

# Agenda

**Notice is hereby given of  
an Environmental Services and Finance  
Committee Meeting**

**Tuesday 19 November 2019**

To follow Extraordinary Council Meeting

Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate

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

**Notice is hereby given that a meeting of the Environmental Services and Finance Committee will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 19 November 2019, to follow the Extraordinary Council Meeting.**

**Committee Membership**

Sharyn Cain	Chairperson
Sandy McAlwee	Deputy Chairperson
Craig Rowley	Mayor
Fabia Fox	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
David Owen	Councillor
Colin Pankhurst	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 PUBLIC FORUM
- 2 APOLOGIES
- 3 VISITORS
- 4 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.

## 5 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

### 6 RECEIPT OF MINUTES

<b>6.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 17 JULY 2019</b>
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**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 17 July 2019

#### PURPOSE

For the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 17 July 2019 to be presented for the information of the Environmental Services and Finance Committee.

<b>RECOMMENDATION</b>
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That the Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 17 July 2019 be received
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# **MINUTES**

## **Lower Waitaki South Coastal Canterbury Zone Committee Meeting**

**17 July 2019**

**MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE  
MEETING HELD AT THE WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE  
ON WEDNESDAY 17 JULY 2019, COMMENCING AT 1.15PM**

- PRESENT:** Chair Kate White, Waihao Runanga Rep Suzanne Eddington, Waimate Councillor Jakki Guilford, Community Member Daniel Isbister, Community Member Bruce Murphy, Community Member Jared Ross, Te Rūnanga o Moeraki Rep Kieran Whyte
- APOLOGIES:** Community Member Emily Anderson, Arowhenua Runanga Rep Sandra Hampstead-Tipene, Community Member Barney Hoskins, Community Member Brent Packman, Waitaki Councillor Jeremy Holding and Cr Peter Scott
- IN ATTENDANCE:** Environment Canterbury Lower Waitaki Zone Committee Manager Chris Eccleston and Facilitator Dave Moore, Karalyn Reid (Committee Secretary)

## **OPENING**

The Chair welcomed members to the meeting and asked Irai to give a karakia.

Irai has been recently appointed as Mātauranga in the Regions and provides support for Suzanne, Kieran, Sandra and other Runanga reps to help with any Mahinga kai projects.

## **1 APOLOGIES**

### **COMMITTEE RESOLUTION 2019/8**

Moved: Bruce Murphy  
Seconded: Suzanne Eddington

That apologies from Emily Anderson, Sandra Hampstead-Tipene, Cr Jeremy Holding, Barney Hoskins, Brent Packman and Cr Peter Scott be received and accepted.

**CARRIED**

## **2 VISITORS**

Colin Hurst, Jason Evered (ORC), John Benn (DoC) and Irai Weepu (ECan Tangata Whenua Facilitator (Kaitiaki Targets))

## **3 CONFLICTS OF INTEREST**

Nil

## **MINUTES**

## **4 CONFIRMATION OF MINUTES**

### **4.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 17 APRIL 2019**

### **COMMITTEE RESOLUTION 2019/9**

Moved: Suzanne Eddington  
Seconded: Daniel Isbister

That the Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 17 April 2019 be received and the recommendations therein be adopted.

**CARRIED**

## REPORTS

### 5 GENERAL BUSINESS

#### 5.1 DECLARATIONS OF INTEREST REGISTER

There were no changes identified.

#### 5.2 CORRESPONDENCE REPORT

##### COMMITTEE RESOLUTION 2019/10

Moved: Suzanne Eddington  
Seconded: Bruce Murphy

That the correspondence be accepted.

**CARRIED**

##### **Note:**

The Committee agreed the Zone Facilitator writes to the Waitaki Irrigation Collective Ltd on behalf of the Lower Waitaki Zone Committee and confirms its support of the water stewardship programme.

##### 5.2.1 TE REO

Two members of the Zone Committee attended the recent Treaty of Waitangi workshop and found it valuable.

The Chair talked about Zone Committees being encouraged to learn more Te Reo, and Zone Committee members agreed they would like to learn more words, the correct pronunciation and karakias. The Chair said another Zone Committee asks members to bring a new te reo word to each meeting and introduce it to the committee and that the Committee might like to consider this in future.

*Te Kohurau* – Kurow River

*Te Tari-a Te-Kaumira (The Long Range of Te Kaumira)* – The Hunters Hills



### **5.3 FACILITATORS UPDATE**

#### **RECOMMENDATION**

That the Zone Committee receive the update.

#### **Note:**

- The Treaty of Waitangi Workshop was valuable
- Matt Dobson (Hillslope and Landslip Project) is still working hope to come back with an update to the Committee around September 2019

### **5.4 REGIONAL COUNCIL UPDATE**

There was no Regional Council update as Cr Peter Scott was not at the meeting.

### **5.5 ZONE DELIVERY QUARTERLY REPORT**

Zone Manager Chris Eccleston gave a presentation, and tabled his report.

The Committee asked Chris to supply this report prior to the Zone Committee meeting to allow members to read it in advance because of its importance to the Zone Committee. Chris advised that the timing on the reporting cycle makes it difficult to achieve this but it would be possible to delay the report until the subsequent meeting to allow for this. The Committee said they would be happy to receive the report via email even a day or two before the meeting. Chris will look into what is possible.

A rubbish problem was identified at Wainono, as there was currently no bin there. Suzanne Eddington suggested the Waihao Marae may be able to provide a daily rubbish collection service and will advise.

A new shared role of Compliance and Enforcement Officer (funding 20% ECan, 80% Waimate District Council) will soon be starting at the Waimate District Council under a Memorandum of Understanding with ECan.

There is work being done on rationalising and unification of water samples. The first meeting was well attended. The aim is to provide clear process for people taking water samples for consistency and to reduce total number of samples being taken. This work is being driven by Waitaki Irrigators Collective with support from ECan.

There was discussion around the lack of level of compliance monitoring and enforcement staff within Environment Canterbury, and constant changeover of staff. This will be discussed further at the next meeting.

It was identified there were many rural (catchment) groups and farmers (goodwill) wanting to do the right thing, but there is a need for facilitators.

It would be helpful if the Territorial Authorities were supportive.

The Chair commended ECan staff generally for their commitment to their roles.

### **5.4 CONSENT COMPLIANCE MONITORING AND INCIDENT RESPONSE - QUESTION & ANSWER SESSION**

The Committee asked for this to be brought to the next meeting to allow for more time for discussion.

**5.6 WILDING CONIFER CONTROL**

Biodiversity Manager Graeme Sullivan gave a presentation on the Wilding Conifer Control Programme.

**5.7 GENERAL**

**DoC Ranger for River Projects**

John Benn advised DoC are allocating financial reserves to restore rivers around country. Some of this funding is coming to Canterbury. A ranger has been appointed to the Geraldine office (Brad Edwards) to look at projects in the Lower Rangitata and Waitaki.

**MEETING CLOSURE**

The Chair asked Irai to give a karakia to close the meeting.

The meeting closed at 2.50pm.

The minutes of this meeting are to be confirmed at the Lower Waitaki South Coastal Canterbury Zone Committee Meeting scheduled for 21 August 2019.

.....  
**CHAIRPERSON**

<b>6.2</b>	<b>MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 2 SEPTEMBER 2019</b>
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**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

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

**Attachments:** 1. OTOP Water Zone Committee Minutes - 2 September 2019 [↓](#) 

**PURPOSE**

That the confirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 2 September 2019 are presented for the information of the Environmental Services and Finance Committee.

<p><b>RECOMMENDATION</b></p> <p>That the confirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 2 September 2019 are received.</p>
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# **MINUTES**

## **Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Monday, 2 September 2019**

Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Minutes

2 September 2019

**Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting  
Held in Meeting Room 1, Council Building, King George Place, Timaru  
on Monday, 2 September 2019 at 2pm**

**Present:** Hamish McFarlane (Chairman), Phil Driver (until 4.20pm), Clr Richard Lyon, Lucy Millar, Clr Anne Munro (until 4.20pm), Lan Pham, Luke Reihana, Glen Smith, Herstatt Ulrich (until 3.40pm) and Mark Webb

**In Attendance:** Lyn Carmichael (ECan Facilitator), Clr Peter Scott (ECan)(until 3.40pm), Kate Doran (ECan Communications), Sandy Bowman (Zone Committee Support Coordinator), Brad Waldon-Gibbons (ECan Tangata Whenua Facilitator), John Benn (Department of Conservation), Tom Henderson, Andrew Mockford (Chief Executive Opuha Water Ltd), Brian Reeves (Zone Delivery Lead), Jason Grant (Federated Farmers), John de Witt

The Chairman welcomed everyone to the meeting and invited those in attendance in the public gallery to introduce themselves.

**1 Apologies**

**Resolution 2019/9**

Moved: Mr Mark Webb

Seconded: Mr Phil Driver

That apologies from David Anderson and John Henry be received and accepted.

**Carried**

**2 Confirmation of Minutes**

Clause 7.3 Education and Awareness – the meeting was advised that since the 5 August meeting further contact has been made with Josh Earnshaw and the pizza night is being planned. The Committee needs to be continually aware of how to involve youth in the zone activities eg supporting bat habitats. Contact is to continue through the Facilitator and the Youth Engagement Officers in order to keep the momentum going. The aquavan visit will also help with raising the profile.

Clr Scott and Luke Reihana are assisting with organisation for the pizza night.

Clause 7.4 – Issues and concerns raised at the meeting of Zone Committee Chairpersons and Deputy Chairpersons – it was agreed that the new incoming committee following the local government elections should take up the concerns raised at the Zone Committee Chairpersons and Deputy Chairpersons forum on 10 July, and ensure they are not overlooked.

**Resolution 2019/10**

Moved: Mr Glen Smith

Seconded: Clr Anne Munro

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That the Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 5 August 2019 be confirmed as a true and correct record of that meeting.

**Carried**

### **3 Identification of Items of Urgent Business**

#### **3.1 Conflicts of Interest**

The Committee agreed to receive the letter from Forest and Bird, dated 19 August 2019 regarding conflicts of interest on zone committees and the legal proceedings lodged by Forest and Bird, which has resulted in the Auditor General withdrawing the conflicts of interest exemption for zone committee members.

The Committee noted the workshop held prior to the zone committee meeting at which legal advice on the matter was received, informing committee members of the impact of the Auditor General's decision and the need for members to be continually aware of any potential conflicts in matters before the committee.

Phil Driver advised of his potential conflict of interest in that he has been asked to do some work for the Ohau Residents' Association on its water supply.

It was agreed that in light of the Forest and Bird letter and the Auditor General's decision, members review their conflicts of interests and advise of any changes, in order that the register is up to date. Any conflicts can be identified at each meeting, as is the current practice.

#### **Resolution 2019/11**

Moved: Mr Hamish McFarlane

Seconded: Cllr Richard Lyon

That the letter from Forest and Bird regarding conflicts of interest be received.

**Carried**

#### **3.2 Pest Management**

The future threat of wallabies as a pest was identified, noting that there is reluctance in the community to undertake plantings as wallabies then destroy the new plants. This is holding back plans for both native and exotic plantings. Cllr Scott advised that biosecurity and biodiversity groups are being established, with the first meeting to be held shortly. These groups will have a focus on pest management, and there will be liaison with a similar group south of the Waitaki.

The Committee agreed that pest management is to be an agenda item for the November zone committee meeting.

