



Agenda

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

Tuesday 8 October 2019

9.30am

Council Chamber
Waimate District Council
125 Queen Street
Waimate

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 8 October 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

Pastor Jim DeLor, Calvary Chapel, will open the Council Meeting with the prayer and light the Ministers' Association candle.

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 AUDIT AND RISK COMMITTEE MEETING HELD ON 20 AUGUST 2019**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

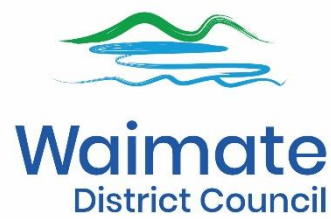
Attachments: 1. Minutes of the Audit and Risk Committee Meeting held on 20 August 2019

PURPOSE

For the unconfirmed Minutes of the final Audit and Risk Committee meeting of the triennium held on 20 August 2019 to be presented to Council for confirmation.

RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held on 20 August 2019 be adopted as a true and correct record.



MINUTES

Audit and Risk Committee Meeting

20 August 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 20 AUGUST 2019, COMMENCING AT 12.55PM**

PRESENT: Acting Chair: Cr Sheila Paul, Mayor Craig Rowley, Cr Jakki Guilford

APOLOGIES: Cr David Anderson

COUNCILLORS IN ATTENDANCE: Cr Peter Collins, Cr Miriam Morton, Cr David Owen

STAFF IN ATTENDANCE: Stuart Duncan (Chief Executive), Carolyn Johns (Community and Strategy Group Manager), Tina Stevenson (Corporate Services Group Manager), Dan Mitchell (Asset Group Manager), Karalyn Reid (Committee Secretary)

OPENING

In the absence of a chair, the Deputy Chair Cr Sheila Paul chaired the meeting.

1 APOLOGIES

COMMITTEE RESOLUTION 2019/12

Moved: Cr Jakki Guilford

Seconded: Mayor Craig Rowley

That apologies from Cr David Anderson be received and accepted.

CARRIED

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Nil

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

Nil

MINUTES

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 11 MARCH 2019

COMMITTEE RESOLUTION 2019/13

Moved: Cr Sheila Paul

Seconded: Mayor Craig Rowley

That the Minutes of the Audit and Risk Committee Meeting held on 11 March 2019 are adopted as a true and correct record.

CARRIED

REPORTS

6 GENERAL REPORTS

6.1 CORPORATE SERVICES GROUP MANAGER REPORT

COMMITTEE RESOLUTION 2019/14

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the Corporate Services Group Manager Report is accepted.

CARRIED

Note:

The search for a new Audit and Risk Committee Chair is ongoing.

The Committee discussed cyber security and costs and tangible options to manage the risks, including considering recommendations from the Deloitte Report.

6.2 AUDIT AND RISK COMMITTEE WORKPLAN UPDATE

COMMITTEE RESOLUTION 2019/15

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

1. That the Audit and Risk Committee Workplan Update report is accepted; and
2. The Audit and Risk Committee agreed to review the Committee's reporting and Terms of Reference after the new Chair is appointed.

CARRIED

Note:

A discussion was held on the reporting that goes to Council and the Audit and Risk Committee and the specific roles.

6.3 AUDIT NEW ZEALAND INTERIM AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2019

The Audit and Risk Committee reviewed the Audit NZ report on the interim audit of Council for the year ended 30 June 2019.

COMMITTEE RESOLUTION 2019/16

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the Audit New Zealand Interim Audit Report for the year ended 30 June 2019 report is accepted.

CARRIED

Note:

A discussion was held around progress on the valuation of the Downlands Water Scheme Investment, which was flagged by Audit NZ at the last Audit and Risk Committee meeting.

6.4 EXTERNAL AUDIT RECOMMENDATIONS PROGRESS UPDATE TO 31 JULY 2019

COMMITTEE RESOLUTION 2019/17

Moved: Cr Jakki Guilford

Seconded: Mayor Craig Rowley

That the External Audit Recommendations Progress Update to 31 July 2019 report is accepted

CARRIED

PUBLIC EXCLUDED

7 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2019/18

Moved: Mayor Craig Rowley

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
7.1 - Public Excluded Minutes of the Audit and Risk Committee Meeting held on 11 March 2019	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

7.2 - Corporate Services Group Manager Report - Public Excluded	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest 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
CARRIED		

8 RE-ADMITTANCE OF THE PUBLIC REPORT

COMMITTEE RESOLUTION 2019/19
Moved: Mayor Craig Rowley
Seconded: Cr Jakki Guilford
That Council moves out of Closed Council into Open Council.
CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 2.16pm.

The minutes of this meeting are to be confirmed at the next scheduled Audit and Risk Committee Meeting.

.....
CHAIRPERSON

7.2 MINUTES OF THE COUNCIL MEETING HELD ON 20 AUGUST 2019

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

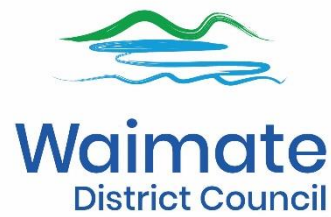
Attachments: 1. Minutes of the Council Meeting held on 20 August 2019

PURPOSE

For the unconfirmed Minutes of the final Council Meeting of the triennium held on 20 August 2019 to be presented for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 20 August 2019 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

20 August 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 20 AUGUST 2019, COMMENCING AT 9.30AM**

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

APOLOGIES: Cr David Anderson

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

PARTIAL: Fiona Hester-Smith (Human Resources Manager), Leo Milani

OPENING

1 COUNCIL PRAYER

Waimate Campus Pastor Jo Kuriger for Connect Church opened the Council Meeting with a prayer and lit the Ministers' Association candle.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

RESOLUTION 2019/69

Moved: Cr Sharyn Cain

Seconded: Cr Tom O'Connor

That an apology from Cr David Anderson is received and accepted.

CARRIED

4 VISITORS

Nil

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 25 JUNE 2019**RESOLUTION 2019/70**

Moved: Cr Sharyn Cain
Seconded: Cr Tom O'Connor

That the Minutes of the Council Meeting held on 25 June 2019 be adopted as a true and correct record.

CARRIED**7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 30 JULY 2019****RESOLUTION 2019/71**

Moved: Cr Miriam Morton
Seconded: Cr David Owen

That the Minutes of the Extraordinary Council Meeting held on 30 July 2019 be adopted as a true and correct record.

CARRIED**8 RECEIPT OF MINUTES**

Nil

REPORTS**9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2019/72**

Moved: Mayor Craig Rowley
Seconded: Cr Peter Collins

That the Mayor's Report is accepted.

CARRIED**10 COUNCILLORS' REPORTS****10.1 DEPUTY MAYOR'S REPORT****RESOLUTION 2019/73**

Moved: Mayor Craig Rowley
Seconded: Cr Jakki Guilford

That the Deputy Mayor's Report is accepted.

CARRIED

10.2 COUNCILLORS' REPORT**RESOLUTION 2019/74**

Moved: Cr Sharyn Cain

Seconded: Cr Tom O'Connor

That the Councillors' Report is accepted.

CARRIED

11 CHIEF EXECUTIVE'S REPORT**11.1 REFLECTION ON 2018/19 FINANCIAL YEAR****RESOLUTION 2019/75**

Moved: Cr Tom O'Connor

Seconded: Cr Peter Collins

That the Chief Executive Report – Reflection on 2018/19 Financial Year be accepted.

CARRIED

Note:

Amendment to Point 2: 'Including but not limited to'.

12 COUNCIL ACTIONS REPORT**12.1 OUTSTANDING ACTIONS REPORT - PUBLIC****RESOLUTION 2019/76**

Moved: Cr Sheila Paul

Seconded: Cr Jakki Guilford

That the Outstanding Actions Report – Public is accepted.

CARRIED

13 HUMAN RESOURCES REPORT**13.1 HUMAN RESOURCES REPORT****RESOLUTION 2019/77**

Moved: Cr Sheila Paul

Seconded: Cr Jakki Guilford

That the Human Resources Manager's report is accepted.

CARRIED

14 HEALTH AND SAFETY REPORT**14.1 HEALTH AND SAFETY UPDATE****RESOLUTION 2019/78**

Moved: Cr Sharyn Cain

Seconded: Cr Miriam Morton

That the Health and Safety update report is accepted.

CARRIED

15 AUDIT AND RISK COMMITTEE REPORT

Nil

16 GENERAL REPORTS**16.1 RECOMMENDATIONS OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING HELD ON 30 JULY 2019****16.1.1 NOTICE OF INTENTION TO DEMOLISH CATEGORY C BUILDING - 115 HIGH STREET, WAIMATE**

The Committee considered written notice from the landowner of intention to demolish a District Plan Category C building. The building is listed in the District Plan Heritage Items Schedule as Item 138, 'Keen's Auto' building located at 115 High Street, Waimate and legally described as Lot 1 DP 40202.

COMMITTEE RESOLUTION 2019/53

Moved: Chair Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the Notice of Intention to Demolish Category C Building – 115 High Street report be received; and
2. That the Environmental Services and Finance Committee recommends to Council that it receives and acknowledges the written notice of intention to demolish the existing building at 115 High Street, Waimate; and
3. That the Environmental Services and Finance Committee recommends to Council that Council agrees that the date of 4 July 2019 be accepted for the purpose of the three month notice period; and
4. That the Environmental Services and Finance Committee recommends to Council that Council requires satisfactory photographs of the interior and exterior of the building to be submitted to Council prior to demolition, along with any other relevant information held by the owner.

MOTION**RESOLUTION 2019/79**

Moved: Cr Sharyn Cain

Seconded: Cr David Owen

1. That Council receives and acknowledges the written notice of intention to demolish the existing building at 115 High Street, Waimate; and
2. That Council agrees that the date of 4 July 2019 be accepted for the purpose of the three month notice period; and
3. That Council requires satisfactory photographs of the interior and exterior of the building to be submitted to Council prior to demolition, along with any other relevant information held by the owner.

CARRIED

16.2 EXPENDITURE VARIATION REPORT FOR THE YEAR ENDED 30 JUNE 2019**RESOLUTION 2019/80**

Moved: Cr Sharyn Cain

Seconded: Cr Jakki Guilford

That the Expenditure Variation Report for the year ended 30 June 2019 report is accepted.

CARRIED

16.3 DELEGATIONS POLICY 308

For Council considered the reviewed and updated draft of the Delegations Policy 308.

RESOLUTION 2019/81

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Delegations Policy 308 Report be accepted; and
2. That Council adopt the fully revised Delegations Policy 308, as attached, with the below minor amendments.

CARRIED

Note:

Page 59: Special Purpose Sub-Committees - remove the Liquor Licensing Sub-Committee

Page 62: Move the Council Committee delegations from Page 62 to Page 61

The meeting was adjourned at 10.30am for morning tea.
The meeting was reconvened at 10.46am

16.4 DOG CONTROL ANNUAL REPORT 2018/19

Council were presented with the dog control activities during the period 1 July 2018 to 30 June 2019.

RESOLUTION 2019/82

Moved: Cr Peter Collins

Seconded: Cr Sheila Paul

1. That the Dog Control Annual Report 2018/19 be accepted; and
2. That, as required by the Act, Council adopts and publically notifies the report and forward to the Secretary for Local Government.

CARRIED

16.5 ECONOMIC DEVELOPMENT STEERING GROUP UPDATE AS AT 2 AUGUST 2019**RESOLUTION 2019/83**

Moved: Cr Jakki Guilford

Seconded: Cr Sharyn Cain

That the Economic Development Steering Group Update as at 2 August 2019 report is accepted.

CARRIED

16.6 WAIMATE DISTRICT CIVIC AWARDS COMMITTEE - TERMS OF REFERENCE

The Council reviewed the Terms of Reference for the Waimate District Civic Awards Committee.

RESOLUTION 2019/84

Moved: Cr Jakki Guilford

Seconded: Mayor Craig Rowley

1. That the Waimate District Civic Awards Committee – Terms of Reference report is accepted; and
2. That Council adopts the Waimate District Civic Awards Committee's Terms of Reference, as presented.

CARRIED

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 2019/85**

Moved: Cr Jakki Guilford

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:

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
18.1 - Public Excluded Minutes of the Council Meeting held on 25 June 2019	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
18.2 - Outstanding Actions Report - Public Excluded	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
18.3 - Refresh of the Waimate District Civic Awards Committee	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)(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**19 RE-ADMITTANCE OF THE PUBLIC REPORT****RESOLUTION 2019/86**

Moved: Cr Sheila Paul

Seconded: Cr Miriam Morton

Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 11.18am.

The minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 8 October 2019.

.....
CHAIRPERSON

**7.3 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE
MEETING HELD ON 10 SEPTEMBER 2019**

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

Authoriser: Carolyn Johns, Community and Strategy Group Manager

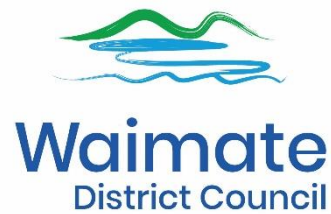
Attachments: 1. Minutes of the Community Services and Development Committee Meeting held on 10 September 2019

PURPOSE

For the unconfirmed Minutes of the final Community Services and Development Committee Meeting of the triennium held on 10 September 2019 be presented for confirmation.

RECOMMENDATION

That the Minutes of the Community Services and Development Committee Meeting held on 10 September 2019 be adopted as a true and correct record.



MINUTES

Community Services and Development Committee Meeting

10 September 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING
HELD AT THE WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON TUESDAY 10 SEPTEMBER 2019, COMMENCING AT 1.00PM**

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

APOLOGIES: Nil

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)

PARTIAL ATTENDANCE: Dan Mitchell (Asset Group Manager)

OPENING

1 PUBLIC FORUM

There was no Public Forum taken at this meeting.

2 APOLOGIES

Nil

3 VISITORS

1.00pm – Waimate Police

7.2 PRESENTATION: POLICING IN THE WAIMATE DISTRICT - 1.00PM

The Community Services and Development Committee received a verbal report on policing in the Waimate District. Sergeant Kevin Reynolds thanked Council for its support and reported that he was leaving the District, with Constable David Phiskie taking on the Acting Sergeant's role until a permanent successor is appointed.

Sergeant Reynolds highlighted the below areas:

- The District's road toll has been lower than recent years
- Biggest issue currently is burglaries to rural properties
- CCTV is proving useful

The Chair thanked Sergeant Reynolds on behalf of Council for his valued work in Waimate over the past three years.

4 CONFLICTS OF INTEREST

Nil

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

Nil

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 30 JULY 2019

COMMITTEE RESOLUTION 2019/25

Moved: Mayor Craig Rowley

Seconded: Cr David Owen

That the Minutes of the Community Services and Development Committee Meeting held on 30 July 2019 be adopted as a true and correct record.

CARRIED

REPORTS

7 GENERAL REPORTS

7.1 PROPOSED DOG & AGILITY PARK

The Community Services and Development Committee considered a request from the Dog Owners Collective to provide funding towards a Dog & Agility Park.

COMMITTEE RESOLUTION 2019/26

Moved: Cr Sharyn Cain

Seconded: Cr Jakki Guilford

1. That the Proposed Dog & Agility Park report is accepted, and
2. The Community Services and Development Committee recommends that Council agrees to provide funding of \$18,250 (plus GST) as a one-off contribution from the Subdivision Recreation Contributions Reserve towards a Dog & Agility Park to be located within leased Southern Canterbury A & P Association land.

CARRIED

Note:

The Committee asked staff to bring a recommendation to the 8 October 2019 Council meeting to rescind part of the below resolution taken at the 19 December 2017 Council Meeting:

“That Council will not allow any further development of Knottingley Park until an appropriate Reserve Management Plan is put into place for the asset, estimated by the middle of 2018; and

“That appropriate Memorandum of Understandings are agreed to and signed by all User Groups of Knottingley Park; and

“That a Dog Park be established in a suitable location of Knottingley Park as part of the Reserve Management Plan.”

Item - 7.2 Presentation: Policing in the Waimate District - 1.00pm - has been moved to another part of the document.

7.3 HERITAGE GRANT APPLICATION - WAIMATE EDWARDIAN HERITAGE GROUP

The Community Services and Development Committee considered a funding application from the Waimate Edwardian Heritage Group.

COMMITTEE RESOLUTION 2019/27

Moved: Mayor Craig Rowley

Seconded: Cr Sharyn Cain

1. That the Heritage Grant Application – Waimate Edwardian Heritage Group report is accepted; and
2. That the Community Services and Development Committee grant the Waimate Edwardian Heritage Group \$1,000 (exclusive of GST) from the Heritage Fund to refurbish the 90-year-old historic building to be part of the Bushtown development.

CARRIED

Note:

The Committee noted the funding application was informative and complete, which made it easier to make an informed decision.

7.4 RECREATIONAL TRACK GRANT APPLICATIONS

The Community Services and Development Committee considered three funding applications, one application from Waituna Creek School and two from the Waimate Trackways Inc for funding from the Recreational Track Grant.

COMMITTEE RESOLUTION 2019/28

Moved: Chair Peter Collins

Seconded: Cr Jakki Guilford

That the Recreational Track Grant Applications report is received.

CARRIED

MOTION

COMMITTEE RESOLUTION 2019/29

Moved: Cr Sharyn Cain

Seconded: Cr Tom O'Connor

1. That the Community Services and Development Committee grants from the Recreational Track Grant funding of:
 - a. \$6,550 (excluding GST) for Waituna Creek School for the development of a new community Bike Track; and
 - b. \$8,265.84 (excluding GST) for Waimate Trackways Inc. for the improvements for the Whitehorse walkway; and
 - c. \$8,650 (excluding GST) for Waimate Trackways Inc. for the upgrade of the present Knottingley Park walking/cycling track subject to a second quote being received and acceptable; and

- | |
|---|
| 2. That the excess funding of \$3,465.84 be sourced from the second round of funding. |
|---|

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 2.02pm.

The minutes of this meeting are to be confirmed at the Community Services and Development Committee Meeting scheduled for 19 November 2019.

.....
CHAIRPERSON

7.4 MINUTES OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 10 SEPTEMBER 2019

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

Authoriser: Dan Mitchell, Asset Group Manager

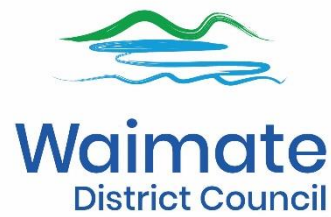
Attachments: 1. Minutes of the District Infrastructure Committee Meeting held on 10 September 2019

PURPOSE

For the unconfirmed Minutes of the final District Infrastructure Committee Meeting of the triennium held on 10 September 2019 be presented for confirmation.

RECOMMENDATION

That the Minutes of the District Infrastructure Committee Meeting held on 10 September 2019 be adopted as a true and correct record.



MINUTES

District Infrastructure Committee Meeting

10 September 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
DISTRICT INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON TUESDAY 10 SEPTEMBER 2019, COMMENCING AT 9.30AM**

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

APOLOGIES: Nil

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), Rob Moffat (Roading Manager), Paul Roberts (Water and Waste Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

PARTIAL ATTENDANCE: Leo Milani (Policy Analyst)

OPENING

1 PUBLIC FORUM

There was no Public Forum held at this meeting.

2 APOLOGIES

Nil

3 VISITORS

9.30am – Public Hearings: Consultation on General Reserves Policies 2019 and Knottingley Park & Arboretum Reserve Management Plan

- Jo Sutherland – Submission No 2 (on behalf of Waimate2gether)
- Jonnie Rutherford – Submission No 4
- Margery Giles – Submission No 7

4 CONFLICTS OF INTEREST

Cr Jakki Guilford declared a perceived conflict with Jo Sutherland's submission (on behalf of Waimate2gether) and stepped down from the Council table for Submission No 2 only.

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

Nil

Agenda Item 8.1 was taken at this point in the agenda.

8.1 PUBLIC HEARINGS: CONSULTATION ON GENERAL RESERVES POLICIES 2019 AND KNOTTINGLEY PARK & ARBORETUM RESERVE MANAGEMENT PLAN – 9.30AM

The District Infrastructure Committee received the public hearings resulting from the consultation on General Reserves Policies 2019 and Knottingley Park & Arboretum Reserve Management Plan as below:

- Jo Sutherland – Submission No 2 (on behalf of Waimate2gether)
- Jonnie Rutherford – Submission No 4
- Margery Giles – Submission No 7

COMMITTEE RESOLUTION 2019/35

Moved: Mayor Craig Rowley

Seconded: Cr Peter Collins

1. That the Public Hearings: Consultation on General Reserves Policies 2019 and Knottingley Park & Arboretum Reserve Management Plan report is accepted; and
2. That the District Infrastructure Committee hear the submissions, towards a final decision on the consulted items on 8 October 2019.

CARRIED

MINUTES**6 CONFIRMATION OF MINUTES****6.1 MINUTES OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 30 JULY 2019****COMMITTEE RESOLUTION 2019/36**

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

That the Minutes of the District Infrastructure Committee Meeting held on 30 July 2019 be adopted as a true and correct record.

CARRIED

REPORTS

7 ASSET GROUP REPORT

7.1 MANAGEMENT REPORT - PARKS & RESERVES

COMMITTEE RESOLUTION 2019/37

Moved: Cr Jakki Guilford

Seconded: Cr David Anderson

That the Management Report – Parks and Reserves is accepted.

CARRIED

Note:

Councillors thanked staff for the additional information submitted in the report.

7.2 MANAGEMENT REPORT - ROADING

COMMITTEE RESOLUTION 2019/38

Moved: Cr Tom O'Connor

Seconded: Cr Jakki Guilford

That the Management Report – Roading is accepted.

CARRIED

Note:

Update to 10: Minor Flood Event - the final amount spent on flood damage was \$45,000.

The Chair asked that the Request for Action: Street Lighting Extension target date be amended to late 2019.

7.3 MANAGEMENT REPORT - 3 WATERS AND SOLID WASTE

COMMITTEE RESOLUTION 2019/39

Moved: Cr Tom O'Connor

Seconded: Cr David Owen

That the Management Report – 3 Waters and Solid Waste is accepted.

CARRIED

Note:

The District Infrastructure Committee asked for staff to circulate appropriate information to the public on the Queen Street Storm water Upgrade Project.

The Committee asked for a workshop to discuss Action for Healthy Waterways (National Policy Statement for Fresh Water). Submissions close on 4 October 2019.

Council agreed the two Requests for Action on hold remain as a reminder for the new Council.

8 GENERAL REPORTS

Item - 8.1 Public Hearings: Consultation on General Reserves Policies 2019 and Knottingley Park & Arboretum Reserve Management Plan - has been moved to another part of the document.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.50am.

