



442<sup>ND</sup> 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 February 17, 2015, at 9.30am.*

**VENUE:** Council Chambers, Fairlie

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

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER



## MACKENZIE DISTRICT COUNCIL

Agenda for Tuesday February 17, 2015, at 9.30am

### VISITORS

At 11.30am Mel Schauer and members of the Tuia Programme will present to council and will then stay for lunch.

### OPENING AND APOLOGIES

### DECLARATIONS OF INTEREST

### BEREAVEMENTS

### MAYOR'S REPORT 4

#### REPORTS:

- |   |    |
|---|----|
| A) CHIEF EXECUTIVE'S ACTIVITIES                       | 6  |
| B) TRANSPORTATION ACTIVITY MANAGEMENT PLAN (ATTACHED) | 8  |
| C) STREET ASSET PROTECTION (ATTACHED)                 | 29 |
| D) STANDING ORDERS AMENDMENT (ATTACHED)               | 34 |
| E) COMMON SEAL  | 46 |

### COMMUNITY BOARD RECOMMENDATIONS AND MINUTES: 47

The Twizel and Tekapo Community Board meetings held on January 26 and the Fairlie Community Board meeting held on February 2.

- |                                    |    |
|------------------------------------|----|
| A) TWIZEL COMMUNITY BOARD MINUTES  | 52 |
| B) TEKAPO COMMUNITY BOARD MINUTES  | 58 |
| C) FAIRLIE COMMUNITY BOARD MINUTES | 67 |

### RECEIVE COMMITTEE MINUTES:

Receive the minutes of the committee meetings held on February 3, 2015, including parts taken with the public excluded.

- |  |    |
|--|----|
| A) AUDIT AND RISK COMMITTEE MINUTES          | 74 |
| B) FINANCE COMMITTEE MINUTES                 | 76 |
| C) ASSET AND SERVICES COMMITTEE MINUTES      | 79 |
| D) PLANNING AND REGULATION COMMITTEE MINUTES | 82 |

### CONFIRM COUNCIL MINUTES: 89

Confirm and adopt the minutes of the Mackenzie District Council meeting held on December 9, 2014, as the correct record of the meeting, including those parts taken in public excluded.

### CONFIRM EXTRAORDINARY COUNCIL MINUTES: 110

Confirm and adopt the minutes of the Extraordinary Mackenzie District Council meeting held on January 20, 2015, as the correct record of the meeting, including those parts taken in public excluded.

**PUBLIC EXCLUDED:**

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

- |   |     |
|---|-----|
| A) TWIZEL LAND SALE (ATTACHED)                        | 114 |
| B) PREVIOUS MINUTES TEKAPO COMMUNITY BOARD            |     |
| C) PREVIOUS MINUTES PLANNING AND REGULATION COMMITTEE |     |
| D) PREVIOUS MINUTES COUNCIL DECEMBER 9, 2014          |     |
| E) PREVIOUS MINUTES COUNCIL JANUARY 20, 2015          |     |

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Twizel Land Sale	Enable commercial negotiations	48(1)(a)(i)
Previous minutes Tekapo Community Board	Commercial sensitivity	48(1)(a)(i)
Previous minutes Planning and Regulation Committee	Maintaining legal professional privilege	48(1)(a)(i)
Previous minutes Council December 9, 2014	Commercial sensitivity Maintain legal professional privilege Enable commercial negotiations Protect privacy of persons	48(1)(a)(i)
Previous minutes Council January 20,2015	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: *Twizel Land Sale, Previous Council minutes Dec 9 and Jan 20 all under Section 7(2)(i). Previous minutes Tekapo Community Board and Previous Council minutes Dec 9 under Section 7(2)(b)(ii). Previous minutes Planning and Regulation Committee under section 7(2)(g). Previous minutes Council Dec 9 under Section 7(2)(a).*

**ADJOURNMENTS:**

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

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** GENERAL ACTIVITIES REPORT  
**MEETING DATE:** 17 FEBRAURY 2015  
**REF:** PAD 2/3  
**FROM:** MAYOR

### ACTIVITY REPORT

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

12 December	Councillor Workshops – Bylaws & LTP.
16 December	Councillor workshop – Infrastructure plan.
20 January	Extraordinary Council Meeting.
26 January	Twizel and Tekapo Community Board meetings.
2 February	Fairlie Community Board meeting.
3 February	Committee meeting day.
17 February	Council meeting

#### **OTHER MEETINGS AND ACTIVITIES**

11 December	Met with Peter Glasson & the CEO regarding PC 13 Federated Farmers Appeal, in Christchurch. Attended the Old Library Workers Shout in Fairlie. Attended the Mackenzie College Prizegiving.
15 December	Attended the Civil Defence Welfare Committee meeting in Fairlie. Attended the Twizel Area School prizegiving.
18 December	Met with George Ormond & Alan Tibby from Pukaki Downs & the CEO. Attended the Aoraki Foundation Dinner in Timaru.
19 December	Attended the UPWZC meeting in Twizel.
7 Jan	Met in Twizel with Crs Leslie & Armstrong and the CEO regarding Meridian use of adjacent land.
14 Jan	Met with the CEO & Toni Morrison regarding Mackenzie Forum & Farm Plans.
19 Jan	Attended a meeting of the South Canterbury CEO's and Mayors – Roading Collaboration, in Timaru with the CEO.
20 Jan	Attended Tekapo Property Group meeting.
21 Jan	The CEO and I met with John Mackey from Audit NZ. In the evening travelled to Twizel and attended the Twizel Fire Debrief with the CEO, Nathan Hole and other elected members.
23 Jan	Read a story at the finale of the Mackenzie Community Library Summer Reading Programme.
30 Jan	Met with South Canterbury Mayors in Timaru.
2 Feb	Met with Councillor Smith and Paul Morris.
4 Feb	Met with Vanessa Apes from Tekapo. Then met with Michelle O'Carroll of The Drive, then the Twizel Community Board members

	regarding the Twizel fire and water situation. Attended public meeting in the evening about the Twizel fire.
5 Feb	Attended Councillor workshop on Tourism and Economic Development for our LTP. Representatives from ADBT, CCT and Tourism Waitaki attended too.
11 Feb	Port FM Mayoral Radio show. Met with Paula Humphries.
12 Feb	Attended DLC Meeting in Fairlie.

1. That the report be received.

CLAIRE BARLOW  
MAYOR

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** CHIEF EXECUTIVE OFFICER'S GENERAL ACTIVITIES REPORT

**MEETING DATE:** 17 FEBRUARY 2015

**REF:** PAD 2/3

**FROM:** CHIEF EXECUTIVE OFFICER

### ACTIVITY REPORT

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

12 December	Councillor Workshops – Bylaws & LTP.
16 December	Councillor workshop – Infrastructure plan.
20 January	Extraordinary Council Meeting.
26 January	Twizel and Tekapo Community Board meetings.
2 February	Fairlie Community Board meeting.
3 February	Committee meeting day.
17 February	Council meeting

#### **OTHER MEETINGS AND ACTIVITIES**

10 December	Met with Glen Campbell from Whitestone Contracting Ltd. Attended a Pre-Construction on-site meeting in Tekapo with Jason Trist from Aurecon. Fortnightly meeting with Bernie Haar.
11 December	Met with Peter Glasson & the Mayor regarding PC 13 Federated Farmers Appeal, in Christchurch. Met with Mark Rogers. Attended the Old Library Workers Shout in Fairlie.
12 December	Met with CEOs Bede Carran & Peter Nixon for catchup in Pleasant Point.
15 December	Management meeting. Met with Ross Waugh.
17 December	Met with Doug McIntyre in Twizel, regarding development in the Basin.
18 December	Met with Nathan Hole & Toni Morrison for Planning catchup. Met with George Ormond & Alan Tibby from Pukaki Downs & the Mayor.
22 December	Management meeting. Old Library Building opening.
24 Dec – 4 Jan	Office closed.
5 Jan	Management meeting.
7 Jan	Met in Twizel with Crs Leslie & Armstrong and the Mayor regarding Meridian use of adjacent land. Fortnightly meeting with Bernie.
12 Jan	Management meeting.
13 Jan	Met with Tony Jackson regarding his interest in surplus land.

14 Jan	Met with the Mayor & Toni Morrison regarding Mackenzie Forum & Farm Plans.
15 Jan	Planning team catchup.
19 Jan	Attended a meeting of the South Canterbury CEOs and Mayors – Rooding Collaboration, in Timaru with the Mayor.
20 Jan	Attended Tekapo Property Group meeting.
21 Jan	The Mayor and I met with John Mackey from Audit NZ. Fortnightly catchup with Bernie Haar. In the evening travelled to Twizel and attended the Twizel Fire Debrief with Nathan Hole and other elected members.
22-24 Jan	Travelled to Blenheim and attended the SOLGM Leaders Workshop.
26 Jan	Management meeting.
28 Jan	Met with Jason Trist.
29 Jan	Had a Planning Team catchup.
2 Feb	Management meeting.
3 Feb	Fortnightly catchup with Bernie Haar.
4 Feb	Met with Vanessa Apes from Tekapo. Then met with Michelle O’Carroll of The Drive, then the Twizel Community Board members regarding the Twizel fire and water situation. Attended public meeting in the evening about the Twizel fire.
5 Feb	Attended Councillor workshop on Tourism and Economic Development for our LTP. Representatives from ADBT, CCT and Tourism Waitaki attended too.
9-16 Feb	Annual Leave.

1. That the report be received.

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** Mackenzie District Council

**SUBJECT:** TRANSPORTATION ACTIVITY MANAGEMENT PLAN

**DATE:** 17<sup>th</sup> February 2015

**REF:** WAS 1/2

### **REASON FOR REPORT**

To provide adopt the Transportation Activity Management Plan as the framework for the 2015-2025 LTP.

### **RECOMMENDATIONS:**

1. That the report be received.
2. That the Transportation Activity Management Plan be adopted as policy for the future direction of that activity.

**BERNIE HAAR**  
**ASSET MANAGER**

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



## **BACKGROUND**

The Activity Management Plans were reviewed and re-written ahead of the production of the 2013-2025 LTP. This then became the basis for the long term projections for maintenance and capital expenditure for the period. It also sets the levels of service that are proposed to be delivered during that time.

On completion of the LTP process the AMP was further amended to reflect the outcome of the submission process and the approved long term funding strategy.

I have attached the executive summary of the Transportation Activity Management Plan as part of the public record for my report but Councillors will also get a printed copy of the whole document as well.

# 1. EXECUTIVE SUMMARY

## 1.1 INTRODUCTION

This Activity Management Plan for Roading (AMP) has been developed to provide the Mackenzie District Council (MDC) with a long term management tool for the road asset. It sets out the current asset condition, what issues are currently and likely to impact on the asset and the costs associated with maintaining, operating, renewing, developing and disposing of the asset.

In terms of population, the Mackenzie District is the third smallest territorial authority in New Zealand with a normally resident population of approximately 4,000, with limited growth. In contrast to its small population, the area of the District is large, comprising 745,562 hectares. Fairlie, Lake Tekapo and Twizel are the main towns and there are villages at Albury, Kimbell, Burkes Pass and Mount Cook.

The District is severed by - State Highways, which form the back bone of the network. Together the State Highway network, connect the district demographics and have resulted in a relatively large lowly trafficked network.

## 1.2 PURPOSE OF TRANSPORTATION ASSET MANAGEMENT PLANNING

The purpose of this AMP is to provide a tool combining management, planning, financial, engineering and technical practices to ensure that the level of service required by customers is provided at the lowest long term cost to the community. The plan is intended to demonstrate to customers that Council is managing the assets responsibly and that they will be regularly consulted over the price/quality trade-offs resulting from alternative levels of service.

## 1.3 PLAN LEVEL

MDC considers the required sophistication of their plan in the short to medium term need not progress beyond a “**Core+**” planning level, as:

- the cost at this time to move to an advanced plan would provide little significant benefit to Council or its’ customers
- the size, complexity and use of the assets is consistent with a rural sparsely populated district
- the risks associated with failure are low

This AMP is one of the Council’s suite of plans that together describe the services and workload that the community sees as important for the Council to provide and sustain. They outline the basic methodologies Council will use to achieve the strategic objectives promoted in the MDC LTP 2015 - 2025 and thus move towards achieving the “outcomes” and the citizens’ “vision” of the society they wish to be a part of.

## 1.4 SCOPE OF ASSET MANAGEMENT PLAN

This revision provides a full update to Version 5 of the AMP originally produced by Mackenzie District Council’s consultants, at version 1 and considerably reviewed and updated to version 5 by Council Staff. It provides a medium to long term indication of asset management requirements and specific work programmes over the planning period from 1 July 2015 to 30 June 2025.

The plan will continue to be periodically reviewed to incorporate, as appropriate new asset information and improved knowledge of customer expectations. The objective is to optimise life cycle asset management activities and provide a greater degree of confidence in financial forecasts.

## 1.5 TRANSPORTATION ASSET MANAGEMENT ACTIVITY

Council is responsible for the management of road assets with an optimised depreciated replacement cost of \$84,910,105 (July 2013 valuation). For 2014/15 Council has budgeted to spend \$3.360M on maintaining, operating and renewing these assets (including staff and overhead costs).

The following list summarises the MDC Transportation Asset Management activities:

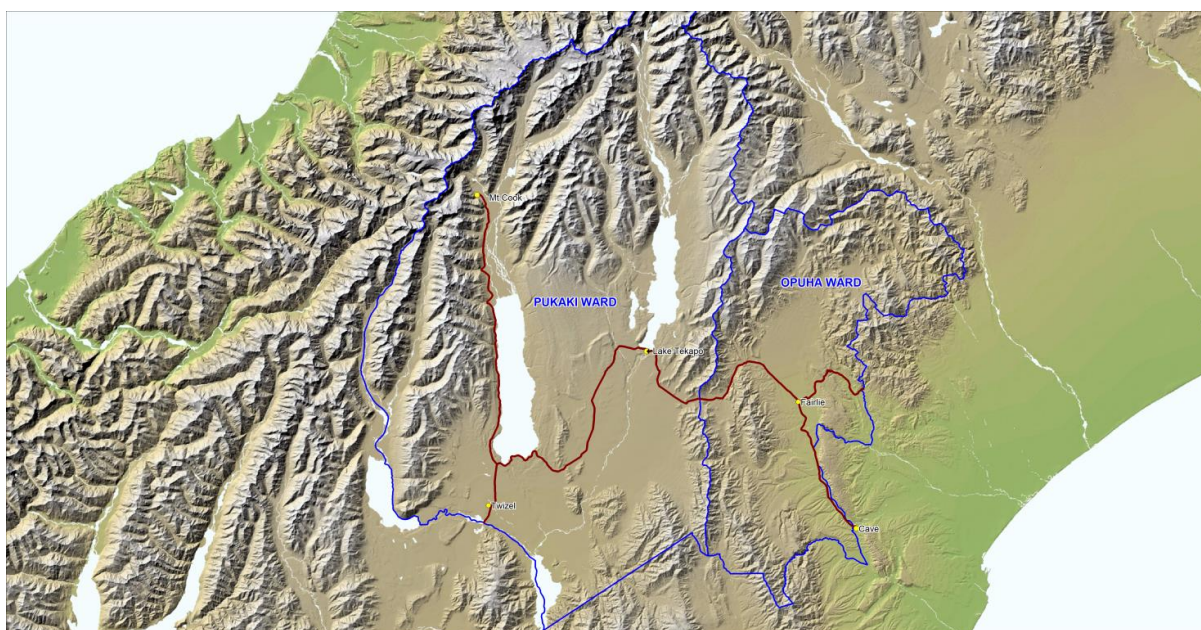
- Asset Management
- Safety Management
- Road Maintenance
- Road Data Management
- Project Management
- Environmental Management
- Network Inspections
- Legislative Compliance Management
- Network Management
- Customer Management

## 1.6 ASSET DESCRIPTION

### 1.6.1 LOCATION

Figure 1.1 shows the location of the district within the Canterbury Region.

**Figure 1.1 – Map of Mackenzie District**



The Mackenzie District is bounded in the north and east by the Timaru and Waimate Districts, in the south by the Waitaki District and to the West by the Southern Alps/ Westland District boundary. There are two wards: **Pukaki** which in effect takes in the Mackenzie Basin and **Opuha**

being the remaining area to the west of a line following the upper reaches of the Hakataramea River through Burkes Pass to Mt Musgrove in the Two Thumb Range.

The backbone of the roading network in the district is provided by the following State Highways which are the responsibility of the New Zealand Transport Agency (NZTA).

State Highway 8	Timaru - Fairlie - Lake Tekapo - Twizel - Omarama
State Highway 79	Fairlie - Geraldine
State Highway 80	Twizel - Mt Cook Village

The Mackenzie District roading consists of a network of “Principal” and “Local” roads leading from the state highways to many remote localities and providing convenient access in and around the three main urban centres of Twizel, Lake Tekapo and Fairlie (Mt Cook Village is administered by the Department of Conservation). The network is predominantly rural (93%), unsealed (72%) and with light average daily traffic volumes (less than 500 vehicles per day).

### 1.6.2 THE ASSET

The transport asset includes all Council owned road reserve, roads, streets, bridges, footpaths and related infrastructure within the District as shown in Table 1.1.

**Table 1.1 – Transportation assets included in this plan**

Asset Description	Sub-Asset Description	Quantity
Land		1,395Ha
Roads	All roads	722.85km
	Urban - Sealed	47.43km
	Urban - Unsealed	5.12km
	Rural - Sealed	158.1km
	Rural - Unsealed	512.2km
Footpaths		62km
Drainage	Culverts	17.75km
	Catch Pits	305
	Side Drains	16.2km
	Soak Pits	40
	Earth Surface Water Channel	722.85km
	Kerb and Channel	62.47km
Bridges	Bridges - Timber	11
	Bridges – Other (Including 7 large Box Culverts)	86
	Cattle stops	56
	Concrete Fords	20
Signage	Signs	5711
	Posts	2,498
Lighting	Lanterns (include brackets)	791
	Columns	346
Features (gates, Intersections, Monuments, stockpile sites)		164

Unformed roads are not included except in the land area.

## 1.7 KEY STAKEHOLDERS AND CUSTOMERS

### Key Stakeholders

The Council as the ultimate owner of assets and the Crown (through Ministry of Transport financial assistance) wish to ensure that their investment is secure and that the operational capability of the network is ensured. The Crown entity established to manage Transportation activities is the NZ Transport Agency (NZTA). Other key stakeholders of the roading network include:

- Regional council
- Owners and operators of inter-connecting or co-located networks, including NZTA state highways
- Significant representative user-groups such as Road Transport Association (RTA)

### Funding

Funding is provided by several parties and in particular the following are significant contributors:

- NZ Transport Agency – The District Transportation Programme is financially assisted by NZTA in accordance with operational requirements set out in NZTA Programme and Funding Manual.
- Ratepayers – Rates provide funding for non-subsidised activities and the Council's share of subsidised works.

Funding Assistance rates are one tool within the land transport system that the New Zealand Transport Agency uses which:

- Assists local government (and other approved organisations) and the NZ Transport Agency to work together to achieve:
  - optimal national land transport outcomes within their combined financial resources, and
  - an integrated and appropriately consistent land transport network throughout the country, and
- Enables the costs of the land transport network to be shared appropriately between direct land transport system users and local communities.

Funding assistance is not a subsidy, but part of a co-investment system that recognises there are both national and local benefits from investing in the land transport system.

Prior to 30 June 2014 Council received a financial assistance rate of 53% for maintenance works and 63% for capital improvements until 30 June 2015. From that time the normal FAR rate for Council will be 51%.

There will be a transition period where Council's FAR will start at 54% reducing by 1% per annum until the base is reduced to 51%. This rate is for maintenance works and capital improvements.

