



TO THE MAYOR AND COUNCILLORS OF THE MACKENZIE DISTRICT COUNCIL

Membership of the Planning and Regulation Committee:

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

Notice is given of the Meeting of the Planning and Regulation Committee to be held on Thursday March 20, 2014, following the completion of the Asset and Services Committee meeting.

VENUE: Council Chambers, Fairlie.

BUSINESS: As per agenda attached

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER



PLANNING AND REGULATION COMMITTEE

Agenda for Thursday, March 20, 2014

APOLOGIES

DECLARATIONS OF INTEREST

ELECTION OF DEPUTY CHAIR

MINUTES:

Confirm and adopt as the correct record the minutes of the Planning Meeting held on Tuesday February 4, 2014.

VISITOR: Rob Hands, South Canterbury Principal Rural Fire Officer, will attend at 1pm.

REPORTS:

1. Planning and Regulation Manager's Activity Report (attached).
2. SCRFC Draft Statement of Intent (attached).
3. SCRFC Draft Budget (attached).
4. Use of Twizel Landsar Building for Civil Defence Purposes (attached).
5. New Fee Structure for Liquor Licensing (attached).
6. RM060032 Request from Consent Holder. (Verbal report from Nathan Hole).
7. Legal Representation Plan Change 13. (Verbal update)
8. Standing Report – Verbal report from the Upper Waitaki Water Zone Committee representative, Cr Cox, on meetings and activities.
9. Standing report – Verbal report from the the Orari-Opihi-Pareora Water Zone Committee representative, Cr Williams, on meetings and activities.

ADJOURNMENTS:

12.00pm: Lunch

3.00pm: Afternoon Tea

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 4 FEBRUARY, 2014, AT 2.21pm

PRESENT:

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

IN ATTENDANCE:

Wayne Barnett (Chief Executive Officer)
Nathan Hole (Manager – Planning and Regulations)
Toni Morrison (Senior Planner)
Karina Morrow (Senior Planner)
Arlene Goss (Committee Clerk)

APOLOGIES:

Resolved that an apology be received from Cr Russell Armstrong.

DECLARATIONS OF INTEREST:

There were no declarations of interest.

MINUTES:

Resolved that the minutes of the meeting of the Planning Committee held on September 3, 2013, including such parts as were taken with public excluded, be confirmed and adopted as the correct record of the meeting.

Graham Smith/Evan Williams

REPORTS:

PLANNING AND REGULATION MANAGER'S ACTIVITY REPORT

Planning and Regulations manager Nathan Hole spoke to his report. Next month he will provide more information regarding the type of consents being issued. It has been a busy time of the year for LIM reports. A resource consent was issued regarding the H2Explore hovercraft on Lake Pukaki. The Mayor asked if this was connected with the Alps2Ocean and Nathan said it was at the northern end of the lake so there may be a connection.

Resolved that the report be received.

Claire Barlow/Evan Williams

PLAN CHANGE 13

The committee considered the 8th decision from the Environment Court. The chairman asked what happens from here and if there is any impact resulting from this decision. Nathan Hole said the 8th decision has been appealed by Federated Farmers. Appeals on the 6th, 7th and 8th decisions will be treated as one by the Court of Appeal. A judicial conference will take place on the 21st February with all parties involved. We need to give instructions to our solicitors on our position. The next step is for the court to set a date for a hearing.

The Mayor asked how many decisions we can expect to come from the environment court. Nathan Hole said he didn't know, but it would be more than one more.

Declarations on whether pivot irrigators are buildings was submitted in early January and the court has said it can determine this issue on the papers instead of having a hearing. All parties agreed. It will be a month or two to get a decision back on that.

The chairman thanked Nathan for his report.

Resolved that the report be received.

Evan Williams/James Leslie

DISTRICT PLAN REVIEW TIMETABLE

Karina Morrow spoke to this report. RMA changes have extended the timetable by another year. Cr Smith said there is a lot for council to achieve do next year including the Long Term Plan.

Resolved that the report be received.

Claire Barlow/Graham Smith

REPORT FROM UPPER WAITAKI WATER ZONE COMMITTEE

Cr Cox has sat in on one meeting of this committee and has received an induction from Ecan. There are a couple of new committee members, Jay Graybill and Lisa Anderson. The Waitaki Council representative has changed to June Slee.

