

# Agenda

**Notice is hereby given of  
an Ordinary Council Meeting**

**Tuesday 2 April 2019**

9.30am

Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate

[www.waimatedc.govt.nz](http://www.waimatedc.govt.nz)

**Notice is hereby given that a meeting of the Council will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 2 April 2019, commencing at 9.30am.**

### **Elected Members**

Craig Rowley	Chairperson
Sharyn Cain	Deputy Chairperson
David Anderson	Councillor
Peter Collins	Councillor
Miriam Morton	Councillor
Jakki Guilford	Councillor
Tom O'Connor	Councillor
David Owen	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

### **Significance Consideration**

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

### **Decision Making**

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan  
Chief Executive

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**OPENING****1 COUNCIL PRAYER****2 PUBLIC FORUM****3 APOLOGIES**

The Chair will call for any apologies.

**4 VISITORS****5 CONFLICTS OF INTEREST**

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

**Local Authorities (Members' Interests) Act 1968**

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

**6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA**

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

**a. Standing Orders 3.7.5 – Major Items**

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
- ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

**b. Standing Orders 3.7.6 – Minor Items**

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
- ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

**MINUTES****7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 FEBRUARY 2019**

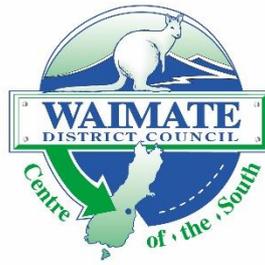
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Council Meeting held on 19 February 2019

**PURPOSE**

To present the unconfirmed Minutes of the Council Meeting held on 19 February 2019 for confirmation.

**RECOMMENDATION**

That the Minutes of the Council Meeting held on 19 February 2019 be received and the recommendations therein be adopted.



# MINUTES

## Ordinary Council Meeting

19 February 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT  
COUNCIL, 125 QUEEN STREET, WAIMATE ON TUESDAY 19 FEBRUARY 2019,  
COMMENCING AT 9.30AM**

**PRESENT:** Mayor Craig Rowley (Chair), Cr Sharyn Cain, Cr David Anderson, Cr Peter Collins, Cr Jakki Guilford, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Sheila Paul

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

**PART ATTENDANCE:** Dan Mitchell (Asset Group Manager), Fiona Hester-Smith (Human Resources Manager), Paul Roberts (Water and Waste Manager), Helen Strachan (Senior Administration Support Officer)

## **OPENING**

### **1 COUNCIL PRAYER**

Rev Indrea Alexander, of Waimate District Cooperating Church, opened the meeting with a prayer and lit the Ministers' Association candle.

### **2 PUBLIC FORUM**

There were no speakers at the Public Forum.

### **3 APOLOGIES**

Nil

### **4 VISITORS**

Nil

### **5 CONFLICTS OF INTEREST**

Nil

### **6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA**

Nil

## MINUTES

### 7 CONFIRMATION OF MINUTES

#### 7.1 MINUTES OF THE COUNCIL MEETING HELD ON 4 DECEMBER 2018

##### RESOLUTION 2019/1

Moved: Cr Peter Collins

Seconded: Cr Sheila Paul

That the Minutes of the Council Meeting held on 4 December 2018 be received and the recommendations therein be adopted, with the below amendments.

**CARRIED**

##### Amendments:

Apologies: An apology was accepted from Cr Guilford, not a leave of absence.

Adjournment: The meeting adjourned at 12.40pm for lunch, not 1.40pm (page 18).

### 8 RECEIPT OF MINUTES

Nil

## REPORTS

### 9 MAYOR'S REPORT

#### 9.1 MAYOR'S REPORT

##### RESOLUTION 2019/2

Moved: Mayor Craig Rowley

Seconded: Cr David Anderson

That the Mayor's Report is accepted.

**CARRIED**

### 10 COUNCILLORS' REPORTS

#### 10.1 COUNCILLORS' REPORT

##### RESOLUTION 2019/3

Moved: Cr Sheila Paul

Seconded: Cr Jakki Guilford

That the Councillors' Report is accepted.

**CARRIED**

**11 CHIEF EXECUTIVE'S REPORT****11.1 CHIEF EXECUTIVE'S REPORT****RESOLUTION 2019/4**

Moved: Cr Tom O'Connor

Seconded: Cr Jakki Guilford

That the Chief Executive's Report is accepted.

**CARRIED**

**11.2 AFFIXING OF THE COMMON SEAL****RESOLUTION 2019/5**

Moved: Mayor Craig Rowley

Seconded: Cr Sharyn Cain

That the following documents have been executed under the Common Seal of the Council:

- a. Warrant of Appointment: Caylab Pringle, Noise Control Officer dated at Waimate: 18 January 2019.
- b. Warrant of Appointment: Garry Bryant, Noise Control Officer dated at Waimate: 11 February 2019.

**CARRIED**

**12 COUNCIL ACTIONS REPORT****12.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2019/6**

Moved: Cr Miriam Morton

Seconded: Cr Tom O'Connor

That the Outstanding Council Actions Report - Public is accepted.

**CARRIED**

**Note:**

Council asked for the action items to be updated to reflect the current status.

**13 HUMAN RESOURCES / HEALTH AND SAFETY REPORT****13.1 HUMAN RESOURCES AND HEALTH AND SAFETY REPORT****RESOLUTION 2019/7**

Moved: Cr Sheila Paul

Seconded: Cr David Anderson

That the Human Resources Managers report is accepted.

**CARRIED**

**14 AUDIT AND RISK COMMITTEE****14.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT****RESOLUTION 2019/8**

Moved: Mayor Craig Rowley

Seconded: Cr David Anderson

That the Audit and Risk Committee Chair's report is accepted.

**CARRIED**

**Note**

Council asked staff to look into providing the reports from the Audit and Risk Committee in a more timely fashion.

**15 GENERAL REPORTS****15.1 RECOMMENDATIONS OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 29 JANUARY 2019****15.1.1 DEVELOPMENT OF THE KNOTTINGLEY PARK AND ARBORETUM RESERVE MANAGEMENT PLAN**

Council considered the recommendations of the District Infrastructure Committee Meeting held on 29 January 2019 relating to giving approval to draft both the Reserve Management Plan for Knottingley Park and develop a General Reserves policy.

**RESOLUTION 2019/9**

Moved: Cr Jakki Guilford

Seconded: Cr Tom O'Connor

That the District Infrastructure Committee recommendation to Council is ratified, being that staff develop both a draft Reserve Management Plan and associated supporting framework and policy; and that \$13,120, excluding GST, be funded from the Knottingley Park Reserve.

**CARRIED**

**15.2 EXPENDITURE VARIATION REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2018****RESOLUTION 2019/10**

Moved: Cr Tom O'Connor

Seconded: Cr Sharyn Cain

That the Expenditure Variation Report for the 6 months ended 31 December 2018 report is accepted.

**CARRIED**

**Note**

Council asked that a note of explanation be added for expenditure when Council is acting on behalf of external committees (such as the Morven Recreational Reserve) that there is no effect on rates.

**15.3 2019 LOCAL BODY ELECTIONS – CANDIDATE ORDER OF NAMES**

Council considered the candidate order of names on voting papers for the 2019 local authority elections.

**RESOLUTION 2019/11**

Moved: Mayor Craig Rowley

Seconded: Cr David Owen

1. That the 2019 Local Body Elections – Candidate Order of Names report is accepted; and
2. That Council approves the names of the candidates for the 2019 Waimate District Council elections are arranged in random order of surname.

**CARRIED**

**15.4 SMOKE-FREE ENVIRONMENTS POLICY 312**

Council considered the Waimate District Council's position towards the vision of a smoke-free New Zealand.

**RESOLUTION 2019/12**

Moved: Cr Miriam Morton

Seconded: Cr Jakki Guilford

1. That the Draft Smoke-free Environments Policy 312 report is accepted; and
2. That Council adopts the Smoke-free Environments Policy 312 as presented, with the addition of adding vaping as a restricted activity.

**CARRIED**

**15.5 SOLID WASTE ASSESSMENT 2018/19**

Council considered the Solid Waste Assessment 2018/19, as provided.

**RESOLUTION 2019/13**

Moved: Cr Miriam Morton

Seconded: Cr Jakki Guilford

1. That the Solid Waste Assessment 2018/19 report is accepted; and
2. That Council approves the Waste Assessment, as provided, for the preparation of the 2018 Waste Minimisation and Management Plan.

**CARRIED**

**Note:**

Council asked for staff to look at options on continued education on recycling, and for this to be part of the upcoming workshop discussions.

The meeting was adjourned at 10.38am for morning tea.

The meeting was reconvened at 10.55am.

**15.6 WASTE COMPACTOR - WAIMATE RESOURCE RECOVERY PARK**

Council considered purchasing a second-hand waste compactor for the Waimate Resource Recovery Park.

**RESOLUTION 2019/14**

Moved: Cr Peter Collins

Seconded: Cr Tom O'Connor

1. That the Waste Compactor – Waimate Resource Recovery Park report is accepted; and
2. That Council approves the purchase and installation of a second hand waste compactor for the Waimate Resource Recovery Park.

**CARRIED**

**Note:**

Council recognised the huge amount of work by staff that had gone into sourcing this item.

**15.7 WAIMATE DISTRICT COUNCIL LOGO**

Council considered a new Waimate District Council logo.

**RESOLUTION 2019/15**

Moved: Cr Sharyn Cain

Seconded: Cr David Anderson

1. That the Waimate District Council Logo report be accepted; and
2. That Council approves the new Waimate District Council logo, as presented, for immediate use.

**CARRIED**

**Note:**

Council thanked the Executive Support Manager for her work.

**15.8 ECONOMIC DEVELOPMENT STRATEGY ACTION PLANS AND STEERING GROUP**

Council considered the draft Economic Development Strategy Action Plans and the establishment of a steering group to oversee, direct and assist with the implementation of the action plans.

Council discussed Action Item 4.4 and unanimously agreed not to fund the professional facilitation for the district economic development master plan. They agreed to remove Action Item 4.4 from the draft document, as presented, as they considered further funding was not required as professional facilitation was undertaken in the early development phase.

**RESOLUTION 2019/16**

Moved: Cr Jakki Guilford

Seconded: Cr Sharyn Cain

1. That the Economic Development Strategy Action Plans and Steering Group report is accepted; and
2. That Council approves the Economic Development Strategy Action Plans; with the removal of Action 4.4 – the professional facilitation for district economic development master plan; and
3. That Council approves the establishment of an Economic Development Steering Group and approves the Steering Group Terms of Reference; with the Terms of Reference then to be reviewed annually; and
4. That Council delegates authority to the Mayor to appoint all members of the Economic Development Steering Group, consisting of three elected members, three community members and Council's Executive Support Manager.

**CARRIED**

**Note:**

Council asked that the participants of the various working groups be thanked and acknowledged for their work so far.

**16 CONSIDERATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA**

Nil

**PUBLIC EXCLUDED****17 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2019/17**

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<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 for the passing of this resolution</b>
<b>17.1 - Public Excluded Minutes of the Council Meeting held on 4 December 2018</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>17.2 - Outstanding Council Actions Report - Public Excluded</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>17.3 - Oceania Stage 3 - Open Space and Recreation contribution</b>	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED****18 RE-ADMITTANCE OF THE PUBLIC REPORT****RESOLUTION 2019/18**

Moved: Cr Jakki Guilford

Seconded: Cr Sheila Paul

That Council moves out of Closed Council into Open Council.

**CARRIED**

**MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 11.35am.

The minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 2 April 2019.

.....  
**CHAIRPERSON**

**8 RECEIPT OF MINUTES**

Nil

## REPORTS

## 9 MAYOR'S REPORT

## 9.1 MAYOR'S REPORT

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** Nil

## MAYORAL CORRESPONDANCE

Date	Mayoral Activity
11 February 2019	Letter: Hon Julie Ann Genter – Associate Minister of Transport on Glenavy Road Safety
1 March 2019	Speech – Inaugural Waimate Community Leadership Breakfast
16 March 2019	Message of Support: Mayor Lianne Dalziel following Christchurch Mosque Massacre
18 March 2019	Speech for Mayoress Lyn – Waimate Community Vigil for Christchurch Mosque Massacre

## HIGHLIGHTS

## Waimate District Civic Awards

1. Our annual prestigious Waimate District Civic Awards Function was held on 6 March 2019 at the Waimate Event Centre. My thanks to the Waimate Community Choir who provided the entertainment, and to the Waimate Floral Art Group for the stunning floral entrance and table arrangements.



2. It was great to have Regional Naval Officer Grant Finlayson at the function again this year to present our Youth Award.
3. We are planning to recognise our fourth Civic Award recipient Warren Herron as part of our upcoming Council Meeting on 2 April 2019.

