

# Agenda

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

**Tuesday 28 January 2020**

Commencing at 9.30am

Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate

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

**Notice is hereby given that a meeting of the Environmental Services and Finance Committee will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 28 January 2020, commencing at 9.30am.**

**Committee Membership**

Sharyn Cain	Chairperson
Sandy McAlwee	Deputy Chairperson
Craig Rowley	Mayor
Fabia Fox	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
David Owen	Councillor
Colin Pankhurst	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

**Significance Consideration**

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

**Decision Making**

The Council, in considering each matter, must be:

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

Stuart Duncan  
Chief Executive

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## OPENING

### 1 PUBLIC FORUM

### 2 APOLOGIES

### 3 VISITORS

Nil

### 4 CONFLICTS OF INTEREST

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

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

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

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

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

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

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

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

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

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

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

## MINUTES

### 6 CONFIRMATION OF MINUTES

#### 6.1 MINUTES OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING HELD ON 19 NOVEMBER 2019

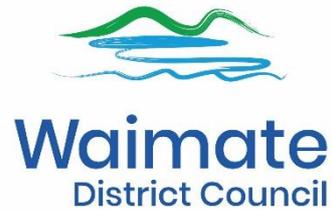
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Environmental Services and Finance Committee Meeting held on 19 November 2019

#### PURPOSE

For the unconfirmed Minutes of the Environmental Services and Finance Committee meeting held on 19 November 2019 to be presented for confirmation.

#### RECOMMENDATION

That the Minutes of the Environmental Services and Finance Committee Meeting held on 19 November 2019 be confirmed as a true and correct record.



# **MINUTES**

## **Environmental Services and Finance Committee Meeting**

**19 November 2019**

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**MINUTES OF WAIMATE DISTRICT COUNCIL  
ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 19 NOVEMBER 2019, COMMENCING AT 9.45AM**

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

**APOLOGIES:** Nil

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

## **OPENING**

### **1 PUBLIC FORUM**

There were no members of the public attending the Public Forum.

### **2 APOLOGIES**

Nil

### **3 VISITORS**

Nil

### **4 CONFLICTS OF INTEREST**

The Chair called for any conflicts of interest. There were no conflicts of interest declared

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

Nil

## MINUTES

### 6 RECEIPT OF MINUTES

#### 6.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 17 JULY 2019

##### COMMITTEE RESOLUTION 2019/60

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the confirmed Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 17 July 2019 are received.

**CARRIED**

##### Note:

Rubbish at Wainono: The Committee discussed the rubbish problem at the Wainono parking area, and were advised rubbish bins may be installed at the site as part of the economic development strategy.

Support from Territorial Authorities: Staff advised there is currently good communication between Council and Environment Canterbury. Council's representative, Cr Fox will make enquiries at the next Zone Committee meeting.

#### 6.2 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 2 SEPTEMBER 2019

##### COMMITTEE RESOLUTION 2019/61

Moved: Mayor Craig Rowley

Seconded: Cr David Owen

That the confirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 2 September 2019 is received.

**CARRIED**

##### Note:

Conflicts of Interest: The Committee discussed the Auditor General withdrawing the exemption of conflicts of interest for Zone Committee members. Council's representative Cr O'Connor will clarify the implications of this at the next meeting of the Zone Committee.

## REPORTS

### 7 REGULATORY AND COMPLIANCE GROUP REPORT

#### 7.1 REGULATORY AND COMPLIANCE GROUP REPORT

##### COMMITTEE RESOLUTION 2019/62

Moved: Cr Fabia Fox

Seconded: Cr Sheila Paul

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

**CARRIED**

##### Note:

Civil Defence: The Chair asked for Council's volunteer Civil Defence Controller, Mike Downes to be invited to speak to Council about his future plans and initiatives for the role.

Resource Management: Council asked to be kept informed on progress with Oceania Dairy Limited's application for land use consent, as there is likely to be high public interest.

Building: Council congratulated the building team on the successful annual assessment by IANZ.

Building: Council asked for a high-level workshop on the newly implemented programmes for electronic building consents.

### 8 CORPORATE SERVICES GROUP REPORT

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

##### COMMITTEE RESOLUTION 2019/63

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

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

**CARRIED**

**8.2 CORPORATE SERVICES GROUP REPORT**

**COMMITTEE RESOLUTION 2019/64**

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

That the Corporate Services Group Management Report is accepted.

**CARRIED**

**Note:**

Civic Financial Services Dividend: The Chief Executive was asked to provide further information to Council.

Sharepoint: Council asked for a high-level workshop on Sharepoint and any other larger software programmes.

The meeting was adjourned at 10.24am for morning tea.

The meeting was reconvened at 10.47am.

**PUBLIC EXCLUDED**

**9 EXCLUSION OF THE PUBLIC REPORT**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**COMMITTEE RESOLUTION 2019/65**

Moved: Cr Miriam Morton

Seconded: Mayor Craig Rowley

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><b>9.1 - Alpine Energy Shareholders Report - September 2019</b></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>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>

**CARRIED**

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

**COMMITTEE RESOLUTION 2019/66**

Moved: Cr Sheila Paul

Seconded: Cr Miriam Morton

That Council moves out of Closed Council into Open Council.

**CARRIED**

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 11.00am.

The minutes of this meeting are to be confirmed at the Environmental Services and Finance Committee Meeting to be held on 28 January 2019.

.....  
**CHAIRPERSON**

**7 RECEIPT OF MINUTES**

**7.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 18 SEPTEMBER 2019**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 18 September 2019

**PURPOSE**

For the confirmed Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 18 September 2019 to be presented for the information of the Environmental Services and Finance Committee.

**RECOMMENDATION**

That the confirmed Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 18 September 2019 be received.

# **MINUTES**

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

**18 September 2019**

**MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE  
MEETING HELD AT THE WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE  
ON WEDNESDAY 18 SEPTEMBER 2019, COMMENCING AT 1.35PM**

**PRESENT:** Chair Kate White, Community Member Emily Anderson, Waihao Runanga Rep Suzanne Eddington, Waimate Councillor Jakki Guilford, Waitaki Councillor Jeremy Holding, Community Member Barney Hoskins, Community Member Daniel Isbister, Community Member Bruce Murphy, Community Member Brent Packman, Cr Peter Scott, Te Rūnanga o Moeraki Rep Kieran Whyte

Arowhenua Runanga Rep (vacant)

**APOLOGIES:** Community Member Jared Ross

**IN ATTENDANCE:** Panther-Storm Sullivan (Arowhenua Marae), John Benn  
Karalyn Reid (Committee Secretary)

Kieran Whyte shared a karakia.

**Closed Session: Conflicts of Interest (taken before the meeting at 12.30pm)**

Catherine Schache (General Counsel of Environment Canterbury) explained and answered questions on the Implications of the withdrawal of Office of Auditor General Declaration on Conflicts of Interest for future meetings.

## OPENING

### 1 APOLOGIES

#### APOLOGY

#### COMMITTEE RESOLUTION 2019/11

Moved: Community Member Bruce Murphy

Seconded: Waitaki Councillor Jeremy Holding

That the apology received from Jared Ross be accepted.

**CARRIED**

### 2 VISITORS

Nil

### 3 CONFLICTS OF INTEREST

Nil

## REGIONAL COMMITTEE REPORT

It was agreed that in future meetings the Regional Committee update will be included as an agenda item so that important notes can be recorded.

## MINUTES

### 4 CONFIRMATION OF MINUTES

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

##### COMMITTEE RESOLUTION 2019/12

Moved: Waimate Councillor Jakki Guilford

Seconded: Waihao Runanga Rep Suzanne Eddington

That the Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 17 July 2019 be received and the recommendations therein be adopted, with the below amendment.

**CARRIED**

##### Note:

2 Visitors: John Benn, not John Begg

#### 4.2 RECEIPT OF WORKSHOP OUTCOMES - 21 AUGUST 2019

The Committee received the Workshop Outcome Notes – 21 August 2019.

## REPORTS

### 5 GENERAL BUSINESS

#### 5.1 DECLARATIONS OF INTEREST REGISTER

No change.

## 5.2 CORRESPONDENCE REPORT

Incoming: Forest & Bird letter – 19 August 2019

Outgoing: Waitaki Irrigators Collective Ltd – 12 September 2019 (emailed as a late report)

Incoming: Network Waitaki Stakeholder Information Paper (emailed as a late report)

### COMMITTEE RESOLUTION 2019/13

Moved: Waitaki Councillor Jeremy Holding

Seconded: Community Member Barney Hoskins

That the correspondence be accepted, and that a letter be drafted from the Lower Waitaki Zone Committee indicating support against the Electricity Authority's proposed Transmission Pricing Methodology and the impact on the North Otago region and Network Waitaki customers.

**CARRIED**

#### Note:

Dave Moore to send the document to Cr David Caygill to review.

## TE REO WORDS

*Kaumātua - Elder*

## 5.3 FACILITATORS UPDATE

### RECOMMENDATION

That the Zone Committee receive the Facilitators Update.

#### Note:

Dave tabled a report on consents, which will be supplied to the Committee in future reporting. The Committee requested that additional information can be included such as the catchments.

Due to the upcoming elections, the Committee agreed to a Field Trip instead of a meeting on 16 October, 12-4pm, in the northern part of the Zone.

The meeting dates for 2020 were confirmed and will be sent out in due course.

Immediate Steps Funding: Kennedy Lange reported some this year's allocation will be contributed to finishing some projects off. Kate asked if funding for the Hakataramea Sustainability Group's willow planting removal work would fit under the fund but Kennedy did not think so, offering to talk to Chris Eccleston about other funding options.

The Committee congratulated Kennedy and staff for the work carried out at the Wainono Box carpark and area opposite Nosh

The Committee agreed it would be good to encourage local schools to visit these areas.

## 5.4 ZONE COMMITTEE PRIORITIES FOR THE WAIHAO WAINONO CATCHMENT

This became a workshop item, and taken following the meeting.

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 2.05pm.

The minutes of this meeting are to be confirmed at the Lower Waitaki South Coastal Canterbury Zone Committee Meeting scheduled on 20 November 2019.

.....  
**CHAIRPERSON**

**7.2 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
HELD ON 12 FEBRUARY 2019**

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

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

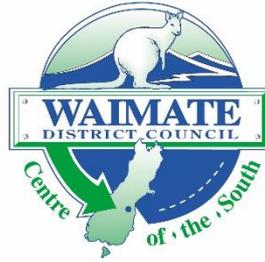
**Attachments:** 1. Minutes of the Waimate District Civic Awards Committee Meeting held on 12 February 2019

**PURPOSE**

For the confirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 12 February 2019 to be presented for the information of the Environmental Services and Finance Committee.

**RECOMMENDATION**

That the confirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 12 February 2019 be received.



# MINUTES

## Waimate District Civic Awards Committee Meeting

12 February 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL  
WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 12 FEBRUARY 2019, COMMENCING AT 10.00AM**

**PRESENT:** Chair Raewyn Francis, Christine Wallace, Mayor Craig Rowley, Cr David Owen

**APOLOGIES:** Graeme Lane

**IN ATTENDANCE:** Karalyn Reid (Committee Secretary)

## OPENING

### 1 APOLOGIES

**COMMITTEE RESOLUTION 2019/1**

Moved: Raewyn Francis  
Seconded: Christine Wallace

That an apology from Graeme Lane be received and accepted.

**CARRIED**

### 2 VISITORS

Waimate High School representatives: Angus Wilson and Ari Dungey.

### 3 CONFLICTS OF INTEREST

Nil

## MINUTES

### 4 CONFIRMATION OF MINUTES

**4.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
HELD ON 13 NOVEMBER 2018**

**COMMITTEE RESOLUTION 2019/2**

Moved: Christine Wallace  
Seconded: Mayor Craig Rowley

That the Minutes of the Waimate District Civic Awards Committee Meeting held on 13 November 2018 be received and the recommendations therein be adopted.

**CARRIED**

## REPORTS

### 5 GENERAL BUSINESS

#### 5.1 NOMINATIONS FOR WAIMATE DISTRICT CIVIC AWARDS 2019

A brief discussion was held on arrangements for the Awards Function on **6 March 2019** at **5.30pm** at the Waimate Event Centre. The Committee members will assist Karalyn with preparing platters of nibbles, setting up, and tidying up. Floral Art have offered to assist with table arrangements. Helen Rose will be asked for flowers. The Chief Executive has indicated he will take the photographs. The Choir has been booked and the Rotary Sound system. Karalyn to invite Navy rep: Grant Finlayson.