There is another meeting on February 21. The water zone committee is a large piece of work and will tie into other issues like Plan Change 13. In Upper

Waitaki water quality is not that much of an issue. The trick will be keeping it good quality. The Mayor said the committee have requested more data before making decisions and there are some big decisions coming up. All the water in the Upper Waitaki goes to Lake Benmore, then into the Lower Waitaki zone, so anything the Upper Waitaki zone committee does will have downstream impact.

Cr Cox said they have a fund for assisting with fencing and planting streams and waterways which is underspent, so if committee members are talking to farmers remind them the money is there. It is called the Immediate Steps Biodiversity Fund.

REPORT FROM ORARI OPIHI PAREORA WATER ZONE COMMITTEE

Cr Evan Williams went to a zone committee meeting yesterday. They had some interesting presentations from the public including a deputation from the Geraldine/Orari area on biodiversity issues. Setting nutrient limits is a current topic. There have been presentations on nutrients, and a work programme has been set for the next 12 months.

Nathan Hole requested that a motion to elect a deputy chairperson of the Planning and Regulation Committee be added to the next agenda.

The meeting did not go into public excluded session.

**THERE BEING NO FURTHER BUSINESS THE
CHAIRMAN DECLARED THE MEETING CLOSED AT 3.00pm**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

REPORT TO: PLANNING AND REGULATION COMMITTEE
SUBJECT: GROUP MANAGER'S ACTIVITY REPORT
MEETING DATE: 20 MARCH 2014
REF: PAD 4/1
FROM: NATHAN HOLE, MANAGER PLANNING AND REGULATIONS

PURPOSE OF REPORT:

To provide the Committee with an activity report for planning and regulations for the period 25 January to 13 March 2014.

STAFF RECOMMENDATIONS:

1. That the report be received.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

Resource consent activity (below)

Application received: 9

- 140011** BRUCE PIPE
MANUKA TCE, PUKAKI WARD
EXTENSION OF LAPSING PERIOD OF RM050011, GLEN LYON ROAD,
TWIZEL
- 140005** JOHN KEITH
MANUKA TCE, PUKAKI WARD
NON-FARM BUILDING WITHIN MANUKA TERRACE RURAL RESIDENTIAL
ZONE (POLE SHED), MANUKA TERRACE, TWIZEL
- 140012** DAVID ALLAN
5823 S HWAY 8, PUKAKI WARD
FARM BUILDING OUTSIDE DEFINED FARM BASE AREA, STATE HIGHWAY
8, TWIZEL
- 140007** PUKAKI TOURISM HOLDINGS LTD
S HWAY 80, PUKAKI WARD
VARIATION TO LAND USE FORESTRY CONSENT RM100062, STATE
HIGHWAY 80, LAKE PUKAKI
- 140006** N PUKAKI TOURISM HOLDINGS LTD PARTNERSHIP
S HWAY 80, PUKAKI WARD
FARM BUILDING ASSOCIATED WITH FARMING OPERATIONS WITH
LAVENDER FARM, STATE HIGHWAY 80
- 140009** PHILIP BENNETT
51 GLENCAIRN ROAD, TWIZEL COMMUNITY
LOCATE GARAGE WITHIN SETBACK FROM NEIGHBOUR`S BOUNDARY,
GLENCAIRN ROAD, TWIZEL
- 140010** D KNOWLES
30 RATA ROAD, TWIZEL COMMUNITY
RECESSION PLANE BREACH - LOCATE GARAGE 1M FROM NEIGHBOUR`S
BOUNDARY, RATA ROAD, TWIZEL
- 140014** LAKE TEKAPO SKI FIELD LTD
2544 LILYBANK RD, PUKAKI WARD
ADDITION TO AN EXISTING SHED AT ROUND HILL SKI AREA - LAND
ABOVE 900M IN ALTITUDE, WITHIN MACKENZIE BASIN SUBZONE
OUTSIDE DEFINED FARM AREA, LILYBANK ROAD, LAKE TEKAPO
- 140013** ANDREW & KAREN SIMPSON
S HWAY 8, PUKAKI WARD
SUBDIVIDE PART SECTION 8 SO 18830 INTO TWO LOTS, GODLEY
PEAKS ROAD, LAKE TEKAPO

