



Agenda

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

Tuesday 26 January 2021

Commencing at 9.30am

The Function Room
Waimate Event Centre
Paul Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Council will be held in the Function Room, Waimate Event Centre, Paul Street, Waimate, on Tuesday 26 January 2021, 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 INDREA ALEXANDER OF THE Waimate District Co-operating Venture will open the Council meeting with a prayer and light the Ministers' Association candle.

2 PUBLIC FORUM**3 APOLOGIES**

The Chair will call for any apologies.

4 VISITORS

10.30am – New Citizens Acknowledgement

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

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 8 DECEMBER 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 8 December 2020

PURPOSE

To present the unconfirmed Minutes of the Council Meeting held on 8 December 2020 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 8 December 2020 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

8 December 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 8 DECEMBER 2020, COMMENCING AT 9.30AM**

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

APOLOGIES: Nil

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

PARTIAL ATTENDANCE: Fiona Hester-Smith (Human Resources Manager), Carolyn Johns (Community and Strategy Group Manager), Leo Milani (Policy Analyst), Dan Mitchell (Asset Group Manager)

OPENING

1 COUNCIL PRAYER

Rev Phil Bettany, of Knox Church, opened the Council Meeting with a prayer and lit the Ministers' Association candle.

2 PUBLIC FORUM

There were two speakers at the Public Forum:

- Mrs Denise Phillips of 34 Rhodes Street voiced her concerns of the closure of the ANZ Bank in Waimate (letter was tabled from Mr & Mrs H.J. Phillips dated 4.11.20)
- Mr Ken Buckingham spoke on his dissatisfaction with the Point Bush Road stopping process (tabled his statement)

3 APOLOGIES

Nil

4 VISITORS

11.00am: Alpine Energy in the public excluded section of the meeting via zoom

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 13 OCTOBER 2020**RESOLUTION 2020/50**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sheila Paul

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

CARRIED**8 RECEIPT OF MINUTES****8.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING HELD ON 27 JANUARY 2020****RESOLUTION 2020/51**

Moved: Cr Miriam Morton

Seconded: Chair Craig Rowley

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

CARRIED**8.2 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 16 JANUARY 2020****RESOLUTION 2020/52**

Moved: Chair Craig Rowley

Seconded: Cr David Owen

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

CARRIED**REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2020/53**

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That the Mayor's Report is accepted.

CARRIED

10 DEPUTY MAYOR'S REPORT**10.1 DEPUTY MAYOR'S REPORT****RESOLUTION 2020/54**

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 2020/55**

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the Councillors' Report is accepted.

CARRIED**12 CHIEF EXECUTIVE'S REPORT**

Nil

13 COUNCIL ACTIONS REPORT**13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2020/56**

Moved: Cr Fabia Fox

Seconded: Cr Colin Pankhurst

That the Outstanding Council Actions Report – Public is accepted.

CARRIED**14 HUMAN RESOURCES REPORT****14.1 HUMAN RESOURCES REPORT****RESOLUTION 2020/57**

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

That the Human Resources Report is accepted.

CARRIED

Note:

Council asked to be introduced to new staff members at the next earliest opportunity.

Council voiced concerns (and potential risk) around staff leave liability. The Chief Executive is aware of this and continues to work with staff to manage staff leave levels at every opportunity.

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT

Nil

The meeting was adjourned at 10.30am for morning tea

The meeting was reconvened at 10.45am

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

Council reviewed 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.*

RESOLUTION 2020/58

Moved: Chair Craig Rowley

Seconded: Cr Miriam Morton

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.

CARRIED

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.*

The applicant (Ken Buckingham) addressed Council during the earlier Public Forum of his concerns with the Point Bush Road Stopping process and asked for Council to re-examine the process, engage those affected parties and have an independent outside authority review the way the process was managed.

Council adjourned at 10.59am to take Public Excluded: 19.4 Alpine Energy update (zoom meeting) at 11.00am.

Item - 17.2 Significance & Engagement Policy 301 - has been moved to another part of the document.

Item - 17.3 Delegations Policy 308 - Amendments to Subsection 'Financial Limits' - has been moved to another part of the document.

Item - 17.4 Nomination of a Council Biodiversity Champion - has been moved to another part of the document.

Item - 17.5 Waimate District Council Meeting Schedule 2021 - has been moved to another part of the document.

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 2020/60

Moved: Cr Miriam Morton

Seconded: Deputy Mayor Sharyn Cain

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	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

	<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>	withholding would exist under section 6 or section 7
19.4 - Alpine Energy Update - 11.00am	<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)(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>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.5 - Alpine Energy Group Half-Yearly Report - 30 September 2020	<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 - Alpine Energy Shareholders Report - October 2020	<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
CARRIED		

20 RE-ADMITTANCE OF THE PUBLIC REPORT

RESOLUTION 2020/61

Moved: Cr Sheila Paul

Seconded: Cr Tom O'Connor

That Council moves out of Closed Council into Open Council.

CARRIED

17.1.2 POINT BUSH ROAD STOPPING (RETURNED TO THIS ITEM AT 11.45AM)

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.*

RESOLUTION 2020/62

Moved: Chair Craig Rowley

Seconded: Cr Fabia Fox

That Council allows all of the objections and the road stopping process ceases, and that this decision has been based on upholding of public access.

CARRIED**Note:**

The Asset Group Manager clarified the process to date and answered questions. Council noted they were satisfied correct process had been followed.

Council have also been made aware that the applicant had been given the opportunity to meet with staff.

17.2 SIGNIFICANCE & ENGAGEMENT POLICY 301

Council considered the draft Significance & Engagement Policy 301.

RESOLUTION 2020/63

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Tom O'Connor

1. That the Significance & Policy 301 report is accepted, and
2. That Council adopts the Significance & Engagement Policy 301 for Long Term Plan consultation, as presented with minor correction below.

CARRIED**Correction:**

3.5: Tangata whenua

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

Council considered amendments to the Delegations Policy 308.

RESOLUTION 2020/64

Moved: Chair Craig Rowley

Seconded: Cr Fabia Fox

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.

CARRIED

17.4 NOMINATION OF A COUNCIL BIODIVERSITY CHAMPION

Council considered appointing a Biodiversity Champion for the Waimate District Council.

RESOLUTION 2020/65

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

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.

CARRIED**17.5 WAIMATE DISTRICT COUNCIL MEETING SCHEDULE 2021**

The Waimate District Council Meeting Schedule 2021 was presented for the information of Council.

RESOLUTION 2020/66

Moved: Cr Miriam Morton

Seconded: Cr Tom O'Connor

1. That the Waimate District Council Meeting Schedule 2021 report is accepted; and
2. That Council adopts its Meeting Schedule for 2021 as presented, noting the below comments.

CARRIED**Note:**

Council accepted the meeting schedule needed to be fluid because of Long Term Plan and other commitments, and asked that any additional meetings be kept to a Tuesday if possible.

Council asked for the possibility of 'governance only' sessions; and or training opportunities for Councillors without the need for staff input to be included in the meeting schedule.

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 12.20pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 25 January 2021.

.....
CHAIRPERSON

7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 15 DECEMBER 2020

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Minutes of the Extraordinary Council Meeting held on 15 December 2020

PURPOSE

To present the unconfirmed Minutes of the Extraordinary Council Meeting held on 15 December 2020 for confirmation.

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held on 15 December 2020 be adopted as a true and correct record.



MINUTES

Extraordinary Council Meeting

15 December 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY, 15 DECEMBER 2020, COMMENCING AT 9.30AM**

PRESENT: Chair Craig Rowley, Deputy Mayor Sharyn Cain, Cr Sandy McAlwee, Cr Miriam Morton, Cr David Owen (from 9.35am), Cr Colin Pankhurst, Cr Sheila Paul

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

OPENING

1 COUNCIL PRAYER

Nil

2 PUBLIC FORUM

There was no Public Forum held at this meeting.

3 APOLOGIES

RESOLUTION 2020/66

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Colin Pankhurst

That apologies from Cr Fabia Fox and Cr Tom O'Connor be received and accepted.

CARRIED

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

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

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

There were no major/minor items identified.

REPORTS

7 GENERAL REPORTS

7.1 ANNUAL REPORT FOR YEAR ENDED 30 JUNE 2020

The Annual Report for the Year Ended 30 June 2020 was presented to Council. The timeline to adopt the Annual Report had been extended due to Covid-19, therefore Council were still within the legislative timeline.

Cr David Owen entered the meeting at 9.35am.

RESOLUTION 2020/67

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Annual Report for the Year Ended 30 June 2020 report is accepted; and
2. That Council approves the Annual Report for the Year Ended 30 June 2020

CARRIED

The item was adjourned at 9.38am to take 7.2: Memorandum of Understanding with Waimate MTB riders incorporated and track application.

7.2 MEMORANDUM OF UNDERSTANDING WITH WAIMATE MTB RIDERS INCORPORATED AND TRACK APPLICATION

Council considered a Memorandum of Understanding with Waimate MTB Riders Incorporated.

RESOLUTION 2020/68

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Memorandum of Understanding with Waimate MTB Riders Incorporated and Track Application report is accepted; and
2. That Council approves the Chief Executive to sign the Memorandum of Understanding between the Waimate District Council and the Waimate MTB Riders Incorporated.
3. That Council approves the installation of a mountain bike track on the true right of the Waimate Creek between the Point Bush Road Bridge and the Mount John Road concrete ford within the Local Purpose Reserve.

CARRIED

Item 7.1 Annual Report for Year ended 30 June 2020 was reconvened at 9.50am.

7.1 ANNUAL REPORT FOR YEAR ENDED 30 JUNE 2020

Staff provided the signed Letter of Representation to Audit NZ, and returned the Audit Opinion to be included in the Annual Report.

RESOLUTION 2020/69

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That Council adopts its Annual Report for the Year Ended 30 June 2020; and
2. That the Chief Executive be provided with the authority to make typographical or formatting changes and corrections necessary for publishing the document.

CARRIED

Note:

The Mayor congratulated the Chief Executive and staff in receiving an unmodified audit in a very challenging year.

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 9.53am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 25 January 2021.

.....
CHAIRPERSON

8 RECEIPT OF MINUTES**8.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 21 OCTOBER 2020**

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 21 October 2020

PURPOSE

For the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 21 October 2020 to be presented for the information of the Council.

RECOMMENDATION

That the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 21 October 2020 be received

MINUTES

Lower Waitaki South Coastal Canterbury Zone Committee Meeting

21 October 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING
HELD AT THE WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE
ON WEDNESDAY 21 OCTOBER 2020, COMMENCING AT 1.00PM**

- PRESENT:** Deputy Chairperson Jared Ross, Waihao Rūnaka Representative Suzanne Eddington, Waimate Cr Fabia Fox, Waitaki Cr Jim Hopkins, Community Member Barney Hoskins, Community Member Daniel Isbister, Arowhenua Rūnaka Representative Michael Mcmillan, Community Member Brent Packman, Community Member Kate White, Moeraki Rūnaka Representative Keiran Whyte
- APOLOGIES:** Chair Bruce Murphy, Cr Nicole Marshall, Emily Anderson, Cr Fabia Fox (for lateness)
- VISITORS:** ECan: Chris Eccleston (Southern Zone Manager), Janine Roux (Upper Waitaki Zone Committee Facilitator), Fraser Walker-Pearce (ECan Comms)
Mira Tripathi (Waimate District Council Water & Waste Technical Support Officer), John Benn (DoC); Jen Fellows (Waitaki Irrigators Collective)
- IN ATTENDANCE:** Dave Moore (Zone Facilitator), Karalyn Reid (Committee Secretary)

OPENING

Deputy Chair Jared Ross asked Keiran Whyte to open the meeting with a karakia.

Kate White entered the meeting at 1.05pm.

1 APOLOGIES

COMMITTEE RESOLUTION 2020/22

Moved: Cr Jim Hopkins

Seconded: Suzanne Eddington

That apologies from Chair Bruce Murphy, Cr Nicole Marshall, Emily Anderson, and Cr Fabia Fox (for lateness) be received and accepted.

CARRIED

2 VISITORS

(as above)

3 CONFLICTS OF INTEREST

Nil

MINUTES

4 CONFIRMATION OF MINUTES

**4.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE
COMMITTEE MEETING HELD ON 19 AUGUST 2020**

COMMITTEE RESOLUTION 2020/23

Moved: Barney Hoskins

Seconded: Kate White

That the Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 19 August 2020 be adopted as a true and correct record.

CARRIED

REPORTS

5 GENERAL BUSINESS

5.1 DECLARATION OF INTERESTS REGISTER

COMMITTEE RESOLUTION 2020/24

Moved: Cr Jim Hopkins

Seconded: Brent Packman

That the Declarations of Interests Register be accepted, with the minor amendment to the explanation page.

Action:

The Declaration of Interests Register (explanation page) be amended to include the names of Waimate and Waitaki District Councils as territorial authorities.

CARRIED

Cr Fabia Fox entered the meeting at 1.13pm.

5.2 CORRESPONDENCE REPORT

COMMITTEE RESOLUTION 2020/25

Moved: Cr Fabia Fox

Seconded: Suzanne Eddington

That the Correspondence Report be accepted, with the below action.

CARRIED

Action:

Letter from Morven Glenavy Ikawai Irrigation Company: Cr Jim Hopkins asked for the Zone Facilitator to request an explanation from Environment Canterbury on the process (broader rationale) relating to the Nutrient Discharge Permit.