It also should be noted that generally the funding allocation over the last nine years has been held at a level that was not adjusted to match inflation. The Financial assistance has been falling behind the actual needs for some years.

### Customer Groups

MDC's customers fall into three different groups: associated service providers, users and the wider community. These are detailed in Table 1.2.

**Table 1.2 – MDC Rooding Customer Groups**

Customer Group	Description	Customers
<b>Associated Service Providers</b>	These are other service providers who rely on the transportation network	<ul style="list-style-type: none"> <li>• Contractors</li> <li>• Utilities service providers – use the road corridor to access their assets</li> <li>• Transport operators</li> <li>• Emergency Services</li> </ul>
<b>Users</b>	Those who directly use the service	<ul style="list-style-type: none"> <li>• Private drivers</li> <li>• Commercial road users</li> <li>• Drivers of public and other transport services (e.g. tourist buses)</li> <li>• Pedestrians and cyclists</li> </ul>
<b>The Wider Community</b>	Non-users that are affected if the service is not provided	<ul style="list-style-type: none"> <li>• Citizens</li> <li>• Tourists</li> <li>• Residents who live beside the roads</li> <li>• Local businesses – requiring access</li> </ul>

### Other Parties

Other parties with an interest in MDC's AMP include Council employees, consultants and contractors who manage and work on the asset.

## 1.8 COUNCIL LEVEL OF SERVICE

Council's current and target levels of service as to be consulted on in the 2015-2025 LTP are summarised in Table 4.1 and are summarised below.

- Council provides safe, smooth, quality sealed roads in order to reduce travel times and vehicle wear.
- Council provides a safe and efficient roading network.
- Ready access is provided around the District except in extreme weather conditions.
- Footpaths are maintained in good condition and are fit for purpose.

These show how levels of service contribute to the community outcomes and provides a technical measure that enables Council to monitor current levels of service against target levels of service.

The current LOS are documented as a combination of:

- LTP LOS documentation based on real or interpreted customer feedback
- Contract processes which describe some elements of the quality of service provided, mainly travelling surfaces and intervention levels

These have been based on Levels of Service (LOS) outlined in the 2012-2022 LTP as modified during the 2014/15 Annual Plan community consultation.

Changes that may affect future LOS include:

- Changes in government requirements
- Continual drops in Funding Assistance Rate (FAR) to a base level of 51%
- Funding shortfalls caused by natural disasters, such as Canterbury Earthquakes

- On Network Road Classification.
- Change in land use and intensification associated with the roading network.
- Increased pressure from Central Government to allow heavier vehicles on the network.

## **1.9 NEW ZEALAND LAND TRANSPORT – ONE NETWORK ROAD CLASSIFICATION - LEVEL OF SERVICE**

This AMP was written on the basis of agreed levels of service, consulted on through the LTP process since 2009, with our customers. NZTA's One Network Road Classification recently confirmed (late January 2015) indicates a different level of service from that previously confirmed by Council. The lateness of delivery of this new confirmed classification system has not allowed staff sufficient time to complete the necessary gap analysis to allow the development of the Transitional Plan as required by NZTA by the 31<sup>st</sup> March 2015. This Transitional Plan will be a very important document that NZTA will apply a high level of significance and likely impact on future funding. As such it cannot be rushed any will require a significant investment in staff and consultancy time to give it the attention it deserves and attempt to achieve this deadline.

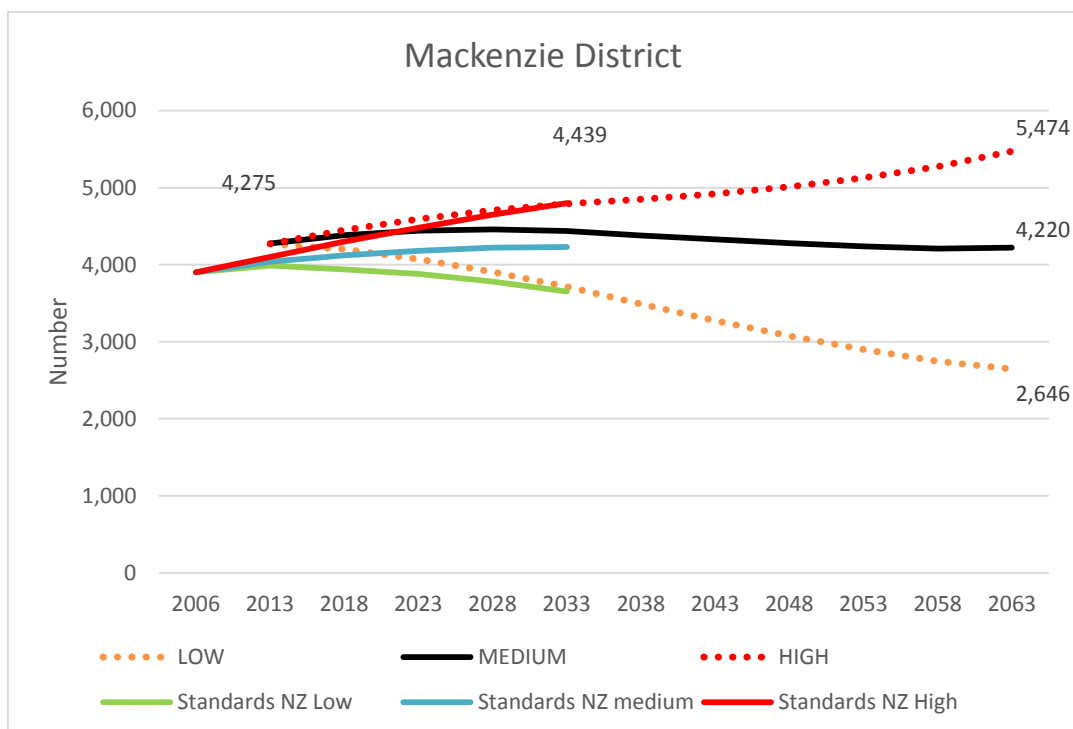
## **1.10 FUTURE DEMAND**

The Mackenzie District Roding network predominantly carries low volume rural traffic on unsealed roads. Only 52.55km of the total 722km in the network is urban. The districts population of approximately 4,000 is low and the growth at approximately 9.3% (since the 2006 census) this is a significant change from the 2001-2006 period where the population grew by a modest 2.3%. Predominantly the growth we are experiencing in traffic numbers is due to increasing Tourist numbers and economic development due to irrigation and changes in far practices.

Future demand on the network will continue to be driven by tourism and land use changes and intensification brought about through changes to irrigation within the district.

### **1.10.1 POPULATION**

The following graph predicts a relatively static population growth over the period of this strategy. As a result there will not be any significant increase or decrease in demand for Council services based on change in population.



### 1.10.2 DEVELOPMENT

Analysis of the future urban and rural residential subdivision over the next 4 years shows an average of 10 sections per year, long with associated infrastructure, to be vested in Tekapo and an average of 46 per year in Twizel.

During the 2015/17, 5km of sealed road and 4.8 km of unsealed road will be vested in Council. Whilst developers have to construct this to Council's standard before vesting the ongoing maintenance costs have to be allowed for.

It is assumed that this level of development will slow down to about a third of this but continue at that rate for the duration of this strategy.

### 1.10.3 CHANGE IN LAND USE

Change in land use is ongoing and something that is hard to predict. Due to the difficulty in forecasting where this demand might be over the next 30 years, it is important to recognise that it will happen and plan for it as early as the knowledge and effects become better understood.

### 1.10.4 TOURISM

Tourism makes up a large component of transportation demand within the district. The Ministry of Tourism states that total visits by travellers to Mackenzie RTO (Mackenzie District) are forecast to rise from 960,377 in 2009 to 1,075,079 in 2016 - an increase of 11.9% or 1.6% per annum. This is expected to grow significantly with two large hotel complexes under development in the Tekapo area.

The Ministry of Business, Innovation and Employment, "MBIE – New Zealand's tourism sector outlook 2014-2020" report makes the following predictions on tourism nationwide this could correlate to a 31% visitor increase to the Mackenzie District. Well above previous forecasts.



### **“Outlook to 2020**

- *The outlook to 2020 is promising. Visitor numbers are expected to grow from 2.71 million to 3.55 million with spending up from \$6.7 billion to \$8.3 billion.*
- *China is our next biggest market after Australia. Across all markets we expect about 850,000 extra visitors by 2020. Eighty per cent of the extra visitors will come from Australia (385,000) and China (280,000).*
- *The long-term outlook is very positive. Industrialisation and urbanisation in emerging markets will foster a blossoming middle class with the economic muscle to lift growth in visitor arrivals. As a result, the mix of visitors coming to New Zealand is changing. Operators need to be alert to these opportunities.*
- *In China alone, middle-class demand is forecast to add the equivalent of another US tourism market by 2020. We expect a continuation of recent robust growth in the number of Chinese visitors coming to New Zealand.”*

An example of the effect of increased tourism traffic on the Mackenzie network is the Roundhill Ski area on Lilybank Road. The Ski traffic of up to 600vpd on a road designed to take its normal loading of 80 vpd to farms. This increased loading impacts the pavement at the worst possible time of the year. Whilst this road is classified as a secondary collector under the ONRC, it is actually a predominantly unsealed road that operates at 100km/hr so increased traffic results in accelerated wear through loss of fines. This road attracts a disproportionate amount of costs to maintain it at a safe level of service for the customer compared to what is collected from the properties it serves.

Over the last decade Mackenzie District has seen a change from normal, pastoral farming, to more intensive practises in particular dairy conversions and cropping with more irrigation water becoming available this land use intensification will continue. This significant change in land use impacts on the road network in terms of increased heavy vehicle volumes. Each conversion adds at least four heavy truck and trailer movements on the adjacent roading network. Some of those roads are narrow gravel roads with limited structural strength.

In order to better predict network requirements based on future demand, Council needs to complete improvement plan items to further understand these demands and the associated impacts on the network.

### **1.11 RISK MANAGEMENT**

Risk management is “the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring those risks that could prevent a Local Authority from achieving its strategic or operational objectives or plans, or from complying with its legal obligations”.

There is currently no formal Risk Management process being implemented for the roading activity within Council. A risk management strategy has been described in Section 8 of this AMP. The use of this strategy as outlined in the Improvement Plan should be completed with high priority. In particular issues surrounding emergency management and insurance require full review and inclusion in this plan.

## 1.12 LIFE CYCLE MANAGEMENT PLANS

Life cycle management plans outline the work planned to keep the assets operating at the current levels of service defined in Section 4 while optimising lifecycle costs. The overall objective of the Life Cycle Management Plan is:

***To provide the identified Levels of Service at the lowest lifecycle cost for present and future needs.***

In this AMP the lifecycle management plan has been separated into asset groups. Each section of the Lifecycle Management plan covers the following:

- **Background Data** including current capacity and performance, current condition and historical data including costs.
- **Operations and Maintenance Plan** covering planning for on-going day to day operation and maintenance to keep assets serviceable and prevent premature deterioration or failure.
- **Renewal/Replacement Plan** covering Major work which restores an existing asset to its original capacity or its required condition (e.g. resurfacing, rehabilitation or footpath reconstruction).
- **Asset Development/Improvement Plan** covering the creation of new assets (including those created through subdivision and other development) or works which upgrade or improve an existing asset beyond its existing capacity or performance in response to changes in usage or customer expectations (e.g. forestry harvesting routes).
- **Disposal Plan** covering activities associated with the disposal of a decommissioned asset.

The review the AMP completed in January 2015 focused strongly on “Section 8 – Life Cycle Management” This section needs to be read in its entirety.

### 1.12.1 ASSET CONDITION AND PERFORMANCE

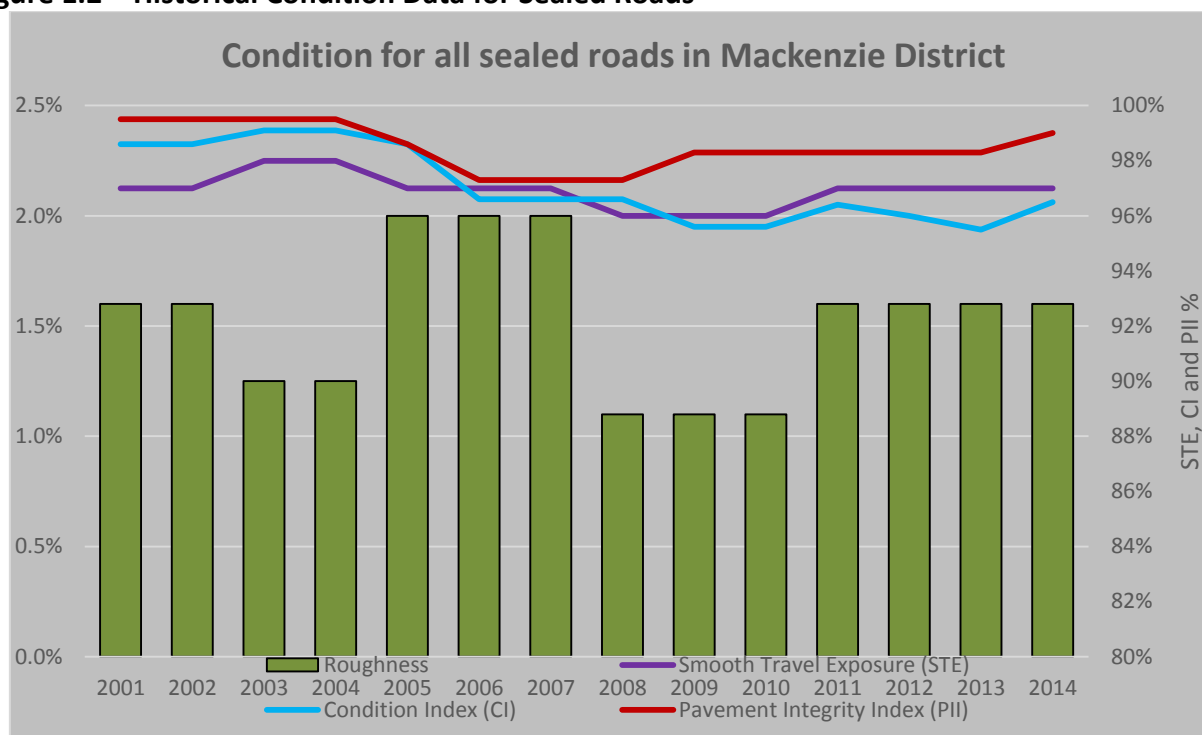
The basis of the lifecycle management plans is the current condition and performance of the asset. These allow comparison with the prescribed level of service, and from this a gap analysis can be completed to determine future work requirements.

MDC has recently implemented RAMM Contractor and Pocket RAMM, and is utilising this, alongside their contractor, to undertake more formal condition and performance analysis of the network. Historically, Council were relying on the practical experience and knowledge of the engineering staff to provide a gauge of the networks overall performance. This knowledge is still used extensively, and is very valuable for planning purposes. Regular condition surveys of the asset components are undertaken and results recorded within RAMM. Intermediate and long term planning of asset renewal are partially based on the results of these surveys, the performances obtained compared to that desired, the remaining expected life of the asset component and the decision making processes outlined within this plan.

### 1.12.1.1 Asset Condition

Specific condition for each asset is not currently measured. There is reasonable condition information for sealed roads but these only make up 23% of the network. Figure 1.2 shows that over the last three years there has been a static or slight rise in PII and CI, albeit small at less than 2%. Roughness has also remained static corresponding to the STE stabilising on 97%.

**Figure 1.2 – Historical Condition Data for Sealed Roads**



### 1.12.1.2 Safety Performance

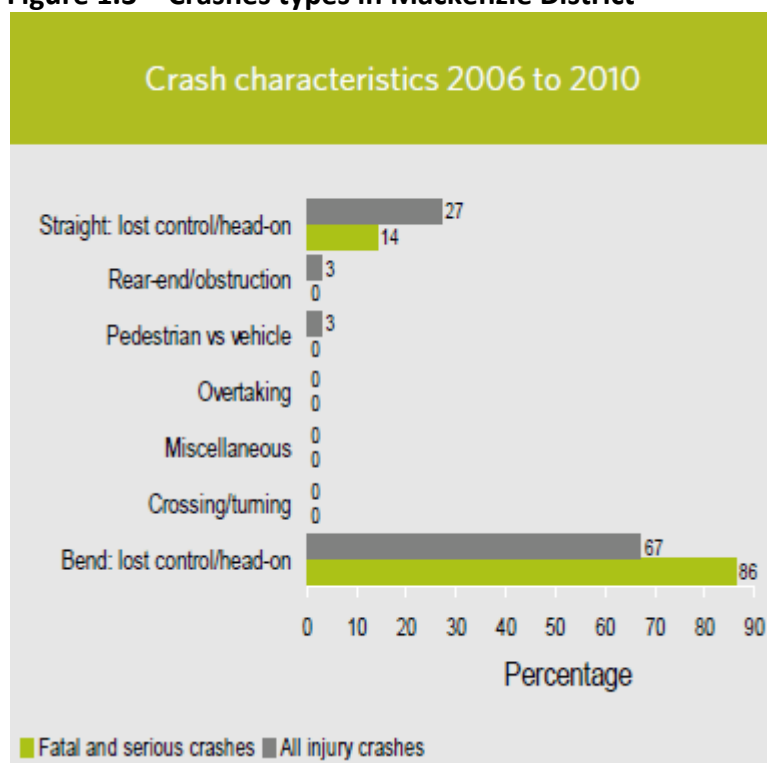
The Briefing Notes Crash Analysis Canterbury Region 2006 to 2010, outlines crash statistics for Mackenzie District local roads. Between 2006 and 2010 in Mackenzie District, there were 33 injury crashes on local roads. Table 1.3 shows the number of injuries resulting from these crashes by rural or urban areas. Rural is defined as an area with a speed limit of 80km/h or more. 71% of injuries were caused by crashes on rural roads.

**Table 1.3 – Injuries resulting from crashes on Mackenzie District Roads 2006 to 2010**

	Fatalities	Serious Injuries	Minor Injuries	Total
<b>Rural</b>	2	2	28	32
<b>Urban</b>	0	3	10	13
<b>Total</b>	2	5	38	45

Figure 1.3 shows that loss of control crashes represent 86% of fatal and serious crashes and 94% of all injury crashes. The three most common types of crashes are: When there is a 'loss of control turning right at a bend' (12 crashes), followed by a 'loss of control turning left at a bend' (7 crashes) and a 'loss of control towards the left on a straight road' and a 'loss of control towards the right on a straight road' (both equal) (4 crashes each). There are no sites where multiple crashes have occurred.



**Figure 1.3 – Crashes types in Mackenzie District**

21% of all injury crashes and 14% of serious and fatal crashes were related to road factors.

The most common type of crash involves loss of control on a bend which may indicate a lack of appropriate signage, poor gravel maintenance on unsealed roads or driver related issues may be primary factors influencing crashes. Road width and specifically lack of shoulders could be a concern on sealed roads.

Within the MDC road safety outcomes are influenced by the following:

- community safety programmes
- road engineering improvements, - Minor Improvement Programme, delineation, signage
- road maintenance programme (grading, re-metalling, drainage improvements)
- Regional Safety Programmes in conjunction with TDC

The outcomes that these programmes are focused on are varied but the overall aim is to reduce the number and cost of crashes on the District's roads as reported each year by NZTA. The Mackenzie District Council, Waimate District Council and Timaru District Council all belong to the South Canterbury Joint Road Safety Committee which is tasked with delivering community road safety initiatives. Each Council makes a financial contribution towards the employment of a Road Safety Coordinator for South Canterbury.

### 1.12.2 ROUTINE MAINTENANCE PLAN

Council staff manage the roading network with minimal assistance from consultants. The maintenance on the network is delivered through a competitively tendered multi-year contract. Any large renewal projects are let as competitively priced contracts on an annual basis. The resurfacing contract is a shared service agreement with Timaru District Council and is let every two years.

