

# Agenda

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

**Tuesday 28 July 2020**

Commencing at 9.30am

Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate

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

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

**Committee Membership**

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

Quorum – no less than five members

**Significance Consideration**

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

**Decision Making**

The Council, in considering each matter, must be:

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

Stuart Duncan  
Chief Executive

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## OPENING

- 1 PUBLIC FORUM
- 2 APOLOGIES
- 3 VISITORS
- 4 CONFLICTS OF INTEREST

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

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

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

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

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

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

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

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

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

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

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

## MINUTES

### 6 CONFIRMATION OF MINUTES

<b>6.1 MINUTES OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING HELD ON 10 MARCH 2020</b>
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**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 March 2020

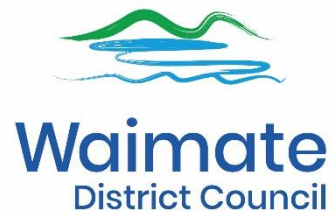
#### PURPOSE

For the unconfirmed Minutes of the Environmental Services and Finance Committee meeting held on 10 March 2020 to be presented for confirmation.

Please note the scheduled meeting on 28 April 2020 to confirm the Minutes was not held due to COVID-19 lockdown.

<b>RECOMMENDATION</b>
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That the Minutes of the Environmental Services and Finance Committee Meeting held on 10 March 2020 be adopted as a true and correct record.
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# **MINUTES**

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

**10 March 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 MARCH 2020, COMMENCING AT 9.30AM**

**PRESENT:** Deputy Mayor Sharyn Cain, Cr Sandy McAlwee, Mayor Craig Rowley, Cr Fabia Fox, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr 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), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

**PARTIAL ATTENDANCE:** Leo Milani (Policy Analyst), Melissa Thomson (Accountant), Kevin Tiffen (Senior Planner)

## **OPENING**

### **1 PUBLIC FORUM**

There was no attendances at the Public Forum.

### **2 APOLOGIES**

#### **APOLOGY**

#### **COMMITTEE RESOLUTION 2020/11**

Moved: Cr Fabia Fox

Seconded: Cr David Owen

That the apology received from Cr Colin Pankhurst be accepted.

**CARRIED**

### **3 VISITORS**

Nil

### **4 CONFLICTS OF INTEREST**

The Chair asked for any Conflicts of Interest. There were no Conflicts of Interest declared.

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

**IDENTIFICATION OF MAJOR/MINOR ITEM NOT ON THE AGENDA**

**COMMITTEE RESOLUTION 2020/12**

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

That the Major item 'Local Government Water Services Delegation to Hobart' be taken at the end of the open section of the meeting under Consideration of Major or Minor Items not on the agenda; the reason being that according to the Elected Members Expenditure and Reimbursement Policy 13.0 Conferences, Seminars or Training 13.5 'Attendance of any Elected member at conferences, courses, seminars or training events held overseas is by Resolution of Council.

**CARRIED**

**MINUTES**

**6 CONFIRMATION OF MINUTES**

**6.1 MINUTES OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING HELD ON 28 JANUARY 2020**

**COMMITTEE RESOLUTION 2020/13**

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the Minutes of the Environmental Services and Finance Committee Meeting held on 28 January 2020 be adopted as true and correct record, with the below amendment.

**CARRIED**

**Note:**

12: Re-Admittance of the Public Report – Environmental Services and Finance Committee not Council.

**7 RECEIPT OF MINUTES**

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

**COMMITTEE RESOLUTION 2020/14**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

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

**CARRIED**



**7.2 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE  
MEETING HELD ON 2 DECEMBER 2019**

**COMMITTEE RESOLUTION 2020/15**

Moved: Cr Tom O'Connor

Seconded: Cr Fabia Fox

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

**CARRIED**

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

**COMMITTEE RESOLUTION 2020/16**

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the confirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 3 December 2019 be received.

**CARRIED**

**Note:**

The Chair commented on the successful and enjoyable function held on 4 March 2020 and thanked the Waimate District Civic Awards Committee and staff.

## REPORTS

### 8 CORPORATE SERVICES GROUP REPORT

**8.1 FINANCE REPORT - FOR THE 7 MONTHS ENDED 31 JANUARY 2020**

**COMMITTEE RESOLUTION 2020/17**

Moved: Cr Tom O'Connor

Seconded: Cr David Owen

That the Finance Report for the 7 months ended 31 January 2020 be accepted.

**CARRIED**

**8.2 EXPENDITURE VARIATION REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2019**

**COMMITTEE RESOLUTION 2020/18**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Expenditure Variation Report for the 6 months ended 31 December 2019 report is accepted.

**CARRIED**

**9 GENERAL REPORTS**

**9.1 ELECTED MEMBERS EXPENDITURE & REIMBURSEMENT POLICY 310**

The Environmental Services and Finance Committee considered the fully reviewed draft of Elected Members Expenditure & Reimbursement Policy 310.

**COMMITTEE RESOLUTION 2020/19**

Moved: Cr Fabia Fox

Seconded: Mayor Craig Rowley

1. That the Elected Members Expenditure & Reimbursement Policy 310 report is accepted; and
2. That Council adopts the Elected Members Expenditure & Reimbursement Policy 310, with the below amendment.

**CARRIED**

**Amendment:**

Policy (Page 10): Elected Members Allowance for Travel Time 2019-2020 that AND/OR be added after Point B.

## **9.2 COUNCIL SUBMISSION ON NATIONAL POLICY STATEMENT FOR INDIGENOUS BIODIVERSITY**

The Environmental Services and Finance Committee reviewed Council's submission on the NPS for Indigenous Biodiversity.

### **COMMITTEE RESOLUTION 2020/20**

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

1. That the Submission on National Policy Statement for Indigenous Biodiversity report be accepted, and
2. That Environmental Services and Finance Committee accepts and forwards the Submission on National Policy Statement for Indigenous Biodiversity with the below modifications.

**CARRIED**

#### **Note:**

Question 37: needs to be more specific

Question 38: 'clarify' should be 'clarity'

Question 40: the 10% target for urban biodiversity cover in the urban area in our district is supported. We look forward to working closely with the Regional Council when it comes to setting these targets.

Question 41: yes, a regional biodiversity strategy should be required, as 'one size doesn't fit all'.

Question 45: needs to be more specific

Question 61: the words 'and are probably the cause of all of them' be removed

The Environmental Services and Finance Committee voiced concerns over this legislation in relation to the potential financial and resources required.

## **CONSIDERATION OF MAJOR ITEM NOT ON THE AGENDA**

### **COMMITTEE RESOLUTION 2020/21**

Moved: Cr David Owen

Seconded: Cr Miriam Morton

That the Environmental Services and Finance Committee unanimously agree to Mayor Rowley and Chief Executive Stuart Duncan attending the Local Government/DIA Water Services Delegation to Hobart, and

That this resolution be retrospectively approved at the Council Meeting scheduled on 31 March 2020.

**CARRIED**

## PUBLIC EXCLUDED

### 10 EXCLUSION OF THE PUBLIC REPORT

#### RESOLUTION TO EXCLUDE THE PUBLIC

##### COMMITTEE RESOLUTION 2020/22

Moved: Cr Tom O'Connor

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
<b>10.1 - Public Excluded minutes of the Environmental Services and Finance Committee Meeting held on 28 January 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>1.1 - Alpine Energy Shareholders Report - January 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

**CARRIED**

### 11 RE-ADMITTANCE OF THE PUBLIC REPORT

##### COMMITTEE RESOLUTION 2020/23

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

That the Environmental Services and Finance Committee moves out of closed meeting into open meeting.

**CARRIED**

## **MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 10.47am.

The Minutes of this meeting were to be confirmed at the Environmental Services and Finance Committee Meeting scheduled on 28 April 2020, however that was not held due to COVID-19 lockdown.

.....  
**CHAIRPERSON**

## **7 RECEIPT OF MINUTES**

<b>7.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 18 MARCH 2020</b>
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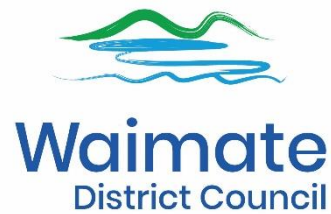
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 18 March 2020

### **PURPOSE**

For the confirmed Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 18 March 2020 to be presented for the information of the Environmental Services and Finance Committee.

<b>RECOMMENDATION</b>
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That the confirmed Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 18 March 2020 be received.
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# **MINUTES**

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

**18 March 2020**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING  
HELD AT THE WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE  
ON WEDNESDAY 18 MARCH 2020, COMMENCING AT 1.00PM**

**PRESENT:** Chair Bruce Murphy, Suzanne Eddington, Cr Fabia Fox, Cr Jim Hopkins, Barney Hoskins, Michael Mcmillan, Cr Nicole Marshall, Brent Packman, Jared Ross, Kate White, Kieran Whyte

**APOLOGIES:** Daniel Isbister, Emily Anderson

**IN ATTENDANCE:** Dave Moore (Facilitator)

## **OPENING**

Michael Mcmillan opened the meeting with a karakia.

### **1 APOLOGIES**

Nil

### **2 VISITORS**

### **3 CONFLICTS OF INTEREST**

Nil

## **MINUTES**

### **4 CONFIRMATION OF MINUTES**

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

##### **COMMITTEE RESOLUTION 2020/4**

Moved: Chair Bruce Murphy  
Seconded: Cr Nicole Marshall

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

**CARRIED**

##### **Amendment:**

Page 10: 5.4 Should read "Nicole said the current odour complaints process is not working and asked the Committee to email any current odour issues to her.

Page 12: Committee Resolution: 2020/3 – Change the word engaging to 'engage'



## REPORTS

### 5 GENERAL BUSINESS

#### 5.1 DECLARATION OF INTERESTS REGISTER

There were no changes to the Declaration of Interests Register.

#### 5.2 TE REO WORDS

Dave asked for future contribution of words that any members of the Committee would like to know more about. Bruce said he would like to include more phrases and meanings for areas to give cultural understanding of different parts of our district. Bruce requested a session on Mahinga Kai at a future meeting.

#### 5.3 REGIONAL COMMITTEE UPDATE

##### COMMITTEE RESOLUTION 2020/5

Moved: Chair Bruce Murphy

Seconded: Suzanne Eddington

Barney gave a verbal update. The consensus is that spending time on agreeing to the top 5 priorities would be useful. Agreed to spend half an hour on this at the next meeting.

The Committee agreed to keep the Regional Update as a standard agenda item. Barney to keep in touch with the facilitator regarding time required for Regional Committee updates at Zone Committee meetings.

**CARRIED**

#### 5.4 REGIONAL COUNCIL UPDATE

##### COMMITTEE RESOLUTION 2020/6

Moved: Chair Bruce Murphy

Seconded: Cr Jim Hopkins

Cr Marshall gave a verbal update:

- Hearing Commissioners have been approved for Oceania Dairy and NSK Farming consent applications
- Future Zone Committee structure
- CEO replacement process
- Meetings with Territorial Authorities
- Annual Plan now open for consultation until 25 March (may be extended due to Covid-19)

**CARRIED**

## 5.5 FACILITATORS UPDATE

Dave spoke to his report. There was discussion on how the Committee could keep going via telecommunications if meetings were cancelled due to Covid-19.

### COMMITTEE RESOLUTION 2020/7

Moved: Cr Jim Hopkins

Seconded: Cr Nicole Marshall

That the Zone Committee receive the update.

