



# Agenda

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

**Tuesday 22 June 2021**

**9:30am**

Function Room  
Waimate Event Centre  
Paul Street  
Waimate

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

**Notice is hereby given that a meeting of the Council will be held in the Function Room, Waimate Event Centre, Paul Street, Waimate, on Tuesday 22 June 2021, commencing at 9:30am.**

**Elected Members**

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

Quorum – no less than five members

**Significance Consideration**

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

**Decision Making**

The Council, in considering each matter, must be:

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

Stuart Duncan  
Chief Executive

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

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

**3 APOLOGIES**

The Chair will call for any apologies.

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

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

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

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

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

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

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

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

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

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

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

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

**MINUTES****7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 11 MAY 2021**

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

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

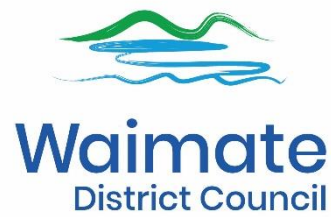
**Attachments:** 1. Minutes of the Council Meeting held on 11 May 2021

**PURPOSE**

To present the unconfirmed Minutes of the Council Meeting held on 11 May 2021 for confirmation.

**RECOMMENDATION**

That the Minutes of the Council Meeting held on 11 May 2021 be adopted as a true and correct record.



# **MINUTES**

## **Ordinary Council Meeting**

**11 May 2021**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE ON  
TUESDAY 11 MAY 2021 COMMENCING AT 9.30AM**

**PRESENT:** Deputy Mayor Sharyn Cain (Chairperson), Cr Fabia Fox, Cr Sandy McAlwee, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Colin Pankhurst

**APOLOGIES:** Mayor Craig Rowley and Cr Sheila Paul

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

**PARTIAL ATTENDANCE:** Leo Milani, Policy Analyst

## **OPENING**

### **1 COUNCIL PRAYER**

Pastor Jim de Lor, of Calvary Church, 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**

#### **RESOLUTION 2021/67**

Moved: Cr David Owen

Seconded: Cr Miriam Morton

That apologies from Chair Craig Rowley and Cr Sheila Paul be received and accepted.

**CARRIED**

### **4 VISITORS**

10.00am - Lower Waitaki South Coastal Canterbury Zone Committee presentation

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

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

### **5 CONFLICTS OF INTEREST**

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

Cr Fabia Fox noted she is employed by the Timaru District Council, but it was agreed she does not have a pecuniary Conflict of Interest and could participate in the discussion and decision making on 19.4 Downlands Water Scheme

### **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 27 APRIL 2021****RESOLUTION 2021/68**

Moved: Cr Fabia Fox  
Seconded: Cr Tom O'Connor

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

**CARRIED****7.2 MINUTES OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING HELD ON 10 NOVEMBER 2020****RESOLUTION 2021/69**

Moved: Cr Sandy McAlwee  
Seconded: Cr David Owen

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

**CARRIED****7.3 MINUTES OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 10 NOVEMBER 2020****RESOLUTION 2021/70**

Moved: Cr Miriam Morton  
Seconded: Cr Fabia Fox

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

**CARRIED****7.4 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 10 NOVEMBER 2020****RESOLUTION 2021/71**

Moved: Cr Colin Pankhurst  
Seconded: Cr David Owen

That the Minutes of the Community Services and Development Committee Meeting held on 10 November 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 2021/72**

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

That the Mayor's Report is accepted.

**CARRIED**

**10 DEPUTY MAYOR'S REPORT****10.1 DEPUTY MAYOR'S REPORT****RESOLUTION 2021/73**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sandy McAlwee

That the Deputy Mayor's Report is accepted.

**CARRIED**

**11 COUNCILLORS' REPORTS****11.1 COUNCILLORS' REPORT****RESOLUTION 2021/74**

Moved: Cr Colin Pankhurst

Seconded: Cr Tom O'Connor

That the Councillors' Report is accepted.

**CARRIED**

**12 CHIEF EXECUTIVE'S REPORT**

Nil

**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2021/75**

Moved: Cr Fabia Fox

Seconded: Cr Miriam Morton

That the Outstanding Council Actions Report – Public is accepted.

**CARRIED****14 HUMAN RESOURCES REPORT**

Nil

**15 HEALTH AND SAFETY REPORT**

Nil

**16 AUDIT AND RISK COMMITTEE REPORT**

Nil

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

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

**RESOLUTION 2021/76**

Moved: Cr Fabia Fox

Seconded: Cr Tom O'Connor

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

**CARRIED****17.3 FINANCE REPORT - FOR THE 9 MONTHS ENDED 31 MARCH 2021****RESOLUTION 2021/77**

Moved: Cr Miriam Morton

Seconded: Cr David Owen

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

**CARRIED****Note:**

Council asked for more narration to be supplied on major variances to budget in the report in future.

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

Council received the Lower Waitaki South Coastal Canterbury Zone Committee 2020 Progress Report. Committee Chair, Bruce Murphy and Environment Canterbury Zone Facilitator Dave Moore were in attendance and spoke on the Committee's work and progress.

**RESOLUTION 2021/78**

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

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

**CARRIED**

**Note:**

Council requested the Lower Waitaki Zone Committee be invited to a future Council Workshop in order to discuss specific issues further.

Item - 17.3 Finance Report - For the 9 months ended 31 March 2021 - has been moved to another part of the document.

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

Retiring Creative Communities New Zealand Committee members, Wendy Health, Clare Saunders-Tack and Sharon Stace were thanked for their service, and joined Council for morning tea.

The meeting was adjourned at 10.35am for morning tea.

The meeting was reconvened at 10.57am.

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

Council received the Orari-Temuka-Opihi-Pareora (OTOP) Zone Committee 2020 Progress Report. Deputy Chair of the OTOP Zone Committee Phil Driver was in attendance, and spoke on the Committee's work and progress. He tabled two papers 'Dr Phil Driver's notes' and 'Achieving Slow Water in South Canterbury'.

**RESOLUTION 2021/79**

Moved: Cr Tom O'Connor

Seconded: Cr Colin Pankhurst

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

**CARRIED**

**Note:**

Council requested the Lower Waitaki Zone Committee be invited to a future Council Workshop in order to discuss specific issues further.

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

Nil

## PUBLIC EXCLUDED

## 19 EXCLUSION OF THE PUBLIC REPORT

## RESOLUTION TO EXCLUDE THE PUBLIC

**RESOLUTION 2021/80**

Moved: Cr Tom O'Connor

Seconded: Cr David Owen

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>19.1 - Public Excluded Minutes of the Council Meeting held on 27 April 2021</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>19.2 - Public Excluded Minutes of the Environmental Services and Finance Committee Meeting held on 10 November 2020</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>19.3 - Public Excluded Minutes of the District Infrastructure Committee Meeting held on 10 November 2020</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>19.4 - Downlands Water Scheme</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>19.5 - Alpine Energy Shareholders Report - February 2021</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

<b>19.6 - Waimate District Representative - Aoraki Foundation</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>CARRIED</b>		

## 20 RE-ADMITTANCE OF THE PUBLIC REPORT

<b>RESOLUTION 2021/81</b>
Moved: Cr Tom O'Connor Seconded: Cr David Owen
That Council moves out of Closed Council into Open Council.
<b>CARRIED</b>

## MOVED FROM PUBLIC EXCLUDED SECTION OF THE MINUTES

<b>19.4 DOWNLANDS WATER SCHEME</b>
Council reviewed the preferred ownership model for the Downlands Water Scheme (DWS); and the financial arrangements, to provide the guidance required to enable negotiations with Timaru District Council (TDC) and Mackenzie District Council (MDC) to be progressed.
Cr Fox noted she is employed by the Timaru District Council, but it was agreed she does not have a pecuniary Conflict of Interest and could participate in the discussion and decision making.
<b>RESOLUTION 2021/70</b>
Moved: Deputy Mayor Sharyn Cain Seconded: Cr Fabia Fox
<ol style="list-style-type: none"> <li>1. That the Downlands Water Scheme Report is accepted; and</li> <li>2. That Council, to enable negotiations with Timaru District Council and Mackenzie District Council to progress and a new proposed agreement to be drafted: <ol style="list-style-type: none"> <li>a. Support in principle the joint ownership of the Downlands Water Scheme and a Joint Committee with Waimate District Council and Mackenzie District Council continuing as the preferred ownership model; and</li> <li>b. Approve in principle, Timaru District Council borrowing in its name (if required) the full loan requirement for the Te Ana Wai Project (up to approximately \$15m) and other capital works for the Downlands Water Scheme, subject to Waimate District Council and Mackenzie District Council acting at the request and direction of Timaru District Council, supported by indemnities and powers of attorney as appropriate, to collect any outstanding Downlands' rates within their respective districts.</li> </ol> </li> <li>3. That the decision be moved into public section of the meeting, embargoed until Mackenzie District Council's meeting on Tuesday 18 May 2021.</li> </ol>
<b>CARRIED</b>

**MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 11.59am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 22 June 2021.

.....  
**CHAIRPERSON**

**7.2 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 18 MAY 2021**

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

**Authoriser:** Fiona Hester-Smith, Human Resources Manager

**Attachments:** 1. Minutes of the Chief Executive's Performance Review Committee Meeting held on 18 May 2021

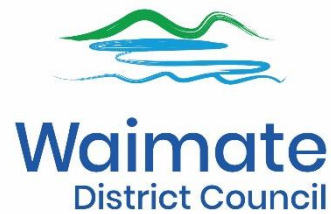
**PURPOSE**

To present the unconfirmed Minutes of the Chief Executive's Performance Review Committee Meeting held on 18 May 2021 for confirmation.

**RECOMMENDATION**

That the Minutes of the Chief Executive's Performance Review Committee Meeting held on 18 May 2021 be adopted as a true and correct record.





# **MINUTES**

## **Chief Executive's Performance Review Committee Meeting**

**18 May 2021**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING  
HELD AT THE CLUBROOMS, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE  
ON TUESDAY 18 MAY 2021 COMMENCING AT 9:00AM**

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

**OPENING**

**1 PUBLIC FORUM**

Nil

**2 APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION 2021/1**

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

That the apology received from Cr Sharyn Cain and Cr Tom O'Connor 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 2021/2

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

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 Performance Review	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 2021/3

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

That Council moves out of Closed Council into Open Council.

**CARRIED**

## MEETING CLOSURE

There being no further business, the Chair closed the meeting at 9.07am.

The Minutes of this meeting will be confirmed at the Chief Executive's Performance Review Committee Meeting to be held on 29 June 2021.

