



Agenda

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

Tuesday 13 October 2020

Commencing at 9.30am

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Council will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 13 October 2020, commencing at 9.30am.

Elected Members

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

Quorum – no less than five members

Significance Consideration

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

Decision Making

The Council, in considering each matter, must be:

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

Stuart Duncan
Chief Executive

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OPENING

1 COUNCIL PRAYER

Reverend Indrea Alexander of the Waimate District Cooperating Venture will open the meeting with a prayer and light the Ministers' Association candle.

2 PUBLIC FORUM

3 APOLOGIES

The Chair will call for any apologies.

4 VISITORS

LONG SERVICE PRESENTATION: GRAEME WATTS - 10.00AM

PRESENTATION: POINT BUSH ECOSANCTUARY - 11.00AM

5 CONFLICTS OF INTEREST

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

Local Authorities (Members' Interests) Act 1968

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

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

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

a. Standing Orders 3.7.5 – Major Items

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

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

b. Standing Orders 3.7.6 – Minor Items

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

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

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

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

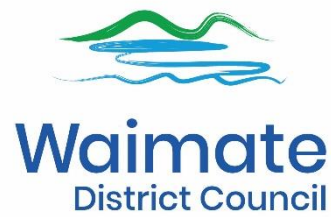
Attachments: 1. Minutes of the Council Meeting held on 18 August 2020

PURPOSE

For the unconfirmed Minutes of the Council Meeting held on 18 August 2020 to be presented for confirmation.

RECOMMENDATION

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



MINUTES

Ordinary Council Meeting

18 August 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON TUESDAY 18 AUGUST 2020 COMMENCING AT 9.30AM**

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

IN ATTENDANCE: Paul Cooper (Regulatory and Compliance Group Manager), Fiona Hester-Smith (Human Resources Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager), Paul Roberts (Water and Waste Manager), Tina Stevenson (Corporate Services Group Manager), Melissa Thomson (Accountant), Karalyn Reid (Committee Secretary)

STAFF APOLOGY: Stuart Duncan (Chief Executive)

OPENING

1 COUNCIL PRAYER

Pastor Jim DeLor, of Calvary Chapel, opened the Council Meeting with a prayer and lit the Ministers' Association candle.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

Nil

4 VISITORS

11.00am – Waimate 50

5 CONFLICTS OF INTEREST

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

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

There were no major/minor items identified.

MINUTES

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 23 JUNE 2020

RESOLUTION 2020/28

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sheila Paul

That the Minutes of the Council Meeting held on 23 June 2020 be adopted as a true and correct record.

CARRIED

8 RECEIPT OF MINUTES

Nil

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

RESOLUTION 2020/29

Moved: Chair Craig Rowley

Seconded: Cr Fabia Fox

That the Mayor's Report is accepted.

CARRIED

10 DEPUTY MAYOR'S REPORT

10.1 DEPUTY MAYOR'S REPORT

RESOLUTION 2020/30

Moved: Deputy Mayor Sharyn Cain

Seconded: Chair Craig Rowley

That the Deputy Mayor's Report is accepted.

CARRIED

11 COUNCILLORS' REPORTS**11.1 COUNCILLORS' REPORT****RESOLUTION 2020/31**

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the Councillors' Report is accepted.

CARRIED**Note:****Cr David Owen**

10 June 2020 – Waimate Total Mobility Meeting – Waimate

16 June 2020 – Winter Air Briefing with Environment Canterbury staff – Council

9 July 2020 – Waimate Total Mobility Meeting – Waimate

21 July 2020 – Joint Councillor Workshop on Waste Contract – Timaru

29 July 2020 – Department of Internal Affairs Three Waters Roadshow – Timaru

Cr Miriam Morton

21 July – Joint Councillor Workshop on Waste Contract – Timaru

12 CHIEF EXECUTIVE'S REPORT

Nil

13 COUNCIL ACTIONS REPORT**13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2020/32**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr David Owen

That the Outstanding Council Actions Report – Public is accepted.

CARRIED**14 HUMAN RESOURCES REPORT****14.1 HUMAN RESOURCES REPORT****RESOLUTION 2020/33**

Moved: Cr Fabia Fox

Seconded: Cr David Owen

That the Human Resources Report is accepted

CARRIED**Note:**

Council commented on the resignation of the Parks & Reserves Manager Graeme Watts and asked that his long service be recognised with a tree to be planted at Knottingley Park.

15 HEALTH AND SAFETY REPORT**15.1 HEALTH AND SAFETY REPORT****RESOLUTION 2020/34**

Moved: Cr Miriam Morton

Seconded: Cr Tom O'Connor

That the Health and Safety report is accepted.

CARRIED

16 AUDIT AND RISK COMMITTEE REPORT

Nil

17 GENERAL REPORTS**17.1 THREE WATERS SERVICE DELIVERY REFORM - STIMULUS PROGRAMME 2020**

Council considered a Memorandum of Understanding (MoU) with the Crown, agreeing to participate in the initial stage of a central/local government three waters service delivery reform programme, and authorise the Chief Executive to enter into the Funding Agreement, to accept a grant from the Crown to spend on operating and/or capital expenditure relating to three waters infrastructure and service delivery.

RESOLUTION 2020/35

Moved: Chair Craig Rowley

Seconded: Cr Sheila Paul

That the Three Waters Service Delivery Reform - Stimulus Programme 2020 report is accepted.

MOTION

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That Council resolves to sign the Memorandum of Understanding (MoU) of the Government three waters reform programme and include a signed letter outlining our Council's situation at the present time and questions and concerns regarding the process.

Cr Paul voted against the motion.

MOTION

Moved: Chair Craig Rowley

Seconded: Cr Sandy McAlwee

That Council agrees to nominate the Chief Executive, or an alternative, as the primary point of communication for the purposes of the MoU and reform programme – as referred to on page 6 of the MoU.

Cr Paul abstained from voting.

MOTION

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That Council agrees to delegate decisions about the allocation of regional funding to the Chief Executive, or an alternative, with the understanding that the minimum level of funding to the Council be based upon the formula used to calculate the direct council allocations; and with a suggestion for a portion of the regional funding be allocated for funding of data collection, and investigation into a combined regional water collective prior to disbursement.

Cr Paul abstained from voting.

MOTION

Moved: Chair Craig Rowley

Seconded: Cr Fabia Fox

That Council agrees to a workshop on the required Delivery Plan prior to submission before the 30 September 2020 deadline.

CARRIED

17.2 ANNUAL REPORT TO THE ALCOHOL REGULATORY AND LICENSING AUTHORITY

Council reviewed the annual report to the Alcohol Regulatory and Licensing Authority.

RESOLUTION 2020/36

Moved: Cr Fabia Fox

Seconded: Cr Tom O'Connor

That Council receives and adopts the Annual Report to the Alcohol Regulatory and Licensing Authority.

CARRIED

17.3 DOG CONTROL ANNUAL REPORT 2019/20

Council reviewed dog control activities during the period 1 July 2019 to 30 June 2020.

