

Agenda

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

Tuesday 10 December 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 10 December 2019, 9.30am.

Elected Members

Craig Rowley	Chairperson
Sharyn Cain	Deputy Chairperson
Fabia Fox	Councillor
Sandy McAlwee	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 COUNCIL PRAYER****2 PUBLIC FORUM****3 APOLOGIES**

The Chair will call for any apologies.

4 VISITORS**5 CONFLICTS OF INTEREST**

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

Local Authorities (Members' Interests) Act 1968

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

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

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

a. Standing Orders 3.7.5 – Major Items

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

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

b. Standing Orders 3.7.6 – Minor Items

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

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

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 29 OCTOBER 2019**

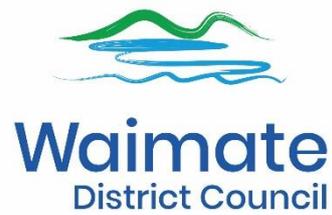
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Council Meeting held on 29 October 2019

PURPOSE

To present the unconfirmed Minutes of the Inaugural Council Meeting held on 29 October 2019 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 29 October 2019 be adopted as a true and correct record.



MINUTES

Inaugural Council Meeting

29 October 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
INAUGURAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 29 OCTOBER 2019, COMMENCING AT 10.00AM**

PRESENT: Craig Rowley, Sharyn Cain, Fabia Fox, Sandy McAlwee, Miriam Morton, Tom O'Connor, David Owen, Colin Pankhurst

APOLOGIES: Sheila Paul

IN ATTENDANCE: Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Fiona Hester-Smith (Human Resources 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)

OPENING

Chief Executive Stuart Duncan, chaired the meeting.

1 COUNCIL PRAYER

There was no Council Prayer at this meeting.

2 PUBLIC FORUM

There was no Public Forum at this meeting.

3 APOLOGIES

RESOLUTION 2019/77

Moved: Sharyn Cain

Seconded: Fabia Fox

That an apology from Sheila Paul be received and accepted.

CARRIED

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

This item was moved to before 17.3 Appointment of deputy mayor, committee chairs and members 2019-2022.

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

There were no major/minor items identified.

MINUTES

7 CONFIRMATION OF MINUTES

Nil

8 RECEIPT OF MINUTES

Nil

REPORTS

9 MAYOR'S REPORT

Nil

10 DEPUTY MAYOR'S REPORT

Nil

11 COUNCILLORS' REPORTS

Nil

12 CHIEF EXECUTIVE'S REPORT

Nil

13 COUNCIL ACTIONS REPORT

Nil

14 HUMAN RESOURCES REPORT

Nil

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT

Nil

17 GENERAL REPORTS**17.1 DECLARATION BY THE MAYOR**

Chief Executive Stuart Duncan asked the Mayor-elect to make a declaration.

Craig ROWLEY, who as a result of the Elections held during the period commencing on 20 September 2019 and ending on 12 October 2019, was duly elected to be MAYOR of the Waimate District, and made and signed a declaration as required by the provisions of Clause 14, Schedule 7 of the Local Government Act 2002.

Date	Name	Office
29 October 2019	Craig ROWLEY	Mayor

17.2 DECLARATION BY COUNCILLORS

The Chief Executive stepped down as Chair. Mayor Craig Rowley, as Chair, asked each Councillor-elect to make their declarations.

Note: Sheila PAUL will make her declaration at an Extraordinary Council Meeting scheduled for 19 November 2019.

The persons below, who as a result of the Elections held during the period commencing on 20 September 2019 and ending on 12 October 2019, were duly elected to be COUNCILLORS of the Waimate District, and made and signed a declaration as required by the provisions of Clause 14, Schedule 7 of the Local Government Act 2002.

Date	Name	Office
29 October 2019	Sharyn CAIN	Councillor
29 October 2019	Fabia FOX	Councillor
29 October 2019	Sandy MCALWEE	Councillor
29 October 2019	Miriam MORTON	Councillor
29 October 2019	Tom O'CONNOR	Councillor
29 October 2019	David OWEN	Councillor
29 October 2019	Colin PANKHURST	Councillor

CONFLICTS OF INTEREST

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

17.3 APPOINTMENT OF DEPUTY MAYOR, COMMITTEE CHAIRS AND MEMBERS 2019-2022

The Mayor informed Council of the appointment of Deputy Mayor, Committee chairs and Committee members.

Under the 2012 changes to the Local Government Act, Section 41A(3) was inserted giving Mayors new powers to appoint the deputy Mayor, the chairperson and the members of each committee of the territorial authority. Subsequently the Mayor has chosen to exercise the powers under Section 41A(3).

RESOLUTION 2019/78

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Appointment of Deputy Mayor, Committee Chairs and Members 2019-2022 report is accepted as below:

The deputy mayor for the 2019-2022 triennium is Cr Sharyn Cain; and

The chairs, deputy chairs and members of the Waimate District Council Committees of Council for the 2019-2022 triennium are:

Environmental Services and Finance Committee

Chair Cr Sharyn Cain

Deputy Chair Cr Sandy McAlwee

Members: Mayor and all Councillors

District Infrastructure Committee

Chair Cr Miriam Morton

Deputy Chair Cr Sheila Paul

Members: Mayor and all Councillors

Community Services and Development Committee

Chair Cr Tom O'Connor

Deputy Chair Cr David Owen

Members: Mayor and all Councillors

Audit and Risk Committee

Mayor Rowley

Independent Chair (vacant)

Councillor Deputy Chair Sheila Paul

Councillor Miriam Morton

Councillor Tom O'Connor

Chief Executive's Performance Review Committee

Mayor Rowley

Councillor Sharyn Cain

Councillor Tom O'Connor

Councillor Colin Pankhurst

Waimate District Council Appeal Panel

Mayor Rowley

Councillor Sharyn Cain

Councillor Sheila Paul

District Licensing Committee

Mayor
Councillor Sheila Paul
Councillor – vacant

Waimate Community Anzac Group

Mayor
Councillor David Owen
Waimate RSA President/Member (2)

Waimate District Civic Awards Committee

Mayor Rowley
Councillor Miriam Morton

Creative Communities Scheme Committee

Mayor Rowley
Councillor Miriam Morton

Community & Sports Grants Committee

Mayor Rowley
Councillor Sharyn Cain

Hook Waituna Water Supply Committee

Councillor Sandy McAlwee

Waikakahi Water Supply Committee

Councillor Colin Pankhurst

Cannington-Motukaika Water Supply Committee

Councillor Sandy McAlwee (Tom O'Connor as back-up)

Otaio-Makikihi Water Supply Committee

Councillor Tom O'Connor (Sandy McAlwee as back-up)

Waihaorunga Water Supply Committee

Councillor Colin Pankhurst

CARRIED

17.4 APPOINTMENT OF COUNCIL REPRESENTATIVES TO EXTERNAL GROUPS AND ORGANISATIONS 2019-2022

Council considered and elected representatives to external groups and organisations.

RESOLUTION 2019/79

Moved: Cr Sharyn Cain
Seconded: Cr David Owen

1. That the Appointment of Council Representatives to External Groups and Organisations 2019-2022 report is accepted; and
2. That Council appoints representatives to External Groups and Organisations for the 2019-2022 term as presented below:

Alpine Energy

The Mayor and/or Deputy Mayor
Chief Executive
Corporate Services Group Manager

Canterbury Waste Joint Standing Committee

Councillor Miriam Morton

Centrecare Counselling Waimate

Councillor Miriam Morton

Civil Defence Emergency Management Group Joint Committee (CDEM)

Mayor and Chief Executive

Downlands Water Supply Management Committee

Councillor Sandy McAlwee

Elephant Hill Drainage Committee

Councillor Colin Pankhurst

Local Government New Zealand – Rural Sector Representative on National Council

The Mayor and/or nominated Councillor

**Lower Waitaki South Coastal Canterbury Zone Water Committee
(facilitated by Environment Canterbury)**

Councillor Fabia Fox

Morven Recreation Reserve Committee

Ward Councillor Sheila Paul

**Orari-Temuka-Opihi-Pareora (OTOP) Water Zone Management Committee
(facilitated by Environment Canterbury)**

Councillor Tom O'Connor

Pareora Catchment Committee

Councillor Tom O'Connor

Regional Land Transport Committee

The Mayor

Sport Canterbury Spaces and Places Plan Governance Group

Councillor Fabia Fox

St Andrews Recreation Reserve Committee

Councillor Sandy McAlwee / or Councillor Tom O'Connor

**Upper Waitaki Zone Water Management Committee (observational role only)
(facilitated by Environment Canterbury)**

Councillor Miriam Morton

Waimate Community Anzac Group

Mayor and Councillor David Owen

Waimate District Resource Trust

Councillor Fabia Fox

Waimate Historical Society

Councillor Colin Pankhurst

Waimate Total Mobility

Councillor David Owen

Waimate Trackways Group

Councillor Sharyn Cain

Waihao-Wainono Water Users Society Inc**(facilitated by Environment Canterbury)**

Councillor Sheila Paul

Waihao-Wainono River Rating Liaison Committee**(facilitated by Environment Canterbury)**

Mayor Rowley

Waitaki Lakes Shoreline Authority

The Mayor and Councillor David Owen

Parks and Reserves Manager

Zone 5 & 6 Local Government New Zealand (LGNZ)

Mayor and/or nominated Councillor

CARRIED**17.5 ADOPTION OF STANDING ORDERS 201**

Council considered adopting standing orders in accordance with Local Government Act 2002 (the Act).

RESOLUTION 2019/80

Moved: Cr Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the Adoption of Standing Orders 201 Report is accepted; and
2. That Council adopt standing orders, as presented, with the following amendments:
 - a. Retain the provisions for meetings by audio visual link
 - b. Remove the casting vote option for chairpersons
 - c. Choose Option B (medium) as the default for speaking and moving motions.

CARRIED**Note:**

12.3 & 12.4: The Standing Orders rules for recording of meetings were highlighted.

17.6 ADOPTION OF CODE OF CONDUCT 202

Council considered adopting the Code of Conduct in accordance with Local Government Act 2002 (the Act).

RESOLUTION 2019/81

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

1. That the Adoption of Code of Conduct 202 report is accepted; and
2. That Council adopts the draft Code of Conduct, as presented.

CARRIED

17.7 CHIEF EXECUTIVE'S GENERAL EXPLANATION ON KEY LEGISLATION

Council were provided with the general explanation of various statutes as required by the Local Government Act 2002 (LGA).

RESOLUTION 2019/82

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

That the Chief Executive's General Explanation on Key Legislation report is accepted.

CARRIED

17.8 CHIEF EXECUTIVE'S UPDATE ON CURRENT SIGNIFICANT WORKSTREAMS

Council were provided with a general update on Council's current and significant work streams, which are either currently under way or imminent.

RESOLUTION 2019/83

Moved: Mayor Craig Rowley

Seconded: Cr Sharyn Cain

That the Chief Executive's Update on Current Significant Workstreams report is accepted.

CARRIED

17.9 ADOPTION OF WAIMATE DISTRICT COUNCIL SCHEDULE OF MEETINGS 2020

Council considered and adopted a schedule of meetings for the rest of 2019 and 2020, according to the Local Government Act 2002 (Schedule 7 Clause 21).