To ensure activities are providing the best efficiencies possible, work is generally clustered in such a way that works are carried out within set corridors. The existing maintenance contract encourages a joint approach to solve roading issues for the lowest whole of life cost.

Current practice is to apply a combination of “reactive” condition driven and network lifecycle depreciation techniques to determine the work necessary to maintain the network within pre-determined financial constraints. The majority of maintenance is reactive so budgets have been based on historical expenditure. Increases to costs for some asset groups are projected in future due to increased asset quantity or levels of service requirements. See Lifecycle Management Section 7.

### 1.12.3 RENEWAL/REPLACEMENT PLAN

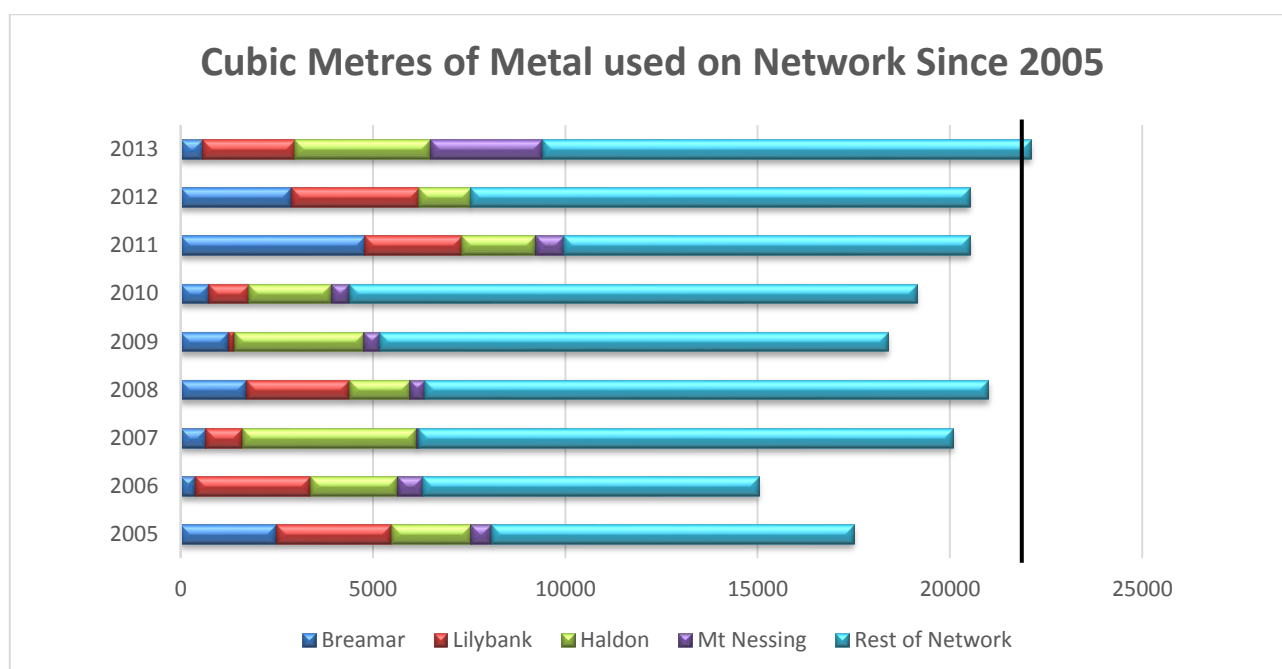
This plan recommends renewal works in most asset groups, however the significant renewal expenditure requirements are in the following areas:

- **Sealed road resurfacing** – A full review of Mackenzie District seal histories using an average reseal life of 18 years and 8 years for 1<sup>st</sup> coats was completed. As part of the FWP exercise, the existing back log of resurfacing (i.e. where the existing seal age is older than the agreed default seal lives) has been calculated. This shows there is theoretically 154,000 m<sup>2</sup> (approx. 26km) of deferred maintenance. These seals are between 22 and 34 years old. The backlog has been partially caused because over the last ten years 16km of sealed roads have been added to the asset register either through development or LINZ handing over Hayman Road (5.2km) to Mackenzie District. The other impact is the ever increasing cost of bitumen against a fixed allocation from NZTA and no allowance for inflation. For the next 5 years MDC needs \$725,000 dropping to \$275,000 for a further 7 years, with an ongoing investment of approximately \$525,000 pa (all figures are in today's dollars) This will maintain the asset with an average seal lifecycle of 18 years.
- **Sealed Pavement Rehabilitation** – Normally, the average pavement renewal required based on the assumed life of 75 - 100 years. However, current funding levels dictate Council renew their pavements at a rate of approximately 800m per annum, based on a sealed network of 205.53km Current Co-investment levels from NZTA allows for a replacement lifecycle of 257 years. This is clearly an unsustainable position, especially when MDC must allow for the rehabilitation of areas that have suffered significant frost heave. Whilst these areas of weak pavement are identified and there is a significant investment on drainage improvements, the nature of Mackenzie harsh winters, means that this approach is not always successful. The nature of frost heave can be from a minor pavement failure, that will self heal, to a complete breakup of the road surface, exposing unsuitable subgrades, that results in the only access road being completely impassable to all traffic. However, there have been significant changes in land use and intensification of farming practises over the last 8 years. This has resulted in increased heavies on a network which has not been designed for such loadings. Pavements are showing signs of increasing

pavement deterioration due to that traffic. The level of funding will have to be significantly lifted as clearly they will not last 257 years.

- Unsealed road metalling** – The road user perception of unsealed roads is that they are of inferior quality to sealed roads due to issues with carriageway width, roughness, dust, mud, corrugations, potholes, soft areas and increased vehicle operating costs. These issues are being continually assessed by the maintenance contractor with work programmed and executed to keep the roads within agreed LoS. The Council recognises that some unsealed road users may never be satisfied until “their” road is sealed, but acknowledges that this is not always viable given the length of the unsealed network, low use and cost involved. Therefore, maintenance is aimed at maintaining the asset to an acceptable Level of Service. However, on some routes significant fluctuations in traffic volume affect both condition and the ability to maintain acceptable LoS economically. The Roundhill Ski area on Lilybank Road has seen increased Ski traffic of up to 600vpd on a road designed to take its normal loading of 80 vpd to the high country stations. This increased loading impacts the pavement at the worst possible time of the year. As such, the higher priority roads, that receive the most traffic also attract a greater portion of the re-metaling budget. Figure 1.4 clearly shows MDC’s higher traffic volume roads receive a higher portion of wearing and running course annually.

**Figure 1.4 – Distribution of wearing and running course across the network**



Wearing course application is budgeted on an annual basis based on good historic records, and regular gravel loss surveys taken from 18 sites across the network. Unsealed roads are prioritised yearly from Priority 1-3. Priority 1 condition is very poor and needs a full stabilisation treatment to be able to continue to function as a road safely trafficable at 70km/ph. Priority 3 is in poor condition showing corrugations and bony patches and evidence of topsoil showing through. Programmes over recent years have been very reactive and it has been identified that further funding will enable completion of P1 and intervention on P2 roads and begin a gravel replacement programme to counter gravel loss/migration.

- **Bridges** - MDC's Bridge Replacement Strategy lists the bridges which are to be replaced over the next 10 years. Nine bridges will realise their end of remaining useful life in this period, however, only five have been identified for replacement, with the remaining four to be removed, or handed over to adjacent landowners. These have been included under the Minor Improvements programme as detailed in "Section 7 - Lifecycle Management". Whilst these were previously funded from Bridge Renewals, NZTA have advised that these small structures are to be first call on our Minor Improvement allocation.

Other renewal type works including sign replacement, street lighting replacement and footpath resurfacing are allowed for within the maintenance programme.

#### **1.12.4 ASSET DEVELOPMENT PLAN**

This plan recommends minimal capital improvements or acquisitions to the existing transport infrastructure. The works included are as follows:

- **Minor Improvements** – improvements up to a budgeted expenditure amounting to \$250,000 (2012-15 approved programme). Note, there is no guarantee that we will be funded at this level going forward. Also due to changes in funding rules bridge replacements and other minor works must be funded out of our minor improvements budget. We have approximately \$1,153,800 costs forecast for bridge replacement over the period 2015-2025.
- **Seal Extensions** – Prioritised sites for seal extension to reduce life cycle costs and provide improved Levels of Service are based on strategic importance and local knowledge have been identified however there is no provision for funding these in place at this time. Under the present NZTA funding regime and funding constraints it is unlikely that subsidy will be available in the foreseeable future. Council's current policy is to only complete seal extensions if NZTA financial assistance is available. If Council is serious about reducing life cycle costs and improving LoS through seal extensions a review of that policy should be considered.

#### **1.12.5 ASSET DISPOSAL PLAN**

Council currently has within its asset register 22 bridges that service only one landowner, further discussions and policy/legal decisions need to be made in regards to future ownership and replacement of these bridges.

At this stage Council has no specific plans for disposal of components of the roading asset. Asset disposal is dealt with on a case by case basis

### **1.13 ASSET MANAGEMENT PRACTICES**

MDC employ an Asset Manager, a Roding Manager and an Engineering Technician who are responsible for the management of the road asset.

Management planning is actioned in-house generally based on the knowledge of the Asset Manager/Roding Manager assisted by such planning tools as the RAMM software tools, condition modelling using graphs and excel spread sheets.

Occasionally elements of the management of the network may be negotiated with consultancy services.



Physical works are managed in accordance with the procedures documented in the flowcharts shown in Appendix VI. Routine maintenance is undertaken through a competitively tendered contract of normally 3 to 5 year duration. Other works such as resurfacing, road marking and large Pavement Rehabilitation (>1000m in length), bridge renewals are let as competitively priced contracts generally on a year by year needs basis.

MDC accounts for revenue and expenditure on an accrual basis. All works are identified through a job cost ledger with appropriate breakdown level to be able to monitor and report on revenues and expenditure to NZTA and Audit NZ requirements. All external reports are prepared in compliance with Generally Accepted Accounting Principles.

### **1.13.1 ASSET MANAGEMENT PROCESSES**

Council uses the LTP process to identify community concerns and issues which are incorporated into levels of service that are expressed by performance measures written into the professional services and physical works contracts. The satisfactory execution of these performance measures result in levels of service compliance that ensures the MDC's outcomes are achieved and the community vision of a district they wish to live in is accomplished.

Well documented standards and processes exist for an on-going inspection programme of pavements, surfacing and bridges (see appendix VI).

Maintenance and renewal costs are recorded against activities that relate to NZTA categories in the general ledger.

There is no formal risk management process.

### **1.13.2 ASSET MANAGEMENT SYSTEMS**

The RAMM database is used as the Asset inventory management system and should be the depository for all the available asset data, currently staff are working with Netcon, the sole supplier for lighting maintenance, to get all asset data in relation to street lighting included in the RAMM database.

A regular counting programme is in place to monitor traffic volumes on the network. Traffic counts are completed primarily on roads that are targeted for improvement or are showing signs of accelerated failure. Actual count data exists in RAMM since 2010, and then estimated for other similar roads within the network that have not been counted that year giving consideration to the number of households using the road and the nature of the adjoining land-use.

Accident data is recorded from police reports to the CAS database by NZTA. MDC obtains crash information, and other reports as required by direct request to NZTA.

Other systems operated by the Council are:

- ArcGIS Geographic Information System
- NCS Corporate financial management system
- Hardcopy plan filing systems

## **1.14 PLAN IMPROVEMENT AND MONITORING**

This AMP has previously been reviewed and updates incorporated including improvements to move towards “Core+” level Asset Management. Council is committed to a continual improvement as outlined in Section 10. A key objective is to dovetail the asset management planning process with the other key planning processes particularly the 30 year infrastructure plan and the Community Long Term Plan (LTP).

The review and improvement of this AMP requires resource and budget in order to complete the selected improvement tasks. Table 10.1 outlines the items for improvement, relative urgency, resource, priority, budget and the authority sought to give approval to complete each item.

## **1.15 KEY ASSUMPTIONS AND CONFIDENCE LEVEL**

There are a number of significant assumptions that have been made in the development of this AMP as outlined below.

### **1.15.1 ASSET DATA**

The level of confidence in our data has significantly increased since the last iteration of this AMP completed in 2013. Council has carried out a significant auditing and validation programme on its RAMM data, completed by OPUS Consultants Ltd. All previous assets excel spreadsheets and modelling practises have been integrated with this validated data.

Table 9.1 gives the assessed data confidence quality of the MDC RAMM and spread sheet data tables as described in the 2010 Roding Asset “Mackenzie District Infrastructure Revaluation” report.

### **1.15.2 FINANCIAL FORECASTS**

NZTA’s 10 year National Land Transport Programme (NLTP) for Mackenzie District is based on targeted maintenance of the existing and increased roading infrastructure paired with an escalation in renewal programmes. Over the 10 year period there has been no allowance for cost increases due to inflation.

The forecast total Mackenzie District National Land Transport Programme for 2015/18 for operations, maintenance and renewals totals \$10,380,949 (inclusive of all administration costs and professional service fees). 47% (\$4.85M) of this forecast is to be spent on maintenance and operation with 53% (\$5.53M) to be spent on renewals. Whilst Council realise this is an increase of nearly 36% over the approved allocation for the 2012/15 NLTP, the real cost is under \$1M per annum and addresses the network needs, which deals with deferred maintenance, due to restricted funding for a number of years. This is not an increased level of service. The \$250,000 approved in the 2012/15 NLTP, for WC 341, has been requested to continue to allow for minor improvements to address structures replacements and safety issues.

Funding for the management and maintenance of the road network is provided from the District roading rate and co-investment received from NZTA. Funding for improvements is provided from NZTA co-investment and the targeted roading rates.

As at 1 July 2010 the total optimised replacement cost of the Roding Infrastructure was assessed to be \$128,229,017. The total optimised depreciated replacement cost was assessed to be

\$84,910,105. The annual depreciation or decline in service potential has been determined to be \$1,814,050 per annum.

A check of the annual renewal expenditure against the Annual Depreciation (AD) for each asset component gives an indication whether the renewal expenditure is appropriate for the age and condition of the network. For asset components nearing the end of their expected lives a figure greater than the depreciated costs would be expected to be spent. For situations where the asset component is new or only partially through the expected life the budgeted expenditure would be expected to be less than the AD with the balance banked so as funding will be available when required. Table 1.5 shows the 2014/15 forecast renewal expenditure compared to the AD.

**Table 1.5 – Comparison between Forecast Expenditure and Annual Depreciation**

<b>Asset Type</b>	<b>2015/16 Renewals Forecast</b>	<b>Annual Depreciation Cost</b>
<b>Pavement</b>	\$1,575,000	\$1,144,384
<b>Footpaths</b>	\$100,000	\$118,218
<b>Structures</b>	\$28,000	\$285,473
<b>Drainage</b>	\$60,000	\$172,079
<b>Traffic Services</b>	\$140,000	\$93,897

From the comparison shown in Table 1.5, it can be seen that expenditure is probably appropriate for most assets in relation to the Annual Depreciation. However, underinvestment is indicated for Structures and Drainage assets. It has been identified that the condition and performance of the drainage and structures assets does not currently need this level of investment and staff are targeting the areas of most need in the network, which are replacement of unsealed road metal, resurfacing and/or replacement of sealed pavements.

Key assumptions made in the financial forecasts are as follows:

- NZTA will continue to provide financial support to Council for the road network
- The Council will continue to fund the level of service currently set out in this AMP and consulted on in the 2012-22 LTP
- The dollar values shown in this Plan are January 2015 dollars
- Renewal costs are best available estimates, based on current network needs, some especially very long term estimates (greater than five years), are rough order of cost estimates that need to be further researched and refined
- The effects of known very likely or future developments are included.
- Assumptions made on Total Useful Lives and Residual Useful Lives of the assets in relation to the asset valuation.
- The asset data is considered to be reliable and fit for the purpose for developing the long term financial forecasts.
- Reduction in NZTA's Funding Assistance Rate (FAR) by 1% every 3 years to a base co-investment rate of 51%
- No account has been made for potential increased reporting costs as a direct result of implementing One Network Road Classification(ONRC)
- No account has been made for potential change in level of service and resultant co-investment as direct result of implementing One Network Road Classification.
- The reason no account has been made for implementation of ONRC is due to the delays from NZTA in providing sufficient details to allow Council staff to model the impacts and therefore include transitional details in this plan.

### 1.16 FINANCIAL FORECASTS , TABLE 1.4 – 10 YEAR NATIONAL LAND TRANSPORT PROGRAMME (NLTP) FOR MACKENZIE DISTRICT

			2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Expenses (Operational)	Work Category	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
	Sealed Pavement Maintenance	111	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
	Unsealed Pavement Maintenance	112	370,000	370,000	370,000	370,000	370,000	370,000	370,000	370,000	370,000
	Routine Drainage Maintenance	113	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
	Drainage Maintenance - Street Cleaning	113	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
	Structures Maintenance Bridges	114	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
	Structures Maintenance Cattlestops	114	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
	Environmental Maintenance	121	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
	Minor Events	140	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	Traffic Services Maintenance	122	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
	Street Lighting - Maintenance	122	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
	Street Lighting - Electricity	122	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
	Network and Asset Management	151	383,908	394,133	383,908	363,278	414,403	353,153	373,603	383,828	373,603
	<b>Subtotal for Operations and Maintenance</b>		<b>1,613,908</b>	<b>1,624,133</b>	<b>1,613,908</b>	<b>1,593,278</b>	<b>1,644,403</b>	<b>1,583,153</b>	<b>1,603,603</b>	<b>1,613,828</b>	<b>1,603,603</b>

	Assets (Capex)	Work Category	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
	Unsealed Road Metalling	211	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000
	Sealed Road Resurfacing	212	725,000	725,000	725,000	725,000	725,000	275,000	275,000	275,000	275,000
	Drainage Renewals	213	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
	Sealed Road Pavement Rehabilitation	214	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
	Structures Component Replacements - Bridges	215	20,000	120,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Structures Component replacements - Cattlestops	215	8,000	8,000	8,000	0	8,000	0	8,000	0	8,000
	Traffic Services Renewals	222	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
	<b>Subtotal for Renewals</b>		<b>1,743,000</b>	<b>1,843,000</b>	<b>1,743,000</b>	<b>1,735,000</b>	<b>1,743,000</b>	<b>1,285,000</b>	<b>1,293,000</b>	<b>1,285,000</b>	<b>1,293,000</b>

	Unsubsidised Rooding		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
	Footpaths - Surfacing		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Footpaths Maintenance		35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
	Sealing Past Houses		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Alps2ocean - Construct trail off Mt Cook Station and Hayman Roads		0	0	0	1,500,000	0	0	0	0	0
	Alps2ocean Maintenance		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	<b>Subtotal Unsubsidised Rooding</b>		<b>165,000</b>	<b>165,000</b>	<b>165,000</b>	<b>1,665,000</b>	<b>165,000</b>	<b>165,000</b>	<b>165,000</b>	<b>165,000</b>	<b>165,000</b>

	Capital Works		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
	Minor Improvements		250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Bridge Replacements (over 300k)		0	0	0	0	0	0	0	0	0
	<b>Subtotal Capital Works</b>		<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>

	<b>Total Rooding</b>		<b>3,771,908</b>	<b>3,882,133</b>	<b>3,771,908</b>	<b>5,243,278</b>	<b>3,802,403</b>	<b>3,283,153</b>	<b>3,311,603</b>	<b>3,313,828</b>	<b>3,311,603</b>
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## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** STREET ASSET PROTECTION DEPOSIT POLICY

**MEETING DATE:** 17<sup>th</sup> FEBRUARY 2015

**REF:** WAS 2/1

**FROM:** ASSETS TECHNICAL ASSISTANT

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **1. PURPOSE OF REPORT:**

To review the Street Asset Protection Policy and its application. This deposit is applicable to new building consent applications where there is a reasonable likelihood of damage occurring to Council's Assets on and around the properties access way and footpath.

