



# Agenda

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

**Tuesday 23 June 2020**

Commencing at 9.30am

Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate

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

**Notice is hereby given that a meeting of the Council will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 23 June 2020, commencing at 9.30am.**

**Elected Members**

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

Quorum – no less than five members

**Significance Consideration**

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

**Decision Making**

The Council, in considering each matter, must be:

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

Stuart Duncan  
Chief Executive

## Order Of Business

<b>Opening .....</b>	<b>5</b>
<b>1 Council Prayer .....</b>	<b>5</b>
<b>2 Public Forum.....</b>	<b>5</b>
<b>3 Apologies .....</b>	<b>5</b>
<b>4 Visitors .....</b>	<b>5</b>
<b>5 Conflicts of Interest .....</b>	<b>5</b>
<b>6 Identification of Major (Urgent) or Minor Items Not on the Agenda .....</b>	<b>5</b>
<b>Minutes .....</b>	<b>6</b>
<b>7 Confirmation of Minutes.....</b>	<b>6</b>
7.1 minutes of the Council Meeting held on 2 June 2020 .....	6
7.2 minutes of the Extraordinary Council Meeting held on 4 June 2020 .....	13
<b>8 Receipt of Minutes .....</b>	<b>18</b>
Nil	
<b>Reports .....</b>	<b>19</b>
<b>9 Mayor's Report.....</b>	<b>19</b>
9.1 Mayor's Report.....	19
<b>10 Deputy Mayor's Report.....</b>	<b>23</b>
10.1 Deputy Mayor's Report.....	23
<b>11 Councillors' Reports.....</b>	<b>25</b>
11.1 Councillors' Report .....	25
<b>12 Chief Executive's Report .....</b>	<b>27</b>
Nil	
<b>13 Council Actions Report .....</b>	<b>27</b>
Nil	
<b>14 Human Resources Report .....</b>	<b>28</b>
14.1 Human Resources Report.....	28
<b>15 Health and Safety Report .....</b>	<b>31</b>
Nil	
<b>16 Audit and Risk Committee Report .....</b>	<b>32</b>
16.1 Audit and Risk Committee Chair's Report .....	32
<b>17 General Reports .....</b>	<b>34</b>
17.1 Presentation: Aoraki Foundation - 10.00am .....	34
17.2 Expenditure Variation Report for the 9 months ended 31 March 2020.....	35
17.3 Adoption of Waimate District Council Annual Plan 2020/21.....	37
17.4 Resolution to Set Rates for 2020/21 .....	39
17.5 2020/21 Rates Penalties Resolution.....	48

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<b>18</b>	<b>Consideration of Major (Urgent) or Minor Items not on the Agenda .....</b>	<b>50</b>
	Nil	
	<b>Public Excluded .....</b>	<b>51</b>
<b>19</b>	<b>Exclusion of the Public Report .....</b>	<b>51</b>
19.1	Public Excluded minutes of the Council Meeting held on 2 June 2020 .....	51
19.2	McNamaras Road Oxidation Pond Desludging .....	51
19.3	Alpine Energy Shareholders Report - April 2020 .....	51
<b>20</b>	<b>Re-admittance of the Public Report.....</b>	<b>52</b>
	<b>Meeting Closure .....</b>	<b>52</b>

**OPENING****1 COUNCIL PRAYER****2 PUBLIC FORUM****3 APOLOGIES**

The Chair will call for any apologies.

**4 VISITORS****5 CONFLICTS OF INTEREST**

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

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

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

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

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

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

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

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

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

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

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

**MINUTES****7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 2 JUNE 2020**

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

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

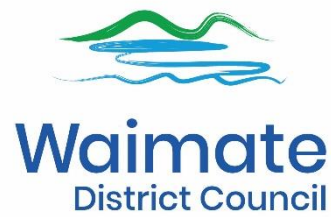
**Attachments:** 1. Minutes of the Council Meeting held on 2 June 2020

**PURPOSE**

To present the unconfirmed Minutes of the Ordinary Council Meeting held on 2 June 2020 for confirmation.

**RECOMMENDATION**

That the Minutes of the Council Meeting held on 2 June 2020 be adopted as a true and correct record.



# **MINUTES**

## **Ordinary Council Meeting**

**2 June 2020**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE VIA ZOOM  
ON TUESDAY 2 JUNE 2020 COMMENCING AT 9.59AM**

**PRESENT:** Mayor Craig Rowley (Chair), Deputy Mayor Sharyn Cain, Cr Fabia Fox, Cr Sandy McAlwee, Cr Miriam Morton, Cr David Owen, Cr Sheila Paul

**APOLOGIES:** Cr Colin Pankhurst and Cr Tom O'Connor for lateness due to technical difficulties with the Council Zoom platform.

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Carolyn Johns (Community and Strategy Group Manager), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

## **OPENING**

Due to technical difficulties with the Council Zoom platform, the meeting did not begin at 9.30am as scheduled.

### **1 COUNCIL PRAYER**

The Committee Secretary opened the Council Meeting with a prayer.

### **2 PUBLIC FORUM**

There were no speakers at the Public Forum.

### **3 APOLOGIES**

#### **APOLOGY**

#### **RESOLUTION 2020/18**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr David Owen

That the apologies received from Cr Colin Pankhurst and Cr Tom O'Connor for lateness due to the technical difficulties with the Council Zoom platform be accepted.

**CARRIED**

### **4 VISITORS**

Nil

### **5 CONFLICTS OF INTEREST**

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

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

There were no major/minor items identified.



## MINUTES

### 7 CONFIRMATION OF MINUTES

#### 7.1 MINUTES OF THE COUNCIL MEETING HELD ON 12 MAY 2020

##### RESOLUTION 2020/19

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the Minutes of the Council Meeting held on 12 May 2020 be adopted as a true and correct record.

**CARRIED**

### 8 RECEIPT OF MINUTES

Nil

## REPORTS

### 9 MAYOR'S REPORT

Nil

### 10 DEPUTY MAYOR'S REPORT

Nil

### 11 COUNCILLORS' REPORTS

Nil

### 12 CHIEF EXECUTIVE'S REPORT

#### 12.1 AFFIXING OF THE COMMON SEAL

##### RESOLUTION 2020/20

Moved: Chair Craig Rowley

Seconded: Cr Sheila Paul

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

1. Warrant of Appointment (Animal Control Officer) – Karen Buchanan dated 20 February 2020
2. Warrant of Appointment (Noise Control Officer) – Karen Buchanan dated 20 February 2020
3. Warrant of Appointment (Noise Control Officer) – Robin Cadogan dated 20 February 2020
4. Warrant of Appointment (Noise Control Officer) – Jason McAlister dated 20 February 2020
5. Deed of Grant to Lay Irrigation Pipeline under Road – WDC and Morven Glenavy Ikawai Irrigation Ltd

**CARRIED**

**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT****RESOLUTION 2020/21**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr David Owen

That the Outstanding Council Actions Report 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 DELEGATIONS POLICY 308- AMENDMENTS TO FINANCIAL LIMITS SUBSECTION**

Council considered amendments to the Delegations Policy 308, Section 4, Subsection Financial Limits.

**RESOLUTION 2020/22**

Moved: Cr Sandy McAlwee

Seconded: Cr Miriam Morton

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

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

Nil

**PUBLIC EXCLUDED****19 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2020/23**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr David Owen

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
<b>19.1 - Public Excluded minutes of the Council Meeting held on 12 May 2020</b>	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
<b>19.2 - Outstanding Council Actions Report - Public Excluded</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>19.3 - Alpine Energy Draft Statement of Corporate Intent 2021-2023</b>	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****20 RE-ADMITTANCE OF THE PUBLIC REPORT****RESOLUTION 2020/24**

Moved: Cr Fabia Fox

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 10.25am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 23 June 2020.