RESOLUTION 2019/84

Moved: Cr Fabia Fox

Seconded: Cr Miriam Morton

1. That the Adoption of Waimate District Council 2020 Schedule of Meetings Report be accepted; and
2. That Council adopts the meetings for the remainder of 2019 and the Waimate District Council 2020 Schedule of Meetings, as presented.

CARRIED

17.10 COUNCILLOR REMUNERATION POOL ALLOCATION

Council considered the distribution of the Remuneration Pool in order that a proposal may be forwarded to the Remuneration Authority for approval.

RESOLUTION 2019/85

Moved: Cr Miriam Morton

Seconded: Cr Tom O'Connor

1. That the Councillor Remuneration Pool Allocation Report is accepted; and
2. That Council approves a proposal to be submitted to the Remuneration Authority for allocation of the governance remuneration pool as follows:
 - (a) That the role of Deputy Mayor is identified as a position of additional responsibility and this is remunerated at a ratio of 1.5 to the councillor base remuneration, therefore a total of \$38,882 per annum.
 - (b) That the base Councillor position is remunerated at \$25,921 per annum.

CARRIED

17.11 DELEGATIONS POLICY 308

Council considered the Financial Limits amendments to the Delegations Policy 308.

RESOLUTION 2019/86

Moved: Cr Sharyn Cain

Seconded: Cr Miriam Morton

1. That the Delegations Policy 308 report be accepted, and
2. That Council adopts the Financial Limit amendments to the Delegations Policy 308, as attached.

CARRIED

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

Nil

PUBLIC EXCLUDED

19 EXCLUSION OF THE PUBLIC REPORT

Nil

20 RE-ADMITTANCE OF THE PUBLIC REPORT

Nil

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 11.25am.

The minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 10 December 2019.

.....
CHAIRPERSON

7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 19 NOVEMBER 2019

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

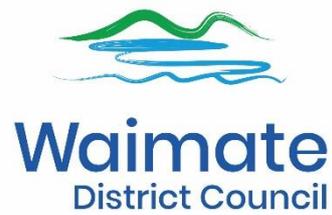
Attachments: 1. Minutes of the Extraordinary Council Meeting held on 19 November 2019

PURPOSE

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

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held on 19 November 2019 be adopted as true and correct record.



MINUTES

Extraordinary Council Meeting

19 November 2019

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

PRESENT: Mayor Craig Rowley, Deputy Mayor Sharyn Cain, Cr Fabia Fox, Cr Sandy McAlwee, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Colin Pankhurst, Cr Sheila Paul

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

OPENING

1 COUNCIL PRAYER

There was no Council Prayer at this meeting

2 PUBLIC FORUM

There were no Public Forum at this meeting.

3 APOLOGIES

Nil

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.

REPORTS

7 GENERAL REPORTS

7.1 DECLARATION BY COUNCILLOR

Mayor Craig Rowley asked Councillor-elect Sheila Paul to make her declaration.

The person below, who as a result of the Elections held during the period commencing on 20 September 2019 and ending on 12 October 2019, was duly elected to be a COUNCILLOR of the Waimate District, and made and signed a declaration as required by the provisions of Clause 14, Schedule 7 of the Local Government Act 2002.

Cr Paul was unable to make her declaration at the Inaugural Council Meeting held on 29 October 2019.

Date	Name	Office
29 October 2019	Sheila PAUL	Councillor

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 9.45am.

The minutes of this meeting will be confirmed at the Council Meeting to be held on 10 December 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

MAYOR ROWLEY PRESENTING AT THE ZONE 5 & 6 MEETING



EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

Outside of Waimate District Council meetings and general business – from 14 October 2019 to 29 November 2019.

Date	Meetings and Functions
15 October 2019	Councillor Training – Council (as Mayor-elect)
20 October 2019	Royal NZ Naval Association Seafarers Service and Trafalgar Day Luncheon – Timaru (as Mayor-elect)
21 October 2019	NZTA Proposed Speed Limit Changes for Glenavy submission assistance – Glenavy Hall (as Mayor-elect)
22 October 2019	Councillor Training – Council followed by visit and Totara planting at Bushtown Waimate (as Mayor-elect)
23 October 2019	Judging of Waimate 50 Colouring In Competition – Council (as Mayor-elect)
25 October 2019	Mayor's Chat with OJ – The Breeze (as Mayor-elect)
30 October 2019	Waimate/Waitaki Mycoplasma Bovis Advisory Group Meeting – Waimate Event Centre
31 October 2019	Ted d'Auvergne Sculpture Project Fundraising Committee meeting – Council
3 November 2019	Totara tree planting at Bushtown Waimate for Waimate St John 100 year celebrations – Bushtown

4 November 2019	South Canterbury/North Otago Mayoral Gathering – Waimate
5 November 2019	Councillor Training and Council assets urban tour
6 November 2019	Mayor's Open Forum – Council
7 November 2019	2019 Industry Training Graduation Ceremony – Timaru
9 November 2019	Council Family Pool Party – Norman Kirk Memorial Swimming Pool
11 November 2019	Waimate 50 Debrief – Council
11 November 2019	Armistice Day Service & Luncheon with RSA – Waimate
13 November 2019	Lance Burdett Presentation (Looking after ourselves mentally and dealing with difficult people) – Council
15 November 2019	Guest Speaker for Lister Home residents – Waimate
18 November 2019	Local Government Zone 5 & 6 Meeting – Oamaru
20 November 2019	Waimate District Council Community & Sports Grants Committee Meeting – Council
21/22 November 2019	Rural & Provincial Meeting – Wellington
26 November 2019	Audit & Risk Committee meeting – Council
27 November 2019	Waimate/Waitaki Mycoplasma Bovis Advisory Group Meeting – Council
28 November 2019	Alpine Energy Shareholders Workshop – Timaru
28 November 2019	Regional Transport Committee meeting – Christchurch
28 November 2019	Canterbury Mayoral Forum Working Dinner – Christchurch
28 November 2019	Canterbury Mayoral Forum – Christchurch
28 November 2019	Canterbury CDEM Group Joint Committee – Christchurch
29 November 2019	Lower Waitaki Rating District Meeting – Waitaki Bridge Hall

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

COUNCIL FAMILY POOL PARTY**EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE DEPUTY MAYOR**

Outside of Waimate District Council meetings and general business – from 14 October 2019 (as Councillor-elect) to 29 November 2019.

Date	Meetings and Functions
6 October 2019	Attended MP Eugenie Sage's meeting – Timaru
15 October 2019	Councillor Training – Council (as Councillor-elect)
16 October 2019	National Party Freshwater Proposals Meeting – Waimate Event Centre (as Councillor-elect)
21 October 2019	NZTA Proposed Speed Limit Changes for Glenavy submission assistance – Glenavy Hall (as Councillor-elect)
22 October 2019	Councillor Training – Council followed by visit and Totara planting at Bushtown Waimate (as Councillor-elect)
25 October 2019	NZTA Proposed Speed Limit Changes for Glenavy submission assistance – Waimate Library (as Councillor-elect)
25 October 2019	Guest speaker for Whitehorse Lions on the Rural Soldier statue at Waihao Forks (as Councillor-elect)
31 October 2019	Speak to Waimate High School year-7 class about Local Government – Waimate High School
1 November 2019	Judge at Makikihi School's pet day – Makikihi School
1 November 2019	Guest speaker at NZEI Wellness evening (social media on a public role)
3 November 2019	Totara tree planting at Bushtown Waimate for Waimate St John 100 year celebrations – Bushtown

4 November 2019	WAIYOU! meeting regarding Youth Employment Scheme
5 November 2019	Councillor Training and Council assets urban tour
9 November 2019	Community Planting Day at McCullochs Bridge – Waimate
9 November 2019	Council Family Pool Party – Norman Kirk Memorial Swimming Pool
13 November 2019	Lance Burdett Presentation (Looking after ourselves mentally and dealing with difficult people) – Council
18 November 2019	Local Government Zone 5 & 6 Meeting – Oamaru
19 November 2019	Waimate2gether Community Engagement Session – Waimate Event Centre
20 November 2019	Waimate District Council Community & Sports Grants Committee Meeting – Council
21/22 November 2019	Rural & Provincial Meeting – Wellington
27 November 2019	Waimate/Waitaki Mycoplasma Bovis Advisory Group Meeting – Council
28 November 2019	Alpine Energy Shareholders Workshop – Timaru
28 November 2019	Oceania Dairy Limited Information Sessions on proposed ocean outfall – Waimate Event Centre
29 November 2019	Lower Waitaki Rating District Meeting – Waitaki Bridge Hall

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 14 October 2019 to 29 November 2019.

Cr Fabia Fox	
Date	Meetings and Functions
15 October 2019	Councillor Training (as Councillor-elect)
5 November 2019	Councillor Training
14 November 2019	LGNZ Elected Member Training – Timaru
20 November 2019	Lower Waitaki South Coastal Canterbury Zone Committee Field Trip/Workshop

Cr Sandy McAlwee	
Date	Meetings and Functions
15 October 2019	Councillor Training (as Councillor-elect)
22 October 2019	Councillor Training (as Councillor-elect)
5 November 2019	Councillor Training and Council assets urban tour
13 November 2019	Hook-Waituna Rural Water Scheme Committee triennial meeting – Council
25 November 2019	Cannington-Motukaika Water Scheme Committee triennial meeting – Council
26 November 2019	Audit & Risk Committee meeting (as observer) – Council
28 November 2019	Alpine Energy Shareholder workshop – Timaru

Cr Miriam Morton	
Date	Meetings and Functions
12 October 2019	CentreCare Waimate Yard Sale
14 October 2019	Economic Development Strategy Group meeting
15 October 2019	Councillor Training
16 October 2019	CentreCare Waimate Committee meeting
22 October 2019	Councillor Training (as Councillor-elect)
5 November 2019	Councillor Training and Council assets urban tour
11 November 2019	Armistice Day Service – Waimate
13 November 2019	Lance Burdett Presentation (Looking after ourselves mentally and dealing with difficult people) – Council
18 November 2019	Economic Development Strategy Group meeting – Council
19 November 2019	Waimate2gether Community Engagement Session – Waimate Event Centre
20 November 2019	CentreCare Waimate Committee meeting & Special General meeting – Waimate
23 November 2019	Southern Canterbury A & P Show – Opening Speech (on behalf of Mayor)
26 November 2019	Audit and Risk Committee meeting – Council
28 November 2019	Alpine Energy Shareholders workshop – Timaru
28 November 2019	Oceania Dairy Limited Information Sessions on proposed ocean outfall – Waimate Event Centre

Cr Tom O'Connor	
Date	Meetings and Functions
15 October 2019	Councillor Training
22 October 2019	Councillor Training (as Councillor-elect)
5 November 2019	Councillor Training and Council assets urban tour
20 October 2019	Royal NZ Naval Association Seafarers Service and Trafalgar Day Luncheon – Timaru
28 November 2019	Oceania Dairy Limited Information Sessions on proposed ocean outfall – Waimate Event Centre

Cr David Owen	
Date	Meetings and Functions
15 October 2019	Councillor Training
22 October 2019	Councillor Training (as Councillor-elect)
5 November 2019	Councillor Training and Council assets urban tour
28 November 2019	Alpine Energy Shareholders workshop – Timaru
28 November 2019	Oceania Dairy Limited Information Sessions on proposed ocean outfall – Waimate Event Centre

Cr Colin Pankhurst	
Date	Meetings and Functions
15 October 2019	Councillor Training (as Councillor-elect)
22 October 2019	Councillor Training (as Councillor-elect)
5 November 2019	Councillor Training and Council assets urban tour
28 November 2019	Waikakahi Rural Water Scheme Committee triennial meeting – Council
28 November 2019	Waimate Historical Society meeting – Waimate
29 November 2019	Roading Inspection with Roothing Manager – Hakataramea/Waihaorunga
30 November 2019	Arno Hall Centenary

Cr Sheila Paul	
Date	Meetings and Functions
21 November 2019	Meeting with Asset Manager at Glenavy Layby regarding camera to monitor the river – Glenavy Layby
26 November 2019	Audit and Risk Committee meeting – Council
28 November 2019	Alpine Energy workshop – Timaru
29 November 2019	Lower Waitaki Rating District meeting – Waitaki Bridge Hall

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: Stuart Duncan, Chief Executive
Attachments: Nil

PURPOSE

1. The following documents have 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 these documents.

RECOMMENDATION

That the following documents be executed under the Common Seal of the Council:

1. Warrant of Appointment (Building Control Officer) John Watson – 29 October 2019
2. Warrant of Appointment (Noise Control Officer) Brendan Milne – 5 November 2019

13 COUNCIL ACTIONS REPORT**13.1 COUNCIL ACTIONS REPORT**

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

Authoriser: Stuart Duncan, Chief Executive

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

PURPOSE

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

RECOMMENDATION

That the Council Actions Report 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 final assessment from the structural engineer has been received. We are now awaiting a preliminary options report from the architect, which is expected in January 2020.			

