



*430<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)**

Graham Smith

James Leslie

Evan Williams

Russell Armstrong

Noel Jackson

Murray Cox

*Notice is given of the meeting of the Mackenzie District Council  
to be held on Tuesday 10 December 2013 at 9:30am*

**VENUE:** Council Service Centre, Twizel

**BUSINESS:** As per Agenda attached.

**WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER**



## MACKENZIE DISTRICT COUNCIL

### Agenda for Tuesday 10 December 2013

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• Fairlie Community Board Minutes	85
<b>IX. CONFIRMATION OF MINUTES</b>	
Confirm and adopt the Minutes of the Mackenzie District Council Meetings held on 26 November 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.	

**X. PUBLIC EXCLUDED**

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

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1. Tekapo Community Board Minutes 18 November 2013	94
2. Council Minutes 26 November 2013	104
3. Sale and Purchase Agreement	117
4. Sale and Purchase Agreement	146
5. Zone Committee Appointments and Terms of Reference	174

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Tekapo Community Board Minutes	Commercial Sensitivity	48(1)(a)(i)
Council Minutes 26 November 2013	Commercial Sensitivity	48(1)(a)(i)
Sale and Purchase Agreement	Commercial Sensitivity	48(1)(a)(i)
Sale and Purchase Agreement	Commercial Sensitivity	48(1)(a)(i)
Zone Committee Appointments and Terms of Reference	Protect the Privacy of Natural Persons	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Tekapo Community Board 18 November 2013, Council Minutes 26 November 2013, Sale and Purchase Agreement and Sale and Purchase Agreement 7(2)(b)(ii) Zone Committee Appointments and Terms of Reference 7(2)(a).*

**XI. VISITORS:**

10:30	Jason Gaskill, Alps2Ocean
11:00am	NZTA
11:30pm	Tim Hunter, CEO, Caroline Blanchfield, Claire Hector-Taylor, Marketing Co-Ordinator, Christchurch Canterbury Tourism
12:30pm	Liz Scott to present Bruce Scott Memorial Prize
12:35pm	Presentation to Zoe Dobbs recipient of the Mackenzie County Scholarship Resident

**XII. ADJOURNMENTS**

10:20am	Morning Tea
12:00pm	Lunch
3:00pm .	Afternoon Tea

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** GENERAL ACTIVITIES REPORT

**MEETING DATE:** 10 DECEMBER 2013

**REF:** PAD 2/3

**FROM:** MAYOR

### ACTIVITY REPORT

#### COUNCIL, COMMITTEE AND BOARD MEETINGS

26 November	Council meeting
10 December	Council meeting at Twizel

#### OTHER MEETINGS AND ACTIVITIES

27 November	Met with Sam Callandar, Wendy Smith & Raewyn Bell from ADBT – discussed their plans for ED starting in January and talked about who key stakeholders might be. Met with Brent Birchfield from PortFM regarding radio transmission during power outages. Attended a District Licensing Committee meeting at Timaru DC.
28 November	Attended Alpine Energy Shareholders meeting in Timaru with the CEO.
29 November	Mackenzie County Scholarship interviews
1 December	Gala Event of A20 in Oamaru – including ride from Elephant Rocks to Burnside.
2 December	Unveiling of the SADD billboard in Twizel organised by Students Against Drunk Drivers.
4 December	Information workshop for Tekapo Project Development – brief new Councillors. Finance workshop.
5 December	Planning workshop. Attended Mayoral Forum dinner in Christchurch with the CEO and region's Mayors/CEs.
6 December	Attended Canterbury Mayoral Forum and the Civil Defence Joint Committee meeting with the CEO in Christchurch.
7 December	Councillor & partner dinner at Bluewater and stargazing with Earth & Sky.

#### RECOMMENDATION:

1. That the report be received.

CLAIRE BARLOW  
MAYOR

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** OLD LIBRARY BUILDING, FAIRLIE

**MEETING DATE:** 10 DECEMBER 2013

**REF:** LAN

**FROM:** WAYNE BARNETT, CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To update the Council on progress with the Old Library building.

To seek direction from Council in relation to the preferred option for the Old Library Building.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That Council indicate its support for the repair of the existing Old Library building or for the construction of a new replacement building.
3. That Council instruct the CEO to implement a tender process for the reconstruction of the Old Library building.
4. That the Mayor be delegated authority to accept a suitable tender, or.
5. That Council instruct the CEO to investigate options for the construction of a new replacement building.

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

## **ATTACHMENTS:**

Powerpoint slides prepared by Architects Plus.

## **BACKGROUND:**

The situation with the Old Library building is well known to Council and the matter has been considered at several meetings.

In essence, the Old Library building was damaged by fire in October 2011. The building was insured and the insurance company has given Council several options regarding settlement. The insured value is \$676,000 excluding GST. This can be used to either repair the existing building or to construct a replacement.

Council was also offered the chance to demolish the building and receive the indemnity value (\$272,000), but Council has not indicated support for this option.

Over the past few months staff have worked with Graham McDermid of Architects Plus to formulate a repair methodology and estimate of costs. The total expected cost for repairing the building is \$585,000.

## **POLICY STATUS:**

See comments on significance below.

## **SIGNIFICANCE OF DECISION:**

Council's Significance Policy sets out the following procedure for managing significant decisions.

### ***Procedures***

- *The Chief Executive Officer will report to Council whenever the thresholds of significance listed in this policy are likely to be exceeded.*
- *Any such report will:*
  - *Identify how the decision sought fits Councils' policy on significance,*
  - *Evaluate it against the criteria contained in this policy and*
  - *Recommend how it should be treated.*

*Where the decision is deemed to be significant, the report to Council will recommend how the specific requirements of the Local Government Act 2002 can be met.*

The decision on the future of the Old Library building triggers Council's Significance Policy because the expenditure will exceed \$400,000 and is not included in either the long term plan or the Annual Plan.

The requirements of Council when making significant decisions are set out in LG76.03 (Section 76.03 of the Local Government Act). This invokes LG76(1) which in turn requires compliance with sections 77, 78, 80, 81 and 82.

Section 79 is also relevant. LG79 requires Council to make judgements about how to achieve compliance with Sections 77 and 78 that is largely in proportion to the significance of the matters affected by the decision.

LG77 requires Council to seek to identify all reasonably practicable options for achievement of the objective of a decision and assess those options.

It is considered that the 'Purpose', 'Background' and 'Issues & options' sections of this report satisfy LG77.

LG 78 requires Council to give consideration to the views and preferences of persons likely to be affected by or to have an interest in the matter.

It is considered that the consultation outlined in the 'Considerations: Other' section of this report satisfy LG78.

LG80 deals with decisions that are inconsistent with Council policy.

There are no inconsistencies arising from the decisions being considered and as such the requirements of LG80 are met.

LG81 sets out how contributions to decision-making processes by Maori will be facilitated.

Page 215 of the Mackenzie District Council Long-Term Plan 2012-2022 sets out Councils arrangements to achieve the objectives of LG81.

LG82 stipulates that 'if a local authority undertakes consultation, it must do so in accordance with six principles of consultation. These include: providing people with reasonable access to relevant information on the purpose and scope of the consultation; providing reasonable opportunities for people to present their views to the local authority; receiving those views with an open mind; and providing submitters with information on the decision and the reasons for the decision. The local authority has a discretion as to how it observes these principles in any particular instance having regard to the matters set out in S82(4). The local authority must ensure that it has in place processes for consulting with Maori.'

It is considered that the consultation outlined in the 'Considerations: Other' section of this report coupled with the Maori consultation provisions outlined above, satisfy LG82.

It is considered that the contents of this report satisfy Councils obligations under its Significance Policy.

### **ISSUES & OPTIONS:**

Architects Plus has completed a rebuild design and obtained realistic/conservative price estimates from a specialist construction company and a local builder. The total expected cost of repairing the Old Library building is \$585,000. This cost includes an appropriate contingency allowance.

Consideration should be given to two key parameters when deciding how to proceed, firstly the relative benefits of owning a reconstructed heritage building against a new purpose built commercial building. Secondly the risk elements (cost, general risk and uncertainty) associated with each option.

The following table sets out three risk elements that will apply to each of the available options.

Criteria	Rebuild Option	New Building
Cost	Realistic/conservative price estimate from Architect Plus is \$585,000	It is known that a high quality new building can be constructed for \$676,000
General Risk	Scale risk is low – extent of work is known.	Scale risk is moderate – extent of work is unknown.
	Pricing risk is moderate/low – work priced by competent building practitioners	Pricing risk is moderate – market risk exposure. Possible discrepancy between architect's price and builder's price.
	Unknown risk is moderate – working on an existing old building	Unknown risk is low – new build on a clean site.
Uncertainty	Low risk – project is well defined with good community support.	High risk – new build project would need preliminary consultation. Risk of variation in community expectation.

Going forward management actions will be directed toward containing the higher risk areas for the option selected.

For the rebuild option a tender process is recommended to lower the pricing risk. The unknown risk associated with working on an existing old building will remain.

For the replacement option the initial focus would be on the uncertainty surrounding architectural aspects, (purpose, size, concept and form of the building). A process would be needed to develop a suitable architectural concept for a replacement building. Community consultation would then be needed to gauge support for the concept. A Quantity Surveyor could be used to determine cost, thus reducing the scale risk. This would be followed by a tender process to control the residual pricing risk.

### **CONSIDERATIONS:**

#### **Legal**

There are no significant legal implications associated with this decision.

#### **Financial**

It is expected that the cost of either option will be covered by the insurance funding that is available. The only cost to Council is the excess which is \$5,000.

#### **Other**

Community consultation undertaken to date indicates a community preference for repairing the existing building.



	Support for Repair Option	Support for New Building
Feedback from forms from Fairlie Accessible in May/June	64	13
Indicative vote taken at the public meeting on 11 June	Majority	The Remaining
Indicative vote taken at the public meeting on 14 November	9	1

On 25 November the Fairlie Community Board resolved:

Resolved:

2. That the Fairlie Community Board supports the residence preferred option of repairing the existing Old Library Building subject to a satisfactory tender price being received.

**Noel Jackson/ Trish Willis**

An article was placed in the Fairlie Accessible on 20<sup>th</sup> November inviting people with questions or views on the building to contact Council. At the time of writing no responses had been received.

**CONCLUSION:**

The purpose of this report is to seek Council's direction on their preferred option for addressing the Old Library building.



Unit 2  
12 Motorhouse Avenue  
Christchurch  
P 03 3798086  
www.architectsplus.co.nz

