



Agenda

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

Tuesday 8 December 2020

commencing at 9.30am

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Council will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 8 December 2020, commencing at 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

Rev Phil Bettany of Knox Church will open the meeting with a prayer and light the Ministers' Association candle.

2 PUBLIC FORUM

3 APOLOGIES

The Chair will call for any apologies.

4 VISITORS

5 CONFLICTS OF INTEREST

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

Local Authorities (Members' Interests) Act 1968

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

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

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

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

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

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

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

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

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

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 13 OCTOBER 2020**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

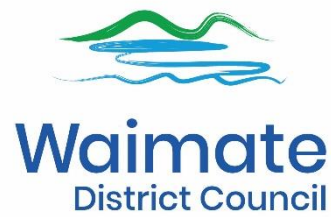
Attachments: 1. Minutes of the Council Meeting held on 13 October 2020

PURPOSE

To present the unconfirmed Minutes of the Council Meeting held on 13 October 2020 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 13 October 2020 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

13 October 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 13 OCTOBER 2020, COMMENCING AT 9.30AM**

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

APOLOGIES: Cr Fabia Fox

IN ATTENDANCE: Stuart Duncan (Chief Executive), Fiona Hester-Smith (Human Resources Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

PARTIAL ATTENDANCE: Paul Cooper (Regulatory and Compliance Group Manager), Melissa Thomson (Accountant), Rob Moffat (Roading Manager)

OPENING

1 COUNCIL PRAYER

Reverend Indrea Alexander of Waimate District Cooperating Venture opened the Council Meeting with a prayer and lit the Ministers' Association candle.

2 PUBLIC FORUM

There was one speaker at the Public Forum.

Bern Somerfeld, President of the St Andrews Hall Committee, requested that Council review the water rate for the St Andrews Public Hall. The Chair thanked Mr Somerfeld and explained that Council will soon be reviewing rural halls and water charges, and he will be advised of the outcome.

3 APOLOGIES

RESOLUTION 2020/33

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That an apology from Cr Fabia Fox be received and accepted.

CARRIED

4 VISITORS

10.00am – Long Service Presentation: Graeme Watts (Wattie)

11.00am – Point Bush Ecosanctuary Presentation

5 CONFLICTS OF INTEREST

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

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

There were no major/minor items identified.

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 18 AUGUST 2020****RESOLUTION 2020/34**

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

That the Minutes of the Council Meeting held on 18 August 2020 be adopted as a true and correct record.

CARRIED**7.2 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 3 MARCH 2020****RESOLUTION 2020/35**

Moved: Deputy Mayor Sharyn Cain

Seconded: Chair Craig Rowley

That the Minutes of the Chief Executive's Performance Review Committee Meeting held on 3 March 2020 be adopted as a true and correct record.

CARRIED**7.3 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 19 MARCH 2020****RESOLUTION 2020/36**

Moved: Deputy Mayor Sharyn Cain

Seconded: Chair Craig Rowley

That the Minutes of the Chief Executive's Performance Review Committee Meeting held on 19 March 2020 be adopted as a true and correct record.

CARRIED**8 RECEIPT OF MINUTES**

Nil

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

RESOLUTION 2020/37

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

That the Mayor's Report is accepted.

CARRIED

10 DEPUTY MAYOR'S REPORT

10.1 DEPUTY MAYOR'S REPORT

RESOLUTION 2020/38

Moved: Deputy Mayor Sharyn Cain

Seconded: Chair Craig Rowley

That the Deputy Mayor's Report is accepted.

CARRIED

11 COUNCILLORS' REPORTS

11.1 COUNCILLORS' REPORT

RESOLUTION 2020/39

Moved: Cr Sheila Paul

Seconded: Cr David Owen

That the Councillors' Report is accepted.

CARRIED

Note:

Councillors commented the Environment Canterbury (ECan) and Waimate District Council governance to governance meeting on 2 October was worthwhile, and it is good that there is currently open and effective communication between Council and ECan.

12 CHIEF EXECUTIVE'S REPORT**12.1 CHIEF EXECUTIVE'S REPORT**

Three Waters Reform: The Chief Executive gave a brief verbal report. The Mayor reported the Canterbury councils are funding an independent report of the implications and the likely look of the level of service. The Department of Internal Affairs are also preparing a data request that is expected to be available in the near future.

RESOLUTION 2020/40

Moved: Chair Craig Rowley

Seconded: Cr Miriam Morton

That the Chief Executive's Report is accepted.

CARRIED**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2020/41**

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

That the Outstanding Council Actions Report – Public is accepted.

CARRIED

The meeting was adjourned at 10.05am to take 17.1 Long Service Presentation Graeme Watts.

17.1 LONG SERVICE PRESENTATION: GRAEME WATTS - 10.00AM

Mayor Rowley acknowledged and thanked Graeme Watts (Wattie) for his long service in the Parks & Reserves Department, and Wattie and his guests joined Council for morning tea then went to Victoria Park to plant a tree to mark the occasion.

The meeting reconvened at 11.10am.

17.2 PRESENTATION: POINT BUSH ECOSANCTUARY - 11.00AM

Andrew Oliver and Ann and Gary Dennison presented to Council on the Eco Project and 90 hectare Point Bush Ecosanctuary, and requested that Council include the Ecosanctuary in their Long Term Plan as a heritage site.

14 HUMAN RESOURCES REPORT**14.1 HUMAN RESOURCES REPORT****RESOLUTION 2020/42**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sheila Paul

That the Human Resources Report is accepted.

CARRIED**15 HEALTH AND SAFETY REPORT**

Nil

16 AUDIT AND RISK COMMITTEE REPORT**16.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT****RESOLUTION 2020/43**

Moved: Cr Colin Pankhurst

Seconded: Cr Sheila Paul

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

CARRIED**17 GENERAL REPORTS**

Item 17.1 Long Service Presentation: Graeme Watts - was moved to another part of the document.

17.3 EXPENDITURE VARIATION REPORT FOR THE YEAR ENDED 30 JUNE 2020**RESOLUTION 2020/44**

Moved: Chair Craig Rowley

Seconded: Cr Sheila Paul

That the Expenditure Variation Report for the year ended 30 June 2020 is accepted.

CARRIED**17.4 BUDGET CARRY FORWARDS 2020/21**

Council considered projects and capital items proposed to be carried forward to the 2020/21 financial year.

RESOLUTION 2020/45

Moved: Cr Tom O'Connor

Seconded: Cr David Owen

1. That the Budget Carry Forwards 2020/21 report is accepted; and
2. That Council approves the carry forward budgets, as presented.

CARRIED

17.5 DRAFT LETTER OF SHARED PRIORITIES - LOWER WAITAKI ZONE COMMITTEE AND ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE

Council considered a draft Letter of Shared Priorities for the Lower Waitaki and the Orari-Temuka-Opihi-Pareora (OTOP) Zone Committees to guide the Committees for the next two to three years.

RESOLUTION 2020/46

Moved: Cr Sheila Paul

Seconded: Deputy Mayor Sharyn Cain

That Council accepts the joint Letter of Shared Priorities with or without changes.

CARRIED

Amendment:

OTOP Zone Committee: Wording change to high 'quality' water, not high water quality.

It was noted that definitions are important when having discussions with Environment Canterbury relating to Zone Committees.

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

RESOLUTION 2020/47

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Miriam Morton

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
19.1 - Public Excluded Minutes of the Council Meeting held on 18 August 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.2 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 3 March 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

19.3 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 19 March 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.4 - Outstanding Council Actions Report - Public Excluded	<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>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.5 - Roading Service Review 17A	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</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>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.6 - Chief Executive's Remuneration	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</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>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

20 RE-ADMITTANCE OF THE PUBLIC REPORT**RESOLUTION 2020/48**

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That Council moves out of Closed Council into Open Council.

CARRIED**ITEMS BROUGHT INTO PUBLIC FROM THE PUBLIC EXCLUDED SECTION OF THE MEETING****19.5 ROADING SERVICE REVIEW 17A**

Council considered the Local Government Act (LGA) Section 17A Service Delivery for the Roading activity.

RESOLUTION 2020/49

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Miriam Morton

1. That the Section 17A Review of the Roading Activity Report be received; and
2. That Waimate District jointly prepares new Road Network Operations and Maintenance Contracts as part of the roading collaboration; and
1. That this decision be released into open meeting.

CARRIED**MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 12.35pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 8 December 2020.

.....
CHAIRPERSON

8 RECEIPT OF MINUTES**8.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 27 JANUARY 2020**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

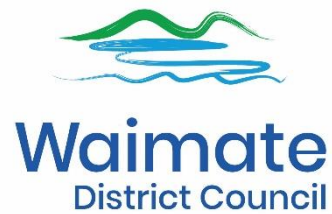
Attachments: 1. Minutes of the Waimate District Civic Awards Committee Meeting
held on 27 January 2020

PURPOSE

For the confirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 27 January 2020 to be presented for the information of the Council.