The minutes of this meeting are to be confirmed at the District Infrastructure Committee Meeting scheduled on 19 November 2019.

.....
CHAIRPERSON

**7.5 MINUTES OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE
MEETING HELD ON 10 SEPTEMBER 2019**

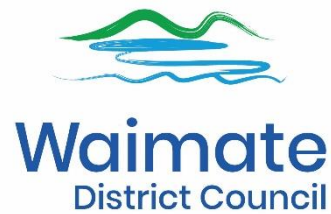
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Environmental Services and Finance Committee Meeting held on 10 September 2019

PURPOSE

For the unconfirmed Minutes of the final Environmental Services and Finance Committee Meeting of the triennium held on 10 September 2019 to be presented for confirmation.

RECOMMENDATION

That the Minutes of the Environmental Services and Finance Committee Meeting held on 10 September 2019 be adopted as a true and correct record.



MINUTES

Environmental Services and Finance Committee Meeting

10 September 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING
HELD AT THE WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON TUESDAY 10 SEPTEMBER 2019, COMMENCING AT 11.10AM**

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

APOLOGIES: Nil

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), Karalyn Reid (Committee Secretary)

PARTIAL ATTENDANCE: Melissa Thomson (Accountant), Lee Ann Smart (Rates Officer)

OPENING

1 PUBLIC FORUM

There was no Public Forum held at this meeting.

2 APOLOGIES

Nil

3 VISITORS

11.30am – Quotable Value

4 CONFLICTS OF INTEREST

Nil

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

Nil

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING HELD ON 30 JULY 2019

COMMITTEE RESOLUTION 2019/56

Moved: Cr Sheila Paul
Seconded: Cr Miriam Morton

That the Minutes of the Environmental Services and Finance Committee Meeting held on 30 July 2019 be adopted as a true and correct record.

CARRIED

7 RECEIPT OF MINUTES

7.1 RECEIPT OF MINUTES - ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE

COMMITTEE RESOLUTION 2019/57

Moved: Mayor Craig Rowley
Seconded: Cr Tom O'Connor

That the confirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 5 August 2019 are received.

CARRIED

REPORTS

8 GENERAL REPORTS

Regulatory and Compliance Group Manager Paul Cooper introduced Council's new Compliance Officer, Jonts McKerrow.

8.1 CANTERBURY WATER MANAGEMENT STRATEGY (CWMS) FIT FOR FUTURE PROJECT

COMMITTEE RESOLUTION 2019/58

Moved: Chair Sharyn Cain
Seconded: Cr Sheila Paul

The Canterbury Water Management Strategy (CWMS) Fit for Future Project report is received.

CARRIED

Note:

The Environmental Services and Finance Committee commented on the disappointing content of the report, and noted it does not reflect the work that has been done by the Zone Committees.

8.2 ENVIRONMENT CANTERBURY WINTER AIR UPDATE

The Environmental Services and Finance Committee discussed a written update on the Waimate District's winter air quality.

COMMITTEE RESOLUTION 2019/59

Moved: Chair Sharyn Cain

Seconded: Cr Miriam Morton

That the Environment Canterbury Winter Air Update report is accepted.

CARRIED

Note:

The Committee asked to be provided with the report on Real Life Emissions from the Ultra-Low Emission Burners installed in Waimate.

The Committee asked to be provided with clarification around the reasoning behind different reporting using PM2.5 instead of PM10.

PUBLIC EXCLUDED

9 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2019/60

Moved: Cr Sheila Paul

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
9.1 - Public Excluded Minutes of the Environmental Services and Finance Committee Meeting held on 30 July 2019	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
9.2 - Presentation: Quotable Value - 11.30am	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority 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

9.3 - Alpine Energy Shareholders Report - June 2019	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 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
CARRIED		

10 RE-ADMITTANCE OF THE PUBLIC REPORT

COMMITTEE RESOLUTION 2019/61 Moved: Cr David Anderson Seconded: Cr Sheila Paul That Council moves out of Closed Council into Open Council.	CARRIED
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MEETING CLOSURE

There being no further business, the Chair closed the meeting at 12.38pm.

The minutes of this meeting are to be confirmed at the Environmental Services and Finance Committee Meeting scheduled for 19 November 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
24 August 2019	Mayor's Speech – Waimate District Resource Trust 25 Years of Service Celebrations
15 September 2019	Mayor's Speech – St John 100 years in Waimate Celebrations

HIGHLIGHTS

Waimate/Waitaki Mycoplasma Bovis Advisory Group



1. We recently held the third meeting of the Waimate/Waitaki Mycoplasma Bovis Advisory Group. It was pleasing to get an update around the legacy cases (farms that have been in the system for a lengthy period) and that these were either completed or being dealt with over the next few weeks.
2. We are working closely with MPI and there appears to be a much better line of communication between MPI and our local farmers. Rural Support are doing an outstanding job assisting affected families through this difficult process.

Ted d'Auvergne Sculpture Project Fundraising Committee

3. Fundraising is going well, and the Committee expects to have the full funding in the very near future. The sculpture has been commissioned, and the site works will get underway in the next few weeks.

CentreCare Funding

4. At a recent meeting with the Chairman of CentreCare Waimate, the increasing demands on this service were highlighted and the difficulty in securing ongoing funding. We are working closely with CentreCare to look at all possible available funding sources.

St John Celebration Events



5. Congratulations to the organising committee for the outstanding St John 100 years in Waimate celebration events held recently. It was great to see good public support at both the parade and Church service, highlighting the strong community support of this service over the past 100 years and its ongoing importance.
6. I look forward to working with St John national office to ensure this service is secured and enhanced for our future needs.

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

7. Outside of Waimate District Council meetings and general business from 10 August 2019 to 30 August 2019.

Date	Meetings and Functions
11 August 2019	Natural Heritage Ecological Restoration Presentation – Waimate Event Centre
12 August 2019	Meeting with Waitaki Irrigators Collective Ltd – Council
12 August 2019	Ted d’Auvergne Sculpture Project Fundraising Committee meeting – Waihao Forks
13 August 2019	Guest speaker at Waimate Greypower – Waimate Town & Country Club
15 August 2019	Presentation to the Arable Food Industry Council meeting – Templeton
16 August 2019	Ashburton Mycoplasma Bovis Advisory Group meeting – Ashburton
16 August 2019	Update with Gordon Handy for St John Ambulance – Timaru
21 August 2019	Waimate/Waitaki Mycoplasma Bovis Advisory Group meeting – Waitaki District Council
22 August 2019	Waimate 50 Update – Council
23 August 2019	2019 Business Excellence Awards Gala Evening – Timaru
24 August 2019	Waimate District Resource Trust – 25-years Celebration – Waimate
27 August 2019	Ted d’Auvergne Sculpture Project Fundraising Committee meeting – Council
30 August 2019	Mayor’s Chat with OJ - MediaWorks

3 September 2019	Interview of Audit and Risk Committee Chair candidate – Omarama
4 September 2019	Mayor's Open Forum – Council
5 September 2019	Waitaki Lakes Shorelines Authorities meeting – Waitaki District Council
5 September 2019	Lunch with Whitestone Board – Waimate
5 September 2019	Alpine Energy Shareholders meeting – Timaru
6 September 2019	Value-Added Lefffield Innovation Presentation – West Melton
12 September 2019	CentreCare Funding Discussion – Council
14/15 September 2019	St John Celebration Events – Waimate
16 September 2019	Lunch with Community Trust Board – Waimate
17 September 2019	FFIP & MPI Strategic Alliance (Regional Initiatives) meeting – Christchurch
18 September 2019	Rural Professionals Breakfast – Waimate Town & Country Club
18 September 2019	Healthy Streams Discussion with Colin Hurst
19 September 2019	Ministry of Environment Freshwater Policy Roadshow – Timaru
25 September 2019	Waimate/Waitaki MPI Advisory Group meeting – Waimate Event Centre
26 September 2019	Catch-up with Gary Rooney – Waimate

RECOMMENDATION

That the Mayor's Report is accepted.

10 DEPUTY MAYOR'S REPORT**10.1 DEPUTY MAYOR'S REPORT**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

1. To present for the information of Council a register of external meetings and functions attended by the Deputy Mayor outside of Waimate District Council meetings and general business from 10 August 2019 to 27 September 2019.
2. This report will be circulated separately and tabled at the meeting.

RECOMMENDATION

That the Deputy Mayor's Report is accepted.

11 COUNCILLORS' REPORTS**11.1 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 10 August 2019 to 27 September 2019.

Cr Peter Collins	
Date	Meetings and Functions
22 August 2019	Waimate Historical Society meeting – Museum
26 August 2019	Economic Development Steering Group meeting – Council
12 September 2019	Total Mobility AGM – Community Link
16 September 2019	Economic Development Steering Group meeting – Council

Cr Jakki Guilford	
Date	Meetings and Functions
14 August 2019	Lower Waitaki South Coastal Canterbury Zone Committee workshop – Waimate Event Centre
20 August 2019	Audit & Risk Committee meeting – Council
5 September 2019	Waitaki Lakes Shoreline Authority meeting – Waitaki District Council
12 September 2019	Meeting with Centrecare on Funding – Council
16 September 2019	Economic Development Steering Group meeting – Council
18 September 2019	Lower Waitaki South Coastal Canterbury Zone Committee meeting – Waimate Event Centre

Cr Miriam Morton	
Date	Meetings and Functions
12 August 2019	Economic Development Steering Group meeting – Council
26 August 2019	Economic Development Steering Group meeting – Council
2 September 2019	Canterbury Waste Joint Committee meeting – Christchurch
16 September 2019	Economic Development Steering Group meeting – Council
18 September 2019	Centrecare Waimate Committee meeting – Waimate

Cr Tom O'Connor	
Date	Meetings and Functions
20 August 2019	St Andrews Ratepayers meeting – various issues
24 August 2019	Pareora Catchment Group Plan Change 7 meeting – Southburn
30 August 2019	Federated Farmers Plan Change 7 and National Policy Statement for Fresh Water (NPSFW) meeting – Southburn
10 September 2019	St Andrews Ratepayers meeting – Plan Change 7
11 September 2019	National Policy Statement for Fresh Water (NPSFW) forum – Ashburton
19 September 2019	National Policy Statement for Fresh Water (NPSFW) forum – Timaru

Cr Sheila Paul	
Date	Meetings and Functions
3 September 2019	Interview of Audit and Risk Committee Chair candidate with Mayor and Chief Executive – Omarama
17 September 2019	Waimate District Resource Trust meeting – Waimate

RECOMMENDATION

That the Councillors' Report is accepted.

12 CHIEF EXECUTIVE'S REPORT**12.1 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 – Jonts McKerrow – Compliance Officer
 - b. Warrant of Appointment – Kale Taipari – Noise Control Officer
 - c. Warrant of Appointment – Lucas Rosewall – Noise Control Officer

RECOMMENDATION

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

13 COUNCIL ACTIONS REPORT**13.1 OUTSTANDING ACTIONS REPORT - PUBLIC**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

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

PURPOSE

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

RECOMMENDATION

That the Outstanding Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 31-May-18	Duncan, Stuart	General Reports	Library Redevelopment
RESOLUTION 2018/40			
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.			
Note:			
The structural engineer has provided a progress update and requested additional information which has been provided. The final assessment is expected by the end of August 2019.			

Meeting	Officer/Director	Section	Subject
Council 19-Feb-19	Mitchell, Dan	General Reports	Waste Compactor - Waimate Resource Recovery Park
RESOLUTION 2019/14			
That Council approves the purchase and installation of a second hand waste compactor for the Waimate Resource Recovery Park.			
Note:			
Two compactor bins have been ordered with estimated delivery in September 2019.			

Meeting	Officer/Director	Section	Subject
Council 02-Apr-19	Cooper, Paul	General Reports	District Plan Changes/Review
RESOLUTION 2019/30			
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.			
Note:			
Workshop pencilled in for 19 November 2019.			

Meeting	Officer/Director	Section	Subject
Council 02-Apr-19	Mitchell, Dan	Exclusion of the Public Report	Waimate Courthouse - Proposed Roof Repairs
RESOLUTION 2019/8			
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; and			
That the decision be moved into public section of the agenda.			
Note:			
All works have been completed.			

Meeting	Officer/Director	Section	Subject
Audit and Risk Committee 20-Aug-19	Stevenson, Tina	General Reports	Audit and Risk Committee Workplan Update
COMMITTEE RESOLUTION 2019/15			
The Audit and Risk Committee agreed to review the Committee's reporting and Terms of Reference after the new Chair is appointed; and			
That the Audit New Zealand Interim Audit Report for the year ended 30 June 2019 report is accepted.			
Note:			
The Terms of Reference are to be considered prior to the scheduled Audit & Risk Committee meeting on 2 December 2019 and presented for approval.			

14 HUMAN RESOURCES REPORT

Nil

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT**16.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT**

Author: Sheila Paul, Councillor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

1. As required by the Terms of Reference for the Audit and Risk Committee the Chair is to prepare a 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: 20 AUGUST 2019

3. The following items were received by the committee and there are no major matters to report to Elected Members:
 - a. Procedural matters

Corporate Services Group Manager Report

4. The recruitment for an Independent Chair of the Audit & Risk Committee for a 2 year fixed term was underway.
5. IANZ undertook a robust audit of our Building Consents Authority and we secured accreditation for a further two years.
6. It was reported that there had been no requests for footage from Council's security cameras. It was recommended that Council should review the frequency of reporting on these requests when the Security Camera policy is reviewed in 2020/21.
7. The Cyber Security Project is nearing completion. There will be ongoing risks to manage and the recommendations from the Deloitte report continue to raise questions regarding costs to Council and Council's appetite for risk.

Audit and Risk Committee Workplan Update

8. Several reports to this committee also go to Council over-burdening staff with reporting. It was decided to retain the 'status quo' until the new Chair has taken over and this committee's Terms of Reference have been reviewed.

Audit NZ Interim Audit Report for the year ended 30 June 2019

9. It was noted that Council will need to keep a close watch on the value of the Downlands Water Scheme investment, its costs and any implications to Council.

External Audit Recommendations Progress Update to 31 July 2019

10. There was some discussion regarding the Procurement and Contract Management recommendation raised by Audit NZ. Management has assured this committee that contract management and procurement policies are linked and are being developed and reviewed. Training is also being addressed in a more structured manner. The outlay for external reviews is an issue that Council needs to consider on several levels (cost, personnel, risk etc.)

Corporate Services Group Manager Report – Public Excluded

11. The committee was presented with a very thorough Cyber Security report regarding threats, operating system health and back up statistics, for the 3 months ended 31 July 2019. The report was succinct and easy to follow and gave a clear overview of I.T.'s monitoring.
12. The Key Risk Register was reviewed and discussed, with amendments recommended.

Cr Sheila Paul

Deputy Chair of Audit and Risk Committee

RECOMMENDATION

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

17 GENERAL REPORTS**17.1 ANNUAL REPORT FOR YEAR ENDED 30 JUNE 2019**

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Annual Report 2018-19 (under separate cover) 

PURPOSE

1. To provide Council with the information necessary to approve and adopt the Annual Report for the Year Ended 30 June 2019.

BACKGROUND

2. In accordance with section 98(3) of the Local Government Act 2002 (the Act), the Annual Report must be completed and adopted, by resolution, within four months after the end of the financial year to which it relates.
3. The purposes of an Annual Report are:
 - a. To compare the actual activities and the actual performance of the local authority in the year with the intended activities and the intended level of performance as set out in respect of the year in the long-term plan and the annual plan; and
 - b. To promote the local authority's accountability to the community for the decisions made throughout the year by the local authority.
4. Audit New Zealand have completed their audit of Council's financial results and performance measures for the year ended 30 June 2019. Once the Annual Report has been approved the Letter of Representation will be signed and forwarded to Audit NZ. An unqualified opinion is then expected to be provided to Council on 8 October 2019 to enable the Annual Report to be adopted.
5. In accordance with section 98(4) of the Act within one month after adoption, the Annual Report and a summary of the information contained within must be made publicly available
6. The Annual Report summary "must represent, fairly and consistently, the information regarding the major matters dealt with in the annual report" (section 98(5)). The summary does not require Council resolution and will be made publically available once reviewed by Audit New Zealand.
7. The draft Annual Report was reviewed at a Council Workshop held on 10 September 2019.
8. The draft Waimate District Council Annual Report 2018/19 proposed for adoption is available to access on Council's website as a separate agenda document due to its size.

PROPOSAL

9. That Council, having completed and reviewed its Annual Report for the Year Ended 30 June 2019, now approves and adopts it.

ASSESSMENT OF SIGNIFICANCE

10. This matter is not deemed significant under the Council's Significance and Engagement policy.

FINANCIAL**Budget**

11. The costs for preparing the Annual Report are met from operating expenditure and provided for on an annual basis. No additional expenditure is required.

Cost-effectiveness

12. Cost-effectiveness consideration is not applicable.

RECOMMENDATION

- 1 That the 'Annual Report for the Year Ended 30 June 2019' report is accepted, and
- 2 That Council approves the Annual Report for the Year Ended 30 June 2019, and
- 3 That Council adopts its Annual Report for the Year Ended 30 June 2019, with the date of adoption being 8 October 2019.

17.2 RECOMMENDATIONS OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 10 SEPTEMBER 2019

Author: Helen Strachan, Senior Administration Support Officer
Authoriser: Carolyn Johns, Community and Strategy Group Manager
Attachments: Nil

17.21. PROPOSED DOG & AGILITY PARK

The Community Services and Development Committee considered a request from the Dog Owners Collective to provide funding towards a Dog & Agility Park.

COMMITTEE RESOLUTION 2019/26

Moved: Cr Sharyn Cain
Seconded: Cr Jakki Guilford

The Community Services and Development Committee recommends that Council agrees to provide funding of \$18,250 (plus GST) as a one-off contribution from the Subdivision Recreation Contributions Reserve towards a Dog & Agility Park to be located within leased Southern Canterbury A & P Association land.

CARRIED

Note:

The Committee asked staff to bring a recommendation to the 8 October 2019 Council meeting to rescind part 4 of the resolution taken at the 19 December 2017 Council Meeting:

“That a Dog Park be established in a suitable location of Knottingley Park as part of the Reserve Management Plan.”

RECOMMENDATIONS

1. That Council rescinds the resolution of 19 December 2017 Council Meeting “that a dog park be established in a suitable location at Knottingley Park as part of the Reserve Management Plan.”
2. That Council considers the recommendation from the Community Services and Development Committee Meeting held on 10 September 2019.

17.3 ACKNOWLEDGEMENT: WAIMATE DISTRICT CIVIC AWARD COMMITTEE SERVICE - 10.30AM

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

To enable Council to thank Raewyn Francis and Christine Wallace, retiring service club and community representatives of the Waimate District Civic Award Committee.

Raewyn Francis has been on the Committee since 2010 when the Committee was first established, and chaired the Committee for the past few years.

Christine Wallace came on the Committee early 2017, and has served as a member as well as singing in the Community Choir, which over the past few years has provided the entertainment at the annual awards function.

Raewyn and Christine are both been invited to join Council for morning tea.

17.4 ACKNOWLEDGEMENT FOR RETIRING COUNCILLORS - 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 acknowledge and thank retiring Councillor Peter Collins (served from 2013 to 2019) and Councillor David Anderson (served from 2014 to 2019).
2. David and Peter's spouses, Jo and Jillian, have been invited to join Council for morning tea.



Councillor David Anderson



Councillor Peter Collins

17.5 BUDGET CARRY FORWARDS 2019/20

Author: Melissa Thomson, Accountant

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Budget Carry Forwards [↓](#) 

PURPOSE

1. Operational and capital expenditure projects that are budgeted and funded in Council's Long Term Plan and Annual Plans are sometimes unable to be completed during the financial year for a variety of reasons.
2. Managers have identified projects and capital items proposed to be carried forward to the 2019/20 financial year, with management budgets to be updated to reflect these carry forward items.

BACKGROUND

3. At the time of Annual Plan 2019/20 preparation managers identified operational and capital expenditure projects to be included in the Plan. Following 30 June 2019, managers have reassessed the following uncompleted projects as outlined in the table in the following pages.

PROPOSAL

4. That Council approves the budget carry forwards to 2019/20, and that management budgets are updated.

ASSESSMENT OF SIGNIFICANCE

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

CONSIDERATIONS**Budget**

6. See the attached table for budgetary considerations.

Cost-effectiveness

7. Cost-effectiveness is considered when projects are included in the Long Term Plan/Annual Plan.

RECOMMENDATION

1. That the Budget Carry Forwards 2019/20 report is accepted; and
2. That Council approves the carry forward budgets for the attached items listed in the table, as presented.