The Waimate High School representatives participated in the selection of the Youth recipient and then left the meeting.

The Committee agreed that the Chair and Secretary will undertake a refresh of the service club and community representatives, seeking two representatives from each before the next meeting.

#### COMMITTEE RESOLUTION 2019/3

Moved: Chair Raewyn Francis

Seconded: Mayor Craig Rowley

That the successful recipients for the 2019 Civic Awards be as follows:

- a. Youth: Catherine Nicol
- b. Group/Organisations: Friends of Knottingley Park
- c. Individual: Warren Herron, Janice Mehrstens, Sandra Coles, John Begg, with [REDACTED] as a back-up

**CARRIED**

## MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.21am.

The minutes of this meeting are to be confirmed at the Waimate District Civic Awards Committee Meeting.

.....  
**CHAIRPERSON**

**7.3 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 8  
MAY 2019**

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

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

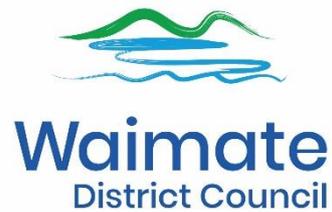
**Attachments:** 1. **Minutes of the Waimate Community ANZAC Group Meeting held on  
8 May 2019**

**PURPOSE**

For the confirmed Minutes of the Waimate Community ANZAC Group Meeting held on 8 May 2019 to be presented for the information of the Environmental Services and Finance Committee.

**RECOMMENDATION**

That the confirmed Minutes of the Waimate Community ANZAC Group Meeting held on 8 May 2019 be received.



# **MINUTES**

## **Waimate Community ANZAC Group Committee Meeting**

**8 May 2019**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
WAIMATE COMMUNITY ANZAC GROUP COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON WEDNESDAY 8 MAY 2019, COMMENCING AT 10.00AM**

**PRESENT:** Mayor Craig Rowley, Minister's Association Rep Paul Kuriger, RSA Representative Richard Welsh and Doug Morris

**APOLOGIES:** Red Cross Rep Toni deRooy, Waimate High School Rep Janette Packman, Waimate High School Rep David Shea, Cr David Owen, Rotary Rep Edward Fletcher

**IN ATTENDANCE:** Karalyn Reid (Committee Secretary)

## **OPENING**

### **1 APOLOGIES**

#### **COMMITTEE RESOLUTION 2019/6**

Moved: Mayor Craig Rowley

Seconded: Paul Kuriger

That apologies from Toni deRooy, Janette Packman, David Shea, Cr David Owen and Edward Fletcher be received and accepted.

**CARRIED**

### **2 VISITORS**

Nil

### **3 CONFLICTS OF INTEREST**

Nil

## **MINUTES**

### **4 CONFIRMATION OF MINUTES**

#### **4.1 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP COMMITTEE MEETING HELD ON 16 APRIL 2019**

#### **COMMITTEE RESOLUTION 2019/7**

Moved: Mayor Craig Rowley

Seconded: Richard Welsh

That the Minutes of the Waimate Community ANZAC Group Committee Meeting held on 16 April 2019 be accepted, and the recommendations therein be adopted.

**CARRIED**

## REPORTS

### 5 FINANCIALS

#### 5.1 FINANCIAL REPORT & PAYMENT OF ACCOUNTS

##### COMMITTEE RESOLUTION 2019/8

Moved: Mayor Craig Rowley  
Seconded: Member Paul Kuriger

That the 2019 donations and accounts are paid, as below:

Waimate Event Hire \$412.85

Waimate Trader advt (18 April) \$41.25

Gift for guest speaker \$37.50

Donation to the ATC \$100

Donation to the Waimate Pipe Band \$200

**CARRIED**

### 6 GENERAL BUSINESS

#### 6.1 GENERAL ITEMS

It was suggested the Colonel (Middlemiss?) from Wellington that attended the Civic Event that has family connections to Waimate be asked to be the guest speaker for 2020.

The Mayor will talk to Stuart about getting an in-built sound system for the Waimate Event Centre before next year's Civic Service.

Thank you letters to be sent to Waimate High School, Waimate Community Choir, Deputy Mayor Sharyn Cain, Peter Vendetti who also acted as MC, the guest speaker, ATC (with donation), Pipe Band (with donation), Whitestone Rounding and Police – and ask that we would welcome any feedback they can give on possible improvements.

Format for next year's Civic Service to remain the same.

## MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.22am.

The minutes of this meeting are to be confirmed at the Waimate Community ANZAC Group Committee Meeting scheduled on November 2020.

.....  
**CHAIRPERSON**

## REPORTS

### 8 REGULATORY AND COMPLIANCE GROUP REPORT

#### 8.1 REGULATORY AND COMPLIANCE GROUP REPORT

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

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

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

#### PURPOSE

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

#### HIGHLIGHTS

##### COMPLIANCE OFFICER ROLE UPDATE

2. The compliance officer role has been operational since 2 September 2019. The role was established to ensure Council's statutory compliance, monitoring and enforcement (CME) obligations across several activities were met. The role services bylaws, waste, roading, district planning and a number of other Council activities.
3. Via a memorandum of understanding, the role also provides 8 hours per week of CME work directed by Environment Canterbury (ECan). It is worthy to note that there has been no confusion expressed by customers as to which organization the role has been acting on behalf, when he has been conducting his business. There have been no complaints received about his work from customers, with one or two positive comments expressed over the period on a job well done. On occasion, the compliance officer has been able to complete jobs that have involved both an ECan aspect and a Waimate District Council aspect.
4. Of the 600 hours of work delivered by the compliance officer, 128 hours have been for ECan (21.3%).
5. The compliance officer has completed 81 external and internal customer generated complaints since 2 September 2019, of which 12 were for ECan and approximately 20 for the roading team.
6. The role has also provided back-up and cover for the animal control officer on several occasions.
7. The compliance officer role will broaden further in the next 6 months, with work on dairy crossings, conducting a resource consent monitoring programme and starting to provide CME support for the building team.

#### CIVIL DEFENCE

##### Community

8. The national earthquake drill and tsunami hikoi was held on 17 October with NZ ShakeOut taking place. In the lead up to the ShakeOut drill Waimate District Council took the opportunity to promote Civil Defence preparedness and actions to take during an earthquake. The majority of schools in the district took part in the drill.
9. On 14 December, Strawberry Fare took place, Civil Defence and preparedness for an emergency was promoted through giving members of the public information booklets and fridge magnets. We also sponsored the Emergency Kit giveaway for South Canterbury Neighbourhood Support.

10. There has been a focus on promoting Civil Defence preparedness through our Waimate District Council Facebook page. This was used a lot in December to warn people of high river levels, camping alongside high lakes and sharing information regarding the Rangitata River flooding event.

### **Training**

11. On 24 and 25 October Paul Cooper and Luci Swatton, our Emergency Management Officer (EMO) attended the South Island Civil Defence Emergency Management Conference in Nelson; this was a learning and relationship building opportunity.
12. On 12 November, Mackenzie District Council held their Civil Defence Emergency Management (CDEM) annual exercise. This was attended by three Waimate staff, Luci Swatton, Ann Hume and Jonts McKerrow.
13. On 21 November, Waimate District Council held the annual CDEM exercise. This included over 30 staff members and representatives from Police and FENZ. In support roles there were also EMO's from Selwyn and Ashburton District Councils, and Canterbury CDEM Group. This was a full day scenario based on an Ostler Fault earthquake, which allowed systems and processes to be tested, and for staff to learn and develop new skills.
14. On 26 November, Canterbury CDEM Group office held their annual exercise, Waimate District Council were involved taking part in teleconferences and inputting key information into the Emergency Coordination Centre (ECC).
15. On 4 December, Rural Fire held an office based exercise in Timaru to test out their systems and determine how they would work with Civil Defence. This was attended by our EMO.

### **Meetings**

16. On 23 October, the South Canterbury Welfare Forum was held in Timaru. Our EMO together with the Welfare Manager (Jill Wilson) attended.
17. On 30 October, the Canterbury Lifelines Forum was held in Christchurch, attended by our EMO.
18. On 31 October, the EMO Forum was held in West Melton, attended by our EMO.
19. On 4 November, the South Canterbury Neighbourhood Support Committee Meeting was held in Timaru, attended by our EMO.
20. On 5 November, the Canterbury Welfare Workshop was held in Christchurch, this was attended by our EMO.
21. On 5 December, the South Canterbury Civil Defence Emergency Management Coordinating Committee met in Timaru. This was attended by Paul Cooper, Carolyn Johns, Mike Downes and Luci Swatton.

### **Logistics**

22. The Local Fuel Plan has progressed, there is now understanding around potential fuel requirements in an emergency and the amount of fuel stored within the District. The next steps now involve establishing a Memorandum of Understanding with a fuel supplier and installation of a generator port.
23. Generator checks were completed (October and December).
24. BGAN (satellite phone and internet) tested (October).
25. Weekly ECAN and Timaru DC radio checks completed (records kept in Front Office).
26. Community Rep quarterly radio checks completed (December).

**Overall**

27. Between the 9 December and 13 December Waimate District Council provided support to Ashburton District Council and Timaru District Council in their response to the Rangitata River flooding event. In total six Waimate staff members assisted over the week in the Emergency Operation Centres of both councils.
28. The key pieces of work to be completed include Community Response Plans, Initial Action Plans, EOC Plan/Manual, Local Welfare Plan, and Local Fuel Plan. These pieces of work will continue to be developed as well as planning for the Alpine Fault magnitude 8 (AF8) roadshow visiting Waimate this year.

**RESOURCE MANAGEMENT**

29. The following 10 resource consents have been granted under delegated authority for the 1 October – 31 December 2019 quarter:

RM190024	<b>Subdivision: Create 5 residential lots and an access lot</b> B Wilce Meyer Street, Waimate <i>Processing Days = 18 out of 20</i>	03/10/19
RM190029	<b>Subdivision: Create 2 rural lots</b> SG, AK, HA McGowan & MP Batchelor 42 Willowbridge Road, Willowbridge <i>Processing Days = 17 out of 20</i>	08/10/19
RM190008	<b>Land Use: Establish &amp; operate a firewood business involving processing, storage and sales</b> B & R Cederman 27 Engelbrechts Road, Hook <i>Processing Days = 66 out of 100 (limited notification with a hearing) - Approved by independent commissioner</i>	17/10/19
RM190031	<b>Subdivision: Create 2 residential lots</b> LT & JJ Buckingham 126 Point Bush Road, Waimate <i>Processing Days = 15 out of 20</i>	18/10/19
RM90032	<b>Subdivision: Create 3 residential lots</b> BJ Guyton 53 & 55 Parsonage Road, Waimate <i>Processing Days = 18 out of 20</i>	04/11/19
RM190033	<b>Land Use: Vary conditions of RM810303 to include sand extraction, rehabilitation of existing lime quarry &amp; increase traffic movements</b> Winterburg Limited Partnership Meyers Pass Road, Hakataramea <i>Processing Days = 19 out of 20</i>	19/11/19