**Waimate Vigil for Christchurch Mosques Massacre**

4. Mayoress Lyn Stringer spoke on my behalf at the Waimate Vigil held on Monday 18 March 2019. Thank you to the Waimate Minister's Association for arranging this event and I understand there was a large turnout from the community who came along to express their grief and love for the Christchurch community over the horrific events at the Christchurch Mosques Massacre on Friday 15 March 2019.

**EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR**

5. Outside of Waimate District Council meetings and general business from 9 February 2019 to 22 February 2019.

<b>Date</b>	<b>Meetings and Functions</b>
12 February 2019	Waimate District Civic Award Committee meeting – Council
12 February 2019	Waikakahi Rural Water Scheme Meeting – Council
13 February 2019	Visiting Civic Award Recipients with Chair of Waimate District Civic Award Committee
14 February 2019	Employment Passport Initiative meeting – Council
18 February 2019	Presentation to Three Waters Symposium – Parliament, Wellington
20 February 2019	Mayoral Forum (CRED's) Value Added: Food and Fibre Innovation meeting with Waitaki Mayor – Waimate
21 February 2019	Quarterly meeting with Rooney Group – Waimate
22 February 2019	Meeting with Oceania General Manager – Council
26 February 2019	Meeting of the Waimate Community Anzac Group – Council
27 February 2019	Three Water Review – Mayoral Forum Sub-Group Meeting – Christchurch
27 February 2019	Meeting with Mayoral Forum (CRED's) Value Added: Food & Fibre meeting with Margot Christeller
1 March 2019	Waimate Community Leadership Breakfast – Waimate Event Centre
5 March 2019	Meeting of Mayors & Rununga for Meridian Consent – Wainono – Timaru District Council
6 March 2019	Waimate District Civic Awards with Mayoress
7 March 2019	Recording Mayor's Chat with OJ – Media Works Radio

7 & 8 March 2019	Rural & Provincial Meeting – Wellington
8 March 2019	Three Waters Review Update with DIA – Wellington
11 March 2019	Audit & Risk Committee meeting – Council
15 March 2019	Communications Meeting between Environment Canterbury and Waimate District Council – Waimate Event Centre
18 & 19 March 2019	Zone 5 & 6 Meeting – Hanmer Springs
19 March 2019	Meeting with Mayoral Forum (CRED's) Value Added: Food & Fibre meeting with Margot Christeller – Methven
20 March 2019	Alpine Energy Shareholder-Only meeting – Timaru District Council
20 March 2019	Alpine Energy Facilitated Shareholder Meeting – Timaru
21 March 2019	Ted d'Auvergne Sculpture Project Committee meeting – Council
21 March 2019	Meeting with Timaru Yacht and Powerboat Club – Council

**RECOMMENDATION**

That the Mayor's Report is accepted.

**10 COUNCILLORS' REPORTS****10.1 COUNCILLORS' REPORT**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** Nil

**PURPOSE**

To present for the information of Council a register of external meetings and functions attended by Councillors outside of Waimate District Council meetings and general business from 9 February 2019 to 22 March 2019.

<b>Deputy Mayor Sharyn Cain</b>	
<b>Date</b>	<b>Meetings and Functions</b>
6 March 2019	Waimate District Civic Awards Function – Waimate Event Centre
7 & 8 March 2019	Rural & Provincial Meeting – Wellington
8 March 2019	Three Waters Discussion at DIA – Wellington
10 March 2019	Attended Bushtown Steam Up Day
12 March 2019	Waimate Floral Art Group High Tea
15 March 2019	Environment Canterbury Communication Meeting – Waimate Event Centre
18 & 19 March 2019	Zone 5 & 6 Meeting – Hanmer Springs
19 March 2019	CRED's Value Add Meeting – Lincoln
20 March 2019	Alpine Energy Shareholder Only Meeting – Timaru
20 March 2019	Alpine Energy Joint Shareholders Meeting – Alpine House

<b>Cr David Anderson</b>	
<b>Date</b>	<b>Meetings and Functions</b>
18 February 2019	Downlands Joint Standing Committee meeting – Timaru
4 March 2019	Orari-Temuka-Opihi-Pareora Zone Committee Workshop and Field Trip
11 March 2019	Audit and Risk Committee meeting – Council

<b>Cr Peter Collins</b>	
<b>Date</b>	<b>Meetings and Functions</b>
21 February 2019	Waimate Historical Society meeting – Museum
5 March 2019	Trackways meeting – Lister Home
6 March 2019	Waimate District Civic Awards Function – Waimate Event Centre
18 March 2019	Waimate Minister's Association Vigil for Christchurch – Seddon Square

<b>Cr Jakki Guilford</b>	
<b>Date</b>	<b>Meetings and Functions</b>
1 March 2019	Waimate Community Leadership Breakfast – Waimate Event Centre
11 March 2019	Audit and Risk Committee meeting – Council
18 March 2019	Waimate Minister's Association Vigil for Christchurch – Seddon Square

<b>Cr Miriam Morton</b>	
<b>Date</b>	<b>Meetings and Functions</b>
20 February 2019	Centrecare Waimate Committee meeting
1 March 2019	Waimate Community Leaders Breakfast – Waimate Event Centre
6 March 2019	Waimate District Civic Awards Function – Waimate Event Centre
18 March 2019	Waimate Minister's Association Vigil for Christchurch – Seddon Square
20 March 2019	Centrecare Waimate Committee meeting

<b>Cr Tom O'Connor</b>	
<b>Date</b>	<b>Meetings and Functions</b>
12 March 2019	St Andrews Residents open forum
14 March 2019	St Andrews neighbour dispute
15 March 2019	St Andrews neighbour dispute
17 March 2019	Public Vigil Christchurch Mosque Massacre – Caroline Bay
19 March 2019	St Andrews Residents open forum

<b>Cr David Owen</b>	
<b>Date</b>	<b>Meetings and Functions</b>
24 February 2019	Attended Big Easy Event – Waimate
26 February 2019	Waimate Community Anzac Group meeting – Council
1 March 2019	Waimate Community Leaders Breakfast – Waimate Event Centre
6 March 2019	Waimate District Civic Awards Function – Waimate Event Centre
15 March 2019	Lister Home Talk: Local Government Review of Functions 1989-2019

**RECOMMENDATION**

That the Councillors' Report is accepted.

**11 CHIEF EXECUTIVE'S REPORT****11.1 CHIEF EXECUTIVE'S REPORT**

**Author:** Stuart Duncan, Chief Executive  
**Authoriser:** Stuart Duncan, Chief Executive  
**Attachments:** Nil

**PURPOSE**

1. To inform the Council of the Chief Executive's activities.

**STRATEGIC FOCUS**

2. Three Waters Review with a primary focus on rural drinking water schemes.
3. Productivity Commission Issues Paper – *Local Government Funding and Financing*.
4. Forestry Investment – strategic review of the Forestry Assets held by the Waimate District Council and to consider options available to Council in relation to these assets.

**MEETINGS & FUNCTIONS ATTENDED BY THE CHIEF EXECUTIVE**

5. Meetings and functions attended by the Chief Executive from 9 February 2019 to 22 March 2019.
  - **14 February 2019** – Employment Passport Initiative meeting
  - **18 February 2019** – National Caucus Three Waters Symposium – Wellington
  - **21 February 2019** – meeting with Rooney Group
  - **1 March 2019** – Waimate Leadership Community Breakfast
  - **5 March 2019** – Work Ready Passport Launch – Oamaru
  - **6 March 2019** – Waimate District Civic Awards function
  - **8 March 2019** – meeting with Lister Home residents
  - **15 March 2019** – meeting with ECan representatives
  - **18 & 19 March 2019** – Local Government Zone 5&6 meeting – Hanmer Springs
  - **20 March 2019** – Alpine Energy Joint Shareholders meeting – Timaru

**What are some of the key projects we are working on?**

6. Three Waters – We remain focussed on the Government's review of Three Waters. At the time of writing this report Mayor Rowley, Deputy Mayor Sharyn Cain and I attended the Zone 5 & 6 meeting in Hanmer Springs. A section of this meeting was dedicated to a discussion on the Government's Three Waters Review. Mayor Rowley gave a presentation to the attendees and spoke about finding solutions to the three waters issues, Rural Water Schemes and possible changes to the Rural Agricultural Drinking-Water Supply Guideline.
7. Most of the discussion centred on the risk to the viability of councils should the Government remove these water services and assets from councils and amalgamate them into one or two statutory water providers in New Zealand.
8. Productivity Commission – We submitted to the Productivity Commission's review of Local Government funding and financing and we are monitoring the progress of all submissions and any recommendations arising from this review.

9. General Comments
- a. Reporting – You will note the improvements in reporting of the financials to Council and the effort the finance team have invested in producing ‘read at a glance’ reports. We are continually improving the budget vs actual reports for all activities and projects including capital works. A notable improvement to this reporting is the presentation during the meeting or a detailed narrative on the report by the officer responsible for the project.
  - b. Seismic assessment of 125 Queen Street – This item relates to getting an appropriate seismic assessment of the Council building. The building is currently assessed as a Level 2 structure; however, the building is intended to be used as an Emergency Management Centre and requires a Level 4 structural rating. The engineer is working through the assessment and will need to test some assumptions on-site, which will occur soon.

**RECOMMENDATION**

That the Chief Executive’s Report is accepted.

**11.2 AFFIXING OF THE COMMON SEAL**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** Nil

**PURPOSE**

1. The following document has been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act, 1993 and other relevant statutes.
2. It is now proposed that the Council authorise the signing and sealing of this document.

**RECOMMENDATION**

That the following document has been executed under the Common Seal of the Council:

- a. Sections 72 & 73 of the Building Act 2004 Notice for Neville George Burnby and Judith Anne Burnby of St Andrews.

**12 COUNCIL ACTIONS REPORT****12.1 COUNCIL OUTSTANDING ACTIONS REPORT**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:** 1. Outstanding Actions Report [↓](#) 

**PURPOSE**

For the outstanding Actions Report to be presented for the information of Council.

**RECOMMENDATION**

That the Council Outstanding Actions Report is accepted.

Meeting	Officer/Director	Section	Subject
Council 31-May-18	Duncan, Stuart	General Reports	Library Redevelopment
<b>RESOLUTION 2018/40</b>			
That Council proceed with the plan for the redevelopment of the Library including the whole Council building, and fund the investigation and scoping report to the sum of \$100,000 from the 2130 Property Reserve in the year 2020/21.			
<b>Note:</b>			
A structural engineer has been engaged and is undertaking a seismic assessment of the Local Government Building and will need to test some assumptions on-site, which will occur soon.			

Meeting	Officer/Director	Section	Subject
Council 19-Feb-19	Mitchell, Dan	General Reports	Development of The Knottingley Park and Arboretum Reserve Management Plan
<b>RESOLUTION 2019/9</b>			
That the District Infrastructure Committee recommendation to Council is ratified, being that staff develop both a draft Reserve Management Plan and associated supporting framework and policy; and that \$13,120, excluding GST, be funded from the Knottingley Park Reserve.			
<b>Note:</b>			
Draft plan and policies are currently being drafted. Draft ready for internal comments on 16 April 2019.			

Meeting	Officer/Director	Section	Subject
Council 19-Feb-19	Mitchell, Dan	General Reports	Waste Compactor - Waimate Resource Recovery Park
<b>RESOLUTION 2019/14</b>			
That Council approves the purchase and installation of a second hand waste compactor for the Waimate Resource Recovery Park.			
<b>Note:</b>			
Timaru District Council have been advised. Staff will discuss the capital project with the existing solid waste contractor.			

<b>Meeting</b>	<b>Officer/Director</b>	<b>Section</b>	<b>Subject</b>
Environmental Services and Finance Committee 12-Mar-19	Cooper, Paul	Regulatory and Compliance Group Report	Draft Dangerous Buildings Policy
<b>COMMITTEE RESOLUTION 2019/20</b>			
That the Draft Property Maintenance and Nuisance Bylaw be taken to the community for consultation.			
<b>COMMITTEE RESOLUTION 2019/21</b>			
That the amended Dangerous Building Policy be approved to be taken to public consultation pursuant to Section 132 of the Building Act 2004 and Section 83 of the Local Government Act 2002.			
<b>Note:</b> Programmed for community consultation.			

**13 HUMAN RESOURCES REPORT****13.1 HUMAN RESOURCES REPORT**

**Author:** Fiona Hester-Smith, Human Resources Manager  
**Authoriser:** Fiona Hester-Smith, Human Resources Manager  
**Attachments:** Nil

**PURPOSE**

1. For the Human Resources Manager to update Council.

**Recruitment**

2. Our Three Waters Engineer started on 2 April 2019.

**Staff that have left**

3. The Norman Kirk Memorial Swimming Pool closed on Sunday 24 March 2019. The four remaining pool staff have now finished.

