



*425<sup>th</sup> MEETING OF THE  
MACKENZIE DISTRICT COUNCIL*

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

**MEMBERSHIP OF THE COUNCIL**

**Claire Barlow (Mayor)**

John Bishop

Peter Maxwell

Annette Money

Graeme Page

Graham Smith

Evan Williams

*Notice is given of the meeting of the Mackenzie District Council  
to be held on Tuesday 14 May 2013 at 9.30 am*

**VENUE:** Council Chambers, Fairlie

**BUSINESS:** As per Agenda attached.

**WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER**

**7 May 2013**



## AGENDA FOR TUESDAY 14 MAY 2013

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### **I. OPENING**

### **II. APOLOGIES**

### **III. DECLARATIONS OF INTEREST**

### **IV. BEREAVEMENTS**

### **V. MAYORAL REPORT**

### **VI. REPORTS REQUIRING COUNCIL DECISIONS**

1. Cemeteries and Pensioner Housing Fees and Charges
2. Regulatory Fees and Charges
3. Speed Limit Bylaw
4. Architect's Fees for Twizel Toilets (1 further attachment to be circulated separately)
5. New Elected Member Remuneration Model

### **VII. INFORMATION REPORTS**

1. Chief Executive Officer's Activities
2. Christchurch Canterbury Tourism Report
3. Local Government Acts: Ministerial Powers of Intervention

### **VIII. COMMUNITY BOARDS**

### **IX. COMMITTEES**

Receive the Minutes of the Meetings of the Mackenzie Forestry Board, Finance Committee, Projects and Strategies Committee and Planning Committee held on 23 April 2013 including such parts as were taken with the Public Excluded.

### **X. CONFIRMATION OF MINUTES**

Confirm and adopt the Minutes of the Mackenzie District Council Meeting held held on 2 April 2013 including such parts as were taken with the Public Excluded

#### **ACTION POINTS**

### **XI PUBLIC EXCLUDED**

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

1. Public Excluded Minutes of the MDC meeting held on 2 April 2013
2. Public Excluded Minutes of the Fairlie Community Board held on 17 April 2013
3. Public Excluded Minutes of the Finance Committee meeting held on 23 April 2013

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Public Excluded Minutes of the Council meeting 2 April 2013		48(i)(a)(i)
Public Excluded Minutes of the Fairlie Community Board meeting 17 April 2013		48(i)(a)(i)
Public Excluded Minutes of the Finance Committee meeting 23 April 2013		48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Public Excluded Minutes for the previous Finance Committee, The previous Fairlie Community Board Minutes and The Minutes of the previous MDC Meeting* section 7(2)(b)(ii)

## **XII VISITORS**

10:00 am Annabel Bray, Rowan Townsend and Caroline Blanchfield, Christchurch  
Canterbury Tourism

## **XIII ADJOURNMENTS**

10.30 am Morning Tea  
12.30 pm Lunch  
3.00 pm Afternoon Tea

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** GENERAL ACTIVITIES REPORT

**MEETING DATE:** 14 MAY 2013

**REF:** PAD 2/3

**FROM:** MAYOR

### ACTIVITY REPORT

#### COUNCIL, COMMITTEE AND BOARD MEETINGS

23 April	Committee Meetings.
29 April	Tekapo Community Board Budget Meeting.
30 April	Councils budget meeting.
3 May	Draft Annual Plan & Summary sign-off with CEO, Cr Smith, Cr Maxwell, T Morrison, P Morris.

#### OTHER MEETINGS AND ACTIVITIES

3 May	Mayoral Radio Show. Met with Minister Chris Tremain and the CEO.
4 April	Solid Waste Sub-Committee.
5 April	Mayoral Forum with the CEO. FAR Consultation meeting with NZTA & CEO.
9 April	Met with Kerry Lundy from WINZ regarding employment market. ADBT Video Launch at Mt John Homestead with the Mayor.
12 April	Canterbury Waste Joint Committee Conference Call.
17 April	Mayoral Radio Show. A2O meeting with Mike Barnett from Tourism Waitaki with the CEO.
18 April	Roading Efficiency Workshop at Timaru DC with Bernie Haar, Suzy Ratahi, the CEO and Cr Smith.
19 April	Upper Waitaki Water Zone Committee.
22 April	Met with Hide????
24 April	Met with Hugh McKenzie regarding the Centenary. Catchup meeting with CEO.
25 April	Attended ANZAC DAY proceedings in Twizel & Fairlie.
29 April	Meet with group from Tekapo regarding tourism and development, with the CEO.
30 April	Continuation of Finance Committee.

	Welcome & induction of new Minister at St Colomba hall.
1 May	FAR submission workshop and site meeting for Roothing Committee.
2 May	Attended NZTA Cocktail function in Christchurch.
3 May	Draft Annual Plan and Summary signoff with the CEO, Crs Smith & Maxwell, T Morrison & P Morris. Met with CEO to discuss CEO Performance targets.
6-11 May	Leave.
13 May	Met with the CEO, T Morrison & N Hole regarding various Planning issues.
14 May	Met with Lyn provost (Auditor-General) & Andrea Neame (LG Sector Manager) with the CEO.

**RECOMMENDATION:**

1. That the report be received.

CLAIRE BARLOW  
MAYOR

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** FEES AND CHARGES CEMETERIES AND PENSIONER  
HOUSING

**MEETING DATE:** 14 MAY 2013

**REF:** WAS 5 & WAS 8

**FROM:** MANAGER – COMMUNITY FACILITIES

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To update fees and charges for Pensioner Housing and Cemeteries

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Council adopt the revised Fees and Charges as proposed for Pensioner Housing and Cemeteries

**GARTH NIXON**  
**MANAGER – COMMUNITY FACILITIES**

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

## **BACKGROUND:**

Each year the Council revises its fees and charges ideally to stay up to date with inflation. This year proposed increases are based on a 2.5 % increase and the number rounded to avoid small change.

The Cemetery Policy Provides for fees to be adjusted annually by ordinary Council Resolution.

The Pensioner Housing Policy provide for annual adjustment based on 20 % of Market rental and no more than 1/3 of National superannuation

Effective from 1 April 2012 National Superannuation for a single person living alone \$ 357.42 therefore rentals should not exceed \$119.14

<b>Pensioner Housing</b>	<b>Current 2012- 2013</b>	<b>Proposed 2013-2014</b>
<b>Fairlie</b>		
Single Unit	\$ 115.00	\$ 118.00
Double Unit	\$ 146.00	\$ 150.00
Single Person in Double Unit	\$ 128.00	\$ 134.00
<b>Twizel</b>		
Single Unit	\$ 115.00	\$ 118.00
Double Unit	\$ 146.00	\$ 150.00
Single Person in Double Unit	\$ 128.00	\$ 134.00
<b>General</b>		
Council has set its policy that the target Pensioner Housing weekly rentals will be at market rates less 20%, and that the weekly rental charged at any given time will not exceed one third of the weekly National Superannuation.		

<b>Cemetery Fees</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>
	<b>Interment Fee</b>	<b>Plot Fee</b>	<b>Interment Fee</b>	<b>Plot Fee</b>
Adult	\$1,125.00	\$480.00	\$1,153.00	\$ 492.00
Child	\$568.00	\$480.00	\$582.00	\$ 492.00
Ashes	\$197.00	\$480.00	\$202.00	\$ 492.00
Stillborn	\$197.00	\$480.00	\$202.00	\$492.00
RSA Ashes	\$197.00	No charge	\$1202.00	No charge
RSA Burial	\$1,125.00	No charge	\$1,153.00	No charge
Designated ash area (Fairlie & Twizel only)	\$197.00	\$321.00	\$202.00	\$330.00
Memorial Plaque ( no interment)				\$ 410.00
Ash Beam & Plinth Fee	\$197.00	\$200.00	\$202.00	\$202.00
Lawn Beam Fee	\$197.00	\$80.00	\$202.00	\$82.00
Weekend & Public Holidays additional fee	\$279.48		\$280.00	
Tekapo – Burial Plot	\$1,125.00	\$1,150.00	\$1,153.00	\$1,178.00

Tekapo – Ash Plot	\$197.00	\$575.00	\$202.00	\$590.00
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### **CONCLUSION:**

The 2.5% adjustment is only small however it is important to stay on top of these rates as when large changes occur it always proves difficult with the Community. The Council should adopt these rates as proposed



## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** 2013/2014 FEES AND CHARGES – PLANNING, BUILDING,  
ANIMAL CONTROL AND ENVIRONMENTAL HEALTH

**MEETING DATE:** 14 MAY 2013

**REF:** FIN 4/11

**FROM:** MANAGER – PLANNING AND REGULATIONS

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

For Council to consider the proposed fees and charges for planning, building, animal control and environmental health activities for 2013/2014.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That Council approves the proposed fees and charges.

**NATHAN HOLE**  
**MANAGER – PLANNING & REGULATIONS**

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

**ATTACHMENTS:**

No attachments.

**BACKGROUND:**

The Council sets its charging/funding policies through the LTP process, and sets its fees and charges through the Annual Plan process to meet the LTP policies.

For each group activity, e.g. planning, building etc I have reviewed the income from our fees and charges to determine whether or not the activity is recovering sufficient income as per the charging policy. I have then revised the fees to meet the policies.

**POLICY STATUS:**

The existing policy status for charging is described below.

<b>Activity</b>	<b>Rates Proportion</b>	<b>Fees Proportion</b>
District Planning	100%	0%
Resource Consents	0%	100%
Building	25%	75%
Dog Control	10%	90%
Heath & Liquor	25%	75%

**SIGNIFICANCE OF DECISION REQUESTED:**

The significance of this decision is that resource management fees and charges are required to be notified through the special consultative procedure.

### **PROPOSED CHANGES TO FEES AND CHARGES:**

The proposed changes are shown in the table below. All other fees and charges remain unchanged. These relate to deposits paid at time of lodgement of various building and resource management applications.

<b>Planning</b>	
Planning staff	<del>\$87</del> \$95
Engineering staff	<del>\$97.10</del> \$95
Managers	<del>\$132.90</del> \$150
Public notification	<del>\$2045</del> \$2500
Limited notification	<del>\$1025</del> (remove)
Hearing fee	\$3000 (new)
<b>Building</b>	
Building staff	<del>\$95</del> \$120
Building Manager	<del>\$130</del> \$150
Inspections (per inspection)	<del>\$155</del> \$180
Marquees	<del>\$105</del> \$120
<b>LIMs</b>	<del>\$280</del> \$295
<b>Dogs</b>	
Entire domestic dog	<del>\$61.50</del> \$65
Neutered domestic dog	<del>\$36.50</del> \$40
Working dog	<del>\$13.50</del> \$15
Menacing dog	<del>\$80</del> \$85
<b>Environmental Health Fees</b>	
Food premises	<del>\$205</del> \$250
Hairdressers	<del>\$95</del> \$150
Mobile shop (food premise)	<del>\$205</del> \$250

### **CONCLUSION:**

The Council has held the regulatory fees and charges at the same rate for the previous two years. The change proposed will enable the Council to meet its funding policy for the above activities.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** ADOPTION OF SPEED LIMIT BYLAW 2013

**DATE:** 14<sup>th</sup> May 2013

**REF:** WAS 2/33

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **REASON FOR REPORT**

To seek the Councils adoption of the attached draft Mackenzie District Speed Limit Bylaw 2013.

### **RECOMMENDATION:**

1. That the report be received.
2. That the draft Mackenzie District Speed Limit Bylaw 2013 is appropriate for the purpose and be subjected to the Special Consultative Procedures as required by Section 83 of the Local Government Act 2002

### **BACKGROUND:**

Background information is provided in the attached Statement of Proposal document

### **SIGNIFICANCE OF THE DECISION REQUIRED:**

No significant decision is required

### **CONSIDERATIONS:**

Please find attached:

- 1 Statement of Proposal for a Speed Limit Bylaw
- 2 Draft Speed Limit Bylaw 2013
  - Bylaw Attachments: Schedule of Speed Limits
  - Speed Limit Maps
  - Commentary to Schedule of Speed Limits

Suzy Ratahi  
ROADING MANAGER

Wayne Barnett  
CHIEF EXECUTIVE OFFICER



### **Proposed Mackenzie District Speed Limit Bylaw**

The Mackenzie District Council hereby gives notice, in accordance with the provisions of sections 83 and 86 of the Local Government Act 2002, that following recent law changes which have made District Councils responsible for the setting of speed limits in their areas, it proposes to review the current Speed Limit Bylaw.

The Council is seeking comment and submissions on the draft Speed Limit Bylaw

Copies of a summary of the Council's speed limit proposals can be obtained, and the Council's Statement of Proposal and draft Speed Limit Bylaw 2013 may be inspected, at the Council offices in Fairlie and Twizel. The Council's Statement of Proposal and draft Speed Limit Bylaw 2013 may also be viewed online at [www.mackenzie.govt.nz](http://www.mackenzie.govt.nz)

For any enquires please contact the Council's Asset Manager.  
Ph 03 685 9014

The closing date for submissions is 4.00pm Monday the 17<sup>th</sup> of June 2013 at the Council Office in Fairlie.

Wayne Barnett  
Chief Executive Officer



## **MACKENZIE DISTRICT SPEED LIMIT BYLAW 2013 REVIEW, INCLUDING GHANGES**

### **Summary of Information**

In 2005 new legislation transferred the responsibility for managing local road speed limits from Central Government to Local Government. The Mackenzie District Council created a new bylaw that set speed limits on Council controlled roads and streets. The review confirmed the suitability of the existing speed limits with some minor changes in Twizel.

In summary, the proposed speed limits are:

#### **ALBURY**

Speed limits are unchanged.

#### **FAIRLIE**

Speed limits are unchanged.

#### **KIMBELL**

Speed limits are unchanged.

#### **LAKE TEKAPO**

Speed limits are unchanged.

#### **TWIZEL**

Generally central township streets will remain unchanged at 50km/hr. Ostler Road and Ohau Road will have speed limits increased to 70km/hr due to the new installation of a walking/cycling path for pedestrian use and the lack of side friction required to keep travelling speeds low. Freda du Faur Avenue (being the road around Lake Ruataniwha) has been reduced to 20km. The first 2.5km of Manuka Terrace will be reduced to 70km/hr to allow for safer speeds on the sealed section (programmed for completion November 2013). All roads within the bounds of the Pukaki airport will have a speed limit of 50km/hr

#### **RURAL AREA**

All roads will be unrestricted (100km/hr) unless otherwise specified.

Pukaki Airport Streets will have a new speed limit of 50km/hr

#### ***NOTE:***

The Urban Traffic Areas in the three townships have remained unchanged and will ensure 50km/hr limits apply to any future sub-divisions.

A Statement of Proposal for the changes to the Speed Limit Bylaw and a draft of the changes to the Bylaw are available from Council offices in Fairlie and Twizel. Public submissions are invited on those changes and these close on 17<sup>th</sup> of June 2013 at 4.00pm at the Council Office in Fairlie. The Council will hear and consider all submissions at its next normal Council Meeting.

# **The Mackenzie District Council**

## **Speed Limit Review Bylaw 2013**

### **1. Introduction**

Pursuant to Section 156 Local Government Act 2002 and Land Transport Rule: Setting of Speed Limits 2003 the Mackenzie District Council makes this bylaw to set speed limits as specified in the Schedules.

### **2. Title**

The title of this bylaw is the Mackenzie District Council Speed Limit Bylaw 2013

### **3. Date the speed limits come into force**

The speed limits described in the schedules shall come into force on the 1<sup>st</sup> of July 2013

### **4. Interpretation:**

**Road** means the same as in Land Transport Rule: Setting of Speed Limits 2003

**Speed limit** means the same as in Land Transport Rule: Setting of Speed Limits 2003

**Urban Traffic Area** means the same as in Land Transport Rule: Setting of Speed Limits 2003

### **5. Speed Limits**

The roads or areas described in the schedules specified in paragraph 6 or as indicated on the maps referenced in the schedules are declared to be subject to the speed limit specified in the schedules, which are part of this bylaw.

### **6. Schedules**

Schedule 1: Roads subject to a speed limit of 20 km/h

Schedule 2: Roads subject to a speed limit of 30 km/h

Schedule 3: Roads subject to a speed limit of 40 km/h

Schedule 4: Urban Traffic Areas roads subject to a speed limit of 50 km/h

Schedule 5: Roads subject to a speed limit of 60 km/h

Schedule 6: Roads subject to a speed limit of 70 km/h

Schedule 7: Roads subject to a speed limit of 80 km/h

Schedule 8: Rural areas - roads subject to a speed limit of 100 km/h

### **7. Date Bylaw made**

This Bylaw has been made in accordance with the Special Consultative Procedure of the Local Government Act 2002 initiated by Council on 19<sup>th</sup> March 2013 and confirmed by it on 23<sup>rd</sup> April 2013

The Common Seal of the Mackenzie District Council was affixed to a copy of this Bylaw on (date)

Signed \_\_\_\_\_

Claire Barlow (Mayor)

Signed \_\_\_\_\_

Wayne Barnett (Chief Executive Officer)



## **SCHEDULES OF SPEED LIMITS**

### **Schedule 1: Roads subject to a speed limit of 20 km/hr**

#### **Twizel**

Kate Cameron Drive  
Lake Front Rd  
Freda du Faur Avenue

### **Schedule 2: Roads subject to a speed limit of 30 km/hr**

#### **Twizel**

Market Place  
Mt Cook Street from Market Place to Tasman Rd  
Tasman Rd from Mt Cook Street to Mackenzie Drive  
Two Thumb Drive

### **Schedule 3: Roads subject to a speed limit of 40 km/hr**

There are no roads in this schedule.

### **Schedule 4: Urban Traffic Areas - roads subject to a speed limit of 50 km/hr**

#### **Fairlie, including Eversley Reserve**

All local roads within the Urban Traffic Area that is shown on the Speed Limit Map for Fairlie unless identified in the legend as having a speed limit other than 50km/hr.

#### **Lake Tekapo**

All local roads within the Urban Traffic Area that is shown on the Speed Limit Map for Lake Tekapo unless identified in the legend as having a speed limit other than 50km/hr.

#### **Twizel**

All local roads within the Urban Traffic Area that is shown on the Speed Limit Map, including Pukaki Airport, for Twizel unless identified in the legend as having a speed limit other than 50km/hr.

### **Schedule 5: Roads subject to a speed limit of 60 km/hr**

#### **Albury**

All local roads on the Speed Limit Map for Albury and identified in the legend as having a 60km/hr speed limit.

#### **Kimbell**

All local roads on the Speed Limit Map for Kimbell and identified in the legend as having a 60km/hr speed limit.

**Schedule 6: Roads subject to a speed limit of 70 km/hr**

Ostler Road as shown on Twizel Speed Limit Map

Ohau Road as shown on Twizel Speed Limit Map

Manuka Terrace as shown on Twizel Speed Limit Map

**Schedule 7: Roads subject to a speed limit of 80 km/hr**

Fairlie, including Eversley Reserve

All local roads on the Speed Limit Map for Fairlie and identified in the legend as having a 80km/hr speed limit, being:

Nixons Road, from State Highway 8 to Hall Stream Bridge.

School Road, from the Urban Traffic Area boundary to Struthers Street.

Struthers Street.

Twizel

All local roads on the Speed Limit Map for Twizel and identified in the legend as having a 80km/hr speed limit, being:

Glen Lyon Road, from State Highway 8 to Old Glen Lyon Road

Max Smith Drive, from State Highway 8 to the Ruataniwha Holiday Park entranceway.

**Schedule 8: Rural areas - roads subject to a speed limit of 100 km/hr**

All local rural roads not included in other Schedules.

## **COMMENTARY TO SCHEDULES OF SPEED LIMITS CHANGED SINCE 2009 REVIEW**

### **Albury**

Previous Speed Limit Notice      Mackenzie District Council Speed Limit Bylaw 2009

Comment      Speed Limits on existing streets are unchanged

### **Fairlie**

Previous Speed Limit Notice      Mackenzie District Council Speed Limit Bylaw 2009

Comment      Speed Limits on existing streets are unchanged

### **Kimbell**

Previous Speed Limit Notice      Mackenzie District Council Speed Limit Bylaw 2009

Comment      Speed Limits on existing streets are unchanged

### **Lake Tekapo**

Previous Speed Limit Notice      Mackenzie District Council Speed Limit Bylaw 2009

Comment      Speed Limits on existing streets are unchanged

## **Twizel**

<u>Previous Speed Limit Notice</u>	Mackenzie District Council Speed Limit Bylaw 2009
<u>Comment</u>	<p>Ohau Road, Ostler Road will have increased new speed limits of 70km/hr. This is due to low side friction available in the area and new Cycle/pedestrian tracks that have been installed. The first 2.5km of Manuka Terrace will have a reduced speed limit of 70km/hr, this is to enable a safe speed on the soon to be constructed section of seal extension.</p> <p>Due to increased pedestrian traffic around the Rowing Complex, Freda du Faur has been reduced a 20km/hr speed limit.</p> <p>The Pukaki Airport will have a designated speed limit of 50km/hr</p>

## **Mt Cook Village**

<u>Previous Speed Limit Notice</u>	Mackenzie District No.2 1991
<u>Gazette Reference</u>	19/12/1991, No. 193, p. 3949
<u>Comment</u>	Speed Limits on existing streets are unchanged

# Statement of Proposal

14<sup>th</sup> May 2013

## PROPOSED SPEED LIMIT BYLAW VARIATION AND REVIEW

### Introduction

The Mackenzie District Council is currently reviewing its' bylaw setting speed limits on Council controlled roads and streets.

This Statement of Proposal has been prepared in accordance with Section 86 of the Local Government Act 2002, and provides information about the process to make the Speed Limits Bylaw.

### Background

The Minister of Transport signed the *Land Transport Rule: Setting of Speed Limits 2003* (the rule) in February 2003. The rule came into force on 5 April 2004.