**CARRIED**

## 5.6 REVIEW OF ZONE COMMITTEES – FEEDBACK SESSION

A workshop session was held with the Committee to gain feedback on 'Enhancing CWMS Implementation: Role of CWMS Water Management Committees'

### The Zone Committee's function (role)

- a. Collaborate with and influence Environment Canterbury (ECan), TAs, industry and government departments
- b. Collaborating at community level (e.g. rūnanga)
- c. Engage with and educate community to focus attention
- d. Prioritise list of projects/actions from CWMS, ZIP/ZIPAs
- e. Using relationships to become more active (voice)

### Aspects of the current role that are challenging and require more support?

- a. Budget/access to funding for Zone Committee initiatives/projects
- b. Community awareness of Zone Committees
- c. Funds are out there for fresh water but knowing where and how to apply/lobby is a challenge
- d. IMS funding rules are challenging
- e. Not enough comms showing what we do
- f. Changing rules – suggestion that people with 'permitted activity' should be required to belong to catchment groups
- g. Duplication of what is happening within industry (levy/members or commercial competitors), ECan TAs, NGOs, etc. This relates to Point C (above) about knowing where to find funds. The Committee came up with the role 'Chief Insight Operator' to describe the role of bringing all the intel together. They also had the idea of some sort of accord that parties could sign to say their activities are responding to the CWMS targets.

### If your role was to change, how could Councils support Committees to

- a. Understand your new role
  - i. Training – face to face
- b. Fulfil your new role
  - i. Help to communicate the good stuff

- ii. Have a person who goes out to community/catchment – coordinator/facilitator
- iii. Through education provide more knowledge of all CWMS targets. This will then be passed from the Zone Committee to the community

**Zone Committee Form – how Committees can fulfil these roles**

Your input is sought on the following questions related to Zone Committee form:

- a. What aspects of current CWMS committee processes do you wish to retain and why?
  - i. Zone Committee collaboration – as now
    - Voice of community – by and for
    - Brings together community's points of view and knowledge
    - Avoids duplicated effort
    - Enables working together, pooling resources, knowledge, information
    - Listening to other points of view
    - Interconnection
    - Same messages/united
- b. What form/process improvements are required to help Committees support the implementation of the CWMS?
  - i. Paid coordinator type person talking to all the players for catchment activity
  - ii. Coordination of all the players across the zone/region 'chief insight operator'
  - iii. Understanding how, where and when to apply for funding
  - iv. Informal process to share/express ourselves outside of formal meetings

**MEETING CLOSURE**

There being no further business, the Chair asked Michael Mcmillan to close the meeting at 3.00pm with a karakia.

The Minutes of this meeting are to be confirmed at the next Lower Waitaki South Coastal Canterbury Zone Committee Meeting.

.....  
**CHAIRPERSON**

<b>7.2</b>	<b>MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 2 MARCH 2020</b>
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**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

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

**Attachments:** 1. OTOP Minutes - 2 March 2020 [↓](#) 

**PURPOSE**

For the confirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 2 March 2020 to be presented for the information of the Environmental Services and Finance Committee.

<p><b>RECOMMENDATION</b></p> <p>That the confirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 2 March 2020 be received.</p>
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# **MINUTES**

## **Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Monday, 2 March 2020**

Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Minutes

2 March 2020

**Minutes of Timaru District Council  
Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting  
Held in the Council Chamber, Council Building, King George Place, Timaru  
on Monday, 2 March 2020 at 1pm**

**Present:** Hamish McFarlane (Chairman), Clr Elizabeth McKenzie, Phil Driver, Clr Tom O'Connor, Clr Anne Munro, Lucy Millar, Herstatt Ulrich (until 4pm), Glen Smith, Sue Eddington, Clr Barbara Gilchrist, John Henry.

**In Attendance:** Lyn Carmichael (Zone Facilitator), Brain Reeves (Zone Delivery Lead), Brad Waldon-Gibbens (Tangata Whenua Facilitator), Rosemary Clucas (Pou Matai Ko), Janine Roux (Biodiversity and Land Management Advisor), Rhys Taylor (Community Engagement Coordinator), Lucy Johnson (Minutes Secretary)

The meeting opened with a karakia from Clr Elizabeth McKenzie.

**1 Apologies**

**Committee Resolution 2020/1**

Moved: Tom O'Connor

Seconded: Barbara Gilchrist

That the apologies received from Mark Webb and Luke Reihana be accepted and leave of absence granted.

**Carried**

**2 Identification of Items of Urgent Business**

There were no items of urgent business.

**3 Interest Register Update**

The Interest Register was discussed at a workshop and is an ongoing project, with an update to be provided soon.

**4 Confirmation of Minutes**

**2020/26.1 Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 2 December 2019**

**Committee Resolution 2020/3**

Moved: Hamish McFarlane

Seconded: Clr Elizabeth McKenzie

Page 2

Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Minutes

2 March 2020

That the Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 2 December 2019 be confirmed as a true and correct record of that meeting.

Noted as missing from the minutes was a discussion on the new strategy for culling Black Backed Gulls to protect nesting river birds. A pilot project is being undertaken in the Hurunui and Waiau Uwha Rivers. Culling is not currently being considered for braided rivers in South Canterbury.

There was also a discussion missing from the minutes on monitoring and safety of mahinga kai and food gathering in association with water quality monitoring and poor water quality in the Pareora. Request from Clr Mckenzie for this to be followed up in a future meeting.

**Carried**

**Matter Arising**

There was a request that the Pareora Catchment Group be consulted on any water quality information and/or exceedences for the Pareora River. It was suggested that follow up is provided to groups on where to source water quality information.

**Correspondence Received**

Thank you letters are to be sent to Orari Station and to the Orari River Protection Group following the field trip to Orari Station.

Phil Driver tabled two documents for the committee to consider – a CWMS Aspirational Level Substrategy and a memo on Global Environmental Trends. There was some discussion around these documents and it was agreed the Committee would read the documents and email the facilitator if members would like a follow up workshop on these documents and setting a committee strategy.

**Community Forum**

There were no members of the public present.

**5 Reports**

**5.1 Election of Officers**

**Chairperson**

Nominations were called for the position of Chairperson of the Orari-Temuka-Pareora Water Zone Committee.

Hamish McFarlane was nominated by Herstatt Ulrich, and seconded by Glen Smith.

Phil Driver was nominated by Clr Elizabeth McKenzie, and seconded by Clr Tom O'Connor.

A simple ballot was held, with Janine Roux being the scrutineer.

The ballot resulted in Hamish McFarlane being declared as the Chairperson.

**Deputy Chairperson**

Nominations were called for the position of Deputy Chairperson of the Orari-Temuka-Pareora Water Zone Committee.

Herstatt Ulrich was nominated by Glen Smith, and seconded by Clr Anne Munro

Herstatt Ulrich was declared as Deputy Chairperson.

**OTOP Zone Representative on Regional Committee**

Lucy Millar was nominated for OTO Zone representative on the Regional Committee – no other nominations were received.

**Biodiversity Officer**

The new Biodiversity officer, Janine Roux introduced herself and gave a brief overview of what the role involves.

**Pou Mata Ko**

New Pou Mata Ko Rosemary Clucas introduced herself and her role at Environment Canterbury. She is working closely with Arowhenua and supporting landowners in their understanding of mahinga kai in the OTO zone .

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**5.2 Catchment Group Update**

The Committee received a Catchment Group update.

**5.3 Update From Regional Committee**

The Committee considered an update from the Regional Committee.

**5.4 Zone Facilitators Update**

The Committee considered the update from the Zone Facilitator.



Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Minutes

2 March 2020

**6        Consideration of Urgent Business Items**

There were no urgent business items.

**7        Consideration of Minor Nature Matters**

There were no minor nature items.

**The Meeting closed at 4.45pm.**

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**Chairperson**

<b>7.3</b>	<b>MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING HELD ON 27 JANUARY 2020</b>
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**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

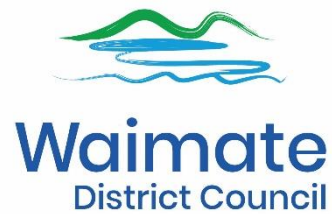
**Authoriser:** Tina Stevenson, Corporate Services Group Manager

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

**PURPOSE**

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

<p><b>RECOMMENDATION</b></p> <p>That the confirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 27 January 2020 be received.</p>
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# **MINUTES**

## **Waimate District Civic Awards Committee Meeting**

**27 January 2020**

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

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

**APOLOGIES:** Nil

**IN ATTENDANCE:** Karalyn Reid, Committee Secretary

**OPENING**

**1 APOLOGIES**

Nil

**2 VISITORS**

Nil

**3 CONFLICTS OF INTEREST**

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

**MINUTES**

**4 CONFIRMATION OF MINUTES**

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

**COMMITTEE RESOLUTION 2020/1**

Moved: Mayor Craig Rowley

Seconded: Pauline Dore

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

**CARRIED**

**REPORTS**

**5 GENERAL BUSINESS**

## 5.1 CORRESPONDENCE REPORT

### COMMITTEE RESOLUTION 2020/2

Moved: Pauline Dore  
Seconded: Lynda Holland

That the correspondence be accepted.

#### Note:

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

**CARRIED**

## 5.2 2020 WAIMATE DISTRICT CIVIC AWARD NOMINATIONS

### COMMITTEE RESOLUTION 2020/3

Moved: Community Representative Janice Mehrtens  
Seconded: Mayor Craig Rowley

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

#### Individual

[REDACTED]

Betty Dawson

David McCulloch

Dougall McLachlan

Back-up: Alison Kitchin

#### Group/Organisation

Waimate St John

#### Youth

Campbell Sheddan

**CARRIED**

#### Note:

The correct spelling of Alison Kitchin, and Marion Kortright

[REDACTED]

#### 4.1 ARRANGEMENTS FOR THE CIVIC AWARD FUNCTION

A discussion was held on the upcoming function being the 10-year anniversary of the Committee. Janice Mehrrens offered to make a cake and it was suggested decorations be Council's 'governance' logo and 10 years of awards.

It was agreed the past Chair, Raewyn Francis, be invited to attend as a special guest and that photos be taken of the past and present chairs.

It was agreed that Grant Finlayson be asked to present the Youth Awards, and Waitaki MP Jacqui Dean asked to present the group/organisation award.

The Chair and Committee Secretary will meet with Viv of the Floral Art Group to discuss floral art and sprays, etc in the next few days.

Members of the Committee will meet at 3.30pm prior to the function to assist with the catering and any other set up requirements.

#### MEETING CLOSURE

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

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

Added Note: This meeting did not occur because of COVID-19 lockdown.

.....  
**CHAIRPERSON**

## REPORTS

### 8 REGULATORY AND COMPLIANCE GROUP REPORT

#### 8.1 REGULATORY AND COMPLIANCE GROUP REPORT

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

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

**Attachments:** 1. Capital and Project Report Spreadsheet - Regulatory & Compliance Group 2020 June  

#### PURPOSE

1. To provide updates on the Regulatory and Compliance Group activities for the period January 2020 to June 2020.

#### HIGHLIGHTS

##### COMPLIANCE OFFICER ROLE UPDATE

2. The Regulatory & Compliance officer role has been operational since 2 September 2019. The role was established to ensure Council's statutory compliance, monitoring and enforcement (CME) obligations across numerous activities. The role services the Waimate District Consolidated bylaws, Litter Act, Dog Control Act, Building Act, Health Act, Local Government Act, Resource Management Act, District Planning and a number of other Council activities including Civil Defence.
3. Via a memorandum of understanding, the role also provides 8 hours per week of CME work directed by Environment Canterbury (ECan). Of the 955 hours of work delivered by the Regulatory & Compliance Officer between 1 January 2020 and 30 June 2020, 179.5 hours has been associated to ECan (19%). It is important to note that on numerous occasions there has been a significant interest and benefit for both WDC and ECan during CME work. An example being in cases of property owners having both Regional and District Council resource consents for the same property, and the dual role has proved to be beneficial in networking with the residential, industrial and agricultural sectors of the Waimate District.
4. ECan CME work (as above) includes 21 pollution events being investigated between January and June 2020. Investigations include such things as outdoor burning complaints, stock in waterways and contaminants (rubbish) in/or near waterways.
5. The Regulatory & Compliance Officer includes completion of 58 external and internal customer generated WDC investigations and/or complaints for the above period. This number includes 6 historic resource consents being monitored. This has proved beneficial as they had not been previously monitored. Positive examples include a case of riparian planting that should have been completed as part of a resource consent in 2010. This was never completed as the consent holder sold the farm shortly after receiving the consent. The new owner was unaware of the condition, and has since committed to carrying out the planting.
6. The Regulatory & Compliance Officer role also includes providing assistance to Animal Control with moderate to high risk property visits. This has occurred on several occasions over the above period.
7. During the Waimate Civil Defence emergency operation centre activation for COVID-19, the Regulatory & Compliance Officer provided 237 hours in the role of Operations Manager.

