues to apply for dust suppressant sealing adjacent to their property. This was funded on a cost sharing basis between land owner and Council. The \$10,000 formerly budgeted, which is consistent with the policy, hasn't met 50% of the cost as originally intended, and as the construction costs escalate it became less attractive for land owners to consider sealing as a viable option. Isolated patches of short sections of seal are expensive to maintain and renew, so additional areas of seal on an already restricted budget was a practical reason for revoking the policy

The "Sealing Past Houses Policy" was revoked by the Assets and Services Committee on the 1<sup>st</sup> of September 2015. The committee requested staff provide a replacement dust nuisance policy which is to be more flexible and looks at the whole of lifecycle cost of any treatment options. This is attached below.

**ATTACHMENTS:****DUST NUISANCE*****Mackenzie District Council – December 2015******POLICY:***

*The Council may carry out dust nuisance projects on the unsealed roads adjacent to residential dwellings under the following conditions:*

1. *Councils Asset team will use their knowledge of local materials and industry advancements to ensure the best material available is selected to carry out each dust nuisance project on a case by case basis. Assessment of the best option will take into account whole of lifecycle cost of the asset and the dust suppressant proposed.*
2. *Applications shall be assessed to determine the severity of the nuisance by using indicators some or all of those listed below:*
  - eye irritations*
  - respiratory problems*
  - stress*
  - appliances breaking down*
  - inability to have windows open*
  - extra housework required*

washing soiled on cloths line  
roof water supply contaminated

3. *Each application for a dust nuisance project will be considered by Council Committee, with physical works commencing once Councils investment is available or when that section of road next requires significant maintenance metalling application.*
4. *Preference shall be given to cases where the use of the road has rapidly changed, for example by changed land use.*
5. *The length of road treated with dust suppressant, if approved will be limited to 200m length past the effected property. Any length approved beyond 200m will be fully funded by the applicant.*
6. *The Council and the applicant will share the cost of all approved work, up to that 200m length, on a 50/50 basis with the Council's contribution capped at \$10,000 for any one request, or any one site and only where dwellings were built or relocated before 2002.*
7. *Where dwellings were built or relocated after 2002. The dust nuisance warning placed on LIM reports since that date is considered due diligence by the Council to warn of possible dust problems. As such the applicant will be required to fully fund the Council approved dust nuisance project.*
8. *The dust nuisance project shall be carried out within current best practice guidelines for the material used.*
9. *Some flexibility shall be given to repayment options for the private share in cases of genuine financial hardship.*

**POLICY STATUS:**

n/a

**SIGNIFICANCE OF DECISION REQUESTED:**

n/a

**ISSUES AND OPTIONS:**

History demonstrates that before the implementation of the "Sealing Past Houses Policy", Council was noticing a significant number of requests for dust sealing or oiling of problematic roads, the introduction of that policy made it clear to all interested parties what Council would contribute to a project. However, most potential applicants considered the costs of construction to be unobtainable.

Without a policy in place, requests for dust nuisance will need to be considered on an individual basis by staff as the request arrives. There will not be provision for a formal cost

sharing arrangement, and expectations of the customer might not be as clearly defined as they would be under a policy. By introducing a policy Council and applicants roles and expectations are clearly defined and there is less chance of frustration.

**CONCLUSION:**

Staff recommendation is that the Dust Suppression Policy be introduced immediately, effective from the 8<sup>th</sup> of December 2015 and that the policy be added to Asset Management Schedule of Policies.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** LOCAL ELECTORAL REGULATIONS 2001 – CANDIDATE  
NAME ORDER ON VOTING PAPERS

**MEETING DATE:** 8 DECEMBER 2015

**REF:** PAD 1/2016 ELECTION

**FROM:** ELECTORAL OFFICER

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **REASON FOR REPORT:**

For Council has to decide the order of candidates' names on voting documents.

### **RECOMMENDATIONS:**

1. That the report is received.
2. That the order in which each candidate who are seeking election will be arranged in random order.

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



## **BACKGROUND:**

Council is required under Reg 31(2) of the Local Electoral Regulations Act 2001 to determine a method by which each voting document lists the order of candidates. There are three options:

1. Alphabetical order of surname
2. Pseudo-random order
3. Random order.

The alphabetical order of surnames is self-explanatory. All voting documents list the candidates in alphabetical order.

Pseudo-random means an arrangement where:

- a) The order of the names of the candidates is determined randomly (usually by drawing names from a hat); and
- b) All voting documents use that order.

If Council chooses the pseudo-random order the electoral officer must state (as soon as practical after the close of nominations) the date, time and place at which the order the candidates names will be arranged, and any person is entitled to attend.

Random means the order of names is determined randomly for each voting document. This is usually done at the printing stage of voting documents.

If no determination is made the candidates names must be arranged in alphabetical order of surname.

## **POLICY STATUS:**

There is no existing Council policy on this issue. However, Council did elect to use the random method at the last election.

## **SIGNIFICANCE OF DECISIONS REQUESTED:**

The decision is not considered to be significant in relation to Council's Policy on Significance and Engagement.

## **CONCLUSION:**

The random option worked well for the last election. It is recommended that it be used for this election.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** MERIDIAN BUILDING CLADDING  
**MEETING DATE:** 8 DECEMBER 2015  
**REF:** LAN 4/4  
**FROM:** MANAGER – FINANCE AND ADMINISTRATION

### **PURPOSE OF REPORT:**

To inform Council of discussions to date regarding the cedar finish to the Meridian building.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.

**PAUL MORRIS**  
**MANAGER – FINANCE AND ADMINISTRATION**

**ATTACHMENTS:**

None.

**BACKGROUND:**

Council approved the sale of land to Meridian Energy Ltd (MEL) in Twizel on 16 September 2014. Resource consent was granted on 29 January 2015.

During early November 2015 concerns were raised by the public as to the cladding for the building. Council sent an email to MEL to remind them of their obligations under the Sale and Purchase agreement that any amendments to the design are required to be approved by Council.

The Twizel Community Board (TCB) were approached by MEL in an attempt to test the waters for a change in the cedar cladding.

While not an official approach the TCB soundly rejected the new design.

Council has again reminded MEL of its obligations under the agreement and has been told by MEL that MEL is still considering the matter of cladding and will if required make an application to Council to make any changes. MEL will then present options to the Council on TCB.

**SIGNIFICANCE OF DECISION:**

There is no decision required as this paper is an information paper only.

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** FOLLOW UP PUKAKI AIRPORT BOARD  
**MEETING DATE:** 8 DECEMBER 2015  
**REF:**  
**FROM:** MANAGER – FINANCE AND ADMINISTRATION

### **PURPOSE OF REPORT:**

To document Council's views on how the Pukaki Airport Board operates into the future.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Pukaki Airport Board be given delegation to manage all of its operating costs, which includes rates, insurance and any taxes.
3. That Council authorise staff to open an additional bank account with the ANZ Bank for use by the Pukaki Airport Board for the purpose of investing surplus funds.

**PAUL MORRIS**  
**MANAGER – FINANCE AND ADMINISTRATION**

**ATTACHMENTS:** None.

**BACKGROUND:**

A workshop was held in Twizel with Council and the members of the Pukaki Airport Board (the Board) to discuss a wide variety of matters including how Council views the Airport, future funding and autonomy.

The Council reiterated its satisfaction with the work undertaken by the Board.

The Board advocated for a continuation of the status quo and discussed the future funding requirements of the airport. It was the Board's opinion that the next iteration of the airport would require significant capital injection that would be best funded through external commercial partnerships and not Council rates.

The accounting functions were also discussed and it was agreed by all that the current hybrid accounting was less than satisfactory.

The Finance Manager raised the possibility of the Board take over all the accounting and secretarial requirements relating to the Board.

Those present at the workshop generally agreed that it would be best for either Council to undertake all of the accounting function or none of it. The Board's independence was a positive aspect of the current structure therefore it was considered appropriate for the Board to control its own accounting function.

Broadly it was agreed by the workshop participants that the Board continue with its current structure and mandate with the addition of the following:

- a) The Capital Reserve deficit of approximately \$34,000 be repaid from Board funds.
- b) With the closing of the Capital Reserve, the Board now becomes responsible for all costs of the activity including operational costs, rates, insurance and other taxes as applicable.
- c) An additional bank account be opened to allow the Board to invest surplus monies to earn higher interest.
- d) Compliance with the Local Government Official Information and Meetings Act 1987 (LGOIMA).
- e) The Board will provide to Council monthly financial statements as they become available in a format that can be included into Council's monthly reports to its Finance Committee. This will include variance explanations.

**SIGNIFICANCE OF DECISION:**

The decision is not considered to be significant under Council's Significance and Engagement Policy.

**CONCLUSION:**

This paper is to summarise the discussion held with the Pukaki Airport board. The conclusion of the discussion was that Council agrees to give the airport board greater autonomy over the operations of the board. These recommendations give effect to those conclusions.

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** COMMON SEAL AND AUTHORISED SIGNATURES

**MEETING DATE:** DECEMBER 8, 2015

**FROM:** COMMITTEE CLERK

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

**PURPOSE OF REPORT:**

To advise of the documents signed under the Common Seal from October 20 to December 2, 2015.

**STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the affixing of the Common Seal to documents 812 to 813 be endorsed.

Number	Detail of Document	Date Signed & Sealed
812	Deed of Lease between Mackenzie District Council and Cone Peak Farms Ltd for part of Lot 2 DP 52249 being 15.09ha or thereabouts at Twizel for the purpose of cultivation.	2 December, 2015
813	Subdivision of section 1 SO 20216 and easements over section 9 Res 5167 and section 2 SO 20261 at Domain Road Tekapo.	2 December, 2015

**ARLENE GOSS**  
**COMMITTEE CLERK**

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**FROM:** CHIEF EXECUTIVE OFFICER  
**SUBJECT:** COMMUNITY BOARD RECOMMENDATIONS  
**MEETING DATE:** DECEMBER 8, 2015

### **PURPOSE OF REPORT:**

To consider the recommendations made by community boards.

### **RECOMMENDATIONS:**

1. That the report be received.

#### TWIZEL COMMUNITY BOARD:

2. That council **notes and considers** the following resolution regarding the cladding on the Meridian building in Twizel:

Resolved that the Twizel Community Board recommends that Council insists that Meridian finish the building to meet their resource consent and the previously approved concept plans, in conjunction with the sale and purchase agreement, before the building is occupied.

**Bruce White/Cr Armstrong**

3. That council **notes** the following resolution regarding the shopping centre sign in Twizel:

Resolved that a decision on the location of the shopping centre sign be delegated to Cr Armstrong and Pat Shuker to be actioned before Christmas.

**John Bishop/Cr Armstrong**

4. That council **notes** the following resolution regarding a new 'no parking' area in Twizel:

Resolved that a no parking line and signs be installed between Two Thumbs Drive and the entrance to Market Place, on Mackenzie Drive.