## FAIRLIE Old Library Café

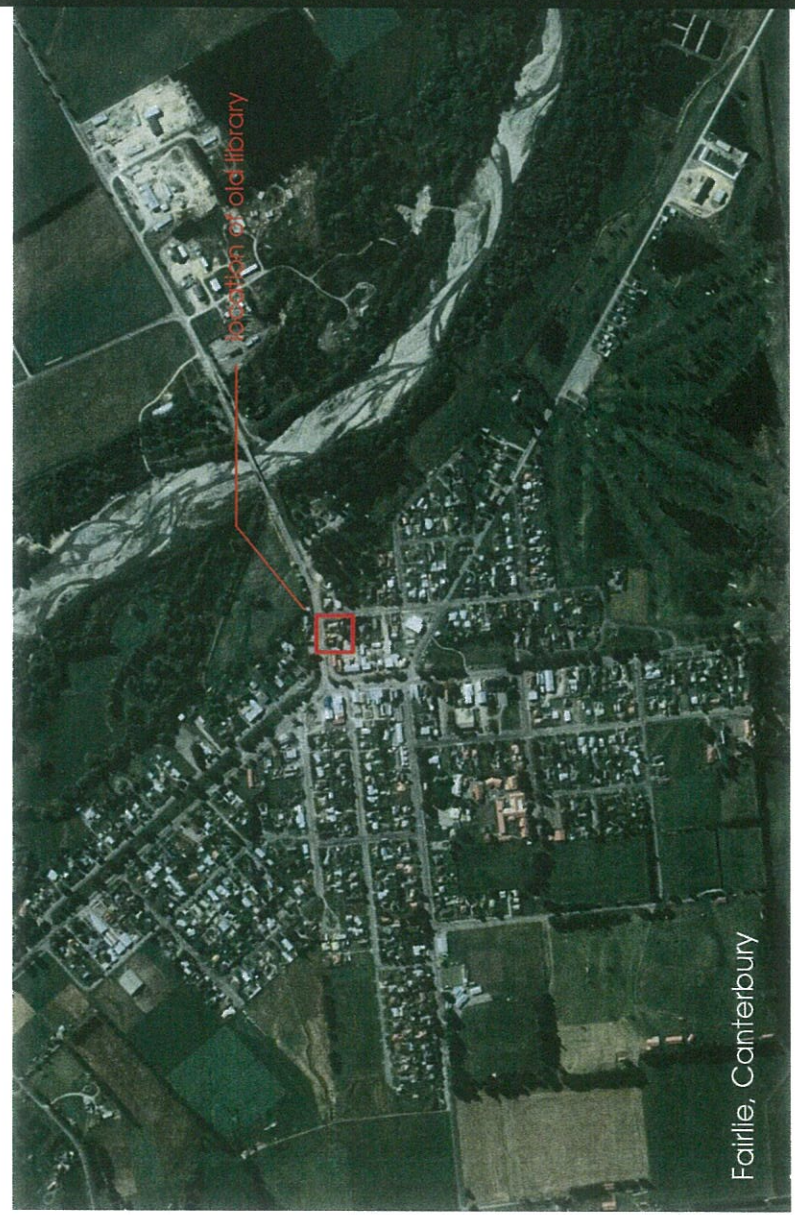
Architect Presentation 14 November 2013





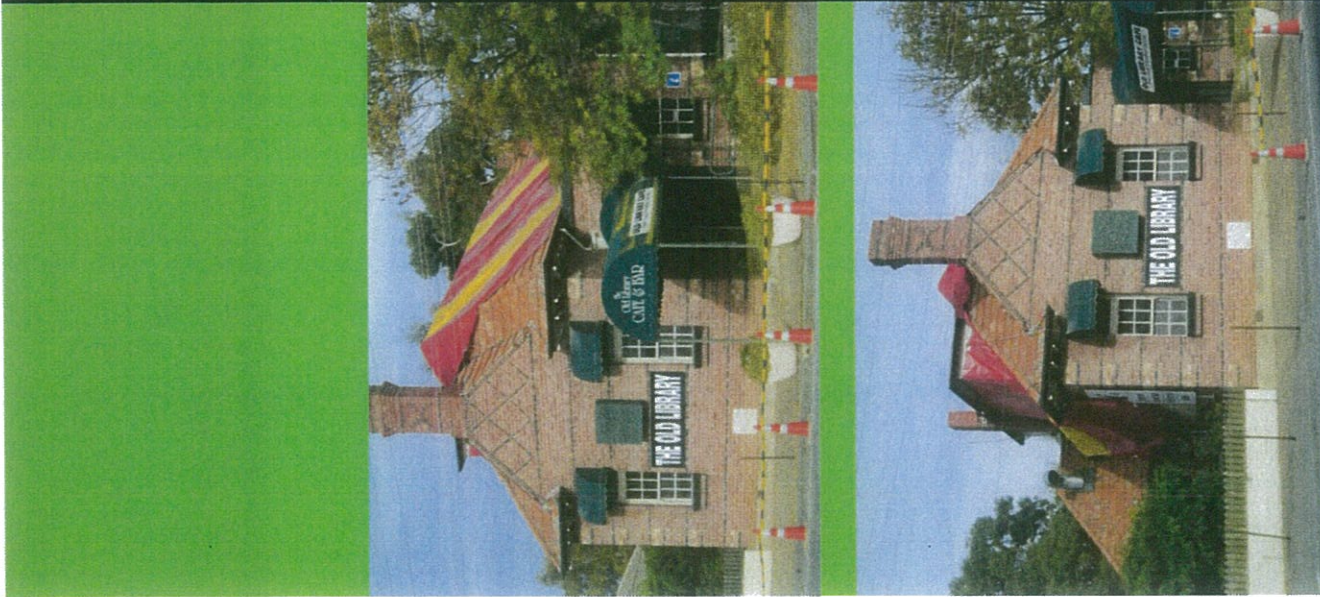


Location & site map



Fairlie, Canterbury



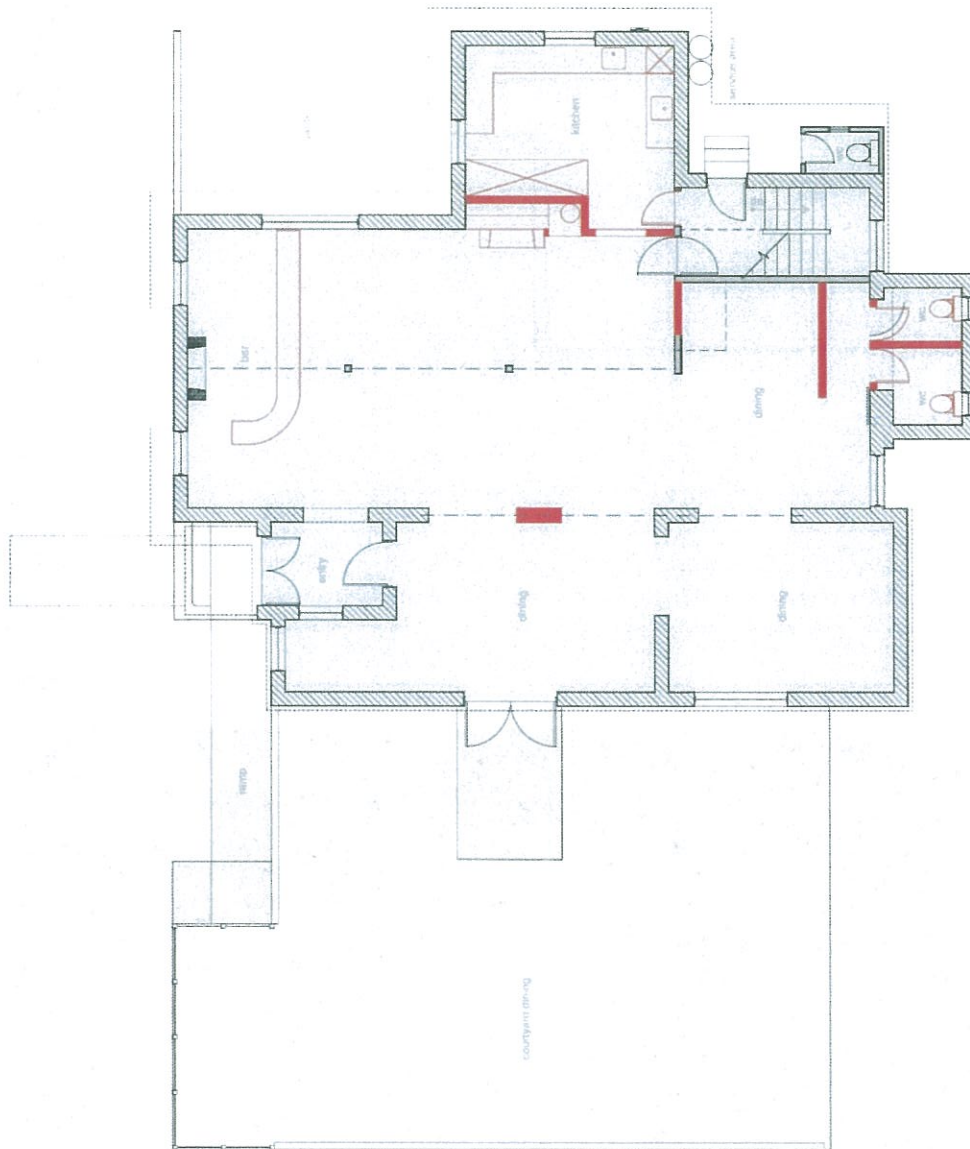


Existing Street Front

allandale road



Existing Site Plan



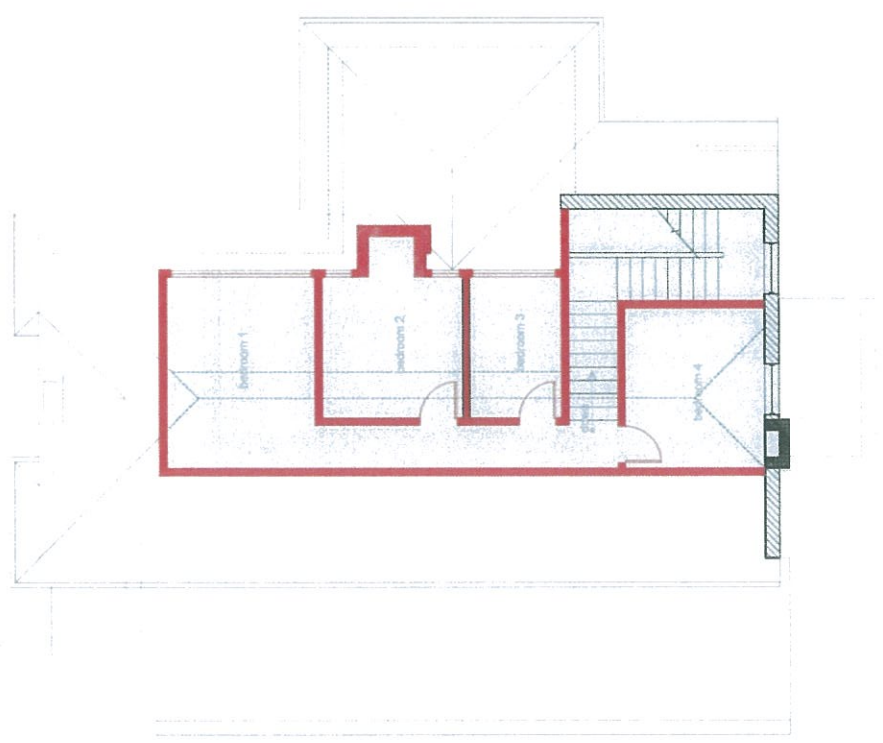
to be removed

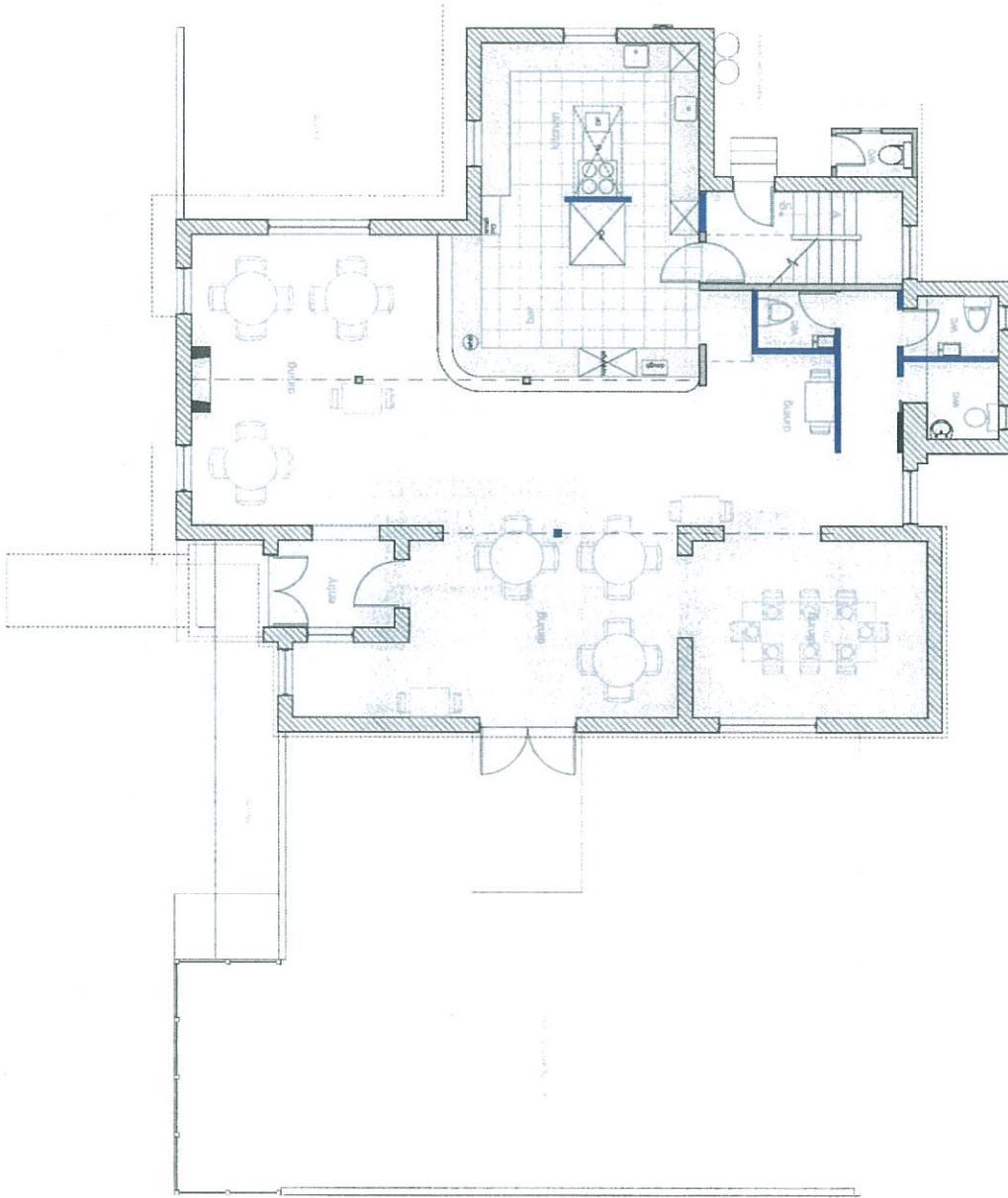
Existing Ground Floor Plan

Scale n/a



to be removed

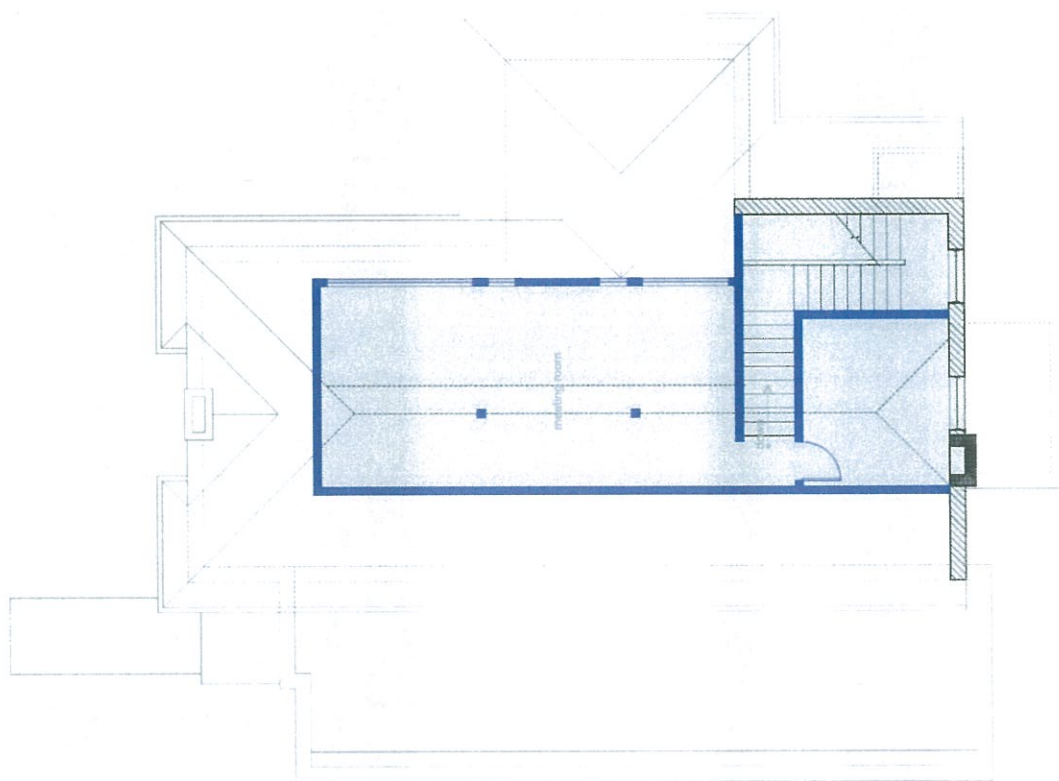




proposed

Proposed Ground Floor Plan

Scale n/a

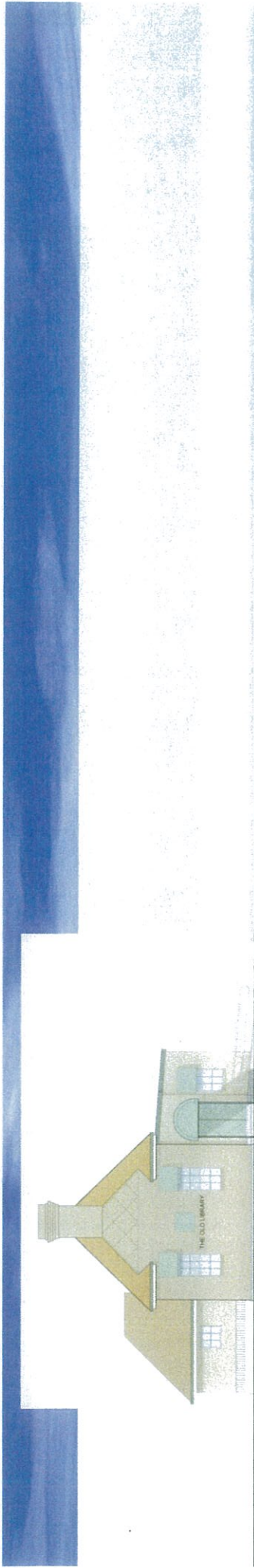


proposed

Proposed First Floor Plan

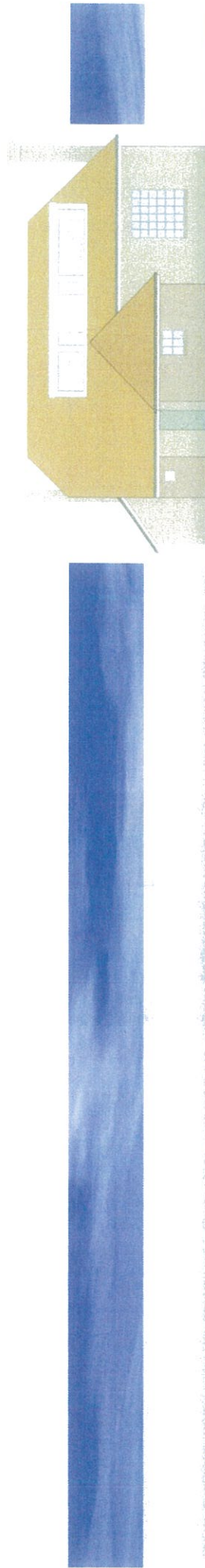
Scale 1/4"



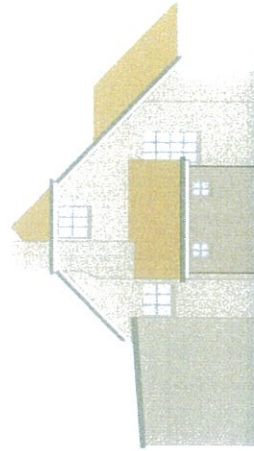


north elevation

Scale n/a

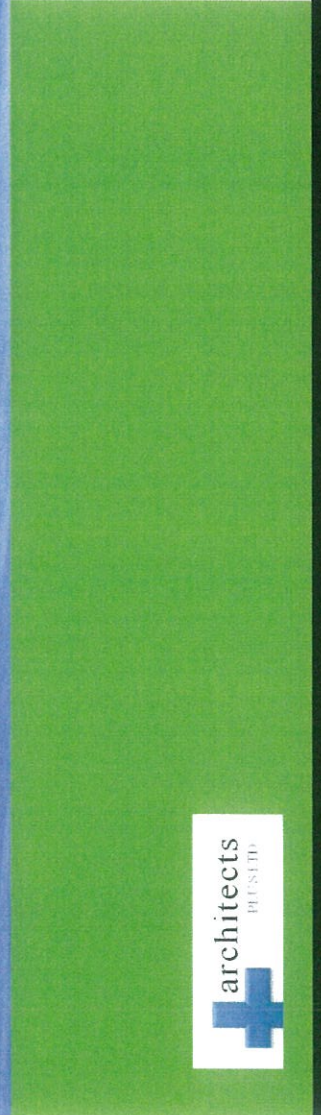


east elevation



south elevation

Scale n/a



west elevation

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** REQUEST TO PROVIDE PUBLIC TOILETS AT BURKES PASS

**MEETING DATE:** 10 DECEMBER 2013

**REF:** WAS 12/1

**FROM:** MANAGER – COMMUNITY FACILITIES

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To notify Council of a request to provide public toilets at Burkes Pass.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. Council should decline this request and monitor the situation. If necessary, make provision in the LTP and consult on the matter.

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

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

## **ATTACHMENTS:**

Appendix 1: Letter from Julie Greig and Jan Zyzalo, to the Mayor.

Appendix 2: Permaloo Brochure

## **BACKGROUND:**

Letter received from Julie Greig and Jan Zyzalo of Burkes Pass Accommodation & Gallery requesting Council consider providing a public toilet at Burkes Pass.

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

Not significant according to Councils policy. If Council saw this favourably, there would need to be consultation in the Burkes Pass community. There are also possible wider impacts with other small communities wanting toilet facilities.

## **POLICY:**

Council has no policy in relation to provision of Public Toilets. The Long Term Plan provides for improvements in Twizel and at Tekapo but does not provide for any other new facilities.

## **ISSUES & OPTIONS:**

- Council provides toilets at Burkes Pass.
- Council declines the request.
- Does the location warrant a toilet.
- Should the businesses provide their own facilities.

The writer discusses where people have left messes behind buildings and find people wandering looking for somewhere to go.

## **ASSESSMENT OF OPTIONS:**

A public toilet in this location will benefit the two businesses by taking pressure off them. They want folk to stop but not to go.

From a public health point of view it is desirable that people use public facilities rather than the roadside.

## **CONSIDERATIONS:**

- This is the first request that I am aware of in this area.
- It is not a Council attraction or reserve that brings the people to this location
- A basic, public toilet would be relatively simple to establish at Burkes Pass. There are simple concrete structures or units similar to the Alps to Ocean toilets.
- There is a sewer main running through the town near the original Council building some 100m from the shops which would make for an easy connection.

- If they were to proceed, it would have to be on LTNZ level which would have its own issues – license to occupy etc.
- Could the shop keeper contribute by way of cleaning
- Estimated cost to provide the facility would be in the region of \$ 12,000 and \$38,000. Due to its location it would require daily cleaning estimated at \$12,000 per annum.
- There is no budget for this work and it would provide an ongoing rate requirement to maintain and clean.
- If the Council accepts this request, does it set a precedence that may see requests coming from other areas ie; Albury.
- The writer discusses where people have left messes behind buildings and find people wandering looking for somewhere to go.
- The toilet would be a convenience to travellers and the shop owners. However, there are public toilets at Fairlie and Tekapo.

### **CONCLUSION:**

Provision of toilets at Burkes Pass is a nice to have. There is no budget available for this work.

Council should decline this request and monitor the situation. If necessary, make provision in the LTP and consult on the matter.

Mayor Claire Barlow  
 McKenzie District Council  
 53 Main St  
 FAIRLIE

4<sup>th</sup> November 2013

Dear Mayor Barlow,

I am writing to request a public toilet or toilets out here at Burkes Pass please.

Most days, particularly on the weekends and public holidays, we have people wanting to use the toilet in our gallery, often desperately. We ask for a donation for this service, as it is I who clean our toilet daily and keep it stocked with fresh towels and spare toilet rolls.

Most people are good about this, others are rude and resentful .

There are two businesses at Burkes Pass, both open daily – ours – Burkes Pass Gallery, and Three Creeks, plus two other attractions – St Patricks Church, and the replica Shepherds Hut – where people have toileted both behind and inside. We have found tourists wandering around our backyard and sheds, looking for somewhere to go, this happens over at Three Creeks too. It does seem ridiculous with Fairlie or Tekapo only 15 minutes either side, but a lot of people don't realise they need to go until they stop!

For me personally, being the one running the gallery, it has become a real and icky issue. I don't want all these people traipsing through the gallery to our loo everyday. We didn't move here to run a public toilet.

There are former public toilets on our property which used to serve the swimming pool, which is now filled in and also is on private property. The toilets on our property are broken, and to get to them people would be walking through our property, past the kitchen window, so these are not a viable option.

Burkes Pass is a delightful and historic little village to visit, with further growth possible including plans to hold a 'Paddy's Market' Day a few times a year. The Church is promoted for weddings also.

A new public loo is urgently required out here, sited well away from the Shepherd's Hut but could be on that side of the road. Maybe a coin operated one to help with running costs.

Could Council please consider this request with expediency, with the summer season nearly on us this is an urgent need – pardon the pun.

yours sincerely,



Julie Greig

Jan Zyzalo

(Burkes Pass Accommodation & Gallery)

2122 Fairlie-Tekapo Rd, Burkes Pass, R D 17, FAIRLIE 7987





CONTACT THE PERMALOO TEAM TODAY TO DISCUSS YOUR PERMANENT LOO REQUIREMENTS  
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## PERMALOO

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## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** DELEGATION TO DECLARE LAND ROAD

**MEETING DATE:** 10 DECEMBER 2013

**REF:** PAD 10/4

**FROM:** MANAGER – PLANNING AND REGULATIONS

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To provide specific delegation to the Manager, Planning and Regulations to declare land road pursuant to section 349 Local Government Act 1974.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Council delegates authority to the Manager, Planning and Regulations to authorise the declaration of land as road pursuant to section 349 Local Government Act 1974.

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

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

## **ATTACHMENTS:**

No attachments.

## **BACKGROUND:**

The normal procedure for land to vest as road occurs through the Resource Management Act 1991 (RMA) at the time a subdivision is completed. This occurs when the Council issues a section 224 certificate under that Act. The delegation to sign that certificate lies with the Manager, Planning and Regulations.

There is also another process for land to vest as road, and that is for land to be declared road pursuant to section 349 Local Government Act 1974. This is a somewhat unusual process, but quite legal. The reason it is unusual is because land subdivided pursuant to the RMA (and that is the only way land can be subdivided), usually vests pursuant to the RMA.

Land cannot vest as road under the RMA if it is subject to any sort of encumbrance, but this is not the case with road dedication under the LGA 1974, land can still vest as road if it is still subject to an encumbrance such as a building restriction covenant. Obviously once the land becomes road, any covenant is no longer relevant, although it still exists.

The road dedication is only used when the normal RMA procedure is unable to be used.

## **POLICY STATUS:**

There is currently no delegation under section 349 Local Government Act 1974

## **SIGNIFICANCE OF DECISION REQUESTED:**

This decision does not trigger the significance policy.

## **OPTIONS**

1. Status quo, no delegation, all decisions regarding declaration of roads are approved by Council.
2. Council delegates this power to staff

## **CONSIDERATIONS**

Option 1 is acceptable, however, there will be delays in the process for the subdivider depending on Council's meeting schedule.

Option 2 is the preferred option, and this is in line with similar RMA delegations that are delegated to the Manager, Planning and Regulations. If Council is uncomfortable with this delegation, it may be more appropriate to delegate to a higher level, being the CEO.

This is one application before Council now in relation to the Cairns subdivision. These are unusual in that this is the only example I have encountered in my career. The Cairns example



arose from an administrative error on an earlier subdivision that is now difficult to resolve through the normal RMA process due to the number of landowners involved.

Lane Neave Lawyers provided some advice on this process, and confirmed that it is perfectly sound as compared to road vesting through the RMA.

**CONCLUSION:**

Providing this delegation to the Manager, Planning and Regulations is in line with other subdivision delegations and would avoid the need seek Council approval on these matters, as is the case with road vesting under the RMA.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** TEMPORARY LIFTING OF MARKET PLACE LIQUOR BAN

**MEETING DATE:** 10 DECEMBER 2013

**REF:** REG 2/4

**FROM:** MANAGER – PLANNING AND REGULATIONS

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To temporary lift the liquor ban in Market Place, Twizel to enable the Salmon and Wine Festival to take place on Saturday 25<sup>th</sup> January 2014.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Council authorises lifting the liquor ban in Market Place, Twizel between 12pm and 5pm Saturday 25<sup>th</sup> January 2014 to enable the Salmon and Wine Festival event occur within Market Place.

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

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

## **ATTACHMENTS:**

Letter dated 17 October 2013 from Jeanette Van Gelder requesting lifting of the liquor ban to support the Salmon and Wine Festival event.

## **BACKGROUND:**

Twizel's Salmon and Wine Festival event is an annual occurrence. To enable the event to occur in Market Place the liquor ban is required to be lifted. This can only occur by Council resolution, and in this case is recommended to only be lifted for the duration of the event, being 12pm until 5pm on the afternoon of Saturday 25 January.

The event is still required to obtain the necessary liquor licences via Timaru District Council, but in order for that Council to grant those licences, Mackenzie District Council needs to have authorised lifting of the liquor ban.

## **POLICY STATUS:**

Market Place Liquor Ban Bylaw

## **SIGNIFICANCE OF DECISION REQUESTED:**

This is a routine decision.

## **OPTIONS**

1. Temporarily lift the liquor ban as recommended.
2. Do not lift the liquor ban.

## **CONSIDERATIONS**

Option 1 is recommended and is the only option that will enable the event to occur in Market Place.

Option 2 is not recommended.

## **CONCLUSION:**

This is a routine decision that will enable the event to occur in Market Place. Lifting the liquor ban is only short-term, being the afternoon of the event and will enable Timaru District Council to issue the necessary liquor licences.

Twizel Promotion & Development Association (Inc.)  
 P O Box 4  
 Twizel 7944  
 Ph 03 4350-066  
 Fax 03 4350-086  
[tpda@twizel.info](mailto:tpda@twizel.info)  
[www.twizel.info](http://www.twizel.info)



## Twizel Salmon & Wine Festival 2014

17<sup>th</sup> October 2013

Mackenzie District Council  
 P.O. Box 52  
 Fairlie  
 South Canterbury

Attn: Nathan Hole



Dear Mr Hole

We are planning to hold our annual Salmon & Wine Festival on Saturday 25<sup>th</sup> January 2014.

This event is open to the public from 12 Noon – 5p.m. in the Market Place, Twizel.

We have applied for an ON/OFF Licence and would ask that the Council lift the Liquor Ban on the Market Place for that Day.

We have an overall Manager, with General Manager's Licence to oversee the event.

We have asked that Whitestone erects a 1.8m fence around the area, so it will be securely fenced off.

We also employ the services of two (2) Security Guards for the duration of the festival.

We look forward to hearing from you.

Kind Regards

Jeanette Van Gelder  
 Convenor  
 Twizel Salmon & Wine Festival  
 03 435 3175 (021 0352 680).

**TWIZEL – A Great Place to Be**

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** RECOMMENDATIONS OF JOINT SOUTH CANTERBURY  
LOCAL ALCOHOL POLICY COMMITTEE AFTER HEARING  
SUBMISSIONS

**MEETING DATE:** 10 DECEMBER 2013

**REF:** PAD 4/1

**FROM:** MANAGER – PLANNING AND REGULATIONS

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

For Council to receive recommendations from the joint South Canterbury Local Alcohol Policy Committee after hearing submissions on the draft Local Alcohol Policy (LAP) and for Council to approve the Provisional LAP for public notification.