RECOMMENDATION

That the confirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 27 January 2020 be received.



MINUTES

Waimate District Civic Awards Committee Meeting

27 January 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON MONDAY 27 JANUARY 2020, COMMENCING AT 10.00AM**

PRESENT: Community Representative Janice Mehrtens, Mayor Craig Rowley, Service Club Representative Pauline Dore, Community Representative Lynda Holland, Iwi Representative Graeme Lane, Service Club Representative Alistair McKenzie, Cr Miriam Morton

APOLOGIES: Nil

IN ATTENDANCE: Karalyn Reid, Committee Secretary

OPENING

1 APOLOGIES

Nil

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Lynda Holland declared a conflict of interest in the Group/Organisations category with her association with St John and will not participate in the discussion or decision-making.

MINUTES

4 CONFIRMATION OF MINUTES

**4.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 3 DECEMBER 2019**

COMMITTEE RESOLUTION 2020/1

Moved: Mayor Craig Rowley

Seconded: Pauline Dore

That the Minutes of the Waimate District Civic Awards Committee Meeting held on 3 December 2019 be adopted as a true and correct record.

CARRIED

REPORTS

5 GENERAL BUSINESS

5.1 CORRESPONDENCE REPORT

COMMITTEE RESOLUTION 2020/2

Moved: Pauline Dore

Seconded: Lynda Holland

That the correspondence be accepted.

Note:

Karalyn to contact Wendy Heath regarding the Waimate Kapa Haka to confirm their attendance. As an alternative, the Waimate High School Kapa Haka Group could be asked.

CARRIED

5.2 2020 WAIMATE DISTRICT CIVIC AWARD NOMINATIONS

COMMITTEE RESOLUTION 2020/3

Moved: Community Representative Janice Mehrtens

Seconded: Mayor Craig Rowley

The Waimate District Civic Awards Committee considered and selected the recipients for the 2020 Waimate District Civic Awards as being:

Individual

Betty Dawson

David McCulloch

Dougall McLachlan

Alison Kitchin

Group/Organisation

Waimate St John

Youth

Campbell Sheddan

CARRIED

4.1 ARRANGEMENTS FOR THE CIVIC AWARD FUNCTION

A discussion was held on the upcoming function being the 10-year anniversary.

- Janice Mehrtens offered to make a cake and it was suggested decorations be Council's 'governance' logo and 10 years of awards.
- Past Chair, Raewyn Francis, to be invited to attend as a special guest and that photos be taken of the past and present chairs.
- Grant Finlayson to be asked to present the Youth Awards, and Waitaki MP Jacqui Dean asked to present the group/organisation award.
- The Chair and Committee Secretary to meet with Viv of the Floral Art Group to discuss floral art and sprays, etc in the next few days.
- Members of the Committee to meet at 3.30pm prior to the function to assist with the catering and any other set up requirements.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.45am.

The Minutes of this meeting are to be confirmed at the next meeting of the Waimate District Civic Awards Committee on Wednesday 24 March 2020 at 10.00am.

.....
CHAIRPERSON

8.2 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 16 JANUARY 2020

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 16 January 2020

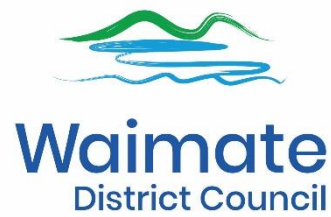
PURPOSE

For the confirmed Minutes of the Waimate Community ANZAC Group Meeting held on 16 January 2020 to be presented for the information of the Council.

Please note that due to the COVID-19 lockdown the 2020 Civic Anzac Service was not held.

RECOMMENDATION

That the confirmed Minutes of the Waimate Community ANZAC Group Meeting held on 16 January 2020 be received.



MINUTES

Waimate Community ANZAC Group Meeting

16 January 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
WAIMATE COMMUNITY ANZAC GROUP MEETING
HELD AT THE COMMITTEE ROOM, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON THURSDAY 16 JANUARY 2020, COMMENCING AT 10.00AM**

PRESENT: Mayor Craig Rowley, Member Rob Boswell, Red Cross Rep Jeannie Hogarth, Minister's Association Rep Paul Kuriger, RSA Member Don McCabe, Council Rep David Owen, Rotary Rep Edward Fletcher

APOLOGIES: Waimate High School Rep Janette Packman, David Shea

IN ATTENDANCE: Karalyn Reid (Committee Secretary)

OPENING

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2020/1

Moved: Mayor Craig Rowley

Seconded: Edward Fletcher

That the apology received from Janette Packman and David Shea be 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 8 MAY 2019

COMMITTEE RESOLUTION 2020/2

Moved: Mayor Craig Rowley

Seconded: Paul Kuriger

That the minutes of the Waimate Community ANZAC Group Committee Meeting held on 8 May 2019 be adopted as a true and correct record.

CARRIED

REPORTS

5 FINANCIALS

5.1 FINANCIAL REPORT

COMMITTEE RESOLUTION 2020/3

Moved: Mayor Craig Rowley

Seconded: Edward Fletcher

That the financial report be accepted.

CARRIED

Note:

RSA Representative Rob Boswell raised the RSA's disapproval of using the Waimate Event Centre as the venue for the Civic Service because of the hire costs. Mayor Rowley explained the annual grant to the Waimate Community Anzac Group was raised from \$1,000 to \$2,000 in 2017 to cover traffic management costs and venue hire.

6 GENERAL BUSINESS

6.1 ELECTION OF OFFICERS – CHAIR AND DEPUTY CHAIR

Edward Fletcher moved and Paul Kuriger seconded that Mayor Craig Rowley be nominated as Chair of the Waimate Community Anzac Group.

Rob Boswell moved and Don McCabe seconded that Paul Kuriger be nominated as Chair of the Waimate Community Anzac Group. Paul Kuriger declined the nomination.

There were no other nominations.

COMMITTEE RESOLUTION 2020/4

Moved: Edward Fletcher

Seconded: Paul Kuriger

That Mayor Craig Rowley be elected as Chairperson for the Waimate Community Anzac Group for the 2020 Civic Service.

CARRIED

As there were no other nominations, Mayor Craig Rowley was duly elected as Chair of the Waimate Community Anzac Group.

Mayor Craig Rowley moved and Edward Fletcher seconded that Paul Kuriger be nominated as Deputy Chair of the Waimate Community Anzac Group. There were no other nominations.

COMMITTEE RESOLUTION 2020/5

Moved: Mayor Craig Rowley

Seconded: Edward Fletcher

That Paul Kuriger be elected as Deputy Chairperson for the Waimate Community Anzac Group for the 2020 Civic Service.

CARRIED

As there were no other nominations, Paul Kuriger was duly elected as Deputy Chair of the Waimate Community Anzac Group.

6.2 2020 WAIMATE DISTRICT ANZAC CIVIC SERVICE PLANNING**COMMITTEE RESOLUTION 2020/5**

Moved: Mayor Craig Rowley

Seconded: Edward Fletcher

That the arrangements for the 2020 Civic Service, as discussed, are accepted.

1. Venue: Waimate Event Centre
2. Guest Speaker: Michael Downs, gift pack.
3. Choir and Kapa Haka Group to be invited to attend. A koha for the Kapa Haka Group to be offered. The Kapa Haka group be asked on their protocol and where they would prefer to be located.
4. Master of Ceremonies to be Paul Kuriger (a run-sheet to be provided)
5. Anzac Minister to be Paul Kuriger
6. Format same as in the past.
7. Play last post and reveille at both Event Centre and then at Clock Tower
8. Parade same as usual, organised by the RSA
9. No gun salute this year – Edward to approach Murray Dempster to enquire.
10. Catering: Town & Country Club to be approached to quote for catering costs for 50 (tea and coffee, sandwiches and savouries) people for morning tea, put out after veterans arrive) to be paid by the WCAG
11. Set up and staging as in past years. Reserved chairs for RSA members and guests
12. Mayor Craig is to find out if the proposed sound system for the WEC is being purchased and will be available prior to the event. Otherwise Paul Kuriger has offered the two sound systems from Connect for both the WEC and Clock Tower.
13. There will be a 9am practice for all flag bearers
14. A few more sturdy chairs are to be made available (with mats underneath)
15. Senior students to be ushers
16. Invitation to Grant Finlayson (Navy Rep)
17. The Mayor to mention the ANZAC services at the monthly radio spot.

CARRIED

5.1 GENERAL**NZDF Personnel**

Rob Boswell tabled a letter from the NZ Defence Force offering support for the 2020 domestic Anzac Day commemorations and asked the Chair to contact them directly.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 11.05am.

The Minutes of this meeting are to be confirmed at the Waimate Community ANZAC Group Meeting scheduled on Thursday 9 April 2020, at 10.00am.

.....
CHAIRPERSON

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

TED D'Auvergne SCULPTURE UNVEILING



1. There was an outstanding turnout for the long-awaited official unveiling of the Ted d'Auvergne / Rural Soldier Sculpture on 7 November at Waihao Forks. Over 400 people attended the ceremony, along with invited guests and dignitaries, descendants of Ted d'Auvergne, children from the Waihao Downs School, and many other supporters.