.....  
**CHAIRPERSON**

**7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 4 JUNE 2020**

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

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

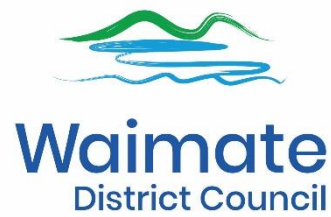
**Attachments:** 1. Minutes of the Extraordinary Council Meeting held on 4 June 2020

**PURPOSE**

To present the unconfirmed Minutes of the Extraordinary Council Meeting held on 4 June 2020 for confirmation.

**RECOMMENDATION**

That the Minutes of the Extraordinary Council Meeting held on 4 June 2020 be adopted as a true and correct record.



# **MINUTES**

## **Extraordinary Council Meeting**

**4 June 2020**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE  
ON THURSDAY, 4 JUNE 2020 AT 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 Sheila Paul

**APOLOGIES:** Cr Colin Pankhurst

**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), Dan Mitchell (Asset Group Manager), Paul Roberts (Water and Waste Manager), Melissa Thomson (Accountant), Karalyn Reid (Committee Secretary), Leo Milani (Policy Analyst)

## **OPENING**

### **1 COUNCIL PRAYER**

There was no Council Prayer taken at this meeting.

### **2 PUBLIC FORUM**

There was no Public Forum held at this meeting.

### **3 APOLOGIES**

#### **RESOLUTION 2020/25**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Fabia Fox

That apologies from Cr Colin Pankhurst be received and accepted.

**CARRIED**

### **4 VISITORS**

6 Submitters – 9.30am

### **5 CONFLICTS OF INTEREST**

The Chair called for conflicts of interests. Cr Fabia Fox pointed out she is employed by the TDC but doesn't believe she has a pecuniary conflict of interest. The Chair confirmed this.

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

There were no major/minor items identified.

## REPORTS

### 7 GENERAL REPORTS

#### 1.1 VERBAL SUBMISSIONS ON RUBBISH & RECYCLING SERVICES CONSULTATION 2020 - UPDATED

Council heard 6 verbal submissions on the Rubbish & Recycling Services Consultation 2020:

9:30am – Mr M. Ludemann (Submission No. 209)

9:40am – Mr B. Sommerfeld (Submission No. 183)

9:55am – Mr J. Coles (Submission No. 279)

10:03am – Mr J. Fletcher (Submission No. 289)

10:15am – Ms G. Joines (Submission No. 285)

10:20am – Mr J. van Kleef (Submission No. 299)

10.25am – Mr P Boostma (Submission No 32) speaking via mobile phone

#### 1.2 REPORT ON THE RESULT OF RUBBISH & RECYCLING SERVICES CONSULTATION 2020 - UPDATED

Council considered, in the light of the submissions received and provided in the agenda, the Rubbish and Recycling Services Consultation 2020, conducted in the timeframe of 23 April 2020 - 22 May 2020.

##### RESOLUTION 2020/26

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

That the Report on the Result of Rubbish & Recycling Services Consultation 2020 is accepted.

**CARRIED**

Council's Asset Group Manager explained the flexibility within the 15-year contract and the three options. Further reports will come back to Council for consideration.

The meeting was adjourned at 10.50am for morning tea.

The meeting was reconvened at 11.02am.



**MOTION****RESOLUTION 2020/27**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Miriam Morton

That Council agree to Option A – multi-bin system for the Waimate District Rubbish and Recycling Services, with the following considerations to be investigated and discussed by Council officers and the successful contractor:

- a. Bin capacity
- b. Assisted collections
- c. Voluntary extensions in some rural areas
- d. No organic and/or glass bin.

**CARRIED****Note:**

Council asked for individual feedback, as appropriate, be supplied by Council Officers for the submissions received.

**MOTION****RESOLUTION 2020/28**

Moved: Cr Fabia Fox

Seconded: Deputy Mayor Sharyn Cain

That the feedback received to questions on the number and locations of rural drop-off stations, and the hours of the Resource Recovery Park be used to inform the contract process; and that any significant changes to service levels be brought before Council.

**CARRIED****MEETING CLOSURE**

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

The Minutes of this meeting are to be confirmed at the Council Meeting scheduled for 23 June 2020.

.....  
**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

**WAIMATE DISTRICT CIVIC AWARDS 2020**

*2020 Civic Award Recipients. Back from left: Mayor Craig Rowley, Dougall McLauchlan, David (Digger) McCulloch, Campbell Sheddan, Lieutenant Commander Grant Finlayson (Royal NZ Navy). Front from left: Alison Kitchin, Betty Dawson, Bridget Wilson (St John)*



*Current Chair of the Waimate District Civic Awards Janice Mehrstens and past Chair Raewyn Francis cut the 10th anniversary cake.*

1. The prestigious annual Waimate District Civic Awards were held at the Waimate Event Centre on Wednesday 4 March, where a handful of community heroes were acknowledged for their community service. It was a special evening, as the programme celebrated its 10th anniversary, with a cake, cut jointly by the current and former chair of the committee.

**COVI MOTORHOME CARAVAN & OUTDOOR SUPERSHOW**

*Mayor Rowley, Michelle Jones and Lara Welsh*

2. I attended the Covi Motorhome Caravan & Outdoor Supershow, along with Council's Executive Support Manager and Marketing & Promotions Officer, in Auckland from Thursday 12 to Monday 16 March 2020 to promote the Waimate District.
3. Even though COVID-19 affected other events in Auckland the show was well attended. Our stand was vibrant and attracted close to 1,000 people keen to hear what the Waimate District could offer. We received very positive feedback and are confident this will translate into increased visitor numbers from motorhome and caravan enthusiasts. Our promotional material included a video, banners, posters and the newly produced Official Visitor Guide. Giveaways included branded bags, pens and pads.

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

4. Outside of Waimate District Council meetings and general business from 8 February 2020 to 12 June 2020.

Date	Meetings and Functions
10 February	Meeting with Waimate District Charitable Trust
11 February	Ted d'Auvergne Sculpture Fundraising Committee meeting – Council
17 February	District Licencing Committee & Agencies Meeting –Timaru District Council
20 February	Alpine Energy Shareholders Meeting – Timaru District Council
24 February	Mayoral Gathering – Waitaki District Council
24 February	Mayors' Meeting with Hunter Downs Irrigation Directors
25 February	Council Retreat – Waihao Marae
26 February	Meet Police Sergeant Brian Ennis
27 February	Regional Transport Committee Meeting – Christchurch
27 February	Canterbury Mayoral Forum Working Dinner – Christchurch
28 February	Canterbury Mayoral Forum Meeting – Christchurch
28 February	Civil Defence Emergency Management Joint Committee – Christchurch

4 March	Waihao-Wainono Combined Rating District Meeting – Studholme Hall
4 March	Ted d’Auvergne Sculpture Project Fundraising Committee on-site meeting – Waihao Downs
4 March	Waimate District Civic Awards Function
5 March	LGNZ Rural & Provincial Meeting – Wellington
8 March	Opening of Bushtown Steam Up Day – Bushtown
9 March	Meeting with Inspector Dave Gaskin – Council
12-16 March	Auckland Motor Home Show – Auckland
19 March	Audit & Risk Committee Meeting – Council
19 March	CEO Performance Review Committee Meeting – Council
19 March	Meeting with Council Auditors – Council
24 March	Covid-19 Communications Meeting – Council
25 March	Meeting of Mackenzie, Timaru, Waitaki & Waimate CE and Mayors – Zoom
27 March	Briefing to discuss Covid-19 Response – Skype
27 March	Mayoral Forum Videoconference – Zoom
1 April	Weekly SC Mayoral and CE Meeting – Zoom
3 April	CDEM Briefing to discuss Covid-19 – Skype
3 April	Canterbury Mayoral Forum – Zoom
8 April	Weekly SC Mayoral and CE Meeting – Zoom
15 April	Weekly SC Mayoral and CE Meeting – Zoom
16 April	Meeting with National List MP Jo Luxton – Zoom
16 April	MTFJ Core Group Meeting – Zoom
17 April	CDEM Joint Committee Meeting – Skype
17 April	Canterbury Mayoral Forum – Zoom
22 April	Weekly SC Mayoral and CE Meeting – Zoom
24 April	CDEM Joint Committee Meeting – Microsoft Teams
24 April	Canterbury Mayoral Forum – Zoom
29 April	Weekly SC Mayoral and CE Meeting – Zoom
6 May	Weekly SC Mayoral and CE Meeting – Zoom
8 May	MP Jacqui Dean Meeting – Zoom
8 May	Canterbury Mayoral Forum – Zoom
8 May	CDEM Joint Committee Meeting – Microsoft Teams
13 May	Weekly SC Mayoral and CE Meeting – Zoom
15 May	Regional Transport Committee Workshop – Microsoft Teams
18 May	Meeting with Alpine Energy Chief Executive – Zoom
21 May	Regional Transport Committee Meeting – Microsoft Teams
22 May	Canterbury Mayoral Forum Meeting – Zoom
27 May	Weekly SC Mayoral and CE Meeting – Zoom