Applications granted: 7**Land use**

- 130068** MIKE & KATE PROSSER
Commercial helicopter activity

<u>140002</u>	JOHN CUTHBERTSON Reduced setback from State Highway 8, relocate two shipping containers, Burkes Pass
<u>140004</u>	SIMON & LOREN GEARY Reduced setback from State Highway 8, addition to an existing dwelling, Geraldine – Fairlie Road
<u>140009</u>	PHILIP BENNETT Reduced setback from neighbour's boundary, Residential 1 Zone, Twizel
<u>140014</u>	LAKE TEKAPO SKI FIELD LTD Addition to an existing shed, Round Hill Ski Field, non-farm building outside defined farm base area + building on land above 900m in altitude

Subdivisions

<u>140001</u>	AVLIS LTD Variation to conditions of subdivision consent RM070083 and extension of lapsing period, Twizel
<u>140003</u>	L WILLIAMS Section 226 certificate: separate Section 13 Sherwood downs from CT CB2C/1296, Middle Road & Plantation Road, Fairlie

CONSIDERATIONS:

Resource Consents	
Applications Received	Applications Granted
9	7
Building Consents	
Applications Received	Applications Granted
49	31
LIMs processed	
26	

6 building consents were for new dwellings. The building consent for the Twizel public toilet upgrade was also received.

The total value of granted building consents was \$1.8M.

District Plan Review

- Continuing progress on updating designations
- Continuing progress on updating heritage listings
- Review of smaller townships (Kimbell, Albury, Burkes Pass) largely complete with workshops to be held shortly with Council
- Review of Tekapo and Fairlie to be progressed
- Continuing progress on Runanga consultation
- Continuing progress on SNAs

MACKENZIE DISTRICT COUNCIL

REPORT TO: PLANNING AND REGULATION COMMITTEE

SUBJECT: SCRFC DRAFT STATEMENT OF INTENT 2014/15

MEETING DATE: 20 MARCH 2014

REF: LAN 14/4

FROM: NATHAN HOLE, MANAGER PLANNING AND REGULATIONS

PURPOSE OF REPORT:

For the Committee to support adoption of the South Canterbury Rural Fire District Committee (SCRFC) draft statement of intent for 2014/15.

STAFF RECOMMENDATIONS:

1. That the report be received, and
2. That the Committee supports the adoption of the SCRFC's 2014/15 draft statement of intent subject to confirming the proposed budget expenditure for Mackenzie District Council.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

The draft 2014/15 statement of intent.

BACKGROUND:

The SCRFC is not a council controlled organisation (CCO) in terms of the Local Government Act, but is a Council organisation. Even though SCRFC is not a CCO, the Committee resolved to abide by recommended local government practice and continue to produce an annual Statement of Intent. Doing so maintains transparency and describes reporting procedures and timelines.

POLICY STATUS:

N/A

SIGNIFICANCE OF DECISION:

This is not a significant decision.

ISSUES & OPTIONS:

N/A

CONSIDERATIONS:***Legal***

N/A

Financial

The only consideration to note is the Mackenzie District Council budget. This will be discussed separately with Council, with the draft statement of intent being amended to reflect the final agreed budget.

Other

N/A

ASSESSMENT OF OPTIONS:

N/A

CONCLUSION:

The recommendation provides for the Committee to adopt the draft Statement of Intent, while providing for further discussion and approval of expenditure.



South Canterbury
Rural Fire District
Committee
Statement of Intent
2014/2015

February 2014

#863885

South Canterbury Rural Fire District

PURPOSE

Partnering with communities to protect what they value

SOUTH CANTERBURY RURAL FIRE DISTRICT GOALS AND OBJECTIVES

GOAL 1

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

Objectives

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

GOAL 2

The South Canterbury Rural Fire Authority is operationally safe and effective

Objectives

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

GOAL 3

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

Objectives

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

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1 **INTRODUCTION**

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

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

Rural Fire can be categorised into four major elements:-

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

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

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

The obligations of the Committee are as follows:

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

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

2 *RURAL FIRE AUTHORITY GOVERNANCE AND MANAGEMENT*

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

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

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

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

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

3 ***BUSINESS PLAN***

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

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

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

The Business Plan will utilise data from the following sources

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

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

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

The current Business Plan is attached in Appendix 5.