**Staff Statistics**

	April 2019
Actual Staff	61
Full Time Equivalents (FTE's)	51.01
Full Time	44
Part Time	16
Temporary	1
Casual	0

**Minimum Wage**

4. From 1 April 2019 the minimum wage has increased from \$16.50 per hour to \$17.70 per hour for an adult.
5. The starting-out and training minimum wage rate increased from \$13.20 to \$14.16 per hour remaining at 80 per cent of the adult minimum wage.
6. The Government also set indicative rates of \$18.90 from 1 April 2020 and to \$20.00 from 1 April 2021. These rates will be subject to each year's annual review.

**RECOMMENDATION**

That the Human Resources Manager's report is accepted.

**14 HEALTH AND SAFETY REPORT**

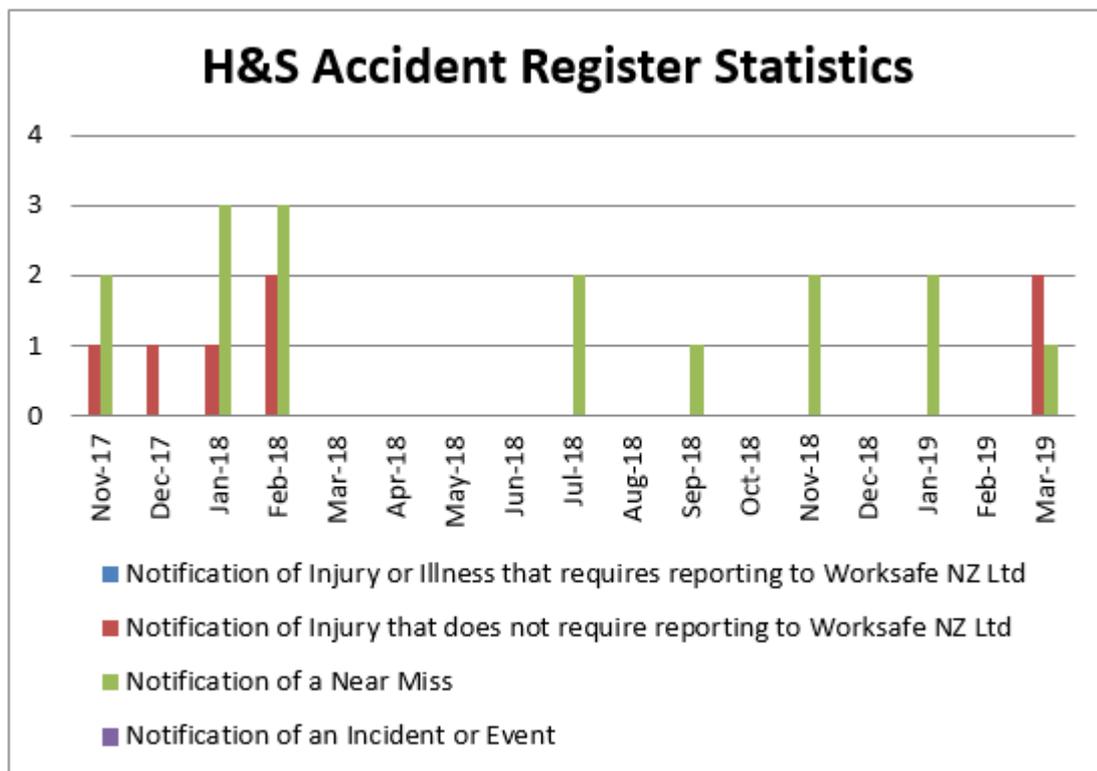
**14.1 HEALTH AND SAFETY UPDATE**

**Author:** Luci Swatton, Emergency Management and Health and Safety Officer  
**Authoriser:** Paul Cooper, Regulatory and Compliance Group Manager  
**Attachments:** Nil

**PURPOSE**

- The Health and Safety update report is submitted for the information of Council.

**Health and Safety Statistics**



- There have been one near miss (a swimming pool incident) and two notified incidents (staff injuries of a minor nature) since the last report by the Human Resources Manager.

**RECOMMENDATION**  
 That the Health and Safety update report is accepted.

**15 AUDIT AND RISK COMMITTEE REPORT****15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Stuart Duncan, Chief Executive  
**Attachments:** Nil

**PURPOSE**

1. As required by the Terms of Reference for the Audit and Risk Committee the Chair is to prepare of Report for the next Ordinary Meeting of Council following each Audit and Risk Committee Meeting.
2. The report does not replace the minutes of the meeting.

**REPORT ON MEETING: 11 MARCH 2019**

3. The following items were received by the committee and there are no major matters to report to Elected Members:
  - a. Procedural matters
  - b. Health and Safety and Human Resources Report (no accidents in last 3 months)

**Policy Update**

4. The report showed nine policies outside review dates, three less than last meeting. Of these items, four are scheduled to be addressed by the end of April and two more items by the end of June. Three items are delayed due to other reviews.
5. A report was received showing improved progress to getting policy up to date aided by being fully staffed. The Committee was pleased to see good progress.
6. The report was received.

**Cyber Security Review**

7. At the previous meeting, an implementation plan was approved. Since then almost half of staff have been trained and there is now increased awareness of cyber risks. Training of all staff and elected members is expected to be completed by April.
8. Good progress is being made. The report was received.

**Major Projects Update**

9. An update was received to the end of January 2019 (7 months).
10. Major projects started are on time and budget. In fact, staff have achieved significant savings (against budget) on the Waimate urban water renewal projects.
11. Four projects have not started due to further investigations being undertaken or awaiting government decisions on the waters review.
12. The report was received.

**Audit NZ Management Report on Annual Report Audit**

13. Audit Director Derrick Ollsson was present to present this report. The report was received on 12 December 2018 and tabled at Environmental Services and Finance Committee on 22 January 2019.

14. The report should be seen as an outstanding result given Council size, staff changes, new systems and LTP challenge. The report identified 11 matters raised. For nine of these items audit conclude they “were satisfied” or “no significant issues”. Two items had been raised in the interim audit management report, but no further items had been added.
15. One new recommendation was made: Alpine Energy shares valuation.
  - a. The recommendation was that Council engages an external expert to prepare a valuation
  - b. Considerable discussion was had on this recommendation should be interpreted. In conclusion, Mr Ollsson confirmed that it would be appropriate for the Council to join with other shareholders to get a single valuation
16. The Committee commented on two outstanding items from previous reports:
  - a. Property, plant and equipment revaluation item stated “No issues had been identified...” yet Audit had failed to close the item
  - b. Documentation of financial reporting and internal controls processes outstanding from 2014/15 had failed to recognise the significant progress made in systemising the financial report process and subsequent internal control improvements made last year. The Committee accepted some documentation of these was still be completed
17. The Committee received the report.

#### **Audit NZ Draft Audit Plan for Annual Report 2019/20**

18. Audit Director Derrick Ollsson and Audit Manager Bradfield were present to present the Draft Plan.
19. Audit will start their interim visit in April, and the Annual Report should be adopted by Council on 8 October 2019.
20. Items not in the previous years’ Audit Plan were:
  - a. Valuation of Alpine Energy Shares (appropriate given last year’s discussions)
  - b. Bribery and corruption (a focus for the Auditor General across the sector for a report to parliament)
  - c. Accounting for Downlands water differently (this is an Accounting policy issue which the Corporate Service GM will provide further advice to Audit and Risk)
  - d. Change in interim audit, audit processes (an attempt for the auditors to be more efficient)
  - e. Change reporting to Council included additional schedule of changes from the draft annual report (the committee has doubts as to its usefulness for governance and expressed those to Mr Ollsson)
21. Finally, the report discussed communication in a section of the draft Annual Plan that was poorly written, confusing and at times wrong. The committee pointed out that communication through the last audit was poor and that we expected a significant lift in appropriate professional communication this coming audit.

#### **External Audit Recommendations Progress Update 1 March**

22. This new report tracks past audit recommendations and managements progress toward meeting the expectations of the committee toward clearing these items.
23. Good progress is being made. The Committee resolved audit recommendations on Conflicts of Interest and Financial Reporting had been addressed by management to the Committee’s satisfaction. Three complex items remain outstanding: Accounting for Plant Property and Equipment, Project and Contract Management and Alpine Energy Valuation.

**Key Risk Register**

24. This item was discussed in public excluded. There were no significant changes in risk.

**Questions**

25. Any questions arising from this report can be addressed by the Mayor or the Chief Executive.

**Stephen Halliwell**

**Chair of Audit and Risk Committee**

**RECOMMENDATION**

That the Audit and Risk Committee Chair's Report be accepted.

**16 GENERAL REPORTS****16.1 FEES AND CHARGES 2019/20**

**Author:** Helen Strachan, Senior Administration Support Officer  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** 1. Proposed Fees and Charges 2019/20 [↓](#) 

**PURPOSE**

1. The purpose of this report is to adopt the Waimate District Council's Fees and Charges for 2019/20.

**BACKGROUND**

2. In the past Fees and Charges have been adopted as part of the Annual Plan or Long Term Plan. This year the Fees and Charges are being brought to Council for adoption before the Annual Plan, giving more time to inform customers and organise new signage before 1 July 2019.
3. The attached Fees and Charges for 2019/20 have been reviewed by Waimate District Council's managers, and suggested adjustments are attached. The Fees and Charges were presented to Council Workshop for discussion, the attached Fees and Charges have been amended as per the discussion
4. The previous two year's Fees and Charges are included to offer a comparison.

**ASSESSMENT OF SIGNIFICANCE**

5. This item is not considered significant under Council's Significance and Engagement Policy.

**CONSIDERATIONS**

6. The Fees and Charges 2019/20 were considered in conjunction with the Revenue and Financing Policy, in particular Section 101(3).

**Legislation**

7. Local Government Act 2002.

**RECOMMENDATION**

That Council adopts the attached Fees and Charges 2019/20, effective 1 July 2019.

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
<b>Discretion</b>				
The Chief Executive or the Managers of the Planning and Regulatory functions are authorised to reduce deposits or fees in cases of reduced staff input being required or in special circumstances. Where Council charges are based on the recovery of Council costs, these will be calculated as follows:				
Officers — at Council charge-out labour rates Expenses — at the actual costs incurred by Council, <u>Vehicle Mileage for vehicle</u> — at <u>current</u> IRD <u>charge-out</u> rates <u>(\$0.73)</u>				
<b>Urban Water, Sewage and Stormwater</b>				
<b>Network Application Fees</b>				
Connections / Disconnections — Urban Water, Sewer, Stormwater — per valuation number	\$125.00	\$130.00	\$135.00	3.8%
Hydraulic Modelling — per connection	\$300 plus difference to cover actual cost	\$552.00 plus difference to cover actual costs	\$644.00 plus difference to cover actual costs	16.7%
<b>Utility Physical Works</b>				
Urban Water, Sewer, Stormwater	Actual Cost	Actual Cost	Actual Cost	
<b>Targeted Connection Fees</b>				
<b>Sewer Connections (Capital Contribution GST inclusive)</b>				
High Street Sewer Extension - Gravity Main	\$4,581.30	\$4,663.80	\$4,817.70	3.3%
High Street Sewer Extension - Pumped Main	\$6,651.30	\$6,771.00	\$6,994.40	3.3%
Timaru Road Sewer Extension	\$15,000.00	\$15,000.00	\$15,000.00	
Mill Road Sewer Extension	\$12,379.00	\$12,935.00	\$13,517.00	4.5%
King Street Sewer Extension	\$12,539.30	\$12,765.00	\$13,186.30	3.3%
<b>Capital Contribution</b>				
For a newly created lot due to subdivision or an existing parcel of land within the newly designated urban/business zone for the Waimate Township that previously have not paid any vacant rates for utilities.				
Urban Water	\$1,750.00	\$2,105.00	\$2,105.00	
Sewer	\$1,750.00	\$5,625.00	\$5,625.00	
Stormwater	\$1,750.00	\$1,545.00	\$1,545.00	
<b>Extraordinary Water Supply</b>				

