

Agenda

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

Tuesday 11 May 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 11 May 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	Waimate 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

Pastor Jim de Lor of Calvary Chapel 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. An apology has been received from the Chairperson, Mayor Craig Rowley. The Deputy Mayor will chair the meeting.

4 VISITORS

10.00am - Lower Waitaki South Coastal Canterbury Zone Committee presentation

10.30am - Thank You Morning Tea for retiring members of the Creative Communities Scheme Committee

11.00am - Orari-Temuka-Opihi-Pareora Zone Committee presentation

5 CONFLICTS OF INTEREST

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

Local Authorities (Members' Interests) Act 1968

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

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

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

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

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

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

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

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

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

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 27 APRIL 2021**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

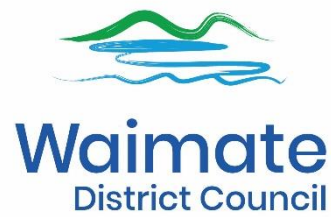
Attachments: 1. Minutes of the Council Meeting held on 27 April 2021

PURPOSE

To present the unconfirmed Minutes of the Council Meeting held on 27 April 2021 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 27 April 2021 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

27 April 2021

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE CLUBROOMS, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON TUESDAY 27 APRIL 2021 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), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

PARTIAL ATTENDANCE: Rob Moffat (Roading Manager), Melissa Thomson (Accountant)

OPENING

1 COUNCIL PRAYER AND MINUTES SILENCE

Cr Miriam Morton opened the Council Meeting with a prayer.

Council observed a minute's silence in memory of His Royal Highness Prince Philip.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

Nil

4 VISITORS

11.00am: Community Link Presentation

5 CONFLICTS OF INTEREST

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

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

There were no major/minor items identified.

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 30 MARCH 2021****RESOLUTION 2021/50**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sheila Paul

That the Minutes of the Council Meeting held on 30 March 2021 be adopted as a true and correct record.

CARRIED**7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 13 APRIL 2021****RESOLUTION 2021/51**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sheila Paul

That the Minutes of the Extraordinary Council Meeting held on 13 April 2021 be adopted as a true and correct record.

CARRIED**8 RECEIPT OF MINUTES****8.1 MINUTES OF THE CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING HELD ON 30 SEPTEMBER 2020****RESOLUTION 2021/52**

Moved: Chair Craig Rowley

Seconded: Cr Miriam Morton

That the confirmed minutes of the Creative Communities Scheme Committee Meeting held on 30 September 2020 be received.

CARRIED**8.2 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 17 MARCH 2021****RESOLUTION 2021/53**

Moved: Cr Fabia Fox

Seconded: Cr Colin Pankhurst

That the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 17 March 2021 be received.

CARRIED

8.3 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 7 DECEMBER 2020**RESOLUTION 2021/54**

Moved: Cr Tom O'Connor

Seconded: Chair Craig Rowley

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

CARRIED**8.4 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 24 NOVEMBER 2020****RESOLUTION 2021/55**

Moved: Chair Craig Rowley

Seconded: Cr David Owen

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

CARRIED**REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2021/56**

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

That the Mayor's Report is accepted.

CARRIED**10 DEPUTY MAYOR'S REPORT****10.1 DEPUTY MAYOR'S REPORT****RESOLUTION 2021/57**

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 2021/58**

Moved: Deputy Mayor Sharyn Cain

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 2021/59**

Moved: Cr Colin Pankhurst

Seconded: Cr Tom O'Connor

That the Outstanding Council Actions Report – Public is accepted.

CARRIED**14 HUMAN RESOURCES REPORT**

Nil

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT

Nil

17 GENERAL REPORTS

17.1 MULTI PARTY FUNDING AGREEMENT FOR RESEALING

Council considered the Multi Funding Agreement for Resealing.

RESOLUTION 2021/60

Moved: Chair Craig Rowley

Seconded: Cr Miriam Morton

1. That the report Multi Party Funding Agreement for Resealing is accepted; and
2. That Council enters into the Multi Party Funding Agreement between Timaru District Council and Waimate District Council, in respect of the road resurfacing contract for the period 1 July 2021 to 30 June 2024; and
3. That the Chief Executive be given delegated authority to advise Timaru District Council Council's acceptance of the preferred tender from the tender evaluation process.

CARRIED

17.2 OPEN SPACE AND RECREATION DEVELOPMENT CONTRIBUTIONS

Council considered the appropriateness of how subdivision resource consent applicants (developers) for open space and recreation development contributions are charged, given the significant changes in market conditions that have taken place in recent years.

RESOLUTION 2021/61

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr David Owen

1. That the Open Space and Recreation Development Contributions report is accepted; and
2. That this item lie on the table pending a Council Workshop.

CARRIED

RESOLUTION TO EXCLUDE THE PUBLIC**RESOLUTION**

Moved: Mayor Craig Rowley
 Seconded: Cr Tom O'Connor

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
19.4 - Award of Road Network Operations and Maintenance Contract 20-1	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED**RE-ADMITTANCE OF THE PUBLIC REPORT****RESOLUTION**

Moved Cr Paul
 Seconded Cr Morton

That Council moves out of Closed Council into Open Council.

CARRIED**17.3 ANNUAL GRANT PRESENTATION: COMMUNITY LINK - 11.00AM**

Waimate District Resource Trust Chairperson John Begg, Financial Overseer Mike Downes and Operations Manager Jakki Guilford presented to Council on Community Link's annual grant.

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 2021/62

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

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 30 March 2021	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 - February 2021	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 - Alpine Energy Draft Statement of Corporate Intent - 2022-2024	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
19.5 - Draft Long Term Plan 2031-2031 Consultation Document for Audit	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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 2021/63**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sheila Paul

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 12.05pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 11 May 2021.

.....
CHAIRPERSON

**7.2 MINUTES OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE
MEETING HELD ON 10 NOVEMBER 2020**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Environmental Services and Finance Committee Meeting held on 10 November 2020

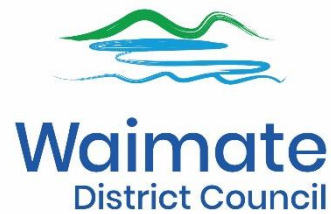
PURPOSE

To present the unconfirmed Minutes of the Environmental Services and Finance Committee Meeting held on 10 November 2020 for confirmation.

As Council had agreed to temporarily suspend holding Environmental Services and Finance, District Infrastructure and Community Services and Development Committee meetings in the early part of 2021 because of the Long Term Plan and other high priority work commitments, it is considered prudent to confirm these minutes.

RECOMMENDATION

That the Minutes of the Environmental Services and Finance Committee Meeting held on 10 November 2020 be adopted as a true and correct record.



MINUTES

Environmental Services and Finance Committee Meeting

10 November 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 10 NOVEMBER 2020, COMMENCING AT 9.30AM**

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

APOLOGIES: Deputy Mayor Sharyn Cain

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), Karalyn Reid (Committee Secretary)

OPENING

1 PUBLIC FORUM

Nil

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2020/36

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the apology received from Cr Sharyn Cain be accepted.

CARRIED

3 VISITORS

Nil

4 CONFLICTS OF INTEREST

Nil

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

Nil

MINUTES

6 CONFIRMATION OF MINUTES

**6.1 MINUTES OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE
MEETING HELD ON 15 SEPTEMBER 2020**

COMMITTEE RESOLUTION 2020/37

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the Minutes of the Environmental Services and Finance Committee Meeting held on 15 September 2020 be adopted as a true and correct record.

CARRIED

7 RECEIPT OF MINUTES

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

COMMITTEE RESOLUTION 2020/38

Moved: Cr Tom O'Connor

Seconded: Cr Fabia Fox

That the Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 19 August 2020 be received.

CARRIED

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

COMMITTEE RESOLUTION 2020/39

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

That the confirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee (OTOP) Meeting held on 7 September 2020 be received.

CARRIED

REPORTS

8 REGULATORY AND COMPLIANCE GROUP REPORT

8.1 REGULATORY AND COMPLIANCE GROUP REPORT

COMMITTEE RESOLUTION 2020/40

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

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

CARRIED

Note:

New staff members - Planner Emma Bush; IT Support Technician Ruben Vega, and Accounts Payable/Reception Alys Hislop were introduced to Council, and Emergency Management/Health & Safety Officer Luci Swatton was farewelled from Council and thanked for her work.

