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
Order Of Business

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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

<table>
<thead>
<tr>
<th>Author:</th>
<th>Karalyn Reid, Committee Secretary and PA to the Mayor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser:</td>
<td>Tina Stevenson, Corporate Services Group Manager</td>
</tr>
<tr>
<td>Attachments:</td>
<td>1. Minutes of the Council Meeting held on 18 August 2020</td>
</tr>
</tbody>
</table>

**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
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:

<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48 for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.1 - Public Excluded minutes of the Council Meeting held on 23 June 2020</td>
<td>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</td>
<td>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</td>
</tr>
<tr>
<td>19.2 - Outstanding Council Actions Report - Public Excluded</td>
<td>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</td>
<td>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</td>
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<tr>
<td></td>
<td>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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)</td>
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</table>
### 19.3 - Waste Minimisation and Management Services Procurement

<table>
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### 19.4 - Forestry Projects

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<td>s7(2)(h)</td>
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### 19.5 - Appointment of Non-Executive Director - Alpine Energy

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>s7(2)(a)</td>
<td>the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</td>
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<td>the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</td>
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<td>s48(1)(a)(i)</td>
<td>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</td>
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CARRIED

### 20 - RE-ADMITTANCE OF THE PUBLIC REPORT

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Description</th>
</tr>
</thead>
</table>
| RESOLUTION 2020/39 | Moved: Deputy Mayor Sharyn Cain  
Seconded: Cr Sheila Paul  
That Council moves out of Closed Council into Open Council. |

CARRIED
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
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:

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<tbody>
<tr>
<td>7.1 - Chief Executive’s Performance Review and Priorities Report</td>
<td>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</td>
<td>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</td>
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</tbody>
</table>

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
6 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

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<th>Ground(s) under section 48 for the passing of this resolution</th>
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</thead>
<tbody>
<tr>
<td>6.1 - Chief Executive's Individual Employment Agreement</td>
<td>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)</td>
<td>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</td>
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<tr>
<td>6.2 - Chief Executives Remuneration</td>
<td>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)</td>
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</tbody>
</table>

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


<table>
<thead>
<tr>
<th>Date</th>
<th>Meetings and Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 August 2020</td>
<td>CWMS Zone Committee Revised Terms of Reference and Letter of Shared Priorities Workshop – Waimate Event Centre</td>
</tr>
<tr>
<td>20 August 2020</td>
<td>Covid Debrief with SCDHB Chief Executive &amp; SC Mayors – Timaru</td>
</tr>
<tr>
<td>21 August 2020</td>
<td>Local Government New Zealand AGM – via online</td>
</tr>
<tr>
<td>24 August 2020</td>
<td>Meeting with Environment Canterbury Councillor Peter Scott – Council</td>
</tr>
<tr>
<td>27 August 2020</td>
<td>Alpine Energy AGM – Timaru</td>
</tr>
<tr>
<td>28 August 2020</td>
<td>Mayor’s Chat with OJ – The Breeze</td>
</tr>
<tr>
<td>31 August 2020</td>
<td>Meeting with Environment Canterbury Chair and Southern Councillors – Council</td>
</tr>
<tr>
<td>2 September 2020</td>
<td>SC Chamber of Commerce &amp; SC Councils Meeting – via zoom</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>3 September 2020</td>
<td>Waitaki Lakes Shorelines Authorities Committee Meeting – Council</td>
</tr>
<tr>
<td>4 September 2020</td>
<td>Canterbury Mayoral Forum – Christchurch</td>
</tr>
<tr>
<td>4 September 2020</td>
<td>Civil Defence Emergency Management Committee Meeting – Christchurch</td>
</tr>
<tr>
<td>7 September 2020</td>
<td>Canterbury Three Waters Steering Group Meeting – via zoom</td>
</tr>
<tr>
<td>8 September 2020</td>
<td>Audit and Risk Committee Meeting – Waimate Event Centre</td>
</tr>
<tr>
<td>10 September 2020</td>
<td>Meeting with the Strawberry Fare Committee – Council</td>
</tr>
<tr>
<td>17 September 2020</td>
<td>Meeting with Te Rūnaka o Waihao Chair Jo McLean – Council</td>
</tr>
<tr>
<td>18 September 2020</td>
<td>Leftfield Innovation Presentation to Canterbury Mayoral Forum – Rolleston</td>
</tr>
<tr>
<td>22 September 2020</td>
<td>Ted d’Auvergne Sculpture Project Fundraising Committee Meeting – Council</td>
</tr>
<tr>
<td>22 September 2020</td>
<td>Guest Speaker at Senior Citizens Meeting – Waimate</td>
</tr>
<tr>
<td>29 September 2020</td>
<td>Three Waters Procurement Webinar – via online</td>
</tr>
<tr>
<td>30 September 2020</td>
<td>Meeting with Tom Williams &amp; Ian Moore – Council</td>
</tr>
<tr>
<td>30 September 2020</td>
<td>Creative NZ Grants Meeting – Council</td>
</tr>
<tr>
<td>2 October 2020</td>
<td>Environment Canterbury and Council ‘Governance to Governance’ Meeting – Timaru</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