28 May	SC Chamber of Commerce & Local Councils Meeting – Zoom
28 May	Ted d’Auvergne Sculpture Project Committee Meeting – Council
28 May	Waimate Event Centre’s new sound system demo
9 June	Audit & Risk Committee meeting – Waimate Event Centre
10 June	Radio NZ Interview (recording) on Waimate District
10 June	Meeting with Waimate Ministers’ Association Representatives – Council
11 June	Covid-19 Agency Debrief – Waimate Event Centre
12 June	Canterbury Mayoral Forum 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

**CANTERBURY JAPAN DAY****WAIMATE DISTRICT CIVIC AWARDS****RELAY FOR LIFE**



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

Outside of Waimate District Council meetings and general business from 8 February 2020 to 12 June 2020.

Date	Meetings and Functions
11 February	Ted d'Auvergne Sculpture Project Fundraising Committee Meeting – Council
17 February	District Licensing Committee & Agencies Meeting – Timaru District Council
20 February	Alpine Energy Shareholders Meeting – Timaru
23 February	Family Fun Day – Norman Kirk Swimming Pool
24 February	Waimate St John Re-crewing Meeting – Waimate
25 February	Council Retreat – Waihao Marae
29 February	Waimate Netball Centre – 90 <sup>th</sup> Jubilee Dinner
1 March	Canterbury Japan Day 2020 (on behalf of Mayor) – Christchurch
3 March	CEO Performance Review Committee Meeting – Council
4 March	Waimate District Civic Awards Function – Waimate Event Centre
7 March	South Canterbury Cultural Extravaganza
8 March	Bushtown Stream Up Day – Waimate
14 March	Open Relay for Life Event Waimate (on behalf of Mayor) – A & P Showgrounds
19 March	Audit & Risk Committee Meeting – Council
19 March	CEO Performance Review Committee Meeting – Council
19 March	Meeting with Council Auditors – Council
20 March	COVID-19 Meeting – Council
24 March	CDEM Meeting – Council
16 April	Meeting with MP Jo Luxton & Mayor – via Zoom
20 May	LGNZ & EQUIP Webinar – Assisting Communities in Hard Times
21 May	SC Chamber of Commerce online Meeting with Finance Minister Grant Robertson
Lockdown Period	Coordinated meals-on-wheels, welfare checks, grocery and prescription deliveries, and community enquiries
9 June	Audit & Risk Committee Meeting – Council

**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 8 February 2020 to 12 June 2020.

<b>Cr Fabia Fox</b>	
<b>Date</b>	<b>Meetings and Functions</b>
25 February	Council Retreat – Waihao Marae
18 March	Lower Waitaki Zone Committee – Waimate Event Centre

<b>Cr Sandy McAlwee</b>	
<b>Date</b>	<b>Meetings and Functions</b>
25 February	Council Retreat – Waihao Marae
10 June	Ratepayer meeting with Roothing Manager – St Andrews

<b>Cr Miriam Morton</b>	
<b>Date</b>	<b>Meetings and Functions</b>
17 February	Economic Development Steering Group – Council
19 February	CentreCare Waimate Meeting – Waimate
21 February	Upper Waitaki Zone Committee Meeting – Omarama
25 February	Council Retreat – Waihao Marae
27 February	CentreCare Waimate visit by MP Jo Luxton – Waimate
4 March	Waimate District Civic Awards Function – Waimate Event Centre
9 March	Economic Development Steering Group – Council
14 March	Relay for Life Event (volunteer) – Waimate
19 March	Audit & Risk Committee Meeting – Council
22 April	Economic Development Steering Group – via Zoom
14 May	Economic Development Steering Group – via Zoom
15 May	Upper Waitaki Zone Committee Meeting – via Zoom
25 May	Canterbury Joint Waste Committee Meeting – via Zoom
3 June	Waimate Creative Communities Grants Committee Meeting – Council
8 June	Economic Development Steering Group – Council
9 June	Audit & Risk Committee Meeting – Waimate Event Centre

<b>Cr Tom O'Connor</b>	
<b>Date</b>	<b>Meetings and Functions</b>
25 February	Council Retreat – Waihao Marae
25 April	Anzac Day observance – St Andrews
2 March	Orari-Temuka-Opihi-Pareora Zone Committee meeting – Timaru District Council
4 May	Orari-Temuka-Opihi-Pareora Zone Committee briefing – via Zoom
8 June	Orari-Temuka-Opihi-Pareora Zone Committee meeting – Timaru District Council

<b>Cr David Owen</b>	
<b>Date</b>	<b>Meetings and Functions</b>
25 February	Councillor Retreat – Waihao Marae
4 March	Waimate District Civic Awards Function – Waimate Event Centre
25 April	Anzac Day observance – Waimate

<b>Cr Colin Pankhurst</b>	
<b>Date</b>	<b>Meetings and Functions</b>
17 February	Economic Development Strategy Group Meeting - Council
25 February	Councillor Retreat – Waihao Marae
4 March	Waikakahi Rural Water Scheme Meeting – Council
4 March	Waimate District Civic Awards Function – Waimate Event Centre
17 March	Waimate Historical Society Meeting – Museum
22 April	Economic Development Strategy Group Meeting – via Zoom
8 May	Economic Development Strategy Group Meeting – Council

<b>Cr Sheila Paul</b>	
<b>Date</b>	<b>Meetings and Functions</b>
17 February	District Licencing Committee & Agencies Meeting –Timaru District Council
25 February	Councillor Retreat – Waihao Marae
9 June	Audit & Risk Committee Meeting – Waimate Event Centre

**RECOMMENDATION**

That the Councillors' Report is accepted.

**12 CHIEF EXECUTIVE'S REPORT**

Nil

**13 COUNCIL ACTIONS REPORT**

Nil

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

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

**PURPOSE**

1. For the Human Resources Manager to update Council.

**RECRUITMENT**

2. Since my last report in May 2020, we are currently recruiting for an IT Support Technician and have recently completed the recruitment for a Roding Technician which had been delayed due to COVID-19. Both are replacement positions for staff that have left Council.