Prior to the introduction of this rule, the Land Transport Safety Authority (LTSA) was responsible for managing speed limits on all roads throughout the country. Road controlling authorities (RCAs) had to attain approval from the LTSA before introducing any regulations relating to speed limits. Although under the Local Government Act 2002 RCAs have been able to make speed limit bylaws, this power has usually been used only to set 60 or 80km/h speed limits. This shared ability to change speed limits by both central and local government often resulted in an overlapping of roles and responsibilities between RCAs and the LTSA.

The new rule is intended to make the process of setting speed limits simpler. The new rule transfers the responsibility for local road speed limit management from central government to local government.

(Note: The Land Transport Safety Authority is now New Zealand Transport Agency- NZTA)

### Overview of the new Rule:

The objective of the new rule is to contribute to a safe and efficient road network by:

- Establishing speed limits of 50km/h in urban traffic areas and 100km/h on rural roads and motorways
- Authorising road controlling authorities (RCAs) to designate urban traffic areas, to set speed limits other than 50km/h on urban roads and less than 100km/h on rural roads, and set temporary speed limits associated with work on or near the road and for special events.
- Promoting national uniformity in speed limits by requiring RCAs to apply a consistent method to translate national speed limits policy into a safe and appropriate speed limit for any given road.

The rule covers the following:

- Categories and range of speed limits available
- Definition of urban and rural speed limits
- Minimum road lengths for speed limits

- RCA and NZTA responsibilities
- Review and setting of permanent and holiday speed limits
- Designation of urban traffic areas
- Setting of speed limits for designated locations
- Setting of temporary, variable and minimum speed limits
- Consultation and decision making procedures
- Registration and recording of speed limits
- Signs and road markings, including location and spacing
- Transitional provisions

The rule also includes *Speed Limits New Zealand*, the guidelines for setting speed limits and procedures for calculating speed limits.

## Responsibilities under the new rule

From the date the rule came into force (5 April 2004) the following responsibilities apply to:

- **Road Controlling Authorities**  
All RCA's are responsible for reviewing and setting speed limits in accordance with the rule and for installing accompanying signs. RCA's will be able to set a wider range of speed limits to suit the conditions of particular roads (20, 30, 40, 50, 60, 70, 80, and 100km/h). RCA's will be required to consult with community groups and road users who are likely to be affected by proposed changes. RCA's are also required to keep a register of speed limits that can be accessed upon request by the public.
- **New Zealand Transport Agency**  
NZTA is still responsible for promoting national consistency in speed limits by setting standards, policies and methods for calculating speed limits and monitoring the decisions of RCA's. The NZTA has the power to over-rule any speed limit decisions made by a RCA or direct that a RCA review or change a speed limit.
- **Enforcement**  
The New Zealand police will still prosecute drivers caught breaking speed limits under central legislation.

## Bylaw Review

The intent of the bylaw was to generally validate the existing limits, however certain areas have been identified where land use changes have altered traffic and pedestrian patterns, which in turn, necessitates a review of speed limits. Locations where changed speed limits are proposed are described in the Schedules.

## Matters to be Considered

Part 8, Section 155 of the Local Government Act 2002 reads:

***“Determination whether bylaw is appropriate***

*(1) 4 local authority must, before commencing the process for making a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived problem.*

*(2) If a local authority has determined that a bylaw is the most appropriate way of addressing the perceived problem, it must, before making the bylaw, determine whether the proposed bylaw:*

*(a) Is the most appropriate form of bylaw; and*

*(b) Gives rise to any implications under the New Zealand Bill of Rights Act 1990.*

*(3,) No bylaw may be made which is inconsistent with the New Zealand Bill of Rights Act 1990, notwithstanding section 4 of that Act."*

Section 155(1) compels the Council to determine whether a bylaw is the most appropriate way of addressing the perceived problem, and whether the proposed bylaw is the most appropriate form of bylaw. The Council must also consider whether a bylaw would give rise to any implications under the New Zealand Bill of Rights Act 1990 and it is noted that in Section 155(3) no bylaw may be made which is inconsistent with the New Zealand Bill of Rights Act 1990 despite Section 4 of that Act.

## **Perceived Problem**

As mentioned above, the previous system of changing speed limits could be complicated, with central and local government having dual control, but divided responsibilities. Many territorial authorities have sought more control over setting speed limits on their roads.

## **Bylaw Most Appropriate Way of Addressing Perceived Problem**

The use of a speed limit bylaw as a mechanism for RCAs to manage their own speed limits is the direction given by central government (via the NZTA); hence it is considered that this is the most appropriate way of addressing the perceived problem.

## **Bylaw Most Appropriate Form**

The bylaw is based on a "model bylaw" that was distributed to all RCA's by the NZTA. This would indicate that a bylaw as proposed is the most appropriate form of bylaw to validate all existing speed limits.

## **Bill of Rights**

It is considered that there are no Bill of Rights implications with regard to the proposed bylaw.

## **Significance Assessment**

The issues covered in this report are of low significance in relation to the Local Government Act. Consideration of this matter will assist in contributing to the "Connected" and "Secure and Health" community outcomes with respect to providing a safe and efficient transport roading network environment within the wider Mackenzie District.

## **Consultation**

Before setting a speed limit, or designating or changing an Urban Traffic Area, a RCA must consult with persons that may be affected. This includes:

- o New Zealand Transport Agency
- o CEO of NZ Automobile Association

- o CEO of Road Transport Forum New Zealand
- o Police
- o Local Community

## **Special Consultative Procedure**

In proposing any bylaw under the Local Government Act 2002 the Council must follow the special consultative procedures in Section 83 of the Act before a decision can be made to adopt the bylaw, and once in force the bylaw must be reviewed on a periodic basis. The same consultative process must be carried out when an amendment is made to the bylaw.

## **Policy Considerations**

All Road Controlling Authorities throughout New Zealand were required to have created a speed limit bylaw by 1 July 2005. Therefore the policy direction is consistent with that taken in other parts of the country. Currently, Council has a bylaw in place in relation to speed limits.

## **Budget Considerations**

The process of implementing such a bylaw requires significant consultation with the general public. The associated costs are likely to be fairly insignificant and can be paid for out of existing budgets.

## **Legal Considerations**

### **Local Government Act 2002**

Part 8 of the Local Government Act 2002 gives the powers for Local Authorities to make bylaws. Section 77 of the Local Government Act 2002 also sets out the requirements in relation to decision making by Local Authorities, including any decision to make a bylaw.

### **Land Transport Rule: Setting of Speed Limits 2003**

The new rule that transfers speed limit management responsibility from central government to local government for local roads only, and sets out guidelines for setting and reviewing speed limits.

## **Submissions**

As part of the special consultative procedure required by the Local Government Act 2002 Council wishes to hear from any person, group or business that would like to make a submission on the proposal.

Submissions should be sent to the following address:

Speed Limits Bylaw  
Mackenzie District Council  
PO Box 52  
FAIRLIE

Submissions close at 4.00pm Monday the 17<sup>th</sup> June 2013 at the Council Office in Fairlie.



**Contact Person for Any Questions**

The contact person for any questions relating to the proposed Speed Limits Bylaw is:

Bernie Haar

Asset Manager

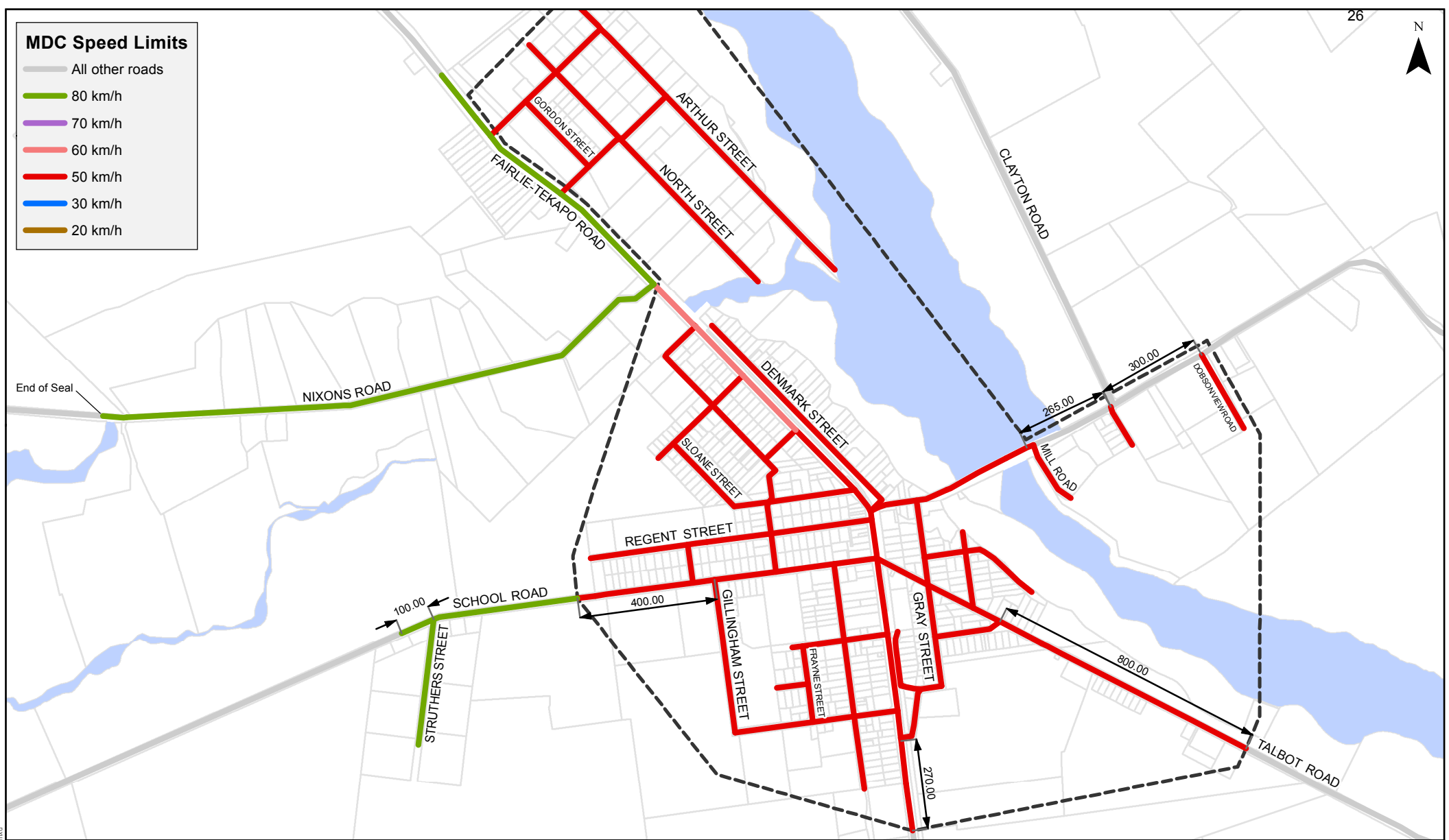
Ph 03 685 9010

E-mail: [bernie@mackenzie.govt.nz](mailto:bernie@mackenzie.govt.nz)

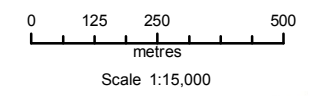


### MDC Speed Limits

- All other roads
- 80 km/h
- 70 km/h
- 60 km/h
- 50 km/h
- 30 km/h
- 20 km/h



### Fairlie Speed Limits

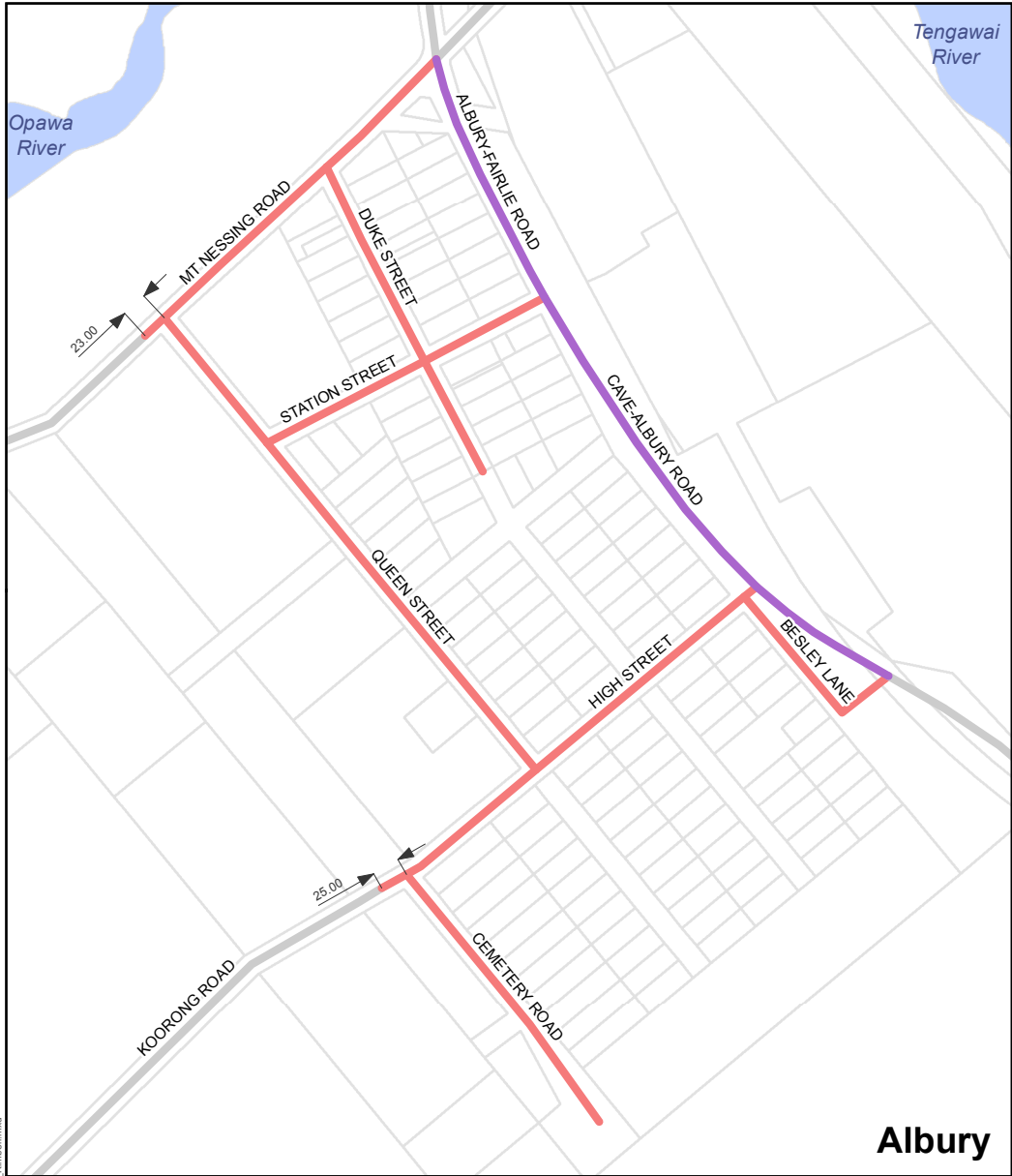


Property boundaries, 20m Contours, road names, rail line, address & title points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/-1m in urban areas, +/-30m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post. Assets, contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 1m.

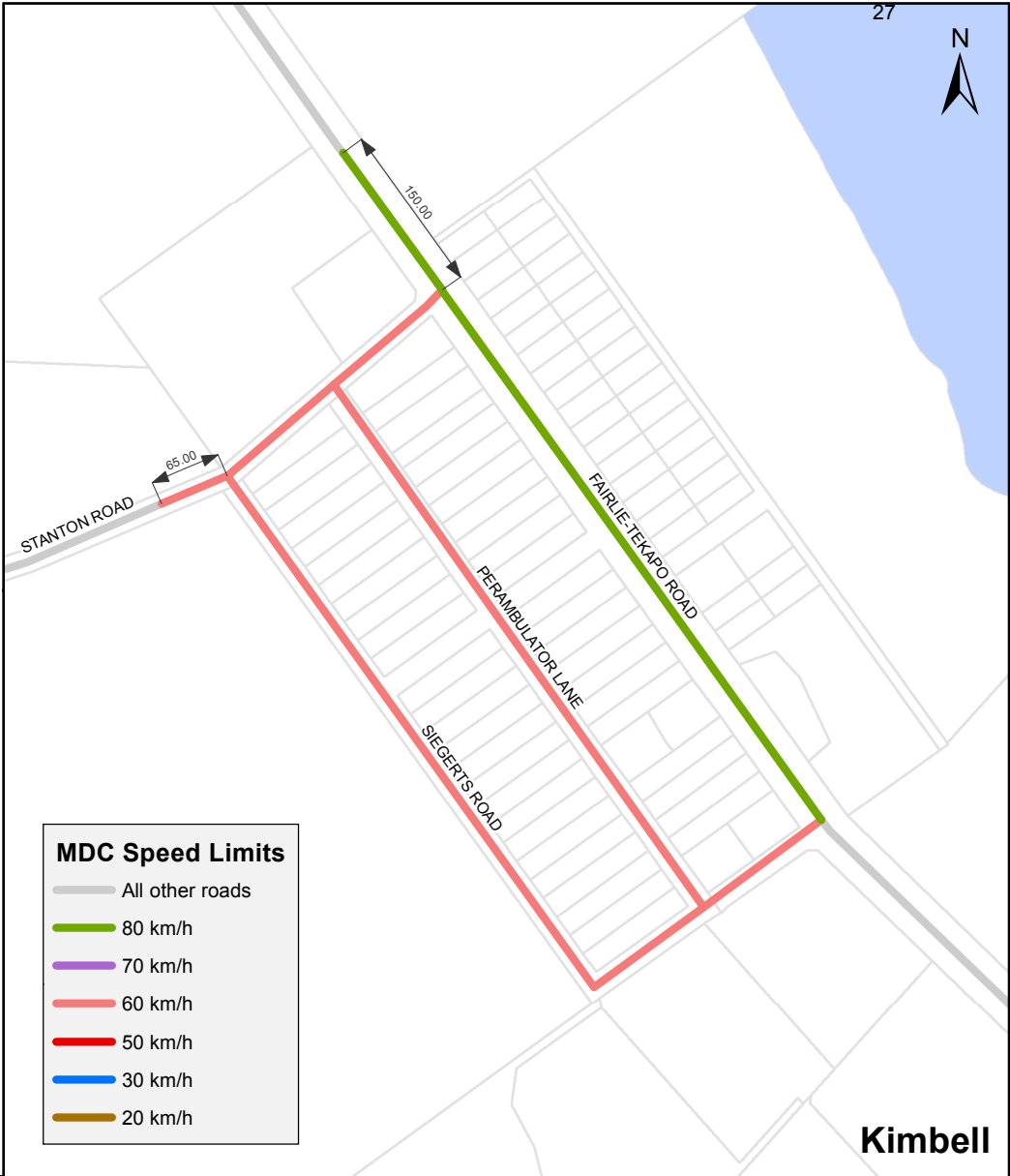
MAP PRODUCED BY:  
MacKenzie District Council  
PO Box 52, Main Street  
FAIRLIE, NZ

ORIGINAL MAP SIZE: A4  
DATE: 1/16/2013  
AUTHOR: Jana





**Albury**



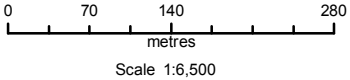
**Kimbell**

**MDC Speed Limits**

- All other roads
- 80 km/h
- 70 km/h
- 60 km/h
- 50 km/h
- 30 km/h
- 20 km/h

# Albury and Kimbell Speed Limits

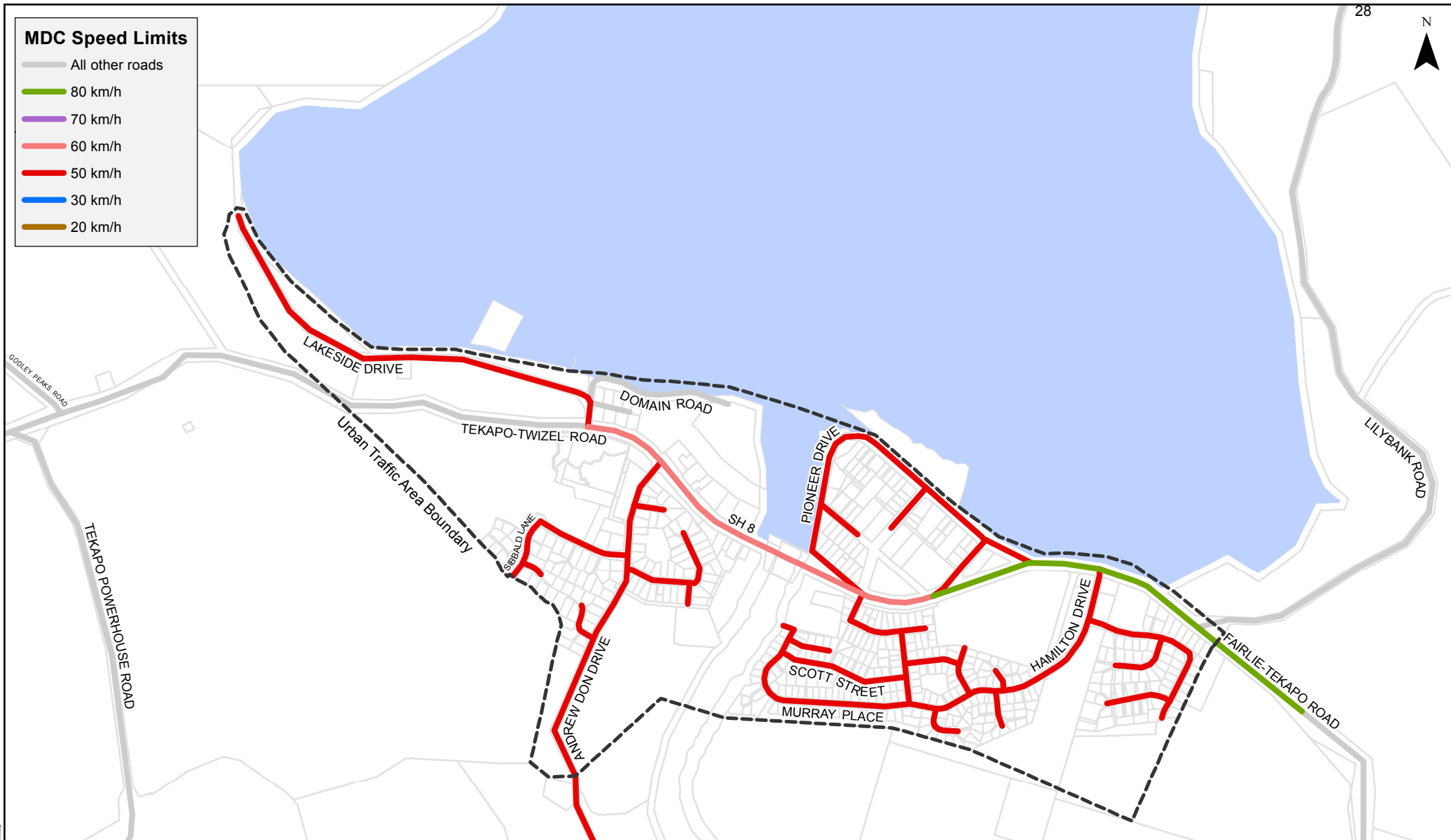
Property boundaries, 20m Contours, road names, rail line, address & title points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/-1m in urban areas, +/-30m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post. Assets, contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 1m.