That the Mayor’s Report is accepted.
10.1 DEPUTY MAYOR'S REPORT

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.

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

RECOMMENDATION
That the Deputy Mayor’s Report is accepted.
## 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.

<table>
<thead>
<tr>
<th>Cr Fabia Fox</th>
<th>Date</th>
<th>Meetings and Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31 August 2020</td>
<td>Meeting with Environment Canterbury Chair and Southern Councillors – Council</td>
</tr>
<tr>
<td></td>
<td>20 September 2020</td>
<td>Meeting with Chair of District Resourcing Trust</td>
</tr>
<tr>
<td></td>
<td>2 October 2020</td>
<td>Environment Canterbury and Council ‘Governance to Governance’ Meeting – Timaru</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cr Sandy McAlwee</th>
<th>Date</th>
<th>Meetings and Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31 August 2020</td>
<td>Meeting with Environment Canterbury Chair and Southern Councillors – Council</td>
</tr>
<tr>
<td></td>
<td>21 September 2020</td>
<td>Hook-Waituna Rural Water Scheme Committee meeting – Council</td>
</tr>
<tr>
<td></td>
<td>2 October 2020</td>
<td>Environment Canterbury and Council ‘Governance to Governance’ Meeting – Timaru</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cr Miriam Morton</th>
<th>Date</th>
<th>Meetings and Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 August 2020</td>
<td>Canterbury Waste Joint Committee Meeting – via zoom</td>
</tr>
<tr>
<td></td>
<td>31 August 2020</td>
<td>Meeting with Environment Canterbury Chair and Southern Councillors – Council</td>
</tr>
<tr>
<td></td>
<td>8 September 2020</td>
<td>Audit and Risk Committee Meeting – Council</td>
</tr>
<tr>
<td></td>
<td>16 September 2020</td>
<td>CentreCare Committee Meeting – Waimate</td>
</tr>
<tr>
<td></td>
<td>21 September 2020</td>
<td>Economic Development Strategy Group Meeting – Council</td>
</tr>
<tr>
<td></td>
<td>29 September 2020</td>
<td>Three Waters Procurement Webinar – via online</td>
</tr>
<tr>
<td></td>
<td>30 September 2020</td>
<td>Creative Communities Grants Committee Meeting – Council</td>
</tr>
<tr>
<td></td>
<td>2 October 2020</td>
<td>Environment Canterbury and Council ‘Governance to Governance’ Meeting – Timaru</td>
</tr>
</tbody>
</table>
### Cr David Owen

<table>
<thead>
<tr>
<th>Date</th>
<th>Meetings and Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 August 2020</td>
<td>VJ Day RSA Service – Waimate</td>
</tr>
<tr>
<td>10 September 2020</td>
<td>Total Mobility Committee Meeting – Waimate</td>
</tr>
<tr>
<td>10 September 2020</td>
<td>Total Mobility Committee AGM – Waimate</td>
</tr>
<tr>
<td>3 September 2020</td>
<td>Waitaki Lakes Shorelines Authorities Meeting – Council</td>
</tr>
<tr>
<td>8 September 2020</td>
<td>Audit &amp; Risk Committee Meeting – Council</td>
</tr>
<tr>
<td>2 October 2020</td>
<td>Environment Canterbury and Council ‘Governance to Governance’ Meeting – Timaru</td>
</tr>
</tbody>
</table>