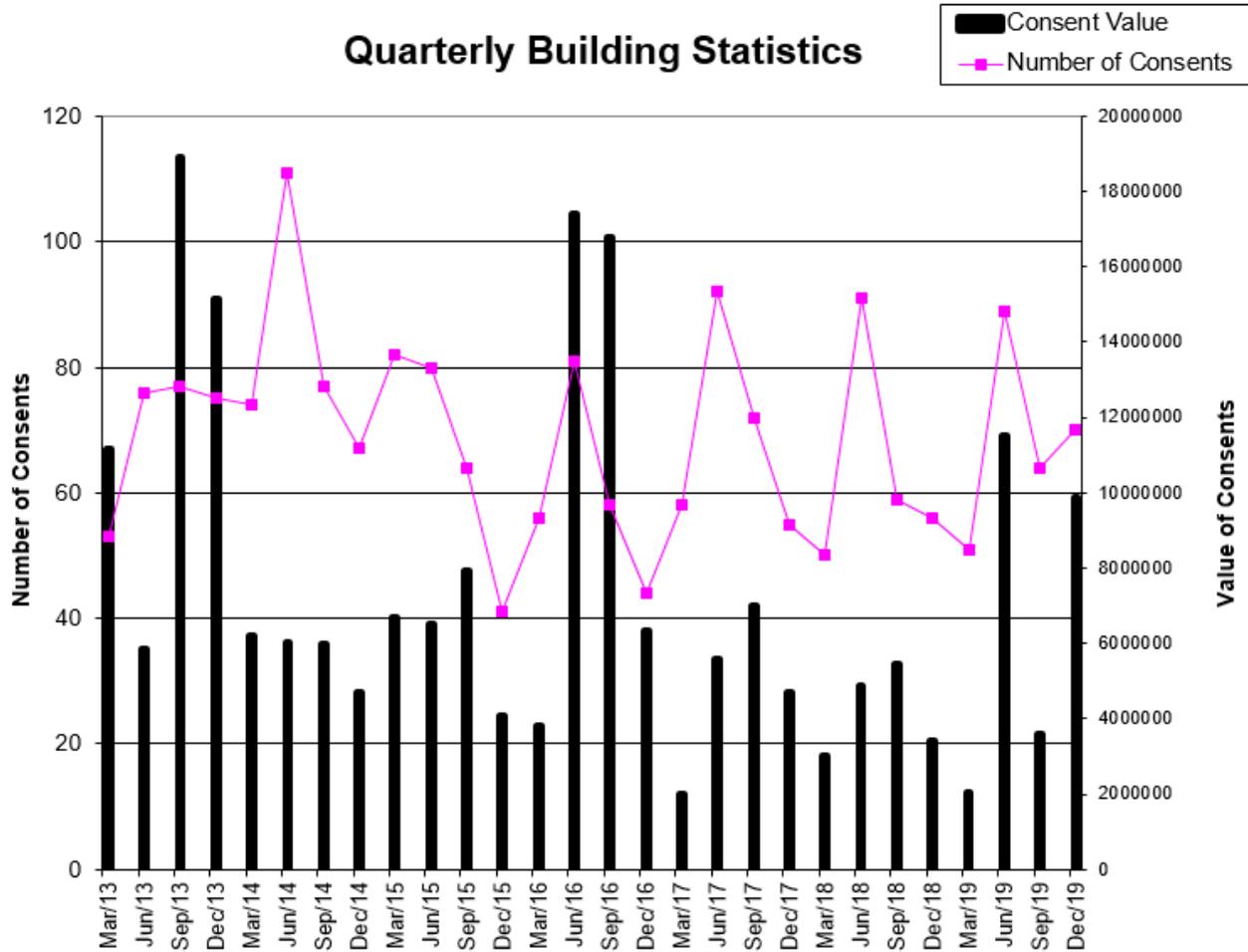
RM190034	<b>Subdivision: Create 4 rural lots</b> CJ & TM Sullivan Tavistock Road & Horseshoe Bend Road, Otaio <i>Processing Days = 20 out of 20</i>	26/11/19
RM190035	<b>Deemed Permitted Marginal or Temporary Activity: Proposed carport within 4.5m front setback from Herbert Street</b> NB & KE Newbery 35 Parsonage Road, Herbert Street & Maude Street, Waimate <i>Processing Days = 15 (no statutory timeframe)</i>	04/12/19
RM190036	<b>Deemed Permitted Boundary Activity: Locate new dwelling at 5m from internal boundary in lieu of 20m requirement in rural zone</b> S & A Mehrtens 389 Mount Harris Road, Waihao Forks <i>Processing Days = 10 out of 10</i>	06/12/19
RM190037	<b>Deemed Permitted Boundary Activity: Locate new dwelling at 14.73m and 15m respectively from internal boundaries in lieu of 20m requirement in rural zone</b> JP & EA Brighton 3 Baxter Avenue, St Andrews <i>Processing Days = 9 out of 10</i>	09/12/19

### Proposed National Policy Statement for Indigenous Biodiversity (NPS-IB)

30. A discussion document has been released on a proposed NPS-IB, which seeks to address the crisis facing the decline of our native plants and animals by providing national direction on how to maintain New Zealand's indigenous biodiversity under the RMA. It sets out a requirement for councils to identify significant vegetation (i.e. Significant Natural Areas) and habitats of indigenous fauna and manage their protection through plans and resource consent processes. This will apply to all land tenures: public conservation land, Maori land and private land.
31. This process is intended to provide clarity to the way we manage biodiversity in decision-making. It will also encourage councils to work closely with tangata whenua, landowners and communities.
32. The document is the result of a two-year collaborative process led by the Biodiversity Collaborative Group, which included participants such as the Environmental Defence Society, Forest and Bird and Federated Farmers.
33. The proposed NPS-IB will be an important new tool to protect our precious natural heritage, which has been a focus of discussions for 20 years by successive governments.
34. Submissions on the document are due on 14 March 2020. While there are likely to be joint submissions from LGNZ representing all local government and from the Canterbury Mayoral Forum representing Canterbury councils, Council may wish to make their own individual submission.

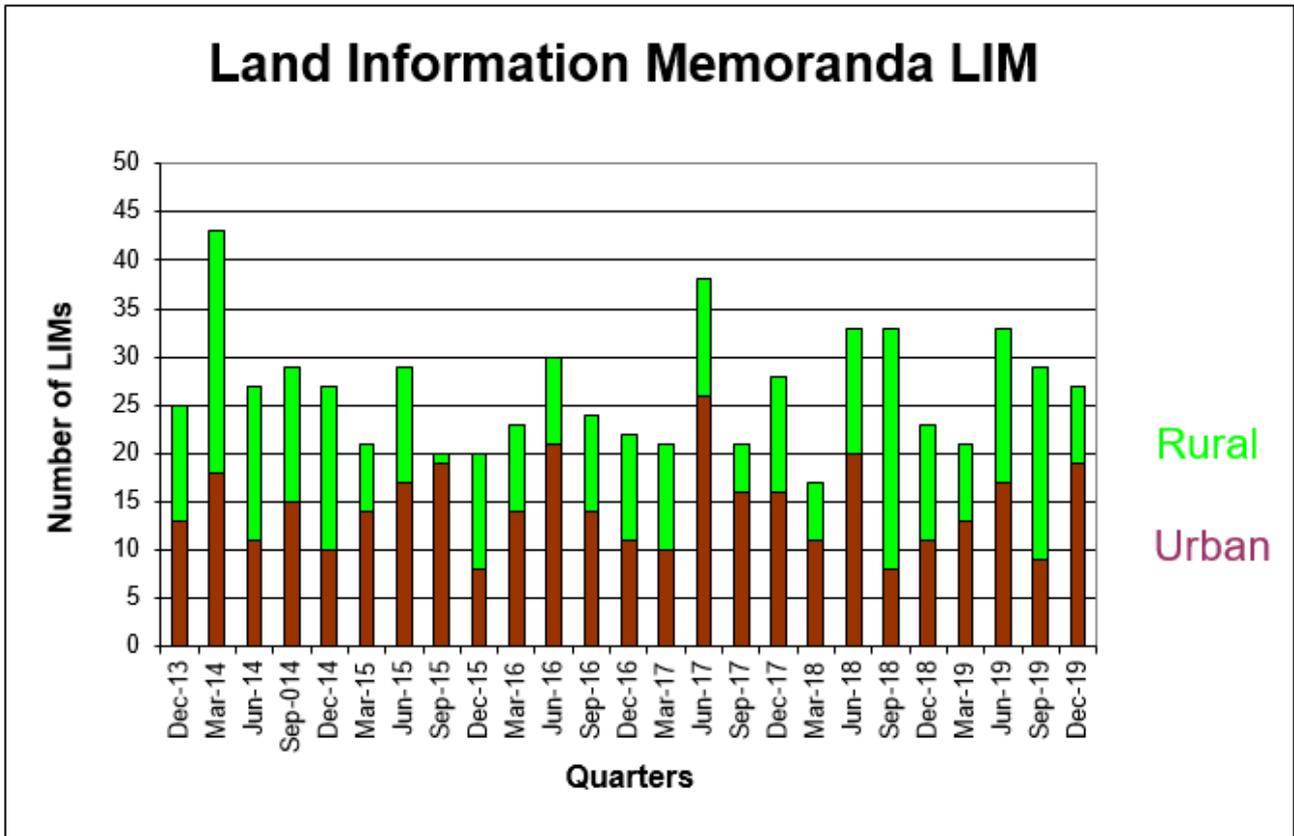
**BUILDING CONTROL**

35. 70 building consents were issued for the period 1 October-31 December 2019 with a value of \$9,900,095 (2018 for the same period was 56 building consents with a value of \$3,423,676).



LAND INFORMATION MEMORANDA (LIM)

36. 27 LIM Reports were issued for the period 1 October – 31 December 2019. These related to 19 urban and 20 rural properties.



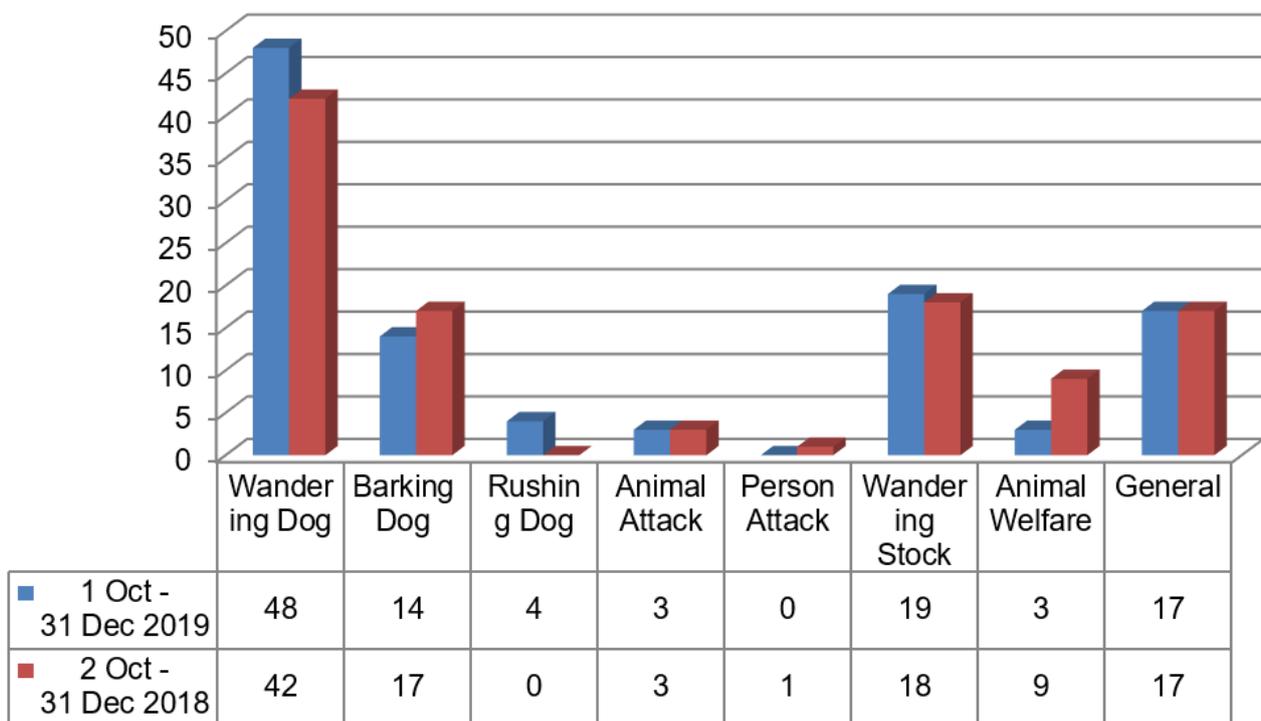
**DOG AND ANIMAL MANAGEMENT**

**Dog Registration**

37. The Dog registrations for the period 1 October-31 December 2019 and the 2018 comparison are as follows:

Month	2019			2018		
	Registered dogs	Unregistered dogs	Owners with unregistered dogs	Registered dogs	Unregistered dogs	Owners with unregistered dogs
October	2,801	51	32	2,813	41	28
November	2,830	18	12	2,830	19	12
December	2,843	12	9	2,853	4	3

38. Dog and Animal Control Corrective Action Requests (CARs) 1 October to 31 December 2019 and the 2018 comparison:



**RECOMMENDATION**

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

Regulatory and Compliance Group Project List

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

Status Key:

On track with time/budget for completion within the plan year
High risk (budget and/or timeframe)
Some risk (budget and/or timeframe) - highlight issues in comments
Not started/external to Council

## 9 CORPORATE SERVICES GROUP REPORT

### 9.1 CORPORATE SERVICES GROUP REPORT

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

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

**Attachments:**

1. LGOIMA Requests  
2. Project Update  

#### PURPOSE

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

#### CORPORATE & SUPPORT SERVICES

##### FINANCE TEAM

##### Annual Plan

2. Following the initial draft budget discussions at the Council workshop of 10 December 2019, the updated position will be presented for consideration at the workshop following committee meetings today (28 January 2020). Following receipt of elected member feedback, staff will be attending to the preparation of the Annual Plan document and associated communications.

