

# Agenda

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

**Tuesday 14 May 2019**

Commencing at 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 14 May 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	Council Rep
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**

Reverend Phil Bettany of Knox Church will open the Council Meeting with a prayer and light the Minister's Association candle.

**2 PUBLIC FORUM****3 APOLOGIES**

The Chair will call for any apologies. Apologies have been received from Cr David Anderson and Cr Miriam Morton.

**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 2 APRIL 2019**

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

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

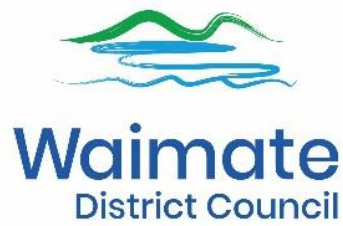
**Attachments:** 1. Minutes of the Council Meeting held on 2 April 2019

**PURPOSE**

To present the unconfirmed Minutes of the Council Meeting held on 2 April 2019 for confirmation.

**RECOMMENDATION**

That the Minutes of the Council Meeting held on 2 April 2019 be accepted, and the recommendations therein be adopted.



# **MINUTES**

## **Ordinary Council Meeting**

**2 April 2019**

**MINUTES OF WAIMATE DISTRICT COUNCIL ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET, WAIMATE ON TUESDAY 2 APRIL 2019, COMMENCING AT 9.30AM**

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

**APOLOGIES:** Cr David Owen

**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), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Helen Strachan (Committee Secretary)

## **OPENING**

### **1 COUNCIL PRAYER**

Joanna Kuriger, of Waimate Connect Church, opened the Council Meeting with a prayer and lit the Ministers' Association candle.

Council observed a minute's silence in remembrance of the victims of the Christchurch attack on Friday 15 March 2019.

### **2 PUBLIC FORUM**

There were no speakers at the Public Forum.

### **3 APOLOGIES**

#### **RESOLUTION 2019/19**

Moved: Cr Miriam Morton

Seconded: Cr Jakki Guilford

That the apology received from Cr Owen be accepted.

**CARRIED**

### **4 VISITORS**

10.30am – Civic Award Presentation to Warren Herron

10.30am – Council Acknowledgement to Graeme Walker

11.00am – Winter Air Presentation by Environment Canterbury

### **5 CONFLICTS OF INTEREST**

The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified.

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

There were no major/minor items identified.



## MINUTES

### 7 CONFIRMATION OF MINUTES

#### 7.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 FEBRUARY 2019

##### RESOLUTION 2019/20

Moved: Cr Jakki Guilford  
Seconded: Cr David Anderson

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

**CARRIED**

##### Note:

Council expressed their thanks to Michelle Jones and her team for the roll out of the new logo.

### 8 RECEIPT OF MINUTES

Nil

## REPORTS

### 9 MAYOR'S REPORT

#### 9.1 MAYOR'S REPORT

##### RESOLUTION 2019/21

Moved: Mayor Craig Rowley  
Seconded: Cr Jakki Guilford

That the Mayor's Report is accepted.

**CARRIED**

##### Note:

The meeting with Margot Christeller on 19 March 2019 was held at Lincoln, not Methven.

**10 COUNCILLORS' REPORTS****10.1 COUNCILLORS' REPORT****RESOLUTION 2019/22**

Moved: Cr Miriam Morton

Seconded: Cr David Anderson

That the Councillors' Report is accepted.

**CARRIED**

**Note:**

Cr Guilford noted she attended the Employment Passport Initiative meeting at Council on 14 February 2019.

Cr Cain noted the CRED's Value Add meeting she attended with the Mayor on 19 March 2019 was held at Lincoln, not Methven.

Cr Cain noted she will give a presentation on the Rural & Provincial and Zone 5 & 6 Meetings at an upcoming Council Workshop.

**11 CHIEF EXECUTIVE'S REPORT****11.1 CHIEF EXECUTIVE'S REPORT****RESOLUTION 2019/23**

Moved: Chair Craig Rowley

Seconded: Cr Sharyn Cain

That the Chief Executive's Report is accepted.

**CARRIED**

11.2 Affixing of the Common Seal was taken later in the agenda.

**12 COUNCIL ACTIONS REPORT****12.1 COUNCIL OUTSTANDING ACTIONS REPORT****RESOLUTION 2019/24**

Moved: Cr Jakki Guilford

Seconded: Cr David Anderson

That the Council Outstanding Actions Report is accepted.