4 FINANCIAL

Income

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

Fire Fighting Costs

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

Budget

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

TIMARU DC	2014 - 2015	2015 - 2016	2016 - 2017	2017-2018	2018-2019
Administration	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Operations	\$86,000	\$86,000	\$86,000	\$86,000	\$86,000
Capital Works	\$103,000	\$8,000	\$8,000	\$8,000	\$108,000
TOTAL	\$234,000	\$139,000	\$139,000	\$139,000	\$239,000

WAIMATE DC	2014 -2015	2015 - 2016	2016- 2017	2017-2018	2018-2019
Administration	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Operations	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000
Capital Works	\$7,500	\$105,600	\$5,600	\$5,600	\$5,600
TOTAL	\$111,500	\$209,600	\$109,600	\$109,600	\$109,600

MACKENZIE DC	2014 -2015	2015 - 2016	2016 - 2017	2017-2018	2018-2019
Administration	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Operations	\$52,500	\$52,500	\$52,500	\$52,500	\$52,500
Capital Works	\$26,500	\$103,000	\$8,000	\$103,000	\$8,000
TOTAL	\$124,000	\$200,500	\$105,500	\$200,500	\$105,500

NEW ZEALAND FOREST OWNER'S GROUP	2014 -2015	2015 - 2016	2016 - 2017	2017-2018	2018-2019
Administration	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000

NATIONAL RURAL FIRE AUTHORITY	2014 -2015	2015 - 2016	2016 - 2017	2017-2018	2018-2019
Enlarged Rural Fire District Administration Grant	\$72,539	\$72,539	?	?	?