RESOLUTION 2020/37

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

1. That the Dog Control Annual Report 2019/20 be accepted; and
2. That, as required by the Act, Council adopts and publically notifies the report and forward to the Secretary for Local Government.

CARRIED

The meeting was adjourned at 10.30am for morning tea.

The meeting was reconvened at 10.46am for the Public Excluded items: 19.1, 19.2, 19.4 and 19.5.

The meeting readmitted the public at 11.00am.

17.4 PRESENTATION: WAIMATE 50 - 11.00AM

Waimate 50 Chairman Rob Aikman along with members Lynette Aikman, Tony McKenzie and Jim Little, presented on the economic impact of the annual Waimate 50 event, and updated Council that this year's Waimate 50 plans have been cancelled due to the current Covid-19 situation.

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

Nil

PUBLIC EXCLUDED**19 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2020/38**

Moved: Cr Sheila Paul

Seconded: Cr Miriam Morton

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
19.1 - Public Excluded minutes of the Council Meeting held on 23 June 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.2 - Outstanding Council Actions Report - Public Excluded	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

19.3 - Waste Minimisation and Management Services Procurement	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.4 - Forestry Projects	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.5 - Appointment of Non-Executive Director - Alpine Energy	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

20 RE-ADMITTANCE OF THE PUBLIC REPORT

<p>RESOLUTION 2020/39</p> <p>Moved: Deputy Mayor Sharyn Cain</p> <p>Seconded: Cr Sheila Paul</p> <p>That Council moves out of Closed Council into Open Council.</p> <p style="text-align: right;">CARRIED</p>

FROM THE PUBLIC EXCLUDED SECTION OF THE AGENDA:**19.3 WASTE MINIMISATION AND MANAGEMENT SERVICES PROCUREMENT**

Council considered the Proposal (RFP) for the provision of Waste Minimisation and Management Services for the South Canterbury Councils (Mackenzie District Council, Timaru District Council and Waimate District Council).

RESOLUTION 2020/32

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Fabia Fox

1. That the Waste Minimisation and Management Services Procurement report be accepted; and
2. That EnviroWaste Services Limited be awarded the contract Waste Minimisation and Management Services (Contract number 21/20) for the value of \$15,944,152.47 excl. GST (including \$1,510,903.95 of provisional items); and
3. That EnviroWaste Services Limited be notified that they have been successful immediately following the 18 August 2020 Ordinary Council meeting; and that there be an accompanying joint media release between Mackenzie, Timaru and Waimate District Councils; and
4. That the decision on 17.1: Three Waters Service Delivery Reform – Stimulus Programme 2020 be taken into the public section of this meeting.

CARRIED

Note:

Council stressed it will be important that a good public education and media campaign supports the new services, and thanked the staff for their work.

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 12.30pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 13 October 2020.

.....
CHAIRPERSON

7.2 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 3 MARCH 2020

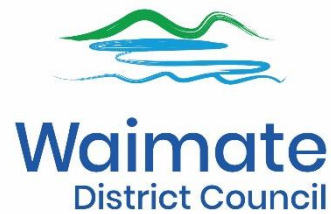
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Chief Executive's Performance Review Committee Meeting held on 3 March 2020

PURPOSE

For the unconfirmed Minutes of the Chief Executive's Performance Review Committee Meeting held on 3 March 2020 to be presented for confirmation by the members of the Committee.

RECOMMENDATION

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



MINUTES

Chief Executive's Performance Review Committee Meeting

3 March 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 3 MARCH 2020 COMMENCING AT 10.08AM**

PRESENT: Mayor Craig Rowley, Deputy Mayor Sharyn Cain, Cr Tom O'Connor
APOLOGIES: Cr Colin Pankhurst
IN ATTENDANCE: Stuart Duncan (Chief Executive), Karalyn Reid (Committee Secretary)

OPENING

1 PUBLIC FORUM

Nil

2 APOLOGIES

COMMITTEE RESOLUTION 2020/1

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Tom O'Connor

That an apology from Cr Colin Pankhurst be received and accepted.

CARRIED

3 VISITORS

Nil

4 CONFLICTS OF INTEREST

Nil

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

5.5 CHIEF EXECUTIVE'S EMPLOYMENT AGREEMENT

Cr Sharyn Cain requested that the Human Resources Manager circulate to members a confidential report on the Chief Executive's Employment Agreement, including any updates or information, and that this meeting of the Chief Executive's Performance Review Committee be adjourned and reconvened following the Council Workshop on Tuesday 10 March 2020 in order to discuss this report.

REPORTS

6 GENERAL REPORTS

6.1 ELECTION OF CHAIR

Nominations were called for the position of Chair of the Chief Executive's Performance Review Committee for the 2019-2022 triennium of Council.

Deputy Mayor Sharyn Cain nominated Mayor Craig Rowley, and this was seconded by Cr Tom O'Connor.

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

COMMITTEE RESOLUTION 2020/2

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Tom O'Connor

That Mayor Craig Rowley be elected as Chair of the Chief Executive's Performance Review Committee for the 2019-2022 triennium of Council.

CARRIED

PUBLIC EXCLUDED

7 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/3

Moved: Cr Tom O'Connor

Seconded: Deputy Mayor Sharyn Cain

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
7.1 - Chief Executive's Performance Review and Priorities Report	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

CARRIED

CONSIDERATION OF MAJOR ITEM NOT ON THE AGENDA

COMMITTEE RESOLUTION 2020/4

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That the meeting be adjourned at 11.45am and reconvened following the Community Services and Development Committee meeting on Tuesday 10 March 2020.

CARRIED

8 RE-ADMITTANCE OF THE PUBLIC REPORT

RECOMMENDATION

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 11.00am.

The Minutes of this meeting are to be confirmed at Council Meeting scheduled on 31 March 2020.

.....
CHAIRPERSON

7.3 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 19 MARCH 2020

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

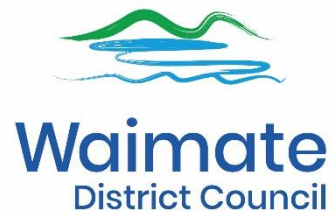
Attachments: 1. Minutes of the Chief Executive's Performance Review Committee Meeting held on 19 March 2020

PURPOSE

For the unconfirmed Minutes of the Chief Executive's Performance Review Committee Meeting held on 19 March 2020 to be presented for confirmation by the members of the Committee.

RECOMMENDATION

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



MINUTES

Chief Executive's Performance Review Committee Meeting

19 March 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON THURSDAY 19 MARCH 2020, COMMENCING AT 12:15PM**

PRESENT: Mayor Craig Rowley, Deputy Mayor Sharyn Cain, Cr Tom O'Connor,
APOLOGIES: Cr Colin Pankhurst
IN ATTENDANCE: Stuart Duncan (Chief Executive), Fiona Hester-Smith (Human Resources Manager), Helen Strachan (Committee Secretary)

OPENING

1 PUBLIC FORUM

Nil

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2020/5

Moved: Cr Tom O'Connor

Seconded: Deputy Mayor Sharyn Cain

That the apology received from Cr Colin Pankhurst be accepted.