5.3 TE REO WORDS WITH KEIRAN WHITE AND MICHAEL MCMILLIAN

Ōtaia is the correct spelling for the Ōtaio River

Makihikihi is the correct spelling for the Makikihi River.

5.4 REGIONAL COUNCIL UPDATE WITH CR NICOLE MARSHALL

The Committee received the Regional Council update from Cr Nicole Marshall, as presented in the agenda.

- 2020 NPS: Cr Jim Hopkins asked for further information, the facilitator reported there will be an update on Essential Freshwater Package at the next meeting.
- Lower Waitaki River Works: Kate White will report later in the agenda
- Cr Fox elaborated on the Waimate District Council Governance-to-Governance meeting with ECan, which was successful

5.5 REGIONAL COMMITTEE VERBAL UPDATE WITH BARNEY HOSKINS

The Committee received the Regional Committee update from Barney Hoskins.

- Land Air & Water Aotearoa Committee (LAWA) 2020 Summary for Canterbury. Members asked for the presentation to be circulated to members
- Regional Committee Review. Size, achievements, purpose and content of meetings will be discussed at the next meeting with feedback requested from members
- Government Freshwater Package was discussed

5.6 FACILITATORS UPDATE - OCTOBER 2020

COMMITTEE RESOLUTION 2020/26

Moved: Cr Jim Hopkins

Seconded: Kate White

That the Zone Committee receive the update.

CARRIED

Note:

Zone Committee Refresh Process: Committee members (Barney, Brent, Daniel, Emily and Kate) that were due to finish at the end of 2020 were asked to stay on until early in 2021 as the refresh process will be delayed. Daniel Isbister offered to stay until the refresh process, but would not be re-standing

5.7 WAITAKI RIVER EROSION – VERBAL UPDATE WITH KATE WHITE

COMMITTEE RESOLUTION 2020/27

Moved: Cr Fabia Fox

Seconded: Cr Jim Hopkins

That that Waitaki River Erosion Update be received.

CARRIED

Note:

- The group are frustrated, been targeting Meridian but feel also ECan are lacking response, and action. ECan went for shovel ready funding but didn't include the Waitaki.
- Huge loss of land (155 hectares); bulldozer operator has done great job and fixed some of major issues but his work still needs resourcing
- Loud clear message from the meeting at the Waitaki Bridge Hall that Meridian needed to make bigger contribution
- ECan sent survey (poorly worded) to relevant farmers, the report from ECan is publicly available
- Asking for communication – hugely stressful and large amount of work surely ECan could assist with resourcing
- Frustrated with local Councillors – will go to the ECan Council Meeting tomorrow
- Met with Meridian in Timaru, however their agenda was their contributions are compliant
- Feeling that this is only Band-Aid fixing the damage, and there is an urgent need to look at overall management of Waitaki river by Meridian
- There are CWMS targets being affected, including Mahinga Kai

5.8 LWSCCZ COMMITTEE REVIEW

COMMITTEE RESOLUTION 2020/28

Moved: Cr Fabia Fox

Seconded: Deputy Chairperson Jared Ross

1. That Zone Committee receive this update; and
2. That the November Zone Committee meeting/workshop be mostly dedicated to developing the Zone Committee Action Plan; with an option to finalise at the December meeting.

CARRIED

Note:

The Waitaki District Council accepted the Shared Letter of Priorities with minor changes at their meeting yesterday (Wednesday 20 October). The two TA Council and Regional Council letters will be brought together and presented back to the Committee.

Members asked for Rūnaka representatives' priorities to be incorporated into the final. Three local rūnaka were asked to directly feed their letter of shared priorities to the Zone Committee. The Zone Committee Facilitator will arrange for a meeting. The local rūnaka agreed for a hui to undertake a Letter of Shared Priorities.

The Zone Committee agreed to prioritise the action plan for the next meeting, and delay other agenda items that are not so urgent, with the intention of also considering the draft priorities from the rūnaka hui.

Cr Fabia Fox highlighted a growing interest in urban degradation and lift in level of service of water quality, stormwater runoff. Science in stormwater is important and can involve community interest and opportunities.

Tom Byrne (Land Management Advisor), Kennedy Lange (Biodiversity Special Projects) will be asked to the November meeting.

5.9 NORTHERN STREAMS CATCHMENT GROUP UPDATE WITH DAVE MOORE AND JARED ROSS

RECOMMENDATION

That the Northern Streams Catchment Group Update be received.

Note:

A meeting at the Makikihi Hotel, and hillslope project field day was well attended.

Bruce Murphy and Colin Hurst are building interest with a core group of farmers. A discussion has been held with Mark Adams from OTOP Zone Committee about their process.

The existing Otaio Water Users Group could possibly be used as a legal entity, or Northern Streams to leverage funding opportunities. To date livestock farmers are showing more engagement than arable farmers. Water use on rolling hill country is the key.

Jen Fellows Waitaki Irrigators advised they are keen to also look at the hillslope project. WIC are also looking at funding opportunities and will look into collaborate hillslope project.

5.9 GENERAL

The Waihao / Wainono Community Catchment Group has applied for two funding grants but have been unsuccessful and are now applying through Mid & South Canterbury Community Trust for finishing the walkway projects at McCullochs Bridge. A good planting day was held recently.

The OTOP Zone Committee appointed an 18-year-old on to the committee at their last meeting as youth representative. The Committee agreed a youth representative could be considered as part of the Action Plans.

Kate White discussed the urgent low water concerns between Kurow and Duntroon perhaps due to the piped irrigation race, asking if this was the current conditions or due to a decrease in irrigation leakage. The Committee agreed for the Facilitator to approach Environment Canterbury to see what science advice exists on groundwater on the south side of the Waitaki River from Kurow to Duntroon, to bring back to the next meeting.

MEETING CLOSURE

There being no further business, the Chair asked Keiran to close the meeting with a karakia at 3.16pm.

The Minutes of this meeting are to be confirmed at the Lower Waitaki South Coastal Canterbury Zone Committee Meeting scheduled on 18 November 2020.

.....
CHAIRPERSON

**8.2 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING
HELD ON 7 SEPTEMBER 2020**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 7 September 2020

PURPOSE

For the confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 7 September 2020 to be presented for the information of the Council.

RECOMMENDATION

That the confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 7 September 2020 be received

MINUTES

Orari-Temuka-Opihi-Pareora Water Zone
Committee Meeting

Monday, 7 September 2020

**Minutes of Timaru District Council
Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting
Held in the Council Chamber, Council Building, King George Place, Timaru
on Monday, 7 September 2020 at 9.30am**

Present: Lucy Millar (Chairperson), Phil Driver (Deputy Chairperson), Cr Anne Munro, Cr Elizabeth McKenzie, Luke Reihana, Glen Smith, Cr Barbara Gilchrist, Cr Tom O'Connor, Bailey Lissington

In Attendance: Lesley Woudberg (Team Leader Zone Facilitator), Brad Waldon-Gibbons (Tangata Whenua Facilitator), Brian Reeves (Zone Delivery Lead), Cr Peter Scott (ECan) (from 10am), Kate Doran (ECan Communications), Rhys Taylor (Community Engagement Coordinator), Mark Adams, Kerry Stevens, Julia Crossman (Opuha Water Ltd), Joanne Brownie (Governance Support)

Chairperson Lucy Millar welcomed everyone to the meeting which opened with a karakia from Luke Reihana.

1 Apologies

An apology was received from John Henry.

2 Identification of Matters of a Minor Nature

1. There were no minor nature matters identified.

3 Public Forum

Establishment of Community Group

Mark Adams introduced himself to the meeting and set out a proposition involving forming a group to prepare an application for government shovel-ready project funding, to allocate to catchment group projects in the OTOP zone. Mark is the Chairman of the Rural Support Trust in South Canterbury and Chairman of the Environmental Reference Group for Beef and Lamb NZ and sees an opportunity for the zone to access significant government funding that could be applied to local projects in the zone.

After years of work towards the Zone Implementation Programme Addendum, there is a perceived lack of action on the ground at catchment group level in the OTOP zone. The significant focus towards the plan change work has possibly detracted from the work on the ground, where the community is connected and the work is more visible.

A collaborative strategy for projects that could take advantage of government funding is an opportunity that should be taken up. Looking at the success in other provinces and the models driving that success, have inspired him, along with other rural leaders, to champion the idea of forming an incorporated society, in order to provide structure and purpose, and an entity for seeking funding. Reference was made to successful groups such as the Rangitikei Catchment Collective and Driving Southland. A similar group for the OTOP zone could learn from what has worked and what has not worked in these other areas and create a community entity that has skill, impetus and knowledge, to work towards a common environmental goal for the community. A key part to this plan would be a close relationship with local iwi and a deeper understanding of the local whenua and its history.

In order to form a society and develop a funding strategy, seeding funding of approximately \$30,000 will be required. Accessing local knowledge and expertise and working with catchment groups will be part of the plan, with the goal of establishing a vehicle that will be valuable for generations to come. From his discussions in the community he is aware that there is appetite to form a group to see greater action on the ground. The group would collate environmental information, oversee projects and manage funding.

Canterbury Regional Water Manager Committee Representative

Kerry Stevens introduced himself, as the recently appointed South Canterbury Territorial Authority representative on the Regional Water Management Committee, representing the Waitaki, Waimate, Mackenzie and Timaru District Councils. He intends to attend southern zone committee meetings to be informed and connect with the zone committees.

4 Declaration of Conflicts of Interest

While not a conflict of interest, Cllr Anne Munro advised that she is the Acting Chairperson of the Te Ana Wai Catchment Group.

5 Confirmation of Minutes

5.1 Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 3 August 2020

Resolution 2020/20

Moved: Cllr Anne Munro

Seconded: Cllr Barbara Gilchrist

That the Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 3 August 2020 be confirmed as a true and correct record of that meeting, subject to 'Orari Catchment Group' in clause 7.3 being amended to 'Orari River Protection Group'.

Carried

6 Urgent Business – Proposed New Entity for Funding and Work in the Catchments

The Committee discussed the proposal presented by Mark Adams in the public forum. There was general consensus that the proposal be supported. Given that the OTOP Committee does not have the funding requested, it was agreed that OTOP write to the Waimate, Mackenzie and Timaru District Councils and ECan, formally supporting the proposal and seeking the \$30,000 required. It was noted that the proposal aligns with the non statutory recommendations in the OTOP ZIPA. The Committee agreed with Mark that the work needs to be strategic and not ad hoc.

Action: To assist with the request Mark Adams was asked to prepare a one page outline of the proposal with a clear description of the project, the benefits to the community and an idea of the level of government money that the seeding funding could unlock.

Action: Luke Reihana offered to discuss with rūnanga the best ways of providing background information and the history of the catchments from an iwi perspective. The Tangata Whenua Facilitator will also contact Suzanne Eddington in this regard.

Proposed Cllr Barbara Gilchrist

Seconded Cllr Tom O'Connor

That the OTOP Zone Committee resolves to immediately send a letter to ECan, Timaru District Council, Waimate District Council and Mackenzie District Council requesting that they provide financial support to the umbrella catchment group as described by Mark Adams on their behalf. The total support requested is \$30,000. This is to fund professional funding applications to, but not limited to, the 1 Billion Trees Partnership fund and the Freshwater Improvement Fund. The projects covered by the applications will be within the bounds of the OTOP region.

Carried

Pest Control

Cr O'Connor raised the issue of funding for pest control. He believes there is a need for a major pest control operation in the region between now and the next planting season. Biodiversity and riparian plantings are at risk if pest control is not carried out. Other options include planting species wallabies don't eat and using wallaby proof fencing. Significant funding will be required for a pest control operation, and it was suggested that territorial local authorities be asked for support.

Action: The Facilitator will seek further information on the wallaby control programme and provide it to the Committee.

7 Reports

7.1 Update Committee Members Activities

Committee members shared activities they have been involved in over the last month that contributes to implementing the CWMS in the OTOP zone.

Catchment Groups

Brief discussion took place on OTOP representation on catchment groups and noting the Orari Protection Group is a separate group but participates as part of the Orari Catchment Group, Upper Orari is an informal group and Waitarakao is not a catchment group but a working group.

The Committee noted the report and activities members have been involved in.

Action: Lucy Millar and Barbara Gilchrist offered to join additional catchment groups. The Facilitator will progress OTOP representation on catchment groups.

7.2 Youth Representative

Bailey Lissington put forward suggestions as to how the Committee could support youth participation on the committee and the committee's action plan that included -

- Developing political skills
- Forming connections
- Engaging other young people for project work, including the newly formed South Canterbury Enviro Army
- Facilitating projects
- Considering other viewpoints.

The Committee is to give some thought as to what actions the young people can assist with – ideas put forward include

- spending a day with a farm advisor,

- following the course of a river from the mountains to the sea with a science advisor or similar,
- helping with planting programmes, visiting schools and kindergartens.

Action: The Facilitator will pursue options, in particular as to any Immediate Steps Funding that would benefit from voluntary labour.

7.3 ZIPA Non Regulatory Recommendations

The Committee considered the list of non-regulatory recommendations in the OTOP Zone Implementation Addendum to assist in determining the Committee's focus for the next three meetings.

It was noted that a number of actions were the responsibility of territorial local authorities and there is not significant work where OTOP has direct input other than encouraging local authorities to do what is set out in the ZIPA. OTOP does not have the resources to undertake significant work but it does need to support catchment groups and ask the local authorities what is actually happening on the ground.