.....  
**CHAIRPERSON**

**7.3 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 2 JUNE 2021**

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

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

**Attachments:** 1. Minutes of the Extraordinary Council Meeting held on 2 June 2021

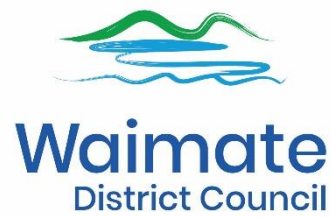
**PURPOSE**

To present the unconfirmed Minutes of the Extraordinary Council Meeting

Note: This meeting was initially scheduled for Tuesday 1 June, 9am, but rescheduled to Wednesday 2 June, 2pm, and publically notified following the meeting.

**RECOMMENDATION**

That the Minutes of the Extraordinary Council Meeting held on 2 June 2021 be adopted as a true and correct record.



# **MINUTES**

## **Extraordinary Council Meeting**

**2 June 2021**

*(formally scheduled 1 June 2021, 9am)*

**MINUTES OF WAIMATE DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE CLUBROOMS, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE  
ON WEDNESDAY 2 JUNE 2021 AT 2PM**

**NOTE: THIS MEETING WAS INITIALLY SCHEDULED FOR TUESDAY 1 JUNE, 9AM, BUT  
RESCHEDULED DUE TO A DELAY IN AUDIT NZ'S AUDIT OPINION AND PUBLICALLY  
NOTIFIED FOLLOWING THE MEETING**

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

**APOLOGY:** Cr Fabia Fox

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

## **OPENING**

The Chair Mayor Craig Rowley welcomed Councillors to the meeting, and especially welcomed Jonts McKerrow for his first meeting as Regulatory and Compliance Group Manager.

### **1 COUNCIL PRAYER**

There was no Council Prayer taken at this meeting.

### **2 PUBLIC FORUM**

There was no Public Forum offered at this meeting.

### **3 APOLOGIES**

#### **APOLOGY**

#### **RESOLUTION 2021/73**

Moved: Cr Miriam Morton

Seconded: Deputy Mayor Sharyn Cain

That the apology received from Cr Fabia Fox be accepted.

**CARRIED**

### **4 VISITORS**

Nil

### **5 CONFLICTS OF INTEREST**

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

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

There were no major/minor items identified.

## REPORTS

### 7 GENERAL REPORTS

#### 7.1 LTP 2021-31 ADOPTION OF AN UNBALANCED BUDGET

Council considered the adoption of an Unbalanced Budget for the Long Term Plan 2021-2031 (LTP).

##### RESOLUTION 2021/74

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the LTP 2021-31 Adoption of an Unbalanced Budget Report is accepted; and
2. That Council, in accordance with the requirements of Section 100 of the Local Government Act 2002, resolves that it is financially prudent to adopt the Long Term Plan Consultation Document 2021-31 that contains budget deficits on certain activities. This decision takes account of:
  - (a) the estimated expenses of achieving and maintaining the predicted levels of service provision set out in the draft long-term plan, including the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and
  - (b) the projected revenue available to fund the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and
  - (c) the equitable allocation of responsibility for funding the provision and maintenance of assets and facilities throughout their useful life; and
  - (d) the funding and financial policies adopted by Council.

**CARRIED**

#### 7.2 LONG TERM PLAN 2021-31 - SUPPORTING INFORMATION

Council were presented with the Long Term Plan (LTP) 2021-31 Supporting Information for adoption by Council prior to adopting the LTP 2021-31 Consultation Document.

##### RESOLUTION 2021/75

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Long Term Plan 2021-31 – Supporting Information report is accepted; and
2. That Council adopts the following documents, as circulated separately, as Supporting Information for the Consultation Document for the Long Term Plan 2021-31, including the:
  - (i) Financial Strategy
  - (ii) Infrastructure Strategy
  - (iii) Financial Information including group level Funding Impact Statements
  - (iv) Significant Assumptions
  - (v) Major Projects
  - (vi) Performance Measures

- (vii) Population Projections
- (viii) Wellbeing Indicators
- (ix) Asset Management Plans – Roading, Stormwater, Wastewater, Water Supplies

3. That Council authorises the Chief Executive to make any minor and non-material corrections to the LTP 2021-31 supporting information, if necessary, prior to publication.

**CARRIED**

### **7.3 LONG TERM PLAN 2021-31 CONSULTATION DOCUMENT**

Council considered the draft Consultation Document for the Long Term Plan (LTP) 2021-31 with the Audit Opinion for adoption.

#### **RESOLUTION 2021/76**

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

1. That Council accepts the Long Term Plan 2021-31 Consultation Document report; and
2. That Council receives the Audit Opinion on the Consultation Document for the Long Term Plan 2021-31; and
3. That Council adopts the Consultation Document, including the Audit Opinion, for the Long Term Plan 2021-31 for public consultation; and
4. That, if necessary, the Chief Executive be authorised to make any minor and non-material corrections to the Long Term Plan Consultation Document before the Long Term Plan Consultation Document is publically notified.

**CARRIED**

#### **Note:**

Council congratulated staff on the look and the content of the Consultation Document and their achievement in what was a very busy and stressful time.

The wording on the front page of the Consultation Document will be changed to Audited Draft Long Term Plan 2021-2031 for Consultation.

## **MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 3.02pm.

The Minutes of this meeting are to be confirmed at the Council Meeting scheduled for 22 June 2021.

.....  
**CHAIRPERSON**



**8 RECEIPT OF MINUTES****8.1 MINUTES OF THE CANNINGTON–MOTUKAIKA RURAL WATER COMMITTEE MEETING HELD ON 5 MAY 2021**

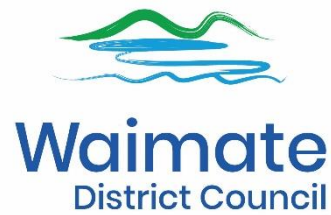
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Dan Mitchell, Asset Group Manager  
**Attachments:** 1. Minutes of the Cannington–Motukaika Rural Water Committee Meeting held on 5 May 2021

**PURPOSE**

For the unconfirmed minutes of the Cannington–Motukaika Rural Water Committee Meeting held on 5 May 2021 be presented for the information of the Council, with the permission of the Chairperson.

**RECOMMENDATION**

That the unconfirmed minutes of the Cannington–Motukaika Rural Water Committee Meeting held on 5 May 2021 be received.



# **MINUTES**

## **Cannington–Motukaika Rural Water Committee Meeting**

**5 May 2021**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
CANNINGTON–MOTUKAIKA RURAL WATER COMMITTEE MEETING  
HELD AT THE CLUBROOMS, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE  
ON WEDNESDAY 5 MAY 2021, COMMENCING AT 1:00PM**

**Attended** D Fowler, G Patterson, V Patterson, C Crawford, S McAlwee WDC Councillor,  
P Roberts WDC, D Mitchell WDC, Dion WDC

**Apologies** P Scott, R Drummond, L Van Vugt

*That the apologies are accepted*

*Moved C Crawford*

*Seconded G Patterson*

**CARRIED**

Daryl Fowler welcomed everyone to the meeting.

The minutes of the 6 October 2020 meeting were read.

**Matters Arising from Minutes:**

**Callout Amendment**

Because there are now performance standards Council has to be called immediately to respond.

**Financials (D Mitchell)**

The surplus and interest accumulated is put into special reserves: these have no special purpose identified. We have to fund depreciation considering the age of the scheme. The current surplus is because there is upgrade construction not completed.

**Reserve Waterway Incursions**

The issue of hunters leaving carcasses in or around the reserve waterway was discussed. After the last incident the waterway was checked and no carcass was located. G Patterson said that he was aware of two incidents where this had been an issue. Hunting in the reserve is permitted from the 1st May to the 31 October. P Roberts spoke that he was satisfied with Big Rock Canyoning operation's strict observance of hygiene practices. G Patterson spoke that Koryn was of assistance in that area, as any incursion or issue was dealt with at the time when they are going through the canyon.

There is ongoing discussion with the Department of Conservation (DoC) regarding the protection of the source of water from public and activities within the reserve. Any incursion (e.g. hunters leaving carcass in or near the waterway) needs to be photographed, and the Council/DoC informed as there is increased risk to water scheme users. Some sort of on-going education programme may be possible in conjunction with DoC going forward.

*That the minutes are a true and correct record.*

*Moved: D Fowler*

*Seconded: G Patterson*

**CARRIED**

### **Financials**

Statement of Financial Performance for the six months ending 31 December 2020

Paul Roberts tabled the Statement of Financial Performance for the six months ending 31 December 2020 and spoke to it.

The budget was exceeded in the operating expenditure areas of electricity, utilities and testing however overall there was an operating surplus.

The next step was to install a water meter now the plant is upgraded.

*That the Statement of Financial Performance Ending 31 December 2020 be accepted and approved.*

*Moved: G Patterson*

*Seconded: C Crawford*

**CARRIED**

### **Draft Long Term Plan Statement of Financial Performance for the years ended 30 June 2021 to 2031**

Dan Mitchell spoke to the document. He said that due to the Committee accepting an increase less than the general rise of 10% over a number of years, plus the Covid Budget (which was reduced from 7.7% to 4%), has compounded into a 36.9% increase (unsmoothed). They have smoothed the increase out over ten years as per the Long Term Plan (LTP) Statement – 10%, 9%, 9%, 7%... It makes water relatively expensive. We normally have an opportunity to amend this but unfortunately in the current climate we are looking to adopt the LTPs by August not July as Council had to make a decision. The current scheme plant upgrade for compliance has cost approximately 130k, with further work to continue on pipes, etc. The age of the scheme means capital works expenditure needs to continue to occur. Dan said the 10% increase had to happen.

### **Three Waters Reform Update and Timeline**

Dan Mitchell suggested speaking about the Three Water Reform Programme that Central Government is implementing to put the Committee in a position to understand the ten year budget and what is happening with changes that are affecting Council, water committees and ratepayers. Please refer to the Three Waters Reform Programme which outlines the proposal to transform the delivery of council-owned three water services.

Dan said that in September 2021 the territorial authority received a massive information collection about the assets of water schemes including how many kilometres of pipe there were and financial information. Waimate District Council was the only council to generate two packets of information, one for urban and one for rural. This was so the authority could better understand the differences and issues of the separate systems as the authority had been using a blanket model for water charges, assets, etc.

The Three Water Reform Programme is being offered to councils as an opt in/opt out situation however if we opt out we need to come up with acceptable solutions for council to be able to opt out, one of which could be 'point of entry' treatment with appropriate monitoring to council.