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

2. Outside of Waimate District Council meetings and general business from 3 October 2020 to 27 November 2020.

Date	Meetings and Functions
5 October	Mayors' Taskforce for Jobs Core Group Meeting – via Zoom
5 October	Three Waters Steering Group Meeting – via Zoom
12 October	Community Trust Mid & South Canterbury PGM – Ashburton

14 October	Proposed SC Cycle Trail Meeting – Council
15-16 October	LGNZ Zone 5 & 6 Conference – Ashburton
18 October	Seafarers Service & Trafalgar Day Luncheon – Timaru
19 October	Mayoral Forum (CREDS) Food, Fibre & Innovation Programme (FFIP) Governance Group Meeting – Microsoft Teams
19 October	Waitaki Irrigators Collective Meeting – Council
20 October	Mayoral Interview – Radio NZ (on dry conditions)
22 October	Centennial School – Opening of Refurbished Classrooms – Waimate
23 October	Mayor's Chat with OJ - MediaWorks
30 October	Visit to Main School to view Science & Technology Roadshow – Waimate
30 October	Opening of Disk Golf at Victoria Park – Waimate
3 November	Meeting of Ted d'Auvergne Sculpture Project Fundraising Committee – Council
3 November	Launch of Youth Employment Success Programme – Oamaru
4 November	Innovate Resilience Bootcamp – Timaru
4 November	Waihao Wainono Catchment Group AGM & Community Information Evening – Waihao Marae
5 November	Meeting with Audit NZ – Council
5 November	Set up for Sculpture Unveiling (marquee) – Waihao Forks Hotel
7 November	Southern Canterbury A & P Show – Waimate
7 November	Ted d'Auvergne Sculpture Unveiling Ceremony – Waihao Forks
11 November	Mayor's Open Forum – Council
16 November	Visit to Waihao Downs School
17 November	Waimate District Civic Awards Committee Meeting – Chambers
19-20 November	Rural & Provincial Meeting – Wellington
20 November	Mayors' Taskforce for Jobs AGM – Wellington
23 November	Community & Sports Grants Committee Meeting – Council
24 November	Waimate Community Anzac Group Meeting – Chamber
24 November	Environment Canterbury Presentation on Wallaby Control & Wilding Pines – Council
24 November	(Mayor & Mayoress) Waimate St John Awards Evening – Waimate
26 November	Regional Transport Committee Meeting – Christchurch
26 November	Canterbury Mayoral Forum Working Dinner – Christchurch
27 November	Canterbury Mayoral Forum – Christchurch
27 November	Civil Defence Emergency Management Committee – Christchurch

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

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

Outside of Waimate District Council meetings and general business – from 3 October 2020 to 27 November 2020.

Date	Meetings and Functions
5 October	Waimate Federation of Womens Institutes half yearly meeting at Bluecliffs (on behalf of Mayor)
9 October	Meeting with Allan Dick re article on the Waimate District
9 October	Employment Coordinator Interviews – Council
12 October	Employment Coordinator Interviews – Council
15-16 October	LGNZ Zone 5 & 6 Conference – Ashburton
18 October	WWII Land Girls Commemoration Event at Maungati (on behalf of Mayor)
18 October	Present medals for the South Island Masters Games Equestrian Events
21 October	Immigration New Zealand Update Webinar – via online
3 November	Launch of Youth Employment Success Programme – Oamaru
4 November	Innovate Resilience Bootcamp – Timaru
4 November	Waihao Wainono Catchment Community Group AGM and community information evening – Waihao Marae
5 November	Mayors' Taskforce for Jobs Graduation Ceremony – Timaru (on behalf of Mayor)
7 November	Southern Canterbury A & P Show – Waimate
7 November	Ted d'Auvergne Sculpture Unveiling Ceremony – Waihao Forks
13 November	Judge Pet Day at Makikihi School – Makikihi
16 November	Visit to Waihao Downs School

20 November	St Andrews School Refurbishment Opening
23 November	WDC Community Grant, Rural Travel Fund Grant and Sports Grant Fund Meetings – Council
24 November	Environment Canterbury Presentation on Wallaby Control & Wilding Pines – Council
24 November	Waimate St John Awards Evening – Waimate
25 November	Toot for Tucker – Waimate

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 3 October 2020 to 27 November 2020.

Cr Fabia Fox	
Date	Meetings and Functions
7 October	Waimate District Resource Trust AGM – Waimate
21 October	Lower Waitaki South Costal Canterbury Zone Committee Meeting – Waimate
18 November	Lower Waitaki South Costal Canterbury Zone Committee Workshop – Waimate

Cr Sandy McAlwee	
Date	Meetings and Functions
7 November	Unveiling of Ted d'Auvergne Sculpture – Waihao Forks
24 November	Environment Canterbury Presentation on Wallaby Control & Wilding Pines

Cr Miriam Morton	
Date	Meetings and Functions
16 October	Upper Waitaki Zone Committee Meeting – Lake Tekapo
19 October	Economic Development Steering Group Meeting – Chambers
21 October	CentreCare Waimate Committee Meeting – Waimate
7 November	Unveiling of Ted d'Auvergne Sculpture – Waihao Forks
17 November	Waimate District Civic Awards Committee Meeting – Council
18 November	CentreCare Waimate Committee Meeting – Waimate
24 November	Environment Canterbury Presentation on Wallaby Control & Wilding Pines

Cr Tom O'Connor	
Date	Meetings and Functions
5 October	Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting & Workshop – Timaru
7 October	Pareora Catchment Society – Pareora
18 October	Seafarers Service & Trafalgar Day Luncheon – Timaru
2 November	Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting – Timaru
4 November	Pareora Catchment Society
11 November	St Andrews Armistice Day Celebration – St Andrews
20 November	St Andrews School Refurbishment Opening
24 November	Environment Canterbury Presentation on Wallaby Control & Wilding Pines

Cr David Owen	
Date	Meetings and Functions
24 November	Waimate Community Anzac Group Meeting – Council
24 November	Environment Canterbury Presentation on Wallaby Control & Wilding Pines

Cr Colin Pankhurst	
Date	Meetings and Functions
6 November	Waihaorunga Rural Water Scheme Committee Meeting – Chambers
7 November	Unveiling of Ted d'Auvergne Sculpture – Waihao Forks
17 November	Waimate Historical Society Meeting
24 November	Environment Canterbury Presentation on Wallaby Control & Wilding Pines

Cr Sheila Paul	
Date	Meetings and Functions
15-16 October	LGNZ Zone 5 & 6 Conference – Ashburton
7 November	Unveiling of Ted d'Auvergne Sculpture – Waihao Forks
20 November	Opening of new laboratory at Oceania Dairy Factory – Glenavy (on behalf of Mayor)
20 November	Lower Waitaki River Rating District Meeting at Waitaki Bridge

RECOMMENDATION

That the Councillors' Report is accepted.

12 CHIEF EXECUTIVE'S REPORT

Nil

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

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

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

PURPOSE

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

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 31-May-18	Duncan, Stuart	General Reports	Library Redevelopment
RESOLUTION 2018/40			
That Council proceed with the plan for the redevelopment of the Library including the whole Council building, and fund the investigation and scoping report to the sum of \$100,000 from the 2130 Property Reserve in the year 2020/21.			
Note:			
The recommendations from the scoping exercise will go out to full public consultation before incurring further expenditure.			
Note:			
Planning to be revisited in April 2021			

Meeting	Officer/Director	Section	Subject
District Infrastructure Committee 10-Nov-20	Roberts, Paul	General Reports	Drinking Water Safety Statement for Water Safety Plans
COMMITTEE RESOLUTION 2020/31			
That the District Infrastructure Committee recommends that Council approves the Waimate District Council Drinking Water Safety Statement draft as presented, to be signed by the Chief Executive at the 8 December 2020 Council Meeting and Workshop.			
Note:			
Recommendation in Council Meeting 8 December 2020			

Meeting	Officer/Director	Section	Subject
District Infrastructure Committee 10-Nov-20	Mitchell, Dan	General Reports	Point Bush Road Stopping
COMMITTEE RESOLUTION 2020/32			
That the District Infrastructure Committee recommends that Council allows all of the objections and the road stopping process ceases.			
Note:			
Recommendation in Council Meeting 8 December 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

- For the Human Resources Manager to update Council.