### **STAFF RECOMMENDATIONS:**

1. That the report be received; and
2. That Council accepts the recommendations of the joint South Canterbury Local Alcohol Policy Committee after hearing submissions on the draft LAP on 29 November 2013; and
3. That Council approves the Provisional LAP, and approves public notification of the Provisional LAP on 15 January 2014.

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

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

## **ATTACHMENTS:**

1. Provisional LAP
2. Summary of changes between Draft LAP and Provisional LAP

## **BACKGROUND:**

Mackenzie, Timaru and Waimate District Councils agreed to develop a joint LAP. To hear submissions and make recommendations on the draft LAP a joint committee of the three councils was formed. That committee, the joint South Canterbury Local Alcohol Policy Committee met on 29 November at Timaru District Council to hear submissions on the draft LAP. The Committee has now made recommendations on the submissions which will be incorporated into a Provisional LAP.

Councillor Graham Smith was Mackenzie District Council's representative at the hearing.

Legally the Council has no ability to change the recommendations of the joint committee, as only the joint committee has heard the submissions (evidence) to base its recommendations on. For Council to make its own different decisions would expose Council to legal challenge, as well as reaching a position that is different to the other two councils that Mackenzie District Council is in partnership with, in relation to finalising a joint LAP.

The next step in the process is to publicly notify a Provisional LAP. The Provisional LAP includes any changes after hearing submissions on the Draft LAP.

While the Provisional LAP is publicly notified, appeals on the Provisional LAP are limited to those parties that submitted on the Draft LAP. Those appeals are made to Alcohol Regulatory and Licensing Authority (ARLA).

A Provisional LAP becomes final 30 days after public notice, or after any appeals are resolved.

## **POLICY STATUS:**

The LAP is being developed.

## **SIGNIFICANCE OF DECISION REQUESTED:**

This is a routine decision.

## **OPTIONS**

Council really has only one option, and that is to accept the recommendations of the joint South Canterbury Local Alcohol Policy Committee. The purpose of forming the joint committee was to have combined representation to enable recommendations to be made that would be acceptable to all three councils.

As discussed above, Council would be compromised if it were to make a decision other than what is recommended.

Simply not accepting the recommendations is not an option as Mackenzie District Council's position would be different to the other two councils, and the whole purpose of this process is to finalise a joint LAP.

### **CONSIDERATIONS:**

As discussed above.

### **CONCLUSION:**

Accepting recommendations one to three will enable Timaru, Mackenzie and Waimate District Councils to publicly notify their joint Provisional LAP. Unless appealed, the Provisional LAP becomes final 30 days after public notification. It is proposed to publicly notify the Provisional LAP on 15 January 2014.

## **Mackenzie, Timaru and Waimate District Councils** **Provisional - Joint Local Alcohol Policy**

### **1. Background**

This Local Alcohol Policy (LAP) has been developed jointly by the Mackenzie, Timaru and Waimate District Councils. The Policy sets out a framework for reasonable and consistent decision making in the local administration of the Sale and Supply of Alcohol Act 2012 (the Act). It provides guidance to existing and prospective licensees about their role in reducing alcohol harm which is reflected through the communities' views and expectations.

#### **1.1 Purpose and Objectives of the Sale and Supply of Alcohol Act 2012.**

The Act puts in place a new system of control over the sale and supply of alcohol. The key characteristics of this new system are that:

- it is reasonable and
- the administration of the Act will help achieve the Acts objectives.

The object of the Act is to:

- (a) ensure that the sale, supply, and consumption of alcohol is undertaken safely and responsibly; and
- (b) minimise the harm caused by the excessive or inappropriate consumption of alcohol.

#### **1.2 Local Alcohol Policy Development**

The government wants to improve community input into local alcohol licensing decision making. Under Section 75 of the Act territorial authorities have the discretion, to establish a Local Alcohol Policy (LAP). All three district Councils decided to work collaboratively on this policy for enhanced efficiency in administration, education and policing.

Section 77 of the Act prescribes what a LAP can cover, these are:

- (a) the location of licensed premises by reference to broad areas:
- (b) location of licensed premises by reference to proximity to premises of a particular kind or kinds:
- (c) location of licensed premises by reference to proximity to facilities of a particular kind or kinds:
- (d) whether further licences (or licences of a particular kind or kinds) should be issued for premises in the district concerned, or any part of the district:
- (e) maximum trading hours:
- (f) the issue of licences, or licences of a particular kind or kinds, subject to discretionary conditions:
- (g) one-way door restrictions.

These matters (a) to (d) do not apply to special licences, or premises for which a special licence is held or has been applied for.

A local alcohol policy cannot include policies on matters unrelated to licensing. Section 78 of the Act outlines the matters that a Council must have regard to when producing a draft policy.

These are:

- (a) the objectives and policies of its district plan;
- (b) the number of licences of each kind held for premises in its district, and the location and opening hours of each of these premises;



- (c) any areas where bylaws prohibiting alcohol in public places are in force;
- (d) the demography of the district's residents;
- (e) the demography of people who visit the district as tourists or holidaymakers;
- (f) the overall health indicators of the district's residents; and
- (g) the nature and severity of the alcohol-related problems arising in the district.

When producing a draft policy a Council must consult with the Police, Licensing Inspectors, and Medical Officers of Health, each of whom must make reasonable efforts to give a Council any information they hold relating to any of the matters stated in (a) to (g) above. All three agencies supplied a submission on this policy.

## 2. Definitions

### **Alcohol –**

A substance that is or contains fermented, distilled, or spirituous liquor, which; in whatever form (such as frozen liquid, or a mixture of a frozen liquid and another substance or substances,) is found on analysis to contain 1.15% or more ethanol by weight, in a form that can be consumed by people.

**Alcohol Management Plan** is a plan of measures and actions designed to manage the sale and supply of alcohol to achieve the objectives of the *Sale and Supply of Alcohol Act 2012*.

### **Alcohol-related harm -**

- (a) the harm caused by the excessive or inappropriate consumption of alcohol; and
- (b) includes—
  - (i) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and
  - (ii) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in subparagraph (i).

**Amenity and good order of the locality**, in relation to a licensing application, means the extent to which, and ways in which, the locality in which the premises concerned are situated (or, in the case of a conveyance, the localities where the conveyance is likely to travel) are pleasant and agreeable.

**Authorised customer** in relation to premises a club licence is held for, means a person who—

- (a) is a member of the club concerned; or
- (b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or
- (c) is an authorised visitor.

**Authorised visitor** in relation to premises a club licence is held for, means a member of some other club with which the club concerned has an arrangement for reciprocal visiting rights for members.

**Bar**, in relation to a hotel or tavern, means a part of the hotel or tavern used principally or exclusively for the sale or consumption of alcohol

**Bottle store** means retail premises where at least 85% of the annual sales revenue is expected to be earned from the sale of alcohol for consumption somewhere else.

**Club** means a body that—

- (a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or
- (b) is a body corporate whose object is not (or none of whose objects is) gain; or
- (c) holds permanent club charter.

### **Discretionary Condition**

The licensing authority or licensing committee concerned may issue a licence subject to particular conditions if –

- (a) there is any relevant local alcohol policy and
- (b) in its opinion, the issuing of the licence or the consequences of the issuing of the licence, without those conditions would be inconsistent with the policy.

The holder of a licence must comply with every condition subject to which it has been issued or renewed.

**District**, in relation to a territorial authority, has the meaning given by section 5(1) of the Local Government Act 2002.

**Early Childhood Education** A centre licensed under the Education (Early Childhood Centres) Regulations 1998 and meets Section 310 of the Education Act 1989.

**Food product**—

- (a) does not include—
  - (i) alcohol, confectionery, ready-to-eat prepared food, or snack food; or
  - (ii) a drink (other than milk) sold in a container with a capacity of 1 litre or less; but
- (b) includes delicatessen items that are not ready-to-eat prepared food or snack food

**Grocery Store** means a shop that—

- (a) has the characteristics normally associated with shops of the kind commonly thought of as grocery shops; and
- (b) comprises premises where—
  - (i) a range of food products and other household items is sold; but
  - (ii) the principal business carried on is or will be the sale of food products

**Inspector** means an inspector appointed under section 197(1); and,—

- (a) in relation to premises that are not a conveyance, means an inspector appointed by the chief executive of the territorial authority in whose district the premises are situated; and
- (b) in relation to a conveyance, means an inspector appointed by the chief executive of the territorial authority in whose district the principal place of business in New Zealand of the applicant or licensee (as the case may be) is situated

**Large Event** means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people

**Local alcohol policy—**

- (a) means a policy, in force under section 90, relating to the sale, supply, or consumption of alcohol (or to 2 or all of those matters) within the district of a territorial authority or the districts of 2 or more territorial authorities; and
- (b) in relation to a territorial authority, means a policy, in force under section 90, relating to the sale, supply, or consumption of alcohol (or to 2 or all of those matters) within its district or the districts of 2 or more territorial authorities that include it.

**Medium event** means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people

**OFF-Licence** is a licence for premises where the licensee can sell alcohol for consumption somewhere else.

**ON-Licence** is a licence for premises where the licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol. This includes 'Bring Your Own' restaurants and caterers.

**One-way door restriction**, in relation to a licence, is a requirement that, during the hours stated in the restriction,—

- (a) no person is to be admitted (or re-admitted) into the premises unless he or she is an exempt person; and
- (b) no person who has been admitted (or re-admitted) into the premises while the restriction applies to the licence is to be sold or supplied with alcohol.

**Primary School** -Schools offering education to children from Year 1 up to Year 8 or a variation of the Years.

**Ready to Drink Product (RTD)**, is a pre-packaged, pre-measured, and pre-mixed alcoholic beverage combining a spirit, wine, malt or fruit base with a carbonated soft drink or juice.

**Restaurant** means premises that—

- (a) are not a conveyance; and
- (b) are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises.

**Secondary School** - Schools offering education for students from Year 9 up to Year 15, and sometimes Year 7 and 8 as well.

**Small event** means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

**Supermarket** – means premises with a floor area of at least 1 000 m<sup>2</sup> including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items.

**Tavern** -

- (a) means premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but
- (b) does not include an airport bar.

### 3. Licence Conditions

The following conditions will be applicable to licensed premises in all three districts unless otherwise stated.

#### 3.1 ON-Licence

The premises where an ON-licence (other than an on-licence endorsed under section 37 of the Act) is held, the licensee:

- (a) can sell and supply alcohol for consumption there; and
- (b) can let people consume alcohol.

Policies related to ON-licences also apply to:

- Bring Your Own (BYO) restaurants (endorsed under section 37 of the Act)
- Caterers (endorsed under section 38 of the Act)

##### 3.1.1 Hours of Operation

The hours of operation for ON- Licences apply to premises in the Mackenzie, Waimate and Timaru Districts after consideration of the reports from the Licensing Inspectors, Police and Medical Officer of Health.

Note: An application for an ON-licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.

The operation of ON-Licence, (Function centres, Restaurants and Cafes) premises are as follows:

Monday to Sunday: 7.00am to 1.00am (the following day)

The operation of ON-Licence, (Taverns, Hotels, Bars and Nightclubs) premises are as follows:

Monday to Sunday: 7.00am to 3.00am (the following day)

In the case of Hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.

##### 3.1.2 Discretionary conditions of ON-licences (Function centres, Restaurants and Cafes) may include:

- Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours)

##### 3.1.3 Discretionary conditions for ON- Licences (Taverns, Hotel, Bars and Nightclubs) may include:

- Dedicated door security staff must be provided on Thursday, Friday, Saturday nights and for any event occurring at any Tavern, Hotel, Bar and Nightclub with 100 or more people attending.
- Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours)
- No new licensed premise to be within 100 meters of any Early Childhood Centre, Primary school or Secondary school
- No shots or double spirit mixes should be sold from 30minutes of closing.

### 3.1.4 Location of ON – Licence Premises

From the date this LAP comes into force, no further ON-licences are to be issued for any premises unless that premises is located on the applicable zoned land described in the District Plan or a Resource Consent has been granted by Council for its operation.

## 3.2 OFF–Licences

The premises where an OFF-Licence is held, the licensee can sell alcohol for consumption off the premises. While these premises are open the licensee can supply alcohol free for consumption on the premises as a sample up to 40ml. This excludes samples of undiluted spirits which are to be supplied as a 25ml sample.

The holder of an OFF-Licence may sell alcohol on or from the premises for it to be delivered elsewhere endorsed under section 40 of the Act.

### 3.2.1 Hours of Operation

The hours of operation for OFF- Licences apply to premises in the Mackenzie, Timaru and Waimate Districts after consideration of the reports from the Licensing Inspectors, Police and Medical Officer of Health.

Note: An application for an OFF-licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.

The operation of OFF-Licence premises (Stand alone premises, Grocery Stores, Hotel style, Supermarkets and Bottle stores) are as follows:

Monday to Sunday: 7.00am to 9.00pm

The following hours apply to hotel in-bedroom (mini-bar) sales:

Monday to Sunday: 24 hours per day

### 3.2.2 Discretionary conditions of OFF-Licences (Hotel style, supermarkets and bottle stores) may include:

- No new licensed premise to be within 100 meters of any Kindergarten, Early Childhood Centre, Primary school or Secondary school.
- Supervised designation for bottle stores (excluding supermarkets) to ensure unaccompanied minors do not enter bottle store premises.

### 3.2.3 Location of OFF–Licence Premises

From the date this LAP comes into force, applications for new OFF- licences for any premises will only be granted if that premise is located on the applicable zoned land described in the District Plan or once a Resource Consent has been granted by Council for its operation.

## 3.3 CLUB Licences

On premises for which a club licence is held, the licensee can sell and supply alcohol to authorised customers (within the meaning of section 60(3)), for consumption there.

A significant number of clubs are in or adjacent to residential areas. The sale of liquor must be ancillary to the Club's activities, and the licensed hours must reflect the hours of the operation of the principle club activity.

### 3.3.1 Hours of operation

The operation of CLUB Licence premises are as follows:

Monday to Sunday: 9.00am to 1.00am (the following day)

### **3.3.2 Discretionary conditions of Club licences may include:**

A certified manager to be on duty during the trading hours of a premise with a club licence where the number of persons exceeds 20 persons.

## **3.4 Special Licences**

### **3.4.1 Hours of operation**

Restrictions on hours will be imposed if the District Licensing Committee considers it appropriate in respect of any environmental or other considerations which may require constraints on the hours of operation. Such issues may be raised by the Licensing Inspector, Police, Medical Officer of Health or other relevant affected parties.

Special licences can cover an event or series of related events to a maximum of 20 events per premise per year (1 July to 30 June). A maximum of 15 events will be issued per 6 month period.

### **3.4.2 Discretionary conditions of special licences may include:**

- Sale of Ready to Drink (RTD) alcoholic beverages to be under 5% alcohol
- Provide an Alcohol Management Plan.
- No alcohol is to be sold in glass containers for events exceeding 100 people
- Licence area to be clearly defined where liquor is to be consumed eg Beer tent.
- Wine not to be sold by the bottle.
- Maximum number of alcoholic drinks per purchase may be specified.

### **3.4.3 Licensed hours**

No Special Licence will be granted to extend later than 2am

## **4. One Way Door**

All premises licensed to open to 3.00am shall apply a one way door restriction at 2.00am on Friday, Saturday and Sunday morning and for any event exceeding 100 people occurring at the premises.

## **5. Policy Statement**

### **5.1 Application and Scope**

This policy applies to any licensing application made to a District Licensing Committee in the Mackenzie, Timaru and Waimate Districts.

#### **5.1.1 Transitional provisions**

The provision of this policy come into effect XXX (Council determination usually 30 days) after the Provisional policy is adopted.

#### **5.1.2 Exemptions**

Any application for a new licence or licence renewal for any premises which had a current licence at the date this policy came into effect is exempt from the provisions of this policy relating to the location of licensed premises. The exemption remains in force for as long as the premises remains continuously licensed and will cease to exist when the current licence or any subsequent licence for the premises is surrendered or not renewed.

#### **5.1.3 Relationship to the Act**

This policy does not include all the provisions that may apply to licence applications and should therefore be read in conjunction with the Act, which contains a number of additional provisions.

## **6. Policy Review**

The three territorial authorities will monitor the policy to ensure it is operating to full effect.

An evaluation will be conducted 18 months after the policy comes into effect. If this evaluation results in an assessment that changes may be needed, the policy will be reviewed.

If the evaluation does not indicate the need for any changes, a review will be initiated in 2017 and thereafter no later than 6 years after it came into force.

## **7. Adopted by and Date**

This policy was approved by the Joint Timaru MacKenzie and Waimate District Councils Hearing Committee on the 29 November 2013 and adopted by Mackenzie District Council on

..... Timaru District Council on ..... and  
Waimate District Council on the

.....





## Summary of Changes between Draft LAP and Provisional LAP.

1. **Draft LAP - Early Childhood Education** and care for infants and young children before they begin school  
**Provisional LAP - Early Childhood Education.** A centre licensed under the Education (Early Childhood Centres) Regulations 1998 and meets Section 310 of the Education Act 1989.  
**Reasoning –** This was from the Progressive Enterprises Ltd submission and provides further clarity and inclusiveness of the types of early childhood centres licensed.
  
2. **Draft LAP – Large Scale Event** means a one off public or private social gathering of more than 100 people in a public or private space.  
**Provisional LAP –**  
**large event** means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people  
**medium event** means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people  
**small event** means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.  
**Reasoning –** To align definition with the Sale and Supply of Alcohol (Fees) Regulations 2013.
  
3. **Draft LAP - 3.1.2 Discretionary conditions of ON-licences (Function centres, Restaurants and Cafes) may include:**  
 Restriction on the use of outdoor areas after midnight (0000 hours)  
 In respect to BYO restaurants the holder of a general manager's certificate is to be on duty during busy periods.  
**Provisional LAP -3.1.2Discretionary conditions of ON-licences (Function centres, Restaurants and Cafes) may include:**  
 Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours)  
**Reasoning –** The submissions from KPG Holdings, Barkode, CE & LH Holdings and Hospitality New Zealand, highlighted concerns over damage to tourist market, restricting trade and confusion over use of smoking areas. Removal of BYO restaurants to have a general manager on duty was due to its existing ability to be an imposed condition pursuant to Section 37 (2) of the Sale and Supply of Alcohol Act 2012.
  
4. **Draft LAP - 3.1.3 Discretionary conditions for ON- Licences (Taverns, Hotel, Bars and Nightclubs) may include:**  
 Dedicated door security staff must be provided on Thursday, Friday, Saturday nights and for any event occurring at any Tavern, Hotel, Bar and Nightclub.  
 Restriction on the use of outdoor areas after 0000 hour.  
 No new licensed premise to be within 100 meters of any Kindergarten, Early Childhood Centre, Primary school or Secondary school.

**Provisional LAP - 3.1.3 Discretionary conditions for ON- Licences (Taverns, Hotel, Bars and Nightclubs) may include:**

Dedicated door security staff must be provided on Thursday, Friday, Saturday nights and for any event occurring at any Tavern, Hotel, Bar and Nightclub with 100 or more people attending.

Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours)

No new licensed premise to be within 100 meters of any Early Childhood Centre, Primary school or Secondary school

No shots or double spirit mixes should be sold from 30minutes of closing.

**Reasoning** – The “shots” condition has been included due to the New Zealand Police and South Canterbury District Health Board/ Medical Officer of Health submission and its ability to aid in achieving the Object of the Act. Removal of “Kindergarten” due to its inclusion in the Early Childhood Centre definition.

Alteration to “Dedicated door staff was due to the inclusion of the Acts Regulations definitions of small, medium and large events.

5. **Draft LAP** – 3.2 OFF – Licences The premises where an OFF-Licence is held, the licensee can sell alcohol for consumption off the premises. While these premises are open the licensee can supply alcohol free as a sample (25ml) for consumption on the premises.

**Provisional LAP** - While these premises are open the licensee can supply alcohol free for consumption on the premises as a sample up to 40ml. This excludes samples of undiluted spirits which are to be supplied as a 25ml sample.

**Reasoning** – Submissions from Super liquor holdings Ltd, The Mill holdings Ltd, Super Liquor Timaru.

6. **Draft LAP** - Note: An application for an on-licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.  
**Provisional LAP** - Note: An application for an OFF-licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.

**Reasoning** – Progressive Enterprises highlighted the error.

7. **Draft LAP** – The operation of OFF-Licence premises (Stand alone premises, Hotel style, Supermarkets and Bottle stores) are as follows:  
Monday to Sunday: 7.00am to 11.00pm

The following hours apply to hotel in-bedroom (mini-bar) sales:

Monday to Sunday: 24 hours per day

**Provisional LAP** – The operation of OFF-Licence premises (Stand alone premises, Grocery Stores, Hotel style, Supermarkets and Bottle stores) are as follows:

Monday to Sunday: 7.00am to 9.00pm

**Reasoning** – “Grocery Stores” inclusion as submitted by Progressive Enterprises Ltd.

“9pm” closing hours of trading alcohol due to the New Zealand Police submission highlighting preloading and side loading, South Canterbury District Health Board/ Medical Officer of Health submission. The original suggestion in the Law commission report (10pm). Timaru Alcohol Action. Foodstuffs South Island Ltd submission advised that the supermarkets in the district do not operate past 9pm. Petite Wine and Dine submission advising of having patrons in a controlled environment.  
Removal of “mini bar sales” CHECK LLI FOURUM

#### **8. Draft LAP - 3.2.2 Discretionary conditions of OFF-Licences (Hotel style, supermarkets and bottle stores) may include:**

- No new licensed premise to be within 100 meters of any Kindergarten, Early Childhood Centre, Primary school or Secondary school.
- Supervised designation for bottle stores (excluding supermarkets) to ensure unaccompanied minors do not enter bottle store premises.