It was acknowledged that the community could be included more in activities that align with OTOP's objectives such as community workshops, shed talks, or field trips.

A suggestion was made to hold a strategic session at the next meeting identifying what has changed in last 12 months and confirming that the Committee is on the right track. This led to discussion on climate change and what measures that fall within OTOP's scope, could be taken to help address this issue in the OTOP zone.

It was noted that a report is due to ECan soon, and can be shared with the Committee for information. Reference was also made to the Resource Management Act review, National Environmental Standards and National Policy Statement on Freshwater.

The Committee talked about holding a series of workshops and/or field trips (after formal Zone Committee meetings), covering National Environmental Standards, climate change, mahinga kai, cultural values. The invitation could be extended to other interested groups in the community (using Mark Adams' contacts also). The Facilitator will progress this suggestion.

It was further suggested that the non-regulatory recommendations be grouped together and liaison occur with local authorities as to how they are addressing the ZIPA recommendations, similar to the current quarterly report prepared by ECan to the OTOP Committee.

Action: It was agreed that the document compiled by Committee member Glen Smith be circulated in spreadsheet form with additional space for comments and the document then be updated.

7.4 Otupua Saltwater Creek Catchment Annual Report

The Committee considered the Otupua Saltwater Creek Catchment Annual Report. The Community Engagement Coordinator said the catchment group is a small group with good voluntary input and goodwill, helping the urban/rural contribution awareness. Rhys updated the meeting on the current situation with the Timaru Rowing Club.

7.5 ECan Zone Delivery Update

The Committee considered a report by the Zone Delivery Lead presenting the Work Programme Progress for Quarter (April-June).

The current focus is on fish screens, an area which has always been problematic. ECan is working with industry and the farming sector, focussing on the higher risk areas. Illegal rubbish dumping is also an issue at the moment which is costly to ratepayers and the environment. Settlement runoff from building sites is a further area ECan is working on.

Good progress is being made monitoring consented and unconsented activities in the Waitarakao/Washdyke zone, with approximately 30 sites visited to date.

7.6 Facilitator's Update

The Committee considered the Facilitator's update. A request was made for an interested member of the Committee to assist with the OTOP facebook page.

The Meeting closed at 11.25am with a karakia from Luke Reihana.

.....

Chairperson

8.3 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 24 NOVEMBER 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 24 November 2020

PURPOSE

For the unconfirmed minutes of the Waimate Community ANZAC Group Meeting held on 24 November 2020 to be presented for the information of the Council, with the permission of the Chair.

RECOMMENDATION

That the unconfirmed minutes of the Waimate Community ANZAC Group Meeting held on 24 November 2020 be received



MINUTES

Waimate Community ANZAC Group Meeting

24 November 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
WAIMATE COMMUNITY ANZAC GROUP MEETING
HELD AT THE COMMITTEE ROOM, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 24 NOVEMBER 2020, COMMENCING AT 10.00AM**

PRESENT: Mayor Craig Rowley, Rotary Representative Edward Fletcher, Red Cross Representative Jeannie Hogarth, Cr David Owen, Waimate High School Deputy Principal David Shea

APOLOGIES: RSA representative Rob Boswell, Waimate High School Principal Janette Packman, Minister's Association Representative Paul Kuriger

IN ATTENDANCE: Karalyn Reid (Committee Secretary)

OPENING

1 APOLOGIES

COMMITTEE RESOLUTION 2020/6

Moved: Cr David Owen

Seconded: Edward Fletcher

That apologies from Rob Boswell, Janette Packman and Paul Kuriger 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 MEETING HELD ON 16 JANUARY 2020

COMMITTEE RESOLUTION 2020/7

Moved: David Shea

Seconded: Edward Fletcher

That the Minutes of the Waimate Community ANZAC Group Meeting held on 16 January 2020 be adopted as a true and correct record.

CARRIED

REPORTS

5 FINANCIALS

5.1 FINANCIAL REPORT

COMMITTEE RESOLUTION 2020/8

Moved: Mayor Craig Rowley

Seconded: Cr David Owen

That the financial report be accepted.

CARRIED

Note:

The group noted the small balance that has been rolled over for the Civic Service, commenting it was fortunate that Whitestone Roothing has in the past two years carried out the traffic management as a gift to the community, but noted this may not always be the case.

6 GENERAL BUSINESS

6.1 ELECTION OF OFFICERS

COMMITTEE RESOLUTION 2020/9

Moved: David Shea

Seconded: Jeannie Hogarth

That Mayor Craig Rowley be elected as Chair for the Waimate Community Anzac Group.

There were no other nominations, so Mayor Craig Rowley was duly elected.

Moved: Mayor Craig Rowley

Seconded: Cr David Owen

That David Shea be elected as Deputy Chair of the Waimate Community Anzac Group.

There were no other nominations so David Shea was duly elected.

CARRIED

6.2 WAIMATE DISTRICT ANZAC GROUP - TERMS OF REFERENCE

COMMITTEE RESOLUTION 2020/10

Moved: Cr David Owen

Seconded: Rotary representative Edward Fletcher

That the Waimate District Anzac Group Terms of Reference, as presented, be accepted.

CARRIED

6.3 2021 WAIMATE DISTRICT ANZAC CIVIC SERVICE PLANNING**COMMITTEE RESOLUTION 2020/11**

Moved: Mayor Craig Rowley

Seconded: Rotary representative Edward Fletcher

That the arrangements for the 2021 Civic Service, as below, are accepted.

CARRIED

Note:

Covid-19: Note if there is a change in levels, we would abide by the regulations

Date: Sunday 25 April 2021, starting at **10.30am**. This will allow extra time to get back from the St Andrews Service

Venue: Waimate Event Centre

Speaker: Mike Downes to be approached again as he was confirmed as the speaker for 2020.

MC: Paul Kuriger if he is available.

Programme: Same

Parade: Same

Kapa Haka/Community Choir: Koha to both

Gun Salute: To be decided at the next meeting

Donations: \$100 ATC, \$200 Pipe Band, Guest speaker: gift, Koha to Kapa Haka & Choir

Morning Tea: Donation to the RSA for morning tea be discussed at the next meeting

Traffic Management: Write to Whitestone requesting their services as a community gift

Promotion: Council to advertise and promote all services in the District as advised by the RSA as in past years

School children & flag bearers: Invite to Friday 23, 3.30pm February practice

Head Boy and Girl be invited to February meeting, along with Event Centre Manager

Set up: Sunday 25 April, from 9am

Clock Tower: Sam. Seats, Connect or Rotary sound system

RSA: to run the Parade

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.30am.

The Minutes of this meeting are to be confirmed at the Waimate Community ANZAC Group Meeting scheduled on Tuesday 24 February 2021.

.....
CHAIRPERSON

**8.4 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 17 NOVEMBER 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 17 November 2020

PURPOSE

For the unconfirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 17 November 2020 to be presented for the information of the Council, with the permission of the Chair.

RECOMMENDATION

That the unconfirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 17 November 2020 be received



MINUTES

Waimate District Civic Awards Committee Meeting

17 November 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 TUESDAY 17 NOVEMBER 2020, COMMENCING AT 10.00AM**

PRESENT: Community Representative Janice Mehrtens (Chair), Mayor Craig Rowley,
Service Club Representative Pauline Dore, Community Representative Lynda
Holland, Service Club Representative Alistair Mackenzie, Cr Miriam Morton

APOLOGIES: Iwi Representative Graeme Lane

IN ATTENDANCE: Karalyn Reid (Committee Secretary)

OPENING

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2020/4

Moved: Cr Miriam Morton

Seconded: Service Club Representative Pauline Dore

That the apology received from Graeme Lane be accepted.

CARRIED

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Nil

MINUTES

4 CONFIRMATION OF MINUTES

**4.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 27 JANUARY 2020**

COMMITTEE RESOLUTION 2020/5

Moved: Janice Mehrtens

Seconded: Lynda Holland

That the Minutes of the Waimate District Civic Awards Committee Meeting held on 27 January
2020 be adopted as a true and correct record.

CARRIED

Note:

Because of Covid-19 lockdown the Committee did not meet as planned to authorise the donations. A motion was carried (via email) on 20 March 2020:

MOTION

Moved: Service Club Representative Pauline Dore

Seconded: Community Representative Janice Mehrtens

That \$100 be paid to Waimate Community Choir (Waimate District Cooperating Venture for hall hire); and \$250 be paid to Waimate Floral Art.

CARRIED

AGREED: Lynda Holland, Waihao Manager (on behalf of Graeme Lane), Mayor Craig Rowley

REPORTS

5 GENERAL BUSINESS

5.1 WAIMATE DISTRICT CIVIC AWARDS COMMITTEE ELECTION OF CHAIR

Janice Mehrtens was nominated as Chair by Mayor Craig Rowley and seconded by Alistair Mackenzie. There were no other nominations received.

COMMITTEE RESOLUTION 2020/6

Moved: Mayor Craig Rowley

Seconded: Alistair Mackenzie

That the Waimate District Civic Awards Committee elects Janice Mehrtens as Chair for the 2021 Civic Awards selection process.

CARRIED

5.2 WAIMATE DISTRICT COUNCIL CIVIC AWARDS 2021 ARRANGEMENTS

COMMITTEE RESOLUTION 2020/7

Moved: Community Representative Janice Mehrtens

Seconded: Community Representative Lynda Holland

The Committee discussed recognising individuals and groups who did outstanding work during the Covid lock-down period in the community but agreed it would be difficult to single out individual people.

It was agreed that outstanding people and groups would be noted and recognised during the Mayor's speech at the beginning of the 2021 Civic Awards Ceremony.

As part of the media release/promotions of the awards, members of the community will be invited to contribute their best Covid-19 'lock-down' photo which can then be shown as a power-point. It was noted that voluntary work relating to the 'lock-down' may also be reflected in the 2021 nominations.

Arrangements for the 2021 Waimate District Civic Awards Programme/Ceremony:

- As in last year, the invitation letters will be handed out when the recipients are visited by the Mayor/Chair

- Close off for nominations is Friday 29 January 2021
- Selection Meeting is Wednesday 3 February 2021, 10am
- Civic Awards Function - Wednesday 10 March 2021, 5.30pm-7.30pm
- Floral Art Group be invited to again undertake the floral arrangements/presentation flowers and table displays and request that the table displays be again specific (personal) to the recipients and group being honoured
- The Community Choir be asked to entertain, and a request to Chilean Javier Venegas who is to defend his title of winner of NZ Latin Awards 2019 to also attend and sing.
- The Inner Wheel (President is Julie Anderson at Community Link) are to be approached and asked if they would undertake the food preparation this year. The food will be table platters instead of the grazing table.
- Lt Commander Grant Finlayson and Waitaki MP Jacqui Dean to both be approached to attend (Lt Commander to again present Youth Award)
- Craig Meechin be asked to be the official photographer for a donation.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.40am.

The Minutes of this meeting are to be confirmed at the Waimate District Civic Awards Committee Meeting scheduled on Wednesday 3 February 2021, at 10am.

.....
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

OPENING OF WAIMATE HELIPAD



1. Congratulations to all those involved with Waimate's new helipad – it is a huge step forward to be able to quickly and safely transport local people to medical services. This is another story of a great locally-driven project where businesses and volunteers came together to get something done for the good of the whole community.

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

2. Outside of Waimate District Council meetings and general business – from 28 November 2020 to 15 January 2021.

Date	Meetings and Functions
28 November 2020	Opening of Waimate Volunteer Fire Brigade Helipad – Waimate
2 December 2020	Mayor's Taskforce for Jobs Community Recovery Programme – via zoom
4 December 2020	Waitaki MP Jacqui Dean Christmas Catch-up – Waimate Event Centre
7 December 2020	University of Auckland Research Project on Waimate Township Regeneration and Wellbeing interview – Council
10 December 2020	Discussion on potential Waimate Banking Hub – Council
10 December 2020	Meet and Greet with Multicultural Aoraki representative – Council
11 December 2020	Ted d'Auvergne Sculpture Project Fundraising Committee Meeting
14 December 2020	Meeting with Environment Canterbury Chair and Lower Waitaki Zone Committee Chair on Zone Committee Review
15 December 2020	Meeting with Waihao Wainono Catchment Group
17 December 2020	Discussion on Government's Freshwater Reforms – Federated Farmers
18 December 2020	Mayor's Musings with OJ - Mediaworks

RECOMMENDATION

That the Mayor's Report is accepted.

10 DEPUTY MAYOR'S REPORT

Nil

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 28 November 2020 to 15 January 2021.

Cr Fabia Fox	
Date	Meetings and Functions
16 December 2020	Lower Waitaki South Coastal Canterbury Zone Committee Meeting – Point Bush Ecosanctuary

Cr Miriam Morton	
Date	Meetings and Functions
30 November 2020	Economic Development Steering Group Meeting – Council
30 November 2020	Canterbury Waste Joint Committee Meeting – via zoom
7 December 2020	CentreCare Christmas function – Waimate
9 December 2020	CentreCare fencing painting working bee – Waimate
15 December 2020	Audit & Risk committee Meeting – Council
16 December 2020	Christmas in the Square – Waimate

Cr Tom O'Connor	
Date	Meetings and Functions
7 December 2020	Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting – Timaru
15 December 2020	Audit & Risk committee Meeting – Council

Cr David Owen	
Date	Meetings and Functions
15 December 2020	Audit & Risk committee Meeting – Council

RECOMMENDATION

That the Councillors' Report is accepted.