**CARRIED**

**13 HUMAN RESOURCES REPORT****13.1 HUMAN RESOURCES REPORT****RESOLUTION 2019/25**

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

That the Human Resources Manager's report is accepted.

**CARRIED**

**14 HEALTH AND SAFETY REPORT****14.1 HEALTH AND SAFETY UPDATE****RESOLUTION 2019/26**

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

That the Health and Safety update report is accepted.

**CARRIED**

**15 AUDIT AND RISK COMMITTEE REPORT****15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT****RESOLUTION 2019/27**

Moved: Mayor Craig Rowley

Seconded: Cr David Anderson

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

In Favour: Crs David Anderson, Peter Collins, Jakki Guilford, Miriam Morton, Tom O'Connor and Mayor Craig Rowley

Against: Cr Sheila Paul

Abstained: Cr Sharyn Cain

**CARRIED 6/1**

**Note:**

Council had a discussion on the content of the report.

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

Council considered the Waimate District Council's Fees and Charges for 2019/20.

**RESOLUTION 2019/28**

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

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

**CARRIED****16.2 HERITAGE GRANT APPLICATIONS**

Council considered funding applications from Waimate Historical Society Inc. and Margaret Wells.

**RESOLUTION 2019/29**

Moved: Cr Sharyn Cain

Seconded: Cr Jakki Guilford

That this item be moved to the Public Excluded part of the meeting.

**CARRIED****16.6 DISTRICT PLAN CHANGES/REVIEW**

Council were given possible issues/topics for change or review within the Waimate District Plan.

**RESOLUTION 2019/30**

Moved: Cr Sharyn Cain

Seconded: Mayor Craig Rowley

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.

**CARRIED****11.2 AFFIXING OF THE COMMON SEAL****RESOLUTION 2019/31**

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

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.

**CARRIED**

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

The Mayor presented a Civic Award to Warren Herron, as Warren was unable to attend the Civic Awards Function on 6 March 2019 at the Waimate Event Centre.

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

The Mayor presented Graeme Walker with a small retirement gift in appreciation of his long association with Council.

The meeting adjourned at 10.40am for morning tea.

The meeting reconvened at 11:08am.

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

Cr Peter Scott and Environment Canterbury staff presented a Waimate Airshed briefing for the 2019 year, including the potential issues of sourcing a "Good Wood" merchant in Waimate. Environment Canterbury staff in Timaru are available to answer questions from ratepayers.

**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****RESOLUTION 2019/32**

Moved: Cr Sharyn Cain

Seconded: Cr Jakki Guilford

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>16.2 – Heritage Grant Application</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>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

**CARRIED****19 RE-ADMITTANCE OF THE PUBLIC REPORT****RESOLUTION 2019/33**

Moved: Cr Sheila Paul  
 Seconded: Cr Sharyn Cain

That Council moves out of Closed Council into Open Council.

**CARRIED****20 RESOLUTION FROM PUBLIC EXCLUDED BROUGHT INTO PUBLIC SECTION****WAIMATE COURTHOUSE - PROPOSED ROOF REPAIRS**

The decision taken in the public excluded section of the meeting was resolved to be brought into public.

**RESOLUTION 2019/34**

Moved: Cr Jakki Guilford  
 Seconded: Cr Tom O'Connor

That Council undertake repairs to the Courthouse roof on both the left and right hand side; and that up to \$56,000 excluding GST be funded from the Council Property reserve.

**CARRIED****MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 12:32pm.

The minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 14 May 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**

<b>Date</b>	<b>Mayoral Activity</b>
28 March 2019	Letter to Bev Brown, Waimate – relating to Resource Recovery Park Enquiry
28 March 2019	Letter to John Browne, Waimate – relating to Glenavy Highway Safety concerns
1 April 2019	Speech – Women's Institute Waimate Federation AGM
2 April 2019	Speech – Civic Award Presentation to Warren Herron and Council Acknowledgement Graeme Walker – Council Meeting
6 April 2019	Speech – Waimate Fire Brigade Awards Night
12 April 2019	Letter of Support: Hosting the Australasian Debating Championships potential in the Waimate District
1 May 2019	Letter of Support: Application for Queens Service Award

**HIGHLIGHTS****Grow 2019 BOMA NZ Agri Summit – Christchurch**

1. The Deputy Mayor and I had opportunity to attend Grow 2019 BOMA NZ Agri Summit held recently at the Horncastle arena in Christchurch. This seminar was part of the Canterbury Mayoral Forum's Value-Added Production work-stream and the feature focus was on future farming and the advances being made in new technology to assist with food production for future.