### **4 Community Forum**

#### **Conflict of Interest**

Some members of the public gallery expressed their concerns at the conflict of interest decision from the Auditor General, noting that it may result in the exclusion of people who could contribute to robust debate. It could be argued that as the Zone Committee is not a governing body, only having an advisory role, the conflict of interest rules should not apply. It was explained that as the Zone Committee was established as a joint committee of local authorities, the Members Interest Act does apply.

**5 Reports**

**5.1 Recognition for Members Standing in Local Body Elections**

The Chairman raised the issue of recognition for members standing at the local authority elections in October. He thanked all members who are standing for the local authority elections, and wished them well.

**5.2 Regional Committee Update**

Regional Committee representative Phil Driver spoke to the update on the Regional Committee meeting held on 13 August 2019, prepared by Regional Committee Facilitator Lesley Woudberg.

A request was made for clarification on clause 5 of the report which refers to Collective Leadership and the need to make the contribution of district and city councils more transparent. It was agreed that the OTOP facilitator would follow up on this query and provide a response to the next meeting.

It was suggested that the zone committees could possibly utilise the regional committee more, however how to do that effectively may be difficult, with Phil driver reporting that the regional committee was still seeming to have some issues with settling on its purpose.

Phil Driver advised that he is unable to attend the next regional committee meeting on 10 September due to a prior commitment. Any other committee member who is able to take his place at the meeting is to contact him.

**5.3 Plan Change 7**

The Committee considered information on the submission period and engagement for Proposed Plan Change 7 to the Canterbury Land and Water Regional Plan.

The Committee noted that there have been some meetings already that have discussed the Plan Change – meetings involving catchment groups, Federated Farmers, Chamber of Commerce, Opuha Water Ltd.

One query raised by the community is the absence of OEFRAG in the plan change. The Facilitator explained that there may be a role for OEFRAG in the consenting framework but it is not appropriate for an advisory group to have a decision making role in the planning framework. OEFRAG members should be encouraged to make a submission on Plan Change 7, as should every interested party.

The discussion above involved mention of the Opuha Dam and during the brief discussion, Herstatt Ulrich declared an interest as a director of OWL and sat back from the meeting table.

Further clarification was sought on the OTOP area being in the red zone, rather than the orange zone. The Facilitator advised that this was a recommendation of the Committee in the ZIPA and has been carried through to the nutrient management framework in the plan. There was discussion that having just one nutrient allocation zone may be positive for some commercial vegetable growers.

Hamish McFarlane then declared at interest in this area of the discussion and stepped back as chairman and withdrew from the meeting table. Deputy Chairperson Herstatt Ulrich took the chair.

The Facilitator encouraged everyone to refer to the reports and Frequently Asked Questions on the website when seeking further clarification of points raised.

Hamish McFarlane rejoined the meeting table and resumed the chair.

Further questions on the plan change were raised including the combination process with the Waimakariri Plan Change 2, the assessment of limit settings for high run off areas, mataitai areas and the buffer provided and parameters on wells in the Orari area.

The Chairperson again declared a conflict of interest and withdrew from the table. The Deputy Chairperson took the chair.

The Facilitator clarified factors around flow and allocation, noting that the flow and allocation regimes recommended in the ZIPA for Temuka and Opihi catchments were included unchanged in the proposed plan and that there are no changes to the existing regimes for the Pareora or Orari. It was noted that there is a lot of discussion in the community around wells in the Orari area and the Facilitator suggested people look to the groundwater limit setting report for information, as this report highlights where the wells are.

Comment was made that the public do not necessarily understand the difference between the ZIPA and Plan Change 7 and it was agreed that it is important to distinguish the two, and that people understand the difference.

The Committee noted the information on Plan Change 7 and the dates for the Community Engagement on Plan Change 7 in OTOP.

#### **5.4 Zone Facilitator's Report**

The Committee considered the Facilitator's report which included information on consultation for the Proposed National Policy Statement for Highly Productive Land, Flow and Allocation for the Pareora River, upcoming events, and progress on issues raised in previous meetings, and recent media coverage.

Clarification was sought on how the national Policy Statement for Freshwater sits within planning and Plan Change 7.

It was proposed that rather than a formal meeting in October, a field trip to the Orari Gorge be organised, possibly including visiting some immediate steps projects, connecting with the Orari River Protection Group and linking with catchment groups.

The Committee supported the organisation of a field trip, as long as sufficient committee members were available to make it worthwhile for all concerned.

Herstatt Ulrich retired from the meeting.

#### **5.5 Zone Committee Priorities and Actions**

The Committee considered the draft priorities for the ZC work programme through to June 2020, based on previous discussions. Once approved a programme will be formulated for presentation to the November meeting.

Some frustration was conveyed as to the length of time it is taking for the Committee's priorities and work programme to be confirmed. Phil Driver noted that the priority work streams need timeframes and measurable outcomes.



The Committee agreed that areas of biodiversity/mahinga kai, fostering youth engagement and supporting catchment groups are key workstreams. The meeting was reminded that community outcomes generated from the catchment groups and public meetings gave an indication of where people want the Committee to focus its role.

The funding of catchment groups was queried and it was explained that previous support from the Landcare Trust funded early catchment group establishment and now some ECan funding currently supports a Community Engagement Officer. Commitments from industry groups such as Opuha Water Ltd have also played a part. It was queried as to whether this type of involvement (from industry groups) could cause a problem from the changed conflict of interest point of view. The Facilitator will check on this.

An alternative option could be to use the Pareora Catchment Society as an avenue through which catchment groups could apply for funding, or use other such groups in funding applications. It is difficult for the committee to prioritise and plan ahead if there is no funding available for projects. As a joint committee of local authorities, there should be access to some funding in some way.

It was suggested that before the Committee sets its work programme in place it needs to align the priorities with the committee's purpose and principles and to be clear about the things it is planning so that it can then prioritise.

It was agreed that as a next step, Phil Driver will formulate a proposal to a workshop in November to reflect the discussion and the draft programme, setting out the values, principles and actions and including proposed timeframes for each priority.

## **6 Consideration of Further Urgent Business Item Proposal for Separate Funding Entity**

The Chairman raised an urgent business item referring to the significant amount of central government funding granted to the Kaipara Harbour area for a range of activities to improve the area including stock exclusion, biodiversity etc. He suggested that there could be a similar avenue to source central govt funding for the OTOP area, although the Zone Committee cannot be the vehicle for application for such funding.

He suggested a feasibility study be undertaken to set up a legal entity representing those catchment wide groups across the whole zone – this group could apply for funding and manage the funding for catchment groups that do not want to become incorporated societies. A number of smaller projects throughout the zone could then be combined into a consolidated project and involve collaboration between catchment groups, tackling such projects as stock access, plantings, pest management etc. This would provide more support and facilitation to groups that currently do not have enough support, and would enable a focus on tangible outcomes.

Discussion followed on whether the Zone Committee could be the entity on a funding application. Alternatively the Pareora Catchment Society could apply on behalf of the wider catchment, although other catchment groups may not be happy with this option. A third option of an ECan targeted rate was suggested.

There was some debate as to whether the Committee should understand the projects and proposals it wants to tackle before a funding mechanism is explored versus establishing a funding mechanism first in order that the committee is ready to take on projects it has prioritised. Activities such as engagement and education could be undertaken in the meantime, with minimal funding required.

Clr Munro and Phil Driver retired from the meeting.

Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Minutes

2 September 2019

Canvassing the idea with catchment groups could indicate whether there is support for the proposal to establish a legal entity as a funding mechanism, or if there would be support for alternative avenues such as a targeted rate.

The Chairperson will do some further background investigation and report back to the Committee.

**The Meeting closed at 4.35pm.**

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**Chairperson**

## REPORTS

### 7 REGULATORY AND COMPLIANCE GROUP REPORT

#### 7.1 REGULATORY AND COMPLIANCE GROUP REPORT

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

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

**Attachments:** 1. Capital and Project Reports [↓](#) 

#### PURPOSE

1. To provide updates on the Regulatory and Compliance Group activities.

#### HIGHLIGHTS

##### Health Contract

2. The contract arrangement with our neighbouring Council is working well, with complaints in relation to environmental health and food safety being followed up appropriately in a timely fashion.

##### Civil Defence

##### Risk Reduction

##### Community

3. A Community meeting was held for Cannington and Maungati with Luci Swatton our Emergency Management Officer (EMO) and Community Representatives to distribute the updated and finalised Community Response Plan. These plans have now been distributed to each household in the area.
4. Paul Cooper attended an evening Community meeting at Cannington school on 25 September and presented on the four R's in the context of their Community. The meeting was well attended. FENZ also presented in relation to fire risks.

##### Training

5. On 15 and 16 July, Applied Coordinated Incident Management (CIMS4) training was held in Waimate. Eighteen people attended the training with ten of those being Waimate District Council staff members together with our volunteer Controller Mike Downes.
6. On 5 and 6 September, Controllers Toolbox training was held in Wellington. Mike Downes was nominated for the training and successfully completed it.
7. On 19 and 20 September, Emergency Operations Centre Level 2 training was held in Fairlie. One staff member attended.
8. From 23 to 27 September, C10 training was held in Glentui (North Canterbury). This was a weeklong residential training course run by the Canterbury Group office. Two staff members attended, Luci Swatton and Ann Hume.

##### Meetings

9. On 10 July, the South Canterbury Welfare Committee meeting was held in Timaru. Our EMO together with the Welfare Manager (Jill Wilson) attended.
10. On 19 August, the Department of the Prime Minister & Cabinet (DPMC) held a one-day forum on civil defence financials in a response. This was held in Timaru and attended by Luci Swatton, Paul Cooper, Carolyn Johns, Melissa Thomson, Michelle Jones and Mike Downes.

11. On 20 August, the EMO Forum was held in Christchurch, attended by our EMO.
12. On 5 September, the South Canterbury Civil Defence Emergency Management Coordinating Committee met in Waimate at the Events Centre. This was attended by Paul Cooper and Carolyn Johns.

### Readiness

#### **Community**

13. Our EMO gave a presentation to the senior class at Waituna Creek School around natural hazards and preparedness as a part of their natural hazards project. The presentation was well received and the kids engaged both with the topic and the speaker.

#### **Relationship Building (External)**

14. Our EMO, Controllers (Paul Cooper, Carolyn Johns and Mike Downes) and Public Information Managers (Alena Lynch and Karalyn Reid) took part in a discussion with Canterbury Group Planning Manager around Emergency Mobile Alerts and the use for them across the Waimate District.
15. Our EMO continued to build relationships by meeting with bordering district Emergency Management Officers from Waitaki, Mackenzie and Timaru.
16. Our EMO and Welfare Manager (Jill Wilson) met with Jessica Peterson (Canterbury Group Welfare Manager) to discuss the development of our Local Welfare Plan.

#### **Logistics**

17. Generator checks were completed (August)
18. Weekly ECAN and Timaru DC radio checks completed (records kept in Front Office)
19. Community Rep quarterly radio checks completed (September)

#### **Overall**

20. The key pieces of work to be completed include Community Response Plans, Initial Action Plans, EOC Plan/Manual, Local Welfare Plan, and Local Fuel Plan. These pieces of work have begun and will continue to be worked on. The Contacts Database has been completed and will be reviewed every six months.