12 CHIEF EXECUTIVE'S REPORT**12.1 FLOODING EVENT - 3 JANUARY 2021**

Author: Paul Cooper, Regulatory and Compliance Group Manager

Authoriser: Stuart Duncan, Chief Executive

Attachments:

1. Image 1  
2. Image 2  
3. Image 3  
4. Image 4  
5. Image 5  
6. Image 6  
7. Image 7  
8. MetService Rain Radar @ 14:45 03.01.21  

PURPOSE

1. For Council to receive an update on the flooding that occurred on 3 January 2021, during the Christmas and New Year break.

BACKGROUND

2. The narrative of how the weather event unfolded on the afternoon of 3 January 2021 is complex and not reflected directly in official data collected from a variety of sources.
3. The 24 hour period prior to the flooding event saw higher levels of rainfall across the district (generally speaking) than the following 24 hour period. The distribution and intensity of the rainfall on 2 January was far less damaging than the lesser amount that fell on the township of Waimate and its northern catchment on 3 January.
4. The significant rainfall on 2 January caused some surface flooding around the district and fords to close. Some roads were damaged by scouring and debris and it was a busy day for Council's roading contractor and for emergency services, but nothing approaching an extreme event that might have required a Civil Defence activation for example.
5. Data shows that there was little, if any, rain in the district on 3 January up until the storm system formed in the early afternoon. It also shows that the intensity of rainfall from it and the location of where it fell was patchy, with some areas receiving large amounts of rain, and other areas close by only receiving minimal amounts.
6. Inland of the Stone Wall section of State Highway 82 the road pavement collapsed into a sinkhole following a culvert beneath the road being washed out by the volume of water. This caused the highway to close and remain closed for several days while repairs were carried out.
7. In terms of the township of Waimate, there was no rain until about 2pm when the storm system arrived. The storm was very active over the township and the surrounds to the north of Waimate, less so to the south of the township.
8. The storm lasted approximately 90 minutes (over the township). The rainfall during the first 60 minutes was significant, but storm water systems appeared to be coping and clearing the deluge sufficiently to enable safe vehicle movement via the roads, with only minor to moderate surface flooding.
9. During the last 30 minutes of the storm, from about 3pm onward, the intensity of rainfall within the township increased significantly. The writer had been driving his personal vehicle checking the degree of surface flooding during the first part of storm, able to drive relatively normally. From the point that the intensity increased, he had to return home as it was no longer safe to drive normally. Due to considerable surface flooding and the lack of visibility from the amount of rain falling, the writer could only drive at about 20km per hour.

10. A resident living on Hunter Crescent has a rain gauge at the rear of his property. He was monitoring rainfall and informed the writer that according to his rain gauge 34mm fell during the last 30 minutes of the storm. In the absence of data for the township from an official source, this anecdotal data assists us to better understand what happened.
11. Official data that has been collated shows the following:
 - i. Blue Cliffs 02/01/21 – 52.5mm, 03/01/21 – 6.5mm (ECan)
 - ii. Mt Nimrod 02/01/21 – 34.5mm, 03/01/21 – 0.5mm (ECan)
 - iii. Morven 02/01/21 – 37.5mm, 03/01/21 5.5mm (ECan)
 - iv. Waimate Forest 02/01/21 – 111.8mm, 03/01/21 – 45.4mm (FENZ)
 - v. Wastewater Treatment Ponds 02/01/21 – 38.8mm, 03/01/21 – 10.6mm (Council)
12. During the last 30 minutes of the storm, storm water systems became overwhelmed and significant surface flooding developed on Queen Street between the Local Government Centre and the Challenge service station, to varying degrees. The most serious flooding occurred around the Local Government Centre and the business premises across the road on Queen Street.
13. The direction of flow, in terms of where the flood water was coming from, was the catchment to the north of Queen Street. Significant overland flows were observed during this time on Manse Street, Edinburgh Street and Glasgow Street, covering the majority of the road pavement and flowing at speed.
14. The height of the crown of the road pavement on Queen Street at the corner of Glasgow Street, has exacerbated the flooding issue causing some flooding to pond in front of the business premises opposite the Local Government Centre. The depth of this ponding, which flooded the business premises, was approximately 600mm deep in places.
15. The flow across Queen Street from Glasgow Street was significant and moving at speed as previously stated. The Local Government Centre was in the path of the edge of the flow and also subjected to ponding at the front of the building. Some water entered the Local Government Centre on the east side of the building under the bottom plate (under the wall) likely due to the pressure of the flow against the building at that point. The other entry point for the floodwater was under the doors of the main entrance.
16. The storm event ended abruptly after 90 minutes, and within the hour all surface flooding in the Waimate CBD had subsided.
17. The business premises across the road from the Local Government Centre were subjected to flood damage, as was the Local Government Centre. After subsequent investigation in to the extent of damage, it was noted that there was damage to a small part of the Gorge Road offices roof – a part that does not impact on the utility of the building (the kennels). A full assessment of the district's roading network has been conducted, and the damage from the storm now quantified.
18. A brief summary of what we believe to have occurred is that the catchments, rivers and waterways have been saturated within and around the township during the 2 January rainfall. The day was dry on 3 January until about 2pm, at which point the storm system arrived over the township and surrounds. Pre-saturation from the previous day meant that the rain from the storm had the effect of giving the ground an increased run-off coefficient; the consequence of that being that overland flow happened far quicker than it otherwise might have done. The storm water systems and natural drainage coped for the first part of the storm, but was quickly overwhelmed in the last 30 minutes as rainfall intensified during that period, delivering in excess of 30mm of rain in that period alone.

19. To give further context to the summary paragraph above, it is worth noting the following points:
 - i. The road network infrastructure is designed to constrain a 1 in 5 year event.
 - ii. New infrastructure is typically designed for a 1 in 10 year event.
 - iii. Overland flow paths are utilised to convey flood waters when design capacity is exceeded.
 - iv. Based on known evidence this event was a 1 in 80 year event.
20. A selection of photographs have been attached as an appendix to the rear of this report to give more context to the content.
21. The following sections will describe the flood damage incurred by Council, what has been done to date, and what the next steps are as we work toward achieving business as usual.

LOCAL GOVERNMENT CENTRE

22. Members of the leadership team were first on scene together with FENZ. Once inside the building, a quick assessment was made before deciding to isolate power. This was done by switching power off at the switchboard, and then calling in an electrician to provide further advice as to how to proceed safely.
23. There was a significant amount of flood water covering about 30% of the Local Government Centre's footprint. Flooding occurred in the front portion of the building and along the east side of the building, effecting the Library, many offices and workspaces.
24. The flood water contained sediment and contaminants from a variety of sources, and as a consequence was deemed to be black water.
25. Secondary to making the building safe in terms of power, a clean-up operation was initiated using contractor JAE from Timaru, with our insurer given initial notice. JAE were able to begin the clean-up on the same evening the flood occurred, likely preventing a significant amount of additional damage by removing standing water immediately.
26. The initial clean-up consisted of the deployment of numerous driers, heaters, air scrubbers, dehumidifiers and Hydroxyl machines. In addition, anti-bacterial treatments were undertaken.
27. Day 2 of the clean-up response included a combined effort between JAE's staff and our own staff. Soiled carpets were removed, water damaged furniture and fittings were collated and the insurance loss adjuster shown through the building. The leadership team met to discuss how staff might best be relocated. It was decided to move several staff to Gorge Road, several to the Event Centre and the remaining displaced staff to the rear of the Local Government Building. All Council staff have been affected by the flood.
28. Several staff were required to work during their leave in order to make the return to work midweek after the flood as smooth as possible for the majority of staff. IT had a particularly important part to play with relocating displaced staff, although relocating of equipment was relatively straight forward due to the nature of our linked locations and flexible IT systems. Many other staff gave their time to move furniture, office supplies and files.
29. The skirting boards were removed from affected areas to assist with the drying of the building.
30. Insurance quotes have been received for replacing the damaged floor coverings, replacement of skirting boards, removal of asbestos (small amount in a corner of flooring in the rear of the library office) and the replacement and repair of furniture. The excess for the claim is \$5,000.
31. The clean-up process has enabled some minor additional works to take place in order to enhance the effected workspaces at minimal cost above the insurance claim amount. Enhancements include some painting and upgrading of furniture to realise some medium term goals in the short term; the benefit being less cost and no further disruption to staff.

GORGE ROAD BUILDING

32. There was no apparent damage when the Gorge Road office was checked on the day of the event. In the days subsequent to that some damage became apparent in the roof space in the (un-used) lean-to dog kennel section of the building.
33. A builder was engaged to remove fallen debris from the collapsed ceiling and in terms of clean-up, JAE are treating the space in the same manner as the Local Government Centre.
34. Ceilings will need to be replaced once dry, and flashings and guttering will be improved to prevent any similar type of damage occurring in the future. The likely cause of the damage was blocked and/or overwhelmed downpipes (the building needs more downpipes for the area of roof) causing ingress to the building.
35. The timing of the damage and engagement of a builder has enabled the space to be modified in order to provide improved utility for Gorge Road staff as an area for the storage of files.
36. Other minor damage occurred at other Council locations, largely due to downpipes being overwhelmed by the deluge, including Victoria Park and the swimming pool.

ROADING

37. The roading network has been assessed in the aftermath of the rainfall experienced on both the 2 January and the 3 January 2021. There was some general scouring of unsealed roads and minor damage to sealed roads, but nothing exceptional for the type of event experienced. The two exceptions to this are as follows:
 - a. A slip occurred on Government Track that will require significant earth works to repair; and
 - b. Major scouring occurred on a section of Parker Bush Road.
38. It is anticipated that the cost of repairs to the roading network following this weather event will be in the vicinity of \$90,000.

CONCLUSION

39. The cumulative effects of the rainfall experienced on the 2 and 3 January 2021 have had significant consequences for Council and how it delivers services. The disruption to services is expected to last about eight weeks.
40. As a result of the disruption, staff have been relocated across three Council locations and some services such as the Library, have not been able to deliver services while repairs take place. Other services are being delivered from alternative locations, or with particular restrictions until business as usual can be achieved.
41. The Local Government Centre and Library remain closed to the community. Customer service staff are now working from the Event Centre and maintaining a good level of service from that location. Other staff are able to meet members of the community by appointment and are available via this method for face to face meetings.
42. Staff have shown exceptional flexibility, understanding and resilience and continue to be a credit to this organisation.