**Cr Armstrong/John Bishop**

#### TEKAPO COMMUNITY BOARD:

No resolutions were made at the last meeting of the Tekapo Community Board other than to receive reports and confirm minutes.

## FAIRLIE COMMUNITY BOARD:

5. That council **notes** the following resolution to approve a new rope climbing frame on the village green.

Resolved that the Fairlie Community Board approves that a rope climbing frame can be erected on the village green.

**Warren Barker/Owen Hunter**



**ATTACHMENTS:**

The minutes of the meetings of the community boards.

**BACKGROUND:**

The community boards have made a number of decisions for council to note and/or consider.

**POLICY STATUS:**

N/A

**SIGNIFICANCE OF DECISIONS REQUESTED:**

No significant decisions are required.

**CONSIDERATIONS:**

The Council delegated a range of authorities to staff and other organisations on 14 June 2005 when it also confirmed that it did not need to make any specific delegations to Community Boards to have them better perform their role.

This policy was amended on November 5, 2010, when the Council resolved to delegate to the Fairlie, Tekapo and Twizel Community Boards, the following responsibilities:

- The ability to consider requests from local organizations for financial assistance in the form of grants, where budget exists for such matters and subject to no one grant exceeding \$1,000.
- The ability to appoint local representatives to organizations within the community board area and other organizations where local representation is requested.
- The ability to authorize, within approved budgets, board members' attendance at relevant conferences and/or training courses.
- The ability to provide or withhold affected persons approval for planning applications on land adjoining Council owned land within the community board area.
- The ability to approve routine changes in policy affecting locally funded facilities within the community board area.

In the absence of delegated authority to the Community Boards on other matters, the Council has the opportunity to note and consider the issues raised and matters promoted on behalf of the Townships by their Boards and to endorse them where appropriate.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## MACKENZIE DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE TWIZEL COMMUNITY BOARD HELD IN THE TWIZEL EVENTS CENTRE ON MONDAY, NOVEMBER 16, 2015, AT 4PM

#### PRESENT:

John Bishop (Chairman)  
Pat Shuker  
Phil Rive, from 4.14pm  
Bruce White  
Cr Russell Armstrong

#### IN ATTENDANCE:

Wayne Barnett, Chief Executive  
Garth Nixon, Community Facilities Manager  
Paul Morris, Finance Manager  
Bernie Haar, Asset Manager  
Angie Taylor, Twizel Town Manager  
Arlene Goss, Committee Secretary  
Cr James Leslie, observing  
About 20 members of the public

#### OPENING:

The chairman welcomed everyone to the meeting.

#### APOLOGIES:

An apology was received from Mayor Claire Barlow and an apology for lateness from Phil Rive.

#### DECLARATIONS OF INTEREST:

There were no declarations of interest.

#### MINUTES:

Resolved that the minutes of the meeting of the Twizel Community Board held on October 5, 2015, be confirmed and adopted as the correct record of the meeting.

**Cr Armstrong/Phil Rive**

The chairman asked Garth Nixon if he had received costs for sealing the greenway. Mr Nixon said he has received an estimate of \$12,000 to seal one greenway, but is awaiting a formal quote. The chairman asked about progress on the car park behind the Events Centre. Whitestone have looked at this and will come back with a price.

#### MATTERS UNDER ACTION:

**Site of Old Twizel Public Toilets:** completed. Remove from list.

**Future Direction for Twizel:** completed. Remove from list.

**Removal of Trees on Simons/Glenbrook Greenway:** completed. Remove from list.

**Overgrown Trees, Market Place:** completed. Remove from list.

**Removal of Trees 33 Jollie Rd:** completed. Remove from list.

**Rubbish Bin Disposal at Recycling Park:** completed. Remove from list.

**Improvements to River Walkway:** completed. Remove from list.

**Twizel Tekapo Vehicle Trust Garage:** Remove from list. Pat Shuker asked if the garage included housing the two council vehicles. Yes. Is it necessary to have parking for these cars. Garth Nixon said the Tekapo Twizel vehicle trust is building a garage on that site and Council has agreed to put funds towards building an extra two garages. The trust got money from Meridian to put towards the building. It makes sense to build the extra parks now rather than later.

A member of the public asked about the Early Childhood Centre. Will they consult with the community on their proposed new location. The chairman said the ECE asked for land and Council looked at different land options and chose a section on Glen Lyon Road. Garth Nixon said Council has approved it and the land is zoned appropriately. A member of the public asked about traffic speed on Glen Lyon Road and the chairman said this has been considered and something will need to be done if an early childhood centre goes on that site.

## REPORTS:

### LATE ITEM: MERIDIAN BUILDING TWIZEL:

A copy of this late item is available as an attachment to these minutes. The purpose of this item was to enable the community board to express its views on an email from Meridian, before Council considers this at its meeting on December 8. A record of the community board's views will be included in the report to Council.

The chairman summarised for the public who were present. He said the building is how it was going to look originally, but Meridian are worried about putting cedar cladding onto it. This is very expensive to buy and requires a lot of maintenance. He added that everyone knew cedar was expensive and required maintenance when it was originally proposed.

The chief executive said the sale and purchase agreement was between Meridian and Council. The contract has a requirement that Meridian submit a concept plan and Council approve the concept plan. That was done. If there was going to be a change from what was proposed in the concept plan it would be a Council decision whether it was acceptable or not. The community board can make a recommendation to council, which they would consider in their deliberations.

The chairman asked community board members what they thought. Pat Shuker spoke first and said she would prefer that Meridian do what they originally proposed.

Cr Armstrong has compared the two drawings and said the visual impact of the change was in contrast to the resource consent application and their original concept. He disagrees with the light colour.

Bruce White would like to recommend to Council that they insist on demanding what was shown in the original drawings. He thinks it looks more like a warehouse now than what was originally presented.

The chairman said he was concerned that Meridian wanted to do this under the radar. He supports the original concept plan and the way it looks.

Cr Armstrong said the community board and Council's original decision to sell the land was made on the strength of the original design and if Meridian had shown them then what they want to do now it would have been a different decision.

The community board agreed unanimously with the following resolutions:

Resolved:

1. That the report be received.

**Bruce White/Cr Armstrong**

2. That the Twizel Community Board recommends that Council insists that Meridian finish the building to meet their resource consent and the previously approved concept plans, in conjunction with the sale and purchase agreement, before the building is occupied.

**Bruce White/Cr Armstrong**

The chairman asked if the public had any comments. One member of the public supported the motion. Cr Leslie spoke from the floor and said this was a cynical move and if Meridian go ahead with this idea they will destroy the relationship between Meridian and the town.

One member of the public asked if the building was positioned correctly in relation to the footpath. The chairman said there were no issues with this.

One member of the public said Meridian's budget was not something the community board or council should consider when making a decision. He said this was a slap in the face and a "try on". Another member of the public said Meridian need to finish the building as promised.

*Community board member Phil Rive joined the meeting at 4.14pm.*

Pat Shuker asked how long Meridian were allowed to use the adjacent site. The chief executive understands this is for the length of the construction period which he assumes to be a year, but does not know if the actual date has been specified. The chief executive will look into this further and get back to her.

#### FINANCIAL REPORT TO SEPTEMBER, 2015:

The purpose of this report was to update board members on the financial performance of the Twizel Community as a whole for the period to September, 2015.

Garth Nixon spoke to this report. Employment expenses are over budget but will be offset by reductions in operational maintenance because we now employ a cleaner instead of contracting the work out.

Twizel Swimming Pool income is unfavourable due to not yet opening for the season. Twizel Township account is down due to timing. Tree pruning and maintenance is over budget. This area has been busy due to wind and snow damage.

Resolved that the report be received.

**John Bishop/Cr Armstrong**

#### TWIZEL PROJECTS REPORT:

The purpose of this report was to update board members on town projects and the projects budget. Garth Nixon said the total spend is \$6,146 out of a budget of about \$100,000. Bruce White asked about greenway fencing. Garth Nixon said all the roadway fencing has been done and we are now improving shared boundaries with neighbours.

The chairman said the community board got cheap timber and did many fences but now needs to do paths - two or three this year.

Cr Armstrong would like all the available money for greenways spent rather than going into reserve funds. Garth Nixon asked if the community board has a priority for paths. The chairman asked Bruce White to talk to Garth Nixon regularly and make sure these paths are done. Cr Armstrong also said he didn't know who was going to pay for the car park out the back of the Events Centre.

A member of the public asked why don't all the greenways have paths. At the time of the greenway strategy the community board decided to prioritise some paths first. The community board cannot afford to do all of them at once.

#### PROPOSAL FOR PEDESTRIAN SIGNAGE AND INFORMATION BOARD:

This report was tabled by community board member Pat Shuker. She said over the last 2-3 months people have been asking where to find places. There is a post in town with everything on it but she would like to change the colour to make it more prominent.

She went through the proposals in her report and outlined her ideas for signage. She would like more signage that says Market Place is an alcohol free zone, so visitors to town are aware of this.

The chairman said there used to be an information board and it was taken down when Market Place was upgraded. The information centre has information and maps.

There is no sign on the skatepark side of the alcohol free zone. She has brought this up because some children were drinking one Friday night and smashed all their bottles. A member of the public outlined the problems with drinkers leaving broken glass near the youth centre. Pat Shuker said when people are caught drinking alcohol in the alcohol free zone by the police they say 'where are the signs' and they are not there.

Garth Nixon said he needs to check the bylaw to see if the alcohol free zone includes the skate park. Bruce White asked if the community board could write to the police and ask them to police that area more often.

It was noted the Market Place camera was not working. It's dropping off sometimes and Garth Nixon has organised for someone to look at it and fix it. Garth Nixon to follow up on refreshing signage. Pat Shuker asked if she could be included in that.

The chairman asked for a report back on actions to follow this discussion before the end of next week.

## MEETING SCHEDULE FOR 2016:

The community board noted the meeting schedule for 2016.

Resolved that the report be received and the attached schedule of meetings be noted.  
**Pat Shuker/Phil Rive**

## WARD MEMBER'S REPORT:

Cr Armstrong had nothing to report.

## REPORTS FROM MEMBERS WHO REPRESENT THE COMMUNITY BOARD ON OTHER COMMITTEES:

The chairman has spoken to the Linkage Group. They asked questions about council business and how it functions, and he was able to answer them.

## GENERAL BUSINESS:

A member of the public named Fred asked about the footpath that used to run from Mackenzie Drive to Market Place, on the boundary of land that had been sold to Meridian. He said he raised this at an earlier meeting and was told that when the builders have finished using the land the pathway would be returned to its earlier state. He would like to know if this walkway giving access to Market Place be replaced.