8. The Regulatory & Compliance Officer has provided 157.5 hours towards roading compliance. This includes 34 dairy herd stock crossings being assessed, and to date 23 have received new permits.
9. The Regulatory & Compliance Officer has recently completed swimming pool and spa safety act training and will now begin assisting the building team with the monitoring of pool fences.

## **CIVIL DEFENCE**

### **Covid-19 Pandemic Response**

10. In response to the Covid-19 pandemic and declaration of a National State of Emergency the Waimate Emergency Operations Centre (EOC) was activated on Tuesday 24 March. The EOC was activated for 52 days to support the community needs before deactivating on Friday 15 May. Since the deactivation, four debriefs were undertaken to capture successes, learnings and improvements for future events. The details of the response are as previously reported to Council, the completed response report including matters arising from debriefs is available on request.
11. There has been a lot of positive feedback from both local partner agencies and the Waimate community on the Civil Defence response to Covid-19. We can build on the community engagement to increase resilience to the next event. Unfortunately due to the impacts of the Covid-19 pandemic, the AF8 (Alpine Fault, Magnitude 8) Roadshow to be held on 23 March was postponed until later this year. This will be a great opportunity to engage the community in preparedness actions for emergency events.

### **Training**

12. Training was planned in April 2020 and June 2020 for EOC II and EOC III courses, unfortunately these were postponed due to Covid-19 and are being rescheduled for later this year.

### **Meetings**

13. On 27 January, our Emergency Management Officer (EMO Luci Swatton) attended a presentation on South Canterbury Gets Ready database in Ashburton.
14. On 10 February, the South Canterbury Neighbourhood Support Committee Meeting was held in Timaru, attended by our EMO.
15. On 13 February, the Risk Reduction and Natural Hazards approach meeting was held in Christchurch, attended by our EMO.
16. On 19 February, the Welfare Coordinating Group (WCG) Meeting was held in Christchurch, attended by our EMO and Welfare Manager (Jill Wilson) to represent South Canterbury, followed by a Waimate welfare meeting with the Canterbury Group Welfare Manager.
17. On 24 February our EMO attended the Waimate High School Crisis Management meeting to review their emergency response plans.
18. From 27 to 28 February the Emergency Management Officer Forum was held in Kaikoura, attended by our EMO.
19. On 11 March, the South Canterbury Welfare Forum was held in Waimate at the Events Centre. Our EMO together with the Welfare Manager attended.
20. On 12 March, the South Canterbury Civil Defence Emergency Management Coordinating Committee met in Timaru. This was attended by Paul Cooper, Carolyn Johns, Mike Downes and Luci Swatton.
21. From 18 March through to 22 May there were many teleconferences, and Zoom meetings with the Canterbury CDEM Group office and the South Canterbury Emergency Management Coordinating Committee to discuss the Covid-19 response.



22. On 11 June, the Waimate Covid-19 response agency debrief was held at the Events Centre. This was attended by all EOC staff involved in the response as well as representatives from seven local agencies and organisations.
23. On 22 June, the South Canterbury Rural Support Trust AGM was held in Timaru, this was attended by our EMO.
24. On 25 June, the South Canterbury Civil Defence Emergency Management Coordinating Committee met in Timaru. This was attended by Mike Downes and Luci Swatton.
25. On 30 June, the first South Canterbury Psychosocial Interagency Committee meeting was held in Timaru to discuss the social recovery from the Covid-19 pandemic. This was attended by our EMO.

### **Logistics**

26. Events Centre generator test on building (18 February 2020).
27. Generator checks were completed (February and June).
28. Weekly ECAN and Timaru DC radio checks completed (records kept in Front Office).
29. Community Rep quarterly radio checks completed (March and June).

### **Overall**

30. Between the 31 January and 2 February Waimate District Council provided support to Mackenzie District Council and Rural Fire in their response to the Stanton Station fire event. Our EMO assisted for two days both in the EOC and at the fire ground in the Incident Command Unit.
31. The Local Fuel Plan has progressed, the suitable local fuel supplier has agreed to installation of a generator port and being the supplier during an emergency. The next steps now involve establishing a Memorandum of Understanding with the fuel supplier and installing the generator port.
32. The Local Pandemic Plan and EOC Plans & Procedures document have been recently completed.
33. The key pieces of work to be completed include Local Welfare Plan, Local Fuel Plan, Community Response Plans, and Initial Action Plans for a variety of emergency events. These pieces of work will continue to be developed over the coming months.

### **RESOURCE MANAGEMENT**

34. The following 19 resource consents have been granted under delegated authority for the 1 January to 30 June 2020 period (11 for the 1 January-31 March 2020 quarter and 8 for the 1 April-30 June quarter):

RM190039	<b>Land Use: Proposed garage within 4.5m building setback from road boundary</b> B & W Cherry 28 Gorge Road, Waimate <i>Processing Days = 7 out of 20</i>	07/01/20
RM190038	<b>Subdivision: Create 2 rural lots</b> M & A Martin 155 Gum Tree Flat Road & 3532 Waimate Highway, Greenhills <i>Processing Days = 13 out of 20</i>	16/01/20

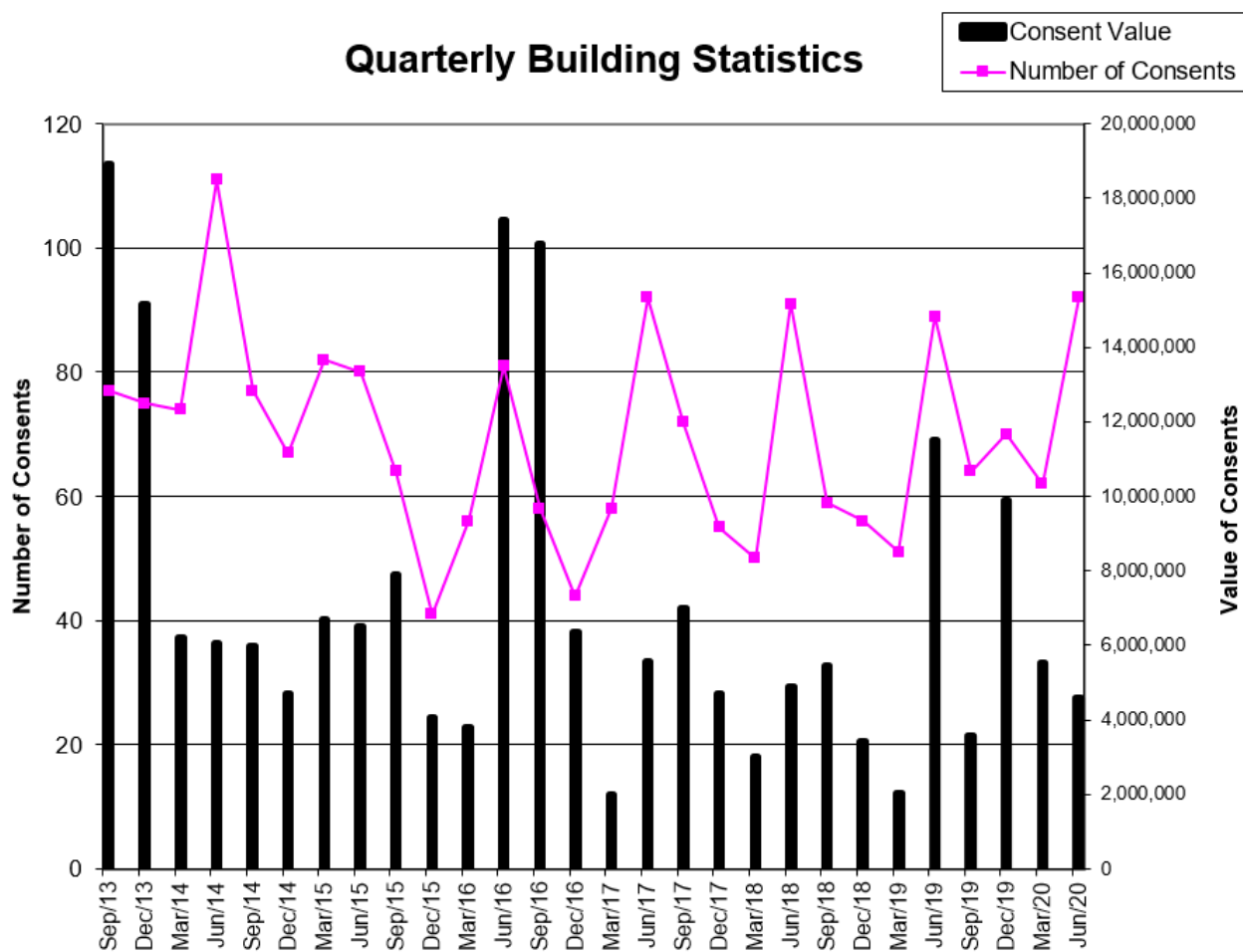
RM190040	<b>Land Use: Construct irrigation intake and pipeline at Lake Aviemore</b> Waitangi Station Limited Aviemore Dam Core Site, Te Akatarawa Road, Aviemore <i>Processing Days = 10 out of 20</i>	27/01/20
RM200004	<b>Land Use: Erect pole shed within Lakeside Protection Area</b> Waitangi Station Limited Te Akataramea Road, Aviemore <i>Processing Days = 6 out of 10 (controlled activity)</i>	04/02/20
RM200002	<b>Subdivision: Create 3 rural lots and corner splay</b> CR & JH Cawood 1153 Waimate Hunter Road, Jackson Bush road, Bourndale Homestead Road & Triangle Road, Hunter <i>Processing Days = 20 out of 20</i>	13/02/20
RM200003	<b>Subdivision: Create 2 rural lots</b> RJ & NM Carter 338 Springbank Road, Otaio <i>Processing Days = 20 out of 20</i>	14/02/20
RM200001	<b>Create Right of Way</b> Foveran Deer Park 858 McHenry's Road, Hakataramea <i>Processing Days = 19 out of 20</i>	17/02/20
RM200005	<b>Subdivision: Cancel consent notice</b> Estate of J Cromie 63 Mill Road, Waimate <i>Processing Days = 2 out of 20</i>	21/02/20
RM200007	<b>Land Use: Vary RM190033 relating to quarry activity so as to rehabilitate consented area and extract sand at a new footprint</b> Winterburg Limited Partnership 1883 Meyers Pass Road, Hakataramea <i>Processing Days = 14 out of 20</i>	13/03/20
RM200006	<b>Subdivision: Create 2 residential lots</b> Smile Arc Limited 4 Eric Batchelor Place, Waimate <i>Processing Days = 18 out of 20</i>	18/03/20