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:			
The bins have been constructed and painted. Installation will occur in early 2020.			

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.			
Note:			
It was decided at the 26 November 2019 Audit & Risk Committee meeting that the revision of the Terms of Reference and Workplan should not wait any longer so is to take place in advance of the next Audit & Risk Committee meeting scheduled for 3 March 2020.			

14 HUMAN RESOURCES REPORT**14.1 HUMAN RESOURCES REPORT**

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

PURPOSE

1. For the Human Resources Manager to update Council.

RECRUITMENT

2. Since my last report in August the following staff have been employed by Council

Position	Name	Permanent / Temporary
Compliance Officer	Jonts McKerrow	Permanent F/T
Marketing and Promotions Officer	Lara Welsh	Permanent P/T
Lakes Supervisor	Rachel Robertson	Temporary
Administration Officer – Asset Group	Nicky Caird	Permanent P/T
Library Assistant	Carol Cross	Permanent P/T
Library Assistant	Deb Sheddin	Permanent P/T
Communications Officer	Rachel Harris	Permanent F/T
Water and Waste Technical Support Officer	Mira Tripathi	Permanent F/T
Administration Officer – Event Centre	Di Lowry	Permanent P/T
Pool Team leader	Raquel Shaw	Temporary
Pool Attendant	Ari Dungey	Temporary
Pool Attendant	Paula Lysaght	Temporary
Pool Attendant	Madeline Wood	Temporary
Pool Attendant	Ella Bray	Temporary
Lakes Rubbish Truck Driver	Stewart Craib	Temporary

EXITING STAFF

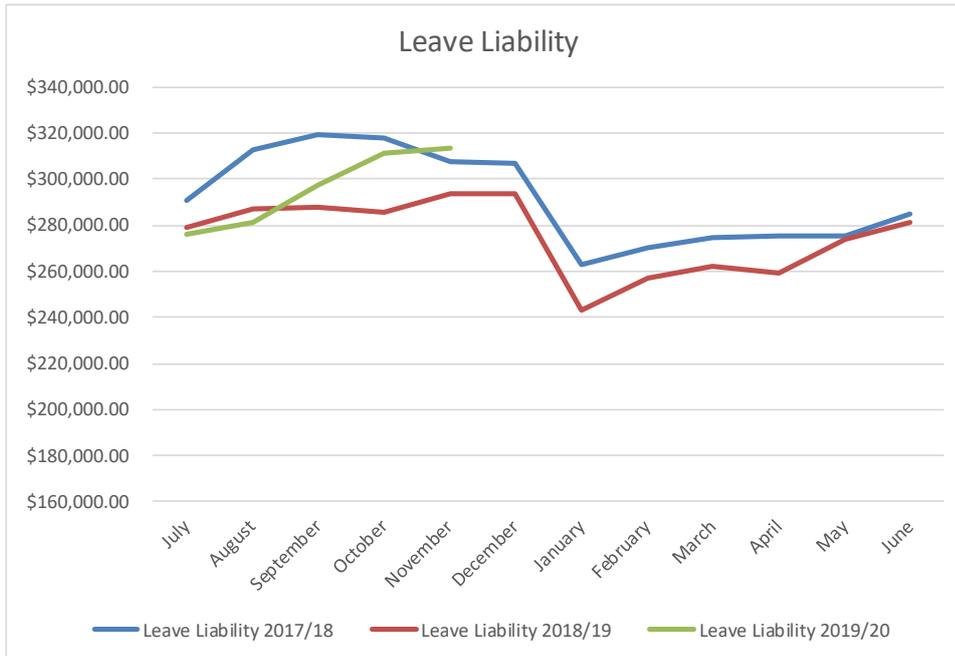
3. Since my last report in August the following staff have left Council.

Position	Name	Permanent / Temporary
Three Waters Engineer	David McIntyre	Permanent F/T
Communications Officer	Alena Lynch	Permanent F/T
Information Centre Receptionist	Donna van der Byl	Permanent P/T
Gardener	Murray Martin	Permanent P/T
Library Assistant	Penny McConnell	Permanent P/T
Water Technician	Steve Bailey	Permanent F/T
After Hours Security	Justin Anngow	Permanent P/T
Gardener	Isaac Summers	Permanent F/T

STAFF STATISTICS

	December 2019
Actual Staff	69
Full Time Equivalents (FTE's)	56.37
Full Time	43
Part Time	18
Temporary	8
Casual	0

LEAVE LIABILITY STATISTICS



RECOMMENDATION

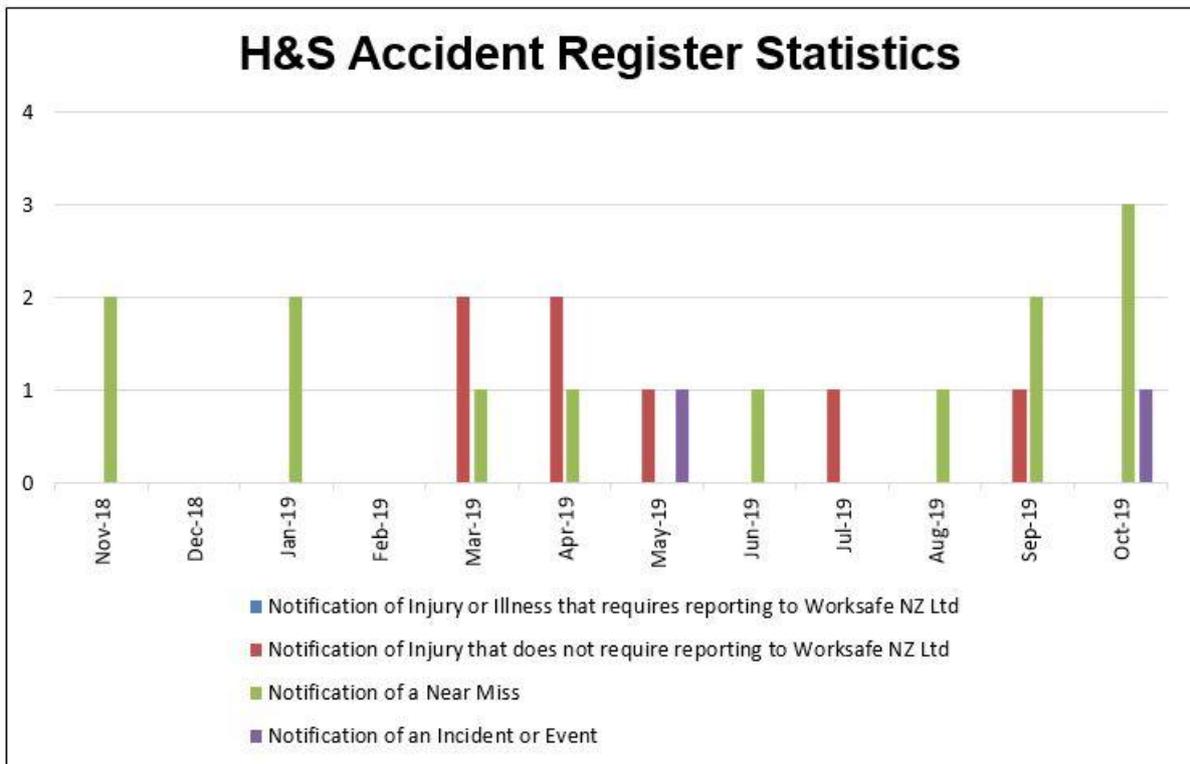
That the Human Resources Manager's report is accepted.

15 HEALTH AND SAFETY REPORT**15.1 HEALTH AND SAFETY UPDATE**

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

PURPOSE

- The Health and Safety report to 31 October 2019 is submitted for the information of Council.

Health and Safety Statistics

- Since the last report in March 2019, there have been six near misses, one incident and one accident resulting in an injury (not requiring reporting to WorkSafe NZ). The near misses have included two plastic chair collapses at the Events Centre, a trip on an uneven pathway and clothing caught in machinery. The accident reported was a back strain injury, and the incident was two customers becoming irate and abusing a staff member.

Meetings

- On 15 August, the Canterbury Health & Safety Advisory Group meeting was held in Christchurch, attended by Luci Swatton.

Health and Safety Committee

- The Health & Safety Committee has now meet several times, there are two new members with Tony Morton and James Hewson coming on board. A chairperson and secretary have been elected, they are Karalyn Reid as chairperson and Jill Wilson as secretary. The committee have also decided on a new name, which is the Dare to Care Team. The Dare to Care Team are focusing on a different aspect of health and safety each month (mental health, stress, driving, etc.), whilst working on ways to grow the health and safety culture within the Council.

Health and Safety Manual

5. The review of the health and safety manual was completed in October along with the health and safety forms for reporting near misses, incidents and accidents.

RECOMMENDATION

That the Health and Safety update report is accepted.

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: 26 NOVEMBER 2019**Health and Safety Report**

3. Recent health and safety incidents were reported and discussed, and senior management assured the Committee that mitigation procedures have been put in place to lower future risks.

Human Resources Managers Report

4. The leadership team continues to monitor the accrual of staff excess leave. These hours are gradually going down and will decrease further over the Christmas/New Year close down period.

Corporate Services Group Manager Report

5. Efforts are continuing to recruit an Independent Chair for this committee.

Audit New Zealand Audit Report for the Year Ended 30 June 2019

6. The Audit New Zealand report to Council was reviewed. With only very minor issues reported it was a very pleasing report due in large to the work of the finance team and staff.

External Audit Recommendations Progress Update to 31 October 2019

7. The Audit New Zealand recommendations were also discussed, especially in regard to the Downlands Rural Water Scheme recommendation. Timaru District Council is in the process of seeking legal advice on the status of the scheme to be shared with Waimate District Council prior to being provided to Audit NZ.

2019/20 Major Project Update

8. The major projects report was reviewed. The discussion mainly revolved around the treatment of the water at the Waitaki Lakes camping facilities.