CARRIED

3 VISITORS

Nil

4 CONFLICTS OF INTEREST

Nil

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

Nil

PUBLIC EXCLUDED

6 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/6

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Tom O'Connor

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Chief Executive's Individual Employment Agreement	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.2 - Chief Executives Remuneration	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

7 RE-ADMITTANCE OF THE PUBLIC REPORT

COMMITTEE RESOLUTION 2020/7

Moved: Cr Tom O'Connor

Seconded: Deputy Mayor Sharyn Cain

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 12.24pm.

The Minutes of this meeting are to be confirmed at the next Ordinary Council Meeting.

.....
CHAIRPERSON

8 RECEIPT OF MINUTES

Nil

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

COUNCIL UPDATE FOR SENIOR CITIZENS



1. I was pleased to give the Waimate Senior Citizens an update on what's happening at Council at their monthly meeting recently, taking the opportunity to hand out some Explore Waimate merchandise.

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

2. Outside of Waimate District Council meetings and general business from 8 August 2020 to 2 October 2020.

Date	Meetings and Functions
19 August 2020	CWMS Zone Committee Revised Terms of Reference and Letter of Shared Priorities Workshop – Waimate Event Centre
20 August 2020	Covid Debrief with SCDHB Chief Executive & SC Mayors – Timaru
21 August 2020	Local Government New Zealand AGM – via online
24 August 2020	Meeting with Environment Canterbury Councillor Peter Scott – Council
27 August 2020	Alpine Energy AGM – Timaru
28 August 2020	Mayor's Chat with OJ – The Breeze
31 August 2020	Meeting with Environment Canterbury Chair and Southern Councillors – Council
2 September 2020	SC Chamber of Commerce & SC Councils Meeting – via zoom

3 September 2020	Waitaki Lakes Shorelines Authorities Committee Meeting – Council
4 September 2020	Canterbury Mayoral Forum – Christchurch
4 September 2020	Civil Defence Emergency Management Committee Meeting – Christchurch
7 September 2020	Canterbury Three Waters Steering Group Meeting – via zoom
8 September 2020	Audit and Risk Committee Meeting – Waimate Event Centre
10 September 2020	Meeting with the Strawberry Fare Committee – Council
17 September 2020	Meeting with Te Rūnaka o Waihao Chair Jo McLean – Council
18 September 2020	Leftfield Innovation Presentation to Canterbury Mayoral Forum – Rolleston
22 September 2020	Ted d’Auvergne Sculpture Project Fundraising Committee Meeting – Council
22 September 2020	Guest Speaker at Senior Citizens Meeting – Waimate
29 September 2020	Three Waters Procurement Webinar – via online
30 September 2020	Meeting with Tom Williams & Ian Moore – Council
30 September 2020	Creative NZ Grants Meeting – Council
2 October 2020	Environment Canterbury and Council ‘Governance to Governance’ Meeting – Timaru

RECOMMENDATION

That the Mayor’s Report is accepted.

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

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

**Bushtown Supporters Afternoon Tea****Luncheon with Prime Minister Jacinda Ardern**

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE DEPUTY MAYOR

Outside of Waimate District Council meetings and general business from 8 August 2020 to 2 October 2020.

Date	Meetings and Functions
9 August 2020	Mayoral Forum's Plan for Canterbury Presentation to Whanau Meeting – Waihao Marae
10 August 2020	Meeting with David Broome (NZ Infrastructure Commission) – Council
10 August 2020	Meeting re Appointment of Alpine Director – via zoom
12 August 2020	Ted d'Auvergne Sculpture Project Fundraising Committee Meeting – Council
14 August 2020	Meeting re Funding Application to Mayor's Taskforce for Jobs Community Recovery Programme – Council
19 August 2020	CWMS Zone Committee Revised Terms of Reference and Letter of Shared Priorities Workshop – Waimate Event Centre
19 August 2020	Lower Waitaki South Coastal Zone Committee Meeting – Waimate Event Centre (as observer)
19 August 2020	Meeting re Funding Application to Mayor's Taskforce for Jobs Community Recovery Programme – Council
20 August 2020	Women of Influence Speaker Series with Stacey Morrison, Annika Andersen, Rachel Petero and Carol Hirschfeld – via online
21 August 2020	Local Government New Zealand AGM – via online
27 August 2020	Alpine Energy AGM – Timaru
27 August 2020	DairyNZ Webinar – Freshwater Changes and how they affect Canterbury and North Otago farmers – via online
28 August 2020	LGNZ Equip Training on Resource Management Act – Ashburton
31 August 2020	Environment Canterbury Chair & Southern Councillors meeting – Council
3 September 2020	Waihao Wainono Catchment Community Group Steering Group Meeting – Waihao Marae
7 September 2020	Canterbury Three Waters Steering Group Meeting – via zoom
7 September 2020	Meeting with Environment Canterbury Councillor Liz McKenzie – Timaru
14 September 2020	Waihao Walkway Project Planning Meeting – via Zoom
15 September 2020	Luncheon with Prime Minister Jacinda Ardern – Timaru
17 September 2020	Meeting with Te Rūnaka o Waihao Chair Jo McLean – Council
27 September 2020	Bushtown Supporters Afternoon Tea – Waimate
29 September 2020	Three Waters Procurement Webinar – via online
2 October 2020	Environment Canterbury and Council 'Governance to Governance' Meeting – Timaru

RECOMMENDATION

That the Deputy Mayor's Report is accepted.

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

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

PURPOSE

To present for the information of Council a register of external meetings and functions attended by Councillors outside of Waimate District Council meetings and general business from 8 August 2020 to 2 October 2020.

Cr Fabia Fox	
Date	Meetings and Functions
31 August 2020	Meeting with Environment Canterbury Chair and Southern Councillors – Council
20 September 2020	Meeting with Chair of District Resourcing Trust
2 October 2020	Environment Canterbury and Council 'Governance to Governance' Meeting – Timaru

Cr Sandy McAlwee	
Date	Meetings and Functions
31 August 2020	Meeting with Environment Canterbury Chair and Southern Councillors – Council
21 September 2020	Hook-Waituna Rural Water Scheme Committee meeting – Council
2 October 2020	Environment Canterbury and Council 'Governance to Governance' Meeting – Timaru

Cr Miriam Morton	
Date	Meetings and Functions
10 August 2020	Canterbury Waste Joint Committee Meeting – via zoom
31 August 2020	Meeting with Environment Canterbury Chair and Southern Councillors – Council
8 September 2020	Audit and Risk Committee Meeting – Council
16 September 2020	CentreCare Committee Meeting – Waimate
21 September 2020	Economic Development Strategy Group Meeting – Council
29 September 2020	Three Waters Procurement Webinar – via online
30 September 2020	Creative Communities Grants Committee Meeting – Council
2 October 2020	Environment Canterbury and Council 'Governance to Governance' Meeting – Timaru