Discussion ensued about this reform with questions being asked about its funding, the urban-rural divide with regard to water supply systems, the effects these changes potentially have on Council, and the reduction of 70 water territories to five. Central Government's timeline has the schemes changing over on the 1.7.2024. The ten year budget needs to be looked at in a three year block (for the current governance) and also longer term so whatever system is opted into that there is a plan going forward.

### **Community Engagement**

Further discussion revolved around potential next steps and that council would call a meeting with water scheme users on or around the 10 June to consult with their ratepayers about the evolving situation. It is likely that we will need to get together again after September to discuss the Three Waters Reform Bill once it is passed as we will know more about the direction the reformation will take. It needs to be noted that if we opt in, the Crown then owns the assets and the debt of the Cannington Motukaika Water Scheme. Council needs options of what the committees and water scheme users want to do.

The meeting referred back to the Draft Long Term Plan Statement of Financial Performance for the years ending 30 June 2021 - 2031. We are aware that there will be a review in between the ten years. It is appropriate for us to use Point of Entry if and when it is available.

It was decided that:

*The Draft Long Term Plan Statement (LTP) of Financial Performance for the years ending 30 June 2021 - 2031 has been received but that we intend to put in a submission as we feel the increase on the LTP is not sustainable further out past 2024. We are aware that there will be a review in between the ten years. It is appropriate for us to use Point of Entry if and when it is available.*

*Moved: Daryl Fowler*

*Seconded: Charles Crawford*

**CARRIED**

### **Future**

The future looks likely that the Committee, at the very least, will have new terms of reference. There will be new legislative risks and whether committees are covered. Potentially there may not be a need for committees and long term for councils to have any input into the three waters. We need community engagement to inform them of the changes, gauge their reaction and get practical options/solutions going forward. Potentially the community engagement meeting will be 10 June.

### **Increased Reporting Requirements**

Council is still reviewing the reporting requirements. The upgraded system has the potential for data to be collated by the programme in a streamlined and efficient manner. With this data we will have demonstrable compliance. It also records issues and development is happening with the recording system Infrastructure Data (ID).

### **General Business**

The Committee and S McAlwee want to see the upgraded system with Dion on a date to be advised.

The meeting closed at 2:53pm

**8.2 MINUTES OF THE COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING  
HELD ON 23 NOVEMBER 2020**

**Author:** Di Lowry, Grants Administrator

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

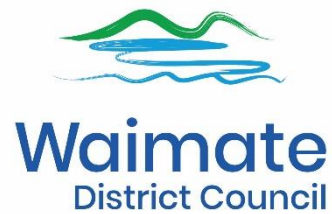
**Attachments:** 1. Minutes of the Community and Sports Grants Committee Meeting held on 23 November 2020

**PURPOSE**

For the confirmed minutes of the Community and Sports Grants Committee Meeting held on 23 November 2020 be presented for the information of the Council.

**RECOMMENDATION**

That the confirmed minutes of the Community and Sports Grants Committee Meeting held on 23 November 2020 be received.



# **MINUTES**

## **Community and Sports Grants Committee Meeting**

**23 November 2020**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON MONDAY 23 NOVEMBER 2020, COMMENCING AT 1pm**

**PRESENT:** Deputy Mayor Sharyn Cain, Mayor Craig Rowley, Mr Nigel Davenport, Ms Toni Oudemans, Mr Peter Vendetti, Mr Jason Evered, Ms Mrs Hazel Fish

**APOLOGIES:** Mr Graeme Lane, Ms Lauren McKnight,

**IN ATTENDANCE:** Helen Strachan

## **OPENING**

### **1 APOLOGIES**

Nil

### **2 VISITOR**

None

### **3 CONFLICTS OF INTEREST**

Ms Toni Oudemans declared a conflict of interest in the Waimate Athletics Club application and did not participate in the discussion of this application.

Mrs Hazel Fish declared a perceived conflict of interest in the Waimate Caledonian Society and did not participate in the discussion of this application.

## **MINUTES**

### **4 CONFIRMATION OF MINUTES**

#### **4.1 MINUTES OF THE COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING HELD ON 24 JUNE 2020**

##### **COMMITTEE RESOLUTION 2020/6**

Moved: Mr Jason Evered

Seconded: Mr Peter Vendetti

That the Minutes of the Community and Sports Grants Committee Meeting held on 24 June 2020 be adopted as a true and correct record.

**CARRIED**



## REPORTS

### 5 GENERAL BUSINESS

#### 5.1 RESIGNATION - MRS MARGE GILES

##### COMMITTEE RESOLUTION 2020/7

Moved: Deputy Mayor Sharyn Cain

Seconded: Mrs Hazel Fish

Mrs Marge Giles resignation was received by the committee.

**CARRIED**

#### 5.2 CONSIDERATION OF APPLICATIONS - WDC COMMUNITY GRANT

##### COMMITTEE RESOLUTION 2020/8

Moved: Mr Jason Evered

Seconded: Mr Nigel Davenport

That the following funding applications be approved.

1	Graeme Dingle Foundation	\$ 1,500.00
2	Waimate Croquet Club	\$ 1,500.00
3	Centrecare Counselling Waimate	\$ 600.00
4	Pinoy Waimate Support Project	\$ 400.00
5	Waituna Creek School	\$ 1,000.00

**CARRIED**

#### 5.3 CONSIDERATION OF APPLICATIONS - WDC SPORTS FUND

##### COMMITTEE RESOLUTION 2020/9

Moved: Ms Toni Oudemans

Seconded: Mr Jason Evered

That the following funding applications be approved.

1	Pinoy Waimate Support Project	\$ -
2	Waimate District Hunt	\$ 500.00
3	Waimate Caledonian Society	\$ 1,362.00
4	Waimate Athletics Club	\$ 1,638.00
5	Waimate Pony Club	\$ 1,500.00

**CARRIED**

**5.4 CONSIDERATION OF APPLICATIONS - SPORTS NZ RURAL TRAVEL FUND**

**COMMITTEE RESOLUTION 2020/10**

Moved: Mayor Craig Rowley

Seconded: Mr Peter Vendetti

That the following funding application be approved.

- 1 Waimate Gymnastics Club \$1500.00

**CARRIED**

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 1:38pm.

The minutes of this meeting are to be confirmed at the next meeting of the Community and Sports Grants Committee Meeting.

.....  
**CHAIRPERSON**

**8.3 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE  
COMMITTEE MEETING HELD ON 21 APRIL 2021**

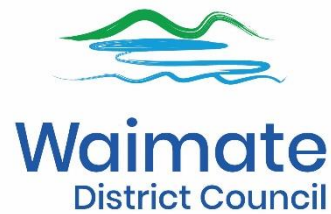
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Lower Waitaki South Coastal Canterbury Zone  
Committee Meeting held on 21 April 2021

**PURPOSE**

For the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 21 April 2021 to be presented for the information of the Council.

**RECOMMENDATION**

That the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 21 April 2021 be received.



# **MINUTES**

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

**21 April 2021**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING  
HELD AT THE WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE  
ON WEDNESDAY 21 APRIL 2021, COMMENCING AT 1.00PM**

**PRESENT:** Chair Bruce Murphy, Deputy Chairperson Jared Ross, Waihao Rūnaka Representative Suzanne Eddington, Waimate Cr Fabia Fox, Waitaki Cr Jim Hopkins, Community Member Barney Hoskins, ECan Cr Nicole Marshall, Community Member Brent Packman, Community Member Kate White

**APOLOGIES:** Daniel Isbister, Keiran Whyte, Michael Mcmillan

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

## OPENING

### 1 APOLOGIES

#### **COMMITTEE RESOLUTION 2021/13**

Moved: Chair Bruce Murphy

Seconded: Waimate Cr Fabia Fox

That apologies from Michael Mcmillan, Daniel Isbister and Keiran Whyte be received and accepted.

**CARRIED**

### 2 VISITORS

Mayor Craig Rowley, ECan Cllr Peter Scott, John Benn (DoC), Marco Catalini (ECan Zone Lead Hurunui), Jen Fellows (WIC), Chris Batstone (Waihao Wainono Catchment Community Group)

### 3 CONFLICTS OF INTEREST

See Declarations of Interest. There were no new conflicts of interest declared.

## MINUTES

### 4 CONFIRMATION OF MINUTES

#### **4.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 17 MARCH 2021**

##### **RECOMMENDATION**

That the Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 17 March 2021 be adopted as a true and correct record, with the below amendments.

##### **Amendments:**

Page: 11 – Chair's Report: 3<sup>rd</sup> paragraph – after MPI correction to the word "are"

Barney Hoskins did attend the meeting.

## REPORTS

### 5 GENERAL BUSINESS

#### 5.1 DECLARATION OF INTERESTS REGISTER

There were no changes to the Declarations of Interests Register.

#### 5.2 TE REO WORDS – WITH SUZANNE EDDINGTON

- Nohoaka
- Urupā

#### 5.3 CORRESPONDENCE REPORT

##### COMMITTEE RESOLUTION 2021/14

Moved: Chair Bruce Murphy

Seconded: Waitaki Cr Jim Hopkins

That the Correspondence Report be accepted.

- Letter from Mark Adams
- Resignation letter from Barney Hoskins

**CARRIED**

#### MOTION

##### COMMITTEE RESOLUTION 2021/15

Moved: Waitaki Cr Jim Hopkins

Seconded: Cr Nicole Marshall

That the Committee accepts Barney Hoskins's resignation with regret, thanks him for his valued contribution to the Lower Waitaki South Coastal Canterbury Zone Committee, and wishes him and his family every happiness in their new location.

**CARRIED**

##### Note:

Barney expressed his appreciation for the journey and for what he has learnt from everyone around the table.

The Committee requested that the Facilitator send a letter to Mark Adams acknowledging his letter, and thanking him.

#### 5.4 REGIONAL COUNCIL UPDATE WITH NICOLE MARSHALL

- Long Term Plan: 1300 submissions have been received with hearings starting next week. 300 want to speak to submissions. There are on-line alternatives available.
- Essential Freshwater Package Roadshows from next month.
- The process is starting for Co-design Te Mana o te Wai with mana whenua.
- There is an Extraordinary Council meeting next week to land a new committee structure to increase transparency: Environment Committee, Transport and Urban Committee, Regional Leadership Committee.
- Winter Grazing: Mayor Rowley suggested it would be good to have information, etc, to influence behavioural change. Discussion included:
  - Falls under the Zone Committee's role, could work alongside a roadshow or similar in June/July with key guest speakers. Peter Scott is happy to help – also with resourcing
  - ECan's web page is good first step in providing information
  - National Environmental Standards vs local FEPs. How will alignment work?
  - ECan to partner with farmers to help understand and implement changes.
  - A field day would be effective.
- The Zone Committee Refresh is underway

#### 5.5 PRESENTATION: ECONOMIC IMPACT OF FRESHWATER MANAGEMENT POLICIES ON THE WAIMATE DISTRICT - MAYOR CRAIG ROWLEY

The presentation on Economic Impact of Freshwater Management Policies on the Waimate District was received.