Corporate Services Group Manager Report – Public Excluded

9. The Key Risk Register was reviewed and discussed. The Register included new areas recommended at the previous meeting. The Risk Impact and Likelihood rating levels will be reviewed at our next meeting.
10. There was a discussion concerning the Commerce Commission's resetting of the Default Price-Quality Path for electricity distributors and the impact to Alpine Energy.

11. The Cyber Security End of Project report was presented. Following on from the Deloitte's recommendations, the Committee has asked for a prioritised summary of subject areas requiring financial support for the next meeting.

Minor Item Not on Agenda

12. The Committee discussed a minor item not on the agenda, in regards to 'Oceania's Ocean Outfall Consent Application'. The Committee recommends to Council that Oceania's Chief Executive be asked to attend a Council workshop to provide an update on the business's activities.

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 EXPENDITURE VARIATION REPORT FOR THE 3 MONTHS ENDED 30 SEPTEMBER 2019**

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

PURPOSE

- The following analysis of expenditure variation is provided for Council's information. For the 3 months ended 30 September 2019, expenditure variations totalling \$39,300 include operational expenditure of \$9,500 and capital expenditure of \$29,800.

These expenditure variation items are funded from each activity reserve.

EXPENDITURE VARIATIONS

- Emergency Reinstatement roading expenditure **\$ 9,500**
 Some ongoing emergency reinstatement works have been completed following rainfall events during November 2018. NZTA have approved emergency reinstatement expenditure to the value of \$38,000 this financial year.
- Capital expenditure – Parks and Reserves Wood Chipper **\$ 29,800**
 A wood chipper has been purchased to efficiently process waste.
- Total expenditure variances for the 3 months ended 30 September 2019 **\$ 39,300**
Note: This report excludes revenue variations to budget, any expenditure identified as within budget (including carry forward budgets), depreciation expense variations and all internal revenue and expenditure.

RECOMMENDATION

That the Expenditure Variation Report for the 3 months ended 30 September 2019 report is accepted.

17.2 LOCAL APPROVED PRODUCTS POLICY 314

Author: Leonardo Milani, Policy Analyst

Authoriser: Paul Cooper, Regulatory and Compliance Group Manager

Attachments: 1. Local Approved Products Policy 314 [↓](#) 

PURPOSE

1. For Council to approve the reviewed draft of the Local Approved Products Policy 314, in order to reflect and support the purpose of the Psychoactive Substances Act 2013, minimise the potential for adverse effects generated via the sale of psychoactive substances in the Waimate District, and to provide a local policy framework to the Psychoactive Substances Regulatory Authority.

BACKGROUND

2. In fulfilment of the 5-yearly review timeframe requirement (November 2014- December 2019), a review of the policy has been conducted to ensure maximum alignment with the legislative and operational parameters.
3. The conducted analysis yields the following primary observations:
 - a. The principles and provisions of the policy require no modification; and
 - b. Due to the repositioning of two sensitive sites within the Business 1 Zone, the restrictive boundary regresses to approximately 90 meters southwestward of the previous boundary, thus expanding the permitted area accordingly.
4. The implemented modifications do not meet the material change threshold, and are minor in capacity.

PROPOSAL

5. That Council
 - a. Adopt the Local Approved Products Policy 314 as presented; or
 - b. Adopt the Local Approved Products Policy 314 with amendments; or
 - c. Not adopt the Local Approved Products Policy 314 at this time.

ASSESSMENT OF SIGNIFICANCE

6. Local Approved Products Policy 314 is not deemed significant under the Council's Significance & Engagement Policy.

CONSIDERATIONS**Legislation**

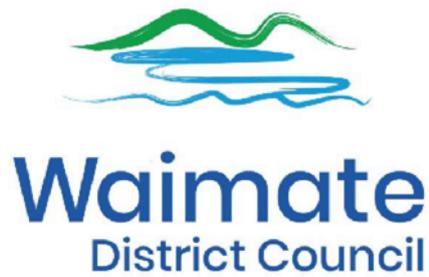
7. Psychoactive Substances Act 2013

FINANCIAL

8. There are no financial implications to the policy.

RECOMMENDATION

1. That the Local Approved Products Policy 314 report is accepted; and
2. That Council adopts the Local Approved Products Policy 314, as presented, or with amendments.



Local Approved Products Policy

314

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6.0 PROXIMITY TO OTHER PREMISES 4

7.0 PROXIMITY TO SENSITIVE SITES 4

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DRAFT

POLICY OVERVIEW

1.0 PURPOSE

- 1.1 To support the purpose and the intent of the Psychoactive Substances Act 2013 (the Act); AND
- 1.2 To minimise the potential for adverse effects from the sale of psychoactive substances; AND
- 1.3 To minimise the potential for harm to communities or occupants of premises likely to be sensitive to issues arising from the sale of psychoactive substances; AND
- 1.4 To provide a policy framework as to advise/inform the Psychoactive Substances Regulatory Authority (PSRA) on the feasibility of license applications and the permissibility of sought locations for the purpose of selling/distributing psychoactive substances in the Waimate District Council (WDC).

2.0 APPLICABILITY

- 2.1 The policy applies to all parties intending to sell or supply psychoactive substances in the boundaries of the Waimate District, with the following exceptions:
 - Retail premises where only internet sales are made; AND/OR
 - Premises where the sale of approved products is by wholesale only.

3.0 BACKGROUND

- 3.1 The purpose of the Act is to regulate the availability of psychoactive substances in order to protect the health of, and/or minimise harm to, individuals who use such substances.
- 3.2 The Act provides for licences to be issued by the PSRA for the right to retail psychoactive substances. As significant social harm may be generated by inappropriate positioning of retail premises for legally-approved psychoactive substances, the Act accordingly permits territorial authorities to develop a policy framework, specific to their respective districts, as to define areas in which psychoactive substance retail premises may be positioned. The Act refers to such a policy framework as Local Approved Products Policy.

4.0 DEFINITIONS

- 4.1 For the purpose of the present policy, the following terms are defined as hereby outlined:
 - Act: Psychoactive Substances Act 2013
 - Approved Area: an area identified by Appendices I and II, where premises from which approved products may be sold are permitted to be located;
 - Approved Product: a psychoactive product approved by the PSRA under Section 31 of the Act;

- Waimate Business 1 Zone: the area of Waimate defined by the map presented in Appendix I of the present document;
- District: the Waimate District Council territorial authority area;
- Licence: a licence granted under Section 16 of the Act;
- Psychoactive Product: a finished product, packaged and ready for retail sale that is a psychoactive substance or contains one or more psychoactive substances;
- Psychoactive Substance: a substance, mixture, preparation, article, device, or thing that is capable of inducing a psychoactive effect by any means in an individual who uses psychoactive substance (see Section 9 of the Act for full definition);
- Retail Premises: premises for which a licence to sell approved products by retail has been granted, excluding premises where only internet sales are made, or where the sale of approved products is by wholesale only.
- Sensitive Site: any school, preschool, kindergarten or any early childhood education centre, pharmacies, places of worship, or other community facilities.

PROCEDURES

5.0 BROAD AREAS

- 5.1 The retail premises selling psychoactive substances shall be restricted to the Business 1 Zone of the Waimate Township, as defined by the WDC's District Plan (See Appendix I).

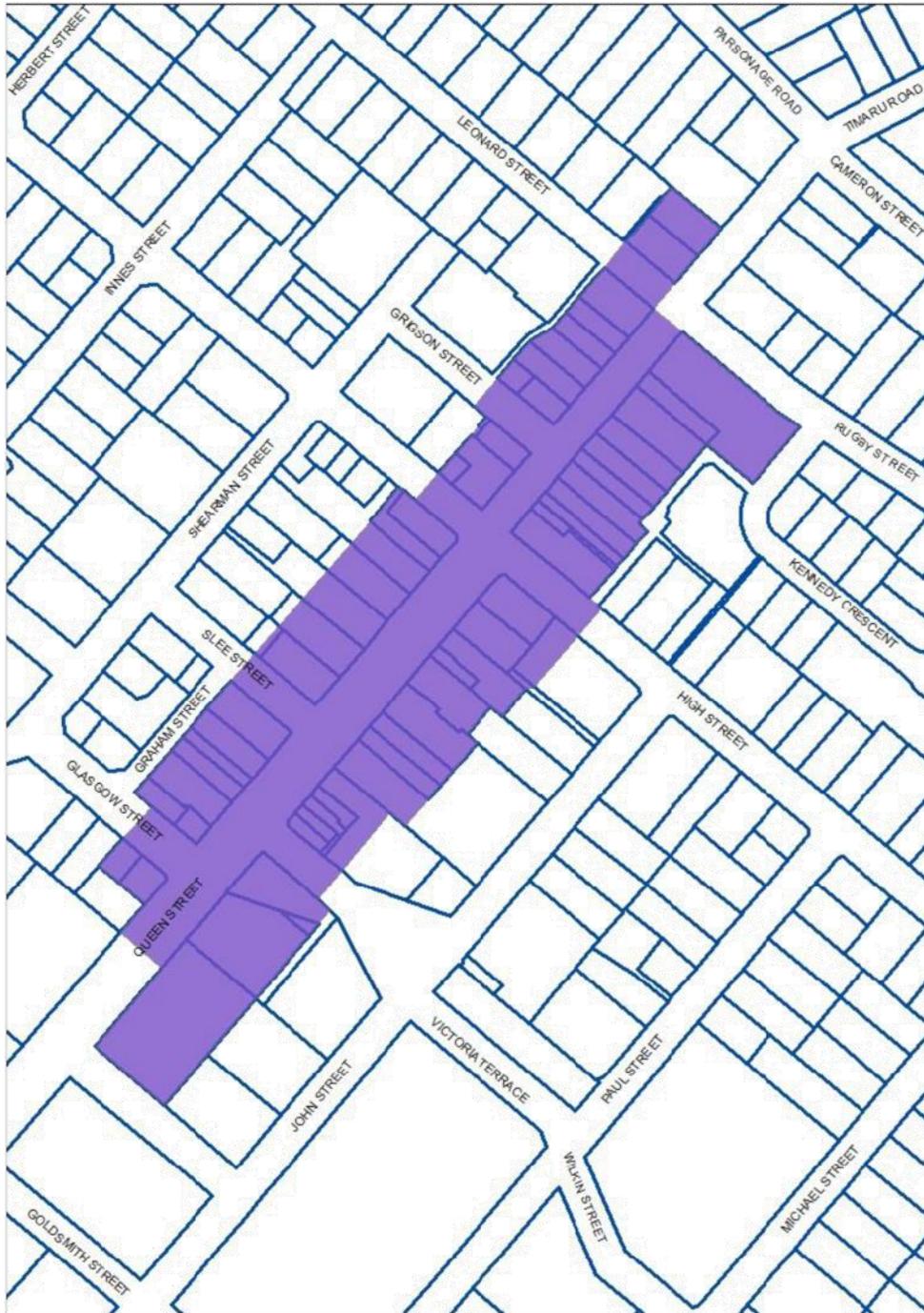
6.0 PROXIMITY TO OTHER PREMISES

- 6.1 New licences for the sale of approved psychoactive products are not permitted within a distance of 100 metres of the closest legal boundary of an existing premise holding an either interim or full licence. For the purposes of this policy, the total distance measured shall be from boundary to boundary.