The Committee discussed the possibility of liability for risks (such as flooding/erosion) in relation to building and resource consents. Such information is established by Environment Canterbury and recorded on the District Plan maps, which can trigger certain requirements and are conveyed to the customer by the LIM/PIM. Council are pushing ECan to update their coastal erosion records and flooding maps.

9 CORPORATE SERVICES GROUP REPORT

9.1 CORPORATE SERVICES GROUP MANAGEMENT REPORT

COMMITTEE RESOLUTION 2020/41

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That the Corporate Services Group Management Report is accepted.

CARRIED

Note:

A higher number of property sales compared to the previous year has placed pressure on staff.

The Committee discussed progress on the adoption of the Annual Report. The Chief Executive reported Downlands Rural Water Scheme information is to be prioritised through Timaru District Council's audit process currently underway. This is not expected to be a concern next year, as there will be a MOU in place. The extended date for all Councils to have their Annual Report adopted is 31 December.

The banks' refusal to accept cheques are a concern for many older residents. Staff are assisting ratepayers through this, promoting and helping customers to go on to the preferred direct debit system.

10 GENERAL REPORTS

10.1 FINANCE REPORT - FOR THE 3 MONTHS ENDED 30 SEPTEMBER 2020

COMMITTEE RESOLUTION 2020/42

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That the Finance Report for the 3 months ended 30 September 2020 be accepted.

CARRIED

Note:

Variations to Budget – Waimate Lakes Camping: Higher numbers of users than usual are due to travel restrictions, with accordingly also more disputes over issues such as campsites. The Chief Executive reported he will be presenting some initiatives to help address these disputes in future years.

PUBLIC EXCLUDED

11 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/43

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

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
11.1 - Public Excluded Minutes of the Environmental Services and Finance Committee Meeting held on 15 September 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
11.2 - Alpine Energy Shareholders Report - September 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

CARRIED

12 RE-ADMITTANCE OF THE PUBLIC REPORT

COMMITTEE RESOLUTION 2020/44

Moved: Mayor Craig Rowley

Seconded: Cr Fabia Fox

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.13am.

The Minutes of this meeting will be confirmed at the Environmental Services and Finance Committee Meeting, date to be scheduled.

.....
CHAIRPERSON

7.3 MINUTES OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 10 NOVEMBER 2020

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Minutes of the District Infrastructure Committee Meeting held on 10 November 2020

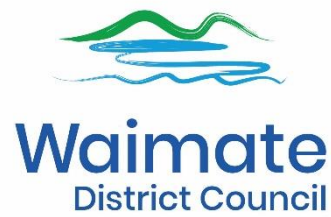
PURPOSE

To present the unconfirmed Minutes of the District Infrastructure Committee Meeting held on 10 November 2020 for confirmation.

As Council had agreed to temporarily suspend holding Environmental Services and Finance, District Infrastructure and Community Services and Development Committee meetings in the early part of 2021 because of the Long Term Plan and other high priority work commitments, it is considered prudent to confirm these minutes.

RECOMMENDATION

That the Minutes of the District Infrastructure Committee Meeting held on 10 November 2020 be adopted as a true and correct record.



MINUTES

District Infrastructure Committee Meeting

10 November 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
DISTRICT INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 10 NOVEMBER 2020, COMMENCING AT 10.35AM**

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

APOLOGIES: Deputy Mayor Sharyn Cain

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), Karalyn Reid (Committee Secretary)

OPENING

1 PUBLIC FORUM

There was no Public Forum held at this meeting.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2020/24

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

That the apology received from Cr Sharyn Cain be accepted.

CARRIED

3 VISITORS

Nil

4 CONFLICTS OF INTEREST

Nil

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

Nil

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 15 SEPTEMBER 2020**COMMITTEE RESOLUTION 2020/25**

Moved: Mayor Craig Rowley

Seconded: Cr Fabia Fox

That the Minutes of the District Infrastructure Committee Meeting held on 15 September 2020 be adopted as a true and correct record.

CARRIED**7 RECEIPT OF MINUTES****7.1 MINUTES OF THE CANNINGTON–MOTUKAIKA RURAL WATER COMMITTEE MEETING HELD ON 6 OCTOBER 2020****COMMITTEE RESOLUTION 2020/26**

Moved: Cr Sandy McAlwee

Seconded: Cr Sheila Paul

That the unconfirmed Minutes of the Cannington–Motukaika Rural Water Committee Meeting held on 6 October 2020 be received.

CARRIED**7.2 MINUTES OF THE WAIHAORUNGA RURAL WATER COMMITTEE MEETING HELD ON 23 SEPTEMBER 2020****COMMITTEE RESOLUTION 2020/27**

Moved: Cr Colin Pankhurst

Seconded: Cr Fabia Fox

That the unconfirmed Minutes of the Waihaorunga Rural Water Committee Meeting held on 23 September 2020 be received.

CARRIED**Note:**

An extraordinary meeting of the Committee was held on 23 September 2020.

7.3 MINUTES OF THE DOWNLANDS JOINT STANDING COMMITTEE MEETING HELD ON 15 JUNE 2020**COMMITTEE RESOLUTION 2020/28**

Moved: Mayor Craig Rowley

Seconded: Cr Sandy McAlwee

That the confirmed Minutes of the Downlands Joint Standing Committee Meeting held on 15 June 2020 be received.

CARRIED

REPORTS

8 ASSET GROUP REPORT

8.1 MANAGEMENT REPORT - ROADING

COMMITTEE RESOLUTION 2020/29

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That the Management Report – Roothing is accepted.

CARRIED

8.2 MANAGEMENT REPORT - 3 WATERS AND SOLID WASTE

COMMITTEE RESOLUTION 2020/30

Moved: Cr Colin Pankhurst

Seconded: Cr Sheila Paul

That the Management Report – 3 Waters and Solid Waste is accepted.

CARRIED

Note:

The Solid Waste Compactor is being commissioned today (10 November 2020).

Some projects have been reprioritised because of the urgency around the Three Waters Reform Delivery Plan.

9 GENERAL REPORTS

9.1 DRINKING WATER SAFETY STATEMENT FOR WATER SAFETY PLANS

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

COMMITTEE RESOLUTION 2020/31

Moved: Mayor Craig Rowley

Seconded: Cr Fabia Fox

1. That the Drinking Water Safety Statement for Water Safety Plans Report be accepted; and
2. That the District Infrastructure Committee recommends that Council approves the Waimate District Council Drinking Water Safety Statement draft as presented, to be signed by the Chief Executive at the 8 December 2020 Council Meeting and Workshop.

CARRIED

Note:

The Committee noted the importance for governance to continue its commitment for safe and secure drinking water supplies under its control.

9.2 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.

COMMITTEE RESOLUTION 2020/32

Moved: Cr Fabia Fox

Seconded: Cr Sandy McAlwee

1. That the Point Bush Road stopping report is accepted; and
2. That the District Infrastructure Committee recommends that Council allows all of the objections and the road stopping process ceases.

CARRIED**Note:**

The Committee noted that when the process of the road stopping started, the Ecosanctuary was not in operation. The information on hand was discussed, along with the changes to land ownership and use that had occurred since the process was begun with the Council at the time.

PUBLIC EXCLUDED**10 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2020/33**

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

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
10.1 - McNamaras Road Lease Block Termination	<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>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

CARRIED

11 RE-ADMITTANCE OF THE PUBLIC REPORT**COMMITTEE RESOLUTION 2020/34**

Moved: Mayor Craig Rowley

Seconded: Cr David Owen

That Council moves out of Closed Council into Open Council.

CARRIED**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 11.43am

The Minutes of this meeting will be confirmed at the next District Infrastructure Committee Meeting, with the date yet to be scheduled.

.....
CHAIRPERSON

**7.4 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE
MEETING HELD ON 10 NOVEMBER 2020**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Minutes of the Community Services and Development Committee Meeting held on 10 November 2020

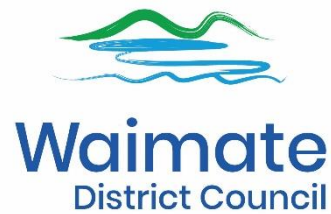
PURPOSE

To present the unconfirmed Minutes of the Community Services and Development Committee Meeting held on 10 November 2020 for confirmation.