RM200008	<b>Subdivision: Create 4 rural lots and amalgamation</b> Eskbank Limited 17 Esk Bank Road, Esk Valley Road, Church Hill Road, Otaio <i>Processing Days = 20 out of 20</i>	23/03/20
RM200009	<b>Subdivision: Create 2 residential lots</b> Valmurray Limited 8 Holmes Street, Waimate <i>Processing Days = 20 out of 20</i>	02/04/20
RM200014	<b>Subdivision &amp; Land Use: Create 2 residential lots and additional site coverage</b> Central Forestry Services Limited 39 Parsonage Road & 4 Maude Street, Waimate <i>Processing Days = 20 out of 20</i>	15/05/20
RM200012	<b>Land Use: Erect two replacement electricity poles under the National Environmental Standards for Electricity Transmission Activities Regulations</b> Transpower NZ Limited Talbots Road, Otaio <i>Processing Days = 8 out of 20</i>	22/05/20
RM200016	<b>Deemed Permitted Marginal Activity: Proposed residential garage within 4.5m front setback</b> P & J Eddie 19 Meehan Place, Waimate <i>Processing Days = 4 (no set timeframe)</i>	02/06/20
RM200017	<b>Deemed Permitted Boundary Activity: Proposed dwelling within 20m rural setback</b> T & M Wood 71 Painstown Road, Waimate <i>Processing Days = 1 out of 10</i>	04/06/20
RM200018	<b>Land Use: Erect residential garage within 4.5m front setback</b> GT & AM Clarkson 21 Rhodes Street, Waimate <i>Processing Days = 10 out of 20</i>	17/06/20
RM200015	<b>Subdivision: Create 19 residential lots and a utility site</b> Timaru Developments Limited Carlisle Street, Oxford Street, Durham Street, Waimate <i>Processing Days = 20 out of 20</i>	18/06/20

RM200020	<b>Separate Title Request &amp; Section 226 RMA for Reserve 4556 SO 7858</b>  Department of Conservation 24 Caird Road, Southburn <i>Processing Days = 17 out of 20</i>	29/06/20
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## BUILDING CONTROL

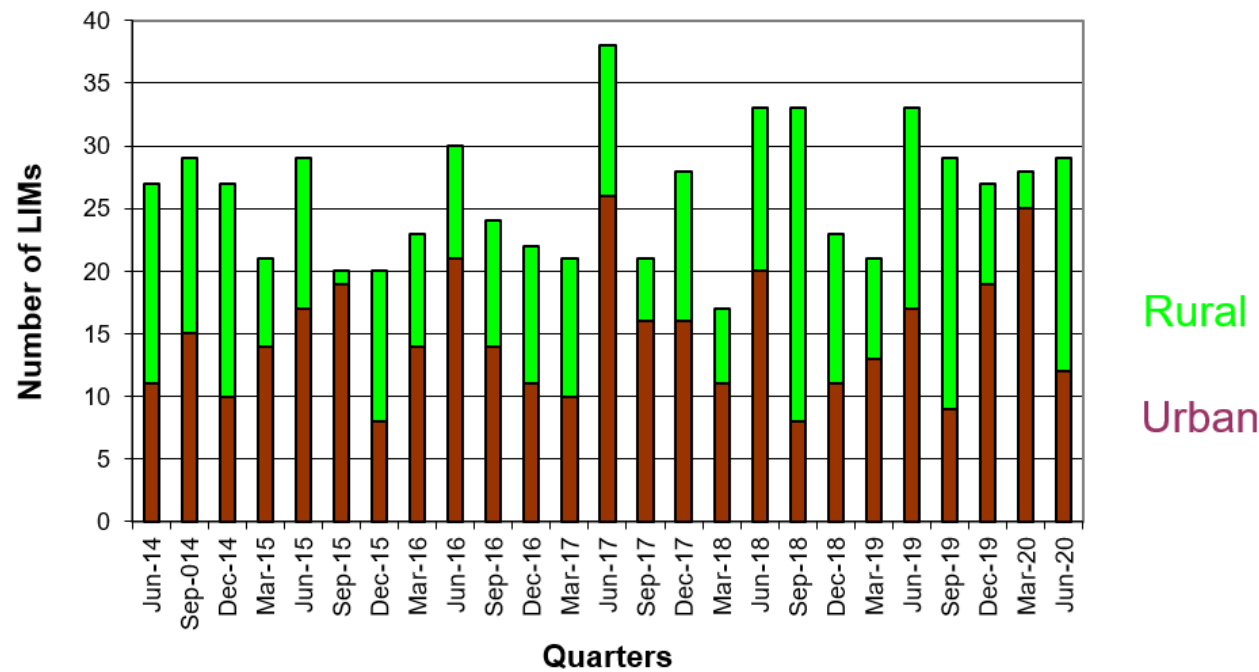
35. 62 building consents were issued for the period 1 January-31 March 2020 with a value of \$5,518,701 (2019 for the same period was 51 building consents with a value of \$2,047,903).
36. 92 building consents were issued for the period 1 April-30 June 2020 with a value of \$4,858,303 (2019 for the same period was 89 building consents with a value of \$11,511,624).



## LAND INFORMATION MEMORANDA (LIM)

37. 28 LIM Reports were issued for the period 1 January-31 March 2020. These related to 25 urban and 3 rural properties.
38. 29 LIM Reports were issued for the period 1 April-30 June 2020. These related to 12 urban and 17 rural properties.

# Land Information Memoranda LIM



## DOG AND ANIMAL MANAGEMENT

### Dog Registration

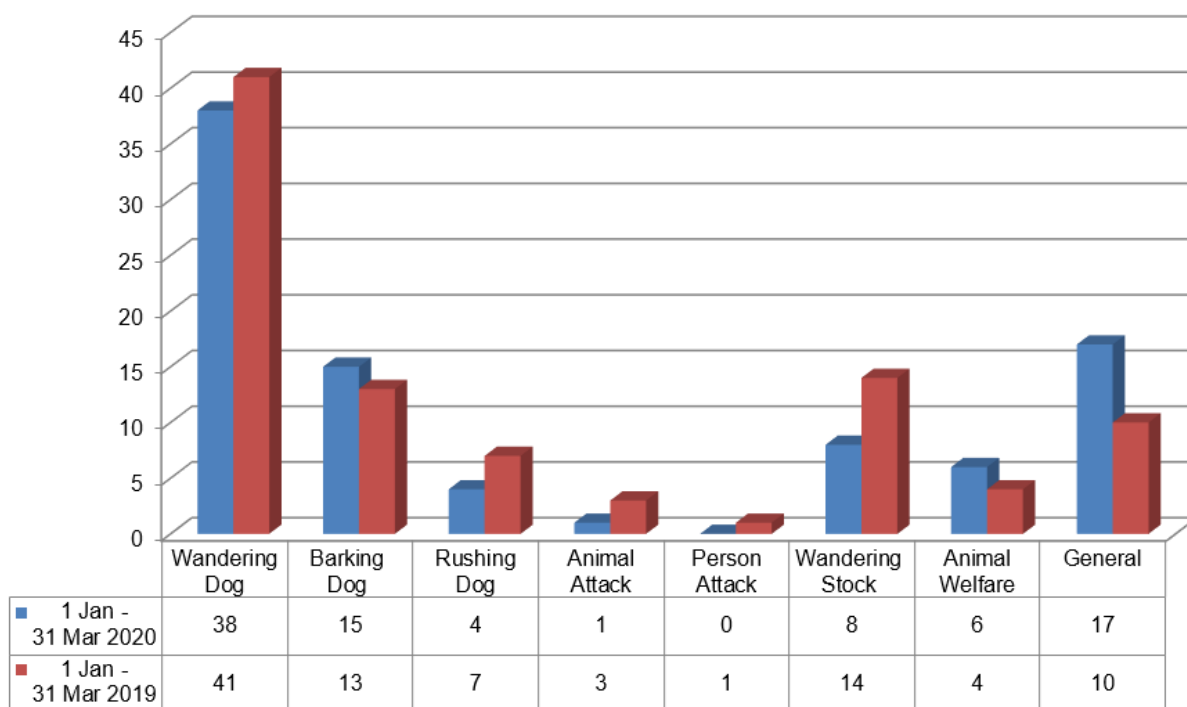
39. The Dog registrations for the period 1 January-31 March 2020 and the 2019 comparison are as follows:

Month	2020			2019		
	Registered dogs	Unregistered dogs	Owners with unregistered dogs	Registered dogs	Unregistered dogs	Owners with unregistered dogs
January	2858	12	10	2864	9	5
February	2865	11	9	2868	7	6
March	N/A due to Covid-19			2884	6	6

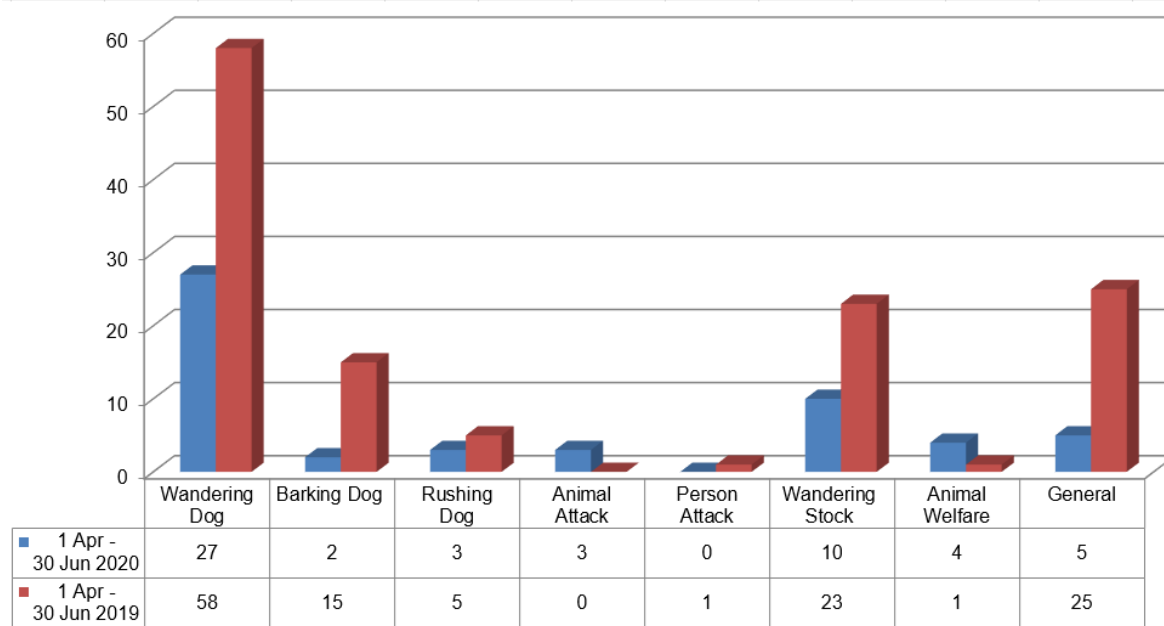
40. The Dog registrations for the period 1 April-30 June 2020 and the 2019 comparison are as follows:

Month	2020			2019		
	Registered dogs	Unregistered dogs	Owners with unregistered dogs	Registered dogs	Unregistered dogs	Owners with unregistered dogs
April	N/A due to Covid-19			2904	5	4
May	2874	5	4	2905	0	1
June	965	1919	877	1175	1725	806