7.0 PROXIMITY TO SENSITIVE SITES

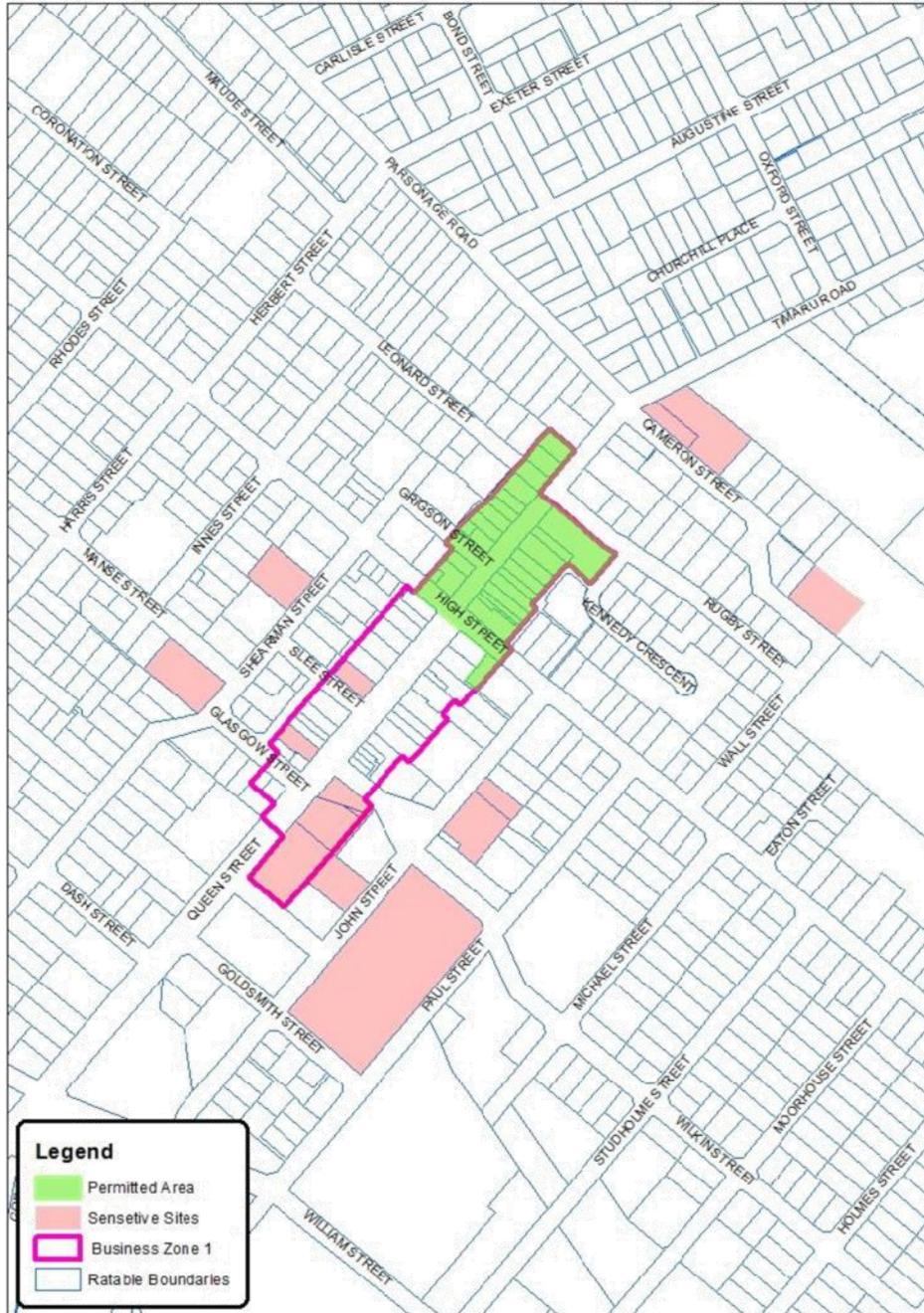
- 7.1 Premises within the District from which approved products may be sold are not permitted to be located within a distance of 100 meters of the closest legal boundary of any sensitive site existing at the time the licence application is made. For the purpose of this policy, the total distance measured shall be from boundary to boundary (See Appendix II).

8.0 APPENDIX I



Business 1 Zone

9.0 APPENDIX II



Waimate District Council
Local Approved Products Policy 314

10 December 2019
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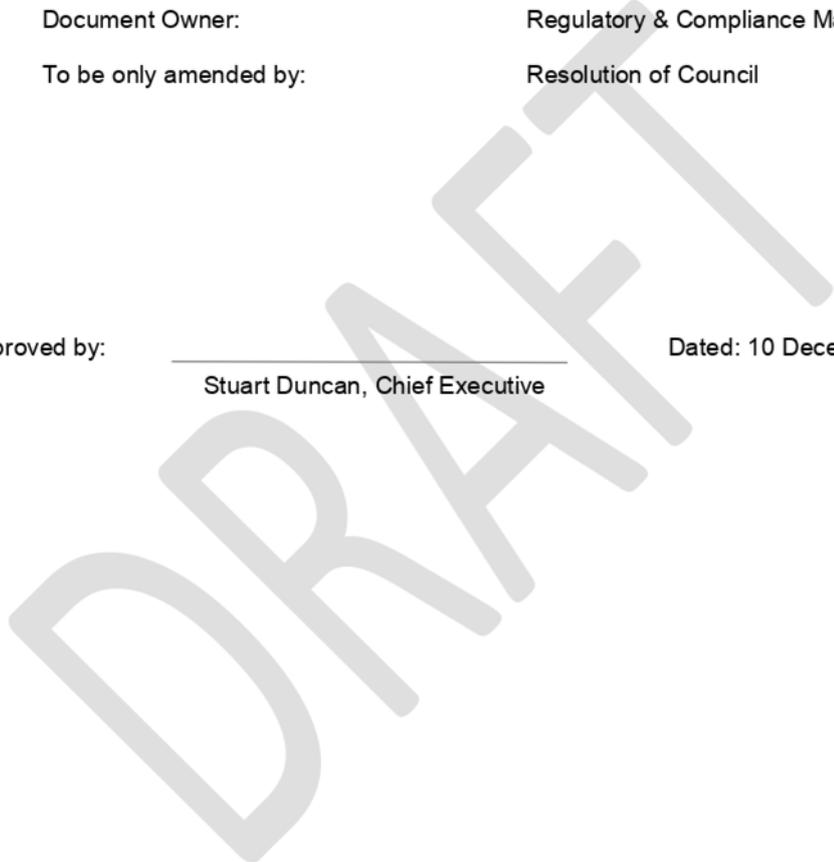
10.0 DOCUMENT CONTROL

Queries:	Regulatory & Compliance Manager
Effective:	10 December 2019
Previous Review Date(s):	25 November 2014
Next Review Date:	10 December 2024
Document Owner:	Regulatory & Compliance Manager
To be only amended by:	Resolution of Council

Approved by:

Stuart Duncan, Chief Executive

Dated: 10 December 2019



17.3 DELEGATIONS POLICY AMENDMENT: SECTION 235 & SECTION 237C

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

PURPOSE

1. The purpose of this report is to change Council's delegation policy by adding two delegations under the Resource Management Act 1991 that do not currently exist.

BACKGROUND

2. A request has been made seeking Council's agreement to the voluntary creation of esplanade strips and an access strip affecting a farm property adjoining the Pareora River. The authority for Council to agree to such requests comes under Part 10 (Subdivision and Reclamations section) of the Resource Management Act 1991, in particular, section 235 (esplanade strip) and section 237B (access strip). There are a number of existing delegations already provided to the Chief Executive and some Group Managers that cover most matters within Part 10 of the Act but not in respect of sections 235 and 237B.

PROPOSAL

3. It is proposed to add section 235 and section 237B of the Resource Management Act 1991 to the existing delegation policy. There are few esplanade strips and/or access strips actually created on a voluntary basis, which has highlighted the lack of delegation, in this instance.
4. It is usual for esplanade provisions to be imposed and agreed to as part of subdivision consent application where the existing delegations to the Chief Executive and some Group Managers are acted upon. The Waimate District Plan already contains specific objectives, policies and general rules around the creation of esplanade provisions along waterways, lakes and the coast, which assist the consenting process. But this request is not part of a proposed subdivision.
5. Section 235 states:
 - (1) *"An esplanade strip may at any time be created for any the purposes specified in section 229 by agreement between the registered owner of any land and the local authority, and the provisions of sections 229, 232, 233, 234, 237(2) and 237C shall apply, with all necessary modifications.*
 - (2) *No instrument for an esplanade strip by agreement may be registered with the Registrar-General of Land unless every person having a registered interest in the land has endorsed his or her consent on the instrument."*
6. For the Council's information, section 229 sets out one or more purposes of esplanade reserves and esplanade strips, i.e.
 - a. *"To contribute to the protection of conservation values by, in particular,-
 - (i) Maintaining or enhancing the natural functioning of the adjacent sea, river, or lake; or
 - (ii) Maintaining or enhancing water quality; or
 - (iii) Maintaining or enhancing aquatic habitats; or
 - (iv) Protecting the natural values associated with the esplanade reserve or esplanade strip; or
 - (v) Mitigating natural hazards; or*
 - b. *To enable public access to and along any sea, river, or lake; or*

- c. *To enable public recreational use of the esplanade reserve or esplanade strip and adjacent sea, river, or lake, where the use is compatible with conservation values.*"
7. Sections 232, 233, 234, 237(2) and 237C relate to specific provisions in the creation and managing of esplanade strips.
 8. An access strip is similar to that of an esplanade strip but is *"for the purpose of allowing public access to and along any river, or lake, or the coast, or to any esplanade reserve, esplanade strip, other reserve, or land owned by the local authority or by the Crown."*
 9. Section 237B deals with access strips and has similar provisions to that of Section 235, i.e. *"the local authority may agree with the registered owner of any land to acquire an easement over the land, and may agree upon the conditions upon which such an easement may be enjoyed."*
 10. With the Pareora River farm property in question, the cost of creating these easements will be borne by the landowner, and there will be no external costs to the Council.

Options

11. An alternative option is to not have staff delegation and for elected Council to decide on these individual requests.

ASSESSMENT OF SIGNIFICANCE

12. The proposal is not deemed significant.

CONSIDERATIONS

13. There are no further considerations.

Legislation

14. Resource Management Act 1991

Territorial or Regional Council Regulations, Plans or Bylaws

15. Waimate District Plan

Risk

16. The risk is that there is currently a potential for Council to act beyond its lawful authority in the particular circumstances that triggered the proposal.

FINANCIAL

17. There are no financial or budget implications.

Cost-effectiveness

18. There are no associated costs with this proposal.

RECOMMENDATION

1. That the Delegation Policy Amendment: Section 235 and Section 237C report is accepted; and
2. That in accordance with section 34A of the Resource Management Act 1991, the Council delegates its powers, functions and duties in respect of sections 235 and 237C of this Act to Level 1, and
3. That the Waimate District Council Delegations Policy 308, Schedule 3B be amended to include the addition of sections 235 and 237C as specific delegations to Level 1, in order to give agreement to the creation of voluntary esplanade strips and voluntary access strips.