### **Resource Management**

21. The following 17 resource consents have been granted under delegated authority for the 1 July – 30 September 2019 quarter:

RM190015	<b>Deemed Permitted Boundary Activity: Locate garage at 3m from internal boundary in lieu of 5m requirement</b> K & K Burnie Fitzmaurice Road, Waimate <i>Processing Days = 5 out of 10</i>	01/07/19
RM190013	<b>Subdivision: Create 2 residential lots</b> WM Burnett 6 Makikihi Station Road, Main South Road (SH 1), Makikihi Beach Road, Makikihi <i>Processing Days = 17 out of 20</i>	08/07/19

RM190014	<b>Land Use: Variation to RM160039 – Defer timing of landscaping, remove by-product dryer from this consent for the Oceania factory</b> Oceania Dairy Limited Cooneys Road & SH 1, Glenavy <i>Processing Days = 17 out of 20</i>	08/07/19
RM90017	<b>Land Use: Erect dwelling in a flood risk area</b> SA Murphy 2 Makikihi Beach Road, Makikihi <i>Processing Days = 9 out of 10 (fast track)</i>	09/07/19
RM190018	<b>Marginal/Temporary Infringement: Erect a ‘stockfood’ processing shed at 10.205m total height in lieu of 10m requirement</b> KJ Buckingham 49 Wilsons Road, Waimate <i>Processing Days = 15 (no set timeframe)</i>	12/07/19
RM190022	<b>Land Use: Add window to Blue Cliffs Station heritage homestead</b> W & M Rolleston 2894 Back Line Road, St Andrews <i>Processing Days = 8 out of 10 (fast track)</i>	18/07/19
RM190019	<b>Certificate of Compliance: Telecommunication facility</b> Rural Connectivity Group 12 Old Ferry Road, Morven <i>Processing Days = 19 out of 20</i>	24/07/19
RM190020	<b>Subdivision: Create 2 rural lots</b> St Andrews Dairy Group Lyll Middle Road & 100 Old Station Road, St Andrews <i>Processing Days = 19 out of 20</i>	30/07/19
RM190016	<b>Deemed Permitted Boundary Activity: Locate garage on internal boundary in lieu of 0.5m requirement based on recession line</b> V Oliver & E Niven 23 Butchers Lane, Waimate <i>Processing Days = 10 out of 10</i>	01/08/19
RM190021	<b>Subdivision: Boundary alteration</b> PG & LA Percy 26 Bathgates Road, Waimate <i>Processing Days = 20 out of 20</i>	05/08/19

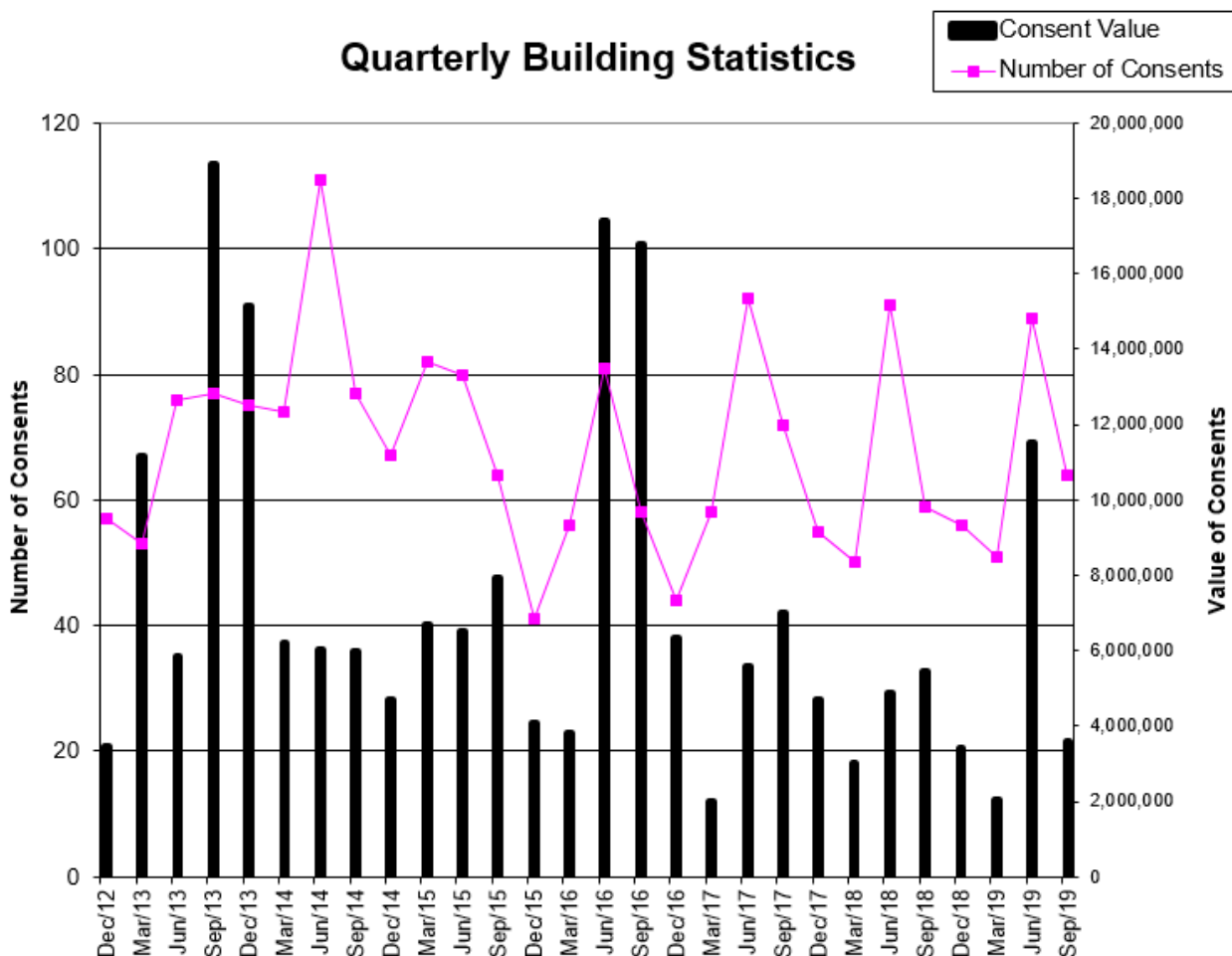
RM180046	<p><b>Land Use: Extend dairy factory with second dryer with process area and ingredients day store warehouse, second boiler, third dry-store and load-out area, fire water tank and pump, tanker workshop and fuel depot, additional offices, storage compound and relocation of by-product dryer previously approved</b></p> <p>Oceania Dairy Limited Cooneys Road &amp; SH 1, Glenavy <i>Processing Days = 60 out of 60 (limited notification with no hearing) - Approved by independent commissioner</i></p>	12/08/19
RM190023	<p><b>Land Use: Boiler stack replacement to factory</b></p> <p>Fonterra Limited 12 Packers Road, Studholme <i>Processing Days = 19 out of 20</i></p>	21/08/19
RM190025	<p><b>Deemed Permitted Boundary Activity: Locate dairy effluent tank 40m from internal boundary in lieu of 100m requirement</b></p> <p>Crop and Grass Farms Limited 3885 Waimate Highway, Morven <i>Processing Days = 8 out of 10</i></p>	29/08/19
RM190026	<p><b>Subdivision: Boundary adjustment</b></p> <p>ID &amp; HM Gardner 129 Shears Hill Road, Waihao Downs <i>Processing Days = 19 out of 20</i></p>	04/09/19
RM190030	<p><b>Land Use: Proposed administrative offices</b></p> <p>Waimate District Council 4 Gorge Road, Waimate <i>Processing Days = 5 out of 20 - Approved by independent commissioner</i></p>	24/09/19
RM190027	<p><b>Subdivision: Create 2 residential lots</b></p> <p>PC Bignell 3 Cherry Lane, Glenavy <i>Processing Days = 19 out of 20</i></p>	26/09/19
RM190028	<p><b>Subdivision: Create 2 rural lots</b></p> <p>P &amp; R Te Maiharoa 12 &amp; 14 Old Ferry Road, Morven <i>Processing Days = 19 out of 20</i></p>	27/09/19

## Building Control

22. Toward the end of the reporting period, our Building Consents Authority received its two yearly assessment by IANZ. It is a credit to the Building Control Manager and his team that the BCA came through the assessment relatively well, receiving praise from the auditor in

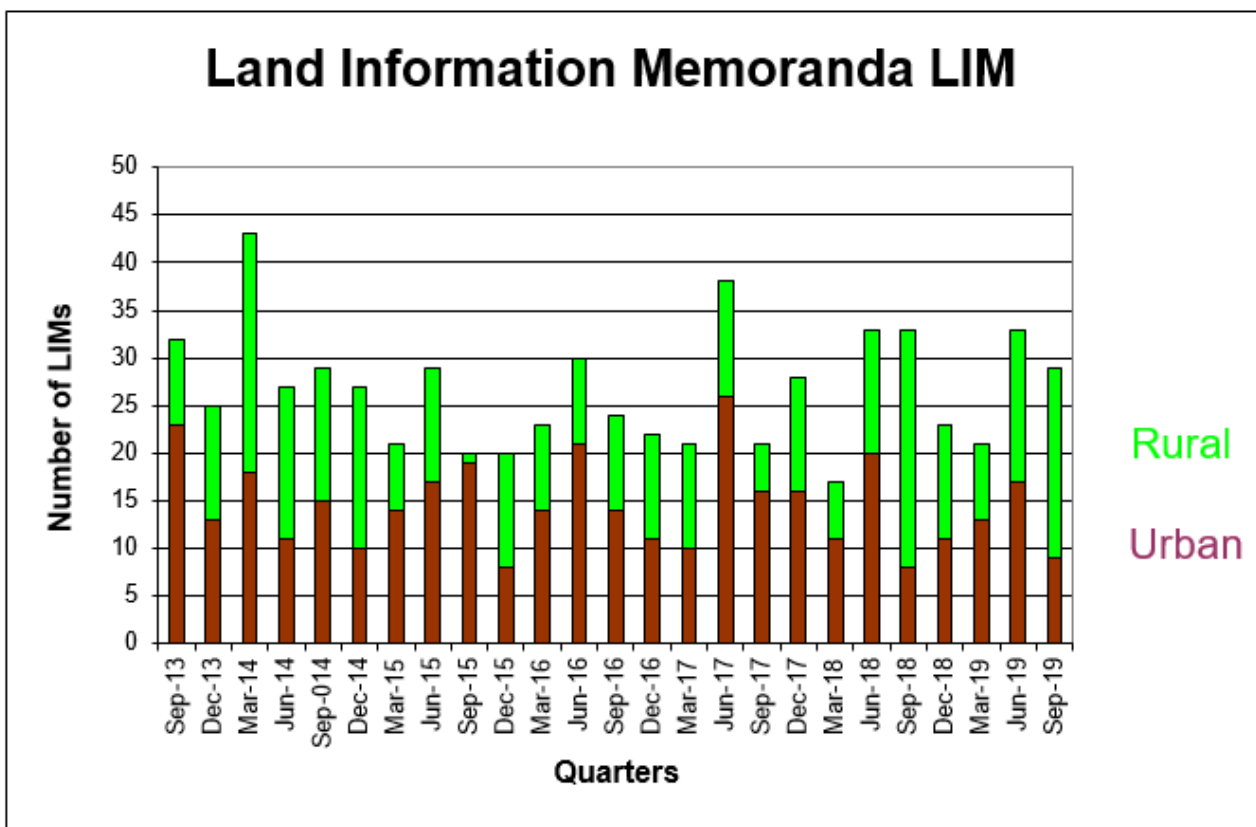
relation to the performance of the BCA. Accreditation has now been confirmed as all matters relating to the audit process have been successfully implemented.