Cr Armstrong said there is no room for the path at the back of Armstrong Realty due to earthworks by Meridian. There is no way to put a pathway along the back. When council sold the land it sold the pathway with it. Cr Armstrong said everything up to the boundary has been sold.

The chief executive said he understands that Meridian's early intention was to retain the path. The chief executive said he wanted to check the landscape plan to see what they intend to do.

Pat Shuker asked about the bus shelter on the boundary of the land. The chief executive said Council will have an easement over the area of the bus shelter so it remains in place.

Bernie Haar said the shopping sign has been taken down and put in Whitestone's yard so the community can decide on the best place to put it up again. The community board suggested an area near the Shell Service Station. Cr Armstrong said we should put it up now and look at re-vamping it next year.

Cr Armstrong moved that the existing sign beside the bus shelter be moved to a location agreed by the chairman, and indicated a location on the right hand side of the entrance to Market Place, on the corner of Mackenzie Drive. It was pointed out this could be a viewing corridor and possible not allowed. The sign could be lower to allow views.

Regarding the pathway, the chairman said this is Meridian's land but the chief executive thinks Meridian may reinstate the pathway and he will check that with Meridian.

Resolved that a decision on the location of the shopping centre sign be delegated to Cr Armstrong and Pat Shuker to be actioned before Christmas.

**John Bishop/Cr Armstrong**

Opening of the new Twizel Water Scheme will happen on Sunday the 29<sup>th</sup> of November. This will be advertised in the Twizel Update. The chairman also mentioned the opening of the new pump station at the Drive.

A member of the public asked about broom bushes near the highway. Garth Nixon said Transit are currently spraying these.

A member of the public asked if the community board would consider putting 'no parking' signs opposite the service station to avoid congestion at the garage. This would require yellow lines across the front of the Meridian building. Bernie Haar agreed to put the signs up and yellow stripes on the road.

Resolved that a no parking line and signs be installed between Two Thumbs Drive and the entrance to Market Place, on Mackenzie Drive.

**Cr Armstrong/John Bishop**

**PUBLIC EXCLUDED:**

Resolved that the public be excluded from the following part of the proceedings of this meeting namely 'Proposal to Purchase Land in Twizel – Tony and Jacky Jackson'.

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
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Proposal to Purchase Land in Twizel	Commercial sensitivity	48(1)(a)(i)
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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: *Proposal to Purchase Land in Twizel under section 7(2)(b)(ii)*.

**John Bishop/Phil Rive**

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6.11PM**

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

## MACKENZIE DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD IN THE LAKE TEKAPO COMMUNITY HALL, TEKAPO, ON TUESDAY, NOVEMBER 16, 2015, AT 7.00PM

#### PRESENT:

Peter Munro (Chair)  
Murray Cox  
Stella Sweney  
Lyn Martin  
Alan Hayman

#### IN ATTENDANCE:

Wayne Barnett, Chief Executive  
Garth Nixon, Community Facilities Manager  
Arlene Goss, Committee Secretary  
Stephanie Hagen, Lake Tekapo Emergency Event Team  
3 members of the public

#### OPENING:

The chairman welcomed everyone to the meeting.

#### APOLOGIES:

Apologies were received from Cr Murray Cox and the Mayor.

#### DECLARATIONS OF INTEREST:

There were no declarations of interest.

#### MINUTES:

It was noted that Greg Street should read Grieg Street.

Regarding the part of the minutes titled "Matters Under Action: Civil Defence" Stella Sweney was unsure if the minutes accurately depicted what occurred in the meeting. She was not happy with the second paragraph and would like it changed to "The relationship between the council civil defence officers/emergency management officer and the emergency event team in Tekapo, including emergency services, has broken down." She said the relationship between the emergency event team and emergency services is excellent. She would like to see this reflected in the minutes. Lyn Martin seconded this.

Resolved that the minutes of the meeting of the Tekapo Community Board held on October 13, 2015, be confirmed and adopted as the correct record of the meeting with the correction noted above.

**Stella Sweney/Lyn Martin**



**VISITOR:**

Stephanie Hagen attended the meeting to speak regarding the Lake Tekapo Emergency Event Team. She provided some background including that the team was formed after a heavy snow event. They now have a group of about 15 people to call on for support. This is a reactive group. If able to help they will.

She would like assistance from the council in the form of a store of equipment like blankets and whiteboards that they can use in an emergency situation.

The purpose of the team is to support emergency services when they are busy.

The community board have been presented with the concept plan on the agenda at page 10, and there will be further work needed on the details. The team will be activated by the emergency services. They need a central communication point.

The chairman would like to see a bigger picture and get everyone around the table including emergency services. He believes the community board should look at this globally as a town.

*Stephanie Hagen left the meeting at 7.28pm.*

**TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION:**

**Tekapo Plantation: Murray Place/Section A:** A sign has gone up regarding motorbikes. Planting has not taken place yet. Whitestone is tasked with this. Stella Sweney said a water pipe is leaking in this area. Garth Nixon to look into this.

**Freedom Camping:** The community board recommendation from the last meeting was referred to Council. The freedom camping strategy will be reviewed in summer. Garth Nixon said the only reason to close the Hamilton Drive site completely was health and safety and he does not think this risk is high enough. Stella Sweney challenged this and felt that faecal contamination from campers was a valid reason to close it.

Garth Nixon said enforcement has made a marked improvement. Non self-contained campers are being pushed away. The bylaw is due for review in 2019 but the strategy review may require a public consultation process next year.

Stella Sweney said the community board agreed to trial Hamilton Drive with the understanding they could review it in March.

A member of the public asked if alternative sites could be suggested. This cannot be legitimately enforced. She would like to see campers moved to another site out of the way.

Stella Sweney said there is a problem and they just have to manage it until March and will see by then the extent of the problem.

The community board would like to receive a report detailing enforcement and data collection to go to the January community board meeting. Feedback is also sought from Whitestone on how much rubbish they pick up at Hamilton Drive.

The chairman said dealing in facts rather than hearsay would be good and he would like this report at the next board meeting.

**Future of Motuariki Island:** no update

**Tekapo Squash Club:** no update

**60km Speed Limit Extension:** Stella Sweney asked for information regarding a bylaw on the Tekapo speed limits. It was formed in 2009. She asked if this could be reviewed. She said the bylaw designates the speed at 80kmh for the part of the road that they want changed. She asked if this could be investigated.

**Civil Defence:** The chief executive said he has reviewed the plan that was distributed at the last meeting. He has concerns with how this fits with all the communities. It is a template that comes from government. He believes that we need to get a clear understanding of what council's roles and emergency services' roles are in an emergency event. He has asked staff to do some work internally and then the results of this will come out to stakeholders. The chairman would like the community board's responsibilities to be included in the report. Further discussion was held on this topic. The chief executive offered to come back to the group at a later date with more information.

**Tekapo Footbridge:** Discussion was held on who was attending the opening. Cr Smith and Cr Leslie have indicated they will attend.

**Tekapo Canal Boat Ramp:** The chairman has raised this with Genesis in an informal discussion. No assurances were provided. He asked Garth Nixon to follow up on this.

**Solar System Project:** Nothing further has happened with this project. Garth Nixon is looking for direction on what to do with the posts. Stella Sweney said the community board can expect to see progress on this project after the footbridge opening.

## **FINANCIAL REPORT TO SEPTEMBER, 2015:**

This report is the financial report for the community board for the period to September, 2015, the purpose of which to update board members on the financial performance of the Tekapo Community as a whole for that period.

Under the community centre budget, Stella Sweney asked what the biggest use of the community centre is. There are weddings most weekends and other groups, Christmas functions, private use and meetings. Need to fix the council website regarding bookings as community centre bookings made on the website are not coming through.

Other matters were discussed. Lyn Martin requested that some money be spent to improve the Scott Street playground.

Resolved that the report be received.

**Stella Sweney/Lyn Martin**

## **TEKAPO PROJECTS REPORT:**

This report is to update the community board on town projects and the projects budget. Garth Nixon took the community board through the items on this report.

The approach to the new footbridge was discussed. Lyn Martin suggested a sign asking cyclists to dismount. The chairman disagreed. He does not think cyclists are any worse than walkers and they just need to be considerate of others.

No work done yet on domain grassing and irrigation. The playground has had an initial site meeting and the site needs to be marked out. The Hamilton Drive carpark drainage and potholes work is being underway. Regarding walkway marker posts, Garth Nixon has sourced these and needs to know what to emboss them with.

The chairman spoke regarding the planting of the gardens at the community centre. These plants need water to save what hasn't died. The grass also needs to be repaired.

The walkway by the toilets was discussed. Garth Nixon gave background to this issue. A path has been dug here. Garth Nixon has asked the owners of the path not to put any concrete in because it will be torn up during future development. They have instead put gravel in there. This is on council land.

The chairman asked about the mini golf site and whether public toilets would go there. The chief executive said Council is in negotiation with a party to purchase the mini golf site. If this gets finalised there won't be an opportunity to put public toilets there and they would go elsewhere.

Stella Sweney asked about progress on the YHA concept plan. The YHA will be presenting a concept plan on the 24<sup>th</sup> of this month to Council and this is open to the public.

The Tekapo Lakefront Development Stage 2 construction tender has been awarded to Paul Smith Contracting and work will start soon.

#### **MEETING SCHEDULE FOR 2016:**

The chairman said Monday the 26<sup>th</sup> is South Canterbury anniversary day. This will be changed and the members will be notified of the new date. Discussion was held on the length of meetings. The chairman requested to shift the meeting of April 8 to another week.

#### **WARD MEMBER'S REPORT:**

There was no report.

#### **REPORTS FROM MEMBERS WHO REPRESENT THE COMMUNITY BOARD ON OTHER COMMITTEES:**

The chairman talked about the Tekapo Footbridge. Going ahead with the opening but it may be shut again after the opening, as last minute jobs are not finished.

The White Water Trust met recently and there was debate over whether Meridian would pay for the years 2007 to 2009, but they did. The trust now has a couple of hundred thousand dollars to upgrade the course and will start this soon. Under their consent they should be able to begin work shortly.

Stella Sweney asked if Genesis have finished their work on Tekapo A. The chairman would like the people of Tekapo to be publically notified on upcoming work and have a say. He believes their proposal for building a tank at the intake would be an eyesore on the lakefront. The chief executive said that some work needs to be undertaken on council land so Council has some controls. The chairman would like the views preserved.

**GENERAL BUSINESS:**

EMAIL FROM GLENMORE STATION REQUESTING A SIGN AT THE LAKE MCGREGOR TURN OFF:

Garth Nixon has forwarded this to the roading manager for action.

**PUBLIC EXCLUDED:**

Resolved that the public be excluded from the following part of the proceedings of this meeting namely 'Email seeking advice on new commercial ventures'.