17.4 DISTRICT PLAN REVIEW & TIMETABLE

Author: Kevin Tiffen, Resource Planner

Authoriser: Paul Cooper, Regulatory and Compliance Group Manager

Attachments: Nil

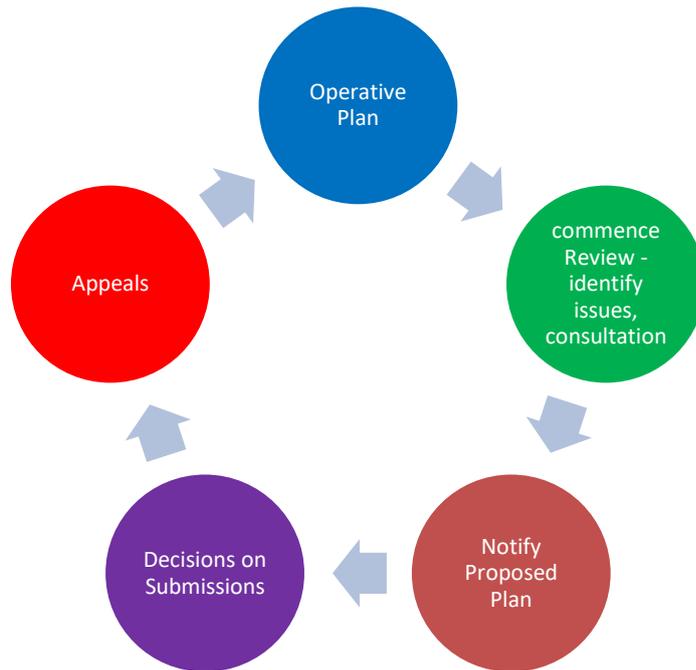
PURPOSE

1. The purpose of this report is to inform Council of the upcoming obligation to review its District Plan, provide a broad timetable for the review and outline some resourcing considerations.

BACKGROUND

2. Each territorial authority is required to have at all times, a District Plan prepared under the Resource Management Act 1991 [s.73] and the Council is obligated to commence a review of all provisions of its District Plan, which have not been changed or reviewed during the 10 years after they became operative [s.79]. A District Plan can be changed in sections (i.e. as a rolling review) or as a full review. In addition, Plan Changes can occur at any time during the life of the District Plan.
3. Schedule 1 of the Act sets out the statutory steps in undertaking a review or plan change. It follows a set procedure and provides for consultation as well as formal public involvement through submissions and hearings, and the opportunity to appeal the council's decisions. Councils can add further steps to encourage early engagement by the community in the development of the proposed plan or change.
4. The current Waimate District Plan became operative on 28 February 2014, so the Council is not obligated to commence a review until **28 February 2024** (at the latest). A proposed plan does not have to be operative by that date but a review must have commenced under the Schedule 1 process. Once a review has commenced, there is no specified time for completing the review, although the Council is bound by the provisions of s.21 of the Act, which requires it to exercise its functions 'as promptly as is reasonable in the circumstances'. A District Plan does not cease to be operative merely because the plan is due for review or is being reviewed.
5. However, there has been the introduction of National Planning Standards (NPS) into the Act, which require national consistency with planning documents such as District Plans. The first set of NPS came into effect on 19 April 2019, which included minimum requirements relating to the structure and form of plans, definitions, and requirements for electronic functionality and accessibility of plans. The NPS requires the Waimate District Plan to be amended to incorporate the planning standards by **19 April 2024** or by this date, have achieved public notification of the proposed district plan (but not a proposed change or variation) calling for submissions under clause 5 of Schedule 1.
6. As part of the NPS, the Council is also required to have **ePlan** functionality integrated into its GIS system by **19 April 2024**. Any council currently undertaking a plan review or plan change must use ePlanning to assist that process. The ePlan tool gives the option to view an entire plan or only the parts of plans that are relevant to an individual property. It also offers information about any plan changes that apply to a particular site and the ability to select defined words to see their legal meaning. With ePlanning, it is possible to create an on-line 'Property Report' with area-specific plan provisions that apply to a particular site, such as hazard areas or heritage features.
7. The need to incorporate the NPS to the notification stage by 19 April 2024 has brought forward the review of the current plan. It can take several years to advance a review to the notification stage so a start is required soon.

8. The simple diagram below shows the main milestones involved in undertaking the process of a review or plan change under Schedule 1:



PROPOSAL

9. If Council has an appetite to commence a review sooner rather than later, then this simple timescale graph has been prepared on the basis that the proposed plan will be notified prior to the next 2022 local body elections (i.e. end of green line). Politically, this reduces the risk of a new incoming Council significantly re-doing or changing things before the proposed plan is notified. This is also assuming that a robust process will be followed to hear and decide on the submissions received, by a dedicated Council hearings committee.

2019	2020	2021	2022	2023	2024	2025

10. It should be remembered that the NPS requires (at the latest), public notification of the review by 19 April 2024, so the timescale shown is approximately 18 months ahead of this (i.e. brown line). Council could decide to extend the green line to include this approximate 18-month period if desired. The Government are currently undertaking a comprehensive review of the whole resource management system so changes may occur to the process and timetable.
11. The red line relates to possible appeals to the Environment Court and there are no time limits on these but usually a period of 18 months to 2 years can be expected to resolve any appeals. It is usual for the Court to require mediation between the affected parties before any actual appeal hearing so a shorter period may be possible.

Options

12. Historically, as a small resourced Council, it has been necessary to engage external planning consultants to prepare a plan review. In addition, often more specialised advice is required in addition to the external consultants for such matters as landscape study, flooding, heritage, etc.

13. As an alternative to engaging external consultants, Council could decide to employ an in-house policy planner to carry out the majority of the preparation work/consultation for the review, provided Council is not seeing a major overhaul of the existing plan. Some consultant or specialised advice will still be required for some parts of the plan content. I am looking at retirement in two years, and one option discussed by management is that Council could employ a second planner now to give the opportunity to work alongside me, gaining local knowledge, providing internal assistance and work on portions of the District Plan review before I leave. This option may be preferred as it provides some risk mitigation around business continuity within the district for the resource planning activity.
14. These options will be the subject of further considerations in due course.

ASSESSMENT OF SIGNIFICANCE

15. This report seeks to provide information at a high level for the information of the elected members. It is not significant of itself in terms of the Significance and Engagement Policy.

CONSIDERATIONS

16. Council can decide to do a complex review or fine tune what we already have within its statutory obligations. The current District Plan is considered to be fit for purpose for our smaller community and for the level of development that is occurring. The Waimate District Plan is reasonably permissive and un-complicated when compared with other plans for larger districts with more diverse development pressures. However, when a large development does come along, the existing plan is capable of addressing the environmental effects of the development.
17. This time round, the review has to comply with the National Planning Standards and so the format and expression of the review has been pre-determined to some extent by those standards. The review is still able to be customised to suit unique features of the district but will have to follow standard zonings and definitions. The suggestion of a second planner does provide business continuity to the Council and will have the advantage of shared local knowledge and give time to form proper relationships with the key stakeholders involved in the review of the plan.

Legislation

18. Resource Management Act 1991.

Territorial or Regional Council Regulations, Plans or Bylaws

19. Waimate District Plan.

Risk

20. There are no risks associated with this report.

FINANCIAL

21. The costs of reviewing a District Plan are significant. Reserves are being built up to meet this cost; however some costs remain unknown at this time. The costs attributed to the use of consultants will be considerable, and how that might work if Council decides to employ a second planner for the duration of the review is yet to be determined.
22. Initial enquiry is that likely cost of ePlanning module is \$40,000 for purchase and \$20,000 year on going once implemented.

RECOMMENDATION

That the District Plan Review and Timetable report be received.

17.5 WASTE MINIMISATION LONG TERM CONTRACT

Author: Dan Mitchell, Asset Group Manager

Authoriser: Dan Mitchell, Asset Group Manager

Attachments: Nil

PURPOSE

1. To update Council on the Local Government Act 2002 (LGA) Section 17A review for Waste Minimisation and to acknowledge the waste services contract scope and procurement process, and to seek approval of the term and regional collaboration aspects of recyclables and organic processing and the disposal of residual waste.

BACKGROUND

2. The current Agreement for Waste Collection Processing and Disposal Services includes the following activities:
 - i. Kerbside refuse collection, processing and disposal;
 - ii. Kerbside and drop-off depots recyclable collection, processing and disposal;
 - iii. Green waste processing and disposal; and
 - iv. Operation and management of the Waimate transfer station and resource recovery centre.
3. The aforementioned contract started on 1 November 2009 and, through negotiated contract extensions, is due to terminate on 31 October 2020.
4. Whilst further extension is possible, a service delivery review indicates that a new procurement exercise is warranted. The contract documentation and waste services procurement process are underway with Morrison Low Limited providing project management services.
5. Preliminary consultation as part of the 2018-28 Long Term Plan process indicated that an alternative service delivery mechanism (multiple bin) was desirable. The procurement process will allow contractors to price both the "status quo" and a multi-bin service for the existing serviced properties and a wider serviced area.
6. Consultation on service delivery will be run concurrently with the procurement process in early 2020 as dictated by the Local Government Act 2002 special consultative procedure.

DISCUSSION**LGA Section 17A Review**

7. As part of the review of future options for waste minimisation services, a Section 17A review was undertaken. A local authority must review "...the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services and performance of regulatory functions." (S17A, LGA). A Section 17A review is required when the last review was undertaken more than 6 years ago; when the contract is expiring in less than 2 years or where council is proposing a level of service change.
8. The Section 17A Review was undertaken jointly with Timaru District Council and Mackenzie District Council as one of the key focus areas was around shared service opportunities as this approach has been successful in other service areas such as roading.
9. The results from this Section 17A review were socialised with Council at a workshop held on 25 June 2019. Feedback on the Section 17A review was obtained alongside a brief discussion on the proposed procurement strategy.

10. Feedback from the workshop was positive with an understanding that council should pursue a regional approach to a long-term waste services contract. A detailed Procurement Strategy was subsequently developed with key elements of this detailed within the Procurement Process section of this report.
11. The Section 17A review process identified that a joint waste procurement process for the three councils is the preferred option for procuring waste services. This option allows the councils to fully test the market on what type and combination of services will best suit each of the three participating councils. The joint procurement approach gives the respective councils flexibility on what type of waste service they want and how it will be best managed for them, whilst at the same time utilising the potential economies of scale and efficiency savings gained from jointly procuring the services.
12. Entering into a joint procurement process should create economies of scale for the contractors resulting in lower costs to the councils, both in terms of collection and processing.
13. Under the joint contract arrangements both Waimate and Mackenzie District Councils can:
 - Deliver green / food waste to the Timaru District Council Eco-Compost Facility
 - Deliver recyclables to the Timaru District Council Materials Recycling Facility
 - Continue to dispose of waste to the Redruth Landfill
14. Waimate District Council will provide service delivery options through the procurement process. For example the status quo alongside an enhanced delivery mechanism.