### Cr Colin Pankhurst

<table>
<thead>
<tr>
<th>Date</th>
<th>Meetings and Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 September 2020</td>
<td>Economic Development Strategy Group Meeting – Council</td>
</tr>
<tr>
<td>21 September 2020</td>
<td>Waikakahi Rural Water Scheme Committee Meeting – Council</td>
</tr>
<tr>
<td>23 September 2020</td>
<td>Waiaorunga Rural Water Scheme Committee Meeting – Council</td>
</tr>
<tr>
<td>23 September 2020</td>
<td>Visit to Gum Tree Flat Road with Chief Executive</td>
</tr>
<tr>
<td>2 October 2020</td>
<td>Environment Canterbury and Council ‘Governance to Governance’ Meeting – Timaru</td>
</tr>
</tbody>
</table>

### Cr Sheila Paul

<table>
<thead>
<tr>
<th>Date</th>
<th>Meetings and Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 August 2020</td>
<td>Meeting with Environment Canterbury Chair and Southern Councillors – Council</td>
</tr>
<tr>
<td>8 September 2020</td>
<td>Audit &amp; Risk Committee Meeting – Council</td>
</tr>
<tr>
<td>2 October 2020</td>
<td>Environment Canterbury and Council ‘Governance to Governance’ Meeting – Timaru</td>
</tr>
</tbody>
</table>

**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.
## Ordinary Council Meeting Agenda

**13 October 2020**

### Item 13.1 - Attachment 1

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Officer/Director</th>
<th>Section</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council 31-May-18</td>
<td>Duncan, Stuart</td>
<td>General Reports</td>
<td>Library Redevelopment</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Officer/Director</th>
<th>Section</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council 19-Feb-19</td>
<td>Mitchell, Dan</td>
<td>General Reports</td>
<td>Waste Compactor - Waimate Resource Recovery Park</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Officer/Director</th>
<th>Section</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council 04-Jun-20</td>
<td>Mitchell, Dan</td>
<td>Motion</td>
<td>Waimate District Rubbish &amp; Recycling Services Consultation - Decision</td>
</tr>
</tbody>
</table>

**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:

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

**Note**

5 Oct 2020: The Asset Group Manager to give update at the meeting on 13 October 2020

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Officer/Director</th>
<th>Section</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services and Development Committee 15-Sep-20</td>
<td>Johns, Carolyn</td>
<td>General Reports</td>
<td>Recreational Track Grant Application</td>
</tr>
</tbody>
</table>

**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

1. For the Human Resources Manager to update Council.

RECRUITMENT

2. Recruitment is underway for the following positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Permanent / Temporary</th>
<th>Replacement or New Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks and Reserves Manager</td>
<td>Permanent</td>
<td>Replacement</td>
</tr>
<tr>
<td>Records Officer</td>
<td>Permanent</td>
<td>Replacement</td>
</tr>
<tr>
<td>Employment Coordinator</td>
<td>Temporary</td>
<td>New</td>
</tr>
</tbody>
</table>

3. We have recently completed the recruitment for the following positions

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

STAFF STATISTICS

Permanent Staff

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
<th>Full Time</th>
<th>Part Time</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>August-20</td>
<td>61</td>
<td>42</td>
<td>19</td>
<td>50.61</td>
</tr>
<tr>
<td>September-20</td>
<td>62</td>
<td>44</td>
<td>18</td>
<td>51.61</td>
</tr>
<tr>
<td>October-20</td>
<td>66</td>
<td>45</td>
<td>21</td>
<td>54.11</td>
</tr>
</tbody>
</table>
Temporary and casual staff

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
<th>Temporary</th>
<th>Casual</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>August-20</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September-20</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>.75</td>
</tr>
<tr>
<td>October-20</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>5.4</td>
</tr>
</tbody>
</table>

HISTORY AS AT JUNE EACH YEAR

<table>
<thead>
<tr>
<th>Year</th>
<th>Total</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>58</td>
<td>48.58</td>
</tr>
<tr>
<td>2019</td>
<td>60</td>
<td>50.71</td>
</tr>
<tr>
<td>2020</td>
<td>64</td>
<td>53.04</td>
</tr>
</tbody>
</table>

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 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.
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 $ 38,480*
   Completion of the balance of NZTA approved works from the November 2018 flood event.

4. Parks and Reserves Wood Chipper $ 29,800
   A wood chipper has been purchased to efficiently process waste.

5. Property – Courthouse roof upgrade $ 28,380
   The Courthouse roof repairs have been completed with $28,380 spent during the June 2019 financial year, and $28,380 this financial year; a total project cost of $56,760. The project was approved at the Ordinary Council meeting held on 2 April 2019.