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Email seeking advice on new commercial ventures.	Commercial sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Email seeking advice on new commercial ventures under section 7(2)(b)(ii)*.

**Stella Sweney/Alan Hayman**

Lyn Martin tabled a late letter regarding a new early childhood development at Aorangi Crescent. This is available as an attachment to these minutes.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.09PM**

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

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

**MACKENZIE DISTRICT COUNCIL  
MINUTES OF A MEETING OF THE FAIRLIE COMMUNITY BOARD  
HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON MONDAY  
NOVEMBER 23, 2015, AT 5PM**

**PRESENT:**

Owen Hunter (Chairman)  
Trish Willis  
Warren Barker  
Les Blackstock  
Cr Noel Jackson

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive  
Garth Nixon, Community Facilities Manager  
Geoff Horler, Utilities Manager  
Arlene Goss, Committee Clerk  
Anne Thompson, Heartlands Fairlie

**APOLOGIES:**

There were no apologies.

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**MINUTES:**

Resolved that the minutes of the meeting of the Fairlie Community Board held on Monday, October 12, 2015, be confirmed and adopted as the correct record.

**Warren Barker/Trish Willis**

**PUBLIC FORUM:**

Anne Thompson requested to speak. She presented the board with a plan from the Fairlie Emergency Event Group. This is available as an attachment to these minutes.

She said this group formed after the snow event in 2006. It provides a bridge in situations between a small event happening and a civil defence emergency being declared. She said this structure has been tested with the two snow events recently. She knows the civil defence wardens in the town support this. She said the Tekapo Emergency Event group are based at the fire station in Tekapo and she hopes in Fairlie they could be based at the community centre.

In Fairlie there are 140 people who live alone and are also over the age of 60. She said there are a large number of single women living alone in large houses in Fairlie.

Anne Thompson then spoke about the Fairlie 150 Year committee. She thanked the community board for the grant towards the flags. She showed a fundraising tea towel they are selling to raise money. They also made \$800 from stalls at the market last weekend. She spoke about plans for next year, including events that will be happening nearly every weekend until May. She thanked the community board and Garth Nixon for their help.

The chief executive said the emergency event team was a good idea and he anticipates meeting with the group at some time to see how council could help.

### **PRESENTATION ON FAIRLIE WATER RESTRICTIONS:**

Utilities manager Geoff Horler gave a presentation to the community board on water restrictions in the Fairlie township and how the river level impacts on the level of restriction. He outlined the situation with the town's resource consent to take water.

The chairman challenged Geoff Horler on some decisions he made last year around water restrictions. Mr Horler said he would not restrict water used for living, but the town had to be seen to be doing what it could to conserve water.

The chairman said a lot of water disappears between Fairlie and the Temuka bridge, where it is measured, and Fairlie township is penalised for that. The community board believed that Ecan should be policing water use by farmers more consistently.

The chief executive said this is a new consent and there is a tension between different water users. Any consent you get now will face competition for water from people who are protecting their lively hood and others protecting the environment. He doesn't think asking for enough water to water lawns in Fairlie would get approval. However the watering of vegetable gardens, watering grounds for events, and water for commercial users could be better managed.

The chairman said the only thing that has changed is farmers irrigating, but the town is the one being punished. Geoff Horler said the chairman shouldn't blame the farmers only, as some of the pressure for water in the river comes is environmental from organisations Fish and Game.

The need for public education was discussed and there is also a need to inform people in the township of why farmers were allowed to irrigate, but town users are restricted from watering their lawns.

The chairman asked Geoff Horler if he has any answers to the problem. Mr Horler proposed changes including getting the harsh conditions taken out, and educating people to forget about their lawns during periods of restriction.

The chairman asked if imposing restrictions compelled people to use more water. Geoff Horler said this is not the case. The township uses less water during restrictions.

He said leaks also need to be monitored and addressed. The only way to monitor this is to put in water meters.

This year is expected to be dryer than last year. The dam company realises this and have restricted water use earlier than they did last year.

Explaining this to the community is a concern. The chief executive said Ecan consider that farm use of water is more important than people being able to water their lawns in town. This is what people need to understand.

Geoff Horler would like to use Timaru District Council's water restriction sign in the district to help people understand the situation. These signs will go up in Fairlie and Twizel.

The chairman asked whether having a water storage reservoir would help. Yes, in the long term but this would require extensive works and costs incurred. The chairman said the community board members need to make everyone aware of the problems.

## **FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION**

**Allandale Bridge Walkway:** NZTA have been approached with no feedback received to date.

**Green Sign and Power Pole in front of Old Library Building:** Awaiting feedback from NZTA.

**Raised ground on the north side of the bridge heading to Tekapo:** Now planted.

### **Town Projects:**

River Track – Work completed. A note has been published in the Fairlie Accessible to let people know this is a walking/cycling track and not for motorbikes.

Community Centre maintenance and improvements – no update.

**Survey of Residents on Community Centre Use** – Completed, remove from list.

**Town Clock is an Hour Out:** The chairman has fixed this. The clock needs to be painted and the community facilities manager will action this.

**Keeping Track of Projects Money:** A report on projects money is in the agenda.

**Wild Flowers Bee Friendly Planting Allandale Entrance:** Seed has been sown.

**Community Board Future Development and Town Projects Workshop:** A workshop is planned.

**Community Board Asset Database:** Community board assets to be included in a 30 year plan.

**Fairlie Campground Lease:** Garth Nixon said tenders closed today and he has received three which need to be evaluated. He would like Cr Jackson and the chairman to assist in going through these and making a recommendation to Council. Trish Willis asked why this would not come to the community board as a whole. Garth Nixon said it is a council lease and the community board does not hold contracts.

**Rope Climbing Frame on the Village Green:** The chairman asked if members are happy to agree that this frame could go on the village green. This is at no cost to Council. This frame will be located towards the back of the playground on the side closest to CRT.

Resolved that the Fairlie Community Board approves that a rope climbing frame can be erected on the village green.

**Warren Barker/Owen Hunter**

**Abley Traffic Report on Regent Street:** Budget figures for this work will come to a future meeting.

**Fairlie Township Water Consent:** On the agenda for this meeting.

**Fairlie in Focus Photographic Display:** The chairman said locations for the photographic boards have been negotiated and agreed with Fairlie in Focus.

## REPORTS:

### FAIRLIE COMMUNITY BOARD FINANCIAL ACTIVITY REPORT TO SEPTEMBER 2015:

The community facilities manager spoke on the financial report. A question was asked regarding the high level of rates charged to date on community facilities and the chairman asked for the finance manager to look into this and report back.

Resolved that the report be received.

**Cr Jackson/Les Blacklock**



## **FAIRLIE TOWN PROJECTS REPORT:**

The chairman and community facilities manager went through this report with the community board members. This has not changed dramatically since the previous report, except for the planting of bee friendly wild flowers that was carried out.

The chairman suggested the members get together in the next fortnight to discuss future town projects. The chairman will send an email around to find a date that suits everyone.

Resolved that the report be received.

**Warren Barker/Les Blacklock**

## **MEETING SCHEDULE FOR 2016:**

The community board noted the dates of community board meetings next year.

## **WARD MEMBERS REPORT:**

Cr Jackson noted that the opening of the Tekapo Footbridge occurred the previous weekend.

## **REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES:**

There were no reports from members.

## **GENERAL BUSINESS:**

### **LETTER FROM FAIRLIE 150 YEARS COMMITTEE:**

This letter asked the community board to waive the hire fees of the community centre during the 150 Years celebration.

Garth Nixon calculated the cost of waiving the hire fees was about a thousand dollars. He said it was appropriate to grant the 150 Year committee some money but the community board needed to consider whether this large amount was appropriate. Some of the events will have ticket sales.

The community board originally considered funding the whole event up to \$5,000 but this was not confirmed at the time. Trish Willis requested a proper funding application from the committee, including a budget. She said the letter from them was a little bit difficult to understand. It was not clear whether they were asking for a donation in addition to waiving the hall hire.

The community board instructed Garth Nixon to sit down with the requester to clarify the request and bring it back to the community board at a later meeting.

**LETTER FROM GARY KERR:**

This letter from Mr Kerr raised concerns and made suggestions regarding freedom camping at Strathconan Park. It was accompanied by a response from Garth Nixon. The community board agreed this was well responded to.

**LETTER FROM JACKIE PHILLIPS:**

This letter was tabled as a late item and is available as an attachment to these minutes. It requests community board sponsorship of pool tickets for children to the value of less than \$100. The community board agreed this was a good idea and Garth Nixon will action this.

**GENERAL BUSINESS:**

The chairman asked about “no dog” signs for the domain. He requested that Garth Nixon get these done shortly.

He asked for an update on the paintball ground lease. Garth Nixon said this has not yet been cleaned up. The chairman would like action taken on this matter. Garth Nixon asked if the community board would be prepared to pay to remove the rubbish. No. They would prefer that the lease holder be asked to remove the rubbish by a date or we will remove it and bill him for this.

The chairman also asked regarding the old caravan stored in the public carpark in Grey Street. Garth Nixon noted this and will look into it.

Warren Barker said he spoke to solid waste manager Angie Taylor regarding a change of times of rubbish collection, due to a relief driver being employed on one occasion. He asked for relief drivers to keep to the same route and times to avoid public confusion.

**THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON  
DECLARED THE MEETING CLOSED AT 7.00PM**

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

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

**MACKENZIE DISTRICT COUNCIL  
MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE  
COMMITTEE HELD IN THE MACKENZIE COUNCIL CHAMBERS,  
FAIRLIE, ON TUESDAY, OCTOBER 27, 2015, AT 9.30AM**

**PRESENT:**

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

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive  
Paul Morris, Finance Manager  
Arlene Goss, Committee Secretary  
Chris Hyde, Reporter, Timaru Herald.

**APOLOGIES:**

There were no apologies.

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**FINANCIAL REPORT:**

This report was the financial report for Council for the period ended August, 2015.

Resolved that the report be received.

**Cr Williams/Cr Jackson**

The discussion of the accounts included, but was not limited to, the following points:

Most of the variances are due to the financial period being for the first two months of the year and this has created timing issues.

On page 5 of the agenda the internal income line variance relates to vehicle charge out rates. Discussion was held on the proposal to build a garage for the vehicles at Twizel. The Mayor asked if council insurance was affected by garaging the vehicles. It will only affect the excess rather than the premium.

Regarding employment expenses - they are lower than anticipated because increased assistance in the finance department has been budgeted for but not yet spent.

On page 6 under website development, this is now complete and has come in under the \$28,000 amount budgeted. The Mayor noted that someone tried to download forms for resource consent from the website and the forms were not there, only the cover page. She asked for someone to check that the appropriate planning forms were available on the website.

On page 8, financial contributions were unexpected and are positive result for Council.