41. Dog and Animal Control Corrective Action Requests (CARs) 1 January-31 March 2020 and the 2019 comparison:



42. Dog and Animal Control Corrective Action Requests (CARs) 1 April-30 June 2020 and the 2019 comparison:



### RECOMMENDATION

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

## Regulatory and Compliance Group Project List

Financial Year	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
Regulatory and Compliance Group								
2018/19	GoGet Electronic Processing	To provide electronic access for building consent processes.	TBA	\$18,000.00	100%			Complete.
2018/19	Electronic filing of Building Consents	Ability to lodge and pay for building consents online. Anticipate project start July 2019.	TBA	\$0.00	100%			Complete.
2018/19	Earthquake Prone Building Initial Assessments	Setting up processes and structure to undertake the initial assessments under the new legislation	Internal resources - other costs unknown at this time	\$0.00	0%			This has not yet started, Waimate township is a low risk area, with medium risk areas to the West of the District.
2017/22	District Plan Review	10 year review of District Plan		\$0.00	1%			Started conversations with key stakeholders.
2018/19	Swimming Pool Registration and Monitoring Project	Monitoring of Pools as required by changes to the Building Act	Internal resources		10%			Register of approximately 180 completed. Next step is to liaise with the community, inspect and register swimming pools, spa pools and hot tubs as per the new requirements of the Act. This will be one of the new Compliance Officer's projects starting 2020.
2018/19	Backscanning of recourse consents	Scanning of consent files	Internal resource		90%			All scanning pre 2017 completed
2017/18	Backscanning of LIM Reports	2010-2015 LIM reports to be scanned	Internal resource	\$0.00	50%			To ensure data is captured to allow for destruction of physical files. All LIMS since that time are electronically filed.
2019-20	CDEM Capability Improvements	Resulting from the Ministry's 5 year capability assessment a number of improvements were identified across the organisation.	Internal resource	N/A	15%			No further process on the action plan and implementation of a number of the improvements, however some of the improvements are being undertaken by various managers as part of their normal work and has not been captured against the Capability Improvements Plan.
2018/19	Waimate CDEM 10 yr Plan	To provide direction and identify local risks to inform CDEM decisions.			15%			This plan has identified 33 projects and priorities of work. Work on the top 6 identified projects has been started.
2017/20	CDEM Community Response Plans	Provides localised information for each CDEM sector area such as their CDEM community reps, preparedness, response procedures and communication.	\$250 each plan	\$645 (3 plans)	35%			The Cannington/ Maungati, the St Andrews/Southburn/Otaio, and the Makikihi/Hunter/Hook Community Response Plans have been completed and distributed to their households. the The Cannington/ Maungati Plan has been reviewed and updated. Initial talks have started with some community representatives from Studholme/Willowbridge/Morven. Also working with Cattle Creek/Hakataramea, Glenavy/Ikawai.
2019/21	CDEM Local Plans: Welfare Plan, Fuel Plan, Tsunami Plan, Recovery Plan, AF8 Plan	To provide information for CDEM responders to the relative areas in the response and recovery phases.			30%			The Welfare Plan has progressed in this quarter as a template has been provided by Group. Initial research commenced for AF8. Alternate controller Mike Downes has almost completed the districts fuel plan.

## Status Key:

On track with time/budget for completion within the plan year

High risk (budget and/or timeframe)

Some risk (budget and/or timeframe) - highlight issues in comments

Not started/external to Council



## 9 CORPORATE SERVICES GROUP REPORT

### 9.1 CORPORATE SERVICES GROUP MANAGEMENT REPORT

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

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

**Attachments:** 1. LGOIMA Requests Summary [↓](#)   
2. Corporate Services Project Update [↓](#) 

#### PURPOSE

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

#### CORPORATE & SUPPORT SERVICES

##### FINANCE TEAM

##### Insurance Renewals

2. Council's annual insurance renewals were completed in advance of the 30 June 2020 policy renewal date following compilation of the necessary renewal declarations and updated schedules and information. Our Account Manager Jerard Cowburn of Marsh Limited is scheduled to attend the next Audit & Risk Committee Meeting on 8 September 2020 to provide an overview of the insurance market and resulting effect on our Council.

##### Forestry

3. Following Laurie Forestry's presentation to Council on 10 March 2020, preparation works have been undertaken at Drinnans Bridge, Pakihi, Old Ferry Road and Grays Corner in order to progress the work necessary to fulfil Emission Trading Scheme obligations.

##### Annual Report

4. Following the end of the financial year the annual process of reviewing and collating key items of information for the substantiation file for our Annual Report is underway. Audit NZ is expected to be onsite from 31 August 2020 to complete the final 2019/20 audit, with Council's adoption of the 2019/20 Annual Report scheduled for 13 October 2020.

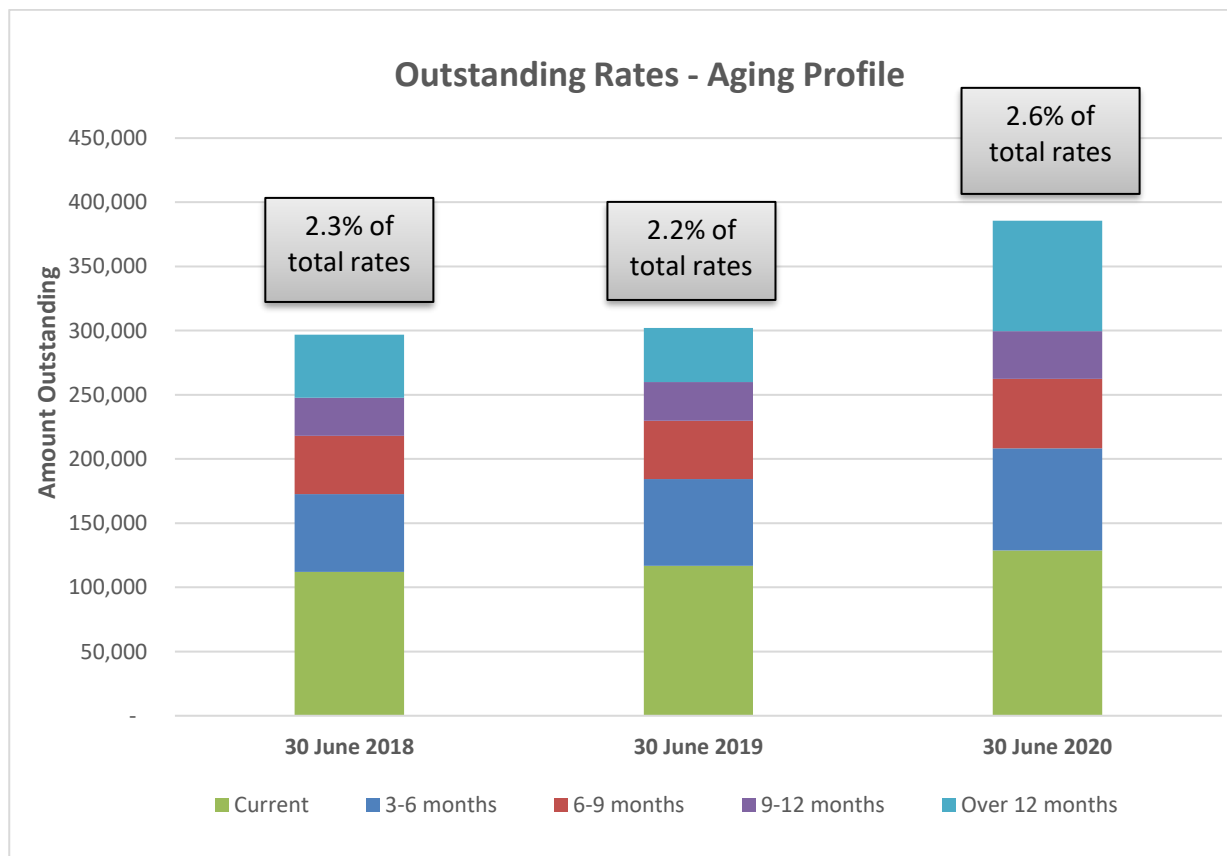
##### COVID-19

5. The demands on finance staff increased during COVID-19 as staff considered the varied financial information and advice circulating within the sector pertinent to the pandemic.
6. The Annual Plan budgets were also revisited and options presented to alleviate the increases to the community at this time.
7. Long Term Plan work commenced during this period adding to the finance work streams.
8. Despite the COVID-19 lockdown 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.

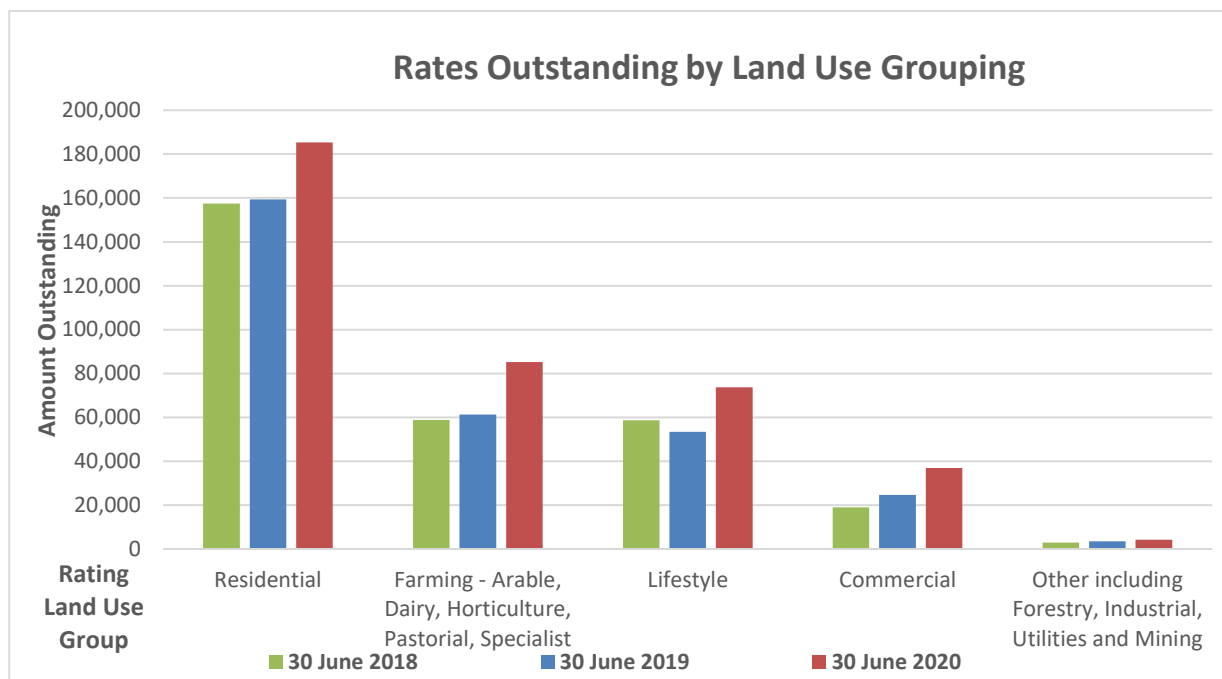
##### Rates

9. Following the adoption of Council's Annual Plan 2020/21 and the commencement of the new financial year, Council's rates for the 2020/21 financial year have been 'struck' accordingly.
10. The first quarterly rates instalment for the 2020/21 year has now been applied and is due for payment 28 August 2020.

11. An insert is to be included with invoices highlighting rates related matters including: encouragement for ratepayers currently paying by Automatic Payment to consider changing to the more efficient option of Direct Debit, advice of internal checks of our rating database and reminders regarding the application of the 2019 property revaluations to the 2020/21 rates, availability of rates rebates, due dates and encouragement to opt into receiving your rates notices by email.
12. We have prepared a summary of Council's rates debt for your information.



13. The aging profile of our rates debt for the past 3 years is illustrated in the above graph.
14. The profiling illustrates an increase in the over 12 month debt. This is largely due to a handful of ratepayers with escalating debt which is to be managed within the mechanisms available to councils through legislation.
15. Rates staff anticipate sending bank notices from 1 August with a demand for payment from 1 November to address the majority of these outstanding balances.
16. Council's Rates Officer has received just two enquiries regarding payment of rates with direct reference to COVID-19. The ratepayers requested a pausing of their Direct Debit arrangement, with an alternative payment arrangement agreed in lieu.
17. We note that the amount of rates outstanding as a percentage of total rates is viewed as reasonable as it compares similarly with other councils.