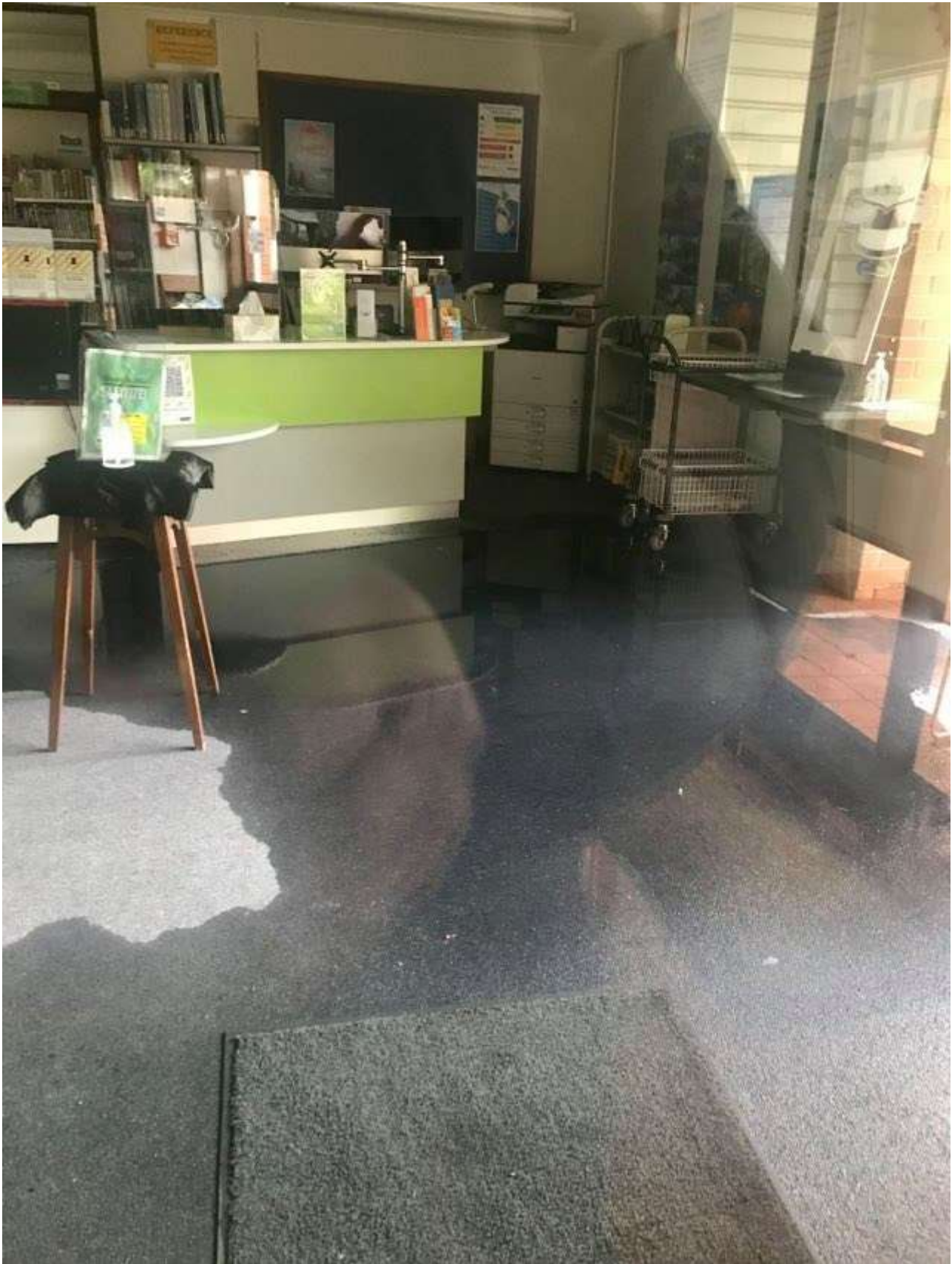
RECOMMENDATION

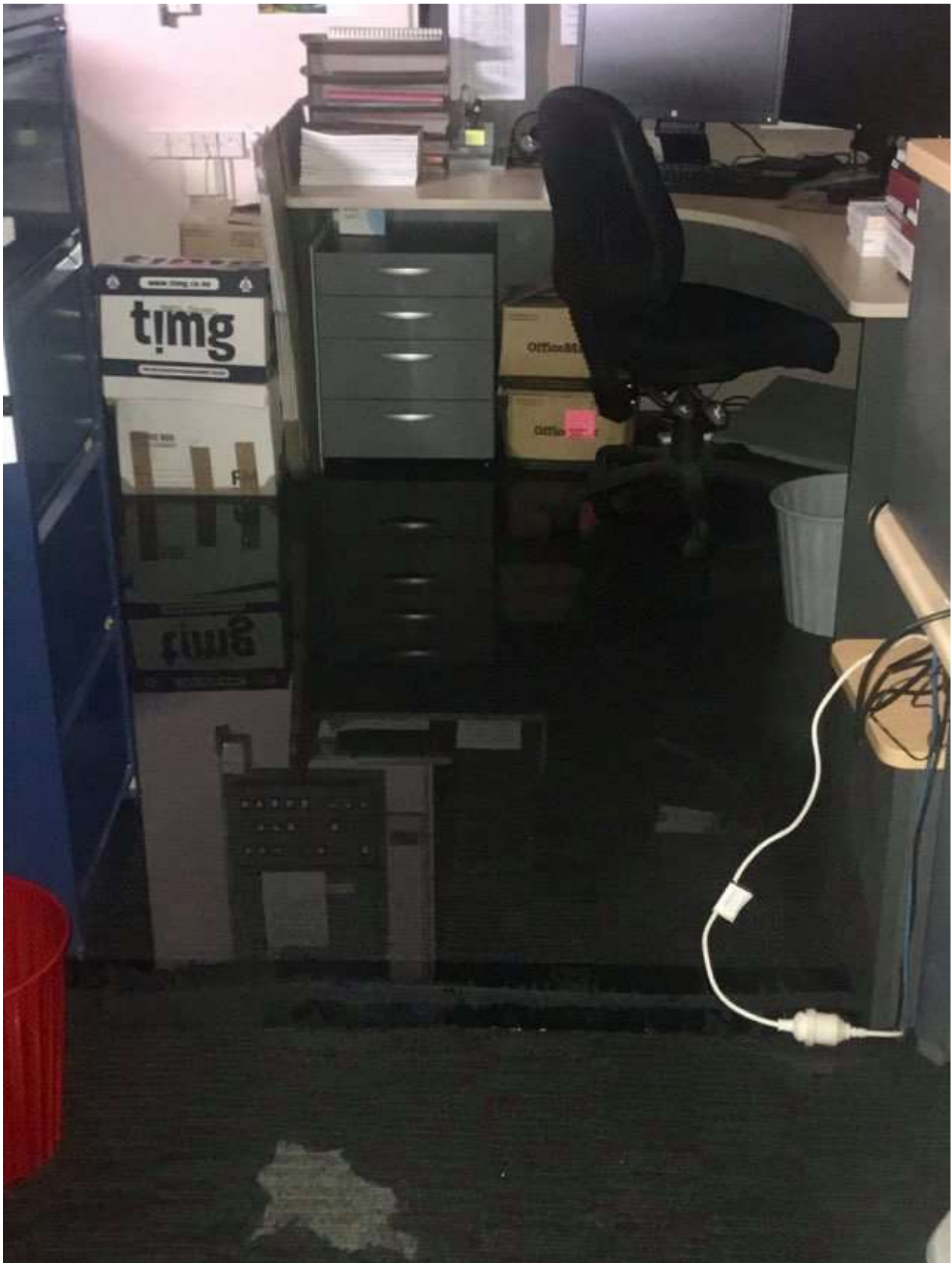
That the Chief Executive's Report - Flooding Event – 3 January 2021 is received.







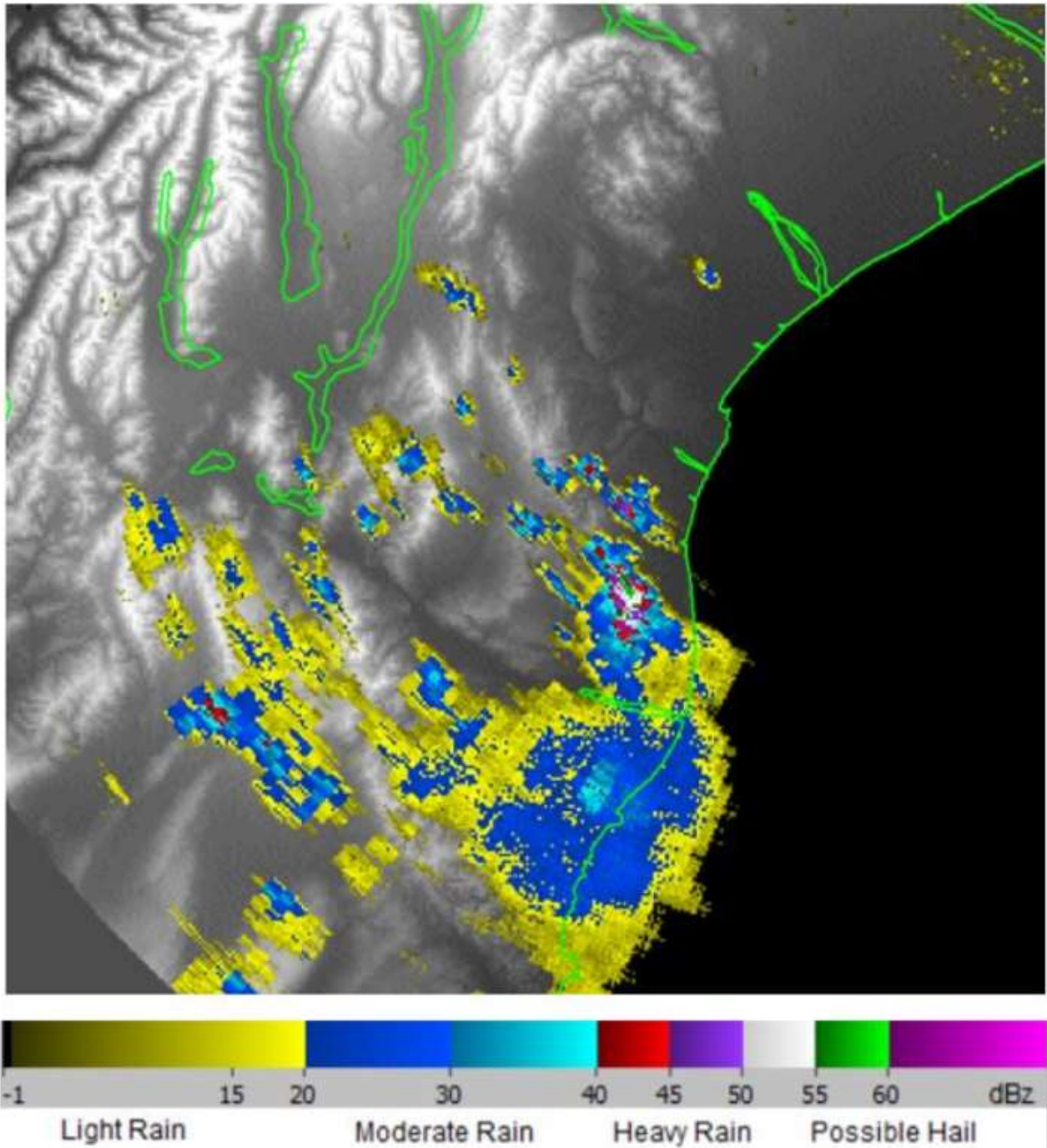








MetService Rain Radar, 2:45 pm on 3 January 2021.



13 COUNCIL ACTIONS REPORT

Nil

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

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

PURPOSE

1. For the Human Resources Manager to update Council.

RECRUITMENT

2. There is no recruitment in progress at this time.
3. We have recently completed the recruitment for the following positions.

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

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
December-20	67	47	20	55.31
January-21	67	48	19	56.11

4. One of the Senior Regulatory Support Officers has retired in early January but will remain on a temporary part time contract until June 2021 to assist with the training of the new replacement and to help with the BCA accreditation pending audit.

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
December-20	10	10	0	7.75
January-21	13	13	0	10.31

History as at June each year

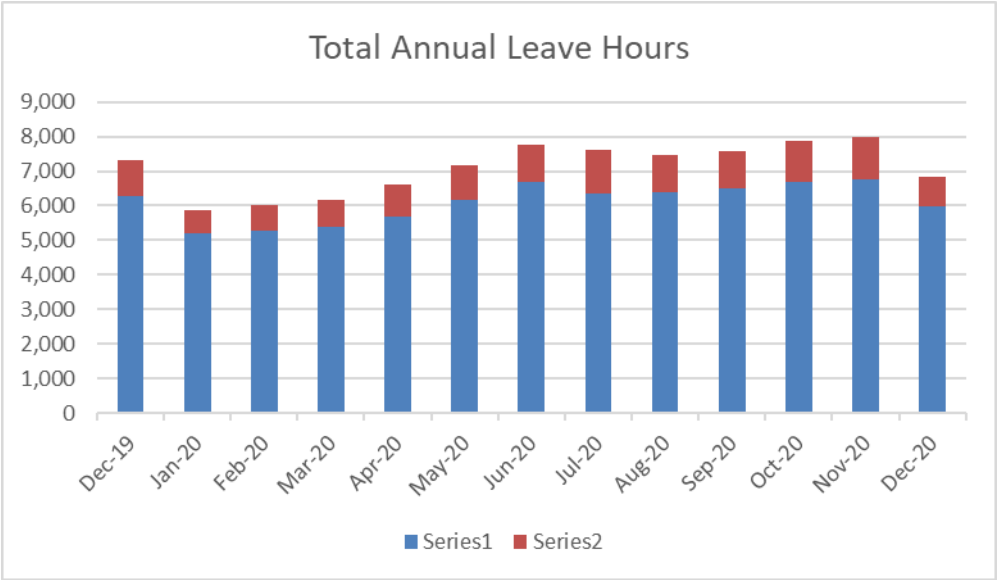
Year	Total	FTE
2018	58	48.58
2019	60	50.71
2020	64	53.04

LEAVE LIABILITY STATISTICS

5. 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.



6. 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.)
7. We currently have 10 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**16.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: Nil

PURPOSE

1. As required by the Terms of Reference for the Audit and Risk Committee the Chair is to prepare a report for the next Ordinary Meeting of Council following each Audit and Risk Committee Meeting.
2. The report does not replace the minutes of the meeting.

REPORT ON MEETING: 15 DECEMBER 2020**Human Resources Report**

3. The Human Resources report was tabled, and the increasing leave liability continues to be an area of focus. A separate discussion on staff workloads was held under the Risk Register Agenda Item.

Health and Safety Managers Report

4. Health and Safety Report was tabled, and nine incidents were noted. Results from the second annual Health and Safety Staff Survey were presented and it was pleasing to note the continued high positive results from the Council staff.

Audit NZ Recommendations Progress Report to December 2020

5. The Committee reviewed the Audit NZ recommendations progress report. It was expected that further recommendations would be able to be closed off once the current Year End review being undertaken by Audit NZ is completed.
6. The accounting treatment for the Downlands Rural Water Scheme has now been finalised and the Scheme is classified as a "Joint Operation" under the new accounting standard. A redrafting of the Scheme's ownership agreement is being progressed to provide further clarity on the responsibilities and obligations of the different parties.

Audit NZ Engagement Letter

7. The Committee reviewed the plan and proposed engagement of Audit NZ for their review of the Long-Term Plan and recommended that the Mayor sign the engagement letter. It was noted that both parties would need to work together to ensure the challenging timetable can be met given current workloads.

Office of Auditor General (OAG) Forums

8. The Chair gave an update of the Forums that the OAG was now conducting for independent members of the Councils' Audit and Risk Committees. The Forums are to be held quarterly. He noted potential new risks posed by COVID 19 had been highlighted as well as the benefit of regular fraud training for staff.

Corporate Services Group Manager Report

9. The proposed Audit Committee meeting dates and work plan for 2020/21 was reviewed and accepted by the Committee with the frequency of some reporting reduced from quarterly to six-monthly.