**Note:**

Questions and answers. The report will be made available to Zone Committee and ECan as soon as possible, and shared more widely 4-6 weeks.

#### 5.6 CO-OPTING ZONE COMMITTEE MEMBER

##### COMMITTEE RESOLUTION 2021/16

Moved: Waitaki Cr Jim Hopkins

Seconded: Waimate Cr Fabia Fox

That the LWSCZC agree to co-opt Chris Batstone to the committee for a period of six to twelve months or as otherwise agreed.

**CARRIED**

#### 5.7 FACILITATORS UPDATE - APRIL 2021

That the Lower Waitaki Zone Committee received the update.

**5.7 CHAIRPERSON'S UPDATE - APRIL 2021**

- Attended the Leaders Breakfast on behalf of the Zone Committee. Enjoyed Mark Adams speech on wellness and the South Canterbury Catchment Collective.
- Would like to have ECan take part in some sort of field day to talk to the community in June or July.
- The issue of augmentation in Waihao River is in process. Picks up all people in MGI scheme, 30,000 hectares in one nutrient discharge.
- Chris Batstone spoke on the Zone Committee's relationship with Waihao Wainono Catchment Community Group. Chris Batstone elaborated on difference between the groups. The WWCCG values their independence and reputation for operating in their space. The question is, how do we operate in a way that is complementary where WWCCG retain their independence but at the same time the way of operating is consistent with the Zone Committee's goals? We are right at the frontier of finding solutions, which requires us to think differently.
- Kate White gave a verbal update on the Waitaki river.

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 2.45pm.

The minutes of this meeting are to be confirmed at the Lower Waitaki South Coastal Canterbury Zone Committee Meeting scheduled on 16 June 2021.

.....  
**CHAIRPERSON**



**8.4 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 10 MARCH 2021**

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

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

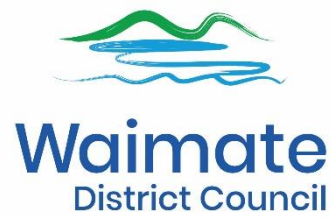
**Attachments:** 1. Minutes of the Waimate Community ANZAC Group Meeting held on 10 March 2021

**PURPOSE**

For the confirmed minutes of the Waimate Community ANZAC Group Meeting held on 10 March 2021 to be presented for the information of the Council.

**RECOMMENDATION**

That the confirmed minutes of the Waimate Community ANZAC Group Meeting held on 10 March 2021 be received.



# **MINUTES**

## **Waimate Community ANZAC Group Meeting**

**10 March 2021**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
WAIMATE COMMUNITY ANZAC GROUP MEETING  
HELD AT THE CLUBROOMS, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE  
ON WEDNESDAY 10 MARCH 2021, COMMENCING AT 10.00AM**

**PRESENT:** Mayor Craig Rowley, RSA President Rob Boswell, RSA Vice President Barry Casey, Rotary Rep Edward Fletcher, Red Cross Rep Jeannie Hogarth, Cr David Owen, Waimate High School Principal Janette Packman

**APOLOGIES:** Minister's Association Rep Paul Kuriger, Waimate Event Centre Supervisor Peter Vendetti

**IN ATTENDANCE:** Karalyn Reid (Committee Secretary)

## **OPENING**

Rob Boswell introduced RSA Vice President Barry Casey

### **1 APOLOGIES**

#### **APOLOGY**

#### **COMMITTEE RESOLUTION 2021/1**

Moved: Rotary representative Edward Fletcher

Seconded: Cr David Owen

That the apology received from Paul Kuriger and David Shea be accepted.

**CARRIED**

### **2 VISITORS**

Nil

### **3 CONFLICTS OF INTEREST**

Nil

## **MINUTES**

### **4 CONFIRMATION OF MINUTES**

#### **4.1 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 24 NOVEMBER 2020**

#### **COMMITTEE RESOLUTION 2021/2**

Moved: Mayor Craig Rowley

Seconded: Edward Fletcher

That the Minutes of the Waimate Community ANZAC Group Meeting held on 24 November 2020 be adopted as a true and correct record.

**CARRIED**

## REPORTS

### 5 FINANCIALS

#### 5.1 FINANCIAL REPORT

##### COMMITTEE RESOLUTION 2021/3

Moved: Cr David Owen

Seconded: Edward Fletcher

That the financial report be accepted.

**CARRIED**

### 6 GENERAL BUSINESS

#### 6.1 ANZAC DAY 2021 - NZDF REQUIREMENTS

A discussion was held on the availability of NZDF representation at local Anzac services, which is considered very low because of other NZDF commitments. The Committee Secretary was asked to submit an application regardless for both the Dawn and Civic Service.

There is no reason that we won't get the ATC cadets.

#### 6.2 2021 WAIMATE DISTRICT ANZAC CIVIC SERVICE PLANNING

##### COMMITTEE RESOLUTION 2021/4

Moved: Mayor Craig Rowley

Seconded: Jeannie Hogarth

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

**CARRIED**

##### Note:

1. 10.30am service will allow the official party to get back from St Andrews Service.
2. Jeannie offered to contact Paul Kuriger to determine if he is happy to be MC.
3. Committee Secretary was asked to correspond with all local Churches to invite them to consider asking their congregations to attend the Anzac Service instead of (or as well as) the Sunday Church service, with RSVP for an indication of numbers.
4. Online live-streaming will be explored with Knox Church Rev Phil Bettany
5. Parade Master: RSA to arrange
6. Waimate community Choir and Kapa Haka to be invited
7. Committee Secretary was asked to write to Murray Dempster to request a gun salute
8. Donations will be paid to:
  - a. Waimate Pipe Band \$200
  - b. ATC \$100
  - c. Kapa Haka – Koha \$100

9. A donation of 50% of the RSA's morning tea costs will be paid by the Committee. No open invitation to public.
10. The Committee Secretary to write to Whitestone with a request for the Traffic Management to be undertaken as a community gift, through Council's roading team.
11. Advertising as per usual for all Anzac Services in the district.
12. Setting up from 9am.
13. National flags on one side, other flags to the right hand side.
14. Clock Tower: Seating as usual (30), Rotary sound system
15. David Owen to play the last post.
16. St John to be asked to have staff on stand-by.
17. If there is Covid-19 level restrictions in place during Sunday 25 April there will be no public Civic Service, instead there will be an invite only service at the Clock Tower. This is to be communicated via the Anzac Services advertisement and social media/posters, etc.
18. A final arrangement informal meeting will be held at 10am on Wednesday 21 April to include MC, Peter Vendetti, and members of the RSA and Committee

#### GENERAL

Edward Fletcher gave notice to the Committee that this will be his last Anzac Ceremony as the Rotary's representative on the Committee.

#### MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.32am.

The minutes of this meeting are to be confirmed at the Waimate Community ANZAC Group Meeting to follow the ceremony.

.....  
**CHAIRPERSON**

**REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT**

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

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

**Attachments:** Nil

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

Outside of Waimate District Council meetings and general business from 1 May 2021 to 11 June 2021.

Date	Meetings and Functions
10 May 2021	Mayor's Taskforce for Jobs fortnightly catch-up - Council
10 May 2021-12 May 2021	E-Tipu 2021 Boma NZ Agri-Summit – Christchurch
18 June 2021	Chief Executive's Performance Review Committee Meeting – Waimate Event Centre
26 May 2021	WDC Community Sports and Rural Travel Grant Committee Meeting – Waimate Event Centre
27 May 2021	Canterbury Regional Transport Committee Meeting – Christchurch
27 May 2021	Canterbury Mayoral Forum Working Dinner – Christchurch
28 May 2021	Canterbury Mayoral Forum – Christchurch
28 May 2021	Civil Defence Emergency Management Group Joint Committee – Christchurch
8 June 2021	Audit and Risk Committee Meeting – Waimate Event Centre
11 June 2021	LGNZ Three Waters Reform Sector Update – via Zoom

**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



Handover of Native Plants – Eco Sanctuary



Thank you to outgoing Creative NZ Grant Committee Members: Sharyn Stace (front left), Clare Saunders-Tack (middle) and Wendy Health (absent)



Waimate Event Centre Visit by Far North District and Northland Regional Councils



Korowai Wananga at Waihao Marae with support from Creative NZ funding

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

Outside of Waimate District Council meetings and general business from 1 May 2021 to 11 June 2021.

<b>Date</b>	<b>Meetings and Functions</b>
4 May 2021	Waimate Trackways Meeting – Waimate
7 May 2021	Donation of Civic Award Winner Plants from Inner Wheel to Point Bush Eco Sanctuary
12 May 2021	Waimate Event Centre Visit by Far North District Council and Northland Regional Council (on behalf of Mayor)
13 May 2021	Meeting with Ben Clark, Regional Public Service Lead – Waimate Event Centre (on behalf of Mayor)
24 May 2021	Home visits to Browns Avenue residents – new waste management scheme
May	Korowai Wananga at Waihao Marae
26 May 2021	WDC Community Grant / WDC Sports Grant / Sport NZ Rural Travel Fund Committee meetings– Waimate Event Centre
8 June 2021	Waihao Wainono Catchment Community Group Meeting

**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 1 May 2021 to 11 June 2021.

<b>Cr Sandy McAlwee</b>	
<b>Date</b>	<b>Meetings and Functions</b>
5 May 2021	Cannington-Motukaika Rural Water Scheme Committee AGM – Waimate Event Centre
17 May 2021	Hook-Waituna Rural Water Scheme AGM – Gorge Road Waimate
8 June 2021	Audit and Risk Committee Meeting – Waimate Event Centre (as observer)

<b>Cr Miriam Morton</b>	
<b>Date</b>	<b>Meetings and Functions</b>
10 May 2021	Economic Development Steering Group Meeting – Waimate Event Centre
19 May 2021	CentreCare Waimate Committee Meeting – Waimate
25 May 2021	Waka Kotahi NZTA Transport Speed Forum – via Teams
8 June 2021	Audit and Risk Committee Meeting – Waimate Event Centre

<b>Cr David Owen</b>	
<b>Date</b>	<b>Meetings and Functions</b>
10 June 2021	Total Mobility Committee Meeting – Waimate

<b>Cr Colin Pankhurst</b>	
<b>Date</b>	<b>Meetings and Functions</b>
4 May 2021	Waikakahi Rural Water Scheme Committee AGM – Waimate Event Centre
6 May 2021	Waihaorunga Rural Water Scheme Committee AGM – Waimate Event Centre
7 May 2021	Hakataramea Water Scheme Committee Meeting – Hakataramea Gun Club
18 May 2021	Chief Executive's Performance Review Committee Meeting – Waimate Event Centre

Cr Sheila Paul	
Date	Meetings and Functions
8 June 2021	Audit and Risk Committee Meeting – Waimate Event Centre
9 June 2021	Dora Bus - Glenavy

**RECOMMENDATION**

That the Councillors' Report is accepted.