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DATE: 12/10/2012  
AUTHOR: Jana





## Tekapo Speed Limits

0 125 250 500  
metres

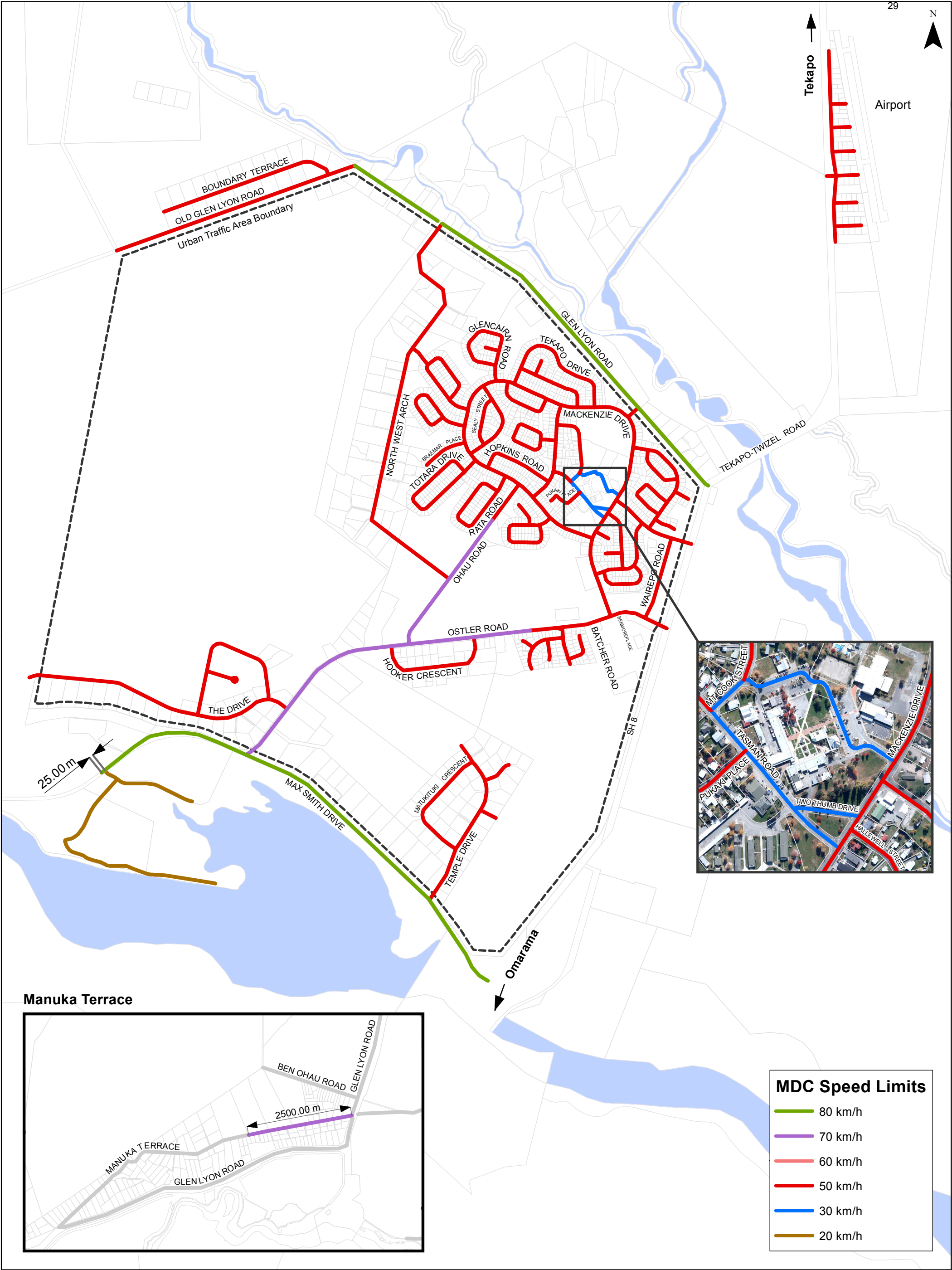
Scale 1:15,000

Property boundaries, 20m Contours, road names, rail line, address & title points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/-1m in urban areas, +/-30m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post. Assets, contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 1m.

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DATE: 4/24/2013  
AUTHOR: jana







## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** TWIZEL PUBLIC TOILETS  
**MEETING DATE:** 14 MAY 2013  
**REF:** WAS 12/6  
**FROM:** MANAGER – COMMUNITY FACILITIES  
**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To consider Fee Offer and Quantity Survey Report in relation to project

### **STAFF RECOMMENDATIONS:**

1. That the report be received
2. That Council accept the Fee Proposal and proceed with the next stage of the Development which is the Detailed Design Documentation and Contract Observation and Administration

Note : A 3<sup>rd</sup> recommendation will follow with the QS report

**GARTH NIXON**  
**MANAGER – COMMUNITY FACILITIES**

**WAYNE BARNET**  
**CHIEF EXECUTIVE OFFICER**

## **ATTACHMENTS**

Fee offer DLA Architects

## **BACKGROUND:**

Further to Council's acceptance of the Twizel Community Boards recommendation to proceed with the design provided by DLA architects we have engaged DLA Architect to undertake this work

Attached is the Architects fee proposal for the entire project.

It includes ...

<b>Preliminary and Developed Design</b>	<b>\$ 5,754.50</b>
<b>Quantity Survey</b>	<b>\$ 1,350.00</b>

The design and Quantity Survey costs are already committed. The Quantity Survey estimate will be provided on Friday 10<sup>th</sup> May.

### **Detailed Design Documentation**

Architect	\$15,500.00
Structural Engineer	\$ 11,270.00
Mechanical and Electrical Engineers	\$ 4,950.00

Tender review and Document Preparation	\$ 2,390
--	----------

### **Observation and Contract Administration**

Architect	\$ 8,960.00
Structural Engineer	\$ 3,770.00
Mechanical and Electrical Engineers	\$ 1,200.00

This is essentially a fix price offer to undertake the professional services associated with the project. The only variables in this cost which are not included are the travel costs to monitor this work. The actual hours have been allowed but not the vehicle cost, this may vary as the architect and engineers may share travel to keep cost down

The Quantity Surveyors report is due on 10<sup>th</sup> May and will be forwarded before the meeting.

## **CONSIDERATIONS:**

At this point Council has committed to spending \$ 7,104.00 on this project. Given an acceptable Quantity Survey Report then the next steps will be to undertake the detailed design and contract documentation.

This step is a crucial stage in the development of this project as it really is the point where Council determines whether or not to proceed or to consider other options.

The architect's fee for the Design and Documentation phase is \$15,500.00

The Engineering fees would normally be absorbed into the build cost. On this occasion they will be charged through the project fees. This will be positively reflected in the Quantity Survey estimate and ultimately the tender price.

Council could consider using another party for the engineering and supervision component of the project. This would introduce some additional project risks and should only be considered if substantial savings or efficiencies could be made.

We have considered the level of professional fees in this proposal and assessed them against fees charged for other Civil Construction projects that council has let.

Our view is that the level of fees is not out of line with the market expectations. As such we do not recommend perusing other options for these services.

### **Financial considerations**

The Council has allocated \$ 200,000 this financial year for this project and this work will not be completed this financial year.

Initial estimates suggest that the project will exceed \$300,000 and additional funding has been allocated in next years budget.

This toilet and other public toilet improvements are funded from the general rate. They will be funded through the newly formed Toilets Capital reserve which will be drawn down to build these toilets and then repaid through their depreciation over time.

### **CONCLUSION:**

Council has already agreed to proceed with DLA architects for this project.

The quotes fees are within our expectations.

Subject to an acceptable Quantity Survey result Council should proceed with this proposal.



## APPENDIX I

### PROJECT DETAILS AND CONSULTANT TEAM WORK SCOPE

The project is for the design, documentation, tendering, procurement and construction stage observation and administration of the new Public Toilets in Twizel.

The design will be based on the design brief included in the Request For Proposal provided by Mckenzie District Council on 11/10/2012 and the concept design prepared by DLA Architects Ltd dated December 2012. DLA Architects Limited will work with Mckenzie District Council in finalising the detail requirements of the project brief and will prepare a schedule of materials, fixtures and finishes for approval during the preliminary stages of the project.

We have discussed the project with a Fire Engineer (Tony Smith of Fire Safety Solutions) and believe a fire engineering report will not be required for a project of this type. Therefore no allowance has been made in our fee offer for fire engineering consultant services.

Building services design includes a new electrical system from the point of supply to provide new power and lighting (including exterior lighting) and a new extract ventilation system.

This fee offer includes;

- Development of the Concept and Preliminary Design
- Preparation of a Quantity Surveyors Preliminary cost estimate
- Review of the preliminary Cost Estimate.
- Preparation of Tender Documentation
- Preparation and lodging of the Building Consent Application,
- Responding to BCA queries during Building Consent process if required. This work will be charged on a time/cost basis
- Tender Evaluation
- Preparation of Contract Documents
- Construction observation throughout the duration of the works
- Issuing of Payment Certificates
- Issuing of the Practical Completion Certificates and defect list.

We have allowed for the following site inspections/meetings.

**Preliminary Design stage** - 1 site inspection to coincide with Engineers site investigation

**Construction stage observation** - 7 site visits including initial site meeting, practical completion inspection and final inspection. This includes providing Construction Observation to level OL2 as defined in the attached copy of NZIA AAS SF 2011 over a project duration of 16 weeks.

Mileage related to site visits during the construction stage of the project will be charged as a disbursement at the rates quoted in this offer or for rental vehicles at cost +5%. Where possible travel will be shared with the Structural Engineer in order to reduce costs.

The form of construction contract will be NZIA SCC

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## APPENDIX II

### FEE'S

Our fee offer is made under the conditions of NZIA AAS SF2011. Please refer to the attached copy of this document and to part A 'Scope of Services' for detail of the services we will provide in each stage. Our fee offer is as follows;

#### 3.1- 3.4 Preliminary and Developed Design stages

Architect*	\$ 1,960.00
Structural Engineer**	\$ 3,244.50
Hydraulics Engineer	\$ 550.00

Total Preliminary and Developed Design stage fee **\$ 5,754.50**

\* Includes allowance for 1 site investigation

\*\* Includes allowance for 1 site investigation

#### Quantity Surveyor

Fee for preliminary cost estimate **\$ 1,350.00**

#### 3.5 Detailed Design and Documentation

Architect	\$15,500.00
Structural Engineer	\$11,270.00
Mechanical and Electrical Engineers	\$ 4,950.00

Total Detailed Design and Documentation stage fee **\$31,720.00**

#### 3.6 Procurement

Includes tender review and preparation of Contract documents

Total Procurement stage fee **\$ 2,390.00**

#### 3.7 Observation and Contract Administration

Architect	\$ 8,960.00
Structural Engineer	\$ 3,770.00
Mechanical and Electrical Engineer	\$ 1,200.00

Total Observation and Administration stage fee **\$13,930.00**

Disbursements – Preliminary design stage Included

Disbursements - Construction stage travel will be charged at the quoted rates.

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## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** COUNCIL

**SUBJECT:** NEW ELECTED MEMBER REMUNERATION MODEL

**MEETING DATE:** 14 MAY 2013

**REF:**

**FROM:** CHIEF EXECUTIVE OFFICER

**PURPOSE OF REPORT:**

To update members on the Remuneration Authority's new model for setting elected members remuneration.

**STAFF RECOMMENDATIONS:**

1. That the report be received.

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

## **ATTACHMENTS:**

Appendix 1:  
Report from the Remuneration Authority.

## **BACKGROUND:**

The Remuneration Authority initiated a review of the method used to set remuneration levels for elected members of local authorities in September 2011. The Remuneration Authority has now released its findings (see Appendix 1).

Key differences between the new approach and the former ‘pool’ approach that has been in practice since 2001 are:

- Instead of a council pool the authority has set a base salary for councilors and community board members based on a ‘size index’ which uses expenditure and population (a simpler approach than previously used) to calculate the size of the pool. The new index has had an effect on the salaries of mayors and chairs.
- A pool will be available to each Council to top-up councillor/community board member remuneration in order to reflect additional responsibilities, such as being a committee chair, portfolio holder or a member of a committee reviewing a district plan. There is a cap (1.5) on the size of the top-up for councilors while for community board members the cap is 30%.
- Community board members’ salaries are based on population only.
- Community board chairs will be paid twice the salary of a community board member.
- The size indices will be reviewed in the year before each triennial election, as well as where legislative change might have significantly amended the role and responsibility of elected members.
- Annual adjustments to remuneration will also be made, taking into account changes in the consumer price index – no remuneration will decrease.
- No meeting fees will be available.
- Although mileage allowances were not part of the review, the Authority has signaled an increase in the mileage allowance to 77 cents a kilometer for the first 5,000kms and 37 cents for distances beyond that, applicable after the 2013 elections.
- The maximum hourly rate for travel time will also be increased from \$15.00 to \$35.00 an hour.

The full report is available online also at:

<http://www.remauthority.govt.nz/documents/Remuneration-Setting-Proposal-2013.pdf>

## Local Authority Elected Member Remuneration Setting 2013 (excluding Auckland Council)

### CONTENTS

1. Introduction
2. The story of the review
3. Review of submissions
4. Broad outline of the new approach
5. Triennial reviews
6. Yearly reviews
7. Pool for positions of additional responsibility
8. Resource consent hearings
9. Travel-time and mileage allowances
10. Mayoral cars
11. Communication allowances
12. Expense approvals
13. Base remuneration 2013
14. Ongoing engagement with the sector

### Appendices

- A. Mayors/chairpersons, councillors, community board base salaries from 2013 elections
- B. Job descriptions
- C. Review of submissions
- D. Descriptions of positions of additional responsibilities

## 1. Introduction

The Authority has completed its review of the remuneration setting for local government elected members.

This final report:

- explains the new remuneration setting system, based on job evaluation and the hours involved in undertaking governance and representation functions
- recommends ongoing engagement with elected members, via Local Government New Zealand (LGNZ), to ensure both the Authority and LGNZ share information on the work issues confronting local government
- recommends a rigorous three-yearly review of the nature of the position and of the time commitment for elected members of local authorities.

***This report is not a formal remuneration determination. A formal determination will be made once remuneration for all councils' positions of additional responsibility has been agreed upon.***

## 2. The story of the review

The Remuneration Authority first established local government elected official remuneration in 2003, following a development process during 2002. This sat alongside the major changes to the role and responsibilities of local government, which were enshrined in the Local Government Act 2002 and continue to this day.

The structural components of the system introduced for 2003 have remained substantially unchanged since that time, although responsibilities and work practices changed, and public expectations concerning the availability and responsiveness of all public officials increased. However, in 2010 a separate remuneration arrangement was established for the new Auckland City.

By 2010 the Authority had concerns that the remuneration of regional chairpersons and mayors did not reflect the responsibilities of the position, and after an interview and job evaluation programme in 2010 the Authority adjusted the remuneration calculation for those positions, at that time recognising that in larger centres this was close to a full-time position.

Meanwhile the system of providing a pool of funds for each council, which did not have any correlation with the numbers of elected members, was leading to enough disparity among similarly sized districts to cause the Authority to undertake a 'root and branch' review.

Our review, which has spanned almost two years, has involved the publication of two discussion documents<sup>1</sup>, engagement with local government elected officials, chief executives and LGNZ, presentations made to meetings in most zones, and written feedback on the proposals put forward. The Authority would like to thank all those who contributed their views to the process.

This final report includes recommendations that will be implemented from immediately after the 2013 local government elections and includes details of the base rates the Authority will be implementing in each district.

### ***The Authority's approach to setting remuneration***

The Authority sets remuneration for a range of positions in full-time statutory roles and committee and board roles. To achieve a degree of equity among these positions the Authority uses the Hay Group system of job evaluation to size positions. The Authority then establishes an internal payline, drawing on publicly available data, information provided by the State Services Commission and survey data from other sources. Given the nature of the positions involved, the Authority draws primarily on the public sector, and also applies a 'public good' reduction to the remuneration established, to reflect the principle of public service involved in most of the positions for which it sets remuneration.

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<sup>1</sup> *Review of Local Authority Remuneration Setting* (September 2011) and *Remuneration Setting Proposals for Local Authorities 2013 and Beyond* (November 2012). Both are available on the Authority's web site: [www.remauthority.govt.nz](http://www.remauthority.govt.nz)

The Authority has now decided to apply this methodology to local government positions, although as this report outlines, some local flexibility will be retained to reflect differing work practices and pressures.

During 2012 job sizes were considered, a size index for districts and regions was developed and work was undertaken to review hours of work for elected officials.

The Authority has confidence in the results obtained in the first two of these areas, but a lack of consistency in the reporting of hours worked has resulted in the Authority being required to apply more discretion in that area than it would, ideally, have liked. It is the Authority's intention to place increased focus on this area of work in future reviews to ensure that both increases and decreases in the time commitment required are reflected in remuneration.

The process described above has allowed the Authority to determine a 'rate for the job' approach to positions to which both a 'public good' reduction and a recognition of the part-time nature of the role can be applied.

This change of approach has revealed that significant changes in remuneration, both up and down, should be provided for many basic councillor positions. The changes range from – \$17,500 to +\$16,200. Although these amounts are, on the surface, significant, for some the real increase will be much less, as meeting fees and special rates are subsumed into the base rate.

We are also required to look closely at other elements of the Authority's legal mandate and discretions to determine the extent to which it is appropriate to determine such changes. The Remuneration Authority Act specifically requires us to take into account any prevailing adverse economic conditions and allows us to set pay at a lower rate than might otherwise have been the case.

New Zealand, like the rest of the world, is going through a period of restricted growth and restricted income movements as economies adjust to the global financial crisis. Households across the country are experiencing little or no increase in income, and balancing the books has come sharply into focus.

Elected members' remuneration represents only a fragment of the average rate bill (typically about 0.9%). Yet to individual ratepayers already beset by other costs, any large increases may seem unfair and arbitrary.

In most countries, decision making about remuneration is separate from the development of remuneration proposals. The developing authority has the luxury of generosity and the deciding authority the luxury of public support for frugality. In New Zealand, the Authority serves both roles and must therefore balance recognition of the adverse economic environment against fairness to elected members and fairness to ratepayers.

We have sought to achieve such a balance in the new remuneration setting explained in this report.

We have done this in the awareness that a lack of reasonable remuneration might be an impediment to some standing for election, which clearly undermines local democracy. Alternatively, the view that elected members have received significant rises at the expense of services and rate increases also undermines that democracy.

We believe the increases in this document balance these two important criteria.

We also believe that such compromises should be transparent and that as the economic environment changes and efficiencies occur within local government there should be a forum where views can be exchanged. Both legislative and structural change in this sector has been ongoing for the last decade and the reviews currently under way appear to continue this change. Therefore we have developed as a component of our recommendations an annual engagement with local government representatives.

Finally, the Authority believes that only robust review can provide confidence in this area and we will in future look in the year prior to local government elections at all the key components of remuneration. This should pick up the incremental changes in role that occur in all areas, and over time should build a broader consensus on the nature and amount of members' remuneration.

The new levels of remuneration recommended in this document amount to an overall increase in remuneration costs of \$3.1m (or 8.9%) across 77 regional and district authorities, or \$1.17 per citizen, and are in our view justifiable in terms of equity and fairness. We believe that the new system will be much simpler to manage, and, whilst cost savings are not quantifiable, the time savings for staff and councils will result in increased efficiency and saving.

### 3. Review of submissions

The Authority received around fifty submissions on its document *Remuneration Setting Proposals for Local Authorities 2013 and Beyond*, and would like to thank councils for giving this matter such useful attention, especially in the run up to the holiday season.

The submissions overwhelmingly supported the approach being taken, and the administrative simplicity of the new arrangements. Submitters also urged that detail applying to each council be provided well before nominations for this year's election to enable councils to prepare and budget.

Strong supporting or opposing comments were received in a number of areas and have been read and considered by the Authority, and Appendix C outlines both the main thrusts of comment and the Authority's thoughts on them.

### 4. Broad outline of the new approach

The new approach to setting remuneration for local authority elected members, to take effect immediately after the elections in 2013, has the following features.