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Properties in excess of one hectare or properties deemed to have an extraordinary supply as outlined in the Waimate District Council Bylaws, section 1418.3, shall be equipped with a metered water connection. Any water used in excess of 200m <sup>3</sup> within a six month period is charged at \$1.00 per m <sup>3</sup> .	\$0.70 per m <sup>3</sup>	\$1.00 per m <sup>3</sup>	\$1.05 per m <sup>3</sup>	5.0%
<b>Urban Water Backflow Preventer</b>				
Registration and inspection — per annum	\$60.00	\$100.00	\$105.00	5.0%
<b>Other Fees</b>				
Application is required to take bulk water from the Urban supply. Bulk water will be charged at per m <sup>3</sup> take. Council will provide metered, double checked stand pipe with conditions of use.		\$5.00 per m <sup>3</sup>	\$5.00 per m <sup>3</sup>	
Pipeline Location and notification of works around the Urban water supply network infrastructure	No Charge	No Charge	No Charge	
Unauthorised actions, resulting in damage to the network supply infrastructure, and or contamination to the Urban water supply	Actual Cost	Actual Cost	Actual Cost	
Unauthorised water tampering or take from the Urban supply		\$2,000.00 plus actual cost	\$2,000.00 plus actual cost	
<b>Rural Water Supply</b>				
<b>Application Fees</b>				
Connections, Alterations and Disconnections	\$125.00	\$130.00	\$135	3.8%
Additional Connections — appended to primary application, alteration and disconnections	\$35.00	\$50.00	\$55	10.0%
Hydraulic Modelling — per connection	\$300 plus difference to cover actual cost	\$552.00 plus difference to cover actual costs	\$644.00 plus difference to cover actual costs	16.7%
<b>Utility Physical Works</b>				
Rural Water	Actual Cost	Actual Cost	Actual Cost	
<b>Capital Contribution</b>				
Capital Contribution for all rural water schemes	\$2.00 per litre per day	2.00 per litre per day	\$2.00 per litre per day	
<b>Targeted Connection Fees</b>				
<b>Water Connections</b>				

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Glenavy Developments - Bignall Lane, Cherry Lane, Stocker Lane (Note: allocation 1000L per day)	Capital Contributions paid at time of Resource Consent.	Capital Contributions paid at time of Resource Consent	Capital Contributions paid at time of Resource Consent	
Willowbridge Water Extension	\$2,719.75	\$2,719.75	\$2,719.75	
<b>Other Fees</b>				
Restrictor Frost Plug (available at Waimate District Council Office)	No Charge	No Charge	No Charge	
Restrictor Screen (available at Waimate District Council Office)	No Charge	No Charge	No Charge	
Installation of Restrictor Frost Plug	\$50.00	\$50.00	\$55.00	10.0%
Installation of Restrictor Screen	\$50.00	\$55.00	\$60.00	9.1%
Installation of Restrictor Face Plate (for reasons other than fair wear and tear)	\$110.00	\$110.00	\$112.00	1.8%
Replace Point of Supply — Restrictor unit and associated fittings (for reasons other than fair wear and tear)	\$250.00 plus difference to cover actual cost	Min \$250.00 plus difference to cover actual cost	Min \$250.00 plus difference to cover actual cost	
Pipeline Location and notification of works around water scheme network infrastructure	No Charge	No Charge	No Charge	
Unauthorised actions, resulting in damage to the water scheme network infrastructure <u>and or contamination to the Rural water supplies</u>	Actual Cost	Actual Cost	Actual Cost	
Staff Charge Out Fees	Actual Cost	Actual Cost	Actual Cost	
Unauthorised Water Tampering <u>or take from the Rural supplies</u>	\$2,000.00 plus actual cost	\$2,000.00 plus actual cost	\$2,000.00 plus actual cost	
<b>Emergency Additional Supply</b>				
Business Hours (8.00am — 4.30pm Mon — Fri)	\$250.00	\$250.00	\$255.00	2.0%
After Hours, Weekends and Public Holidays	\$350.00	\$350.00	\$355.00	1.4%
<b>Temporary Water Allocation</b>				
Temporary water allocation is charged at three times the normal scheme rate plus re-jetting fees of \$90 per visit (two visits required)		Temporary water allocation is charged at three times the normal scheme rate plus re-jetting fees of \$90 per visit (two visits required)	Temporary water allocation is charged at three times the normal scheme rate plus re-jetting fees of \$90 per visit (two visits required)	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
<b>WASTE WATER</b> Effluent disposal into Waimate into Waste Water Treatment Plant at grit trap on Racecourse Road		\$10.00 per m <sup>3</sup>	\$10.50 per m <sup>3</sup>	5%
<b>Waste Management</b>				
<b>Refuse Kerbside Collection</b>				
Refuse bins can be allocated to a property during the financial year and will be payable in advance based on months remaining and thereafter it will be charged on your rates.				
Collection days on Council website.				
Official Waimate District Council Rubbish Bag (available from Council Office and Information Centre)	\$7.50	\$8.00	\$8.50	6.3%
<b>Resource Recovery Park</b>				
Note: Charging is determined by volume. Examples of vehicles are indicative only.				
<b>Refuse (Rubbish)</b>				
Standard rubbish bag 60 litre	\$7.00	\$7.00	\$7.00	
Small to Medium loads up to 2 m <sup>3</sup> of refuse e.g. car, station wagon, ute, trailer or van.		\$26.00 per m <sup>3</sup> or part charge there of	\$26.00 per m <sup>3</sup> or part charge there of	
Large load >2 cubic metres eg large trailer or light truck	\$29.00 per m <sup>3</sup>	\$29.00 per m <sup>3</sup>	\$26.00 per m <sup>3</sup>	
Weighed load eg trucks larger than 2.5 tonnes tare (per tonne)	\$260.00	\$260.00	\$270.00	3.8%
Whiteware — drop off	\$15.00	\$15.00	\$15.00	
Vehicles — drop off	*\$30.00	*\$30.00	*\$30.00	
*An additional \$20.00 charge applies if cars contain liquids, refuse or other material. Note: Direct to Redruth all trucks only — charged directly by Timaru District Council.		*An additional \$20.00 charge applies if cars contain liquids, refuse or other material. Note: Direct to Redruth all trucks only — charged directly by Timaru District Council.	*An additional \$20.00 charge applies if cars contain liquids, refuse or other material. Note: Direct to Redruth all trucks only — charged directly by Timaru District Council.	
<b>Greenwaste or Hardfill</b>				

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Small to Medium loads from half to 2 m <sup>3</sup> of greenwaste e.g. car, station wagon, ute, trailer or van.		\$13.00 per m <sup>3</sup> or part charge there of	\$13.00 per m <sup>3</sup> or part charge there of	
Large load >2 cubic metres eg large trailer or light truck	\$13.00 per m3	\$13.00 per m <sup>3</sup>	\$13.00 per m <sup>3</sup>	
Weighed load, eg trucks larger than 2.5 tonnes tare (per tonne)	\$76.00	\$76.00	\$76.00	
<b>Recyclables and Escrap</b>				
All Recyclables	No Charge	No Charge	No Charge	
Escrap — all items excluding charged items listed below	No Charge	No Charge	No Charge	
All TVs	\$12.00	\$12.00	\$12.00	
CRT computer monitors	\$12.00	\$12.00	\$12.00	
Tyres	\$7.00	\$7.00	\$7.00	
<b>Extraordinary Access Resource Recovery Park</b> (additional to above charges)				
(a) Request and appointment — two hours notice 8.00am – 5.00pm working day	\$60.00	\$60.00	\$60.00	
(b) As above, except appointment outside hours	\$110.00	\$110.00	\$110.00	
c) Extra 'on demand' fee to waive notice requirement additional to either (a) or (b)	\$60.00	\$60.00	\$60.00	
<b>Roading and Footpaths</b>				
<b>Road Opening</b>				
Deed of grant for private service on or along road	\$345.00	\$356.50	\$402.50	12.9%
Utility corridor access request major project	\$345.00 and actual costs	\$356.50 and actual costs	\$402.50 and actual costs	12.9%
Minor project — Corridor access	\$65.00	\$69.00	\$86.25	25.0%
Seal opening reseal fee	\$15.00 per m2	\$15.00 per m <sup>2</sup>	\$15.00 per m <sup>2</sup>	
<b>Traffic Overweight Permit</b>				
Plus actual and reasonable costs for any structural checking and inspections where required	\$65.00 and actual costs	\$65.00 and actual costs	\$86.25 and actual costs	32.7%
<b>Applications Fees and Licences</b>				
Regular Dairy Stock Crossing Licence	\$345.00	\$356.50	\$402.50	12.9%
Dairy Stock Crossing Licence Non-compliance Fee	\$120.00	\$120.00	\$120.00	
Road Encroachment, Cattle Stop, Gate (plus advertising)	\$65.00	\$69.00	\$86.25	25.0%

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Storage on roadside	\$65.00	\$120.00	\$86.25	-28.1%
Construct of kerb crossing or vehicle access — actual and reasonable cost recovery.	Actual cost	Actual cost	Actual cost	
Penalty fee for non-notification on permitted activities	\$500.00	\$500.00	\$500.00	
Urgent permits will incur an additional mileage fee at the current IRD rate				
<b><u>Vehicle Access to District Roads</u></b>				
<u>Urban residential kerb &amp; channel and footpath crossing single 4m wide</u>			<u>\$2,200.00</u>	New
<u>Urban residential kerb &amp; channel and footpath crossing double 6m wide</u>			<u>\$3,100.00</u>	New
<u>Urban residential no kerb &amp; channel District Plan clause 2.14.3 including culvert or concrete swale 4.0m wide</u>			<u>\$2,800.00</u>	New
<u>Rural and urban heavy vehicle access</u>			<u>Actual cost</u>	New
<b>Temporary Road Closures</b>				
Community Events — non-commercial or not-for-profit organisations	No Charge	Upon Application	Upon Application	
Application fee for administering the Road Closure. This does not include Traffic Management plan and signage, these are at the event organisers cost.	\$500.00	\$500.00	\$500.00	
External advertising	Actual Cost	Actual Cost	Actual Cost	
Damage assessment inspection	Actual Cost	Actual Cost	Actual Cost	
Road damage repair	Actual Cost	Actual Cost	Actual Cost	
<b>Road / Street / Footpath Damage</b>				
<b>Bond — for Asset Protection, new build.</b> This bond will only be refunded on demonstration that there has not been any damage or interference with any works or property owned, constructed, acquired or used by Waimate District Council.	\$1,650.00	\$1,650.00	\$1,650.00	
Council may charge at cost for the repair of any damage to the footpath or street incurred as a result of house relocation, building, demolition or similar activities.	Actual Cost	Actual Cost	Actual Cost	
<b>Camping</b>				
<b>Victoria Park Motor Camp</b>				
<b>Standard Cabins</b>				
Per adult — per night	\$30.00	\$30.00	\$35.00	16.7%
Per child (under 12 years) — per night	\$6.00	\$6.00	\$6.00	
Long term, per person — per week <u>(conditions may apply)</u>	\$125.00	\$130.00	\$135.00	3.8%

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
<b>En Suite Cabins</b>				
Single adult — per night	\$50.00	\$50.00	\$65.00	30.0%
Two adults — per night	\$80.00	\$80.00	\$90.00	12.5%
Additional person — per night (greater than two adults per night fee)	\$15.00	\$15.00	\$15.00	
Long term, per person — per week <u>(conditions may apply)</u>	\$220.00	\$220.00	\$230.00	4.5%
<b>Camping — Power Sites</b>				
Per adult — per night	\$15.00	\$15.00	\$16.00	6.7%
Per child (under 12 years) — per night	\$5.00	\$5.00	\$5.00	
Long term, one person — per week <u>(conditions may apply)</u>	\$90.00	\$100.00	\$110.00	10.0%
Long term, two people — per week <u>(conditions may apply)</u>	\$120.00	\$130.00	\$140.00	7.7%
<b>Camping — Non-power Sites</b>				
Per adult — per night	\$14.00	\$14.00	\$15.00	7.1%
Per child (under 12 years) — per night	\$5.00	\$5.00	\$5.00	
Long term, one person — per week <u>(conditions may apply)</u>	\$85.00	\$90.00	\$100.00	11.1%
Long term, two people — per week <u>(conditions may apply)</u>	\$115.00	\$120.00	\$130.00	8.3%
<b>Other Charges</b>				
<del>On-site Caravans — per person, per night</del>	<del>\$30.00</del>	<del>\$30.00</del>		
Shower — Non-campers, per person	\$3.00	\$3.00	\$3.00	
<b>Knottingley Park</b>				
<b>Camping — Power Sites</b>				
Per adult — per night	\$14.00	\$15.00	\$16.00	6.7%
Per child (under 12 years) — per night	\$5.00	\$5.00	\$5.00	
Long term, one person — per week <u>(conditions may apply)</u>	\$90.00	\$100.00	\$110.00	10.0%
Long term, two people — per week <u>(conditions may apply)</u>	\$120.00	\$130.00	\$140.00	7.7%
<b>Camping — Non-power Sites</b>				
Per adult — per night	\$13.00	\$14.00	\$15.00	7.1%
Per child (under 12 years) — per night	\$5.00	\$5.00	\$5.00	
Long term, one person — per week <u>(conditions may apply)</u>	\$80.00	\$90.00	\$100.00	11.1%