##### Forestry

3. Laurie Forestry have prepared a draft report of the current status of our forests for staff's consideration. We are providing requested feedback and will be able to present a summary of tasks to be undertaken by geographical location, along with the respective dates, costs and associated income anticipated. When the report has been finalised we will arrange for Allan Laurie to make a presentation to Council on the findings and recommendations.

##### Rates

##### Third 2019/20 Rates Instalment

4. The third quarterly rates instalment for the 2019/20 year is scheduled to be applied the week ended 24 January 2020 and is due for payment by 28 February 2020.

##### Rates Statistics

5. Through the Canterbury Rating Forum, we have the opportunity to share and compare statistics relating to our rates including communication and payment methods. Late last year four councils provided their percentages of ratepayers who receive their rates invoices by email. The range was between 1.2% and 18%, with Waimate sitting at a pleasing 16.5%.
6. Additionally, the same four councils identified the percentage of ratepayers who pay by Direct Debit. The range for the other three Councils was from 34% to 43%, with Waimate presently sitting at 32%. In addition to Direct Debits, we have a number of ratepayers who pay by automatic payment and internet banking and we are considering how best to report on the volume of all electronic payments in the future.

### **Rates Related Promotions**

7. Three areas related to rates which receive regular promotion are the availability of:
  - i. Rates Rebates
  - ii. Emailing of Rates Notices
  - iii. Electronic Payments Options
8. In addition to previous communications, which included a mailed insert with rates invoices and our Council Newslines, we have promoted these opportunities through our Council website and Facebook page.
9. Additionally advice is planned for the February Newslines and a further insert with the third rates instalment mailing, with a monthly cycle of promotion in the online forums.

### **CORPORATE SERVICES**

10. Customer Services staff have been trained to use Council's Asset Finda software for internal action referrals, meaning the CARS (Customer Action Request) forms used historically are no longer required. Asset Finda software has been in use for several years with the Asset Department so this change is an extension and optimisation of a system already held.
11. The front office staff have seen the usual seasonal increase in processing of income with the camping and pool seasons in full swing.

### **INFORMATION TECHNOLOGY (IT)**

12. The work to remove asbestos from the ceiling of the IT office has been completed with the IT staff returning from the temporary Event Centre location to the Local Government Centre in the New Year.

### **GoGet Processing Project**

13. The GoGet Processing project was completed in early November 2019. It delivered all planned outputs expected at the start of the project.

### **Online Booking Project**

14. The Online-Booking project is to provide an online booking system for Council parks and reserves facilities. This project has been placed on hold for 12 months, removing the workload demand on internal staff. During this time a Business Case will be produced which will help clarify the project costs and benefits in order to establish the appropriate solutions and way forward.

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

15. The system was successfully put into production on 17 October.
16. All staff have a basic understanding of the system and we have seen a good uptake of the more advanced features. It is expected that more users will use these features in time.

### **Office Accommodation**

17. The WIFI link to the office accommodation at Gorge Road has been installed and the structured cabling has been completed. The WIFI is currently being tested and optimised.
18. The site's security system is being updated and is still in progress.

**GOVERNANCE**

19. Following the October elections, a number of induction sessions were held to assist the new Council in the integration to the new triennium. Further learnings will continue to be considered as opportunities become available.

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

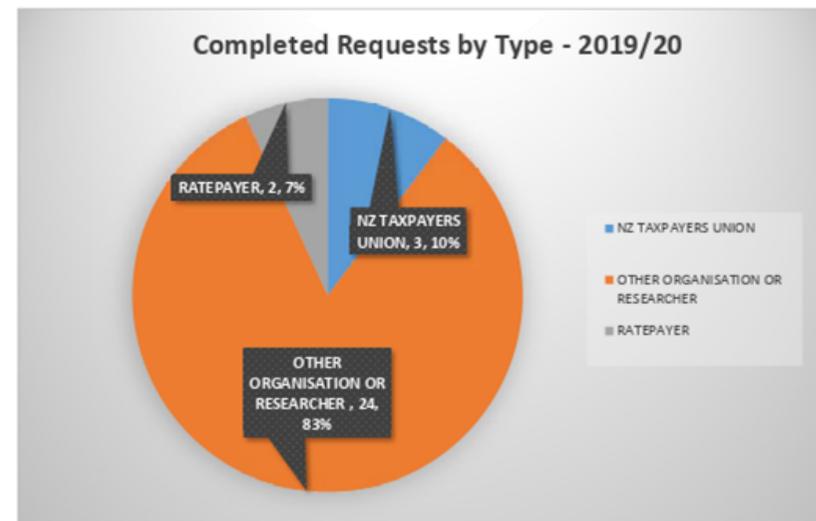
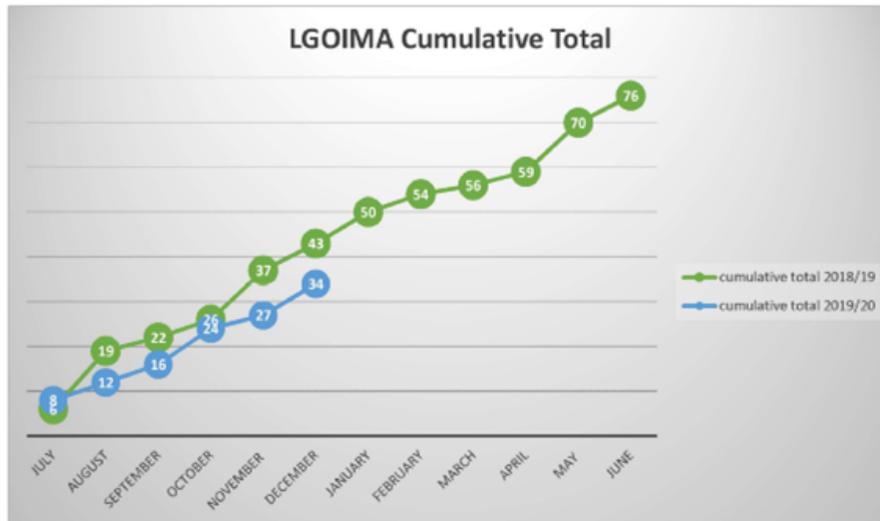
20. As an attachment to this report, we provide a summary of the LGOIMA requests for the quarter ended 31 December 2019. Eighteen requests were received during this period.

**RECOMMENDATION**

That the Corporate Services Group Management Report is accepted.

Summary of LGOIMA requests 1 October 2019 to 31 December 2019

Date Received	Requestor name	Organisation	Request summary	Date Sent	Status	Days to action
6.10.19	Candy Nalder	Private	Roadside Spraying/Weed Control	4.11.19	Completed	11 days
6.10.19	Gavin Rooks	University research	Flood Risk Mapping/Mode Data	4.11.19	Completed	3 days
12.10.19	Steve Goodman	-	Approaches to Police by WDC on shooting ranges	11.11.19	Completed	6 days
14.10.19	Luke Redward	Taxpayers Union Incorporated	Staff Remuneration	12.11.19	Completed	5 days
16.10.19	Kyle Whitfield	Otago University	Elected Member Information	14.11.19	Completed	4 days
17.10.19	Vince Billante	University research	Landfill sites	14.11.19	Completed	13 days
23.10.19	Benn Bathgate	Stuff.co.nz	External Catering	21.11.19	Completed	12 days
23.10.19	Andrea Reeves	Assistant Auditor General	Request for wastewater consent information	21.11.19	Withdrawn 31.10.19	-
29.10.19	Lucy McKenzie	Whistleblowers Co Nz	Council's Whistleblower Services	31.11.19	Completed	1 day
12.11.19	Emma Dangerfield	Stuff.co.nz	Recycling & refuse - items that are accepted, green waste, where products are sent	10.12.19	Completed	5 days
20.11.19	Tabitha Lorch	Taxpayers Union Incorporated	Flights 2018/19	18.12.19	Completed	5 days
2.12.19	Jez Partridge	Treecology Tree Consultancy	Significant Trees	21.01.20	Completed	5 days
6.12.19	Mike Thomson	-	Property request: 37 Donald Street, Moven	24.01.20	Completed	9 days
9.12.19	Jaime McSorley	-	Sport and Recreation Funding	28.01.20	Completed	11 days
12.12.19	Ashleigh McCaull	Mediaworks	Pool Regulations	31.01.20	Completed	6 days
29.11.19	Harry Lock	RNZ	Council spending on election promotion and voter engagement	16.01.20	Completed	15 days
20.12.19	Brendan McNeice		Alpine Energy Auditor General's Report	Declined	Completed	3 days
20.12.19	Felippe Rodrigues	Stuff	GIS files on implications of sea-level rise		Pending	
23.12.19	Tony Kennerley	BRANZ	Contact information for waste officers	08.01.20	Completed	2 days



Project Update

The following denotes the status of significant projects in the Corporate Services area to 31 December 2019:

Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
<b>Corporate Services</b>								
2018/19 - 2019/20	EDRMS - Phase 2	Embed Sharepoint as the main document management tool for Council	Internal Resourcing	\$1,957	15%			Phase 2 of EDRMS project is to review the application of SharePoint to each Council Group and Activity and roll out Council-wide. The structure is presently being confirmed with the set-up to be followed by training of all staff. Additionally, this project will involve reorganisation of historic electronic documents. Some good progress has been made in specific areas with reference documents being prepared to assist with education of the end users. Related SharePoint software tools have also been updated. There is a risk that this project is delayed due to competing projects for staff time.
2019/20	PABX upgrade	Update telephone system server hardware	\$15,000	\$6,919	100%			Upgrade transferred to 2019/20 as per LTP. Following preliminary investigations, it was decided to upgrade our phone system to a Mitel PABX system. In anticipation, an upgrade of the Uninterrupted Power Supply (UPS) to double capacity (as was planned last year) and a new internet connection was installed for the new phone system. Switches were due for renewal so their replacement for the new phone system was timely and efficient. A re-patch of the IT cabinet was completed and installation of the phone system occurred in October 2019. User training took place in conjunction with the installation and this project is now complete.
2018/19 - 2019/20	Magiq Upgrades	Provision for Upgrades to Magiq Software	\$10,000	\$2,870	50%			Budget provided for Magiq Software Upgrades with the budget rolled over to the 2019/20 financial year. The upgrade to Magiq Performance Version 5 took place in October 2019 and the upgrade to Enterprise Version 4.26 is to be undertaken at a mutually agreeable time with consideration to timing of other system related activity, between April and September 2020.
2018/19 - 2019/20	Council Meeting Structure Review	Review of Council Meeting structure and frequency.	Internal Resourcing	\$0	10%			Feedback on Council's meetings structure was undertaken with the Council prior to the October 2019 Elections. A review will be undertaken with the new Council within the first 12 months of the triennium and be presented to a Council Workshop.
2018/19 - 2019/20	District Tours	To arrange for tours of the District for Councillors and relevant staff.	\$1,000	\$0	25%			Historically Council has considered operating tours on an 'on demand' basis, generally following elections. The nature of the tours may be dependent on the quantity of any new Councillors elected, in conjunction with new staff, or a particular area of interest. The timing of this project is ascertained with consideration to these factors. The budget allowed forms part of the Governance Training budget. Councillors undertook a tour of sites within the urban area as part of induction training on 5 November 2019. Further tours of rural areas and sites of particular interest will be scheduled in coming months as areas of most interest present.