As Council had agreed to temporarily suspend holding Environmental Services and Finance, District Infrastructure and Community Services and Development Committee meetings in the early part of 2021 because of the Long Term Plan and other high priority work commitments, it is considered prudent to confirm these minutes.

RECOMMENDATION

That the Minutes of the Community Services and Development Committee Meeting held on 10 November 2020 be adopted as a true and correct record.



MINUTES

Community Services and Development Committee Meeting

10 November 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 10 NOVEMBER 2020, COMMENCING AT 11.45AM**

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

APOLOGIES: Deputy Mayor Sharyn Cain

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), Karalyn Reid (Committee Secretary)

OPENING

1 PUBLIC FORUM

There was no Public Forum held at this meeting.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2020/21

Moved: Cr Sheila Paul

Seconded: Cr Miriam Morton

That the apology received from Cr Sharyn Cain be accepted.

CARRIED

3 VISITORS

1.00pm: A&P Association and Dog Park Presentation

4 CONFLICTS OF INTEREST

Nil

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

Nil

MINUTES

6 CONFIRMATION OF MINUTES

**6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE
MEETING HELD ON 15 SEPTEMBER 2020**

COMMITTEE RESOLUTION 2020/22

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the Minutes of the Community Services and Development Committee Meeting held on 15 September 2020 be adopted as a true and correct record.

CARRIED

7 RECEIPT OF MINUTES

**7.1 MINUTES OF THE CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING
HELD ON 3 JUNE 2020**

COMMITTEE RESOLUTION 2020/23

Moved: Cr David Owen

Seconded: Cr Miriam Morton

That the confirmed minutes of the Creative Communities Scheme Committee Meeting held on 3 June 2020 be received.

CARRIED

REPORTS

8 COMMUNITY AND STRATEGY GROUP REPORT

8.1 MANAGEMENT REPORT - COMMUNITY AND STRATEGY GROUP

COMMITTEE RESOLUTION 2020/24

Moved: Cr Fabia Fox

Seconded: Cr Sheila Paul

That the Community Services and Strategy Group Manager's report is accepted.

CARRIED

Note:

The Committee discussed the forming of a Freedom Camping Policy, which had been put 'on hold' until further guidance is received from Central Government but as yet no information has been forthcoming. Some neighbouring Councils are encouraging freedom campers, and the Committee agreed to do the same. Council then agreed not to pursue a Freedom Camping Policy at this stage.

9 EXECUTIVE SUPPORT MANAGER'S REPORT

9.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT

COMMITTEE RESOLUTION 2020/25

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That the Management Report – Executive Support is accepted.

CARRIED

The meeting was adjourned at 12.05pm for lunch.

Cr Fabia Fox left the meeting.

The meeting was reconvened at 1.45pm.

10 GENERAL REPORTS

10.1 PRESENTATION: SOUTHERN CANTERBURY A&P ASSOCIATION AND DOG PARK - 1.00PM

Southern Canterbury A&P Association Manager Reto Oswald and Dog Park Committee spokesperson Janelle Bilcliffe gave brief presentations.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 1.05pm.

The Minutes of this meeting will be confirmed at the next Community Services and Development Committee Meeting, the date to be scheduled.

.....
CHAIRPERSON

8 RECEIPT OF MINUTES

Nil

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

MAYORAL ACTIVITY



EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

Outside of Waimate District Council meetings and general business 18 April 2021 to 30 April 2021.

Date	Meetings and Functions
21 April 2021	Anzac Group Informal Briefing – Waimate Event Centre
21 April 2021	Lower Waitaki South Coastal Zone Committee Meeting – Waimate Event Centre
22 April 2021	Service of Commemoration HRH Prince Philip – St Mary's Anglican Church Timaru
23 April 2021	Accept Library Book Donation from Inner Wheel – Library
23 April 2021	LGNZ Zone 5 & 6 Discussion with Mayor Broughton – Waimate Event Centre
23 April 2021	ANZAC Service – Lister Home
25 April 2021	ANZAC Dawn Service – Victoria Gates, Waimate
25 April 2021	ANZAC St Andrews Service – St Andrews
25 April 2021	ANZAC Civic Service – Waimate
25 April 2021	ANZAC Day Ted's Bottle Service – Waihao Forks Hotel
28 April 2021	Catch-up Mayor's Taskforce for Jobs Employment Coordinator – Council
30 April 2021	On-Air Chat with OJ – Mediaworks
30 April 2021	South Island Three Waters Service Delivery Reform Meeting – Christchurch

RECOMMENDATION

That the Mayor's Report is accepted.

10 DEPUTY MAYOR'S REPORT**10.1 DEPUTY MAYOR'S REPORT**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

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

Outside of Waimate District Council meetings and general business 18 April 2021 to 30 April 2021.

Date	Meetings and Functions
24 April 2021	Tree Planting for Brian Harris at Knottingley Park (on behalf of Mayor)
25 April 2021	ANZAC Civic Service – Waimate Event Centre

RECOMMENDATION

That the Deputy Mayor's Report is accepted.

11 COUNCILLORS' REPORTS**11.1 COUNCILLORS' REPORT**

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

PURPOSE

To present for the information of Council a register of external meetings and functions attended by Councillors outside of Waimate District Council meetings and general business, from 18 April 2021 to 30 April 2021.

Cr Fabia Fox	
Date	Meetings and Functions
21 April 2021	Lower Waitaki South Coastal Canterbury Zone Committee Meeting – Waimate Event Centre
21 April 2021	Waimate District Resourcing Trust Meeting – Waimate
23 April 2021	LGNZ Zone 5 & 6 Discussion with Mayor Broughton – Waimate Event Centre

Cr Sandy McAlwee	
Date	Meetings and Functions
25 April 2021	ANZAC Service – Southburn

Cr Miriam Morton	
Date	Meetings and Functions
21 April 2021	CentreCare Counselling Waimate Committee Meeting – Waimate
23 April 2021	LGNZ Zone 5 & 6 Discussion with Mayor Broughton – Waimate Event Centre
25 April 2021	ANZAC Dawn Service – Victoria Park
25 April 2021	ANZAC Civic Service – Waimate Event Centre
30 April 2021	South Island Three Waters Delivery Reform Meeting – Christchurch

Cr Tom O'Connor	
Date	Meetings and Functions
25 April 2021	ANZAC Service – St Andrews
27 April 2021	Pareora Catchment Society Meeting – Southburn Hall

Cr David Owen	
Date	Meetings and Functions
25 April 2021	ANZAC Dawn Service – Victoria Park
25 April 2021	ANZAC Civic Service – Waimate Event Centre
25 April 2021	ANZAC Ted's Bottle Service – Waihao Forks
30 April 2021	South Island Three Waters Delivery Reform Meeting – Christchurch

Cr Colin Pankhurst	
Date	Meetings and Functions
25 April 2021	ANZAC Dawn Service – Hakataramea
25 April 2021	ANZAC Ted's Bottle Service – Waihao Forks
30 April 2021	South Island Three Waters Delivery Reform Meeting – Christchurch

RECOMMENDATION

That the Councillors' Report is accepted.

12 CHIEF EXECUTIVE'S REPORT

Nil

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

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

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

PURPOSE

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

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 31-May-18	Duncan, Stuart	General Reports	Library Redevelopment
RESOLUTION 2018/40			
That Council proceed with the plan for the redevelopment of the Library including the whole Council building, and fund the investigation and scoping report to the sum of \$100,000 from the 2130 Property Reserve in the year 2020/21.			
Note:			
The recommendations from the scoping exercise will go out to full public consultation before incurring further expenditure.			
30.04.21: No change. Chief Executive will take any questions if required.			

Meeting	Officer/Director	Section	Subject
Council 27-Apr-21	Duncan, Stuart	General Reports	Open Space and Recreation Development Contributions
RESOLUTION 2021/61			
1. That the Open Space and Recreation Development Contributions report is accepted; and			
2. That this item lie on the table pending a Council Workshop.			

14 HUMAN RESOURCES REPORT

Nil

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT

Nil

17 GENERAL REPORTS**17.1 DELEGATIONS POLICY 308 - MINOR AMENDMENTS**

Author: Leonardo Milani, Policy Analyst

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Delegations Policy 38- Excerpts [↓](#) 

PURPOSE

1. For Council to approve amendments to the Waimate District Council (WDC) Delegations Policy 308, Section 3 (Sub-section 1B) and Section 4 (Sub-section 2A).