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Long term, two people — per week <u>(conditions may apply)</u>	\$110.00	\$120.00	\$130.00	8.3%
<b>Other Charges</b>				
Shower — Non-camper, per person	\$3.00	\$3.00	\$3.00	
Dump Station	\$5.00	\$5.00	\$5.00	
<b>Waitaki Lakes</b>				
Season Ticket	\$330.00	\$340.00	\$350.00	2.9%
Extra adults — per night	\$10.00	\$10.00	\$10.00	
Camp Site, two adults & dependants under 16 years — per night	\$20.00	\$20.00	\$20.00	
Individual adult camper — per night	\$10.00	\$10.00	\$10.00	
Waitaki Lakes – Living on moored yachts same fees apply as to campers				
<b>St Andrews Domain</b>				
<b>Camping — Power Sites</b>				
Per adult — per night	\$14.00	\$15.00	\$16.00	6.7%
Per child (under 12 years) — per night	\$5.00	\$5.00	\$5.00	
Long term, one person — per week	\$90.00	\$90.00	\$110.00	22.2%
Long term, two people — per week	\$120.00	\$120.00	\$140.00	16.7%
<b>Camping — Non-power Sites</b>				
Per adult — per night	\$13.00	\$13.00	\$15.00	15.4%
Per child (under 12 years) — per night	\$5.00	\$5.00	\$5.00	
Long term, one person — per week	\$80.00	\$80.00	\$100.00	25.0%
Long term, two people — per week	\$110.00	\$110.00	\$130.00	18.2%
<b>Other Charges</b>				
Shower — Non-camper, per person	\$3.00	\$3.00	\$3.00	
Dump Station	\$5.00	\$5.00	\$5.00	
<b>Morven Reserve Camping</b>				
Powered and non-powered sites, per person — per night	\$10.00	\$10.00	\$10.00	
<b>Cemeteries (Waimate and Otaio Cemeteries)</b>				
<b>Interments</b>				

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Ashes	\$195.00	\$195.00	\$250.00	28.2%
Stillborn and Babies (up to 12 months)	\$150.00	\$150.00	\$200.00	33.3%
Children (1 - 12 years)	\$440.00	\$440.00	\$500.00	13.6%
Adult	\$790.00	\$790.00	\$900.00	13.9%
Extra Depth (double)	\$850.00	\$850.00	\$1,000.00	17.6%
Old Cemetery Plot Opening — Concrete Plot	\$265.00	\$265.00	\$400.00	50.9%
<b>Plot Purchase (including concrete beam)</b>				
Ash Plots	\$345.00	\$345.00	\$345.00	
Stillborn and Babies (up to 12 months)	\$335.00	\$335.00	\$335.00	
Children (1 - 12 years)	\$465.00	\$465.00	\$465.00	
Adult	\$1,030.00	\$1,030.00	\$1,030.00	
<b>Additional Charges</b>				
Interments — Saturdays, Sundays or Statutory Holidays, also Monday to Friday after 3.00pm May to September and after 4.00pm October to April	\$440.00	\$440.00	\$450.00	2.3%
Ashes Interments on Saturdays, Sundays or Statutory Holidays	\$135.00	\$135.00	\$400.00	196.3%
Dig Grave — Saturdays, Sundays or Statutory Holidays	\$400.00	\$400.00	\$400.00	
Ashes Dig Saturdays, Sundays or Statutory Holidays	\$170.00	\$170.00	\$200.00	17.6%
Triple Depth Plot — Old Cemetery only	\$700.00	\$700.00	\$700.00	
Record search (in excess of one per day)	\$15.00	\$15.00	\$15.00	
<b>Swimming Pool</b>				
<b>Admission</b>				
Adult — per swim	\$4.00	\$4.00	\$4.00	
Child — per swim	\$2.00	\$2.00	\$2.00	
Pre-School Child — per swim	No Charge	No Charge	No Charge	
80 years and over	No Charge	No Charge	No Charge	
Family Season Ticket ( Two adults, two children)	\$170.00	\$170.00	\$170.00	
Adult Concessions — per 20 swims	\$70.00	\$70.00	\$70.00	
Child Concessions — per 20 swims	\$35.00	\$35.00	\$35.00	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Adult Season Ticket	\$148.00	\$148.00	\$150.00	1.4%
Child Season Ticket	\$75.00	\$75.00	\$75.00	
<b>Pool Hire</b>				
Schools — per hour	\$50.00	\$50.00	\$50.00	
Swimming Club — per hour	\$50.00	\$50.00	\$50.00	
Other — per hour	\$60.00	\$60.00	\$60.00	
Provision of Life Guard — per hour	\$35.00	\$35.00	\$35.00	
<b>Parks</b>				
Power for Seddon Square — Charges will be fixed on individual requests taking usage into account.				
<b>Library</b>				
Membership	No Charge	No Charge	No Charge	
Replacement Card (Adult & Children)	\$4.50	\$4.50	\$4.50	
<b>Borrowing</b>				
New Fiction — per three weeks	\$1.20	\$1.20	\$1.40	16.7%
Magazines — per two weeks	\$0.70	\$0.70	\$0.80	14.3%
CDs — per three weeks	\$2.50	\$2.50	\$2.50	
DVDs — per three days	\$4.00	\$4.00	\$4.00	
E Books	No Charge	No Charge	No Charge	
<b>Overdue Charges</b>				
Adult Category 1-13 days overdue – per item	\$2.00	\$2.00	\$2.00	
Adult Category 14-20 days overdue – per item	\$4.00	\$4.00	\$4.00	
Adult Category 21 days onwards – per item	\$8.00	\$5.00	\$5.00	
Child and Young Adult Category overdue		No Charge	No Charge	
Lost Items after 30 days	Replacement plus \$15.00 admin charge	Replacement plus \$15.00 admin charge	Replacement plus \$15.00 admin charge	
<b>Services</b>				

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Interloan (minimum charge)	\$6.50	\$6.50 plus postage	\$7.00 plus postage	7.7%
Reserves (Adult and Children)	No Charge	No Charge	No Charge	
Internet use	No Charge	No Charge	No Charge	
Scanning — per scan	\$1.00	\$1.00	\$1.00	
Printing/Photocopying per A4 page/black and white	\$0.20	\$0.20	\$0.30	50.0%
Printing/Photocopying per A3 page/black and white	\$0.50	\$0.50	\$0.60	20.0%
Printing/Photocopying per A4 page/colour	\$2.00	\$2.00	\$2.50	25.0%
Printing/Photocopying per A3 page/colour	\$3.00	\$3.00	\$4.00	33.3%
Note: No charge for school children's projects.				
<b>Economic Development – Marketing</b>				
Brochure Display – Waimate District Tourism Business		No Charge	No Charge	
Brochure Display – non-Waimate District Tourism Business	\$155.25	\$155.25	\$155.25	
Tier One – Basic Website Business Listing – per annum	No charge	No charge	No charge	
Tier Two – paid link – per annum	\$69.00	\$69.00	\$69.00	
Tier Three – Facebook post – per annum	\$207.00	\$207.00	\$207.00	
Tier Four – blog article – per annum	\$345.00	\$345.00	\$345.00	
Web page – per annum	\$304.75	\$304.75	\$304.75	
Real Estate blog – per property	\$276.00	\$276.00	\$276.00	
Real Estate blog – per additional property	\$69.00	\$69.00	\$69.00	
Facebook post – each	\$138.00	\$138.00	\$138.00	
Web blog and post – each	\$276.00	\$276.00	\$276.00	
<b>Waimate Event Centre</b>				
The below charges are priced for local uses (ie Waimate District residents). Commercial, out-of-district users and special event hire rates are available on request. Quoted prices will vary depending on the nature of the event, spaces required, door charges, services required etc. A bond of up to \$1,000 may be charged depending on the usage/function. The Waimate Event Centre reserves the right to adjust the final account based on the actual level of use, additional services provided and any damage incurred.				
<b>Casual Hire</b>				