Position	Name	Permanent / Temporary
Roding Officer	Scott Workman	Permanent

**EXITING STAFF**

3. Since my last report in May 2020, the following staff have left Council.

Position	Name	Permanent / Temporary
Lakes Supervisor	Rachel Robertson	Temporary

**STAFF STATISTICS****PERMANENT STAFF**

Month	Total	Full Time	Part Time	FTE
Feb-20	63	43	20	51.40
March-20	63	43	20	52.04
April-20	63	43	20	52.04
May-20	63	43	20	52.04
June-20	64	44	20	53.04

**TEMPORARY AND CASUAL STAFF**

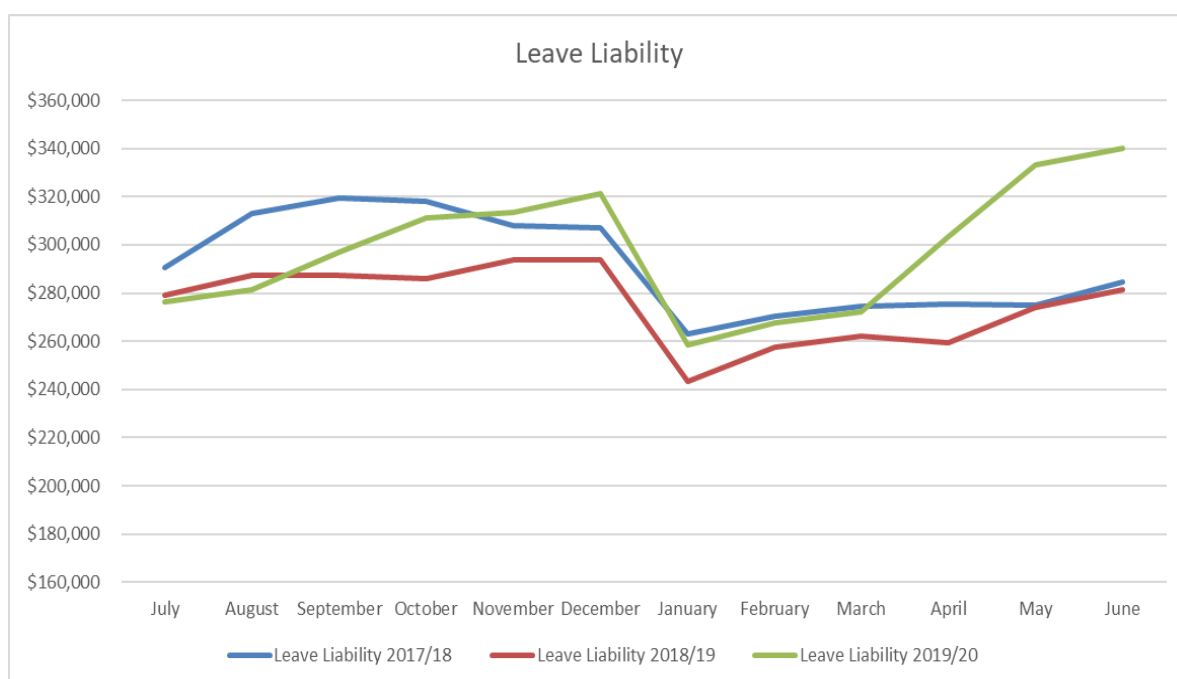
Month	Total	Temporary	Casual	FTE
Feb-20	8	8	0	5.00
March-20	2	2	0	1.25
April-20	1	1	0	.75
May-20	0	0	0	0
June-20	0	0	0	0

## HISTORY AS AT JUNE EACH YEAR

Year	Total	FTE
2017	57	47.61
2018	58	48.58
2019	60	50.71
2020	64	53.04

## LEAVE LIABILITY STATISTICS

4. Leave Liability Graphs – The below graph indicates on the green line the current position opposed to the previous two years. Blue being 2018 and Red being 2019 positions.
5. Due to COVID19 lockdown the leave liability has increased with staff unable to take leave during this period. It is expected that this trend will continue to increase in the interim. *(Note: The leave in June 2020 records the first fortnight only in June due to the timing of this Council report. The final fortnight figures will be added for my next Council report therefore may look slightly different than below)*



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

**RECOMMENDATION**

That the Human Resources Manager's report is accepted.

**15 HEALTH AND SAFETY REPORT**

Nil

**16 AUDIT AND RISK COMMITTEE REPORT****16.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT**

**Author:** Tina Stevenson, Corporate Services Group Manager  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** Nil

**PURPOSE**

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

**REPORT ON MEETING: 9 JUNE 2020****Human Resources Managers Report**

3. Annual leave liability had increased over the lock down period of the COVID-19. The Chief Executive is monitoring the situation and is particularly conscious of any health and wellbeing implications for employees.

**Health and Safety Report**

4. The recent health and safety incidents were reported, and it was pleasing to note there were no incidents in April and May most likely due to the reduced activity associated with the COVID-19 restrictions. A Return to Work Safely plan was implemented for staff following the lockdown period of COVID-19.
5. The Emergency Operations Centre (EOC) and Pandemic Plan were activated in March in response to COVID-19. The EOC staff had undertaken a number of activities to support the community and government departments during the lockdown period. The committee noted the proactive and positive response from staff during this period. A debrief was planned to highlight any enhancements that may be made to the Pandemic plan for the future.

**Corporate Services Group Manager Report**

6. The Key Risk Register was reviewed. There was one new risk added since the last meeting being the addition of the Pandemic Risk. There was a discussion on any potential financial implications post COVID-19 particularly on payment of rates should the economic environment worsen. The situation will be closely monitored.

**Audit New Zealand Engagement, Audit Plan and Proposal 2020 to 2022**

7. The Audit New Zealand Engagement letter, proposal and plan for Audit years 2020 to 2022 were reviewed. The committee recommended that the Mayor be authorised to sign the engagement letter and that the plan for the audit be accepted. It was noted there was a small increase of fees of 1.5% from the previous year and a small increase of estimated hours to complete the audit from the previous year. The increase in hours relates primarily to additional testing around assets valuations and review of accounting estimations and judgements.



**Audit New Zealand Interim Report for the Year Ended 30 June 2020.**

8. Despite the COVID-19 lockdown it was pleasing to note that Audit NZ with the cooperation of the Council staff were able to complete much of their interim audit work and submit their interim Audit Report to the Council as planned. The Audit NZ team will complete the final audit of the Annual Report 2020 during September with adoption of the report scheduled for 13 October.
9. The Interim report highlighted only two new minor issues relating to the update of Council policies to reflect current practices. The accounting treatment of the Downlands Rural Water Scheme remains a focus for the final audit. Audit NZ have reviewed the advice provided by Ernst & Young on the matter, however are still waiting on legal advice that the Timaru District Council is obtaining regarding structure and ownership of the scheme to complete their review.

**Audit NZ Recommendations Progress Report to June 2020**

10. The committee reviewed the Audit NZ recommendations progress report. Management recommended and the committee agreed that two recommendations could now be considered closed. The other recommendations were progressing satisfactorily.

**2019/2020 Major Project Update**

11. The major projects report was reviewed. Although work had been impacted due to the COVID-19 lockdown it was not expected to materially affect the overall timing of the projects.

**Corporate Services Group Manager Report – Public Excluded**

12. A summary of the Council's insurance cover and previous claims were presented for review. The insurance renewal process is currently underway for the year ending June 2021 with the assistance of insurance brokers Marsh Limited. Indications are that premiums may increase as Insurance Underwriters are under cost pressures due to overall market conditions.
13. The Cyber Security Status Report for the last six months was presented with only minor items noted.

**QUESTIONS**

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

**Damian Hogue**  
**Chair of Audit and Risk Committee**

**RECOMMENDATION**

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

**17 GENERAL REPORTS****17.1 PRESENTATION: AORAKI FOUNDATION - 10.00AM**

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

**PURPOSE**

Aoraki Foundation Trustees Robyn Hewson and John Coles (Waimate representative) will be in attendance to update Council on the work of the Aoraki Foundation, and to answer questions.

**Background**

The Aoraki Foundation was formed in 2009 for the benefit of the Aoraki Region. Its primary focus is to provide a simple and long lasting way for people to help charitable causes in the South Canterbury District, and to ensure these gifts have the maximum impact now and in the future.

In addition to managing funds bequested to the Aoraki Foundation for the benefit of the district, the Aoraki Foundation operates several funds: the South Canterbury Health Endowment Fund in conjunction with the South Canterbury District Health Board; sub funds for the Waimate, Timaru and Mackenzie Districts; named funds for gifts of more than \$50,000 or more that have been gifted for special purposes or causes, and the General Community Impact Fund for all other gifts and bequests.