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

**Author:** Stuart Duncan, Chief Executive  
**Authoriser:** Stuart Duncan, Chief Executive  
**Attachments:** Nil

**PURPOSE**

1. To inform the Council of the Chief Executive's activities.

**STRATEGIC FOCUS**

2. Local Government Centre refurbishment (stage 1) – the majority of the work has been completed with just a few minor items remaining. All staff that had been temporarily relocated due to the flooding have returned to the office. The building was re-opened to the public on Monday 14 June. The replacement of the tile roof with long-run iron has been delayed due to a supply issue. The iron is expected to arrive by 18 June. The contractor has committed to replacing the roof over a number of weekends so as to avoid further disruption to the public and staff.
3. Three Waters Reform, including the preparation of an Impact Report on the Government Three Waters Reform and associated Water Industry Commission of Scotland and Department of Internal Affairs public reports.
4. LTP and Annual Report 2021

**MEETINGS AND FUNCTIONS ATTENDED**

5. Below is a list of meetings and functions attended by the Chief Executive from 1 May 2021 to 11 June 2021:

Date	Meetings and Functions	Purpose
28 May 2021	Environment Canterbury's South Canterbury Manager	Explore opportunities for resource sharing.
8 June 2021	President of Waimate Pony Club	Discuss the use of Knottingley Park and the Waimate Pony Club horse jumps.
8 June 2021	South Canterbury District Health Board, Timaru District Council and Mackenzie District Council (via Zoom)	Information session on the rollout of the COVID-19 vaccine.
11 <sup>th</sup> June	Zoom meeting with LGNZ	Part of the fortnightly LGNZ Three Waters Reform meetings

**RECOMMENDATION**

That the Chief Executive's Activity Report is accepted.

**12.2 AFFIXING OF THE COMMON SEAL**

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

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

**Attachments:** Nil

**PURPOSE**

1. The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act, 1993 and other relevant statutes:
  - a. Deed of Grant for Stock Underpass on Hannaton Road between Waimate District Council and Studholme Park Limited, dated 11 June 2021; and
  - b. Deed of Lease of Land (part of 3322 Hakataramea Valley Road, part of 39 Pentland Hills Road) between Waimate District Council and Fire and Emergency New Zealand, dated 14 June 2021
2. It is proposed that Council authorise the signing and sealing of these documents.

**RECOMMENDATION**

1. That the Affixing of the Common Seal report be accepted; and
2. That the following documents be executed under the Common Seal of Council:
  - a. Deed of Grant for Stock Underpass on Hannaton Road between Waimate District Council and Studholme Park Limited, dated 11 June 2021; and
  - b. Deed of Lease of Land (part of 3322 Hakataramea Valley Road, part of 39 Pentland Hills Road) between Waimate District Council and Fire and Emergency New Zealand, dated 14 June 2021

**13 COUNCIL ACTIONS REPORT**

Meeting	Officer/Director	Section	Subject
Council 31-May-18	Duncan, Stuart	General Reports	Library Redevelopment
<b>RESOLUTION 2018/40</b>			
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.			
<b>CARRIED</b>			
<b>Note:</b>			
The recommendations from the scoping exercise will go out to full public consultation before incurring further expenditure.			
16.06.21: No change. Chief Executive will take any questions if required.			

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

## 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

- Since my last report we have recently completed the recruitment for the following positions.

Position	Permanent / Temporary	Replacement or New Position
Cleaner	Permanent	Replacement
Administration Support Officer	Temporary	New
Administration Support Officer	Permanent	Replacement
Planning and Regulatory Group Manager	Permanent	Replacement
Records Officer	Permanent	Replacement
Graphic Designer	Permanent	New
Compliance Officer	Permanent	Replacement

- We are currently in the process of recruiting for a part time Library Assistant.
- We will be recruiting soon for a Waste Minimisation Officer, Water Treatment Plant Operator, Roding Officer and a temporary Roding Officer to cover parental leave.

#### STAFF STATISTICS

##### Permanent Staff

Month	Total	Full Time	Part Time	FTE
October-20	66	45	21	54.11
November-20	67	47	20	55.31
December-20	67	47	20	55.31
January-21	67	48	19	56.11
February-21	67	48	19	56.11
March-21	66	47	19	55.11
April-21	65	47	18	54.61
May-21	66	47	19	55.11
June-21	68	48	20	56.61

**Temporary and Casual Staff**

Month	Total	Temporary	Casual	FTE
October-20	8	8	0	5.4
November-20	10	10	0	7.75
December-20	10	10	0	7.75
January-21	13	13	0	10.31
February-21	13	13	0	10.31
March-21	12	12	0	9.56
April-21	8	8	0	6.31
May-21	6	6	0	5.06
June-21	5	5	0	4.06

**History as at June each year**

Year	Total	FTE
2018	58	48.58
2019	60	50.71
2020	64	53.04
2021	68	56.61

**LEAVE LIABILITY STATISTICS**

5. Leave Liability Graphs – The below graph indicates on the green line the current position opposed to the previous two years, blue being 2019 and red being 2020 positions.





6. Total Annual Leave Hours – The above graph shows in blue the amount of current leave hours and in red the balance of total hours that equals excess leave.
7. We currently have 14 staff with excess leave. Please note excess leave is any leave over one year's entitlement, e.g. if an employee has a yearly entitlement of 150.00 hours and they have a balance of 160.00 hours, then 10 hours will be counted as excess leave.

#### **RECOMMENDATION**

That the Human Resources Manager's report is accepted.



**15 HEALTH AND SAFETY REPORT**

Nil

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

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

**PURPOSE**

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

**REPORT ON MEETING: 8 JUNE 2021****Human Resources Managers Report**

3. The Human Resources Report was tabled. The excess leave liability continues to be the major issue although the number of staff with excess leave had improved over the previous report.

**Office of Auditor General (OAG) Forums**

4. The Deputy Chair gave an update from the latest OAG Forum held in June which was on the subject of local government finance and accountability documents. She highlighted the comments made by the presenter around having appropriate finance prudence indicators and whether money is being well spent.

**Major Projects Report**

5. The major projects report was reviewed by the Committee. It was noted the water projects were behind schedule pending a decision on the Government's Three Waters Reform process. The Committee requested that the description around the status of the projects be improved for the next meeting.

**Risk Register**

6. The Key Risk Register was reviewed with the amendments noted. A new extreme risk had been included around Service Delivery associated with a decision around the Three Waters Reform process. The Chief Executive discussed the implications associated with this risk. The committee noted that this risk will evolve into more specific risks once a decision has been made as to whether to opt in out of the Government Reform process.

**Health & Safety Incident Report – Public Excluded**

7. The Committee reviewed a report on an incident at the Event Centre, noting the actions that had been put in place following the incident.

**Cyber Security Report – Public Excluded**

8. The Cyber Security Status Report for the last three months was presented. A discussion was held around security in light of the recent Waikato District Hospital Board cyber-attack.

**Insurance Report – Public Excluded**

9. The Committee reviewed the latest insurance summary and claims made for the 2020/21 year. It was noted the renewal process for the 2021/22 year was being finalised and that the Council's insurance advisor would give an update on the outcome at the next meeting.

**Delivery Plan Report for Stimulus Funded Projects – Public Excluded**

10. The report for the Government Stimulus funded projects was reviewed. It was noted that the stimulus funded projects are required to be completed by March 2022. At this stage the projects funded by this package are on track for completion by this date.

**QUESTIONS**

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 CIVIL DEFENCE EMERGENCY MANAGEMENT OPERATIONAL REPORT**

**Author:** Nick Fazakerley, Emergency Management and Health & Safety Advisor  
**Authoriser:** Jonts McKerrow, Regulatory and Compliance Group Manager  
**Attachments:** Nil

**PURPOSE**

1. To inform Council of the Civil Defence activity that occurred in relation to the weather event from 29 to 31 May 2021.

**EMERGENCY MANAGEMENT ACTIVITIES**

2. The Civil Defence Emergency Management team was partially activated at 12:00pm on Friday 29 May 2021, in order to monitor and coordinate any response needed for an anticipated heavy rainfall event. Waimate District Council was the lead agency, supported by Canterbury Emergency Management Group and Environment Canterbury Flood Control.
3. Due to the limited nature of the event, staffing had been limited to key functions compared to other emergency events. Staffing for this event had comprised of the Controller, Regulatory and Compliance Group Manager, and Emergency Management and Health and Safety Advisor, supported by staff acting in the Public Information Manager and Operations Manager roles.
4. While our Emergency Operations Centre (EOC) was not activated, key CDEM activity took place over this time period to primarily monitor and track the progress of the event and prepare for any anticipated impacts to Waimate District. This included conducting reconnaissance of rivers and waterways within the District and correlating these with external data sources, and preparing our EOC and Welfare partner agencies in case of further activation and needs within the community.
5. The rainfall that did occur over the time period was well below forecast levels, due to the rapidly changing nature of the weather event. This means that the impacts upon the Waimate District were minimal, and any response activities required were managed within the Business as Usual processes of Council.
6. Our primary focus therefore was the provision of relevant and timely information to the Public via the various channels at Council's disposal. This was carried out by the Public Information Manager.

**PROVISION OF STAFF TO NEIGHBOURING TERRITORIAL AUTHORITIES**

7. At the request of the Timaru District Council, we provided staff to the Timaru District EOC on Sunday 30 May, to support their operations as they were substantially more impacted than the Waimate District. These included an Operations Manager and Response Manager.
8. Additionally, at the request of Canterbury Emergency Management, we prepared further staff to potentially deploy in support of other Canterbury Territorial Authorities, however this was not required.

**RECOMMENDATION**

That the Civil Defence Emergency Management Operational Report is accepted.

**17.2 SHARED PATHWAY LINKING WAIMATE TOWN TO THE STUDHOLME BUSH CARPARK FUNDING**

**Author:** Shelley Wilson, Roding Technician

**Authoriser:** Dan Mitchell, Asset Group Manager

**Attachments:** 1. SH82 Revised Map  

**PURPOSE**

1. The purpose of this report is to seek Council approval to partially fund a shared footpath linking Waimate Town to the Studholme Bush carpark. Funding is to be sourced from the Subdivision Contributions Reserve.