### **2. STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the existing section of policy is phased out and replaced with the described new procedure effective 1<sup>st</sup> March 2015.

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

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

### **3. BACKGROUND:**

The Council adopted the existing policy in early 2004, as there were a significant number of rate payers and contractors causing damage to Council's roading and infrastructure assets during construction, which were generally being left unrepaired or proving difficult to on charge any required remedial works.

The purpose of this policy was to reinforce that "*damage to Council infrastructure during property maintenance and development is identified, quantified and repaired at the property owner's cost*", and by taking a deposit before the works commenced it gave Council the funds to have the repairs completed to the necessary standards.

In particular a large number of developments taking place in the Twizel area were causing damage to the wide street frontage of properties. This was largely due to the fact many properties had no distinct vehicle crossing and contractors would use the entire frontage to gain access, resulting in the road berm requiring significant repair.

In other areas of the district, such as Fairlie and Tekapo, properties with formed and sealed access ways including kerb and channel there was noticeable damage occurring from repetitive heavy vehicles and poor planning of access. Again this damage was being left either un-repaired or very poorly repaired by property owners and contractors.

The implementation of this deposit had the desirable two fold effect:

- 1) It allowed Council to have some money for any necessary repairs
- 2) It gave an incentive to property owners and contractors to protect and respect the assets.

### **4. ATTACHMENTS:**

The Street Asset Protection Deposit (SAP) section of Council's Asset Management Schedule of Policies is included below.

#### ***STREET ASSET PROTECTION DEPOSIT***

##### ***1 Introduction***

- 1.1 *The purpose of this Policy is to ensure that damage to Council infrastructure during property maintenance and development is identified, quantified and repaired at the property owner's cost.*

##### ***2 Law***

- 2.1 *Local Government Act 2002 Section 8 Clause 150 - Fees may be prescribed by bylaw—  
A local authority may prescribe fees or charges payable for a certificate, authority, approval, permit, or consent from, or inspection by, the local authority in respect of a matter provided for—*

- 2.2 *Local Government Act 1974 Clause 357. Penalties for damage to roads—*

*Every person commits an offence who, not being authorised by the council or by or under any Act,—*

- (j) *Does or causes or permits to be done any act whatsoever by which any damage is caused to a road or any work or thing in, on, or under the same.*

### **3 Council Approval**

- 3.1 *Notwithstanding any other provisions in this Policy, property owners are responsible for all damage done to all Council infrastructure assets as a result of accessing their property.*
- 3.2 *The property owner's responsibility for damage applies to his/her own actions and also those of contractors engaged by the property owner.*
- 3.3 *It must be noted that vehicle access ways servicing residential properties are constructed for light duty use only (family cars) and are not suitable for use by heavy construction vehicles without additional protection.*
- 3.4 *The Mackenzie District Council requires a cash bond to be paid at the time of uplifting a Building Consent for any new building, replacement building, additions or alterations to any existing building, including demolition, valued at over \$5,000 and located anywhere in the District.*

*The amount of the cash bond required is stated in the Council's Annual Plan and shall change from time to time. For the 2005/2006 financial year the bond is \$1,500 of which \$1,350 is refundable if not damage is done.*

*The purpose of the cash bond is to cover the cost of any damage to the street or road frontage, including road surface, kerb and channel, footpath, and grass berm, and all street furniture, such as street trees, lighting standards, signs, etc. as a result of development activity on the site. The term 'street' also applies to roads in this policy.*

*The Building Consent holder will be required to certify the extent of any existing frontage damage at the time of the application for Building Consent. Any existing damage notified by the applicant will be inspected and photographed during consent processing. If no damage is notified, no inspections of the site will take place prior to consent approval and it will be deemed that no pre-existing damage is present.*

*The Building Consent holder will be held liable for the cost of repairing any damage on any street frontage where it can be reasonably determined by the Roading Manager that the damage is due to the construction activity on the Consent site.*

*The street frontage of the property and neighbouring properties will be inspected at the time of the final Building Consent inspection, and any street frontage damage recorded. If no street frontage damage is reported, the bond will be refunded to the Building Consent holder, within 14 days of the street inspection.*

*If street frontage damage is reported, the damage will be:*

- a) *repaired by the Council and the actual cost of the repair work deducted from the bond held, or*
- b) *repaired by a contractor nominated by the Consent holder and approved by the Council, with the cost of the repair work being met fully by the Consent holder.*

*At the completion of the repair work, the balance of the bond left after meeting any repair costs will be refunded to the Building Consent holder within 14 days of final approval of the repairs. If the cost of the repair works exceeds the value of the bond, the Consent holder will be invoiced for any additional costs incurred by the Council*

## **5. POLICY STATUS:**

n/a

## **6. SIGNIFICANCE OF DECISION REQUESTED:**

n/a

## **7. ISSUES AND OPTIONS:**

Before the implementation of this Policy, Council was noticing a significant number of new construction jobs causing various damage to Council assets and infrastructure on and around the properties access way and road berm. This damage was largely being left either repaired to a standard not acceptable by Council or completely unrepaired.

Since its implementation the Council has processed approximately 250 SAP Deposits.

The Policy has driven a change in attitudes of both rate payers and contractors towards damaging Council assets during construction. It is further reinforced with all building consents and LIM reports that liability for any damages lies with the property owner and contractor. This paradigm shift has meant that there have been far fewer instances of significant damage to properties access ways and surrounding services. There has also been a considerable positive change in attitude towards making any necessary repairs to Council assets.

It should also be noted that in the period between March 2014 and present there have been 33 SAP deposits processed, of which only 2 have caused significant damage requiring remediation by the property owners. The consequent remedial works have been completed to all required Council standards in a timely and professional fashion, and the respective deposits were then refunded accordingly and the issue resolved.

Therefore, due to the effectiveness of the current policy, Council feels that this process has served its purpose in educating rate payers and contractors about the value of Council's assets and therefore minimise the extent of damage caused. It is now staff's belief that this ideology could just as effectively be conveyed without the need for the Policy, and instead by simply stating on each and every relevant consent:

*'Property owners are responsible for all damage to roads, footpaths, and services etc. caused by vehicles accessing properties, this is particularly relevant during site development when heavy vehicles may be involved. The property owner will be required to repair any damage or the work will be carried out by the Council at the property owner's expense.'*

By phasing out this policy there will be a saving in the staff time and costs involved with implementing the new procedure.

Council still retains the ability to recover costs of any damages to its assets, as set out in the Government Roadway Powers Act 1989.



## **8. CONSIDERATIONS:**

With the raised awareness of the property owner's and building contractors responsibilities towards Council's assets, this Policy has achieved its educational purpose.

Staff already note on all applicable LIM and PIM applications the following statement:

*'Property owners are responsible for all damage to roads, footpaths, and services etc. caused by vehicles accessing properties, this is particularly relevant during site development when heavy vehicles may be involved. The property owner will be required to repair any damage or the work will be carried out by the Council at the property owner's expense.'*

Council will conduct a pre-construction inspection to document the condition of all existing assets and infrastructure.

This is followed up with a post works inspection completed by the Building Inspectors, and if applicable, the issue of a letter outlining the necessary remedial works to be completed, along with supporting photographs and any relevant Council specifications.

## **9. CONCLUSION:**

The existing Street Asset Protection Policy has had the desired effect of educating rate payers and contractors to the value of Council assets. Therefore it is our recommendation that the same respect and care of Council Assets can be achieved by removing this Policy completely from Council's Asset Management Schedule of Policies, but continue with the advance notification during the Project Information Memorandum process and pre-inspections.

We would propose that the change be effective from 1<sup>st</sup> March 2015 the current Policy be phased out.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** STANDING ORDERS AMENDMENT – AUDIO VISUAL ATTENDANCE AT MEETINGS

**MEETING DATE:** FEBRUARY 17, 2015

**REF:**

**FROM:** ARLENE GOSS, COMMITTEE SECRETARY

### **PURPOSE OF REPORT:**

For Council to consider and adopt an amendment to the Standing Orders to allow councillors to attend meetings by audio or audio visual link.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That Council adopts the amendment to the Model Standing Orders NZS 9202:2003 as attached.
3. That Council instructs staff to draft a policy on meeting attendance that allows councillors to attend meetings on a secure audio visual link between the Fairlie and Twizel offices.

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

**ATTACHMENT:**

- Amendment to Model Standing Orders.

**BACKGROUND:**

Following the local government elections in 2013 the elected members agreed to adopt the New Zealand Standard Model Standing Orders NZS 9202:2003 as a set of rules to apply to the conduct of meetings held by the council, committees and community boards.

In mid-2014 Local Government New Zealand (LGNZ) initiated a project to draft an amendment to the Model Standing Orders to allow elected members to participate in meetings by audio or audio visual link. Mackenzie District Council viewed this as a valuable project and requested to be involved.

LGNZ consulted with various councils and the Department of Internal Affairs in drafting the amendment and has provided it to Mackenzie District Council and a number of other councils for use as required. A full redraft of the entire Model Standing Orders is also planned in the near future.

**POLICY STATUS:**

There is currently no policy that allows an elected member to attend a meeting by audio or audio visual link. If councillors approve this amendment to the standing orders, the next step will be to draft a policy.

**SIGNIFICANCE OF DECISION:**

This decision is not considered to be significant under the council's policy on Significance and Engagement.

**ISSUES:****Technology Availability**

Council has been anticipating this change for some time and a secure audio visual link between the Fairlie Council Chambers and Twizel Meeting Room is already set up. The meeting room at the Tekapo Community Hall is not currently set up for audio visual meeting attendance.

A teleconference phone is available to provide for audio-only attendance at all three meeting locations.

**There is currently no facility available for people to attend meetings by Skype or other internet-based webcam services.**

Technology must be of suitable quality and all those participating in the meeting must be able to hear and be heard by each other. If a technology failure occurs before or during a meeting, it does not invalidate the meeting.

When members are appearing by audio or audio visual link, any documents tabled at meetings will need to be supplied electronically to those members who are not physically present. It will be the responsibility of the person tabling the document to

make it available electronically. The same applies to any power point presentations given at meetings.

### **Criteria for Audio Visual Attendance**

The amendment suggests that elected members be able to attend a meeting by audio visual link provided they give two days' notice, the necessary technology is available, and:

- (a) If the member is representing the council at some place which makes the member's physical presence at the meeting impossible or impracticable,
- (b) If the member lives more than 75 kilometres by road from the place of the meeting, or
- (c) If the member is temporarily absent from the member's usual place of residence and more than 75 kilometres by road from the place of the meeting, or
- (d) To accommodate the member's illness or infirmity, or
- (e) To accommodate unforeseen circumstances such that physical attendance is not possible,

When council meetings are held in the Fairlie chambers, Councillors Armstrong and Leslie live more than 75km by road from the place of meeting.

When council meetings are held in the Twizel meeting room, the Mayor and Councillors Cox, Smith, Jackson and Williams live more than 75km by road from the place of meeting.

### **The Need for a Quorum to be Physically Present at the Meeting:**

The Standing Orders state: "Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted. A quorum consists of half the members if the number of members is even, or a majority of members if the number of members is odd."

Under the new amendment, members who are not physically present at a meeting do not count as present for the purposes of reaching a quorum, but as long as a quorum is present at the location of the meeting, members attending by audio visual link can still vote and have their vote counted.

Mackenzie District Council has seven members (including the Mayor). To reach a quorum there needs to be four members physically present at the place of the meeting.

When meetings are held in Fairlie, Councillors Armstrong and Leslie will be able to attend by audio visual link from the Twizel meeting room. Cr Cox will need to attend in Fairlie as he is not more than 75km away.

When meetings are held in Twizel, at least two councillors from Tekapo or Fairlie will need to travel to Twizel for the meeting to make a quorum. Not everyone who qualifies to attend by audio visual link from Fairlie will be able to do so.

If some members attend by audio visual link and other members are unexpectedly sick on the day, there is a high risk that a quorum will not be reached and the meeting will need to be cancelled. Councillors away on holiday will also have an impact on the ability to reach a quorum. When meeting attendance over the past

year is considered, and the added complexity of audio visual attendance is factored in, it is estimated that 2-3 meetings per year will be unlikely to reach a quorum if the current attendance level is maintained.

Under the new amendment the chief executive can decline requests to attend by audio visual link and this will need to be exercised at times to ensure a quorum. Councillors will need to give at least two days notice if they will not be attending meetings, or if they plan to attend by audio visual link.

This issue regarding the need to be physically present to reach a quorum has been raised with Local Government New Zealand. They responded that having a quorum of members present at the place of the meeting was something the government was not willing to negotiate on. It is currently a requirement of the Local Government Act and would require a law change. The Local Government Act is not due for review in the near future.

### **Attendance of Elected Members at Hearings**

Clause 2.19.3 of the amendment says the right to attend meetings by audio visual link does **not** apply to those meetings “in the nature of hearings”. The option to change this is available to Council.

LGNZ says “In our view it is important that people making submissions or giving evidence to a hearing panel should be given the courtesy of direct engagement with elected members. Your council may also believe that there are other occasions where it is important for members to be physically present.”

### **Staff Attending Meetings by Audio Visual Link**

The Standing Orders only apply to elected members. Managers and staff will be able to use the audio visual link between the Fairlie and Twizel meeting rooms to attend meetings at the discretion of the chief executive and are likely to make full use of the technology.

### **Visitors and Public Attending Meetings by Audio Visual Link**

The amendment allows for members of the public to participate in meetings by audio visual link if they have permission in advance from the chairperson, with two days’ notice, and the technology is available.

### **The Use of Audio Visual Technology to Observe and Record Meetings**

Some councils record meetings and make the recordings available on their website. This amendment to the Standing Orders does not address this and Mackenzie District Council does not have any plans to do this in the near future. When members attend by audio visual link no recordings will be made other than what is usually recorded in the minutes of the meeting.

## **CONSIDERATIONS:**

### ***Legal***

The amendment (as provided by LGNZ) meets the legal requirements found in Schedule 7 of the Local Government Act 2002.

### ***Financial***

Councillors who attend a meeting more than 30km from home are paid 77 cents per km to cover their travel expenses. Over time the cost of the audio visual technology will be exceeded by savings in travel costs. Further savings will be made as the need for staff to travel to meetings is reduced.

### **ASSESSMENT OF OPTIONS:**

**Option One:** Decline to adopt the amendment to the Standing Orders and continue with meetings as they are held currently.

**Option Two:** Adopt the amendment to the Model Standing Orders as drafted by LGNZ. This will mean:

- Councillors will need to give at least two days' notice if they cannot make it to a meeting, or if they want to attend a meeting by audio visual link.
- Crs Armstrong and Leslie can attend meetings in Fairlie by audio visual link from the Twizel meeting room as long as a quorum of other councillors is present.
- Two or three councillors from Fairlie/Tekapo can attend meetings in Twizel from the Fairlie meeting room. At least two will still need to travel to Twizel to make a quorum.
- Staff and guests can attend meetings from either Fairlie or Twizel by audio visual link as required.
- The chief executive will need to decline some requests to attend by audio visual link to ensure a quorum is present at the location of the meeting.
- Council will accept the higher level of risk around reaching a quorum when councillors suddenly get sick or holiday leave occurs.
- The audio visual attendance option will not be available for councillors to attend public hearings.

**Option Three:** Adopt the amendment with changes.

**Option Four:** Adopt the amendment for a trial period and then re-evaluate the situation.

### **CONCLUSION:**

The ability to use new technology to streamline the democratic process has been anticipated for some time and is welcome.

This amendment is a good start but limited in value in a district with a geographically large area and a majority of rural/remote elected members. It appears to have been drafted to suit urban districts with only one or two rural councillors. LGNZ did not appear to anticipate the situation in the Mackenzie District where the majority of councillors qualify to attend meetings in Twizel by audio visual link.

Despite this, the amendment is still useful as long as the difficulties in reaching a quorum can be managed. The use of technology in meetings will expand and evolve over time and this should not be viewed as a final solution.

## **2.19 ATTENDANCE AT MEETINGS BY MEMBERS OF THE LOCAL AUTHORITY OR OF ANY COMMITTEE OF THE LOCAL AUTHORITY BY AUDIO LINK OR AUDIOVISUAL LINK**

**Statutory provision for attendance at meetings by audio link or audiovisual link**

### **2.19.1**

**“A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee by means of audio link or audiovisual link if ... the presiding member at that meeting is satisfied that all conditions and requirements in the standing orders in relation to attendance at that meeting by means of audio link or audiovisual link are met.”**

[Clauses 25A(1) and 27(5)(a), Schedule 7, LGA]

**Definitions for the purposes of this Standing Order**

### **2.19.2**

**“ ‘audio link’ means facilities that enable audio communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting**

**“ ‘audiovisual’ link means facilities that enable audio and visual communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting.”**

[Clause 25A(7), Schedule 7, LGA]

**Meetings to which Standing Order 2.19 applies**

### **2.19.3**

Subject to the provisos below the presiding member may permit attendance by a member at meetings of the local authority or of the committee by means of audio link or audiovisual link either generally or for specified meetings:

- (a) If the member is representing the Council at some place which makes the member’s physical presence at the meeting impossible or impracticable,
- (b) If the member lives more than 75 kilometres by road from the place of the meeting, or
- (c) If the member is temporarily absent from the member’s usual place of residence and more than 75 kilometres by road from the place of the meeting, or
- (d) To accommodate the member’s illness or infirmity, or
- (e) To accommodate unforeseen circumstances such that physical attendance is not possible,

Provided however that Standing Order 2.19 does not apply to meetings in the nature of hearings (for instance, hearings under the Local Government Act 2002 or the Resource Management

Act 1991), and

Provided that the necessary audio or audiovisual technology is available to facilitate the member's request.

[Clause 25A(1), Schedule 7, LGA]

**Prior arrangements to enable a member of a local authority, or of a committee of a local authority to attend any meeting of the local authority or committee by means of audio link or audiovisual link under Standing Order 2.19**

#### **2.19.4**

- (a) Where it is possible to do so, a member of the local authority or of any committee shall give the chairperson and the chief executive not less than two clear working days' written notice of the member's desire to attend a meeting of the local authority or of the committee by means of audio link or audiovisual link for specified meetings.
- (b) Where, because of the member's illness or infirmity or some emergency, it is not possible for a member to give the chairperson and chief executive not less than two working days' written notice of the member's desire to attend a meeting of the local authority or of the committee by means of audio link or audiovisual link the member may give less than two working days' written notice.
- (c) The chief executive shall take reasonable steps to seek to facilitate a member's desire to attend a meeting of the local authority or of the committee by means of audio link or audiovisual link.
- (d) An act or proceeding of the local authority or committee is not invalidated if a member's request under this Standing Order 2.19 is not accommodated or if there is any technological failure or defect in any audio link or audiovisual link for a meeting.

[Clauses 25A(1) and 27(5), Schedule 7, LGA]

**Duties of the person presiding where a member of a local authority, or of a committee of a local authority, participates in a meeting under Standing Order 2.19**

#### **2.19.5**

- (a) Where a member of a local authority, or of a committee of a local authority attends any meeting of the local authority or committee by means of audio link or audiovisual link the **"person presiding must ... ensure that—**
  - [(i)] technology for the audio link or audiovisual link is available and is of suitable quality; and**
  - [(ii)] the procedure for the use of that technology in all the circumstances of the particular meeting will ensure that—**
    - [A] all those participating in the meeting can hear**



- and be heard by each other; and
- [B] in relation to [Standing Order 2.19.1], the attendance of a member by means of audio link or audiovisual link does not reduce the accountability or accessibility of that person in relation to the meeting; and
- [c] the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met.”
- (b) Where a member of a local authority, or of a committee of a local authority, participates in a meeting under this Standing Order the chairperson may direct that the audio link or audiovisual link be terminated after taking into account relevant factors including:
- (i) That having people participating by audio link or audiovisual link has unreasonably increased or may unreasonably increase the length of the meeting,
  - (ii) The behaviour of the people participating by audio link or audiovisual link,
  - (iii) The style, degree and extent of inter-action between the different people participating by audio link or audiovisual link, and
  - (iv) Any distraction to those physically present at the meeting caused as a result of having people participating by audio link or audiovisual link.