23. 64 building consents were issued for the period 1 July-30 September 2019 with a value of \$3,586,555 (2018 for the same period was 59 building consents with a value of \$5,445,821).
24. GoGet and Simpli have now been implemented (at the time of writing) and the team trained in its use. This means that the BCA is now able to receive building consents electronically through the Simpli portal and then process applications through GoGet, the system being made available to stakeholders and the wider community in stages starting in January 2020. This will greatly enhance the service we currently provide and greatly reduce the number of paper applications, improving the process for staff and enhancing the customer experience for many that use the service.



#### Land Information Memoranda (LIM)

25. 29 LIM Reports were issued for the period 1 July – 30 September 2019. These related to 9 urban and 20 rural properties.



## Dog and Animal Management

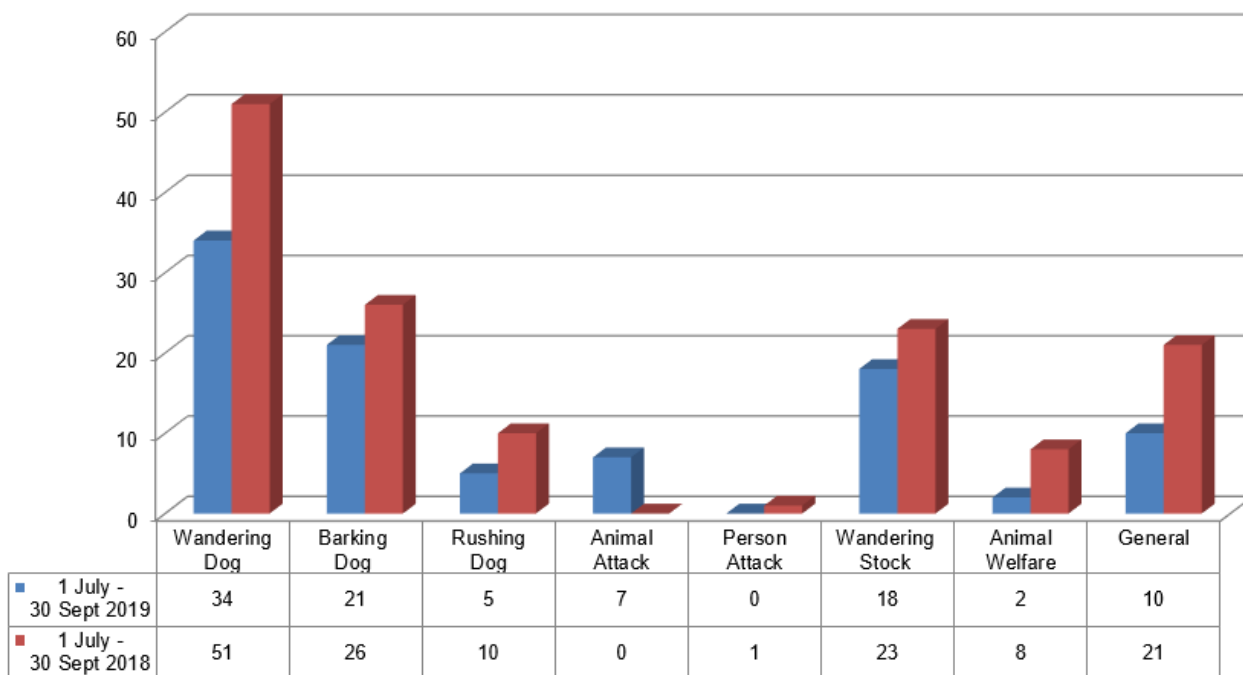
### Dog Registration

26. The Dog registrations for the period 1 July-30 September 2019 and the 2018 comparison are as follows:

Month	2019			2018		
	Registered dogs	Unregistered dogs	Owners with unregistered dogs	Registered dogs	Unregistered dogs	Owners with unregistered dogs
July	2469	429	221	2073	754	367
August	2683	211	114	2672	198	130
September	2740	142	77	2780	63	43

27. Dog and Animal Control Corrective Action Requests (CARs) 1 July to 30 September 2019 and the 2018 comparison:





### RECOMMENDATION

That the Regulatory and Compliance Group Manager's report is accepted

## Regulatory and Compliance Group Project List

Financial Year	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
Regulatory and Compliance Group								
2018/19	GoGet Electronic Processing	To provide electronic access for building consent processes.	TBA	\$18,000.00	80%			Project started, will be nearing completion in February 2020.
2018/19	Electronic filing of Building Consents	Ability to lodge and pay for building consents online. Anticipate project start July 2019.	TBA	\$0.00	80%			Project started, will be nearing completion in February 2020.
2018/19	Earthquake Prone Building Initial Assessments	Setting up processes and structure to undertake the initial assessments under the new legislation	Internal resources - other costs unknown at this time	\$0.00	0%			This has not yet started, Waimate township is a low risk area, with medium risk areas to the West of the District.
2017/22	District Plan Review	10 year review of District Plan		\$0.00	1%			Started conversations with key stakeholders.
2018/19	Swimming Pool Registration and Monitoring Project	Monitoring of Pools as required by changes to the Building Act	Internal resources		10%			Register of approximately 180 completed. Next step is to liaise with the community, inspect and register swimming pools, spa pools and hot tubs as per the new requirements of the Act. This will be one of the new Compliance Officer's projects starting 2020.
2018/19	Backscanning of recourse consents	Scanning of consent files	Internal resource		90%			All scanning pre 2017 completed
2017/18	Backscanning of LIM Reports	2010-2015 LIM reports to be scanned	Internal resource	\$0.00	50%			To ensure data is captured to allow for destruction of physical files. All LIMS since that time are electronically filed.
2019-20	CDEM Capability Improvements	Resulting from the Ministry's 5 year capability assessment a number of improvements were identified across the organisation.	Internal resource	N/A	15%			No further process on the action plan and implementation of a number of the improvements, however some of the improvements are being undertaken by various managers as part of their normal work and has not been captured against the Capability Improvements Plan.
2018/19	Waimate CDEM 10 yr Plan	To provide direction and identify local risks to inform CDEM decisions.			8%			This plan has identified 33 projects and priorities of work. Work on the top 6 identified projects has been started.
2017/20	CDEM Community Response Plans	Provides localised information for each CDEM sector area such as their CDEM community reps, preparedness, response procedures and communication.	\$250 each plan	\$645 (3 plans)	35%			The Cannington/ Maungati, the St Andrews/Southburn/Otaio, and the Makikihi/Hunter/Hook Community Response Plans have been completed and distributed to their households. the The Cannington/ Maungati Plan has been reviewed and updated. Initial talks have started with some community representatives from Studholme/Willowbridge/Morven. Also working with Cattle Creek/Hakataramea, Glenavy/Ikawai.
2019/21	CDEM Local Plans: Welfare Plan, Fuel Plan, Tsunami Plan, Recovery Plan, AF8 Plan	To provide information for CDEM responders to the relative areas in the response and recovery phases.			30%			The Welfare Plan has progressed in this quarter as a template has been provided by Group. Initial research commenced for AF8. Alternate controller Mike Downes has almost completed the districts fuel plan.

## Status Key:

On track with time/budget for completion within the plan year

High risk (budget and/or timeframe)

Some risk (budget and/or timeframe) - highlight issues in comments

Not started/external to Council

## 8 CORPORATE SERVICES GROUP REPORT

### 8.1 FINANCE REPORT - FOR THE 3 MONTHS ENDED 30 SEPTEMBER 2019

**Author:** Melissa Thomson, Accountant

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

**Attachments:** Nil

#### PURPOSE

- To present the Finance Report to the Environmental Services and Finance Committee.

#### Waimate District Council Statement of Financial Performance For the 3 months ended September 2019

	Variance Note	Actual \$000	Year to date Budget \$000	Variance \$000	% Var.	Full Year Budget Including carry forwards
<b>Operating Revenue</b>						
Rates (net of remissions)		\$ 2,540	\$ 2,537	\$ 3	0%	\$ 10,149
Development and Financial Contributions	3	65	16	49	306%	63
NZ Transport Agency Subsidy	4	572	530	42	8%	3,453
Fees and Charges		340	323	16	5%	1,079
Interest Revenue		12	-	12	-	3
Other Revenue		862	828	35	4%	2,306
Total Operating Revenue		4,391	4,234	157	4%	17,053
<b>Operating Expenditure</b>						
Employment Benefit Expenses	5	1,049	1,113	64	6%	4,544
Depreciation and Amortisation		1,207	1,228	20	2%	4,910
Roading Expenses	6	659	576	(83)	(14%)	2,532
Finance Costs		24	50	26	52%	201
Other Expenses		1,651	1,629	(21)	(1%)	5,640
Total Operating Expenditure		4,590	4,596	6	0%	17,827
<b>Total Surplus/(Deficit)</b>		\$ (199)	\$ (362)	\$ 163	45%	\$ (774)

- For the 3 months ended 30 September 2019, Council recorded a deficit of \$199,000 compared to a budgeted deficit of \$362,000; therefore, Council are tracking \$163,000 favourable to budget.

*Note: The Full Year Budget includes operational items carried forward from the 2018/19 financial year of \$447,400 as approved at the Ordinary Council meeting on 8 October 2019.*

#### MAJOR VARIANCES TO BUDGET

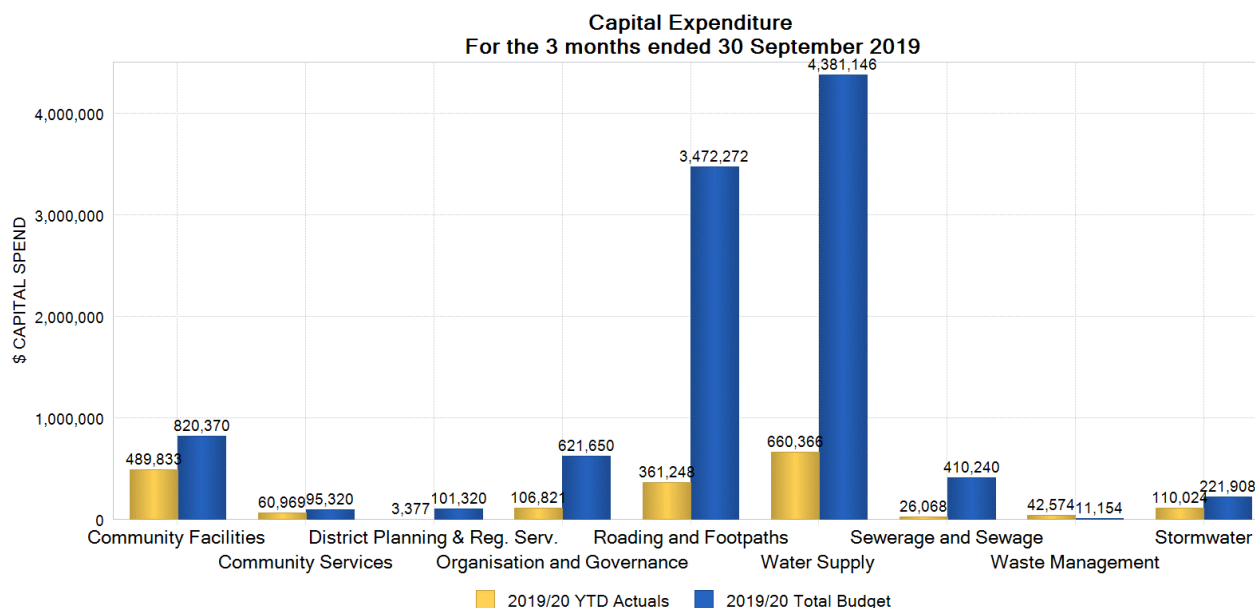
- Development and financial contributions income has exceeded budget due to increased Rural Water and Sewerage activity contributions.
- NZ Transport Agency subsidy income has exceeded budget due to the timing of maintenance and renewal works, as discussed below in Note 6.
- Employment Benefit Expenses are favourable to budget due to vacant positions and timing of replacements.
- Roading expenses have exceeded budget mainly due to pavement and environmental maintenance works spends ahead of budget.