6. Swimming Pool – Heating upgrade $ 97,170
   The heating system upgrade was completed in October 2019, with $249,370 spent during the 2018 and 2019 financial years, and $97,170 this financial year. The project was approved at the Ordinary Council meeting held on 8 October 2019.

7. Community Support – Grant towards Dog and Agility Park $ 18,250
   A grant was approved at the Ordinary Council meeting held on 8 October 2019, to be funded from the Subdivision Recreation Reserve Contribution Fund.

8. Event Centre – Community Vehicle Trust Garage $ 165,830
   – Garage stormwater $ 10,040
   Approval for the Community Vehicle Trust Garage was given at the Ordinary Council meeting held on 9 October 2018, with up to $50,000 to be funded from the Subdivision Recreation Reserve Contribution Fund, and $90,000 to be received from a donation towards the project.

9. Event Centre – Climbing wall painting $ 9,720
   – Furniture and equipment $ 8,140*
   The climbing wall required repainting, and some replacement seating and tables were purchased.
10. Investment Property – Gorge Road $31,380*
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.

11. Investment Property – Gorge Road $472,250
Approval for the purchase of an investment property was given at the Ordinary Council meeting held on 10 December 2019. Additional costs have been incurred for internal fitout modifications and refurbishment.

12. Furniture and fittings – Gorge Road $36,890
The Gorge Road investment property has been refitted with custom furniture and blinds.

An online processing portal has been implemented to streamline building consent data transfers for external customers and Council staff.

Electronic processing software has been implemented to streamline and enhance building consent processing for Council staff.

15. Local Government Centre – Asbestos removal $40,740
Following identification of asbestos in a small office ceiling at the Local Government Centre, a contractor was engaged to remove the asbestos in a safe manner.

16. Waste Management – Portacom Building $13,230*
A portacom building has been relocated to the Resource Recovery Park to provide a lunch/tea room for staff.

17. Sewerage and Sewage – Edward Street upgrade $14,160
Some costs have been incurred for modelling of the Edward Street sewer upgrade. The project was budgeted in the 2018/19 financial year at $551,000.

18. Morven Reserve** $15,660
Grounds maintenance of $10,260 has been completed at Steward Park, in addition to payments of donations totalling $5,400.

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

New items approved by the Chief Executive

19. Forestry Reserves – Planting costs $14,520
Replanting costs were incurred for some previously harvested blocks, necessary in order to fulfill Emission Trading Scheme obligations. It is noted a $9,300 ‘Pruning & Thinning’ budget was not required during the year.

20. Rental Property – Painting of house $10,170
The exterior of the house at Victoria Park was painted, with funds from the rental property reserve.
   Land use consent monitoring costs were incurred for the last 2 financial years for surface and groundwater takes.