RECRUITMENT

- Recruitment is underway for the following positions

Position	Permanent / Temporary	Replacement or New Position
Regulatory Support Officer	Permanent	Replacement
Emergency Management and Health and Safety Adviser	Permanent	Replacement
Cleaner	Permanent	Replacement

- We have recently completed the recruitment for the following positions

Position	Permanent / Temporary	Replacement or New Position
Parks and Reserves Manager	Permanent	Replacement
Project Manager	Permanent	New
Employment Coordinator	Temporary	New
Records Officer	Permanent	Replacement
Digital Librarian	Temporary	New
Community Engagement Librarian	Temporary	New

STAFF STATISTICS**Permanent Staff**

Month	Total	Full Time	Part Time	FTE
August-20	61	42	19	50.61
September-20	62	44	18	51.61
October-20	66	45	21	54.11
November-20	67	47	20	55.31

Temporary and casual staff

Month	Total	Temporary	Casual	FTE
August-20	0	0	0	0
September-20	1	1	0	.75
October-20	8	8	0	5.4
November-20	10	10	0	7.75

HISTORY AS AT JUNE EACH YEAR

Year	Total	FTE
2018	58	48.58
2019	60	50.71
2020	64	53.04

LEAVE LIABILITY STATISTICS

4. Leave Liability Graphs – The below graph indicates on the green line the current position opposed to the previous two years. Blue being 2019 and Red being 2020 positions.



5. Total Annual Leave Hours – The below graph shows in blue the amount of current leave hours and in red the balance of total hours that equals excess leave. (Note: Excess leave is any leave over one year's entitlement. e.g. if an employee has a yearly entitlement of 150.00 hours and they have a balance of 160.00 hours, then 10.00 hours will be counted as excess leave.)
6. We currently have 16 staff with excess leave. (Note: excess leave is any leave over one year's entitlement. e.g. if an employee has a yearly entitlement of 150.00 hours and they have a balance of 160.00 hours, then 10 hours will be counted as excess leave.)

**RECOMMENDATION**

That the Human Resources Manager's report is accepted.

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT

Nil

17 GENERAL REPORTS**17.1 RECOMMENDATIONS OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 10 NOVEMBER 2020**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

For Council to review and either accept or modify the recommendations from the District Infrastructure Committee meeting, as below:

17.1.1 DRINKING WATER SAFETY STATEMENT FOR WATER SAFETY PLANS

The District Infrastructure Committee reviewed the Waimate District Council Drinking Water Safety Statement, as presented.

That the District Infrastructure Committee recommends Council approves the Waimate District Council Drinking Water Safety Statement draft as presented, to be signed by the Chief Executive at the 8 December 2020 Council Meeting and Workshop.

COUNCIL RECOMMENDATION

That Council approves the Waimate District Council Drinking Water Safety Statement draft as presented, to be signed by the Chief Executive at the 8 December 2020 Council Meeting.

17.1.2 POINT BUSH ROAD STOPPING


The District Infrastructure Committee considered the objections received in relation to the proposed road stopping of an unformed portion of Point Bush Road, Waimate.

That the District Infrastructure Committee recommends Council allows all of the objections and the road stopping process ceases.

COUNCIL RECOMMENDATION

That Council allows all of the objections and the road stopping process ceases.

17.2 SIGNIFICANCE & ENGAGEMENT POLICY 301

Author: Leonardo Milani, Policy Analyst
Authoriser: Carolyn Johns, Community and Strategy Group Manager
Attachments: 1. **Significance & Engagement Policy 301** [↓](#) 

PURPOSE

1. For Council to approve the reviewed draft of Significance & Engagement Policy 301, for the purpose of inclusion in the Waimate District Council Long Term Plan 2021-2031, and to implement an operational framework for:
 - a. Determining the level of significance of issues, proposals, or decisions considered by the Waimate District Council (WDC), and
 - b. Selecting the most optimal and appropriate level, and corresponding method(s), of community engagement related to a given matter, as to enable the community to inform, and participate in, the democratic decision-making process.

BACKGROUND

2. In compliance with the triennial review timeframe of the policy (October 2017- December 2020), and considering its planned inclusion in the Waimate District Council Long Term Plan 2021-2031, a systematic review of the policy was conducted, resulting in a series of modifications as presented.
3. Prior to finalisation, direction on content and proposed amendments was obtained from the WDC Elected Members in a workshop on 1 December 2020.

PROPOSAL

4. Council is asked to approve the adoption of the Significance & Engagement Policy 301, as presented.

Options

5. Council may:
 - a. Adopt the Significance & Engagement Policy 301 as presented, or
 - b. Adopt the Significance & Engagement Policy 301 with amendments, or
 - c. Not adopt the Significance & Engagement Policy 301 at this time.

ASSESSMENT OF SIGNIFICANCE

6. Deemed significant, therefore consulted upon within the Waimate District Council Long Term Plan 2021-2031.

LEGISLATION

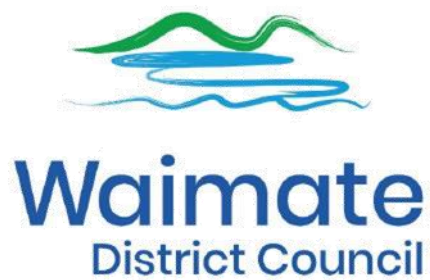
7. Predominantly informed by the Local Government Act 2002

FINANCIAL

8. There are no known financial implications.

RECOMMENDATION

1. That the Significance & Policy 301 report is accepted, and
2. That Council adopts the Significance & Engagement Policy 301, as presented, or with amendments.



SIGNIFICANCE & ENGAGEMENT POLICY 301

Significance & Engagement Policy 301—~~3 October 2017~~ 8 December 2020 – Page 1

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1. Purpose

Waimate District Council has developed the Significance and Engagement Policy (the Policy) to determine the significance of issues/proposals/decisions within the District, and on how to align our engagement with the public based on the degree of significance of any such matters. The Policy aligns with the provisions of the Local Government Act 2002 (the Act), especially Sections 76-82.

This policy exists:

- To inform you, the public, what you can expect from the Waimate District Council regarding community engagement and the ways you can influence, and participate in, the decision-making process of the Council, and
- To provide Council with a tool that guides the assessment of significance during the decision-making process. A decision on significance and engagement provides direction on the most optimal and appropriate level of community engagement in order to enable Council to develop a clear understanding of community views and preferences on an issue/proposal/decision.

2. Definitions

Consultation- Denotes a subset of engagement; a formal process where members of the community can present their views to the Council on a specific decision or matter that is proposed and made public. The Council must consult in compliance with the consultation principles outlined in the Local Government Act 2002, Section 82 (1), and any other legislation relevant to the decision/matter proposed.

Decision- Refers to all decisions made by, or on behalf of, the Council, including decisions made by Council officers under delegation.

Engagement- Denotes the essential process of establishing relationships with, and seeking information from, the community, as to inform and assist the decision-making process. Engagement constitutes a vital aspect of the democratic model of governance, and is comprised of a continuum of community involvement.

Significance- in relation to any issue, proposal, decision, or other matter that concerns, or is before, a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for:

- a The district or region;
- b Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- c The capacity of the local authority to perform its role, and the financial and other costs of doing so.

Significant- in relation to any issue/proposal/decision, means that any such matter has a high degree of significance.

Special Consultative Procedure- Refers to a formal consultation process prescribed in Local Government Act 2002, Section 83, that either must be implemented to consult on certain matters, or can be utilised by the Council to consult on other matters as considered appropriate.

Significance & Engagement Policy 301—3 October 2017-8 December 2020 – Page 3

Strategic Asset- in relation to the assets held by an authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

3. General Approach to Determining Significance and Decision-making

3.1 Determining Significance

On every issue requiring a policy or strategic decision- other than the issues which require processes specified under legislation (refer to Section 7 below)- Council will **consider determine** the degree of significance of the issue and the corresponding level of engagement.

The significance of the issue and appropriate forms of engagement will be considered at the earliest possible stages of a proposal or process, before decision-making occurs. If necessary, **levels of** significance and engagement will be reviewed as the proposal develops and as the community's views, preferences, and values evolve and/or are better revealed.

3.2 Compliance with Sections 76-82 of Local Government Act 2002

In making any decision, Council will comply with the decision-making requirements of the Act, regardless of the degree of significance of the decision or issue. The relevant sections of the Act prescribe procedural steps to be followed as may be applicable, and ensure that Council:

- Is clear about why it is making the decision, and comprehends issues involved;
- Has considered and evaluated all reasonably practical options for achieving the objective for which the decision is being made; and
- Invests appropriate time, money, and effort into researching and evaluating the issues and options, proportionate with the significance of the matter, including its importance to the community.

3.3 Decision-making Checks

In making any decision, Council will be satisfied that:

- It has **necessary and** sufficient information on the relevant issues and options; and
- It knows enough about, and has given adequate consideration to, the views and preferences of affected and/or interested parties.

3.4 Proportionality

The significance of the issue, proposal, or decision will determine how much time, money, and effort Council will invest in exploring and evaluating options and obtaining the view of affected and/or interested parties.

3.5 Implications for Maori

~~In some instances, there may be particular requirements to learn about the implications of an issue or decisions for Ngai Tahu as mana whenua and kaitiaki of the Waimate District. Special consideration is to be given to assess the implications of an issue/decision for Ngai Tahu as tana whenua and kaitiaki of the natural resources.~~

3.6 Covering Diversity

There may also be issues or decisions where there are diverse groups within the community with different concerns, interests, views, and preferences, where multiple processes will be necessary and/or appropriate to distinguish and recognise the range of positions.