On page 10, there are five items that don't appear to have budgets. They belong in the two items above, where the budget sits. The chairman said he expected coding difficulties to be addressed.

Roading on page 16 - consultancy expenses relate to the roading collaboration. The chief executive said the roading collaboration expenses will be unbudgeted expenditure. The Mayor asked for a break down of how much it has cost Council for the roading collaboration and the chief executive agreed to provide this.

On page 20, solid waste income is down slightly. This is seasonal and is affected by holiday home owners not being at their homes. The Mayor asked if it was possible to see a trend graph over the last few years to see how solid waste is trending over the years.

On page 22 under planning. Reserve Contributions are behind budget. The balance of the capital reserve is higher than expected but there is a plan in place to pay this debt.

On page 23, the variance under operational maintenance is high. This is due to payment for rural fire.

On page 24, spending on vehicles for rural fire has happened faster than expected.

On page 27 under recreational facilities - employment expenses relate to cleaning the Fairlie campground and the costs for the Twizel Events Centre.

On page 29, other gains and losses relates to the sale of land at Market Place, Twizel. Investment income is down and will continue to be down unless interest rates rise. A review of investment policy will be required and will need a public consultation process. The chairman said over the past five years there has been a reduction in investment income. The Mayor asked if it would be better to put the money into capital expenditure rather than wait for interest rates to improve. Discussion was held on this point. The chairman said a workshop will be needed to discuss this further.

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10.03am**

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

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

**MACKENZIE DISTRICT COUNCIL  
MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN  
THE MACKENZIE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY,  
NOVEMBER 24, 2015, AT 9.34AM**

**PRESENT:**

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

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive  
Paul Morris, Finance Manager  
Toni Morrison, Senior Planner  
Garth Nixon, Community Facilities Manager  
Arlene Goss, Committee Secretary

The following people joined the meeting at 11.30am:

Mark Wells, Youth Hostel Association  
John Thompson, Youth Hostel Association  
Kent Roper, Youth Hostel Association  
Stella Sweney, Tekapo Community Board  
Lyn Martin, Tekapo Community Board  
About 12 members of the public

**APOLOGIES:**

Apologies were received from Cr Evan Williams.

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**MINUTES:**

Resolved that the minutes of the meeting of the Finance Committee held on October 13, 2015, including those parts taken in public excluded, be confirmed and adopted as the correct record of the meeting.

**Cr Smith/Mayor**

Resolved that the minutes of the extraordinary meeting of the Finance Committee held on October 27, 2015, be confirmed and adopted as the correct record of the meeting.

**Cr Smith/Mayor**

**SUB-COMMITTEE MINUTES:**

Resolved that the minutes of the meeting of the Tekapo Property Group held on November 10, 2015, including those parts taken in public excluded, be received.

**Cr Smith/Cr Cox**

**REPORTS:****FINANCIAL ACTIVITY REPORT TO SEPTEMBER, 2015:**

Finance Manager Paul Morris took councillors through the financial report. The matters discussed included, but were not limited to, the following:

The process of preparing the financial accounts was explained to councillors. Paul Morris suggested cutting off creditors early to allow the accounts to be prepared earlier. This will mean there will be some unusual numbers produced the first time it happens. Discussion was held on whether there would be much benefit in doing this. It is important to have up to date figures so council can act quickly if there is a financial issue. The chairman would like the process sharpened up.

Under corporate services there are unbudgeted legal expenses related to the Twizel wastewater project. Administration staff costs are higher due to a part time reception position being filled with a full time person. The Mayor asked if the extra costs would continue. A restructure is currently underway and final costs will be known at the conclusion of this process.

On page 29 there is an emergency road reinstatement related to the last financial year with costs coming through. With a reducing NZTA rate this year, council received a subsidy at a lower rate.

*Senior Planner Toni Morrison joined the meeting at 10.01am.*

Changes will be made to the allocation of annual leave accrual (solid waste) and the rates charged to Council properties to make sure they match the budgets accurately.

Building activity in the district has increased this year resulting in more income in the building/regulatory area. New planners were not employed until later than expected and this shows in the budget.

Our liquor licencing contribution is expected to rise as the contract with Timaru District Council is reviewed.

The Finance Manager is investigating a situation where the smaller rural water schemes are not paying rates. Changing this will reduce the general rate requirement. He will do this as part of the budget process.

Under community facilities on page 38 of the agenda, rates are charged in a lump sum once a year resulting in the variance.

Regarding investment income, the finance manager said Council is moving into the bond market to prop up its investment income. This is a risk if interest rates suddenly go up and Council is locked into bonds. But he does not want to have money invested at 2.9 or 3 percent on call. He anticipates Council being \$100,000 behind budget in investment income by the end of the financial year, due to the current financial market.

Resolved that the report be received.

**Mayor/Cr Leslie**

#### **BANCORP QUARTERLY REPORT:**

Councillors noted the highlights in this report. Finance Manager Paul Morris said a review of investment policy is needed within the next year, including cash investments, forestry and Alpine Energy shares.

Resolved that the report be received.

**Cr Armstrong/Mayor**

#### **PREPARATION FOR ANNUAL PLAN 2016/17:**

Paul Morris spoke to this report. He explained that the government has changed the legislation regarding Long Term Plans and Annual Plans. A structure has been put in place to address the new process. Part of this is the need to confirm rates and borrowing limits as set in the Long Term Plan.

The management team are currently looking at their budgets for the second year of the Long Term Plan and will also look at capex spending. Significant variances could trigger a consultation process. He is planning to come back to Council with the variations. Consideration will be given to whether they are significant and require public consultation.

Senior planner Toni Morrison asked if December 18 would be suitable for a workshop with councillors on this matter. The councillors agreed to hold this workshop on the afternoon of December 18.

Resolved:

1. That the report be received.

**Cr Jackson/Cr Leslie**

2. That the Committee recommend to Council that the rates limits and borrowing limits identified in the 2015-2025 Long Term Plan are reconfirmed as the limits set for the development of the 2016/17 Annual Plan.

**Mayor/Cr Armstrong**

## ALPS2OCEAN CYCLEWAY HAYMAN ROAD IMPROVEMENTS:

This report was to seek approval from the finance committee to establish a capital reserve for the Alps2Ocean work.

Garth Nixon spoke to this report. He gave a break down of the \$75,000. The chairman asked if the recreational reserve fund could be used to fund this. No, it is not on council reserve. Council has ongoing costs in the Alps2Ocean such as track maintenance and toilet cleaning. The introduction of the Tekapo link was suggested as changing use of that part of the track, but it was not considered that this would have a significant impact.

### Resolved:

1. That the report be received.

**Cr Smith/Cr Cox**

2. That a capital reserve be established for the A20 Cycleway off-roading of the Hayman road section as a means to fund the consents easements and access agreements, prior to project commencement in 2017.

**Mayor/Cr Leslie**

3. That Council approve unbudgeted expenditure of up to \$75,000.00 to commence this work.

**Mayor/Cr Leslie**

*The chairman adjourned the meeting at 10.47am and reconvened at 11.30am.*

## VISITORS:

*Stella Sweney and Lyn Martin from the Tekapo Community Board, and about a dozen members of the public joined the meeting.*

*Youth Hostel Association chief executive Mark Wells, project manager John Thompson and architect Kent Roper joined the meeting at 11.30am to present the concept plan for the new YHA hostel at Tekapo. The concept plan is available as an attachment to these minutes.*

Mark Wells said YHA New Zealand has a proud history of engagement and endeavour, and has evolved from running back country huts that support the tramping community to a nationwide network of 45 hostels. He said the organisation is a significant size and operates with a commercial business model.

He said YHA staff in Tekapo are involved as volunteers in the community. YHA also agreed to move to a different site in response to community concerns. The



current hostel at Tekapo fails to meet customer demand and fails to meet high standards. The new building addresses this.

John Thompson said they have tried to make the overall design blend into the natural environment in the Tekapo area. There are challenges, in that the facility is in the township but also in the natural environment. The concept has been to blend in rather than stand out. Inspiration has been taken from rural buildings in the area. They have tried to keep it on a human scale. The building has been located to back onto the reserve and they want to make use of this. Materials have been chosen to blend in and be sympathetic to rural buildings in the area. They have tried to match the landscape palate.

There is a double height window facing the lake. The common areas are the focus of the development. They don't have a bar. A lot of the travellers come on buses and they will make use of the facilities in the township.

YHA are excited about that site and very conscious that it is a premium site and they want to respect that. Landscaping will also be designed to blend in with natural planting and low bushes. Any paved areas would be a natural stone.

Mark Wells said his key message is that YHA are responsible citizens. The staff and guests contribute to communities, they are responsible tourism operators, they are committed to environmental sustainability and have guests who are coming here to experience the environment and enjoy everything that New Zealand has to offer them. They are not like competitors who fill up hostels to fill up their bars and make money from alcohol. He said they have goodwill to respond to any concerns.

Mayor Barlow thanked them for being accommodating over the site and the design. She thinks having affordable accommodation in Tekapo will mean everyone can afford to stay there.

Cr Smith said he is pleased with the drawings and asked if they are going to stick to this concept, or could there be some alterations down the track. Mark Wells said this is our best thinking at the moment. They will need to cost it, but this is what they are working with at the moment. There is no deception.

Cr Cox likes the use of materials in the concept. He said Council needs to make sure the end product is true to the design. The YHA will be one of the first buildings in the development and will set the benchmark for other buildings in Tekapo.

Mark Wells said he will be speaking to owners of neighbouring land regarding the concept and plans.

Cr Cox asked if there will be any café in the building. Mark Wells said no, but this is one reason why he is talking to the person on the adjoining land, as he understands they are planning hospitality.

Cr Leslie asked how the majority of guests arrive. Everything from bikes to rental cars. Are there enough car parks? Mark Wells said there are not enough car parks and the YHA will need to buy out of this in the planning process.

Cr Jackson asked regarding the colour of the cladding. Kent Roper said t's a galvanised iron but not reflective. All materials are raw and natural. The exact product is not specified. The decision on materials will need to fit with the natural environment. Solar panels are proposed.

The chairman thanked Mark Wells and said the council was very happy with the concept plans.

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 12.02PM**

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

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

Unconfirmed

## MACKENZIE DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE ASSET AND SERVICES COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY, NOVEMBER 24, 2015, AT 11.01AM

#### PRESENT:

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

#### IN ATTENDANCE:

Wayne Barnett, Chief Executive  
 Bernie Haar, Asset Manager  
 Suzy Ratahi, Roading Manager  
 Geoff Horler, Utilities Manager  
 Angie Taylor, Solid Waste Manager  
 Arlene Goss, Committee Secretary

#### APOLOGIES:

Apologies were received from Cr Evan Williams.

#### DECLARATIONS OF INTEREST:

There were no declarations of interest.