18. We have presented the outstanding rates balances according to their Land Use Grouping to identify if there is any particular sector impacted.
19. The graph above confirms that the increase in outstanding rates is spread across various sectors with no group more significantly impacted than another.
20. We expect that the information collated will provide good base data upon which to continue to report in order to identify any trends.

## CORPORATE SERVICES

### Customer Services Team

21. The six months covered by this report has been a period of change in both our physical environment as well as in the way our Customer Services Team operates.
22. The fast moving pace of COVID-19 and lockdown necessitated that the Team respond quickly to an evolving situation to ensure that we had the capacity to serve our customers as best we could in a challenging environment.
23. What COVID-19 did reveal was the resilience of our systems and staff. It was quickly determined that the After Hours Phone Service was to be a short term measure to deal with our day to day queries and customer services quickly moved into an environment of working from home. With the assistance of the IT department we were able to set up our phone system to operate out of staff homes so that customers were able to directly contact council and receive the same service as if staff were in the office.
24. Our customer services and accounts payable people were some of the first staff back in the building which ensured that necessary work was undertaken in a timely manner and that we continued to pay our suppliers to assist them with ongoing cash flow at what was a difficult time for many businesses.
25. We expect that the use of remote meeting technology will give staff more opportunity to attend meetings and take advantage of training opportunities, better utilising the time and resources available to us.

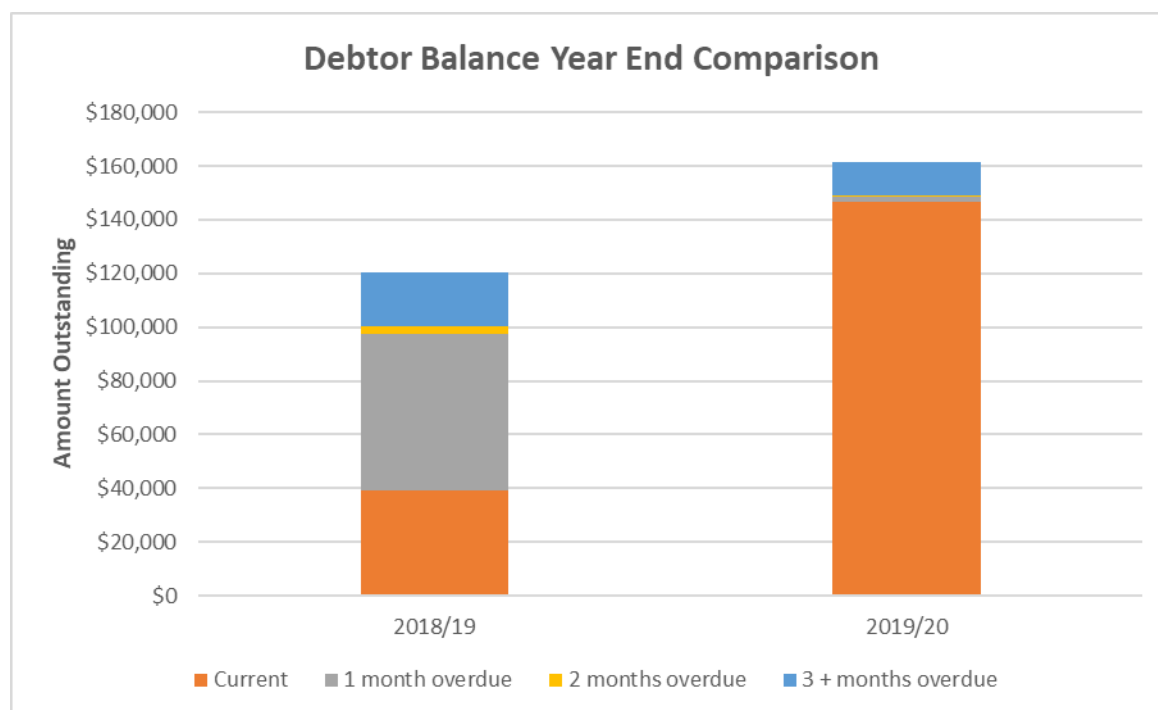
26. COVID-19 has also required some changes to our physical environment in the office with the addition of the Perspex screens to our reception desk to provide staff with some protection from coughs and sneezes. Staff have found they find some comfort in having these screens in place and they will remain in place for the foreseeable future.
27. The Asset Department move to the Gorge Road premises just prior to lockdown initiated a review of procedures. Processes were adapted so that customers receive the level of service required without the same face to face contact with the Assets staff that was previously available. We continue to consider how we do things to ensure the best service to our Customers.

### **Records Management**

28. During the COVID-19 lockdown further progress was made in sorting and cataloging historic records held.
29. We currently have 25 boxes awaiting transfer to our archives. We have requested a meeting with the Waimate Historical Society Archivist in order to clarify their cataloging requirements prior to transfer, as they are unable to accept the records until their requirements are satisfied.
30. The regular end of year process for determining what records may now be destroyed and obtaining the appropriate approval prior to destruction is underway.
31. Training of staff on the use of Sharepoint, our electronic document management system, is continuing. Training tends to be on an as required basis with consideration being given to incorporating Sharepoint training into the new staff induction process and capturing in training plans.
32. We are expecting to soon receive a survey regarding our Information Management Maturity Assessment which will be used as a measure of progress to date and provide the opportunity to consider our pathway into the future and set some measurable goals in this area.

### **Outstanding Debtors**

33. We have prepared a summary of Council's outstanding debt (excluding rates and credit balances) for your information as follows.



34. A review of outstanding debtors as at 30 June (a snapshot in time at the end of our financial year) shows an overall decrease in aged debt when compared to the 2018/19 year.

35. We note a very high proportion of our customers pay their accounts on time and most respond to our in house debt collection processes.
36. Once we have completed our in house debt collection process consideration is given to the collectability of the debt and a referral to a debt collection agency is made if required.
37. The nature of debt that is most challenging tends to fall in the animal control area where fees for wandering stock and impounded dogs which are subsequently relinquished prove difficult to collect.
38. There has been no noticeable increase in overdue accounts due to COVID-19.
39. We note the increase in current debt is largely due to the timing of invoicing of recoveries in the month of June 2020, including increased building consent invoicing occurring as a result of the catch-up following the COVID-19 lockdown.

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

40. The IT department relocated back to the Local Government Building mid-January 2020. The department was located at the Waimate Event Centre while asbestos removal took place in the IT office space.
41. The Gorge Road office project was completed mid-February 2020. This involved linking to the Local Government buildings and installing IT infrastructure. Staff transitioned to Gorge Road approximately 1 week before lockdown and were provided with support from IT as required.

### **COVID Response**

42. Beginning at Alert Level 3 the IT department assisted approximately 35 staff to work remotely, including relocating hardware and system configuration changes. Staff not familiar with working remotely were trained in the first 1-2 weeks of Alert Level 4.
43. Throughout the period of Alert Level 4, the IT helpdesk supported Emergency Operations Centre (EOC) activities and conducted business as usual (BAU) remotely, minimising physical contact.
44. Lessons learned from the COVID-19 lockdown will be used to help streamline working remotely in the future. This includes increased awareness of remote meeting, access and support technologies.

### **GOVERNANCE**

#### **Waimate Community Anzac Committee**

45. Due to COVID-19 all the Waimate District's usual official Anzac services were not held on 25 April, as was the directive nationally. This Committee will meet again later this year to begin the planning of the 2021 Anzac services.

#### **Waimate District Civic Awards Committee**

46. The annual Waimate District Civic Awards Function was held on 4 March 2020 and again was a very successful event. However, due to the COVID-19 lockdown, the Committee did not physically meet as planned to debrief and approve the payments, but instead ratified the payments via email. The annual debrief will instead occur when the committee meets again later this year.

**Waimate/Waitaki Mycoplasma Bovis Group**

47. The last meeting of the Waimate/Waitaki Mycoplasma Bovis Group was on 27 November 2019. This is a mayoral-led support group of farming and associated stakeholders working with the Ministry of Primary Industries (MPI) to monitor and assist the Waimate and Waitaki rural communities with the Mycoplasma Bovis outbreak. Due to COVID-19 lockdown, the planned March meeting was not held, but plans are now underway to set a date for this group to meet in July/August 2020 to provide an updated situation report to interested stakeholders.

**Lower Waitaki South Coastal Canterbury Zone Committee**

48. This committee, facilitated by Environment Canterbury with administration supplied by Waimate District Council, meets monthly at the Waimate Event Centre and has continued meeting via zoom throughout the COVID-19 lockdown.

**Ted d'Auvergne Sculpture Project Fundraising Committee**

49. Since late 2018 Mayor Rowley has been part of a community-based group involved in the fundraising and commissioning of a sculpture to represent all the rural soldiers who left small towns and rural New Zealand for war. Fundraising is now complete and the sculpture has been set in place on Council owned land outside the Waihao Forks Hotel with the final landscaping, signage and production of an information plinth currently underway. The official unveiling and handing over to the community is planned for Saturday 15 August 2020.

**Mayoral Activities**

50. Mayoral activities slowed down as a consequence of the COVID-19 lockdown, however Mayor Rowley continued with most meetings via zoom and other online meeting platforms. The Mayor kept up with what was happening at a local and national level daily. His appearances at community functions and events is slowly increasing again as our community begins to restore the volume of activities.

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

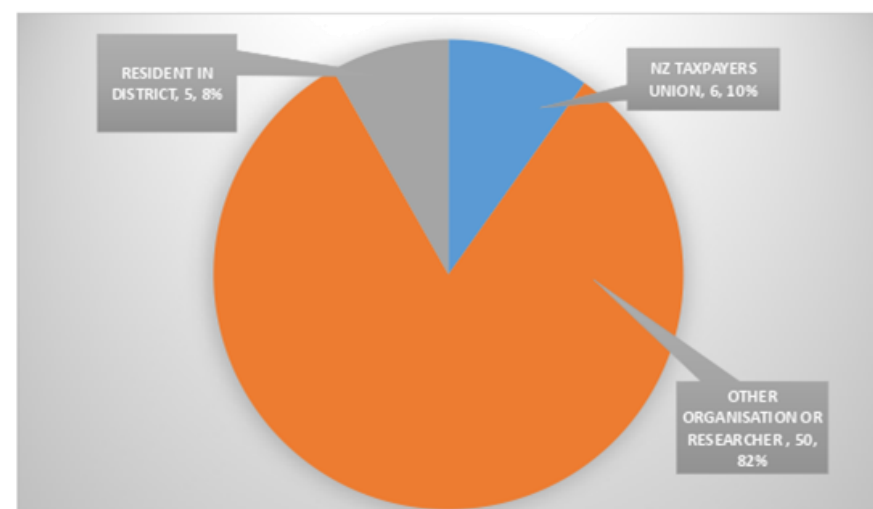
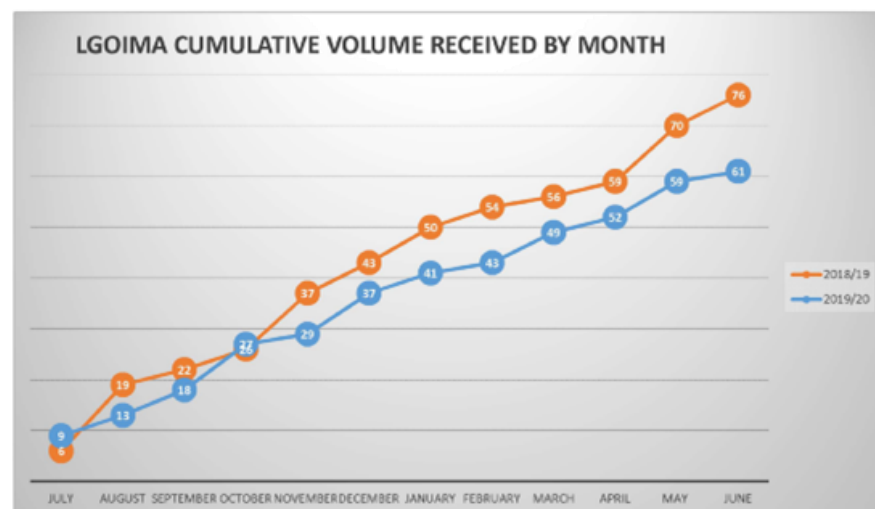
51. As an attachment to this report, we provide a summary of the LGOIMA requests for the six months ended 30 June 2020. 25 requests were received during this period, bringing the total requests for the year to 61, compared to 76 in the 2019 year.