3.7 Limitations

The commitment to invest in exploring options and in obtaining views of the communities and affected and/or interested parties does not mean that Council will have to fully consult with the public for every decision it makes, nor does it bind Council to the views of communities and interested and/or affected parties.

3.8 Other Influences

As well as the views of the communities and affected and/or interested parties, there are a wide range of information sources, considerations, and perspectives that will inform Council's decision-making, including the requirements of Government policy, technical matters, and financial implications.

4. Criteria and Procedures for Assessing Significance

4.1 Degree of Significance

In considering whether any issue/proposal/decision is of significance under this Policy, Council will be guided by the following criteria:

Criteria	Measure
The degree to which the issue affects the District	Major and/or long term effect on one or more town/ward/District.
The degree to which the issue affects the community	Major and/or long term effect on a demographic/community/district.
The degree to which the issue affects the level of service of a significant activity	Results in isolation of, or limited access to, core service(s).
The degree to which the issue has a financial impact on Council, or on the rating levels of communities	>10% of Council revenue (exclusive of investment assets).
The degree to which the issue has cultural relevance	Major and/or long term effect on <u>an ethnic or cultural fabric of the community-ethnicity, religion or culture.</u>
The degree to which the issue has potential effect(s) on the delivery of Council policy and/or strategy	Results in major and/or long-term disruption in the delivery of Council's policies and/or strategies.
The degree to which the decision promotes Council's Community Outcomes and Vision, <u>and contributes to the enhancement of the social, cultural, environmental, and economic well-being of the community</u>	Produces major and/or long-term negative impact on the community outcomes and/or the well-being factors.
The degree of the reversibility of the decision	<u>The decision is irreversible.</u>

A matter will be considered significant when one or more of the above criteria are met.

If an issue exceeds one or more of the above criteria measures, the matter is more likely to have a high degree of significance.

All decisions will be made with sensitivity to a decision's potential impact on, and interest held within, the community.

While this Policy sets out a distinct financial threshold, there may be financial decisions that do not trigger this threshold but need to be considered as significant due to triggering some, or all, of the other criteria listed.

Generally, the greater the amount of money concerned, the higher the impact on the community, and subsequently a higher degree of public interest, and therefore a higher degree of significance. However, this is not necessarily definitive. There may be some cases in which small financial transactions may attract great public interest, while some large financial transactions may accrue very little attention at all.

Council may take into account the knowledge it has previously gained about community opinion, as expressed via different channels and mediums (e.g. Long Term Plan consultation, Community Outcomes, previous public debate, media coverage, public submissions to assess significance, etc.).

4.2 Procedure

Council will balance the requirements of efficient decision-making, with the requirements of Sections 76-82 of the Act, as well as any other legislative requirement/consideration, across the different levels of significance from minor to major.

Reports to Council and Committees proposing policy or strategy decisions will include a statement of Assessment of Significance, comprised of an assessment of level of significance, and recommendation on appropriate and corresponding methods of engagement, where applicable, as outlined in Appendix 3.

This statement will include:

- whether or not the matter being reported on is considered significant in accordance with this Policy;

And if required:

- an outline of what has been done to ensure compliance with the decision-making requirements of the Act; and
- a recommendation of further actions required to ensure compliance; and
- discussion of any issues, and views and preferences of affected and/or interested parties; and
- a recommendation that Council or the Committee determines the degree of significance of the particular issue or decision.

In accordance with Section 77(1)(c) of the Act, when significant proposals or decisions relate to land or a body of water, Council will take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna and, other taonga.

Council officers preparing these reports will have regard to the Significance & Engagement Policy 301 and to all relevant legislative requirements.

5. Strategic Assets

In respect to strategic assets, a key consideration is whether the assets are essential to the continued delivery of Council's Community Outcomes, especially in terms of enhancement of social, cultural, environmental, and economic well-being factors, which are important for the well-being of the community. Decisions to transfer ownership or control of a strategic asset to, or from, Council, or to construct, replace, or abandon a strategic asset cannot be made unless they are first included in the Long Term Plan, or consulted through a Long Term Plan amendment.

For the purpose of Section 76AA (3) of the Act, Council considers the following assets to be strategic assets:

Waimate District Council's Strategic Assets
Regent Theatre
Waimate Public Library - building and collections
Resource Recovery Park
Parks and Reserves <u>as a whole</u>
<u>Knottingley Park & Arboretum, and Victoria Park</u>
Cemeteries
Roading Networks and connected infrastructure
Sewerage Networks and Treatment Plants
Norman Kirk Memorial Pool
Stormwater Networks
Water Treatment, Storage, and Supply Networks
Community Housing
Local Government Centre
Waimate Event Centre

6 Engagement

Once Council has determined the level of significance of a matter and has determined it needs more information on the range of views held, Council will determine consider how and when it should engage with the community. Depending on the matter being considered, and identified stakeholders involved, the preferred method(s) or combination of engagement tools will be identified and applied to meet the goals of the specific engagement.

In determining the processes and methods appropriate for engaging with communities on particular proposals and decisions, Council will be guided by the following:

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- the degree of significance of the issue, decision, proposal, ~~asset~~ or other matters, as determined by the criteria set out in this Policy;
- the objectives of the engagement- the level of information sought from residents and affected and/or interested parties;
- the preferences, capacities, views, and values of the community groups and individuals affected by and/or interested in the decision or proposal;
- the plurality of preferences, capacities, views, and values of the community groups and individuals affected by and/or interested in the decision or proposal;
- the benefits, limitations, and costs of range of possible processes and methods for engaging with the community groups and individuals affected by and/or interested in the decision or proposal;
- timing issues, including any concurrent engagement processes on other matters involving the same or similar groups or communities; and
- opportunities provided by innovative technologies (e.g. modern information technologies, social networking platforms, etc.) for efficient and effective engagement.

6.1 Methods of Engagement

Many methods of engagement can be used by Council, subject to the degree of significance of the issue. It is essential that Council not to use a homogenous approach to engagement, and instead to utilise engagement tools appropriate to the nature and significance of the issue, and to the community affected.

Council will use an 'engagement spectrum' approach to determine the most appropriate process and methods for engagement on particular decisions or issues. See Appendix 2, *Community Engagement Spectrum*, and Appendix 3, *Toolbox for Engagement*. These are guidelines for approaching engagement and do not limit, nor determine, the methods or degree of engagement.

6.2 Inform Communities

These methods are generally one-way communication approaches that are efficient and practical means to raise public awareness regarding significant issues. The aim is to provide basic information about an issue, and to build community interest accordingly, by means such as:

- distribution of media releases, advertising, pamphlets, or other material;
- providing information on Council's website and through social media.

As the result, communities are kept up to date with developing issues and new proposals, and communications can be targeted to interested and/or affected groups. These methods are essentially a one-way process out to communities, and as such are more useful in the earliest stages of proposals or processes. Other limitations of these methods include the costs of printing and distribution, and the challenges in reaching as widely within the communities as may be necessary.

6.3 Consult and Involve

A range of community engagement tools and methods can be used to have communities and particular interested and/or affected groups contribute their views, priorities, and preferences as part of Council's decision-making process.

For relatively straightforward issues or proposals, methods such as surveys conducted via various media platforms or focus groups may be effective.

For more complex issues, particularly significant planning documents and strategies, more comprehensive engagement is required. Engagement approaches used for these types of processes will include printed consultation documents, information on the Council website and social media sites, and community meetings to engage with residents and interested parties. These processes can be costly and time-consuming, and can result in low participation rates with a narrow range of people and groups engaging.

Council will continue to look for ways to effectively include opportunities for residents and affected groups and organizations to provide feedback on key planning documents.

Online engagement tools that offer cost-effective and timely feedback channels are likely to enable Council to seek community feedback more frequently on issues being considered by Council.

6.4 Collaborate and Empower

The value of a collaborative approach is increasingly recognised in a wide range of policy and decision-making contexts. The collaborative approach, and its associated methods, are particularly useful when there is a high degree of significance of the issue or proposal, and when there is strong community interest, capacity, and commitment associated with the issue in question. These kinds of issues and proposals tend to be complex with multiple values, perspectives, and interests at stake, and often involve complex technical or scientific questions.

Methods include, but are not limited to:

- collaborative working groups including Council and other representatives;
- multi-stakeholder processes such as citizen juries or panels;
- multi-stakeholder groups;
- interactive online tools.

These methods allow for more comprehensive research, and facilitate the exploration of a wide diversity of implications.

These processes do require on-going skilled facilitation and considerable time and resourcing in order to be effective.

7 Engaging with Communities on other Matters

7.1 Local Government Act 2002

The Act prescribes the particular processes for councils to follow to consult and engage with communities on particular matters.