Cr David Owen	
Date	Meetings and Functions
15 August 2020	VJ Day RSA Service – Waimate
10 September 2020	Total Mobility Committee Meeting – Waimate
10 September 2020	Total Mobility Committee AGM – Waimate
3 September 2020	Waitaki Lakes Shorelines Authorities Meeting – Council
8 September 2020	Audit & Risk Committee Meeting – Council
2 October 2020	Environment Canterbury and Council 'Governance to Governance' Meeting – Timaru

Cr Colin Pankhurst	
Date	Meetings and Functions
21 September 2020	Economic Development Strategy Group Meeting – Council
21 September 2020	Waikakahi Rural Water Scheme Committee Meeting – Council
23 September 2020	Waihaorunga Rural Water Scheme Committee Meeting – Council
23 September 2020	Visit to Gum Tree Flat Road with Chief Executive
2 October 2020	Environment Canterbury and Council 'Governance to Governance' Meeting – Timaru

Cr Sheila Paul	
Date	Meetings and Functions
31 August 2020	Meeting with Environment Canterbury Chair and Southern Councillors – Council
8 September 2020	Audit & Risk Committee Meeting – Council
2 October 2020	Environment Canterbury and Council 'Governance to Governance' Meeting – Timaru

RECOMMENDATION

That the Councillors' Report is accepted.

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

Author: Stuart Duncan, Chief Executive

Authoriser: Stuart Duncan, Chief Executive

Attachments: Nil

PURPOSE

The Chief Executive will give a verbal update on the Three Waters Reform, and circulate prior to the meeting.

RECOMMENDATION

That the Chief Executive's Report is accepted.

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

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

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

PURPOSE

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

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 31-May-18	Duncan, Stuart	General Reports	Library Redevelopment
RESOLUTION 2018/40			
That Council proceed with the plan for the redevelopment of the Library including the whole Council building, and fund the investigation and scoping report to the sum of \$100,000 from the 2130 Property Reserve in the year 2020/21.			
Note			
The recommendations from the scoping exercise will go out to full public consultation before incurring further expenditure.			
Note			
2 Oct 2020 – The Chief Executive to give update at the Council meeting on 13 October 2020			

Meeting	Officer/Director	Section	Subject
Council 19-Feb-19	Mitchell, Dan	General Reports	Waste Compactor - Waimate Resource Recovery Park
RESOLUTION 2019/14			
That Council approves the purchase and installation of a second hand waste compactor for the Waimate Resource Recovery Park.			
Note:			
5 Oct 2020: The Asset Group Manager to give update at the meeting on 13 October 2020			

Meeting	Officer/Director	Section	Subject
Council 04-Jun-20	Mitchell, Dan	Motion	Waimate District Rubbish & Recycling Services Consultation - Decision
RESOLUTION 2020/27			
That Council agree to Option A – multi-bin system for the Waimate District Rubbish and Recycling Services, with the following considerations to be investigated and discussed by Council officers and the successful contractor:			
a. Bin capacity			
b. Assisted collections			
c. Voluntary extensions in some rural areas			
d. No organic and/or glass bin.			
Note			
5 Oct 2020: The Asset Group Manager to give update at the meeting on 13 October 2020			

Meeting	Officer/Director	Section	Subject
Community Services and Development Committee 15-Sep-20	Johns, Carolyn	General Reports	Recreational Track Grant Application
COMMITTEE RESOLUTION 2020/20			
That the Community Services and Development Committee approve the funding application for Whitehorse MTB Riders Inc, subject to the Chief Executive having delegated authority to coordinate with the applicants on land use and suitability of the activity.			
Note			
5 Oct 2020: Currently working with Southern Canterbury A & P and Whitehorse Mountain Bike Club to agree on a solution for both parties			

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

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

PURPOSE

- For the Human Resources Manager to update Council.

RECRUITMENT

- Recruitment is underway for the following positions

Position	Permanent / Temporary	Replacement or New Position
Parks and Reserves Manager	Permanent	Replacement
Records Officer	Permanent	Replacement
Employment Coordinator	Temporary	New

- We have recently completed the recruitment for the following positions

Position	Permanent / Temporary	Replacement or New Position
IT Support Technician	Permanent	Replacement
Asset Group Administrator	Permanent	Replacement
Accounts Payable Officer	Permanent	Replacement
Gardener	Permanent	Replacement
Camp Supervisors Victoria Park x 2	Permanent	Replacement
Planner	Permanent	New
Pool Supervisor	Temporary	Seasonal
Pool Attendants x 4	Temporary	Seasonal
Waimate Lakes Camping Refuse x 2	Temporary	Seasonal
Waimate Lakes Supervisor x 1	Temporary	Seasonal

STAFF STATISTICS**Permanent Staff**

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

Temporary and casual staff

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

HISTORY AS AT JUNE EACH YEAR

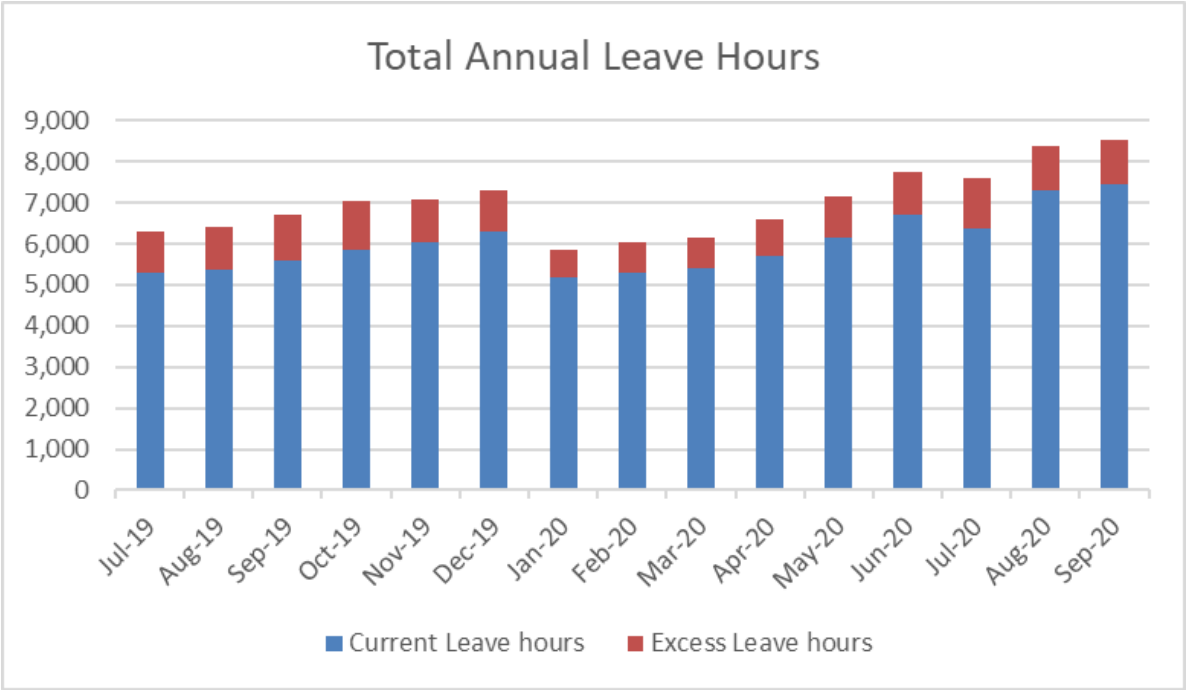
Year	Total	FTE
2018	58	48.58
2019	60	50.71
2020	64	53.04

LEAVE LIABILITY STATISTICS

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



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



RECOMMENDATION

That the Human Resources Manager’s report is accepted.