10. The 2020/21 Budget Carry Forwards were reviewed and accepted by the Committee.
11. The recently completed Greenhouse Gas Emissions Report was tabled. The Committee noted the positive contribution through net carbon emissions from the Council's footprint and activities. The report also provides the Council with a solid base for future potential reporting requirements that may arise.
12. The Key Risk Register was reviewed. The Chief Executive gave an update on the risk associated with increased workloads for staff which has been recently added to the register as a significant risk. In particular he noted the unanticipated large work projects undertaken this year and the additional work associated with Covid-19. He highlighted a need for an additional resource in the finance area. The Committee recommended to Council that the need for this resource be considered.
13. Following discussion around risk classifications and ratings, The Committee thought it would be prudent to have a separate Council workshop to be held around risk management in the New Year.
14. The Committee also recommended to Council to develop a Risk Management Policy for adoption.

Council Policy Status Report

15. A summary report was presented on the review date status of the council's policies. It was noted that nearly all policies were up to date or in the process of being reviewed.

2020/2021 Major Project Update

16. The major projects report was reviewed by the Committee.

Corporate Services Group Manager Report – Public Excluded

17. The Cyber Security Status Report for the last three months was presented. A verbal report from the new IT Manager was well received by the Committee.
18. The valuation report undertaken by Ernst & Young on Alpine Energy Limited was reviewed and accepted by the Committee.

Questions

19. Any questions arising from this report can be addressed by the Mayor or the Chief Executive.

Damian Hogue, Chair of Audit and Risk Committee

RECOMMENDATION

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

17 GENERAL REPORTS**17.1 RECOMMENDATION FROM AUDIT AND RISK COMMITTEE MEETING - 15 DECEMBER 2020 - CONSIDERATION OF RISK MANAGEMENT POLICY**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

1. For Council to discuss and consider developing a Risk Management Policy for adoption.

BACKGROUND

2. The Audit and Risk Committee's Work Plan stipulates that the Committee shall review Council's Risk Management Policy and recommend any amendments.
3. A Risk Scoring Criteria which includes Risk Impact and Likelihood definitions along with the accompanying scoring matrix and resulting actions, forms part of the Key Risk Register monitored by the Audit and Risk Committee at each of its meetings.
4. At this time Council does not have a specific Risk Management Policy.
5. At the Audit and Risk Committee meeting on 15 December, the below motion was carried:

6.11 RISK MANAGEMENT POLICY REVIEW**COMMITTEE RESOLUTION 2020/1**

Moved: Cr Sheila Paul

Seconded: Mayor Craig Rowley

1. That the Risk Management Policy Review Report is received; and
2. That the Audit & Risk Committee confirms the Risk Scoring Criteria is retained; and
3. That the Audit & Risk Committee makes a recommendation to Council to develop a Risk Management Policy for adoption.

CARRIED

6. It should also be noted at their 15 December 2020 meeting, the Audit and Risk Committee asked for a separate Council workshop to be held around risk management, and that the Chief Executive leads a discussion as an agenda item at the upcoming Council Retreat scheduled for 2 February 2021. The Retreat has since been postponed due to the 3 January 2021 flooding of Council offices.
7. Further to this workshop request, initial enquiries indicate the most beneficial approach for the organisation would be a session led by a Risk Management specialist with Council's Leadership Team followed by a session for Elected Members and key staff. A proposal has been requested.

PROPOSAL

8. That Council consider the recommendation and either:
 - a. Do nothing; or
 - b. Task the Chief Executive to prepare a draft Risk Management Policy for adoption.

ASSESSMENT OF SIGNIFICANCE

9. This decision is not considered significant under Council's Significance and Engagement Policy.

CONSIDERATIONS**Risk**

10. The lack of a Risk Management Policy poses the risk that the framework and guidelines for monitoring risk are not clearly defined and risk is therefore not monitored appropriately or sufficiently.

FINANCIAL

11. The development of a Risk Management Policy is not expected to have any financial implications.

Cost-effectiveness

12. Consideration has been given to cost-effectiveness.

RECOMMENDATION

1. That the Recommendation from Audit and Risk Committee Meeting - 15 December 2020 - Risk Management Policy report is accepted; and
2. That Council develops a Risk Management Policy for adoption.

17.2 RECOMMENDATION FROM AUDIT AND RISK COMMITTEE MEETING - 15 DECEMBER 2020 - ADDITIONAL STAFF RESOURCE

Author: Stuart Duncan, Chief Executive

Authoriser: Stuart Duncan, Chief Executive

Attachments: Nil

PURPOSE

1. For Council to discuss and consider an additional staff resource in the finance team.

BACKGROUND

2. The Audit and Risk Committee (and Council) has been aware of, and concerned, for some time of subsequent pressure on a number of Council staff because of work overload mostly due to unanticipated large work projects undertaken in 2020, together with staff turnover and Covid-19. This has resulted in high leave balances due to an inability of some staff to take leave given their pressing workloads.
3. Historically, the finance team has been staffed by three persons.
4. At the Audit and Risk Committee meeting on 15 December, the Chief Executive verbally updated the Committee on his opinion of risk involved with staff work overload and high leave balances. He reiterated the reason has been mostly unanticipated large work projects undertaken this year, staff turnover and Covid-19, and suggested a need for an urgent additional resource in the finance portfolio. The Committee noted the Assets area had sourced an additional temporary resource to assist with increased workloads due to the Three Water Reform agenda.
5. At that meeting of the Audit and Risk Committee, the below motion was carried:

6.10.1 NEW MOTION**COMMITTEE RESOLUTION 2020/1**

Moved: Mayor Craig Rowley

Seconded: Chair Damian Hogue

That the Audit & Risk Committee recommend to Council that an additional staff resource be urgently investigated in the finance team.

CARRIED

PROPOSAL

6. That Council consider the recommendation and either:
 - a. Do nothing; or
 - b. Task the Chief Executive to work with the Corporate Service Group Manager and investigate what the most appropriate skills set is; and secure an additional staff resource.
7. Council are asked to note there has also been a large-scale impact on all staff due to flooding of the Council building on Sunday 3 January that forced some staff to return from leave early. It should also be noted that despite the flooding of the main office space, that, apart from the library, alternative Council services were established and operational for the start of 2021 on Wednesday 6 January 2021, as planned.

ASSESSMENT OF SIGNIFICANCE

8. This decision is not considered significant under Council's Significance and Engagement Policy.

CONSIDERATIONS**Risk**

9. The direct risk associated with not securing an additional staff resource in the finance team include, but not limited to the following; and these items include some tasks that require more time than is currently afforded due to resource limitations:
- a. No redundancy in the finance team to account for leave, illness or manage peak workloads
 - b. Insufficient capacity to deliver on key tasks:
 - (i) identify past, current and future risks and liabilities, their likelihood of occurring and likely magnitude; developing a systematic risk management strategy and to put in place appropriate risk management procedures (including policy upgrades and insurance);
 - (ii) Ensure WDC puts in place and maintains effective internal controls covering codified guidance, budgetary systems, supervision, management review and monitoring, physical safeguards, the proper segregation of duties, accounting procedures, information systems and authorisation and approval processes;
 - (iii) Ensuring that Audit New Zealand are aware of; and agree with WDC's financial arrangements and controls;
 - (iv) Support non-direct finance responsibilities around investments, the unavailability of staff to attend to necessary work streams and this includes general administration responsibilities (front desk, rates, cleaners, risk and audit committee to name a few);
 - (v) Ensuring that financial and performance information presented to the elected members, public, the community and the media covering resources, financial strategy, service plans, targets and performance is clear, robust and objective (Annual Reports, LTP, Audit and general reporting);
 - (vi) Prolonged excessive hours; and
 - (vii) Being unable to dedicate sufficient time to each task / responsibility; and therefore reach personal satisfaction within their employment.

FINANCIAL

10. The appointment of the resource will need to be included in the budget circa \$80,000.

Cost-effectiveness

11. Consideration has been given to cost-effectiveness.

RECOMMENDATION

1. That the Recommendation from the Audit and Risk Committee Meeting – 15 December 2020 – Additional Staff Resource Investigation report be accepted; and
2. That Council give approval to the Chief Executive to recruit an additional staff resource.

17.3 NEW CITIZENS ACKNOWLEDGEMENT & MORNING TEA - 10.30AM

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: Nil

PURPOSE

For Council to acknowledge and welcome residents that received their New Zealand citizenship over the time the Department of Internal Affairs suspended the usual Citizenship Ceremonies due to Covid-19 lockdown.

Following the welcome, the new citizens and their families have been invited to join Council for morning tea.

NEW CITIZEN	COUNTRY OF ORIGIN	DATE OF CITIZENSHIP
Adam David HUGHES	England	20 July 2020
Katherine Marie STUDHOLME	England	27 July 2020
Marvin del Rosario AMOLONG	Philippines	22 September 2020
Steven John FISH	England	11 December 2020
Jonathan FISH	England	11 December 2020
Hazel Marion FISH	England	11 December 2020

17.4 FINANCE REPORT - FOR THE 5 MONTHS ENDED 30 NOVEMBER 2020**Author:** Melissa Thomson, Accountant**Authoriser:** Tina Stevenson, Corporate Services Group Manager**Attachments:** Nil**PURPOSE**

- To present the Finance Report to Council.

Waimate District Council**Statement of Financial Performance****For the 5 months ended 30 November 2020**

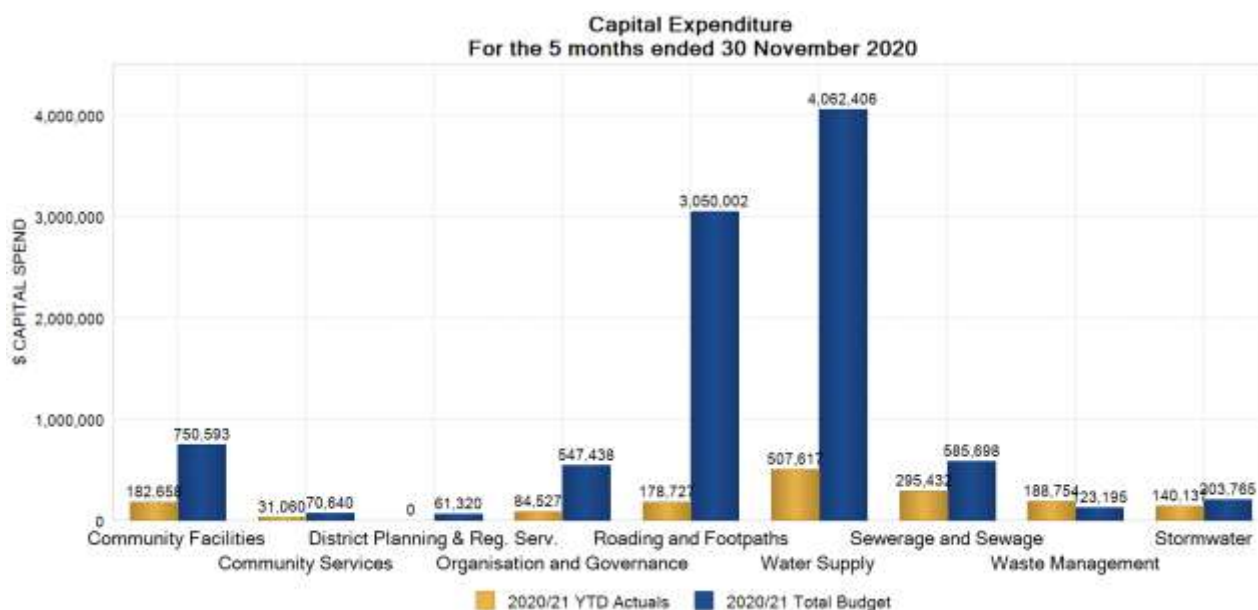
	Variance Note	Actual \$000	Budget \$000	Year to date Variance \$000	% Var.	Full Year Budget Including carry forwards
Operating Revenue						
Rates (net of remissions)		\$ 5,275	\$ 5,274	\$ 1	0%	\$ 10,549
Development and Financial Contributions		56	26	30	115%	63
NZ Transport Agency Subsidy	3	811	946	(135)	(14%)	3,333
Fees and Charges	4	591	499	92	18%	1,057
Interest Revenue		4	1	2	200%	3
DIA Stimulus Funding - 3Waters	5	1,680	-	1,680	100%	-
Other Revenue	6	1,111	834	276	33%	2,013
Total Operating Revenue		9,528	7,580	1,946	26%	17,018
Operating Expenditure						
Employment Benefit Expenses	7	1,882	1,939	58	3%	4,693
Depreciation and Amortisation	8	2,027	2,264	237	10%	5,435
Roading Expenses	9	1,197	1,112	(84)	(8%)	2,629
Finance Costs	10	41	100	58	58%	239
Other Expenses		2,454	2,454	1	0%	5,891
Total Operating Expenditure		7,601	7,869	270	3%	18,887
Total Surplus/(Deficit)		\$ 1,927	\$ (289)	\$ 2,216	(767%)	\$ (1,869)

- For the 5 months ended 30 November 2020, Council recorded a surplus of \$1.927m compared to a budgeted deficit of \$289,000; therefore, Council are tracking \$2.216m favourable to budget.