Status Key:

On track with time/budget for completion within the plan year
High risk (budget and/or timeframe)
Some risk (budget and/or timeframe) - highlight issues in comments
Not started/external to Council

**9.2 FINANCE REPORT - FOR THE 5 MONTHS ENDED 30 NOVEMBER 2019**

**Author:** Melissa Thomson, Accountant

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

**Attachments:** Nil

**PURPOSE**

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

**Waimate District Council  
Statement of Financial Performance  
For the 5 months ended 30 November 2019**

	Variance Note	Actual \$000	Year to date Budget \$000	Variance \$000	% Var.	Full Year Budget Including carry forwards
<b>Operating Revenue</b>						
Rates (net of remissions)		\$ 5,087	\$ 5,074	\$ 13	0%	\$ 10,149
Development and Financial Contributions	3	85	26	59	227%	63
NZ Transport Agency Subsidy	4	952	980	(28)	(3%)	3,453
Fees and Charges		521	530	(9)	(2%)	1,079
Interest Revenue	5	16	-	16	-	3
Other Revenue	6	1,064	974	90	9%	2,306
<b>Total Operating Revenue</b>		<b>7,725</b>	<b>7,584</b>	<b>141</b>	<b>2%</b>	<b>17,053</b>
<b>Operating Expenditure</b>						
Employment Benefit Expenses	7	1,816	1,878	62	3%	4,544
Depreciation and Amortisation		2,031	2,046	15	1%	4,910
Roading Expenses		1,049	1,052	3	0%	2,532
Finance Costs	5	41	84	43	51%	201
Other Expenses		2,411	2,391	(20)	(1%)	5,640
<b>Total Operating Expenditure</b>		<b>7,348</b>	<b>7,451</b>	<b>103</b>	<b>1%</b>	<b>17,827</b>
<b>Total Surplus/(Deficit)</b>		<b>\$ 377</b>	<b>\$ 133</b>	<b>\$ 244</b>	<b>183%</b>	<b>\$ (774)</b>

- For the 5 months ended 30 November 2019, Council recorded a surplus of \$377,000 compared to a budgeted surplus of \$133,000; therefore, Council are tracking \$244,000 favourable to budget.

**MAJOR VARIANCES TO BUDGET**

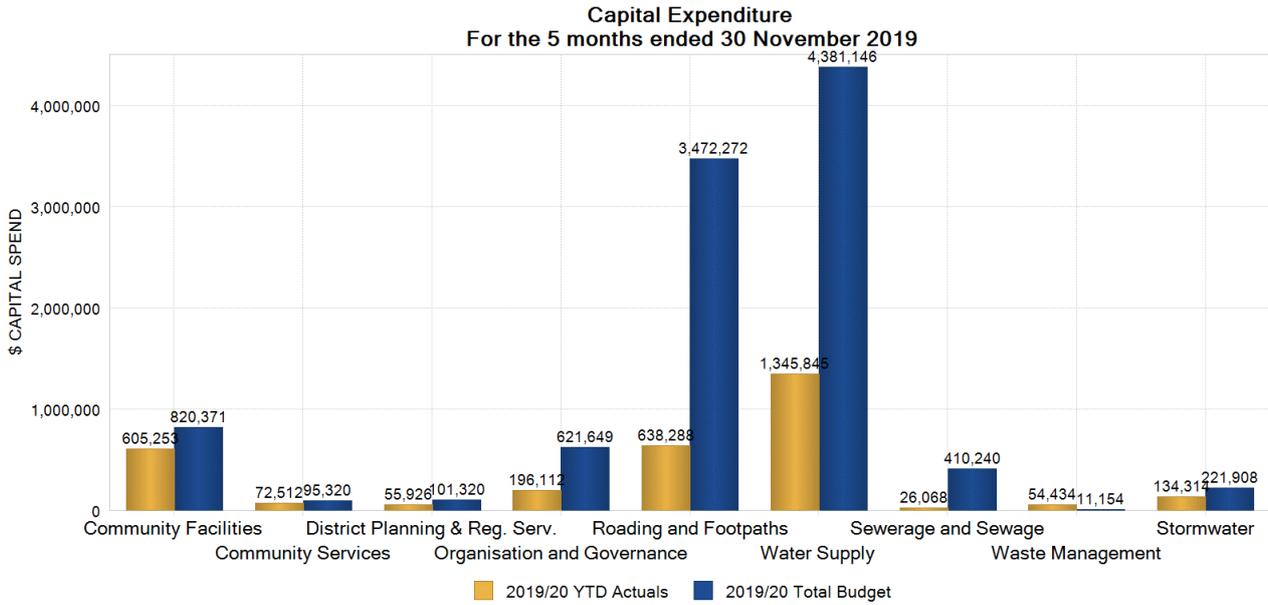
- Development and financial contributions income is favourable to budget due to increased Rural Water and Sewerage activity contributions.
- NZ Transport Agency subsidy income is unfavourable to budget due to the timing of capital renewal works.
- Interest Revenue and Finance Costs are favourable to budget due to increased cash reserves in relation to timing of capital works and operational savings.
- Other revenue is favourable to budget predominately due to the receipt of a dividend from Council's investment in Civic Financial Services following the sale of Civic Assurance House in Wellington (\$25,500), in addition to increased recoveries from Urban Water and Sewer connections (\$25,000 favourable to budget).
- Employment Benefit Expenses are favourable to budget due to vacant positions and timing of replacements.

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

	<b>Movement Note</b>	<b>Actual 30 Nov 2019 \$000</b>	<b>Actual 30 June 2019 \$000</b>	<b>Movement \$000</b>
<b>Assets</b>				
<b>Current Assets</b>				
Cash and cash equivalents	8	5,373	4,530	843
Trade and other receivables	9	1,128	1,593	(465)
Inventories		96	113	(17)
Other financial assets		637	637	-
<b>Total Current Assets</b>		<b>7,234</b>	<b>6,873</b>	<b>361</b>
<b>Non Current Assets</b>				
Property, plant and equipment		403,020	402,837	183
Forestry assets		1,894	1,894	-
Intangible assets		324	277	47
Other financial assets		14,683	14,683	-
<b>Total Non Current Assets</b>		<b>419,921</b>	<b>419,692</b>	<b>230</b>
<b>Total Assets</b>		<b>427,155</b>	<b>426,564</b>	<b>590</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Trade and other payables		2,117	1,923	194
Borrowings		71	71	-
Provisions		5	5	-
Employment Benefit Expenses		408	367	41
Derivative financial instruments		-	-	-
<b>Total Current Liabilities</b>		<b>2,601</b>	<b>2,366</b>	<b>235</b>
<b>Non Current Liabilities</b>				
Provisions		54	54	-
Borrowings		2,565	2,595	(30)
<b>Total Non Current Liabilities</b>		<b>2,619</b>	<b>2,649</b>	<b>(30)</b>
<b>Equity</b>				
Public Equity		85,833	85,535	298
Reserves		336,101	336,014	87
<b>Total Equity</b>		<b>421,935</b>	<b>421,549</b>	<b>385</b>
<b>Total Liabilities and Equity</b>		<b>427,155</b>	<b>426,564</b>	<b>590</b>

8. Cash and Cash Equivalents have increased following the receipt of receivables, and the timing of capital works.
9. Trade and Other Receivables at 30 June 2019 included the May and June NZTA Subsidy claims, which have since been received.

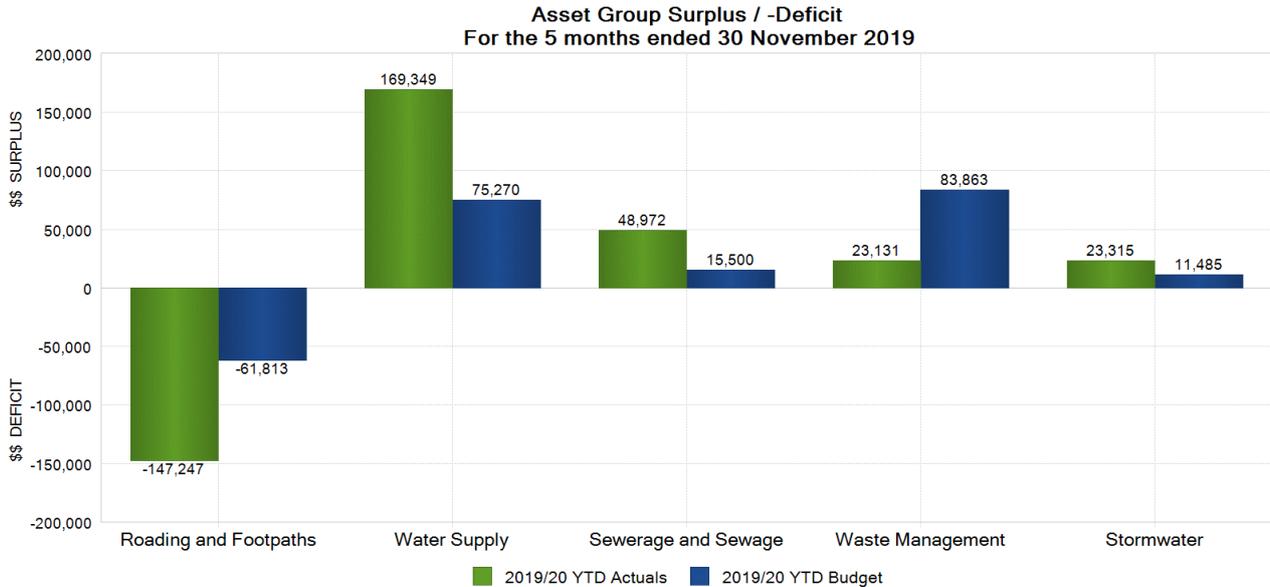
TOTAL CAPITAL EXPENDITURE BY GROUP



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

10. Totals:	Spend to date (including WIP at 30 June 2019)	\$ 3,128,752
	Work In Progress carried forward from 30 June 2019	<u>\$ -835,110</u>
	Total spend to 30 November 2019	\$ 2,293,642
	2019/20 Annual Plan Budget	\$ 8,156,380
	Budget carry forwards from 2018/19	<u>\$ 1,979,000</u>
	2019/20 Total Budget (including Carry Forwards)	\$10,135,380
	% of total budget spent	23%
	Less projects not likely to proceed this year:	
	Roading bridge renewal – Crouches Bridge, Youngs road	\$ -480,000
	Waikakahi Rural Water – Drinking Water upgrade	\$ -1,439,000
	Public Toilets	<u>\$ -200,000</u>
		\$ -2,119,000
	2019/20 Updated projected capital budget	\$ 8,016,380
	% of total updated budget spent	29%