**RECOMMENDATION**

That the Corporate Services Group Management Report is accepted.

## Summary of LGOIMA REQUESTS 1 JANUARY 2020 TO 30 JUNE 2020

LGOIMA number	Date Received	Requestor name	Organisation	Request summary	Date Sent	Status	Days to action
432	12.01.20	Murray Ludemann	Ratepayer	Elected Member remuneration	03.02.20	Completed	15 days
433	13.01.20	Jayne Richards - Nitrates Study Group - Otago University	Other	Nitrates in Water	30.01.20	Completed	13 days
434	18.01.20	Murray Ludemann	Resident	Purchase of 4-6 Gorge Road - Cost of property & renovations, and zoning details	23.01.20	Completed	4 days
435	30.01.20	Chris Marshall - Fairfax Media	Other	Water Restrictions	17.02.20	Completed	11 days
436	04.02.20	Malcolm Rabson - Bluescape	Other	Motor Vehicle Tyre disposal / stockpiling	27.02.20	Completed	16 days
437	09.02.20	Andre Chumko - Stuff	Other	Abductions of persons on Council Facilities	20.02.20	Completed	9 days
438	04.03.20	Tara Jackson - NZ Anti-Vivisection Society	Other	Rehoming of Dogs	11.03.20	Completed	6 days
439	07.03.20	Jackson Graham - Taxpayers Union Inc.	Taxpayers Union Inc.	Chief Executive's twitter account	11.03.20	Completed	3 days
440	12.03.20	Ella Hardy - Researcher Parliament Labour Party	Other	Rating Database (rateable values)	17.03.20	Completed	3 days
441	17.03.20	Daniel Ayers	Other	Arthur D Riley & Co Ltd & associated companies	02.04.20	Completed	12 days
442	19.03.20	Mike Edmonds	Other	Rating information database	06.04.20	Completed	12 days
443	20.03.20	NZTU - Taxpayers Union	Taxpayers Union Inc.	Civil Defence Procedure Review	-	Withdrawn	-
444	05.04.20	Bob Osborne - Responsible Campers	Other	Freedom Camping Survey	20.04.20	Completed	9 days
445	20.04.20	Maria Ngawati - National Gambling Coordination Service	Other	Class 4 Gambling Venue Policy Review	20.04.20	Completed	0 days
446	20.04.20	Matt Holden - Taxpayers Union Inc.	Taxpayers Union Inc.	Chief Executive Salary Cuts	04.05.20	Completed	10 days
447	04.05.20	Sue Hanham	Resident	Rubbish & Recycling Services Consultation (under urgency)	05.05.20	Completed	1 day
448	06.05.20	Rowan McCormick	Other	Building non-consented dwellings	15.05.20	Completed	7 days
449	06.05.20	Gillian Castro - Watercare Services Ltd	Other	Water testing	07.05.20	Completed	1 day
450	11.05.20	Leo Barnett	Other	Inaugural Council Meeting Minutes	04.06.20	Completed	17 days
451	14.05.20	Tom Kay - Forest & Bird	Other	Nitrate-nitrogen levels to municipal water	25.05.20	Completed	7 days
452	24.05.20	Karen Anderson - Canine Research	Other	Failure to provide dog care	29.05.20	Completed	5 days
452.1	05.06.20	Karen Anderson - Canine Research (modified request)	Other	Failure to provide dog care modified request	18.06.20	Completed	9 days
453	14.05.20	Tom Kay - Forest & Bird	Other	Nitrate-Nitrogen Levels to rural water	25.05.20	Completed	7 days
454	11.06.20	Yen Chan - Mott MacDonald/Mason Bros Building	Other	Average Rating Residential in Waimate District	03.07.20	Completed	16 days
455	16.06.20	Niamh Peren - Thumbs Up NZ	Other	Recycling questionnaire - recyclable materials/stockpiles/options/contracts	23.06.20	Completed	5 days





Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
Corporate Services								
2018/19 - 2019/20	EDRMS - Phase 2	Embed Sharepoint as the main document management tool for Council	Internal Resourcing	\$1,957	20%			Phase 2 of EDRMS project is to review the application of SharePoint to each Council Group and Activity and roll out Council-wide. The structure (taxonomy) has been confirmed for 21 functions in conjunction with the groups concerned with 14 functions yet to be completed. Training of staff is continuing on an as required basis with consideration of new staff entering the organization and training becoming part of their induction into Council. Some good progress has been made in specific areas with reference documents being prepared to assist with education of the end users. Additionally, this project will involve reorganisation of historic electronic documents. Related SharePoint software tools have also been updated. There is a risk that this project is delayed due to competing projects for staff time continuing to challenge.
2018/19 - 2019/20	Magiq Upgrades	Provision for Upgrades to Magiq Software	\$10,000	\$2,870	50%			Budget provided for Magiq Software Upgrades with the budget rolled over to the 2019/20 financial year. The upgrade to Magiq Performance Version 5 took place in October 2019 and the upgrade to Enterprise Version 4.26 is presently being considered with a view that this be undertaken during October and November 2020, to best accommodate affected parties work cycles.
2018/19 - 2019/20	Council Meeting Structure Review	Review of Council Meeting structure and frequency.	Internal Resourcing	\$0	10%			Feedback on Council's meetings structure was undertaken with the Council prior to the October 2019 Elections. A review will be undertaken with the new Council within the first 12 months of the triennium and be presented to a Council Workshop.
2019/20	District Tours	To arrange for tours of the District for Councillors and relevant staff.	\$1,000	\$0	25%			Historically Council has considered operating tours on an 'on demand' basis, generally following elections. The nature of the tours may be dependent on the quantity of any new Councillors elected, in conjunction with new staff, or a particular area of interest. The timing of this project is ascertained with consideration to these factors. The budget allowed forms part of the Governance Training budget. Councillors undertook a tour of sites within the urban area as part of induction training on 5 November 2019. Further tours for the western and northern areas are being scheduled for September 2020 and early 2021 retrospectively, and will include areas of most significant interest.

**Status Key:**

On track with time/budget for completion within the plan year

High risk (budget and/or timeframe)

Some risk (budget and/or timeframe) - highlight issues in comments

Not started/external to Council



## 10 GENERAL REPORTS

### 10.1 CIVIC FINANCIAL SERVICES LTD - NOTICE OF SPECIAL GENERAL MEETING

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

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

**Attachments:** 1. Letter to Waimate District Council    
2. Civic Financial Services - Notice of Meeting  

#### PURPOSE

1. For the Environmental Services and Finance Committee to receive notice of the upcoming Special General Meeting for New Zealand Local Government Insurance Corporation Limited (Civic Financial Services Ltd).
2. To seek Council's appointment of a proxy to vote at the Civic Financial Services Special General Meeting (SGM) on 13 August 2020 and the voting instructions for the Council representative.

#### BACKGROUND

3. Civic Financial Services has funds under management of more than \$420 million from superannuation investments. Civic's main business activity is administering superannuation schemes being the SuperEasy employer scheme and SuperEasy KiwiSaver which are restricted to local government employees only. Civic does not itself undertake investment of the member contributions; these are passed through to Civic's private sector fund managers for investment in a fund type of the member's choosing (e.g. conservative, balanced, growth).
4. Waimate District Council has a minor shareholding of 0.27% being 30,458 shares of the total 11,249,364 shares and a corresponding voting right.
5. The Civic Board decided, effective from 1 April 2020, to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.
6. The Civic AGM was held on 19 June 2020. However, as the Committee Secretary was not aware of the notification of the Civic AGM, the three resolutions voted on and carried were not previously submitted to Council.
7. In light of a notification of a SGM being held to rectify an error, we are now submitting for the information of the Environmental Services and Finance Committee and seeking instruction.
8. On Thursday 13 August 2020, Civic Financial Services will be holding a SGM via Zoom conference. Attached is a copy of the notice of meeting.
9. The SGM is being held to hold another vote on the resolutions that were requested by Christchurch City Council in its capacity as a shareholder of Civic that were submitted and carried at the Civic AGM held on 19 June 2020.
10. This vote has been called in response to feedback from Auckland Council advising that there was an error made when they cast their vote at the Civic 2020 AGM.
11. The Special Resolutions voted on at the AGM are as follows:
  - a. It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the

effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.

- b. That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%.
  - c. That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.
- 12. The attached Notice of Meeting includes reasons to support the resolutions proposed by Christchurch City Council, and the Civic Boards rationale of not supporting these resolutions.
  - 13. Additionally, the Civic Letter to Waimate District Council attached clarifies Auckland Council's error and their support of maintaining lower membership fees rather than seeking a modest dividend.
  - 14. For context, Civic quantify the total dividend that could have been distributed amongst all of the 73 shareholders as \$186,316. Waimate District Council's share of this would be equivalent to approximately \$500.

### **PROPOSAL**

- 15. That the Council discuss and provide direction as to whether to vote in favour or against the resolutions.
- 16. That Council delegate to the Civic Chief Executive, Ian Brown, the authority to act as Council's proxy.

### **ASSESSMENT OF SIGNIFICANCE**

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

### **CONSIDERATIONS**

- 18. Consideration has been given to cost-effectiveness.

### **FINANCIAL**

#### **Budget**

- 19. There are no known budget considerations, and this matter does not require an allocation of any funds.

#### **Cost-effectiveness**

- 20. Consideration has been given to cost effectiveness, and dealing with this through an officer and investigation and report back process is deemed to be the most cost effective means.

**RECOMMENDATION**

1. That the Civic Financial Services Ltd – Notice of Special General Meeting report is accepted; and
2. That the Environmental Services and Finance Committee appoint the Civic Chief Executive, Ian Brown, as the Council's proxy to vote at the Civic Financial Services' Special General Meeting in August 2020.
3. That the Environmental Services and Finance Committee agrees to vote in favour of or against the following key shareholder resolutions:
  - a. It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.
  - b. That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%.
  - c. That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.



Stuart Duncan  
Chief Executive  
Waimate District Council  
PO Box 122  
WAIMATE  
7960

7 July 2020

Dear Stuart

**NOTICE OF SPECIAL GENERAL MEETING**

The Annual General Meeting of Civic Financial Services Limited ("Civic") was recently held on 19 June 2020. At this meeting three resolutions proposed by Christchurch City Council were voted on and carried. The resolutions being:

1. It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.
2. That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%
3. That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.

Since the Annual General Meeting, Civic has been advised by Auckland Council that an error was made in the completion of its proxy form in relation to the resolutions proposed by Christchurch City Council at the Annual General Meeting. Auckland Council advised that they had intended to vote against the resolutions, but submitted the Council's proxy vote in favour of the resolutions by mistake.

Auckland Council further advised:

- They support maintaining lower membership fees rather than seeking a modest dividend.
- They are mindful Auckland's vote allocation tends to have a very material influence on decisions and has on this occasion.
- Given the proposal was carried by an extremely small margin and given the situation outlined above feel we may be justified in revisiting the vote and Auckland Council and would support Civic in that regard.