- a) The pool approach will be replaced by a system in which the Authority sets base salaries for elected members of regional and territorial authorities and for community boards.
- b) A pool will be available to each council to provide additional pay for members who take on additional responsibilities, such as chairing a committee. This fund will be capped at the equivalent of 1.5 times the base councillor salary.
- c) A measure of the relative size and complexity of each council's business activities, called the 'size index' is developed.



- d) Salaries of mayors and chairpersons of regional councils are based on the size index for the council.
- e) A base councillor salary is set for each council, based on the size index for the council.
- f) Salaries for councillors with additional responsibilities are set based on representations from councils, with a cap on total additional salary cost per council expressed as a multiple of the council's base councillor salary.
- g) Community board elected members' salaries are based on the population base for the community.
- h) Every three years the Authority will review the process for setting size indices, and the relationships between size indices and remuneration. Resulting changes will take effect immediately after council elections.
- i) Every year the Authority will recalculate size indices, will determine any appropriate general increase in salaries as a result of CPI changes, and determine remuneration based on the relationships developed at the previous triennial review. No base councillor remuneration will decrease as a result of this recalculation. Meeting fees will no longer be available.
- j) Levels of remuneration could be reviewed if significant change to legislation affecting the role and responsibilities of local government elected representatives occurred.

## 5. Triennial reviews

Every three years, before the council elections, the Remuneration Authority will:

- a) Reassess the statistics (such as population) to be used to determine size indices, and the weights to be used for each statistic, taking into account the availability/reliability of the statistics and their perceived influence on the size and complexity of a council's business.
- b) Independently job size sample representative councillors', mayors', and regional chairpersons' jobs, based on the requirements and scope of the jobs at the time.
- c) Form a view on the relationship between a council's size index and proportions full time for mayors and regional chairpersons.
- d) Survey councils to form a view on the relationship between a council's size index and the proportion full time for base councillor work.
- e) Set a pay line relating job size and full-time remuneration.
- f) Using the above information, establish relationships between size index and mayors' salaries, regional chairpersons' salaries, and councillors' base salaries (the 'index/salary relationships').
- g) Set mayors', regional chairpersons' and base councillor salaries, taking into account any need to limit the size of increases or decreases because of the factors the Authority is required to consider when setting remuneration.
- h) Set a base salary multiple cap for positions of additional responsibility.
- i) Invite representations from councils concerning additional payment for additional responsibilities and set salaries for positions of additional responsibility.
- j) Assess the requirements and scope of community board members' jobs.
- k) Reassess the methodology for setting community board members' salaries, if it is felt that the current method of basing them on population is no longer appropriate or can be improved.
- l) Establish a relationship between population and community board member salaries (if population is still to be used as the basis for setting remuneration).
- m) Set community board members' salaries and community board elected chairpersons' salaries, taking into account any need to limit the size of increases or decreases because of the factors the Authority is required to consider when setting remuneration.

- n) Reassess rates, thresholds, caps, and conditions for travel-time allowances, mileage allowances, communication allowances, and resource consent hearings.

The salaries will take effect immediately following the council elections and will continue until the following 30 June.

## 6. Yearly reviews

In the intervening years the Remuneration Authority will:

- a) Recalculate size indices using the latest available statistics.
- b) Determine any appropriate general increase in salaries caused by increases in CPI or general wage levels, and prevailing economic conditions.
- c) Calculate revised mayors' and regional chairpersons' salaries and councillors' base salaries using the index/salary relationships developed at the preceding triennial review and the appropriate general salary increase rate.
- d) Set mayors' and regional chairpersons' salaries and councillors' base salaries provided that no individual salary will be reduced.
- e) Calculate revised community board members' salaries using the methodology developed at the preceding triennial review and the appropriate general salary increase rate.
- f) Set community board members' salaries, provided that no individual salary will be reduced.
- g) Reassess rates, thresholds, caps, and conditions for travel-time allowances, mileage allowances, communication allowances, and resource consent hearings.

The determinations will run from 1 July to 30 June. In election years the determinations will be allowed to run unchanged until the time of the elections.

## 7. Pool for positions of additional responsibility

Councils will be invited to make representations to the Authority for additional remuneration for:

- community boards that have additional levels of responsibility, and
- councillor positions of additional responsibility (including deputy mayors), and
- recognition of intermittent duties during the District Plan process.

### ***Community boards***

The basic role description that was used to set community board salaries is shown in Appendix B.

Representation concerning additional levels of responsibility will need to address:

- what the levels of additional responsibility are
- documentation (council minutes) of the ceding of those levels of responsibility from council
- the extent to which the levels can be varied
- the benefit to ratepayers
- estimation of extra time involved in carrying out the extra responsibilities
- the sharing of the responsibilities amongst the community board members
- recommended additional remuneration.

Note that the additional responsibilities must be to the board as a whole and not to individual members. It is not expected that any core council responsibilities will be delegated from the council to the board as that would be seen as reducing the role of the council.

The maximum percentage addition to the base community board member salary will be 30%.

No additional remuneration will attach to the position of deputy chairperson of a community board (if such a position is contemplated).

The remuneration of an elected chairperson will be twice the salary of a community board member (including additional remuneration, if any). Confirmation that the chairperson is carrying out the additional roles as set out in Appendix B will be required.

### ***Councillors***

The basic role description that was used to set councillor salaries is shown in Appendix B.

Representation concerning additional levels of responsibility will need to address:

- the role title
- the role description, specifying additional responsibilities over and above the basic councillor role covering duties, delegations, deputising, and reporting obligations
- documentation (council minutes and formal resolutions) of the setting of those responsibilities
- the extent to which the duties can be varied
- the benefit to ratepayers
- estimation of extra time involved in carrying out the duties
- recommended additional remuneration.

Possible descriptions of additional levels of responsibility are shown in Appendix D. It is expected that additional remuneration for committee chairpersons or leaders will be between 5% and 25% of the base councillor salary.

It is expected that deputy mayors' additional remuneration will not exceed 40% of the base councillor salary.

The maximum total additional amount that may be used to augment salaries for positions of additional responsibility is 1.5 times the base councillor salary.

### ***District and Regional Plan reviews***

With the Authority's prior approval, councils may elect to carry forward part of the 1.5 times base councillor salary for use in augmenting councillors' remuneration in years when District or Regional Plans are being developed. The council will need to keep the Authority informed of the amounts carried forward and their application when used. It is expected that the amount carried forward in each year will be booked as an expense in the year it is carried forward.

## 8. Resource consent hearings

As noted earlier, hearing fees for non-council initiated resource consent hearings will continue to form part of the Authority's determination.

The hourly rate will be reviewed each year. The hourly rate to apply from immediately after the 2013 elections will be:

Chairpersons:	\$100 per hour of hearing time
Others:	\$80 per hour of hearing time

Preparation time of up to the time of the duration of the hearing may be remunerated at the same rates.

## 9. Travel-time and mileage allowances

The maximum hourly rate for travel time will be increased to \$35 after the 2013 elections. All other conditions for the travel-time allowance will be unchanged. The \$35 an hour rate, based on the hourly rate equivalent of the average annual salary for an elected representative, will replace the current rate of \$15.

The maximum mileage allowance for the first 5,000 kilometres will be increased to 77 cents per kilometre and the maximum for distances greater than 5,000 kilometres will be increased to 37 cents after the 2013 elections. This broadly follows the IRD mileage rate. All other conditions for the mileage allowance will be unchanged.

## 10. Mayoral cars

The Authority will continue to require to be informed whenever a mayor's car or private usage changes, with details of the new car's cost and details of any changed private usage.

We will not, however, adjust the mayor's salary unless, in our opinion, the change in car or private use is significant enough to warrant a change. Changing a car for a later similar model and make would not normally trigger a salary change.

## 11. Communication allowances

A paper to be released shortly.

## 12. Expense approvals

Approval for expenses will be required every three years, in election year, rather than every year. Where new issues arise a council may seek an amendment during the three-year period. To avoid unnecessary regular amendments councils might wish to consider wording the mileage, travel and communication allowances in such a way that any change to the maximum amount payable in the determination is automatically adjusted in the policy. The intention with this change, as with others, is to free up administration and councillor time without reducing the opportunity to raise matters with the Authority.

### 13. Base remuneration 2013

The triennial review approach described above has been developed and used for the 2013 salaries to take effect immediately after the 2013 elections.

For councillors and community board members the new system, in which the Authority sets base salaries, is a significant change from the old system, where the Authority set a pool but individual councils had a significant input into how the pool was distributed amongst councillors.

Some councils have a relatively low 2012 base councillor salary<sup>2</sup> with a greater differential between salaries for positions of additional responsibility and the base councillor salary, whilst other councils have a much flatter salary structure. Therefore, in many cases the 2013 base councillor salary would have been higher or lower than the 2012 base councillor salary under the pool arrangement.

Where the change in base councillor salary was significantly large (either positive or negative) the Authority considered it best to limit the increase (or decrease) to what it considered acceptable amounts. This is because the Authority is required to be fair to both job holders and ratepayers, as well as to take into account adverse economic conditions. Large increases could be regarded as having an adverse impact on ratepayers' costs and could be regarded as denigrating the position for retiring councillors. Large decreases could have an adverse impact on councillors standing for re-election and could be regarded as denigrating the position for new councillors.

A similar approach was taken with respect to community board members' salaries.

Individual letters to the mayors and chairpersons of each council are being prepared giving more details of the extent to which increases or decreases for their council have been limited, as well as indicating reasons for the new base salaries being different from 2012 base councillor salaries or 2012 community board salaries.

The main factors that can have an impact on the change in base councillor salaries include:

- whether or not all or part of community board salaries had been met from the pool, and
- whether a council had meeting fees, and the extent to which they were evenly spread amongst all councillors, and
- whether a council had a different number of councillors from similar-sized councils, and
- whether a council had a greater or lesser differential between salaries for positions of responsibility and base councillor salaries, and
- whether the council's pool had been augmented by the application of the 'population change' factor.

The main factors that can have had an impact on the change in community board salaries include:

- whether a council had taken into account relative population size when setting community board salaries, and

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<sup>2</sup> 2012 councillor base salary is, for any council, the lowest rate of councillor salary, with meeting fees (if any) spread evenly amongst all councillors

- the relativities between councils, of community board salaries for similar-sized populations.

Where there has been some limitation of base salary decreases, it is likely that there will be no salary increases for those positions in the yearly reviews that will be carried out in 2014 and 2015.

It is not possible to say whether this approach of dampening down large increases or decreases will be necessary in 2016.

#### 14. Ongoing engagement with the sector

The Remuneration Authority intends establishing an ongoing dialogue with representatives of local government as a forum to:

- obtain feedback on how the new system is operating
- identify improvements that can be made to the system at yearly and triennial reviews
- identify any difficulties that councils have in meeting the requirements of the new system
- keep abreast of any changes in local government responsibilities and how those changes might be affecting councillors' roles or ways of doing their jobs.

## Appendix A: Salaries from immediately after 2013 elections

### *Territorial and Unitary Councils*

<b>Council</b>	<b>2013 Mayor salary</b>	<b>2013 base councillor salary</b>
Ashburton District	92,450	21,800
Buller District	69,150	16,300
Carterton District	59,750	15,700
Central Hawkes Bay	75,950	22,600
Central Otago District	83,400	17,600
Chatham Islands Council	46,400	8,800
Clutha District	83,550	16,500
Dunedin City	142,000	49,100
Far North District	118,700	40,400
Gisborne District	123,300	30,900
Gore District	69,300	14,200
Grey District	73,200	20,100
Hamilton City	145,800	69,000
Hastings District	121,950	36,400
Hauraki District	81,600	16,800
Horowhenua District	91,050	22,400
Hurunui District	73,400	16,900
Hutt City	132,450	46,900
Invercargill City	109,550	30,500
Kaikoura District Council	51,050	16,800
Kaipara District	84,700	26,200
Kapiti Coast District	105,050	29,000
Kawerau District	58,550	13,100
Mackenzie District	53,700	16,500
Manawatu District	90,500	25,400
Marlborough District	123,550	33,000
Masterton District	85,400	22,100
Matamata - Piako District	93,100	23,400
Napier City	114,350	35,700
Nelson City	121,500	35,700
New Plymouth District	126,400	37,000
Opotiki District	60,850	17,300
Otorohanga District	63,450	15,000
Palmerston North City	124,550	38,400
Porirua City	109,900	31,800
Queenstown-Lakes District	102,850	29,300
Rangitikei District	77,550	18,300
Rotorua District	120,350	39,400
Ruapehu District	75,100	16,100
Selwyn District	105,350	31,600
South Taranaki District	93,550	20,200
South Waikato District	82,650	20,400
South Wairarapa District	64,200	14,800
Southland District	99,300	22,300
Stratford District	63,850	15,200
Taranua District	81,600	23,800

<b>Council</b>	<b>2013 Mayor salary</b>	<b>2013 base councillor salary</b>
Tasman District	123,850	31,700
Taupo District	102,700	31,700
Tauranga City	138,600	69,500
Thames-Coromandel District	99,250	28,500
Timaru District	104,150	29,800
Upper Hutt City	98,550	28,200
Waikato District	115,750	34,300
Waimakariri District	104,850	33,500
Waimate District	59,750	16,400
Waipa District	105,100	27,900
Wairoa District	66,600	21,000
Waitaki District	87,350	20,200
Waitomo District	67,550	22,300
Wanganui District	104,400	28,400
Wellington City	158,300	76,600
Western Bay of Plenty	105,750	28,000
Westland District	66,100	15,300
Whakatane District	98,150	26,000
Whangarei District	127,600	43,600

### **Community Boards**

<b>Council</b>	<b>Community</b>	<b>2013 Member Salary</b>
Ashburton District	Methven Community	2,000
Buller District	Inangahua Community	3,000
Central Otago District	Cromwell Community	6,500
Central Otago District	Maniototo Community	3,000
Central Otago District	Roxburgh Community	3,000
Central Otago District	Vincent Community	7,000
Clutha District	Lawrence-Tuapeka Community	2,500
Clutha District	West Otago Community	2,500
Dunedin City	Chalmers Community	7,500
Dunedin City	Mosgiel-Taieri Community	8,500
Dunedin City	Otago Peninsula Community	7,500
Dunedin City	Saddle Hill Community	7,500
Dunedin City	Strath Taieri Community	7,000
Dunedin City	Waikouaiti Coast Community	7,500
Far North District	Bay of Islands-Whangaroa Community	10,500
Far North District	Kaikohe-Hokianga Community	9,500
Far North District	Te Hiku Community	9,500
Gore District	Mataura Community	1,500
Hastings District	Hastings District Rural Community	6,500
Horowhenua District	Foxton Community	5,500
Hurunui District	Hanmer Springs Community	3,500
Hutt City	Eastbourne Community	6,000
Hutt City	Petone Community	7,000
Hutt City	Wainuiomata Community	7,000
Invercargill City	Bluff Community	4,000
Kapiti Coast District	Otaki Community	7,000



<b>Council</b>	<b>Community</b>	<b>2013 Member Salary</b>
Kapiti Coast District	Paekakariki Community	3,500
Kapiti Coast District	Paraparaumu-Raumati Community	8,000
Kapiti Coast District	Waikanae Community	7,000
Mackenzie District	Fairlie Community	1,500
Mackenzie District	Tekapo Community	1,500
Mackenzie District	Twizel Community	2,000
Matamata - Piako District	Matamata Community	5,500
Matamata - Piako District	Morrinsville Community	5,000
Matamata - Piako District	Te Aroha Community	5,000
New Plymouth District	Clifton Community	5,500
New Plymouth District	Inglewood Community	6,500
New Plymouth District	Kaitake Community	6,000
New Plymouth District	Waitara Community	6,500
Opotiki District	Coast Community	4,500
Otorohanga District	Kawhia Community	1,500
Otorohanga District	Otorohanga Community	6,500
Queenstown-Lakes District	Wanaka Community	11,000
Rangitikei District	Ratana Community	2,000
Rangitikei District	Taihape Community	3,500
Rotorua District	Rotorua Lakes Community	5,500
Ruapehu District	National Park Community	2,500
Ruapehu District	Waimarino-Waiouru Community	3,000
Selwyn District	Malvern Area Community	7,500
Selwyn District	Selwyn Central Community	8,500
South Taranaki District	Egmont Plains Community	5,000
South Taranaki District	Eltham Community	5,000
South Taranaki District	Hawera-Tangahoe Community	5,500
South Taranaki District	Patea Community	5,000
South Waikato District	Tirau Community	2,500
South Wairarapa District	Featherston Community	2,000
South Wairarapa District	Greytown Community	2,000
South Wairarapa District	Martinborough Community	2,000
Southland District	Balfour Community	500
Southland District	Edendale Community	1,000
Southland District	Lumsden Community	500
Southland District	Riversdale Community	500
Southland District	Riverton/Aparima Community	3,000
Southland District	Stewart Island Community	1,000
Southland District	Te Anau Community	4,500
Southland District	Tuatapere Community	1,500
Southland District	Wallace Community	3,500
Southland District	Wallacetown Community	1,000
Southland District	Winton Community	4,000
Southland District	Wyndham Community	500
Tararua District	Dannevirke Community	4,500
Tararua District	Eketahuna Community	3,500
Tasman District	Golden Bay Community	5,500
Tasman District	Motueka Community	6,000
Taupo District	Turangi-Tongariro Community	7,500

<b>Council</b>	<b>Community</b>	<b>2013 Member Salary</b>
Thames-Coromandel District	Coromandel-Colville Community	5,500
Thames-Coromandel District	Mercury Bay Community	6,500
Thames-Coromandel District	Tairua-Pauanui Community	5,500
Thames-Coromandel District	Thames Community	6,500
Thames-Coromandel District	Whangamata Community	6,000
Timaru District	Geraldine Community	4,500
Timaru District	Pleasant Point Community	4,000
Timaru District	Temuka Community	4,500
Waikato District	Huntly Community	4,000
Waikato District	Ngaruawahia Community	4,000
Waikato District	Onewhero-Tuakau Community	4,000
Waikato District	Raglan Community	3,500
Waikato District	Taupiri Community	1,000
Waimakariri District	Kaiapoi Community	6,500
Waimakariri District	Rangiora Community	7,000
Waimakariri District	Woodend-Ashley Community	6,500
Waipa District	Cambridge Community	7,500
Waipa District	Te Awamutu Community	7,500
Waitaki District	Ahuriri Community	5,500
Waitaki District	Waihemo Community	5,500
Wanganui District	Wanganui Rural Community	4,500
Wellington City	Makara-Ohariu Community	4,500
Wellington City	Tawa Community	8,500
Western Bay of Plenty	Katikati Community	4,000
Western Bay of Plenty	Maketu Community	2,500
Western Bay of Plenty	Omokoroa Community	3,500
Western Bay of Plenty	Te Puke Community	4,000
Western Bay of Plenty	Waihi Beach Community	3,500
Whakatane District	Murupara Community	3,000
Whakatane District	Ohope Beach Community	3,000
Whakatane District	Rangitaiki Community	3,500
Whakatane District	Taneatua Community	3,000
Whakatane District	Whakatane Community	4,000

### ***Regional Councils***

<b>Council</b>	<b>2013 Chair salary</b>	<b>2013 base councillor salary</b>
Environment Bay of Plenty	130,750	52,000
Environment Canterbury	152,000	59,100
Environment Southland	90,400	30,600
Environment Waikato	142,900	55,400
Hawkes Bay Regional	109,800	46,700
Horizons.mw	120,650	40,300
Northland Regional Council	106,650	52,700
Otago Regional Council	117,750	43,300
Taranaki Regional Council	91,700	32,800
Wellington Regional Council	157,300	57,600
West Coast Regional Council	70,250	30,300

## Appendix B: Position descriptions

### Councillor – Base role description

#### Collective duties of the council

- Representing the interests of the council
- Formulating the council's strategic direction and relative priorities through the Long Term Council Community Plan (LTCCP), which determines the services and activities to be undertaken by council over a ten-year period
- Determining the expenditure and funding requirements of council activities through the LTCCP and annual planning processes
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal regional, city and/or district planning matters within the council's geographical area of responsibility
- Monitoring the ongoing performance of council against its stated objectives and policies (including formal sign-off of the Annual Report)
- Ensuring prudent use of council resources
- Law-making (bylaws)
- Overseeing council compliance with any relevant Acts of Parliament
- Employing, setting performance requirements for, and monitoring the ongoing performance of the council's Chief Executive. (Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf – elected members of council have no responsibilities for, and cannot direct, any staff employed by the council other than the Chief Executive.)

#### Representation and advocacy

- Bringing the views of the community into council decision-making processes
- Being an advocate for community groups and individuals at council meetings
- Balancing the need to advocate for specific interests against the needs of the wider community
- Listening to the concerns of local residents and ratepayers on issues pertaining to the council
- Maintaining contact with community representatives and other local stakeholders
- Participating in any relevant consultative processes with the local community and/or other organisations.

## Governance

- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council
- Understanding and respecting the differing roles of Mayor (or Chair for a regional council), Deputy Mayor, committee chairs/portfolio holders and councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

## Base community board members – role description

### Representation and advocacy

- Representing and acting as an advocate for the interests of their community
- Considering and reporting on all matters referred to them by the council, or any matters of interest or concern to the community board
- Communicating with community organisations and special-interest groups in the community
- Bringing the views of their community to the attention of council
- Listening to the concerns of their community on issues pertaining to the community board

- Maintaining an overview of services provided by the council in the community, and commenting on any services delivered by the parent council
- Maintaining contact with various community representatives and other local stakeholders
- Championing causes which best relate to the interests of their community and campaigning for the improvement of the quality of life in their community.

## Governance

- Participating constructively and effectively in the good governance of the community board as a whole
- Understanding and ensuring that basic principles of good governance are a part of the approach of the community board
- Understanding and respecting the differing roles of community board Chair and community board members; the roles of the parent council's Mayor, Deputy Mayor, committee chairs / portfolio holders and councillors; and the very different roles of the managers and staff of the parent council with whom the community board might work
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the community board processes set out in the Standing Orders that determine how community board meetings are run and how decisions are made
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Ensuring familiarity with agendas and other community board reports before meetings of the community board
- Being familiar with and complying with the statutory requirements of a community board member
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.