#### MINUTES:

Resolved that the minutes of the meeting of the Asset and Services Committee held on October 13, 2015, including those parts taken in public excluded, be adopted and confirmed as a correct record.

**Cr Armstrong/Cr Cox**

#### ASSET MANAGERS MONTHLY REPORT:

The purpose of this report was to update the Asset and Services Committee on the progress on various projects and also on the normal operation of the department for the past month.

The following matters were included in the discussion of this report:

One of the fleet vehicles will be replaced and a more suitable vehicle for roading is planned. The recent snow event highlights the need for this vehicle.

The Twizel water treatment plant is completed. The official opening will be held this Sunday, followed by an open day. An email will be sent out to invite councillors to this event.

Regarding breaks in the Fairlie water main at Kimbell - Geoff Horler believes these problems have been solved. The problem area is the main between the treatment shed and the reservoir. Cr Smith asked when this is scheduled for replacement. Geoff Horler said he is considering whether to replace a small section or the whole amount. They are looking at doing something this year.

The Mayor asked how moving the work forward would affect the fiscal limits, as confirmed in the Long Term Plan. The chief executive will check this.

A sign to explain water restrictions was displayed in the meeting. This will go outside the council building in Fairlie and somewhere in Twizel, subject to consultation with the community board.

Cr Smith asked regarding consultancy costs. Asset manager Bernie Haar will look into unbudgeted consultancy costs.

Suzy Ratahi spoke regarding snow clearance, maintenance and pavement work due to snow damage. She will be speaking to NZTA regarding the subsidy, and will be maximising the budget.

She is working to set up the roading collaboration contract. Total cost, year to date, is \$22,000 but this includes the cost of procurement.

The Mayor asked regarding the rate for cattle stop maintenance - is this money being spent on this purpose. Suzy Ratahi said yes and this may include sealing up to a cattlestop, maintaining them and replacing them.

Cr Smith asked about the RAMM system. He asked if there were further costs to be incurred. No further costs.

Suzy Ratahi distributed a paper for information outlining Council's Dust Nuisance Policy. This is available as an attachment to these minutes.

*The meeting was adjourned at 11.30am and reconvened after lunch at 12.35pm.*

Angie Taylor spoke on the solid waste part of the Asset Manager's report. The chairman asked for more information on the asbestos risk in Twizel. This asbestos is coming from old houses as they are renovated. In the past it was installed as a heat proofing product around chimneys and fireplaces. It is also found in external cladding.

Angie Taylor said currently there isn't anywhere in the district that accepts asbestos as a waste product. She would like to look into providing a disposal option for residents, but there will be health and safety requirements around this that need to be met.

Cr Smith asked how solid waste was going to contain its costs, as spending has increased. Asset manager Bernie Haar said he and Angie Taylor would have a hard look at the budget to see how it was tracking.

#### **UTILISATION OF GLASS STOCKPILE:**

The purpose of this report is to allocate waste levy funding towards a project to utilise the glass stockpile in Twizel for roading material. Angie Taylor handed out pictures of the glass stockpile.

She said the stockpile is not clean enough to go to Council's current recycling contractor in Christchurch. There has been interest in using it as roading material. The cost to Council would be to load and transport the material to the road metal site. A waste levy is available for this purpose.

The Mayor said this is a good solution. Cr Leslie asked who owns the land and if the glass was buried would it affect the value of the land. It is council land and to bury it on site would have future ramifications for that land.

Cr Cox asked if it would be cheaper to give Council's current glass collection to road metals rather than recycle it in Christchurch. Angie Taylor said no because the glass recycling process is cost neutral to Council.

Resolved:

1. That the report be received.

**Cr Leslie/Cr Smith**

2. That waste levy funding of approx. \$8,200 ex gst, being 10% of the overall cost, spread over three years is allocated to the utilisation of the glass stockpile for roading material.

**Mayor/Cr Smith**

**PUBLIC EXCLUDED RESOLUTION:**

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

1. Public excluded minutes from the meeting of October 13, 2015.
2. Tender to Reline and Cover Twizel Reservoir.

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Public excluded minutes Asset and Services October 13.	Enable commercial negotiations	48(1)(a)(i)
Tender to Reline and Cover Twizel Reservoir	Enable commercial negotiations	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: *Public excluded minutes Asset and Services October 13 and Tender to Reline and Cover Twizel Reservoir under section 7(2)(i).*

**Mayor/Cr Armstrong**

*The Asset and Services Committee resumed in open meeting.*

Asset Manager Bernie Haar informed councillors that a public meeting on the Manuka Terrace water supply, to be chaired by Cr Leslie, would be held at the Twizel Events Centre on December 12, at 10am.

**THERE BEING NO FURTHER BUSINESS THE  
CHAIRMAN DECLARED THE MEETING CLOSED AT 12.53pm**

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

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

**MACKENZIE DISTRICT COUNCIL  
MINUTES OF A MEETING OF THE PLANNING AND REGULATION  
COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON  
TUESDAY, NOVEMBER 24, 2015, AT 12.45PM**

**PRESENT:**

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

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive Officer  
Nathan Hole, Planning and Regulation Manager  
Toni Morrison, Senior Planner  
David Caldwell, Tavendale and Partners  
Aaron Hakkaart, Planner  
Arlene Goss, Committee Clerk

**APOLOGIES:**

Resolved that an apology be received from Cr Williams.

**Cr Smith/Cr Armstrong**

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**CONFIRM MINUTES:**

Resolved that the minutes of the Planning and Regulation Committee meeting held on October 13, 2015, including those parts taken in public excluded, be confirmed and adopted as a correct record of the meeting.

**Cr Armstrong/Cr Smith**

**WELCOME:**

Nathan Hole welcomed David Caldwell to the meeting as an observer, and also introduced new staff member Aaron Hakkaart who has joined the planning team.

**REPORTS:****VERBAL REPORT ON PLANNING ACTIVITY:**

Nathan Hole updated the committee on recent activity in the planning and regulation department. They have processed 53 resource consents year to date and 88% have been issued within statutory timeframes. The reason for the low compliance rate is that some work was not kept up in the gap between staff leaving and new staff starting work.

Building consents are up on last year, which was a record year. Council has also issued 184 LIM reports to the end of October - a 27% increase on last year which was a record year. This indicates an increase in properties changing hands in the district.

The public notice on consultation for Plan Change 13 has gone out. They have not received too many enquiries to date.

The health and liquor contract with Timaru District Council is up for renewal for the next financial year. This cost to Council may double from \$55,000 to over \$120,000. The district has a large number of licenced premises and there is proportionally more work associated with Mackenzie than with other areas. Licence fees will mitigate some of this increase.

The chairman asked regarding the private plan change needed at Lakeside Drive. This has not been publically notified yet. Nathan Hole is working on this.

#### SUBMISSION ON PLAN CHANGE 4, CANTERBURY LAND AND WATER REGIONAL PLAN:

The purpose of this report was to seek the retrospective approval of Mackenzie District Council's submission on Plan Change 4 of the Canterbury Land and Water Regional Plan. Toni Morrison said hearings on this matter would be held early next year and someone would be there on behalf of Council.

Resolved:

1. That the report be received.

**Mayor/Cr Smith**

2. That the committee approve the submission of Mackenzie District Council on Plan Change 4 to the Land and Water Regional Plan, lodged on 12 October 2015.

**Mayor/Cr Armstrong**

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 1.08PM**

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

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

**MACKENZIE DISTRICT COUNCIL****MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD AT  
THE THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY OCTOBER 27, 2015,  
AT 10.03AM****PRESENT:**

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

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive  
Paul Morris, Finance Manager  
Garth Nixon, Community Facilities Manager  
Bernie Haar, Asset Manager  
Geoff Horler, Utilities Manager  
Suzy Ratahi, Roothing Manager  
Arlene Goss, Committee Secretary  
Michael Burtscher, Coldwater Ltd  
Jan McPherson, Fairlie in Focus Photography Group  
Keith Water, Fairlie in Focus Photography Group  
Chris Hyde, Reporter Timaru Herald

**OPENING:**

The Mayor welcomed everyone to the meeting.

**APOLOGIES:**

There were no apologies.

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**BEREAVEMENTS:**

The Mayor noted the following bereavements:

- Anne Forsythe, died October 5, wife of Rob, late of Sawdon Station.
- Steven Skinner, died October 5, husband of Denise, late of Twizel.
- Anthony Lewis Mathias, died October 5, husband of Betty, late of Fairlie.
- Brian Phillips, died October 5, father in law of Magaret and Peter Smith, late of Twizel.

A moment of silence was observed.

**PUBLIC EXCLUDED RESOLUTION:**



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

- Presentation from Michael Burtscher.

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Presentation from Michael Burtscher	Commercial sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Presentation from Michael Burtscher under section 7(2)(b)(ii)*,

**Cr Smith/Cr Williams**

*The Council continued in open meeting.*

*Community Facilities manager Garth Nixon joined the meeting at 10.39am.*

## **REPORTS:**

### **MAYOR'S ACTIVITIES REPORT:**

This was the report of the Mayor's activity from September 29 to October 26, 2015. Cr Williams asked about the Waitaki shoreline committee meeting. The Mayor said this meeting covered a whole lot of issues including signage and public toilets. There was a discussion about the zone committee and their requirement that more toilets be placed around the lakes. The zone committee is doing more work on this.

The meeting with Sam Lees on October 2 was about the incredible edible initiative they have started in Geraldine. This initiative uses public spaces for edible plants, with people able to help themselves. The Mayor is keen to get a group of people together to see if she can implement this in the district.

The meeting with Randall Froude was about boundary issues.

Resolved that the report be received.

**Cr Cox/Cr Leslie**

### **CHIEF EXECUTIVE'S ACTIVITIES REPORT:**

This was the report of the Chief Executive's activity from September 16 to October 27, 2015. Cr Smith asked about the new requirements for local authorities under section 17a of the Local Government Act. The chief executive said he would be reporting to council on the requirements of the new legislation and how it impacts on Council. Cr Smith also asked about a meeting the chief executive had with Audit New Zealand. The chief executive said this meeting was a general meeting in relation to the end of year audit.

Cr Leslie asked if the Cinta survey was part of assessing the needs of the community and can he see the results. Yes. The chief executive explained that the section 17A review had a different focus to the Cinta survey. Cr Leslie also asked about the meeting with Grant Hocken on the 22 October. This was regarding the booster pump at The Drive.

Resolved that the report be received.

**Cr Williams/Cr Smith**

QUARTERLY REPORT FROM AORAKI BUSINESS DEVELOPMENT AND TOURISM:

This was to update Council on economic development activity carried out by ABDT.

Resolved that the report be received.