22. Compliance Officer – Internal vehicle transfer
   The Roading 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
   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.
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.
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Economic Development Strategy</td>
<td>Michelle Jones</td>
<td>The Economic Development Steering Group are progressing a number of projects.</td>
<td>4,960</td>
<td>39,520</td>
<td>51,080</td>
<td>87,100</td>
<td>138,160</td>
<td>107,600</td>
<td>107,600</td>
<td>26,000</td>
<td>132,600</td>
</tr>
<tr>
<td>2</td>
<td>Economic Development - Council initiatives</td>
<td>Michelle Jones</td>
<td>Expenditure is funded via the Economic Development Special Grant Fund, with the unspent funds proposed to be carried forward.</td>
<td>0</td>
<td>0</td>
<td>69,460</td>
<td>80,000</td>
<td>149,460</td>
<td>149,500</td>
<td>149,500</td>
<td>70,000</td>
<td>219,500</td>
</tr>
<tr>
<td>3</td>
<td>Economic Development and Promotions - Rebranding</td>
<td>Michelle Jones</td>
<td>Economic Development and Promotions - The rebranding project is about to commence.</td>
<td>930</td>
<td>4,020</td>
<td>0</td>
<td>49,100</td>
<td>49,100</td>
<td>45,100</td>
<td>45,100</td>
<td>0</td>
<td>45,100</td>
</tr>
<tr>
<td>4</td>
<td>Economic Development and Promotions - Brochures, souvenirs, videos and photographs</td>
<td>Michelle Jones</td>
<td>Funds proposed to be re-purposed towards purchasing a branded marquee (capital item), maintenance and painting the yellow shed, and Christmas lights for the band rotunda.</td>
<td>1,430</td>
<td>29,000</td>
<td>24,260</td>
<td>29,000</td>
<td>53,260</td>
<td>28,400</td>
<td>28,400</td>
<td>18,000</td>
<td>46,400</td>
</tr>
<tr>
<td>5</td>
<td>Community Support - Community Link grant</td>
<td>Carolyn Johns</td>
<td>Due to a delay in payment of the 2019/20 grant, it is proposed to carry forward and make payment this year.</td>
<td>0</td>
<td>0</td>
<td>17,560</td>
<td>0</td>
<td>17,560</td>
<td>17,560</td>
<td>17,560</td>
<td>17,560</td>
<td>35,260</td>
</tr>
<tr>
<td>6</td>
<td>Community Support - Recreational track grants</td>
<td>Carolyn Johns</td>
<td>Proposes to grant unspent funds from the prior year, held in reserve, during the 2020/21 funding rounds.</td>
<td>10,050</td>
<td>23,470</td>
<td>20,000</td>
<td>9,500</td>
<td>29,500</td>
<td>6,400</td>
<td>6,400</td>
<td>20,000</td>
<td>26,400</td>
</tr>
<tr>
<td>7</td>
<td>Community Support - Sport NZ Rural Trans Fund</td>
<td>Carolyn Johns</td>
<td>Proposes to grant unspent funds from the prior year, held in reserve, during the 2020/21 funding rounds.</td>
<td>8,470</td>
<td>3,270</td>
<td>9,500</td>
<td>0</td>
<td>9,500</td>
<td>6,200</td>
<td>6,200</td>
<td>9,500</td>
<td>15,700</td>
</tr>
<tr>
<td>8</td>
<td>Public Libraries - Repairs and maintenance</td>
<td>Dan Mitchell</td>
<td>Some increased maintenance is proposed for 2020/21.</td>
<td>9,660</td>
<td>3,740</td>
<td>16,420</td>
<td>0</td>
<td>16,420</td>
<td>11,700</td>
<td>11,700</td>
<td>16,420</td>
<td>27,120</td>
</tr>
<tr>
<td>9</td>
<td>Various activities - Asset Management Plans</td>
<td>Dan Mitchell</td>
<td>Some increased spending for Asset Management Plan preparation for the Long Term Plan is proposed for 2020/21.</td>
<td>17,700</td>
<td>34,640</td>
<td>71,720</td>
<td>0</td>
<td>71,720</td>
<td>37,100</td>
<td>37,100</td>
<td>71,800</td>
<td>108,960</td>
</tr>
<tr>
<td>10</td>
<td>Central Administration - Utilities staff training</td>
<td>Dan Mitchell</td>
<td>Some increased training is proposed for 2020/21.</td>
<td>13,520</td>
<td>2,960</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
<td>7,000</td>
<td>7,000</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Central Administration - Health and safety protective clothing</td>
<td>Paul Cooper</td>
<td>Proposes to carry forward the unspent Protective Clothing operational budget for spend during 2020/21.</td>
<td>4,150</td>
<td>10,050</td>
<td>20,000</td>
<td>0</td>
<td>20,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>20,000</td>
</tr>
<tr>
<td>12</td>
<td>Central Administration - IT security testing</td>
<td>Tina Stevenson</td>
<td>Cyber Security consultancy budget carried forward to be used for penetration testing.</td>
<td>2,000</td>
<td>0</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
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<td>10,000</td>