The Aoraki Foundation is guided by a group of voluntary trustees.

**17.2 EXPENDITURE VARIATION REPORT FOR THE 9 MONTHS ENDED 31 MARCH 2020**

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

**PURPOSE**

1. The following analysis of expenditure variation for the 9 months ended 31 March 2020 is provided for Council's information.

These expenditure variation items are funded from each activity reserve, unless otherwise stated.

**EXPENDITURE VARIATIONS****Items from previous reports (\*spends updated to 31 March 2020)**

2. Emergency Reinstatement roading expenditure **\$ 24,250\***  
 Some ongoing emergency reinstatement works have been completed following rainfall events during November 2018. NZTA have approved emergency reinstatement expenditure to the value of \$38,000 this financial year.
3. Parks and Reserves Wood Chipper **\$ 29,800**  
 A wood chipper has been purchased to efficiently process waste.
4. Property – Courthouse roof upgrade **\$ 28,380**  
 The Courthouse roof repairs have been completed with \$28,380 spent during the June 2019 financial year, and \$28,380 this financial year; a total project cost of \$56,760. The project was approved at the Ordinary Council meeting held on 2 April 2019.
5. Swimming Pool – Heating upgrade **\$ 97,170\***  
 The heating system upgrade was completed in October 2019, with \$249,370 spent during the 2018 and 2019 financial years, and \$97,170 this financial year. The project was approved at the Ordinary Council meeting held on 8 October 2019.
6. Community Support – Grant towards Dog and Agility Park **\$ 18,250**  
 A grant was approved at the Ordinary Council meeting held on 8 October 2019, to be funded from the Subdivision Recreation Reserve Contribution Fund.
7. Event Centre – Community Vehicle Trust Garage **\$ 165,830\***  
 – Garage stormwater **\$ 10,040**  
 Approval for the Community Vehicle Trust Garage was given at the Ordinary Council meeting held on 9 October 2018, with up to \$50,000 to be funded from the Subdivision Recreation Reserve Contribution Fund, and \$90,000 to be received from a donation towards the project.
8. Investment Property – Gorge Road **\$ 27,170\***  
 Operational expenditure at the Gorge Road investment property has been incurred for legal, valuation, earthquake assessment, communications, electricity, rates, asbestos removal and other general expenses.

9. Investment Property – Gorge Road **\$ 472,250\***  
Approval for the purchase of an investment property was given at the Ordinary Council meeting held on 10 December 2019. Additional costs have been incurred for internal fitout modifications and refurbishment.
10. Building Control – Simpli Online Portal fees **\$ 5,330**  
An online processing portal has been implemented to streamline building consent data transfers for external customers and Council staff.
11. Building Control – Go Get Software **\$ 16,330**  
Electronic processing software has been implemented to streamline and enhance building consent processing for Council staff.
12. Local Government Centre – Asbestos removal **\$ 40,740\***  
Following identification of asbestos in a small office ceiling at the Local Government Centre, a contractor was engaged to remove the asbestos in a safe manner.
13. Waste Management – Portacom Building **\$ 12,400**  
A portacom building has been relocated to the Resource Recovery Park to provide a lunch/tea room for staff.
14. Sewerage and Sewage – Edward Street upgrade **\$ 14,160**  
Some costs have been incurred for modelling of the Edward Street sewer upgrade. The project was budgeted in the 2018/19 financial year at \$551,000.
15. Morven Reserve\*\* **\$ 15,660**  
Grounds maintenance of \$10,260 has been completed at Steward Park, in addition to payments of donations totalling \$5,400.

*\*\*The Morven Reserve is not a rateable activity and therefore does not affect rates.*

#### **New items approved by the Chief Executive**

16. Event Centre – Climbing wall painting **\$ 9,720**  
– Furniture and equipment **\$ 5,940**  
The climbing wall required repainting, and some replacement seating and tables were purchased.
17. Furniture and fittings – Gorge Road **\$ 36,890**  
The Gorge Road investment property has been refitted with custom furniture and blinds.

*Note: This report excludes revenue variations to budget, any expenditure identified as within budget (including carry forward budgets), budget over runs, depreciation and employment benefit expense variations and all internal revenue and expenditure.*

#### **RECOMMENDATION**

That the Expenditure Variation Report for the 9 months ended 31 March 2020 report is accepted.

**17.3 ADOPTION OF WAIMATE DISTRICT COUNCIL ANNUAL PLAN 2020/21**

**Author:** Carolyn Johns, Community and Strategy Group Manager

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:** 1. Annual Plan 2020/21 (under separate cover) 

**PURPOSE**

1. The purpose of this report is to provide information to enable the adoption of the Waimate District Council Annual Plan for the 2020/21 financial year.

**BACKGROUND**

2. The Annual Plan is to:
  - a. Contain the proposed annual budget and funding impact statement for the year to which the plan relates; and
  - b. Identify any variation from the financial statements and funding impact statement in the Long Term Plan in respect of the year to which the Annual Plan relates; and
  - c. Support the Long Term Plan in providing integrated decision making and co-ordination of the resources of Council; and
  - d. Contribute to the accountability of Council to the community; and
3. The Annual Plan must:
  - a. Be prepared in accordance with the principles and procedures that apply to the preparation of the financial statements and funding impact statement included in the Long Term Plan; and
  - b. Contain appropriate references to the Long Term Plan in which Council's activities for the financial year covered by the Annual Plan are set out; and
  - c. Include the information required by Part 2 of Schedule 10 of the Local Government Act 2002.
4. Section 96 of the Local Government Act 2002 states that the effect of a resolution adopting an Annual Plan is to provide a formal and public statement of Council's intentions in relation to the matters covered by the Plan and does not constitute a decision to act on any specific matter within the Plan, and no person is entitled to require Council to implement the provisions of the Plan.
5. Section 100 of the Local Government Act 2002 requires that Council must ensure that each year's projected operating revenues are set at a level sufficient to meet that year's projected operating expenses.
6. However Council may set projected operating revenues at a different level to projected operating expenses if Council resolves that it is financially prudent to do so, having regard to:
  - a. The estimated expenses of achieving and maintaining the predicted levels of service provision set out in the Long Term Plan, including the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and
  - b. The projected revenue available to fund the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and
  - c. The equitable allocation of responsibility for funding the provision and maintenance of assets and facilities throughout their useful life; and
  - d. The funding and financial policies adopted by Council.

7. Section 95 (2A) of the Act states that consultation is not required if the proposed Annual Plan does not include significant or material differences from the content of the Long Term Plan for the financial year to which the proposed annual plan relates.
8. No significant or material differences from the content of the Long Term Plan 2018-28 have been identified in the Annual Plan 2020/21, therefore public consultation on the Annual Plan was not required.
9. Note that the rates increase percentage in the Annual Plan 2020/21 is 4.0% compared with the proposed increase for the 2020/21 year in the Long Term Plan 2018-28 of 6.7%. Originally the increase for 2020/21 was drafted at 7.7% pre Covid-19 and then amended to 4.0% to offer relief to ratepayers from the impact of Covid-19.

## PROPOSAL

10. Council resolves to adopt the Annual Plan as presented, dated 23 June 2020.

## ASSESSMENT OF SIGNIFICANCE

11. Council has considered whether any matters were significant in reference to the Significance and Engagement Policy.
12. No significant or material differences from the content of the Long Term Plan 2018-28 have been identified in the Annual Plan 2020/21 therefore public consultation on the Annual Plan was not required.

## CONSIDERATIONS

### Legislation

13. Local Government Act 2002.

### Budget

14. The Annual Plan impacts on all activities. Adopting the following resolutions enables Council to set its annual budget and collect rates and penalties. This is an essential step for Council to collect rates revenue and carry out its statutory obligations and other functions.

### Cost-effectiveness

Consideration has been given to cost-effectiveness.