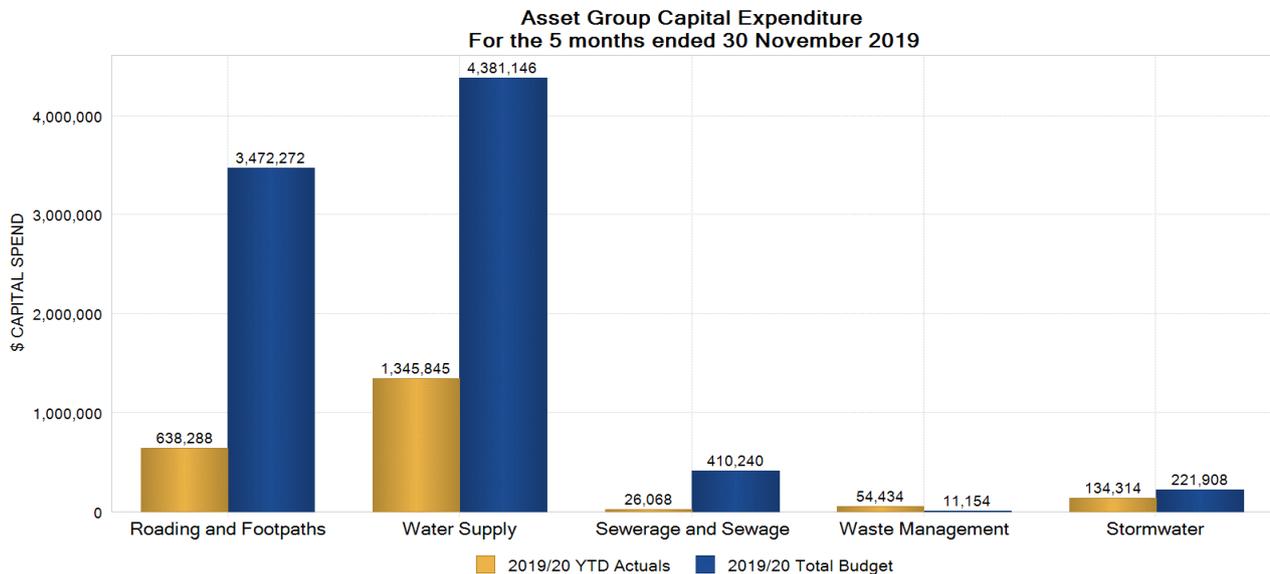
## ASSET GROUP



### VARIANCE ANALYSIS – DAN MITCHELL

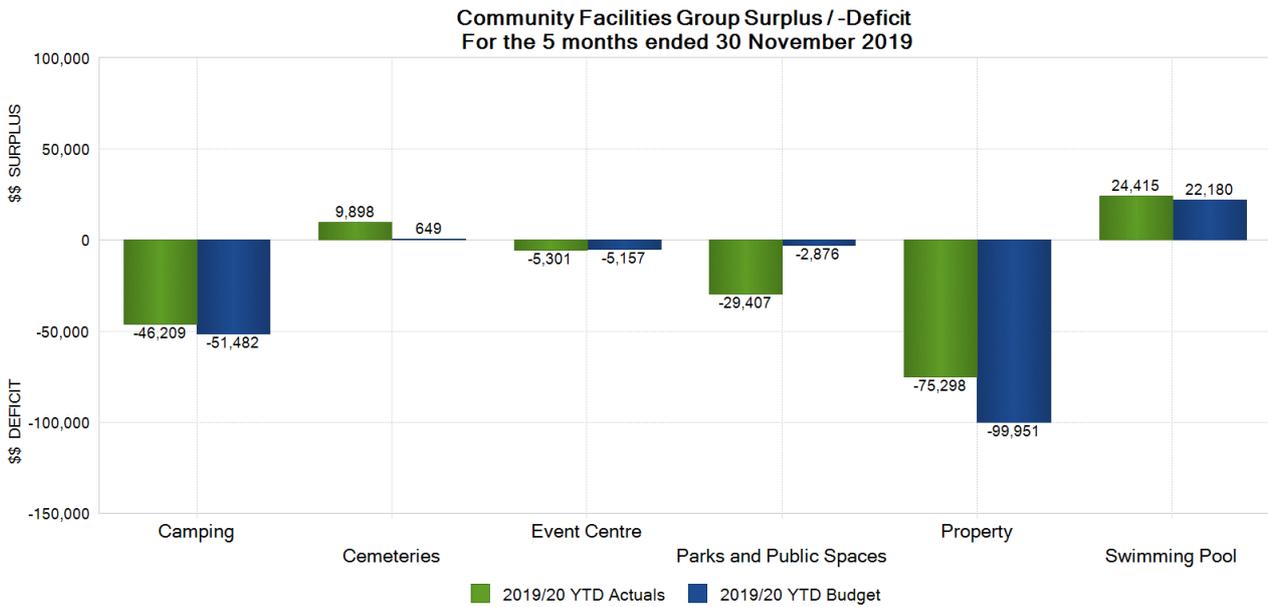
11. Roothing and Footpaths – The deficit of \$147,247 is unfavourable (Budget deficit: \$61,813) due to reduced NZTA subsidy income, and the depreciation expense exceeding budget.
12. Water Supply – The surplus of \$169,349 is favourable (Budget surplus: \$75,270) due to increased rural water capital contributions income and overall reduced expenditure.
13. Waste Management – The surplus of \$23,131 is unfavourable (Budget surplus: \$83,863) due to increased contract costs, including renewal costs, for waste collection and disposal.

### CAPITAL EXPENDITURE



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

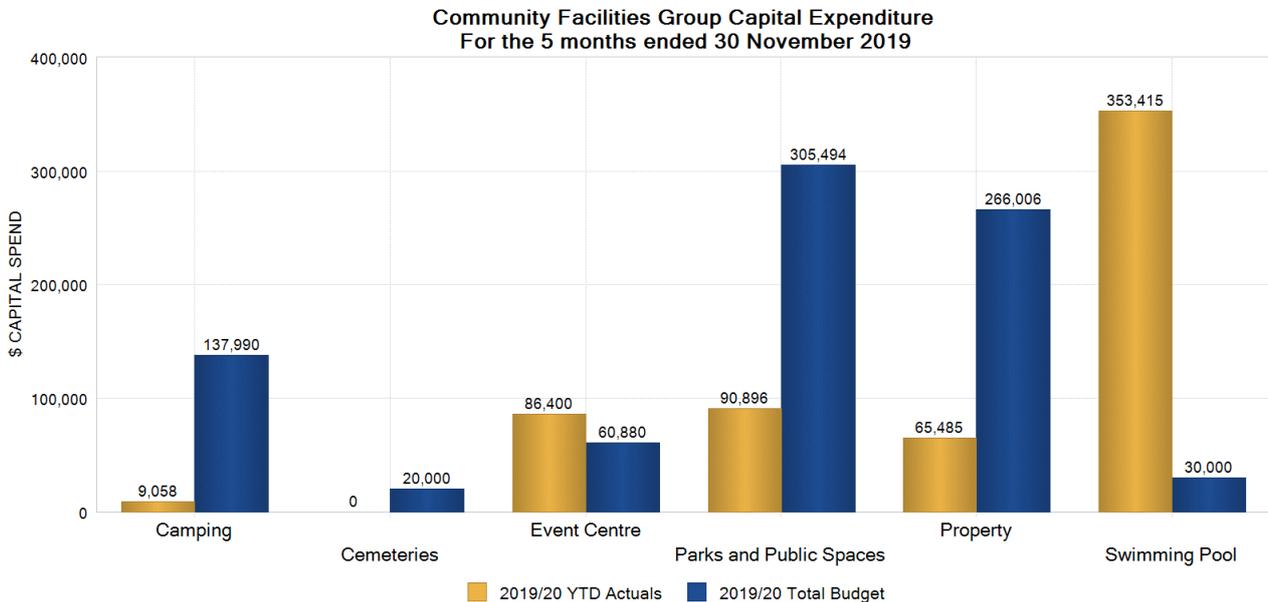
**COMMUNITY FACILITIES GROUP**



**VARIANCE ANALYSIS – DAN MITCHELL**

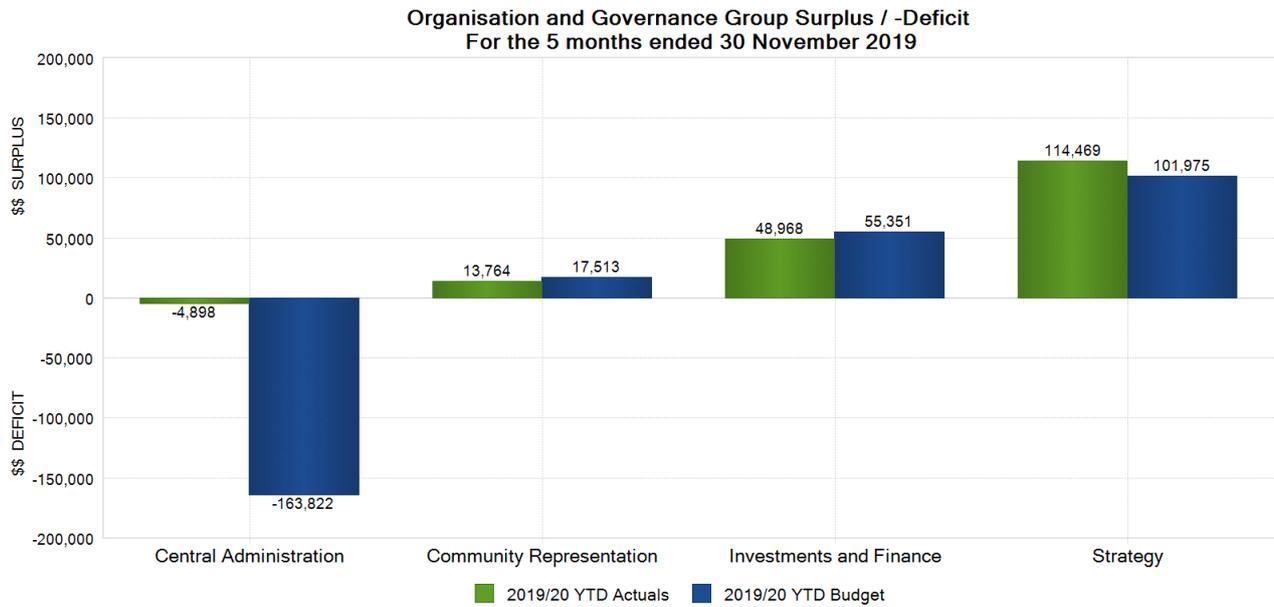
- 18. Parks and Public Spaces – The deficit of \$29,407 is unfavourable (Budget deficit: \$2,876) due to increased labour allocations compared to budget.
- 19. Property – The deficit of \$75,298 is favourable (Budget deficit: \$99,951) due to reduced labour allocations to Public Toilets compared to budget.

**CAPITAL EXPENDITURE**



- 20. Event Centre – Actuals (in yellow) include the Community Vehicle Trust Garage project which is partially funded from a donation, with the remaining spend funded from reserves as approved by Council.
- 21. Swimming Pool – Actuals include work in progress at June 2019 of \$249,300 for the heating project. The project is now complete.