BACKGROUND

2. The latest minor amendments to the Delegations Policy 308 propose modification of its content in the following manner:
 - a. Amendment to the Section 3, Sub-section 1B 'Delegations to the Chief Executive', by adding the clause "to approve cash investment with approved counterparties up to the value of \$2,000,000 for a term of six months"; the addition is proposed as to align the Delegations Policy with the Section 5 of the WDC Investment Policy 403.
 - b. Amendments to the Section 4, Sub-section 2A 'Council Staff, Financial Authority to Expend or Commit Council to Expenditure', in several areas, as highlighted on the attached draft, to either implement minor changes to existing arrangements or to reflect latest changes in organisational structure.

Options

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

ASSESSMENT OF SIGNIFICANCE

4. The item is deemed to be of low level of significance under the WDC Significance & Engagement Policy 301.

CONSIDERATIONS

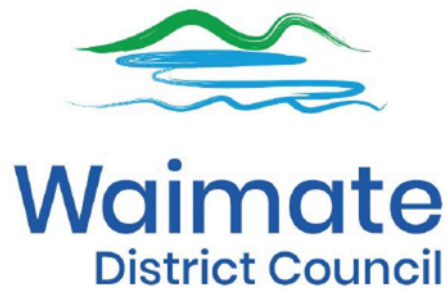
5. We are not aware of any other considerations.

FINANCIAL

6. There are no financial implications.

RECOMMENDATION

1. That the Delegations Policy 308 - Minor Amendments report be accepted; and
2. That Council adopt the Delegations Policy 308 - Minor Amendments, as presented.



DELEGATIONS POLICY

308

[EXCERPTS]

SECTION 3

Schedule 1B Delegations to Chief Executive from Elected Members

Functions

The Chief Executive is the head of the Council's staff appointed under section 42 of the LGA.

Delegations to Chief Executive

In order to fulfil these responsibilities the Chief Executive is delegated all the powers, functions and duties necessary for the management of the Council's activities and the implementation of Council policy except:

- (a) Those reserved to the Council under clause 32 to Schedule 7 of the LGA; and
- (b) Any other powers, functions and duties specifically identified as being reserved to the Council or a committee under this Policy.

The Chief Executive may delegate any of these responsibilities, duties or powers, except any the law requires the Chief Executive to exercise.

Specific Delegations

For the avoidance of doubt, the Chief Executive's delegations include the powers detailed in the following bullet points:

- To commit Council expenditure up to a limit of \$750,000 (within approved budget);
- To approve cash investment with approved counterparties up to a value of \$2,000,000 for a term of six months;
- To initiate, negotiate, resolve or withdraw from legal proceedings in any Court. This includes prosecutions, debt recovery and Resource Management Act appeals and all other legal proceedings. To commence any prosecution the Chief Executive will do so in accordance with the "Guidelines for the laying of informations" adopted by Council from time to time;
- To make submissions to outside organisations on behalf of Council, following consultation with elected members;
- To undertake all directives approved by Council resolution;
- To sell or purchase property or land up to the value of \$40,000 without Council resolution but with approval of His Worship the Mayor (refer to Property or Land Sale Purchase and Lease Policy 410);
- To approve contingency expenditure up to a limit of \$50,000 in the case of emergency or an unexpected event etc.;
- To accept, negotiate or decline contracts, tenders, purchasing agreements or any other arrangements for:
 - The employment of staff, consultants and advisers
 - The supply of goods and services, plant items or other assets to the Council
 - The provision of services by Council, and the sale, leasing, or disposal of goods, plant capital items (excluding real estate property) or other assets owned by the council and the settlement of claims for compensation
 - Easements, rights of way, caveats, registrable interests and similar minor dealings with property
- To issue trespass notices on Council owned or occupied land and to sub-delegate the issuance of trespass notices to appropriate persons; and
- The Chief executive may issue warrants to staff, and any contractors, and may change the warrants. A record of all current warrants must be kept.

SECTION 4

Schedules for Type 2 Delegations

Schedule 2A Council Staff, Financial Authority to expend or commit Council to expenditure

The guiding document for approval of financial transactions and the acceptance of contractual arrangements on behalf of Council is the Long-Term Plan (LTP). The LTP contains our community's desired outcomes, translated into strategic objectives and devolved into annualised budgets looking ten years ahead. The budgets within the LTP are subject to community approval by the submission and community consultation process.

Where an item of expenditure is being considered that does not fall within the programme of work shown within Council's LTP, then that item of expenditure must be evaluated in terms of Council Policy 301, Significance and Engagement Policy.

Council's delegations of financial authority are based on a recognition of the over-arching authority created by the annual process whereby Council's elected members approve a budget to be in place for a 12 month period commencing 1 July each calendar year.

Expenditure within Budget

Where an item of expenditure falls within the budget approved by Council's elected members, and is equal to or below the delegated level assigned to a Council Manager (refer table of "List of Delegations to Departmental Staff" below), that item of expenditure may be approved by Council's manager for the department relevant to that expenditure.

Where an item of expenditure falls within the budget approved by Council's elected members and is greater than the delegated level assigned to a Council Manager (refer table of "List of Delegations to Departmental Staff" below), approval must be given by Council's Chief Executive.

Where an item of expenditure falls within the budget approval by Council's elected members, and is **\$750,000 or greater**, approval must be given by ordinary resolution of Council's elected members.

Budget Over-Runs

Where a manager of Council becomes aware that actual expenditure within an activity will exceed its approved budget, the manager is required to advise Council's Chief Executive, as soon as is practicable.

Unbudgeted Expenditure¹

Unbudgeted expenditure is that which is of a nature that falls outside of Council's approved budget. Where any manager wishes to make unbudgeted expenditure this must be approved by the Chief Executive before the expenditure is committed. The Chief Executive will report the total (and detail) of unbudgeted expenditure to an ordinary meeting of Council, following each financial year quarter.

Council's Managers may delegate authority for financial approvals to staff roles within their departments

¹ For the Chief Executive's emergency financial delegation in terms of unbudgeted expenditure, specifically in relation to response to the COVID-19 emergency, see Appendix I.

In order to facilitate the practical day to day running of Council's operations, Council's managers may delegate (subject to their own expenditure limit) financial authority to named staff roles to incur and approve expenditure on behalf of Council, within their departments approved budget.

Approval Process for Invoices and Contracts

- The approval process is intended to align the scale of the expenditure with the seniority of the approving officer.
- In approving an invoice/contract, the Council officer is signifying that:
 - The expenditure falls within Council's programme of work shown in Annual Budget, (or if outside LTP has been approved by Council following subjection to the Significance and Engagement Policy, and public consultation if required)
 - The expenditure falls within the officer's delegated approval limit.
 - The expenditure is in accordance with the relevant purchase order issued by Council where appropriate.
 - The invoice is a bona fide invoice.
 - The quality of the goods or service is acceptable.
 - The price charged on the invoice is as quoted or acceptable.
 - The accounting coding applied to the invoice is correct.
- In some circumstances it may be appropriate for a manager to approve an invoice for payment that will be allocated to a number of departments across Council, provided it is a regular (i.e. monthly, annual etc.) expense that is usual in nature and expected. Examples include motor vehicle registrations and electricity charges. The manager approving this type of invoice must continue to adhere to the conditions of their delegation as with any invoice approval.

Authorisation Process for Invoices

Authorisation is essentially a financial or management audit function, whereby the authorising officer (usually Accountant, Corporate Services Assistant, or an additional cheque bank signatory) provides a second layer of assurance that the approving officer has acted within their personal approval limit, and provides a second opinion on the correctness of the accounting coding.

Council Officer Designated as Bank Signatories and to Authorise Payment

- Bank, transfer, and invest funds held by the Council in accordance with Council policy, subject to the observance of appropriate internal controls;
- Sign and countersign cheques, bills of exchange, promissory notes and other negotiable instruments, withdrawal notices or authorise electronic payments on behalf of Council;
- Approve payroll payments and all payroll related matters;
- Approve all tax payments and tax related matters.
 - Chief Executive
 - Corporate Services Group Manager
 - Accountant
 - Community & Strategy Group Manager
 - ~~Regulatory & Compliance Group Manager~~
 - Human Resources Manager

Up to \$750,000 may be transacted jointly by any two officers of Council designated above as authorising officers. Transfers in excess of \$750,000 must be authorised by the Chief Executive.