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Total Operational Carry Forwards: 436,600
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</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Library - Self service and Home library services</td>
<td>Carolyn Johns</td>
<td>Proposal to re-purpose the surplus capital budget in library furniture purchases</td>
<td>25,000</td>
<td>25,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>14</td>
<td>Property - Community Housing operational maintenance</td>
<td>Carolyn Johns / Dan Mitchell</td>
<td>Proposal to re-purpose the surplus capital budget in the cleaning of the units</td>
<td>5,800</td>
<td>4,520</td>
<td>12,000</td>
<td>0</td>
<td>12,000</td>
<td>7,500</td>
<td>7,500</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>Property - Utilities depot with floor concrete and interceptor</td>
<td>Dan Mitchell</td>
<td>Carry forward budget for spend during the 2020/21 financial year</td>
<td>0</td>
<td>0</td>
<td>11,940</td>
<td>0</td>
<td>11,940</td>
<td>11,940</td>
<td>11,940</td>
<td>0</td>
</tr>
<tr>
<td>16</td>
<td>Property - Local Government Centre floor covering and services pumps</td>
<td>Dan Mitchell</td>
<td>Carry forward budget for spend during the 2020/21 financial year</td>
<td>5,300</td>
<td>0</td>
<td>40,880</td>
<td>0</td>
<td>40,880</td>
<td>40,880</td>
<td>40,880</td>
<td>0</td>
</tr>
<tr>
<td>17</td>
<td>Property - New public toilet (Villamare town)</td>
<td>Dan Mitchell</td>
<td>Carried forward from the 2019/20 Annual Plan, with commissioning of a strategy to begin</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>0</td>
</tr>
<tr>
<td>18</td>
<td>Event Centre - Landscaping</td>
<td>Carolyn Johns</td>
<td>The project budget was partially used to fund the Sound System, therefore the remaining under spend is proposed to be carried forward to 2020/21</td>
<td>0</td>
<td>0</td>
<td>40,880</td>
<td>0</td>
<td>40,880</td>
<td>40,880</td>
<td>7,000</td>
<td>0</td>
</tr>
<tr>
<td>19</td>
<td>Sewer - Various repairs, DG probe and control, disposal field, bore and tanke</td>
<td>Dan Mitchell</td>
<td>Carry forward budget for spend during the 2020/21 financial year</td>
<td>199,054</td>
<td>155,075</td>
<td>252,374</td>
<td>356,700</td>
<td>349,074</td>
<td>284,030</td>
<td>305,300</td>
<td>253,300</td>
</tr>
<tr>
<td>20</td>
<td>Stormwater - Various repairs, upgrades, weather station, CCTV, assessment etc</td>
<td>Dan Mitchell</td>
<td>Carry forward budget for spend during the 2020/21 financial year</td>
<td>0</td>
<td>7,267</td>
<td>139,940</td>
<td>82,100</td>
<td>219,740</td>
<td>186,500</td>
<td>186,500</td>
<td>0</td>
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<tr>
<td>21</td>
<td>Rural Water - Onsite Rainwater Treatment, bore and lift</td>
<td>Dan Mitchell</td>
<td>Carry forward budget for spend during the 2020/21 financial year</td>
<td>840</td>
<td>22,900</td>
<td>0</td>
<td>169,400</td>
<td>169,400</td>
<td>143,400</td>
<td>143,400</td>
<td>0</td>
</tr>
<tr>
<td>22</td>
<td>Urban Water - Rising main renewals, Turfona Road and Mansfield Road treatment filters and M's</td>
<td>Dan Mitchell</td>
<td>Carry forward budget for spend during the 2020/21 financial year</td>
<td>447,770</td>
<td>467,550</td>
<td>493,550</td>
<td>389,400</td>
<td>557,380</td>
<td>330,400</td>
<td>330,400</td>
<td>0</td>
</tr>
<tr>
<td>23</td>
<td>Urban Water - Diversion main renewals</td>
<td>Dan Mitchell</td>
<td>Carry forward budget for spend during the 2020/21 financial year</td>
<td>167,043</td>
<td>16,210</td>
<td>164,840</td>
<td>172,300</td>
<td>356,780</td>
<td>44,300</td>
<td>44,300</td>
<td>168,480</td>
</tr>
<tr>
<td>24</td>
<td>Urban Water - Pressure management</td>
<td>Dan Mitchell</td>
<td>Carry forward budget for spend during the 2020/21 financial year</td>
<td>0</td>
<td>0</td>
<td>26,000</td>
<td>26,000</td>
<td>26,000</td>
<td>26,000</td>
<td>0</td>
<td>26,000</td>
</tr>
<tr>
<td>25</td>
<td>Urban Water - Turrver Retention Sub Pump S Haxby Road</td>
<td>Dan Mitchell</td>
<td>Carry forward budget for spend during the 2020/21 financial year</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>0</td>
</tr>
<tr>
<td>26</td>
<td>Urban Water - Reconfigured 240V switchboard</td>
<td>Dan Mitchell</td>
<td>Project to be completed during the 2020/21 financial year</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>27</td>
<td>Camping - Water lakes pipe renewals</td>
<td>Dan Mitchell</td>