[Clause 25A(1) and (3), Schedule 7, LGA]

**Member not physically present at meeting not to be counted as present for the purposes of the quorum**

**2.19.6**

- (a) “Despite [Standing Order 2.20.1], a member of the local authority who is not physically present at the meeting is not to be counted as present for the purposes of clause 23 [of Schedule 7 of the Local Government Act 2002].”

[Clause 25A(4), Schedule 7, LGA]

**Local authority not required to make technology for an audio link or audiovisual link available**

**2.19.7**

“Nothing in this [Standing Order] requires [the] local authority to make technology for an audio link or audiovisual link available.”

[Clause 25A(5), Schedule 7, LGA]

**Giving or showing documents to a person appearing at a meeting by way of audio link or**

**2.19.8**

“A document may be given or shown to, or by, a person appearing at a meeting by way of audio link or audiovisual link—

- audiovisual link**
- (a) **by transmitting it electronically; or**
  - (b) **by use of audiovisual link (if the person is appearing by audiovisual link); or**
  - (c) **by any other manner that the person presiding thinks fit.”**

[Clause 25A(6), Schedule 7, LGA]

**Local authority not responsible for the failure of any audio link or audiovisual link**

**2.19.9**

“The local authority is not responsible for the consequences of any inadequacies or any failure of an audio link or audiovisual link, but if any member ceases to be able to participate in a meeting by reason of any technological failure or defect in any audio link or audiovisual link for the meeting that member shall be deemed to have ceased to be in attendance at the meeting.”

[Clause 25A(1), Schedule 7, LGA]

**2.20 ATTENDANCE AT MEETINGS BY MEMBERS OF THE PUBLIC AT MEETINGS OF THE LOCAL AUTHORITY OR OF ANY COMMITTEE OF THE LOCAL AUTHORITY BY AUDIO LINK OR AUDIOVISUAL LINK**

**Statutory provision for attendance at meetings by audio link or audiovisual link**

**2.20.1**

“A person other than a member of a local authority, or committee, may participate in a meeting of the local authority or committee by means of audio link or audiovisual link if ... the presiding member at that meeting is satisfied that all conditions and requirements in the standing orders are met in relation to—

- (i) **participation at that meeting by persons other than members; and**
- (ii) **the use of audio link or audiovisual link for that participation.”**

[Clauses 25A(2) and 27(5)(a), Schedule 7, LGA]

**Definitions for the purposes of this Standing Order**

**2.20.2**

“ ‘audio link’ means facilities that enable audio communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting

“ ‘audiovisual’ link means facilities that enable audio and visual communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting.”

[Clause 25A(7), Schedule 7, LGA]

**Meetings to which  
Standing Order 2.20  
applies**

**2.20.3**

Subject to the provisos below the presiding member may permit a person other than a member of a local authority or committee, to participate in a meeting by means of audio link or audiovisual link for specified meetings. When considering whether or not to grant such permission the presiding member may take into account factors such as:

- (a) The likely length of the meeting and the possibility that having people participating by audio link or audiovisual link may unreasonably increase the length of the meeting,
- (b) The potential behaviour of people participating by audio link or audiovisual link,
- (c) The likely style, degree and extent of inter-action between the different people participating by audio link or audiovisual link, and
- (d) The potential that having people participating by audio link or audiovisual link may have to distract those physically present at the meeting

[Clause 25A(2), Schedule 7, LGA]

**Prior arrangements to  
enable a person other  
than a member of a local  
authority or committee to  
participate in a meeting  
under Standing Order 2.20**

**2.20.4**

- (a) A person other than a member of a local authority or committee shall give the chairperson and the chief executive not less than two clear working days' written notice of that person's desire to participate in a specified meeting of the local authority or of the committee by means of audio link or audiovisual link.
- (b) The local authority shall take reasonable steps to seek to facilitate that person's desire to participate in a specified meeting of the local authority or of the committee by means of audio link or audiovisual link.
- (c) An act or proceeding of the local authority or committee is not invalidated if that person's request under this Standing Order 2.20 is not accommodated or if there is any technological failure or defect in any audio link or audiovisual link for a meeting.

[Clause 25A(2), Schedule 7, LGA]

**Duties of the person  
presiding where a person  
other than a member of a  
local authority or**

**2.20.5**

- (a) Where a person other than a member of a local authority or committee participates in a meeting of the local authority or committee by means of audio link or

**committee participates in a meeting under Standing Order 2.20**

audiovisual link the “**person presiding must ... ensure that—**

**[(a)] technology for the audio link or audiovisual link is available and is of suitable quality; and**

**[(b)] the procedure for the use of that technology in all the circumstances of the particular meeting will ensure that—**

**[(A)] all those participating in the meeting can hear and be heard by each other; and**

**[(B)] in relation to [Standing Order 2.20.1], the attendance of a member by means of audio link or audiovisual link does not reduce the accountability or accessibility of that person in relation to the meeting; and**

**[(c)] the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met.”**

(b) Where a person other than a member of a local authority or committee participates in a meeting under this Standing Order the meeting may direct that the audio link or audiovisual link be terminated after taking into account relevant factors including:

(i) That having people participating by audio link or audiovisual link has unreasonably increased or may unreasonably increase the length of the meeting,

(ii) The behaviour of people participating by audio link or audiovisual link,

(iii) The style, degree and extent of inter-action between the different people participating by audio link or audiovisual link, and

(iv) Any distraction to those physically present at the meeting caused as a result of having people participating by audio link or audiovisual link.

[Clause 25A (2) and (3), Schedule 7, LGA]

**Local authority not required to make technology for an audio link or audiovisual link available**

**2.20.6**

**“Nothing in this [Standing Order 2.20] requires [the] local authority to make technology for an audio link or audiovisual link available.”**

[Clause 25A(5), Schedule 7, LGA]

**Giving or showing documents to a person appearing at a meeting by**

**2.20.7**

**“A document may be given or shown to, or by, a person appearing at a meeting by way of audio link or audiovisual**

**way of audio link or  
audiovisual link**

**link—**

- (a) by transmitting it electronically; or**
- (b) by use of audiovisual link (if the person is appearing by audiovisual link); or**
- (c) by any other manner that the person presiding thinks fit.”**

[Clause 25A(6), Schedule 7, LGA]

**Local authority not  
responsible for the failure  
of any audio link or  
audiovisual link**

**2.20.8**

“The local authority is not responsible for the consequences of any technological failure or defect in any audio link or audiovisual link for a meeting.”

[Clause 25A(1), Schedule 7, LGA]

**Consequential amendment to Standing Order 3.17.2:**

In the third line of SO 3.17.2 after the phrase “the names of those members present;” add “the names of those members attending the meeting by means of audio link or audiovisual link;”

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** COMMON SEAL AND AUTHORISED SIGNATURES

**MEETING DATE:** FEBRUARY 17, 2015

**REF:** PAD 15/7

**FROM:** COMMITTEE CLERK

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

**PURPOSE OF REPORT:**

To advise of the documents signed under the Common Seal from November 29, 2014, to February 9, 2015.

**STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the affixing of the Common Seal to documents 791 to 796 be endorsed.

Number	Detail of Document	Date Signed & Sealed
791	Contract 1219 – Twizel Water Supply Improvements – Emergency Generator Supply, contract between Mackenzie District Council and Opus International Consultants.	9 December 2014
792	Deed of Assignment of Lease between Mackenzie District Council And Grant Laurie Bisset, Margaret Lynne Bisset, Ross Sefton Gibson for Hut Site 51 Lake Alexandrina, South End Settlement.	18 December 2014
793	Contract 1218 between MDC and Brown Brothers Engineering for Pumping plant supply, Twizel.	23 December, 2014
794	Agreement for Sale and Purchase of Real Estate between Mackenzie District Council and Nigel Keith Ross for the part of CT 85502 being Approx. 1,285 m2 described as Mini Golf Course Lot.	24 December, 2014
795	Contract between MDC and Fulton Hogan, Tekapo Town Centre Development.	20 January, 2015
796	Contract between MDC and Whitestone Contracting Ltd for Fairlie Water Supply Renewals 2014/15. Contract number 1220	9 February, 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:** FEBRUARY 17, 2015  
**REF:** PAD 5

### 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** the following resolution regarding a request from Cr Leslie that the Twizel Community Board open a discussion on the future direction of Twizel.

Resolved that the submission from Cr Leslie be received and the community board look into this matter further.

**John Bishop/Pat Shuker**

3. That council **notes and considers** the following resolution requesting a bylaw related to fire risk sections.

Resolved that the Community Board recommends to Council that a bylaw be introduced in relation to managing fire risk sections.

**Bruce White/Pat Shuker**

4. That council **notes** the following resolution regarding Twizel Information Centre opening hours.

Resolved that the Twizel Information Centre opening hours maintains the status quo and also opens from 9.30am to 3pm on weekends during the summer season and at school holidays and public holidays.

**Russell Armstrong/Phil Rive**

5. That council **notes** the following resolution related to the 30 Year Infrastructure Plan:

Resolved that the infrastructure renewal and upgrade programme as presented in the 30 Year Infrastructure Plan be approved for inclusion in the 2015-25 Long Term Plan and its subsequent consultation.

**Bruce White/Phil Rive**

TEKAPO COMMUNITY BOARD:

6. That council **notes** the following resolution related to the 30 Year Infrastructure Plan:

Resolved that the infrastructure renewal and upgrade programme as presented in the 30 Year Infrastructure Plan be approved for inclusion in the 2015-25 Long Term Plan and its subsequent consultation.

**Alan Hayman/Stella Sweney**

7. That council **notes** the following resolution related to an application to have a mobile coffee van located on council land:

Resolved that the Tekapo Community Board provides affected person approval on behalf of the council for the activity outlined in the proposal for a mobile coffee van on the corner of Hamilton Drive and State Highway 8.

**Alan Hayman/Lyn Martin**

8. That council **notes and considers** the following request from the Tekapo Community Board to approach NZTA to move the speed limit boundary in Tekapo:

Resolved that the Tekapo Community Board recommends that Council approach NZTA to move the 60km/h limit to be extended beyond Hamilton Drive.

**Stella Sweney/Lyn Martin**

FAIRLIE COMMUNITY BOARD:

9. That council **notes** the following resolution regarding the lease of the paintball ground in Fairlie:

Resolved that the community facilities manager give a month's notice to the paintball ground leaseholder and that he be asked to tidy up the land.

**Owen Hunter/Les Blacklock**

10. That council **notes** the following resolution regarding the cleaning up of land on the Allandale approach to Fairlie:

Resolved that the Fairlie Community Board makes an approach to Mitch Taylor to landscape 16m of roadside land on the Allandale approach, remove the fence line and get the area to a mowing standard.

**Owen Hunter/Warren Barker**

11. That council **notes** the following resolution regarding new "Welcome to Fairlie" signs:

Resolved that the Fairlie Community Board agrees to proceed with the three "Welcome to Fairlie" signs as quoted by L and L Construction.

**Trish Willis/Owen Hunter**



12. That council **notes and consider** the following resolution regarding the stopping of Buchanan Street:

Resolved that the Community Board endorses Mr Hunter's proposal to stop the unformed portion of Buchanan Street.

**Warren Barker/Les Blacklock**

Resolved that the matter is referred to the next Council meeting for confirmation prior to commencing the LGA Schedule 10 process.

**Warren Barker/Les Blacklock**

13. That council **notes** the following resolution regarding the 30 Year Infrastructure Plan:

Resolved that the infrastructure renewal and upgrade programme as presented in the 30 Year Infrastructure Plan be approved for inclusion in the 2015-25 Long Term Plan and its subsequent consultation.

**Warren Barker/Les Blacklock**

**ATTACHMENTS:**

The minutes of the meetings of the Twizel, Tekapo and Fairlie 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 29 January 2008 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 COUNCIL SERVICE CENTRE, TWIZEL ON MONDAY, JANUARY 26, 2015 AT 4.02PM

#### PRESENT:

John Bishop (Chairman)  
Phil Rive  
Bruce White  
Pat Shuker  
Cr Russell Armstrong

#### IN ATTENDANCE:

Mayor Claire Barlow  
Cr James Leslie  
Wayne Barnett (Chief Executive)  
Garth Nixon (Community Facilities Manager)  
Bernie Haar (Asset Manager)  
Geoff Horler (Utilities Manager)  
Arlene Goss (Committee Secretary)  
One member of the public

#### OPENING:

The chairman welcomed everyone to the meeting.

#### APOLOGIES:

There were no apologies.

#### DECLARATIONS OF INTEREST:

There were no declarations of interest.

#### MINUTES:

Resolved that the minutes of the meeting of the Twizel Community Board held on November 17, 2014, be confirmed and adopted as the correct record of the meeting.  
**Bruce White/Russell Armstrong**

#### TWIZEL COMMUNITY BOARD MATTERS UNDER ACTION:

##### 1. Town Projects:

- a. Walkways:  
Garth Nixon to follow up the rolling of Tekapo Drive from Mackenzie to Glen Lyon
- b. Tekapo Drive:  
Work to take place this week.
- c. Lake Ruataniwha: Bollard fencing completed. Remove from list.
- d. Greenway fencing – On target at present. Edging for greenway from Mackenzie Drive to Hunter Cres.
- e. Cemetery Completed

2. **Demolition of Old Twizel Public Toilets:**  
Waiting to hear about asbestos. Garth Nixon to bring to a future meeting.
3. **Bike Lockup:**  
More bike space to be created when old toilets and building are removed from town centre.
4. **Twizel Youth Centre:**  
An update has been received. Repair work is continuing.
5. **Overnight Camping:**  
No update
6. **Traffic Issues at Maitland Place and Irishman Drive:**  
This work gets underway this week or early next.
7. **Twizel Water Supply Upgrade:**  
Opus have also been asked to do a review of the cost of building a water scheme for Manuka Tce residents. This will go to the full council on February 3.
8. **Climbing wall in Twizel Events Centre:**  
Shaun Norman to come up with a concept plan for a climbing wall and bring it back to the community board.
9. **Security cameras for Market Place:**  
Cameras are installed.
10. **Manhole on the corner of Mackenzie Drive and Ostler Road:**  
This has been fixed and can be removed from the list.
11. **Christmas Decorations for Market Place:**  
These were bought and put up. Remove from list.
12. **TPDA Lease Agreement:**  
Agreement finalised and with TPDA.
13. **New Twizel Medical Centre:**  
Council has approved this and work has begun on the subdivision.

## **GENERAL BUSINESS – TOWN PLANNING AND FUTURE DIRECTIONS**

Cr James Leslie addressed the board. He said he would like to open a discussion on the future direction of Twizel. The next 12 months will see a lot of change around Twizel including the new Medical Centre, Meridian building, and other projects both underway and planned.

He would like a review a previously-written report called “Twizel – The Future Starts Today” to determine where the town is going. He tabled the recommendations from this report and went through them. He noted progress or lack of progress on some of the items.

He said he would like to use this report as a basis and find out where it needs to be updated. He doesn't think there is a need to involve the community as much as they were involved last time, but would like to appoint a working group to go through it so the council

and community board have a 10-15 year view. He suggested setting up a group that includes community board members but also co-opts members of the community with suitable skills.

The community board discussed this. They want it to be an action group rather than a discussion group. Discussion was held on the cost of the projects outlined in the report and why the community boards of the past had decided not to move forward with some of the items. The chairman suggested calling another meeting for anyone who is interested to take the idea further.

Resolved that the submission from Cr Leslie be received and the community board look into this matter further.

**John Bishop/Pat Shuker**

*Cr Leslie left the meeting at 4.27pm*

#### **FINANCIAL REPORT TO DECEMBER, 2014:**

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 December, 2014.

The chairman asked that the columns be labelled on every page to allow a better understanding of the accounts.

On page 16, operational maintenance on the water supply shows a \$7000 overspend. Geoff Horler said this was due to needing to keep the pump shed going.

Resolved that the report be received.

**Phil Rive/Russell Armstrong**

#### **FIRE RISK SECTIONS:**

The purpose of this report was to advise the community board of progress in relation to managing fire risk sections, and discuss the option of introducing a bylaw to better manage this issue.

The Planning and Regulation Manager explained the background to this issue and asked for community board approval to approach land owners in Residential 3 and 4 areas regarding fire risk sections. He also suggested the board ask council for a bylaw that sets firm dates allowing staff to identify sections before they become a risk, and provides some teeth to address the issue.

Phil Rive read from a letter from Simon Fox, Chief Fire Officer, Twizel Volunteer Fire Brigade. A letter from Rex Miller was also tabled. Both these letters are attached to these minutes.

A discussion was held on water supply pressure to outlying suburbs. Utilities manager Geoff Horler said even with the new water supply upgrade he cannot increase water pressure without breaking the AC pipes. Discussion was held on the lack of water pressure to the end of the line at The Drive. It would cost more than one hundred thousand dollars to supply another pump for this area. The chief executive said staff needed to put information before the community board regarding the situation and the impact of the upgrade, with potential solutions.

The chairman asked if the water supply to The Drive would improve if the town stopped drawing so much water. Geoff Horler said it would be marginally better. Asset Manager Bernie Haar said he is working towards putting a new trunk main in to supply the western side of the town in the future.

Cr Armstrong asked if people on restricted supplies had been checked to see if they were complying with the provision of fire-fighting water. Planning and Regulatory Manager Nathan Hole said no, but he has recently been made aware of this and was planning to follow up.

The chairman suggested holding another meeting to discuss all the issues related to fire risk. Pat Shuker said she has talked to most of the people at Northwest Arch and handed out fire risk brochures. Most people agreed to trim their trees in winter to reduce risk.

Nathan Hole said a public meeting is being organised by Rural Fire Chief Rob Hands to discuss Twizel fire issues and this will occur on Feb 4<sup>th</sup> at 6.30pm. The community board would like to meet with Rob Hands before the public meeting and Nathan Hole was asked to organise this.

Resolved that the Community Board recommends to Council that a bylaw be introduced in relation to managing fire risk sections.

**Bruce White/Pat Shuker**

#### **TWIZEL INFORMATION CENTRE:**

The purpose of this report was to update the community board on the Twizel Information Centre and consider the hours of operation.

Garth Nixon said the number of people through the information centre door increased by a thousand, or 25% in one month. Peak periods were 10.30am to 2.30 or 3pm. He put some options before the community board to consider.

Discussion was held on winter hours and whether the Information Centre should be open on Sundays in winter. This period is fairly quiet. It might be worth looking at longer opening hours in school holidays.

The community board asked questions and discussed the issues. Cr Armstrong would like a 9.30am opening time at weekends. He moved that the community board accept option two with a change to a 9.30am opening time. He asked what the cost of this would be.

Garth Nixon said he could introduce this and come back if there are cost implications.

The Mayor asked how much local businesses have contributed. Garth Nixon has raised this with the TPDA and the response was flat. The chairman said it would be good if business people were involved in these issues.

Resolved that the Twizel Information Centre opening hours maintains the status quo and also opens from 9.30am to 3pm on weekends during the summer season and at school holidays and public holidays.