**Cr Cox/Cr Armstrong**

*The meeting adjourned at 10.49am for morning tea and reconvened at 11.01am.*

*Jan MacPherson and Keith Water from the Fairlie in Focus Photography Group joined the meeting.*

FAIRLIE IN FOCUS GRANT REQUEST:

The purpose of this report was for Council to consider a grant request to develop the Fairlie In Focus Photography Group display.

The Mayor welcomed Jan MacPherson and Keith Water, and invited Jan MacPherson to speak. Jan MacPherson provided an introduction to the Fairlie in Focus Photography group and current projects. They struggle to find venues to present exhibitions in Fairlie. While looking for a location they came up with the idea of a permanent outdoor exhibition. She thinks it will be attractive to the town and showcase the Mackenzie District. They have provided a quote to Council for the frames and graphics. A sample of a photograph was shown. Local organisations could lease space on the boards to promote community events.

The Mayor asked what controls there would be on people using the boards for advertising. Jan MacPherson said local businesses could advertise on the back of the boards. Images can be sponsored. Keith Water said it is not about selling images but promoting the area.

Cr Smith asked about ongoing costs of maintenance and he assumes the organisation will take care of that, and also take care of damage caused by graffiti or vandalism. Keith Water said the only maintenance of the frames will be when they are re-painted. The surface will be anti-scratch.

Cr Leslie asked if this could be repeated in Tekapo and Twizel. It was up to Council if they wanted to fund it. Keith Water said it would be great to have something at Twizel and Tekapo but if under the Fairlie in Focus banner, they would like some control over the images.

The Mayor asked how many boards. 14. That is a lot to put into that area. Cr Jackson said this might congest what we have there now. He thinks the green area opposite the BP station would stand out more and encourage people to stop.

The Mayor asked Garth Nixon regarding financials. She asked who would miss out on funding as noted in his report. He pointed out the need to build the Tekapo Domain. Cr Smith suggested doing this grant from grant money rather than from the subdivision reserve. He would not like to set a precedent.

Cr Cox asked if money had been sought elsewhere from other grant organisations. No. Cr Jackson suggested they also apply for outside funding.

The Mayor said the application is for \$10,000 plus GST. She asked regarding the cost of voluntary labour as listed in the application. Clarification of the amount required was given by Jan MacPherson. There was also discussion on whether the amount included or was exclusive of GST. A suggestion that council purchase the frames and claim back the GST was generally approved.

Cr Williams said this is a community board matter rather than council matter. It was explained that using money from the land subdivision reserve requires council approval. Cr Armstrong asked why the display boards could not be made double sided. The backs will be facing the trees.

The Mayor suggested using space in the council courtyard or village green for some of the boards. Jan MacPherson said the group would be happy to work with the community board to find the best location.

Cr Armstrong suggested funding a couple of frames to see how it goes. The Mayor said this would be more costly than buying the full number at one time. Councilors supported the idea but would like the location of the display to go back to the community board for further consideration.

Resolved:

1. That the report be received.

**Cr Armstrong/Cr Williams**

2. That Council Grant \$8,858.87 from the Land subdivision Reserve to the Fairlie in Focus Group to supply and install 14 photo display panels in Riddle Street, subject to design detail being approved by the Fairlie Community Board.

**Cr Smith/Cr Cr Leslie**

*Jan MacPherson and Keith Water from the Fairlie in Focus Photography Group left the meeting.*

**REPORT FROM RULES REDUCTION TASK FORCE:**

This was to inform Council of the outcome of work conducted by the government's Rules Reduction Task Force.

Resolved that the report be received.

**Cr Armstrong/Cr Jackson**

**ADDITIONAL FEE RECOVERY PROPOSAL BY AUDIT NZ IN RELATION TO LONG TERM PLAN 2015-2025:**

This was to inform Council as to the proposed additional fee recovery in relation to the audit of Council's Long Term Plan.

Paul Morris said this was a new process for Audit New Zealand. They have recognised this factor and offered to write off some of the additional costs. The budget was set under the old rules in 2012.

The Mayor asked which factors Council was responsible for. Council was not prepared as well as it could be for the Long Term Plan. Things changed, such as the NZTA level of funding. There were 10 versions of the consultation document. Supporting documents were not available on time.

The chief executive said this was a new process and Council didn't slam dunk it. He made a commitment to produce supporting documents internally and underestimated the time taken to do this. This means when audit arrived the supporting documents were not available. This disrupted their process and caused audit to put in more resources than they would have had to. We have taken learnings from the process.

Paul Morris said the current audit process has been very good. Auditors have finished and there have been no issues to correct of a major nature.

Resolved that the report be received and the information noted.

**Cr Williams/Cr Armstrong**

#### SALE OF SURPLUS LAND AT ARGYLL STREET, FAIRLIE:

This was to seek Council direction in relation to the sale of Lots 43-44 DP193 Argyll Street, Fairlie. The chief executive said there is about a \$10,000 difference in valuations. He also noted there is not a lot of extra value for council in closing the road and adding that land to the section. If there is a walkway retained on the closed road, this would provide access to the domain.

The Mayor asked if the process is valid given that Mr Hunter is an elected member and chairman of the community board. The chief executive said Council is not dealing with this differently to another sale. There is a complicating factor of the different valuations. The decision is being made in an open meeting and there is no attempt to hide it.

Resolved:

1. That the report be received.

**Cr Williams/Cr Jackson**

2. That Council instruct staff to accept Mr Hunter's conditional offer to purchase the Argyll Street section and adjacent portions of road, for \$65,000 (incl GST if any).

**Mayor/Cr Williams**

*Bernie Haar and Geoff Horler joined the meeting at 11.52am.*

#### TWIZEL RESERVOIR LINER REFURBISHMENT:

This was to confirm the council preference to cover the Twizel raw water reservoir. The Mayor asked how much was budgeted for this in the Long Term Plan. Bernie Haar said there was \$210,000 budgeted for the cover and the lining was about \$80,000. This needs to go out for tender.

The consultants did not suggest covering the reservoir in the first place because this was raw water and treatment came after. However further investigations have shown it does need to be covered due to the growth of algae. To replace the filters costs \$10,000 each time. These are getting blocked by the algae. Discussion was held on the hexa cover as one of the options. Covering the reservoir will stop the algae growing, the wind blown dust, and pollens.

Resolved:

1. That the report be received.

**Cr Leslie/Cr Smith**

2. That the Twizel raw water reservoir be covered and staff be instructed to proceed with the project.

**Cr Leslie/Cr Smith**

*Bernie Haar and Geoff Horler left the meeting at 11.59am.*

#### FREEDOM CAMPING AT HAMILTON DRIVE:

For Council to consider a request from the Tekapo Community Board to investigate options to stop camping at Hamilton Drive.

Garth Nixon said Hamilton Drive is causing grief to residents. Council promoted it by identifying it as an area for freedom camping. Now a recommendation has come from the community board to investigate stopping camping at Hamilton Drive.

Council now has paid enforcement in place and monitoring. A local resident has been asked to collect information on the campers using the area. Signage still needs work to make it clear there will be a \$200 fine if not self contained or more than five campers.

In March next year the bylaw will be reviewed.

Cr Cox said Council missed the boat on enforcement at the start and still does not have the right signs up. He said that without the ability to enforce the bylaw Council should close the site down and look at the alternatives for low cost camping in Tekapo. The residents have had enough.

Cr Leslie said this was a Mackenzie-wide issue and whatever is done in Hamilton Drive should be applied across the district.

The Mayor requested some information on the website, going out to complainants, in the Accessible and local papers rather than a knee jerk reaction to just close it.

Cr Cox asked that signage is done quickly. Councillors agreed to see out the summer with strict enforcement, new signs and the collection of data with a view to reviewing the bylaw in March as originally planned.

#### Resolved:

1. That the report be received.

**Cr Smith/Cr Williams**

2. Council continue with status quo and continue to monitor and enforce the freedom camping bylaw at Hamilton Drive, Tekapo, with a review of the bylaw taking place in March, 2016.

**Cr Smith/Cr Leslie**

*The meeting adjourned for lunch at 12.16pm and reconvened at 12.40pm.*

#### TWIZEL TEKAPO COMMUNITY VEHICLE TRUST GARAGE:

For Council to approve the Finance Committee's recommendations to allow this work to proceed.

#### Resolved:

1. That the report be received.

**Cr Jackson/Cr Cox**

2. That Council approve that the Rec A Zoned land be provided to the Vehicle Trust as identified in the plan.

**Cr Armstrong/Cr Cox**

3. That the Council approve the estimated \$20,000 unbudgeted expenditure to construct and additional two bays on the garages to provide for Council car parking in Twizel.

**Cr Armstrong/Cr Cox**

#### GRANT REQUEST MACKENZIE NETBALL SUPPORTERS CLUB:

For the Committee to consider the request from the Mackenzie Netball Supporters Club. Councillors were concerned about setting a precedent but the chief executive said this is unlikely.

Resolved:

1. That the report be received.

**Cr Armstrong/Cr Williams**

2. That Council approve a \$600 grant to the Mackenzie Netball Supporters Club.

**Cr Leslie/Cr Armstrong**

*Cr Armstrong left the meeting at 12.52pm.*

#### COMMON SEAL:

This was the affixing of the Common Seal to documents signed between July 16 and August 7, 2015.

Resolved:

3. That the report be received.

**Cr Smith/Cr Williams**

4. That the affixing of the common seal to documents 809 to 810 be endorsed.

**Cr Smith/Cr Williams**

#### MEETING SCHEDULE FOR 2016:

To advise Council of the schedule of meetings for the council and committees for 2016. No changes to the schedule were suggested.

Resolved that the report be received and the attached schedule of meetings be noted.

**Cr Cox/Cr Smith**

**PUBLIC EXCLUDED RESOLUTION:**

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

- Tekapo Lakefront Stage 2 Construction.
- Sale of Land at Stage 2, Tekapo Lakefront Development.
- Sale of Land at Glen Lyon Rd, Twizel
- Sale of Land at Fox View Rd, Fairlie
- Road Maintenance Tender
- Public excluded minutes Planning and Regulation Committee October 13.
- Public excluded minutes Asset and Services Committee October 13.
- Public excluded minutes Finance Committee October 13.
- Public excluded minutes Council September 15.