**BACKGROUND**

2. The shared pathway will be a similar project to the recently constructed pathway on Point Bush Road that links Waimate Town to the White Horse Walking Track.
3. The project will provide a shared pathway that is designed to attract all ages and abilities for both walking and biking.
4. The pathway also provides a link from the A&P Showgrounds and Pavilion to the Waimate Township.
5. The aim of the proposed pathway is to link the Waimate Township to the Studholme Bush Carpark and walking tracks at the start of the Waimate Gorge.
6. This will also provide the missing link to the Waimate Creek Walkways, the Whitehorse and Studholme Bush Walkways. Naylor's Track alongside the river then linking back to either Point Bush Road Track or Garlands Track, as well as the newly constructed mountain bike track along the river that runs from Mount John Road – SH82.

**PROPOSAL**

7. The pathway begins at the New Zealand Motor Caravan Association site on Mount John Road, follows along Mount John Road to Hodges Road and onto SH82 to the Studholme Carpark. The total length is 2.3km.
8. Waka Kotahi (NZTA) have approved the State Highway 82 section running from Hodges Road to the Studholme Carpark.
9. The pathway will be constructed with a gravel surface 2.0m wide, and will require extension of existing road culverts.

**Options**

10. The option of using Gorge Road to the Showgrounds was considered, but the position of the existing drain and the required clearance of the footpath to the edge of the seal and the requirement to construct a foot bridge made this option undesirable.

**ASSESSMENT OF SIGNIFICANCE**

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

**FINANCIAL**

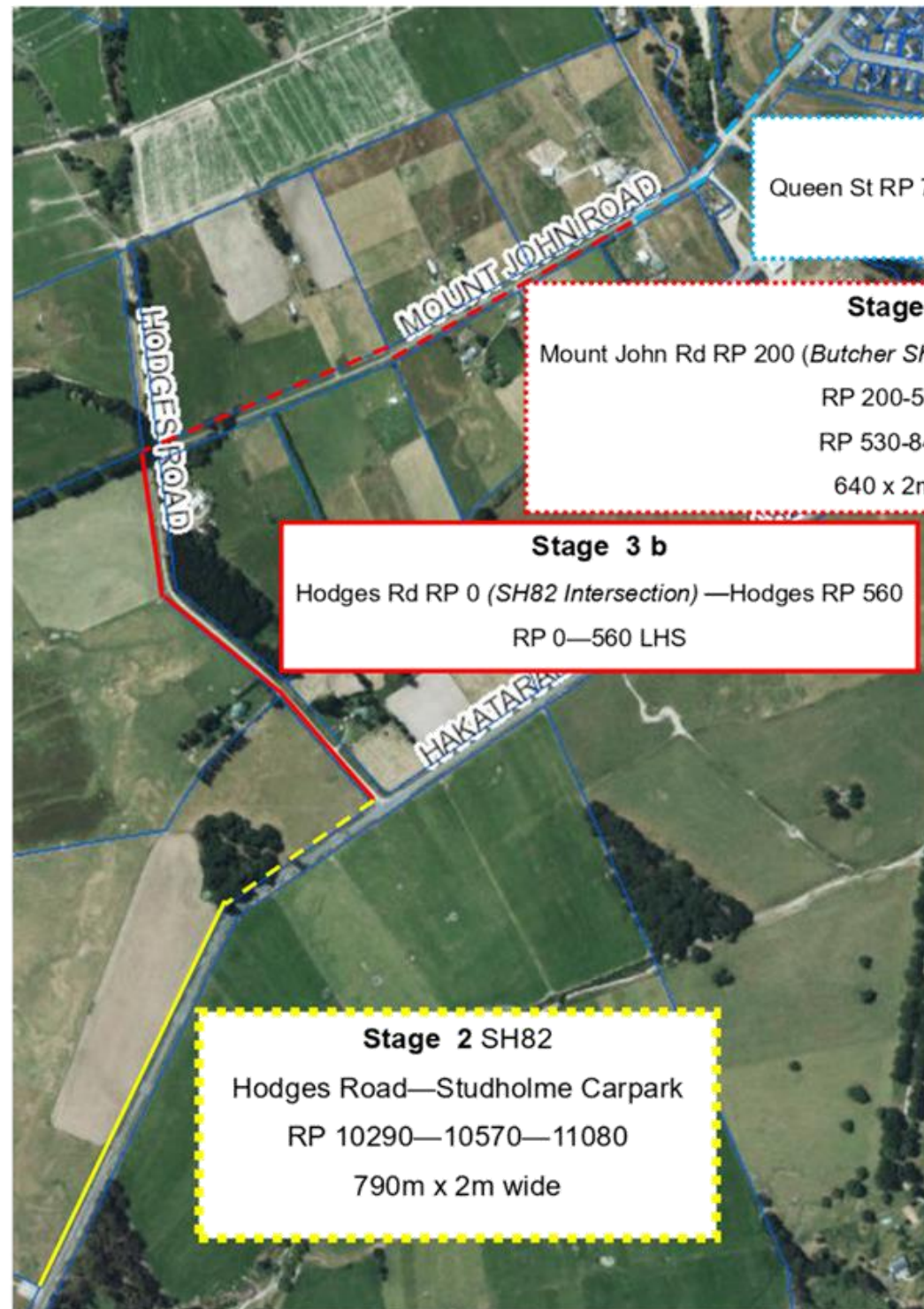
12. The estimate for the construction is \$145,000 exc. GST. The Roding budget will cover \$105,000 exc. GST. from the Minor Improvement Budget, with a short fall of \$40,000 exc. GST. to be funded from the Subdivision Contributions Reserve.

**Budget**

13. The Recreation Subdivision Fund has a current balance of \$489,976. The current reserve commitments are \$25,000 for the annual Trackways and Bushtown grants.

**RECOMMENDATION**

1. That the Shared Pathway linking Waimate Town to the Studholme Bush Carpark Funding report is accepted; and
2. That the Council approves the \$40,000 contribution towards the shared pathway from the Subdivision Contributions Reserve.

**Stage 1**Queen St RP 760 (*motorhome Park*)— Mount John Road RP 200 (*Butcher shop*)

310m x 2m wide

**Stage 3 a**Mount John Rd RP 200 (*Butcher Shop*) — Mount John Road RP 840

RP 200-530 LHS

RP 530-840 RHS

640 x 2m wide

**Stage 3 b**Hodges Rd RP 0 (*SH82 Intersection*) —Hodges RP 560

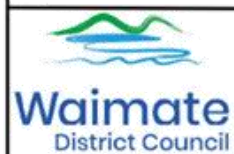
RP 0—560 LHS

**Stage 2 SH82**

Hodges Road—Studholme Carpark

RP 10290—10570—11080

790m x 2m wide



ROADING  
TECHNICAL  
UNIT

**Shared Pathway - Location Plan**

Date: 10 May 2021

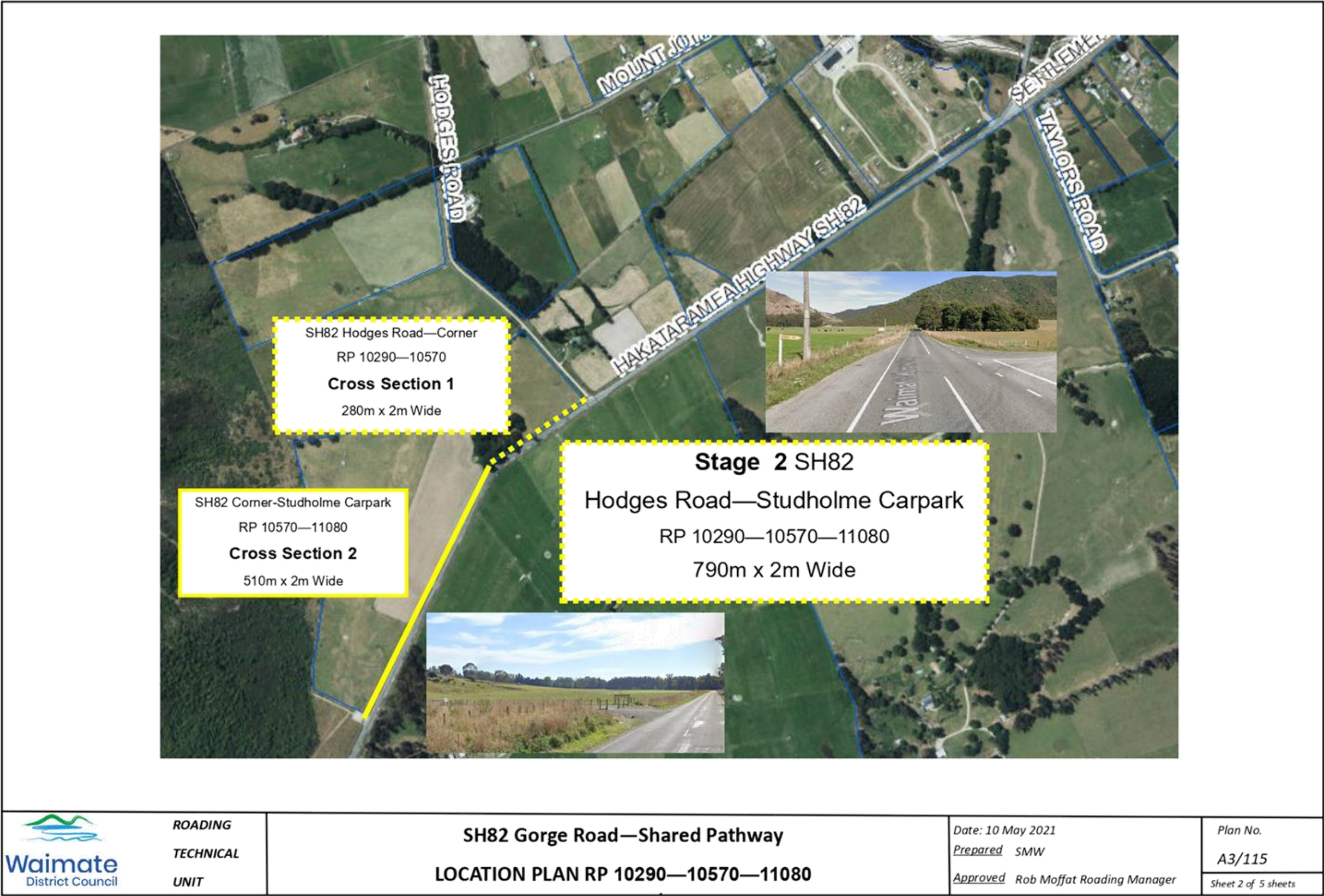
Prepared SMWApproved Rob Moffat Roading Manager

Plan No.