Item	Description	Budget Holder	Reason for carry forward	2018/19 Actual Spend	2018/19 Budget (Inc Carry Fwd)	2018/19 Variance to Budget	Proposed Carry Forward to 2019/20	2019/20 Annual Plan	2019/20 Total Budget (Inc Carry Fwd)
Operational Items									
1	Economic Development Strategy	Michelle Jones	The Economic Development Steering Group has identified 21 projects, with the top 5 being prioritised.	4,900	92,000	87,100	87,100	51,000	138,100
2	Economic Development - Council Initiatives	Michelle Jones	Expenditure is funded via the Economic Development Special Grant Fund, with the unspent funds proposed to be carried forward.	0	90,000	90,000	90,000	69,450	159,450
3	Economic Development and Promotions - Rebranding / District Signage	Michelle Jones	Economic Development Strategy project.	900	50,000	49,100	49,100	0	49,100
4	Economic Development and Promotions - Brochures, videos and photographs	Michelle Jones	Work is proposed to be completed during 2019/20.	0	29,000	29,000	29,000	29,000	58,000
5	Community Support - Recreational Track Grants	Carolyn Johns	Propose to grant unspent funds from the prior year, held in reserve, during the 2019/20 funding rounds.	10,100	20,000	9,900	9,900	20,000	29,900
6	Strategy - Annual Plan Audit Fees	Carolyn Johns	The carried forward budget will only be spent if consultation on the 2020/21 Annual Plan is required.	0	82,100	82,100	82,100	0	82,100
7	Building Control - Accreditation	Paul Cooper	Actual costs were incurred for the bi-annual accreditation audit in July 2019.	0	25,000	25,000	25,000	0	25,000
8	Forestry - General expenditure	Tina Stevenson	Carry forward unspent budget for potential spend during 2019/20.	0	9,300	9,300	9,300	0	9,300
9	Community Representation - Training	Tina Stevenson	Carry forward budget in recognition of new Elected Members and potential for training.	16,300	21,500	5,200	5,200	21,400	26,600
10	Central Administration - General computer support / consumables	Tina Stevenson	Anticipated expenditure for office space requirements.	8,100	21,300	13,200	13,200	17,500	30,700
11	Central Administration - Consultancy / Policy Support	Stuart Duncan	Support for NPS review on Climate Change, 3 Waters, RMA etc.	0	47,500	47,500	47,500	22,950	70,450
Total Operational Carry Forwards							447,400		

Item	Description	Budget Holder	Reason for carry forward	2018/19 Actual Spend	2018/19 Budget (Inc Carry Fwd)	2018/19 Variance to Budget	Proposed Carry Forward to 2019/20	2019/20 Annual Plan	2019/20 Total Budget (Inc Carry Fwd)
Capital Items									
12	Library - Self Service and Library Item Security	Carolyn Johns	Carry forward unspent budget as project is currently in progress.	26,000	60,000	34,000	34,000	0	34,000
13	Event Centre - Online Booking System	Carolyn Johns	Carry forward budget as project will be completed during the 2019/20 financial year.	0	20,000	20,000	20,000	0	20,000
14	Property - New Public Toilets (Waimate Town)	Dan Mitchell	Carried forward from the 2017/18 Annual Plan.	0	200,000	200,000	200,000	0	200,000
15	Sewer - Various Renewals and Disposal Field Border Dyking	Dan Mitchell	Carry forward budget for spend during the 2019/20 financial year.	111,600	208,300	96,700	96,700	242,100	338,800
16	Stormwater - Various Renewals, upgrades, Weather Station, CCTV Assessments etc	Dan Mitchell	Carry forward budget for spend during the 2019/20 financial year.	488,050	570,150	82,100	82,100	0	82,100
17	Rural Water - Cannington Renewals	Paul Roberts	Carry forward budget for spend during the 2019/20 financial year.	0	5,000	5,000	5,000	5,100	10,100
18	Rural Water - Hook / Waituna Renewals	Paul Roberts	Carry forward budget for spend during the 2019/20 financial year.	11,500	420,000	408,500	408,500	0	408,500
19	Rural Water - Lower Waihao Renewals	Paul Roberts	Carry forward budget for spend during the 2019/20 financial year.	13,400	20,000	6,600	6,600	801,800	808,400
20	Rural Water - Otaio / Makikihi Renewals	Paul Roberts	Carry forward budget for spend during the 2019/20 financial year.	13,900	183,800	169,900	169,900	0	169,900
21	Rural Water - Waikakahi Renewals	Paul Roberts	Carry forward budget for spend during the 2019/20 financial year.	27,800	49,300	21,500	21,500	1,444,300	1,465,800
22	Urban Water - AC & CI Water Main Renewals	Paul Roberts	Carry forward budget for spend during the 2019/20 financial year.	227,700	510,000	282,300	282,300	277,600	559,900
23	Urban Water - Manchester Rd Bore Replacement	Paul Roberts	Carry forward budget for spend during the 2019/20 financial year.	157,300	250,000	92,700	92,700	0	92,700
24	Urban Water - Manchester Rd Treatment Filter & UV	Paul Roberts	Carry forward budget for spend during the 2019/20 financial year.	67,600	167,000	99,400	99,400	0	99,400
25	Urban Water - Timaru Rd Pump 1 Harmonic Filter	Paul Roberts	Carry forward budget for spend during the 2019/20 financial year.	0	25,000	25,000	25,000	0	25,000
26	Waste Management - Refuse/Recycle Bins (Public Toilet)	Paul Roberts	Project to be completed during the 2019/20 financial year.	0	4,000	4,000	4,000	0	4,000
27	Camping - Waitaki Lakes Signage	Graeme Watts	To be completed in conjunction with the Economic Development Strategy projects.	0	4,000	4,000	4,000	0	4,000
28	Camping - Waitaki Lakes Chlorine Dosing Te Aka & Waitangi	Graeme Watts	Project estimated to be completed by late October 2019.	0	48,000	48,000	48,000	30,700	78,700
29	Camping - Victoria Park Driveway Reseals	Graeme Watts	Preparation work is underway, with sealing work reprogrammed for early 2020.	0	33,000	33,000	33,000	0	33,000
30	Cemetery - Upgrade Workshop, Office & Toilet	Graeme Watts	This project was budgeted in the 2017/18 Annual Plan. The project is partially completed (workshop and office) with the remaining budget to complete the toilet.	0	10,000	10,000	10,000	0	10,000

26/09/2019

T:\Accounting Division\ANNUAL PLANS\Annual Plan 2019-20\Final Budget 2019.20\Budget Carry Forwards 2019.20

Item	Description	Budget Holder	Reason for carry forward	2018/19 Actual Spend	2018/19 Budget (Inc Carry Fwd)	2018/19 Variance to Budget	Proposed Carry Forward to 2019/20	2019/20 Annual Plan	2019/20 Total Budget (Inc Carry Fwd)
31	Parks and Public Spaces - Knottingley Park Driveway Reseal & Culvert/Bridge Replacement	Graeme Watts	Driveway reseal preparation work is underway, with sealing work programmed for early 2020. The Culvert and small bridge replacement is in progress and scheduled for completion by late October 2019.	6,200	43,000	36,800	36,800	0	36,800
32	Vehicle Replacements	Tina Stevenson	Following a review of the vehicle fleet during the 2017/18 financial year, the required budget for replacements are proposed to be carried forward.	0	307,000	307,000	250,000	0	250,000
33	Central Administration - Computer Hardware, Upgrades and General Capital	Tina Stevenson	Carry forward budgets for anticipated computer hardware, IT device replacements and Magiq software upgrades.	12,500	35,000	22,500	22,500	15,330	37,830
34	Central Administration - Website expenses	Stuart Duncan	Propose to re-purpose the operational budget to fund the Online Payment software capital item.	12,000	33,000	21,000	21,000	33,000	54,000
35	Central Administration - Health and Safety Protective Clothing	Paul Cooper	Propose to re-purpose the unspent Protective Clothing operational budget to fund Garmin devices (Health and Safety of employees).	4,200	18,000	13,800	6,000	0	6,000
Total Capital Carry Forwards							1,979,000		
Total Operational and Capital Carry Forwards							2,426,400		

17.6 FRAUD POLICY 311

Author: Leonardo Milani, Policy Analyst

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Fraud Policy 311 [↓](#) 

PURPOSE

1. For Council to approve the systematically revised draft of Fraud Policy 311, as to implement a set of optimised protocols and mechanisms designed to deter, detect, and counter all instances of fraudulent activity by all parties employed by, elected to, contracted to, volunteering for, or service-recipient of, Waimate District Council (WDC).

BACKGROUND

2. In fulfilment of the triennial review timeframe requirement (August 2016- October 2019), a systematic review of the policy was conducted as to primarily:
 - a. Ensure full alignment of all incorporated provisions with the existing legislative framework, and with WDC's internal procedures and public policies; and
 - b. Maximise the policy's systematic adherence to the commanding principles of impartiality, confidentiality, and objectivity; and
 - c. Enhance the quality of outlined procedures, especially in relevance to hierarchy of responsibilities and the investigation process; and
 - d. Maximise the likelihood of successful prosecution of any fraudulent activity, where appropriate, by revising incorporated procedures.
3. To such an end, internal consultation with WDC's senior management team was conducted as to subject the policy to a most rigorous cross-departmental scrutiny prior to draft finalisation.

PROPOSAL

4. Council is asked to approve the adoption of the Fraud Policy 311.

Options

5. Council may:
 - a. Adopt the Fraud Policy 311; or
 - b. Adopt the Fraud Policy 311 with amendments; or
 - c. Not adopt the Fraud Policy 311 at this time.

ASSESSMENT OF SIGNIFICANCE

6. Fraud Policy 311 is not deemed significant under the Council's Significance & Engagement Policy.

LEGISLATION

7. Includes but not confined to:
 - a. Crimes Act 1961
 - b. Employment Relations Act 2000
 - c. Local Government Act 2002
 - d. Privacy Act 1993
 - e. Protected Disclosures Act 2000

FINANCIAL

8. There are no financial implications to the policy.

Cost-effectiveness

9. Cost-effectiveness is not applicable.

RECOMMENDATION

1. That the Fraud Policy 311 report is accepted; and
2. That Council adopts the Fraud Policy 311, as presented, or with amendments.



FRAUD POLICY 311

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Fraud Policy 311

8 October 2019
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POLICY OVERVIEW

1.0 PURPOSE

- 1.1 To define internal controls, mechanisms, and systems as to minimise, detect, counter, and/or prosecute (if applicable) all instances of fraudulent activity by all parties employed by, elected to, contracted to, volunteering for, or service-recipient of, Waimate District Council (Council); and
- 1.2 To ensure that all such control systems are implemented consistently, impartially, systematically, and comprehensively; and
- 1.3 To formalise that in implementation of the present policy, Council shall:
 - a. recognise a zero tolerance policy towards any instance of fraud, and
 - b. collect and secure all evidence in support of prosecution, and
 - c. where appropriate, engage external forensic and enforcement agencies for the purpose of investigating and prosecuting any instance of fraud, and
 - d. pursue the recovery of any loss caused by fraudulent activity.

2.0 APPLICABILITY

- 2.1 The policy applies to all Council staff, elected members, and all consultants, vendors, contractors, volunteers, and agencies with business relationships with Council.
- 2.2 The policy does not apply to performance management issues deemed unrelated to fraud.

3.0 DEFINITIONS

- 3.1 For the purpose of the policy, the term 'fraud' encompasses a wide spectrum of unlawful activities that are intentionally perpetrated for illegitimate personal gain, including but not confined to acts of bribery,¹ corruption,² fraudulent financial reporting, embezzlement, deception, intellectual property theft, or any form of misappropriation of assets.
- 3.2 Within such a framework, activities that constitute fraud include, but are not limited to:
 - a. unauthorised or improper use of Council funds;
 - b. unauthorised use of Council facilities, vehicles, equipment, records, or intellectual property for personal gain;

¹ The term bribery defined as "an act of giving money or another item of value in exchange for an altered behaviour that benefits the giver", as outlined by, Audit New Zealand, 'Fraud' <<https://www.auditnz.govt.nz/good-practice/csf/fraud>> [accessed September 2019]

² The term corruption defined as "behaviour on the part of officials in the public or private sector in which they improperly and unlawfully enrich themselves or those close to them, or induce others to do so, by misusing the position in which they are placed", as outlined by, Serious Fraud Office, 'Serious Fraud and Corruption' <<https://www.sfo.govt.nz/what-fraud-is-and-what-we-do>> [accessed September 2019]

- c. manipulation of reporting or records as to obscure impropriety;
- d. taking or dealing, without proper authorisation, any funds belonging to Council;
- e. conducting any digital/cyber activities via Council's digital devices for the purpose of altering, destroying, forging, or manipulating records or data for fraudulent purposes;
- f. forgery or unauthorised alteration of Council documents and accounts;
- g. disclosure of confidential or proprietary information to third parties;
- h. unauthorised acceptance of gifts or items of material value from parties such as consultants, vendors, or contractors without the specific consent of the Chief Executive;
- i. unauthorised acceptance of any form of personal fee, reward, gift, gratuity, or subsidy- or any attempt to extract the same whether on account of any services provided in the normal course of duty or otherwise;
- j. signing any document, or making any statement, on behalf of Council without authorisation;
- k. falsification of Council's records or data;
- l. exploitation of a position of employment or knowledge/insight obtained from such a position to obtain benefit, financial or otherwise, either for oneself or for a third party other than Council;
- m. use of Council accounts, credit facilities, purchase card, or credit card for personal gain;
- n. presenting false credentials or qualifications;
- o. being accessory to acts of fraud perpetrated by others;
- p. failure to inform Council as to the existence of an act of fraud perpetrated by another while having knowledge of such an act;
- q. all forms of theft of time, such as falsification of timesheets;
- r. false expense claims; and
- s. unauthorised or inappropriate use of loyalty reward schemes.

4.0 RELEVANT LEGISLATION

- 4.1 Relevant legislation includes, but not confined to:
 - a. Crimes Act 1961
 - b. Employment Relations Act 2000
 - c. Local Government Act 2002
 - d. Privacy Act 1993
 - e. Protected Disclosures Act 2000

5.0 POLICY STATEMENT

- 5.1 Council utilises a 'zero tolerance' policy towards all fraudulent activities, and shall conduct systematic, methodical, and comprehensive investigation into all alleged acts of fraud. All such investigations shall be conducted in full compliance with the principles of confidentiality, objectivity, and impartiality.

- 5.2 Rights of implicated parties, during the conduct of an investigation, will be upheld at all times. In conduct of its investigation, Council shall uphold the principle of confidentiality for both the investigated party and the whistle-blower by protecting their identities, unless compelled otherwise in compliance with either the necessities of an investigation or to prevent harm to public health and safety or to the environment.
- 5.3 Specifically related to implicated parties in a fraud investigation, Council shall do its utmost to ensure that, in compliance with existing legislation and the confines of the current policy, the interest and reputation of such individuals are fully protected during an investigation process. Council shall treat, and protect, the interests and reputation of any investigated individual with highest sensitivity.
- 5.4 All participants in a fraud investigation process shall maintain complete confidentiality of all aspects of the investigation while such investigation is being conducted.
- 5.5 Staff members who intentionally and with malice of forethought make false allegations of fraud against another party will be dealt with in accordance with Council's disciplinary procedures, as outlined in the Waimate District Council Staff Manual.
- 5.6 The overall responsibility for all fraud-related matters is with the Chief Executive. If the Chief Executive is implicated, the responsibility is transferred to the Mayor. This principle applies to all segments related to the Chief Executive's responsibilities and functions throughout this document.

PROCEDURES

6.0 HIERARCHY OF RESPONSIBILITIES

THE CHIEF EXECUTIVE

- 6.1 The Chief Executive has the primary responsibility for presiding over all investigations into alleged/suspected acts of fraud. If the Chief Executive is implicated or is involved in any capacity, the Mayor assumes the responsibility for all ensuing investigations.
- 6.2 The Chief Executive may appoint an Investigating Officer (IO) at any stage of the investigation to oversee any case of alleged/suspected fraud on their behalf.
- 6.3 In the advent of discovery of fraud and prior to the conclusion of the initial enquiry, the Chief Executive is to notify the Mayor, the Audit & Risk Committee, the Human Resources Manager, and where appropriate, Council's insurers and/or Audit New Zealand.
- 6.4 During the course of an investigation, the Chief Executive is to inform the above stakeholders (where applicable) of all pertinent investigative findings.
- 6.5 The Chief Executive is responsible for all communications, whether internal or external, relating to any fraud investigation, past or present.
- 6.6 If it is established that an instance of fraud has occurred, the Chief Executive is then responsible for informing external forensic investigating agencies (e.g. New Zealand Police, Serious Fraud Office, Audit New Zealand, Council insurers, etc.), where appropriate.

FRAUD CONTROL OFFICER

- 6.7 A Fraud Control officer (FCO) is responsible for initiating an enquiry into any reports of fraudulent activity. Council's pre-designated FCOs are:
- Asset Group Manager
 - Community & Strategy Group Manager
 - Regulatory & Compliance Group Manager
- 6.8 FCO shall immediately notify the Chief Executive of any reported allegation of fraud upon having received such a report. Subsequently, the Chief Executive shall assign one of the designated FCOs to conduct the initial enquiry as to primarily:
- determine the credibility of the allegation/suspicion, and where applicable,
 - determine the degree of the committed fraud, and
 - identify and secure all relevant evidence.

INVESTIGATION OFFICER (IO)

- 6.9 With the conclusion of the 'initial enquiry' stage of an investigation, the IO is appointed by the Chief Executive to oversee next stages of the investigation.
- 6.10 The IO may be an FCO or another member of staff, or an external body, as deemed appropriate by the Chief Executive.
- 6.11 The IO is responsible for ensuring that all physical and/or electronic evidence is preserved in a safe place for future examination.

7.0 MECHANISM OF INFORMING THE FCO

- 7.1 All members of staff, elected members, consultants, contractors, vendors, and volunteers are obliged to report any instance of suspected fraud to any of the pre-designated FCOs immediately.
- 7.2 Any party reporting a suspected fraudulent activity must:
- not contact the suspected individual in an effort to determine the facts or demand restitution;
 - not discuss the case facts, suspicions, or allegations with any parties external to Council (including the media) unless specifically instructed to do so by the Chief Executive;
 - not discuss the case with parties internal to Council other than the FCO, the IO, and/or the Chief Executive;
 - not deliberately make false allegations.
- 7.3 If 2 or all FCOs are implicated in any manner, the alleged/suspected fraud must be directly reported to the Chief Executive.
- 7.4 If the source of a report believes that it is not appropriate to inform any of the pre-designated FCOs, they may directly report to the Chief Executive.
- 7.5 The source of a report may select to remain anonymous, and instead submit the report in writing. Anonymous reports will be investigated as far as is reasonably practicable.
- 7.6 The FCO shall acknowledge all non-anonymous reports in writing. The source of a disclosure must be informed of any action or recommended action related to that disclosure within 20 working days after the date on which the disclosure was made.
- 7.7 Confidentiality must be maintained at all times, unless:
- the source consents in writing to the disclosure of their identity; and/or

- b. that investigating officers/agencies believe that disclosure of identifying information is paramount to the effective investigation of allegations cited in the protected disclosure, and/or
- c. the breach of confidentiality is essential to prevent serious risk to public health and safety, and/or to the environment, and/or
- d. that, having regard to the principles of natural justice, it is deemed essential.

8.0 INVESTIGATION PROCESS

INITIAL ENQUIRY

- 8.1 There are 5 purposes to the initial enquiry, an enquiry that constitutes the first stage of the investigation process, as outlined below:
- a. to establish the credibility of the suspicion/allegation; and
 - b. to conduct a preliminary assessment as to determine whether the reported instance is caused by either mistake or by design (i.e. to establish intention); and
 - c. to identify all relevant evidence, and to secure all such evidence; and
 - d. If applicable, identify mitigation measures as to prevent ongoing or future fraud, and
 - e. to inform the Chief Executive accordingly.
- 8.2 Investigative steps usually associated with the initial enquiry stage are steps such as enquiries of staff, review of documents and records, and interrogation of computer systems, *inter alia*. The FCO shall analyse all evidence, and pursue all relevant leads, exhaustively, regardless of whether an instance is caused by either error or intention.
- 8.3 The FCO shall conduct the investigation with complete impartiality and neutrality, with no regard for the involved parties' position within the Council's organisational structure, or their relationship with Council, or their length of employment.
- 8.4 The FCO shall only investigate matters that are the subject of, or related to, the suspected fraud.

PREVENTION OF FURTHER LOSS

- 8.5 Member(s) of staff suspected of fraud may be suspended, with pay, pending the outcome of the investigation. In such circumstances, the IO may request that the suspended party is:
- a. approached unannounced;
 - b. supervised at all times before leaving Council premises;
 - c. prevented from removing any property belonging to Council;
 - d. instructed to return all Council IT equipment (e.g. tablets, phones, etc.),
 - e. to surrender any security passes and/or keys to the premises, for which the appropriate receipt shall be issued and endorsed by the suspended party.
- 8.6 If suspension is imposed, the Corporate Services Group Manager shall advise as to the best method of preventing the suspended party's future access to Council facilities for the duration of their suspension.

- 8.7 If suspension is imposed, the Senior Network Administrator may be requested by the IO to withdraw the suspended party's access permissions to Council's computer systems and all related digital domains and networks.
- 8.8 The IO is to ensure that all steps for securing evidence and prevention of further loss are undertaken, as outlined in 'Appendix 1: Securing Evidence Checklist' (See Appendix 1).

POTENTIAL OUTCOMES OF AN INITIAL ENQUIRY

- 8.9 By its conclusion, the initial enquiry shall yield one of the following outcomes:
- a. If no fraud detected, then the investigation shall be terminated. If the FCO, reporting to the Chief Executive, establishes that there is no credible substance to the suspicion/allegation, then the investigation process is terminated and the outcome is advised in writing to the source making the allegation.
 - b. If fraud detected, then upon receiving the FCO's report, the Chief Executive shall first notify the Mayor, the Audit & Risk Committee, and the Human Resources Manager (i.e. the internal stakeholders). Where appropriate, the Chief Executive is to inform Audit New Zealand and Council's insurers (i.e. the external stakeholders). The Chief Executive shall then determine whether to engage external forensic agencies (e.g. New Zealand Police, Serious Fraud Office, etc.). If external forensic agencies are engaged, all secured documents, records, and all such physical/electronic evidence, shall be transferred to such investigating parties. Copies of all original documents, records, and all such evidence must be kept by Council as transferred original documents may not be returned to Council. The outcome is advised in writing to the source making the allegation.

INITIAL ENQUIRY REPORT

- 8.10 At the conclusion of the initial enquiry stage of the investigation, a written report will be prepared by the FCO, outlining the facts discovered by the investigation. Such report shall include reference(s) to supporting evidence, and copies of such evidence ought to be attached to the report.
- 8.11 The initial enquiry report will not be disclosed to, or discussed with, anyone other than the person making the allegation and those who have a legitimate need to know (e.g. the Mayor, and the Audit & Risk Committee, etc.). Limited and controlled circulation of the investigation report is essential to avoiding damaging the reputation of those parties previously suspected of fraud but subsequently found to be innocent of any wrongful conduct, and to protect Council from potential liability.
- 8.12 The report shall contain:
- a. description of the incident, including the amount of any loss;
 - b. identification of parties involved;
 - c. description of the means of, and methods used for, perpetuating the fraud;
 - d. assessment of reputational impact;
 - e. assessment of communications;

- f. if applicable, recommendation on measures required to prevent recurrence; and
 - g. if applicable, recommendation on methods to strengthen future responses.
- 8.13 The report shall not include:
 - a. any statements that cannot be supported by facts;
 - b. any judgement on guilt or innocence of parties named in the report;
 - c. any prejudgement on the outcome of any possible disciplinary hearing, civil recovery action, or criminal prosecution.
- 8.14 If deemed appropriate by the Chief Executive, Council staff shall be briefed upon the conclusion of the investigation.

9.0 CONFIDENTIALITY AND MEDIA

- 9.1 Subject to legal requirements or necessities of an investigation, all disclosed information by any parties involved in either a formal investigation or an informal process must be kept confidential.
- 9.2 It is the responsibility of the IO to outline the limits of confidentiality to parties involved in an investigation, as outlined in the Waimate District Council Protected Disclosure Policy.
- 9.3 Notwithstanding the above, if an instance of fraud is discovered/substantiated, Council reserves the right to share necessary information with Audit & Risk Committee, elected members, New Zealand Police, Serious Fraud Office, Audit New Zealand, Council's insurers, or any external forensic investigative agency deemed appropriate by the Chief Executive.
- 9.4 The Chief Executive has overall responsibility for leading and coordinating all communication both internally and externally on all fraud-related matters.
- 9.5 All staff are required to direct any media communication, or media requests for information or comments, or any other requests for information from either internal or external parties, to the Chief Executive. Staff must refrain from providing any comment on fraud-related matters, whether past or present, to any parties either internal or external to Council.