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

Expenditure

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

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

GST and Audits

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

Distributions to Members

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

Accounting Policies

Refer to Appendix 3 – Statement of Accounting policies

Cash Flow

Refer to Appendix 2

Profits

Nil

5 ***TIMETABLE***

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

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

6 ***REPORTING***

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

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

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

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

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

7 MEETINGS

Fire Authority – South Canterbury Rural Fire District Committee

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

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

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

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

8 *APPENDICES*

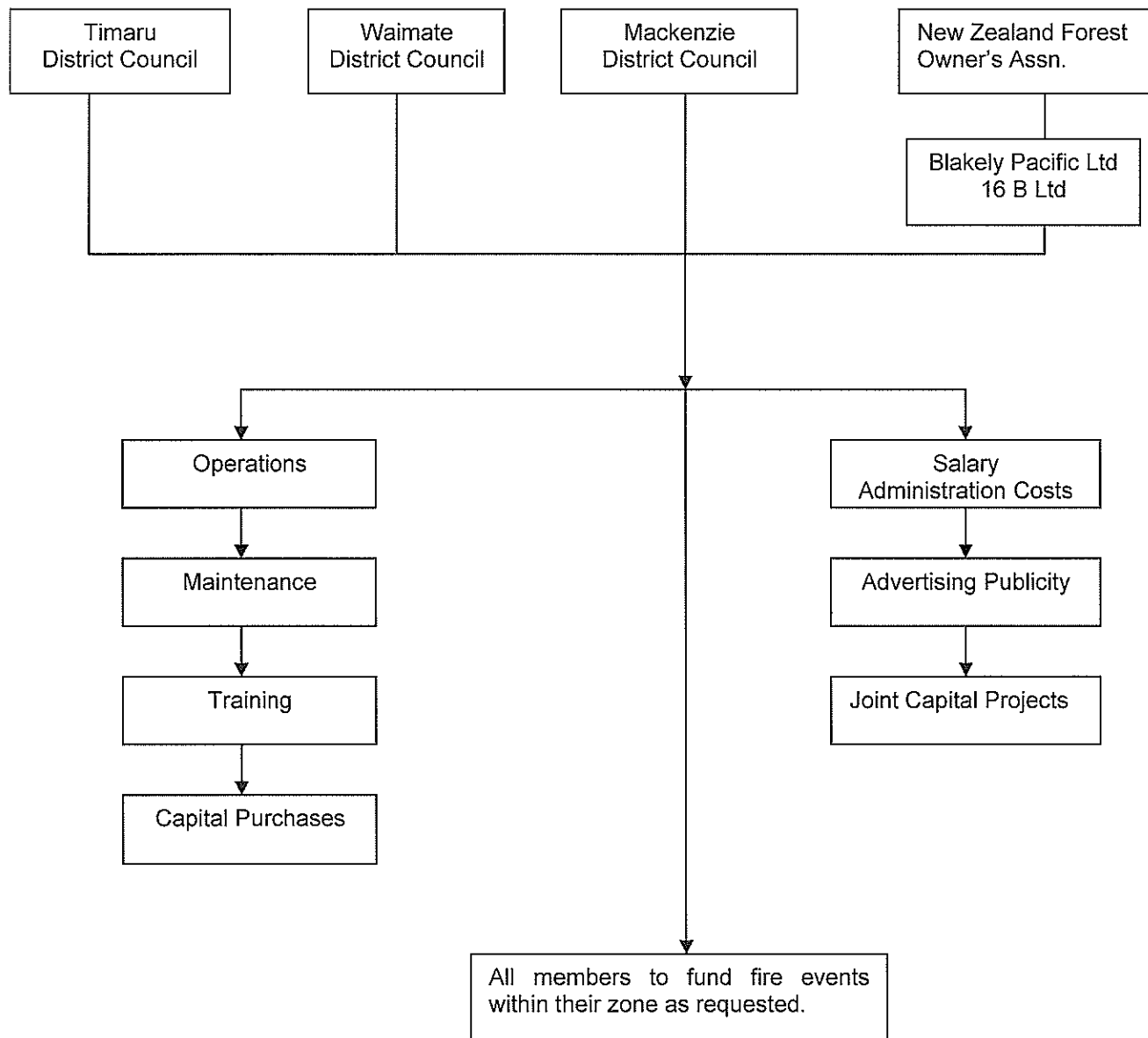
1 APPENDIX 1 - MEMBERS

South Canterbury Rural Fire District Committee – Members

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

Standing invitation to attend all Committee Meetings

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

2 APPENDIX 2 – CASH FLOW

3 APPENDIX 3 - STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

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

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

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

Measurement Base

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

Specific Accounting Policies

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

Funding

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

Goods and Services Tax (GST)

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

Taxation

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

Fixed Assets

(Non Current assets)

All fixed assets are initially recorded at cost.

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

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



South Canterbury Rural Fire District

Statement of Strategic Intent
2012 - 2015

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

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



South Canterbury Rural Fire District Business Plan 2014/2015

APPENDIX 5

SOUTH CANTERBURY RURAL FIRE DISTRICT BUSINESS PLAN 2014/2015

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

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date by
The South Canterbury Rural Fire Authority is operationally safe and effective	All operational equipment is maintained to the required state of readiness		Compliance with the Forest and Rural Fire Act, New Zealand Fire Service Act and the Rural Fire Regulations	Carry out action as required by the NRFA to meet the Audits and assessments carried out by National Rural Fire Authority in 2013/14	June 2015
			Carry out internal audits to ensure all Fire Units have the required operational equipment and that it is to the Industry standard	Audit will meet industry national standards	June 2015
			Carry out annual testing as required by the National Rural Fire Authority standards	Will meet National Rural Fire Authority Equipment Audit	June 2015
			Maintain the communication network to ensure it meets the needs of both the Fire District and the New Zealand Fire Service	Effective turnout systems are maintained and communication networks link the Rural Fire Authority and New Zealand Fire Service Establish a suitable turnout system for the Waihaorunga Fire team	June 2015
			Maintain a register of all equipment and test results	Equipment test results are recorded	June 2015
		Goal 2. Action 1 Maintain the 10 year rolling programme of capital maintenance and replacement	Develop equipment and fleet to ensure that all equipment is of a high standard and meet the changing needs of the industry	Build a water tanker to the SCRFD standard for the Cave station.	March 2015

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date by
				Purchase a generator for Albury	March 2015
				Replacement of hose stock that has failed the annual testing	February 2015
				Establish weather station at both the Hakataramea and Clayton Valley	February 2015
				Purchase a Portable Pump MVMP for the Retardant Unit	March 2015
				Purchase a suitable second hand 4WD DC utility vehicle for the Deputy Principal Rural Fire Officer, Mackenzie District Council	June 2015

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date by
The South Canterbury Rural Fire Authority is operationally safe and effective	All staff are trained for their role and functions in rural fire management		Carry out training to New Zealand Qualification Authority unit standards	All staff are trained in a minimum of Unit Standard 3285	June 2015
				Train a minimum of 10 Fire fighters in the basic fire fighter unit standards	Minimum 10 people gain Unit Standard June 2015
			Maintain a register of all training carried out for both currency and unit standards achieved	All Rural Fire Officers or trainer are to process training forms	All year
			Carry out an annual Rural Fire Officers course to educate all Rural Fire Officers in the correct procedures surrounding coordinated response	15 Rural Fire Officers attend annual training	July 2015
			To provide training to administration staff, contractor volunteers that would normally be involved in fire incidents	50% of staff to attend annual regional training and regional exercise	October 2014
			Arrange quarterly operation meetings to address operational issues in a timely manner. Maintain a Duty Roster system to ensure response requirements are met	A minimum of 4 operation meetings are held a year. A Duty Roster is maintained throughout the year	August November February May