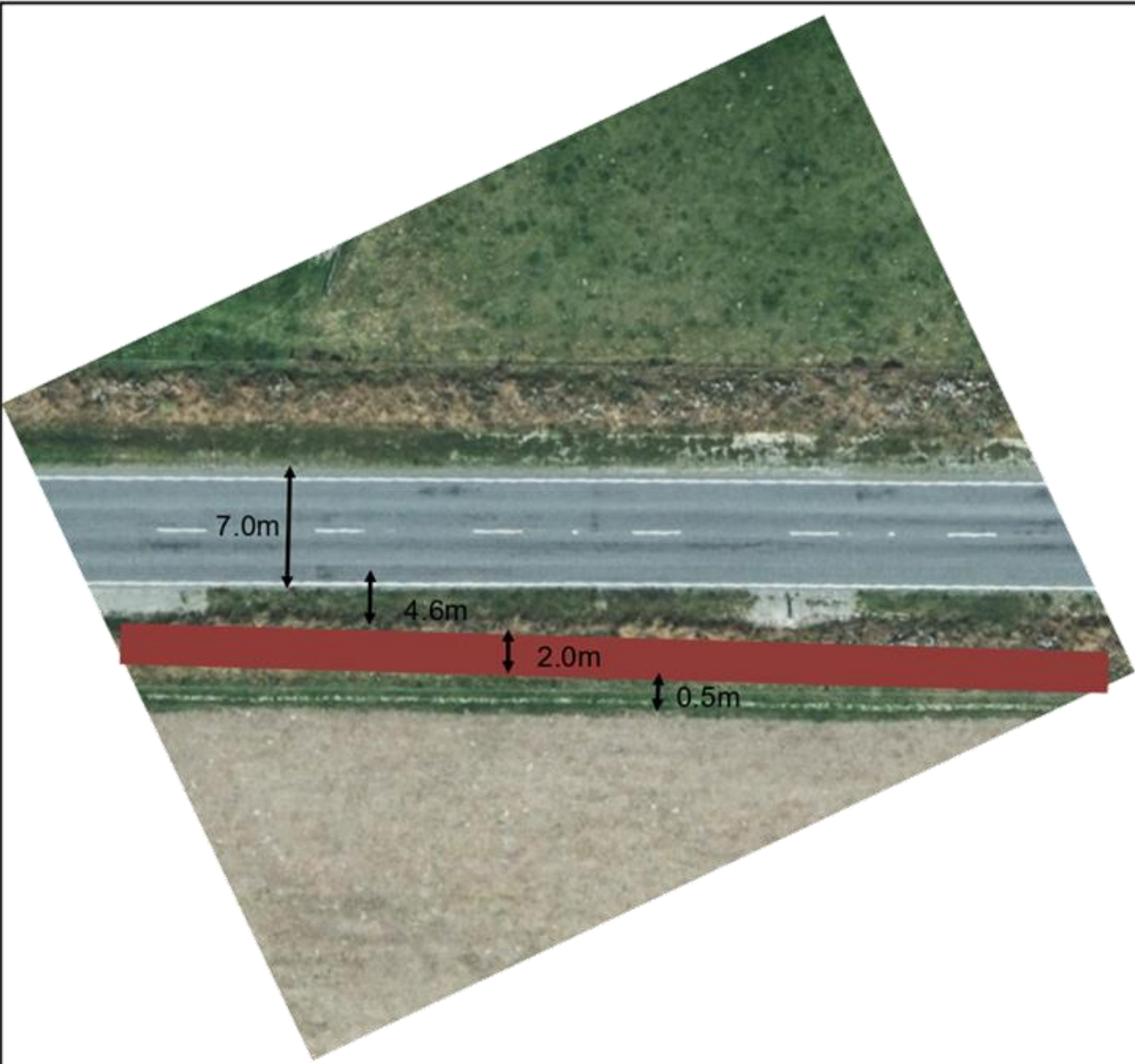
A3/115

Sheet 1 of 5 sheets





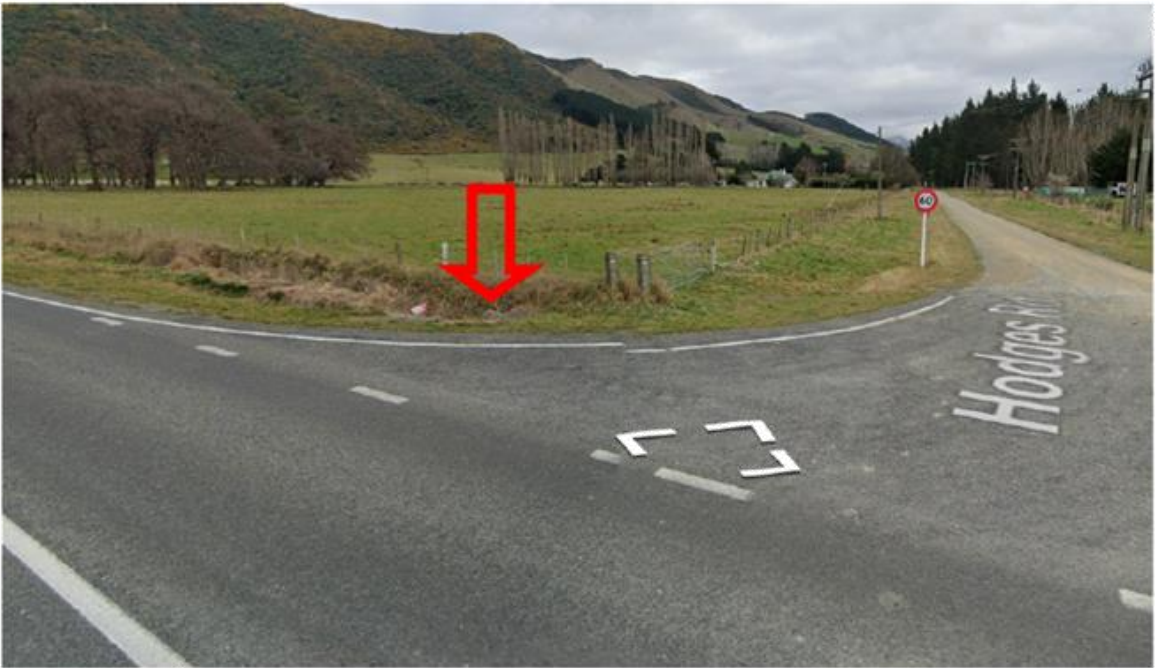




Typical Road Dimensions  
SH82 RP 10290—11080 RHS

Hodges Road Intersection Detail  
SH82 RP 10290 RHS

Extend 375mm dia. culvert on LHS with mountable end  
Fence/Gateway South side of Hodges Road—Shift back to true boundary



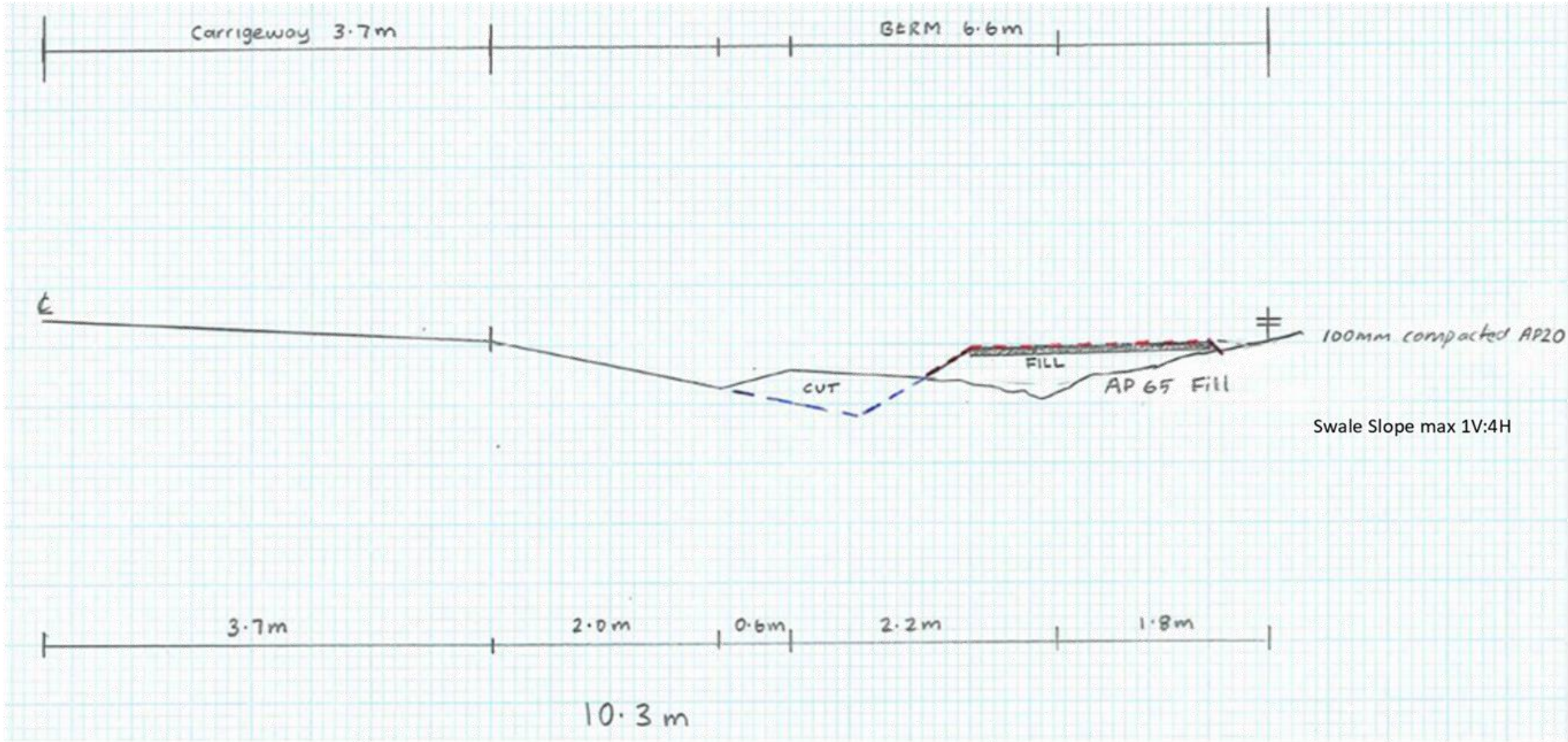
ROADING  
TECHNICAL  
UNIT

SH82 Gorge Road—Shared Pathway  
DETAILS RP 10290—10570—11080

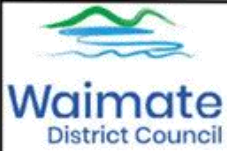
Date: 10 May 2020  
Prepared SMW  
Approved Rob Moffat Roading Manager