10.0 FRAUD PREVENTION AND MINIMISATION

- 10.1 Council is committed to the development and maintenance of best procedures for detecting, preventing, or minimising fraud. This primarily means the implementation and controlled operation of internal control systems, as outlined below.
- 10.2 The Human Resources Manager is responsible for:
 - a. ensuring appropriate pre-employment reference and qualification checks are carried out. Credit and criminal record checks can be carried out if necessary;
 - b. overseeing induction procedures for new staff that include fraud awareness, protected disclosure awareness, and Code of Conduct training;
 - c. ensuring that staff appointed to positions of responsibility are appropriately qualified, experienced, and aware of their obligations in regard to fraud and the protection of Council assets;

- d. ensuring all staff are aware of, and have access to, the Protected Disclosure Policy.
- 10.3 The Corporate Services Group Manager is responsible for:
- a. Arranging regular fraud awareness training for all Council staff in general, and for FCOs in particular.
- 10.4 The following internal audit procedures are to be systematically observed in order to detect and deter fraud:
- a. two authorisations required on all bank transactions made;
 - b. two authorisations required on all invoices raised;
 - c. daily general ledger controls to be conducted (automatically emailed to the accountant overnight);
 - d. fortnightly Datacom wages maintenance schedules to be checked and signed off by the Corporate Services Group Manager, and in their absence, by the Accountant;
 - e. masterfile changes to be printed out daily and signed off by the Corporate Services Team Leader;
 - f. any changes made to the daily general ledger masterfile to be checked and signed off by Corporate Services Group Manager;
 - g. monthly reconciliations of suspense accounts to be reviewed by the Accountant or the Corporate Services Group Manager;
 - h. daily review of bank reconciliations to be undertaken;
 - i. due diligence checks on suppliers to be conducted;
 - j. the Corporate Services Team Leader to maintain a file holding supporting documentation for creditors bank account numbers to ensure the correct accounts are being credited. These are to be inspected periodically and randomly for anomalies;
 - k. the staff debtors and fuel accounts to be monitored by the Accounts Receivable Officer for deficits and excessive credits (i.e. over \$500.00);
 - l. the Human Resources Manager to monitor leave balances to ensure no staff member is accumulating excessive leave without explanation;
 - m. annual stocktakes to be conducted.

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11.0 DOCUMENT CONTROL

Queries:	Corporate Services Group Manager
Effective:	8 October 2019
Previous Review Date(s):	2 August 2016
Next Review Date:	8 October 2022
Document Owner:	Corporate Services Group Manager
To be only amended by:	Resolution of Council

Approved by:

Stuart Duncan, Chief Executive

Dated: [Insert date]

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APPENDIX 1: SECURING EVIDENCE CHECKLIST

Sources of electronic evidence include:		Steps to secure records
<ul style="list-style-type: none"> any computer or tablet device used by relevant staff mobile phones 	<input type="checkbox"/> <input type="checkbox"/>	Turn off, label, physically secure and do not allow any staff to access or use until they can be forensically copied.
<ul style="list-style-type: none"> Current mailbox or email servers current contents of network home directories and shared group drives internet and printer logs for the relevant period; 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Ensure IT staff preserve such data, and do not allow any user to access this data until it can be forensically copied. All logins belonging to the investigated parties to be disabled.
<ul style="list-style-type: none"> backup or disks containing user data such as email, user home directories or shared group directories 	<input type="checkbox"/>	Label and remove backup from the backup cycle (e.g. replace with new blank tapes) to ensure potentially relevant backups are not overwritten.
<ul style="list-style-type: none"> removable hard drives or USB memory sticks 	<input type="checkbox"/>	Physically secure, label, and do not allow staff to access or use until they can be forensically copied.
<ul style="list-style-type: none"> building access records (swipe card logs) CCTV footage electronic phone records from PABX or mobile service provider 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Secure the records and ensure they are not overwritten or deleted.
Sources of physical evidence include:		Steps to secure records
<ul style="list-style-type: none"> employee's office, desk, locker, or other storage areas filing cabinets, either personal, group, or project specific 	<input type="checkbox"/> <input type="checkbox"/>	Physically secure until they can be properly searched
<ul style="list-style-type: none"> related employee records: Human Resources file, performance reviews, employee contract, relevant policies and procedures, address book, diary, business card holders financial records: itemised telephone billing records (landline and mobile), credit card billing records related expenses, payments, and other financial data 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contact relevant business functions and advise to secure records and provide verified copies
Considerations when securing evidence:		
<ul style="list-style-type: none"> Prevent staff access to evidence in order to help maintain its integrity <ul style="list-style-type: none"> Secure all evidence to maximise its evidentiary value A sound forensic approach will support the provision of independent expert evidence, if required In cases where a user's access should be removed, the IO should consider all possible access points, including physical access and remote access through computers, telephones, and other digital devices 		
Considerations before evidence:		
<ul style="list-style-type: none"> make sure you review relevant Council policies, employee contracts, and relevant legislation, regarding privacy, confidentiality and surveillance issues 		

17.7 PROTECTED DISCLOSURES POLICY 326

Author: Leonardo Milani, Policy Analyst

Authoriser: Fiona Hester-Smith, Human Resources Manager

Attachments: 1. Protected Disclosures Policy 326  

PURPOSE

1. For Council to approve the draft of Protected Disclosures Policy 326, as to formally implement outlined mechanisms and procedures related to the processing of protected disclosures on alleged instances of serious wrongdoing in, or by, Waimate District Council (WDC).

BACKGROUND

2. In fulfilment of the triennial review timeframe requirement (September 2016- October 2019), the policy was reviewed as to ensure its alignment with the primary legislation and WDC's internal procedures and public policies.
3. The conducted analysis resulted in the identification of minor instances of misalignment. Such misalignments are hereby resolved and proposed, in conjunction with minor enhancements of the content.
4. Internal consultation with WDC's senior management team was conducted prior to draft finalisation.

PROPOSAL

5. Council is asked to approve the adoption of the Protected Disclosures Policy 326.

Options

6. Council may:
 - a. Adopt the Protected Disclosures Policy 326; or
 - b. Adopt the Protected Disclosures Policy 326 with amendments; or
 - c. Not adopt the Protected Disclosures Policy 326 at this time.

ASSESSMENT OF SIGNIFICANCE

7. Protected Disclosures Policy 326 is not deemed significant under the Council's Significance & Engagement Policy.

LEGISLATION

8. Employment Relations Act 2000
9. Human Rights Act 1993
10. Protected Disclosures Act 2000

FINANCIAL

11. There are no financial implications to this policy.

Cost-effectiveness

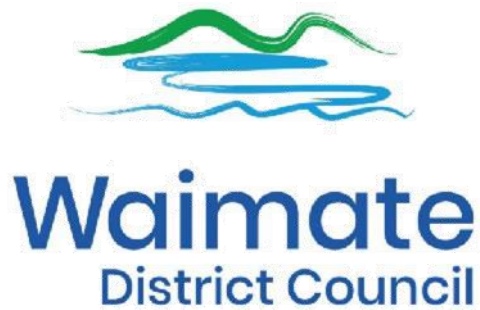
12. Cost-effectiveness is not applicable.

RECOMMENDATION

1. That the Protected Disclosures Policy 326 Report is accepted; and
2. That Council adopts the Protected Disclosures Policy 326, as presented, or with amendments.

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PART ONE: PROTECTED DISCLOSURES POLICY

1. PURPOSE

~~"Every public sector organisation must have in operation appropriate internal procedures for receiving and dealing with information about serious wrongdoing in or by that organisation"—Protected Disclosures Act 2000, Section 11.~~

Aligning with the Protected Disclosures Act 2000 (the Act), ~~this the purpose of the~~ policy ~~aims to promote the public interest by is:~~

- facilitating the disclosure and investigation of matters of serious wrongdoing in, or by, the Waimate District Council (Council); and
- protecting employees who, in accordance with the Act and this policy, make disclosures of information about serious wrongdoing in, or by, ~~the Waimate District Council~~; and
- outlining the internal procedures for receiving and dealing with information about serious wrongdoing in, or by, ~~the Waimate District Council~~ to assist employees who believe they have discovered serious wrongdoing.

2. APPLICABILITY

~~This policy applies to:~~

- ~~all employees of the Waimate District Council, including temporary employees and contractors; and~~
- ~~any person who is involved in the operation of the Waimate District Council, including, but not limited to, Elected Members, volunteers and those people with honorary or unpaid staff status.~~

The policy applies to all Council staff (past and present), elected members, and all consultants, vendors, contractors, volunteers, and agencies with business relationships with Council.

3. RELATED LEGISLATION/DOCUMENTS

This policy should be read in direct reference to the ~~Protected Disclosures Act 2000, and operates in conjunction with the related legislation and internal documents listed below:~~

- Protected Disclosures Act 2000
- Employment Relations Act 2000
- Human Rights Act 1993
- Waimate District Council Fraud Policy
- ~~Waimate District Council Fraud Response Plan;~~
- Waimate District Council Staff Manual ~~and Code of Conduct;~~
- Waimate District Council Code of Conduct
- Waimate District Council ~~Internal Audit & Risk~~ Committee Terms of Reference.

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Where the suspected serious wrongdoing involves fraud of any kind, the employee should follow the Waimate District Council Fraud Policy ~~and Fraud Response Plan~~.

4. DEFINITIONS

~~a) 'Employee'.~~ ~~In relation to the Waimate District Council, and~~ without limiting the meaning of that term, includes:

- a former employee~~;~~
- a homeworker within the meaning of ~~section~~ Section 5 of the Employment Relations Act 2000~~;~~
- a person seconded to the organisation~~;~~
- an individual who is engaged or contracted under a contract for services to do work for the organisation~~;~~
- a person concerned in the management of the organisation ~~(~~ including a person who is a member of the board or governing body of the organisation – (e.g. the Mayor, ~~and the Councillors, etc.~~)~~;~~
- a person who works for the organisation as a volunteer without reward, or without expectation of reward, for that work.

~~b) 'Serious Wrongdoing'.~~ includes any serious wrongdoing of any of the following types:

- an unlawful, corrupt, or irregular use of funds or resources of a public sector organisation; or
- an act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
- an act, omission or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to a fair trial; or
- an act, omission, or course of conduct that constitutes an offence; or
- an act, omission, or course of conduct by a public official that is oppressive, ~~improperly-unlawfully~~ discriminatory, or grossly negligent, or that constitutes gross mismanagement; but does not include:
 - something that is not unlawful or offensive but which ~~you-one~~ may not approve of.

~~c) 'Appropriate Authority'.~~ without limiting the meaning of that term, includes:

- the Commissioner of Police;
- the Controller and Auditor-General;
- the Director of the Serious Fraud Office;
- the Inspector-General of Intelligence and Security;
- an Ombudsman;
- the Parliamentary Commissioner;
- the Parliamentary Commissioner of the Environment;
- the Solicitor-General;

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- the State Services Commissioner;
- the Health and Disability Commissioner; and
- ~~includes~~ the head of every public sector organisation, whether or not mentioned above; and
- ~~includes~~ a private sector body which comprises members of a particular profession or calling and which has the power to discipline its members; but does not include :
 - a Minister of the Crown or a Member of Parliament.

d) in relations to 'protected disclosure', an employee (as defined above) of ~~Waimate District Council~~, wishing to disclose information is protected under this policy and the Act if:

- the information is about serious wrongdoing in, or by, ~~the Waimate District Council~~; and
- the employee believes on reasonable grounds that the information is true or likely to be true; and
- the employee wishes to disclose the information so that the serious wrongdoing can be investigated; and
- the employee wishes the disclosure to be protected.

In accordance with the Act, any disclosure made on these above terms is considered a protected disclosure.

A disclosure is not protected if the information disclosed is subject to legal professional privilege. This includes information prepared by, or for, lawyers for the purpose of giving or receiving legal advice and also includes documents prepared as to enable lawyers to conduct or advise on litigation.

To be afforded the protections of this policy and the Act, an employee must disclose information in the manner outlined in the 'Protected Disclosures Procedures' section of the present policy.

5. INTERNAL PROCEDURES

~~The Waimate District Council~~ complies with the Act by ensuring it has in operation appropriate internal procedures for receiving and dealing with information about serious wrongdoing. ~~See the Protected Disclosures Procedures below.~~ In accordance with the Act, these such procedures:

- comply with the principles of natural justice; and
- identify the persons in the organisation to whom a disclosure may be made; and
- provide details of additional persons whom a disclosure may be made to, and the circumstances necessary for such a disclosure; and
- are published widely within the organisation, and are republished at regular intervals.

6. PROTECTION UNDER THE ACT

The disclosing party has the right to be protected from any civil, criminal, or disciplinary proceedings by reason of having made, or referred, a protected disclosure of information.

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This includes being subjected to harassment, discrimination, or victimisation for exercising their rights under the Act.

Related to the ability to claim personal grievance, an employee who makes, or refers, a protected disclosure in accordance with the Act and this policy, and subsequently suffers dismissal or unfair disadvantage as a-the result, may have a personal grievance for the purposes of the Employment Relation Act 2000, ~~section~~ Section 103.

Related to the immunity from civil and criminal proceedings, no person who makes, or refers, a protected disclosure in accordance with the Act and this policy is liable to any civil or criminal proceedings or to a disciplinary proceeding.

Related to confidentiality, every person to whom a protected disclosure is made, or referred, must ~~use their best endeavours to~~ keep the identity of the disclosing party confidential unless:

- those investigating the disclosure reasonably believe that disclosure of identifying information:
 - is essential to the effective investigation of allegations in the protected disclosure; or
 - is essential to prevent serious risk to public health or public safety or the environment; or
 - is essential having regard to the principles of natural justice.

The protections offered under the Act also apply to a person who volunteers supporting information as if the information were a protected disclosure of information.

A person volunteers supporting information if the person:

- provides information, in support of a protected disclosure of information made by another person, to:
 - a person investigating the disclosure; or
 - the person who made the disclosure; and
- is an employee of the organisation in respect of which the disclosure was made; and
- wishes to provide the supporting information so that the serious wrongdoing can be investigated.

However, a person does not volunteer supporting information if the person provides the supporting information only after being:

- required to do so under any enactment, rule of law, or contract for the purposes of the investigation; or
- approached during the course of the investigation by, or on behalf of, the person investigating the matter.

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PART 2: PROTECTED DISCLOSURES PROCEDURES

7. MAKING A DISCLOSURE

Protected Disclosures Act Co-ordinator

If an employee believes, on reasonable grounds, that anyone at ~~the Waimate District~~ Council, such as a staff member, ~~Elected-elected Membermember~~, volunteer, or contractor is involved in any serious wrongdoing, the employee should notify a Protected Disclosures Act Co-ordinator.

~~The Waimate District~~ Council Protected Disclosures Act Co-ordinators are:

- Asset Group Manager
- Community, ~~Planning and Development & Strategy~~ Group Manager
- ~~Property and Regulatory & Compliance~~ Group Manager

Chief Executive

Disclosures may be made to the Chief Executive ~~(CE)~~ if the employee making the disclosure believes on reasonable grounds:

- that the person to whom the wrongdoing should be reported (~~ie i.e.~~ one of the Protected Disclosures Act Co-ordinators listed above) is, or may be, involved in the serious wrongdoing alleged in the disclosure; or
- that the person to whom the wrongdoing should be reported is, by reason of any relationship or association with a person who is or may be involved in the serious wrong-doing, not a person to whom it is appropriate to make the disclosure.

Appropriate Authority

Disclosures may be made to an "appropriate authority", as defined in this policy, if the employee making the disclosure believes on reasonable grounds ~~that~~:

- ~~that~~ the ~~CE-Chief Executive~~ is, or may be involved, in the ~~serous-serious~~ wrongdoing alleged in the disclosure;¹ or
- ~~that~~ immediate reference to an appropriate authority is justified by reason of the urgency of the matter to which the disclosure relates, or some other exceptional circumstance; or
- ~~that~~ there has been no action or recommended action on the matter to which the disclosure relates within 20 working days after the date on which the disclosure was made.

Minister of the Crown or an Ombudsman

Disclosures may be made to a Minister of the Crown or an Ombudsman if the employee making the disclosure:

¹ N.b.: specific to instances of suspected/alleged fraud involving the Chief Executive, the immediate appropriate authority is the Mayor. For further information see: Waimate District Council Fraud Policy.

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- has already made substantially the same disclosure in accordance with the above requirements; and
- believes on reasonable grounds that the person, or appropriate authority to whom the disclosure was made had decided not to investigate the matter; or has decided to investigate the matter but has not made progress with the investigation within a reasonable time~~frame~~; or has investigated the matter but has not taken any action in respect of the matter nor recommended the taking of action in respect to the matter; and
- continues to believe on reasonable grounds that the information disclosed is true or likely to be true.

A disclosure may be made to an Ombudsman only if it is in respect of a public sector organisation and it has not already been made to an Ombudsman in any of the above instances.

Form of the Disclosure

Disclosures may be made either verbally or in writing, including by email. Disclosures will be accepted from an employee's representative where they are communicating the disclosure on behalf of the employee. The disclosure must still meet the requirements of the Act and this policy.

Anonymous Disclosure

Persons wishing to make an anonymous disclosure should note that the protections of the Act are only available to employees making protected disclosures within the definitions provided by the Act. Employees retain their right under the Act regardless of whether they identify themselves or not at the time of the disclosure. But if an employee who makes an anonymous disclosure wishes to obtain protection under the Act, the onus will be on them to prove that:

- it was they who made the disclosure; and
- they are, or were, employees when they made the disclosure; and
- the disclosure was made in accordance with the Act and this policy.

8. RESPONSIBILITY

Protected Disclosures Act Co-Ordinator

Upon the receipt of a disclosure under this policy, a Protected Disclosures Act Co-ordinator will:

- acknowledge receipt of the complaint in writing; and
- record the date the notification was received; and
- interview the complainant (if applicable), recording pertinent notes; and
- advise the CE—Chief Executive (or in his or her absence, the acting CEChief Executive) of the disclosure and provide the interview notes and any other relevant information.

The CE—Chief Executive is responsible for any ensuing investigation.

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If the ~~CE~~ Chief Executive is involved, or believed to be involved, in any serious wrong doing, the Protected Disclosures Act Co-ordinator will inform the Mayor or an appropriate authority, as defined in this policy. The Mayor or appropriate authority will oversee any such investigation ~~in accordance with their policies~~.

The Protected Disclosures Act Co-ordinator receiving a protected disclosure will provide information and guidance to the employee making the disclosure on:

- what constitutes a protected disclosure in accordance with the Act and this policy; and
- the protections and remedies available under the Act, the Employment Relations Act 2000, and the Human Rights Act 1993; and
- appropriate external authorities the employee may refer the disclosure to, should they see necessary in accordance with the Act and this policy; and
- a likely timeframe for the investigation and, when the time comes, the outcome.

Every person to whom a protected disclosure of information is made or referred must use his or her best endeavours not to disclose information that might identify the person who made the disclosure unless:

- ~~that person~~ making the disclosure consents in writing to the disclosure of their identity; or
- those investigating the disclosure reasonably believe that disclosure of identifying information:
 - is essential to the effective investigation of allegations in the protected disclosure; or
 - is essential to prevent serious risk to public health or public safety, or to the environment; or
 - is essential having regard to the principles of natural justice.

Chief Executive

The ~~CE~~ Chief Executive is responsible for commissioning whatever investigation, or restorative, or disciplinary actions necessary to deal with the alleged wrongdoing. The Chief Executive ~~CE~~ may appoint an Investigating Officer (IO) to oversee any ensuing investigation on their behalf.

If the Chief Executive ~~CE~~ is involved or implicated in serious wrong-doing, then the Mayor will fulfil these responsibilities.

The Chief Executive ~~CE~~ (or, on his behalf, the IO, or the Mayor) will:

- investigate the allegation, ~~consulting with Leadership team as appropriate~~; and
- keep a detailed file note recording the interview notes received from the Protected Disclosures Act Co-ordinator, the investigation, and the explanation given to the complainant about procedures to be followed; and
- have the file note signed by the complainant to verify the accuracy and completeness of the interview notes, and ~~to record~~ the complainant's acceptance of the procedures to be followed;

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- ensure that the Protected Disclosures Act Co-ordinator is advised how the matter is being dealt with or how it has been resolved, so that the complainant may be advised within 20 working days from the date that the disclosure was made; and
- where applicable, ensure that the investigation is conducted in accordance with the Waimate District Council Fraud Policy ~~and Fraud Response Plan if necessary~~; and
- Inform ~~the Waimate District Council's~~ Internal Audit & Risk Committee of the outcome of any investigation.

If these procedures are not followed, the complainant may refer the matter to some other appropriate authority as defined in this policy and the Act.

The Chief Executive CE (or the Mayor), with assistance from the Human Resources Manager (if applicable), is responsible for ensuring that any employee who makes a protected disclosure is immune from disciplinary proceedings, and is protected from retaliatory action and victimisation.

9. DISCIPLINE AND VICTIMISATION

No person who makes, or refers, a protected disclosure of information in accordance with the Act and this policy is liable to any disciplinary proceeding by reason of having made or referred that protected disclosure of information.

The employer of an employee who makes a protected disclosure of information under this policy and the Act may not take any action against the employee in retaliation for a protected disclosure of information.

The employer of an employee, and any other employee, must not treat or threaten to treat any employee less favourably than he or she would treat other employees in the same or similar circumstances on the ground that the employee, or any relative or associate of the employee:

- intends to make a protected disclosure of information; or
- has made a protected disclosure of information, or has encouraged the making of a protected disclosure of information by some other employee; or
- has given information or evidence in relation to any complaint, investigation, or proceeding arising out of a protected disclosure of information under the Act and this policy.

10. FURTHER INFORMATION

If you require any further information or have any questions regarding the interpretation or application of this policy please contact the Human Resources Manager at the Waimate District Council.

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11. DOCUMENT CONTROL

Queries:	Human Resources Manager
Effective:	8 October 2019
Previous Review Date(s):	13 September 2016
Next Review Date:	8 October 2022
Document Owner:	Human Resources Manager
To be only amended by:	Resolution of Council

Approved by:

Stuart Duncan, Chief

Dated: [Insert date]

17.8 PROCUREMENT POLICY 316

Author: Leonardo Milani, Policy Analyst

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Procurement Policy 316 [↓](#) 

PURPOSE

1. For Council to approve the draft of Procurement Policy 316, as to implement a standardised approach to procurement of goods and services by the Waimate District Council (WDC), and to formalise the alignment of such an approach with the new government procurement ideology and its principles.