**Waimate District Council**  
**Statement of Financial Position**  
**As at 30 September 2019**

	<b>Movement Note</b>	<b>Actual Sept 2019 \$000</b>	<b>Actual 30 June 2019 \$000</b>	<b>Movement \$000</b>
<b>Assets</b>				
<b>Current Assets</b>				
Cash and cash equivalents	7	4,474	3,526	948
Trade and other receivables	8	690	1,593	(903)
Inventories		102	113	(10)
Other financial assets		6	6	-
<b>Total Current Assets</b>		<b>5,271</b>	<b>5,237</b>	<b>34</b>
<b>Non Current Assets</b>				
Property, plant and equipment		402,591	402,837	(246)
Forestry assets		1,894	1,894	-
Intangible assets		315	277	39
Other financial assets	9	18,894	19,394	(500)
<b>Total Non Current Assets</b>		<b>423,695</b>	<b>424,403</b>	<b>(708)</b>
<b>Total Assets</b>		<b>428,966</b>	<b>429,640</b>	<b>(674)</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Trade and other payables		1,337	1,915	(578)
Borrowings		33	33	-
Provisions		6	6	-
Employment Benefit Expenses		494	367	127
Derivative financial instruments		-	-	-
<b>Total Current Liabilities</b>		<b>1,870</b>	<b>2,321</b>	<b>(451)</b>
<b>Non Current Liabilities</b>				
Provisions		53	53	-
Borrowings		2,614	2,633	(19)
<b>Total Non Current Liabilities</b>		<b>2,666</b>	<b>2,686</b>	<b>(19)</b>
<b>Equity</b>				
Public Equity		88,327	88,624	(297)
Reserves		336,103	336,009	94
<b>Total Equity</b>		<b>424,430</b>	<b>424,633</b>	<b>(203)</b>
<b>Total Liabilities and Equity</b>		<b>428,966</b>	<b>429,640</b>	<b>(674)</b>

7. Cash and Cash Equivalents have increased following receipt of receivables, and also a term deposit maturing.
8. Trade and Other Receivables at 30 June 2019 included the May and June NZTA Subsidy claims, which have since been received.
9. Non-Current Other Financial Assets have reduced due to the maturing of a term deposit.

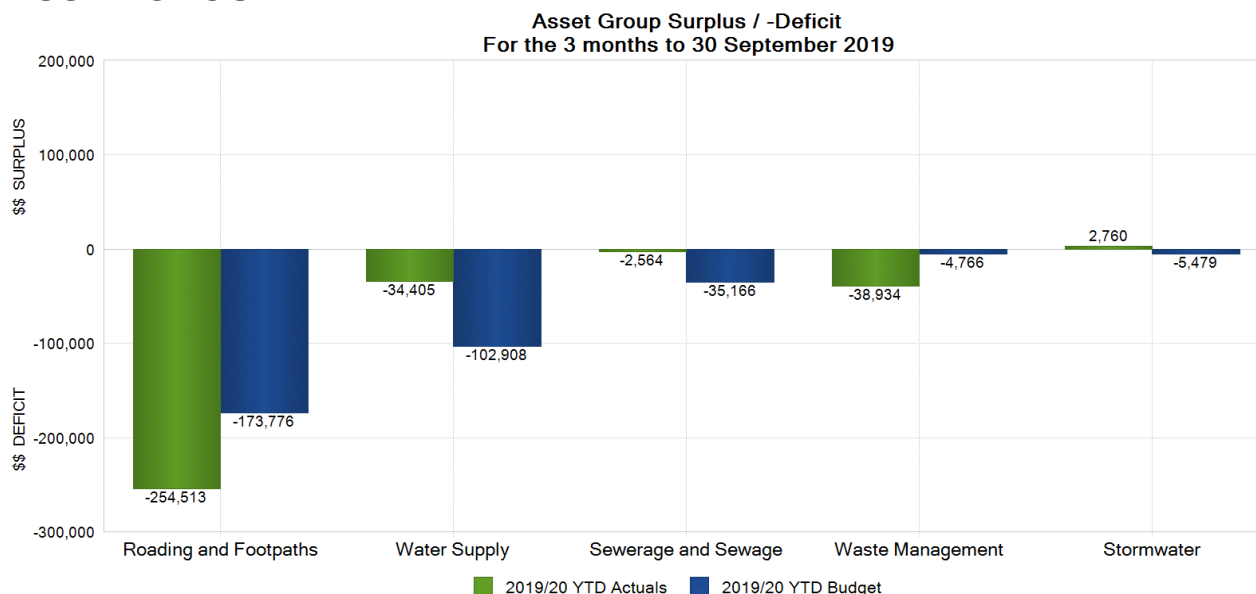
## TOTAL CAPITAL EXPENDITURE BY GROUP



*Note: Year to date Actuals (yellow) includes capital work in progress at 30 June 2019. The Total Budget (blue) includes carry forward budgets as approved at the Council meeting held on 8 October 2019.*

10. Totals:	Spend to date (including WIP at 30 June 2019)	\$ 1,861,280
	Work In Progress carried forward from 30 June 2019	\$ <u>-835,110</u>
	Total spend to 30 September 2019	\$ 1,026,170
	2019/20 Annual Plan Budget	\$ 8,156,380
	Budget carry forwards from 2018/19	\$ <u>1,979,000</u>
	2019/20 Total Budget (including Carry Forwards)	\$10,135,380
	% of total budget spent	10%

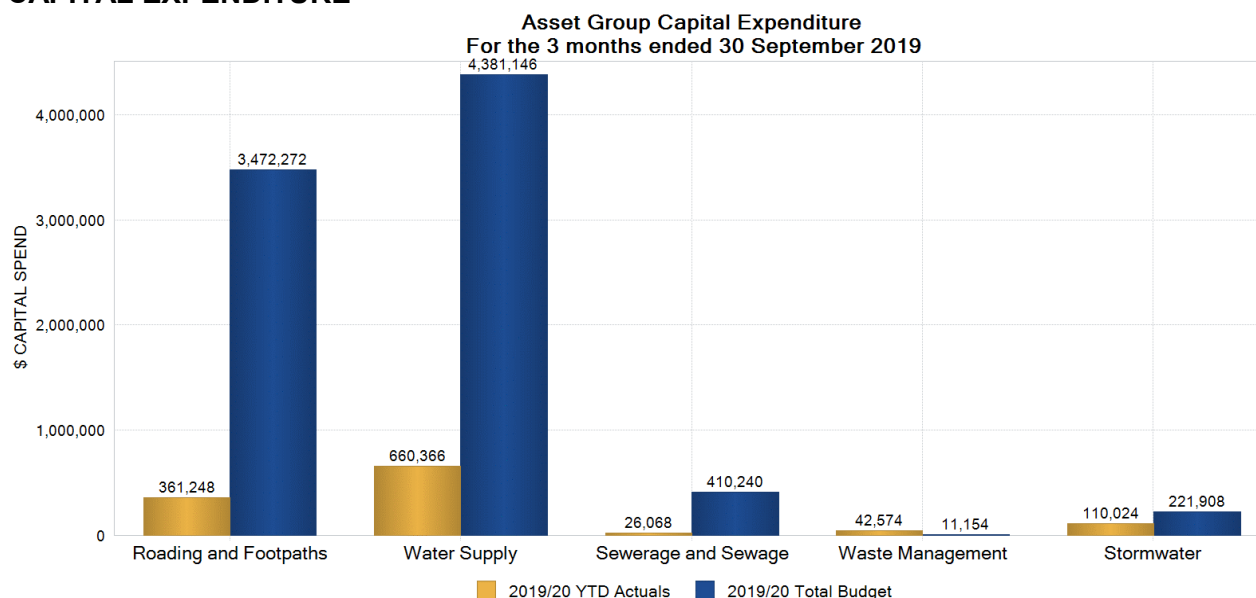
## ASSET GROUP



### VARIANCE ANALYSIS – DAN MITCHELL

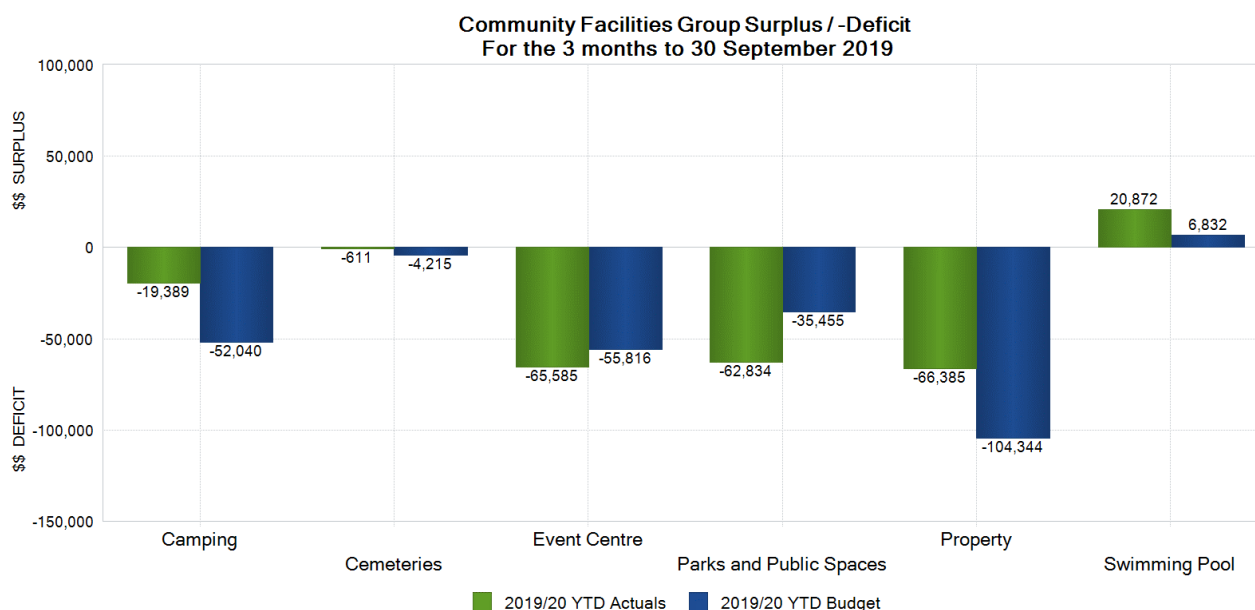
11. Roding and Footpaths – The deficit of \$254,513 is unfavourable (Budget deficit: \$173,776) due to increased expenditure for pavement and environmental maintenance works, offset partially by increased NZTA subsidy income compared to budget.
12. Water Supply – The deficit of \$34,405 is favourable (Budget deficit: \$102,908) due to increased rural water capital contributions income and overall reduced expenditure.