15 HEALTH AND SAFETY REPORT

Nil

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

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

PURPOSE

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

REPORT ON MEETING: 8 SEPTEMBER 2020**Health and Safety Report**

3. The Health and Safety Report was tabled, and four near misses associated with trips and furniture falling were noted. Remedial actions were being undertaken to mitigate further incidents. A fire drill was undertaken in July with minor learnings to be incorporated in the evacuation procedure.

Human Resources Managers Report

4. It was noted the annual leave liability had decreased slightly since the end of Level 4 COVID lockdown but remains high. Given the current workload of staff post lockdown managing leave remains a key consideration for management. The Chief Executive undertook to specifically review the increased workload and look at options around prioritisation and resourcing etc to mitigate any potential risks associated with this.

Corporate Services Group Manager Report

5. The Key Risk Register was reviewed. Further to the Human Resources discussion noted above the risk associated with increased workloads is to be reviewed and how this should be appropriately incorporated into the risk register. The recent Cyber security attacks on the NZ stock exchange were highlighted and staff undertook to review whether the current risk rating for the Council needs to be amended in light of this.
6. The Chief Executive gave an update on the Three Waters Scheme highlighting that this remains a major issue for the Council going forward. It seems likely that the three water services will be aggregated and under current timings the Council will need to decide on its position on the matter by April 2021. There is concern that the Government's timing is ambitious and there will be an inadequate support framework in place to support its roll out.
7. Work on the measuring the Council's Carbon Footprint is underway and a Consultant had been engaged to assist in the preparation of a Greenhouse Gas Emissions Report.

Audit NZ Recommendations Progress Report to June 2020

8. The Committee reviewed the Audit NZ recommendations progress report. It was expected that further recommendations would be able to be closed off once the current Year End review being undertaken by Audit NZ is completed.

9. Legal Advice received by the Timaru District Council indicates that the Waimate Council's interest in the Downlands Rural Water Scheme should be treated as a "Joint Operation" for accounting treatment purposes. Separate to this, the Committee agreed that it would be prudent for the Waimate Council to obtain its own legal advice on the ownership structure of the Scheme. This advice will assist in assessing the Council's future rights and obligations around the Scheme particularly in respect of any future funding requirements for capital improvements.

Insurance Renewals for 2020/21

10. A presentation was made from Jerard Cowburn of Marsh Limited (The Council's Insurance Broker) giving an overview of global insurance markets and a summary of the Council's insurance policies following the recent renewal process for 2020/21. The presentation gave assurance to the Committee that the Council has appropriate insurances in place.

Council Policy Status Report

11. A summary report was presented on the review date status of Council's policies. It was noted that nearly all policies were up to date or in the process of being reviewed. A new policy with respect to the Personal Accident insurance coverage of employees is to be drafted.

2019/2020 Major Project Update

12. The Major Projects Report was reviewed by the Committee.

Corporate Services Group Manager Report – Public Excluded

13. The Cyber Security Status Report was presented and discussed.

QUESTIONS

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

Damian Hogue
Chair of Audit and Risk Committee

RECOMMENDATION

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

17 GENERAL REPORTS**17.1 LONG SERVICE PRESENTATION: GRAEME WATTS - 10.00AM**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

For Council to acknowledge almost 45 years' service to Council's former Parks & Reserves Manager, Graeme Watts (Wattie) who finished with his role at Waimate District Council on Friday 28 August 2020.

Council have invited Wattie and his wife Helen to join them in morning tea, then will make their way to Victoria Park to plant a Lime tree *tilia tomentosa* in his honour.

17.2 PRESENTATION: POINT BUSH ECOSANCTUARY - 11.00AM

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

For Council to be given an overview of the Point Bush Eco Project by Ann and Gary Dennison, Glenda Begg and Andrew Oliver.

Point Bush Ecosanctuary is a conservation project to allow native birdlife and flora to flourish in South Canterbury, New Zealand. The 90-hectare forest is home to wild kererū, pīwakawaka, tūī and kārearea, who are now frequently seen at Point Bush as native forest has been protected and enhanced over the past 30 years.

The vision for the future is to create a predator-proof fenced Ecosanctuary, with a goal of securing the area to encourage more native bird species to make their home here and to regenerate more of the land into native forest.

Point Bush Ecosanctuary is a community trust, and all donations and proceeds go directly back into conservation projects. There is free public access at all times throughout the year.

There are extensive public walking and mountain biking trails. Over the coming year the focus is to complete the Ecosanctuary predator-proof fence which will surround the 90-hectare forest completely.

17.3 EXPENDITURE VARIATION REPORT FOR THE YEAR ENDED 30 JUNE 2020

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

PURPOSE

1. The following analysis of expenditure variation for the year ended 30 June 2020 is provided for Council's information.
2. These expenditure variation items are funded from each activity reserve, unless otherwise stated.

EXPENDITURE VARIATIONS**Items from previous reports (*spends updated to 30 June 2020)**

- | | | |
|----|--|---------------------------------------|
| 3. | Emergency Reinstatement roading expenditure
Completion of the balance of NZTA approved works from the November 2018 flood event. | \$ 38,480* |
| 4. | Parks and Reserves Wood Chipper
A wood chipper has been purchased to efficiently process waste. | \$ 29,800 |
| 5. | Property – Courthouse roof upgrade
The Courthouse roof repairs have been completed with \$28,380 spent during the June 2019 financial year, and \$28,380 this financial year; a total project cost of \$56,760. The project was approved at the Ordinary Council meeting held on 2 April 2019. | \$ 28,380 |
| 6. | Swimming Pool – Heating upgrade
The heating system upgrade was completed in October 2019, with \$249,370 spent during the 2018 and 2019 financial years, and \$97,170 this financial year. The project was approved at the Ordinary Council meeting held on 8 October 2019. | \$ 97,170 |
| 7. | Community Support – Grant towards Dog and Agility Park
A grant was approved at the Ordinary Council meeting held on 8 October 2019, to be funded from the Subdivision Recreation Reserve Contribution Fund. | \$ 18,250 |
| 8. | Event Centre – Community Vehicle Trust Garage
– Garage stormwater
Approval for the Community Vehicle Trust Garage was given at the Ordinary Council meeting held on 9 October 2018, with up to \$50,000 to be funded from the Subdivision Recreation Reserve Contribution Fund, and \$90,000 to be received from a donation towards the project. | \$ 165,830
\$ 10,040 |
| 9. | Event Centre – Climbing wall painting
– Furniture and equipment
The climbing wall required repainting, and some replacement seating and tables were purchased. | \$ 9,720
\$ 8,140* |