Possible additional responsibilities of community board members:

- Undertaking any other responsibilities that are delegated to them by the council or are prescribed by Order in Council
- Preparing an annual submission to the council for expenditure within the community
- Participating in any relevant consultative processes with the local community and/or other organisations
- Representing the views and position of the community board to external parties, where delegated to do so, and with a clear understanding that only formal community board decisions can commit the community board to any particular course of action (and then only in matters where the community board is delegated to act)

- Participating, as needed, in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes.

### Additional responsibilities of Chairs

- Chairing meetings of the community board
- Representing the community board to a high standard in the areas of activity and business delegated
- Promoting and supporting good governance by the community board
- Developing a clear understanding of the terms of reference of their community board, and of the scope and range of delegations in order to carry out the role of community board Chair
- Ensuring sufficient familiarity with parent council's Standing Orders and procedures that they can chair community board meetings and any other sessions for which they have responsibility
- Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of Chair.
- Ensuring meetings they chair operate within the powers delegated by the parent council as set out in the parent council's Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the parent council's Standing Orders and to other statutory obligations and requirements
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the community board spokesperson, where delegated/authorised to do so, on issues that pertain to the community board
- Liaising with appropriate council staff in respect of the areas of delegated council business for which the community board has responsibility
- Providing leadership to the community board in helping form a consensus that is representative of the community
- Working closely with other members of the community board to ensure smooth community board decision-making
- Keeping abreast of all issues facing the community board.

## Appendix C: Review of submissions

### **1. *The size index, and the role of population versus other factors***

A number of both regional and territorial councils questioned the omission of assets, geographic spread and the effects of fluctuating populations in the calculation of the size index. Many of these same criticisms were levelled against the criteria used under the pool system. In selecting criteria to take into consideration, the Authority believes using standard data that can be externally verified is key. Both 'expenses' and 'population' provide such data and have been found to be key indicators of job size when sample councils have been reviewed. Many of the issues driven by other criteria are more subjective and require value judgments to be made, based on contestable data. Distance travelled by councillors in more geographically spread areas is now addressed in the travel-time component of the travelling expenses policy, and, as a result of submissions, will be improved. The variation in population in tourist areas is recognised by the continued inclusion of expenses in the funding formula. On balance, whilst appreciating the effort that went into submissions, the Authority was not convinced that any additional factors should be developed.

### **2. *Loadings for unitary councils***

Submissions in this area ran the gamut from no loading to 50%. The Authority remains satisfied that some loading is justifiable and will hold the loading at 12.5% for the coming period. It will, however, ensure that when job sizing and hours of engagement exercises are undertaken in 2015, a specific focus is put on the additional requirements. It will also invite unitary councils to develop, in conjunction with the Authority, sample job descriptions that identify the broader range and level of duties that some submitters suggested existed.

### **3. *Pool available for additional responsibilities and the process for dealing with them***

In this area there was again a range of views on the Authority's proposal for a pool for additional responsibilities from little support for payments for additional responsibilities to suggestions that the capped amount should be doubled. The Authority appreciates that many councils found comment difficult because councillors' base salary is not yet clear.

This is an area of the Authority's role that has been particularly difficult in the past, given that job titles have told us little about the particular characteristics of additional duties taken on by certain individuals in different areas; and arrangements such as meeting fees have not provided clarity on the remuneration received. Improving clarity about the size of additional duties and additional time commitment taken on by certain representatives will be an aim of the Authority as we deal with recommended payments under the pool for additional duties.

Additionally, a number of submissions raised the issue of District Plan participation by councillors, commenting on both the time commitment required of a small group of councillors and the difficulty of finding people willing to undertake such duties. The Authority has decided to broaden this provision to allow councils to provide some additional remuneration for those sitting on District Plan reviews. Whilst the Authority believes the hearings process is a core role of councils, it acknowledges that this burden falls unevenly across years and councillors, and that in fairness some additional remuneration is justified. It

does not accept the view that those sitting on hearings should be paid at the level prescribed for resource consent hearings, or the argument that 'savings to the council' in reducing the cost of commissioners warrants additional councillor payments. The Authority remains concerned that there could be a perception of self interest in determining the role of councillors in these tasks.

To enable some reimbursement to be made in this area, the Authority will increase the maximum amount available to recognise additional responsibilities from 1 to 1.5 times councillor salaries. As this work fluctuates across time, the Authority expects councils to consider how this work might fall when making its recommendations to the Authority, and to carry forward funds from years when there are no hearings to the year or years in which hearings occur.

For the period from 2013 the Authority will give councils considerable flexibility in establishing how the additional funds are allocated. After the first period an examination will be made in greater depth into patterns of remuneration across the country and specific job specifications and loadings may be developed for 2016.

The Authority has been asked to develop a clear process for reviewing and confirming or denying recommendations. This work will be undertaken, but from the Authority's perspective it has traditionally accepted recommendations that are unanimously supported. The problem for the Authority is split recommendations, where the possibility of political differences driving the proposal cannot be overlooked or where the relativities established are well outside national norms. In those cases strong supporting documentation concerning the reasoning behind any change in the recognition of positions should be provided.

#### ***4. Payments to community board chairpersons***

Whilst the Authority's proposal for additional payments was generally supported, the level was deemed by some to be too high. The Authority has considered whether it should set these payments, or whether it should indicate a maximum rate and seek the view of the community board concerned. On balance the Authority believes that the level does represent current practice in a number of areas, and that setting the rate fulfils the aim of depoliticising the remuneration of elected officials as much as possible.

#### ***5. Meeting fees***

Currently only around 10% of councils utilise meeting fees, and of those some use meeting fees as a way of funding participation in District Plan reviews. The Authority does not support using meetings fees as a way of incentivising participation in meetings that are part of the designated duties of councillors, nor does it consider attendance to be the primary indicator of effectiveness. It will not therefore move away from the principle of a fixed annual rate for members which anticipates their regular attendance at scheduled and required meetings. The matter of District Plan reviews is dealt with above.

#### ***6. Resource consents***

The Authority received a number of submissions on this matter, raising issues that had not been submitted on widely in responses to the first discussion paper.



Many of these submissions discussed the additional requirements for training that councillors undertaking this work face, and the fact that councillors would be remunerated more generously if they performed the same work for another council as a consultant.

The restriction on payment to the time of the actual hearing, rather than remunerating preparation time and procedural direction in addition to the meeting time, was also raised.

Finally, submissions also questioned the Authority's view that councillors should receive remuneration for externally generated resource consent hearings only, and a number of views were expressed on the direction that government policy might take in this area over coming years.

The Authority already approves, in the expenses and allowance policies of many councils, the reimbursement of costs of appropriate training. If training to undertake resource management hearing was included in the description of appropriate training, the Authority would approve such a policy.

The Authority has no view on the 'market rate' for commissioners. It believes that \$80 or \$100 per hour would be deemed an adequate reimbursement by most New Zealanders, and compares very favourably with fees set within the Cabinet Fees Framework.

The Authority has, however, accepted that preparation time for hearings should be reimbursed. It believes the preparation time to be reimbursed should not exceed the time of the actual hearing.

The Authority remains unconvinced by the suggestion that councillors sitting on council-initiated resource consent hearings should receive additional remuneration. The definition currently included in the determination will therefore continue.

## **7. Travel and mileage**

Whilst the mileage and travel allowance did not form part of the review, it was commented on by mainly rural authorities. This provision was made more generous last year with a move to recognise travel time in excess of one hour. As a result of submissions and the work undertaken to identify the appropriate base rate for elected members, the Authority has decided to increase the hourly rate for travel from \$15 to \$35. The broader mileage policy will not be amended as the Authority considers it adequately reimburses the additional costs met by elected members. A full advisory paper on this issue will be distributed separately.

## **8. Community boards**

A submission was made that the Authority should base community board members' salaries as a fixed proportion of the base councillor salary for the parent council.

We considered that submission very carefully but decided not to use that approach for the following reasons.

1. Analysis of the relativity of current (2012) community board salaries to **average** 2012 councillor salaries showed that there was a wide variation, both between councils and within councils. The ratio ranged from 1% to 44%. Within councils there is as much as a 35 percentage points difference. The ratio of 2012 community board salaries to 2012 base councillor salaries ranged from 1% to 109%. Thus, moving to this method would be a significant disruption to what would appear to be councils' current thinking about the fair relativities between community board members.

2. Of the 28 councils with more than one community board, 40% currently elect to have differing community board salaries within their councils. This reinforces the view that moving to this method would be a significant disruption to what would appear to be councils' current thinking about the fair relativities between community board members.
3. The size of the population served by community boards can vary considerably. The ratio of smallest to largest community board population, within a council, can be as low as 3% (in other words a community board within a particular council has only 3% of the population of the largest community board in the same council). Basing the community board salary as a fixed proportion of the parent council's base councillor salary would, in our view, not be consistent with our responsibility to be fair to individual community board members.

The primary function of community board members is representation. It is therefore reasonable to expect that the time, effort, and expertise required to represent a large number of people would be greater than that for a smaller number of people. Therefore, it is reasonable for the remuneration of members of a community board serving a large population to be greater than that for members of a community board serving a small population.

It follows that community board remuneration somehow linked to the board's population base would result in remuneration being fairer to its members.

Accordingly we have based community board salaries on the community board population. This does not mean that the community board salary is a fixed multiple of its population; rather it means that there is relativity between a community board's population and the remuneration of its elected members.

## Appendix D: Descriptions of positions of additional responsibilities

### Committee Chair/Portfolio holder

Responsibilities in addition to those of a councillor:

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in the role of CC/PH reflects on council as a whole
- Promoting and supporting good governance by the council
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role as CC/PH
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as CC/PH
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the council Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility, but only if delegated to do so by council
- Liaising with appropriate council staff in respect of the areas of council activity and business within the CC/PH area of responsibility
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility
- Recognising and contributing to issues that cut across specific areas of council activity and business within the CC/PH area of responsibility

- Working closely with other elected members of council to ensure smooth council decision-making
- Keeping abreast of all issues concerning council activity and business within their area of responsibility.

## Deputy Mayor

Responsibilities in addition to those of a councillor:

- Supporting the Mayor in his/her role and deputising for him/her in his/her absence
- Keeping abreast of all issues facing council, to allow for relative ease when deputising for the Mayor, should that need arise
- Representing the council to a high standard, recognising that conduct in the role of Deputy Mayor reflects on council as a whole
- Representing the council in a strong, competent and articulate manner in the council area and to any external agencies or groups
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing council meetings and other sessions of council
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate
- Working closely with other elected members of council to ensure smooth council decision-making
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in the event of deputising for the Mayor, should that need arise.

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** GENERAL ACTIVITIES REPORT

**MEETING DATE:** 14 May 2013

**REF:** PAD 2/3

**FROM:** CHIEF EXECUTIVE OFFICER

### ACTIVITY REPORT

#### COUNCIL, COMMITTEE AND BOARD MEETINGS

17 April	Fairlie Community Board.
22 April	Tekapo & Twizel Community Board Meetings.
23 April	Committee Meetings.
24 April	Fairlie Community Board Budget Meeting.
29 April	Tekapo Community Board Budget Meeting.
30 April	Councils budget meeting.
3 May	Draft Annual Plan & Summary sign-off with Mayor, Cr Smith, Cr Maxwell, T Morrison, P Morris.

#### OTHER MEETINGS AND ACTIVITIES

3 April	Met with Minister Chris Tremain and the Mayor. Met with Tim Hunter & Caroline Blanchfield from Christchurch & Canterbury Marketing and Paul Morris.
4 April	Solid Waste Sub-Committee.
5 April	Mayoral Forum with the Mayor. FAR Consultation meeting with NZTA & Mayor. Canterbury Civil Defence Emergency Management joint Committee.
8 April	Management Meeting. Budget Meeting with staff.
9 April	Met with Wendy Smith from ADBT. ADBT Video Launch at Mt John Homestead with the Mayor.
10 April	Met with Michael Ross & Thunes from Waitaki DC regarding A2O.
11 April	Met with Rosalie Smith in Twizel.
12 April	Tekapo Plantation Conference Call. Attended Webinar – better Business Cases with management.
15 April	Management Meeting.
17 April	A2O meeting with Mike Barnett regarding cycle trail

	booking engine.
18 April	Roading Efficiency Workshop at Timaru DC with Bernie Haar, Suzy Ratahi, the Mayor and Cr Smith.
19 April	Briefed staff on Tekapo Development information.
22 April	Budget Meeting.
24 April	Management Meeting. Met with Catherine & Don Young regarding Tekapo Development. Attended INFO Software Council Demo. Met with Ward Humphries regarding rates. Catchup meeting with the Mayor.
29 April	Management Meeting. Meet with group from Tekapo regarding tourism and development, with the Mayor.
1 May	A2O Joint Committee Meeting in Twizel.
2 May	Tour of Western Catchment with Cr Page. Met with Committee Clerk to discuss Council Agenda distribution.
3 May	Met with John Lyons in Twizel regarding land purchase for oxidation ponds, with Bernie Haar.
6 May	Environment Court Hearing in Twizel with N Hole.
7 May	Management meeting.
8 May	Attended Alpine Shareholders meeting with Paul Morris.
13 May	Management Meeting. Met with the Mayor, T Morrison & N Hole regarding various Planning issues.
14 May	Met with Lyn provost (Auditor-General) & Andrea Neame (LG Sector Manager) with the Mayor.

### **RECOMMENDATION:**

1. That the report be received.

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER

# Christchurch & Canterbury Tourism Report to Mackenzie District Council on Marketing Activity, 1<sup>st</sup> February – 6<sup>th</sup> May 2013

## Overview

This is the second of three reports that Christchurch & Canterbury Tourism (CCT) are producing for the Mackenzie District Council. The final report will be prepared and presented in September 2013 and will include all results for activity completed over the past year.

## Breakdown by Activity

### *Industry Communications*

The Mackenzie Industry Update is sent fortnightly to a database of 247 tourism operators including those who operate their business in the region but are not physically based in the Mackenzie. Content in the newsletters for this reporting period include:

- TRENZ information & reviews
- Trade Opportunities & Events
- Tourism New Zealand updates & opportunities
- Alps 2 Ocean Cycle Trail updates
- Advertising opportunities
- Mackenzie Tourism Operator Profiles / updates
- Online help and information
- Published Media results
- Adventure Tourism information
- Image update requests
- Convene SOUTH trade show

Since the commencement of the Mackenzie District Council contract, there have been 13 newsletters sent. Through our website we are able to measure every recipients interaction with the newsletter. Interaction with the newsletter by clicking on links, sits consistently at 40% or above.

The first tourism clinic afternoon was held in Fairlie on 24<sup>th</sup> January. The second clinic is scheduled for May 16<sup>th</sup> in Tekapo, with the third scheduled clinic planned for Twizel in August.

In April, the Associate Minister of Tourism, Hon. Chris Tremain was hosted in the Mackenzie District by Tim Hunter, Chief Executive of CCT, and Annabelle Bray, Marketing Coordinator of the Mackenzie District. A group of key tourism operators were invited to meet the minister while he was in the district. Tourism operators were given the opportunity to engage with the Minister on the tourism sector in general and local issues in particular. Whilst in the District, the Minister undertook a number of activities and engagements including mountain biking a section of the Alps 2 Ocean Cycle Trail and a meeting with The Hermitage management to discuss air capacity into Mount Cook. His visit to the district culminated with a meeting between the Mackenzie Mayor and CEO.

### *Industry Training*

The first Industry Workshop was held in November. Topics covered:

- Introduction to the Marketing Activity Plan
- Introduction to Online & Trade
- Presentation from the Department of Conservation

The second Industry Workshop is scheduled for June. Topics to be covered:

- Introduction to the Domestic Winter Marketing Campaign

- Introduction to Media

The third Industry workshop will be scheduled in September and will cover off the results from the Mackenzie Marketing plan and an introduction to the China Market.

### *Online and Content Development*

Mtcooknz.com is in the final stages of its refresh development. Destination content and general information update is 80% complete. Timeline to finish project:

- Content loaded and UAT (User Assurance Testing) 17<sup>th</sup> May
- Cabbage Tree Creative to complete any fixes 20-24<sup>th</sup> May
- Website to go live 30<sup>th</sup> May

A photo shoot of the Mackenzie District was completed on March 8<sup>th</sup>. The new images will be used for trade, media and website. The remainder of the image library budget will be used for the winter image library update.

### *Campaigns & Collateral*

#### Winter Campaign

The domestic Winter Campaign has been developed through consultation with the key members of the Mackenzie Winter group. A simple prospectus developed for Mackenzie operators will be presented to the industry on Tuesday 14<sup>th</sup> May. Confirmed funds have already been invested in the Ski TMN collective targeting the Australian market.

#### South Island Road Trips Campaign

South Island Road Trips (SIRT) is a joint venture between Tourism New Zealand and other RTO's (Regional Tourism Organisations) within the South Island. The SIRT campaign was in the Australian market 23 Jan - 5 March 2013. The Mackenzie District content was designed to encourage free independent travellers to choose to travel through the Mackenzie District, encourage them to stop, stay longer and spend more. The SIRT campaign was primarily an online campaign.

Mackenzie tourism operators had the opportunity to load a call to action 'deal' on newzealand.com. A number of our larger tourism operators' loaded significant deals to drive business to their accommodation or activity.

### *Media Activity*

During the reporting period of February 1<sup>st</sup> through to May 13<sup>th</sup>, six international media visited the Mackenzie District on familiarisation tours. Five of which were Tourism New Zealand International Media files and one CCT generated media file.

Details below:

	DATE	COMPANY NAME	COUNTRY	IMP / TNZ	CURCULATION / READERSHIP	DESTINATION	MEDIA FOCUS
<b>INTERNATIONAL</b>	February	AFAR – The Experiential Travel Guide	USA	✓	900,000 print & web	Lake Tekapo & Mount Cook	Natural landscape & experiences



12-16 <sup>th</sup> March 2013	The Strait Times	Singapore	✓	367,200 Print & web	Lake Tekapo & Mount Cook	Regional experiences
23 <sup>rd</sup> March 2013	New Idea	Australia & New Zealand	✓	330,000 readership	Lake Tekapo	Sth Island family motorhome roadtrip
March	Oriental Daily News / The Sun	Hong Kong	✓	Print & web	Lake Tekapo & Mount Cook	Mount Cook feature
March	UK Press Trip - Hobbit DVD Release	UK	✓	Print	Lake Tekapo & Mount Cook	Hobbit landscape
27-30 <sup>th</sup> March, 2013	Shape Magazine	Australia		50,000 per issue	Mount Cook	Healthier lifestyle – Travel section

## Travel Trade Activity

### Trade Events

Australian Market Insights – Product Workshops, 20-21<sup>st</sup> March, Sydney

- One-on-one business to business meetings with 18 Australian Product Managers from Wholesale Travel Companies

TRENZ, 21-24<sup>th</sup> April, Auckland

- 50 appointments held over three days
- Aoraki Mount Cook Mackenzie was accompanied to TRENZ by four Mackenzie tourism operators

A Pre-TRENZ famil was organised for Saskia de Meij from the Netherlands. Saskia spent three days exploring the Mackenzie District with a focus on Lake Tekapo and Mount Cook.

RTONZ Inbound Operator Workshop, 8-9<sup>th</sup> May, Auckland

- 44 appointments
- Business to business meetings with New Zealand Inbound Operators

### Travel Trade Familiarisations

Travel trade familiarisations are a collaboration between Tourism New Zealand and CCT. Through the reporting period of 1<sup>st</sup> February – 6<sup>th</sup> May the district hosted:

- South China Product Managers – 10 pax, March 2013
- Tourism New Zealand International Offices – 7 pax, April 2013
- UK Kiwi Famil – 14 pax, May 2013

### ***Conference, Incentive and Business Events***

MEETINGS Business Event trade show, 26-27<sup>th</sup> June, Auckland

- Annabelle Bray, Mackenzie District Marketing Coordinator will be an additional delegate on the Christchurch & Canterbury Convention Bureau stand

Convene SOUTH, 3<sup>rd</sup> September, Christchurch

- A new South Island business events trade show
- We will encourage Mackenzie tourism operators to invest in attending this event to ensure the District has a presence and is represented appropriately with business event product.

A pre Convene SOUTH familiarisation of domestic conference buyers is planned to ensure we leverage the districts exposure at the Convene SOUTH trade show.

Annabelle Bray

Mackenzie District Marketing Coordinator  
**Christchurch & Canterbury Tourism**  
Annabelle.bray@christchurchnz.com

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** MINISTERIAL POWERS OF ASSISTANCE & INTERVENTION

**MEETING DATE:** 14 MAY 2013

**REF:**

**FROM:** TONI MORRISON, SENIOR POLICY PLANNER

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To update the Council regarding the recent publication of the formal list of matters the Minister of Local Government must have regard to when determining whether or not to intervene in the affairs of local authorities.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.

**TONI MORRISON**  
**SENIOR POLICY PLANNER**

## **ATTACHMENTS:**

None.

## **BACKGROUND:**

### **Powers of the Minister Assist and Intervene in the Affairs of Local Authorities**

In December 2012 significant amendments to the Local Government Act (LGA) came in to force, marking the completion of the first phase of the government's local government reform package.

Part 10 of the LGA has been significantly amended to extend the powers of intervention of the Minister. Previously, in certain defined circumstances, the Minister could appoint a review panel or Commissioner, and call a general election. The LGA now provides for a range of interventions if the Minister considers any local authority has a 'problem'.

The Minister may appoint a commission or ministerial body (Crown review team, observer, or manager), if the local authority has a 'problem'.