#### **Provisional LAP - 3.2.2 Discretionary conditions of OFF-Licences (Hotel style, supermarkets and bottle stores) may include:**

- No new licensed premise to be within 100 meters of any Early Childhood Centre, Primary school or Secondary school.
- Supervised designation for bottle stores (excluding supermarkets) to ensure unaccompanied minors do not enter bottle store premises.

**Reasoning** - Removal of “Kindergarten” due to its inclusion in the Early Childhood Centre definition.

#### **9. Draft LAP - 3.2.3 Location of OFF–Licence Premises**

From the date this LAP comes into force, no further OFF- licences are to be issued for any premises unless that premise is located on the applicable zoned land described in the District Plan or a Resource Consent has been granted by Council for its operation.

#### **Provisional LAP 3.2.3 Location of OFF–Licence Premises**

From the date this LAP comes into force, applications for new OFF- licences for any premises will only be granted if that premise is located on the applicable zoned land described in the District Plan or once a Resource Consent has been granted by Council for its operation.

**Reasoning** – Progressive Enterprises Ltd submission provides greater clarity of the intent of the clause.

#### **10. Draft LAP - 3.4.2 Discretionary conditions of special licences may include:**

- No alcohol is to be sold in glass containers for large scale events.

#### **Provisional LAP - 3.4.2 Discretionary conditions of special licences may include:**

- No alcohol is to be sold in glass containers for events exceeding 100 people

**Reasoning** – Consistency with definition of large, medium and small events.

#### **11. Draft LAP - One Way Door**

All premises licensed to open to 3.00am shall apply a one way door restriction at 2.00am on Friday, Saturday and Sunday morning and for any large event occurring at the premises.

**Provisional LAP - One Way Door**

All premises licensed to open to 3.00am shall apply a one way door restriction at 2.00am on Friday, Saturday and Sunday morning and for any event exceeding 100 people occurring at the premises.

**12. Draft LAP - Adopted by and Date**

This policy was approved by the Resource Management and Regulation Committee on 17 September 2013 and adopted by Council on 8 October 2013.

Provisional LAP - This policy was approved by the Joint Timaru Mackenzie and Waimate District Councils Hearing Committee on the 29 November 2013 and adopted by Mackenzie District Council on ..... Timaru District Council on ..... and Waimate District Council on the .....

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** BUILDING CONTROL RESOURCING

**MEETING DATE:** 10 DECEMBER 2013

**REF:** REG 2/1

**FROM:** MANAGER – PLANNING AND REGULATIONS

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To seek support from Council to consider options for employing an additional Building Control Officer.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That Council supports the Chief Executive Officer considering options for employing an additional Building Control Officer and notes that this would be unbudgeted expenditure.

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

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

**ATTACHMENTS:**

No attachments

**BACKGROUND:**

Building consent applications are at a record high. At the time of writing this report (3 December) 301 applications had been received for 2013. The figures for the previous five years are listed below:

2012 – 301  
 2011 – 250  
 2010 – 232  
 2009 – 262  
 2008 – 296

In terms of capacity, 240 to 250 building consents is a good work load for two full time building control officers. Last year staff were under significant pressure as numbers increased significantly from 2011.

Coupled with increased building consents, is an increase in complex building projects which require additional staff processing and inspection time.

Over the last three months all new building consent applications for residential dwellings have been sent to Central Otago District Council for processing. This has worked well, and is part of a memorandum of understanding (MOU) that Mackenzie has with other councils in the Southern Building Control Group. That group comprises 10 district councils from Timaru through to Southland.

The issue is that all 10 councils in that group (including Central Otago) have advised that they are at capacity, and are not available in the short term to accept additional building consents. This is a real issue for Mackenzie District Council as we are reliant on overflow processing being available to maintain our accreditation as an independent Building Consent Authority (BCA).

**POLICY STATUS:**

N/A

**SIGNIFICANCE OF DECISION REQUESTED:**

This is a routine decision.

**OPTIONS**

1. Continue as at present.
2. Employ an additional building control officer.
3. Enter into a contract that enables a neighbouring council to employ an additional building control officer.

## **CONSIDERATIONS**

The costs associated with processing building consents are recoverable from applicants through fees and charges. The building control cost centre has been in profit for some time. This is because Mackenzie is processing more building consents than expected (budgeted).

This means that either our fees should be reduced to meet our charging policy of 75/25 user pays verses rate funding, or alternatively, this revenue could be used to fund an additional staff resource which would also bring our revenue back in line with our funding policy. Although, this would not be self-funding and would require additional cash input.

Option 1 would continue to put pressure on existing staff, and is reliant of other BCAs being able to take overflow processing. There is risk associated with this as if that assistance is not available, potentially the Council's BCA accreditation is at risk due to not being able to comply with statutory processing times, as well as putting unacceptable pressure on existing staff.

Option 2 would provide additional processing capacity enabling Mackenzie District Council to offer a processing service to other BCAs, something which there is certainly demand for given all the other Council's capacity issues. This would enable Mackenzie to strengthen its position in terms of being able to offer a service, rather than being vulnerable due to capacity issues.

Option 3 would address overflow processing, but the Council would receive no benefit from processing those applications. That is, both fees and charges, and also learning that staff may gain from processing those applications will be lost to another BCA. While we on-charge the fees for contracting out building consent, the loss is in the margins that help cover the Council's general overheads. The risk with Option 3 is that if the contracted BCA becomes busy with its own processing work, then the capacity to take Mackenzie's work may decrease or cease. To a certain extent Mackenzie has experienced this with the MOU, where each council looks after its own needs first and foremost when workload increases. Central Otago District Council was taking all Mackenzie's overflow processing, but due to staff resignations that situation almost changed immediately. That is where the risk lies with Option 3.

## **CONCLUSION:**

It is important to bring this to Council's attention prior to the end of the year, as Council will not meet again until late January 2014, and addressing this matter needs to commence prior to that time.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** TRIENNIAL AGREEMENT WITH CANTERBURY COUNCILS

**MEETING DATE:** 10 DECEMBER 2013

**REF:**

**FROM:** WAYNE BARNETT, CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To seek Council endorsement of the proposed form for the Triennial Agreement between Councils within the Canterbury region.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That Council endorse the attached Triennial Agreement between Councils within the Canterbury region.
3. That Council note the obligations within the Agreement relating to collaboration which may have resourcing implications.

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



## **ATTACHMENTS:**

- Proposed Triennial Agreement for 2013-2016.
- Regional Strategy and Policy Forum Report from September 2013.

## **BACKGROUND:**

Section 15 of the Local Government Act requires all local authorities within each region to enter into an agreement containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.

The proposed agreement is scheduled to be discussed at the Mayoral Forum meeting on Friday 6 December 2013. The Mayor and CEO will provide a verbal report from the Forum to Council.

## **POLICY STATUS:**

Not applicable.

## **SIGNIFICANCE OF DECISION:**

This decision is not significant in terms of Council's policy on significance.

## **ISSUES & OPTIONS:**

The content of the proposed agreement is considered to be practical and reasonable. The only aspect that should be noted is the commitment by Council to be involved with collaborative programmes.

The topic of Council's involvement with the Strategy and Policy Forum was discussed at Council's meeting on 17 September 2013. Council resolved to endorse staff involvement in the Regional Strategy Forum subject to three monthly reviews.

The proposed Triennial Agreement would effectively remove the review provisions of the September resolution. The agreement would also commit additional resource to developing a framework for broader collaboration. The extent of this resource and the consequent benefits will become apparent as the development progresses.

## **CONSIDERATIONS:**

The Mayoral Forum offers significant benefit for our Council and the initiatives within the Agreement will be positive.

Council does however need to be cognisant of the resourcing requirement that is implied by the Agreement.

**CONCLUSION:**

The proposed form of Triennial Agreement specifies a beneficial arrangement for Mackenzie District Council. There will be costs associated with the collaborative processes that Council should be mindful of.

## CANTERBURY LOCAL AUTHORITIES TRIENNIAL AGREEMENT

### 1. PURPOSE

All local authorities within each region enter into a triennial agreement containing communication and co-ordination protocols covering the period until the next triennial general election of members (Section 15, Local Government Act, 2002 – the Act).

The purpose of this triennial agreement for the Canterbury region is to ensure appropriate levels of communication, co-ordination and collaboration are maintained between the local authorities of our region.

### 2. AGREEMENT

The parties:

Ashburton District Council  
Canterbury Regional Council  
Christchurch City Council  
Hurunui District Council  
Kaikoura District Council  
Mackenzie District Council  
Selwyn District Council  
Timaru District Council  
Waimakariri District Council  
Waimate District Council  
Waitaki District Council

agree to work collaboratively and in good faith for the good governance and success of their districts, cities and the region.

As signatories to this agreement, each local authority will ensure that pursuant to Section 15, Local Government Act, 2002:

- Early notification to affected local authorities party to this agreement through the distribution of draft documentation, of major policy initiatives or proposals which may have implications beyond the current geographic boundaries (or for constituent authorities) of the decision-making authority. This includes the requirement of Section 15 (2) of the Local Government Act for consultation on proposals for new regional council activities where the following process will be followed.
- Any new significant activity, as defined in Section 16 (1) of the Act, proposed by the Canterbury Regional Council, will be advised to the appropriate meeting of the Canterbury Mayoral Forum, in addition to any Section 16 (1) requirement.
- Any new activity proposed by the Canterbury Regional Council not considered significant will be advised to the appropriate territorial authorities in the Canterbury Region.
- The application of a “no surprises” policy where early notice will be given of potential disagreements between, or actions likely to have significant impact, on other local authorities.

### **3. COLLABORATION**

The local authorities in Canterbury, as signatories to this agreement, commit to working collaboratively to drive efficiencies and better provide for the needs of their communities through the provision of good quality local infrastructure, local public services and performance of regulatory functions. This collaboration may either be Canterbury wide or on a sub-regional basis..

Collaborative commitment for the 2013-2016 term will include but is not restricted to;

- An effective Canterbury Mayoral Forum (Charter of Purpose attached)
- Developing a work programme for the Canterbury Chief Executives Forum

- Implementing the Canterbury Local Government Strategy and Policy Forum which will address common strategic policy issues generating where possible common positions and encouraging the co-ordinated sharing and reporting of information
- Developing a framework for broader collaboration across the region encompassing opportunities for greater efficiencies and effectiveness in matters such as shared services, shared capability, shared business systems, joint delivery of services, joint procurement and joint project teams/specific initiatives
- Implementing the Canterbury Water Management Strategy (CWMS)
- Implementing the Urban Development Strategy (UDS) for greater Christchurch

#### **4. CANTERBURY MAYORAL FORUM**

Co-ordination, communication and collaboration in relation to this agreement will be primarily through, but not limited to, the Canterbury Mayoral Forum (the Forum). The Forum will meet three-monthly and operate in accordance with its agreed Charter of Purpose (attached).

The Forum will be supported by:

- The Chief Executives Forum;
- Other regional and sub-regional forums as required;
- Meetings between staff as necessary.

#### **5. CHIEF EXECUTIVE FORUM**

There will be a Chief Executive Forum reporting to the Canterbury Mayoral Forum which will develop a work programme addressing:

- (a) Identifying and escalating strategic issues and opportunities for collaboration on strategy, policy and planning from the Canterbury Local Government Strategy and Policy Forum to the Canterbury Mayoral Forum

- (b) Implementation and management of the collaborative projects and vehicles agreed by the Canterbury Mayoral Forum. This includes reporting on progress at the agreed intervals
- (c) Investigate and report back on proposals for wider regional collaboration as outlined in the August 2013 McGredy Winder & Co paper
- (d) Any other task as requested by the Canterbury Mayoral Forum

## **6. REVIEW AND AGREEMENT TO REVIEW**

The parties to the triennial agreement will meet to consider and agree on progress on and to amendments, if any, to the agreement annually before the end of each calendar year. In addition, following a request for amendment from any one or more authorities party to this agreement in writing to the Secretary of the Forum, received at least two weeks prior to the meeting date, the Forum will meet to consider the amendment at the next available Forum meeting.

This agreement will be placed on the Forum agenda at the final Forum prior to a triennial election to review, with the purpose of recommending changes (if any) to the incoming councils.

## **7. LOCAL GOVERNMENT STRUCTURE**

Notwithstanding the spirit of co-operation and collaboration embodied within this agreement, the local authorities, individually or collectively, reserve the right to promote, consult, and/or research change to the structure of local government within the Region.

This right is consistent with the intent of effective and efficient governance sought in the Local Government Act 2002, having particular relevance to the ideals of interest and community representation.

Local authorities will participate in the review of Environment Canterbury's representation arrangements, as required under statute, and the Mayoral Forum will also participate in the review providing the Forum's views.

## 8. OTHER AGREEMENTS

This agreement does not prevent local authorities entering into other agreements among themselves or outside the region to facilitate their responsibilities. Any other such agreement should not be contrary to the purpose and spirit of this agreement.

## 9. REGIONAL POLICY STATEMENT REVIEW

This triennial agreement will apply to any change, variation or review of the Canterbury Regional Policy Statement.

## AUTHORITY

This agreement is signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2013 by the following on behalf of their respective authorities.

### COUNCIL

Ashburton District Council

Canterbury Regional Council

Christchurch City Council

### SIGNATURE

\_\_\_\_\_  
Angus McKay – Mayor

\_\_\_\_\_  
Dame Margaret Bazley–Commissioner Chair

\_\_\_\_\_  
Lianne Dalziel – Mayor

Hurunui District Council

\_\_\_\_\_  
Winton Dalley – Mayor

Kaikoura District Council

\_\_\_\_\_  
Winston Gray – Mayor

Mackenzie District Council

\_\_\_\_\_  
Claire Barlow – Mayor

Selwyn District Council

\_\_\_\_\_  
Kelvin Coe – Mayor

Timaru District Council

\_\_\_\_\_  
Damon Odey – Mayor

Waimakariri District Council

\_\_\_\_\_  
David Ayers – Mayor

Waimate District Council

\_\_\_\_\_  
Craig Rowley – Mayor

Waitaki District Council

\_\_\_\_\_  
Gary Kircher – Mayor



## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** REGIONAL STRATEGY AND POLICY FORUM  
**MEETING DATE:** 17 SEPTEMBER 2013  
**REF:** REG 4/5  
**FROM:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT**

To inform Council in relation to proposed regional collaboration in Strategy and Policy matters.

To seek Council support for Mackenzie District Council involvement in the proposed forum.

### **STAFF RECOMMENDATIONS**

1. That the report be received.
2. That Council endorse staff involvement in the Regional Strategy and Policy Forum.

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER

## **ATTACHMENTS:**

1. Draft Terms of Reference for Canterbury Regional Strategy and Policy Forum.

## **BACKGROUND:**

The concept of a collaborative approach to emerging strategy and policy matters was raised at the Canterbury Mayoral Forum and the Chief Executives Forum Group was tasked with progressing the establishment of a suitable method for implementation.

## **POLICY STATUS:**

Not Applicable.

## **SIGNIFICANCE:**

This decision is not significant in terms of Council's policy on significance.

## **ISSUES AND OPTIONS:**

There is strong support for a Canterbury Regional Strategy and Policy Forum from the Canterbury Mayoral Forum. The Forum will be developed and our Council has the choice of being involved or not.

There are significant potential advantages to Mackenzie District if we are involved these include:

- Access to resources
- Additional influence through regional submissions
- Strengthening of regional relationships

There will be staff time and travel costs associated with the Forum. Resource allocation and operating procedures will require ongoing management to ensure that the Forum delivers specific objectives and does not become a talk fest.

## **CONSIDERATIONS:**

There is currently a significant amount of legislative change being promoted by central government and it is unlikely that this will diminish in the near future. One of the major challenges for a small authority like Mackenzie District Council is allocating sufficient resource to effectively analyse and report on the implications of these changes. The result can be that opportunities for input are allowed to pass without our view being represented.

The opportunity to work collaboratively on strategy and policy issues will assist with the direct resourcing constraints that we face.

There are two potentially problematic outcomes if the Forum is not well managed.

If communication between the parties involved in the Forum is not effective and efficient many of the potential gains will be lost.

The second potential pitfall will occur if we are not proactive in the policy debate. This would result in the promotion of a combined position with our name attached but which may not reflect our true opinion.

It will be critical that the collaboration process is well managed and appropriately resourced.

### **CONCLUSION:**

The proposed collaborative approach to regional strategy and policy initiatives holds potential benefits for Mackenzie District Council. Efficiency and effectiveness gains are expected. There will be costs associated with the programme and careful monitoring will be required to maximise the overall advantage of the initiative.

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** GENERAL ACTIVITIES REPORT

**MEETING DATE:** 10 DECEMBER 2013

**REF:** PAD 2/3

**FROM:** CHIEF EXECUTIVE OFFICER

### **ACTIVITY REPORT**

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

10 December	Council meeting in Twizel
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#### **OTHER MEETINGS AND ACTIVITIES**

27 November	Attended a meeting regarding Councils Phone System
28 November	Management Meeting Attended a LinesTrust Stakeholder meeting in Timaru with the Mayor. Attended Alpine Energy Shareholders meeting in Timaru with the Mayor.
29 November	Met with Nathan Hole & Toni Morrison regarding OOPS Zone Committee Report. Met with Bruce White in Twizel. Met with Sally Jones from DOC in Twizel about the Mackenzie & DoC. Attended month end with Twizel staff. Attended launching of new version of Fairlie Tourist Map at Pappa G's.
2 December	Management Meeting Sharepoint Meeting Webinar - Better Local Government 8: Part Two
3 December	Better Local Government 8: Part Three
4 December	Attended Workshop for Tekapo Project Development with the Mayor and Cr Cox. Finance Workshop.
5 December	Planning Workshop. Attended Mayoral Forum Dinner in Christchurch with the Mayor.
6 December	Attended Canterbury Mayoral Forum and the Civil Defence Joint Committee meeting with the Mayor in Christchurch.
9 December	Met with Ross Vesey & Bruce Scarlett from Ecan and Bernie Haar regarding Western Catchment flood Protection.

#### **RECOMMENDATION:**

1. That the report be received.

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER

## Christchurch & Canterbury Tourism Report to Mackenzie District Council on Marketing Activity, December 2013

### Overview

#### Administration

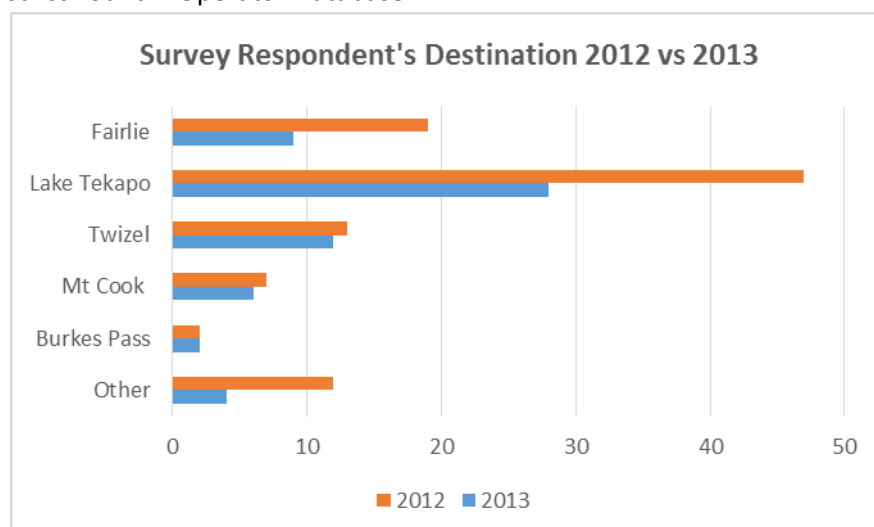
Annabelle Bray went on maternity leave on 6 September and Christchurch & Canterbury Tourism (CCT) appointed Claire Hector-Taylor into the Mackenzie District Marketing Coordinator role from 4 November. This role is full-time fixed term until the 30 June 2014. During the period where there was no one managing this role CCT Christchurch based staff member Emma O'Reilly was the main resource overseeing activity to ensure the core work programme for the Mackenzie District was continued.

The Memorandum of Understanding between MDC and CCT was signed in mid-September, agreeing a continuation of marketing services. The period of this agreement is from 17 September 2013 to 30 June 2014, therefore now aligning with both organisations' financial years.

The report below is the first of three that will be generated to summarise the agreed activity under the Memorandum of Understanding.

#### Survey Results

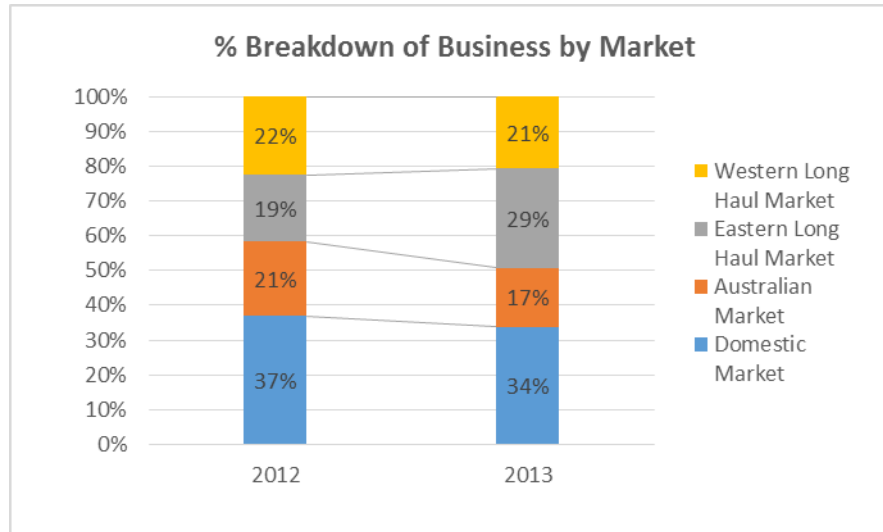
As a means to compare the operator feedback from 2012 CCT ran a revised and improved version of the operator survey in September and October. There were a third fewer responses to the survey in 2013. As a percentage change the biggest drops were in Fairlie (53% fewer responses) and Lake Tekapo (40% fewer). The responses for 2013 represent the views of approximately a third of the Mackenzie District Tourism Operator Database.