Raising, authorisation and posting of general ledger journals

Every general ledger journal must be subject to a two-step process, where it is firstly raised by an officer of Council with the appropriate delegation.

A second and separate officer of Council with the appropriate delegation must then:

- (c) Check that the journal is correct in nature and that appropriate supporting documentation is on file; and
- (d) Check that the posting of the journal to the general ledger has been performed correctly and evidence this by signing the journal document in the "authorised" area.

Officers delegated to raise journals	
	Accountant
	Corporate Services Group Manager
	<u>Corporate Services Assistant</u>
	Rates Officer
	<u>Human Resources Manager</u>

Officers delegated to authorise journals – except for those journals they may raise	
	Accountant
	Chief Executive
	Corporate Services Group Manager

Financial Limits

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

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

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

Regulatory & Compliance Group Manager	yes	\$40,000
Animal Control Officer	yes	nil
Building Control Manager	yes	\$5,000
Building Control Officer	yes	nil
Compliance Officer	yes	nil
Emergency Management & Health and Safety Advisor	yes	nil
Planner	yes	nil
<u>Regulatory Support Officer</u>	<u>yes</u>	<u>nil</u>
Senior Planner	yes	nil
Senior Regulatory Support Officers	yes	nil
Emergency Work - this is unbudgeted expenditure		
Roading Manager	≤\$20,000	\$20,000
Roading Officer	≤\$20,000	\$20,000
Roading Technician	≤\$20,000	\$20,000
Emergency Work (when Emergency Operations Centre is activated) This is unbudgeted expenditure		
Civil Defence Logistics Manager	≤\$20,000	\$20,000
Civil Defence Logistics Support	≤\$20,000	nil
Contingency expenditure in the case of emergency or an unexpected event. This is unbudgeted expenditure		

Chief Executive	≤\$50,000	\$50,000
Note: The initiator of a purchase order cannot approve that order. The only exception is the Chief Executive and Civil Defence Logistics Manager for emergency work. Roading Emergency work will require a different authoriser to approve.		

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

DRAFT

Document Control

Queries:	Corporate Services Group Manager
Effective:	<u>11 May 2021</u>
Previous Review Date(s):	8 December 2020 (minor) 27 August 2020 (minor) 2 June 2020 (minor) 24 March 2020 (minor) 10 December 2019 (minor) 29 October 2019 (minor) 20 August 2019 (full) 12 March 2019 (minor) 9 October 2018 (minor) 12 September 2017 (minor) 22 August 2017 (minor) 23 May 2017 (minor) 6 December 2016 (minor) 4 October 2016 (minor) 30 June 2015 (minor) 25 November 2014 (full) 22 April 2014 (minor)
Next [Full] Review Date:	August 2022
Document Owner:	Corporate Services Group Manager
To be only amended by:	Resolution of Council

**17.2 LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE 2020
PROGRESS REPORT - 10:00AM**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Lower Waitaki Annual Report [↓](#) 

PURPOSE

1. For Council to consider and receive the Lower Waitaki South Coastal Canterbury (LWSCC) Zone Committee 2020 Progress Report.
2. Chair of the LWSCC Zone Committee, Bruce Murphy and Environment Canterbury Zone Facilitator Dave Moore will attend to answer any questions.

BACKGROUND

3. To meet the requirements of the Environment Canterbury Long Term Plan, each Canterbury Water Management Strategy (CWMS) Zone Committee is required to report annually on progress.

PROPOSAL

4. That Council receives the LWSCC Zone Committee 2020 Progress Report.

ASSESSMENT OF SIGNIFICANCE

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

FINANCIAL

6. There are no known budget considerations.

Cost-effectiveness

7. Cost-effectiveness consideration is not applicable.

RECOMMENDATION

That the Lower Waitaki South Coastal Canterbury Zone Committee 2020 Progress Report is received.

Lower Waitaki South Coastal Canterbury Water Zone Committee

2020 Progress Report



Protecting our local biodiversity



Bruce Murphy, Lower Waitaki
South Coastal Canterbury
Water Zone Committee Chair

Kia ora, what a challenging year we have had! Thanks to all who helped me transition to the role of Chair this year – and thanks to Kate White for her tireless efforts representing the community.

Challenges this year included meeting virtually and contending with erosion on the Waitaki River, which eroded parts of the riverbanks, leaving an expensive problem.

The floods of 2019/20 caused erosion to the tune of a \$1.04 million repair bill. After conversations and surveys with affected landowners we're pleased to have secured funding from the MBIE's Provincial Development Unit towards the repairs. We have also secured \$500k to tackle weeds in the river.

We've talked to folks in the northern area about setting up a catchment group. The group would be community leaders for

education and environmental projects in line with the committee's Zone Implementation Plan Addendum.

The zone committees' review means we have new interim goals; guidance on purpose and priorities from councils and rūnanga; and a new direction: facilitating solutions to uphold the mana of the freshwater in our zone. The committee is creating action plans on how we can do this in the future.

Looking to 2021, I can see another big year with policies and regulations being handed down, and our new action plan landing. We will also be looking for community members to join the committee – so keep your eyes peeled for information on social media and in our local papers.

Ngā mihi nui,
Bruce

Key achievements 2020

- Engaged with farming leaders in the Northern Streams area to explore setting up a catchment group to focus on environmental improvements within the area. There is strong interest from a small group of farmers and discussions will continue in 2021.
- Supported the Collaborative Hill Slopes Project in the Otaio area. This research project is showing great potential to enable farmers to better manage water efficiency, nutrient management, irrigation system management and improve water quality.
- The committee is investigating funding options to better support the existing Waihao-Wainono and Hakataramea environmental protection groups.
- Supported the Waihao-Wainono Community Catchment Group's restoration initiatives for Waihao River at McCullochs Bridge.
- Became aware of erosion at several sites of on the North bank of the Waitaki River. This erosion was threatening important infrastructure and farmland. The committee assisted with bringing parties together to work towards a solution and remedial action.

The zone committee's implementation programme includes the protection of culturally important locations like Duntroon's Elephant Rocks.



Lower Waitaki South Coastal Canterbury Water Zone Committee

Delivering the community's vision for freshwater

The Canterbury Water Management Strategy (CWMS) puts finding solutions for freshwater management in the hands of the community, with support from councils, Ngāi Tahu, and others. The strategy sets out freshwater goals and targets to deliver the community's vision for freshwater.

"To gain the greatest cultural, economic, environmental, recreational and social benefits from our water resources within a sustainable framework both now and for future generations."

Each of the ten community-led water zone committees work collaboratively to develop freshwater recommendations to ensure council plans give effect to these goals and targets.

Within each target area there are several specific time-bound targets to be achieved and these are monitored and reported on to ensure progress is being made.

The target areas are shown below – read some of the stories about what is being done in the zone to achieve deliver on these on the next page.

CWMS Targets

	Ecosystem health and biodiversity		Kaitiakitanga		Recreational and amenity opportunities		Irrigated land area		Regional and national economies
	Natural character of braided rivers		Drinking water		Water use efficiency		Energy security and efficiency		Environmental limits

Extraordinary year provides a chance to pause and reflect

2020 has been an extraordinary year in more ways than one.

This time last year we had not heard of Covid-19 or the exceptional lengths governments from around the world would take to slow its spread. Keeping any group working productively together in such circumstances can be a challenge but each committee has embraced new technology to communicate, adapted their work programmes and continued their commitment to improve water management in their zone. The committee's year in review report highlights their achievements in what has been a challenging year.

2020 has provided an opportunity to pause and reflect on the achievements of the last ten years of the Canterbury Water Management Strategy and in particular the progress that had been made to put a Resource Management Act planning framework in place (Land and Water Regional Plan). A plan, however, is only as good as the actions that follow. The Canterbury Mayoral Forum asked councils to work in partnership with Rūnanga and committees to refocus their work more on facilitating action on the ground with their local communities. This review of the zone committees has taken longer than expected, because

of Covid disruptions, but we expect to have a new Terms of Reference completed by the end of the year. Councils have also taken the opportunity to clarify their three year priorities, and where they would like support from committees, in a Letter of Shared Priorities.

The next few years is going to continue to be challenging for many local communities as they grapple with the implementation of the new National Policy Statement for Freshwater and National Environmental Standards. Furthermore, the government has announced its intention to repeal the Resource Management Act and Ngāi Tahu has sought a declaration in the High Court seeking Rangitiratanga over freshwater in its rohe. These changes will be unsettling and uncomfortable for many local communities.