BACKGROUND

2. In [delayed] fulfilment of the triennial review timeframe requirement (October 2015 - October 2019), and parallel to the publication of the new Government Procurement Rules - itself a paradigm shift in government procurement ideology towards aligning procurement practices with the centrality of well-being factors - a review of the policy was conducted.
3. The conducted analysis indicated the necessity of implementing major modifications to the policy's content, in realisation of the advent of the new procurement principles and rules. Such modifications are implemented, and hereby proposed, to ensure WDC's full alignment/compliance with the new rules.
4. Internal consultation with WDC's senior management team was conducted prior to draft finalisation.

PROPOSAL

5. Council is asked to approve the adoption of the Procurement Policy 316.

Options

6. Council may:
 - a. Adopt the Procurement Policy 316; or
 - b. Adopt the Procurement Policy 316 with amendments; or
 - c. Not adopt the Procurement Policy 316 at this time.

ASSESSMENT OF SIGNIFICANCE

7. Procurement Policy 316 is not deemed significant under the Council's Significance & Engagement Policy.

FINANCIAL

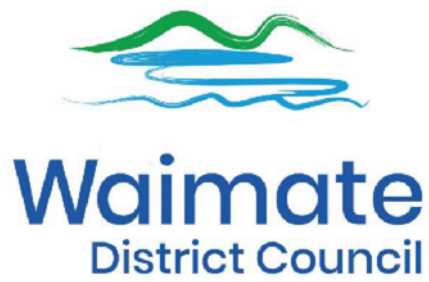
8. There are no financial implications to this policy.

Cost-effectiveness

9. Cost-effectiveness is not applicable.

RECOMMENDATION

1. That the Procurement Policy 316 Report is accepted; and
2. That Council adopts the Procurement Policy 316, as presented, or with amendments.



PROCUREMENT POLICY 316

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POLICY OVERVIEW

1.0 PURPOSE

- 1.1 The purposes of the Procurement Policy ~~is~~ are to:
- ~~Define Waimate District Council's (Council) general approach to the procurement of goods and services; and to support the community in an affordable and efficient manner.~~
 - ~~Ensure the alignment/compliance of Council's procurement practices with government procurement principles and rules; and~~
 - ~~Ensure optimal delivery of procurement outcomes towards the realisation of public value; and~~
 - ~~Provide a standardised approach to procurement for all departments; and~~
 - ~~Ensure the alignment between Council's procurement practices and its strategic vision.~~

2.0 BACKGROUND

- 2.1 Council purchases a wide range of goods and services through a variety of procurement mechanisms. Central to procurement is achieving 'public value' ~~value for money.~~
- 2.2 The primary community outcomes sought by Council's procurement practices are:
- Contribution to a thriving and robust local economy, especially by means of including local businesses and small-to-medium enterprises in the Council's procurement process; and,
 - Implementation of socio-economic development with regards to sustainability, protection and preservation of the environment, waste reduction, and reduction in carbon emissions.
- 2.3 A procurement strategy was initially developed in 2010, and consequently renewed in 2015, to meet New Zealand Transport Agency (NZTA) National Land Transport Programme (NLTP) requirements. This strategy was developed to apply to all activities, and details the context and rules involved.
- 2.4 Council's general approach to procurement is aligned with the 3 pillars of the Government's modernised procurement doctrine, namely the Principles of Government Procurement, the Government Procurement Charter, and where applicable, the Government Procurement Rules.¹

¹ For the outlined Principles, Charter, and Rules see: Ministry of Business, Innovation & Employment, 'Government Procurement Rules: Rules for Sustainable and Inclusive Procurement', <<https://www.procurement.govt.nz/assets/procurement-property/documents/government-procurement-rules.pdf>>

~~2.42.5 Council intends to follow the NZTA 2018 Procurement Manual as a guide for Physical Works and Professional Services.²~~

~~2.52.6 The development of the present policy is to provide clarity in Council's approach to procurement.~~

3.0 APPLICABILITY

3.1 The ~~present~~ policy applies to all Council ~~staff, departments, and activities, except the following:~~

- ~~• The employment of staff (excluding the engagement of contractors and consultants to supply service);~~
- ~~• The acquisition or lease of land or buildings;~~
- ~~• Disposals and sales of Council assets;~~
- ~~• Investments, loans, guarantees, or other financial instruments;~~
- ~~• Gifts, donations, and grants;~~
- ~~• Licences and agreements regarding commercial operations carried out by third parties on Council property;~~
- ~~• Non-contractual agreements between public sector agencies, such as memorandum of understanding (MOU), and~~
- ~~• Statutory or ministerial appointments.~~

4.0 DEFINITIONS

4.1 Procurement

- ~~• Denotes all of the business processes associated with purchasing, from the identification of needs to the end of a contract or the end of the useful life and subsequent disposal of an asset. Procurement begins with identifying a need and planning how to proceed. It includes the specification and sourcing of products or services, negotiation, contracting, the management of supply arrangements, and it ends with the disposal of products or when the service contracts or agreements come to an end.~~

4.2 Emergency Procurement

~~Denotes procurement required as part of the response to a sudden unforeseen event, where life, health, property, or equipment is at immediate risk, or in order to maintain Council's service delivery to the community.~~

4.3 Public Value

~~Denotes achieving the best possible result from a procurement. For instance, procurement offers the opportunity to support New Zealand businesses, including~~

² For the latest manual see: *New Zealand Transport Agency, 'Procurement Manual: For Activities Funded through the National Land Transport Programme', <
<https://www.nzta.govt.nz/assets/resources/procurement-manual/docs/procurement-manual-amendment-4.pdf>>*

Maori businesses and Pasifika businesses. Procurement can also contribute positively towards achieving environmental outcomes by supporting New Zealand's transition to a low emissions economy or reducing waste.

3.2 — Value for Money

Denotes using resources effectively, economically, and without waste, with due regard for the total costs and benefits of an arrangement, and its contribution to the outcomes the entity is trying to achieve.

4.05.0 PRINCIPLES

5.1 Council's approach to procurement is conducted in full compliance with the provisions of Government Procurement Principles and Charter. Within such a framework, Council conducts its procurement procedures by:

- Clear identification of requirements and objectives, and devising strategies towards the realisation of such objectives;
- Involving suppliers early, and providing suppliers with a precise description of requirements;
- Analysing the market towards a comprehensive comprehension of its dynamics and Council's impact on such an environment;
- Selecting the optimal procurement process, proportional to complexity, size, and risks;
- Encouraging electronic business;
- Creating competition and encouraging capable suppliers to respond;
- Treating all suppliers equally;
- Being open to the prospect of subcontracting in larger projects;
- Outlining the precise proposal assessment process to inform suppliers as to the utilised process;
- Informing unsuccessful suppliers as to reason(s) for not having been awarded a contract so such suppliers are made aware how to improve/prepare in the future;
- Selecting the optimal supplier, capable of delivering the outcome in the most financially-efficient and timely manner;
- Selecting the supplier that is in full compliance with the Government's *Supplier Code of Conduct*.³
- Maintaining a demanding yet fair relationship with suppliers;
- Focusing on attaining the best 'public value';
- Making balanced decisions by considering possible social, environmental, economic, and cultural outcomes that ought to be achieved;
- Avoiding being excessively prescriptive as to be open to initiatives and new approaches;
- Establishing clear performance measures via monitoring and managing;
- Cooperating with suppliers towards improvements and ongoing savings;

³ Ministry of Business, Innovation & Employment, 'Supplier Code of Conduct' <<https://www.procurement.govt.nz/assets/procurement-property/documents/supplier-code-of-conduct.pdf>> [accessed September 2019]

- Maintaining accountability, transparency, integrity, lawfulness, and fairness;
- Maintaining impartiality by identifying and managing all conflicts of interest;
- Protecting suppliers' commercially sensitive information and intellectual property;
- Actively seeking opportunities to include local suppliers, and small-to-medium New Zealand-based enterprises in the procurement cycle;
- Undertaking initiatives to contribute to low-emissions economy, and to promote greater environmental responsibility;
- Avoiding excessive prescribing the technical requirements of a procurement, permitting suppliers/contractors the opportunity to demonstrate their expertise;
- Ensuring the full compliance of its suppliers/contractors with labour rights, employment rights and standards, and that all such parties operate with integrity, transparency, and accountability;
- Engaging with Maori, Pasifika, and regional businesses and social enterprises as to the promotion of diversity and inclusion in workforce, and to actively contribute to local economy;
- Generating optimal risk mitigation strategies by assigning risk management responsibility to the most suitable party in a procurement arrangement, either the agency or the supplier; and
- Seeking to support cross-agency and/or cross-businesses collaboration.

5.2 Furthermore, Council's procurement of goods, works, and services are governed by the Government's Rules of Sourcing 3rd edition.⁴ Council staff and representatives involved in procurement must be mindful of the fact that Council is subject to, and should comply with, all applicable legislation, manuals, and frameworks, as listed below:

- Commerce Act 1986
- Contract and Commercial Law Act 2017
- Fair Trading Act 1986
- Health and Safety at Work Act 2015
- Local Authorities (Membership Interests) Act 1987
- Local Government Official Information and Meeting Act 1987
- Local Government Act 2002
- Official Information Act 1982
- Public Records Act 2005
- Civil Defence Emergency Management Act 2002
- Goods and Services Tax Act 1985
- Land Transport Management Act 2003
- Resource Management Act 1991
- Construction Contracts Act 2002
- Public Works Act 1981
- Government Procurement Rules
- Government Rules of Sourcing

⁴ Ministry of Business, Innovation & Employment, 'Government Rules of Sourcing', 3rd ed. <<https://www.procurement.govt.nz/assets/procurement-property/documents/government-rules-of-sourcing-procurement.pdf>> [Note: the 4th edition of the rules will come into effect on 1 October 2019]

PROCEDURES

~~5.0 ALIGNMENT WITH VISION, VALUES, AND COMMUNITY OUTCOMES~~

~~The approach to procurement of goods and services shall be consistent with Council's strategic direction. This includes Council's vision, values, and the overall achievement of community outcomes.~~

6.0 METHODS OF PROCUREMENT

- 6.1 Council procures goods through a variety of procurement methods, from small, less formal engagements, ~~through to~~ comprehensive multi-year maintenance contracts including long-term arrangements for essential services.
- 6.2 Council recognises the role of:
- Long-term contracts
 - Preferred supplier arrangements
 - Specialist suppliers
 - Joint procurement groups
 - Local suppliers
 - Bundling work vs. individual assignments
 - The need for a simple approach for 'minor' procurement
- 6.3 Thresholds provide maximum limits for different procurement methods. Under Rule 6 of Government Procurement Rules, the threshold for goods or services or refurbishment works is \$100,000 (excluding GST). When procuring goods and services, staff should consider what constitutes the most efficient method for maximising public value while complying with the procurement rules and principles, and thus choose accordingly, in conjunction with the thresholds defined in Chart 1 (See Section 8 of the policy for: Chart 1). ~~method should be used to achieve the best result, rather than just what method can be used.~~
- 6.4 For Roading activities, there are exemptions: the principles around selecting the delivery model and supplier selection method, based on the circumstances of the procurement situation rather than threshold limits, is also favoured for all transport activities. It is acknowledged that this will require ongoing discussions and effective partnering between Council and NZTA.

7.0 PURCHASE OF GENERAL GOODS

- 7.1 Council purchases a range of general goods through a range of methods including:
- "All of Government" contracts (i.e. vehicles, stationary, office consumables, etc.)
 - Joint purchasing with other organisations (Joint Procurement Group)
 - Purchasing via brokers (GSB Supplycorp)
 - Competitive tender
 - Preferred supplier- ongoing (e.g. Electrician for repair work)
 - One-off/ ad-hoc arrangements

- 7.2 Council acknowledges the importance of flexibility to utilise the most appropriate approach in achieving public value ~~“value for money” results for the community while operating in full compliance with the Government Procurement Principles and Charter.~~

8.0 PROCEDURES FOR PROCUREMENT

- 8.1 The attached flowchart provides guidance for the approach to procurement (See Appendix 1). In using the flowchart, all principles outlined in the present policy (as projections of applicable Government Procurement Rules) must be taken into account and complied with.
- 8.2 In determining the most appropriate approach, the following should be considered:
- The complexity of the goods or services involved to determine the extent of documentation required.
 - ~~Is assistance required to prepare the documentation? If so, this is another procurement process which is required.~~
 - How will public value ~~“value for money”~~ be obtained? The key criteria are fitness suitability for purpose, timeliness, and cost.
 - How competitive is the market? If there are a number of suppliers, then an open or closed contest. If this is not known, then a two stage process involving a Registration of Interest (ROI) can be used.
- 8.3 As a guide, the following table indicates the most appropriate approach for different contract values. It should be noted that this general guide and special circumstances may affect the appropriateness of any approach.

CHART 1.

Supplier Selection Process				
Method	Contract \$ Value			
	\$0 to 40,000	\$40,001 to \$100,000	\$100,001 to \$250,000	Over \$250,000
Direct Appointment	✓	✓	✓	✗
Lowest Price Conforming Tender	✓	✓	✓	✓
Purchaser Nominated Price (Professional Services only)	✓	✓	✓	✓
Price Quality (e.g. Weighted Attributes)	✗	✓	✓	✓
KEY	✓ Most Appropriate	✓ Appropriate	✓ Less Appropriate	✗ Generally Not Appropriate

Roading Exception

Supplier Selection Process- Roothing				
Method	Contract \$ Value			
	\$0 to 40,000	\$40,001 to \$100,000	\$100,001 to \$250,000	Over \$250,000
NZTA Rule 10.8 (modified)	Direct Appointment			
	Closed Contest			
	Open Contest			
KEY	✓ Most Appropriate	✓ Appropriate	✓ Less Appropriate	✗ Generally Not Appropriate

9.0 EMERGENCY PROCUREMENT

9.1 In the event of a genuine emergency, as defined by the term 'emergency procurement', Council will need to be flexible in how it procures goods and services that are required for their response. In such situations, rapid procurement may mean it is not operationally feasible or prudent for Council to satisfy all requirements outlined in the present policy.

9.2 When making emergency procurement decisions, Council will act lawfully and with integrity. Once the situation is stabilised and no credible risks to either human life, the environment, or critical infrastructure can be ascertained, a recovery plan will be established to authorise necessary procurement activity.

8.49.3 Council shall document and account for all emergency procurement activity to safeguard against the risk of fraud/corruption. Emergency situations may include but are not limited to:

- Natural or man-made disasters, such as earthquakes, tsunamis, volcanic eruptions, flooding, fires, or contamination;
- Failures of critical infrastructures or equipment;
- Critical health or environment emergencies, such as pandemic or food safety incidents;
- Critical security emergencies, such as major cyber security breaches/disruptions, terrorist attacks, or serious crimes;
- Political emergencies, such as interstate war, coup d'état, or civil insurrection;
- Occurrence of unforeseen events that render it impossible for Council to perform a statutory or critical function in the necessary timeframe.

Waimate District Council
Procurement Policy

8 October 2019
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9.010.0 DOCUMENT CONTROL

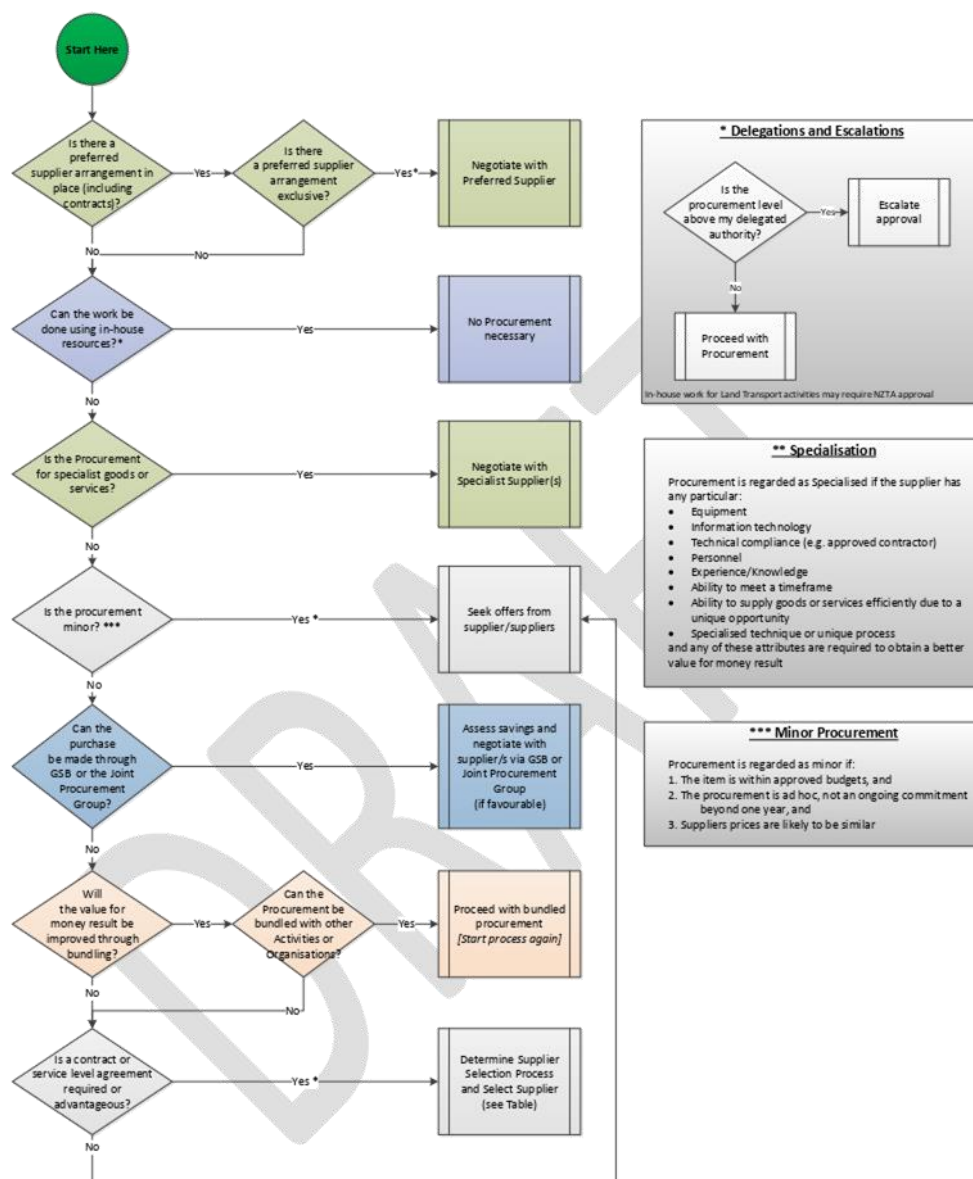
Queries:	Corporate Services Group Manager
Effective:	8 October 2019
Previous Review Date(s):	27 October 2015
Next Review Date:	8 October 2022
Document Owner:	Corporate Services Group Manager
To be only amended by:	Resolution of Council

Approved by:

Stuart Duncan, Chief Executive

Dated: [Insert date]

APPENDIX 1




















17.9 REPORT ON THE RESULT OF CONSULTATION ON GENERAL RESERVES POLICIES 2019 AND KNOTTINGLEY PARK & ARBORETUM RESERVE MANAGEMENT PLAN

Author: Leonardo Milani, Policy Analyst

Authoriser: Dan Mitchell, Asset Group Manager

Attachments:

1. Submission 1  
2. Submission 2  
3. Submission 3  
4. Submission 4  
5. Submission 5  
6. Submission 6  
7. Submission 7  
8. Submission 8  
9. Submission 9  
10. Submission 10  
11. Draft General Reserve Management Policies (under separate cover) 
12. Draft Knottingley Park & Arboretum Reserve Management Plan (under separate cover) 

PURPOSE

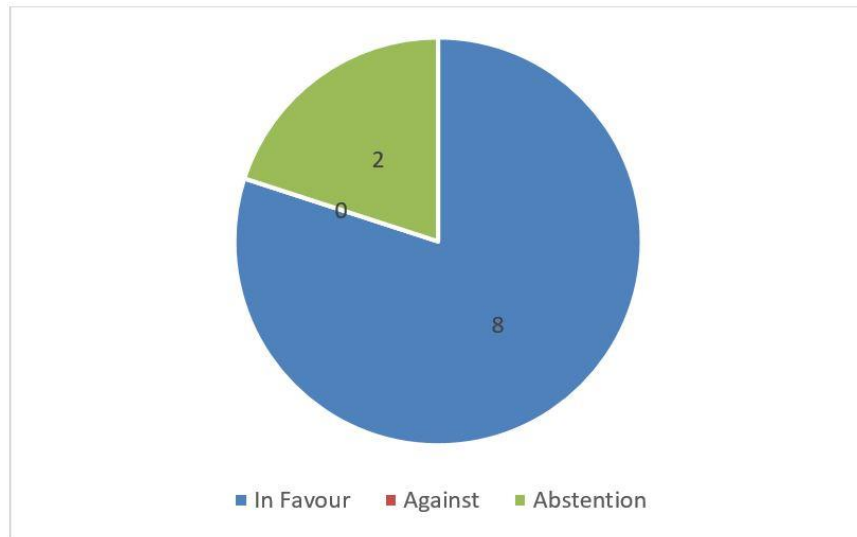
1. To inform Council as to the outcome of public consultation on Draft General Reserves Policies 2019 and Draft Knottingley Park & Arboretum Reserve Management Plan (see attached under separate cover), conducted in the timeframe of 28 June 2019 - 30 August 2019.