**Minister for Local Government Hon Nanaia Mahuta's Visit to Waimate**

2. It was our pleasure to host the Hon Nanaia Mahuta, Minister for Local Government, at Waimate recently, which gave us a great opportunity to be able to personally show her some of the unique challenges faced around rural drinking water particularly in smaller rural areas. We will continue to work with her and her officials at DIA to come to sensible solutions for rural water.



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

3. Outside of Waimate District Council meetings and general business from 23 March 2019 to 3 May 2019.

Date	Meetings and Functions
24 March 2019	St Mary's Church Window Restoration Celebration – Esk Valley
25 March 2019	Meeting with Andrew Bone & Mayoral Representative of Bourail, New Caledonia – Council
25 March 2019	Meeting with CE of Alpine Energy – Council
26 March 2019	Fraud & Corruption Awareness Training – Council
28 March 2019	Wainono-Waihao Combined River Rating District Liaison Committee Meeting – Rooney Earthmoving
29 March 2019	National Remembrance Service – Waimate High School
1 April 2019	Women's Institute Waimate Federation AGM – Waimate
2 April 2019	WDC Appeal Panel Meeting – Council
3 April 2019	Mayor's Open Forum – Council
4 April 2019	Meeting with Margot Christeller (Mayoral Forum Value Added Work stream) – Ashburton
5 April 2019	WDC Appeal Panel Meeting – Council
6 April 2019	Waimate Volunteer Fire Brigade Awards Evening (with Mayoress)
8 April 2019	Waihao Downs Homestead visit
9-11 April 2019	Grow 2019 BOMA NZ Agri Summit – Christchurch
15 April 2019	Dr Tushmar & Siddharth Vaishnav visit – Council
15 April 2019	Conference Call: Productivity Commission
15 April 2019	Meeting of Ted d'Auvergne Sculpture Project Fundraising Committee – Waihao Forks Hotel
16 April 2019	Waimate Community ANZAC Group Meeting – Council
17 April 2019	Minister for Local Government Hon Nanaia Mahuta's visit to Waimate
18 April 2019	Meeting with Ratepayer re Frisbee Golf Victoria Park – Council
19 April 2019	Waitaki Lakes Shorelines Authorities Committee Meeting – Council
1 May 2019	Mayor's Open Forum – Council
3 May 2019	Mayor's Taskforce for Jobs Meeting – Wellington

**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 23 March 2019 to 3 May 2019.

<b>Deputy Mayor Sharyn Cain</b>	
<b>Date</b>	<b>Meetings and Functions</b>
26 March 2019	Fraud & Corruption Awareness Training – Council
2 April 2019	WDC Appeal Panel Meeting – Council
3 April 2019	St Andrews ANZAC Day meeting – St Andrews
3 April 2019	Attended the Innovate Conference – Timaru
5 April 2019	WDC Appeal Panel Meeting – Council
9-11 April 2019	BOMA Grow 2018 Agri Summit – Christchurch
12 April 2019	Waimate Main School ANZAC Service
16 April 2019	Waimate Community ANZAC Group Meeting – Council
17 April 2019	Minister for Local Government Hon Nanaia Mahuta's visit to Waimate
24 April 2019	Chorus Update Meeting – Waimate (on behalf of Mayor)
25 April 2019	ANZAC Dawn Service, St Andrews Service, Waimate Civic Service and Ted's Bottle Service (on behalf of Mayor)

<b>Cr David Anderson</b>	
<b>Date</b>	<b>Meetings and Functions</b>
1 April 2019	OTOP Zone Committee Meeting – Timaru District Council
25 April 2019	ANZAC Southburn Service
3 May 2019	Downlands Joint Standing Committee Meeting – Timaru District Council

<b>Cr Peter Collins</b>	
<b>Date</b>	<b>Meetings and Functions</b>
26 March 2019	Fraud & Corruption Awareness Training – Council
26 March 2019	Waimate Historical Society Meeting – Museum
29 March 2019	National Remembrance Service – Waimate High School
2 April 2019	Trackways Meeting – Lister Home
18 April 2019	Waimate Historical Society Meeting – Museum
25 April 2019	ANZAC Dawn Service and Waimate Civic Service

<b>Cr Miriam Morton</b>	
<b>Date</b>	<b>Meetings and Functions</b>
26 March 2019	Fraud & Corruption Awareness Training – Council
29 March 2019	National Remembrance Service – Waimate High School
29 March 2019	Health & Wellbeing Expo – Waimate Event Centre
17 April 2019	Minister for Local Government Hon Nanaia Mahuta's visit to Waimate
17 April 2019	CentreCare Waimate meeting – CentreCare
25 April 2019	ANZAC Dawn and Waimate Civic Service