- | | | |
|-----|--|-------------------|
| 10. | Investment Property – Gorge Road
Operational expenditure at the Gorge Road investment property has been incurred for legal, valuation, earthquake assessment, communications, electricity, rates, asbestos removal and other general expenses. | \$ 31,380* |
| 11. | Investment Property – Gorge Road
Approval for the purchase of an investment property was given at the Ordinary Council meeting held on 10 December 2019. Additional costs have been incurred for internal fitout modifications and refurbishment. | \$ 472,250 |
| 12. | Furniture and fittings – Gorge Road
The Gorge Road investment property has been refitted with custom furniture and blinds. | \$ 36,890 |
| 13. | Building Control – Simpli Online Portal fees
An online processing portal has been implemented to streamline building consent data transfers for external customers and Council staff. | \$ 5,330 |
| 14. | Building Control – Go Get Software
Electronic processing software has been implemented to streamline and enhance building consent processing for Council staff. | \$ 16,330 |
| 15. | Local Government Centre – Asbestos removal
Following identification of asbestos in a small office ceiling at the Local Government Centre, a contractor was engaged to remove the asbestos in a safe manner. | \$ 40,740 |
| 16. | Waste Management – Portacom Building
A portacom building has been relocated to the Resource Recovery Park to provide a lunch/tea room for staff. | \$ 13,230* |
| 17. | Sewerage and Sewage – Edward Street upgrade
Some costs have been incurred for modelling of the Edward Street sewer upgrade. The project was budgeted in the 2018/19 financial year at \$551,000. | \$ 14,160 |
| 18. | Morven Reserve**
Grounds maintenance of \$10,260 has been completed at Steward Park, in addition to payments of donations totalling \$5,400. | \$ 15,660 |

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

New items approved by the Chief Executive

- | | | |
|-----|--|------------------|
| 19. | Forestry Reserves – Planting costs
Replanting costs were incurred for some previously harvested blocks, necessary in order to fulfil Emission Trading Scheme obligations. It is noted a \$9,300 'Pruning & Thinning' budget was not required during the year. | \$ 14,520 |
| 20. | Rental Property – Painting of house
The exterior of the house at Victoria Park was painted, with funds from the rental property reserve. | \$ 10,170 |

21. Consent Monitoring – Environment Canterbury **\$ 9,310**
Land use consent monitoring costs were incurred for the last 2 financial years for surface and groundwater takes.
22. Compliance Officer – Internal vehicle transfer **\$ 15,700**
The Roding unit surplus vehicle, which was due for trade-in, was transferred to the Regulatory and Compliance Group for compliance monitoring.

New items approved by Council

23. Event Centre – Sound system **\$ 33,850**
A sound system was installed at the Event Centre, with partial funding from a donation of \$4,358. This item was approved at the Community Services and Development Committee meeting held on 28 January 2020, with the balance to be funded from the Event Centre landscaping project budget.

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

RECOMMENDATION

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

17.4 BUDGET CARRY FORWARDS 2020/21

Author: Melissa Thomson, Accountant

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Budget Carry Forward Items 2020/21 [!\[\]\(83f22ed94ec5517769dd76d702c6bfd8_img.jpg\)](#) 

PURPOSE

1. Operational and capital expenditure projects that are budgeted and funded in Council's Long Term Plan and Annual Plans are sometimes unable to be completed during the financial year for a variety of reasons.
2. Managers have identified projects and capital items proposed to be carried forward to the 2020/21 financial year, with management budgets to be updated to reflect these carry forward items.

BACKGROUND

3. At the time of Annual Plan 2020/21 preparation managers identified operational and capital expenditure projects to be included in the Plan. Following 30 June 2020, managers have reassessed the following uncompleted projects as outlined in the table in the following pages.

PROPOSAL

4. That Council approves the budget carry forwards to 2020/21, and that management budgets are updated.

ASSESSMENT OF SIGNIFICANCE

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

CONSIDERATIONS**Budget**

6. See the attached table for budgetary considerations.

Cost-effectiveness

7. Cost-effectiveness is considered when projects are included in the Long Term Plan/Annual Plan.

RECOMMENDATION

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

Item	Description	Budget Holder	Reason for carry forward	2018/19 Total Actuals	2019/20 Total Actuals	2019/20 Annual Plan	Carry forwards from 2018/19	2019/20 Total Budget (Inc Carry Fwd)	2019/20 Variance to budget	Proposed Carry Forward to 2020/21	2020/21 Annual Plan	2019/20 Total Budget (Inc Carry Fwd)
Operational Items												
1	Economic Development Strategy	Michelle Jones	The Economic Development Steering Group are progressing a number of projects.	4,900	30,520	51,000	87,100	138,100	107,600	107,600	25,000	132,600
2	Economic Development - Council initiatives	Michelle Jones	Expenditure is funded via the Economic Development Special Grant Fund, with the unspent funds proposed to be carried forward.	0	0	69,450	80,000	149,450	149,500	149,500	70,000	219,500
3	Economic Development and Promotions - Rebranding	Michelle Jones	Economic Development and Promotions - The rebranding project is about to commence.	930	4,020	0	49,100	49,100	45,100	45,100	0	45,100
4	Economic Development and Promotions - Brochures, souvenirs, videos and photographs	Michelle Jones	Funds proposed to be re-purposed towards purchasing a branded marquee (capital item), maintainance and painting the yellow shed, and Christmas lights for the band rotunda.	1,430	24,800	24,200	29,000	53,200	28,400	28,400	18,000	46,400
5	Community Support - Community Link grant	Carolyn Johns	Due to a delay in payment of the 2019/20 grant, it is proposed to carry forward and make payment this year.	0	0	17,600	0	17,600	17,600	17,600	17,600	35,200
6	Community Support - Recreational track grants	Carolyn Johns	Propose to grant unspent funds from the prior year, held in reserve, during the 2020/21 funding rounds.	10,090	23,470	20,000	9,900	29,900	6,400	6,400	20,000	26,400
7	Community Support - Sport NZ Rural Travel Fund	Carolyn Johns	Propose to grant unspent funds from the prior year, held in reserve, during the 2020/21 funding rounds.	8,470	3,270	9,500	0	9,500	6,200	6,200	9,500	15,700
8	Public Toilets - Repairs and maintenance	Dan Mitchell	Some increased maintenance is proposed for 2020/21.	9,400	3,740	15,420	0	15,420	11,700	11,700	15,420	27,120
9	Various activities - Asset Management Plans	Dan Mitchell	Some increased spends for Asset Management Plan preparation for the Long Term Plan is proposed for 2020/21.	17,700	34,640	71,720	0	71,720	37,100	37,100	71,800	108,900
10	Central Administration - Utilities staff training	Dan Mitchell	Some increased training is proposed for 2020/21.	13,530	2,960	10,000	0	10,000	7,000	7,000	5,500	12,500
11	Central Administration - Health and safety protective clothing	Paul Cooper	Propose to carry forward the unspent Protective Clothing operational budget for spend during 2020/21.	4,150	10,050	20,000	0	20,000	10,000	10,000	10,000	20,000
12	Central Administration - IT security testing	Tina Stevenson	Cyber Security consultancy budget carried forward to be used for penetration testing.	2,000	0	10,000	0	10,000	10,000	10,000	0	10,000
Total Operational Carry Forwards										436,600		