BACKGROUND

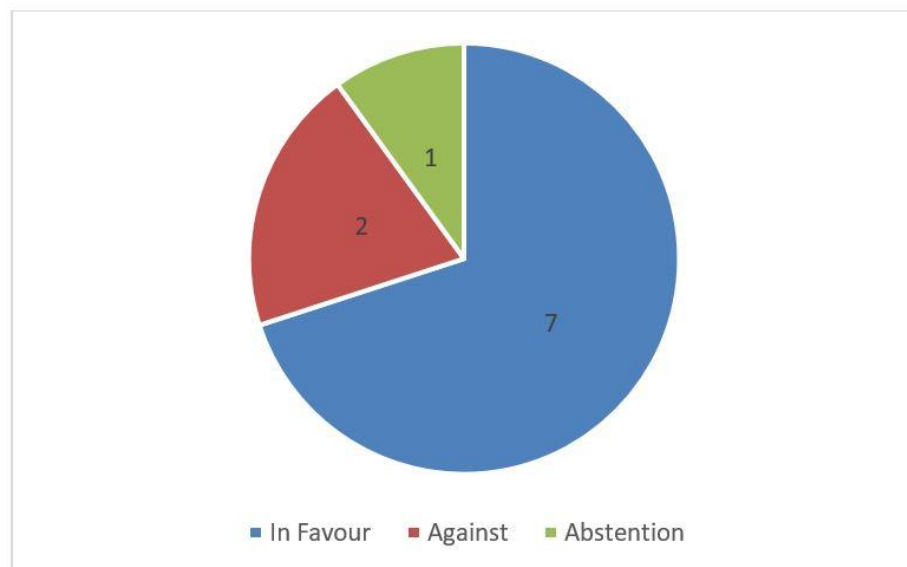
2. Public consultation on the proposed documents (i.e. General Reserves Policies 2019, Knottingley Park & Arboretum Reserve Management Plan) was conducted in the timeframe of 28 June 2019- 30 August 2019.
3. 10 submissions were made in response (see attached).
4. A public forum was held on 10 September 2019 as to enable Council to receive 3 hearings, each in support of corresponding provided submissions.

SUBMISSIONS ANALYSIS

5. Submitters were asked 2 questions, as below:
 - a. *“Do you agree that we should adopt the Reserve Management Policies?”*
 - b. *“Do you agree that we should adopt the Knottingley Park & Arboretum Reserve Management Plan?”*
6. 10 submitters responded to the questions above. Response statistics and analysis are presented in 2 separate corresponding segments, as below:
 - c. Question (a):
 - i. In response to the proposal for adopting the Reserve Management Policies 2019, 8 submitters in favour, 0 submitters against, 2 submitters abstained.
 - ii. 80% of submitters support the adoption of Reserve Management Policies 2019.
 - iii. Response statistics visualised below:



- d. Question (b):
- In response to the proposal for adopting the Knottingley Park & Arboretum Reserve Management Plan, 7 submitters in favour, 2 submitters against, 1 submitter abstained.
 - 70% of submitters support the adoption of the Knottingley Park & Arboretum Reserve Management Plan.
 - Response statistics visualised below:



Submission #	Summary	Submitter Name	Officer Comments	Council Decision
1	a) Considers that a dog park would be ideal b) Suggests that more rubbish bins are needed, especially to dispose of dog waste	S. Devlin	a) An alternative proposal is being considered by Council. b) Dog waste should be taken away by dog owners.	No Yes
2	a) Proposal for the establishment of a new disc golf course at Victoria Park.	Waimate 2gether	a) Some health and safety considerations may also be added to the proposal.	Yes
3	a) Suggest no drive through as part of the extension of parking areas	K. Beker & M. Firth	a) Submitters' suggestion will be taken into consideration with the detailed planning of the parking extensions.	No

Submission #	Summary	Submitter Name	Officer Comments	Council Decision
4	<p>a) Suggests that unless fruit trees are heritage status, they should not be in Knottingley Park</p> <p>b) Questions if any original genera of trees being replanted.</p> <p>c) Supports a tree trail and offers more information. Asks for it to be mobility friendly.</p> <p>d) Suggest a one way be set out with the upgrade of the access road.</p> <p>e) Notes the park is already user friendly, and asks to be mindful that more paths could cause tree root damage.</p> <p>f) Suggested that sheep should be removed at least one month prior to lambing and returned after weaning.</p> <p>g) Supports a dog park</p> <p>h) Considers that there is no mention of rubbish receptacles being replaced strategically</p>	J. Rutherford	<p>a) Staff agree with submitter</p> <p>b) Staff agree; however, they are often unavailable</p> <p>c) More information will be included on a brochure attached to the information board.</p> <p>d) Submitter's suggestion will be taken into consideration with the detailed planning of the access road upgrade.</p> <p>e) Staff agree with the submitter, and are mindful when planning.</p> <p>f) Staff understand the suggestion; however, sheep absence for a length of time will result in long grass.</p> <p>g) An alternative proposal is being considered by Council</p> <p>h) bins are provided in the formal areas only</p>	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>No</p> <p>Yes</p>
5	<p>a) Requests a formal procedure be included in the policy that outlines how the named park stakeholders would be involved in the implementation of park development and future planning.</p>	N. Sparks	<p>a) MOUs for stakeholders outline the responsibility of all parties. Implementation plans are to follow, and major projects proposed for the park will be included in the Council's Long Term Plan, which Council make available for public feedback. Currently Council make the decisions for the parks plans.</p>	No

Submission #	Summary	Submitter Name	Officer Comments	Council Decision
6	<p>a) See no evidence of implementation plans. Submitters question the process. Suggest a Board or Consultative Committee be set up.</p> <p>b) Consider that fruit trees should be in the Community garden/orchard.</p> <p>c) Argue that the concept of a dog park does not belong in the plan.</p> <p>d) Agree with stricter dog controls in the formal area.</p>	M. & R. Godfrey	<p>a) MOUs for stakeholders outline the responsibility of all parties. Implementation plans are to follow, and major projects proposed for the park will be included in the Council's Long Term Plan, which Council make available for public feedback. Currently Council make the decisions for the parks plans.</p> <p>b) Council need to balance types of trees in the park, and whether they are of heritage status.</p> <p>c) An alternative proposal is being considered by Council</p> <p>d) Staff agree with the submitters; Bylaw can be amended at next review.</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p>
7	<p>a) Suggests, in relation to Knottingley Park, that dog area to be the area with the long grass through the gate</p> <p>b) Glenavy Recreation Reserve, domain, and cemetery all need name plaques.</p> <p>c) Suggests that established walkway to be replaced with natives when trees fallen. Glenavy highway layby tree suitability and fencing.</p> <p>d) Suggest that the cemetery be opened for ashes and headstones.</p> <p>e) Submitter asks if Council has Freedom Camping rules</p>	M. Giles (on behalf of Waimate Trackways)	<p>a) An alternative proposal is being considered by Council.</p> <p>b) The suggestion can be included in the next Long Term Plan, or a group could take on the project and apply for a Council grant.</p> <p>c) Need to consider a plan for this area in Glenavy.</p> <p>d) There is a process to apply to open a closed cemetery, as outlined in the Burial and Cremation Act 1964.</p> <p>e) Council currently does not have a Freedom Camping policy/bylaw, but the development of such a document can be considered, pending Council's decision.</p>	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

Submission #	Summary	Submitter Name	Officer Comments	Council Decision
8	a) Wishes to see a lot more native flora and fauna established.	Name withheld	a) Council do have areas in native planting (e.g. Knottingley and Victoria parks, Maori cemetery, and most reserves).	No
	b) Wishes to see adequate pest and weed control.		b) Staff uncertain as to where the submitter is referring to, as Council has a weed control plan. Council controls wasps in the parks, but not pests.	Yes

9	<p>a) Requests a clear demarcation line for the boundaries of the Arboretum.</p> <p>b) Requests timelines be included for resource consents and project approvals for consultation after proposing a discretionary activity.</p> <p>c) Requests that planting plans from Friends of Knottingley Park be submitted and approved prior to any planting happening.</p> <p>d) Considers that the plan does not address the current gaps in hedges, allowing stock to wander onto the road.</p> <p>e) Proposes that 1-3 years is too long to fence a water hazard.</p> <p>f) Considers that the issue of permanent campers have not been addressed, and that camping grounds should not be subsidised social housing for permanent campers, and that food and waste thrown over the fence for dogs and sheep to consume is unacceptable.</p> <p>g) Submits that the plans do not address how to resolve conflict among user groups; it is considered that Appendix 5 speaks of discretionary activities not being approved if the location causes 'conflict amongst users', and that Council has given a single group the power to block any activity if that single group does not like the location.</p>	J. Bilcliffe	<p>a) Demarcation lines shall be clarified.</p> <p>b) Such timelines can be included. Regarding resource consent, as a general note, such consents are not applicable when activities are of 'recreational' nature.</p> <p>c) Mechanism already in place.</p> <p>d) Such gaps shall be located and fixed.</p> <p>e) Council shall take the view into consideration</p> <p>f) Regarding the consideration on food and waste, rubbish and recycling bins are provided. Regarding the question of permanent campers, Council will be provided with a review of all Council camping grounds.</p> <p>g) Issue to be discussed. Appendix 5 is in the General Reserve Management Policies.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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Submission #	Summary	Submitter Name	Officer Comments	Council Decision
10	a) Proposes that outside gym equipment be added to the park, and offers to assist.	L. Guyton	a) Council should research the viability of introducing an outside gym equipment. It is suggested that the equipment would be placed near the walkway.	Yes

RECOMMENDATION

1. That the Report on the Result of Consultation on General Reserves Policies 2019 and Knottingley Park & Arboretum Reserve Management Plan is accepted; and
2. That Council provide a decision on General Reserves Policies 2019 and Knottingley Park & Arboretum Reserve Management Plan in light of the submissions.

Submission 1



First Name	Shalamar
Surname	Devlin
Organisation	
Address	6 Naylor St Waimate
Phone	0277481637
Email	shalamar.walsh@gmail.com

All submissions will be public, however, your name can be withheld. Do you wish your name to be withheld?

No

Do you wish to speak to your submission at the Council hearing on Tuesday 10 September?

No

Do you agree that we should adopt the Reserve Management Policies?

Yes

Please provide any feedback in relation to the Reserve Management Policies.

I dont know if this is relevant on this section, but I still feel there is a need for a roof (ideally portable) for the public swimming pool. Year round swimming in Waimate would be amazing.

I also think knottingley park needs more rubbish bins, especially with all the signs about disposing of your dog waste.

My next submission is a dog park would be ideal. I just feel this would avoid the collision of people (& animals) who might not like dogs. It would also give younger dogs an easier way to socialize, and if done well bring people out of town in to visit and utilize it. A man made creek/river through it would be ideal (rolleston dog park have a great set up) Rolleston dog park is also used for dog groups competitions etc., this could happen in Waimate also.

On the other hand, I would hate to see too much fenced off around the area that it makes it unpleasant for people to continue their walking/horse riding etc, but if a certain area that is out of the way is chosen I think it would work great.

**Do you agree that we should adopt the Knottingley Park Yes
and Arboretum Reserve Management Plan?**

**Please provide any feedback in relation to the
Knottingley Park and Arboretum Reserve Management
Plan.**

I dont know if this is relevant on this section, but I still feel there is a need for a roof (ideally portable) for the public swimming pool. Year round swimming in Waimate would be amazing.

I also think knottingley park needs more rubbish bins, especially with all the signs about disposing of your dog waste.

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On the other hand, I would hate to see too much fenced off around the area that it makes it unpleasant for people to continue their walking/horse riding etc, but if a certain area that is out of the way is chosen I think it would work great.

Submission 2

Submission Proposal

20 August 2019

WAIMATE DISC GOLF COURSE

Victoria Park | Naylor Street | Waimate

Proposal

This document is a submission proposal request from Waimate2gether Community Led Development Programme for a new Disc Golf course activity at Victoria Park. This facility will benefit the whole community and introduce residents and visitors to another great sporting facility which can be played by all ages and disabilities. The course would be very family orientated, fun for all ages, set in beautiful grounds, can be played all year round and is a great way to keep fit and healthy.

Victoria Park

Proposed site is Victoria Park, Waimate. This is a central location for the community to get to either by walking or biking. The beautiful grounds and established trees is an ideal setting for a 9 hole short course which would suit all ages.

Equipment

The equipment will be purchased and resourced with funding from the Department of Internal Affairs CLDP grant and guided by the Waimate2gether Leadership Group. We have funding approved for all of the equipment and course set up.

The equipment will include 9 metal Baskets, a panel board with course map details, rules on how to play the game and health and safety aspects. Signage designed for each hole and tee pads constructed at each starting point.



Community Partnership

Waimate2gether would work in conjunction with the Waimate District Council to ensure all course, signage and health and safety requirements are met. Ongoing maintenance costs regarding the equipment and signage would be the responsibility of Waimate2gether.



Waimate2gether are excited about this opportunity to partner and create a new Disc Golf course with Waimate District Council which will benefit the wider community.

Submission Proposal

20 August 2019



The Benefits of Disc Golf

- Can be played at any age
- Provides quality inexpensive recreation
- Is a healthy fun, outdoor activity
- Essentially free to play
- It's fun
- It's challenging
- Relaxing
- Helps you connect with friends and family
- Helps you network with more people
- Mentors love to teach new players
- Easy to learn

Economic Benefits

Disc golf has huge potential for economic development in Waimate. Disc golf courses have a wide world following and Waimate would be linked domestically and internationally to major disc golf websites and tourist attraction websites for the area - people would come and stay, eat in establishments, use other facilities which would greatly benefit the township and local businesses.

Waimate2gether could hold community and national events to attract more people to the area.

The Waimate Information Centre and local shops could sell discs and merchandise.



Educating the Community



Waimate2gether are purchasing portable baskets and sets of discs for each school. Raewyn Williams from Sport Waimate organisation will teach school children how to throw the disc and play the game. Waimate2gether will also organise adult workshops to educate the community about disc golf.



If you require any further information please contact:
Jo Sutherland
Project Manager
t: 0220887730
e: jo.waimate2gether@gmail.com

DISC GOLF NZ LTD - COURSE DESIGN PROFESSIONALS

WHAT IS DISC GOLF?

Disc Golf is very similar to Ball Golf. Instead of hitting a ball with a club, disc golfers throw a special frisbee into a target called a Basket.

Players of all ages and abilities throw from Concrete or Astro Turf Tee Pads and the idea is to finish in the basket with as few throws as possible. Courses are traditionally 9 or 18 Holes and vary in length and difficulty

Disc Golf is one of the fastest growing sports in the world. There is nearly 10,000 courses in the world, growing at a rate of 2 new courses every day. There is over 30 courses already in NZ from Invercargill right through to Auckland.

Disc Golf is very affordable across the board compared to Ball Golf. Courses are predominantly free to play and easily accessible in community parks and public areas. Players can enjoy the game with as little as 1-3 discs which cost as little as \$15-30 each.



WHO PLAYS DISC GOLF?

Disc Golf can be played by people of just about any age and ability. It is an inexpensive means of fitness and social interaction, easy to learn and provides an excellent form of bonding for families and groups alike.

There is a Professional Disc Golf Association (PDGA) that governs the sport globally for players from Novice to Professional. There are sanctioned events in NZ every few weeks around the whole country.

DISC GOLF NZ LTD - COURSE DESIGN PROFESSIONALS

DISC GOLF COURSES

Our experienced course designers can transform almost any piece of land into a functional, fun and most importantly safe Disc Golf Course. Executed correctly, often low use areas of land can be transformed into a low maintenance, medium use recreational space. In addition a good course can maximise a parks potential, often using features and terrain that aren't suitable for other activities.

Disc Golf blends in well with other users of the park, from walkers, dogs and other sporting activities.

Disc Golf NZ Ltd Course Designers have visited both Victoria Park and Knottingley Park and strongly believe the potential for Waimate to have two great courses is extremely possible.

With the rapid growth of the game, a quality Disc Golf Course will attract people into your town. Hosting small events and promoting your course/s through social media and Disc Golf specific websites will ensure your course gets the traffic these two courses deserve.



DISC GOLF NZ LTD - COURSE DESIGN PROFESSIONALS

DISC GOLF WAIMATE

There are plenty of benefits of Disc Golf for everyone in your community.

As mentioned above the health and well being benefits are great. Whether it be for those wanting a relaxing way to spend time with friends and family or for those that strive to be competitive.

In addition Disc Golf is an inexpensive way to attract visitors to your town and local parks. With support from the local community, visiting players will spend time and money in the town benefiting the local economy at the same time.

VICTORIA PARK - Local Scene / The Beginning of a Movement.

The key to the success of Disc Golf in any community lies with a small, fun introductory course. Disc Golf NZ Ltd have visited literally hundreds of parks around NZ and see Victoria Park as a genuine gem for Waimate's local scene and a benchmark for other small towns to see what Disc Golf can become if done correctly.

KNOTTINGLEY PARK - World Class Potential / Must Stop Disc Golf Tourist Destination.

Knottingley Park could become one of NZ's finest courses. A genuine goal that we believe you can achieve with our help. It would serve as a step up for the many locals that grasp the game and be another great reason for people to come to your lovely town. The existing facilities on site mean that the Disc Golf event potential there is enormous.



WHY DISC GOLF NZ LTD?

My name is Haydn Shore. I am the Managing Director at Disc Golf NZ Ltd. I have over 15 years experience at land development for recreational purposes. I understand what it takes to create use-able play spaces for people of all ages and abilities. I have been designing courses privately and publically since 2011 and have more designs under my belt than just about anyone else in NZ. I have played Disc Golf at some of the top courses all around the world and have been playing at the top level in NZ for nearly 10 years. I have worked with councils and community groups from all over the country.

Unfortunately I have seen too many incorrect examples being created by people with little or no experience. The result is that players simply don't enjoy the course or worse it becomes a hinderance to the park costing time, effort and inevitably money. Course design is an art form that unfortunately not everyone has an eye for.

With my experience and my uncompromised attention to detail, I can ensure any potential mishap is carefully considered and allowed for in the design. Safety of players and other park users is top priority.

My mission is to ensure Disc Golf is maximised for all involved parties, from the funding body, the contractors and right through to the players in the end. Hiring Disc Golf NZ Ltd will ensure Waimate stands out in an affordable, efficient and sustainable manner.

*Please feel free to contact me in regards to this Proposal:
on 0276838286 / hello@discshop.co.nz*

DISC GOLF NZ LTD - COURSE DESIGN PROFESSIONALS

DISC GOLF HEALTH AND SAFETY

Disc Golf is a very low impact sport and therefore the Health and Safety of players and other park users is inherently low and easily managed.

Injury due to Disc hitting person - This a very rare occurrence. It is managed with education via effective signage in and around the course and use of the Disc Golfers Code of Conduct. Effective Course design will also reduce the chance of this even more.

Falling over - There is a small chance that a person could fall over and sustain minor injuries whilst playing. This is greatly reduced by building ground level Tee Pads with no trip hazards.

Limb Strains - There is a small chance that a person may sustain a sprain or soft tissue injury but it is no additional risk than most other activities in the same public space.

Injury from tree branches. Disc Golf is played in and around tree branches so there is a risk of superficial skin wounds. Simple pruning of trees during course install will minimise this to a safe and acceptable level.

Vehicle Impacts - Some courses are situated near roads and driveways. If this is the case creating special road crossings and installing suitable signage will minimise the chance of this happening.

An example of Map Signage with Safety information at the start of the course. Approx 2.4m x 1.2m

Henderson Park Disc Golf Course

Disc golf, also known as frisbee golf, is played like traditional golf. However, instead of hitting a ball with a club, players throw a disc from the tee pad to a metal basket. The aim of the game is to complete each hole in the fewest throws possible. The player with the lowest score wins.

Key

- Disc golf tee green/course
- Disc golf basket/course
- Disc golf basket (the target)
- Fence
- Maximum bike track
- Dark road
- Ticket
- Shower

Safety first

Never throw a disc when other players or park users are within range. Always give other park users the right of way.

Disc golf rules

General - Disc Golf is played like traditional golf using a flying disc. One throw is counted each time the disc is thrown and when a penalty is assessed. The objective is to complete each hole in the fewest throws possible. The disc must be thrown from the ground directly behind the tee pad and must be thrown in a straight line. Water hazards, car park and roads are out of bounds. Penalties are assessed when a disc is thrown into a hazard. Discs are penalised when they land in a hazard. Discs are penalised when they land in a hazard. Discs are penalised when they land in a hazard.

1 - The spot where the disc is thrown.

2 - The disc is thrown from the tee pad.

3 - The disc is thrown from the tee pad.

4 - The disc is thrown from the tee pad.

5 - The disc is thrown from the tee pad.

6 - The disc is thrown from the tee pad.

7 - The disc is thrown from the tee pad.

8 - The disc is thrown from the tee pad.

9 - The disc is thrown from the tee pad.

10 - The disc is thrown from the tee pad.

Henderson-Massey Local Board

Find out more: Phone 09 301 0101 or visit aucklandcouncil.govt.nz

An example of Tee Box Signage
1 at the start of each hole
Includes Safety information relevant to that particular hole.
Approx 300mm x 150mm

Short and sweet

Hole 2
48m
Par 3

Check path/throw ahead before throwing. Do not play on the road.

Key

- Disc golf tee
- Disc golf basket (the target)
- Disc golf
- Disc golf
- Disc golf
- Disc golf
- Disc golf
- Disc golf
- Disc golf
- Disc golf

Henderson-Massey Local Board

DISC GOLF NZ LTD - COURSE DESIGN PROFESSIONALS

COURSE OPTIONS

Course costs vary significantly, depending on the desired outcome required. We tailor every project according to the level of investment by the landowner / council body.

Whilst a simple and effective course can be achieved from \$1000 per hole, in most cases allocating extra resources in the beginning not only saves money in the long run, but reduces maintenance to virtually nothing and allows the area to be maximised immediately. We are 100% confident that this will take off. There is very few community activities, if any, that the cost benefit ratio will be more favourable.

Effective Signage makes all the difference



Well thought out, effective signage is extremely important for flow and use-ability of a course for the end user. There are many examples around the world where poor signage has let a good course down. Disc Golf NZ Ltd includes follow up sign consultation as part of the design cost. We are committed to making this work to it's utmost best and will work with your local signage experts to get this part perfect.

World Class Baskets, made right here in NZ.

We only use the NZ made RPM Helix Basket. We believe it is the strongest, most effective permanent basket in the world. It is an aesthetically pleasing art piece, that blends into any public or private space. They are easily removed if needed but strong enough to sustain most vandalism. Installation is very straight forward. A galvanised steel sleeve is concreted into the ground which the basket's main pole slides into and locks into place.