**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 *Local Government Funding and Financing* review.
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 23 March 2019 to 3 May 2019.
  - **25 March 2019** – meeting with Alpine Energy Chief Executive – Waimate
  - **10 April 2019** – Three Waters Review workshop – Christchurch
  - **11 April 2019** – Civil Defence Controllers Forum – Christchurch
  - **15 April 2019** – presentation to Whitehorse Lions – Waimate
  - **17 April 2019** – meeting with Hon Nanaia Mahuta, Minister of Local Government – Waimate
  - **25 April 2019** – attended ANZAC Dawn Service – Waimate

**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:
  - a. Warrant of Appointment – Rhys Geddis, Noise Control Officer dated 26 March 2019
  - b. Licence to Occupy a Reserve – Waimate District Council and Hurst Partnership Limited on State Highway 1 – Sheas Road Reserve (former Makikihi Forestry Block) – dated 1 January 2019
  - c. Deed of Grant to Lay Irrigation Pipeline Under Road – Waimate District Council and Morven Glenavy Ikawai Irrigation Ltd dated 1 May 2019

**RECOMMENDATION**

That Council resolves the Affixing of the Common Seal to the documents, as detailed above, are noted and approved.

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

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

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

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

**PURPOSE**

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

**RECOMMENDATION**

That the 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>			
The structural engineer has completed the site assessment and a report is expected by the end of May.			

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 reviewed 3 May 2019 and will be submitted to the District Infrastructure Committee on 4 June 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>			
Scarlett Engineering currently producing site layout drawings. Once these are completed, services will be installed. Date of final installation to be confirmed.			

Meeting	Officer/Director	Section	Subject
Council 02-Apr-19	Tiffen, Kevin	General Reports	District Plan Changes/Review
<b>RESOLUTION 2019/30</b>			
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.			

**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. No new staff have been recruited since my last report.
3. Recruitment will commence soon for a Gardener and a Water Technician. The Gardener is a new position budgeted for in the 1 July 2019 to 30 June 2020 year. The Water Technician is to replace a pending retirement of one of our existing Water Technicians.

**STAFF STATISTICS**

	May 2019
Actual Staff	60
Full Time Equivalents (FTE's)	50.71
Full Time	44
Part Time	16
Temporary	0
Casual	0

**RECOMMENDATION**

That the Human Resources Manager's report is accepted.