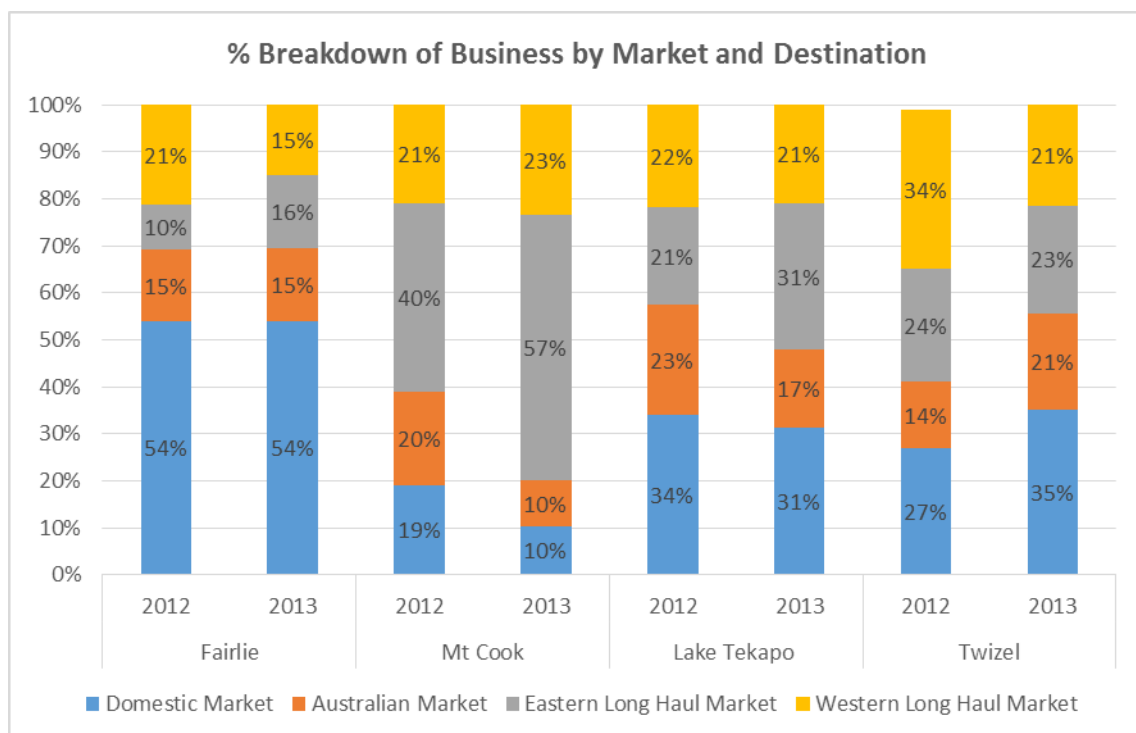
In 2013 we asked what type of business you are. 51% of respondents are in the Accommodation business and 39% are an Attraction/Activity. The remainder made up transport, restaurants and other services.

### Breakdown of business by market

Overall the big shift from 2012 has been in the growth in the “eastern long haul market”. From other industry statistics it is clear this combined group of markets can be largely attributed to the growth in the Chinese market. This increase has taken share from all other markets. A softening of the Australian market is also evident.

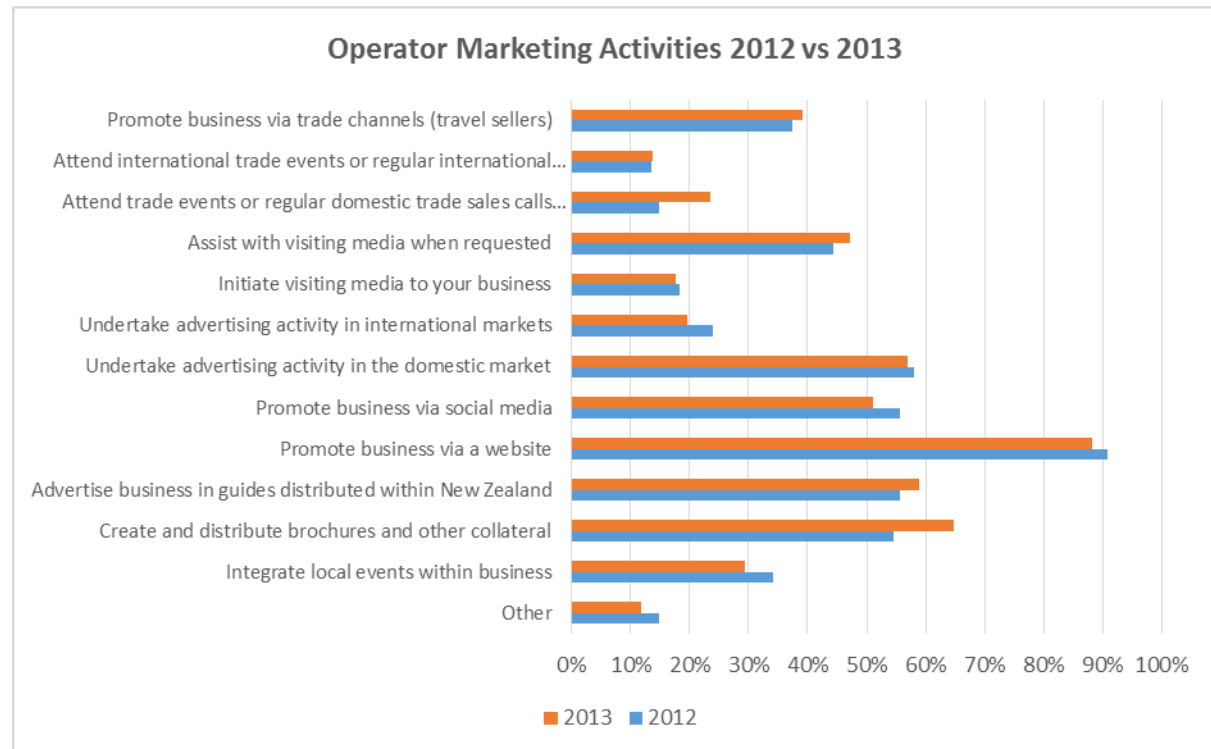


It becomes more interesting to see this dynamic broken down by destination within Mackenzie. As was evident in the 2012 survey, there are different market characteristics for each of the different destinations. The starkest contrast being the eastern long haul focus for Mt Cook compared to the domestic focus in Fairlie. Within Lake Tekapo there is a multi-market mix with some operators having a focus on one or the other however when combined it has a similar make up to that of Twizel.



### Current Marketing Activity

In the 2012 survey it was clear that bigger operators were attending trade shows, few businesses were initiating visiting media famils, almost all had a website and over half were using social media. In 2012 the analysis was done by destination in the Mackenzie District to give insight, however in 2013 we are looking at any trend changes in the marketing activities overall. We have seen little movement in terms of the changes of marketing mix operators are undertaking.



### Key Selling Points of the Mackenzie District

In 2012 this was an open ended question which identified seven top “selling points” for the region. To ensure that CCT align messaging with where operators think are the most important areas, survey respondents were asked to rank the top seven in order of importance. Results are shown below (1 = most important, 7 = least important).

Ranking	Key Selling Point
2.14	Overall Natural Beauty and Scenery
3.25	Aoraki Mount Cook
3.78	Uncrowded and Tranquil
4.00	Lakes and Lake Activities
4.29	Dark Night Sky
5.16	Accessibility
5.37	Winter/Skiing

### CCT Performance Measurement

The intention of this was to get a gauge of how the industry feels CCT has performed over the past year. This was divided up into each of the key areas of activity. Overall the score of 77% shows a positive result in the short time frame. General comments/feedback from the open-ended question within the survey were also largely positive. It was clear that the best performing areas of activity



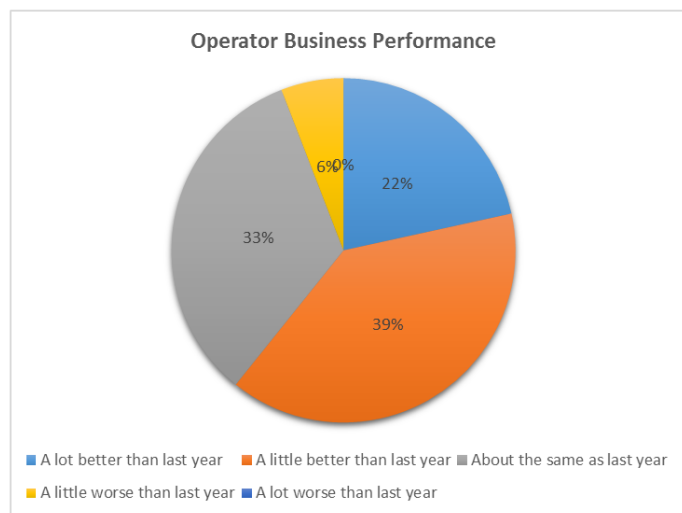
were those with the highest relevance to all industry operators (for example industry communications). One third of the respondents said they were “not sure” of the grade to give, indicating that CCT needs to work harder at communicating activities where operators are not directly involved.

81%	Industry Communications
76%	Website Changes (mtcooknz.com)
75%	Media Representation
77%	Travel Trade Representation
79%	Domestic and Australian Campaigns
70%	Conference and Incentive Representation
77%	Overall

### Industry Performance

Operators were asked how their business has performed this year. Results show that 61% have seen results better (either a lot or a little) than last year, 33% said it was about the same as last year and only 6% saying it was worse.

Operators were given the option to explain the rationale for making their choice of answer via an open-ended question. The responses varied greatly but some of the key commonalities were early snow fall, profile of the Starlight Reserve, forward bookings increasing, Asian and domestic market growth, softening of the Australian market, the canal project effects, and longer stays.



## Breakdown by Activity

### Industry Communications

#### Industry Newsletter

The fortnightly Industry Newsletter is sent to 251 Mackenzie tourism operators including businesses that operate their business in the region but are not based in the Mackenzie. For the period 17 September - 2 December 2013, six newsletters have been sent, covering the following topics:

- Film shoots happening in the region
- Industry workshops
- 2013/14 Marketing Plan
- China workshops
- Official Visitors guide
- Starlight Festival
- TNZ updates and opportunities
- New product openings
- A2O cycle trail
- Tourism operator survey
- Drop in sessions
- Regional events
- How to create free event listings

## Drop in Session

There is a drop in session being held in Lake Tekapo on 5 December. This is an open invitation and gives tourism operators the opportunity to have one-on-one time with Claire. This not only gives operators the chance to discuss issues relevant to their business, but also provides an informal atmosphere for Claire to build strong relationships with operators around the region.

## Industry Training

### China Market Preparedness

Due to high demand, a second “Getting Ready for China” workshop was organised in October specifically for operators in the Mackenzie District. This brought the total number of attendees to 70 within the District. These informative workshops provided practical ideas and solutions for operators who work with Chinese visitors. Given the high number of Chinese visitor through the Mackenzie District the workshops were very applicable for operators and feedback has been incredibly positive.

### Tourism New Zealand Operator Database Workshops

All operators were notified of the opportunity to attend a CCT managed Tourism New Zealand (TNZ) Operator Database Workshop in Timaru, to learn how to create a listing or improve their listing/visibility on the site. Given that last year CCT ran a similar workshop in three Mackenzie District locations the decision was made not to have a workshop solely dedicated to the District on this occasion.

## Joint Venture Campaign Activity

### Official Visitors Guide (OVG)

The OVG has had final sign off and is now at print stage. The most notable improvement from the 2013 guide is the map page which is now a three sided fold out feature, and provides visitors with a clear geographical representation of the Mackenzie District.

### Australian Market Winter Campaign

Meetings have taken place with the key operators involved in the Ski Tourism Marketing Network campaign. The outcome is confirmed participation from the three commercial ski fields in the region. Some key points were agreed and the next step is to develop a Canterbury-wide creative brief by the end of the calendar year and then meet again with these operators in January 2014 to agree on the creative for the campaign.

### Domestic Market Winter Campaign

Meetings have also taken place with the operators who were involved in the domestic market winter campaign. This is a joint venture between CCT and Mackenzie operators. Some key ideas were discussed and next steps are for CCT to investigate print and radio advertising options to supplement online activity. The next meeting with operators will also be in January 2014.



### Trade Activity

Travel trade familiarisations (famils) are a collaboration between TNZ and CCT. The costs of the famils is not included within the MDC budget however often they are hosted by the Mackenzie based Coordinator so staff time is required. The trade famils conducted in the district include:

<i>Travel Trade</i>	<i>Market</i>	<i>Number of Participants</i>	<i>Timing</i>
TNZ South China Product Managers	China	12pax	1 September
TNZ Osaka Japanese Famil	Japan	17pax	22-23 September
Perth Frontline Agent Famil	Australia	16pax	19-20 September
Aspire Down Under/ ATS Pacific Famil	USA	1pax	6-7 November
Discover the World/ATS Pacific famil	UK	1pax	18-19 November

### Media Activity

#### Domestic Market

CCT are currently working through several pitch ideas targeting domestic publications throughout New Zealand. Next steps are to finalise the presentations and send through to relevant parties. This will make up the bulk of the allocated budget for media this year based on the efficiencies of spend that domestic allows.

#### International Markets

Similarly to the way CCT works with TNZ on travel trade famils is another stream of international media famils. These are once again not included within the MDC budget however at times CCT are required to host and so staff resource may be required. Over the recent period the following have visited the Mackenzie District:



<i>Famil Name</i>	<i>Market</i>	<i>Reach</i>	<i>Medium</i>	<i>Timing</i>
TNZ Photo Shoot	International	-	Campaign	2 September
Lost at E Minor	Australia	650,000	Online	2 September
Michael Marek	Germany	19,400,000	Radio and Online	9 October
The Western Australian	Australia	1,000,000	Print	26 September
Tijada Jacksic – News Ltd	Australia	TBC	Print and Online	17 October
Inspire Magazine	Singapore	1,080,000	Print	4 November
The Nation	Thailand	341,000	Print and Online	4 November
Canal Plus	France	TBC	Broadcast	26 November
Lindsay Sutton	UK	TBC	Print	28 November
Mezamashi Doyoubi	Japan	TBC	Broadcast	18 November

### ***Online Presence and Content Development***

In the previous year the mtcooknz.com website underwent a significant refresh. The three actions for the website this year is now:

- Content development including copy, images and video
- Increasing the number of Mackenzie District operators that have listings the Operator Database
- Integrating BookIt as an online booking channel so that visitors to the site can book directly from the listings

The initial priority will be on content development, particularly in line with the Canterbury-wide 'Short Walks' campaign. This will ensure:

- There is a substantial representation of walks throughout the District
- The information is easy to find, accurate, and presented in a user-friendly way
- Content is ready for the launch of this campaign

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**FROM:** CHIEF EXECUTIVE OFFICER  
**SUBJECT:** COMMUNITY BOARD RECOMMENDATIONS  
**MEETING DATE:** 10 DECEMBER 2013  
**REF:** PAD 5

### **PURPOSE OF REPORT:**

To consider recommendations made by the Community Boards.

### **RECOMMENDATIONS:**

1. That the report be received.

### **TEKAPO COMMUNITY BOARD:**

2. **Election of Chairperson:**

That the Council notes the newly appointed Chairperson of the Tekapo Community Board.

Motion:

That Peter Munro be nominated as Chairman of the Tekapo Community Board.

**Alan Hayman/ Murray Cox**

There were no further nominations. The motion was put and carried and the Manager Community Facilities declared Peter Munro to be the Chairman of the Tekapo Community Board.

3. **Election of Deputy Chairperson:**

That the Council notes the newly appointed Deputy Chairperson of the Tekapo Community Board.

Motion:

That Stella Sweney be nominated as the Deputy Chairperson of the Tekapo Community Board.

**Alan Hayman/ Murray Cox**

There were no further nominations. The motion was put and carried and the Chairman declared Stella Sweney to be the Deputy Chairman of the Tekapo Community Board.

4. **Standing Orders:**

That the Council notes the Community Board's adoption of the Standing Orders with amendment:

Resolved:

1. That New Zealand Standard Model Standing Orders NZS 9202:2003 be adopted with the following amendment:

Clause 3.14.2 is deleted and replaced with the following:

*That the Chairperson or other person presiding at the meeting*

*a) has a deliberate vote; and*

*b) in the case of an equality of votes has a casting vote*

**Stella Sweney/ Murray Cox**

**5. Meeting Schedule for 2014:**

That the Council notes the Tekapo Community Board schedule of meetings for 2014.

Resolved:

1. That the attached schedule of meetings be noted.

**Alan Hayman/ Stella Sweney**

**TEKAPO COMMUNITY BOARD**

**(Starting at 7:30pm in the summer and 7:00pm in June and July)**

Monday 27 January 2014

Monday 10 March 2014 (including consideration of budgets for 2014/2015)

Tuesday 22 April 2014 (Tuesday to allow for Easter Monday)

Tuesday 3 June 2014 (Tuesday to allow for Queens Birthday)

Monday 14 July 2014

Monday 25 August 2014

Monday 6 October 2014

Monday 17 November 2014

**6. Roles of Community Boards:**

That the Council notes the Tekapo Community Board's adoption of the discussion document detailing how Council and Community Boards will fulfil their respective roles.

Resolved:

1. That the discussion document detailing how Council and Community Boards will fulfil their respective roles be adopted.

**Alan Hayman/ Stella Sweney**

**7. Remuneration of Elected Members:**

That the Council notes the Tekapo Community Board's adoption of a policy for reimbursement of expenses by elected members.

Resolved:

1. That the policy of reimbursement of expenses by elected members be adopted.

**Alan Hayman/ Murray Cox**

8. **Local Authorities (Members' Interests) Act 1968 – Register of Members' Interests:**  
That the Council notes the Tekapo Community Board's resolution in regards to providing their and their spouse/partner's declared business interests to be included in a register.

Resolved:

1. That the elected members provide details of their declared business interests and spouse/partner declared business interests for inclusion in a Mackenzie District Council Register of Members' Interests.

**Murray Cox/ Stella Sweney**

9. **Blinds for Tekapo Community Centre:**  
That the Council notes the Tekapo Community Board's resolution to proceed with purchasing blinds for Tekapo Community Centre.

Resolution:

1. That the community board recommends we proceed subject to acceptable quotations and that the work be funded from the Hall capital reserve.

**Alan Hayman/ Murray Cox**

10. **Lake Tekapo Commercial Lane:**  
That the Council considers Tekapo Community Board's request to Council to put the process in place to officially name the Lake Tekapo commercial land and allocate street numbers to premises.

Resolved:

1. That Council put the process in place to officially name the Lake Tekapo commercial lane and allocate street numbers to premises.

**Murray Cox/ Alan Hayman**

11. **Mackenzie County Scholarship:**  
That the Council notes the Community Board's motion to nominate Alan Hayman as the representative for the Mackenzie County Scholarship.

Motion:

That Alan Hayman be nominated as the Representative for the Mackenzie County Scholarship.

There were no further nominations. The motion was put and carried and the Chairman declared Alan Hayman the Tekapo Community Board Representative for the Mackenzie County Scholarship.

**Murray Cox/ Stella Sweney**



**TWIZEL COMMUNITY BOARD:**

**12. Election of Chairperson:**

That the Council notes the newly appointed Chairperson of the Twizel Community Board.

**Motion:**

That John Bishop be nominated as the Chairperson of the Twizel Community Board

**Phil Rive/ Bruce White**

There were no further nominations. The motion was put and carried and the Manager Finance and Administration declared John Bishop to be the Chairman of the Twizel Community Board.

**13. Election of Deputy Chairperson:**

That the Council notes the newly appointed Deputy Chairperson of the Twizel Community Board.

**Motion:**

That Phil Rive be nominated as Deputy Chairman of the Twizel Community Board.

**John Bishop/ Bruce White**

There were no further nominations. The motion was put and carried and the Chairman declared Phil Rive to be the Deputy Chairman of the Twizel Community Board.

**14. Standing Orders:**

That the Council notes the Community Board's adoption of the Standing Orders with amendment:

**Resolved:**

2. That New Zealand Standard Model Standing Orders NZS 9202:2003 be adopted with the following amendment:

Clause 3.14.2 is deleted and replaced with the following:

*That the Chairperson or other person presiding at the meeting*

*c) has a deliberate vote; and*

*d) in the case of an equality of votes has a casting vote*

**Russell Armstrong/ Phil Rive**

**15. Meeting Schedule for 2014:**

That the Council notes the Twizel Community Board schedule of meetings for 2014.

**TWIZEL COMMUNITY BOARD**

**(Starting at 4.00 pm in the summer and 3.00 pm in June and July)**

Monday 27 January 2014

Monday 10 March 2014 (including consideration of budgets for 2014/2015)

Tuesday 22 April 2014 (Tuesday to allow for Easter Monday)

Tuesday 3 June 2014 (Tuesday to allow for Queens Birthday)

Monday 14 July 2014

Monday 25 August 2014

Monday 6 October 2014

Monday 17 November 2014

Resolved:

1. That the report be received.
2. That the attached schedule of meetings be noted.

**John Bishop/ Russell Armstrong****16. Roles of Community Boards:**

That the Council notes the Twizel Community Board's adoption of the discussion document detailing how Council and Community Boards will fulfil their respective roles.

Resolved:

2. That the discussion document detailing how Council and Community Boards will fulfil their respective roles be adopted.

**Bruce White/ Phil Rive****17. Remuneration of Elected Members:**

That the Council notes the Twizel Community Board's adoption of a policy for reimbursement of expenses by elected members.