<td>Project to be completed during the 2020/21 financial year</td>
<td>20,050</td>
<td>2,050</td>
<td>10,220</td>
<td>0</td>
<td>10,220</td>
<td>8,210</td>
<td>8,210</td>
<td>10,490</td>
</tr>
<tr>
<td>28</td>
<td>Camping - Water lakes diversion To Arak swimming pool</td>
<td>Dan Mitchell</td>
<td>Project to be completed during the 2020/21 financial year</td>
<td>0</td>
<td>48,340</td>
<td>30,680</td>
<td>48,000</td>
<td>78,680</td>
<td>30,000</td>
<td>30,000</td>
<td>31,320</td>
</tr>
<tr>
<td>29</td>
<td>Camping - Victoria Park driveway renewal</td>
<td>Dan Mitchell</td>
<td>Project to be completed during the 2020/21 financial year</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>0</td>
</tr>
<tr>
<td>30</td>
<td>Cemetery - Upland workshop, office building</td>
<td>Dan Mitchell</td>
<td>The project was budgeted in the 2019/20 Annual Plan. The project is partially completed as at 30/6/2019, with the remaining budget to complete the works</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td>31</td>
<td>Cemetery - Concrete storage (Large bins)</td>
<td>Dan Mitchell</td>
<td>Project to be completed during the 2020/21 financial year</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
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</tr>
<tr>
<td>32</td>
<td>Parks and Public Spaces - Knittingley Park driveway renewal</td>
<td>Dan Mitchell</td>
<td>Project to be completed during the 2020/21 financial year.</td>
<td>0.226</td>
<td>0</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
<td>0</td>
</tr>
<tr>
<td>33</td>
<td>Parks and Public Spaces - Knittingley Park Geogrid planting</td>
<td>Dan Mitchell</td>
<td>Project to be completed during the 2020/21 financial year.</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>0</td>
<td>30,000</td>
<td>0</td>
</tr>
<tr>
<td>34</td>
<td>Vehicle Replacements</td>
<td>Tina Stevenson</td>
<td>Fleet replacements to be carried forward to 2020/21. Purchased delayed due to condition of vehicles not receiving a full replacement.</td>
<td>0</td>
<td>0</td>
<td>296,200</td>
<td>296,200</td>
<td>296,200</td>
<td>0</td>
<td>296,200</td>
<td>0</td>
</tr>
<tr>
<td>35</td>
<td>Central Administration - Computer hardware, network switches and firewalls</td>
<td>Tina Stevenson</td>
<td>Carry forwards budgets for computer hardware for additional staff, an extra switch at the U2C and the new fire alarm to be completed during 2020/21.</td>
<td>12,511</td>
<td>16,950</td>
<td>32,520</td>
<td>2,500</td>
<td>34,820</td>
<td>18,950</td>
<td>18,950</td>
<td>18,950</td>
</tr>
<tr>
<td>36</td>
<td>Central Administration - Chief Executive, various operational underspends</td>
<td>Stuart Duncan</td>
<td>Propose to carry forward and respent capitalization budgets for the Online Payment with new capitalization.</td>
<td>25,970</td>
<td>59,480</td>
<td>107,980</td>
<td>47,500</td>
<td>155,480</td>
<td>115,980</td>
<td>0</td>
<td>115,980</td>
</tr>
</tbody>
</table>

Total Capital Carry Forwards: 1,723,240

Total Operational and Capital Carry Forwards: 2,159,040
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:

<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48 for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.1 - Public Excluded Minutes of the Council Meeting held on 18 August 2020</td>
<td>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</td>
<td>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</td>
</tr>
<tr>
<td>19.2 - Public Excluded Minutes of the Chief Executive’s Performance Review Committee Meeting held on 3 March 2020</td>
<td>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</td>
<td>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</td>
</tr>
<tr>
<td>19.3 - Public Excluded Minutes of the Chief Executive’s Performance Review Committee Meeting held on 19 March 2020</td>
<td>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</td>
<td>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</td>
</tr>
<tr>
<td>19.4 - Outstanding Council Actions Report - Public Excluded</td>
<td>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</td>
<td>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</td>
</tr>
</tbody>
</table>
| 19.5 - Roading Service Review 17A | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  
\[s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information\]  
\[s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities\] | 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