***'Problem, in relation to a local authority,—***

*(a) means—*

- (i) a matter or circumstance relating to the management or governance of the local authority that detracts from, or is likely to detract from, its ability to give effect to the purpose of local government within its district or region; or*
- (ii) a significant or persistent failure by the local authority to perform 1 or more of its functions or duties under any enactment; or*
- (iii) the consequences of a state of emergency (within the meaning of section 4 of the Civil Defence Emergency Management Act 2002) affecting, or recently affecting, the local authority's district or region; and*

*(b) includes—*

- (i) a failure by the local authority to demonstrate prudent management of its revenues, expenses, assets, liabilities, investments, or general financial dealings; and*
- (ii) a potential problem within the meaning of paragraph (a)(i) or (ii); and*
- (iii) to avoid doubt, 2 or more problems within the meaning of paragraph (a) or subparagraph (i) or (ii) of this paragraph.'*

A Commission may be appointed if the Minister believes that:

- a significant problem relating to the local authority—
  - (a) is impairing, or likely to impair, the good local government of the local authority's district or region; or
  - (b) is endangering, or likely to endanger, the public health or safety of the people within the local authority's district or region; and
    - the local authority is unable or unwilling to effectively address the problem; and
    - the problem is such that appointing a Crown Review Team, a Crown Observer, or a Crown Manager is unlikely to prevent the consequences described above.
- the local authority refuses or is unable to comply with a direction of a Crown Manager; or

- the Minister believes that a significant problem relating to the local authority exists, and a Ministerial body appointed to the local authority has recommended the appointment; or
- the Minister has received a written request from the local authority to do so.

The Minister can call a general election, or postpone a general election for the term any Commission is appointed.

### **List of matters to which the Minister must have regard when exercising powers**

The LGA requires the Minister to publish a list of matters relevant to determining what action, if any, to take when exercising the powers of assistance or intervention. The following list was published on 28 March 2013 in the *New Zealand Gazette*:

#### **List of matters to which the Minister must have regard**

##### *(a) Guiding principles*

In making decisions under Part 10 of the Act and determining what action, if any, to take under Subpart 1 of Part 10 of the Act, the Minister is likely to adopt the following guiding principles:

- Ministerial action should be informed by the purpose of local government and the role of, and principles relating to, local authorities, as set out in Subparts 1 and 2 of Part 2 of the Act;
- local authorities are responsible for preventing and solving their own problems;
- local authorities' accountability is to their ratepayers and residents;
- elections are the primary mechanism for communities to express satisfaction or dissatisfaction with elected representatives;
- Ministerial assistance or intervention should have regard to:
  - what the local authority has done, is doing, or plans to do about the problem; and
  - the costs and benefits of assistance or intervention;
- Ministerial assistance or intervention should be proportionate to:
  - the nature and magnitude of the problem;
  - its potential consequences; and
  - its duration to date and its likely duration if not addressed;
- Ministerial assistance or intervention should endure for only as long as necessary to resolve the problem and provide for a transition back to normal democratic processes; and
- Ministerial decisions regarding assistance or intervention should be transparent.

##### *(b) Matters likely to detract from the ability of local authorities to give effect to the purpose of local government*

The matters or circumstances relating to management or governance of local authorities that the Minister considers are likely to detract from the ability of local authorities to give effect to the purpose of local government within their districts or regions are:

- financial mismanagement; and/or
- a significant failure in service delivery; and/or
- dysfunctional governance, which includes:
  - failure or breakdown of key relationships; and/or

- serious capability deficiencies of elected members or the chief executive of the local authority.

*(c) Types and sources of information*

When making decisions under Part 10 of the Act, the Minister is likely to consider the following types and sources of information:

- Plans or reports from the local authority, which are voluntarily supplied, required under section 257 of the Act or any other enactment, or requested under any enactment;
- audit reports, including assessment of the accuracy and adequacy of financial reporting required by Regulations made under section 259 of the Act; and
- reviews, reports or communications from any person, group or organisation.

The Minister may also consider any relevant information in addition to the matters set out in the notice. The final decision to act or otherwise rests with the Minister.

**POLICY STATUS:**

Not applicable.

**SIGNIFICANCE OF DECISION REQUESTED:**

No decision requested.

**ISSUES AND OPTIONS:**

Not applicable.

**CONSIDERATIONS:**

The increased Ministerial powers of assistance and intervention reflect a desire by central government for oversight of local authority performance, and an ability to intervene where government considers it necessary. The notice in the Gazette outlines the key considerations on which decisions to assist or intervene will be made. The principles include recognition of local authority accountability to ratepayers and residents (rather than to government); and express support for the principle of local democracy. The Minister is obliged to have regard to these matters, but presumably is not bound by them absolutely. The Minister is also able to have regard to any other information, and is able to consult with any party or person.

**ASSESSMENTS OF OPTIONS:**

No options.

**CONCLUSION:**

The publication of these principles, and other amendments to the Local Government Act form part of changing legislative environment for local government. Further changes to the Local Government Act and other legislation such as the Resource Management Act are expected in 2013. Staff will continue to update Council as these reforms progress.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**FROM:** CHIEF EXECUTIVE OFFICER

**SUBJECT:** COMMUNITY BOARD RECOMMENDATIONS

**MEETING DATE:** 14 MAY 2013

**REF:** PAD 5

### **PURPOSE OF REPORT:**

To consider recommendations made by the Community Boards.

### **RECOMMENDATIONS:**

1. That the report be received.

#### **FAIRLIE COMMUNITY BOARD:**

2. **Princes Street Upgrade:**  
That the Council notes the Community Board's resolution following the Princes Street Public Meeting held on Wednesday 3<sup>rd</sup> of April 2013.

#### **Resolved:**

1. That the planter boxes be removed as soon as possible and the Kowhai trees bagged up for replanting in late winter.
2. That the tree numbers be reduced and individual land owners be consulted on the location of the tree. In ground tree root confinement be used where ever needed and possible.
3. That the replacement trees be planted after winter.
4. That the Manager – Community Facilities investigate other suitable tree varieties for use in Princes Street and report to The Board.
5. That the overall plan be developed for future street scape improvements in Fairlie.

**Graeme Page/ Trish Willis**

3. **Village Green Tables and Shelters:**  
That the Council notes the Community Board's resolution regarding the Village Green Tables and Shelters.

#### **Resolved:**

1. The Community Facilities Manager provide a more accurate picture and dimensions of the structure and a photo shop look of the structure in the trees for the Community to consider.

**Trish Willis/ Ron Joll**

4. **Moreh Home Trust Board – Excess Water Rates:**

That Council notes Moreh Home Trust Board requested to the Community Board to consider increasing the allocation of water that Moreh Home receives before an excess is applied. The Asset Manager, Mr Haar will himself look into historic records and undertake investigations into the water supply records and the site itself to rule out any significant leaks. Mr Haar will keep the Community Board informed of all investigations while also informing Mr Adams on behalf of Moreh Home Trust Board.

5. **District Plan Review:**

That Council notes that the Community Board Chair asked the Chief Executive Officer if the Community Board was able to review zonings around the Fairlie area and stated that the review of the District Plan would present as a good opportunity to do so. Mr CEO said that he will pass on the Chair's details to Ms Morrison, Senior Policy Planner, Mackenzie District Council for consideration.

**TEKAPO COMMUNITY BOARD:**

6. **Lake Tekapo Plantation Harvesting:**

That the Council notes the Community Board's resolution regarding Lake Tekapo Plantation Harvesting

**Resolved:**

1. That the Forestry Board is notified of The Community Board expectations that as soon as felling is completed the area is cleaned up and the track is reinstated.
2. That future communications from The Forestry Board should be directed to the Community Board who will coordinate residence input.

**Peter Munro/Alan Hayman**

7. **Elections:**

That the Council notes that Community Board Chair asked Mayor Barlow if a letter could be sent to all non-resident rate payers encouraging them to enroll to vote in the Mackenzie District.

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



**ATTACHMENTS:**

- The minutes of the meetings of the Tekapo Community Board held on 17 April 2013 and the Fairlie Community Board held on 22 April 2013.

**BACKGROUND:**

The Community Boards have made a number of decisions for the 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.

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE FAIRLIE COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON WEDNESDAY 17 APRIL 2013 AT 7.06 PM**

#### **PRESENT:**

Owen Hunter (Chairman)  
Ron Joll  
Cr Graeme Page  
Les Blacklock  
Trish Willis

#### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Bernie Haar (Asset Manager)  
Keri-Ann Little (Committee Clerk)

#### **I APOLOGY:**

Resolved that an apology be received from The Community Facilities Manager and The Manager - Finance and Administration.

**Ron Joll/Les Blacklock**

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

There were no declarations of interest.

#### **III MINUTES:**

Resolved that the minutes of the meetings of the Fairlie Community Board held on 13 March 2013 including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.

**Les Blacklock/Graeme Page**

#### **MATTERS ARISING:**

##### **CHAIRMAN**

##### **Fairlie Western Catchments Project**

Asset Manager – Bernie Haar will liaise with Chairman Owen Hunter to confirm a date for a Public Consultation Meeting. It was noted that Cr Page will be unavailable from the 4<sup>th</sup> of May and it is requested that the meeting date reflect this. The Asset Manager will also organise a refresher session for existing Community Board members and Council Staff as well as an informative session for new Community Board Members. The Asset Manager said this will be achieved with the aid of a PowerPoint presentation.

##### **Allandale Bridge – Walkway**

Bernie Haar – Asset Manager with Suzy Ratahi, Roding Manager met with NZTA in February regarding the Allandale Bridge Walkway and the response given was that there would need to be more incidents of close accidents and more use of the side of the bridge by residents.

## **COMMUNITY FACILITIES MANAGER**

### **SH 79 Approach to Fairlie – Signage**

It was instructed that - Community Board member Ron Joll is to carry out the following;

*Gather more information, talk to Alister Gray and get a base sign, compile costing's of the sign/structure for Community Board to consider, site meeting with Ron and Grant Patterson form Opus.*

### **Moreh Home Trust Board – Excess Water Rates**

*The Asset Manager and Community Board will reply in writing to Mr Adams request asking the Community Board to consider increasing the allocation of water that Moreh receives notifying Mr Adams that the Council will look into the request further with more historic information being required. The Asset Manager will also himself look into historic records and undertake investigations into the water supply to rule out any significant leaks etc.*

## **IV REPORTS:**

### **1. FAIRLIE AREA STRATEGIC STUDY UDPATE:**

This report from the Manager – Community Facilities to discuss and consider progress recommendations on the Fairlie Area Strategic Study.

Resolved that the report be received.

**Trish Willis/Ron Joll**

Following on from discussion at the previous Community Board meeting The Community Facilities Manager has reviewed and added comments in relation to the status of each recommendation.

Ms Willis asked the Community Board where to from here in relation to the Fairlie Strategic Study. Ms Willis noted a large number of the recommendations are centred on marketing and promotion doubled with the Community's feedback, Ms Willis asked if a working party, group or committee could be formed to implement these recommendations.

Mr Chair stated that it wasn't the Community Board's role to implement marketing and development of the Fairlie Community and that this all came at a high financial cost and believes that promotion and development for the Fairlie area is best done at a District level as a whole.

The Chief Executive Officer informed the Board that the Council was currently awaiting a proposal from Aoraki Business and Development Trust regarding marketing and development in the Mackenzie District, he said the next step will depend on the outcome of the next budget round. The Chief Executive Officer

said he does understand there is a need to provide the Community with on-going updates regarding marketing and development going forward.

## 2. PRINCES STREET LANDSCAPING:

This report from the Asset Manager is to provide to the Board with a report on the recent Princes Street Landscaping public meeting and to confirm the way forward when formalising decisions from this public meeting.

Resolved that the report be received.

**Graeme Page/Ron Joll**

The Asset Manager spoke on behalf of the Community Facilities Manager Mr Nixon, regarding concerns the Community Facilities Manager has, following the public meeting, regarding the choice of tree, Kowhai. Mr Nixon is questioning whether the current tree Kowhai, which is in situ in the planter boxes, will supply enough ground presence when planted on their own and would like to investigate another option of tree, namely cherry trees or dog woods. The Asset Manager on behalf of Mr Nixon also suggested that the unused Kowhai trees could be replanted in the Lake Tekapo Plantation harvested area stating that the existing Kowhai trees would not go to waste.

Community Board Member Les Blacklock stated that his understanding was that it was decided at the public meeting with residences that the Kowhai trees would be replanted not another species. Mr Blacklock continued to say that if that is what was agreed then that is what should be done and that it was important to keep the public informed and if there was to be a change of tree species replanted that a discussion should take place with the public giving them the opportunity to debate the issue.

The Asset Manager will have a discussion with the Manager Community Facilities on his return as to a way forward which is in keeping with discussion and following the decision at the recent public meeting.

Resolved:

1. That the planter boxes be removed as soon as possible and the Kowhai trees bagged up for replanting in late winter.
2. That the tree numbers be reduced and individual land owners be consulted on the location of the tree. In ground tree root confinement be used where ever needed and possible.
3. That the replacement trees be planted after winter.
4. That the Manager – Community Facilities investigate other suitable tree varieties for use in Princes Street and report to The Board.
5. That the overall plan be developed for future street scape improvements in Fairlie.

**Graeme Page/ Trish Willis**

### 3. VILLAGE GREEN TABLES AND SHELTERS:

This report from the Community Facilities Manager is to update the Fairlie Community Board on the proposed Village Green Tables and Shelters upgrade.

Community Board Member Trish Willis said that the Village Green Committee has done a fabulous job, but believes the Community Board has to be cautious and asked if there could be an ad in the Accessible outlining the works for public consultation before any decisions are made or works begin.

Mr Chair agreed with Ms Willis comments and said that he will ask The Community Facilities Manager to produce a projected plan and size of the structure.

#### Resolved:

1. That the report be received.
2. The Community Facilities Manager provide a more accurate picture and dimensions of the structure and a photo shop look of the structure in the trees for the Community to consider.

**Trish Willis/ Ron Joll**

### 5. WARD MEMBER'S REPORT:

Cr Page referred to:

- Lake Tekapo Plantation Harvest is going ahead.
- Financial Assistance Rate proposal on a population basis for subsidy for roading, matter is ongoing.
- Opihi/Opuha funding meeting with ECAN. Cr Williams was our representative. CEO and Asset manager to liaise with ECAN to enhance the Fairlie Creek under maintenance budget.
- Cr Page said he is away to the South Canterbury Local Authorities meeting tomorrow to review opportunities for collaboration.

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

There were no further reports from members.

## **V GENERAL BUSINESS:**

### **1. MOREH HOME TRUST BOARD – EXCESS WATER RATES:**

The Community Board to consider increasing the allocation of water that Moreh Home receives before an excess is applied.

#### **Resolved:**

1. That the report be received.

**Graeme Page/ Les Blacklock**

Mr Adams on behalf of Moreh Home Trust Board has written to the Community Board asking the Community Board to consider increasing the allocation of water that Moreh Home currently receives.

The Asset Manager and Community Board will reply in writing to Mr Adams request notifying him that the Council will investigate the request further with more historic information being required. The Asset Manager will also, himself, look into historic records and undertake investigations into the water supply records and the site itself to rule out any significant leaks.

*This agenda item will be recorded under matters under action for discussion at the next Fairlie Community Board Meeting.*

### **2. PROPOSED MODEL OF COMMUNITY CO-ORDINATION 2013:**

Community Board member Trish Willis requested the Proposed Model of Community Co-ordination be placed on the agenda for consideration.

#### **Resolved:**

1. That the report be received.

**Les Blacklock/ Ron Joll**

The Chair thanked Community Board member Trish Willis for her enthusiasm and said that perhaps it needed to be driven from the enhancement board. He continued on to say that he thought this was a good idea and the first step being to update the flow chart and revisit the proposal and gain feedback from the community and other committees.

Ms Willis thanked Mr Chair and stated that she mainly wanted to table the item to see if there was any feedback and if the Community Board seen any value in developing a model of coordination across the community.

### **3. DISTRICT PLAN REVIEW:**

Mr Chair asked The Chief Executive Officer if the Community Board was able to review zonings around the Fairlie area and stated that the review of the District Plan would present as a good opportunity to do so.

The Chief Executive said that The District Plan Review would call for submissions towards the end of 2014 and that he would pass on The Chair's details to Ms Morrison, Senior Policy Planner, Mackenzie District Council for discussion.

## **VI PUBLIC EXCLUDED:**

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

### 1. Old Library Café Update

<b><u>General subject of each matter to be considered</u></b>	<b><u>Reason for passing this resolution in relation to each matter</u></b>	<b><u>Ground(s) under Section 48(1) for the passing of this resolution</u></b>
Old Library Café Update	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: *Old Library Café Update* Section 7(2)(b)(ii)

**Graeme Page/ Les Blacklock**

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8:33pm**

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

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

# **MACKENZIE DISTRICT COUNCIL**

## **MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD AT THE GODLEY RESORT HOTEL, LAKE TEKAPO, ON MONDAY 22 APRIL 2013 AT 7.35 PM**

### **PRESENT:**

Murray Cox (Chairman)  
Alan Hayman  
Ian Radford  
Peter Munro

### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Claire Barlow (Mayor)  
Keri-Ann Little (Committee Clerk)  
Joanne Bradley (Member of the Public)  
Dennis Bradley (Member of the Public)

### **I APOLOGIES:**

Resolved: that apologies be received from Cr Peter Maxwell and The Community Facilities Manager.

**Alan Hayman/Ian Radford**

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

There were no Declarations of Interest.

### **III MINUTES:**

Resolved that the minutes of the meeting of the Tekapo Community Board held on 11 March 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting

**Alan Hayman/Peter Maxwell**

### **MATTERS UNDER ACTION:**

#### **1. Civil Defence**

The CEO to follow up with The Asset Manager and Civil Defence Officer to update the Board on the Civil Defence Plan for Tekapo.

#### **2. Pete Speedy Improvements to Reserve Area on Lakeside Drive:**

Pete Speedy has relinquished the lease of the Tekapo Motels and Motor Camp. The Chair has met with the new Managers; they are keen to clean up the Reserve Area on Lakeside Drive. On going.



3. **Review of Freedom Camping Bylaw and its Alignment with the Freedom Camping Act:**

Mr Chairman said that he would at some stage like an indication whether the Council will review the Bylaws and will this review be available for Public Consultation. Mr CEO will follow up this.

4. **Community Hall:**

Things progressing well at The Community Hall.

5. **Car parking for Lake Tekapo Community Hall:**

It was noted that this issue was on-going and will be included in the Hall upgrade.

7. **Landscaping and Walkway – Church of the Good Shepherd:**

The Asset Manager advised that the Manager –Roading had received a price of \$8,000 for the sealing of footpaths, and further prices were expected from Fulton Hogan. The Community Facilities Manager informed the Board at this stage other pricings had not been provided yet; therefore this was on-going.

8. **The Mound by the Tennis Courts – to be grassed:**

Tennis Court upgrade as part of the Community Hall upgrade.

9. **Lighting Ordinances:**

This matter under action was also an agenda item – see below:

- Several lights for Asset Manager to assess and asked to report back.
- There are some signs that don't apply now – Manager Planning and Regulations Manager has written to business owners regarding signs. Mayor Barlow will follow up.
- Mr Chair - a review of current lighting re outside lighting and signs.

#### **IV REPORTS:**

1. **LAKE TEKAPO PLANTATION HARVESTING:**

This report to update the Tekapo Community Board on the Lake Tekapo Plantation Harvesting.

Mr Chair informed the Board of the recent meeting on site with the Forestry Manager. Mr Chair said there are several issues that will need to be addressed.

1. The total amount of slash will be extensive as the Murray Place Trees are very large. This will require on-going monitoring and consultation in terms of how they are going to deal with the slash and where the slash will be put.
2. Road access through Hamilton Drive will need to also be monitored. At this stage there will be in total 120 trips from the Logging Trucks with a maximum of 8 trips a day. On-going discussion and involvement with Suzy Ratahi, MDC Roading Manager as how to best minimise damage to Hamilton Drive is required.
3. Mr Chair said that there was a suggestion of involving the Tekapo Fire Brigade if anything needs to be washed down on the road etc.

Mr Chair said that at this stage there had been no more work completed in relation to re-plantings.

Community Board Member Peter Munro said that things should be started straight away in regards to replanting and not waiting until spring.

Resolved:

1. That the report be received.
2. That the Forestry Board is notified of The Community Board expectations that as soon as felling is completed the area is cleaned up and the track is reinstated.
3. That future communications from The Forestry Board should be directed to the Community Board who will coordinate residence input.

**Peter Munro/Alan Hayman**

2. TEKAPO CANAL REMEDIATION PROJECT UPDATE

This report from Mr Chair accompanied by a letter and meeting notes from Genesis Energy in regards to the Tekapo Canal Remediation Project. The letter from Elinor Watson, Environmental Coordinator, Genesis Energy expressed her sincere thanks for the on-going support during the season 1 and looks forward to meeting with the Community Board again prior to season 2 works recommencing. Of note in the meeting notes was that the works have now been completed for season 1 and dates for season 2 have not been set yet, as there is a consultation process to go through with Meridian Energy first and Genesis Energy will let the Community Board know as soon as the dates have been set.

Mr Chair stated that there was concern that access to the Canal and Canal Road may be stopped with the Canal Road not being reopened to the public. Mr Chair noted that Genesis Energy have on-going concerns regarding safety around the Canals with the Canal works. Mr Chair said that he has made it clear where the Community stands, wanting the Canal Road open for fishing and recreation purposes.

Mr CEO said that he will look into any historical agreements and the Alps 2 Ocean agreement in view of moving forward to an outcome that accommodates both the Community and Genesis Energy.

Resolved: that the report be received.

**Murray Cox/Alan Hayman**

### 3. COMMUNITY HALL FEES:

This report from the Community Facilities Manager, for the Community Board to discuss the news fees for the Lake Tekapo Community Hall.