Special Consultative Procedure:

The Act specifies that a Special Consultative Procedure (SCP), as defined under Section 83, must be followed for community engagement on certain plans and processes including:

- Long Term Plan;

- Annual Plan (if the Annual Plan includes significant new proposals not included in the Long Term Plan); and
- Bylaws of significant interest.

Other provisions in the Act specify particular decisions or activities when community engagement is to be addressed through the public consultation for a Long Term Plan. These include:

- a decision to transfer the ownership or control of a strategic asset to, or from, Waimate District Council; or a decision to construct, replace, or abandon a strategic asset;
- a decision to significantly alter the intended level of service provision for any significant activity undertaken by, or on behalf, of Waimate District Council, including a decision to commence or cease any such activity.

7.2 Other Legislation

Many decisions made by Council will be made under legislation that prescribes the consultation and decision-making procedures required, including the procedures that must be used for public notification, considering submissions, and making decisions. Such legislation include:

- Resource Management Act 1991;
- Reserves Act 1977;
- Civil Defence Emergency Management Act 2002;
- Land Transport Act 1998.

Even if a decision is clearly a significant one within the meaning of the Act, where procedures for decision-making are set out in other legislation, these will be used.

8 Engaging with Iwi/Maori

The Act provides principles and requirements for Council that are intended to facilitate participation by Maori in local authority decision-making processes.

Section 81 of the Act states that a local authority must —

1. establish and maintain processes to provide opportunities for Maori to contribute to the decision-making process of the local authority; and
2. consider ways in which it may foster the development of Maori capacity to contribute to the decision-making process of the local authority; and
3. provide relevant information to Maori for the purposes of paragraphs (a) and (b)

Section 82(2) of the Act states that Council must ensure that it has in place processes for consulting with Maori in accordance with the principles of consultation (as detailed in Subsection 82 (1) of the Act).

In compliance with such requirements, Council implements the process outlined in the Waimate District Long Term Plan 2021-2031, Section 'Statement on Involvement of Maori'.

9 When Council ~~will~~may not ~~Consult~~ Engage

Information is always necessary for the decision-making process. However, there are times Council will not consult because the issue is routine, operational, or because there is an emergency. If Council chooses not to consult on a matter, this determination will be made in accordance with the criteria below.

The Council ~~will~~may not ~~engage~~consult when:

- the matter is not of a nature or significance that requires consultation (S82(4)(c) of the Act); or
- the Council already has a sound understanding of the views and preferences of the parties likely to be affected by, or interested in, the matter (Section 82(4)(b) of the Act); or
- there is a need for confidentiality or commercial sensitivity (Section 82(4)(d) of the Act); or
- the costs of consultation outweigh the benefits of it (Section 82(4)(e) of the Act); or
- the matter has already been addressed by the Council's policies or plans, which have previously been consulted on; or
- Emergency Management activities during a state of emergency (Civil Defence Emergency Management Act 2002); or
- an immediate or quick response/decision is needed, or it is not reasonably practicable to engage given the required response timeframe; or
- works are required unexpectedly, or following further investigations on projects, already approved by the Council; or
- the works required are related to the operation and maintenance of a Council asset, and responsible management requires the works to take place (i.e. overall constituting a case of 'business as usual'); or
- when Council has consulted on the issue in the last 24 months, where there has been no material change to the issue over this period.

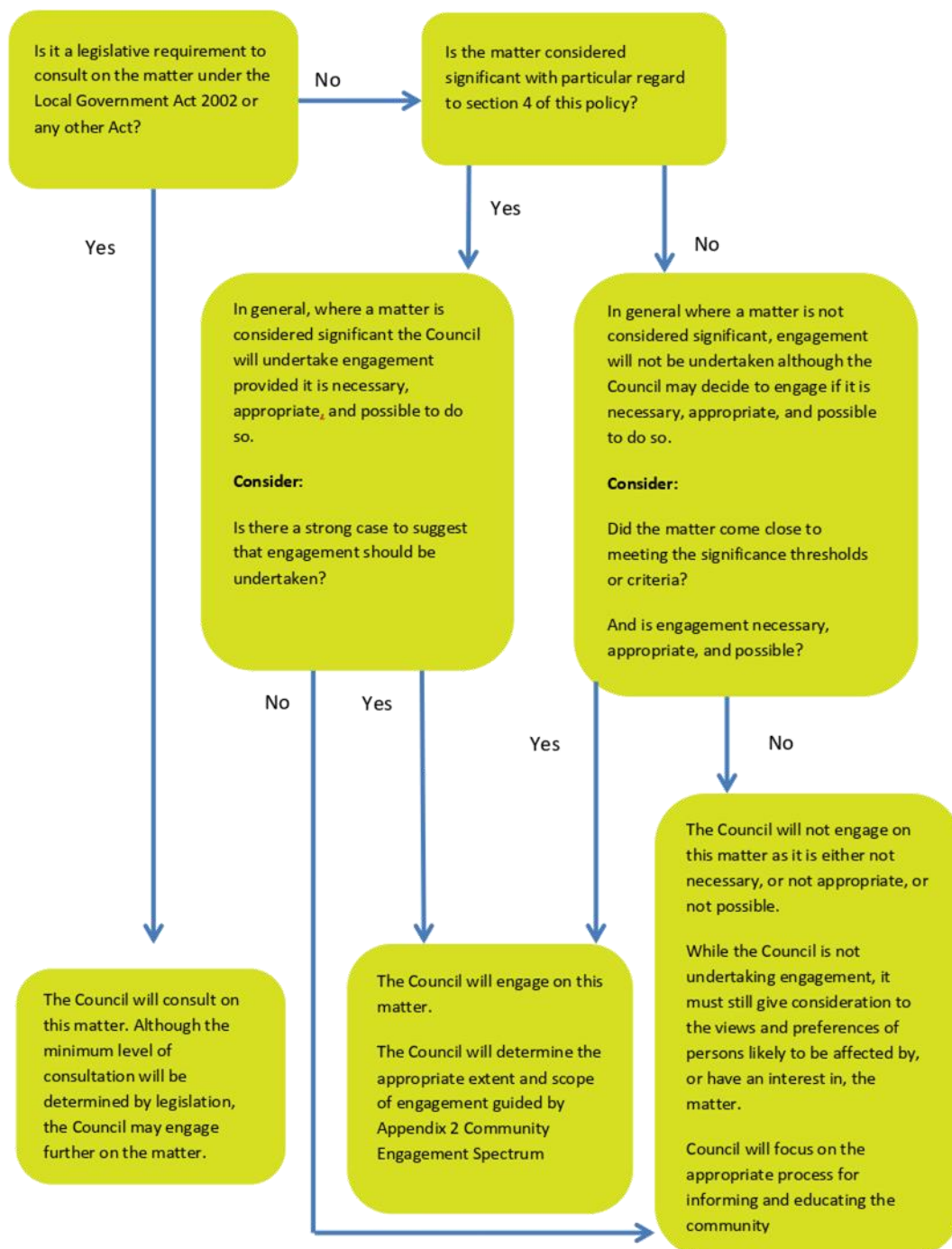
Where the above listed circumstances apply and consultation is not to be undertaken, the Council is still required to give consideration to the views and preferences of parties likely to be affected by, or to have an interest in, the matter (Section 78 (1) of the Act). The Act requires that this consideration be in proportion to the significance of the matters affected by the decision (Section 79 (1)).

10 Identification of Inconsistent Decisions

When Council makes a decision that is inconsistent with this policy, the steps identified in Section 80 of the Act will be undertaken. In such a situation, Council will clearly identify:

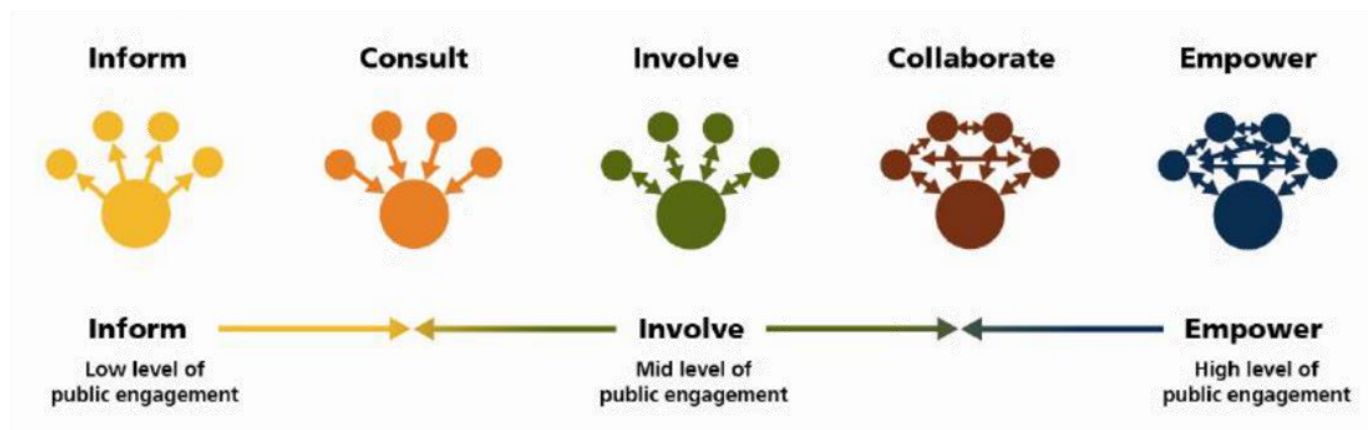
1. the inconsistency; and
2. the reason for the inconsistency; and
3. any intention of Council to amend the policy or plan to accommodate the decision.