Resolved:

2. That the policy of reimbursement of expenses by elected members be adopted.

**Russell Armstrong/ Phil Rive****18. Local Authorities (Members' Interests) Act 1968 – Register of Members' Interests:**

That the Council notes the Twizel Community Board's resolution in regards to providing their and their spouse/partner's declared business interests to be included in a register.

Resolved:

2. That the elected members provide details of their declared business interests and spouse/partner declared business interests for inclusion in a Mackenzie District Council Register of Members' Interests.

**Phil Rive/Russell Armstrong****19. Grant Application:**

That the Council notes the Twizel Community Board's resolution to grant the Combined Services Art Section free set up for Friday afternoon set up of the Events Centre Lounge.

Resolved:

1. That the community board grant the Combined Services Art Section to use the Events Centre Lounge free of charge during the afternoon of Friday 25 October for the purpose of set up.

**Bruce White/ Russell Armstrong**

20. **Confirm and Adopt Greenway Strategy:**

That the Council notes the Twizel Community Board's resolution to fully support the adoption of the current greenway strategy.

Resolved:

1. that the Twizel Community Board fully supports the adoption of the current greenway strategy

**John Bishop/ Pat Shuker**

21. **Dog Incident:**

That the Council notes the Twizel Community Board's resolution instructing Mr Hole to write a letter to Ms Duncan highlighting the below points.

Resolved:

1. that the community board instruct Mr Hole to write a letter to Ms Duncan stating her letter was received, discussed and this issue will be discussed in further detail with the new Dog Control Officer.

**Phil Rive/ Russell Armstrong**

22. **Twizel Market Place Playground:**

That the Council notes the Twizel Community Board's resolution regarding Ms Sheridan's request.

Resolved:

1. That the Community Board decline Ms Sheridan's request to fence the playground. And instruct the Community Facilities Manager to write a letter of response to Ms Sheridan.

**Pat Shuker/ Phil Rive**

23. **End of Year Assembly:**

That the Council notes the Twizel Community Board's resolution regarding Twizel Area School's request to donate towards a student prize at the student prize giving end of year assembly.

Resolved:

1. that the Twizel Community Board donates \$100 to the Twizel Area School for the purpose of a student prize at the 2013 End of Year Assembly.

**Phil Rive/ Bruce White**

## FAIRLIE COMMUNITY BOARD:

### 24. **Election of Chairperson:**

That the Council notes the newly appointed Chairperson of the Fairlie Community Board.

#### Motion:

That Owen Hunter be nominated as Chairman of the Fairlie Community Board.

**Noel Jackson/ Les Blacklock**

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Owen Hunter to be the Chairman of the Fairlie Community Board.

### 25. **Election of Deputy Chairperson:**

That the Council notes the newly appointed Deputy Chairperson of the Fairlie Community Board.

#### Motion:

That Trish Willis be nominated as the Deputy Chairperson of the Fairlie Community Board.

**Les Blacklock/ Owen Hunter**

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Trish Willis to be the Deputy Chairman of the Fairlie Community Board.

### 26. **Standing Orders:**

That the Council notes the Community Board's adoption of the Standing Orders with amendment:

#### Resolved:

3. That New Zealand Standard Model Standing Orders NZS 9202:2003 be adopted with the following amendment:

Clause 3.14.2 is deleted and replaced with the following:

*That the Chairperson or other person presiding at the meeting*

*e) has a deliberate vote; and*

*f) in the case of an equality of votes has a casting vote*

**Les Blacklock/ Trish Willis**

### 27. **Meeting Schedule for 2014:**

That the Council notes the Fairlie Community Board schedule of meetings for 2014.

#### Resolved:

1. That the attached schedule of meetings be noted.

**Trish Willis/ Les Blacklock**

## **FAIRLIE COMMUNITY BOARD**

**(Starting at 7:00pm)**

Monday 3 February 2014

Monday 17 March 2014 (including consideration of budgets for 2014/2014)

Monday 28 April 2014

Monday 9 June 2014

Monday 21 July 2014

Monday 1 September 2014  
 Monday 13 October 2014  
 Monday 24 November 2014

**28. Roles of Community Boards:**

That the Council notes the Fairlie Community Board's adoption of the discussion document detailing how Council and Community Boards will fulfil their respective roles.

Resolved:

1. That the discussion document detailing how Council and Community Boards will fulfil their respective roles be adopted.

**Trish Willis/Les Blacklock**

**29. Remuneration of Elected Members:**

That the Council notes the Fairlie Community Board's adoption of a policy for reimbursement of expenses by elected members.

Resolved:

1. That the policy of reimbursement of expenses by elected members be adopted.

**Les Blacklock/ Noel Jackson**

**30. Local Authorities (Members' Interests) Act 1968 – Register of Members' Interests:**

That the Council notes the Fairlie Community Board's resolution in regards to providing their and their spouse/partner's declared business interests to be included in a register.

Resolved:

1. That the elected members provide details of their declared business interests and spouse/partner declared business interests for inclusion in a Mackenzie District Council Register of Members' Interests.

**Noel Jackson/ Trish Willis**

**31. Old Library Building:**

That the Council considers the Fairlie Community Board's resolution regarding the Old Library Building.

Resolved:

1. That the Fairlie Community Board supports the residence preferred option of repairing the existing Old Library Building subject a satisfactory tender price being received.

**Noel Jackson/ Trish Willis**

**32. Swimming Pool Inflatable Grant:**

That the Council notes the Fairlie Community Board's resolution supporting the grant application for an inflatable for Strathconan and Twizel Swimming Pool's.

Resolved:

1. That the Fairlie Community Board supports the grant application for an inflatable for Strathconan and Twizel Swimming Pool's.

**Les Blacklock/ Trish Willis**

**33. Levels of Service for Fairlie Town Contracts:**

That the Council notes the Fairlie Community Board's resolution supporting the level of service options for the Fairlie Community in two areas – gardens and walkways.

Resolved:

1. That the Fairlie Community Board approves \$1200 for digger work and improvements to the track.
2. That the Fairlie Community Board approves four new signs for Fairlie walkway.
3. That the Fairlie Community Board request a new gate and chicane barriers be installed at Talbot Road entrance.

**Les Blacklock/ Trish Willis**

**34. Fairlie Water Supply:**

That the Council considers the Fairlie Community Board's request to Council.

Resolved:

1. That the Community Board requests Council to consider the impact of Fairlie's Water Asset failure early and to investigate possible financial solutions to remedy the issue.

**Owen Hunter/ Les Blacklock**

**35. Fairlie Heritage:**

That the Council notes the Fairlie Community Board's grant to the Fairlie Heritage Museum.

Resolved:

1. That the Community Board grant the Fairlie Heritage Museum New Year's Day Parade \$700.

**Trish Willis/ Noel Jackson**

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

**ATTACHMENTS:**

- The minutes of the meetings of the Twizel Community Board and Tekapo Community Board held on 24 September 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 TWIZEL COMMUNITY BOARD HELD IN THE SERVICE CENTRE, TWIZEL ON MONDAY 18 NOVEMBER 2013 AT 4:00PM

### **PRESENT:**

John Bishop  
Bruce White  
Phil Rive  
Pat Shuker  
Cr Russell Armstrong

### **IN ATTENDANCE:**

Bernie Haar (Asset Manager)  
Paul Morris (Manager Finance and Administration)  
Garth Nixon (Community Facilities Manager)  
Keri-Ann Little (Committee Clerk)

### **I WELCOME:**

The Manager Finance and Administration on behalf of the Chief Executive Officer welcomed all present to the first regular meeting of the Twizel Community Board for the new triennium.

### **II APOLOGIES:**

Resolved: that an apology be received from the Chief Executive Officer.

**John Bishop/ Phil Rive**

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

There were no declarations of interest.

### **IV MINUTES:**

Resolved that the minutes of the meeting of the Twizel Community Board held on 21 October and 24 September 2013 be confirmed and adopted as the correct record of the meeting.

**John Bishop/ Pat Shuker**

### **V ELECTION OF CHAIRPERSON:**

The Manager Finance and Administration called for nominations for the position of Chairperson.

#### Motion:

That John Bishop be nominated as the Chairperson of the Twizel Community Board

**Phil Rive/ Bruce White**

There were no further nominations. The motion was put and carried and the Manager Finance and Administration declared John Bishop to be the Chairman of the Twizel Community Board.

Mr Bishop thanked the Community Board for their nomination and said over the last 6 years the board has been very active and worked well collectively together, he would like the same level to continue. Mr Bishop said if a board member is approached from a member of the public in regards to a complaint please ask them to put their concern/complaint in writing and state you will bring their letter to the next board meeting for discussion, don't promise them an outcome as this will be discussed and the person then notified of the outcome.

Mr Bishop said in regards to late items these are not favoured but in some instances are unavoidable.

Mr Bishop concluded by thanking the board again for their support.

### MATTERS UNDER ACTION:

#### 1. **Alleyways:**

Fencing will be completed before spring. Sufficient timber left over to carry out two more alleyways perhaps opposite Rhoboro Road and Mt Cook Street.

*This has been initiated by Garth.*

#### 2. **Town Projects:**

##### 1. Walkways:

Tekapo Drive from Mackenzie to Glen Lyon -

Front of Town from Ruataniwha to Ostler Road – *frontage is looking good.*

##### 2. Tekapo Drive:

*Levelling and resowing completed - rolled again in the spring. Tekapo Drive track has been sprayed. Garth asked as to what level of spraying regarding other tracks. Several different levels of spraying required which needs to be identified.*

Improve irrigation

Mulch trees

Supplement planting – *tree planting underway.*

##### 3. Lake Ruataniwha:

Bollard fencing – *Estimates previously and processing through these with assistance from Town Manager in regards to speaking with contractors. The bottom section by the start and the road way section will be undertaken first. Budget review will follow.*

Tree felling

New road way

##### 4. Frontage Planting:

New planting on Glen Lyon Road – *Planting list*

Extent Doc plantings. Plants delivered 20 November 2013.

##### 5. Greenway fencing – *Garth to commission next two green ways which are in the pipeline.*

*Paths off Mackenzie Drive filled in with the other walkway materials out the front. High standard to continue as was set at Maryburn. Reconstruct edging will be undertaken with a peg of steel driven down through the edging assisting with keeping the edging in place and secure.*

##### 6. Cemetery:

Tree removal and improvements:

Gates at entrance/fenced off from Pony Club/Pedestrian gate into cemetery

##### 7. Stump grinding – *A list has been made of 56 stumps. Garth awaiting an estimated cost from Dave.*

#### 3. **Market Place Signs:**

*Awaiting an information sign to be added below the Mackenzie District Council sign.*

#### 4. **Public Toilets:**

*The situation is will be spoken later in the meeting.*

## VI ELECTION OF DEPUTY CHAIRPERSON:

The Chairman called for nominations for the position of Deputy Chairperson.

### Motion:

That Phil Rive be nominated as Deputy Chairman of the Twizel Community Board.

**John Bishop/ Bruce White**

There were no further nominations. The motion was put and carried and the Chairman declared Phil Rive to be the Deputy Chairman of the Twizel Community Board.

## VII REPORTS:

### 1. STANDING ORDERS:

The Local Government Act 2002 requires each council to adopt a set of standing orders. These apply to full council meetings, committee and community board meetings and provide the basis for orderly conduct of meetings and in particular certain rules defining the rights of Chairs and members to address meetings. Many councils adopt *Model Standing Orders for Meetings of Local Authorities and Community Boards – NZS9202:2003*.

### Resolved:

1. That the report be received.

**Russell Armstrong/ Pat Shuker**

### Resolved:

2. That New Zealand Standard Model Standing Orders NZS 9202:2003 be adopted with the following amendment:

Clause 3.14.2 is deleted and replaced with the following:

*That the Chairperson or other person presiding at the meeting*

*a) has a deliberate vote; and*

*b) in the case of an equality of votes has a casting vote*

**Russell Armstrong/ Phil Rive**

## 2. MEETING SCHEDULE FOR 2014:

This report from the Chief Executive Officer spoken to by the Manager Finance and Administration is to advise the Community Board of the schedule of meetings for Twizel Community Board for 2014.

### **TWIZEL COMMUNITY BOARD**

**(Starting at 4.00 pm in the summer and 3.00 pm in June and July)**

Monday 27 January 2014

Monday 10 March 2014 (including consideration of budgets for 2014/2015)

Tuesday 22 April 2014 (Tuesday to allow for Easter Monday)

Tuesday 3 June 2014 (Tuesday to allow for Queens Birthday)

Monday 14 July 2014

Monday 25 August 2014

Monday 6 October 2014

Monday 17 November 2014

#### Resolved:

1. That the report be received.
2. That the attached schedule of meetings be noted.

**John Bishop/ Russell Armstrong**

## 3. ROLES OF COMMUNITY BOARDS:

This report outlined roles of community boards and for the board to adopt the attached discussion paper detailing how Council and Community Boards will fulfil their respective roles.

#### Resolved:

1. That the report and attached discussion paper be received.
2. That the discussion document detailing how Council and Community Boards will fulfil their respective roles be adopted.

**Bruce White/ Phil Rive**

## 4. REMUNERATION OF ELECTED MEMBERS:

This report is for members to adopt a policy for reimbursement of expenses by elected members.

#### Resolved:

1. That the report be received.
2. That the policy of reimbursement of expenses by elected members be adopted.

**Russell Armstrong/ Phil Rive**

5. LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968 – REGISTER OF MEMBERS' INTERESTS:

The purpose of this report from the Manager Finance and Administration was to provide information about the *Local Authorities (Members' Interests) Act 1968* and in particular about good practice regarding compliance with the Act.

The Manager Finance and Administration spoke to the report with the aid of an example of conflict of interest's register of member's interest and frequently asked questions.

Resolved:

1. That the report be received.
2. That the elected members provide details of their declared business interests and spouse/partner declared business interests for inclusion in a Mackenzie District Council Register of Members' Interests.

**Phil Rive/Russell Armstrong**

6. FINANCIAL REPORT:

The Manager Finance and Administration's provided a financial report to the Board for the period to September 2013, the purpose of which is to update Board members on the financial performance of the Twizel Community as a whole for that period.

Mr Morris explained the format of the report to board members highlighting and discussing any variances. Mr Morris said he is happy to talk to all members individually to assist with understanding the financial reporting.

Resolved:

1. That the report be received.

**John Bishop/ Pat Shuker**

7. GRANT APPLICATION:

A letter from Liz Murray on behalf of the Combined Services Art Section was included in the agenda.

The Combined Services Art Section has hired the Events Centre Lounge for the upcoming Labour Weekend Art Exhibition (Saturday 26 and Sunday 27 October).

The letter from Ms Murray asked the board to allow them to utilise the Events Centre Lounge free of charge for the Friday afternoon set up.

Mr Nixon said an estimate set-up fee of \$30-\$70 would be expected.

Resolved:

1. That the report be received.
2. That the community board grant the Combined Services Art Section to use the Events Centre Lounge free of charge during the afternoon of Friday 25 October for the purpose of set up.

**Bruce White/ Russell Armstrong**

## 8. TWIZEL WATER SUPPLY:

This report from the Asset Manager was to update the Community Board on the decisions taken by the Mackenzie District Council in October 2013 on the future of the Twizel water supply and the progress towards meeting the Drinking Water Standards (DWS)

Mr Haar was assisted by the Mackenzie District Council Twizel Water Supply options report supplied by Opus International Consultants.

## **VIII GENERAL BUSINESS:**

### 1. CONFIRM AND ADOPT GREENWAY STRATEGY:

A verbal report was supplied by the Community Facilities Manager.

The Chairman said a preliminary meeting was held several weeks ago in regards to moving the greenway strategy forward with community board members.

Resolved: that the Twizel Community Board fully supports the adoption of the current greenway strategy

**John Bishop/ Pat Shuker**

### 2. TWIZEL TOILETS:

A progress report and update was supplied by the Community Facilities Manager in regards to the Twizel Toilets. Mr Nixon said the tender process will start in the New Year with both original and alternative options being advertised for tender. Mr Nixon said the engineering firm will start completing the engineer design works on 3-4 December 2013.

Mr Nixon apologised for the delay but explained a lot was out of his control as he had to keep the cost in check.

### 3. DOG INCIDENT:

The Manager Planning and Regulations was absent from today's meeting. The Chairman has spoken to Mr Hole in relation to this incident. The Chairman spoke to Ms Duncan and said it is very difficult to track the owner of the dog down which was uncontrolled, entered her property and harassed her dogs. The dog in question was not a local dog.

Resolved: that the community board instruct Mr Hole to write a letter to Ms Duncan stating her letter was received, discussed and this issue will be discussed in further detail with the new Dog Control Officer.

**Phil Rive/ Russell Armstrong**

### 4. TWIZEL MARKET PLACE PLAYGROUND:

A letter of correspondence was forwarded as a late item to community board members regarding Twizel Market Place Playground.

The letter from Rachel Sheridan is in relation to fully fencing the playground at Market Place.

Mr White said he had asked community members using the park if the current fencing was adequate and the response he received was very positive.

Resolved: That the Community Board decline Ms Sheridan's request to fence the playground. And instruct the Community Facilities Manager to write a letter of response to Ms Sheridan.

**Pat Shuker/ Phil Rive**

5. END OF YEAR ASSEMBLY:

A letter tabled by the Chairman from the Deputy Principle of Twizel Area School, Neil Potter, inviting the Community Board to donate towards a student prize as they have done in previous years.

Mr Potter said in the past cash donations have been preferred as students receive book vouchers but the School would be grateful to receive any suitable contributions.

The Chairman said last year a \$100 cash donation was supplied.

Resolved: that the Twizel Community Board donates \$100 to the Twizel Area School for the purpose of a student prize at the 2013 End of Year Assembly.

**Phil Rive/ Bruce White**

6. PARKING ON FOOTPATHS:

The Chairman informed the board that he has noticed an alarming number of vehicles now being parked on the footpaths around town this is providing a nuisance and safety risk for people using scooters and pushing prams to be able to access the footpath safely instead having to venture out on to the road to pass the parked vehicles.

The Chairman said he has discussed this with the Police but they responded that this is hard to police as there are no gutters, the Chairman replied by stating that there is two different forms of seal now being used, one for the footpath and one for the road itself to try and help distinguish between the two and deter vehicle users from parking on the footpath.

The Chairman said he will undertake to draft a notice to be advertised in the Twizel Update in regards to parking etiquette. The Chairman will also ask for feedback from the Police.

7. WARD MEMBERS REPORT:

Councillor Armstrong reported:

- The Council has adopted the Annual Report
- I am the Council representative on the for Alps to Ocean Committee
- James Leslie is the Council representative on the Pukaki Airport Board, Canterbury Regional Transport Committee and the Canterbury Waste Joint Committee.

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

There was no business reported from other board members.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6:00PM**

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

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

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE FAIRLIE COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON MONDAY 25 NOVEMBER 2013 AT 7:00PM**

**PRESENT:**

Owen Hunter (Chairman)  
Trish Willis  
Les Blacklock  
Cr Noel Jackson

**IN ATTENDANCE:**

Paul Morris (Manager Finance and Administration)  
Wayne Barnett (Chief Executive Officer)  
Paul Morris (Manager Finance and Administration)  
Garth Nixon (Community Facilities Manager)  
Bernie Haar (Asset Manager)  
Geoff Horler (Utilities Engineer)  
Keri-Ann Little (Committee Clerk)

1 Member of the Public

**I     APOLOGY:**

There were no apologies.

**II    MINUTES:**

Resolved that the minutes of the meeting of the Fairlie Community Board held on 2 October 2013 and 21 October 2013 be confirmed and adopted as the correct record of the meeting with the following corrections:

**Matters Under Action:**

***Planter Boxes***

Planter boxes to be gifted to the Museum.

**Ward Member's Report:**

The CEO along with Miss Willis suggested a meeting being organised with New Zealand Transport Agency (NZTA) to discuss what is available relating to signs. A sign strategy is to be developed opposed to signs simply being erected with little or no planning.

**Les Blacklock/ Owen Hunter**



### **III ELECTION OF CHAIRPERSON:**

The Chief Executive Officer called for nominations for the position of Chairperson.

Motion:

That Owen Hunter be nominated as Chairman of the Fairlie Community Board.

**Noel Jackson/ Les Blacklock**

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Owen Hunter to be the Chairman of the Fairlie Community Board.

### **IV ELECTION OF DEPUTY CHAIRPERSON:**

The Chief Executive Officer called for nominations for the position of Deputy Chairperson.

Motion:

That Trish Willis be nominated as the Deputy Chairperson of the Fairlie Community Board.

**Les Blacklock/ Owen Hunter**

There were no further nominations. The motion was put and carried and the Chief Executive Officer declared Trish Willis to be the Deputy Chairman of the Fairlie Community Board.

### **V REPORTS:**

#### **1. STANDING ORDERS:**

The Local Government Act 2002 requires each council to adopt a set of standing orders. These apply to full council meetings, committee and community board meetings and provide the basis for orderly conduct of meetings and in particular certain rules defining the rights of Chairs and members to address meetings. Many councils adopt *Model Standing Orders for Meetings of Local Authorities and Community Boards – NZS9202:2003*.

Resolved:

1. That the report be received.
2. That New Zealand Standard Model Standing Orders NZS 9202:2003 be adopted with the following amendment:

Clause 3.14.2 is deleted and replaced with the following:

*That the Chairperson or other person presiding at the meeting*

*a) has a deliberate vote; and*

*b) in the case of an equality of votes has a casting vote*

**Les Blacklock/ Trish Willis**

## 2. MEETING SCHEDULE FOR 2014:

This report is to advise the Community Board of the schedule of meetings for Fairlie Community Board for 2014.