Item	Description	Budget Holder	Reason for carry forward	2018/19 Total Actuals	2019/20 Total Actuals	2019/20 Annual Plan	Carry forwards from 2018/19	2019/20 Total Budget (Inc Carry Fwd)	2019/20 Variance to budget	Proposed Carry Forward to 2020/21	2020/21 Annual Plan	2019/20 Total Budget (Inc Carry Fwd)
Capital Items												
13	Library - Self service and library item security	Carolyn Johns	Propose to re-purpose the unspent capital budget to fund some Library furniture purchases.	26,050	26,050	0	34,000	34,000	8,000	8,000	0	8,000
14	Property - Community Housing operational maintenance	Carolyn Johns / Dan Mitchell	Propose to re-purpose the unspent operational maintenance budget to fund painting of the units.	5,800	4,520	12,000	0	12,000	7,500	7,500	0	7,500
15	Property - Utilities depot washdown concrete pad and interceptor	Dan Mitchell	Carry forward budget for spend during the 2020/21 financial year.	0	0	11,840	0	11,840	11,840	11,840	0	11,840
16	Property - Local Government Centre floor coverings and heatpumps	Dan Mitchell	Carry forward budget for spend during the 2020/21 financial year.	5,200	0	40,880	0	40,880	40,880	40,880	0	40,880
17	Property - New public toilets (Waimate town)	Dan Mitchell	Carried forward from the 2017/18 Annual Plan, with commissioning of a strategy about to begin.	0	0	0	200,000	200,000	200,000	200,000	0	200,000
18	Event Centre - Landscaping	Carolyn Johns	The project budget was partially used to fund the Sound System, therefore the remaining underspend is proposed to be carried forward to 2020/21.	0	0	40,880	0	40,880	40,880	7,000	0	7,000
19	Sewer - Various renewals, DO probe and control, disposal field border dyke renewals	Dan Mitchell	Carry forward budget for spend during the 2020/21 financial year.	119,894	105,015	252,374	96,700	349,074	244,000	244,000	305,900	549,900
20	Stormwater - Various renewals, upgrades, weather station, CCTV assessments etc	Dan Mitchell	Carry forward budget for spend during the 2020/21 financial year.	0	17,287	133,640	82,100	215,740	198,500	198,500	0	198,500
21	Rural Water - Otaio Makikihi Tavistock bore treatment filter and UV	Dan Mitchell	Carry forward budget for spend during the 2020/21 financial year.	640	22,960	0	166,400	166,400	143,400	143,400	0	143,400
22	Urban Water - Rising main renewals, Timaru Road and Manchesters Road treatment filter and UV's.	Dan Mitchell	Carry forward net remaining budgets to Rising mains renewals for spend during the 2020/21 financial year.	447,710	467,550	498,580	99,400	597,980	130,400	130,400	0	130,400
23	Urban Water - CI water main renewals	Dan Mitchell	Carry forward budget for spend during the 2020/21 financial year.	147,653	292,484	164,480	172,300	336,780	44,300	44,300	168,480	212,780
24	Urban Water - Pressure management	Dan Mitchell	Carry forward budget for spend during the 2020/21 financial year.	0	0	77,100	0	77,100	77,100	77,100	0	77,100
25	Urban Water - Timaru Rd Retio Sub Pump 1 Harmonic filter	Dan Mitchell	Carry forward budget for spend during the 2020/21 financial year.	0	0	0	25,000	25,000	25,000	25,000	0	25,000
26	Urban Water - Reservoir 240V switch board	Dan Mitchell	Project to be completed during the 2020/21 financial year.	0	0	8,220	0	8,220	8,220	8,220	0	8,220
27	Camping - Waitaki Lakes pipe renewals	Dan Mitchell	Project to be completed during the 2020/21 financial year.	20,620	2,020	10,220	0	10,220	8,200	8,200	10,440	18,640
28	Camping - Waitaki Lakes chlorine dosing Te Aka & Waitangi	Dan Mitchell	Project to be completed during the 2020/21 financial year.	0	48,340	30,660	48,000	78,660	30,000	30,000	31,320	61,320
29	Camping - Victoria Park driveway reseals	Dan Mitchell	Project to be completed during the 2020/21 financial year.	0	0	0	33,000	33,000	33,000	33,000	8,350	41,350
30	Cemetery - Upgrade workshop, office & toilet	Dan Mitchell	This project was budgeted in the 2017/18 Annual Plan. The project is partially completed (workshop and office) with the remaining budget to complete the toilet.	0	0	0	10,000	10,000	10,000	10,000	0	10,000
31	Cemetery - Concrete storage (Large bins)	Dan Mitchell	Project to be completed during the 2020/21 financial year.	0	0	10,000	0	10,000	10,000	10,000	0	10,000

Item	Description	Budget Holder	Reason for carry forward	2018/19 Total Actuals	2019/20 Total Actuals	2019/20 Annual Plan	Carry forwards from 2018/19	2019/20 Total Budget (Inc Carry Fwd)	2019/20 Variance to budget	Proposed Carry Forward to 2020/21	2020/21 Annual Plan	2019/20 Total Budget (Inc Carry Fwd)
32	Parks and Public Spaces – Knottingley Park driveway reseal	Dan Mitchell	Project to be completed during the 2020/21 financial year.	3,228	0	0	25,000	25,000	25,000	25,000	0	25,000
33	Parks and Public Spaces – Knottingley Park Geogrid matting	Dan Mitchell	Project to be completed during the 2020/21 financial year.	0	0	30,000	0	30,000	30,000	30,000	0	30,000
34	Vehicle Replacements	Tina Stevenson	Fleets replacements to be carried forward to 2020/21. Purchases delayed due to condition of vehicles not requiring earlier replacement.	0	0	195,200	101,000	296,200	296,200	296,200	0	296,200
35	Central Administration – Computer hardware, network switches and fire wall	Tina Stevenson	Carry forward budgets for computer hardware for additional staff, an extra switch at the LGC and the fire wall project to be completed during 2020/21.	12,511	15,950	32,330	2,500	34,830	18,900	18,900	15,660	34,560
36	Central Administration – Chief Executive, various operational underspends	Stuart Duncan	Propose to carry forward unspent operational budgets for re-purposing to fund the Online Payment software capital item.	39,470	39,480	107,800	47,500	155,300	115,800	115,800	0	115,800
Total Capital Carry Forwards										1,723,240		
Total Operational and Capital Carry Forwards										2,159,840		

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

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Letter of Shared Priorities [↓](#) 

PURPOSE

1. Council, in conjunction with Environment Canterbury has been asked to develop a Letter of Shared Priorities for the Lower Waitaki and the Orari-Temuka-Opihi-Pareora (OTOP) Zone Committees to guide the Committees for the next two to three years.