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Tekapo Lakefront Stage 2 Construction	Enable commercial negotiations	48(1)(a)(i)
Sale of Land at Stage 2, Tekapo Lakefront Development	Enable commercial negotiations	48(1)(a)(i)
Sale of Land at Glen Lyon Rd, Twizel	Enable commercial negotiations	48(1)(a)(i)
Sale of Land at Fox View Rd, Fairlie	Enable commercial negotiations	48(1)(a)(i)
Road Maintenance Tender	Enable commercial negotiations	48(1)(a)(i)
Public excluded minutes Planning and Regulation Oct 13	Protect the privacy of persons	48(1)(a)(i)
Public excluded minutes Asset and Services Oct 13	Enable commercial negotiations	48(1)(a)(i)
Public excluded minutes Finance Oct 13	Commercial sensitivity	48(1)(a)(i)
Public excluded minutes Council Sept 15	Enable commercial negotiations Protect the privacy of persons 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: *Public excluded minutes Finance Committee and Public excluded minutes Council under section 7(2)(b)(ii), Tekapo Lakefront Stage 2 Construction and Sale of Land at Stage 2 Tekapo Lakefront Development, Sale of Land at Glen Lyon Rd Twizel, Sale of Land at Fox View Rd Fairlie, Road Maintenance Tender, Public excluded minutes Asset and Services Committee, Public excluded minutes Council all under section 7(2)(i), Public excluded minutes Planning and Regulation, Public excluded minutes Council under section 7(2)(a), Public excluded minutes Council under section 7(2)(g).*

*The Council continued in open meeting.  
Cr Jackson left the meeting at 2.30pm and did not return.  
Cr Armstrong rejoined the meeting during the public excluded session.*

## COMMUNITY BOARD RECOMMENDATIONS:

This report from the chief executive was accompanied by the minutes of the meetings of the Twizel, Tekapo and Fairlie Community Boards.

Resolved that the report be received.

**Mayor/Cr Cox**

### TWIZEL COMMUNITY BOARD:

Council noted and considered the following resolution regarding a proposal to build a new garage for vehicle trust cars and council cars in Twizel. This matter was discussed earlier in the meeting

Resolved that the Twizel Community Board recommends to Council that the Rec zoned land be provided to the Twizel-Tekapo Vehicle Trust, as identified in the plan attached to the report.

Council noted the following resolution in response to a request to change the solid waste system:

Resolved that no changes be made to the curbside rubbish collection system.

Council noted the following resolutions in response to two requests for funding from the TPDA, one for Christmas decorations and the second to pay for advertising for the Wine and Salmon Festival:

Resolved that the Twizel Community Board grants \$300 to the TPDA to put towards Christmas decorations.

Resolved that the TPDA be asked to supply an official grant application for consideration at the next meeting of the community board.

Council noted the following resolution in response to a request for funding from the Twizel Early Learning Centre to pay for hall hire:

Resolved that the Twizel Community Board grants \$72.50 to the Twizel Early Learning Centre towards room hire, and they pay the other \$50.

Council noted the following resolution to replace the fridge at the Twizel Events Centre:

Resolved that the Twizel Community Board approves the purchase of a new fridge for the Twizel Events Centre kitchen at a cost of \$1800, funded from the maintenance budget.

Council noted the following resolution to undertake tree maintenance at Northwest Arch:



Resolved that the Twizel Community Board instructs Garth Nixon to spend \$10,000 on limbing trees at Northwest Arch.

#### TEKAPO COMMUNITY BOARD:

Council noted and considered the following resolution from the Tekapo Community Board requesting an investigation into stopping freedom camping at Hamilton Drive. This was discussed earlier in the meeting.

Resolved that the Tekapo Community Board recommends to Council that they investigate stopping camping at Hamilton Drive.

Council noted the following resolution from the Tekapo Community Board regarding a request for a skatepark in Tekapo.

Resolved that the Tekapo Community Board instructs staff to respond to Pierre Montell that they are not inclined to support a skate park at this point in time.

#### FAIRLIE COMMUNITY BOARD:

Council noted the following resolution to fund flags to mark the 150 year celebrations in Fairlie:

Resolved that the Fairlie Community Board funds \$2,177.30 to the Fairlie 150 Years Committee, under Heartlands Fairlie, for the 150 year flags, from the projects budget.

#### RECEIVE COMMITTEE MINUTES:

Resolved that Council receives the minutes of the Planning and Regulation Committee meeting held on October 13, 2015.

**Cr Leslie/Cr Smith**

Resolved that Council receives the minutes of the Asset and Services Committee meeting held on October 13, 2015.

**Cr Leslie/Cr Armstrong**

Resolved that Council receives the minutes of the Finance Committee meeting held on October 13, 2015.

**Cr Smith/Cr Cox**

#### CONFIRM COUNCIL MINUTES:

The Mayor noted on page 205 of the agenda a record that she was to be given more information about the governance deficit and this had not happened. The Finance Manager agreed to supply it.

Resolved that Council confirms and adopts the minutes of the Mackenzie District Council meeting held on September 15, 2015, as the correct record of the meeting, including those parts taken in public excluded.

**Mayor/Cr Smith**

**THE MAYOR DECLARED THE MEETING CLOSED AT 2.46PM**

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

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

*Unconfirmed*

**MACKENZIE DISTRICT COUNCIL****MINUTES OF AN EXTRAORDINARY MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD AT THE THE COUNCIL CHAMBERS, FAIRLIE, ON FRIDAY OCTOBER 30, 2015, AT 9.37AM****PRESENT:**

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

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive  
Paul Morris, Finance Manager  
Arlene Goss, Committee Secretary  
Haydee McCabe, Irricon Resource Solutions

**OPENING:**

The Mayor welcomed everyone to the meeting.

**APOLOGIES:**

There were no apologies.

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**REPORTS:****BENDROSE STATION IRRIGATION PIPELINE:**

For Council to consider an application from Bendrose Farm 2014 Ltd to construct a 675mm irrigation pipeline across Pukaki Airport land to convey water to Bendrose Station. Haydee McCabe from Irricon Resource Solutions was at the meeting.

Cr Cox asked what effect this has on future planning at the airport and he cannot see any reason why this could not go across DOC land. The chief executive said because the reserve land is owned by the Crown and administered by the council it becomes an administrative nightmare to take it through there. Cr Williams said there was a similar issue to put in an intake for the Allandale water scheme, which would have taken two years for the same reason. Cr Smith said there has been some urgency to put this pipeline through. He thinks this is a win for the airport to get water and council would be entitled to compensation for the pipe. The airport board have signed it off, and as long as Council is compensated he doesn't see a problem. Cr Leslie said there are benefits to the airport and the airport board is supportive of the proposal. Cr Cox said the airport would need resource consent to use the water, so how likely is that. Haydee McCabe said Bendrose have a consent to take water from the canal. She explained that she was currently working on a consent to irrigate the airport and this process is underway, at a cost to Bendrose Station.

There is an easement required. Council is not guaranteed water, as it has to get past the consenting process. Would Council be asking for monetary compensation and would there need to be further negotiation on this? The chief executive said an easement has a value and this could be worked through. He asked if there is an instrument other than an easement that could be used, such as a lease? Haydee McCabe was not sure about this. Council agreed with the proposal subject to further negotiations.

Resolved:

1. That the report be received.

**Cr Smith/Cr Williams**

2. That Council agrees to Bendrose Farm 2014 Ltd constructing an underground irrigation pipeline across Pukaki Airport, subject to agreement of specific terms.

**Cr Smith/Mayor**

*Haydee McCabe left the meeting at 9.55am.*

**ANNUAL REPORT 30 JUNE 2015:**

This was for Council to approve and adopt the Annual Report 2015. The Annual Report summary was discussed first.

On page 7 of the agenda, the not achieved result for stormwater was explained. This was because the information was not collected by Whitestone, so could not be measured.

On page 18 of the agenda, "surplus from operations", this has been corrected.

On page 13 of the agenda, target says achieved when it is not achieved. This has been corrected.

On page 19 under roading expenses, the words "over both these activities" have been taken out.

On page 7, a grammatical correction under boil water notices.

On page 15, a percentage sign is missing under levels of service.

On page 16, under Mackenzie Forestry Board, the statement of intent has not been approved two years running. Finance manager Paul Morris explained the reasons for this. The forestry board have not prepared a statement of intent for approval. Cr Smith, the chair of the board, was unaware that one was required.

On page 18 under financial statement disclosures, the Mayor asked what biological assets were. This refers to forestry.

On page 20 under pie graphs. The Mayor asked regarding the comment on capital expenditure. Paul Morris clarified this.

Resolved:

1. That the Annual Report Summary for 30 June be approved.

**Cr Williams/Cr Smith**

2. That the Mayor and Chief Executive Officer be given approval to sign the letter of representation for the Annual Report Summary for the year ended 30 June, 2015.

**Cr Armstrong/Cr Williams**

Discussion then moved to the Annual Report itself. Finance manager Paul Morris went through a list of the corrections that have been made to the report since the version on the agenda was published. This included correcting typing errors and:

Changing the Cinta Survey 80% positive feedback measure to 'not achieved'.

On page 80, changing the word expenditure to expenses in several places.

On page 83, 'receipts from rates' has changed to 'receipts from rates revenue'.

On page 86, added forestry and adjustment to page numbers. Under Statement of compliance and preparation the word 'prospective' has been removed.

On page 89, under landfill fees, 'revenue from non exchanged transactions' is now 'revenue from exchanged transactions'.

On page 119, added note 17 intangible assets to the top of the table.

On page 130, under council remuneration, mileage reimbursements have been taken out of these figures.

On page 172 of the agenda, Cr Cox noted under Tekapo Community Board Stella Sweney is not included.

On page 42 of the agenda, Cr Jackson noted a number missing in the third paragraph and a letter 'c' before the dollar sign that should not be there.

Cr Smith asked regarding the graph on page 161 of the agenda. Paul Morris explained the background to the result. It was suggested to provide an explanation of this to the public.

Resolved:

1. That the report be received.

**Cr Cox/Cr Armstrong**

2. That the Annual Report 30 June 2015, be approved.

**Mayor/Cr Cox**

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 2015.

**Cr Smith/Cr Armstrong**

4. That the Annual Report for 30 June 2015 be adopted.

**Cr Armstrong/Cr Williams**

**PUBLIC EXCLUDED RESOLUTION:**

Resolved that the public be excluded from the following part of the proceedings of this meeting namely Alpine Energy Ltd Increase in Director's Fees.

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Alpine Energy Ltd Increase in Director's Fees	Protect privacy of persons	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular 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: *Alpine Energy Ltd Increase in Director's Fees under section 7(2)(a)*.

**Cr Smith/Cr Williams**

*The Council continued in open meeting.*

**PUBLIC EXCLUDED RESOLUTIONS ANNOUNCED IN OPEN MEETING:**

Council made the following resolutions in the public excluded part of the meeting and resolved to announce them in open meeting.

Resolved:

1. That the report be received.

**Cr Leslie/Cr Cox**

2. That Council approve the proposed increase in Directors Fees for Alpine Energy Ltd Directors.

**Cr Smith/Cr Leslie**

3. That Council resolve to approve the proposed increase in Directors Fees for Alpine Energy Ltd Directors in open meeting.

**Mayor/Cr Leslie**

**THE MAYOR DECLARED THE MEETING CLOSED AT 10.37am**

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

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