**Russell Armstrong/Phil Rive**

#### **30 YEAR INFRASTRUCTURE PLAN:**

The purpose of this report was to advise and consider the long term projections for delivery of the three waters service to Twizel as proposed in the draft 30 Year Infrastructure Plan and the 2015-25 Long Term Plan.

Following a presentation from the Asset Manager an update was given to the community board on the status of the land surrounding the waste treatment plant. An agreement has been reached with the landowner regarding the cost of the land and this project will be completed within two years.

Discussion was held on the type of pipes laid by the Ministry in the past and what it would be replaced with. The unique factors related to the nature of the ground and water in Twizel were explained.

Resolved:

1. That the report be received.

**Bruce White/Phil Rive**

2. That the infrastructure renewal and upgrade programme as presented in the 30 Year Infrastructure Plan be approved for inclusion in the 2015-25 Long Term Plan and its subsequent consultation.

**Bruce White/Phil Rive**

**WARD MEMBER'S REPORT:**

Cr Russell Armstrong reported from the last council meeting on matters that were resolved by council. A copy of his report is attached to these minutes.

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

There was nothing to report.

**GENERAL BUSINESS – LETTER FROM DAVID POWER REGARDING TWIZEL EARLY LEARNING CENTRE:**

The letter from Mr Power was considered by the community board. Cr Armstrong has attended a meeting of the Early Learning Centre and suggested they go to the school and look at an area near the kindergarten. Bruce White said it was likely that in a couple of years there would be talk of a new school and it would leave a stretch of land available. The chairman would like to respond to Mr Power to say his comments are noted and thank him. No decisions have yet been made on where the Early Learning Centre will go. The community facilities manager will reply to Mr Power.

**GENERAL BUSINESS – TWO THUMB DRIVE PARKING PROPOSAL:**

Bernie Haar presented a plan for additional parking to be provided at Two Thumb Drive. He showed an aerial photo of the area with a suggested outline for parking spaces and access driveways. There is enough space for 50 new parks.

The community board discussed the plan and debated making Tasman Road one way and asking council for a contribution towards the costs. The chairman would like to see some costings. Bernie Haar will provide costings at a future meeting.

Cr Armstrong asked for an update on repair to the tar seal in the car park outside the Twizel council office. This is continuing to provide problems and remedial work is being carried out.

#### **GENERAL BUSINESS – TWIZEL BEDDING DISPLAY:**

Garth Nixon spoke regarding a bedding display that will be lost with the construction of the Meridian building. He suggested two new flower beds on traffic islands on Tasman Road to compensate for what is being lost. The community board agreed this was a good idea. This work will happen just after Easter.

#### **GENERAL BUSINESS – WATER AVAILABILITY FOR FIREFIGHTING and FIRE STATUS OF NORTH WEST ARCH RESIDENTS:**

These items will be raised at the community board meeting with Rob Hands planned for February 4, 2015, prior to the public meeting being planned by Rob Hands for the community.

#### **GENERAL BUSINESS:**

The chairman tabled a letter from G Welsh, D and M Shefford, A Booth, N and M Simpson, A and V Carpenter, all of Jollie Road, asking that trees namely Silver Birches and Oregons close to their properties be topped or removed due to blocking sunlight. Discussion was held on this issue. The chairman suggested the community board members look at this area in person before making a decision.

A further letter was tabled from Lyn Tilson asking for help to deal with dust on a gravel road near her house. This needs to go to the council as it is a roading issue. Bernie Haar said there is a list of roads being considered for a change to the speed limit and this road is on the list. He will recommend to council that it change to 50km/h for the first kilometer. Bernie Haar said he would respond to Lyn Tilson.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6.25pm**

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

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



## MACKENZIE DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD IN THE LAKE TEKAPO COMMUNITY HALL, TEKAPO, ON MONDAY, JANUARY 26, 2015, AT 7.30PM

#### PRESENT:

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

#### IN ATTENDANCE:

Ray Gardner (Civil Defence Officer)  
Wayne Barnett (Chief Executive)  
Garth Nixon (Community Facilities Manager)  
Nathan Hole (Planning and Regulatory Manager)  
Bernie Haar (Asset Manager)  
Geoff Horler (Utilities Manager)  
Arlene Goss (Committee Clerk)  
Six members of the public

#### OPENING:

The chairman welcomed everyone to the meeting.

#### APOLOGIES:

There were no apologies

#### DECLARATIONS OF INTEREST:

There were no declarations of interest.

#### VISITOR:

Civil Defence officer Ray Gardner addressed the community board on the Lake Tekapo Civil Defence Community Response Plan. He tabled copies of the plan for the community board to study. Comments on the plan can be emailed to him.

Stella Sweney asked how the needs of people would be met in an emergency if they don't speak English. Ray Gardner said he has been speaking to emergency services who have multi-lingual contacts in Tekapo and he is hoping to use these contacts.

Ray Gardner offered to keep the community board updated on training to occur in March, and other future developments.

#### MINUTES:

A correction was noted on page 8 where "Alpine Springs" needs to be corrected to "Tekapo Springs".

Resolved that the minutes of the meeting of the Tekapo Community Board held on November 17, 2014, including those parts taken in public excluded, be confirmed and adopted as the correct record of the meeting with the change noted above.

**Alan Hayman/Murray Cox**

## **TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION:**

1. **Civil Defence:**  
Remove from list.
2. **Review of Freedom Camping Bylaw and its Alignment with the Freedom Camping Act:**  
Garth Nixon said the new bylaw has been working well. Stella Sweney asked if there were any complaints. Mr Nixon said there had been more enquiries from the media than complaints about freedom camping. Cr Cox has received an email regarding Lake McGregor. This is not council land but was something for council to follow up on. Garth Nixon said a sign that says self-contained camping only in this area would help. Comments were made on the number of camper vans seen in various areas. The signs have been effective. The community board would like to continue to monitor this issue.
3. **Lighting Ordinances:**  
Cr Cox passed on concerns to Boffa Miskell to take into consideration with future planning. Remove from list.
4. **Council Owned Units for Worker Accommodation:**  
Wayne Barnett said this was considered by council and council has decided they don't want to actively pursue providing worker accommodation so only informal action will be taken going forward. There are some private individuals looking at worker accommodation and a group established by community worker Amy Lamb is looking at worker accommodation. This group will meet again this year and will be worthwhile.
5. **Walkways and Cycle ways:**  
At a previous meeting the Tekapo Community Board instructed the community facilities manager to prepare specifications for the walkway/cycleway as shown on the plan and bring back the costs of the project to the community board. Garth Nixon said at the meeting he estimated it would cost \$8,000 to complete this work. \$20,000 has been put aside for this work. Discussion was held on the route. Work to start very soon. The chairman has talked to Genesis Energy who are looking favourably at allowing the route to go through Gate 16 at Lake George Scott. Signage and fencing needs to go up. Cr Cox asked if the community board could have a look at the river walkway at some stage. Discussion was held on this.
6. **Tekapo Plantation: Murray Place/Section A:**  
Planting was done before Christmas and irrigation has taken place.
7. **Future of Moturiki Island:**  
DOC to keep the community board updated via the chairman.
8. **Request to YHA:**  
This has been resolved. Remove from list.
9. **Litter at the Church of the Good Shepherd:**

Garth Nixon said the church has agreed for council to come up with a plan to share costs and cover both council land and church land. Whitestone put a rubbish bin out and it was removed due to attracting excess rubbish. Garth Nixon said the Solid Waste Manager will be working with property owners in Tekapo to encourage people staying in town to use the council recycling system instead of township bins. The chairman asked Bernie Haar how the extra refuse collection went over the holiday period. This was well supported.

**10. Tekapo Squash Club:**

Cr Cox and Garth Nixon have been working on costings for moving the squash club. When they are received there will be a discussion held with council with regard to funding.

**11. Street Names Commercial Lane:**

The community board resolved to recommend to council that the name Rapuwai is suitable as a name for the commercial lane at Tekapo. Remove from list.

**12. Tekapo Promotions Association:**

Lyn Martin has agreed to attend meetings on behalf of the community board. Remove from list.

**13. Town Projects:**

**a. Landscaping the Community Centre Car park.**

Documents have gone out to contractors to price this.

**b. Alps2Ocean Link between Tekapo and Canal Road.**

Start point will be at Alpine Springs Information Centre.

**c. Rock wall extension along Main Road to Aorangi Crescent.**

Garth Nixon has a price for this within the budget of \$30,000 and work is proceeding.

**d. Upgrade of Hamilton Drive lookout.**

Included in Aurecon brief. Working on prices.

**e. Walkway on Lakeside Drive – pruning, landscaping.**

Garth Nixon to talk to contractors regarding the pruning and removal of old pine trees, including the most cost effective way to do it. Garth Nixon has marked trees to be left behind with blue string and asked the community board to check these. Lyn Martin suggested some thought be given to the need for shade. Garth Nixon to get prices on this work.

**f. Regional Park – community board to fund tanks at \$6000.**

Paid. Remove from list.

**14. Playground Committee:**

Some of the equipment has arrived. Cr Cox, Garth and contractors met on site to discuss earthworks on the playground site.

**15. Solar System Project:**

The chairman has been asked for a letter of support for a funding application which he has sent.

**16. New Stormwater Line Near Mantra Development:**

The community board approved funding to lay a new storm water line near the Mantra Development. No start date and will do this work in autumn so plants have a chance to take hold.

### **FINANCIAL REPORT TO DECEMBER, 2014:**

This report is the financial report for the community board for the period to December, 2014, the purpose of which to update board members on the financial performance of the Tekapo Community as a whole for that period.

Tekapo Hall is a bit behind budget in terms of income but this is due to invoicing being a month behind. The hall looks busy in the coming months.

Resolved that the report be received.

**Murray Cox/Stella Sweney**

### **30 YEAR INFRASTRUCTURE PLAN:**

The purpose of this report is to advise and consider the long term projections for delivery of the 3 waters service to Tekapo as proposed in the draft 30 Year Infrastructure Plan and the 2015-25 Long Term Plan.

Resolved:

1. That the report be received.

**Alan Hayman/Lyn Martin**

2. That the infrastructure renewal and upgrade programme as presented in the 30 Year Infrastructure Plan be approved for inclusion in the 2015-25 Long Term Plan and its subsequent consultation.

**Alan Hayman/Stella Sweney**

### **APPLICATION FOR LAND USE CONSENT – HOWES:**

Steve Howes was present at the meeting to assist. Planning and Regulation Manager Nathan Hole said the reason this matter was put on the agenda was because it was an application to use a site that was council owned and approval was needed from the community board as land owner.

This was a non-complying activity in the district plan. The area is zoned residential but is a good site for the use that is proposed. It's up to the board to decide whether the activity is appropriate.

The chairman asked about an application a few years ago that was similar but was declined. In that case the community board declined the application because it was close to other similar businesses.

The community board asked if there would be a fee charged to register a mobile trader under the bylaw. Not in this financial year but possibly in the next financial year. This is likely to be about \$60. There was no charge for renting the land unless the community board as landowner wished to.

Steve Howes explained his intentions to the community board and said his operation would be in line with the Mobile Traders Bylaw.

Cr Cox said it adds activity to the town and is outside the commercial area. He cannot see any reason why approval should not be granted. Other community board members agreed.

The approval for resource consent is open ended. However approval for the use of the site can be revoked if there are problems.

Resolved that the Tekapo Community Board provides affected person approval on behalf of the council for the activity outlined in the proposal for a mobile coffee van on the corner of Hamilton Drive and State Highway 8.

**Alan Hayman/Lyn Martin**

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

Cr Cox provided a report from the meeting on worker accommodation held at Lake Tekapo before Christmas. He has also met with the water zone committee and updated the community board on activity.

The Tekapo Property Group have met. Subdivision work has started on the domain. Contractors are aware of the need to keep the dust down. The work will be completed by winter which will allow title for stage one and the supermarket to move forward.

The property group are continuing to update the landscaping plans with costings underway, then will be priority setting once the costings are known. Car parks will be an issue because there is not enough land in the centre of the township.

Stella Sweney asked if the plan allows for buses and cars towing boats. Discussion was held on parking for these vehicles. Cr Cox said the car parking and landscape plans will come back to the community board and be adopted for future planning.

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

Lyn Martin attended a meeting of Tekapo Promotions. The town information board will be re-organised by this committee.

Cr Cox said the Motor Caravan Association park opened in November and has had many vans visit over the Christmas period. The regional park has been well used over summer. The chemical toilet at the picnic area is being emptied once a week when usually it is emptied every six weeks. They have been conscious of fire this year and will update the fire management plan. The water tanks are ready to put in.

The chairman reported from the Footbridge Society. The bridge is progressing. Still aiming for completion by May.

## GENERAL BUSINESS – MOVING THE 60KM SPEED RESTRICTION SIGN ON SHW8:

Stella Sweney raised this. Bernie Haar said they have had meetings with the contractors that represent NZTA. If the community board formally ask for a review they will do a review but moving the speed zone wasn't supported at the meeting attended by Bernie Haar.

Stella Sweney said NZTA need to visit and see all the traffic, cyclists and pedestrians in that area.

Resolved that the Tekapo Community Board recommends that Council approach NZTA to move the 60km/h limit to be extended beyond Hamilton Drive.

**Stella Sweney/Lyn Martin**

## GENERAL BUSINESS – REQUEST FROM LOCAL GROUP TO HANG POPPY BLANKET IN TEKAPO HALL:

Lyn Martin raised this matter. This is a project some women in Tekapo have done. They are making a poppy to put on a blanket to mark 100 years since WW1. There is no war memorial in the village so the community board considered it appropriate to display this in the hall. Discussion was held on the need to put it up in a permanent way so it cannot be taken down and removed by people who decorate the hall for weddings.

Lyn Martin was asked to look into the costs involved in displaying it permanently. She will bring this back to the next meeting with an application for a grant.

## PUBLIC EXCLUDED:

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

1. Previous minutes Tekapo Community Board meeting November 17, 2014.
2. Tekapo Hall Car Park Tenders (attached).

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Previous minutes Tekapo Community Board, March 10, 2014	Commercial sensitivity	48(1)(a)(i)
Tekapo Hall Carpark Tenders	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: *Previous minutes Tekapo Community Board and Tekapo Hall Carpark Tenders under section 7(2)(b)(ii).*

**Murray Cox/Alan Hayman**

*The Tekapo Community Board continued in open meeting.*

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.54PM**

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

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

*Unconfirmed*

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE FAIRLIE COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON MONDAY FEBRUARY 2, 2015, AT 5:00PM**

**PRESENT:**

Owen Hunter (Chairman)  
Les Blacklock  
Trish Willis  
Warren Barker

**IN ATTENDANCE:**

Claire Barlow (Mayor)  
Garth Nixon (Community Facilities Manager)  
Wayne Barnett (Chief Executive)  
Bernie Haar (Asset Manager)  
Geoff Horler (Utilities Manager)  
Nathan Hole (Planning and Regulation Manager)  
Arlene Goss (Committee Clerk)

**APOLGIES:**

An apology was received from Cr Noel Jackson.

**DECLARATIONS OF INTEREST:**

The chairman declared a conflict of interest in the item called "Road Stopping and Section Purchase Buchanan Street." He will leave the chair for this part of the meeting.

**MINUTES:**

Resolved that the minutes of the meeting of the Fairlie Community Board held on November 24, 2014, be confirmed and adopted as the correct record.

**Trish Willis/Warren Barker**

**FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION**

1. **Fairlie Western Catchments Project:**  
No update.
2. **Allandale Bridge – Walkway:**  
The Roding Manager has approached NZTA to request a solar-powered speed sign on this approach. New arrows have been painted on the road to help guide traffic.



3. **Give Way sign on main highway:**  
Remove from list.
4. **Green Sign and Power Pole in front of Old Library Building:**  
The chief executive said the Mayor was planning to raise the issue of the power pole with Alpine and he would check on the result of this discussion.
5. **Missing Soldier's Names on War Memorial at Fairlie:**  
Remove from list.
6. **Suggestions from Fairlie District Promotions Association:**  
A notice has gone in the Fairlie Accessible asking workers to park around the back of the shops. Chairman will speak to business that is storing cars on the road. Chairman to send memo to Asset Manager to request a disabled park outside the Four Square. Remove from list?
7. **Raised ground on the north side of the bridge heading to Tekapo:**  
To be sprayed. Planting to occur in Autumn.
8. **Community Centre Courtyard Upgrade:**  
Council has approved a \$15,000 contribution towards this project. Work has begun.
9. **Paintball Ground Lease:**  
Garth Nixon has spoken to the leaseholder. He has not come back with a proposal for continued use of the land. Discussion was held on the previous use of the area and whether the community board wanted it to be used as a green space or storage yard. It was previously used a green space. The community board would like a deadline communicated to the leaseholder.

Resolved that the community facilities manager give a month's notice to the paintball ground leaseholder and that he be asked to tidy up the land.

**Owen Hunter/Les Blacklock**

#### 10. **Town Projects:**

- River Track – Allandale to Talbot Development and Maintenance.
- Allandale Rd State Highway Entranceway - Garth Nixon had a meeting on-site with Mitch Taylor and the chairman to discuss this area. Work is planned for this area including the relocation of the Welcome to Fairlie sign. Mr Taylor benefits from getting a bit more green feed and the public will benefit with an enhanced parking area.

Resolved that the Fairlie Community Board makes an approach to Mitch Taylor to landscape 16m of roadside land on the Allandale approach, remove the fence line and get the area to a mowing standard.

**Owen Hunter/Warren Barker**

- Mount Cook Rd State Highway Entranceway.
- Timaru State Highway Entranceway.
- Fairlie Village Hub – Improve Street Keeping and Maintenance -  
A suggestion was made that the Fairlie Community Board go for a walk prior to the February meeting to look at streetscaping and current work.
- Improve watering system on Main Street Islands.
- Painting of Town Furniture.  
To be finished by the end of this month including lights, bollards, and picnic tables outside the supermarket.
- Community Centre maintenance and improvements.
- Survey of Residents on Community Centre Use – Resolved the community board initiate a survey of residents regarding the possible future use and opportunities for the community centre.

**11. Restaurant seating on footpath:**

The chief executive offered to follow this up with the Planning and Regulation manager to determine appropriate use of footpaths for restaurant dining.

**12. Improvements to Signage at the entrance to town:**

Garth Nixon has done further work on the design of the signs and suggested some changes to make the signs larger and include gate posts. A price has been received from L and L Construction for three entrance signs and sites have been chosen. Garth Nixon showed the community board an example of a stainless steel letter that could be used. Total cost is \$12,785 for three signs including lettering. Discussion was held on the colour and a rusted look was preferred. Discussion was also held on the wording and “Welcome to Fairlie – Gateway to the Mackenzie” was preferred at the Allandale and cemetery town entrances, with only Welcome to Fairlie at the Tekapo entrance to town.

Resolved that the Fairlie Community Board agrees to proceed with the three “Welcome to Fairlie” signs as quoted by L and L Construction.

**Trish Willis/Owen Hunter**

**13. Relocation of community noticeboard:**

Relocate the noticeboard into the centre of town.

**14. Land for Expansion of Township:**

The community board has asked council to investigate land availability for the expansion of the township.

*The Mayor joined the meeting at 5.17pm and apologised for lateness.*

**REPORTS:****FAIRLIE COMMUNITY BOARD FINANCIAL ACTIVITY REPORT TO DECEMBER:**

The chief executive explained the variances in this report.

Resolved that the report be received.

**Les Blacklock/Trish Willis**

**ROAD STOPPING AND SECTION PURCHASE BUCHANAN STREET:**

*The chairman declared a conflict of interest on this matter and vacated the chair.  
Trish Willis took the chair.*

Mr Hunter suggested that he leave the room but the Planning and Regulation Manager said the meeting was open to the public and he could remain as a member of the public to provide background information on the matter. He would not be able to vote.