After receiving the above advice from Auckland Council, the Civic Board has resolved to call a Special General Meeting on Thursday 13 August 2020 to enable the resolutions proposed by Christchurch City Council at the recent Annual General Meeting to be voted on again.

The Board apologises for any inconvenience caused by this decision but agrees with the view of the Auckland Council that there is justification in revisiting the vote held at the Annual General Meeting.

You are a valued shareholder of the Company; as such I encourage you to read the attached information and cast your vote as early as you can.

Yours sincerely

Ian Brown, Chief Executive



#### NOTICE OF MEETING

Notice is hereby given pursuant to clause 13.6.1 of Civic Financial Services Limited's ("Civic") Constitution that a Special General Meeting of Shareholders will be held via Zoom conference on Thursday 13 August 2020 commencing at 3.00pm for the purpose of transacting the following business:

#### ORDINARY BUSINESS

1. **Special Business**

To hold another vote on the resolutions that were requested by Christchurch City Council, in its capacity as a shareholder of Civic, that were submitted and carried at the Civic AGM held on 19 June 2020. This vote has been called in response to feedback from Auckland Council advising that there was an error made when they cast their vote at the Civic 2020 AGM.

2. **Text of Special Resolutions**

1. *It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.*
2. *That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%.*
3. *That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.*

Attached for ease of reference are the background papers to the Christchurch City Council resolutions which were included in the notice of AGM:

- Statement from Christchurch City Council giving the background to its resolutions.
- Statement from Civic's Board providing background as to why it **does not** support the resolutions proposed by Christchurch City Council.

ATTENDANCE VIA ZOOM: PROXIES/APPOINTED REPRESENTATIVES AND VOTING

A shareholder entitled to attend and vote at the SGM can only vote by appointing a proxy for this meeting. A shareholder may appoint a representative to attend the meeting instead, however, a representative will only be able to vote if they have also been appointed as a proxy (i.e. you can appoint your representative as a proxy).

As the meeting is to take place via Zoom conference:

- 1) Voting on resolutions will take place by way of proxy appointment and accordingly:
  - a. Each shareholder must submit its proxy appointment form specifying the votes it intends to make at the SGM, no later than one business day before the SGM.
  - b. At the SGM, when the time comes to vote on resolutions each validly appointed proxy will be asked by the Returning Officer to confirm their vote in accordance with their proxy appointment form submitted in advance of the meeting.
  - c. Votes confirmed at the SGM will be valid for the purpose of determining the outcome of the vote.
  - d. Votes on resolutions will only be valid if a proxy appointment form is submitted to the Returning Officer in advance of the SGM. No votes on resolutions by representatives during the SGM will be valid.
- 2) Details regarding participation in the meeting, including the link to join, will only be provided to properly appointed representatives and proxies.

**A completed proxy form/notice in writing of appointment of a representative signed by the shareholder must be provided to the Returning Officer (by email) by 3.00pm one business day before the start of the meeting i.e. 12<sup>th</sup> August 2020.**

By Order of the Board  
Glenn Watkin  
Chief Financial Officer  
7 July 2020

Returning Officer:  
Diako Ishmael  
Solicitor, Dentons Kensington Swan  
diako.ishmael@dentons.com

Civic Financial Services Limited  
Proxy Form

\_\_\_\_\_ of  
(Shareholder Name)

\_\_\_\_\_ being a shareholder of Civic Financial Services Limited, hereby appoints  
(Location)

\_\_\_\_\_ of \_\_\_\_\_ contact email  
(Name) (Employer)  
[insert] or, failing him/her

\_\_\_\_\_ of \_\_\_\_\_ contact email  
(Name) (Employer)

[insert] as its proxy to vote for and on its behalf at the Special General Meeting of Shareholders of Civic Financial Services Limited, to be held via Zoom conference at 3.00pm on 13 August 2020 and at any adjournment of that meeting.

The proxy will vote as directed below (if no direction is given the proxy may vote in his or her discretion):

Agenda Item

In Favour  
(✓) Against  
(✓)

Resolutions as submitted by Christchurch City Council

- 1 It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.

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- 2 That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%.

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- 3 That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.

--	--

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Signature(s) of Shareholder Position(s) Held

Please return to: Returning Officer, Diako Ishmael, Dentons Kensington Swan,  
by email [diako.ishmael@dentons.com](mailto:diako.ishmael@dentons.com) prior to 3.00pm 12 August 2020.

Please note: A copy of your proxy form will be provided to Glenn Watkin, Civic's Chief Financial Officer, for administrative purposes.



## Reasons to support the resolutions proposed by Christchurch City Council

### Background

In December 2019, the Board, after informal consultation proposed and implemented a reduction in the management fee charged to members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes.

The Christchurch City Council has questioned management of Civic to determine whether the process for making such a decision, favouring members over shareholders was in the best interest shareholders.

Given the limited ownership structure of Civic, the Christchurch City Council contends that all shareholders should have been given a formal opportunity to review all options and to provide feedback on a decision that would likely affect future dividend streams.

The Christchurch City Council appreciates that SuperEasy and SuperEasy KiwiSaver Superannuation Schemes have some of the lowest management fees in the industry, which already reduces the potential for future dividend streams to shareholders.

Civic has provided Christchurch City Council the following fee-related information (as at September 2019):

Management Fees	New %	Old %	Other restricted schemes (average) %	Default schemes (average) %
Conservative Funds	0.44	0.50	0.95	0.65
Balanced Funds	0.44	0.50	1.02	0.88
Growth Funds	0.44	0.50	1.03	0.93

A snapshot from Civic's 2019 Annual Report on the schemes shows the following:

- the SuperEasy schemes are described as featuring low member charges;
- 94% (69 from 73) councils have appointed Civic as preferred provider of KiwiSaver (for those employees not nominating other KiwiSaver schemes);
- Funds under management are \$420 million, up 50% since 2016;
- There are 10,734 members of Civic's superannuation funds which is around 40% of all local government employees. Member numbers have increased 6.7% since 2016.

Christchurch City Council's assessment of the information provided by Civic shows that the rationale for a reduction in member fees is not immediately apparent.

### Conclusion

The Christchurch City Council proposes that the above resolutions be put to the 2019/20 annual general meeting in order to formally recognise the actions by the Board to reduce the management fees and requests that the management fee be reinstated to 0.50% and that the Board, tables options including the effect, if any, on the payment of future dividends.





**The Board of Civic Financial Services Ltd DOES NOT support the resolutions proposed by Christchurch City Council**

Background to the Board's decision to reduce the management fee charged to members of its superannuation schemes from 0.50% pa 0.44% pa are;

1. The Board's view is that Civic Financial Services and the companies that preceded it have always been in operation for the benefit of local government.
  2. When providing insurance, the Board's view was that the majority of shareholders felt that the company's primary role was to keep the insurance market honest; paying a dividend was seen as secondary to that primary role.
  3. The Board now sees its major role as being the "holding company" providing superannuation schemes for those employed in local government.
  4. Having not paid a dividend since 2009 apart from the special dividend on the sale of Civic Assurance House paid in August 2019, the company's financial projections for the 2020 year showed that funds were available to pay a dividend to shareholders.
  5. Civic's primary source of income is from the management fees it receives from the members of the company's superannuation schemes. The Board felt that reducing the Schemes' management fee would secure and enhance Civic's income in the future.
  6. The Board resolved to use the funds that could have been used to pay a dividend to shareholders to reduce the management fee charged to members of the company's superannuation schemes. The Board made the decision to reduce fees, to not only give benefit to existing members but also to help attract new members which enhances the income of the company.
- When considering whether to pay a dividend or reduce the management fees to members of the company's superannuation schemes, the Board considered the materiality on any dividend payable to its shareholders. The total dividend to be distributed amongst all of the 73 shareholders could have been \$186,316.

**10.2 COUNCIL REPRESENTATIVE - WAIHAO WAINONO COMMUNITY CATCHMENT GROUP**

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

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

**Attachments:** 1. WWCCG Terms of Reference  

**PURPOSE**

1. For Council to appoint a representative on the Waihao Wainono Community Catchment Group (WWCCG).

**BACKGROUND**

2. Over the past months the Mayor and Chief Executive have met with the Waihao Wainono Community Catchment Group, and been updated on the group's work in the Waimate District, in particular the improvement of the biodiversity, water quality and habitat of the Waihao River.
3. This group is also closely aligned and supported by the Lower Waitaki Zone Committee, and subsequently the Canterbury Water Management Strategy which sits under the Canterbury Mayoral Forum.
4. At a recent meeting held at Council, the Mayor and Chief Executive were asked by the WWCCG for an official representative to be on this group in order that Council could liaise and be kept updated, and the Mayor agreed to Deputy Mayor Sharyn Cain being Council's representative.
5. Council's Executive Support Manager confirmed this to the Group via email on 30 June 2020.
6. The Terms of Reference of the Waihao Wainono Community Catchment Group are attached.

**PROPOSAL**

7. That the Environmental Services and Finance Committee retrospectively approves this appointment.

**ASSESSMENT OF SIGNIFICANCE**

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

**FINANCIAL**

9. There are no known budget considerations. No financial obligations or reimbursements are attached to this position.

**Cost-effectiveness**

10. Consideration has been given to cost-effectiveness.

**RECOMMENDATION**

1. That the Council Representative - Waihao Wainono Community Catchment Group report be accepted, and
2. That the Environmental Services and Finance Committee appoints Deputy Mayor Sharyn Cain as Council's representative on the Waihao Wainono Community Catchment Group, effective immediately for the remainder of the term of this Council, and that this be reviewed as part of the triennial appointment of Council Representatives to external groups and organisations.

*Waihao Wainono  
Community Catchment Group*



### **Terms of Reference for WWCC Steering Group**

#### **Membership:**

- 9 members plus by invitation (see below)
- Land managers representative from the different sub-catchments
- Include members of Te Rūnanga o Waihao, recreational groups and other interested parties
- Under the discretion and invitation of the Chairperson
- Chairperson elected by the group

#### **Objectives:**

- The overall objective is to help achieve sustainable environmental and economic outcomes for the Waihao/ Wainono and tributaries
- To help implement change in the catchment especially related to the adoption of good farming practices and on farm works to reduce nutrient and sediment
- Ensure the most efficient information is provided to public that can then be adopted or implemented on farm
- Initiate field days and workshops to showcase this information in a practical setting
- Initiate public projects and when and where necessary apply for funding to enable specific projects to occur
- Coordinate and network with industry and applicable agencies to pool resources to enable projects and initiatives to occur and to call on different areas of expertise when needed

#### **Purpose**

- The Steering Group's purpose is to provide information and encouragement to the community to help landowners and community achieve the above objectives
- The Steering Group's purpose is also to voice the values of the Community to the wider public

#### **Meetings**

- The aim to be held every 3 months or when needed
- Different viewpoints will be respected
- Honesty and constructive feedback paramount

**Purpose of bi-annual wider group meetings**

Catchment wide public forum

**1) A public forum to provide information and education**

Speakers to inform:

- Scientific state of the environment in the catchment
- Science behind research studies on good management practices
- Speakers to explain different value perspectives on the importance of Wainono Lagoon and catchment to promote understandings of others views.

**2) A forum where interested public members, groups, agencies and industry meet to provide updates and coordinate resources for projects**

**PUBLIC EXCLUDED**

**11 EXCLUSION OF THE PUBLIC REPORT**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>11.1 - Public Excluded minutes of the Environmental Services and Finance Committee Meeting held on 10 March 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>11.2 - District Plan Review Update</b>	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
<b>11.3 - Joint Southern Canterbury Councils Representative on CWMS Regional Water Management Committee</b>	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
<b>11.4 - Alpine Energy Shareholders Report - June 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

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