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Casual hire – per person per ½ hour, per activity. Available activities – Badminton, Basketball shots, Netball shots, Table Tennis, walking.	\$3.00	\$3.50	\$3.50	
Table Tennis (per table)— per 1/2 hour		\$7.00	\$7.00	
<b>Court Hire – per court</b>				
Per hour	\$30.00	\$35.00	\$35.00	
One session — up to four hours	\$110.00	\$125.00	\$125.00	
Two consecutive sessions — up to nine hours	\$220.00	\$250.00	\$250.00	
Three consecutive sessions — full day and evening	\$320.00	\$350.00	\$350.00	
<b>Meeting Room, Mezzanine Floor or Gallery (up to 20 people)</b>				
Per hour	\$20.00	\$23.00	\$23.00	
One session — Up to four hours	\$60.00	\$70.00	\$70.00	
Two consecutive sessions — up to nine hours	\$110.00	\$125.00	\$125.00	
Three consecutive sessions — full day and evening	\$160.00	\$180.00	\$180.00	
<b>Function Room Hire (up to 50 people)</b>				
Per hour	\$30.00	\$35.00	\$35.00	
One session — Up to four hours	\$90.00	\$125.00	\$125.00	
Two consecutive sessions — up to nine hours	\$150.00	\$250.00	\$250.00	
Three consecutive sessions — full day and evening	\$210.00	\$350.00	\$350.00	
<b>Cricket Pitch (up to 6 people in netted area)</b>				
Casual per person per hour	\$6.00	\$7.00	\$7.00	
Per hour	\$20.00	\$23.00	\$23.00	
One session — Up to four hours	\$60.00	\$70.00	\$70.00	
Two consecutive sessions — up to nine hours	\$110.00	\$125.00	\$125.00	
Three consecutive sessions — full day and evening	\$160.00	\$180.00	\$180.00	
<b>Kitchen or Bar Hire</b>				
Tea and Coffee only		\$10.00	\$10.00	
Per hour	\$30.00	\$23.00	\$23.00	
One session — Up to four hours	\$60.00	\$70.00	\$70.00	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Two consecutive sessions — up to nine hours	\$85.00	\$125.00	\$125.00	
Three consecutive sessions — full day and evening	\$125.00	\$180.00	\$180.00	
<b>In-line Skating (approved skates required)</b>				
Children (under 15 years) — per hour	\$6.00	\$7.00	\$7.00	
Adult — per hour	\$10.00	\$11.50	\$11.50	
Skate hire — per hour	\$2.00	\$2.50	\$2.50	
<b>Climbing Wall</b>				
Children (under 15 years) — per hour	\$6.00	\$7.00	\$7.00	
Adult — per hour	\$10.00	\$11.50	\$11.50	
Family Pass (two adults, two children) — per hour	\$25.00	\$30.00	\$30.00	
Supervision fees – per hour, per supervisor (Where Supervision is provided by Event Centre) Pre-approved Supervision must be registered with Event Centre.	\$35.00	\$40.00	\$40.00	
<b>Group Session (up to 20 people)</b>				
Per hour	\$45.00 plus supervision fees if required	\$50.00 plus supervision fees if required	\$50.00 plus supervision fees if required	
<b>School Holiday Programmes (as scheduled — Contact Event Centre for details)</b>				
Activities will be charged as advertised. Children under the age of 14 years are very welcome but must be accompanied by an adult/parent/guardian.				
<b>Other Charges</b>				
School Groups – calculated on number of students		Price on request	Price on request	
Public Holiday Surcharge	15%	15%	15%	
After Hours Staff Charge — per hour (for any booking outside of advertised opening hours)	\$35.00	\$40.00	\$40.00	
Cancellation of booking — charge may apply \$20 or 15% whichever is greater (within 30 days of booking)	\$30.00	\$20.00	\$20.00	
Additional cleaning — per hour minimum charge	\$35.00	\$40.00	\$40.00	
Security unlock/lock up (before 8am and/or after 8:40pm)	\$60.00	\$60.00	\$60.00	
Event bond – may apply	\$1,000.00	\$1000.00	\$1,000.00	
Tournament/Season Bond		\$500.00	\$500.00	
Damage to Event Centre	Actual Cost	Actual Cost	Actual Cost	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Catering – by arrangement	By arrangement	price on request	price on request	
Catering Staff — per hour, per staff member	\$35.00	\$40.00	\$40.00	
User clubs storage (per annum)	\$50.00	\$60.00	\$60.00	
Data Projector and Screen		\$10.00	\$10.00	
<u>Hire Carpet Tiles per court (doesn't include installation - hire only)</u>			<u>\$250.00</u>	New
<b>Electronic Key Tag (for authorised Fitness Centre/Squash Club area)</b>				
New <u>or replacement</u> electronic key tag	\$15.00	\$15.00	\$20.00	33.3%
<u>Replacement electronic key tag</u>	<u>\$20.00</u>	<u>\$20.00</u>		
Note: key tags no longer required can be returned to Waimate District Council and a \$5.00 refund will be provided				
<b>Information Services</b>				
Specific requests for copies of records or information held under the Official Information and Meetings Act 1987	First 30 mins no charge	First 30 mins no charge	<u>First 60 mins no charge</u>	
Labour charge rate (after <u>60</u> <del>30</del> -mins)	\$60.00 per 30 mins plus disbursements	\$38.00 per 30 mins plus disbursements	\$38.00 per 30 mins plus disbursements	
<b>Council Document Reproduction (e.g. Annual Plan, Annual Report):</b>				
Printing/Photocopying per A4 page/black and white		\$0.20	\$0.30	50.0%
Printing/Photocopying per A4 page/colour		\$2.00	\$2.50	25.0%
Full document (black and white) inc binding		\$25.00	\$25.00	0.0%
Full document (colour) inc binding		\$65.00	\$65.00	0.0%
<b>Geographical Information Systems</b>				
<b>Map printing charges</b>				
Print A4 — Colour	\$10.50	\$10.50	\$10.50	
Print A4 — Black and White	\$7.00	\$7.00	\$7.00	
Print A3 — Colour	\$12.50	\$12.50	\$12.50	
Print A3 — Black and White	\$8.00	\$8.00	\$8.00	
Print A2 — Colour	\$24.00	\$24.00	\$24.00	
Print A2 — Black and White	\$13.00	\$13.00	\$13.00	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Print A1 — Colour	\$47.00	\$47.00	\$47.00	
Print A1 — Black and White	\$24.50	\$24.50	\$24.50	
Print A0 — Colour	\$70.00	\$70.00	\$70.00	
Print A0 — Black and White	\$37.00	\$37.00	\$37.00	
Laminate A4 and A3	\$4.50	\$4.50	\$4.50	
Laminate A2, A1 and A0	\$10.00	\$10.00	\$10.00	
<b>Customised mapping charges</b>				
Non-profit — per 15 mins (or part thereof)	\$16.00	\$16.00	\$16.00	
Public — per 15 mins (or part thereof)	\$25.00	\$25.00	\$25.00	
<b>Building</b>				
<b>Building Consents</b>				
Building consent fees exclude all travel charges (which are based on district rating zones), BRANZ Levy, DBH Levy and Building Consent Authority Accreditation Levy charges. Additional inspections are charged as per the schedule of fees and charges.				
NOTE: Building Research Association New Zealand (BRANZ) and Department of Building and Housing levies, are to be paid in addition to the total fee, as set by statute and may be subject to change				
<b>Log Fire</b> — includes 1 Inspection, PIM, CCC, Processing	\$299.00	\$299.00	\$299.00	
<b>Project Value \$0.00 - \$5,000</b> (Carports etc) — includes 2 Inspections, PIM, CCC, Processing	\$319.00	\$319.00	\$319.00	
<b>Project Value \$5,001 - \$15,000</b> (Minor Alterations, Additions, Garage, Farm Buildings) — includes 3 Inspections, PIM, CCC, Processing	\$694.00	\$694.00	\$694.00	
<b>Project Value \$15,001 - \$25,000</b> (Sleepout, Alteration, Additions, Farm Buildings) — includes 3 Inspections, PIM, CCC, Processing	Residential: \$823.00 Commercial/ Industrial: \$963.00	Residential: \$823.00 Commercial/ Industrial: \$963.00	Residential: \$823.00 Commercial/ Industrial: \$963.00	
<b>Project Value \$25,001 - \$50,000</b> (Large Alterations, Additions, Commercial) — includes 5 Inspections, PIM, CCC, Processing	Residential: \$1,155.00 Commercial/ Industrial: \$1,295.00	Residential: \$1,155.00 Commercial/ Industrial: \$1,295.00	Residential: \$1,155.00 Commercial/ Industrial: \$1,295.00	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
<b>Project Value \$50,001 - \$100,000</b> (Large Alterations, Additions, Farm Buildings, Commercial, Industry) — includes 9 Inspections, PIM, CCC, Processing	Residential: \$2,280.00 Commercial/ Industrial: \$2,420.00	Residential: \$2,280.00 Commercial/ Industrial: \$2,420.00	Residential: \$2,280.00 Commercial/ Industrial: \$2,420.00	
<b>Project Value \$100,001 - \$300,000</b> (New Dwelling, Commercial, Industrial, Processing) — includes 13 Inspections, PIM, CCC, Processing	Residential: \$3,180.00 Commercial/ Industrial: \$3,320.00	Residential: \$3,180.00 Commercial/ Industrial: \$3,320.00	Residential: \$3,180.00 Commercial/ Industrial: \$3,320.00	
<b>Project Value \$300,001 - \$500,000</b> (New Dwelling, Commercial Industrial, Processing) — includes 13 Inspections, PIM, CCC, Processing	Residential: \$3,780.00 Commercial/ Industrial: \$3,920.00	Residential: \$3,780.00 Commercial/ Industrial: \$3,920.00	Residential: \$3,780.00 Commercial/ Industrial: \$3,920.00	
<b>Project Value \$500,001 - \$1,000,000</b> (New Dwelling, Commercial Industrial, Processing) — includes 13 Inspections, PIM, CCC, Processing	Residential: \$4,380.00 Commercial/ Industrial: \$4,520.00	Residential: \$4,380.00 Commercial/ Industrial: \$4,520.00	Residential: \$4,380.00 Commercial/ Industrial: \$4,520.00	
<b>Project Value greater than \$1,000,001</b> (New Dwelling, Commercial Industrial, Processing) — includes 13 Inspections, PIM, CCC, Processing	\$4520.00 plus actual hours processing at \$200.00 per hour	\$4520.00 plus actual hours processing at \$200.00 per hour	\$4520.00 plus actual hours processing at \$200.00 per hour	
<b>Additional Building Consent Fees</b>				
Additional Inspection Fee (plus applicable travel charge)	\$125.00	\$125.00	\$125.00	
Re-inspection Fee (plus applicable travel charge)	\$125.00	\$125.00	\$125.00	
Travel Charges, as per rating zones — Zone 1	\$32.70	\$32.70	\$32.70	
— Zone 2	\$60.80	\$60.80	\$60.80	
— Zone 3	\$141.60	\$121.60	\$121.60	
Septic tank & effluent field only	\$444.00	\$444.00	\$444.00	
<b>Project Information Memorandum (PIM) Costs</b>				
Log Fire	\$30.00	\$30.00	\$30.00	
Under \$15,000 (Garage, carports, minor alterations, additions)	\$50.00	\$50.00	\$50.00	
Over \$15,000 (All residential dwellings, alterations, garages, farm buildings)	\$260.00	\$260.00	\$260.00	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
All commercial & industrial work (new and alterations)	\$400.00	\$400.00	\$400.00	
<b>Certificate of Acceptance</b>				
Lodging and administration	\$350.00	\$350.00	\$350.00	
Technical process — per hour	\$270.00	\$270.00	\$270.00	
Inspection (plus applicable travel charge)	\$200.00	\$200.00	\$200.00	
<b>Other Fees</b>				
Processing Fees — Plan check/amended plans — per hour	\$200.00	\$200.00	\$200.00	
Compliance schedule (includes Compliance Schedule Statement)	\$300.00	\$300.00	\$300.00	
Compliance schedule amendments	\$150.00	\$150.00	\$150.00	
Warrant of Fitness reminders/acknowledgement of receipt	\$100.00	\$100.00	\$100.00	
Warrant of Fitness audit	\$250.00	\$250.00	\$250.00	
Notice to Rectify (Dangerous and Insanitary Buildings)	Actual cost	Actual cost	Actual cost	
Marquees over 100m2 (plus applicable travel charge)	\$75.00	\$75.00	\$75.00	
Statistical reports — per year	\$300.00	\$300.00	\$300.00	
Statistical report — one off	\$50.00	\$50.00	\$50.00	
Reports and advisory functions	Actual cost	Actual cost	Actual cost	
Mileage per km (where applicable and/or at current IRD rates)	\$0.73	\$0.73	\$0.73	
Fire and Emergency New Zealand — section 46 notice. (plus any FENZ charges)	Current NZ Fire Service Charge	Current NZ Fire Service Charge	Current NZ Fire Service Charge	
Notice to Fix	\$300.00	\$300.00	\$300.00	
Certificate under Sale and Supply of Alcohol Act 2012	\$170.00	\$170.00	\$170.00	
Application to extend time for which a building consent is valid	\$130.00	\$130.00	\$130.00	
Fencing of swimming pools modification (includes report to Council)	\$260.00	\$260.00	\$260.00	
Property file access and view records	\$35.00	\$35.00	\$35.00	
Monitoring of swimming pools	\$260.00	\$180.00	\$180.00	
Re-inspection of swimming pools	\$260.00	\$180.00	\$180.00	
Investigation of illegal building work	Actual cost	Actual cost	Actual cost	
<u>Section 1(2) Territorial Authority Exemption Change</u>			<u>\$200.00</u>	New

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
<u>Section 73 – Building on land subject to Natural Hazard</u>			<u>\$200.00</u>	<u>New</u>
Section <u>77.75</u> — Construction of building on 2 or more allotments — <u>sign-off</u>	\$60.00	\$60.00	\$200.00	233.3%
Certificate of Public Use	\$400.00	\$400.00	\$400.00	
Certificate of Title	\$20.00	\$20.00	\$20.00	
District RAPID number book	\$200.00	\$200.00	\$200.00	
District RAPID number book for Emergency Services	No Charge	No Charge	No Charge	
RAPID number plates — <u>including new plate and installation</u>	\$60.00	\$60.00	\$60.00	
RAPID number plates — replacement or additional supply only	\$40.00	\$40.00	\$40.00	
<b>Levies</b>				
BRANZ Levy exemption up to \$20,000	No Charge	No Charge	No Charge	
BRANZ Levy on value over the exemption amount of \$19,999.99	\$1.00 per \$1,000 of project value	\$1.00 per \$1,000 of project value	\$1.00 per \$1,000 of project value	
MBIE Levy exemption up to \$20,445	No Charge	No Charge	No Charge	
MBIE Levy on value over the exemption amount of \$20,444	\$2.01 per \$1,000 of project value	\$2.01 per \$1,000 of project value	\$2.01 per \$1,000 of project value	
Building Consent Authority Accreditation Levy (minimum charge \$1.00)	\$1.00 per \$1,000 of project value	\$1.00 per \$1,000 of project value	\$1.00 per \$1,000 of project value	
<b>Community Housing</b>				
Single unit, per week ( <u>beneficiary</u> )	\$85.00	\$88.00	\$100.00	13.6%
<u>Single unit, per week (limited income)</u>			<u>\$110.00</u>	<u>New</u>
Double unit, per week ( <u>beneficiary</u> )	\$90.00	\$93.00	\$110.00	18.3%
<u>Double unit, per week (limited income)</u>			<u>\$120.00</u>	<u>New</u>
<b>Resource Management</b>				
The Lodgement Fee will be required to accompany the Resource Consent Application. An invoice will be sent for additional fees. The Lodgement Fee is a deposit only and may not be the complete charge. There may be additional fees or a part refund as explained above				
If applications for resource consent and applications to change or cancel conditions are not processed within the statutory time frames, discounts shall be paid on administrative charges. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991.				