Resolved that the report be received:

**Alan Hayman/Peter Munro**

The Community Board discussed the following points:

- Heating of the complex – a winter rate and summer rate.
- Employment – role of person(s)
- Key distribution and collection and a bond use needs to be discussed.
- Checking the Hall after use.
- Monitoring of equipment use in the Hall and on the Courts.
- For fees and charges to be consistent with both Fairlie and Twizel Community Centres.

Mr Chair will discuss with Garth and ask him to compile a proposal for the Community Board to consider at the next Community Board meeting.

### 4. LIGHTING ORDINANCES:

This report from the Chief Executive Officer to inform the Community Board on the progress of a brochure outlining and informing the public of the need to protect the night sky environment in Lake Tekapo.

Resolved: that the report be received.

**Peter Munro/Ian Radford**

The Brochure developed by the Aoraki Mackenzie International Dark Sky Reserve Board outlining lighting control measures was distributed and discussed with the following points to note:

- that there is nothing outlined in the brochure for reference for people building a new home.
- Mayor Barlow said that a proactive approach is best and that the brochure could be given to Building Inspectors for reference when signing building works and that the brochure could also be distributed with rate demands.
- Brochure included when Building Consents are granted.
- Useful to include Pictures showing examples of lighting in the brochure.

Mr Chair said that the brochure is good but requires more information directed at residents themselves and also to accommodation providers for their quests to refer to etc. It was decided this matter remains under matters under action with the following pullet points being followed up:

- Several lights for Asset Manager to look assess and asked to report back.
- There are some signs that don't apply now – Manager Planning and Regulations Manager has written to business owners regarding signs. Mayor Barlow will follow up.
- Mr Chair - a review of current lighting re outside lighting and signs.

5. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES:

Cr Maxwell was absent from the Community Board Meeting.

6. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES

Peter Munro reported to the Community Board the following:

1. The Footbridge Committee is currently heavily into fundraising applications.
2. Nothing new to report with The Whitewater Trust.

Mayor Barlow reported back to the Community Board regarding the Upper Waitaki Zone Water Management Committee regarding Plan Change 1 currently in process from ECAN. Mayor Barlow informed the Community Board that when submissions are requested that the Tekapo Community need to submit. The mayor said she will keep the Tekapo Community Board informed.

Mr Chair said that The Regional Park are now into full scale rabbit control and track work with ECAN. He also said that it's a little closer to becoming a MCANZ motor park and are confident that this will take place.

#### **IV GENERAL BUSINESS**

1. LOCHINVAR SUBDIVISION:

Mr Chair met with Mr and Mrs John Murphy and Mr and Mrs Jim Murray at the Lake Tekapo Park regarding their on-going concerns about the landscaping, conditions of the trees within the Park and the Park itself. They believe the Park has suffered greatly over summer and are concerned that the lack of care and non-watering has resulted in a large number of weeds allowing rabbits to dig up most of the Park.

Mr Chair said these are genuine issues and he will speak with Garth outlining their concerns.

Mr Chair said that this is also related to the town maintenance and the problem of this maintenance not being completed on time. Mr Chair continued on to say that a town plan and schedule of works needs to be produced at the next meeting, the Community Board are seeking assurance that the maintenance will be completed.

Mr CEO stated that it is his believe that the Council are currently undergoing rabbit poisoning in the township.

2. ELECTIONS:

Mr Chair asked Mayor Barlow if a letter can be sent to all non-resident rate payers encouraging them to enrol to vote in the Mackenzie District. Mr Chair said that it would be nice for all non-residents to vote as they are allocated one vote per property.

3. PUBLIC TOILETS:

Alan Hayman, Community Board Member asked if the Community Facilities Manager could please review the Wheelchair Public Toilet access stating that The Public Toilets have small doorways and that the bar is too low proving to be very difficult for wheelchair users to use the facility.

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8:48 PM**

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

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

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE MACKENZIE FORESTRY BOARD HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 23 APRIL 2013 AT 9.36 AM

### PRESENT:

Graeme Page (Chairman)  
Mayor Claire Barlow  
Crs Evan Williams  
Graham Smith  
Annette Money

### IN ATTENDANCE:

Kevin O'Neill (Forestry Manager)  
Paul Morris (Manager – Finance and Administration)  
Keri-Ann Little (Committee Clerk)

### I APOLOGIES:

There were no apologies.

### II DECLARATIONS OF INTEREST:

There were no declarations of interest.

### III MINUTES:

Resolved that the Minutes of the meeting of the Mackenzie Forestry Board held on 19 March 2013 be confirmed and adopted as the correct record of the meeting.

**Annette Money/ Graham Smith**

### VI REPORTS:

#### 1. FINANCIAL REPORT – MARCH 2013

Resolved that the report be received.

**Graham Smith/ Annette Money**

The Manager - Finance and Administration spoke to his report.

#### 2. DELEGATED AUTHORITY FOR PERIOD OF UNAVAILABILITY FOR THE CHAIRMAN AND CR SMITH

This report from the Chief Executive Officer is to provide for delegated authority for Forestry Board decisions making during May and August 2013

The Chairman suggested Cr Bishop and Cr Maxwell become delegated authority for the period The Chair and Cr Smith are away.

Cr Smith enquired if the Forestry Manager could have more authority. The Forestry Manager said that he would still have to request a second opinion.

The Chair suggested Cr Maxwell would be an ideal delegate as a representative taking into consideration that the current Forestry Board Business is situated in Lake Tekapo.

Cr Bishop stated that he would be happy to be a delegate.

Resolved:

1. That the report be received.
2. Cr Maxwell and Cr Bishop be co-opted onto the Forestry Board while Chair and Cr Smith are away.

**Annette Money/ Evan Williams**

Resolved:

1. That Cr Evan Williams becomes the Vice Chairman for the Mackenzie Forestry Board.

**Annette Money/ Graham Smith**

## **VII GENERAL BUSINESS:**

### **1. LAKE TEKAPO PLANTATION:**

Following the Tekapo Community Board Resolution on Monday 15 April that the Forestry Board is notified of The Tekapo Community Boards expectations that as soon as felling is completed the area is cleaned up and the track is reinstated. The Chair asked the Board what The Forestry Board's financial contribution to the reinstatement of the area would be.

The Chairman stated that more information was need before a decision to a financial contribution should be decided.

Resolved that the Forestry board awaits a report as for the costing's of the amenity planting.

**Graham Smith/ Annette Money**

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10.25 AM**

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

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

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 23 APRIL 2013 AT 10:31 AM

### **PRESENT:**

Graham Smith (Chairman)  
Claire Barlow (Mayor)  
Crs John Bishop  
Annette Money  
Graeme Page  
Evan Williams

### **IN ATTENDANCE:**

Paul Morris (Manager – Finance and Administration)  
Keri-Ann Little (Committee Clerk)

### **I APOLOGY:**

Resolved that an apology be received from Councillor Peter Maxwell.

### **II MINUTES:**

Resolved that the Minutes of the meeting of the Finance Committee held on 19 March 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.

Annette Money/ Evan Williams

### **III PUBLIC EXCLUDED**

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

1. Authorisation of Engineering and design costs for Tekapo Land Development.

<b><u>General subject of each matter to be considered</u></b>	<b><u>Reason for passing this resolution in relation to each matter</u></b>	<b><u>Ground(s) under Section 48(1) for the passing of this resolution</u></b>
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Authorisation of Engineering and  
Design Costs for Tekapo Land  
Development.

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: *Authorisation of Engineering and Design Costs for Tekapo Land Development* section 7(2)(b)(ii).

**Annette Money/ Mayor Barlow**

The Finance Committee continued in Open Meeting.

**CONFIRMATION OF RESOLUTIONS TAKEN WITH THE PUBLIC EXCLUDED:**

Resolved that the following resolutions taken with the Public Excluded be confirmed:

**Authorisation of Engineering and Design Costs for Tekapo Land Development:**

1. That the Council waive clause 57 of the Earth & Sky Ltd Agreement and waive clause 67 of the Foodstuffs Ltd Agreement.
2. That the Finance Committee authorise Robin Hughes Development Ltd to engage suitable consulting to complete the planning, engineering, surveying and design works necessary to prepare a subdivision consent application for lodging with Mackenzie District Council.
3. That the budget allowance for this work be set at \$199,800.00.

**Evan Williams/ Annette Money**

**IV REPORTS:**

1. FINANCIAL REPORT – JANUARY 2013:

This report from the Manager – Finance and Administration was accompanied by the financial report for the period to 30 March 2013.

Resolved that the report be received.

**Annette Money/ Mayor Barlow**

2. BANCORP QUARTERLY REPORT:

This report from the Manager – Finance and Administration was accompanied by the Bancorp Quarterly Report for the period to March 30 2013.

Resolved that the report be received.

**Evan Williams/ Graeme Page**

### III **PUBLIC EXCLUDED**

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

1. Previous Minutes of the Finance Committee, 19 March 2013.
2. The Old Library Café Update
3. Update Section Sale

<b><u>General subject of each matter to be considered</u></b>	<b><u>Reason for passing this resolution in relation to each matter</u></b>	<b><u>Ground(s) under Section 48(1) for the passing of this resolution</u></b>
Previous Minutes of the Finance Committee 19 March 2013	Commercial Sensitivity	48(1)(a)(i)
The Old Library Café Update	Commercial Sensitivity	48(1)(a)(i)
Update Section Sale	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 of The Finance Committee, 19 March 2013, The Old Library Café Update and Update Section Sale* section 7(2)(b)(ii).

**Annette Money/ Mayor Barlow**

### V **ADJOURNMENT:**

The meeting was adjourned at noon.

### V **ADJOURNMENT:**

The meeting was reconvened on Tuesday 30 April 2013 at 3:43pm.

Councillor Maxwell joined the meeting at 3:43pm.

Resolved: Raise the Tourism UAGC Rate to \$35 and to obtain the remaining balance from the Targeted Tourism Rate.

**Claire Barlow/ Annette Money**

Resolved: that the fixed charge for the Wheelie Bin Service be increased to \$250.00 for every rate payer.

**Annette Money/ Mayor Barlow**

Resolved: that the uniform annual charge across the whole District for Roding is \$20.00.

**Graham smith/Mayor Barlow**

*Annette Money and John Bishop voted against this motion.*

Resolved: to take sufficient money out of the Real Estate Reserve to cover the local share of the emergency reinstatement cost of Roding.

**Graham Smith/ Peter Maxwell**

Resolved: that Towns use up their Roding Reserve Funds within a year. That Rural use their Rural Roding Reserve Funds within three years subject to consultation with the Rural Sector.

**Annette Money/ Claire Barlow**

Resolved: To take \$107,000 out of The Rural Reserves Fund which is the local share of the bridges and \$40,000 goes in to establish a Roding Reserve.

**Graham Smith/ Annette Money**

Resolved: that there is a 6.84% rate increase across the District.

**Annette Money/ Mayor Barlow**

Resolved: that Council delegate the authority to adopt The Draft Annual Plan and Summary for public consultation.

**Annette Money/ Graham Smith**

Mr Chair thanked The Manager Finance and Administration - Mr Morris for his hard work and the Committee for their input.

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:13PM**

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

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

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE PROJECTS AND STRATEGIES COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 23 APRIL 2013 AT 1: 12PM**

#### **PRESENT:**

Graeme Page (Chairman)  
Claire Barlow (Mayor)  
Crs John Bishop  
Annette Money  
Graham Smith  
Evan Williams  
Peter Maxwell

#### **IN ATTENDANCE:**

Bernie Haar (Asset Manager)  
Suzy Ratahi (Manager – Roading) (left Meeting at 1:45pm)  
John O'Connor (Utilities Engineer)  
Angie Taylor (Solid Waste Manager) (left Meeting at 2:37pm)  
Keri-Ann Little (Committee Clerk)

#### **I APOLOGY:**

Resolved: that an apology be received from Councillor Peter Maxwell.

**Mayor Barlow/ John Bishop**

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

There were no Declarations of Interest.

#### **III MINUTES:**

Resolved that the Minutes of the meeting of the Projects and Strategies Committee held on 19 March 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.

**Evan Williams/ Mayor Barlow**

#### **ACTION POINTS:**

1. *Lilybank realignment is underway today.*
2. *There has not been a meeting with residence of the corner of Strathallan and Hamilton Road – updated in The Roading Manager's report.*

#### **IV     REPORTS:**

##### **1.   ASSET MANAGER’S MONTHLY REPORT:**

This report from the Asset Manager referred to Asset Management – Project Progress – Roothing, Essential Services and Solid Waste.

Resolved that the report be received.

**Claire Barlow/ Evan Williams**

##### **Solid Waste:**

Angie Taylor, Solid Waste Manager spoke to her report.

##### *Solid Waste sub-committee meeting:*

A sub-committee meeting was held on Thursday 4th April 2013. Follows is a brief outline of the issues discussed:

##### **Operational update from ESL:**

- Noted that an excellent safety record has been held since the start of the contract.
- Kerbside collection generally working well.
- RRP’s have been cleaned up, currently a good team of staff and good staff retention.
- Still a high level of contamination in recycling – work on kerbside bin auditing to be discussed between Council and ESL
- ESL is investigating an upgrade of the recycling line.
- ESL is considering installing a weigh bridge for the Twizel RRP and will provide a proposal.

##### **Roothing:**

The Roothing Manager spoke to her report.

##### *Financial Assistance Rate (FAR) Review:*

The Roothing Manager spoke to her report accompanied with a draft submission document for Mackenzie District Council regarding the Financial Assistance Rate. The Roothing Manager requested a group of Elected Members who can meet with Council Staff to discuss contents of The Council’s written submission prior to lodgement on Friday 3<sup>rd</sup> of May. Meeting date would be Wednesday 1<sup>st</sup> of May. Meeting is set for 9am on Wednesday 1<sup>st</sup> of May - Cr Page, Mayor Barlow, Cr Smith and Cr Williams will attend the meeting with Council Staff scheduled above.

##### *Strathallan Road Dust Complaint:*

The Roothing Manager requested a meeting with the Boulton’s and The Roothing Committee be arranged to discuss the issues involved with the dust problem on the corner of Strathallan and Hamilton Road’s.

*Braemar Road:*

The Roding Manager reported that the Braemar Road has been hit hard by logging and rock carting operations; this has had a flow on effect on Mount Cook Station Road and Hayman Road respectively. The Roding Manager was happy to report logging operations has now been completed for the season. The repairs to Lake Pukaki Shoreline has ceased for the next 18 months.

**Utilities Operation and Maintenance Report to 31 March 2013.**

*Twizel Water Supply:*

Operation and Maintenance expenditure is \$28,700 over YTD budget. Most of the over-expenditure is due to repairs/replacement of the secondary pumps. The pumps are past their economic life. We are currently investigating the installation of pressure release valves to reduce water hammer when pumps are cutting in and put. This was successful on the swimming pool pump.

The number of service connection renewals is greater than anticipated. Expenditure to date is \$7,200 over YTD budget.

*Twizel Water Supply New Source Investigations:*

Two 150 mm diameter exploratory bores were sunk in the Ben Ohau Station Homestead area to ascertain if a full investigation is warranted at one or other of the sites.

**Site 3**

This bore is in “Alluvium in active river bed” beside the Fraser Stream. The alluvium material is entrenched in the Mt John glacial outwash.

The bore log indicates that the alluvium material is 29.4 m deep, which is deeper than I expected. The water quality is good; however the quantity of water is insufficient. At a flow of 16 l/sec, the drawdown was 10.88m.

**Site 4**

This bore is in the Mt John outwash plain, which is the most recent glacial outwash and the one most likely to yield water. It is in a low area at the junction of the fans from Lake Ohau and Ben Ohau Range directions.

The bore was drilled to 70.8 m deep, where the material changed from sandy gravels to sand. At a pumping rate of 12 l/sec from this depth the drawdown was 21.0 m. The screen was in the sandy gravel which appeared to restrict the flow.

The casing and screen were then pulled up so that the bottom of the screen was at 63.82 m depth. This was in the area of large rounded gravels. When pumped at 23 l/sec from this level (which was at the pump capacity), the drawdown was 3.77 m. There could be sufficient quantity of water at this site.

However, the water has high levels of iron and manganese which would require considerable treatment.

We have gained significant additional information on the groundwater in the area, but we have not found an obvious source which we could pump from to a reservoir that would then supply Twizel by gravity.

Opus International Consultants recommend the following work:-

1. Water levels in the exiting Twizel wells during past high demand durations be checked to ensure that the additional water take can be met from the existing wellfield.
2. Design of water treatment for the existing Twizel water source be commenced.
3. A pilot treatment plant treating for iron and manganese removal be operated on the water from the bore at Site 4.
4. Updated cost estimates be prepared for:
  - a) Supply from existing Twizel water source, with treatment and pumped from distribution for existing and future water supply needs.
  - b) Supply from Ben Ohau Station water source, with treatment and gravity distribution for existing and future water supply needs.
  - c) Twizel water source/treatment/pumped distribution for existing Twizel Township and Ben Ohau Station water source/treatment/gravity distribution for future developed areas of Twizel.

#### 1. TRANSPORTATION ACTIVITY MANAGEMENT PLAN:

To provide and adopt the Transportation Activity Management Plan as the framework for the 2012 to 2022 LTP.

Resolved that the report be received.

**Annette Money/ Evan Williams**

Mr Haar, Asset Manager spoke to the report.

Resolved:

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

**Graham Smith/ Mayor Barlow**

#### 2. WATER SUPPLY ACTIVITY MANAGEMENT PLAN:

To provide and adopt the Water Supply Activity Management Plan as the framework for the 2012 to 2022 LTP.

Resolved that the report be received.

**John Bishop/ Mayor Barlow**

Resolved:

1. The Council are committed to investigating the cost of providing a water scheme for Manuka Terrace once costs are known then going back to the affected Community for consultation.

**Graham Smith/ Mayor Barlow**

Resolved:

2. That the Water Supply Activity Management Plan be adopted as policy for the future direction of that activity.

**Graham Smith/ Evan Williams**

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE  
MEETING CLOSED AT 2:01 PM**

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**CHAIRMAN**

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**DATE**



## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 24 APRIL 2013 AT 2:05 PM**

#### **PRESENT:**

John Bishop (Chairman)  
Crs Graham Smith  
Mayor Claire Barlow  
Annette Money  
Graeme Page  
Evan Williams

#### **IN ATTENDANCE:**

Nathan Hole (Manager – Planning and Regulations)  
Keri-Ann Little (Committee Clerk)

#### **I APOLOGY**

Resolved that an apology from Councillor Peter Maxwell be received.

**Annette Money/ Graham Smith**

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

There were no Declarations of Interest.

#### **III MINUTES:**

Resolved that the Minutes of the meeting of the Planning Committee held on Tuesday 19 March 2013 including such parts as were taken with the Public Excluded to be confirmed and adopted as the correct record of the meeting.

**Annette Money / Graham Smith**

#### **IV REPORTS:**

##### **1. SOUTH CANTERBURY RURAL FIRE COMMITTEE 2013/2014 DRAFT STATEMENT OF INTENT:**

The report from The Planning and Regulations Manager to the Committee for adoption of the South Canterbury Rural Fire District Committee (SCRFC) draft statement of intent 2013/2014.

Resolved that the report be received.

Resolved:

1. The Capital Item of the Deputy Rural Fire Officer's Vehicle be taken out of the 2013/2014 budget.

**Mayor Barlow/ Graham Smith**

Resolved:

1. That the Committee agrees to adopt the SCRFC's 2013/14 draft statement of intent subject to confirming the proposed capital expenditure, excluding the Deputy Rural Fire Officer's Vehicle, for Mackenzie District Council.

**Annette Money/ Graham Smith**

2. SALE AND SUPPLY OF LIQUOR ACT 2012:

This report from the Manager - Planning and Regulations is for the Committee to consider a joint Local Authority Policy (LAP) with Timaru, Waimate and Waitaki District Councils.

Resolved:

1. That the report be received.
2. That the Committee agrees to the development of a joint LAP with neighbouring local authorities.

**Mayor Barlow/ Annette Money**

3. LAKE TEKAPO ENTERPRISES – RESERVES CONTRIBUTION:

This report from the Planning and Regulations Manager is for the Committee to consider the approving the issue of a section 224 certificate for Lot 73 of the Cairns subdivision prior to the reserve contribution condition being fulfilled.

Resolved that the report be received.

**Mayor Barlow/ Graeme Page**

Resolved: Not to sign a 224 certificate until condition 26 has been complied with. This is standard procedure and is what required of all other subdivisions.

**John Bishop/ Graham Smith**

4. PLAN CHANGE 13 UPDATE:

The Manager, Planning and Regulations informed the Committee of the Plan Change 13 current position. The Environment Court, in light of having the High Court resolution, will now reconvene to address current issues and requests and gather feedback, to confirm all parties previously involved are still current and who will be representing them and finally to see if there are any new issue to be addressed or put forward. Following these discussions a timetable will be drawn up. The Court Hearing will be held in Twizel and open for anyone to attend.

**THERE BEING NO FURTHER BUSINESS THE  
CHAIRMAN DECLARED THE MEETING CLOSED AT 2:55 PM**

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

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

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL, HELD IN THE TWIZEL COUNCIL OFFICE, TWIZEL ON TUESDAY 4 APRIL 2013 AT 9.33 AM**

#### **PRESENT:**

Claire Barlow (Mayor)  
Crs John Bishop  
Peter Maxwell  
Annette Money  
Graeme Page  
Evan Williams (from 12:20pm)

#### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Paul Morris (Manager – Finance and Administration)  
Garth Nixon (Community Facilities Manager)  
Keri-Ann Little (Committee Clerk)

#### **I      OPENING:**

The Mayor opened the meeting and welcomed all present. The Mayor informed the Councillors' and Staff that there would be a change of Agenda order, delaying the Forestry Board Council Approval decision to wait for Cr Williams arrival.