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date By
			Purchase insurance cover to provide adequate protection for Rural Fire Officers of South Canterbury Rural Fire District	Insurance cover is in place that includes public liability, professional indemnity, death and disability, personal effects and private vehicles for members of the Voluntary Rural Fire Federations within South Canterbury Rural Fire District	July 2014

Goal	Objective	Strategic Intent Business Plan Action	Intended Action	Measurement	Target Date By
The South Canterbury Rural Fire Authority is able to maintain business continuity	Ensure that the South Canterbury Rural Fire Authority can access resources from outside the region if required		Review the fire plan as required by the Forest & Rural Fire Regulations	The Fire Plan is approved by the SCRFD Board and is accepted by the National Rural Fire Authority	October 2014
		Goal 3. Action 3 Undertake a feasibility analysis for expanding the SCRFA	SCRFA will participate in the Canterbury ERFD Steering Group Committee and/or engage with neighbouring rural fire authorities.	The SCRFD Board will continue to look at options to develop the business by expanding the area and initiating new members.	December 2014
		Goal 3. Action 1 Maintain strong regional and national relationships	Have agreement in place with the New Zealand Fire Service, the Canterbury Regional Coordinating Committee, Contractors	Agreements are in place and reviewed annually	October 2014

MACKENZIE DISTRICT COUNCIL

REPORT TO: PLANNING AND REGULATION COMMITTEE

SUBJECT: SCRFC DRAFT 2014/15 BUDGET

MEETING DATE: 20 MARCH 2014

REF: LAN 14/4

FROM: NATHAN HOLE, MANAGER PLANNING AND REGULATIONS

PURPOSE OF REPORT:

For the Committee to consider Mackenzie District Council's proposed rural fire budget for 2014/15.

STAFF RECOMMENDATIONS:

1. That the report be received; and
2. That the Committee recommends approval of the proposed SCFRC budget for Mackenzie District Council, or
3. That the Committee recommends amending the proposed SCRFC budget for Mackenzie District Council.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

The draft budget is attached.

BACKGROUND:

Each year Rob Hands, SCRF's Principal Rural Fire Officer prepares a draft budget for each of the member territory authorities to consider and approve.

Mr Hands will attend this meeting and will be able to respond to any questions.

POLICY STATUS:

N/A

SIGNIFICANCE OF DECISION:

This is a routine decision.

CONSIDERATIONS:

This budget is routine with the exception of \$20,000 capital expenditure to provide a 4x4 vehicle for the District's Deputy Rural Fire Officer. This matter has been discussed in previous budgets and Mr Hands will address the Committee to explain the reasons for the inclusion of this item.

7 November 2013

Mr Nathan Hole
Mackenzie District Council
P O Box 52
Fairlie

Dear Nathan

RURAL FIRE BUDGET 2014/2015

The following is the proposed 2014/2015 budget for the Mackenzie District Council to both support the South Canterbury Rural Fire District and carry out all operational functions:

EMPLOYMENT EXPENSES

Wages

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

\$3,000

Protective Uniforms

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

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

To maintain and supply protective uniforms to 45 volunteers.

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

Each item is worth approximately \$40.00

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

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

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

The intention is to replace Personnel Protective Equipment (PPE) as required. **\$1,200**

Purchase gloves this year and goggles next year, if however National Rural Fire Authority support the project the funds allocated will support both projects. **\$1,800**

\$4,000

3.

REPAIRS AND MAINTENANCE OF EQUIPMENT**Weather Stations**

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

Communications

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

Minor Tools Equipment

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

Repairs Maintenance - Minor Equipment

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

Building Maintenance

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

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

To service and maintain the fleet of tankers and trailer units within the District. **\$9,000**

\$9,000**SOUTH CANTERBURY RURAL FIRE DISTRICT**

To support the administration surrounding the Principal Rural Fire Officer.