### Resolved:

1. That the report be received.
2. That the attached schedule of meetings be noted.

**Trish Willis/ Les Blacklock**

### **FAIRLIE COMMUNITY BOARD (Starting at 7:00pm)**

Monday 3 February 2014

Monday 17 March 2014 (including consideration of budgets for 2014/2014)

Monday 28 April 2014

Monday 9 June 2014

Monday 21 July 2014

Monday 1 September 2014

Monday 13 October 2014

Monday 24 November 2014

## 3. ROLES OF COMMUNITY BOARDS:

This report from the Chief Executive Officer was to outline roles of community boards and for the board to adopt the attached discussion paper detailing how Council and Community Boards will fulfil their respective roles.

### Resolved:

1. That the report and attached discussion paper be received.
2. That the discussion document detailing how Council and Community Boards will fulfil their respective roles be adopted.

**Trish Willis/ Les Blacklock**

## 4. RENUMERATION OF ELECTED MEMBERS:

The Chief Executive Officer spoke to the paper that had been circulated with the agenda. The report for members to adopt a policy for reimbursement of expenses by elected members.

### Resolved:

1. That the report be received.
2. That the policy of reimbursement of expenses by elected members be adopted.

**Les Blacklock/ Noel Jackson**

5. LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968 – REGISTER OF MEMBERS' INTERESTS:

The purpose of this report was to provide information about the *Local Authorities (Members' Interests) Act 1968* and in particular about good practice regarding compliance with the Act.

The CEO spoke to the paper which had been circulated with the agenda with the aid of an example of conflict of interest's register of member's interest and a copy of frequently asked questions.

Resolved:

1. That the report be received.
2. That the elected members provide details of their declared business interests and spouse/partner declared business interests for inclusion in a Mackenzie District Council Register of Members' Interests.

**Noel Jackson/ Trish Willis**

6. FINANCIAL REPORT TO OCTOBER 2013:

This report from the Manager – Finance and Administration was accompanied by the financial report for the Fairlie Community Board for the period to October 2013.

The Manager – Finance and Administration explained the report in detail for the benefit of the new member.

Resolved that the report be received.

**Les Blacklock/ Owen Hunter**

7. OLD LIBRARY BUILDING:

An updated report was circulated on Friday in regards to the Old Library Café Building with the purpose of updating the Board on progress with the option of rebuilding the Old Library Building and to seek input from the Board to assist with Council decision making.

Decision making for the Old Library building is a Council responsibility but it is appropriate and will be helpful for Council to be aware of the Community Board's views when considering this matter, and to assist their decision making process.

Over the past few months staff have worked with Graham McDermid of Architects Plus to formulate a repair methodology and estimate of costs. The total expected cost for repairing the building is \$585,000.

The Chief Executive Officer answered any questions.

**Owen Hunter** commented that he was impressed with Graham McDermid's report however felt that the community board couldn't make a decision around a resolution until the building work had been put out to tender with a confirmed price agreed on. The Chairman stated he was very wary of a price blow out and if that was the case the option should be removed from the table.

**Trish Willis** felt it imperative a discussion takes place regarding available options and believes at the same cost a new building could be built with no existing problems with the advantage of lasting at least another 100 years opposed to rebuilding an old building. Miss Willis asked the board to keep in mind this building was first designed and built as a Library. Miss Willis noted that 64 people had voted to keep the building and she felt it her responsibility to support the residence and their preference. Miss Willis asked the board if enough non-resident ratepayers had been surveyed, had they all been reached and are there any other avenues to be investigated that could also reach residence. Miss Willis concluded by making a suggestion with the purpose of moving forward that the community board supports the residents and repairs the Old Library building; however this would be subject to a satisfactory tender price being received.

**Cr Noel Jackson** informed the board that it would cost sub-contractors a considerable amount of money to submit a tender price as they would be required to assess the building to establish what works were required. Cr Jackson added that he is in favour of the repair option and noted the Old Library building is a significant landmark, an attraction that brings people into the Town and District to stay and have a meal; it would be a shame if the Town and District lost the building. Cr Jackson likened it to the replacement of the Church of the Good Shepherd in Lake Tekapo.

**Les Blacklock** said that everyone around the table was aware of his feelings in regards to his favoured option of the new build and making his view felt that the decision wasn't made level headed. Mr Blacklock said he feels the Council is going down the track of the rebuild and doesn't believe the other option was spoken to. Mr Blacklock suggested a new building be built something to showcase the Mackenzie with the possibility of working in with Mt John maybe a star theme restaurant, a new restaurant with a new outlook built well with better lighting and sun availability. Mr Blacklock concluded by saying that whatever is decided he will follow.

Mr Haar added you have to be aware when going out to tender that you have to, unless there is a significant price difference, except one of the tenders as Cr Jackson has pointed out.

The Mayor read from the responsibilities of the community boards "community boards will take appropriate steps to consult with their communities to ensure that their advocacy is soundly based. Care must also be taken to canvas the views of non-resident ratepayers, especially when they comprise a sizeable proportion of the community. Where the Council and a community board jointly deemed an issue to be significant, Council would lead and fund the consultation process, but if the issue is specific to a community the relevant community board would meet

the costs involved” The Mayor reiterated that the Council will make the overall decision and all is required from the Community Board is a recommendation.

Resolved:

1. That the report be received.
2. That the Fairlie Community Board supports the residence preferred option of repairing the existing Old Library Building subject a satisfactory tender price being received.

**Noel Jackson/ Trish Willis**

8. STRATHCONAN SWIMMING POOL SUPERVISORS REPORT:

The Chairman welcomed Kylie Murphy, Swimming Pool Supervisor to the meeting. Ms Murphy distributed her report.

Ms Murphy spoke to her report and answered the board’s questions.

Miss Willis said she has received great feedback and commended Ms Murphy on a good job and said it will be interesting at the completion of the season to assess how it has all worked out. Having a marketing brainstorm as shown in the report is brilliant. Children are reporting they are having more of a fun time at the pool. Miss Willis suggested by notifying people of trial times they may be more accepting.

The Mayor said that this report is very encouraging and informative, the community had made comments, Mr Nixon acted on these and Ms Murphy implementing the changes, it is excellent.

The Chairman also commended Ms Murphy and Mr Nixon on their report and would like another report with the mid-season findings.

9. SWIMMING POOL INFLATABLE GRANT:

This report was spoken to by the Manager of Community Facilities seeking Community Board approval to apply for a grant from Trust Aoraki to support the purchase of a pool inflatable for the Strathconan and Twizel Swimming Pool’s.

Mr Nixon provided background information to the Board. To purchase the pool inflatable cost at \$9,000 so far we have:

- \$3,000 from Fairlie Community Board
- \$3,000 from Twizel Community Board
- \$1,000 from the Spring Fling
- \$1,000 from Fairlie Lions

I am applying to Trust Aoraki for the balance of funds \$1,000. Trust Aoraki requires a resolution supporting the purchase for completeness in the application for funds.

Resolved:

1. That the report be received.
2. That the Fairlie Community Board supports the grant application for an inflatable for Strathconan and Twizel Swimming Pool's.

**Les Blacklock/ Trish Willis**

**10. LEVELS OF SERVICE FOR FAIRLIE TOWN CONTRACTS:**

The Community Facilities Manager provided this report, aided by a PowerPoint presentation, to the Board to determine the level of service options that the Fairlie Community Board wishes to provide in two areas – the gardens and the walkways.

Recent discussions have raised question around the level of service provided by the contractors who maintain the town. The contractors provide town maintenance in two contracts. The Roading Contract looks after the street cleaning and litter and the Facilities Contract looks after garden, lawns and litter in these areas around the town. The level of service is specified in the township maintenance contract.

Miss Willis asked Mr Nixon does the maintenance contract include furniture. Mr Nixon replied that it is not specified in the contract and only if an item was broken would he be notified and this item would not be repaired unless he instructed to do so.

Miss Willis said she would like some improvements to this contract regarding furniture at the next contract discussion, if they are maintained regularly they would last longer.

The Chairman suggested a yearly check of all furniture.

Mr Nixon said there is a vast array of furniture around town and he would require direction as to what to access in regards of repairing and upgrading.

The Chairman suggested the Community Board meet next Monday 2 December at 5pm on the Village Green, under the clock, for a walk around and discussion of furniture.

Further to the level of service Mr Nixon asked the Community Board for feedback in regards to walkways in particular the Opihi Track entrance. Mr Nixon informed the Board he had received an offer from The Fairlie Lions to undertake some significant improvements to the current track. Mr Nixon asked the Board to approve expenditure of \$1,200 for digger work for a day, The Fairlie Lions supplying culverts and manual labour.

Mr Nixon also asked the Board for guidance in regards to signage at the track entrance and asked for an indication if new "Louise Wynn Signs" were preferred.

This would be an estimated cost of \$1000 and Mr Nixon would order them immediately.

Resolved:

1. That the report be received.
2. That the Fairlie Community Board approves \$1200 for digger work and improvements to the track.
3. That the Fairlie Community Board approves four new signs for Fairlie walkway.
4. That the Fairlie Community Board request a new gate and chicane barriers be installed at Talbot Road entrance.

**Les Blacklock/ Trish Willis**

**V GENERAL BUSINESS:**

**1. FAIRLIE WATER SUPPLY:**

The Chairman expressed his concern over depreciation of the Fairlie Water supply stating we have inherited old pipes and have been disadvantaged with a higher level of debt earlier than anticipated. The Chairman said he would like Council to consider the Community Boards current position in regards to debt and assess if there is a way forward.

Mr Morris said some of the Fairlie Water Supply assets have worn out earlier than the normal useful life would indicate. This has required capital expenditure being undertaken earlier than planned. This has had the effect of reducing the amount of funded depreciation the board has been able to accumulate to offset future capex and incurred additional financing costs ahead of time. Is there a case to be made for a Council contribution to the debt caused by failing infrastructure, if there is the Community Board should be proactive and request Council review the position. A request is required from the Community Board to Council; Council will then decide the merits of the request and put Council resources to the project.

Resolved: that the Community Board requests Council to consider the impact of Fairlie's Water Asset failure early and to investigate possible financial solutions to remedy the issue.

**Owen Hunter/ Les Blacklock**

**2. FAIRLIE HERITAGE MUSEUM NEW YEAR'S DAY PARADE:**

This item was accompanied in the agenda by the letter from Dwin Bishop from the Fairlie Heritage Museum, asking the Fairlie Community Board for their assistance financially with this year's New Year's Day Parade.

The Fairlie Heritage Museum is seeking assistance with the cost of fuel for the vehicles, advertising and the cost of the lolly scramble and entertainment of the

Village Green. They ask for \$700 is granted stating that this grant will gladly account for all the funds spent.

Resolved: That the Community Board grant the Fairlie Heritage Museum New Year's Day Parade \$700.

**Trish Willis/ Noel Jackson**

### 3. FAIRLIE TOWNSHIP MAINTENANCE:

#### **Planter Boxes:**

At the rear of the shearers carpark planter boxes to be moved back further allowing more room for trailers and bigger vehicles to turn around within the carpark.

#### **Green Sign in front of Old Library Building:**

Asset Manager to investigate relocating the NZTA sign down to camping ground.

### 4. WARD MEMBERS' REPORT:

Cr Jackson reported on the following:

- Swearing in completed.
- Tour of the District also completed, looked at different areas such as:
  - Property development in Tekapo
  - Footbridge
  - Roding repairs on the gravel roads and cost involved
  - Twizel sewage pond upgrade
  - Twizel water supply may stay with what they currently have
  - Visited Manuka Terrace
- Council passed the recent Audit – a job well done

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9:45PM**

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

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



# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD AT TEKAPO COMMUNITY HALL, LAKE TEKAPO, ON MONDAY 18 NOVEMBER 2013 AT 7:30PM

### PRESENT:

Stella Sweney  
Alan Hayman  
Peter Munro  
Cr Murray Cox

### IN ATTENDANCE:

Garth Nixon (Community Facilities Manager)  
Keri-Ann Little (Committee Clerk)  
1 Member of the Public

### I APOLOGIES:

Resolved: that an apology be received from the Chief Executive Officer.

**Alan Hayman/ Murray Cox**

### II ELECTION OF CHAIRPERSON:

The Manager Community Facilities on behalf of the Chief Executive Officer called for nominations for the position of Chairperson.

#### Motion:

That Peter Munro be nominated as Chairman of the Tekapo Community Board.

**Alan Hayman/ Murray Cox**

There were no further nominations. The motion was put and carried and the Manager Community Facilities declared Peter Munro to be the Chairman of the Tekapo Community Board.

### III DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

### IV MINUTES:

Resolved that the minutes of the meeting of the Tekapo Community Board held on Tuesday 24 September 2013 be confirmed and adopted as the correct record of the meeting.

**Alan Hayman/ Murray Cox**

Resolved that the minutes of the meeting of the Tekapo Community Board held on 21 October 2013 be confirmed and adopted as the correct record of the meeting.

**Murray Cox/ Stella Sweney**

## V **ELECTION OF DEPUTY CHAIRPERSON:**

The Chairman called for nominations for the position of Deputy Chairperson.

### Motion:

That Stella Sweney be nominated as the Deputy Chairperson of the Tekapo Community Board.

**Alan Hayman/ Murray Cox**

There were no further nominations. The motion was put and carried and the Chairman declared Stella Sweney to be the Deputy Chairman of the Tekapo Community Board.

## **MATTERS UNDER ACTION:**

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

*The Chairman has spoken to Ray Gardner via email regarding a meeting with Ray, Craig and "Swaney" Cr Cox to follow up with Ray.*

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

Once the NZMCA have updated their template, approved by LGNZ and DoC, that this is put before the Community Board for further discussion. *Nothing further Garth to follow up.*

### **3. Community Hall:**

Powerpoints have now been installed. Entrance to community centre landscaping discussed left and right of the entrance to be taken out in the near future.

*Car parking for Lake Tekapo Community Hall:*

Concept plans – ongoing.

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

The hill area has been mowed and is looking okay with more water applied.

### **4. Lighting Ordinances:**

On-going progress made;

- Brochure was distributed with rates.
- Waiting for cartoon and graphics to return.
- Changes to Asset Manager re the lights.
- Lights downtown has now a cover on it that was a problem, Montheiths Bar and the light at the camp.
- The Mayor gathering cartoon pictures.

### **5. Lochinvar Subdivision:**

*Rabbit control will need to be undertaken before numbers begin to rise again – still outstanding. Clarification over spraying from Whitestone required. Irrigation serviced recently.*

### **8. Council Owned Units:**

Would be a change of activity for Council and this would need to be discussed with Council to see if they (Council) want to be involved with worker accommodation.

If the Community Board wishes the CEO to undertake this he will. A local businessman is looking at worker accommodation options as a development and also Stephen Gubb could be advised to complete a feasibility study as to whether it is worth Council being involved in providing worker accommodation at Lake Tekapo. *Cr Cox will follow up this has not gone to Council as yet.*

Resolved: that the Community Board request the Council to investigate Council adopting a proactive role in providing worker accommodation at Lake Tekapo.

**Ian Radford/ Alan Hayman**

## **9. Walkways and Cycleway:**

*Map for Tekapo underway.*

## **10. Tekapo Plantation:**

Irrigation track underway in Section A. Enhancement Group intend to plant out along resource recovery road and the cemetery and have applied and received funding from Genesis Energy; however planting is not yet approved.

Enhancement Group want to plant Oaks along the road there is a sewer line running along the road. Enhancement Group requires permission from the Forestry Board. Cr Cox will return to Enhancement Group to discuss other suitable options.

# **VI REPORTS:**

## **1. STANDING ORDERS:**

The Local Government Act 2002 requires each council to adopt a set of standing orders. These apply to full council meetings, committee and community board meetings and provide the basis for orderly conduct of meetings and in particular certain rules defining the rights of Chairs and members to address meetings. Many councils adopt *Model Standing Orders for Meetings of Local Authorities and Community Boards – NZS9202:2003*.

Resolved:

1. That the report be received.
2. That New Zealand Standard Model Standing Orders NZS 9202:2003 be adopted with the following amendment:

Clause 3.14.2 is deleted and replaced with the following:

*That the Chairperson or other person presiding at the meeting*

*a) has a deliberate vote; and*

*b) in the case of an equality of votes has a casting vote*

**Stella Sweney/ Murray Cox**

## 2. MEETING SCHEDULE FOR 2014:

This report is to advise the Community Board of the schedule of meetings for Tekapo Community Board for 2014.

### Resolved:

1. That the report be received.
2. That the attached schedule of meetings be noted.

**Alan Hayman/ Stella Sweney**

### **TEKAPO COMMUNITY BOARD**

**(Starting at 7:30pm in the summer and 7:00pm in June and July)**

Monday 27 January 2014

Monday 10 March 2014 (including consideration of budgets for 2014/2015)

Tuesday 22 April 2014 (Tuesday to allow for Easter Monday)

Tuesday 3 June 2014 (Tuesday to allow for Queens Birthday)

Monday 14 July 2014

Monday 25 August 2014

Monday 6 October 2014

Monday 17 November 2014

## 3. ROLES OF COMMUNITY BOARDS:

This report from the Chief Executive Officer spoken to by the Community Facilities Manager outlining roles of community boards and for the board to adopt the attached discussion paper detailing how Council and Community Boards will fulfil their respective roles.

### Resolved:

1. That the report and attached discussion paper be received.
2. That the discussion document detailing how Council and Community Boards will fulfil their respective roles be adopted.

**Alan Hayman/ Stella Sweney**

## 4. REMUNERATION OF ELECTED MEMBERS:

This report is for members to adopt a policy for reimbursement of expenses by elected members.

### Resolved:

1. That the report be received.
2. That the policy of reimbursement of expenses by elected members be adopted.

**Alan Hayman/ Murray Cox**

5. LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968 – REGISTER OF MEMBERS' INTERESTS:

The purpose of this report was to provide information about the *Local Authorities (Members' Interests) Act 1968* and in particular about good practice regarding compliance with the Act.

The Community Facility Manager spoke to this report with the aid of an example of conflict of interest's register of member's interest and a copy of frequently asked questions.

Resolved:

1. That the report be received.
2. That the elected members provide details of their declared business interests and spouse/partner declared business interests for inclusion in a Mackenzie District Council Register of Members' Interests.

**Murray Cox/ Stella Sweney**

6. FINANCIAL REPORT:

The financial report was tabled at the meeting. The Manager Community Facilities spoke to the report and explained any variances.

Resolved that the report be received.

**Murray Cox/ Stella Sweney**

7. BLINDS FOR TEKAPO COMMUNITY CENTRE:

This report from the Community Facilities Manager for discussion of the possibility of enclosing the veranda at the Tekapo Hall and provide information from LouvreTec.

Mr Nixon will source further suppliers and quotes.

Resolved that the report be received.

**Alan Hayman/ Murray Cox**

Resolved: that the community board recommends we proceed subject to acceptable quotations and that the work be funded from the Hall capital reserve.

**Alan Hayman/ Murray Cox**

## VII GENERAL BUSINESS:

### 1. DISCHARGE PERMIT APPLICATION – TEKAPO VILLAGE CENTRE:

A letter received from Aurecon Planner Melanie Muldowney was included in the agenda regarding the discharge permit application for Tekapo Village Centre.

Ms Muldowney thanked the community board for providing affected party approval for the abovementioned discharge consent application.

Ms Muldowney said that in terms of the comments that related to the landscaping of existing domain swales, with the proposed modifications to the existing stormwater network these areas will become dryer overall and so it is agreed that some improvements may be required.

Ms Muldowney concluded her letter by stating they are happy to discuss the above matters with the community board by contacting her personally.

This works will start in conjunction with the development.

### 2. LAKE TEKAPO COMMERCIAL LANE STREET NUMBERS:

This agenda item accompanied by an email sent to the Community Board by Cr Cox on behalf of Tekapo business owners regarding increasing enquiries around business owners address along the commercial lane, the road running parallel to the Main Highway and in front of the main businesses in Lake Tekapo.

Cr Cox said business owners are finding an increasing number of customers can't find their businesses using navigation devices and it would also seem timely to look at naming the street properly and giving numbers, as when the new commercial development is started this issue will need to be addressed.

Resolved: that Council put the process in place to officially name the Lake Tekapo commercial lane and allocate street numbers to premises.

**Murray Cox/ Alan Hayman**

### 3. WARD MEMBER'S REPORT:

Cr Cox informed the board the following:

- Induction and familiarity over the last 2 weeks.
- Met with Waimate Councillors and ECan Commissioners
- Attended Upper Waitaki Zone Water Management meeting last Friday in Tekapo.
- One Council meeting and another next Tuesday
- I will be the Chair of the Planning and Regulatory Committee
- I will be a member of the Forestry Board
- I will be a member of the Tekapo Property Group
- Tour of the District was good putting things into perspective especially around Twizel.

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

Cr Cox reported on the regional park, negotiations on caretaker/ranger verbally all signed off just awaiting the contract. This new position will provide sustainability moving forward to help with maintenance in the park.

The Chairman attended the Project River Recovery meeting last week on behalf of the Community Board with the outlook to continue on with their good work. Several bird colonies have been saved. They have been trying to protect fledging's which are now starting to leave the nest and survive.

The Chairman said the Alpine Trust's new South Opuha Hut is now opened after a successful opening in the weekend.

The Chairman reported the Footbridge is ongoing. The "buy a plank" campaign has raised over \$40,000 so far.

The Chairman reported on the Whitewater Trust, this had ceased but a letter was received from Genesis Energy stating the closing of the canal will be delayed a month. No consents have been applied for.

Tekapo Search and Rescue has been active in the last month and had a search on Mt John reported the Chairman. The person was found safe at her home.

5. MACKENZIE COUNTY SCHOLARSHIP REPRESENTATIVE:

A member of the Tekapo Community Board is required as a representative for the Mackenzie County Scholarship, namely the Bruce Scott Memorial Price. Interviews will take place on 29 November 2013 with information regarding procedures and full applications distributed to all representatives prior to the interviews.