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Section 36 of the Resource Management Act 1991 enables Council to charge additional fees to recover actual and reasonable costs where the Lodgement Fee is inadequate.				
When the total cost to process an application exceeds the Lodgement Fee, Charge Out Rates may apply.				
Council also reserves its discretion to refund part of the fixed fee if the work required to process the application is less than usual.				
These fees will not be refunded if the application is declined or withdrawn.				
For Financial Contributions please see the Waimate District Council Financial Contributions Policy or the Waimate District Plan.				
<b>Resource Consent Applications</b>				
Notified Consent	\$4,000.00 deposit	\$4,000.00 deposit	\$4,000.00 deposit	
Limited Notified (service only) Consent	\$2,000.00 deposit	\$2,000.00 deposit	\$2,000.00 deposit	
Non-notified Subdivision Consent	\$1,000.00 deposit	\$1,000.00 deposit	\$1,000.00 deposit	
Non-notified Land Use Consent	\$800.00 deposit	\$800.00 deposit	\$800.00 deposit	
Non-notified Land Use Consent (minor)	\$400.00 deposit	\$400.00 deposit	\$400.00 deposit	
Non-notified Subdivision Consent — Change to flats plan or unit title	\$660.00 deposit	\$660.00 deposit	\$660.00 deposit	
<u>Compliance Monitoring – paid at time of lodging Land Use Resource Consent application</u>			\$200.00	New
Additional monitoring of resource consents and monitoring of non-compliance with the Waimate District Plan or the Resource Management Act 1991 — per hour or part thereof	\$125.00	\$125.00	\$150.00	20%
<b>Lodgements</b>				
Revocation of Easements (not included in Subdivision Consent)	\$460.00	\$460.00	\$460.00	
Existing Allotments Section 226 Certificate (new titles created)	\$235.00	\$235.00	\$235.00	
Section 223 Certificate (subdivision sealing completion)	\$235.00	\$235.00	\$235.00	
Section 224(c) Certificate including Section 223 Certificate	\$235.00	\$235.00	\$235.00	
Removal of building line restriction	\$460.00	\$460.00	\$460.00	
Certificates of Compliance	\$460.00	\$460.00	\$460.00	
Boundary Activity Application		\$300.00 deposit	\$300.00 deposit	
Marginal or Temporary Activity Applications		\$300.00 deposit	\$300.00 deposit	
Change or cancellation of conditions	\$400.00 deposit	\$400.00 deposit	\$400.00 deposit	
Existing use rights and existing use certificate	\$450.00	\$450.00	\$450.00	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Extension of time	\$400.00 deposit	\$400.00 deposit	\$400.00 deposit	
<b>Charge Out Rates</b>				
Pre-application advice — after the first hour of staff time (per hour or part thereof)	\$125.00	\$125.00	\$150.00	20%
Staff time charge out rate — per hour or part thereof	\$125.00	\$125.00	\$150.00	20%
Public Notices	Actual cost	Actual cost	Actual cost	
<b>Other Applications</b>				
Outline Plan	\$400.00 deposit	\$400.00 deposit	\$400.00 deposit	
Alteration to a designation	\$1,000.00 deposit	\$1,000.00 deposit	\$1,000.00 deposit	
Extension of time to a designation	\$1,000.00 deposit	\$1,000.00 deposit	\$1,000.00 deposit	
Private Plan change	\$5,000.00 deposit	\$5,000.00 deposit	\$5,000.00 deposit	
Notice of requirements for designations	\$3,000.00 deposit	\$3,000.00 deposit	\$3,000.00 deposit	
Right of Way Approval (not included in Subdivision Consent)	\$460.00	\$460.00	\$460.00	
Certificates for Licensed Motor Vehicle Dealer (LMVD)	\$175.00	\$175.00	\$175.00	
Certificates under the Sale and Supply of Alcohol Act 2012	\$175.00	\$175.00	\$175.00	
<b>Disbursements</b>				
Consultants/Legal Advice	Actual cost	Actual cost	Actual cost	
Commissioning Special Reports	Actual cost	Actual cost	Actual cost	
<b>Hearing Fees</b>				
Hearing Fee per hour or part thereof (minimum charge-out of one hour)	\$620.00	\$620.00	\$620.00	
Commissioner	Actual cost	Actual cost	Actual cost	
<b>Environmental Services</b>				
<b>Licensing</b>				
Camping Grounds	\$350.00	\$350.00	\$350.00	
Food Premises — All classes including premises with food safety	\$350.00	\$350.00	\$350.00	
Food Premises — Non-perishable foods, eg gift shops	\$220.00	\$220.00	\$220.00	
Hairdressers	\$155.00	\$155.00	\$155.00	
Offensive Trades	\$310.00	\$310.00	\$310.00	
Mobile Food Shops	\$155.00	\$155.00	\$155.00	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Trading in Public Places – <u>Annual Licence</u>	\$110.00	\$110.00	\$110.00	
<u>Trading in Public Places – Day Licence (per day)</u>			<u>\$20.00</u>	New
Boarding House	\$200.00	\$200.00	\$200.00	
Circus	\$200.00	\$200.00	\$200.00	
Funeral Directors	\$205.00	\$205.00	\$205.00	
Transfer Fee of Health Licence (ie following sale of business)	\$100.00	\$100.00	\$100.00	
Stereo Seizures	\$100.00 plus recovery of actual seizure costs	\$100.00 plus recovery of actual seizure costs	\$100.00 plus recovery of actual seizure costs	
Re-inspection for non-compliance — by-laws, health, liquor, dangerous goods	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
Verification audit / site audit (food control plans)	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
Special Inspections	Hourly rate plus mileage	Hourly rate plus mileage	Hourly rate plus mileage	
Water samples — Labour plus hospital testing minimum	Actual cost	Actual cost	Actual cost	
Keeping of Animal Permits	\$70.00	\$70.00	\$70.00	
Skin Piercing, Beauty Facilities, Tattooing etc	\$225.00	\$225.00	\$225.00	
Footpath Dining — Licence to Occupy	\$110.00	\$110.00	\$110.00	
Existing Food Safety Programmes (Includes processing and verification of application up to a maximum of two hours. Charge-out fee per hour or part thereof applies thereafter)	\$300.00 plus \$150.00 per hour	\$300.00 plus \$150.00 per hour	\$300.00 plus \$150.00 per hour	
<b>Food Act 2014</b>				
<b>New Registration</b>				
Payment of application fees is upon application and any other fees are payable within 20 days from invoice date.				
Food Control Plan — Single Site	\$150.00 plus \$75.00 per half hour after first hour	\$150.00 plus \$75.00 per half hour after first hour	\$150.00 plus \$75.00 per half hour after first hour	
Food Control Plan — Multi-Site	\$225.00 plus \$75.00 per half hour after first hour	\$225.00 plus \$75.00 per half hour after first hour	\$225.00 plus \$75.00 per half hour after first hour	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
National Programme	\$150.00 plus \$75.00 per half hour after first hour	\$150.00 plus \$75.00 per half hour after first hour	\$150.00 plus \$75.00 per half hour after first hour	
Optional Consultancy — new business set up assistance / pre-opening visit	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
Optional Food Plan Control Mentoring	\$300.00	\$300.00	\$300.00	
<b>Registration Renewal</b>				
Food Control Plan — Single Site — 12 month renewal	\$150.00	\$150.00	\$150.00	
Food Control Plan — Multi-Site — 12 month renewal	\$225.00	\$225.00	\$225.00	
National Programme — 24 month renewal	\$200.00	\$200.00	\$200.00	
Food Control Plan Mentoring	\$300.00	\$300.00	\$300.00	
<b>Compliance and Monitoring</b>				
Food Control Plan — Annual (including those Food Control Plans registered before 1 March 2016)	\$75.00	\$75.00	\$75.00	
National Programme — 24 month	\$150.00	\$150.00	\$150.00	
<b>Verification (Audit)</b>				
Food Control Plan — Single Site Audit	\$300.00 plus \$75.00 per half hour after first two hours	\$300.00 plus \$75.00 per half hour after first two hours	\$300.00 plus \$75.00 per half hour after first two hours	
Food Control Plan — Multi-Site Audit	\$300.00 plus \$75.00 per half hour after first two hours	\$300.00 plus \$75.00 per half hour after first two hours	\$300.00 plus \$75.00 per half hour after first two hours	
Food Control Plan Audit Close-out over 15 minutes	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
National Programme 1 — Check (one-off)	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
National Programme 2 — Audit (three-yearly)	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
National Programme 3 — Audit (two-yearly)	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
<b>Complaint Driven Investigation</b>				
Complaint resulting in issue of improvement notice by Food Safety Officer and its review	\$150.00 per hour plus actual mileage and disbursements	\$150.00 per hour plus actual mileage and disbursements	\$150.00 per hour plus actual mileage and disbursements	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
<b>Exemption</b>				
Application and Assessment	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
<b>Travel Charges</b>				
Fixed Charge for Waimate District	\$30.00	\$30.00	\$30.00	
Actual Travel Costs (where applicable)	\$0.85 per km plus travel time at \$150.00 per hour	\$0.85 per km plus travel time at \$150.00 per hour	\$0.85 per km plus travel time at \$150.00 per hour	
<b>Gaming Machine Licensing</b>				
New Gaming Venue Licence. Includes processing of application to a maximum of two hours. Charge-out fee applies thereafter \$150 per hour	\$250.00	\$250.00	\$250.00	
<b>Liquor Licensing</b>				
<b>As set by the sale and supply of Alcohol (Fees) Regulations 2013 - may be subject to change</b> Note: Applicants can apply to the Secretary of the Liquor Licensing Committee for a reduction of one fee category for Low Risk events				
<b>On Licence / Off Licence / Club Licence — Category</b>				
Very low	\$368.00	\$368.00	\$368.00	
Low	\$609.50	\$609.50	\$609.50	
Medium	\$816.50	\$816.50	\$816.50	
High	\$1,023.50	\$1,023.50	\$1,023.50	
Very high	\$1,207.50	\$1,207.50	\$1,207.50	
<b>Annual Licence Fees — Category</b>				
Very low	\$161.00	\$161.00	\$161.00	
Low	\$391.00	\$391.00	\$391.00	
Medium	\$632.50	\$632.50	\$632.50	
High	\$1,035.00	\$1,035.00	\$1,035.00	
Very high	\$1,437.50	\$1,437.50	\$1,437.50	
<b>Special Licence / Fees</b>				
Class 3 — One or two small events	\$63.25	\$63.25	\$63.25	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Class 2 — Three to twelve small events, or one to three medium events	\$207.00	\$207.00	\$207.00	
Class 1 — One large event; more than three medium events; more than twelve small events	\$575.00	\$575.00	\$575.00	
<b>Other Application Fees</b>				
Manager's Certificate Application and Renewals	\$316.25	\$316.25	\$316.25	
Temporary Authority	\$296.70	\$296.70	\$296.70	
Temporary Licence	\$296.70	\$296.70	\$296.70	
Appeal to ARLA (paid to ARLA)	\$517.50	\$517.50	\$517.50	
Extract of Register	\$57.50	\$57.50	\$57.50	
Permanent Club Charter	\$632.50	\$632.50	\$632.50	
<u>Public notification administration fee</u>			<u>\$50.00</u>	New
<b>Dog and Animal Management</b>				
<b>Registration Per Dog</b>				
Registration — Non-Working Dogs	\$100.00	\$100.00	\$100.00	
Registration — Neutered Non-Working Dogs <u>and Dogs under 12 months</u>	\$60.00	\$60.00	\$60.00	
Registration — Selected Owner, Working Dogs and Farm Pets	\$30.00	\$30.00	\$30.00	
Dangerous Dogs	\$150.00	\$150.00	\$150.00	
<b>General</b>				
Selected Owner Application fee including one inspection (apply once only)	\$60.00	\$60.00	\$60.00	
Licence to keep three or more dogs including one inspection (apply once only)	\$50.00	\$50.00	\$50.00	
Additional Inspections	\$20.00	\$20.00	\$20.00	
Replacement Tags	No Charge	No Charge	No Charge	
Collars — Various Sizes	As per schedule	As per schedule	As per schedule	
<b>Penalties</b>				
Late Registration Fee — Percentage of base fee	150%	150%	150%	
Drop-Off / Call-Out Fee (where dog is not impounded)	\$40.00	\$40.00	\$40.00	
<b>Dog Impounding</b>				
<b>1st impoundment in 12 month period — per dog</b>				
Dog wearing tag	\$95.00	\$95.00	\$95.00	

All fees and charges are GST inclusive.	2017/18	2018/19	2019/20	% Change
Dog not wearing tag	\$130.00	\$130.00	\$130.00	
<b>2nd impoundment in 12 month period — per dog, plus micro chipping charge</b>				
Dog wearing tag	\$110.00	\$110.00	\$110.00	
Dog not wearing tag	\$160.00	\$160.00	\$160.00	
<b>3rd impoundment in 12 month period — per dog</b>				
Dog wearing tag	\$130.00	\$130.00	\$130.00	
Dog not wearing tag	\$160.00	\$160.00	\$160.00	
Infringement Fee	\$200.00	\$200.00	\$200.00	
<b>Other Fees</b>				
Daily sustenance	\$20.00	\$20.00	\$20.00	
Surrender	\$60.00	\$60.00	\$60.00	
Barking Collar Hire	\$50.00 (including \$25.00 refundable bond)	\$50.00 (including \$25.00 refundable bond)	\$50.00 (including \$25.00 refundable bond)	
<b>Impounding — other than dogs</b>				
Rangers charge-out rate — per hour	\$90.00	\$90.00	\$90.00	
Administration fee for impounding	25% of total fee	25% of total fee	25% of total fee	
To be charged at the actual charge out rate per hour or part thereof plus any other costs including travel and impounding fees.				
<b>Planning and Regulatory - General</b>				
Certificate of Title	\$20.00	\$20.00	\$20.00	
Copy of By-Laws	\$70.00	\$70.00	\$70.00	
Waimate District Plan	\$200.00 plus postage	\$200.00 plus postage	\$200.00 plus postage	
Land Information Memorandum — Residential and Rural properties of less than 2.5 hectare	\$350.00	\$350.00	\$350.00	
Land Information Memorandum - Non-Residential and Rural properties greater than 2.5ha. Processing of LIM to a maximum of 4 hours. Charge out fee applies thereafter (\$150 per hour)	\$500.00	\$500.00	\$500.00	
Amusement Device (as set by legislation)	\$11.50	\$11.50	\$11.50	
Additional Amusement Device (as set by legislation)	\$2.30	\$2.30	\$2.30	
<b>Consent Applications</b>				

<b>All fees and charges are GST inclusive.</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>% Change</b>
Note: All consents etc with a deposit fee will be charged at time and cost.				
Upon completion of the application (ie when consent is either granted or declined) Council will render a final account for its services. This account may include charges for any or all of the following:				
Postage, photocopying, advertising, mileage (site visit and property identification), property identification (signage), pre-hearing meetings, consultant fees, legal cost, planning cost, engineering cost, environmental health cost, planning staff cost, hearing cost (proportion of cost for daily hearing), monitoring fee (dependant on conditions set).				
The deposit lodged with the application will be credited against this final account.				
Interim Account: In some cases, where completion of a consent is delayed, or takes a long time, an interim account may be rendered.				
<b>Miscellaneous Fees</b>				
Other consents, certificates, authorities, services or inspections not specially provided to be charged at the cost of time and disbursements.				
The non-statute fees above are those approved by Council but at the date of compilation of the Annual Plan, had not been advertised in terms of the Local Government Act 2002 or individual specific Acts.				