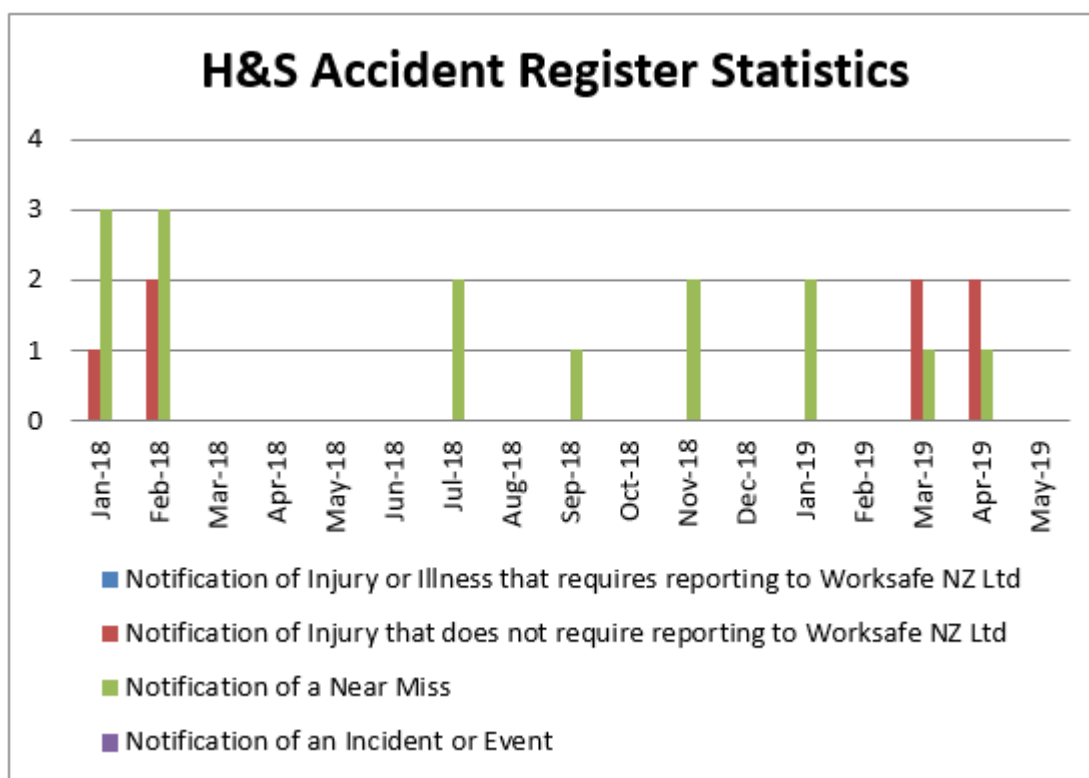


**14 HEALTH AND SAFETY REPORT****14.1 HEALTH AND SAFETY UPDATE**

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

**PURPOSE**

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

**Health and Safety Statistics**

2. There has been one near miss (a vehicle incident) and two notified accidents (one staff injury of a minor nature and one child injury in the library of a minor nature) since the last report.

**Health and Safety Training**

3. Both Paul Cooper and Luci Swatton completed the Advanced Training for Health and Safety Representatives – Stage Two on the 9 and 10 April 2019 and will attend the Stage Three training in June 2019. Topics covered included event investigation, gathering and interpreting accident and injury data, contractors, management systems and self-audit, hazard identification and hazard management.

**RECOMMENDATION**

That the Health and Safety update report is accepted.

**15     AUDIT AND RISK COMMITTEE REPORT**

Nil

**16 GENERAL REPORTS****16.1 REAPPOINTMENT OF COMMISSIONER FOR THE DISTRICT LICENSING COMMITTEE**

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

**Authoriser:** Paul Cooper, Regulatory and Compliance Group Manager

**Attachments:** 1. Letter Timaru District Council - 8 April 2019  

**PURPOSE**

1. For Council to reappoint a Commissioner for the District Licensing Committee (DLC).

**BACKGROUND**

2. The DLC was formed at the implementation of the Sale and Supply of Alcohol Act 2012 (the Act) in December 2013. The purpose of the committee is to consider all licence applications, including new applications and renewals for on, off, club and special licences. It also considers all managers' certificate applications (new applications and renewals) and applications for temporary authorities. The DLC is effectively a semi-judicial board of inquiry, making decisions on local licensing matters that can be appealed to the Wellington based Alcohol Regulatory and Licensing Authority (ARLA).
3. Because the Timaru District Council has a contractual arrangement to provide licensing services to the Waimate and Mackenzie Districts, our DLC model was adopted to be overseen by a Commissioner rather than a Chairperson. Each district in the arrangement provides two DLC members and the councils chose to appoint a Deputy to the Commissioner to provide cover in the Commissioner's absence.
4. The Act states that a DLC member or the Commissioner can be any person of standing in the community who has the necessary experience for the role. They must act in a non-political fashion and not be subject to bias. The roles can be filled by elected members or from outside Council, however the position of Deputy Chairperson must be an elected member.
5. The Act does allow for multiple Commissioners, however if this approach were to be utilised in this situation, the natural position to adopt (when three partner districts have an arrangement) would be that each of those districts subject to the arrangement have their own Commissioner. This option is deemed complicated and expensive in terms of the day-to-day practical operation of the DLC.
6. Both the Waimate and Mackenzie Districts appointed elected members from their respective Councils as DLC members. Timaru District Council appointed two members who were not elected members.
7. The Waimate members are Mayor Craig Rowley and Cr Sheila Paul.
8. The DLC has worked well since its inception in December 2013.
9. Commissioner Sharyn Cain has been a thorough, knowledgeable and fair Commissioner who has exhibited excellent decision making within the legislative framework provided by the Act. Her ability to make difficult decisions, that have at times been unpopular with particular groups in the community, should be commended. The maximum term a Commissioner can be appointed is 5 years, with no more than 2 terms permitted overall.
10. Sharyn Cain is willing to continue as Commissioner for a second term.

**PROPOSAL**

11. That Council reappoints Sharyn Cain as Commissioner and advises the Timaru District Council accordingly.

**ASSESSMENT OF SIGNIFICANCE**

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

**FINANCIAL**

13. There are no significant funding implications because the functioning of the DLC is a 'business as usual' activity for Council.