MAJOR VARIANCES TO BUDGET

- NZ Transport Agency subsidy income is below budget due to the timing of capital works.
- Fees and charges are favourable to budget due to increased camping revenue for the Waimate Lakes camping activity, with an increase of \$33,000 in comparison to the same time last year. Building consent income is favourable to budget, with the budget allowing for reduced income as a result of the Covid19 pandemic.
- The first tranche of the Department of Internal Affairs Stimulus funding has been received.
- Other revenue is favourable to budget predominately due to the receipt of a grant from the Mayors Taskforce for Jobs community recovery initiative of \$250,000.
- Employment Benefit Expenses are slightly favourable to budget due to vacant positions and timing of replacements.
- Depreciation and amortisation expenses are favourable to budget as a result of updated annual depreciation values following the 30 June 2020 infrastructural revaluations.
- Roading expenses have exceeded budget due to the timing of sealed pavement and drainage maintenance.
- Finance Costs are favourable to budget due to increased cash reserves in relation to timing of capital works and some operational savings.

TOTAL CAPITAL EXPENDITURE BY GROUP



Note: Year to date Actuals (yellow) includes capital work in progress at 30 June 2020. The Total Budget (blue) includes carry forward budgets as approved at the Council meeting held on 13 October 2020.

11. Totals:	Spend to date (including WIP at 30 June 2020)	\$ 1,608,913
	Work In Progress carried forward from 30 June 2020	\$ <u>-618,991</u>
	Total spend to 30 November 2020	\$ 989,922
	2020/21 Annual Plan Budget	\$ 7,731,819
	Budget carry forwards from 2019/20	\$ <u>1,723,240</u>
	2020/21 Total Budget (including Carry Forwards)	\$ 9,455,059
	% of total budget spent	10.5%

RECOMMENDATION

That the Finance Report for the 5 months ended 30 November 2020 be accepted

17.5 SIGNIFICANT FORECASTING ASSUMPTIONS - LTP 2021-2031

Author: Leonardo Milani, Policy Analyst

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments: 1. Significant Forecasting Assumptions- LTP 2021-2031 [↓](#) 

PURPOSE

1. For Council to approve the finalised version of the 'Significant Forecasting Assumptions', for the purpose of inclusion in the supporting information for the Waimate District Council Long Term Plan (LTP) 2021-2031 Consultation Document, and in the Waimate District Council LTP 2021-2031.

BACKGROUND

2. A working draft of the document was presented to Council on 28 July 2020, in the capacity of a LTP workshop, as to obtain Council's direction on the included content.
3. The draft highlighted entries of special interest: entries that either required data from external agencies for the purpose of completion (namely, entries on inflation and borrowing costs), or were of strategic significance (namely, the entry on drinking water standards and service delivery).
4. The final edition of the document, as presented, is comprised of all such entries completed, in conjunction with further adjustments implemented across the document.

ASSESSMENT OF SIGNIFICANCE

5. The item, per se, is not deemed significant under the Significance & Engagement Policy 301.

CONSIDERATIONS**Risk**

6. For assessment (and management) of risk specific to each assumption entry, refer to the body of the document.

FINANCIAL**Budget**

7. Budget considerations are not applicable.

Cost-effectiveness

8. Cost-effectiveness is not applicable.

RECOMMENDATION

1. That the Significant Forecasting Assumptions- LTP 2021-2031 report be accepted, and
2. That Council approve the final edition of the Significant Forecasting Assumptions- LTP 2021-2031, either as presented or with modifications, towards its inclusion in the supporting information for the Waimate District Council Long Term Plan 2021-2031 Consultation Document, and in the Waimate District Council LTP 2021-2031.

SIGNIFICANT FORECASTING ASSUMPTIONS

ASSUMPTIONS	SOURCE	RISK	RISK LEVEL	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
Population Change						
The Waimate District population will observe a gradual increase by 4.38% between 2020-2030. It is assumed that this increase will generate a relative impact on population-related metrics, such as the quantity of rateable properties.	Rationale	Population growth either significantly exceeds that of the projected percentage, or is significantly below the projected percentage.	Low	If population accelerates significantly above the given assumption, existing infrastructure may not be suitable to cope with the extra demand.	Council will monitor population measures provided for the district and respond to significant variations to assumptions, where possible.	All activity groups
Demographic Changes						
Between 2020-2030, the district's population retains its comparatively high mean age, while observing a gradual and mild reduction in the mean age level, with the age group of 45-49 years likely to be the most frequent by 2030.	Rationale	The demographic make-up of the Waimate District changes significantly.	Low	If the district's demographic changes significantly from the predicted range, the existing infrastructure may not meet the needs of the relevant demographic classes.	Council will monitor demographic measures provided for the district and respond to significant variations to assumptions, where possible.	All activity groups
Key: Level of Risk Low - Unlikely to occur Moderate - Some likelihood of occurring High - More likely to occur						

ASSUMPTIONS	SOURCE	RISK	LEVEL OF RISK	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
Climate Change						
<p>The effects of climate change are expected to manifest in three categories. These are:</p> <ul style="list-style-type: none"> a) gradual change in meteorological conditions (for example, an increase in temperature, more severe weather conditions, rising of sea level, coastal and inland erosion, among others), and b) general socio-economic consequences of such changes, and c) socio-economic consequences of policies/measures designed to curb the adverse effects of climate change. 	Waimate District Council	Environmental changes may accelerate at a rate higher than predicted, and/or the socio-economic consequences of adaptation measures may exceed the anticipated range.	Moderate	If environmental changes were to accelerate, Council's infrastructure assets would be significantly impacted. This would result in further modifications or more regular repairs to relevant assets.	Council will monitor the operational and socio-economic effects of environmental changes and adapt its response where required, if possible.	All activity groups
The Emissions Trading Scheme (ETS) became law in September 2008, resulting in minor cost increases. As the ETS grows, Council anticipates that the introduction of new areas will continue to have increases and that those increases are recognised in Council's inflation figures.	Ministry for the Environment	There is a risk of legislative change, which could result in costs being higher or lower than assumed.	Moderate	Should the impact of the scheme exceed significantly from the given assumption, budget for additional cost may need to be considered.	Council will monitor the development of relevant legislation and review the impact of any significant changes in the Annual Plan.	Property, Roading and Footpaths, Rural Water Supply, Urban Water Supply
Oil Price						
Due to the instability of the international petroleum market (as caused by the effects of the COVID-19 pandemic), fuel prices are likely to fluctuate for a period of time. However, it is assumed the time period will be relatively short, as the petroleum market has historically demonstrated a tendency to stabilise rapidly, where possible.	Waimate District Council	There is a risk that fuel demand will be different to that assumed, and that significant changes in market price occur with greater frequency and/or greater severity.	Moderate	Increased fuel costs would have a particular impact on the costs of road maintenance, renewal, and improvement. This may affect Council's ability to carry out planned work without additional funding. It may also increase demand for alternative methods of transport.	Council will monitor the impact of fuel price on spending and aim to optimise spending.	All activity groups
Key: Level of Risk Low - Unlikely to occur Moderate - Some likelihood of occurring High - More likely to occur						

ASSUMPTIONS	SOURCE OF INFORMATION	RISK	LEVEL OF RISK	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
New Zealand Transport Agency Revenue						
Roading expenditure comprises a significant portion of Waimate District Council's total expenditure, therefore using a significant portion of Council's overall rate take. The majority of Council's expenditure on the district's roads is eligible to attract an assistance rate from the New Zealand Transport Agency (NZTA). It is further assumed that the funding assistance rate received by Council for qualifying roading expenditure for maintenance and improvement projects is set at 64% for 2020/21 onwards.	New Zealand Transport Agency	The subsidy rate may be subject to change, along with any variation in criteria for inclusion in subsidised works programmes.	Moderate	Changes to the funding priorities of NZTA remain outside Council control. Minor variations would impact significantly on forecasted financials.	Any impact of changes to the NZTA funding assistance rate will be applied to the relevant Annual Plan.	Roading and Footpaths
Grants and Subsidies						
It is assumed that all projects funded, or partially funded, from grants and subsidies will be available in the year the expenditure is planned. If the funding is not received, it is most likely that the project will not proceed in that year. Examples of projects where funding is assumed are roading maintenance and improvements, and bridge renewals.	Waimate District Council	Subsidies are not received and projects do not go ahead.	Moderate	Some projects have a more significant impact than others if they do not proceed in the planned year. The roading projects where Council rely on NZTA funding may result in reduced level of service.	Build robust business cases and regular liaison with the relevant funding bodies to ensure projects (with a high likelihood of receiving funding) are included in the Long Term Plan.	Roading and Footpaths, Property
New Zealand Drinking Water Standards & Service Delivery						
While it is assumed that there will be change to the ownership and delivery of Three Waters in the next ten years, Council is not able to predict with absolute certainty what those changes will be. It is unlikely that details will be known earlier than mid-to-late 2021. This LTP has been developed on a business-as-usual basis for the delivery of Three Waters; but the change is very likely to occur over the mid-term (3-5 years).	Central Government Waimate District Council	Legislation changes under urgency in Parliament that must be implemented immediately	Moderate	Changes are required to be implemented more quickly than anticipated, and/or changes are mandatory rather than voluntary.	Council closely monitors any and all developments, and responds accordingly.	Rural Water Supply, Urban Water Supply
Key: Level of Risk Low - Unlikely to occur Moderate - Some likelihood of occurring High - More likely to occur						

ASSUMPTIONS	SOURCE OF INFORMATION	RISK	RISK LEVEL	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
Resource Consents						
The conditions of resource consents held by Council may be changed, and that Council will obtain the necessary resource consents for planned projects.	Waimate District Council	There is a risk that resource consent conditions are altered significantly.	Moderate	Advanced warning of likely changes is expected. The financial effect of any change to resource consent requirements would depend on the change.	Council will monitor the development of relevant standards and review the impact of any significant changes.	Roading and Footpaths, Sewerage, Stormwater, Waste Management, Urban Water Supply, Rural Water Supply
Emergency Event						
Disruptive or destructive emergency events such as earthquakes, floods, and pandemics may occur to damage, disable, or destroy community infrastructure (for example, district roads, bridges, water supplies, among others), or community activities. It is further assumed that the cost of correcting such damage is met either by Council or its insurance providers, or by possible special government grants.	Waimate District Council	Inability to recover or continue business following a major event.	Moderate	If a major emergency event did occur, Council have some insurance for its infrastructure, and assistance would be offered from Central Government. To pay for additional emergency work not covered by the above, Council would increase internal/external borrowings.	Council undertakes business continuity plans for its own operation, and coordinates Civil Defence planning for the district. In doing so, Council attempts to prepare itself and the district for such events.	All activity groups
Key: Level of Risk Low - Unlikely to occur Moderate - Some likelihood of occurring High - More likely to occur						

ASSUMPTIONS	SOURCE OF INFORMATION	RISK	LEVEL OF RISK	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
Development Contributions						
With the Resource Management Act 1991 able to revoke Council's ability to levy financial contributions (effective 18 April 2022), it is expected that Council will still be able to recover development contributions from that date onwards. It is further assumed that the level of funding recoverable under each system will be broadly similar.	Waimate District Council	There is a risk this change will result in significantly different funding levels.	Low	If the available funding levels change, this will have an impact on the rates required to address any shortfall/surplus.	Council will review its funding requirements prior to 18 April 2022 and ensure funding requirements match to demand.	All activity groups
Water Irrigation Schemes						
Council does not expect major irrigation schemes to be introduced into the district over the period of the Long Term Plan.	Waimate District Council	New major schemes are introduced.	Low	The introduction of a major irrigation scheme is likely to produce minimal impact on Council, but a more considerable impact on the district's agricultural sector.	Council will monitor the environment in regard to any potential development, and seeks to remain involved in discussions/proposals.	Roading and Footpaths, Rural Water Supply, Sewerage
District Economy						
Despite the major impact of the COVID-19 crisis on the national economy, the Waimate District's economy is comparatively less negatively impacted, due to its specific characteristics as an area reliant on essential services and production.	Waimate District Council	Any significant reduction in income stream for any sector poses a risk.	Moderate	Drop in commodity prices - disposable spending cut back, loss of employment, closure of business. Increase in commodity prices - the reverse of the above occurs.	Council will consider the state of the district's economy when reviewing its Annual Plan and how this compares to the position assumed in the Long Term Plan.	All activity groups
Key: Level of Risk Low - Unlikely to occur Moderate - Some likelihood of occurring High - More likely to occur						

ASSUMPTIONS	SOURCE OF INFORMATION	RISK	LEVEL OF RISK	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
Useful Lives of Significant Assets and Depreciation						
It is assumed reassessments of the useful lives of significant assets during the ten year period covered by this Long Term Plan will continue every three years. The detail of useful lives for each asset category is covered in the Statement of Accounting Policies.	New Zealand Asset Management Support Waimate District Council asset revaluations	There is a risk that assets will wear out more quickly than forecasted and require replacement earlier than planned.	Moderate	If assets require replacement earlier than first considered, capital expenditure projects may need to be brought forward.	Regular review of the useful life of each asset category reduces the risk of significant inaccuracies.	Roading and Footpaths, Rural Water Supply, Urban Water Supply
Key: Level of Risk Low - Unlikely to occur Moderate - Some likelihood of occurring High - More likely to occur						