The purpose of the report is to consider a proposal from Owen Hunter to stop the unformed portion of Buchanan Street in conjunction with purchasing the adjoining section.

Owen Hunter said his idea was to apply to get the road reserve combined with the section beside it and sell it as one section. He has made an offer to council of \$60,000 for the land. This has not yet been accepted by council.

The section is listed in the Long Term Plan as being surplus to requirements. The Long Term Plan has been consulted with the community. The Planning and Regulation manager said the road stopping component of the proposal was referred to the community board by the Planning and Regulation committee. The community board was being asked if they opposed the stopping of the road. They were not required to make a decision on the selling of the land.

If the community board agrees to stop the road it still needs to go to the public for consultation. Trish Willis asked for an explanation of the process because this would be of interest to people who lived nearby. Nathan Hole explained the legal process related to stopping a road. Discussion was held on what it would mean if the road area was added to the triangular section and what could be built on the land.

Discussion was held on the costs of closing the unformed road. Council normally requires that the person applying to close a road pays the costs of doing so. Mr Hunter would be required to meet the costs of the road closing process.

Trish Willis would like to get public feedback before the community board makes a decision. Les Blacklock sees it as a commercial venture and the

outcome would be a good section to sell, with the money going to the community.

Warren Barker moved recommendations 2 and 3. Les Blacklock seconded these. The acting chair called for a vote and the resolutions were passed.

Warren Barker and Les Blacklock voted for both recommendations. Trish Willis voted against both. Owen Hunter did not vote.

Resolved:

1. That the report be received.

**Warren Barker/Les Blacklock**

2. That the Community Board endorses Mr Hunter's proposal to stop the unformed portion of Buchanan Street.

**Warren Barker/Les Blacklock**

3. That the matter is referred to the next Council meeting for confirmation prior to commencing the LGA Schedule 10 process.

**Warren Barker/Les Blacklock**

*Trish Willis vacated the chair and Owen Hunter returned to the chair.  
Nathan Hole left the meeting at 6pm.*

**30 YEAR INFRASTRUCTURE PLAN:**

The purpose of this report is to advise and consider the long term projections for delivery of the three waters service to Fairlie as proposed in the draft 30 Year Infrastructure Plan. Bernie Haar gave a presentation to the community board to explain the future needs of Fairlie and the district as a whole.

Resolved:

1. That the report be received.

**Warren Barker/Les Blacklock**

2. That the infrastructure renewal and upgrade programme as presented in the 30 Year Infrastructure Plan be approved for inclusion in the 2015-25 Long Term Plan and its subsequent consultation.

**Warren Barker/Les Blacklock**

**WARD MEMBERS REPORT:**

Cr Jackson was not present at the meeting to report.

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

There were no reports.

## GENERAL BUSINESS:

### ROAD CLOSURE RIVERVIEW TERRACE, FAIRLIE DOMAIN:

An application

### VILLAGE GREEN LIGHTING:

The community board were impressed with the lights lighting up the trees on the Village Green. The Lions have given a thousand dollars towards lights. Two have been bought for more than this. The chairman asked if the community board were happy to fund the shortfall in the cost of the lights. He would like to both meet the shortfall and fund another \$800 to light up the third tree. He gave a rough guess of two thousand dollars in total.

Trish Willis said these things just pop up at meetings with no background information on where it sits. She asked for it to be put on the next agenda with a summary of where spending is at with current projects. Garth Nixon offered to supply an update by email of current spending and the amount committed to current projects being prioritised by the community board.

### TOWN CENTRE PARKING:

The chairman asked who polices the 20 minute parking restriction. Nobody because the council does not have a parking bylaw or someone with the authority to police it. Trish Willis asked for this to be on the agenda for an on-going discussion because the traffic is busy and condensed around the supermarket. She expects traffic volume to increase with increased tourism.

The chief executive said a previous discussion on Riddell Street did not reach any conclusion. Bernie Haar said options for Riddell Street were circulated and people said if it isn't broken, don't fix it. Trish Willis said she was talking about the whole area, not just one street in isolation. She would like a discussion to be held on the whole area and not limited to parking only.

The Mayor commented that Twizel and Tekapo are currently looking ahead at their traffic and parking needs.

The chief executive offered to draw up a scope of what could be included in a study and define the scope of the problem. It was decided to go ahead with this.

**THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON  
DECLARED THE MEETING CLOSED AT 7.10PM**

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

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

*Unconfirmed*

## MACKENZIE DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY, FEBRUARY 2, 2015 AT 9.30AM

#### PRESENT:

Cr Graham Smith  
Mayor Claire Barlow  
Cr Murray Cox

#### IN ATTENDANCE:

Cr James Leslie (observing)  
Wayne Barnett (Chief Executive Officer)  
Paul Morris (Finance and Administration Manager)  
David Rae (Projects and Administration Manager)  
Arlene Goss (Committee Clerk)  
Julie Jongen (Committee Clerk)

#### APOLOGIES:

An apology was received from Cr Russell Armstrong.

#### DECLARATIONS OF INTEREST:

There were no declarations of interest.

#### ELECTION OF CHAIR AND DEPUTY CHAIR:

Cr Smith nominated the Mayor to be chairperson of the Audit and Risk Committee. This was seconded by Cr Cox. The Mayor was appointed chair of the Audit and Risk Committee.

The Mayor nominated Cr Smith to be deputy chair of the committee, seconded by Cr Cox. Cr Smith was appointed deputy chair.

#### MINUTES:

Resolved that the minutes of the meeting of the Audit and Risk Subcommittee meeting held on May 3, 2013, be confirmed and adopted as the correct record of the meeting.

Graham Smith/Claire Barlow

#### REPORTS:

##### AUDIT MANAGEMENT REPORT:

The members received and considered the "Report to the Council on the Audit of Mackenzie District council" from Audit New Zealand.

The Mayor said she would like to see quarterly meetings of the Audit and Risk Committee to monitor and address risk issues.

Finance manager Paul Morris spoke regarding the findings of the audit report. The key findings include items such as the fraud that occurred in the Twizel office, a vehicle that was not registered in council's name, funds not accounted for related to the Pukaki Airport Board that are held in trust. Council met it's legislative requirements in terms of getting its Annual Plan completed on time but did not send a copy to the auditor general or parliamentary library. A person has been appointed to manage this process in future.

A discussion was held on the cost of the audit and whether this was appropriate. The Mayor asked for comparable information on audit costs at similar councils. Paul Morris offered to supply this.

Paul Morris said he found it frustrating that council did not find out about increases in audit fees until the end of the process. It would be helpful to know this in advance.

Cr Smith said the annual cost of auditing is becoming more expensive each year and the rules keep changing. He noted some recommendations that come to council each year. He congratulated Paul Morris for his work.

Paul Morris gave an example of a change in interpretation by auditors related to mileage reimbursement for elected members which has created additional work and time for staff. His major issue is the lack of consistency year on year.

The Mayor asked for updates on some of the items listed by auditors in the report. Paul Morris told the meeting what steps he had taken to address these issues and prevent fraud.

The Mayor asked if Paul Morris would report back that he has checked journals and found them to be correct. This is a management issue. The chief executive said management will make an appropriate report on the status of the issues to inform councillors that they have been addressed. This is to come to the next meeting of the Audit and Risk Committee.

Resolved that the report be received.

**Murray Cox/Graham Smith**

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10.08AM**

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

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



## MACKENZIE DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY, FEBRUARY 3 2015, AT 10.28AM

**PRESENT:**

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

**IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
 Paul Morris (Finance and Administration Manager)  
 Arlene Goss (Committee Clerk)  
 Julie Jongen (Committee Clerk)

**APOLOGIES:**

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

**James Leslie/Murray Cox**

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**MINUTES:**

Resolved that the minutes of the meeting of the Finance Committee held on November 25, 2014, including such parts as were taken with the public excluded, be confirmed and adopted as the correct record of the meeting.

**Claire Barlow/Murray Cox**

**SUB-COMMITTEE MINUTES:**

Resolved that the minutes of the meeting of the Tekapo Property Group meeting held on January 20, 2015, including such parts as were taken with the public excluded, be received.

**Claire Barlow/Murray Cox**

**REPORTS:**

**FINANCIAL ACTIVITY REPORT TO DECEMBER, 2014:**

This is the financial report for council for the financial year to December, 2014.

Finance Manager Paul Morris took councillors through the financial report. Some of the matters discussed were as follows:

On page 17 under Corporate Services he noted variances in administration due to the new Projects and Administration Manager starting. Consultancy expenses include the end of year valuation fees, unbudgeted costs of \$15,000 to undertake end of month financial reporting, and recruitment costs with a variance of \$15,000.

Under water he gave a heads up regarding operational maintenance. We are expecting costs in Twizel to be higher than expected due to maintenance on the water pumps.

The Mayor asked regarding water account write-offs and an explanation was given.

Regarding capital expenditure the costs of the Twizel water upgrade are starting to show in the accounts.

Under sewer on page 23, money has been spent on the Twizel land purchase.

Under planning the budget is down but this is due to the District Plan Review not being done due to an inability to find qualified staff.

An additional building inspector has been employed due to the increase in building work.

Regarding vehicles, the deputy rural fire officer's vehicle is included as it was purchased last year.

Under community facilities there has been a change in the way some activities are rated for. The Mayor asked why the budget was \$7,000 over in pensioner housing. This was the rates on pensioner houses that had not been budgeted for.

Discussion was held on the cost of the new Twizel public toilets and money still to be spent on demolishing the old toilets. There may be a potential land sale of the old site.

Under commercial, Paul Morris is concerned with the level of investment income. We had budgeted for investment interest rates to rise but they haven't as much as predicted, so there is potentially a gap in rating because we use interest and dividends to offset our rates. Discussion was held on the extent of the problem. Paul Morris will contact council's investment advisor to discuss this.

Consultancy expenses are \$61,000 over budget. This is due to timing including legal fees related to land sales at Tekapo.

The Old Library Café is now complete. The insurance money has covered the re-build and the building is now at 100% of earthquake code.

The chairman said consultancy fees and extra staff are impacting on budgets due to the Long Term Plan and other things happening. He thanked Paul Morris for his report.

Resolved that the report be received.

**Claire Barlow/James Leslie**

#### LONG TERM PLAN PROJECT 2015-2025:

The chairman expressed annoyance at the number of hours logged by staff on this job. He questioned whether council was grossly under-resourced. He questioned why staff were not happy to record hours on other matters but happy to record it on the Long Term Plan.

The chief executive said the purpose of the report was to illustrate that it is a significant process. It would be unhelpful if elected members said it was normal. It is a significant load on people and he wanted the members to be aware of it. He said he was not asking for extra staff but was wanting to do it internally so it was a meaningful document.

The chairman said the work on the Long Term Plan included work that would normally be included in an Annual Plan.

Cr Leslie asked if it was possible to spread the process out over a longer time period. The chief executive said there are deadlines. He does not think it's feasible to spread it over three years.

The Mayor said larger councils have staff dedicated to the process. Staff here have to do normal business at the same time. She likes to have a copy of the hours to determine whether this is good value for ratepayers money.

The chief executive said the approach staff have taken to the Long Term Plan is to take the legislation and react positively to it. Discussion was held on the work staff have already done. The roading staff are going to be under significant pressure.

Resolved that the report be received.

**Graham Smith/Claire Barlow**

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11.16AM**

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

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

## MACKENZIE DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE ASSET AND SERVICES COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY, FEBRUARY 3, 2015, AT 11.18AM

#### PRESENT:

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

#### IN ATTENDANCE:

Wayne Barnett (Chief Executive Officer)  
 Bernie Haar (Asset Manager)  
 Suzy Ratahi (Roading Manager)  
 Geoff Horler (Utilities Manager)  
 Angie Taylor (Solid Waste Manager)  
 Arlene Goss (Committee Clerk)  
 Murray Petrie (Opus)  
 Julie Jongen (Committee Clerk)

#### APOLOGIES:

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

#### DECLARATIONS OF INTEREST:

There were no declarations of interest.

#### MINUTES:

Resolved that the minutes of the meeting of the Asset and Services Committee held on November 25, 2014, including those parts taken in public excluded, be confirmed as an accurate record.

**Cr Smith/Mayor Barlow**

#### REPORTS:

##### ASSET MANAGERS MONTHLY REPORT – NOVEMBER 2014:

The purpose of this report was to update the Asset and Services Committee on the progress on various projects and also the normal operation of the department for the past month. The following matters were included in the discussion of this report:

Councillors asked questions regarding the quality of the water in Twizel which were answered by staff. Completion of the booster pumps should be by 31 March 2015.

Discussion took place on the purchase of land by a dairy farmer as to what impact this would have on the Twizel Water Supply, the Chief Executive and Bernie Haar will have discussions with the farmer.

Twizel have got nearly 24kms of AC piping that needs replacing, it is only just surviving. Discussions took place on the best cost effective ways to do the repairs.

Cr Smith expressed concerns that the Twizel Water Supply Upgrade project stays on budget.

Under the 30 Year Infrastructure Strategy, Bernie Haar noted that 864 hours of work has gone towards the LTP.

Under Roothing, Suzy Ratahi stated that she has been in touch with the contractors to make sure Market Place is closed while repair work is done. So far the project is still under budget, but could change subject to weather conditions.

Mayor Barlow thanked Suzy and Bernie for all the hard work they have done and the extra hours they have put in.

Under Cass River Bridge, Cr Smith noted that the Station Owners and DOC need to be on board with this project.

One Network Road Classification levels of service, CE asked what clarification we have, Suzy responded that we have good data for reporting to NZTA. Bernie stated that the issues with time frames for budgets and reports need to be raised with NZTA by Council.

Councillor Leslie asked who could stay on after the meeting to discuss.

Bernie requested we discuss Manuka Terrace next so Angie wasn't held up.

#### MANUKA TERRACE, TWIZEL WATER SUPPLY REVIEW:

The purpose of this report was to review the options for the proposed water supply for Manuka Terrace, Twizel.

Discussions took place on the costs to get water supplied, and that the sections would have been sold as having no water supplied on those properties. Cr Leslie questioned whether Council has any obligations to these property owners.

#### Resolved:

1. That the report be received.

**Cr Leslie/Cr Smith**

2. That the report be provided in its entirety to the ratepayers in Manuka Terrace and that it be the subject of a further round of consultations to determine if the project should proceed.

**Mayor Barlow/Cr Smith**

Bernie tabled a report called Metal Charged At Resource Recovery Parks. The committee agreed this would be on the agenda for the next meeting.

Angie noted in addition to her report, they are getting numerous domestic rubbish placed in the public bins, she is considering better signage and infringement notices to the offenders. Mayor Barlow asked if "no glass" stickers have been printed, Angie confirmed they have been.

Utilities – Geoff expressed concerns over the wastage of water, Cr Cox suggested that all new dwellings have storm water tanks installed, discussion took place that more education needs to be done in this area.

Cr Smith asked Geoff if further water restrictions should be in place, Geoff confirmed that at this time it is getting to the stage where "no hosing" will be allowed, discussion took place as to who would be affected, eg golf clubs and bowling clubs. Preference would be that the community would do this voluntarily rather than Council enforcing it.

Tekapo – Geoff confirmed there was a one off incident over the holiday break where the sewerage settling pond released an odour due to the heat and lots of demand both from Tekapo and from septic tanks at Lake Alexandrina.

Resolved that the report be received.

**Mayor Barlow/Cr Leslie**

FAIRLIE WATER SUPPLY:

This matter was not discussed.

**THERE BEING NO FURTHER BUSINESS THE  
CHAIRMAN DECLARED THE MEETING CLOSED AT 12.54PM**

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

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

## MACKENZIE DISTRICT COUNCIL

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

#### PRESENT:

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

#### IN ATTENDANCE:

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

#### APOLOGIES:

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

#### DECLARATIONS OF INTEREST:

There were no declarations of interest.

#### MINUTES:

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

**Mayor Barlow/Cr Smith**

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

**Mayor Barlow/Cr Smith**

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

**Mayor Barlow/Cr Smith**

*Rob Hands joined the meeting at 2.13pm*

## **REPORTS:**

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

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

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

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

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

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

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

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

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

### **PLANNING AND REGULATION MANAGER'S ACTIVITY REPORT:**

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

Resolved that the report be received.



**Cr Leslie/Cr Smith**

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

#### DISTRICT PLAN REVIEW AND COSTINGS:

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

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

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

#### VERBAL REPORTS FROM THE WATER ZONE COMMITTEES:

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

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

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

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

#### **PUBLIC EXCLUDED:**

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

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

<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>
Previous Minutes November 25, 2014	Maintain legal professional privilege	48(1)(a)(i)
Plan Change 13 Outcome of Mediation	Maintain legal professional privilege	48(1)(a)(i)
Plan Change 13 Position on Fed Farmers	Maintain legal professional privilege	48(1)(a)(i)

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

**Mayor Barlow/Cr Leslie**

*The Planning and Regulation Committee continued in open meeting.*

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

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

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

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD AT THE COUNCIL CHAMBERS IN FAIRLIE ON TUESDAY DECEMBER 9, 2014, AT 9.30AM**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Paul Morris (Finance and Administration Manager)  
Bernie Haar (Asset Manager)  
Nathan Hole (Planning and Regulation Manager)  
Toni Morrison (Senior Planner)  
Garth Nixon (Community Facilities Manager)  
Arlene Goss (Committee Clerk)  
Daphne Chesser (Citizenship candidate)  
Ganesh Kesavan and guests (Citizenship candidate)  
Drew Seward and guests (Citizenship candidate)  
Jennifer Cordes (Mackenzie Cenotaph Memorial Committee) - from 11am  
Jack Montgomerie (Journalist, Timaru Herald)

#### **OPENING:**

The Mayor welcomed everyone to the meeting.

#### **APOLOGIES:**

Cr Noel Jackson sent an apology for lateness.

#### **CITIZENSHIP CEREMONY:**

The Mayor held a ceremony to welcome three new New Zealand citizens.  
They were Daphne Chesser, Ganesh Kesavan and Drew Seward.

#### **PRESENTATION OF BRUCE SCOTT MEMORIAL PRIZE:**

This presentation was cancelled due to the prize recipient being unable to attend.

#### **DECLARATIONS OF INTEREST:**

Cr Armstrong declared a conflict of interest in an item to be discussed in public excluded session. This is further noted in those minutes.

### **BEREAVEMENTS:**

The Mayor noted the following bereavements:

- Caitiana Mackay Beatock, died November 13, sister of the late Donald Burnett, late of Mount Cook Station.
- Roy Marshall, died November 19, husband of Glenys Marshall, late of Twizel.
- Mrs McNabb, mother of Andy and Sue McNabb of Albury.
- Eric Waters, died December 4, husband of June Waters, late of Kimbell.
- Alec Kirby, father of Di Anderson.
- Graham Palmer of Twizel.

A moment of silence was observed.

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

This was the report of Mayoral activities from October 29 to December 5, 2014.

The Mayor said she didn't make it to the police parade on December 3 due to car trouble. Cr Smith said he was disappointed that he was not notified that the Twizel Public Toilets were being opened.

Cr Smith gave a report on the rural provincial meeting. He attended with the Mayor and chief executive. He provided a summary of the matters discussed at that meeting.

The Mayor also provided a report from the Canterbury Mayoral Forum workshop on Growing the Rural Economy.

Resolved that the report be received.

**Evan Williams/Russell Armstrong**

*The meeting adjourned for morning tea at 10am and reconvened at 10.30am. New citizens and members of the public left the meeting after morning tea.*

### **REPORTS:**

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

This was the report of chief executive activity from October 29 to December 5, 2014.

Cr Smith asked regarding the new managerial appointment. David Rae begins work on January 12. His title will be the projects and administration manager. He will be looking after IT, HR, filing, and one-off projects.

Resolved that the report be received.