## RECOMMENDATIONS

1. That the Adoption of the Waimate District Council Annual Plan 2020/21 report is accepted; and
2. That Council resolves to permit an unbalanced budget in accordance with Section 100 of the Local Government Act 2002 for the year 1 July 2020 to 30 June 2021; and
3. That the Annual Plan 2020/21 is adopted in accordance with Section 93 of the Local Government Act 2002.

**17.4 RESOLUTION TO SET RATES FOR 2020/21**

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

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:** Nil

**PURPOSE**

1. To set and assess rates, and the due dates for payment, for the 2020/21 financial year commencing 1 July 2020 and ending 30 June 2021.

**BACKGROUND**

2. Section 23 of the Local Government (Rating) Act 2002 states that rates must be set by a resolution of the Local Authority.
3. A local authority must, within 20 working days after making a resolution to set its rates, make the resolution publicly available on an Internet site maintained by it or on its behalf to which the public has free access, in accordance with Section 23(5) of the Local Government (Rating) Act 2002.
4. Section 24 of the Local Government (Rating) Act 2002 requires that the Council state the due date for payment of the rates in its resolution setting rates.
5. Council has prepared and adopted the Annual Plan 2020/21.

**PROPOSAL**

6. That the rates and due dates for payment be set by resolution for the 2020/21 financial year.

**ASSESSMENT OF SIGNIFICANCE**

7. This matter is not deemed significant under the Council's Significance and Engagement Policy, as there were no significant or material differences from the content of the relevant year of the Long Term Plan 2018-28 to the Annual Plan 2020/21 therefore public consultation of the Annual Plan was not required.

**CONSIDERATIONS****Legislation**

8. Local Government (Rating) Act 2002 and Local Government Act 2002.

**Risk**

9. If the resolution is not adopted then rates cannot be collected.

**RECOMMENDATION**

1. That the Resolution to Set Rates for 2020/21 report be accepted; and
2. Waimate District Council resolves to set and assess rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2020 and ending 30 June 2021, as follows; and

**District Rates 2020/21**

Note:

- a Values (such as Capital Value and units) use estimates for 2020/21 as close as possible to 30 June 2020.
- b All monetary values throughout the tables within this resolution are GST inclusive.
- c All figures have been prepared in accordance with Section 100 of the Local Government Act 2002, where a Local Authority must ensure that each year's operating revenues are set at a level sufficient to meet the year's projected operating expenses.

Council is setting rates for the 2020/21 rating year in accordance with the Annual Plan 2020/21 and the Funding Impact Statement as follows:

	<b>Annual Plan 2020/21</b>
<b>General Rates</b>	
1. General Rates	\$1,343,142
	<b>\$1,343,142</b>
<b>Targeted Services</b>	
2. Civic Amenities Rate - Targeted differential	3,068,471
3. Roading and Footpaths	3,253,172
4. Civil Defence	162,787
5. Sewer	644,243
6. St Andrews Sewer	9,766
7. Refuse Collection	544,012
8. Recycling	397,198
9. Rural Water Schemes (excluding Downlands)	1,564,649
10. Urban Water	929,409
11. Downlands Rural Water Supply	381,808
	<b>\$10,955,514</b>
<b>Targeted Community Rates</b>	
12. Waimate District Community Complex	218,827
13. Community Halls	56,748
	<b>\$275,575</b>
<b>Total Rates</b>	<b>\$12,574,230</b>

Total rates of \$12,574,230 will be payable in four equal instalments.



**General Rate**

A general rate is set as a rate in the dollar on the capital value of every Urban, Rural 1, Rural 2, Electricity generators and other transmission providers, and Forestry operators and forest blocks rating unit in accordance with the Rating Boundary Map for the Waimate District, assessed on a differential basis. The differential is based on land use for Electricity generators and other transmission providers, and Forestry operators and forest blocks or, for Urban, Rural 1, and Rural 2, where the land is situated and is classified as either Urban, Rural 1, or Rural 2. The Rating Boundary Map is available for inspection at the Council office, 125 Queen Street, Waimate.

**Differential**

The General Rates required from each differential sector is calculated on an activity-by-activity basis as described in the Funding Needs Analysis.

The object of including a differential in the General Rate is to achieve a fair and equitable distribution of the general rate between categories of land having regard to meeting the current and future needs of the community for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by providing infrastructure, services, and performance that are: efficient, and effective, and appropriate to present and anticipated future circumstances.

A component of the general rate requirement is funded by investment returns. In the case of negative differential, the activities' funding requirement is less than the investment returns applicable to that type of land use.

General Rate	Differential Factor	General Rate per dollar of Capital Value for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
Urban	1.00	\$ 0.0007628	\$ 444,217
Rural 1	0.31	\$ 0.0002338	\$ 773,341
Rural 2	0.28	\$ 0.0002145	\$ 125,584
<b>Total Revenue</b>			<b>\$ 1,343,142</b>

**Targeted Rates****Civic Amenities Rate**

The Civic Amenities Rate contributes towards the funding of the following activities:

- . Community Representation
- . Community Property (Public Toilets)
- . Library
- . Cemeteries
- . Parks and Public Spaces
- . Swimming
- . Waste Management (Resource Recovery Park Operation)

The Civic Amenities Rate is set and assessed, for Electricity generators and other transmission providers, and Forestry operators and forest blocks, on land use, for Business 1 and Business 2 rating units, as defined in the Waimate District Plan, or for Urban, Rural 1, and Rural 2 on each separately used or inhabited parts of a rating unit (as defined above).

**Differential**

The Civic Amenities Rate is assessed on a differential basis. The differential is based on land use for Electricity generators and other transmission providers, Large Industrials, and Forestry operators and forest blocks, definition of Business 1 or Business 2 within the Waimate District Plan or, for Urban, Rural 1, and Rural 2, where the land is situated and is classified as either Urban, Rural 1, or Rural 2. The Civic Amenities Rates required from each differential sector is calculated on an activity-by-activity basis as described in the Funding Needs Analysis.

The object of including a differential in the Civic Amenities Rate is to achieve a fair and equitable distribution of the targeted rate between categories of land having regard to meeting the current and future needs of the community for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by providing infrastructure, services, and performance that are: efficient, and effective, and appropriate to present and anticipated future circumstances.

Civic Amenities Rate	Differential Factor	Civic Amenities Rate for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
Urban (On SUIP)	1.00	\$ 806.80	\$ 1,415,970
Rural 1 (On SUIP)	0.97	\$ 781.00	\$ 1,325,351
Rural 2 (On SUIP)	0.91	\$ 732.40	\$ 205,796
Business 1 and Business 2 (On per rating unit)	0.38	\$ 304.00	\$ 25,540
Electricity generators and other transmission providers (On capital value)	0.0000003	\$ 0.0002234	\$ 82,974
Large Industrials (On capital value)	0.0000002	\$ 0.0001280	\$ 10,866
Forestry operators and forest blocks (On capital value)	0.0000001	\$ 0.0001147	\$ 1,976
<b>Total Revenue</b>			<b>\$ 3,068,471</b>

**Roading and Footpaths Rate**

The Roothing and Footpaths targeted rate is set as a rate in the dollar on the capital value of every Urban, Rural 1, Rural 2, Electricity generators and other transmission providers, and Forestry operators and forest blocks rating unit in accordance with the Rating Boundary Map for the Waimate District, assessed on a differential basis. The differential is based on land use for Electricity generators and other transmission providers, and Forestry operators and forest blocks or, for Urban, Rural 1, and Rural 2, where the land is situated and is classified as either Urban, Rural 1, or Rural 2.

**Differential**

The Targeted Rates required from each differential sector is calculated on an activity-by-activity basis as described in the Funding Needs Analysis.

The object of including a differential in the Roothing and Footpaths Rate is to achieve a fair and equitable distribution of the targeted rate between categories of land having regard to meeting the current and future needs of the community for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by providing infrastructure, services, and performance that are: efficient, and effective, and appropriate to present and anticipated future circumstances.