ASSUMPTIONS	SOURCE OF INFORMATION	RISK	LEVEL OF RISK	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
Funds for Future Replacement of Significant Assets						
In general, councils have some flexibility in the policies they may set with regard to sources of funds for the future replacement of significant assets. Council's flexibility centres on whether we should collect depreciation monies from ratepayers during the lifetime of the asset to build up a reserve that can fund the replacement of the asset when it comes to the end of its useful life, or when the asset comes to the end of its useful life which would compel Council to rely on borrowed money to replace it. Council considers that the most sensible approach is to collect depreciation during the life of an asset, therefore having reserve funds on hand at the time replacement is needed. See Council's 'Revenue and Financing Policy' and the 'Financial Strategy'.	Waimate District Council	Sufficient funds may not be available to pay for planned asset replacement.	Low	Funds may need to be borrowed or rated for, which may be a burden to either the Council or ratepayers in the future.	Council develops Asset Management Plans that determine the timing of asset replacements. Council uses these to forecast and prepare for future funding requirements.	Property, Roding and Footpaths, Rural Water Supply, Urban Water Supply, Sewerage
Revaluation of Non-Current Assets						
Council conducts asset revaluations every three years. The Long Term Plan assumes the following percentage increases to book value, for each of the following class of assets: Land: +10% Buildings: +10% Utilities (Water Schemes, wastewater, stormwater, Sanitation): +8% Roding: +6%	Waimate District Council	Revaluations will somewhat differ from those projected carrying values of the assets and depreciation expense.	Moderate	Variation in values is expected to be low unless the valuation methodology changes.	Regular revaluation of non-current assets reduces the risk of significant valuation shifts.	Roding and Footpaths, Rural Water Supply, Urban Water Supply, Sewerage, Property

ASSUMPTIONS	SOURCE OF INFORMATION	RISK	LEVEL OF RISK	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
Forestry Asset Values						
It is assumed that the forestry asset values will increase annually over a rotation cycle of 30 years.	Waimate District Council	The value of forestry assets may sharply increase or decrease.	Low	A change in the value of the forestry asset will change Council's financial performance in the year of change occurring. However, it will not have a direct impact on the level of rates or expenditure.	Annual revaluation of forestry reduces the risk of significant valuation shifts.	Investments and Finance
Return on Investments - Alpine Energy						
<p>The Alpine Energy returns will be in line with the company's 2020/21 Statement of Corporate Intent, namely 6c per share, for the next five years – the period of the Commerce Commission's default price-quality path (DPP3) reset.</p> <p>Thereafter, Council will assume the dividend remains at 6c, subject to any information that suggests otherwise.</p>	Waimate District Council (in conjunction with its respective advisors)	There is a risk that returns on investments will be higher or lower than forecasted.	Low	Council is aware of the factors contributing to the changing nature of Alpine Energy's overall profit. If revenues are depressed for a sustained period, the company will be unlikely to maintain dividends at the proposed level.	Council plans to reduce its reliance on any dividend income that presently supports core operational activity.	Investments and Finance

ASSUMPTIONS	SOURCE OF INFORMATION	RISK	LEVEL OF RISK	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
Return on Investments - other						
<p>It is assumed that Council's cash investments will generate a 1% return based on the current economic climate.</p> <p>It is further assumed that the returns from Council's forestry investments for the duration of the Long Term Plan will be reflective of market conditions present at the time of preparation of this document.</p>	Waimate District Council (in conjunction with its advisors)	Returns on investments will be higher or lower than forecasted.	Moderate	Higher interest rates received on cash investments or increased investment income could result in positive cash-flow enabling consideration of higher levels of service or reduced expenditure. Council does not heavily rely on interest revenue for running its operations, therefore the impact of lower investment returns on delivery of Council services would be minimal. Similarly, Council does not use its forestry investment returns to fund other Council operations or activities.	<p>Council sets and maintains its internal interest to provide certainty to internal capital reserves. Council will manage its external investments to optimise returns (as described in the Council's Investment Policy).</p> <p>Council will monitor the forestry market's conditions and review the impact of any significant change in forecasted returns through each subsequent Annual Plan process.</p>	Investments and Finance
<p>Key: Level of Risk Low - Unlikely to occur Moderate - Some likelihood of occurring High - More likely to occur</p>						

ASSUMPTIONS	SOURCE OF INFORMATION	RISK	LEVEL OF RISK	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY																																																																																																
Inflation																																																																																																						
<p>Council, along with many other New Zealand Councils, calculates and applies inflation factors to its 10-year budget forecast, using predictions of future inflation levels from New Zealand [economic research company] Business and Economic Research Ltd (BERL).</p> <p>Increase Percentage by Type:</p> <table><tr><th>Year</th><th>Residing</th><th>Property and Parks</th><th>Water</th><th>Staff</th><th>Other</th><th>Wastewater</th><th>Capital Expenditure</th></tr><tr><th></th><th>%</th><th>%</th><th>%</th><th>%</th><th>%</th><th>%</th><th>%</th></tr><tr><td>June 2022</td><td>3.1</td><td>1.7</td><td>7.2</td><td>4.8</td><td>1.7</td><td>7.2</td><td>4.0</td></tr><tr><td>June 2023</td><td>3.1</td><td>2.0</td><td>3.4</td><td>2.4</td><td>2.0</td><td>3.4</td><td>3.0</td></tr><tr><td>June 2024</td><td>3.0</td><td>2.0</td><td>2.1</td><td>1.5</td><td>2.0</td><td>2.1</td><td>2.6</td></tr><tr><td>June 2025</td><td>2.9</td><td>1.9</td><td>2.3</td><td>1.7</td><td>1.9</td><td>2.3</td><td>2.6</td></tr><tr><td>June 2026</td><td>2.9</td><td>1.8</td><td>2.6</td><td>2.0</td><td>1.8</td><td>2.6</td><td>2.7</td></tr><tr><td>June 2027</td><td>2.9</td><td>1.8</td><td>2.3</td><td>2.2</td><td>1.8</td><td>2.3</td><td>2.6</td></tr><tr><td>June 2028</td><td>2.9</td><td>1.7</td><td>3.0</td><td>2.3</td><td>1.7</td><td>3.0</td><td>2.8</td></tr><tr><td>June 2029</td><td>2.9</td><td>1.7</td><td>3.3</td><td>2.4</td><td>1.7</td><td>3.3</td><td>2.8</td></tr><tr><td>June 2030</td><td>2.9</td><td>1.7</td><td>3.3</td><td>2.6</td><td>1.7</td><td>3.3</td><td>2.9</td></tr><tr><td>June 2031</td><td>2.9</td><td>1.6</td><td>2.7</td><td>2.7</td><td>1.6</td><td>2.7</td><td>2.7</td></tr></table>	Year	Residing	Property and Parks	Water	Staff	Other	Wastewater	Capital Expenditure		%	%	%	%	%	%	%	June 2022	3.1	1.7	7.2	4.8	1.7	7.2	4.0	June 2023	3.1	2.0	3.4	2.4	2.0	3.4	3.0	June 2024	3.0	2.0	2.1	1.5	2.0	2.1	2.6	June 2025	2.9	1.9	2.3	1.7	1.9	2.3	2.6	June 2026	2.9	1.8	2.6	2.0	1.8	2.6	2.7	June 2027	2.9	1.8	2.3	2.2	1.8	2.3	2.6	June 2028	2.9	1.7	3.0	2.3	1.7	3.0	2.8	June 2029	2.9	1.7	3.3	2.4	1.7	3.3	2.8	June 2030	2.9	1.7	3.3	2.6	1.7	3.3	2.9	June 2031	2.9	1.6	2.7	2.7	1.6	2.7	2.7	Business and Economic Research Ltd.	Inflation will be higher or lower than anticipated.	Moderate	A difference between the inflation rates experienced and those assumed will change the cost base of Council, and therefore impact funding requirements.	<p>Council has endorsed the rates produced by BERL as the most appropriate basis for accounting for the impact of inflation and preparing the Long Term Plan.</p> <p>In the event of significant changes to the underlying costs supporting work in the activity areas, mitigation planning will feature in the Annual Plan.</p>	All activity groups
Year	Residing	Property and Parks	Water	Staff	Other	Wastewater	Capital Expenditure																																																																																															
	%	%	%	%	%	%	%																																																																																															
June 2022	3.1	1.7	7.2	4.8	1.7	7.2	4.0																																																																																															
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June 2030	2.9	1.7	3.3	2.6	1.7	3.3	2.9																																																																																															
June 2031	2.9	1.6	2.7	2.7	1.6	2.7	2.7																																																																																															
Borrowing Costs																																																																																																						
Interest costs are estimated to be 3%. This refers to the internal cost of borrowing, along with the expected external cost of debt facilities (for example, Waimate Event Centre public debt) where costs are not known, and are required to be projected.	Waimate District Council (in conjunction with its financial advisors)	Interest rates will differ significantly from those estimated.	Low	If borrowing costs are greater than those assumed, Council may need to increase its rates or reduce its expenditure. Conversely, lower costs may mean rates are lower than they would otherwise have been.	Council will monitor its applicable rate and adjust it through the Annual Plan process to reflect a level best aligned to its external borrowing rate and ability to generate returns on internal debt.	Investment and Finance																																																																																																
<p>Key: Level of Risk Low - Unlikely to occur Moderate - Some likelihood of occurring High - More likely to occur</p>																																																																																																						

ASSUMPTIONS	SOURCE OF INFORMATION	RISK	LEVEL OF RISK	IMPACT OF VARIATION TO ASSUMPTION	MANAGEMENT OF RISKS	ACTIVITY
Unidentified Liabilities						
It is assumed that Council does not have any unidentified liabilities.	Waimate District Council	There is a risk of an unexpected liability occurring. For example, a claim against Council.	Low	If an unidentified liability arises it may increase Council's expenditure. This risk is mitigated by the Council's Risk Management and Insurance Policies.	Regular review of liabilities reduces against the risk of items being unidentified.	N/A
Key: Level of Risk Low - Unlikely to occur Moderate - Some likelihood of occurring High - More likely to occur						

17.6 ROAD NETWORK OPERATIONS AND MAINTENANCE CONTACT RENEWAL

Author: Rob Moffat, Roothing Manager
Authoriser: Dan Mitchell, Asset Group Manager
Attachments: Nil

PURPOSE

1. To update Council on the renewal of the Road Network Operation and Maintenance Contract.

BACKGROUND

2. The current Road Network Operation and Maintenance contract commenced on 1 December 2015. The contract term was 5 years and was extended to expire on 30 June 2021.
3. The District Infrastructure Committee recommended on 28 January 2020 that Contract 15/1 Road Network Operations and Maintenance be extended for a period of seven months to end on 30 June 2021.

PROPOSAL

4. Timaru, Waimate and Mackenzie District Councils have jointly preparing new Road Network Operations and Maintenance Contracts as part of the roading collaboration.
5. The contract duration will be five years. The contracts may be extended by up to two years beyond the initial five year term, subject to satisfactory performance of the contractor and NZTA approvals. The duration of 5 + 2 years has been chosen for these reasons.
6. The proposed contract will be a NZS 3917:2013 based Lump Sum (LS) and Measure and Value (unit rate) format. This model is most suitable for the South Canterbury councils in the roading collaboration, and to ensure ongoing alignment of contract documentation.
7. The supplier selection method will be Price Quality Method (PQM). Given that the scope of work and objectives of the contract are clearly established, it should not be onerous for tenderers to offer the best price to meet with set requirements.
8. At this time Mackenzie District Council will not be tendering the Contract.
9. There will be an opportunity for an elected member to observe the Tender evaluation process, but their role will not include participation in the Tender Evaluation Team (TET).
10. A tender report will be presented to the 11 May 2021 Council meeting for approval.

Timetable

Date	Key milestones
October	Contractor pre-procurement engagement - complete
4 February	Tenders open
24 February	Participant interactive Meeting
22 March	Tenders close
27-30 April	Supplier presentations
30 April	TET finalises recommendation
11 May	Council approval
15 May	Award contract
1 July	Commencement of new contract

RECOMMENDATION

That the Road Network Operations and Maintenance Contract Renewal report is accepted.

17.7 NOMINATION OF A COUNCIL CLIMATE CHANGE REPRESENTATIVE

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

1. To nominate a Council Climate Change Representative for the Waimate District Council.

BACKGROUND

2. The Canterbury Mayoral Forum is seeking names for an upcoming Climate Change Workshop to be held at Environment Canterbury at 2.15pm on Wednesday 10 February 2021.
3. The workshop aims to bring together Councillors for Canterbury Territorial Authorities and the Regional Council with responsibilities, or real interest in, climate change matters.
4. The workshop will be a forum to share experiences and learn from each other as Councillors on tackling climate change issues in their communities. The agenda is still being worked on, but will have three broad themes:
 - a. A round table discussion on how each Council is approaching climate change work.
 - b. A sharing of the Climate Change Engagement programme currently under design by Environment Canterbury and to be delivered by all Councils.
 - c. An overview of climate change from a national perspective (awaiting to hear back from the Climate Change Commission on availability of a contributor).

PROPOSAL

5. That Council appoint a representative to attend this and future workshops on behalf of Council.

Options

6. Approve a Councillor as our Climate Change Representative (preferred option); or
7. Not approve a Councillor as our Climate Change Representative

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.

FINANCIAL

10. There are no known financial implications.

RECOMMENDATION

1. That the Nomination of a Council Climate Change Representative report be accepted; and
2. That Council appoint a Climate Change Representative, and the Mayoral Forum Secretariat is advised accordingly.

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 8 December 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 - Alpine Energy Shareholders Report - November 2020	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.3 - McNamaras Road Oxidation Pond Desludging	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 - Waimate 50 Motorsport Event - Request for Funding	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	reason for withholding would exist under section 6 or section 7

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