The new Terms of Reference and Letter of Shared Priorities will give committees a clear focus for future action and an ability to support their local communities to navigate this next wave of change designed to further improve the mauri and health of our freshwater and the way it is managed.

Increasing flow to the Waihao Box, which feeds Wainono Lagoon, was discussed earlier in the year by the zone committee.





Community bands together to plant out Waihao River

The Waihao Wainono Catchment Community Group, made up of volunteers, set upon McCullochs Bridge in October for a planting day which saw nearly 700 natives planted.

The group was well supported by about 60 community members, Lower Waitaki South Coastal Canterbury Water Zone Committee members and Councillors Elizabeth McKenzie and Peter Scott, who turned up to lend a hand.

Planting native trees and grasses can help riverbank areas by filtering runoff, stabilising soils and creating a more diverse habitat for invertebrates, birds and lizards.

The enthusiasm from the community helped deliver the committee's vision for restoring and enhancing the area back to the former glory as a highly valued recreation site.

One of the goals of the committee is for the community to take widespread ownership of catchment health to help improve water quality and biodiversity.



The Waihao Wainono Catchment Community Group planted nearly 700 seedlings at McCullochs Bridge this year.



About 40 community members attended a workshop on protecting and enhancing wetlands in Otematata.



Wetlands workshop benefits wider community

The Lower and Upper Waitaki water zone committees joined forces at Otematata Station, to show that wetlands can be an asset to a farm, if treated correctly.

NZ Landcare Trust is running a series of on-farm events in conjunction with farmers, to share knowledge on the benefits wetlands offer farmers and the wider community.

Environment Canterbury's principal biodiversity advisor for wetlands, Jason Butt, led the discussions around wetland identification and protection and said he was pleased with how the events have gone so far.

"The enthusiasm of the landowners is an asset to the project. I look forward to more farmer-led projects in future," he said.



Mahinga kai facilitator leading the way

With elements of science, land management, Māoritanga and even art conservation, Rosemary Clucas is relishing her new role as South Canterbury's Pou Matai Kō mahinga kai facilitator.

Rosemary's aim is to help farmers protect and enhance native plants, animals – and precious Māori rock art – on their properties. Working closely with Ngāi Tahu Rock Art Trust, rūnanga and landowners, Rosemary will dedicate part of her role to advising on the potential impact of irrigation and farming on ancient limestone rock art, called tuhituhi o neherā.

Hundreds of drawings in South Canterbury, some of which could be up to 1000 years old, are susceptible to damage or destruction from changes to land use, exposure to the elements and environmental changes.

Rosemary's appointment as mahinga kai facilitator aligns with the zone committee's goals of kaitiakitanga as well as ecosystem health and biodiversity in the wider zone.



Rosemary Clucas is the new southern zones mahinga kai facilitator.



The Lower Waitaki South Coastal Canterbury Water Zone Committee left to right: Kate White, Barney Hoskins, Bruce Murphy (chair), Brent Packham, Emily Anderson, Cr Fabia Fox, Keiran Whyte, Cr Jim Hopkins, Cr Nicole Marshall, Michael McMillan, and Jared Ross (deputy chair). Absent: Suzanne Eddington, Daniel Isbister.

Zone description

The zone covers the area south of the Pareora River at its northeastern border and to the Waitaki River as its southeastern border. The zone includes all of the Waimate District and part of Waitaki District (including the rural towns of Duntroon and Kurow). It is a joint committee of the Waimate and Waitaki District Councils and Environment Canterbury. It is in the rohe of Kāti Huirapa.

Key Zone contacts

Chris Eccleston – Southern Zones manager
chris.eccleston@ecan.govt.nz | 027 562 2492

Peter Burt – Lower Waitaki zone delivery lead
peter.burt@ecan.govt.nz | 027 688 2013

Dave Moore – Lower Waitaki zone committee facilitator
dave.moore@ecan.govt.nz | 027 604 3908

Zone committee membership 2020

Rūnanga representatives

Michael McMillan –
Te Runanga o Arowhenua

Suzanne Eddington –
Te Runanga o Waihao

Keiran Whyte –
Te Runanga o Moeraki.

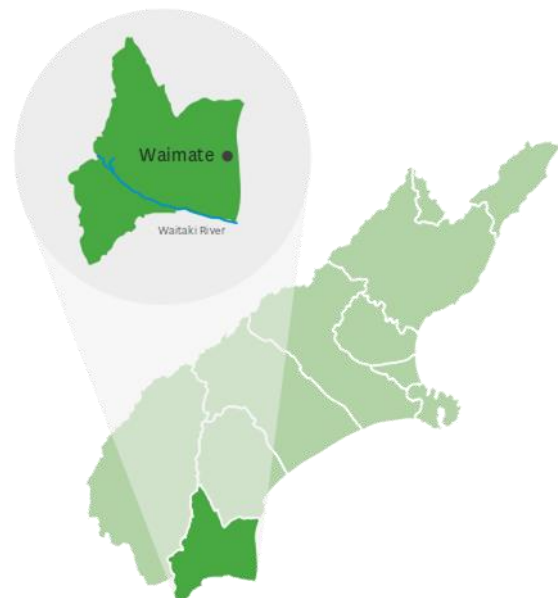
Community members

Bruce Murphy (chair)
Jared Ross (deputy chair)
Barney Hoskins

Kate White
Brent Packham
Daniel Isbister
Emily Anderson (on secondment)

Council representatives

Cr Jim Hopkins
(Waitaki District Council)
Cr Fabia Fox
(Waimate District Council)
Cr Nicole Marshall
(Environment Canterbury)



R20/0925

The Lower Waitaki South Coastal Canterbury Water Zone Committee is a community led committee supported by councils.

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17.3 FINANCE REPORT - FOR THE 9 MONTHS ENDED 31 MARCH 2021**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 9 months ended 31 March 2021**

	Variance Note	Actual \$000	Year to date Budget \$000	Variance \$000	% Var.	Full Year Budget Including carry forwards
Operating Revenue						
Rates (net of remissions)		\$ 7,915	\$ 7,912	\$ 4	0%	\$ 10,549
Development and Financial Contributions	3	116	47	69	147%	63
NZ Transport Agency Subsidy	4	2,470	2,606	(136)	(5%)	3,333
Fees and Charges	5	947	846	101	12%	1,057
Interest Revenue		7	2	4	200%	3
DIA Stimulus Funding - 3Waters	6	1,680	-	1,680	100%	-
Other Revenue	7	1,840	1,339	501	37%	2,013
Total Operating Revenue		14,975	12,752	2,223	17%	17,018
Operating Expenditure						
Employment Benefit Expenses		3,520	3,533	13	0%	4,693
Depreciation and Amortisation	8	3,650	4,076	426	10%	5,435
Roading Expenses		2,010	1,971	(39)	(2%)	2,629
Finance Costs	9	74	179	105	59%	239
Other Expenses	10	4,660	4,223	(437)	(10%)	5,891
Total Operating Expenditure		13,914	13,982	68	0%	18,887
Total Surplus/(Deficit)		\$ 1,061	\$ (1,230)	\$ 2,291	(186%)	\$ (1,869)

- For the 9 months ended 31 March 2021, Council recorded a surplus of \$1.061m compared to a budgeted deficit of \$1.230m; therefore, Council are tracking \$2.291m favourable to budget.

MAJOR VARIANCES TO BUDGET

- Development and financial contributions are favourable to budget mainly due to income for Water Supply, Sewerage and Stormwater activities.
- NZ Transport Agency subsidy income is below budget due to the timing of capital works.
- Fees and charges are favourable to budget predominately due to increased camping revenue (\$59,000) and building consent income (\$85,000) with the building consent 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 (\$250,000), rates penalties income favourable to budget (\$34,000) and increased recoveries for the Sewerage activity (\$25,000).
- Depreciation and amortisation expenses are favourable to budget predominately due to updated annual depreciation values following the 30 June 2020 infrastructural revaluations, and the timing of capital additions this financial year.
- Finance costs are favourable to budget due to increased cash reserves in relation to timing of capital works and some operational savings.