Targeted Rate	Differential Factor	Targeted Rate for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
Urban	1.00	\$ 0.0005543	\$ 322,779
Rural 1	1.12	\$ 0.0006210	\$ 2,054,318
Rural 2	1.02	\$ 0.0005675	\$ 332,282
Electricity generators and other transmission providers	1.85	\$ 0.0010266	\$ 381,338
Forestry operators and forest blocks	17.02	\$ 0.0094336	\$ 162,453
<b>Total Revenue</b>			<b>\$ 3,253,172</b>

**Civil Defence Rate**

The Civil Defence targeted rate is set as a rate in the dollar on the capital value of every Urban, Rural 1, Rural 2, and Electricity generators and other transmission providers rating unit in accordance with the Rating Boundary Map for the Waimate District, assessed on a differential basis. The differential is based on land use for Electricity generators and other transmission providers or, for Urban, Rural 1, and Rural 2, where the land is situated and is classified as either Urban, Rural 1, or Rural 2.

**Differential**

The Targeted Rates required from each differential sector is calculated on an activity-by-activity basis as described in the Funding Needs Analysis.

The object of including a differential in the Civil Defence Rate is to achieve a fair and equitable distribution of the targeted rate between categories of land having regard to meeting the current and future needs of the community for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by providing infrastructure, services, and performance that are: efficient, and effective, and appropriate to present and anticipated future circumstances.

Targeted Rate	Differential Factor	Targeted Rate for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
Urban	1.00	\$ 0.0000291	\$ 16,930
Rural 1	1.13	\$ 0.0000327	\$ 108,253
Rural 2	1.03	\$ 0.0000300	\$ 17,548
Electricity generators and other transmission providers	1.86	\$ 0.0000540	\$ 20,055
<b>Total Revenue</b>			<b>\$ 162,787</b>

**Sewer Rate**

The Sewer targeted rate is set based on the provision or availability of service provided to the rating unit. The Sewer targeted rate is differentiated based on the connection or the number of water closets available and contributes towards the funding of the Sewerage and Sewage activity as follows:

- a) Serviced - The number of connections (within each rating unit) to the Council's sewer reticulation system
- b) Unserviced - Rating units not connected to the Waimate sewer scheme but where the service is available/provided
- c) Number of water closets within a Rating Unit (with more than 2 but less than 11 water closets) per water closet
- d) Number of water closets within a Rating Unit (11 or more water closets) per water closet

Sewer Rate	Category	Differential Factor	Sewer charge for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
Sewer Serviced	a) Serviced - The number of water closets and urinals (for a residential unit or with 2 or less within each rating unit) to the Council's sewer reticulation system	1.00	\$ 321.40	\$ 555,670
Sewer Unserviced	b) Unserviced - Rating units not connected to the Waimate sewer scheme but where the service is available/provided	0.50	\$ 160.70	\$ 18,319
Sewer Multi 1	c) Number of water closets and urinals within a Rating Unit (with more than 2 but less than 11 water closets and urinals) per water closet and urinal	0.80	\$ 257.10	\$ 42,680
Sewer Multi 2	d) Rating Unit (11 or more water closets and urinals) per water closet and urinal	0.60	\$ 192.80	\$ 27,575
<b>Total Revenue</b>				<b>\$ 644,243</b>

**St Andrews Sewer Rate**

The St Andrews Sewer targeted rate is set based on the service provided to the rating unit and charged per applicable rating unit. A list of applicable rating units is available for inspection at the Council office, 125 Queen Street, Waimate. The St Andrews Sewer targeted rate contributes towards the funding of the Sewerage and Sewage activity as follows:

Rate	Category	Sewer charge for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
St Andrews Sewer	Extent of provision of service	\$ 177.60	\$ 9,766
<b>Total Revenue</b>			<b>\$ 9,766</b>

**Refuse Collection**

The Refuse Collection targeted rate is set based on the provision of service provided to the rating unit. The Refuse Collection targeted rate is differentiated based on the extent of the provision of the service and contributes towards the funding of the Waste Management activity as follows:

- a) Urban rating units - 80 litre refuse bin (weekly collection)
- b) Rural rating units - 240 litre refuse bin (fortnightly collection)
- c) Commercial rating units - 80 litre refuse bin (weekly collection)
- d) Urban Commercial rating units - 240 litre refuse bin (weekly collection)
- e) Riverside collective refuse bins (fortnightly collection)

Rate - Bin	Category	Differential Factor	Refuse collection for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
Urban 80L	a) Urban rating units - 80 litre refuse bin (weekly collection)	1.00	\$ 201.60	\$ 335,056
Rural 240L	b) Rural rating units - 240 litre refuse bin (fortnightly collection)	1.50	\$ 302.40	\$ 182,043
Commercial 80L	c) Commercial rating units - 80 litre refuse bin (weekly collection)	1.00	\$ 201.60	\$ 5,443
Commercial 240L	d) Urban Commercial rating units - 240 litre refuse bin (weekly collection)	3.00	\$ 604.80	\$ 18,749
Riverside Collective	e) Riverside collective refuse bins (fortnightly collection)	0.50	\$ 100.80	\$ 2,722
<b>Total Revenue</b>				<b>\$ 544,012</b>

**Recycling**

The Recycling targeted rate is set according to the provision or availability of service provided to the rating unit. A map of the recycling route is available for inspection at the Council office, 125 Queen Street, Waimate. The Recycling targeted rate is differentiated based on the extent of the provision or availability of the service and contributes towards the funding of the Waste Management activity as follows:

Serviced recycling rating units - SUIP (or service received where SUIP is not applicable, ie Commercial Properties receiving a service) on the a) recycling collection route

Unserviced recycling rating units - SUIP (or service received where SUIP is not applicable, ie Commercial Properties receiving a service) not b) on the recycling collection route but provided with a drop off point

Rate	Category	Differential Factor	Recycling charge for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
Recycling collection	a) Serviced recycling rating units - SUIP (or service received where SUIP is not applicable, ie Commercial Properties receiving a service) on the recycling collection route	1.00	\$ 133.20	\$ 273,369
Resource Recovery drop off	b) Unserviced recycling rating units - SUIP (or service received where SUIP is not applicable, ie Commercial Properties receiving a service) not on the recycling collection route but provided with a drop off point	0.50	\$ 66.60	\$ 123,829
<b>Total Revenue</b>				<b>\$ 397,198</b>

**Rural Water**

The Rural Water supply targeted rates are set based on the water allocation provided to each rating unit. The rate is assessed on a per litre of water supplied per day and contributes towards the funding of the water supplied to the Cannington, Hook/Waituna, Lower Waihao, Otaio/Makikihi, Waihaorunga and Waikakahi rural water schemes included in the Rural Water activity as follows:

<b>Rural Water Scheme</b>	<b>Water Supply per litre charge for 2020/21 (GST inclusive)</b>	<b>Revenue 2020/21 (GST inclusive)</b>
Cannington-Motukaika	\$ 0.2176	\$ 85,601
Lower Waihao normal supply	\$ 0.3171	\$ 299,911
Otaio-Makikihi	\$ 0.2935	\$ 293,317
Waihaorunga	\$ 0.4304	\$ 138,674
Waikakahi	\$ 0.3360	\$ 377,394
Hook-Waituna domestic supply	\$ 0.2359	\$ 363,342
Hook-Waituna irrigation supply (55%)	\$ 0.1298	\$ 6,410
<b>Total Revenue</b>		<b>\$ 1,564,649</b>

**Urban Water**

The Urban Water targeted rate is set based on the provision or availability of service provided to the rating unit in the township of Waimate. The Urban Water targeted rate is differentiated based on the connection and contributes towards the funding of the Urban Water activity as follows:

- a) Serviced - The number of connections (within each rating unit) to the Council's urban water reticulation system
- b) Unserviced - Rating units not connected to the Waimate urban water scheme but where the urban water reticulation is available for connection