### CAPITAL EXPENDITURE



13. Roding and Footpaths – The budget includes upgrade of the Crouches Bridge, Youngs Road.
14. Water Supply – The budget includes upgrades for compliance to Drinking Water Standards New Zealand (DWSNZ) for the Hook/Waituna, Lower Waihao, Otaio/Makikihi and Waikakahi rural water schemes.
15. Sewerage – The budget includes renewals reprogrammed for Edward Street upgrade (carried forward) and the Queen Street project.
16. Some water scheme upgrades to meet DWSNZ may be further delayed due to the formation of the Regulator and uncertainty surrounding rural water supplies.

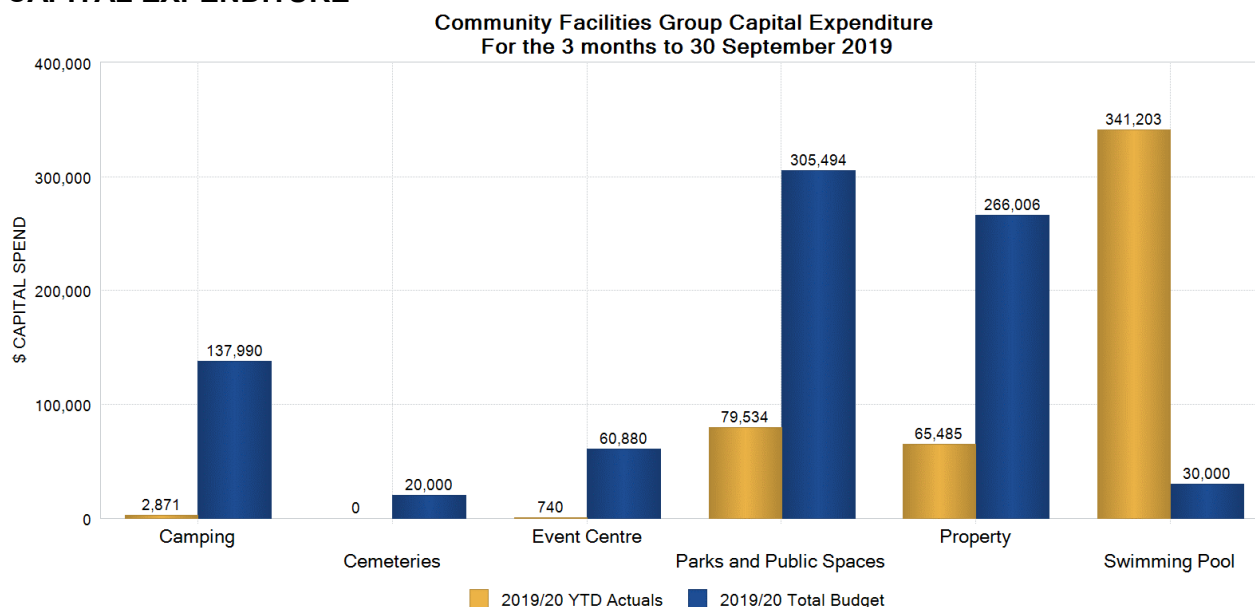
## COMMUNITY FACILITIES GROUP



### VARIANCE ANALYSIS – DAN MITCHELL

17. Camping - The deficit of \$19,389 is favourable (Budget deficit: \$52,040) due to the timing of camping fees at the Waitaki Lakes (\$54,000 ahead of budget).
18. Parks and Public Spaces – The deficit of \$62,834 is unfavourable (Budget deficit: \$35,455) due to increased labour allocations compared to budget.
19. Property – The deficit of \$66,385 is favourable (Budget deficit: \$104,344) due to reduced labour allocations to Public Toilets compared to budget.

### CAPITAL EXPENDITURE

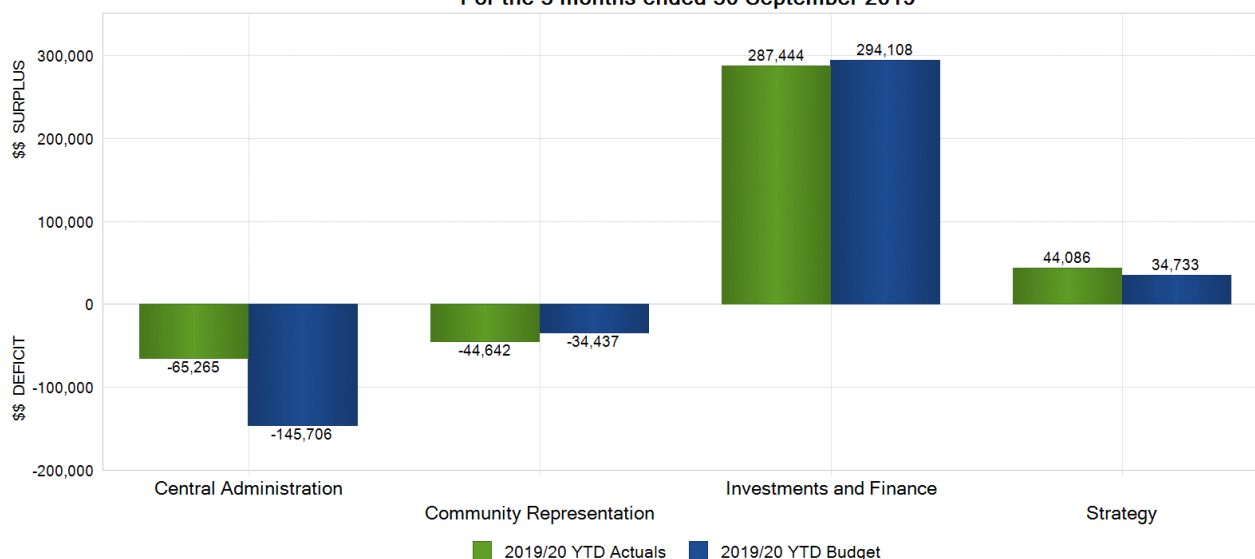


20. All capital works are on target for completion.
21. Swimming Pool – Actuals (in yellow) include work in progress at June 2019 of \$249,300 for the heating project.



## ORGANISATION AND GOVERNANCE GROUP

Organisation and Governance Group Surplus / -Deficit  
For the 3 months ended 30 September 2019

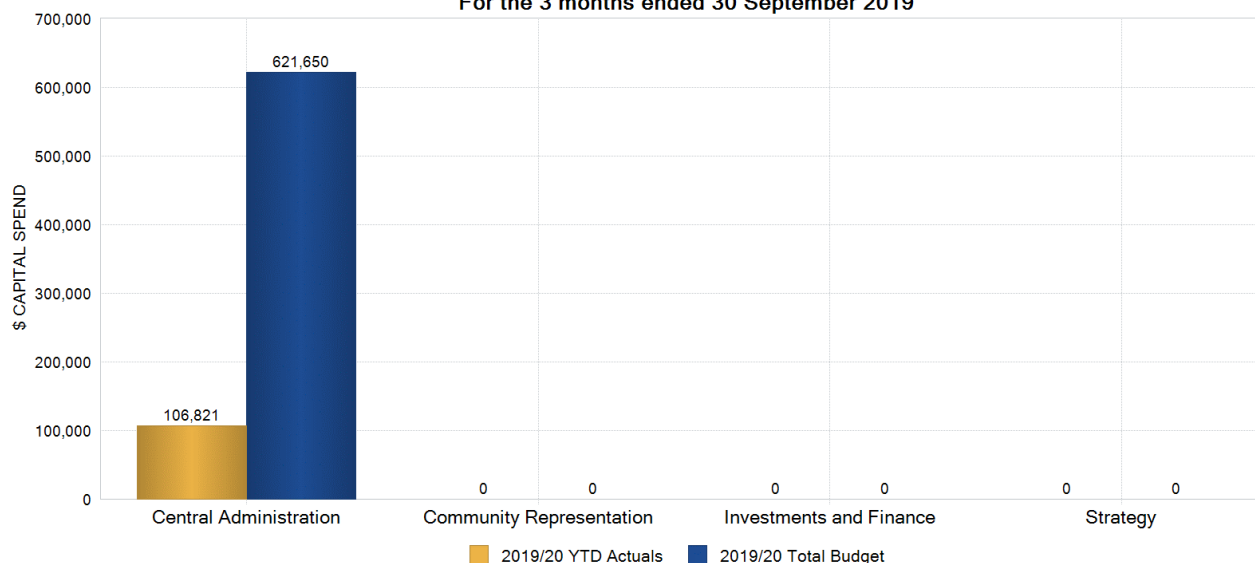


### VARIANCES ANALYSIS – TINA STEVENSON AND CAROLYN JOHNS

22. Central Administration – The deficit of \$65,265 is favourable (Budget deficit: \$145,706) due to reduced employment benefit expenses as a result of vacant positions.

### CAPITAL EXPENDITURE

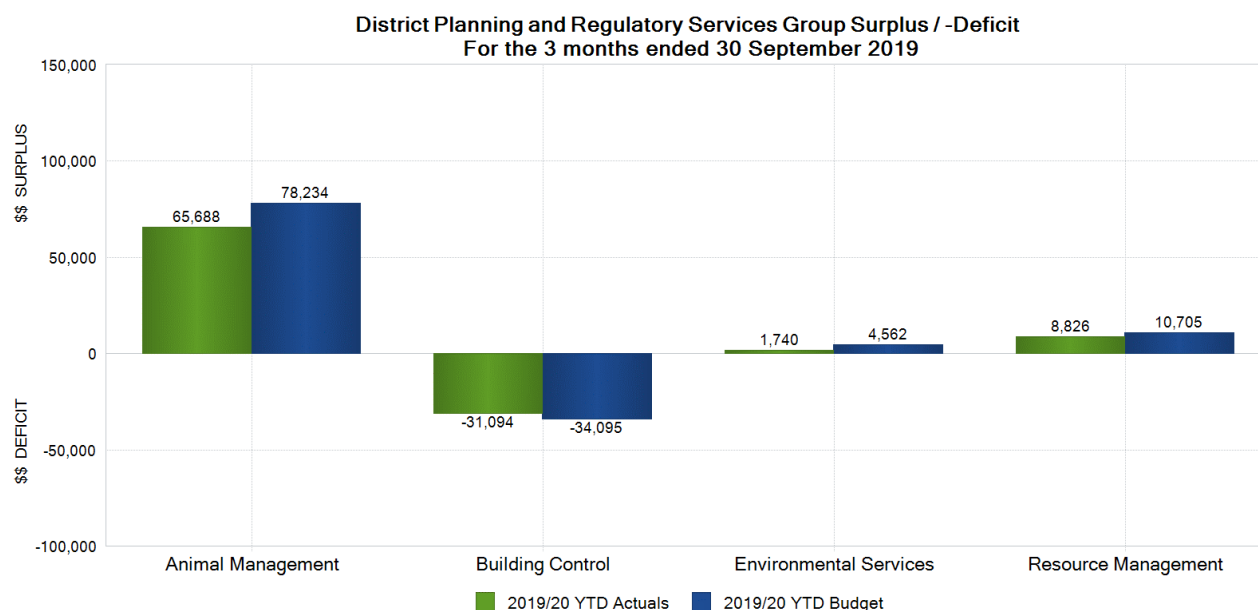
Organisation and Governance Group Capital Expenditure  
For the 3 months ended 30 September 2019



23. All capital works are on target for completion.
24. Central Administration – The budget includes vehicle replacement carry forwards of \$250,000.