The amount shown is based on last year's contribution the proposed budget. *(to be confirmed at December meeting)* **\$44,000**

\$44,000**CAPITAL EXPENDITURE****DEPUTY PRINCIPAL RURAL FIRE OFFICER VEHICLE**

To provide a 4 x 4 vehicle for the Deputy Rural Fire Officer, Mackenzie to use for fire related activities.

Currently the volunteer/contractor uses his private vehicle which is two wheel drive and is limited to where it can go off road.

The minimum requirements for the vehicle would be flat deck

4 x 4, moderate kilometers, less than 10 years old.

It would be an advantage to have a double cab vehicle in the fleet to enable crews to be transported at either training or fire incidents. **\$20,000**

\$20,000

2.

Staff Training

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

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

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

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

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

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

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

(This amount is to be confirmed closer to the anniversary date – 1 July 2014).

\$18,000**Donations/Grants**

The ability to support the following groups:

\$1,000

- NZ Fire Research
- Canterbury Regional Rural Fire Committee

Fire Teams

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

\$1,500

4.

EQUIPMENT – GENERATOR AND LIGHTS (ALBURY)

To purchase a generator and lights to support both Rural Fire and Civil Defence

\$4,000**WEATHER STATION (CLAYTON SHERWOOD AREA)**

To purchase and erect a weather station in the Clayton Sherwood area to monitor the weather values for inputting into the Fire Weather Index System.

The weather station would be linked both the Harvest webpage and the Rural Fire Danger weblink. This would provide essential information to both Rural Fire Managers and the end user (farmers, landowners).

The siting of the weather station is in line with the Met. Service Climatic Zone report.

The project would be supported by the National Rural Fire Authority to the value of 75%.

Project cost \$10,000

Less National Rural Fire Authority subsidy 75% if confirmed

Cost to Mackenzie District Council

\$2,500**TOTAL****\$130,500**

Yours sincerely



Rob Hands

**PRINCIPAL RURAL FIRE OFFICER
SOUTH CANTERBURY RURAL FIRE DISTRICT**

Admin. \$ 44 k.

Dep. \$ 20 k.

Operat. \$ 42 k.

Insur. \$ 18

MACKENZIE DISTRICT COUNCIL

REPORT TO: PLANNING AND REGULATION COMMITTEE

SUBJECT: USE OF THE TWIZEL LANDSAR BUILDING FOR CIVIL DEFENCE PURPOSES

MEETING DATE: 20 MARCH 2014

REF: CIV 1/1

FROM: NATHAN HOLE, MANAGER PLANNING AND REGULATIONS

PURPOSE OF REPORT:

For the Committee to discuss funding both the installation and annual costs of phone and internet connections to the newly established Twizel LandSAR building to enable the Council to use the building for civil defence purposes if it wishes.

STAFF RECOMMENDATIONS:

1. That the report be received; and
2. That the Committee agrees to fund the annual costs of phone and internet connections to the Twizel LandSAR building; or
3. That the Committee does not agree to fund the annual costs of phone and internet connections to the Twizel LandSAR building.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

N/A

BACKGROUND:

Construction of the new Twizel LandSAR building has just been completed.

The Council has been provided with the opportunity to use this building if it wishes for civil defence purposes, provided the Council pays for the installation and ongoing cost of phone and internet data connections.

The proposal has been mooted as an alternative building that the Council could use for coordinating civil defence activities.

Twizel LandSAR has also verbally requested that the Council fund the cost of a portable generator sufficient to power this small building.

POLICY STATUS:

There is no policy in relation to this matter.

SIGNIFICANCE OF DECISION:

This item does not trigger the Council's significance policy.

ISSUES & OPTIONS:

1. Would this building be used as an Emergency Operations Centre (EOC)? The answer is no, the Council's Fairlie office is our designated civil defence headquarters and this would always act as the Council's EOC. However, the Twizel office, or the LandSAR building could certainly be used as a community coordination centre, to use as a local base (centre) should the need arise. This is much the same as the way the Mt Cook coordination centre can be used.
2. If the LandSAR building is to be used should this be an alternative or a replacement in relation to the use of the Twizel office for these purposes? Certainly at this stage, the advice from staff is that this should be an alternative option, not a replacement of the Twizel office.
3. What is cost? The Council's IT Manager has advised that the annual cost of phone and data connections would be approximately \$2,000. Installation costs are minimal, approximately \$100. The cost of a generator would be in the order of \$1,500 - \$2,000.