Contract Scope

15. The enhanced contract scope is likely to reflect that delivered by Timaru District Council. Namely a three-bin kerbside collection service comprising:
 - Rubbish: 140L red-lid bin for residual waste collected fortnightly.
 - Recycling: 240L yellow-lid bin collected on alternating fortnights.
 - Organics: 240L green-lid bin for food and green waste collected weekly.
16. Alongside this, the contract will investigate a glass collection option.
17. Separate glass collections are becoming more popular for new local authority waste contracts. While the collection cost is higher than a fully commingled bin (one bin for all recyclables), there is less contamination and as consequence higher product value, as well as lower materials recycling facility maintenance and processing costs. Most separate glass collections use a crate collection methodology, although a few are trialling a mixed glass bin. Increasingly suppliers are suggesting that crates for glass can be problematic due to heavy weights and manual handling considerations and this is a health and safety issue. The frequency and methodology for the collection will be established as part of the procurement process.
18. Parallel consultation on service delivery will inform:
 - The extent of both urban and rural kerbside services geographically;
 - The requirement for rural drop-off facilities;
 - Capital investment required and whether this can be addressed through the contract.
19. Recyclables and compost marketing and sale of products is a significant risk area. Procurement needs to manage the risk of this more effectively, creating sustainable long-term markets for recycled and processed material. As highlighted in the 2018-2028 LTP, recycling markets are a significant challenge for local authority recycling services in New Zealand. Since the introduction of China's National Sword policy in late 2017, councils have felt the pressure of trying to source sustainable end-markets for recyclables. The policy effectively banned 25 different types of recyclables by setting unachievable minimal

contamination levels for the import of these materials. In response to this, countries including Thailand, Malaysia, and Indonesia have increased their capacity for this material. This has given the industry some short-term relief; however, these countries are also beginning to tighten import standards. It is fundamental that this procurement considers how the impact of National Sword can be mitigated, both in the short term and for the duration of the contract.

20. A challenge for this procurement will be establishing secure end-markets for the recycled products and compost produced for the duration of the contract term. 'Closing the loop' is a key factor in a successful service. Although it is the supplier's responsibility to source end-markets, ultimately it is a shared risk that needs to be best mitigated by this procurement.

Contract Term

21. The term of contracts is linked to the capital investment required and the period over which plant will typically last before requiring replacement. It also recognises the expense for both council and the tender market in undertaking procurement processes, which are getting more complex and expensive. For collection contracts, the contract term has been typically 5 - 7 years and for facilities up to 15 years. These contract terms have been increasing as more capital investment is often being required by councils and there has been a move to more collaborative / partnering arrangements.
22. Waimate District Council is considering a "stepped-change" in service delivery that will involve significant capital investment. For example, new bins, upgrade of facilities, increase of processed tonnage and therefore perhaps a greater fleet requirement.
23. It is proposed that the next contract be for a term of 15 years to enable the contractor achieve cost efficiencies from depreciating collection vehicles and recycling processing equipment over an appropriate term. There will be the provision for a maximum 5-year extension period, which may be awarded by Council subject to satisfactory performance by the contractor.
24. The new contract will encourage innovations and efficiencies that can be further enhanced through the term of the contract, including:
 - Innovations in processing and collections to be integrated into the service i.e. separate glass collections.
 - Incorporation of sustainable practices into the service, as well as a new requirement for carbon monitoring and reduction
 - Enhanced data management to improve customer service and contract management.
 - Partnering / Collaboration - arrangements with contractors that is based upon recognising collaboration and partnering provides greater value to the ratepayers. This aligns well with longer contracts that have specific governance arrangements, the sharing of pain / gain, risk reallocation and shared investment.

Procurement Process

25. A two-stage procurement process involving a mandatory Registration of Interest (ROI) and Request for Proposals (RFP) is underway. This process enabled Waimate District Council to receive information about innovation and best practice at an early stage with a supplier briefing in October 2019; this information to be included within the RFP documentation.
26. The RFP is likely to go out to contractors who engaged in the ROI in early February 2020 with an 8-week submission period. This will allow evaluation in April/May with a recommendation to Council in June to award the Contract. With the current contract expiry in October 2020 there is scope for a further, short extension to allow a twelve month contract lead in and also an alignment with Timaru District Council (1 July 2021).

Options

27. The question surrounding regional processing of materials (recyclables and green waste) will be addressed through both consultation in early 2020 and through the procurement process.
28. The term of contract does however have a number of options available:
 - a. Option 1: offer a shorter term than 15-years. This is not preferred as the activity requires capital investment to achieve appropriate outcomes. Shorter terms would result in under investment and more risk around service delivery.
 - b. Option 2: offer a 15-year term with no extension.
 - c. Option 3: offer a 15-year term with an extension of up to 5 years. This is the preferred option as it allows some flexibility at the end of contract for benefiting Council and contractor and picking an appropriate time to complete the new procurement process.

ASSESSMENT OF SIGNIFICANCE

29. This contract affects a significant number of ratepayers through the targeted rate for kerbside collection and affects all residents who have access to waste minimisation services (Resource recovery facilities / drop-off's). Furthermore, options developed through the procurement process are subject to consultation. Currently the kerbside service is voluntary. In the future, some additional urban areas may be defined and the service provided within those boundaries. I.e. compulsory. The extent of the voluntary rural kerbside collection may well be extended also. The value of the contract over 15 years, based on the existing contract, will be approximately \$11.5 million. Annual rates (both civic amenities and targeted amount to \$1.04 million and represent approximately 10% of the total rates levied. Therefore, it is considered significant due to the large number of ratepayers affected and the large contract value.

CONSIDERATIONS

30. Morrison Low staff have liaised with staff from Timaru District Council, Waimate District Council and Mackenzie District Council. Staff are to liaise with their councils respectively.

Legislation

31. Waste Minimisation Act 2008
32. Local Government Act 2002

Territorial or Regional Council Regulations, Plans or Bylaws

33. Waste Management and Minimisation Plan
34. Solid Waste Section – Waimate District Council Consolidated Bylaw 2018
35. Procurement Policy 316

Risk

36. Risk profile is considered "low".

FINANCIAL

37. The current waste services contract has a total value of approximately \$770,000. These services are funded through a combination of a targeted rate for the kerbside collection, through the civic amenities rate and through fees and charges collected at the resource recovery park.

Cost-effectiveness

38. Cost-effectiveness is addressed through the procurement process, consultation and ultimate contract award in 2020.

RECOMMENDATION

1. That the Waste Minimisation Long Term Contract report is accepted; and
2. That Waimate District Council continues with the joint procurement process with Timaru District Council and Mackenzie District Council; and
3. That the Waimate District Council approves a contract term of 15 years with a maximum 5-year extension.

17.6 ECONOMIC DEVELOPMENT STEERING GROUP UPDATE AS AT 29 NOVEMBER 2019

Author: Michelle Jones, Executive Support Manager

Authoriser: Michelle Jones, Executive Support Manager

Attachments:

1. **Appendix 1 - Review of Terms of Reference**  
2. **Appendix 2 - White Horse Roding Options**  

PURPOSE

1. To provide Council with an update on Economic Development Steering Group activities and progress against the Economic Development Strategy Action Plans.

TERMS OF REFERENCE

2. The Terms of Reference for the Waimate District Economic Development Steering Group were approved by Council on 19 February 2019, and are to be reviewed on an annual basis.
3. The Steering Group has reviewed the Terms of Reference following the triennial election and propose a change to item 18 regarding the membership of the Steering Group. A new item has been added (item 20) which relates to the terms of Steering Group members. Refer to Appendix 1 for the proposed changes.

MEETINGS

4. The Steering Group will continue to meet on a monthly basis in 2020 to ensure actions are progressed.

PROJECTS**Item 2.1 – Roll out the Waimate District brand**

5. Lara Welsh, the Marketing and Promotions Officer, commenced on 9 September 2019. The purpose of the role is to promote the Waimate District as a tourism, visitor and event destination with the aim of growing the district's visitor economy.
6. To promote the Explore Waimate brand a number of advertisements and advertorials have been placed in visitor publications, and banners with the Explore Waimate logo and website were displayed at three locations around the Waimate 50 racetrack.
7. A review of souvenirs has commenced and is scheduled for completion in the first quarter of 2020. The 2020 Waimate calendar has been printed and will be available for sale at the Information Centre, Council reception and Strawberry Fare.
8. Due to a number of issues, the production of the Waimate District Official Visitor Guide has been delayed. It was intended the brochure would be available at Strawberry Fare but will now be printed at the end of January 2020.

Item 3.1 – Develop a signage plan

9. Work continues on the development of a signage plan. Priorities being worked on are welcome to the district, track and information signs.

Item 3.2 – Develop a landscaping plan

10. Some beautification work on Queen Street has been undertaken, such as painting of the bollards, historic lights and steel arches. Painting of the seats and rubbish bins is almost complete.
11. A planting plan for the thresholds at St Andrews, Makikihi and Glenavy has been approved by NZTA. Planting has been programmed for late January/early February.

12. Planning for the refurbishment of the historic bell tower on the Town Belt is underway with work scheduled to commence in early December, which will include painting, plastering, landscaping, lighting and producing an information sign. The project is scheduled for completion by the end of February 2020.
13. Work continues on the development of a landscaping plan.

Item 1.3 – Investigate the development of an industrial park

14. The project team is in the process of identifying potential land for the development of an industrial park.

Item 2.3 – Enhance the White Horse monument and surrounds

15. The Steering Group has met with Waimate2gether representatives on a number of occasions, including an on-site meeting, to discuss the project.
16. Waimate2gether hosted an 'ideas event' at the Waimate Event Centre on 19 November 2019, which was attended by all members of the Steering Group. The White Horse was one of the projects presented for public feedback. The Waimate2gether project manager will be asked to present the public's feedback to the Steering Group in early 2020.
17. Waimate2gether has received funding of \$17,000 for a landscape plan to be produced. An on-site meeting was held with the landscape designer on 14 November 2019 to discuss ideas and issues. A first draft of the plan is expected in early 2020.
18. A key issue is the access road. Council's Roading Manager prepared an upgrade options report for the Steering Group's consideration. The Steering Group were pleased with the level of detail and improvement options contained within the report. The report is attached as Appendix 2. The Steering Group would like to recommend that Council consider the improvement options outlined in section 3 (items 3.1 to 3.8) in terms of budgetary requirements and timing.
19. The Steering Group also ask Council to consider introducing a 60kph speed limit on the road from the Mill Road/Parkers Bush Road intersection up to the monument, and that this be included in the next Speed Limit Review. At present, there is no dedicated speed limit so it automatically reverts to the open road speed limit (100kph). It is expected there will be an increase in traffic, particularly visitors, once the development is complete and the Steering Group have a safety concern if the speed remains at the open road limit.

Retirement Village

20. In November, the Executive Director of the Retirement Villages Association gave a presentation to the Steering Group. The presentation was very informative and included a snapshot of the industry, statistics, business models and consumer protection legislation, sector growth, impacts on local government, and the contribution of retirement villages to local and national GDP.
21. Further discussion will take place on district plan rules, identification of potential sites, and promoting Waimate to developers.

RECOMMENDATION

1. That the Economic Development Steering Group Update as at 29 November 2019 is accepted; and
2. That Council approve the amended Waimate District Economic Development Steering Group Terms of Reference as presented; and
3. That Council consider section 3 improvement options of the 'Parkers Bush and Centrewood Park Road Route to White Horse Monument Upgrade Options Report' in terms of budgetary requirements and timing; and
4. That Council consider introducing a 60kph speed limit from the Mill Road/Parkers Bush Road intersection up to the White Horse monument and that it be included in the next Speed Limit Review.