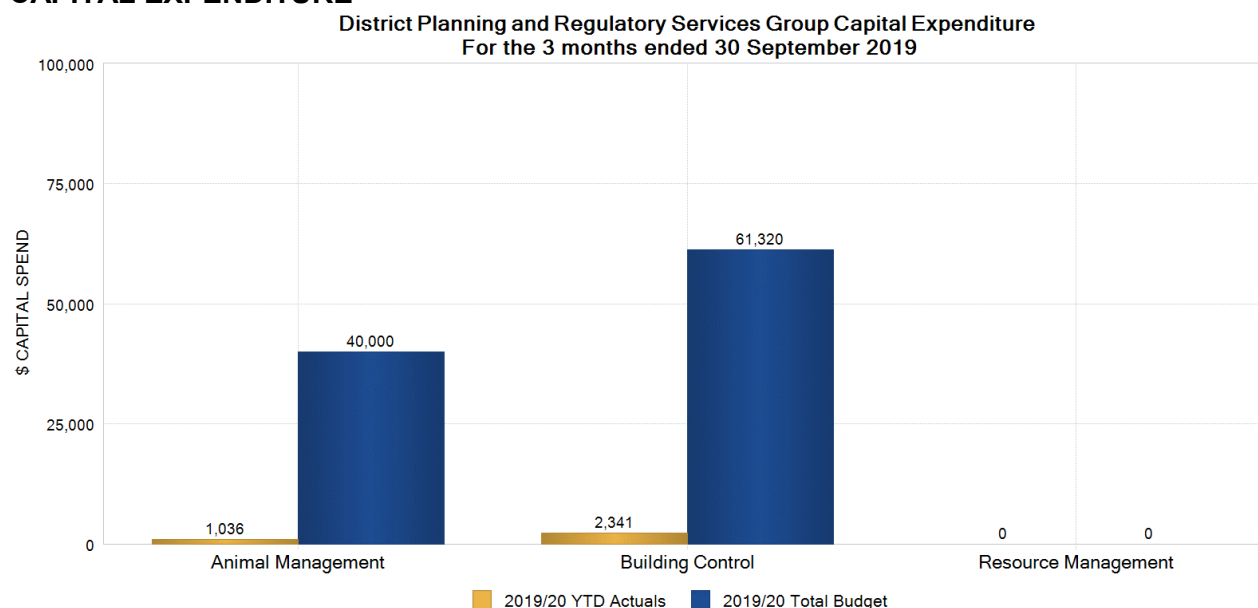
## DISTRICT PLANNING AND REGULATORY SERVICES GROUP



### VARIANCE ANALYSIS – PAUL COOPER

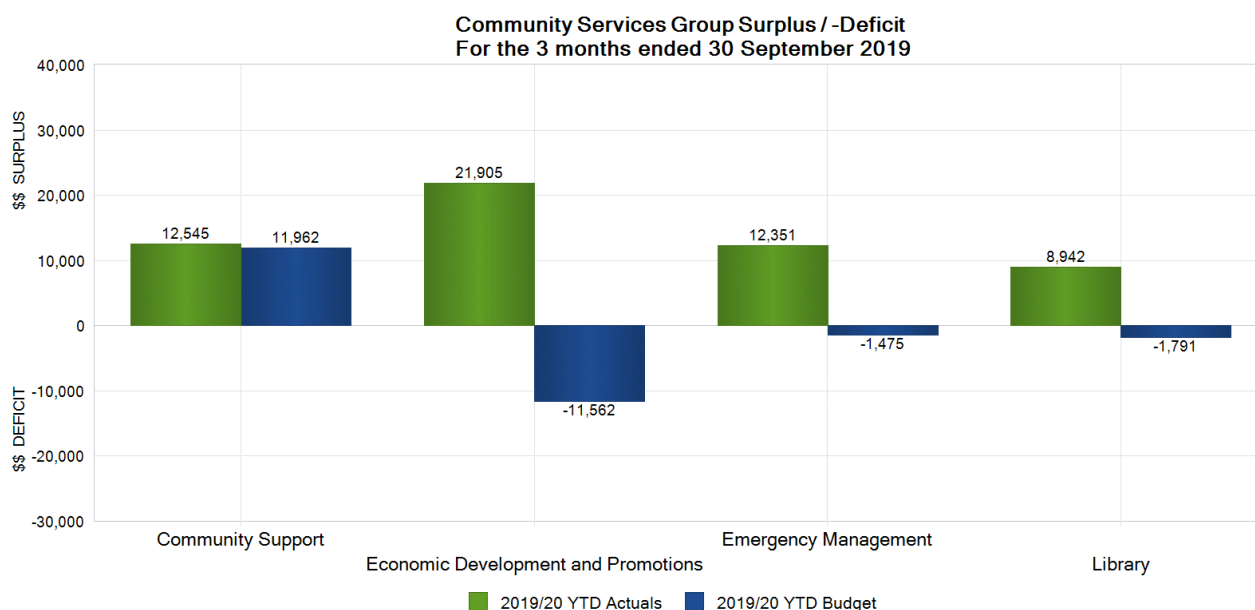
25. Animal Management – The surplus of \$65,688 is unfavourable (Budget surplus: \$78,234) due to dog registration fees income slightly below budget (\$8,300).

### CAPITAL EXPENDITURE



26. All capital works are on target for completion.

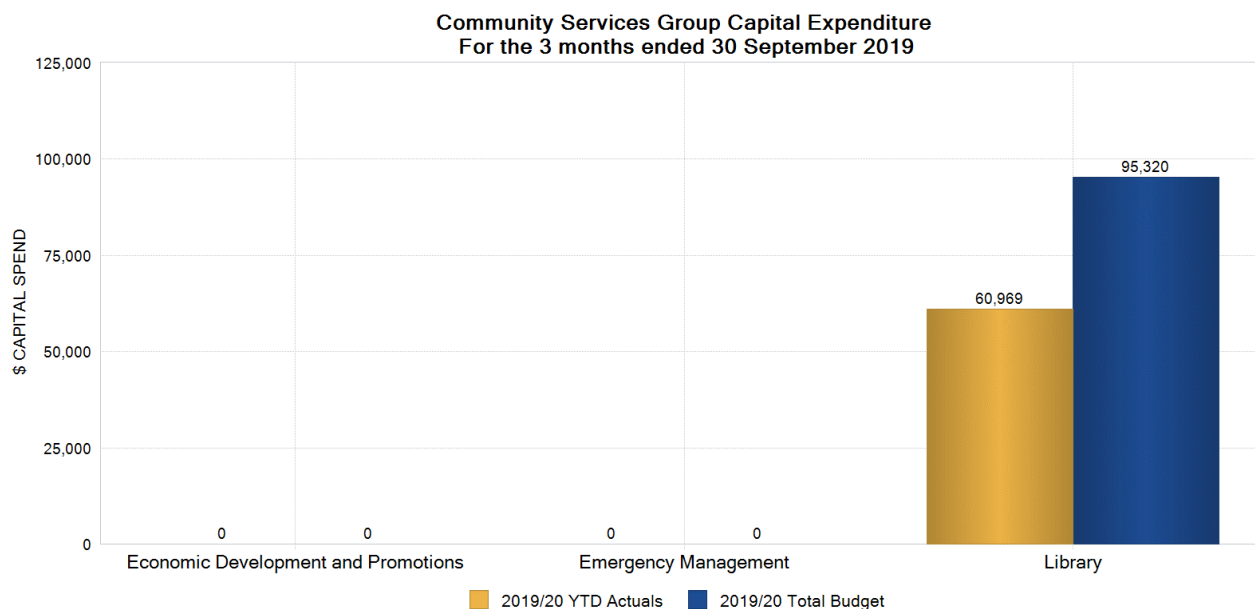
## COMMUNITY SERVICES GROUP



### VARIANCE ANALYSIS – CAROLYN JOHNS AND MICHELLE JONES

27. Economic Development and Promotions - The surplus of \$21,905 is favourable (Budget deficit: \$11,562) due to the timing of economic development strategy and initiatives expenditure.

### CAPITAL EXPENDITURE



28. Library – Actuals (in yellow) include work in progress at June 2019 of \$26,000 for the Self Service and Item Security software.

### RECOMMENDATION

That the Finance Report for the 3 months ended 30 September 2019 be accepted

## 8.2 CORPORATE SERVICES GROUP REPORT

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

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

**Attachments:** 1. LGOIMA Requests    
2. Project Update  

### PURPOSE

1. To present the Corporate Services Group Management Report to the Environmental Services and Finance Committee.

### CORPORATE & SUPPORT SERVICES

#### FINANCE TEAM

##### Annual Report Summary

2. The 2018/19 Annual Report Summary has had Audit NZ approval and was published to our website on 5th November, along with a Facebook post and reference to be included in the 14th November Newline.

##### Annual Plan

3. The preparation of budgets for the 2020/21 financial year has commenced with managers presently reviewing their activity's forecasts. The results of the initial draft budget will be presented to Council at the workshop scheduled for 10 December 2019 following compilation and finance and Chief Executive review.

##### Civic Financial Services Dividend

4. Council received a Special Dividend from Civic Financial Services of \$25,500.83 plus \$9,916.99 Imputation Credits on 19 August 2019. The special dividend represents our share of the sale price of Civic Assurance House. The sale price of the property was significantly higher than the valuation range and the dividend compared favourably to the value previously anticipated by Civic. We note there was no budget included for this income.

##### Funding & Rating Forum

5. The Society of Local Government Managers (SOLGM) Funding & Rating Forum was held on 21 & 22 October 2019. Sessions of most relevance included Rating Reviews, Fees Reviews, Targeted Rating Issues, Non-rateability issues, Collections and Enforcement Issues, Rating of Maori Land, the Online Rates Rebates Trial along with legal and valuation updates.
6. I found most value from the rating and fee review sessions as an early lead in to the Long Term Plan process, which will commence in earnest next year.
7. The Forum provides a valuable opportunity to share knowledge and learnings and form connections with personnel specific to the sector.

##### Vehicles

8. The procurement of a number of vehicles is underway through Council's NZ Government Procurement contract. Trade in's, tenders or Trade-Me are being considered for disposal of the vehicles that are being replaced, to optimise returns.

## **Rates**

### **Second 2019/20 Rates Instalment**

9. The second rates instalment for the 2019/20 year has been applied and is due for payment by 29 November 2019.

### **Rates Rebates**

10. Following the initial mailing of rates rebate applications to previous recipients in July, the scheme was also advertised in Council's September Newslines publication. As a further follow up, we will be promoting the scheme through our website and Facebook before the end of this year and are planning to include an insert with the next rates instalment in the new year.
11. Any ratepayer interested in determining if they may be eligible can contact Council offices. Rates rebate applications for the 2019/20 year are open until 30 June 2020.

### **Emailing Rates Invoices & Electronic Payments**

12. In addition to previous communications and similarly to Rates Rebates, we will be promoting the opportunity to have your rates invoice emailed and payments made electronically through our website, Facebook and Newslines before the end of this year and include a reference in the insert for the next rates instalment.
13. Additionally, a brochure and Direct Debit form is included with every Notice of Sale processed to promote this.
14. The percentage of ratepayers opting to receive their invoices by email has increased from 7% in September 2018 to 16.5% in November 2019, which is pleasing.

## **CORPORATE SERVICES**

15. The front office staff have been particularly busy with the seasonal influx of camping monies from local camping grounds and the Waitaki Lakes, creating a peak in workflow.
16. The cleaning team have noticed increased patronage at Council's public toilets, especially in outlying areas like the Waihao Box and Glenavy. This will most certainly be linked to the warmer weather enticing campers and holidaymakers, along with white baiting season.
17. The team has provided assistance in the co-ordination of the Lance Burdett presentation to staff and councillors on 'looking after ourselves mentally and dealing with difficult people' which is to be held on the 13th of November.