Appendix 1: Significance and Engagement Flowchart

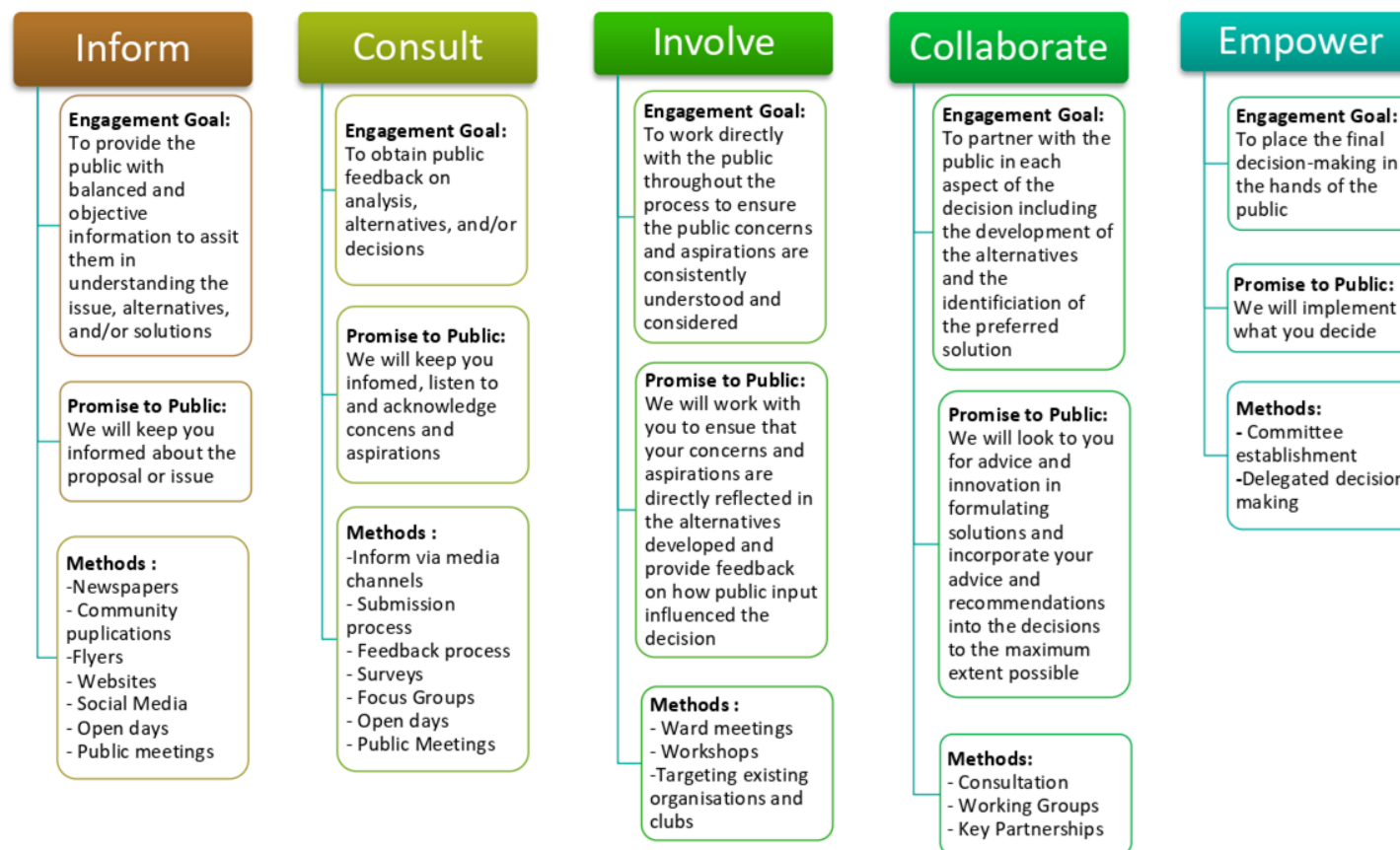


Appendix 2: Community Engagement Spectrum

This diagram details how Council may engage with the public based on the level of significance. Both significance and engagement are flexible along the spectrum, and Council is not limited to these methods of engagement with the public.



Appendix 3: Toolbox for Engagement



Document Control

All inquiries or suggestions regarding this document should be referred to:	Community & Strategy Group Manager
Effective Date: [Draft to be included in the LTP]	3-October-2017 <u>8 December 2020</u>
Revision Dates	<u>8 December 2020</u> 3 October 2017 25 November 2014 29 June 2012 – Significance Policy 21 September 2010 – Significance Policy June 2006 – Consultation Policy
Minimum Review by:	<u>December 2023</u>
Policy can only be amended by:	Resolution of Council [Policy to be included in LTP]

17.3 DELEGATIONS POLICY 308 - AMENDMENTS TO SUBSECTION 'FINANCIAL LIMITS'

Author: Leonardo Milani, Policy Analyst

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Delegations Policy 308 - Subsection 'Financial Limits' [↓](#) 

PURPOSE

1. For Council to approve amendments to the Delegations Policy 308, Section 4, Subsection 'Financial Limits', hereby presented with marginal modifications as to implement an optimal hierarchical framework to define, and record, delegations of authority relating to the Waimate District Council (WDC).

BACKGROUND

2. The latest amendment to the Delegations Policy 308 is conducted in order to modify its Section 4, Subsection 'Financial Limits', in the following proposed manner:
 - a. Addition of 2 new positions (with corresponding levels of financial limit):
 - i. 'Employment Coordinator', financial limit of \$0
 - ii. 'Project Manager', financial limit of \$70,000
 - b. Change in 2 position descriptions:
 - i. From 'Emergency Management & Health and Safety Officer' to 'Emergency Management & Health and Safety Advisor'
 - ii. From 'Planner', to 'Senior Planner'

PROPOSAL

3. Council is asked to adopt the proposed amendments to the Delegations Policy 308, Subsection 'Financial Limits'.

Options

4. Council may:
 - a. Adopt the proposed amendments to the Delegations Policy 308, Subsection 'Financial Limits', or
 - b. Adopt the proposed amendments to the Delegations Policy 308, Subsection 'Financial Limits', with further amendments, or
 - c. Not adopt the proposed amendments to the Delegations Policy 308, Subsection 'Financial Limits', at this time

ASSESSMENT OF SIGNIFICANCE

5. Deemed not significant under the Council's Significance & Engagement Policy 301.

FINANCIAL

6. There are no financial implications.

RECOMMENDATION

1. That the Delegations Policy 308 - Amendments to Subsection 'Financial Limits' report be accepted, and
2. That Council adopt the Delegations Policy 308 - Amendments to Subsection 'Financial Limits', as presented.

Financial Limits

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
	GST exclusive	GST exclusive
Chief Executive	nil	\$750,000
Asset Group Manager	yes	\$200,000
Community & Strategy Group Manager	yes	\$40,000
Corporate Services Group Manager	yes	\$40,000
Executive Support Manager	yes	\$10,000
Human Resources Manager	yes	\$10,000
Regulatory & Compliance Group Manager	yes	\$40,000
Corporate Services Group Manager, Human Resources Manager, Accountant - Payroll & Tax-related matters only	nil	\$250,000
Asset Group Manager	yes	\$200,000
Asset Group Administrator	yes	nil
Asset Group Administration Officer	yes	nil
GIS Administrator	yes	nil
<u>Project Manager</u>	<u>yes</u>	<u>\$70,000</u>
Technical Officer Assets	yes	nil

Water & Waste Manager	yes	\$70,000
Three Waters Engineer	yes	\$20,000
Three Waters Technical Administrator	yes	\$2,000
Utilities Supervisor	yes	\$5,000
Water & Waste Technical Support Officer	yes	\$20,000
Water Technicians	yes	nil
Roading Manager	yes	\$100,000
Roading Officers	yes	nil
Roading Technician	yes	nil
Parks & Reserves Manager	yes	\$40,000
Parks & Reserves Supervisor	yes	\$5,000
Pool Supervisor	yes	nil
Community & Strategy Group Manager	yes	\$40,000
Assistant Librarian	yes	nil
Event Centre Administration Assistant	yes	nil
Event Centre Administration Officer	yes	nil
Event Centre Duty Supervisor	yes	nil
Policy Analyst	yes	nil