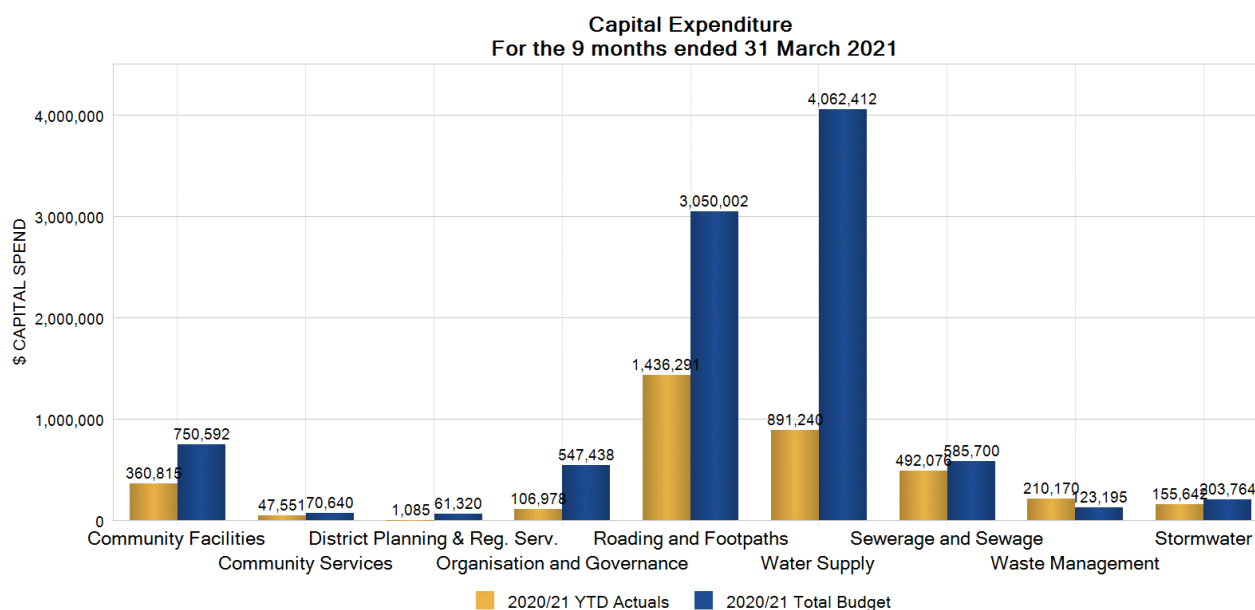
10. Other expenses have exceeded budget mainly due to contractor costs (\$113,000) and Landfill transfer station costs (\$49,000) in relation to Waste Management; consultancy costs (\$57,000) for Water Supply and Sewerage activity Stimulus Fund spends; consultancy costs (\$23,000) for a Greenhouse Gas Emissions report and Freshwater Reforms report; desludging of the Sewerage ponds as part of the Stimulus Fund spends (\$480,000); offset by favourable variances for training and seminars, legal fees and other general reduced expenditure.

Waimate District Council
Statement of Financial Position
As at 31 March 2021

	Movement Note	Actual 31 March 2021 \$000	Actual 30 June 2020 \$000	Movement \$000
Assets				
Current Assets				
Cash and cash equivalents	11	6,449	3,789	2,660
Trade and other receivables		1,147	1,596	(450)
Inventories		138	104	34
Other financial assets		630	630	-
Total Current Assets		8,364	6,120	2,244
Non Current Assets				
Property, plant and equipment		426,912	427,466	(554)
Forestry assets		1,710	1,691	19
Intangible assets		251	283	(32)
Other financial assets		15,252	15,253	(1)
Total Non Current Assets		444,125	444,693	(568)
Total Assets		452,489	450,813	1,676
Liabilities				
Current Liabilities				
Trade and other payables		2,528	1,773	755
Borrowings		71	71	-
Provisions		5	5	-
Employment Benefit Expenses		379	469	(90)
Derivative financial instruments		-	-	-
Total Current Liabilities		2,983	2,318	665
Non Current Liabilities				
Provisions		64	64	-
Borrowings		2,470	2,524	(55)
Total Non Current Liabilities		2,534	2,588	(55)
Equity				
Public Equity		86,380	85,424	956
Reserves		360,592	360,483	109
Total Equity		446,972	445,906	1,065
Total Liabilities and Equity		452,489	450,813	1,676

11. Cash has increased predominately due to the Stimulus Fund grant income, and the timing of capital expenditure projects.

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.

12. Totals:	Spend to date (including WIP at 30 June 2020)	\$ 3,701,848
	Work In Progress carried forward from 30 June 2020	\$ <u>-618,991</u>
	Total spend to 31 March 2021	\$ 3,082,857
	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	32.6%

RECOMMENDATION

That the Finance Report for the 9 months ended 31 March 2021 be accepted

17.4 SERVICE ACKNOWLEDGEMENT & MORNING TEA: CREATIVE COMMUNITIES NEW ZEALAND COMMITTEE RETIRING MEMBERS - 10:30AM

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

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments: Nil

PURPOSE

Membership on the Creative Communities New Zealand Committee is limited to 6 consecutive years. Three of our members have now reached that limit and are retiring.

Council wish to thank them for their service and invite them to join Council for morning tea. The three retiring members are:

1. Wendy Heath
2. Sharon Stace
3. Clare Saunders-Tack

17.5 ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE 2020 PROGRESS REPORT - 11:00AM

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. OTOP Annual Report [↓](#) 

PURPOSE

1. For Council to consider and receive the Orari-Temuka-Opihi-Pareora (OTOP) Zone Committee 2020 Progress Report.
2. Deputy Chair of the OTOP Zone Committee Phil Driver will attend to answer any questions.

BACKGROUND

3. To meet the requirements of the Environment Canterbury Long Term Plan, each Canterbury Water Management Strategy (CWMS) Zone Committee is required to report annually on progress.

PROPOSAL

4. That Council receives the OTOP Zone Committee 2020 Progress Report.

ASSESSMENT OF SIGNIFICANCE

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

FINANCIAL

6. There are no known budget considerations.

Cost-effectiveness

7. Cost-effectiveness consideration is not applicable.

RECOMMENDATION

That the Orari-Temuka-Opihi-Pareora Zone Committee 2020 Progress Report is received.

Orari Temuka Opihi Pareora Water Zone Committee

2020 Progress Report



Protecting our local biodiversity



Lucy Millar, Orari Temuka Opihi
Pareora Water Zone Committee Chair

In August, I was pleased to take up the position of chair. Working closely with other members, I'd like to see how we can redefine the purpose for the OTO Water Zone Committee, after many years of working on the ZIPA recommendations for councils.

In 2020, our focus shifted from planning to action on the ground and this has proved challenging, resulting in limited committee-led activity in the zone. However, I am eager to work collectively to improve how we engage with our community on practical freshwater management matters in the coming year.

Along with the rest of the committee, I would like to thank the members that have stepped down, Mark Webb (10 years of service), Hamish McFarlane (four years) and Herstatt

Ulrich (two years), for the commitment and leadership they showed during their tenure.

In 2020, I've been proud of the committee's continuing input into biodiversity work in the zone. We recently recommended several new projects for Environment Canterbury's Immediate Steps funding and will be closely following their progress as on-the-ground work begins over summer.

These projects can make a real difference and provide value to the environment and community.

Lucy holds a Bachelor of Science degree, currently works for Opuha Water Ltd as their Farm Environment Plan Programme Manager. She lives near Temuka with her husband and two daughters.

Key achievements 2020

- Five projects were recommended for Immediate Steps biodiversity funding in 2020/21 totalling \$60,000. Projects included weed control along the Orari River; fencing a QEII covenanted area within the Pareora catchment to protect native vegetation; and pest control in the upper reaches of the Rangitata River.
- Protecting local Māori rock art and raising the awareness of mahika kai is a committee objective. An ongoing project undertaken by Ngāi Tahu Māori Rock Art Trust is being continually supported by the zone committee through funding in 2017 and again in 2021 totally \$24,000.
- The committee supported the establishment of the Catchment Collective South Canterbury Society, which was formed to provide support services to local catchment groups, with start-up financial backing from the three District Councils and Environment Canterbury.
- A youth representative was welcomed on to the committee to offer their perspective. While the seat is currently a trial, the hope is to have a permanent youth member involved with the committee in the future.
- The plan change to the OTO section of the Land and Water Regional Plan, which was drafted from the committee's recommendations in the Zone Implementation Programme Addendum, was notified earlier in the year and, while delayed due to COVID 19, is progressing through the hearing stage.