BACKGROUND

2. This process was started by the Mayoral Forum in 2019 when they affirmed the Canterbury Water Management Strategy and Zone Committees and requested Environment Canterbury (ECan) to work towards helping the Zone Committees transition from a focus on planning to one of implementation.
3. ECan have been actively discussing and collating feedback with Territorial Authorities, rūnanga and Zone Committees. The Joint Letter of Shared Priorities, collated from all stakeholders, will be sent to each Zone Committee the three yearly local body elections, along with the Terms of Reference for Zone Committees.
4. A combined workshop was held at the Waimate Event Centre on Wednesday 19 August with Waimate and Waitaki District Council elected members and staff, rūnanga, Zone Committee members and ECan staff to discuss shared priorities and the work of the Zone Committees.
5. There was further opportunity for our Council to review the priorities at a Council Workshop held on 15 September, with Councillors agreeing to provide feedback to the Committee Secretary via email to collate for this report.
6. The Waimate District Council draft Letter of Shared Priorities is attached for Council's review.

PROPOSAL

7. That Council reviews and accepts the priorities for the Lower Waitaki and OTOP Zone Committees with or without changes.

ASSESSMENT OF SIGNIFICANCE

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

FINANCIAL**Budget**

9. There are no known budget considerations.

Cost-effectiveness

10. Consideration has been given to cost-effectiveness.

RECOMMENDATION

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

13 October 2020

Canterbury Water Management Strategy (CWMS) Environment Canterbury
Orari-Temuka-Opihi-Pareora Chair Lucy Millar
lucy@opuha.co.nz
Lower Waitaki Zone Committee Chair Bruce Murphy
bruce@murphyfarms.co.nz

Dear Lucy and Bruce

**WAIMATE DISTRICT COUNCIL AND ENVIRONMENT CANTERBURY PRIORITIES FOR
THE PERIOD JULY 2020 – DECEMBER 2022**

We would like to take this opportunity as Mayor of Waimate District Council and Chair of Environment Canterbury to convey our Councils' priorities as they relate to water management in Canterbury, and identify the areas where our council would like the assistance of the Orari-Temuka-Opihi-Pareora (OTOP) and Lower Waitaki Zone Committee over the period July 2020 – December 2022.

Firstly, we wish to thank your Zone Committee for its contribution to the CWMS over the last ten years. We'd particularly like to thank you for your efforts to engage communities to develop your Zone Implementation Programme (ZIP) in the early years and for the achievements to date of the OTOP and Lower Waitaki Zone Committee.

Since 2009 when councils throughout Canterbury and Ngāi Tahu decided there needed to be a better way to manage our freshwater than the previous 20 years of litigation much has changed. We now have a clear planning framework, investment in action is being taken across all sectors and the Government has set clear direction in a National Policy Statement and standards for freshwater. We are still recovering from two significant earthquakes, mycoplasma-bovis and now Covid-19 that has and will continue to have a huge impact on communities in the region.

A fundamental principle of the CWMS is that we need to work together in order to achieve our shared outcomes and targets.

Our councils are committed to work alongside Papatipu Rūnanga and communities for better freshwater and biodiversity outcomes in the zone. We felt it timely to clearly set out the priorities of our councils, and to seek your assistance to support the implementation of the CWMS.

We recognise the Government also wishes to see greater progress in the way we manage freshwater. We expect the Government will finalise its “Action for Healthy Waterways” in the near future and when they do we will review and amend our current priorities if required.

WAIMATE DISTRICT COUNCIL PRIORITIES

The Waimate District Council is committed to continuing to support the OTOP and Lower Waitaki Zone Committees.

Looking ahead, we would like the **OTOP Zone Committee** to focus on the following actions/priorities within our District:

- Safe drinking water free of contaminants for humans and animals
- Rivers and wetlands have healthy ecological flows and high water quality
- Rural and urban communities are fully engaged and have ownership of water management processes
- Native and indigenous wildlife associated with waterways have adequate habitats

Looking ahead, we would like the **Lower Waitaki Zone Committee** to focus on the following actions/priorities within our District:

- Increased community engagement on water quality issues and improvement opportunities across the wider community (including schools)
- Improving water quality and enhance immediate environs of Lake Wainono and the Waihao River and catchment area
- Achieving a higher uptake of water quality responsibility from land owners to ensure water quality improves as it travels along the waterway system.

ENVIRONMENT CANTERBURY PRIORITIES

Environment Canterbury is committed to playing its part to implement the CWMS. In our term of Council, we wish to see greater progress being made to achieve freshwater outcomes that promote resilient and sustainable community priorities.

We have therefore set the following priorities where we believe zone committees can make the greatest difference over the balance of the term. These priorities are in line with the

Environment Canterbury Strategic Direction and the functions of a regional council:

- **Kaitiakitanga Wāhi Toanga and mahinga kai Targets**

In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 mahinga kai goal of five mahinga kai projects in each zone.

- **Ecosystem Health and Biodiversity Targets**

In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 target goal covering all freshwater ecosystems through;

- i. increased riparian management to protect aquatic ecosystems;
- ii. reducing the number of fish barriers in the zone
- iii. protection and enhancement of named wetlands

- **Recreation and Amenity Targets**

In particular, the Water based recreational opportunity through working alongside landowners, Rūnanga, communities, Councils and others to support and grow resources to achieve the 2025 target to restore priority freshwater recreation opportunities in each zone, that do not meet contact recreation standards and developing plans and actions to achieve and show measurable progress.

Waimate District Council and Environment Canterbury look forward to receiving your Action Plan for specific to your zone for the period July 2020 – December 2022 and to continue to work alongside you and your communities to deliver the CWMS.

Yours sincerely

Craig Rowley
Mayor
Waimate District Council

Jenny Hughey
Chair
Environment Canterbury

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

Nil

PUBLIC EXCLUDED

19 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
19.1 - Public Excluded Minutes of the Council Meeting held on 18 August 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.2 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 3 March 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.3 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 19 March 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.4 - Outstanding Council Actions Report - Public Excluded	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

19.5 - Roading Service Review 17A	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
19.6 - Chief Executive's Remuneration	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

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