CONSIDERATIONS:

Legal

N/A

Financial

\$2,000 annually for phone and data connections

\$1,500-\$2,000 as a one off cost to provide a generator

Other

How the use of this building relates to use of the Council's Twizel office as a community coordination centre.

ASSESSMENT OF OPTIONS:**CONCLUSION:**

The Twizel LandSAR building would certainly provide the Council with options, and would be a good alternative building to use should the need arise. However, it should not replace the requirements for the Council's Twizel office. The question is then whether or not the annual cost of \$2,000 is warranted to secure the use of the LandSAR building. I understand that the capital cost of the generator is optional for the Council.

MACKENZIE DISTRICT COUNCIL

REPORT TO: PLANNING AND REGULATION COMMITTEE
SUBJECT: NEW FEE STRUCTURE FOR LIQUOR LICENSING
MEETING DATE: 20 MARCH 2014
REF: REG 2/4/4
FROM: NATHAN HOLE, MANAGER PLANNING AND REGULATIONS

PURPOSE OF REPORT:

To advise the Committee on possible options to amend the Liquor licensing fee structure for large special events but also the licence premise fee category.

STAFF RECOMMENDATIONS:

1. That the report be received, and
2. That the Committee delegates to the Secretary of the District Licensing Committee the authority accept an application for a Special Licence Class or an application for an On/Off/Club Licence at the reduced fee of one class or one category.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

N/A

BACKGROUND:

The current licensing fees have been set by statute (Sale and Supply of Liquor Act 2012) with the aim of territorial authorities recover costs of the licensing process. This has drawn many questions from the industry requesting a process to allow for economically viable licence fees. Many small operators will find it cost prohibitive to attend large special events for what is largely a marketing exercise for their business.

Special Licence

Regulation 10(2) states: *A territorial authority may, in its discretion and in response to particular circumstances, charge a fee for a special licence that is 1 class below the class of the licence that is issued; but no fee may be less than the fee payable for a class 3 special licences.*

This would allow the reduction of some Large-scale Special Licence fees from \$575.00 to \$207.00 which most operators are more agreeable with. Under the previous legislation they were charged \$64.40.

On/Off/Club Licence

Regulation 6(4) states the similar to Reg 10 (2):

A territorial authority may, in its discretion and in response to particular circumstances, assign a fees category to premises that is 1 level lower than the fees category determined under sub clause (1); but no premises may be assigned a category lower than very low.

Licence categories are set from Very High to Very Low depending on the type of premises, hours of operations and if there have been any enforcements holdings against the premise in the last 18 months. These categories are also used when setting the newly introduced annual fee which is additional to the application fee when a licence is renewed every 3 years.

POLICY STATUS:

There is no relevant policy in relation to fees.

SIGNIFICANCE OF DECISION:

This is not a significant decision.

ISSUES & OPTIONS:

- 1 The Act provides two processes to alter the fees. This can be achieved either through the provision of a bylaw or by implementing Regulation 10(2)

which provides the ability for territorial authorities to reduce the fees by 1 Class. This can be delegated to either the Joint Committee or an appropriate Council officer, which in this case would be the District Licensing Committee's Secretary.

- 2 The most efficient remedy would be for the Committee to pass resolution to allow the Secretary of the District Licensing Committee the authority to reduce a licence class (subject to Regulation 10(2)) and Category (subject to Regulation 6(4)).
- 3 A Long term alternative would be to create a bylaw that allowed for a fee structure different to what the legislation provides. This would be an option worth considering later in the year to establish if the default fee structure is sufficient to meet the Council's costs, and whether those fees can be reduced (by a bylaw).

CONSIDERATIONS:

The ability to reduce fees by one class provides a mechanism to make fees more affordable for small operators who essentially use A&P type events to promote their product rather than earn revenue from the sale of alcohol.

ASSESSMENT OF OPTIONS:

Reducing the fees is unlikely to reduce income as the higher fees may put many retailers off attending events resulting in reduced income.

CONCLUSION:

The ability to reduce fees by one class is an opportunity for the Council to show that it is aware of the impact that the new fee structure is having on small retailers that regularly attend A&P type events.

The Council should monitor revenue from fees in relation to costs to see if the fees should be further reduced by introducing a specific bylaw. This discussion should occur later in the year after allowing a reasonable period of time for the current fees to bed in.