Senior Administration Support Officer	yes	nil
Senior Librarian	yes	nil
Corporate Services Group Manager	yes	\$40,000
Accountant	yes	\$10,000
Accounts Payable/Reception Officer	yes	nil
Catering & Cleaning Supervisor	Yes	nil
Committee Secretary and PA to the Mayor	yes	nil
Corporate Services Team Leader	yes	\$5,000
IT Manager	yes	\$5,000
IT Support Technician	yes	nil
Rates Officer	yes	nil
Executive Support Manager	yes	\$10,000
Communications Officer	yes	nil
<u>Employment Coordinator</u>	<u>yes</u>	<u>nil</u>
Marketing & Promotions Officer	yes	nil
Regulatory & Compliance Group Manager	yes	\$40,000
Animal Control Officer	yes	nil

Building Control Manager	yes	\$5,000
Building Control Officer	yes	nil
Compliance Officer	Yes	nil
Emergency Management & Health and Safety Officer <u>Advisor</u>	yes	nil
Resource Planner	yes	nil
<u>Senior</u> Planner	<u>yes</u>	<u>nil</u>
Senior Regulatory Support Officers	yes	nil
Emergency Work - this is unbudgeted expenditure		
Roading Manager	≤\$20,000	\$20,000
Roading Officer	≤\$20,000	\$20,000
Roading Technician	≤\$20,000	\$20,000
Emergency Work (when Emergency Operations Centre is activated) This is unbudgeted expenditure		
Civil Defence Logistics Manager	≤\$20,000	\$20,000
Civil Defence Logistics Support	≤\$20,000	nil
Contingency expenditure in the case of emergency or an unexpected event. This is unbudgeted expenditure		
Chief Executive	≤\$50,000	\$50,000
Note: The initiator of a purchase order cannot approve that order. The only exception is the Chief Executive and Civil Defence Logistics Manager for emergency work. Roothing Emergency work will require a different authoriser to approve.		

All capital projects and contracts must be approved by the Chief Executive, or Asset Group Manager for Asset Group projects, prior to commencing procurement.

17.4 NOMINATION OF A COUNCIL BIODIVERSITY CHAMPION

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

1. To nominate a Biodiversity Champion for the Waimate District Council.

BACKGROUND

2. The Canterbury Mayoral Forum has recommended that each Council nominate an elected member as a Biodiversity Champion to work with Environment Canterbury and other Biodiversity Champions to discuss, shape and co-ordinate biodiversity commitments in the 2021-31 Long Term Plans. As a result of upcoming changes to national direction, there are new requirements for Councils in respect of biodiversity management. This provides an opportunity for Councils to work together across the region to implement the new direction, including through the review of the Canterbury Biodiversity Strategy 2008.
3. The Canterbury Mayoral Forum noted that:
 - a. There are signals from central government for local government to work closely together on regional biodiversity management;
 - b. The review of the Canterbury Biodiversity Strategy 2008 will need to meet the requirement under the proposed National Policy Statement for a regional biodiversity strategy;
 - c. Local authorities will collectively need to resource the review of the Canterbury Biodiversity Strategy 2008; and
 - d. Anticipated new requirements in the National Policy Statement for Indigenous Biodiversity are likely to require additional Council resourcing and that councils will need to consider this in developing 2021–31 Long-Term Plans.
4. Mayor Rowley has approached Cr Fox, and she has indicated a willingness to take up the role of Biodiversity Champion for the Waimate District Council.

PROPOSAL

5. That Council endorse the Mayor's recommendation.

Options

6. Approve Cr Fox as the Biodiversity Champion (preferred option); or
7. Nominate an alternative Councillor.

ASSESSMENT OF SIGNIFICANCE

8. The matter is not considered significant in accordance with Council's Significance and Engagement Policy.

CONSIDERATIONS

9. There are no known considerations.

LEGISLATION

10. Local Government Act 2002

FINANCIAL

11. There are no known financial implications.

RECOMMENDATION

1. That the Nomination of a Council Biodiversity Champion report be accepted; and
2. Cr Fox be nominated as Council's Biodiversity Champion, and the Mayoral Forum Secretariat is advised accordingly.

17.5 WAIMATE DISTRICT COUNCIL MEETING SCHEDULE 2021

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Waimate District Council Meeting Schedule 2021 [↓](#) 

PURPOSE

1. For Council to review and adopt the Waimate District Council Meeting Schedule 2021.

BACKGROUND

2. In October/November each year, Council considers and sets its meeting schedule for the coming year.
3. Due to evolving workflow timelines the presentation of the meeting schedule has been delayed in order to provide the most relevant scheduling. This is now presented for Council's consideration.
4. There may be additional meetings (Extraordinary) if required on an urgent basis, and/or rescheduled meetings and these will be advertised according to the Local Government Act 2002 (Schedule 7 Clause 21).

PROPOSAL

5. That Council reviews and adopts the schedule for 2021, with or without modifications.

ASSESSMENT OF SIGNIFICANCE

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

FINANCIAL

7. There are no known financial implications for this item.

Cost-effectiveness

8. Cost effectiveness is not applicable.

RECOMMENDATION

1. That the Waimate District Council Meeting Schedule 2021 report is accepted; and
2. That Council adopts its Meeting Schedule for 2021, as presented, with or without modifications.

WAIMATE DISTRICT COUNCIL - 2021 SCHEDULE OF MEETINGS												
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
MONDAY		1	1								1	
TUESDAY		2 Council Retreat	2 Audit and Risk			1 Audit and Risk					2	
WEDNESDAY		3	3			2			1		3	1
THURSDAY		4	4	1		3	1		2 Audit and Risk		4	2
FRIDAY	1	5	5	2 EASTER		4	2		3	1	5	3
SATURDAY	2	6	6	3	1	5	3		4	2	6	4
SUNDAY	3	7	7	4	2	6	4	1	5	3	7	5
MONDAY	4	8 WAITANGI DAY	8	5 EASTER	3	7 QUEENS BIRTHDAY	5	2	6	4	8	6
TUESDAY	5	9	9	6	4	8 Standing Committees	6	3	7 Standing Committees	5	9 Council & Workshop	7
WEDNESDAY	6	10	10	7	5	9	7	4	8	6	10	8
THURSDAY	7	11	11	8	6	10	8	5	9	7	11	9
FRIDAY	8	12	12	9	7	11	9	6	10	8	12	10
SATURDAY	9	13	13	10	8	12	10	7	11	9	13	11
SUNDAY	10	14	14	11	9	13	11	8	12	10	14	12
MONDAY	11	15	15	12	10	14	12	9	13	11	15	13
TUESDAY	12	16 Council & Workshop	16	13	11 Council & Workshop	15	13	10	14	12	16	14 Council & Workshop
WEDNESDAY	13	17	17	14	12	16	14	11	15	13	17	15
THURSDAY	14	18	18	15	13	17	15	12	16	14	18	16
FRIDAY	15	19	19	16	14	18	16	13	17	15	19	17
SATURDAY	16	20	20	17	15	19	17	14	18	16	20	18
SUNDAY	17	21	21	18	16	20	18	15	19	17	21	19
MONDAY	18	22	22	19	17	21	19	16	20	18	22	20
TUESDAY	19	23	23	20 Standing Committees	18 CE's Perform. Review Committ.	22 Council Mtg & Workshop	20	17 Council & Workshop	21	19 Committees & Extraordinary Cncl	23	21
WEDNESDAY	20	24	24	21	19	23	21	18	22	20	22	
THURSDAY	21	25	25	22	20	24	22	19	23	21	23	
FRIDAY	22	26	26	23	21	25	23	20	24	22	26	24
SATURDAY	23	27	27	24	22	26	24	21	25	23	27	25
SUNDAY	24	28	28	25	23	27	25	22	26	24	28	26
MONDAY	25		29	26 ANZAC HOLIDAY	24	28	26	23	27 SOUTH CANTY DAY	25 LABOUR DAY	29	27
TUESDAY	26 Council & Workshop		30 Council & Workshop	27	25	29	27 Standing Committees	24	28 Council & Workshop	26	30 Standing Committees and Audit & Risk Committee	28
WEDNESDAY	27		31	28	26	30	28	25	29	27		29
THURSDAY	28			29	27		29	26	30	28		30
FRIDAY	29			30	28		30	27		29		31
SATURDAY	30				29		31	28		30		
SUNDAY	31				30			29		31		
MONDAY					31			30				
TUESDAY								31				

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

Nil

PUBLIC EXCLUDED

19 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
19.1 - Public Excluded Minutes of the Council Meeting held on 13 October 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.2 - Public Excluded Recommendations of the District Infrastructure Committee Meeting held on 10 November 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.3 - Outstanding Council Actions Report - Public Excluded	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.4 - Alpine Energy Update - 11.00am	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely	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

	<p>unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</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>reason for withholding would exist under section 6 or section 7</p>
<p>19.5 - Alpine Energy Group Half-Yearly Report - 30 September 2020</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>
<p>19.6 - Alpine Energy Shareholders Report - October 2020</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>

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