The Chairman called for nominations for the position of Representative on the Mackenzie County Scholarship.

Motion:

That Alan Hayman be nominated as the Representative on the Mackenzie County Scholarship.

There were no further nominations. The motion was put and carried and the Chairman declared Alan Hayman the Tekapo Community Board Representative on the Mackenzie County Scholarship.

**Murray Cox/ Stella Sweney**

**VIII PUBLIC EXCLUDED:**

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

1. Lakeside Drive Carpark

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

**Murray Cox/ Alan Hayman**

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9:35PM**

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

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



# **MACKENZIE DISTRICT COUNCIL**

## **MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 26 NOVEMBER AT 9:30 AM**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Nathan Hole (Manager – Planning and Regulations)  
Paul Morris (Manager – Finance and Administration)  
Garth Nixon (Community Facilities Manager)  
Toni Morrison (Senior Policy Planner)  
Karina Morrow (Senior Planner)  
Keri-Ann Little (Committee Clerk)  
David Caldwell (Lane Neave)

### **I APLOGIES:**

Resolved that an apology be received from Evan Williams.

**Graham Smith/ Murray Cox**

### **II OPENING:**

The Mayor welcomed everyone to the meeting.

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

There were no declarations of interest.

### **IV BEREAVEMENTS:**

The Mayor referred to the recent deaths of Leonard Russell Patterson, Bert Haining and Sydney Maxwell (Max) Smith.

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

### **V MAYORAL REPORT:**

This was the report of Mayoral activities from 6 November to 25 November 2013.

Resolved that the report be received.

**Murray Cox/ James Leslie**

### **Report from Zone and Sector Meetings (November 2013):**

Three times a year, I am required to attend LGNZ (Local Government NZ) sector and zone meetings, if possible. From now on, I would like at least one of my councillors to attend these meetings with me as they give a broader understanding of the role we have to play and the statutes, laws and issues that we will be required to address over our term in office.

The week began with the Zone 5 & 6 meeting in Christchurch. Zone 5 & 6 represent all of the regional and territorial authorities in the South Island and the meetings are scheduled for two or three times a year. They used to run separate meetings with one combined effort a year but found that the value was in having all of the South Island represented. As a result of this, SISA (South Island Strategic Alliance) was established. The role of SISA is basically to utilise the combined efforts of all of the SI Councils to investigate and advocate on our behalf in relation to issues that affect us all.

Rural/Provincial Sector meetings are for all rural and provincial authorities throughout NZ and are generally well supported and beneficial in providing up-to-date information and networking opportunities. These meetings are held in Wellington over a Thurs/Fri and I try not to miss them due to the valuable content on their agendas.

I would like each of you to have the opportunity to attend both a Zone and a Sector meeting over your three year term. It will assist in putting into perspective the scope of what we do and have in common with TA's up and down the country.

### **Brief Overview of Zone 5 & 6 Meeting:**

- Presentation of LGNZ brand strategy - Update on the changes of LGNZ structure, purpose and vision.
- Resource Management Act (RMA) reform – Overview of understanding and response to following reports: 'Improving our Resource Management System', 'Freshwater Reform 2013 and Beyond', 'Resource Management Summary of Reform Proposals' and 'Proposed Amendments to the National Policy Statement for Freshwater Management 2011'.

The main point is that, while there is some certainty around the content of the reforms there is no certainty that it will actually gather enough support in Parliament to be introduced before the end of this year. If not, it may become an election issue next year.

- There was discussion around the Rating Resolutions Review that was conducted by the auditors on behalf of the Office of the Auditor General (OAG) as part of the Annual Report audit and the potential issues and legal challenges that can arise if we do not draft our rating resolutions carefully (if you have ever wondered why our consultants budget is so high it is because we have to ensure that our decisions are legally sound and not open to a judicial review).

The 'Kaipara Report' is due out next week and apparently it has some sobering content and lessons for all councils.

### **Brief Overview of Rural/Provincial Sector Meeting:**

- The sessions began with our first R/P Mayoral Forum – an opportunity for free and frank discussion between Mayors and representatives from LGNZ and their board. Very useful.
- There was an update of LGNZ which was a repeat of the info at Zone 5 & 6 earlier in the week.
- There was a presentation from the Ministry of Transport (MoT) on the Government Policy Statement – the new GPS will take effect 1 July 2015 and we should be hearing what its content is in March next year.

- Ministry of Health made a presentation on Rural Agricultural Drinking Water Supplies. Note that any supply that has 50 users or more does not qualify for the rules around RADWS.
- There was a panel discussion around the 3 Waters and the National Infrastructure Plan. This will be a key issue going forward as the OAG has signalled that there will be much closer scrutiny of our Asset Management Plans (AMPS) going forward and that we will need to have in place a 30 year strategy for our assets as part of our Long term Plan (LTP).
- Lew Richards from IANZ (International Accreditation NZ) gave a briefing on building consent accreditation which was quite informative but probably not something you will be interested in at this stage.
- Frances Sullivan from LGNZ gave an update on building consents.
- Kate McKnaught gave a very quick update on the Local Government Act Amendments Bill (didn't write anything down but we will receive info as and when necessary)
- There was an enlightening presentation on Freedom Camping by Bruce Lochore from the NZMCA (NZ Motor Caravan Association) which I only caught the end of.
- There was an uninspiring presentation on Food Bill changes from Cherie Flynn (Ministry of Primary Industries). I didn't pay too much attention as this work is contracted out to Timaru District Council to implement on our behalf.
- Surprisingly, there was a very good presentation from the Law Society around their review of the Burial and Cremation Law. If any of you are interested in further reading, I have some info on this.
- There was a presentation from Statistics NZ on Social Well-being in NZ. This was excellent and raised my awareness of the type of statistical data that they have and how it could be of use to us from time to time.
- Last but not least, there was an update from Jenny Chetwynd from NZTA about the current progress of the FAR (Funding Assistance Rate) for roading activities. As this is a topic dear to the hearts and minds of all of rural/provincial NZ I think they put it last on the agenda to make sure that nobody sloped off early from the meeting! The presenter was excellent and clearly outlined the reasons behind the review, the current status of that and the level of engagement they had utilised.

After all that it was time to catch the shuttle back to the airport, fly to Christchurch and drive home for a break!

## **VI REPORTS REQUIRING COUNCIL DECISIONS:**

### **1. COMMITTEE STRUCTURE:**

This report from the Senior Policy Planner was to establish four standing Committees and appoint Chairpersons for each of those Committees and to establish two Subcommittees pursuant to section 41A, 30 and 31 of the Local Government Act (LGA) 2002.

1. That the report be received.
2. That the Council note the establishment of the Strategy and Policy Committee, the Planning and Regulatory Committee, the Assets and Services Committee, and the Finance Committee pursuant to section 41A of the Local Government Act 2002.

3. That the Council notes the appointment of the following Chairs to each committee, pursuant to section 41A of the Local Government Act 2002:

<b>Strategy and Policy Committee:</b>	The Mayor
<b>Planning and Regulatory Committee:</b>	Cr Murray Cox
<b>Assets and Services Committee:</b>	Cr James Leslie
<b>Finance Committee:</b>	Cr Graham Smith

4. That the Council confirms appointments to each of the four Committees as Committees of the Whole, pursuant to clause 31 of Schedule 7 of the Local Government Act 2002.

**Graham Smith/ Russell Armstrong**

5. That pursuant to clause 32(1) of Schedule 7 of the Local Government Act 2002, the Council delegates to each standing committee all powers necessary to effectively carry out the committee's terms of reference and scope, excluding those reserved to Council.

**James Leslie/Murray Cox**

6. That the Council appoints two subcommittees of the Finance Committee and makes appointments to those subcommittees as follows, pursuant to sections 30 and 31 of the Local Government Act 2002:

**(1) Audit and Risk subcommittee:**

Membership: The Audit and Risk Management Subcommittee will be made up of not less than three Councillors, one of whom shall be the Chairperson of the Finance Committee.

The Mayor called for nominations for the position of committee member of the Audit and Risk subcommittee.

Motion:

That Cr James Leslie be nominated as a committee member of the Audit and Risk subcommittee.

**Graham Smith/ Noel Jackson**

There were no further nominations. The motion was put and carried and the Mayor declared Cr James Leslie to be a committee member of the Audit and Risk subcommittee.

Members: Cr Graham Smith  
The Mayor  
Cr James Leslie

*(note: Once established, the Finance Committee can appoint additional members to this subcommittee as it considers appropriate including persons who are not members of the local authority, in accordance with Clause 31(3) Schedule 7 LGA.)*

## **(2) Tekapo Property Group:**

### **Membership:**

The Subcommittee will be made up of the Chief Executive Officer, the Manager Finance and Administration, and not less than two Councillors, one of whom shall be the Chairperson of the Finance Committee:

The Mayor called for nominations for the position of committee member of the Tekapo Property Group.

### **Motion:**

That Cr Murray Cox be nominated as committee member of the Tekapo Property Group.

**Graham Smith/ Russell Armstrong**

The motion was put and carried and the Mayor declared Cr Murray Cox be nominated as committee member of the Tekapo Property Group.

The Mayor asked for expressions of interest from any other members for the position of committee member of the Tekapo Property Group.

Cr Armstrong expressed an interest.

The Mayor asked for a nomination.

### **Motion:**

That Cr Russell Armstrong be nominated as committee member of the Tekapo Property Group.

**Murray Cox/ Graham Smith**

There were no further nominations. The motion was put and carried and the Mayor declared Cr Russell Armstrong be nominated as committee member of the Tekapo Property Group.

Members:      Cr Graham Smith  
                     The Mayor  
                     Cr Murray Cox  
                     Cr Russell Armstrong

*(note: Once established, the Finance Committee can appoint additional members to this subcommittee as it considers appropriate including persons who are not members of the local authority, in accordance with Clause 31(3) Schedule 7 LGA.)*

7. That pursuant to clause 32(1) of Schedule 7 of the Local Government Act 2002, the Council delegates to each subcommittee the responsibilities, duties and powers set out under each subcommittee's terms of reference and scope, excluding those reserved to Council or any other committee.

**Russell Armstrong/ Murray Cox**

The Mayor thanked Ms Morrison for all her hard work and time she has delegated to establishing the committee structures and terms of references – excellent work.

Cr Smith suggested Leon O'Sullivan is contacted, thanked and advised his services are no longer required on the Tekapo Property Group.

## 2. COUNCIL AND COMMITTEE MEETING SCHEDULE FOR 2014:

Paul Morris spoke on the schedule for Council and Committee meetings for 2014.

Resolved that the report be received.

**Graham Smith/ Murray Cox**

Resolved:

1. That the attached schedule of meetings be noted.

### **Mackenzie District Council**

Tuesday 18 February  
 Tuesday 1 April  
 Tuesday 13 May  
 Tuesday 24 June  
 Tuesday 5 August  
 Tuesday 16 September  
 Tuesday 28 October  
 Tuesday 9 December

### **Asset and Services Committee**

Tuesday 4 February	<i>Thursday 6 February – Reserve Day</i>
Tuesday 18 March	<i>Thursday 20 February - Reserve Day</i>
Tuesday 29 April	<i>Thursday 1 May – Reserve Day</i>
Tuesday 10 June	<i>Thursday 12 June – Reserve Day</i>
Tuesday 22 July	<i>Thursday 24 July – Reserve Day</i>
Tuesday 2 September	<i>Thursday 4 September – Reserve Day</i>
Tuesday 14 October	<i>Thursday 16 October – Reserve Day</i>
Tuesday 25 November	<i>Thursday 27 November – Reserve Day</i>

### **Finance Committee**

Tuesday 4 February	<i>Thursday 6 February – Reserve Day</i>
Tuesday 18 March	<i>Thursday 20 February - Reserve Day</i>
Tuesday 29 April	<i>Thursday 1 May – Reserve Day</i>
Tuesday 10 June	<i>Thursday 12 June – Reserve Day</i>
Tuesday 22 July	<i>Thursday 24 July – Reserve Day</i>
Tuesday 2 September	<i>Thursday 4 September – Reserve Day</i>
Tuesday 14 October	<i>Thursday 16 October – Reserve Day</i>
Tuesday 25 November	<i>Thursday 27 November – Reserve Day</i>

### **Planning and Regulation Committee**

Tuesday 4 February	<i>Thursday 6 February – Reserve Day</i>
Tuesday 18 March	<i>Thursday 20 February - Reserve Day</i>
Tuesday 29 April	<i>Thursday 1 May – Reserve Day</i>
Tuesday 10 June	<i>Thursday 12 June – Reserve Day</i>
Tuesday 22 July	<i>Thursday 24 July – Reserve Day</i>
Tuesday 2 September	<i>Thursday 4 September – Reserve Day</i>
Tuesday 14 October	<i>Thursday 16 October – Reserve Day</i>
Tuesday 25 November	<i>Thursday 27 November – Reserve Day</i>

### **Strategy and Policy Committee**

Tuesday 4 February	<i>Thursday 6 February – Reserve Day</i>
Tuesday 29 April	<i>Thursday 1 May – Reserve Day</i>
Tuesday 22 July	<i>Thursday 24 July – Reserve Day</i>
Tuesday 14 October	<i>Thursday 16 October – Reserve Day</i>

The CEO asked for notification if there becomes a feeling that there is too much being scheduled for one day or vice versa, explaining this is what the reserve day is scheduled for.

The Mayor informed elected members the dress code for Council meetings is formal wear, a shirt and tie, workshops are casual dress and Committee meetings is up to the discretion of the Chairperson of each Committee.

The Mayor clarified that it is common practice to hold quarterly Council meetings in Twizel and called for input from elected members as to their preference. If elected members can please notify the Committee Clerk of any date preference for the Twizel meetings etc. before the New Year.

3. ESTABLISHMENT OF JOINT SOUTH CANTERBURY LOCAL ALCOHOL POLICY COMMITTEE:

The Manager, Planning and Regulation spoke to his paper that had been circulated with the agenda to establish and appoint membership to the joint South Canterbury Local Alcohol Policy Committee pursuant to section 41A, schedule 7 clauses 30, 31, 32 Local Government Act 2002.

Mr Hole updated and provided new members with background information on the proposed local alcohol policy.

Mr Hole said there is a hearing this Friday, 29 November 2013.

The Mayor said a Draft Alcohol Policy was recently released inviting submissions, people have submitted and will be heard at the hearing this Friday. After the hearing a recommendation will be made and will return to Council for adoption.

Resolved:

1. That the report be received.

**Murray Cox/ James Leslie**

2. That the Council approves the establishment of the joint South Canterbury Local Alcohol Policy Committee pursuant to schedule 7 clauses 30 and 31 Local Government Act 2002; and
3. That the Council notes the appointment of the Mayor pursuant to section 41A(5) Local Government Act 2002, and approves the appointment of Graham Smith pursuant to schedule 7 clause 31 Local Government Act 2002; and
4. That pursuant to schedule 7 clause 32 Local Government Act, the Council delegates to the Committee authority to hear submissions and make recommendations to Council on the proposed Local Alcohol Policy.

**Noel Jackson/ James Leslie**

#### 4. REQUEST FOR GRANT FOR N SUMMERS:

The Mayor removed this item from the agenda as the correct request for grant application forms had not been completed and therefore this request must be applied for within the correct avenues. The Mayor said this request will be firstly recommended to The Twizel Community Board for consideration.

### VII INFORMATION REPORTS:

#### 1. CHIEF EXECUTIVE OFFICER'S REPORT:

This report from the Chief Executive Officer referred to the meetings he had attended and other activities from 6 November to 25 November 2013.

Resolved that the report be received.

**Russell Armstrong/ Graham Smith**

#### 2. FINANCIAL REPORT – OCTOBER 2013:

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

Mr Morris explained the report in detail for the benefit of the new members. Council reports are reported to a high level undertaking multiple activities; Water, Sewage and Rooding are all shown as separate activities. Reports will be in finer detail with regards to Community Facilities; Public Toilets, Medical Facilities etc., Recreation is Town Reserves and Maintenance. A commentary overview is provided at meetings, however I am happy to provide greater detail at an individual basis face to face, if you require more information, I am more than happy to do so.

The Mayor requested Planning and Regulations and Asset to have their own break down.

Mr Morris replied yes we can do that, various managers who are responsible for certain areas are also available for a more detailed break down and explanation.

The Mayor asked elected members for an indication in regards to the appetite for a finance workshop.

Mr Morris agreed stating a financial workshop for new elected members would be beneficial. A financial workshop will be held in the Fairlie Chambers on Wednesday 4 December at 1pm following the Tekapo Property Group workshop.

Resolved that the report be received.

**Claire Barlow/ Noel Jackson**

### VIII ADJOURNMENT:

The meeting was adjourned at 11:15am and was reconvened at 11:55am.



## **VI REPORTS REQUIRING COUNCIL DECISIONS CONTINUED:**

### **5. LOCAL AUTHORITIES MEMBERS' INTERESTS ACT 1968:**

Mr Caldwell from Lane Neave Lawyers was welcomed by the Mayor to the Council meeting.

Mr Caldwell spoke to the paper that had been circulated with the agenda aided by a PowerPoint presentation. He provided an overview on the following:

- What is a conflict of interest?
- The Local Authorities (Members' Interests) Act 1968.
- The Disqualification (Contract) Rule Section 3.
- Examples of Indirect Interest or Concern.
- Exceptions.
- Important Things to Note.
- Obtaining Approval.
- Monitoring.
- Discussing or Voting at Meetings (Section 6).
- When is Your Interest "in common with the public"
- Some Examples of When it Might not be "in common with the public"
- Your Obligations On Matters Where You Have a Pecuniary Interest.
- Good Practice.
- Matters in Which the Pecuniary Interest Rule Does Not Apply.
- Declarations and Exemptions Which Allow You to Participate.
- Examples of Where Declarations/Exemptions Might Apply.
- Non-Pecuniary Conflicts of Interest: The Law about Bias.
- Types of Non Pecuniary Conflicts of Interest.
- Law about Bias – Background.
- Approach of the Courts.
- Situations Where Bias Might Exist: Predetermination.
- Situations Where Bias Might Exist: Close Relationship or Involvement.
- In Deciding Whether to Participate, You Should Consider.

Mr Caldwell provided an example with a sequence of events, actual effect of the proposal, findings from the OAG and the OAG decision.

Mr Caldwell concluded by saying there are a number of good reasons to not disclose the register to the media or make the information available via LGOIMA, the level of detail provided does not go down to financial business.

The Mayor said she feels a conflict of interests register is something that should be established this term and informed elected members they will be required to vote.

Cr Smith asked does the CEO or Mayor decide if there is a conflict of interest.

The Mayor said responsibility will fall on the elected members and asked for any further questions in regards to the register.

The CEO added this will be looked into.

Resolved

1. That the report be received.
2. That the Council develops a policy regarding the declaration of elected members business interests and spouse/partners declared business interests for inclusion in a Mackenzie District Council Register of Members' Interests.

**Claire Barlow/ Russell Armstrong**

Cr Smith voted against this motion.

## **IX PUBLIC EXCLUDED:**

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

1. Plan Change 13

<b>Reason for passing General subject of each matter to be considered</b>	<b>Ground(s) under this resolution in relation to each matter</b>	<b>Section 48(1) for the passing of this resolution</b>
Plan Change 13	Maintain Legal Privilege	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Plan Change 13* 7(2)(g).

**Graham Smith/ Murray Cox**

Resolved: that the meeting continue in open meeting.

**Murray Cox/ James Leslie**

## **CONFIRMATION OF RESOLUTION TAKEN WITH THE PUBLIC EXCLUDED:**

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

### **Plan Change 13:**

Resolved: that the Council does not appeal Environment Court decision 6 and 7 on Plan Change 13.

**Claire Barlow/ Murray Cox**

## **VII INFORMATION REPORTS CONTINUED:**

### **2. FINANCIAL REPORT – OCTOBER 2013 CONTINUED:**

Mr Morris returned to the meeting and continued the financial report commentary for October 2013.

### 3. BANCORP QUARTERLY REPORT – SEPTEMBER 2013:

This report has been included in the agenda is to inform Councillors of the performance of the Council's investment portfolio, which managed by Bancorp Treasury Services Limited.

Mr Morris informed new members of the process and purpose of Bancorp Treasury Service Limited.

Mr Morris was thanked by the Mayor and subsequently left the meeting.

Resolved: that the report be received.

**Graham Smith/ Murray Cox**

### **VIII ADJOURNMENT:**

The meeting was adjourned at 12:26pm and was reconvened at 1pm.

### **X CONFIRMATION OF MINUTES:**

Resolved: the Minutes of the meeting of the Mackenzie District Council held on 30 October 2013 including such parts as were taken with the public excluded be confirmed and adopted as the correct record of the meeting.

**Murray Cox/Graham Smith**

### **VII INFORMATION REPORTS CONTINUED:**

#### 4. ANNUAL REPORT SPORT CANTERBURY SOUTH CANTERBURY:

Circulated with the agenda was the Sport Canterbury South Canterbury annual report for member's information. Council makes an annual grant to Sport South Canterbury and an annual budget provision for this based on an original grant in 2003, \$4,000. This has been adjusted over time to reflect CPI adjustments and is now \$4,791.

Resolved: that the report be received.

**James Leslie/ Russell Armstrong**

Cr Smith said that we need to be happy that the schools in the District are benefiting from the grant. Cr Smith contacted Albury Primary School and Fairlie Primary School to gather feedback on the service provided to local schools in the district. Unfortunately the Principal at Albury School was absent on School Camp but the representative from Fairlie Primary stated they were happy with the service they had received.

Cr Leslie said that Twizel Area School had received some input from Sport South Canterbury in regards to golf tutoring.

The Mayor thanked Mr Nixon for his attendance and he left the meeting.

**THERE BEING NO FURTHER BUSINESS THE  
MAYOR DECLARED THE MEETING CLOSED AT 1:15PM.**

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