**16.2 HERITAGE GRANT APPLICATIONS**

- Author:** Donna van der Byl, Information Officer
- Authoriser:** Carolyn Johns, Community and Strategy Group Manager
- Attachments:**
1. Waimate Historical Society Inc. Application - Confidential (under separate cover)
  2. Margaret Wells Application - Confidential (under separate cover)
  3. Criteria and Eligibility [↓](#) 

**PURPOSE**

1. To consider the attached funding applications from Waimate Historical Society Inc. and Margaret Wells.

**BACKGROUND**

2. The Heritage Fund is open for projects that include archaeological and traditional sites, buildings and sites with Historic Place classifications, notable and heritage trees and other buildings or sites Council consider worthy of assistance.
3. There are two rounds per year February and August. A maximum of \$1,000 plus GST if applicable, and not more than 50% of the total cost of the project, can be granted per application.

**PROPOSAL**

4. The Waimate Historical Society Inc. are seeking funding for an interpretative panel on their front entrance Museum sign. The total cost of the project is \$2,644 including GST. The applicant is requesting \$1,000 plus GST.
5. Margaret Wells is seeking funding for the restoration and strengthening of the Waihao Downs Homestead. The total cost of the project is \$5,888 including GST. The applicant is requesting full amount.

**Options**

6. The Council supports the applicants up to \$1,000 plus GST.
7. That Council does not support the grant applications.

**ASSESSMENT OF SIGNIFICANCE**

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

**FINANCIAL****Budget**

5. Community and Strategy Group Manager, Carolyn Johns holds this budget. Community Support, Heritage Fund 111033512
6. Budget allocation (current year): \$5,000, with \$2,661.72 bought forward from last year. Total available \$7,661.72.
7. This proposal can be accommodated out of remaining budget.

**Cost-effectiveness**

8. Cost-effectiveness consideration is not applicable.

**RECOMMENDATION**

1. That the Heritage Grant report is accepted; and
2. That Council consider the funding applications for:
  - a. Waimate Historical Society
  - b. Margaret Wells

## Criteria and Eligibility

### Eligible Projects

- Archaeological and traditional sites.
- Buildings and sites with Heritage New Zealand classifications and/or listed in the Waimate District Plan.
- Other buildings or sites the Council consider worthy of assistance.
- Notable and heritage trees.

### Eligible Work

- In the case of heritage value buildings, preference will be given to assisting with the restoration or strengthening of the structure or fabric.
- In the case of heritage or notable trees, preference will be given to work to enable conservation or protection of the tree/s.
- Recording any aspect of the District's heritage.
- Funding priority will be given to buildings and sites that are in public ownership, eg community enhancement groups, incorporated societies, trusts etc

### Ineligible Applications

- Projects for ordinary maintenance and repair of heritage buildings and sites, with the exception of war memorials.
- Projects for Council owned heritage buildings or heritage sites.
- Any assistance in retrospect.
- Any other reason the Council considers not appropriate for funding.

### Conditions of Assistance

- Recipients of financial assistance shall be required to supply any information which is required to fully consider any proposal.

You may also be asked to:

- Agree to registration of the heritage building, tree or site in the Waimate District Plan; and/or
- A Heritage New Zealand Pouhere Taonga Act covenant; and/or
- A QEII National Trust covenant.

### Miscellaneous

- Not more than 50% of the total cost of a project will be granted from the fund, up to a maximum of \$1,000.

For assistance in applying for Heritage Funding please contact:

Waimate Information Centre – Phone 03-689-7771, Email [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)

Postal Address: Waimate District Council, PO Box 122, Waimate 7960

**16.3 2019 WAIMATE DISTRICT CIVIC AWARD PRESENTATION - 10.30AM**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** Nil

**PURPOSE**

1. For the Mayor to present a Civic Award to Warren Herron.
2. Our annual Waimate District Civic Awards Function was held on 6 March 2019 at the Waimate Event Centre. Unfortunately, our fourth recipient of the Individual Award, Warren Herron was unable to be present due to health reasons.
3. Warren, along with his guests, and his nominator and seconder have been invited to join Council for morning tea.



*Chair of the Waimate District Civic Awards Committee Raewyn Frances (left), with John Begg, Janice Mehrtens, Mayor Craig Rowley, Mavis Andrew (Representing Friends of Knottingley Park), Catherine Nichol and Sandra Coles. Warren Herron was absent.*

**16.4 COUNCIL ACKNOWLEDGEMENT - GRAEME WALKER - 10.30AM**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Dan Mitchell, Asset Group Manager  
**Attachments:** Nil

**PURPOSE**

1. Graeme Walker has had a long association with Council in his role with Metallic Sweeping and has now retired.
2. Because of the length of association, there was a desire to formally recognise and thank Graeme and his wife Jen.
3. Accordingly, they both have been invited to join Council for morning tea.

**16.5 ENVIRONMENT CANTERBURY PRESENTATION: PRE-WINTER AIR BRIEFING AND CHANGES GOING FORWARD - 11.00AM**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** Nil

**PURPOSE**

1. To enable Council to receive an update from Environment Canterbury Councillor Peter Scott on pre-winter Air Briefing and changes going forward. There will be an opportunity for questions.
2. Accompanying Cr Scott will be Tafflyn Bradford-James – Director Communications and Engagement, Clare Pattison-Senior Strategy Advisor, Sam Elder-Programme Manager, Strategy and Planning and Judith Earl-Goulet, Operations Manager Timaru.

**16.6 DISTRICT PLAN CHANGES/REVIEW**

**Author:** Kevin Tiffen, Resource Planner  
**Authoriser:** Paul Cooper, Regulatory and Compliance Group Manager  
**Attachments:** Nil

**PURPOSE**

1. The purpose of this report is to encourage some early thinking towards possible issues/topics for change or review within the Waimate District Plan.

**BACKGROUND**

2. The Waimate District Plan became operative in February 2014 and is now half way through its 10-year statutory life under the provisions of the Resource Management Act 1991. Council has not undertaken any formal changes so far during the life of the Plan for a couple of reasons, firstly, the Plan is working adequately to manage the environmental effects of activities occurring within the District and secondly, there are pending Government legislative changes, namely the National Planning Standards (NPS) which will substantially alter the form and content of all district and regional plans. The NPS are due to be gazetted in April 2019 and hence will have effect therefrom. Initially, the draft NPS were released in June 2018 for formal consultation and submissions.
3. The draft NPS required all district and regional plans to be re-formatted to incorporate up to 18 different standard types, these are:
  - a. Structure Standards – main structure plan format; introduction and general provisions (including how the plan works, interpretation, and national direction instruments); tangata whenua (providing recognition and consultation); strategic direction (for significant resource management matters relevant to the district); district wide matters - natural environment values (coastal, landscape, landforms & natural character, ecosystem & indigenous biodiversity), environmental risks (natural hazards, hazardous substances, contaminated sites), community values, infrastructure and energy (including temporary activities, noise and light, earthworks, signs, activities on surface of water, & mining); subdivision; area specific matters (zones types, precincts, development areas, designations); and schedules, appendices and maps.
  - b. Form Standards (i.e. electronic functionality and accessibility (compulsory use of ePlanning), mapping (zone colours, symbols), spatial planning tools, chapter form, numbering and rule format)
  - c. Content and Metrics (i.e. standard definitions, noise and vibration referenced to NZ Standards).
4. Based on its present draft form, the NPS once gazetted will require this Council to amend the District Plan within 5 years after enactment, which almost coincides as to when the District Plan would have been due for review. Within 5 years, Council is also required to have ePlan functionality integrated into its GIS system.

**PROPOSAL**

5. The following is a list of possible issues/topics for change or review with the Waimate District Plan: (Councillors may have more issues/topics to add)
  - a. NATIONAL PLANNING STANDARDS (NPS): Requires a complete re-draft of the plan.
  - b. SPECIAL ZONE FOR THE LARGE DAIRY FACTORIES: This would provide some certainty for these well-established factories and avoid resource consents for incidental works. The idea is to provide a permitted building cube on the site where incidental works can occur without always requiring a resource consent in each instance. Significant large buildings or additional factory production in the form of additional

dryers would still require resource consent. The NPS provides for 'special purpose' zones to be established.

- c. NEW BUSINESS ZONE IN WAIMATE: Investigate the availability of new industrial land together with any servicing or roading requirements that may or may not be required.
- d. RESIDENTIAL ZONE BOUNDARIES: Review the extent of the existing residential zones, particularly in respect of the ability to provide for infrastructure such as water).
- e. HILL AND HIGH COUNTRY SUBZONE: Review the need for the Hill and High Country Subzone in the light of the National Environmental Standards for Plantation Forestry which came into effect on 1 May 2018 and substitute most of the District Plan rules on forestry.
- f. GRAVEL EXTRACTION: Review the current rules. There is a suggestion that gravel extraction as an activity should be given more predominance and be aligned with other necessary infrastructure, as a basic structure for economic growth. Providing infrastructure such as water, sewage, electricity and roads are permitted utilities but extracting gravel which provides the essential material for roads, requires resource consent. Gravel extraction can be noisy, dusty and have increased traffic effects during transportation but for a limited duration, similar in effects to the construction of infrastructure.
- g. UPDATE NATURAL HAZARDS: Canterbury Maps (Environment Canterbury) have some new information on the location of earthquake fault lines, tsunami hazard information, and coastal erosion within our district. These hazards should be shown on the planning maps and may require specific rules to avoid or mitigate the effects of the particular hazard.
- h. RELOCATED DWELLINGS: Review the effectiveness of the existing rules to address the effects of relocated dwellings.
- i. RIPARIAN MANAGEMENT: Review the current rules relating to land uses within riparian areas around lakes and rivers, particularly in relation to braided rivers.
- j. FINANCIAL CONTRIBUTIONS: No changes are considered necessary to the current % rate and/or assessment of contribution but this matter is included for possible review. The only issue to arise to date is in respect of the level of contribution for the dairy factory extensions. There is still merit in dealing with each factory extension on a case by case basis.
- k. CORRECTIONS: There are a number of spelling mistakes and/or wrong notations that should be corrected. The NPS should rectify this.
- l. ADD PROTECTED TREE & REMOVE SCHOOL DESIGNATION: To date, there are individual requests to add a tree for protection and to remove the school designation at the closed Morven School. There will be opportunity for more requests to be received.

### Options

- 6. At this present time, staff can carry out preliminary work to research the identified possible issues/topics and report back to Council or do nothing until the time for engagement with the statutory review of the District Plan is required. The Chief Executive has indicated the review process could begin proper within the next 12 to 18 months.

### ASSESSMENT OF SIGNIFICANCE

- 7. The content of this report is an early prompt aimed at initiating some early thinking in relation to establishing the scope of the District Plan Review. It is not deemed significant at this time in terms of the criteria set out in Councils' Significance and Engagement Policy.

### Legislation

- 8. Resource Management Act 1991

**Territorial or Regional Council Regulations, Plans or Bylaws**

9. Waimate District Plan

**RECOMMENDATION**

1. That the District Plan Changes/Review report is accepted; and
2. That Council carries out preliminary investigation and research on any issues or topics identified, and subsequent to that material prepared for a District Plan Review Scoping Workshop in the coming months.

**17 CONSIDERATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA**

Nil

## PUBLIC EXCLUDED

## 18 EXCLUSION OF THE PUBLIC REPORT

## RESOLUTION TO EXCLUDE THE PUBLIC

**RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<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 for the passing of this resolution</b>
<b>18.1 - Public Excluded Minutes of the Council Meeting held on 19 February 2019</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>18.2 - Public Excluded Recommendations of the District Infrastructure Committee Meeting held on 12 March 2019</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**19 RE-ADMITTANCE OF THE PUBLIC REPORT  
MEETING CLOSURE**