The Mayor tabled two emails from Alpine Recreation and Tim and Penny Rayward, 8 Mackenzie Street, Lake Tekapo expressing their concerns at the proposed harvesting of the Tekapo Plantation. *A copy of these emails are Appendix A of this record.*

The Mayor also tabled a letter received prior to the Meeting from Stephen Crone, President of the Lake Tekapo Lions Club expressing the Tekapo Lions Club interest in the felling of the Pinus Muricata trees in the Tekapo Plantation. *A copy of this letter is Appendix B of this record.*

#### **II      APOLOGY**

Resolved that apologies be received from Councillor Graham Smith, Asset Manager Bernie Haar and an apology for lateness from Councillor Evan Williams.

**John Bishop/Annette Money**

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

Cr Page asked The CEO if he believed there was a conflict of interest concerning the Forestry Board agenda item requesting Council decisions on the harvesting of the Tekapo Plantation taking into consideration that Cr Page is the Chairman of the Forestry Board and Cr Page's concerns regarding the public's perception.

The CEO did not believe this was a conflict of interesting stating that this was not a personal or unrelated business deal.

There were no further declarations of interest.

### **IV     BEREAVEMENTS:**

The Mayor referred to the recent death of Victoria Condon, Margaret Bennett and Dick Thompson.

A moment of silence was observed and a motion of sympathy was passed and the Chief Executive Officer was directed to pass this on to those concerned.

### **V       MAYORAL REPORT:**

This was the report of The Mayoral activities to 27 March 2013.

Resolved that the report be received.

**Annette Money/ John Bishop**

Cr Money commended Elected Members and Council staff for the outcome of the meeting with Ms Pat Shuker who outlined her concerns regarding water supply rating at Manuka Terrace. This issue has now been resolved.

### **VI     INFORMATION REPORTS:**

#### **1. GENERAL ACTIVITIES REPORT:**

This report from the Chief Executive Officer referred to Committee and Fairlie Community Board Meetings, and Other Meetings and Activities.

Resolved that the report be received.

**Peter Maxwell/ Graeme Page**

## **VII REPORTS REQUIRING COUNCIL DECISION:**

### **1. TWIZEL PUBLIC TOILETS:**

The Mayor welcomed Twizel Community Board Chairman Peter Bell at 9:49am.

This report from the Manager – Community Facilities refers to The Twizel Community Boards requests that Council provides an additional budget for the proposed new Twizel Public Toilets.

The report was accompanied by an email from Mr Murray Ackroyd registered Architect from DLA Architects LTD outlining a three month construction programme this email is *Appendix C* of this record.

#### **Resolved:**

1. That the report be received

**Annette Money/John Bishop**

In the long term plan Council made provision for new public toilets in Twizel with an initial estimate of \$200,000. The proposed new toilets for Twizel were advertised last year as requests for proposals.

We received two proposals for consideration. One from DLA Architects and the other from Draftline.

The Community Board has met with both Designers and discussed both proposals.

Estimates provided for both proposals exceed \$300,000.

To summarise, DLA Architect's proposal is the preferred design and that Council be requested to engage Murray Ackroyd to complete the design and specifications in preparation for putting this work out to tender.

At the Twizel Community Board Meeting on 11<sup>th</sup> of March the Twizel Community Board recommended:

1. That the Twizel Community Board recommends to Council that they proceed to tender for the new toilets using the preferred design by DLA Architects.
2. That the Twizel Community Board recommends to Council that Council make provision for the additional funding required and that any unspent capital be carried over to the next financial year.

**Annette Money/John Bishop**

The Mayor thanked Mr Bell, Twizel Community Board Chairman, for attending and Mr Bell left the meeting at 10:01am.

## **VI INFORMATION REPORTS CONTINUED:**

### **2. LAKE ALEXANDRINA CONSERVATION TRUST:**

The Mayor noted the letter of thanks to the Mackenzie District Council for the grant of \$10,400.00 provided to the trust in April 2012, stating it was lovely to receive a letter of thanks and appreciation.

### **3. COMMON SEAL AND AUTHORISED SIGNATURES REGISTER:**

This report from the Committee Clerk advised of documents listed on the Common Seal and Authorised Signatures Register from 12 February 2013 until 28 March 2013

#### **Resolved:**

1. That the report be received.
2. That the sealing of document numbers 767 to 768 be endorsed.

**Annette Money/ Graeme Page**

Paul Morris – Manager Finance and Administration was asked to check the contract with Earth and Sky LTD to clarify if on-going maintenance and general tidiness of the section is a requirement of the agreement.

## **VIII COMMUNITY BOARDS:**

This report from the Chief Executive Officer was accompanied by the Minutes of the meetings of the Fairlie Community Board held on 13 March 2013 and the Twizel and Tekapo Community Boards held on 11 March 2013.

Resolved that the report be received.

**Peter Maxwell /Annette Money**

### **FAIRLIE COMMUNITY BOARD**

#### **2. Princes Street Upgrade**

That the Council notes that the Community Board will hold a public meeting on Wednesday 3<sup>rd</sup> of April 2013 at 5pm in the Council Chambers, Fairlie with residents to discuss options for Princes Street Landscaping.

### TWIZEL COMMUNITY BOARD

#### **3. Greenway Trees:**

That the Council notes that the Twizel Community Board in conjunction with Community Facilities Manager, Mr Nixon's approval, resolves that the approved trees are felled from the Greenway behind Simons Street in Twizel.

#### **4. Litter Bins at the Southern Entrance to Twizel:**

That the Council notes that the Twizel Community Board resolves that The Community Facilities Manager compile costing's for three 140 litre Wheelie Bins to be kept at the Southern Entrance of Twizel. The Community Board then asked The Community Facilities Manager to approach Mr Hocken and ask for payment for installation and maintenance in full for the use of the Wheelie Bins mentioned.

#### **5. Twizel Water Supply**

That the Council notes that drilling had started in front of the Ben Ohau Cottage with promising results. Mr O'Connor, Utilities Manager will email the Board Chair with updates to the drilling and water supply topics.

#### **6. Twizel Public Toilets**

- That the Twizel Community Board recommends to Council that they proceed to tender for the new toilets using the preferred design by DLA Architects.
- That the Council notes that the Twizel Community Board recommends to Council that Council make provision for the additional funding required and that any unspent capital be carried over to the next financial year.

#### **7. Market Place – Bikes, Skateboards, Scooters and Dogs**

That the Council notes:

1. that *No Dogs* and *No Cycling and Skateboarding* signs are to be erected around Market Place within the next few weeks.
2. that the relocation of bike stands to more visible sites is to be investigated with the view to providing enhanced security for bicycles.

#### **8. Land Sales:**

That the Council notes that the empty section on the corner of Jollie and Huxley Street's be valued and listed on the Market for sale.

### TEKAPO COMMUNITY BOARD:

#### **9. Photographic Convention Request for Grant**

That the Council notes that a sponsorship grant from The Tekapo Community Board of \$500 to help offset cost of the Community Centre be donated to the Photographic Convention to be held in Lake Tekapo from the 3<sup>rd</sup> to the 5<sup>th</sup> of October 2013.

#### **10. Tekapo Community Board Meeting Date Re-Scheduling**



That the Council notes dates below are now confirmed as the new Tekapo Community Board Meeting dates – due to a clash of dates with Tekapo Fire Brigade Meetings:

- Monday 22<sup>nd</sup> of April
- Monday 22<sup>nd</sup> of July
- Tuesday 24<sup>th</sup> of September

## **IX COMMITTEES:**

Resolved that Minutes of the meetings of the Mackenzie Forestry Board, Finance, Planning and Projects and Strategies Committees held on 19 March 2013, including such parts as were taken with the Public Excluded, be received.

**John Bishop/ Annette Money**

## **X CONFIRMATION OF MINUTES:**

Resolved that the minutes of the meeting of the Mackenzie District Council held on 19 February 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.

**Annette Money/ Peter Maxwell**

## **XI ADJOURNMENT:**

The meeting was adjourned at 10:18am for a morning tea and reconvened at 10:50am.

## **VII REPORTS REQUIRING COUNCIL DECISION CONTINUED:**

### **2. FORESTRY BOARD COUNCIL APPROVAL:**

At the Forestry Board Meeting of 19 March 2013 it was resolved that Council make the decision as regards to the future of the Lake Tekapo Plantation.

Resolved that the report be received

**Annette Money/ Graeme Page**

The Mayor welcomed Ms Bruan-Elwert and two members of the Public to the Meeting.

The decision to seek Council approval recognises that undertakings given at Public Meetings in relation to replanting and track reinstatement will cause the Board to incur abnormal costs. These expenses will reduce the operational profit from the harvesting operation. By accepting

the remedial obligation the Board may be seen to be foregoing its mandated objective of maximising profit.

- The Mayor spoke to the Meeting stating she does understand there is a need to remove the trees and that some felling is required, however she feels there is not enough information sought and noted there is a lot of public interest and would like to see the existing mess cleaned up before more harvesting is done. The Mayor also said that she would like to see a plan in place as to how this plantation will be felled both during the works and afterwards and also how this plantation will be budgeted for in the future. The Mayor said she feels sometime should be taken to consider all important information and until a plan can be put in place The Mayor recommends harvesting is delayed for a further year.
- Cr Peter Maxwell spoke to the Meeting saying he has lived in Lake Tekapo since 1986 and stated that if there was anything to happen in the town to risk viability he would be the first to object. Cr Maxwell feels this is a huge opportunity going forward and understands there is some concern for Murray Place residents in regards to safety with some big trees falling and also the apparent fire risk. Cr Maxwell believes this is a package deal and the money gained will be reinvested making the area a special place with big opportunities. Cr Maxwell stated there is a current premium price for trees of that size and said that tourism won't die and they can still walk through via a new route with more opportunities.

Cr Maxwell responded to Mrs Bruan-Elwerts report stating the following points:

1. The loss of wind shelter will happen anyway from the removal of the trees from the back of Murray Place.
2. The sewer system will actually work better.
3. There is a lot of existing forestry areas and plantations in and around Lake Tekapo to "play in"
4. The Tekapo Community Board has identified a high level of clean-up will take place and with no financial cost to the Community Boards budget.

Cr Maxwell concluded by stating that he believes there are so many positives and thinks if it is going to be done it is done now while the price is right.

- Cr Bishop stated that he is prepared to listen and support the Community Board as a Councillor and said the Community Board has more information on this as a whole and believes that we have to look to the future.

- Cr Money said that she also supports the Community Board and thinks the one thing that needs to be assured to Tekapo residents is that what is left behind will be of more recreational value going forward and that the Forestry Board does have a job to do and that they have to think long term. Cr Money believes there is no need to delay but there has to be a guarantee that the area left will be of more value.
- Cr Page spoke to the meeting stating that he understood the tress had the potential to last another 10 to 15 years before they would deteriorate and felt that the decision today would only postpone what has to happen in the future. Cr Page stated that trees are always controversial and that he has received several phone calls and feedback from people who are in favour of the harvesting. Cr Page said that he supports proceeding with the harvesting and do the best possible job to clean up the area afterwards.

Cr Maxwell said that the Community Board will put a proactive plan together.

The Mayor welcomed Ms Braun-Elwert to speak to Elected Members and Council staff.

Ms Braun-Elwert asked the meeting to bear in mind that the Community Board made the decision to support the Forestry Board without consulting with the residents and did not hold a public meeting until afterwards. Ms Braun-Elwert stated that she believes it is being done the wrong way around and that a management plan should have been done before the milling and asked what is the purpose of the forest going forward.

The Mayor thanked Ms Braun-Elwert for her comments.

The Mayor put forward a motion: that the felling of the Lake Tekapo Plantation is delayed for 1 year to enable a proper cost benefit analysis to be done and a long term management plan to be drawn up in consultation with the community sector.

### **Mayor Claire Barlow/ Annette Money**

The Mayor called a division of votes and asked the Chief Executive Officer to take down the names of the elected members voting for and against the motion and abstentions.

Cr Annette Money and Mayor Claire Barlow voted for the motion. Cr John Bishop, Cr Peter Maxwell and Cr Graeme Page voted against the motion.

The motion lapsed.

Resolved:

1. To proceed with harvesting of the trees in Section A and B of the Lake Tekapo Plantation.
2. That the Forestry Board be authorised to expend funds to meet rehabilitation commitments from Public Meetings at Tekapo.

**Peter Maxwell/John Bishop**

Cr Annette Money and Mayor Claire Barlow voted against the resolution.

**XII VISITORS:**

The Mayor welcomed Mr Stephen Gubb and Ms Leigh Harris to the meeting at 11:18am

**XIII PUBLIC EXCLUDED:**

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

1. Stephen Gubb and Leigh Harris

<b><u>Reason for passing General subject of each matter to be considered</u></b>	<b><u>Ground(s) under this resolution in relation to each matter</u></b>	<b><u>Section 48(1) for the passing of this resolution</u></b>
Stephen Gubb and Leigh Harris	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: *Stephen Gubb and Leigh Harris* Section 7(2)(b)(ii)

**Peter Maxwell/ Annette Money**

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11:19  
AM**

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

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

## Mackenzie District Mayor

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**From:** Alpine Recreation <climb@alpinerecreation.com>  
**Sent:** Saturday, 30 March 2013 3:05 p.m.  
**To:** Mackenzie District Mayor; Graeme Page; Graham smith; annette money; Evan Williams; Alpine Vista B & B; John Bishop  
**Cc:** MURRAY COX; PETER MUNRO; Alan Hayman; radlee@xtra.co.nz  
**Subject:** Proposed clear-felling of Section A and B in Tekapo Forest - refer to map provided by Council

Dear Mayor and Councillors,

Before you make a decision to fell all the mature trees in the Tekapo plantation you need to ask yourself the following questions:

- 1) Will there be sufficient net profit from milling the trees, after all costs are taken into account, that will justify the loss of wind shelter, odour protection, recreation and aesthetic amenity? If the Forestry Board generally aims for a 3% net return for harvesting operations in the Mackenzie Basin, in this case will that be achieved, once all the additional, out-of-the-ordinary costs are deducted, and even if it is achieved, is that small a return worth it, when you consider the negative effects?
- 2) The Tekapo forest was planted originally for wind shelter and screening for the sewerage ponds and rubbish dump and has been recognised for over 40 years as a valuable recreational resource and green belt, backing the township. Does the Council have a right to mill the majority of the trees?
- 3) As Tekapo continues to develop as a tourist town and the harvesting of trees in this area becomes increasingly problematical, because of the adverse effects so close to residences, does it make sense to mill all of the best areas for recreation, when in the longer-term this forest will no longer be used primarily as a production plantation?

**Unless you can answer the above questions with a totally confident "yes", then you should NOT be voting to mill the trees now.**

This is the forest we have now (in Section B):





The next photos show the area of forest which has been milled previously. Even after 15 years we are not going to get back the kind of park-like forest we have in the top photo.



- c) Delaying felling for a year would allow time for a cost benefit analysis to be undertaken to assess whether the trees (specifically those in section B) are more valuable to the Lake Tekapo Community and Mackenzie District intact, as part of the region's existing natural assets that are VITAL in attracting tourist dollars. Lake Tekapo is a growing community and apart from the necessity of Council providing quality recreation areas for existing and future residents, natural areas such as the Lake Tekapo Forest provide an additional activity for tourists that (cumulatively with other natural assets in the town) encourage them to stay longer. Recreational use of the Tekapo Forest has increased over the years and its convenient access makes the forest a desirable recreation destination. Also, the low cost of recreational experiences for walkers, runners and cyclists and quality recreation opportunities contribute to the attractiveness of the forest and the township as a whole, providing a point of difference with other places, where such outdoor recreation opportunities are not so accessible. Currently, the Mackenzie District records approximately 450,000 guest nights per annum (source: Christchurch & Canterbury Tourism). A significant number of these guest nights occur in Lake Tekapo. It follows that the more quality activities we have to offer, more tourists will visit the region and stay longer. If visitors stay longer in Lake Tekapo, they are more likely to make day trips to visit Fairlie, Twizel and Mt Cook and thus the whole region benefits. **The Tekapo Springs I-Site have stated that the most frequently asked question from tourists is where the local walks are.** The pine forest (Section B) is the closest sheltered walk/cycle way within easy reach from the village and forms an integral and aesthetically pleasing part of the Cowan's Hill Track.
- e) Delaying milling the pine forest would allow time to develop a long term management plan for the forest, which explores all the options that best serve the community and region as a whole. For example, options of milling, part milling or no milling and purchase of the trees by individuals or the community could be further investigated as well as roles and responsibilities for future management. Models for long term management could be developed, including the community taking over managing the forest (as is currently the case for the Tekapo Regional Park). **The advice given to the Tekapo Community Board at the time of their making the decision to support the Forestry Board's proposal to fell was misleading. They were told it would be a heavy burden to ratepayers to take on the management of the forest and yet the amount spent in the last financial year was less than \$1000.**

It should be noted that increasingly in New Zealand, forested areas are providing real and tangible benefits for local and regional communities in multiple ways other than for timber harvesting. For example, the Whakarewarewa Forest in Rotorua generates millions of dollars through provision of mountain bike and walking trails and The Goat Adventure Run in Tongariro is a good example of forest outdoor events that stimulate local economies and raise funds for community groups by increasing local and international tourists. The most recent issue of 'Tourism Business (Feb-Mar 2013) includes a feature article on tourism regions reaping increasing benefits from the growth of outdoor adventure events. It is feasible that in the future, the Mackenzie region could host more outdoor events or even promote a network of 'Great Mackenzie Country Walks' or similar, building on the success of the Great Walks network.

If Councillors are honest with themselves they will acknowledge that the future of this forest lies in recreation primarily, not commercial forestry. That being the case it does not make good sense to clear-fell all of Section B. Section B has been selectively logged previously and is quite an open forest. Wind-throw has not been a problem in this area. To quote one of our local residents from Switzerland: "Clear felling is certainly no option for Lake Tekapo, if we want to be a destination for recreation and tourism." The outskirts of Tekapo are already showing the devastation of clear-felling, creating a "rape and pillage" impression. Let us not make it worse by clear-felling so close to the village itself.

In conclusion, given the value placed on this forest by the community, it would be beneficial for the Council to be seen to be engaging with the local community and other stakeholders to find a way forward to allow for the wide range of uses the forest can provide. As a first step the Council simply needs to defer the decision to log for a year. Once the trees are cut down it's too late to go back and try to re-create what was there.

## Mackenzie District Mayor

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**From:** Tim Rayward <tim@airsafaris.co.nz>  
**Sent:** Monday, 1 April 2013 10:07 p.m.  
**To:** Mackenzie District Mayor  
**Subject:** Tekapo Pine Forest

Hi Claire,

Hope you had a good Easter and got a bit of a break.

We wanted to express our concerns at the proposed clear felling of the Tekapo Pine Forest.

This area is a tremendous recreational asset to the local community (young & old) and visitors alike. The tracks and trails are all well used and it is amazing to see the number of huts and bike jumps throughout the plantation being built by kids (I grew up playing there in the 1970's and early 80's and it's really nice to see the next generation getting the same enjoyment of the area)

It is concerning to see the push (from some) for short term financial gains over the well-being of our community. I believe the plantation was not planted primarily for commercial logging more as a recreational asset and shelter to the town.

We are also seeing first hand the mess left behind by recent commercial logging around town. There are also plenty of areas logged years ago with messy piles of trees that will take forever to rot away in our climate.

We are in full support of the submissions from Tracey Bell and others.

A 12 month hold would give everybody time to explore all options going forward.

Look forward to catching up.

Kind Regards,  
Tim & Penny Rayward  
8 Mackenzie Street  
Lake Tekapo



Mackenzie District Council

April council meeting

From Lake Tekapo Lion Club

Subject Forestry

The Mayor, Councillors and Council Staff

Lake Tekapo Lions Club would like to express interest in the Pinus Muricata trees, the Eastern end of Block A, behind Murray Street/ Burnet Place .After discussion with some of the Forestry committee members ,we will, if passed by the council clear cut the block, and stack the logs at convenient place away from the tree block. This will leave the block available for removal of waste, ready for replanting. It is our understanding that the council will be responsible for cleaning of waste. The logs will be ringed and split for firewood during spring and it is our intention to be out of the area by Christmas.

The lake Tekapo Lion Club are experienced at felling trees, we have a proven history within the region. The Club has worked with the council over various tree blocks for the benefit of the council and Lions. The Lion Club sell the firewood with in the township and majority of the money donated back to the community .

Thanks for your consideration

Stephen Crone

President ,Lake Tekapo Lion Club

## Garth Nixon

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**From:** Murray Ackroyd <MurrayA@dla.co.nz>  
**Sent:** Tuesday, 26 March 2013 12:57 p.m.  
**To:** Garth Nixon  
**Subject:** RE: Council Meeting programme

Hi Garth,  
 Having had a chance to look at this we think it's a minimum 3 month construction programme.  
 So programme could be something like this;

Approval to go ahead – 2 April  
 Developed design stage and preparation of QS estimate - report to Council 14 May. (This is a very important stage, developing the building brief and building detail and providing council with clear building and cost information before moving to the next stages) Either approval to continue or value engineering required – should add a time contingency here, say 2 weeks, for value engineering/changes.  
 Complete tender docs – lodge for consent and call tenders – early July  
 Tenders received and report to council - 23 July.  
 Appoint contractor and lead in - 1-2 weeks (contractor to confirm programme)  
 Commence on site early August.  
 Say 3 month programme minimum (possibly add a weather contingency in here ) so complete in November .

Tried to programme delivery dates around council meetings.

Hope this helps

Kind regards,

Murray Ackroyd  
 ANZIA, Registered Architect

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**From:** [Garth@mackenzie.govt.nz](mailto:Garth@mackenzie.govt.nz) [<mailto:Garth@mackenzie.govt.nz>]  
**Sent:** Tuesday, 26 March 2013 11:24 a.m.  
**To:** Murray Ackroyd  
**Subject:** Council Meeting programme

Hi Murray