<b>Rate</b>	<b>Category</b>	<b>Differential Factor</b>	<b>Water Supply charge for 2020/21 (GST inclusive)</b>	<b>Revenue 2020/21 (GST inclusive)</b>
Water Scheme Urban	a) Serviced - The number of connections (within each rating unit) to the Council's urban water reticulation system	1.00	\$ 466.10	\$ 912,630
Water Scheme Urban Vacant	b) Unserviced - Rating units not connected to the Waimate urban water scheme but where the urban water reticulation is available for connection	0.50	\$ 233.10	\$ 16,780
<b>Total Revenue</b>				<b>\$ 929,409</b>

**Downlands Rural Water Supply**

The Downlands water scheme is a Joint venture between Timaru, MacKenzie and Waimate District Councils. The scheme is administered by Timaru District Council who determine the charge per connection type. Each Council sets the rate for the connections within its district and collects the revenue on behalf of the Joint Venture. The connections are differentiated by location of the rating unit whether within the St Andrews township where a Domestic charge is rated, as opposed to outside the township where a Service charge on the number of connections and Unit/Point charge on the units of water is charged as follows:

<b>Rate</b>	<b>Water Supply charge for 2020/21 (GST inclusive)</b>	<b>Revenue 2020/21 (GST inclusive)</b>
Domestic	\$ 769.00	\$ 54,599
Unit/Point	\$ 220.00	\$ 183,920
Service	\$ 549.00	\$ 143,289
<b>Total Revenue</b>		<b>\$ 381,808</b>

**Waimate Event Centre**

The Waimate Event Centre targeted rate is set on a uniform basis and is assessed on the district wide number of separately used or inhabited parts of a rating unit (as defined above) and contributes towards investigation and/or refurbishment of the existing stadium and fully funds principal and interest repayments on borrowings on any refurbishment of the existing stadium as follows:

Rate	Category	Rate for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
Waimate Event Centre	Charged per separately used or inhabited parts of a rating unit	\$ 58.60	\$ 218,827
<b>Total Revenue</b>			<b>\$ 218,827</b>

NOTE: Refer to Council's Rates Remission Policy, Remission 5.10 as published in the Long Term Plan 2018-28 for remissions applicable to the Waimate Event Centre targeted rate.

**Community Halls**

The Hall rates are set on an SUIP basis and are based on where the land is situated in relation to each hall. A map of SUIP's relative to each hall is available for inspection at the Council office, 125 Queen Street, Waimate.

Community Hall	Hall charge for 2020/21 (GST inclusive)	Revenue 2020/21 (GST inclusive)
St Andrews Hall	\$ 29.00	\$ 4,524
Ikawai Memorial Hall	\$ 40.30	\$ 4,272
Arno Hall	\$ 28.80	\$ 3,139
Waihaorunga Hall	\$ 51.10	\$ 2,964
Glenavy Hall	\$ 34.50	\$ 7,832
Hunter Hall	\$ 40.00	\$ 2,920
Southburn Hall	\$ 50.00	\$ 4,000
Studholme Hall	\$ 28.80	\$ 1,901
Hook Hall	\$ 57.50	\$ 3,450
Kurow Memorial Hall	\$ 25.00	\$ 2,900
Willowbridge Hall	\$ 34.50	\$ 1,967
Waituna Creek Hall	\$ 35.00	\$ 4,515
Makikihi Hall	\$ 40.00	\$ 2,160
Otaio Hall	\$ 38.80	\$ 2,832
Lyalldale Hall	\$ 23.00	\$ 736
Bluecliffs Hall	\$ 46.00	\$ 2,530
Maungati Hall	\$ 40.00	\$ 2,520
Cattle Creek Hall	\$ 34.50	\$ 1,587
<b>Total Revenue</b>		<b>\$ 56,748</b>

3. That Council set the following due dates for each instalment, of an equal amount:

	Instalment Period	Instalment Due Date
Instalment 1	1 July 2020 – 30 September 2020	28-Aug-20
Instalment 2	1 October 2020 – 31 December 2020	27-Nov-20
Instalment 3	1 January 2021 – 31 March 2021	26-Feb-21
Instalment 4	1 April 2021 – 30 June 2021	28-May-21

**Payment of Rates**

Rates shall be payable by cash, cheque or eftpos (debit card) at the Local Government Centre, 125 Queen Street, Waimate or electronically via the use of Automatic Payment or Direct Debit facilities, internet or phone banking.

**17.5 2020/21 RATES PENALTIES RESOLUTION**

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

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:** Nil

**PURPOSE**

1. For Council to authorise the Rates Penalties regime for the 2020/21 financial year.

**BACKGROUND**

2. Section 57 of the Local Government (Rating) Act 2002 states that a local authority may, by resolution, authorise penalties to be added to rates that are not paid by the due date.
3. The resolution must state how the penalty is calculated and the date the penalty is to be added to the amount of unpaid rates.
4. A penalty must not exceed 10% of the amount of the unpaid rates on the date when the penalty is added.
5. Section 58 of the Local Government (Rating) Act 2002 sets out the penalties that may be imposed.
6. While any Ratepayer who has a repayment plan acceptable to Council and continues to make regular payments over defined periods of not greater than 18 months, Council will hold the charging of any further penalties for the duration of the repayment period.

**OPTIONS**

7. That council resolves to authorise a Rates Penalties regime of 10% of the amount of the unpaid rates on the date the penalty is added.
8. That council resolves to authorise a Rates Penalties regime of less than 10% of the amount of the unpaid rates on the date the penalty is added, in consideration of the economic challenges to Ratepayers due to COVID-19.

**PROPOSAL**

9. That pursuant to Sections 57 and 58 of the Local Government (Rating) Act 2002, the following rates penalties regime be authorised for the 2020/21 financial year:

**(a) An Additional Charge**

An additional charge under section 58(1)(a) of 10%, or less as determined, of any amount of an instalment that remains unpaid after the due date of that instalment will be added on, or after, 1 September 2020, 1 December 2020, 2 March 2021, and 1 June 2021 (respectively for each instalment).

**(b) Further Additional Charges**

A further additional charge under section 58(1)(b) and 58(1)(c) of 10%, or less as determined, of any amount of rates that remain unpaid from previous financial years will be added on or after 1 July 2020 and 5 January 2021 if unpaid by then.

**ASSESSMENT OF SIGNIFICANCE**

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



**CONSIDERATIONS****Legislation**

11. Local Government (Rating) Act 2002.

**Risk**

12. If Council do not resolve to authorise the Rates Penalties then they are not in a position to collect them.

**FINANCIAL****Budget**

13. Council had originally budgeted for Rates Penalties income of \$70,000 for the 2020/21 year which was reduced by \$30,000 to a budget of \$40,000 to accommodate a potential reduction due to the impact of COVID-19.
14. If, after due consideration, Council resolves to authorise a Rates Penalties regime of less than 10%, there is a potential risk that the Rates Penalties budget may not be fully achieved, however given the reduction already provided for, the consequence of this risk is likely to be nominal.

**RECOMMENDATION**

1. That the report 2020/21 Rates Penalties Resolution is accepted; and
2. That Council resolves to authorise the Rates Penalties regime for the 2020/21 financial year:

**(a) An Additional Charge**

An additional charge under section 58(1)(a) of 10%, or less as determined, of any amount of an instalment that remains unpaid after the due date of that instalment will be added on, or after, 1 September 2020, 1 December 2020, 2 March 2021, and 1 June 2021 (respectively for each instalment).

**(b) Further Additional Charges**

A further additional charge under section 58(1)(b) and 58(1)(c) of 10%, or less as determined, of any amount of rates that remain unpaid from previous financial years will be added on or after 1 July 2020 and 5 January 2021 if unpaid by then.

**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
<b>19.1 - Public Excluded minutes of the Council Meeting held on 2 June 2020</b>	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
<b>19.2 - McNamaras Road Oxidation Pond Desludging</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>19.3 - Alpine Energy Shareholders Report - April 2020</b>	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

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