Waimate District Economic Development Steering Group

Terms of Reference

Introduction

- 1 Economic development is critical for the district's long-term prosperity and the well-being of our community, and has been identified by Waimate District Council as a priority.
- 2 To demonstrate Council's commitment Council staff were tasked with developing an Economic Development Strategy, in collaboration with the community. The strategy is a key document which will be used to drive growth, and enhance the Waimate District as an attractive place for people to visit, live, work and play.
- 3 In 2017 a programme of public engagement was undertaken which included workshops, a survey and stakeholder interviews. The feedback received was wide-ranging and gave Council a greater understanding of the community's priorities. Based on this feedback, five strategic themes were identified:
 - a Improving ICT connectivity and infrastructure
 - b Growing the district's visitor economy
 - c Beautification of the district's entrances and main streets
 - d Growing and attracting businesses and residents
 - e Enhancing employment and education.
- 4 Working groups were established in 2018 for each of the five themes to recommend short-term and long-term actions that would stimulate economic growth. The final actions were adopted by Council on 19 February 2019.

Purpose

- 5 The Steering Group will provide oversight, direction and assist with the implementation of the Waimate District Economic Development Strategy Action Plans. They will also facilitate partnerships and collaborative funding models as most, if not all, actions will require external funding, and discuss new economic development opportunities as they arise.

Responsibilities

- 6 Develop prioritisation methodologies.
- 7 Form project teams to develop project plans (including work programmes, funding recommendations, community consultation, communication plans) for each action. Each project plan is to be submitted to Council for approval.
- 8 Commission feasibility studies as per the agreed project plan with Council.
- 9 Undertake community consultation as per the agreed project plan with Council.
- 10 Work closely with partner agencies.
- 11 Provide recommended policy changes to Council that support economic growth.
- 12 Discuss new economic development opportunities as they arise, and provide advice and support to external parties where required.
- 13 Provide quarterly progress reports to Council on the implementation of the action items.

Delegated Authority

- 14 The Steering Group has delegated authority to:
 - a Co-opt additional representatives and partner agencies for a limited period of time to provide advice and assistance on specific items.
 - b Commit expenditure in accordance with the agreed project plans, approved budgets and delegated authority limits.
- 15 The Steering Group has no decision-making powers and can only make recommendations on the actions to the Waimate District Council.

Budget

- 16 An operational budget for economic development has been approved by Council in the Annual Plan. As per Council's Delegations Policy, the Executive Support Manager has delegated authority to authorise expenditure and contracts up to \$10,000 within the approved budget. Expenditure greater than \$10,000 within the approved budget requires Chief Executive approval.
- 17 An annual Economic Development Special Grant Fund (funded from Council's Alpine Energy Ltd dividend) has been created. Access to these funds requires approval from Council.

Membership

- 18 Membership of the Steering Group will consist of seven members:
 - ~~Two or three~~ elected members
 - ~~Three or four~~ community members
 - Council's Executive Support Manager (acting as Project Manager)
- 19 All members of the Steering Group will be appointed by the Mayor as per the delegated authority granted by Council on 19 February 2019.

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20 Community members will be appointed for a maximum term of three years. The appointment of elected members will coincide with the triennial elections.

21 Additional representatives and partner agencies may be co-opted by the Steering Group for a limited period of time to provide advice and assistance on specific items.

Meetings

22 A quorum is the Chairperson (or Acting Chairperson), two members of the Steering Group and Council's Executive Support Manager.

23 The frequency of meetings will be determined by the Steering Group.

Reporting

24 A written report will be presented to Council on a quarterly basis, with additional reporting as required.

Remuneration

25 There are no paid positions on the Steering Group.

Conduct

26 Members are expected to:

- Actively participate in meeting discussions, and offer their opinions and views impartially in the interests of the Waimate District.
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others.
- Act with integrity.
- Attend as many meetings as possible.
- Avoid pecuniary conflicts of interest and the releasing of confidential information.
- Avoid actions that may misrepresent the views of the Steering Group and Council.
- Act as champions for economic development in the Waimate District.

Approval and Review

27 These Terms of Reference were approved by Waimate District Council on 10 December, 2019.

28 These Terms of Reference will be reviewed by Council on an annual basis.

Deleted: 19 February

PARKERS BUSH AND CENTREWOOD PARK ROADROUTE TO WHITEHORSE MONUMENT UPGRADE OPTIONS REPORT.

Author: Robert Moffat Roding Manager October 2019

1. INTRODUCTION

This report has been prepared at the request of the Waimate District Council Economic Development Steering Group as a part of the Project to enhance the Whitehorse Monument and surrounds.



Location Map

2. EXISTING ROAD

2.1. ALIGNMENT

The existing alignment is a low standard metalled road, which travels through three distinct environments.

- Parkers Bush Road, Mill Road to Start of Lundy's Gorge
- Parkers Bush Road , Start of Lundy's Gorge to Centrewood Park Road
- Centrewood Park Road to Whitehorse Monument

2.2. MILL ROAD TO START OF LUNDYS GORGE

This is a straight section of road leading to a one-lane bridge. It has a level gradient and a road width of 5.5 m. There is also a Cow Stock Crossing and a tanker access to the road.



Photo 1 Sutherlands Bridge Sealed approach

2.3. START OF LUNDYS GORGE TO CENTREWOOD PARK ROAD

RP 400m to 1490m

The road winds through bush covered slopes which, coupled with the narrow road width, keeps traffic speeds to a level appropriate with the area in many areas of Parkers Bush Road, vegetation grows very close to the road and restricts forward visibility

The horizontal alignment is of a reasonable standard and consists of a series of straights and moderate radius curves. The gradient is generally level although the presence of two concrete fords with piped culverts. These fords at constructed in the 1960,s and creates low standard dips in the road.



Photo 2 Narrow section before first ford



Photo 3 Approach to first ford



Photo 4 Second Concrete ford

RP 1490m to 2180m

Over this length, the roadway is winding with moderate radius curves with the exception of the curve at 1980 m, which has a very tight radius. The vertical alignment is on a moderately steep gradient estimated 5-8%. The road width varies along the length and ranges from 4.5 m to 5.8 m. Vegetation alongside the roadway restricts forward visibility in places.



Photo 5 Narrow section past second Ford

2.4. PARKERS BUSH ROAD/CENTREWOOD PARK ROAD INTERSECTION

This is a "Y" type intersection aligned to suit traffic travelling to/from Waimate Township. The Parkers Bush Road approach from Waimate offers very little advance warning to drivers of the presence of the intersection due to the vegetation on the left hand side and the fingerboard indicating the direction to the monument obscured by vegetation on the right hand side.

The downhill approach to the intersection on Centrewood Park Road is extremely steep, making it difficult for vehicles to stop if required, especially with the metal surface. Sight distance both left and right along Parkers Bush Road is severely restricted due to trees, vegetation, and the banks where Centrewood Park Road cuts through to meet Parkers Bush



Photo 6 Intersection Parkers Bush Road/ Centrewood Park Road



Photo 7 Intersection Parkers Bush Road/ Centrewood Park Road



Photo 8 Intersection Parkers Bush Road/ Centrewood Park Road

2.5. CENTREWOOD PARK ROAD TO WHITEHORSE MONUMENT

Centrewood Park Road sees a distinct environmental change as the road leaves the bush area and traverses rolling pasture country with very little vegetation. Although the road width is still narrow, the open nature of the area can encourage higher speeds, which the standard of alignment does not match.

Traffic volumes are low.

Average Vehicles per day September 2019, 27 Maximum 48

Average Vehicles per day March 21

The horizontal alignment is of an adequate standard, however the vertical alignment of the first 600m is very steep, 15 to 20%, (approx. 1 in 5) and the road surface can be extensively corrugated. This makes it difficult for vehicles to get traction (especially front wheel drive vehicles).



Photo 9 Centrewood Park Road

3. IMPROVEMENT OPTIONS

3.1. GENERAL

Any improvements should ensure that the existing character of the road, particularly the Parkers Bush Road section, should be retained as much as possible and the speed environment be kept at its current level (approximately 40-50 km/ hr). It is common for roads similar to this to experience an increase in following improvements due to drivers' perception that the road is of a higher geometric standard that it actually is and are tempted to drive at higher speeds.

3.2. VEGETATION MAINTENANCE

Trimming vegetation adjacent to the road to improve forward visibility, visibility of signs and the Parkers Bush Road/Centrewood Park Road Intersection. This can be completed in this year's maintenance programme

3.3. DRAINAGE MAINTENANCE AND CULVERT RENEWALS

The Hill section (first 600m) of Centrewood Park Road requires side drainage improvement and two new culvert installed to prevent scour damage.

This can be funded out of this year budget.

3.4. UNSEALED PAVEMENT UPGRADE CENTREWOOD PARK ROAD HILL SECTION

The Unsealed Pavement of the Hill section (first 600m) of Centrewood Park Road could be improved by adding a clay base metal. This would be bind the surface better and resist the formation of corrugations. This could be funded from next year's budget.

3.5. CONCRETE FORD / CULVERT REPLACEMENT

The two Concrete fords are near the end of their useful lives. The culverts lack capacity and are easily blocked and difficult to clear. Replacing the fords with Box culverts will improve the flood capacity and the vertical alignment over them.

The work could be funded from the Concrete ford replacement budget subject to the priority of other ford replacements.

Estimate \$30,000 each

3.6. PARKERS BUSH ROAD/CENTREWOOD PARK ROAD INTERSECTION IMPROVEMENT

- Regrade to first 10m of Centrewood park road and remove the old stop cattle foundations. Estimate \$15,000
- Widen the Left side of the approach to the intersection and remove vegetation. Estimate \$6000
- Seal the intersection and the first 100m of Centrewood Park Road. Estimate \$45,000
- Change the traffic priority of the intersection by installing a Give Way sign on Parkers Bush Road. This will relieve the issue of vehicles on the steep gradient of Centrewood Park Road having to Give way

The above improvements could be funded from the Low Cost Low Risk improvement budget subject to the priority of other projects.

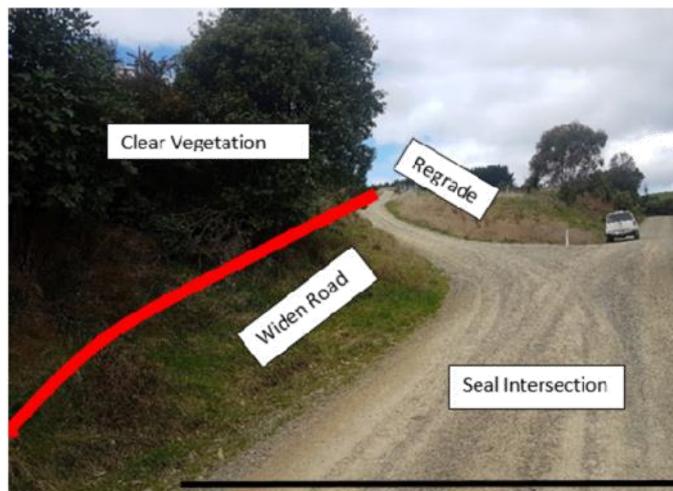


Photo 10 Intersection Improvement



Photo 11 Intersection installing Give Way sign

3.7. SEALING HILL SECTION

Seal Centrewood Park Road from the intersection sealing to the top of the hill 500m

Estimate \$130,000-\$155,000

3.8. INSTALL GUARDRAIL

Install sections of Guardrail near the contract fords to protect road users from the 4m drop into the creek.

Estimate \$20,000 for 60m length

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
<p>19.1 - Investment Proposal 4-6 Gorge Road</p>	<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>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)</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>

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