Plan No.  
A3/115  
Sheet 3 of 5 sheets





Stage 2—Typical Cross Section 1  
RP 10290—10570 RHS



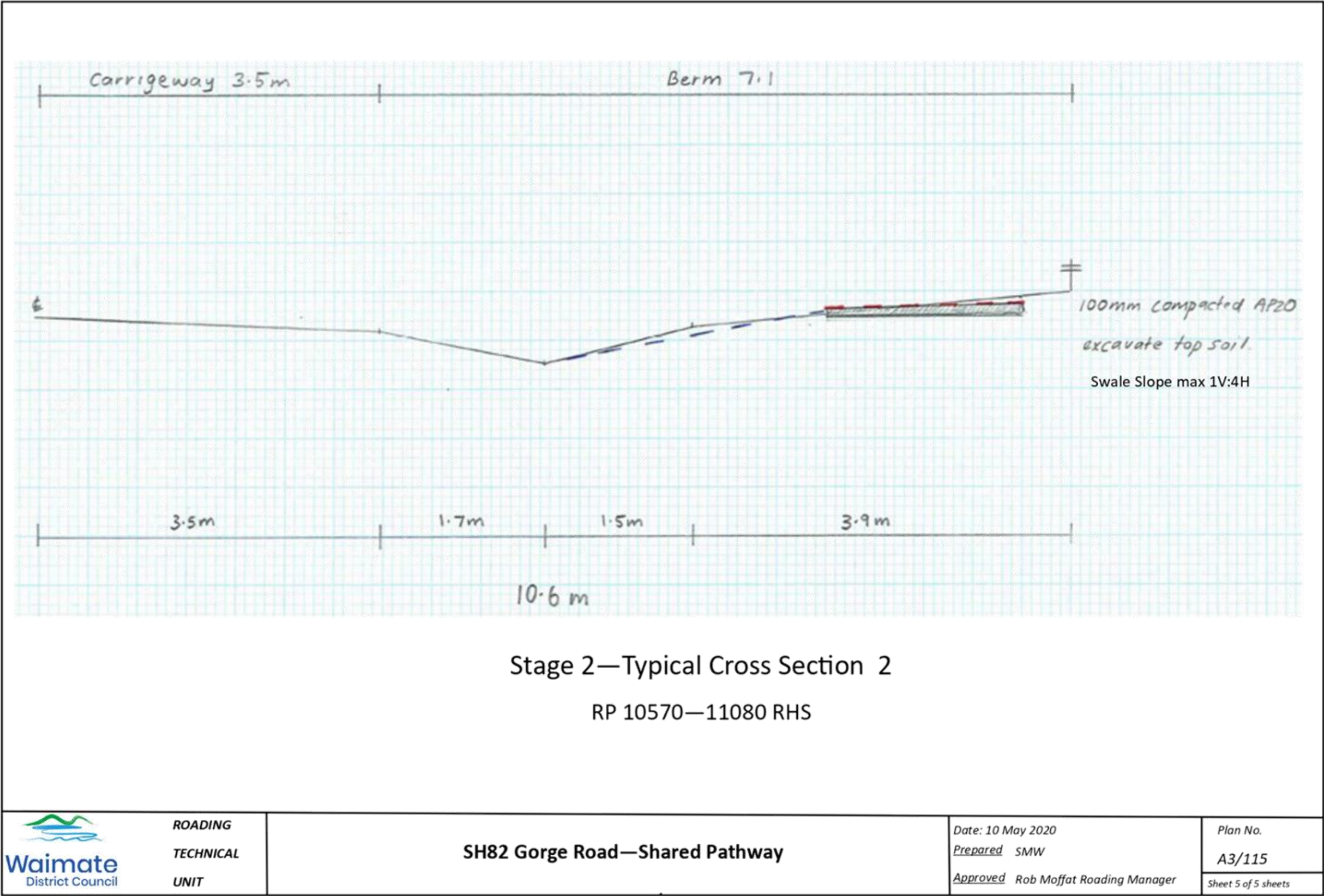
ROADING  
TECHNICAL  
UNIT

SH82 Gorge Road—Shared Pathway

Date: 10 May 2020  
Prepared SMW  
Approved Rob Moffat Roading Manager

Plan No.  
A3/115  
Sheet 4 of 5 sheets





**17.3 WASTE MANAGEMENT FEES AND CHARGES**

**Author:** Dan Mitchell, Asset Group Manager

**Authoriser:** Dan Mitchell, Asset Group Manager

**Attachments:** Nil

**PURPOSE**

1. To seek Council approval to extend the use of the 2020/21 Waste Management Fees and Charges at the Waimate Resource Recovery Park until the new weighbridge has been installed and is operational.

**BACKGROUND**

2. At the 30 March 2021 Council meeting, Council approved the Waimate District Council Fees and Charges 2021/22, effective 1 July 2021.
3. These Fees and Charges included a revised mechanism for measuring and charging for waste received at the Waimate Resource Recovery Park. This was enabled by the construction of a weighbridge and associated point of sale software.
4. At the time of writing this report civil works to enable this installation are occurring and a building consent is being processed in relation to the reconfiguration of the existing building.
5. The weighbridge is expected to be unloaded and devanned at Timaru Port on 23 June 2021. Delivery to site is expected 30 June 2021.
6. Subsequent installation and commissioning is expected to take one week, and is likely to be completed by the second week in July 2021.

**PROPOSAL**

7. A direct impact of the later than anticipated weighbridge commissioning is that the proposed Fees and Charges do not align with the charging mechanism. That is council currently charges by volume rather than weight.
8. As part of the Revenue and Financing Policy 2021, Council has identified that some operating costs for the Waste Management Activity will be funded through Fees and Charges. These Fees and Charges are adopted by Council but may be modified through a subsequent decision.
9. It is proposed that Council continues to utilise the Waste Management Fees and Charges for 2020/21 until such time that the weighbridge is operational. Staff estimate this to be a period of two weeks from 1 July 2021.

**Options**

10. There are two options available:
  - a. Council extends the use of the Waste Management Fees and Charges 2020/21 for the Waimate Resource Recovery Park until such time as the proposed weighbridge is operational; or
  - b. Council does not extend the use of the Waste Management Fees and Charges 2020/21 for the Waimate Resource Recovery Park, until such time as the weighbridge is installed and operational.

**ASSESSMENT OF SIGNIFICANCE**

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

**CONSIDERATIONS**

12. Council acknowledges that without appropriately approved Fees and Charges that it will be unable to seek payment for some waste streams at the Waimate Resource Recovery Park until the weighbridge is installed and is operational.

**Legislation**

13. Local Government Act 2002.

**Risk**

14. The risk of further delay still exists as sea freight has been adversely impacted by the current pandemic.

**FINANCIAL**

15. There is a potential loss of income related to materials being deposited at the Waimate Resource Recovery Park and subsequently carted to the Redruth Landfill, Timaru.

**Budget**

16. General Ledger Code 542071502 – total budget \$120,060. \$73,459 committed at the time of writing this report.

**RECOMMENDATION**

1. That the Waste Management Fees and Charges report is accepted; and
2. That Council approves the continued use of the Waste Management Fees and Charges 2020/21 from 1 July 2021, until the proposed weighbridge is commissioned; and
3. That Council reverts to the previously adopted Waste Management Fees and Charges 2021/22 once the new weighbridge is commissioned.

**17.4 WAIMATE DISTRICT COUNCIL REVISED MEETING SCHEDULE 2021**

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

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

**Attachments:** 1. Waimate District Council 2021 Revised Meeting Schedule [!\[\]\(23d9fc146e83b5c3013cfa32c784f8d5\_img.jpg\) !\[\]\(f5c463b8c1554ac5049d611bd8e33a51\_img.jpg\)](#)

**PURPOSE**

1. To present to Council a revised Council Meeting schedule for the remainder of the 2021 year for consideration.

**BACKGROUND**

2. This year, due to a variety of reasons, there has been changes to our 2021 Council Meeting Schedule, and we appreciate the flexibility and support of Elected Members and staff.
3. Late last year, to allow priority to be given to pressing priorities including the Long Term Plan 2021-31 and Three Waters Reform Request for Information, the *Community Services and Development*, *District Infrastructure* and *Environmental Services and Finance Committee* meetings were suspended and replaced with Council meetings in order to allow sufficient opportunity for staff to bring items to Council for decision and/or information.
4. With Local Body Elections in 2022, staff will be undertaking a review of our meeting structure, and a report for consideration is expected to be brought to Council later this year in order that this structure can be agreed in advance of the new term of Council.
5. In the meantime, Council are asked to consider continuing with Council meetings for the remainder of 2021, i.e. the continued suspension of the three standing Committee meetings.
6. We attach the revised Council Meeting Schedule for the remainder of the year for consideration.

**PROPOSAL**

7. That Council considers and adopts the revised Council Meeting Schedule as presented, with or without amendments.

**ASSESSMENT OF SIGNIFICANCE**

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

**FINANCIAL**

9. There are no financial implications.

**RECOMMENDATION**

1. That the Waimate District Council Revised Meeting Schedule 2021 report is accepted, and
2. That the Waimate District Council Revised Meeting Schedule 2021 is adopted, with or without amendments

Date	Meeting
Tuesday 22 June	Council
Tuesday 29 June	Chief Executive's Performance Review
Tuesday 27 July	LTP Submission Hearings
Wednesday 28 July	Council (LTP Decisions)
Tuesday 17 August	Council Meeting (Citizenship) - Proposed to hold at Waihao Marae
Tuesday 24 August	Audit & Risk Committee
Tuesday 31 August	Council (LTP adoption)
Tuesday 28 September	Council
Tuesday 26 October	Council (Annual Report adoption)
Tuesday 16 November	Council
Tuesday 30 November	Audit and Risk Committee
Tuesday 14 December	Council

*Please note this meeting schedule may be subject to change*

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

Nil



## PUBLIC EXCLUDED

## 19 EXCLUSION OF THE PUBLIC REPORT

## RESOLUTION TO EXCLUDE THE PUBLIC

**RECOMMENDATION**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>19.1 - Public Excluded Minutes of the Council Meeting held on 11 May 2021</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>19.2 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 18 May 2021</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>19.3 - Long Term Plan 2021-31 - Rates Assessment and Invoicing</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  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
<b>19.4 - Alpine Energy Shareholders Report - April 2021</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

<b>19.5 - Civic Financial Services Limited</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

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