The Opihi River is one of our key waterways in the zone.



Orari Temuka Opihi Pareora Water Zone Committee

Delivering the community's vision for freshwater

The Canterbury Water Management Strategy (CWMS) puts finding solutions for freshwater management in the hands of the community, with support from councils, Ngāi Tahu, and others. The strategy sets out freshwater goals and targets to deliver the community's vision for freshwater.

"To gain the greatest cultural, economic, environmental, recreational and social benefits from our water resources within a sustainable framework both now and for future generations."

CWMS Targets

 Ecosystem health and biodiversity	 Kaitiakitanga	 Recreational and amenity opportunities	 Irrigated land area	 Regional and national economies
 Natural character of braided rivers	 Drinking water	 Water use efficiency	 Energy security and efficiency	 Environmental limits

Extraordinary year provides a chance to pause and reflect

2020 has been an extraordinary year in more ways than one.

This time last year we had not heard of Covid-19 or the exceptional lengths governments from around the world would take to slow its spread. Keeping any group working productively together in such circumstances can be a challenge but each committee has embraced new technology to communicate, adapted their work programmes and continued their commitment to improve water management in their zone. The committee's year in review report highlights their achievements in what has been a challenging year.

2020 has provided an opportunity to pause and reflect on the achievements of the last ten years of the Canterbury Water Management Strategy and in particular the progress that had been made to put a Resource Management Act planning framework in place (Land and Water Regional Plan). A plan, however, is only as good as the actions that follow. The Canterbury Mayoral Forum asked councils to work in partnership with Rūnanga and committees to refocus their work more on facilitating action on the ground with their local communities. This review of the zone committees has taken longer than expected, because

of Covid disruptions, but we expect to have a new Terms of Reference completed by the end of the year. Councils have also taken the opportunity to clarify their three year priorities, and where they would like support from committees, in a Letter of Shared Priorities.

The next few years is going to continue to be challenging for many local communities as they grapple with the implementation of the new National Policy Statement for Freshwater and National Environmental Standards. Furthermore, the government has announced its intention to repeal the Resource Management Act and Ngāi Tahu has sought a declaration in the High Court seeking Rangitiratanga over freshwater in its rohe. These changes will be unsettling and uncomfortable for many local communities.

The new Terms of Reference and Letter of Shared Priorities will give committees a clear focus for future action and an ability to support their local communities to navigate this next wave of change designed to further improve the mauri and health of our freshwater and the way it is managed.

Otipua Saltwater Creek is an urban/rural waterway that has its own community catchment group in the OTOP zone.



Orari River project to protect native species

Precious native plants and wildlife living near – or in – the Orari River will have a better chance to flourish thanks to the zone committee's support for a volunteer predator control programme.

The Orari River Protection Group was granted \$15,000 of Immediate Steps Funding, which will fund equipment and tools to control gorse and broom; encourage native vegetation to flourish, and reduce the impact of predators like possums and stoats.

The Group is made up of volunteers who work with nearby landowners, undertake manual weed control, pest trapping and predator control work along the river gorge to enhance and protect its native biodiversity.

The Orari River is home to endangered endemic bird colonies such as black-billed gulls and black-fronted terns. There are also significant natural areas throughout the gorge, including habitat for multiple rare lizard species.

This project is one of several to receive funding from the Immediate Steps biodiversity in the zone in 2020.



The Orari River Protection Group received \$15,000 of funding to help protect endangered native birds like the black-billed gull.



Elusive blue fish caught on camera by Timaru kids

School kids took to the pavements of Timaru in July for the Great Blue Fish Hunt, to raise awareness of stormwater pollution.

The competition, organised by the Timaru District Council and Otipua-Saltwater Creek Catchment Group, aimed to remind everyone living in Timaru that stormwater drains are for rain only because they discharge into our local waterways.

Nearly 30 blue fish were spotted – and captured on camera – in their natural habitat by eagle-eyed children, hanging out by stormwater drains, both in the central business district and in the suburbs.

Taking action to improve the water quality of Otipua-Saltwater Creek, and other urban/rural waterways in the area, was recommended in the zone committee's recommendations made to Councils in 2019.



Two of the Blue Fish winners, Mackenzie and Samuel Tait, with Timaru District Council stormwater expert Uki Dele.



Rock art site restoration in full swing

Taniwha Gully, home to nationally significant tuhihi o neherā Māori rock art sites, is moving closer to its goal of ecological restoration thanks to two more years of funding for indigenous planting and weed control.

The collaborative project with the Ngāi Tahu Māori Rock Art Trust and landowners has been underway since 2016 and, this year, the OTOP Water Zone Committee recommended the funding of \$14,000 for more work to take place in 2021. This will include further control of woody weeds and progressive planting to achieve re-establishment of indigenous vegetation.

The Gully, which is protected with a QEII covenant, is an example of a rich valley floor wetland ecosystem that supports a wide variety of native plants and animals. Its restoration fits with the committee's outcomes to protect local Māori rock art, raise awareness of mahika kai (traditional resource use) and protecting and enhancing biodiversity.



The native restoration work at Taniwha Gully, including planting and weed control, will continue into 2021.



The Orari Temuka Ophi Pareora Water Zone Committee left to right: Dr Phil Driver, Lucy Millar, Cr Barbara Gilchrist, Cr Anne Munro, Cr Elizabeth McKenzie, Luke Reihana, Cr Tom O'Connor, Glen Smith and acting youth member Bailey Lissington.

Zone description

The zone covers the area from the Rangitata River to the southern boundary of the Pareora River, from Burkes Pass to the sea. It includes Timaru as well as the rural townships of Fairlie, Temuka, Pleasant Point and Geraldine. It is a joint committee of the Timaru, Waimate and Mackenzie District Councils and Environment Canterbury. It is in the rohe of Arowhenua Rūnanga.

Key Zone contacts

Chris Eccleston – OTOZ Zone Manager
chris.eccleston@ecan.govt.nz | 027 562 2492

Brian Reeves – OTOZ Zone Delivery Lead
brian.reeves@ecan.govt.nz | 027 807 3284

Janine Roux – OTOZ Zone Committee Facilitator
janine.roux@ecan.govt.nz | 027 359 3426

Zone committee membership 2020

Rūnanga representatives

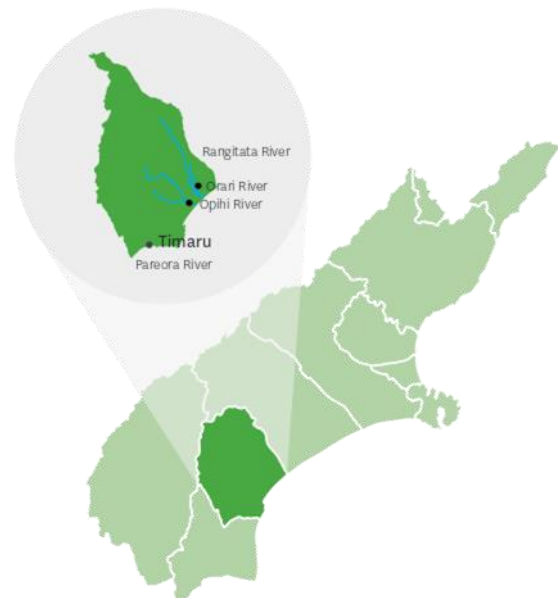
John Henry –
Te Rūnanga o Arowhenua

Community members

Lucy Millar (Chair)
Phil Driver (Deputy Chair)
Luke Reihana
Glen Smith
Sue Eddington

Council representatives

Cr Elizabeth McKenzie
(Environment Canterbury)
Cr Barbara Gilchrist
(Timaru District Council)
Cr Tom O'Connor
(Waimate District Council)
Cr Anne Munro
(Mackenzie District Council)



R20/8224

The Orari Temuka Ophi Pareora Water Zone Committee is a community led committee supported by councils.

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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 27 April 2021	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.2 - Public Excluded Minutes of the Environmental Services and Finance 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 - Public Excluded Minutes 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
19.4 - Downlands Water Scheme	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
19.5 - Alpine Energy Shareholders Report - February 2021	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	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

	disadvantage, commercial activities	
19.6 - Waimate District Representative - Aoraki Foundation	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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

20 RE-ADMITTANCE OF THE PUBLIC REPORT
MEETING CLOSURE