**Evan Williams/James Leslie**

#### HERITAGE FUND APPLICATION:

The Mackenzie Cenotaph Memorial Committee has presented this application for funding to add the missing names of soldiers to the cenotaph at Fairlie.

Nathan Hole tabled an email and notes which are attached to these minutes. He said the cenotaph was a category Y heritage item and listed in the district plan. This allows the memorial committee to apply for 60% of the funding of the cost, or a maximum of \$2,500 per application. In this case only one quote came through. 60% of the quote comes in at \$2,800. He thinks it would be fine to make a retrospective grant once the work is done and an invoice is available from the contractor. The council would normally do an inspection to ensure the work has been done to the standard anticipated. This money is normally allocated at the end of October, but there have not been any applications so the fund is still available.

Cr Smith asked if the funding is accumulating. Nathan Hole said the fund is re-set each year. Paul Morris said if the money is used we rate to top it up, if it's not used it just sits there.

*Jennifer Cordes from the Mackenzie Cenotaph Memorial Committee joined the meeting at 11.01am and was invited to speak to councillors.*

She has been working on this for a while. There are eight names missing from the cenotaph from WWII and others from WW1. The eight from WW2 were mainly in the RAF. They include Jack Lovelock's brother who was enrolled in the Fairlie School. She has listed at the back of her application the references she has used and people she has spoken to. National Archives in Wellington has digitised records and these have been valuable.

She has provided a quote from the stonemason in Timaru. They met and discussed possibility of adding names. There is no room on the current plaques for this. Current options include black granite. Four blocks underneath would fit quite well. Or cut existing marble blocks and insert marble into it. Everyone she has spoken to is supportive of showing respect to these men.

Cr Smith commended Mrs Cordes for the work she has done. It's important to get the names right. She said she had been diligent regarding this. If the project goes ahead there will be a space left just in case somebody else's name turns up. She has checked and there is no government funding available. The Mayor asked Garth Nixon if he had held discussions with the RSA. Garth Nixon said their position was that the original memorial was put

up by the community and any new names should be determined by the community. They raised some concerns about some names but Jenny Cordes has addressed this.

*Cr Noel Jackson joined the meeting at 11.08am.*

The Mayor asked regarding the balance of funding, as the Heritage Fund has an upper limit of \$2500. The Mayor asked Nathan Hole to explain how the Heritage Fund works. He said the fund allows a maximum of \$2500 but the funding is provided retrospectively and payment is made on invoice for the work.

Cr Armstrong said it was important that these people's names were recognised because they did serve the country.

Cr Williams commended Jenny Cordes for her work.

Resolved that Council grants \$2500 from the Heritage Fund towards the addition of missing soldier's names to the cenotaph.

**Evan Williams/Russell Armstrong**

Jenny Cordes asked for further advice regarding a decision between white marble or black granite. Garth Nixon said he preferred the black granite. The Mayor asked if everyone was comfortable to go with black granite. They agreed.

*Garth Nixon and Jenny Cordes left the meeting at 11.16am.*

#### DELEGATIONS MANUAL:

The purpose of this report is for Council to consider some minor amendments to the delegations manual following the November 2014 audit of the Council's Building Consent Authority by IANZ. Nathan Hole clarified that this is an administrative change. No staff delegations are changing.

Resolved:

1. That the report be received.

**Evan Williams/James Leslie**

2. That Council amends the delegations manual to change the references to Building Inspector and Senior Building Inspector to Building Control Officer and Building Control Manager in relation to staff delegations under the Building Act 2004

**Graham Smith/Murray Cox**

## CHRISTCHURCH AND CANTERBURY TOURISM REPORT:

The purpose of this report was to update council on recent activity carried out by Christchurch and Canterbury Tourism.

Annabelle Bray will present to the next council meeting in February. Cr Smith said the winter marketing didn't go well. The Mayor said there wasn't much snow. The operators did increase their numbers but the increase was smaller than expected.

Resolved that the report be received.

**Russell Armstron/Evan Williams**

## LAND SALE TO YOUTH HOSTEL ASSOCIATION:

The purpose of this report is to seek council approval to sell land at Tekapo to the Youth Hostel Association.

The chief executive outlined the efforts to date regarding looking at other sites. Council staff were unable to establish a viable site outside the lakefront area. Lot 4 is the only site available. The property group support entering into an agreement regarding Lot 4. A public drop-in session was held for people to voice their views. Three people turned up and there was no real opposition. On that basis he recommended accepting the deal. The Mayor said the key points were that the sale is subject to council approval of plans, securing an unconditional sale in the area, and other conditions.

Resolved:

1. That the report be received.

**Murray Cox/Evan Williams**

2. That Council approve the sale of Lot 4 of the Tekapo Lakefront Development to the Youth Hostel Association of New Zealand.

**Graham Smith/Evan Williams**

3. That the Mayor and the chairman of the Tekapo Property Group be delegated authority to approve the terms and conditions of the agreement.

**Graham Smith/Evan Williams**

*Senior Planner Toni Morrison joined the meeting at 10.50am.*

## ORARI-OPIHI-PAREORA ZONE COMMITTEE REFRESH OF COMMITTEE MEMBERSHIP:

The purpose of this report is to appoint the new members of this committee. Cr Smith said he was on the selection panel and had some very good applicants. He is positive about the new appointments.

Resolved:

1. That the report be received and noted.  
**Russell Armstrong/Evan Williams**
2. That the Council:
  - a) Appoints the community members of the Orari-Opihi-Pareora Water Management Zone Committee as follows:
    - Ad Sintenie until December 2017
    - Tony Howey until December 2017
    - James Pearse until December 2017
  - b) Confirms the appointment of Karl Russell as a representative for Te Rūnanga o Arowhenua on the Orari-Opihi-Pareora Water Management Zone Committee.

**Russell Armstrong/Evan Williams**

## STANDING COMMITTEES TERMS OF REFERENCE:

The purpose of this report is to approve a minor amendment to the Council's General Powers and the Terms of Reference for each of council's standing committees, to clarify that each committee is able to approve any contracts relating to the business of that committee, with the exception of land sales which are to be approved by the Council. Minor amendments to the membership of the Tekapo Property Group subcommittee are also proposed.

Resolved:

1. That the report be received.  
**Russell Armstrong/Evan Williams**
2. That the Council amends the General Powers Reserved for Council and the Standing Committees' Terms of Reference to:
  - a. Reserve all decisions relating to the approval of the sale, purchase, or disposal of any Council property, land or buildings to the Council.
  - b. Amend the Terms of Reference for each Standing Committee to clarify that all Committees can approve contracts that relate to the responsibilities of that Committee, (excluding contracts for sale, purchase or disposal of Council lands and property in accordance with (a) above).  
**Murray Cox/Russell Armstrong**
3. That the Council amends the requirements for membership of the Tekapo Property Group, to require that the subcommittee have not less than 5 members, the majority of whom shall be Councillors,



and to remove the requirement for the Chief Executive Officer and Finance Manager to be members of the subcommittee.

**Murray Cox/Russell Armstrong**

#### COMMON SEAL AND AUTHORISED SIGNATURES:

The purpose of this report was to advise of the documents signed under the Common Seal from October 2 to November 29, 2014:

Cr Leslie asked for an update regarding the lease between the golf club and the council. This has been signed and is completed.

#### Resolved:

1. That the report be received.

**James Leslie/Claire Barlow**

2. That the affixing of the common seal to documents 788, 789 and 790 be endorsed.

**Graham Smith/Russell Armstrong**

#### REVIEW OF BYLAWS:

The purpose of this report was to present the draft Dog Control Bylaw 2014, draft Dog Control Policy 2014, draft Mobile Shops and Traders Bylaw 2014, draft Market Place Liquor Ban Bylaw 2014, draft Wastewater Bylaw 2014, draft Water Supply Bylaw 2014 and draft Downlands Water Supply Bylaw 2014 to Council for adoption.

Also to present the revised draft Freedom Camping Bylaw 2014 to Council for adoption. The revised draft bylaw reflects resolutions of the Planning and Regulatory Committee made during deliberations on submissions received.

Toni Morrison table an amendment to recommendation 2. She said this was the last stage of this process, with council needing to adopt the final bylaws. To summarise, staff are recommending no changes to all of the bylaws except one. A day of hearings on the Freedom Camping Bylaw resulted in these changes.

The first change is in the meeting paper. This relates to non-self contained freedom camping not to be allowed anywhere in the district on council controlled land. The council does own land which are proper campgrounds. Staff are recommending these be exceptions. These four exemptions are listed in the meeting paper.

A change also needs to be made to refer to “council controlled land only” in the commercial areas of Twizel and Tekapo.

One submitter wanted freedom camping prohibited around the Lake Ohau lakefront. This area is actually in the Waitaki District. The bylaw cannot apply to areas outside the district. Cr Leslie asked if we are maintaining the road. The chief executive said he understands we are maintaining that road.

Toni Morrison suggested we write to Waitaki District Council and ask them to consider the same issue in relation to their Freedom Camping bylaw. The Mayor said this would be a good idea.

Cr Cox asked regarding council land - is that just district council or regional council land. Toni Morrison said just district council. Does this mean the regional council needs a bylaw. They can have one, but are not required to.

Toni Morrison also said staff have met and started to talk about enforcement. The bylaws will be advertised as coming into effect on December 15. It will take time to organise contractors, so although signs are going up it will take a while to organise contractors for enforcement.

The Mayor would like to communicate this, but there will be a response available over Christmas. Those volunteers who are warranted now will still be available.

Cr Leslie asked that a copy of the bylaw be sent to the Waitaki District Council to encourage them to have a similar set of rules. Toni Morrison agreed.

Resolved:

1. That the report be received.

**Murray Cox/Russell Armstrong**

2. That the Council adopts the Freedom Camping Bylaw 2014 in the form attached to the report, with the following changes:
  - a) The wording of the bylaw is to be amended for the following three sites:
    - Church of the Good Shepherd Area, Tekapo.
    - Tekapo Commercial Area, Tekapo.
    - Twizel Commercial Area, Twizel.

Wording to read: Freedom camping is prohibited on all council controlled land, including roads and reserves in the area shown on Diagram (x) highlighted in blue.

- b) Lake Ohau – Boat Ramp Area and diagram 6 is to be deleted from the bylaw.

**Graham Smith/Russell Armstrong**

3. That the Council adopts the Dog Control Bylaw 2014 in the form attached to the report.

**Russell Armstrong/Evan Williams**

4. That the Council adopts the Dog Control Policy 2014 in the form attached to the report.

**Russell Armstrong/Evan Williams**

5. That the Council adopts the Mobile Shops and Traders Bylaw 2014 in the form attached to the report.

**Russell Armstrong/Evan Williams**

6. That the Council adopts the Market Place Liquor Ban Bylaw 2014 in the form attached to the report.

**Russell Armstrong/Evan Williams**

7. That the Council adopts the Wastewater Bylaw 2014 in the form attached to the report.

**Russell Armstrong/Evan Williams**

8. That the Council adopts the Water Supply Bylaw 2014 in the form attached to the report.

**Russell Armstrong/Evan Williams**

9. That the Council adopts the Downlands Water Supply Bylaw 2014 in the form attached to the report.

**Russell Armstrong/Evan Williams****COMMUNITY BOARD RECOMMENDATIONS AND MINUTES:**

This report from the chief executive was accompanied by the minutes of the meetings of the Twizel and Tekapo Community Boards on November 17, and the Fairlie Community Board on November 24, 2014.

Resolved that the report be received.

**Russell Armstrong/Graham Smith****TWIZEL COMMUNITY BOARD:**

1. Council noted the following resolution regarding signage on the new public toilets:

Resolved that the Twizel Community Board puts up a sign above the level of campervans to identify the public toilets.

2. Council noted the following resolution regarding rubbish bins over the Christmas period:

Resolved that for the period of Christmas to the first week in January two wheelie bins are placed outside the Lotto Shop in Twizel.

3. Council noted the following resolution regarding a donation to the Twizel volunteer fire brigade:

Resolved that the Twizel Community Board donate \$50 to the Twizel Volunteer Fire Brigade towards their fireworks display.

4. Council noted the following resolution regarding a donation to the Twizel Area School:

Resolved that the Twizel Community Board donates \$100 to Twizel Area School towards prizes for students.

#### TEKAPO COMMUNITY BOARD:

5. Council noted the following resolution amending the minutes of a previous meeting:

Resolved that the resolution regarding a funding request for water tanks in the regional park, recorded in the minutes of the Tekapo Community Board meeting of November 17, 2014, be amended to read "That the community board pay \$6,000 to the regional park to pay for the tanks."

6. Council noted the following resolution regarding the Alps2Ocean cycleway connection track with Tekapo:

Resolved that the Tekapo Community Board instructs the community facilities manager to prepare specifications for the walkway/cycleway as shown on the plan and bring back the costs of the project to the community board.

7. Council noted the following resolution regarding the naming of the commercial lane in central Tekapo:

Resolved that the community board recommends to council that the name Rapuwai is suitable as a name for the commercial lane at Tekapo.

8. Council noted the following resolution regarding a grant request from the Aoraki Multicultural Trust:

Resolved that the Tekapo Community Board provide free hall hire by way of a monthly grant to cover hall use by the Aoraki Multicultural Trust. This will equate to approximately \$930 over 12 months hall hire

at local user rates, and the community board requested a report on how the service is going in six months.

9. Council noted the following resolution regarding two requests from the Tekapo School:

Resolved that the Tekapo Community Board will take a case by case approach to applications from the school for hall use and that \$200 towards the use of the hall hire for the jumble sale be granted.

10. Council noted the following resolution regarding a request from the University of Canterbury:

Resolved that the local rate for hall hire be offered to the University of Canterbury to support two astronomy conferences in the Tekapo Community Hall.

#### FAIRLIE COMMUNITY BOARD:

11. Council noted the following resolution regarding the former paintball site in Fairlie: School:

Resolved that the community board instructs staff to contact the leaseholder of the former paintball site and request that the land is tidied up to an appropriate standard.

12. Council noted the following resolution regarding a grant application from the Fairlie District Promotions Association:

Resolved that the Fairlie Community Board declines the application for a grant to the Fairlie District Promotions Association for the re-designed Fairlie map.

13. Council noted and considered the following resolution regarding the provision of land for the expansion of the Fairlie township:

Resolved that the Fairlie Community Board considers the land to be an opportunity for the expansion of the township and suggests the council investigates further.

*This matter will be discussed later in the meeting under public excluded.*

#### **COMMITTEE MINUTES:**

Resolved that the minutes of the meeting of the Strategy and Policy Committee held on November 25, 2014, be received.

**James Leslie/Russell Armstrong**

Resolved that the minutes of the meeting of the Finance Committee held on November 25, 2014, including such parts as were taken with the public excluded, be received.

**James Leslie/Russell Armstrong**

Resolved that the minutes of the meeting of the Asset and Services Committee held on November 25, 2014, including such parts as were taken with the public excluded, be received.

**James Leslie/Russell Armstrong**

Resolved that the minutes of the meeting of the Planning and Regulation Committee held on November 25, 2014, including such parts as were taken with the public excluded, be received.

**James Leslie/Russell Armstrong**

#### **SUBMISSION HEARING AND MEETING:**

Resolved that the minutes of the meeting of the Planning and Regulation Committee to hear bylaw submissions on November 27, 2014, be received.

**Graham Smith/Murray Cox**

Resolved that the minutes of the meeting of the Planning and Regulation Committee held on November 27, 2014, be received.

**Graham Smith/Murray Cox**

#### **COUNCIL MINUTES:**

Resolved that the minutes of the meeting of the Mackenzie District Council held on October 28, 2014, including such parts as were taken with the public excluded, be confirmed and adopted as the correct record of the meeting.

**Claire Barlow/James Leslie**

#### **EXTRAORDINARY COUNCIL MINUTES:**

Resolved that the minutes of the extraordinary meeting of the Mackenzie District Council held on November 7, 2014, including such parts as were taken with the public excluded, be confirmed and adopted as the correct record of the meeting.

**Claire Barlow/Russell Armstrong**

#### **PUBLIC EXCLUDED:**

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

- A) TWIZEL PUBLIC TOILETS
- B) EXCESS WATER USE INVOICES

- C) LAND AVAILABILITY AT FAIRLIE
- D) LAKESIDE DRIVE PROPERTY SALE
- E) TWIZEL PROPERTY SALES
- F) PREVIOUS MINUTES TEKAPO COMMUNITY BOARD NOVEMBER 17.
- G) PREVIOUS MINUTES FINANCE COMMITTEE NOVEMBER 25.
- H) PREVIOUS MINUTES ASSET AND SERVICES NOVEMBER 25.
- I) PREVIOUS MINUTES PLANNING AND REGULATION COMMITTEE NOVEMBER 25.
- J) PREVIOUS MINUTES COUNCIL OCTOBER 28.
- K) PREVIOUS MINUTES COUNCIL NOVEMBER 7.

<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 Public Toilets	Commercial sensitivity	48(1)(a)(i)
Excess Water Use Invoices	Protect privacy of persons	48(1)(a)(i)
Land Availability at Fairlie	Enable commercial negotiations	48(1)(a)(i)
Lakeside Drive Property Sale	Enable commercial negotiations	48(1)(a)(i)
Twizel Property Sales	Enable commercial negotiations	48(1)(a)(i)
Previous minutes Tekapo Community Board November 17	Commercial sensitivity	48(1)(a)(i)
Previous minutes Finance Committee November 25	Enable commercial negotiations	48(1)(a)(i)
Previous minutes Asset and Services Committee November 25	Commercial sensitivity Maintain legal professional privilege Enable commercial negotiations	48(1)(a)(i)
Previous minutes Planning and Regulation Committee November 25	Maintain legal professional privilege	48(1)(a)(i)
Previous minutes Council meeting October 28	Enable commercial negotiations	48(1)(a)(i)

Commercial sensitivity

Maintain legal  
professional privilege

Previous minutes  
Council meeting  
November 7

Enable commercial  
negotiations

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: *Twizel Public toilets, Previous minutes Tekapo CB, Previous minutes Asset and Services, Previous minutes Council under section 7(2)(b)(ii). Excess water use invoices under section 7(2)(a), Land availability at Fairlie, Lakeside Drive property sale, Twizel property sales, Previous minutes Finance, Previous minutes Asset and Services, Previous minutes council on Oct 28 and Nov 7 under section 7(2)(i). Previous minutes Asset and Services, Previous minutes Council under section 7(2)(g).*

**Murray Cox/Russell Armstrong**

*Council continued in open meeting.*

**THE MAYOR DECLARED THE MEETING CLOSED AT 1.15PM**

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

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



## MACKENZIE DISTRICT COUNCIL

### MINUTES OF AN EXTRAORDINARY MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD AT THE TEKAPO COMMUNITY HALL ON TUESDAY, JANUARY 20, 2015, AT 1.05PM

**PRESENT:**

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

**IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
 Bernie Haar (Asset Manager)  
 Arlene Goss (Committee Clerk)

**OPENING:**

The Mayor welcomed everyone to the meeting.

**APOLOGIES:**

Resolved that apologies be received from Cr Noel Jackson and Cr Evan Williams.

**Graham Smith/Russell Armstrong**

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**PUBLIC EXCLUDED:**

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

TENDER ACCEPTANCE 1220 FAIRLIE WATER SUPPLY  
 TENDER ACCEPTANCE 1217 TWIZEL WATER SUPPLY

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Tender Acceptance 1220 Fairlie Water Supply	Enable commercial negotiations	48(1)(a)(i)
Tender Acceptance 1217 Twizel Water Supply	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: *Tender Acceptance Fairlie and Twizel Water Supplies under section 7(2)(i).*

**Graham Smith/Murray Cox**

*Council continued in open meeting.*

**THE MAYOR DECLARED THE MEETING CLOSED AT 1.18PM**

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

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