**Cost-effectiveness**

14. Cost-effectiveness consideration is not applicable.

**RECOMMENDATION**

1. That the Reappointment of Commissioner for the District Licensing Committee report is accepted; and
2. That Council recommends to the Chief Executives of the Timaru and Mackenzie District Councils that Commissioner Sharyn Cain is reappointed Commissioner of the District Licensing Committee for a final term of 5 years, effective immediately.



Copy To CE HW

For Action By HW

Enclosure Held By —

8 April 2019

Chief Executive Officer  
Waimate District Council  
PO Box 122  
Waimate  
7960

Dear Mr Duncan

**Appointment of a Commissioner for the District Licensing Committee**

I am writing to seek direction from the Waimate District Council regards the appointment of a Commissioner for the District Licensing Committee.

Currently, the Timaru District Council, Waimate District Council and Mackenzie District Council all share one Commissioner for the respective District Licensing Committees namely, Commissioner Sharon Cain.

Commissioner Cain's term as Commissioner is coming to an end in August 2019 and as such Council will need to make a decision about either re-appointing Commissioner Cain or advertising to appoint a new Commissioner. Council will further need to make a decision around whether to appoint its own Commissioner for their District Licensing Committee or follow the current model.

Please advise us which direction your Council wishes to take on the matter by Friday 10 May 2019 so that we can make the relevant recommendations to our Council where indicated within the short timeframe left prior to re-appointment.

Should you have any queries regarding this matter please do not hesitate to contact the undersigned.

Yours faithfully

Debbie Fortuin  
Environmental Compliance Manager

**16.2 EXPENDITURE VARIATION REPORT FOR THE 9 MONTHS ENDED 31 MARCH 2019**

**Author:** Melissa Thomson, Accountant  
**Authoriser:** Stuart Duncan, Chief Executive  
**Attachments:** Nil

**PURPOSE**

1. The following analysis of expenditure variation is provided for Council's information. For the 9 months ended 31 March 2019, expenditure variations totalling \$566,150 include operational expenditure of \$446,950 and capital expenditure of \$119,200.

These expenditure variation items are funded from each activity reserve.

**EXPENDITURE VARIATIONS**

2. Repairs and Maintenance – Morven Recreational Reserve **\$ 47,500**  
 The Morven Recreational Reserve Committee have been completing extensive maintenance works at their lease block and Steward Park. The Morven Reserve is not a rateable activity and therefore does not affect rates.
3. Emergency Reinstatement roading expenditure **\$ 393,700**  
 Emergency reinstatement works have been completed following ongoing rainfall events totalling \$393,700. The NZTA subsidy request for the total estimated expenditure of \$473,950 has been approved with a subsidy rate of 60%. The net cost to Council is anticipated to be \$189,580 for the complete Emergency Works (local share).
4. Swimming Pool – Repairs and maintenance expenditure **\$ 5,750**  
 Some cracks in the centre channel have been repaired.
5. Capital expenditure – Morven Recreational Reserve **\$ 23,000**  
 The project to relocate a playground from the Morven School to the Morven Domain was budgeted in the last financial year (2017/18: \$5,000), however it has been completed this financial year. The Morven Reserve is not a rateable activity and therefore does not affect rates.
6. Capital expenditure – Hook / Waituna Rural Water Scheme **\$ 22,000**  
 Modelling of future usage has been undertaken to ensure current and future customer demand is able to be met.
7. Capital expenditure – Victoria Park mower replacement **\$ 56,700**  
 A mower replacement was budgeted in the last financial year (2017/18); however, it has been purchased this financial year.
8. Capital expenditure – Victoria Park Public Toilet hotmix **\$ 7,200**  
 Following the upgrade of the Victoria Park toilets during the 2017/18 financial year, the surrounding area has now been sealed with hotmix completing this project.
9. Capital expenditure – Sewer Cable Extension for Aerator 1 **\$ 10,300**  
 To facilitate the relocation of an Aerator, a power cable extension has been completed this financial year. This will allow operational efficiencies.

10. Total expenditure variances for the 9 months ended 31 March 2019 **\$ 566,150**

*Note: This report excludes revenue variations to budget, any expenditure identified as within budget (including carry forward budgets), depreciation expense variations and all internal revenue and expenditure.*

**RECOMMENDATION**

That the Expenditure Variation Report for the 9 months ended 31 March 2019 report is accepted.

**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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>18.1 - Public Excluded Minutes of the Council Meeting held on 2 April 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 - Outstanding Actions - Public Excluded Report</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>18.3 - Heritage Grant Applications</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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>18.4 - Authorisation for Budgeted Invoice payment by Council</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

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