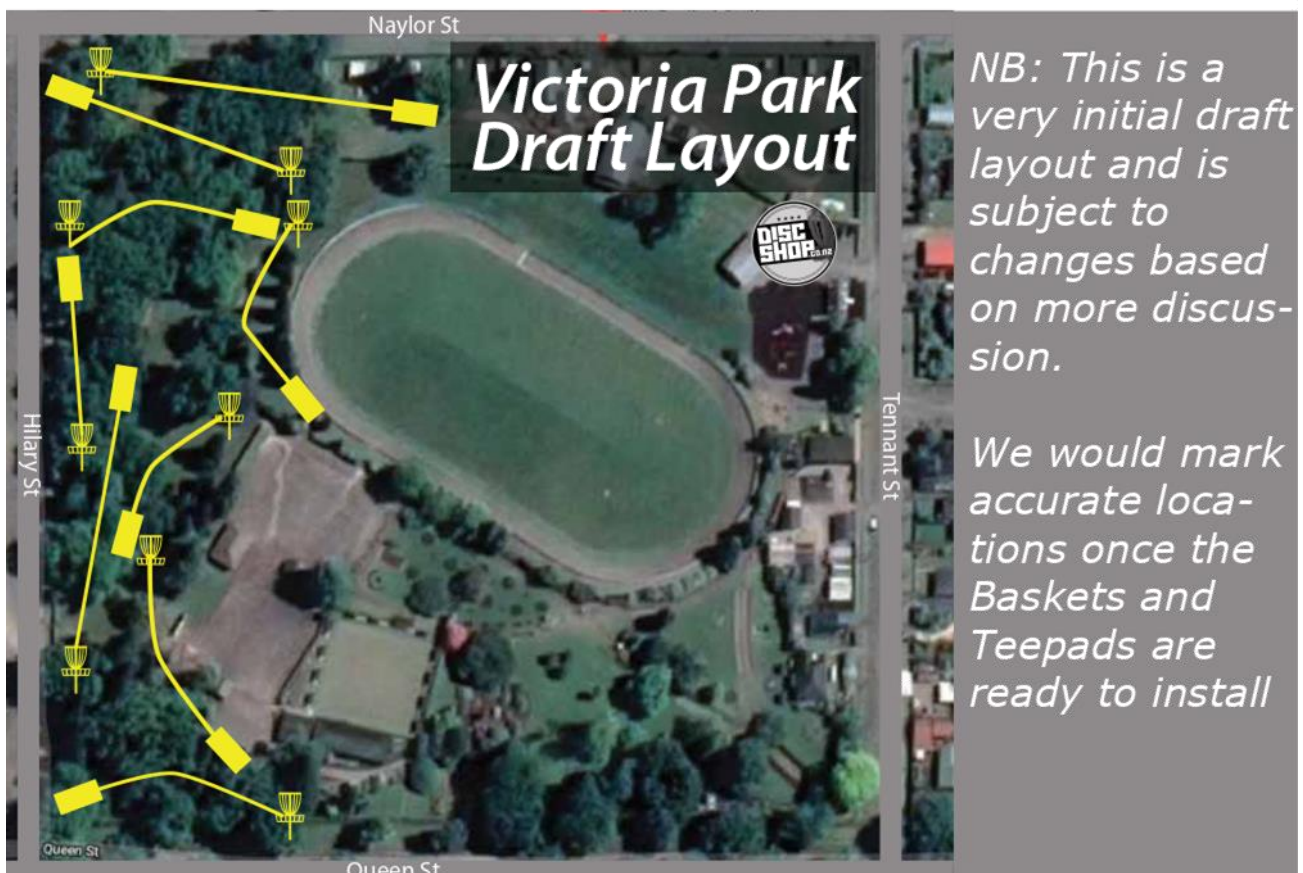


DISC GOLF NZ LTD - COURSE DESIGN PROFESSIONALS

COURSE OPTIONS CONT.

Tee Pads - The Icing on the cake

The Tee Pads are what make a good course better. We highly recommend careful consideration when it comes to the Tee Pads. To spend a bit extra to create quality Tee Pads from Concrete or Astro Turf is a worthwhile addition. Not only to present a professional looking course but to ensure the course is hard wearing and sustainable throughout the year. Optimal pad size is 1.5m x 3m. For longer holes it is recommended to extend the pad size.



DISC GOLF NZ LTD - COURSE DESIGN PROFESSIONALS

PRICING

Victoria Park:

This is where it will all begin for Disc Golf in Waimate.

There is space for a fun, family friendly 9 hole course in this park. It's main appeal is it's close proximity to town. It will be great for beginners to learn the game and for experts to hone their skills.

Professional Course Design	\$550 (includes 1 more visit)
9 Baskets complete	\$5850
Shipping	\$475
Basket Installation	\$900 (negotiable with local contractor)
Tee Sign Design	\$450 (negotiable with local contractor)
Supply Tee Pad Designs	\$299
Tee Pad Installation	from \$500 per hole
Travel Allowance	\$250 (per visit)



Knottingley Park: Stage 2

Setting a good standard in Victoria Park first, will ensure the Knottingley Park project really takes off. Regular players and locals will out grow Victoria Park quickly and be looking for a more challenging alternative. After visiting Knottingley Park we strongly believe it has the potential to be one of NZ's top courses and depending on level of future investment it could be World Class. Therefore we recommend allocating funds accordingly to create a course that people come a long way to visit. To ensure it is still played regularly by locals, we also recommend two Tee locations per hole. Regular Tees and Championship Tees.

Premier Course Design	\$1750 (approximately 2-3 days)
18 Baskets complete	\$11700
Shipping	\$975
Basket Installation	\$1800 (negotiable with local contractor)
Tee Sign Design	\$1350 (negotiable with local contractor)
Supply Tee Pad Designs	\$299
Tee Pad Installation	from \$750 per hole (1 or 2 pads per hole)
Travel Allowance	\$250 (per visit)

Disc Golf NZ
hello@discshop.co.nz / 0276838286

*DISC GOLF NZ LTD - COURSE DESIGN PROFESSIONALS****PRICING - COMPONENTS***

This pricing is for components to get started. There are many different discs available. Choosing the correct disc will make a huge impact on the enjoyment of the game. We will recommend the best options closer to purchase. There is an option to have customised graphics on the discs which sets them apart. They can be also sold as unique items in Information Centres and local shops as tourist items.

9 Baskets complete	\$5850
Shipping	\$475
18 Baskets Portable	\$11700
200 Individual Discs	
Durable long lasting plastic*	\$4000
30 Starter Packs	
Includes 1Putter/1Driver	\$1050
Logo customisation on disc	\$2 per disc approximately.

**There are cheaper alternatives (\$2-3 per disc) but from our experience they simply don't last and will need replacing within a year if they are used in school / hire environment.*



Disc Golf NZ
hello@discshop.co.nz / 0276838286



To: Waimate District Council

Project: Submission Proposal request for a new Disc Golf Course Activity

Where: Victoria Park, Waimate

From: Waimate2gether Community Led Development Programme

Contact: Jo Sutherland - t: 0220887730 e: jo.waimate2gether@gmail.com

Please find below answers to your discretionary activity application - Appendix 5 for a request for a new disc golf course activity at Victoria Park. Waimate2gether agree with the content and will adhere to the Council's requirements. Waimate2gether would work in conjunction with the council on course design, layout, signage and installation.

Appendix 5: Guidance for Discretionary activity applications requiring Council approval

1. **Description of Disc Golf** - [See attached proposal](#)
2. **Plan of the proposed activity at Victoria Park, Waimate** - [See map on attached proposal](#)
3. **Course build** - 2 days with 2 x men (please see picture of baskets/signs/boards/flags)
4. **Disc golf** [has a low impact on the immediate surrounding environment of the reserve and the ground will restore back naturally. Where the most foot traffic will occur tee pads made of wood or concrete will be laid flush with the ground at the starting points which can be taken out at any time and reseeded back to its natural surroundings. Another idea is to put in a concrete pad with green astro turf on top - again this can be removed at any time and restored back to its natural surroundings.](#)
5. **Location** - [Please see attached map of area for consideration. After assessing the park the area under the trees beside the netball courts was the most suitable location with little impact on the grounds and the best location for the community to be able to walk/bike and play the game in a safe environment.](#)
6. **A statement detailing what, if any other approvals or consents are required from other agencies; and The Council is the controlling authority for all activities within the park and is therefore responsible for a yes / no or further consultation required decision**



7. Waimate2gether have carried out community consultations. They were given 3 community lead ideas to vote on and disc golf came out on top.
8. As disc golf is a low risk game and will not impact on the surrounding area the public liability insurance policy cover will fall under the council policy for Victoria Park - **Council reply** - I suppose in approving an activity Council is accepting some of the liability. With this being low, I don't see an issue. Waimate2gether will maintain all the equipment.
9. Proof that the applicant has fire suppression insurance (if necessary as determined by the relevant Council department); and **(N/A)**
10. A business plan for long-term use or high impact commercial events (where required as determined by the relevant Council department); and **(N/A)**
11. A site-specific health and safety plan (as determined by the relevant Council department) and; See attached proposal re panel board and health and safety - will work with the council on these points
12. A professionally audited traffic management plan when the activity: **N/A**
13. Uses public roads; **N/A**
14. Requires road closure to vehicular traffic; **N/A**
15. Will disrupt vehicular traffic in any way (i.e. stopping or slowing traffic flow for a period of time); **N/A**
16. Will block a footpath resulting in pedestrians needing to find an alternative route. **N/A**
17. The location (avoiding or limiting conflict between users); - Disc golf is a safe, low impact sport and can be played whilst other users are in the park - people who are playing will look out for passers by before they take there throw
18. The duration (assessed on impact); Disc golf is a low impact sport and the equipment can be easily removed and restored back to its original surroundings
19. The time of day and year the use or activity may be undertaken (e.g. restrictions to minimise any conflict between weekday/weekend activities or events); **N/A**
20. Measures for mitigating adverse effects on the environment and natural and heritage resources; Waimate2gether will carry out surveys to monitor the impact it is having on the grounds and how often it is being used. The baskets are removable at any time it may be required



21. Measures for monitoring the effects of the activity; Waimate2gether will do surveys through schools and the community to get feedback and find out how often the course is being used. Have meetings every 6 months with the Park Manager to check effects from the activity
22. The number of people who may participate (for events); Disc golf is for all ages from young to old, families and visitors. Raewyn will do training for all ages in the community to help them learn the skills so they can participate and enjoy the game
23. The use of reserve facilities or services; People will use the public toilets in Victoria Park
24. Health and safety factors; See attached proposal
25. A trial period (if necessary) to assess the effects of the activity on the reserve; The baskets can be removed at any time if it starts to have an effect on the reserve
26. Payment of bonds, application fees, activity fees, and/or market based rents consistent with Council policy; N/A
27. Periodic monitoring and reporting to be carried out and submitted to Waimate District Council; Waimate2gether will give yearly reports to the council
28. Inclusion of termination provisions for leases and licences where the land is required for future recreation or other public purposes; Waimate2gether will work with the council
29. Compliance with the Reserves Act, LGA 2002 and RMA 1991, and all relevant Waitaki District, Otago Regional Council and Environment Canterbury policies, bylaws and strategies; Waimate2gether will work with council
30. Ongoing maintenance costs and liability/ownership; Waimate2gether will maintain all the equipment
31. Any other matter Council considers relevant to ensure the activity or use is compatible with the Reserves Act, bylaws, and/or the outcomes of this Plan; Waimate2gether will work closely with council and park managers to gain the best outcome.



The following guidelines may be used to assess discretionary activity applications:

1. Whether the proposal is consistent with the reserve classification and all other relevant sections of the Reserves Act (e.g. sections 53 and 54 of the Reserves Act for leases and other territorial authority powers to manage use and activities on Recreation Reserves); and [see proposal](#)
2. Whether the proposal is consistent with all other relevant legislation including the LGA 2002, other relevant Waimate District and Environment Canterbury policies, bylaws and strategies; and [see proposal](#)
3. Whether the proposal is consistent with the relevant Waimate reserve management category, reserve values, any Council approved concept plans and the relevant outcomes and policies of this Plan; and [see proposal](#)
4. Any effects on existing reserve infrastructure, approved activities, the surrounding environment and the enjoyment of other reserve users; and [see proposal](#)
5. The extent to which the proposal affects current or future public access; and [low impact](#)
6. How the proposal would benefit the Waimate District e.g. through economic development opportunity; [Disc golf has huge potential for economic development in Waimate. Disc golf courses have a wide world following and Waimate would be linked domestically and internationally to major disc golf websites and tourist attraction websites for the area - people would come and stay, eat in establishments, use other facilities which would greatly benefit the township and local businesses.](#)
7. The level of any additional benefits, enjoyment and use opportunities for reserve visitors; and [In the future Waimate could hold national and International events if they went ahead with an 18 hole championship course. Waimate is centrally located so is an ideal place for people to get to. It is another major attraction that could put waimate on the map as a destination town for fun activities. This would have a very positive knock on effect to businesses/retail/restaurants and accommodation providers.](#)



8. The degree to which persons are affected by the proposal; and **none**
9. Whether the proposal would be better suited at another location where the potential adverse effects may be significantly less; and **It is a perfect spot for a 9 hole course and is easily accessible to the whole community**
10. The degree to which the applicant is using suitably skilled and authorised people to complete the works; **Waimate2gether would seek professional course builders with knowledge and expertise in this field and who have worked with councils all over New Zealand - see attached proposal**
11. Consideration of who will be responsible for any ongoing maintenance costs. **Waimate2gether would be responsible for all ongoing maintenance costs of equipment.**



Waimate District Council
125 Queen Street
Waimate,
7924

20/08/2019

To Waimate District Council,

Request for a new disc golf course activity at Victoria Park

1. General Reserves Policy for Waimate and the Waimate District Council's Parks and Recreation Asset Management Plan

Waimate2gether Community Led Development Group agree with the content of these documents and support the policy and plan as proposed.

In addition to this Waimate2gether would like to put in a submission proposal for a new discretionary activity under the General Reserve Policy - New Disc Golf Course at Victoria Park - see attached.

2. Reserve Management form Under Knottingley Park and Arboretum draft reserve management plan 2019 V3

Waimate2gether Community Led Development Group agree with the content of these documents and support the policy and plan as proposed.

We look forward to having the opportunity to talk to the councillors on September 10th 2019.

Best regards

Jo Sutherland
0220887730
jo.waimate2gether@gmail.com

Submission 3

PROTECTING OUR RESERVES SUBMISSION FORM

Your Details

In order for this submission to be valid your name and contact details must be included.

Full name..... Karen Baker, Mary Firth.....
 Organisation (if applicable)..... NA.....
 Address..... M Firth 18 Naylor St Waimale.....
 Phone..... 6897418..... Email..... j.m.firth@extra.co.nz.....

Verbal Submission

Do you wish to speak to your submission at the Council Hearing on Tuesday 10 September 2019? ☐ Yes ☒ No
 (If yes, please tell us your daytime phone number above and we will contact you to arrange a suitable time.)

Privacy

All submissions will be public unless you state otherwise. Do you want your name withheld? ☐ Yes ☒ No

Policies and Plan

Do you agree that we should adopt the Reserve Management Policies? ☒ Yes ☐ No
 Do you agree that we should adopt the Knottingly Park and Arboretum Reserve Management Plan? ☒ Yes ☐ No

General Comments

It is great to see the proposed plan for development of Knottingly Park and the Arboretum Reserve, attractive and under utilised resources in the Waimale District. We think the policies and plan are comprehensive + achievable. We endorse the initiatives outlined in the Action Plan particularly the

- Upgrade of the Cricket Grounds
- Planting of fruit trees
- Extension of the parking areas (but no drive through)
- Development of walking tracks and other projects that encourage the recreational use of the park including the installation of signage, seating and labelling that support such use.

(please use additional sheets if necessary)

We favour continued collaboration with community groups and would encourage ongoing consultation, support and provision made for empowering such groups in their work, also ensuring their input is suitably recognised.

Submission 4

PROTECTING OUR RESERVES SUBMISSION FORM**Your Details***In order for this submission to be valid your name and contact details must be included.*

Full name..... Jonnie Rutherford

Organisation (if applicable).....

Address..... 92 Timara Rd, Waimate

Phone..... (03) 689 8157 Email

Verbal Submission

Do you wish to speak to your submission at the Council Hearing on Tuesday 10 September 2019? ☒ Yes ☐ No
(If yes, please tell us your daytime phone number above and we will contact you to arrange a suitable time.)

Privacy

All submissions will be public unless you state otherwise. Do you want your name withheld? ☐ Yes ☒ No

Policies and Plan

Do you agree that we should adopt the Reserve Management Policies? ☐ Yes ☐ No
Do you agree that we should adopt the Knottingley Park and Arboretum Reserve Management Plan? ☐ Yes ☐ No

General Comments

refer to submission comments

(please use additional sheets if necessary)



Submission

Parks and reserves are set aside not only for the protection of the flora and fauna or historical heritage but for people's enjoyment. Knotttingly park and arboretum is classified as a recreational reserve, an area where people can relax, engage in passive activities and enjoy recreational pursuits as well as having the opportunity for research.

The planting of fruit trees, I realize some are already planted, smudges the purpose of and understanding of the park/arboretum. Unless the fruit trees have heritage status why is it necessary to include them? Heritage fruit trees are available but does their inclusion enhance the park/arboretum, were there fruit trees planted in the first years of establishment? What historical relevance do the fruit trees already planted have in relation to the arboretum?

I am not against promoting healthy eating but fruit trees belong in an orchard and there should be support and promotion of the community orchard. I can't see how planting more fruit trees in Knotttingly would promote healthy eating as that is not what people, the majority, associate the park with. I doubt the fruit would have a chance to reach maturity. It would require more expense to be outlaid annually in bird and pest protection over and above what is already there. Then there is the matter of pollination.

There are a hundred and one reasons why trees have to be removed and it's commendable that new plantings are being carried out but are any of the original genera being replanted? Is any propagating being carried out from those trees deemed of heritage value or rarity? Once removed they can't be replaced, historical heritage is lost and it isn't beyond the realms of possibility that a genus could be lost.

A tree trail is an excellent idea but requires more information than the botanical, english and Maori names displayed. Is this planned for? e.g. the origin of the trees / genera. Is it rare? What group of trees does it belong to? What does the species name mean, e.g. *Quercus coccinea*, Scarlet Oak, The trail should be limited mobility friendly, is this intended? An information board at the start, is that in the planning?

In year 1 when the upgrade of the access road is being carried out why isn't the one-way system also being set out along with forming the carpark near the fountain area. The one-way system would make it safer for all park users.

There is a lot of mention of parking options which one would hope will not encroach into those areas where people picnic or have family gatherings.

The park is already user friendly. The more paths that are created will ultimately damage more tree roots and some trees do not tolerate ongoing root damage. The paths already there can be accessed, in the main, by limited mobility users if there is ongoing maintenance.

Park users should take priority over stock. Sheep, if there has to be sheep in the park, taken out at least a month prior to lambing not a mere one/two weeks beforehand and not returned until after weaning.

Dog owners make up a large number of the regular users of the park and they also come under a lot criticism from other users, unreasonably so at times. A Dog park would benefit all, owners and non-owners.

There is no mention of rubbish receptacles being placed strategically around the park.

Maintaining the existing plantings and replanting with suitable genera should remain a priority.

Jonnie K Rutherford

26-8-2019

Submission 5

PROTECTING OUR RESERVES SUBMISSION FORM

Your Details

In order for this submission to be valid your name and contact details must be included.

Full name NEIL SPARKS

Organisation (if applicable)

Address 10 MORTIMER ST

Phone 218 1627 Email neil@rosemondemail.com



Verbal Submission

Do you wish to speak to your submission at the Council Hearing on Tuesday 10 September 2019? ☐ Yes ☒ No
(If yes, please tell us your daytime phone number above and we will contact you to arrange a suitable time.)

Privacy

All submissions will be public unless you state otherwise. Do you want your name withheld? ☐ Yes ☒ No

Policies and Plan

Do you agree that we should adopt the Reserve Management Policies? ☒ Yes ☐ No
 Do you agree that we should adopt the Knottingley Park and Arboretum Reserve Management Plan? ☒ Yes ☐ No

General Comments

I would like a formal written procedure included in the policy that outlines how the named park stakeholders would be involved with the implementation of park development and future planning with the WDC. This may require the forming of The Knottingley Park and Arboretum Reserve Management Board.

(please use additional sheets if necessary)

Submission 6

PROTECTING OUR RESERVES SUBMISSION FORM

Your Details

In order for this submission to be valid your name and contact details must be included.

Full name Megan Godfrey & Robert Godfrey
 Organisation (if applicable) FOK P
 Address 18 Rhodes St. Wainake
 Phone 03689 7843 Email godfreyswainake@gmail.com



Verbal Submission

Do you wish to speak to your submission at the Council Hearing on Tuesday 10 September 2019? ☐ Yes ☒ No
 (If yes, please tell us your daytime phone number above and we will contact you to arrange a suitable time.)

Privacy

All submissions will be public unless you state otherwise. Do you want your name withheld? ☐ Yes ☒ No

Policies and Plan

Do you agree that we should adopt the Reserve Management Policies? ☐ Yes ☐ No
 Do you agree that we should adopt the Kottlingley Park and Arboretum Reserve Management Plan? ☐ Yes ☒ No*
Not in its current state

General Comments

- ① While I am pleased to see the commitment to K.P.'s arboretum status and an intention to plan for its future I see no evidence of any implementation plans. How will you "consult" with the 'stakeholders'? What input will there be to budget plans & processes? How transparent / responsive will this be? It seems all the 'power' remains with the WDC. Best Practice would suggest a Board or consultative committee at the least. The values of open spaces, infrastructure improvement and promotion are worthy and long lasting.
- ② Fruit trees belong in the community gardens / orchard. I applaud the healthy food growing fruit idea but funding should be directed to the Community Gardens - a natural outlet for this info.
- ③ The concept of a dog Park does not belong in the plan. It contradicts the core value of open spaces. Dogs have always been welcome in the Park. I agree that stricter controls in the formal area re leads and

(please use additional sheets if necessary)

Submission 7

PROTECTING OUR RESERVES SUBMISSION FORM

Your Details

In order for this submission to be valid your name and contact details must be included.

Full name Margery Giles
 Organisation (if applicable) Warmate Trackways / Voluntary worker of Glenauy Reserves
 Address 6 Pyke St Glenauy
 Phone 03 6893 801 Email _____

Verbal Submission

Do you wish to speak to your submission at the Council Hearing on Tuesday 10 September 2019? ☒ Yes ☐ No
 (If yes, please tell us your daytime phone number above and we will contact you to arrange a suitable time.)

Privacy

All submissions will be public unless you state otherwise. Do you want your name withheld? ☐ Yes ☐ No

Policies and Plan

Do you agree that we should adopt the Reserve Management Policies with amendments ☒ Yes ☐ No
 Do you agree that we should adopt the Knottingley Park and Arboretum Reserve Management Plan? ☒ Yes ☐ No

General Comments

Knottingley Park & Arboretum - the area through gate, long grass, gravel tracks to be an dog area to run free & socialise all other areas to be on a lead
 Continue the planting removal when needed of old trees
Glenauy Recreation Reserve, Domain & Cemetery all need name plaques
 Need in 'Reserve' for fallen trees where established walkway to be replaced by native trees and fences to remove vehicle access & stock out of waterways as per 'Policies'
 Access for public use being excluded by neighbours and dumping by them.
 Cemetery to be opened for ashes & headstones of locals and past locals
 Freedom Camping rules? Decisions about Reserves to be made by local communities
Glenauy highway layby trees suitability & planting

(please use additional sheets if necessary)

Submission 8

From:
To: [submission](#)
Subject: reserves submission
Date: Thursday, 29 August 2019 7:15:03 PM

Dear WDC

I would like my name withheld, I do not want to speak at the hearing.