## **INFORMATION TECHNOLOGY (IT)**

18. The IT staff have relocated to the Event Centre temporarily while work is undertaken to remove asbestos from the ceiling of the IT office.

### **GoGet Processing Project**

19. This project represents one of the most significant public service offerings the Council has created in recent years. This project provides an electronic consent submission portal, allowing the public to submit, manage and track their building consents online. Therefore, reducing cost and increasing efficiencies for submitters, particular those in the commercial sector.
20. The project to due to be completed the week ended 8 November. All software has been installed, configured and tested. The users of the system are currently undergoing their second and final round of scheduled training.

### **Online Booking Project**

21. This project will provide an online booking system for Council parks and reserves facilities. Several streams of work are currently active within the project. For example, content capture and creation, consisting of photos and text, has started and work to understand financial system impacts and a payment gateway is also underway. Resourcing for the project has been difficult as staff juggle BAU (Business As Usual) activities. This may influence the project timeline.
22. This project is currently scheduled to be completed in January 2020.

### **New IP PABX (Internet Protocol Private Automatic Branch Exchange)**

23. Spark began decommissioning the old PSTN (Public Switched Telephone Network) and reliant technologies last year. The change required our telephone system to be upgraded in order to communicate with the new Spark systems.
24. We began planning for a new phone system in November 2018 with the goal of upgrading our system before the spark cut-off date of March 2020.
25. The new system is IP (Internet Protocol) based and brings a number of new advanced communication features to the council.
26. Some of these features include:
  - Voicemail / Unified Messaging (i.e. Voice mail delivered to your inbox )
  - Presence Indicator
  - Screen Sharing
  - Desktop Softphones
  - Chat Tool
27. The systems allows the council to extend the phone system into new physical locations with only a network connection required. This has been demonstrated with the moves to the event centre and office accommodation premises.
28. The system was successfully put into production on 17 October with negligible loss of service at the time of the switchover.

### **Norman Kirk Pool**

29. New heating and chlorination systems at the pool are due to be connected soon. The associated technology will allow internal and external users to monitor the pool systems and react when necessary.

### **Office Accommodation**

30. The WIFI Bridge to the office accommodation at Gorge Road has been partially constructed and the structured cabling is near completion. The installation of the Switch and other configuration is yet to commence.

### **Magiq System Administrator Training**

31. Our Senior Systems Engineer attended a Magiq System Administrator Training Course in September which provided an in-depth look at the inner workings of the MAGIQ Enterprise Software Suite.
32. Some of the highlights included:
  - Understanding how MAGIQ reports errors
  - Fault resolutions
  - Maintenance and related tasks
  - Recovery options

- Useful system commands and procedures
- Integration Options

33. The end result is a better understanding of technical aspects of the MAGIQ system as a whole. This should lead to less time and money spent on support requests to Magiq, which are presently invoiced on a time basis.

#### **GOVERNANCE**

34. The lead up to the final Council meeting for the triennium was a particularly busy time with the associated support required especially in the area of meeting administration and the preparation of various resources and information for the Elected Members of the new Council.
35. Following the October elections, a program of induction for the new Council has been undertaken requiring time to plan, deliver and participate in the sessions.

#### **Local Government Official Information & Meetings Act (LGOIMA) Requests**

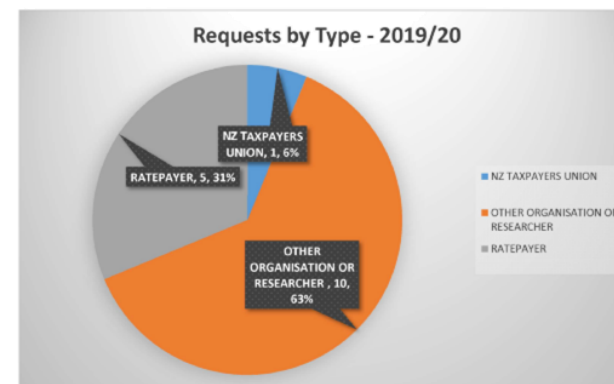
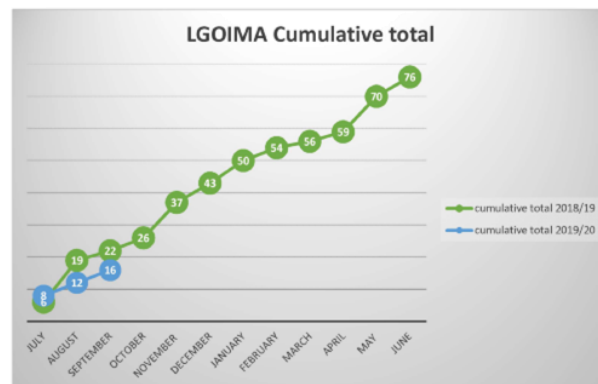
36. As an attachment to this report, we provide a summary of the LGOIMA requests for the quarter ended 30 September 2019. Eighteen requests were received during this period.

#### **RECOMMENDATION**

That the Corporate Services Group Management Report is accepted.

## Summary of LGOIMA requests received 1 July 2019 to 30 September 2019

Date Received	Requestor name	Organisation	Request summary	Status	Date sent	Days to action
1.07.19	Lauren Jones	Waioa DC	Vehicle Fleet	Completed	09.07.19	6 days
02.07.19	Luke Redward	Taxpayers Union Incorporated	2019 Ratepayers' Report	Completed	24.07.19	14 days
9.07.19	Phillippa Jones	-	Water Restrictions	Completed	01.08.19	17 days
15.07.19	Sophie Smyth	Federated Farmers	Sullivans Road cattle impoundments - amended Replaced by request 401	Amended	Amended	n/a
22.07.19	Katie Scotcher	RNZ	Mayor's trips to China	Completed	23.07.19	1 day
22.07.19	Paul Money	AC Law - Auckland	Van Leeuwen Property File	Completed	31.07.19	7 days
23.07.19	Sophie Smyth	Federated Farmers	Cattle Impoundments	Completed	25.07.19	1 day
24.07.19	Edward Woodward	-	Parking infringements	Completed	26.07.19	2 days
25.07.19	AgFirst	AgFirst	Traffic Data	Completed	26.07.19	1 day
1.08.19	Donna Lake	Saunders & Co	Dealings with Aaron Flaszynski	Completed	2.08.19	1 day
8.8.19	Simeon Brown	MP Pakuranga	Finances paid to NZ Drug Foundation	Completed	14.08.19	4 days
9.8.19	Phil Pennington	RNZ	LG Communications and PR numbers and budgets	Completed	26.08.19	12 days
29.08.19	Funeral Directors of NZ	-	Health & Burials	Completed	4.9.19	5 days
2.9.19	Naomi Hansman	-	5G in Waimate	Completed	19.09.19	13 days
3.9.19	Murray Ludemann	Candidate	Council Logo/Ecan Rates	Completed	9.9.19	4 days
5.9.19	Colin Cameron	Private	Building Permits	Completed	9.9.19	2 days
18.9.19	Colin Davis	-	Various strategies, policies across Council	Completed	10.10.19	14 days
27.9.19	Christopher Robinson	Bizmath	Rating	Withdrawn -	7.10.19	n/a





## Project Update

The following denotes the status of significant projects in the Corporate Services area to 30 September 2019:

Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
Corporate Services								
2018/19 - 2019/20	EDRMS - Phase 2	Embed Sharepoint as the main document management tool for Council	Internal Resourcing	\$1,957	15%			Phase 2 of EDRMS project is to review the application of SharePoint to each Council Group and Activity and roll out Council-wide. The structure is presently being confirmed with the set-up to be followed by training of all staff. Additionally, this project will involve reorganisation of historic electronic documents. Some good progress has been made in specific areas with reference documents being prepared to assist with education of the end users. Related SharePoint software tools have also been updated. There is a risk that this project is delayed due to competing projects for staff time.
2019/20	PABX upgrade	Update telephone system server hardware	\$15,000	\$5,874	80%			Upgrade transferred to 2019/20 as per LTP. Following preliminary investigations, it was decided to upgrade our phone system to a Mitel PABX system. In anticipation, an upgrade of the Uninterrupted Power Supply (UPS) to double capacity (as was planned last year) and a new internet connection was installed for the new phone system. Switches were due for renewal so their replacement for the new phone system was timely and efficient. A re-patch of the IT cabinet has been completed and installation of the phone system occurred in October 2019. User training took place in conjunction with the installation.
2018/19 - 2019/20	Magiq Upgrades	Provision for Upgrades to Magiq Software	\$10,000	\$0	0%			Budget provided for Magiq Software Upgrades with the budget rolled over to the 2019/20 financial year. The upgrade to Magiq Performance Version 5 took place in October 2019 and the upgrade to Enterprise Version 4.26 is anticipated for February/March 2020.
2018/19 - 2019/20	Cyber Security	To improve Councils protection from Cyber Threats to recommended maturity levels	\$10,000	\$0	100%			As part of a South Island shared service program, cyber security was identified as an area of risk and selected for review by those Councils who chose to participate. The review was undertaken by Deloitte and the resulting assessment was reported through Council's Audit and Risk Committee. The Cyber Security Plan was approved by the Audit and Risk Committee at the December 2018 meeting. A budget was provided for in the 2019/20 year for assistance with policy, plans and protocols documentation, required to achieve the recommended maturity levels. After considering the benefit of investment in external assistance, it has been decided to complete the project on the basis of the improvements already made. The related Internet Usage policy and External Email policy is scheduled for review in November 2019.
2018/19 - 2019/20	Delegations Review	Review of Council Delegations	Internal Resourcing	\$0	100%			The Delegations Policy was due for Review by June 2018, however amendments were made in the interim. The review of Delegations required extensive work which impacted all departments of Council. The Leadership team provided their comments, amendments or suggestions to the Policy Analyst to incorporate into a draft Policy for further collective consideration. The Review was discussed with Council through a Council Workshop forum on 14 May 2019 and a legal opinion was sought for consideration before presentation of an updated Delegations Policy for approval by Council. Council adopted the fully revised policy at the 20 August 2019 meeting. A minor update to Financial Limits has since been completed and the Financial Limits amendments were adopted at the 29 October 2019 meeting.
2018/19 - 2019/20	Council Meeting Structure Review	Review of Council Meeting structure and frequency.	Internal Resourcing	\$0	0%			Feedback on Council's meetings structure was undertaken with the Council prior to the October 2019 Elections. A review will be undertaken with the new Council within the next 12 months and be presented to a Council Workshop.
2018/19 - 2019/20	District Tours	To arrange for tours of the District for Councillors and relevant staff.	\$1,000	\$0	0%			Historically Council has considered operating tours on an 'on demand' basis, generally following elections. The nature of the tours may be dependent on the quantity of any new Councillors elected, in conjunction with new staff, or a particular area of interest. The timing of this project is ascertained with consideration to these factors. The budget allowed forms part of the Governance Training budget. Councillors undertook a tour of sites within the urban area as part of induction training on 5 November 2019. Further tours of rural areas and sites of particular interest will be scheduled in coming months.

## Status Key:

On track with time/budget for completion within the plan year

High risk (budget and/or timeframe)

Some risk (budget and/or timeframe) - highlight issues in comments

Not started/external to Council



**PUBLIC EXCLUDED**

**9 EXCLUSION OF THE PUBLIC REPORT**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>9.1 - Alpine Energy Shareholders Report - September 2019</b>	<p>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</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>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</p>

**10 RE-ADMITTANCE OF THE PUBLIC REPORT**

**MEETING CLOSURE**