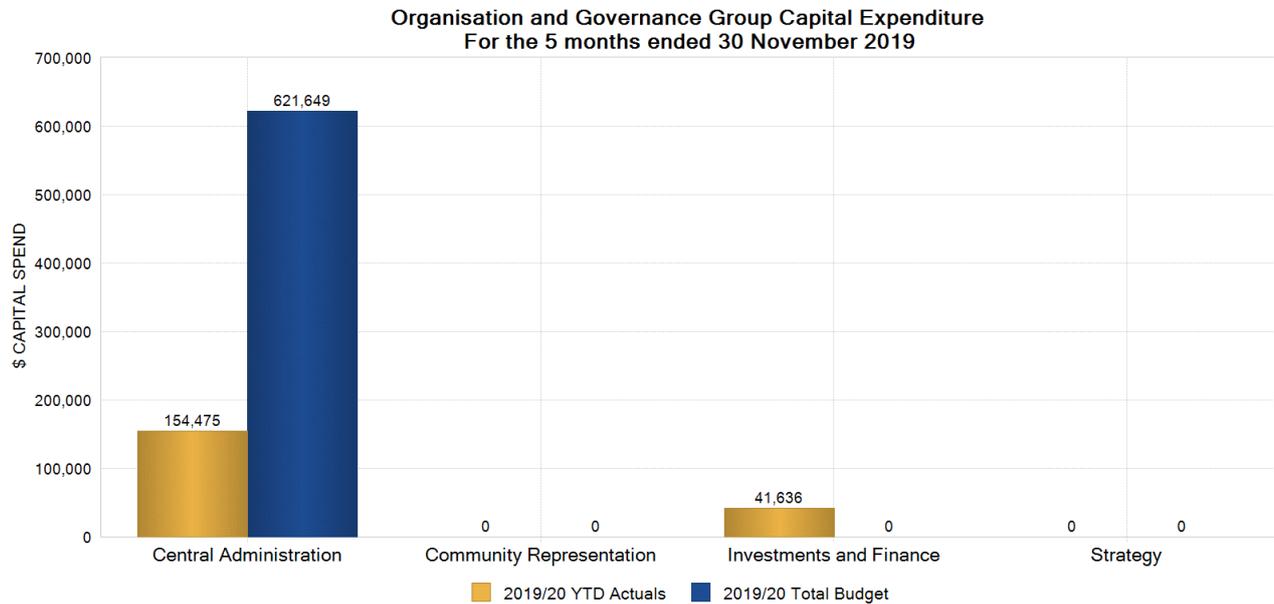
## ORGANISATION AND GOVERNANCE GROUP



### VARIANCES ANALYSIS – TINA STEVENSON AND CAROLYN JOHNS

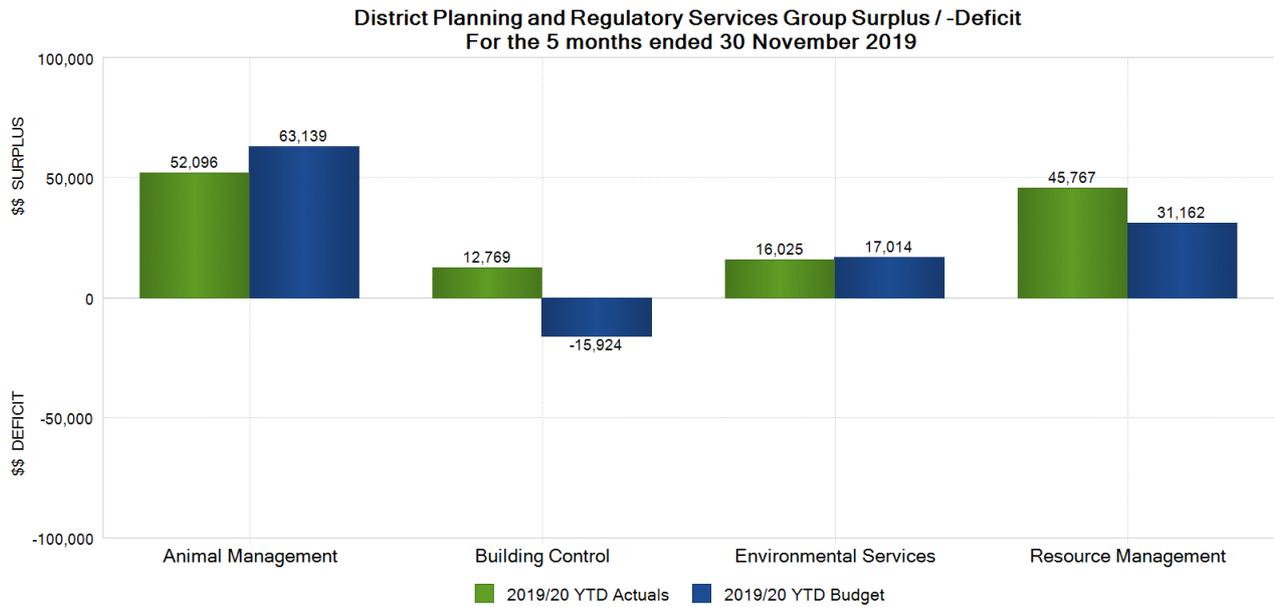
22. Central Administration – The deficit of \$4,898 is favourable (Budget deficit: \$163,822) predominately due to reduced employment benefit expenses as a result of vacant positions.

### CAPITAL EXPENDITURE



23. Central Administration – The budget includes vehicle replacement carry forwards of \$250,000.
24. Investments and Finance – Expenditure has been incurred for the fitout of the investment property at Gorge Road.

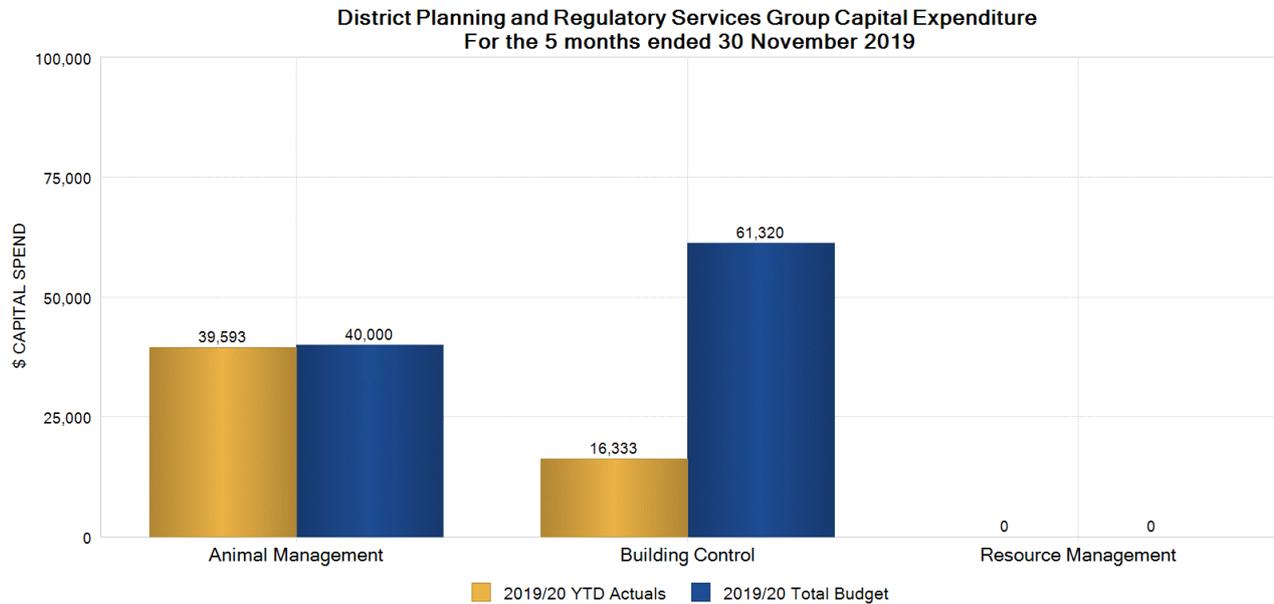
**DISTRICT PLANNING AND REGULATORY SERVICES GROUP**



**VARIANCE ANALYSIS – PAUL COOPER**

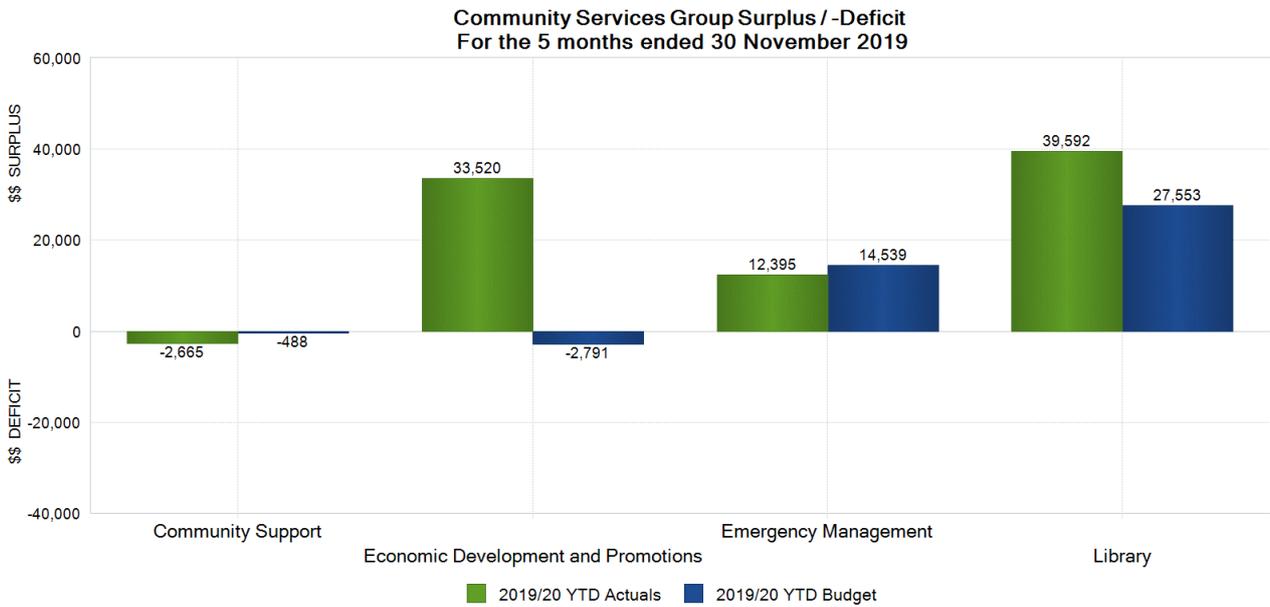
- 25. Building Control – The surplus of \$12,769 is favourable (Budget deficit: \$15,924) due to increased income (\$15,000 favourable to budget), in addition to reduced expenditure.

**CAPITAL EXPENDITURE**



- 26. All capital works are on target for completion.

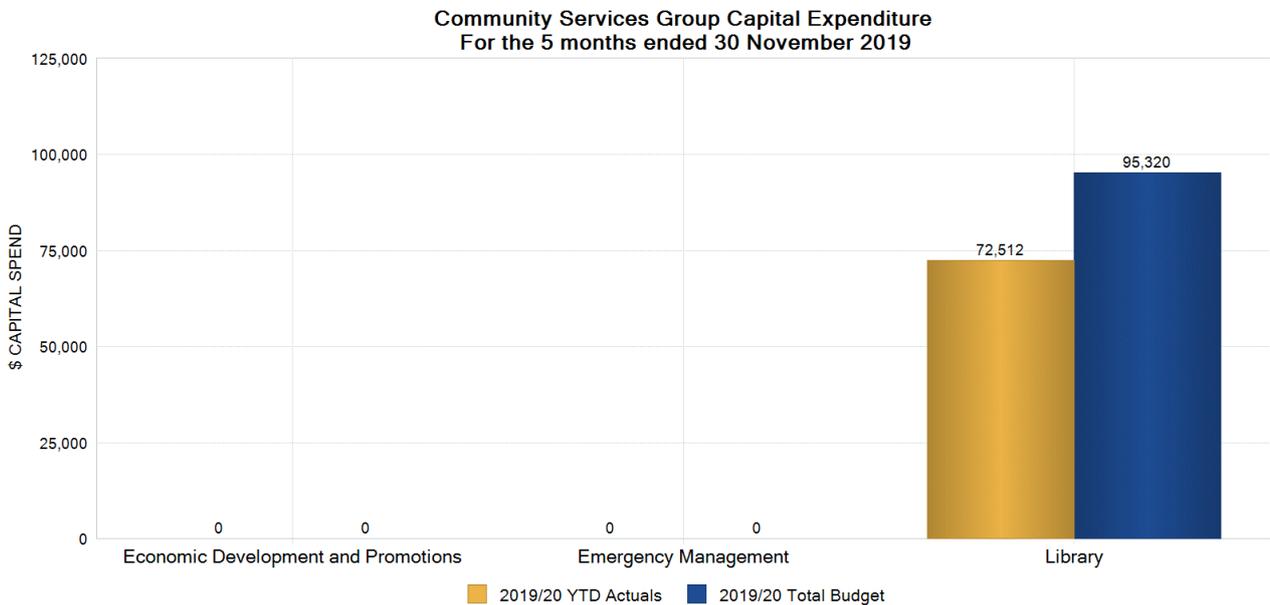
**COMMUNITY SERVICES GROUP**



**VARIANCE ANALYSIS – CAROLYN JOHNS AND MICHELLE JONES**

27. Economic Development and Promotions - The surplus of \$33,520 is favourable (Budget deficit: \$2,791) due to the timing of economic development strategy and initiatives expenditure.

**CAPITAL EXPENDITURE**



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

**RECOMMENDATION**

That the Finance Report for the 5 months ended 30 November 2019 be accepted.

## 10 GENERAL REPORTS

### 10.1 CANTERBURY LOCAL AUTHORITIES' TRIENNIAL AGREEMENT 2020-22

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

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

**Attachments:** 1. Canterbury Local Authorities' Triennium Agreement 2020-22 [↓](#) 

#### PURPOSE

1. The purpose of this report is to present Council with the 2020-22 Triennial Agreement (the Agreement) between local authorities in Canterbury for approval.

#### BACKGROUND

2. Council is invited to adopt the attached draft Agreement prepared at the direction of the outgoing Mayoral Forum.
3. The Agreement mandates the work of the Mayoral Forum, the Chief Executives Forum and other regional forums and working groups.
4. The parties to the Agreement are the 11 local authorities of Canterbury. To comply with the Local Government Act, all councils are required to ratify the Agreement no later than 1 March 2020.

#### Local Government Act requirements

5. The Local Government Act 2002 (s.15) requires all local authorities within a region to enter into a triennial agreement no later than 1 March after each triennial general election of members.
6. The purpose of a triennial agreement is to ensure that appropriate levels of communication, co-ordination and collaboration are maintained between local authorities within the region. Agreements must include:
  - a. protocols for communication and co-ordination between councils
  - b. the process by which councils will comply with section 16 of the Act, which applies to significant new activities proposed by regional councils
  - c. processes and protocols through which all councils can participate in identifying, delivering and funding facilities and services of significance to more than one district.
7. Triennial agreements may also include commitments to establish joint governance arrangements to give better effect to the matters set out in paragraph 6 above.
8. A triennial agreement may be varied by agreement between all the local authorities within a region and remains in force until local authorities ratify a new agreement.