I would like to put in a submission for both General Reserves and Knottingley Park.

I would like to see a lot more native flora and fauna established to increase our local native biodiversity.

I would also like to see adequate pest and weed control.

Please adopt the Reserve Management Policies and the two Management Plans.

Thank you

Submission 9

From: [Janelle Bilcliffe](#)
To: [submission](#)
Cc:
Subject: Submission for Reserve Management Plan as the form online will not submit
Date: Friday, 30 August 2019 2:13:50 PM

Janelle Bilcliffe
2170 Waimate Highway
RD 8 Waimate 7978

0211531140
Janellebilcliffe@gmail.com

I don't wish to exclude my name or speak to the submission on 10 Sept

I think the general plan should be accepted except for appendix 5 which needs amendment

I think the Knottingly Park Plan should not be accepted and the reasons are below.

There are a number of areas for concern in the draft Reserve Management Plan presented for Knottingly Park.

Firstly the park categories for Knottingly Park divide into management categories of Nature, Outdoor Adventure, Sport and Recreation and Neighbourhood park however Map 7 does not reflect this and shows the whole area as Outdoor Adventure and implies the whole area is an Arboretum which is not the case. I ask that Map 7 reflect the management categories. Since the actual fields are indicated.

I submit that the Nature category being Studholme, Murrayfield and Russian Grove be only part which is deemed an arboretum and that the other Outdoor adventure areas specified be a reserve and public park and not an arboretum and this be available for use by other users.

The whole reserve at Knottingly Park is not an Arboretum nor should it be. The long term sustainability of a huge tree park is a burden which should not be borne by ratepayers. I support part of the park being an Arboretum and Friends of Knottingly Park having some say in its planting but I ask Council to draw a line of where this Arboretum starts and ends. This draft plan fails to do this.

I submit that timelines need to be included for resource consent and new project approvals i.e. 6 weeks for consultation after proposing a discretionary activity an outcome will be advised.

A planting plan from Friends of Knottingly Park should be submitted and approved prior to ANY planting happening.

Fencing in the plan is said "to be low and transparent" which seems pointless in fencing.

The plan does not address the current gaps in hedges that allow stock to wander onto the road.

1-3 yrs seems too long to fence a water hazard from children.

Sheep that are lambing should be excluded from public park area as no one wants to explore Waimate with small children or visitors and come across dead lambs and afterbirth. It is not about dogs, it is about the visitor experience. You would not go to Victoria Park and expect to see a dead lamb, nor should you see that at Knottingly Park.

Permanent campers have not been addressed and I do not feel that the camping ground should be subsidised social housing for permanent campers. The food and waste thrown over the fences for dogs and sheep to eat is unacceptable. It makes no mention of excluding cats and dogs from a reserve filled with native birds. It does not contribute to a good visitor experience.

The resource consent requirements and the supervision of volunteers by Parks and Reserves is prohibitive to groups and stretches the resources of Parks and Reserves if many groups use Knottingly Park.

But mostly I submit the draft Reserve Management Plan for Knottingly Park disappointingly does not address how to resolve conflict amongst user groups. Appendix 5 speaks of discretionary activities not being approved if the location causes "conflict amongst users". Council give a single group the power to block any activity if a single group does not like the location. Which is exactly what happened with the Dog Park and Friends of Knottingly Park. This plan provides no framework for collaborative use of the park, and no conflict resolution process. Yes groups may be consulted on use but can use the wording of Appendix 5 to exclude other groups from the reserve.

This means that this plan does not meet the needs and values of the wider community. Other groups will be excluded from using the reserve and the guidelines for working bees, signage, equipment as all require council consent which has no set process or timeline for approval.

While I think the intention and the general parts of the plan are well thought out and fit for purpose the items mentioned above undermine principles the Dog Owner Collective asked for being the guiding principles of

- Sustainability
- Affordability
- Equity
- Quality
- Partnerships
- Accessibility.

Submission 10



First Name	Luke
Surname	Guyton
Organisation	
Address	31 molloys rd
Phone	02108230660
Email	Lg_lifesgood01@hotmail.com

All submissions will be public, however, your name can be withheld. Do you wish your name to be withheld?

No

Do you wish to speak to your submission at the Council hearing on Tuesday 10 September?

No

Do you agree that we should adopt the Reserve Management Policies?

Yes

Please provide any feedback in relation to the Reserve Management Policies.

Do you agree that we should adopt the Knottingley Park and Arboretum Reserve Management Plan?

Yes

Please provide any feedback in relation to the Knottingley Park and Arboretum Reserve Management Plan.

Hi there, hopefully I get this to you in time.
I have been thinking that maybe some outside gym equipment e.g. (pull up bars , dip bars) could be a nice touch to the park. If this was something the council was interested in looking in to I would be more than happy to help out.

Thanks,
Luke Guyton.

17.10 ANNUAL REPORT TO THE ALCOHOL REGULATORY AND LICENSING AUTHORITY

Author: Paul Cooper, Regulatory and Compliance Group Manager

Authoriser: Paul Cooper, Regulatory and Compliance Group Manager

Attachments: 1. Annual Report Alcohol Regulatory and Licensing Authority 2018-19

**PURPOSE**

1. To inform the Council on liquor licensing matters and to retrospectively seek endorsement of the Annual Report to Alcohol Regulatory and Licensing Authority (ARLA).

BACKGROUND

2. Section 199 of the Sale and Supply of Alcohol Act 2012 (the Act) requires that at the end of each financial year each the territorial authority must prepare and send to ARLA, a report of the proceedings and operations of its District Licensing Committees (DLC) during the year.
3. As per previous annual reports, ARLA has specified the form and content required in the report.
4. This report is a public record for the purposes of the Act, and a copy must be made available for inspection on the Council's website for a period of not less than five years. ARLA or the DLC must, on payment of any reasonable fee it has prescribed, provide a copy of each report to any person who asks for one.

PROPOSAL**Options**

5. The provision of an annual report is a statutory requirement.

ASSESSMENT OF SIGNIFICANCE

6. This matter is not deemed significant within Council's Significance and Engagement Policy.

CONSIDERATIONS

7. There are not considered to be any other relevant issues.

Legislation

8. Sale and Supply of Alcohol Act 2012

Territorial or Regional Council Regulations, Plans or Bylaws

9. Joint Local Alcohol Policy

FINANCIAL

10. There are no funding implications associated with this report.

RECOMMENDATION

That the Annual Report to the Alcohol Regulatory and Licensing Authority be received and adopted.

Waimate District Licensing Committee

Annual Report to the Alcohol Regulatory and Licensing Authority

For the year 2018 - 2019

Date: 21 August 2019

Prepared by: Debbie Fortuin
Environmental Compliance Manager
Timaru District Council

Introduction

The purpose of this report is to inform the Alcohol Regulatory and Licensing Authority (the Authority) of the general activity and operation of the Waimate District Licensing Committee (DLC) for the year 2018 - 2019.

There are three DLC's operating in the South Canterbury area under a single Commissioner, this model having been adopted during the implementation of the Sale and Supply of Alcohol Act 2012 (the Act) in December of 2013. The three DLC's are that of the Timaru, Waimate and Mackenzie Districts.

This report will relate to the activities of all the DLC's in the body of the text and to the Waimate DLC alone in the Annual Return portion of the report at the rear of this document. This satisfies the requirements of the territorial authority set out in section 199 of the Act.

Overview of DLC Workload

DLC Structure and Personnel

The table below shows the current membership of the three DLC's under the Commissioner. No changes occurred during the reporting period.

	Name	Role
Commissioner	Sharyn Cain	Deputy Mayor - Waimate District Council
Timaru DLC Members	Damon Odey	Deputy Chair, Mayor - Timaru District Council
	David Jack	Councillor - Timaru District Council
	Peter Burt	Councillor - Timaru District Council
Mackenzie DLC Members	Graham Smith	Mayor - Mackenzie District Council
	Chris Clarke	Councillor - Mackenzie District Council
Waimate DLC Members	Craig Rowley	Mayor - Waimate District Council
	Sheila Paul	Councillor - Waimate District Council

Total costs for the period amounted to \$16,145.24. This was made up of elected members allowances, travel costs, administration costs and solicitors fees, relating to the DLC.

In terms of Council staff delivering licensing services to the community and the DLC, there are 1.3 FTE licensing inspectors, a licensing administrator and the secretary to the three DLC's, who also manages the activity.

Of note current staffing levels are at capacity given the number of applications processed, monitoring requirements and enforcement functions they carry out across the three districts.

Hearings

There were no DLC hearings during the reporting period for Waimate DLC.

Local Alcohol Policy

The Timaru, Mackenzie and Waimate District Councils jointly prepared and developed a Local Alcohol Policy, which came in to force on 24 March 2016.

The LAP was evaluated by the Timaru, Waimate and Mackenzie District Councils in June 2017 and found to be performing well. The policy continues to function well and remains fit for purpose.

Statistical Information

Statistical information about the operation of the DLC for the year 2018 - 2019 is in the prescribed form and follows overleaf.

- Annual return
- Current listing of licenced premises.

There was one OFF Licence application withdrawn following multiple public objections.

Waimate District Licensing Committee

Annual Return

July 2018 – June 2019

On-licence, Off-licence and Club Licence Applications Received						
Application Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence new			1			
On-licence variation						
On-licence renewal		2	3	1		
Off-licence new						
Off-licence variation	1		1			
Off-licence renewal	1	1	1	1		
Club licence new						
Club licence variation						
Club licence renewal		1				
Total number	2	4	6	2	0	
Total fee paid to ARLA (GST inc)	\$34.50	\$138.00	\$310.50	\$172.50	0	\$655.50

Annual Fees for Existing Licences Received						
Licence Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence		4	7	1		
Off-licence	1	1	6	1		
Club licence	1	1				
Endorsed Off		1				
Total number	2	7	13	2	0	
Total fee paid to ARLA (GST inc)	\$34.50	\$241.50	\$672.75	\$172.50	0	\$1121.25

Managers' Certificate Applications Received	
Application Type	Number Received
Managers' certificate new	12
Managers' certificate renewal	20
Total number	32
Total fee paid to ARLA (GST inc)	\$920.00

Special Licence Applications Received			
	Number Received in Category – Class 1	Number Received in Category – Class 2	Number Received in Category – Class 3
Special licence	2	11	18

Temporary Authority Applications Received	
	Number Received
Temporary authority	0

Permanent Club Charter Payments Received	
	Number Received
Permanent club charter payments	0
Total fee paid to ARLA (GST incl)	\$0

Total paid to ARLA	\$2696.75
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Number of District Licensing Committee Meetings Held

Date	Number
July 2018	4
August 2018	5
September 2018	4
October 2018	5
November 2018	4
December 2018	2
January 2019	4
February 2019	4
March 2019	4
April 2019	2
May 2019	5
June 2019	4

Waimate District Licensing Committee

List of Licenced Premises



As at 30 June 2019

Premise Name	Licence Type
14 John Street, Waimate "Waimate Town and Country Club"	Club Licence
Main Road, St Andrews "St Andrews Golf Club"	Club Licence
Browns Road, Waimate "Waimate Golf Club"	Club Licence
210 Queen Street, Waimate "Waimate Bowling Club"	Club Licence
700 Craigmore Valley Road, Maungati "Maungati Golf Club"	Club Licence
Manchester Park - Wall Street, Waimate "Waimate Rugby Football Club"	Club Licence
228 Point Bush Road, RD 9, Waimate "Point Bush Estate Cellar Door"	Endorsed Off/Remote Sellers Lice
198 Morven Beach Road, RD 10, Waimate "Gifhorse & Cart Limited"	Endorsed Off/Remote Sellers Lice
36 Waimate Highway, Makikihi, RD 8, Waimate "Makikihi Country Hotel Catering"	Endorsed On/Caterers Licence
14 John Street, Waimate "Waimate Town & Country Club"	Off Licence
1 Reddiffe Road, Glenavy "Glenavy Hotel"	Off Licence
30 Shearman Street, Waimate "Royal Tavern"	Off Licence
36 Waimate Highway, Makikihi, RD 8, Waimate "Makikihi Country Hotel"	Off Licence
4 Stony Creek Road, Waimate "Waihao Forks Hotel"	Off Licence
42 Waimate Highway, St Andrews "Masonic Hotel"	Off Licence
95 Queen Street, Waimate 7924 "New World Waimate"	Off Licence
100 Queen Street, Waimate 7924 "Super Liquor Waimate"	Off Licence
228 Point Bush Road, RD 9, Waimate 7979 "Harvest Bar and Kitchen"	Off Licence
1 Reddiffe Road, Glenavy "Glenavy Hotel"	On Licence
4 Stony Creek Road, Waimate "Waihao Forks Hotel"	On Licence
Main South Road, Hook, RD 8, Waimate "Butlers Berry Farm & Cafe"	On Licence
30 Shearman Street, Waimate "Royal Tavern"	On Licence
36 Waimate Highway, Makikihi, RD 8, Waimate "Makikihi Country Hotel"	On Licence
45 Shearman Street, Waimate "The Woolshed Baa"	On Licence
8 Murray Street, Studholme "Studholme Hotel"	On Licence
42 Waimate Highway, St Andrews "Masonic Hotel"	On Licence
25 Queen Street, Waimate 7924 "Café on Queen"	On Licence
228 Point Bush Road, RD 9, Waimate 7979 "Harvest Bar and Kitchen"	On Licence

17.11 CONTINUATION OF ENVIRONMENT CANTERBURY JOINT COMMITTEES - 2019 TRIENNIAL ELECTION

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. **Environment Canterbury Report - Continuation of Committees and Sub-Committees**  

PROPOSAL

1. To ensure that the Lower Waitaki South Coastal Canterbury Zone Committee and the Orari-Temuka-Opihi-Pareora Zone Committee of Environment Canterbury and the Waimate District Council are not discharged on the coming into office of the new Members of Council following the 2019 triennial election, and that the individuals currently appointed to these committees continue until the date the new Council resolves to make any new appointments.

BACKGROUND

2. Council has appointed joint committees that have ongoing operations and work programmes. Unless Council resolves otherwise, the Local Government Act 2002 ("LGA") deems that those committees are discharged, which is likely to impede their ongoing function.
3. These joint committees are the Lower Waitaki South Coastal Canterbury Zone Committee and the Orari-Temuka-Opihi-Pareora Zone Committee.
4. Council's representative on the Lower Waitaki South Coastal Canterbury Zone Committee is Cr Jakki Guilford, and on the Orari-Temuka-Opihi-Pareora Zone Committee Cr David Anderson.

PROPOSAL

5. For continuity purposes and to allow the committees to keep working, it would therefore be prudent for Council to resolve that the committees are not discharged following the election, and further that the individuals who have been appointed to the committees remain appointed until the date the new Council resolves to make any new appointments.

Options

6. That Council gives authority for the continuation of the relevant committees and joint committees; or
7. That Council does not give authority for the continuation of the relevant committees and joint committees.

ASSESSMENT OF SIGNIFICANCE

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

FINANCIAL

9. There are no known budget considerations. The activities of these committees are budgeted in Council's Annual Plan.

Cost-effectiveness

10. Cost-effectiveness consideration is not applicable.

RECOMMENDATION

1. That the Continuity of Zone Committees Following Election Report is accepted; and
2. That Council resolves that the Committees listed below shall not be discharged on the coming into office of the members of the Council elected or appointed at, or following, the next triennial general election, and that the individual currently appointed to the below Zone Committees by Council continues until the date the new Council resolves to make a new appointments.
 - a. Lower Waitaki South Coastal Canterbury Zone Committee
 - b. Orari – Temuka – Opihi – Pareora Zone Committee

8.4. Continuation of Certain Committees

Council report

Date of meeting	29 August 2019
Author	Catherine Schache
Responsible Director	Miles McConway

Purpose

1. To ensure that various of Council's committees and joint committees not be discharged on the coming into office of the new Members of Council following the 2019 triennial election and that the individuals currently appointed to the committees continue until the date the new Council resolves to make any new appointments.
2. Council has appointed several committees and joint committees that have ongoing operations and work programmes. Unless Council resolves otherwise, the Local Government Act 2002 ("LGA") deems that those committees are discharged, which is likely to impede their ongoing function.

Recommendations

That the Council:

1. **Resolves, pursuant to clause 30(7) of Schedule 7 of the Local Government Act 2002:**
 - 1.1. **that the committees listed in Appendix 1 shall not be discharged on the coming into office of the members of the Council elected or appointed at, or following, the next triennial general election, and**
 - 1.2. **that the individuals currently appointed to those committees by Council continue until the date the new Council resolves to make any new appointments.**

Background

3. Clause 30(7) of Schedule 7 to the LGA states that:

"A committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body."

4. Under the LGA the Council can resolve that a committee is not to be discharged following the election. If such a resolution is not passed, then the committees are deemed discharged and would have to be reappointed by the new Council.
5. The following committees' work will need to continue beyond the election date:
- (a) The Regulation Hearing Committee is a committee of Environment Canterbury, to which is delegated the power to appoint hearings committees and commissioners to hear resource consent applications;
 - (b) The Canterbury Regional Water Management Committee is a committee of Environment Canterbury responsible for the development and implementation of the Regional Implementation Programme to give effect to the CWMS; and
 - (c) The Greater Christchurch Public Transport Joint Committee is a joint committee of Environment Canterbury, the NZTA and the relevant territorial authorities, collaborating on provision of public transport services and infrastructure in Greater Christchurch. A resolution passed at its establishment (on 21 April 2016) contemplated in advance the need for that committee not to be discharged following the 2016 election. However, there has been no new resolution relating to the continuity of the joint committee since that time.
 - (d) The Zone Committees are joint committees of Environment Canterbury and the relevant territorial authorities. The Zone Committees' Terms of Reference contemplate the need for a review of the Committees' membership following the triennial election. However, neither the Terms of Reference, the Joint Committee Agreements (one for each Zone Committee) nor the Council resolutions establishing the Zone Committees provides the necessary resolution under the LGA.
6. The Canterbury Civil Defence Emergency Management Group is a joint committee of Environment Canterbury and the relevant territorial authorities. However, it is a committee established under the Civil Defence Emergency Management Act, which provides (at section 12(2)) that the committee is not discharged following an election. Accordingly, no resolution is needed to carry that committee over beyond the election.

7. The resolution to establish the Biosecurity Advisory Groups, which are subordinate decision-making bodies under the LGA, was made at the council meeting on 11 July 2019. It was resolved that the Biosecurity Advisory Groups would not be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the 2019 general election of members, so no further resolution is required.
8. The Canterbury Regional Transport Committee is a joint committee of Environment Canterbury and the relevant territorial authorities. However, it is a committee established under the Land Transport Management Act, which provides that the committee must be established as soon as practicable after each triennial election, which precludes Council's ability to avoid its discharge under the LGA.
9. The Greater Christchurch Partnership Committee is a joint committee of Environment Canterbury and Christchurch City Council, Selwyn District Council and Waimakariri District Council. The member councils resolved in 2017 to change the name of the Greater Christchurch Partnership Committee and, as part of that resolution, Environment Canterbury also agreed that the committee not be discharged at the election. Accordingly no further resolution is required.
10. The continuity of several non-statutory bodies, including the Te Waihora Co-Governance group and Te Rōpu Tuia, will not be affected by the interregnum so no resolution is required for these groups.
11. There are meetings of most of the committees scheduled throughout October, November and December 2019 and they will be continuing their work programmes throughout that period. In addition, the first meeting of the Environment Canterbury Council is not planned to take place until 14 November so replacement appointments to those committees would not be made before that time.
12. For continuity purposes and to allow the committees to keep working, it would therefore be prudent for Council to resolve that the committees are not discharged following the election, and further that the individuals who have been appointed to the committees remain appointed until the date the new Council resolves to make any new appointments.
13. This is consistent with clause 31(5) of Schedule 7 to the LGA which provides that if a local authority resolves that a committee is not to be discharged, the local authority may nonetheless replace the members of that committee after the election. By implication therefore, the existing members of those committees would remain in office until any replacements were made.

Cost, compliance and communication

Financial implications

14. The committees' activities are budgeted for in the Council's annual plan.

Risk assessment and legal compliance

15. Other than those outlined above there are no legal implications from this proposal.

Significance and engagement

16. Council staff are consulting with the territorial authorities and bodies that nominate members to the committees involved.

Consistency with council policy

17. The Council's committees fulfil important roles in carrying out Council business and allowing their continued operation is fundamental to the ongoing delivery of the Council's annual plan.

Communication

18. Council staff will continue to liaise with their counterparts at other territorial authorities and with the committee members, to keep them informed about the processes following the triennial elections.

Next steps

19. The committees listed in Appendix A will continue ongoing operations and work programmes with current appointments to those committees, until the new Council resolves to make any new appointments.
20. Staff will communicate with territorial authorities and bodies with representation on joint committees to inform them of the Council's resolution effecting the continuity of those committees.

Attachments

Appendix 1: Committees of Environment Canterbury not to be discharged following the 2019 Triennial election.

File reference	[SharePoint link for this paper]
Legal review	Catherine Schache
Peer reviewers	Siân Daly

**APPENDIX 1: COMMITTEES OF ENVIRONMENT CANTERBURY NOT TO BE
DISCHARGED FOLLOWING THE 2019 TRIENNIAL ELECTION**

1. Regulation Hearing Committee
2. Regional Water Management Committee
3. Greater Christchurch Public Transport Joint Committee
4. Zone Committees (all joint committees):
 - a. Ashburton
 - b. Banks Peninsula
 - c. Christchurch – West Melton
 - d. Hurunui – Waiau
 - e. Kaikoura
 - f. Lower Waitaki – South Coastal Canterbury
 - g. Orari – Temuka – Opihi – Pareora
 - h. Selwyn – Waihora
 - i. Upper Waitaki
 - j. Waimakariri

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

Nil

PUBLIC EXCLUDED

19 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
19.1 - Public Excluded Minutes of the Council Meeting held on 20 August 2019	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
19.2 - Public Excluded Minutes of the Audit and Risk Committee Meeting held on 20 August 2019	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
19.3 - Public Excluded Minutes of the Environmental Services and Finance Committee Meeting held on 10 September 2019	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
19.4 - Refresh of the Waimate District Civic Awards Committee - Service Cub Representative	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)(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
19.5 - Alpine Energy Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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

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