#### Canterbury Triennial Agreement

9. The secretariat has drafted the Agreement at the direction of the outgoing Mayoral Forum. The attached draft was discussed and refined at the May and August 2019 meetings of the Mayoral Forum.
10. The Agreement includes terms of reference for the Mayoral Forum and mandates it as the primary mechanism for implementing the Agreement in Canterbury (Agreement, paragraph 14). The Agreement (paragraph 16) also mandates the Chief Executives Forum and other regional forums and working groups.

11. The Mayoral Forum terms of reference, which form part of the Agreement, provide (paragraph 5(c)) that:

*The Canterbury Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis. The Kaiwhakahaere of Te Rūnanga o Ngāi Tahu has a standing invitation to attend and participate in meetings of the Canterbury Mayoral Forum.*

12. Following the Mayoral Forum meeting in August 2019, the Chair, Mayor Lianne Dalziel, discussed this with Lisa Tumahai, Kaiwhakahaere of Te Rūnanga o Ngāi Tahu. The outcome of this discussion was that Canterbury papatipu rūnanga will determine who they wish to represent Ngāi Tahu whānui in attendance at Mayoral Forum meetings. In the meantime, the Kaiwhakahaere may attend and participate if she so wishes.

**PROPOSAL**

13. Council agrees to enter into the Canterbury Local Authorities Agreement 2020-22.
14. If Council agrees, the Mayor will sign the Agreement on behalf of the Waimate District Council.
15. When all councils have ratified the Agreement, the Mayoral Forum secretariat will publish it on the Mayoral Forum's website at <https://canterburymayors.org.nz>

**ASSESSMENT OF SIGNIFICANCE**

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

**Legislation**

17. Section 15 of the Local Government Act 2002 (LGA)

**FINANCIAL**

18. There are no known budget considerations.

**Cost-effectiveness**

19. Cost-effectiveness consideration is not applicable.

**RECOMMENDATION**

1. That the Canterbury Local Authorities Triennial Agreement 2020-22 report is accepted; and
2. That the Environmental Services and Finance Committee recommends that Council enters into the Canterbury Local Authorities Agreement 2020-22.

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## Canterbury Local Authorities' Triennial Agreement 2020–22

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### Background

1. Section 15 of the Local Government Act 2002 (the Act) requires local authorities within a regional council area to enter into a Triennial Agreement (the Agreement) by 1 March following triennial local body elections.
2. The purpose of the Agreement is to ensure appropriate levels of communication, co-ordination and collaboration between local authorities within the region. The agreement must include:
  - protocols for communication and co-ordination between the councils
  - the process by which councils will comply with section 16 of the Act, which applies to significant new activities proposed by regional councils
  - processes and protocols through which all councils can participate in identifying, delivering and funding facilities and services of significance to more than one district.
3. Agreements may also include commitments to establish joint governance arrangements to give better effect to the matters set out in paragraph 2 above.

### Parties to the Agreement

4. The Parties to the Agreement are the Kaikōura, Hurunui, Waimakariri, Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki District Councils, the Christchurch City Council, and the Canterbury Regional Council (Environment Canterbury).

### Standing together for Canterbury

5. The Parties agree to work collaboratively and in good faith for the good governance and sustainable development of their districts, cities and region.

### Communication

6. The Parties value and will maintain open communication, collaboration and trust. In the interest of “no surprises”, the Parties will give early notice of potential disagreements between, or actions likely to impact significantly on, other Parties.

### Significant new activities

7. When a Party is considering a major policy initiative or proposal that may have implications for other Parties, they will give early notification to the affected Parties and share the information with the Canterbury Mayoral Forum and the Canterbury Chief Executives Forum.

8. The Canterbury Regional Council will provide early advice to the Canterbury Chief Executives Forum and the Canterbury Mayoral Forum of any significant new activity, in addition to other requirements specified in s.16 of the Act.

### **Local government structure in Canterbury**

9. Notwithstanding the spirit of co-operation and collaboration embodied in the Agreement, the Parties, individually or collectively, reserve the right to promote, consult and/or research change to the structure of local government within the Canterbury region.
10. This right is consistent with the intent to improve the effectiveness and efficiency of local government (Local Government Act 2002 s.24AA), having particular regard to communities of interest and community representation.

### **Regional Policy Statement review**

11. The Agreement applies to any change, variation or review of the Canterbury Regional Policy Statement.

### **Collaboration**

12. The Parties commit to working collaboratively to:
- enable democratic local decision-making and action by, and on behalf of, communities
  - promote the social, economic, environmental, and cultural well-being of communities in the present and for the future (Local Government Act 2002, s.10).
13. Collaboration may be undertaken on a whole of region, or sub-regional basis.
14. The primary mechanism to implement this Agreement is the Canterbury Mayoral Forum. The Forum will meet quarterly and operate in accordance with its agreed terms of reference, which are attached as **Appendix 1**.
15. The Canterbury Mayoral Forum will:
- continue to provide governance of the Canterbury Water Management Strategy
  - develop and lead implementation of a sustainable development strategy for Canterbury region for the local government triennium 2020–22
  - advocate for the interests of the region, its councils and communities.
16. The Canterbury Mayoral Forum will be supported by the Canterbury Chief Executives Forum and other regional forums and working groups as agreed from time to time.
17. The Chief Executives Forum will:
- report quarterly to the Canterbury Mayoral Forum on delivery of its work programme to implement and manage collaborative projects and agreed actions of the Canterbury Mayoral Forum

- identify and escalate to the Canterbury Mayoral Forum strategic issues and opportunities for collaboration from the Policy, Corporate and Operational Forums and other regional and sub-regional working groups.
18. As requested by the Canterbury Mayoral Forum, Environment Canterbury will host a permanent regional forums secretariat and resource this from the regional general rate.

**Other agreements**

19. This Agreement does not prevent the Parties from entering into other agreements among themselves or outside the Canterbury region. Any other such agreement should not, however, be contrary to the purpose and spirit of this Agreement.

**Agreement to review**

20. A triennial agreement may be varied by agreement between all the local authorities within the region and remains in force until local authorities ratify a new agreement.
21. Any one or more of the Parties can request an amendment to this Agreement by writing to the Chair of the Canterbury Mayoral Forum at least two weeks before a regular quarterly meeting of the Forum.
22. The Canterbury Mayoral Forum will review the Agreement no later than the final meeting before triennial local body elections and recommend any changes to the incoming councils.

**Authority**

23. This Canterbury Local Authorities' Triennial Agreement 2020–22 is signed by the following on behalf of their respective authorities:

<b>COUNCIL</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Ashburton District Council</b> <b>Mayor Neil Brown</b>		
<b>Canterbury Regional Council</b> <b>Chair Jenny Hughey</b>		
<b>Christchurch City Council</b> <b>Mayor Lianne Dalziel</b>		

<b>Hurunui District Council Mayor Marie Black</b>		
<b>Kaikōura District Council Mayor Craig Mackle</b>		
<b>Mackenzie District Council Mayor Graham Smith</b>		
<b>Selwyn District Council Mayor Sam Broughton</b>		
<b>Timaru District Council Mayor Nigel Bowen</b>		
<b>Waimakariri District Council Mayor Dan Gordon</b>		
<b>Waimate District Council Mayor Craig Rowley</b>		
<b>Waitaki District Council Mayor Gary Kircher</b>		

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## Appendix 1: Canterbury Mayoral Forum terms of reference

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### 1. Name

The name of the group shall be the Canterbury Mayoral Forum.

### 2. Objectives

- (a) To provide a forum to enable Canterbury councils to work more collaboratively with each other and with central government and other key sector leaders in Canterbury to identify opportunities and solve problems together.
- (b) To identify and prioritise issues of mutual concern and foster co-operation, co-ordination and collaboration to address these issues (including where appropriate joint work plans).
- (c) To formulate policies and strategies on matters where all member councils may act collaboratively in determining plans for the co-ordination of regional growth.
- (d) To ensure increased effectiveness of local government in meeting the needs of Canterbury communities.
- (e) To act as an advocate to central government or their agencies or other bodies on issues of concern to members.
- (f) To develop and implement programmes, which are responsive to the needs and expectations of the community.

### 3. Principles

In pursuit of these objectives the Canterbury Mayoral Forum will observe the following principles.

- (a) Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication.
- (b) Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament.
- (c) Establish and maintain close liaison with a wide number of diverse stakeholders and key sector organisations within the region.
- (d) Exercise its functions with due regard to the tangata whenua and cultural diversity of the Canterbury community.
- (e) Keep the local community informed about its activities by proactively releasing information about key projects in a timely manner, as agreed by the member councils.
- (f) Encourage member councils to promote and apply cross-boundary structures and systems.
- (g) Establish a provision for reporting back to its respective Councils.

**4. Powers**

- (a) The Canterbury Mayoral Forum shall have the power to:
- (i) levy for any or all of its objects in such amount or amounts as may be mutually determined and acceptable to individual local authorities
  - (ii) determine and make payments from its funds for any or all of the purposes of its objects
  - (iii) receive any grant or subsidy and apply monies for the purposes of such grant or subsidy
  - (iv) fund appropriate aspects of the Forum's activities regionally.
- (b) The Canterbury Mayoral Forum does not have the power to legally bind any council to any act or decision unless that act or decision has been agreed to by decision of that council.

**5. Membership**

- (a) Membership of the Canterbury Mayoral Forum shall be open to the following councils:
- Ashburton District Council
  - Canterbury Regional Council (Environment Canterbury)
  - Christchurch City Council
  - Hurunui District Council
  - Kaikōura District Council
  - Mackenzie District Council
  - Selwyn District Council
  - Timaru District Council
  - Waimakariri District Council
  - Waimate District Council
  - Waitaki District Council.
- (b) Each member council shall be represented by its Mayor (or Chairperson in the case of Environment Canterbury) and supported by its Chief Executive. On occasions where the Mayor or Chair cannot attend, a council may be represented by its Deputy Mayor or Chair.
- (c) The Canterbury Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis. The Forum has issued a standing invitation to the Kaiwhakahaere or other representative/s of Te Rūnanga o Ngāi Tahu to attend and participate in meetings of the Forum. The Kaiwhakahaere has indicated a process to determine representation from the ten Canterbury papatipu rūnanga of Te Rūnanga o Ngāi Tahu.

**6. Chairperson**

- (a) The Canterbury Mayoral Forum shall select a Chairperson at the first meeting immediately following the Triennial Elections. This appointment may be reviewed after a period of 18 months.

- (b) The Chairperson selected will preside at all meetings of the Canterbury Mayoral Forum.
- (c) The Canterbury Mayoral Forum shall select a Deputy Chairperson at the first meeting immediately following the Triennial Elections.
- (d) The Canterbury Mayoral Forum may appoint spokespersons from its membership for issues being considered, in which case each member council agrees to refer all requests for information and documents to the duly appointed spokespersons.

## **7. Meetings**

- (a) Meetings will be held as required with an annual schedule, covering a calendar year, to be determined by the members. Meetings will be held quarterly at venues to be determined.
- (b) Special meetings may be called at the request of four members.
- (c) The secretariat will prepare an agenda for Mayoral Forum meetings in consultation with the Chair and the Chief Executives Forum.
- (d) Agendas for meetings will be issued and minutes will be taken and circulated.
- (e) A summary of each meeting will be drafted, agreed by the Chair, and circulated by the secretariat to members for distribution within member councils as a high-level record of the meeting.
- (f) Approved minutes and approved final reports and papers will be made available via a Mayoral Forum website as agreed by the Canterbury Mayoral Forum.

## **8. Decision making**

- (a) The practice of the Forum will be to determine issues before it by consensus.
- (b) If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of the authorities represented at the meeting through the Mayor (or Chair) or their nominated representative.

## **9. Secretariat**

The Canterbury Mayoral Forum will appoint Environment Canterbury to carry out the secretariat function on such terms and conditions as it shall decide for the discharge of duties. This includes taking minutes, keeping any books and accounts and attending to any other business of the forum.

**PUBLIC EXCLUDED**

**11 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><b>11.1 - Public Excluded minutes of the Environmental Services and Finance Committee Meeting held on 19 November 2019</b></p>	<p>s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial</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>
<p><b>11.2 - Alpine Energy Shareholders Report - November 2019</b></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>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>

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