

Agenda

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

Tuesday 26 March 2024

Commencing at 9:30am

Function Room
Waimate Event Centre
15 Paul Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Council will be held in the Function Room, Waimate Event Centre, 15 Paul Street, Waimate, on Tuesday 26 March 2024, commencing at 9:30am.

Elected Members

Craig Rowley	Chairperson
Sharyn Cain	Deputy Mayor
John Begg	Councillor
Peter Collins	Councillor
Sandy McAlwee	Councillor
Tom O'Connor	Councillor
Colin Pankhurst	Councillor
Lisa Small	Councillor
Rick Stevens	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 OPENING

CR JOHN BEGG WILL INTRODUCE HIS GUEST, ANGLICAN PRIEST WENDY HEATH TO OPEN THE COUNCIL MEETING.

2 PUBLIC FORUM

President and members of Waimate Grey Power Association Bern Sommerfeld to speak on footpath and road crossing concerns.

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 AND/OR PUBLIC FORUM 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 27 FEBRUARY 2024

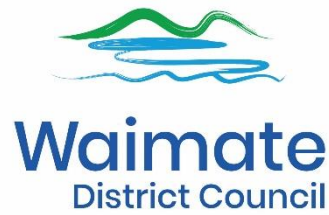
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Council Meeting held on 27 February 2024

PURPOSE

To present the unconfirmed Minutes of the Council Meeting held on 27 February 2024 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 27 February 2024 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

27 February 2024

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE
ON TUESDAY 27 FEBRUARY 2024, COMMENCING AT 9:30AM**

PRESENT: Mayor Craig Rowley, Deputy Mayor Sharyn Cain, Cr John Begg, Cr Peter Collins, Cr Sandy McAlwee, Cr Tom O'Connor, Cr Colin Pankhurst, Cr Lisa Small, Cr Rick Stevens

APOLOGIES: Nil

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

PARTIAL ATTENDANCE: Carol Cross (Administration Officer), Shey Taylor (Strategic Planning/Policy Advisor)

OPENING

1 OPENING

Cr Rick Stevens introduced Henry Studholme, a great great grandson of Waimate's first European settler Michael Studholme, who reminded Council of his family's association and history of the Waimate district, as well as describing his love for the area and people of the Waimate District.

2 PUBLIC FORUM

Nil

3 APOLOGIES

Nil

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

The Chair called for Conflicts of Interests.

16.4: Local Alcohol Policy Adoption: Cr Rick Stevens declared he had a conflict of interest, with his employment at The Waimate and removed himself from the discussion or decision making for that item.

6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS (OR PUBLIC FORUM) 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 30 JANUARY 2024

RESOLUTION 2024/14

Moved: Cr Sandy McAlwee

Seconded: Cr Tom O'Connor

That the Minutes of the Council Meeting held on 30 January 2024 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 2024/15

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Mayor's Report is accepted.

CARRIED

Note:

Council discussed the Mayor's meeting with Environment Canterbury (ECan) Chairman and South Canterbury Councillor and reiterated their concern about the lack of shingle extraction around bridges and risk of damage to assets in flooding events. This is something that is continually raised and the Mayor signalled an intention of the Canterbury Mayoral Forum to facilitate a meeting with stakeholders over shingle extraction in rivers, and a combined desire to make it easier for contractors to extract shingle.

Cr Begg asked the Mayor to include him at the next meeting with Cr Nick Ward to discuss the possibility of ECan conducting a feasibility study for a transport service from Waimate to Timaru.

10 DEPUTY MAYOR'S REPORT**10.1 DEPUTY MAYOR'S REPORT****RESOLUTION 2024/16**

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the Deputy Mayor's Report is accepted.

CARRIED**11 COUNCILLORS' REPORT****11.1 COUNCILLORS' REPORT****RESOLUTION 2024/17**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the Councillors' Report is accepted.

CARRIED**12 CHIEF EXECUTIVE'S REPORT****12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT****RESOLUTION 2024/18**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Chief Executive's Activity Report is accepted.

CARRIED**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2024/19**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Lisa Small

That the Outstanding Council Actions Report – Public is accepted.

CARRIED

14 HUMAN RESOURCES REPORT

Nil

15 AUDIT AND RISK COMMITTEE REPORT

Nil

16 GENERAL REPORTS**16.1 FINANCE REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2023****RESOLUTION 2024/20**

Moved: Cr John Begg

Seconded: Cr Rick Stevens

That the Finance Report for the 6 months ended 31 December 2023 be accepted.

CARRIED**Note:**

Council requested data of rates penalties income over the last five years to compare any trends as well as a possible breakdown of rural verses urban.

16.2 EXPENDITURE VARIATION REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2023**RESOLUTION 2024/21**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the Expenditure Variation Report for the 6 months ended 31 December 2023 is accepted.

CARRIED**16.3 PROPOSED FEES AND CHARGES 2024/25**

Council considered the Waimate District Council Fees and Charges for 2024/25.

RESOLUTION 2024/22

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Peter Collins

1. That Council accepts the Proposed Fees and Charges 2024/25 report; and
2. That Council adopts the Waimate District Council Fees and Charges for 2024/25, effective 1 July 2024 as presented.

CARRIED**Note:**

Council requested the opportunity to workshop alternative methodology or modelling for utility connection charges.

16.4 LOCAL ALCOHOL POLICY ADOPTION

Council considered the Local Alcohol Policy (LAP) as recommended by the Joint Local Alcohol Policy Committee (the Joint Committee), or whether to seek amendments to the policy from the Joint Committee.

16.4: Local Alcohol Policy Adoption: Cr Rick Stevens declared he had a conflict of interest, with his employment at The Waimate and removed himself from the table for this item.

RESOLUTION 2024/23

Moved: Cr Tom O'Connor

Seconded: Cr Lisa Small

1. That the Local Alcohol Policy Adoption report is accepted; and
2. That Council adopts the Local Alcohol Policy as recommended by the Joint Local Alcohol Policy Committee; and
3. That Council request a report from Timaru District Council in relation to the costs incurred over the review process of the Local Alcohol Policy.

CARRIED

Note:

Cr Sharyn Cain questioned the timing, significant delays and requirement for legal opinions to review the Local Alcohol Policy and questioned the cost of the review.

Cr Sharyn Cain abstained from voting.

Cr Rick Stevens joined the meeting.

16.5 REPRESENTATION REVIEW 2024 - INITIAL PROPOSAL

Council received the updated population information in order to review ward boundaries, discuss how members are elected and consider if community boards are required, all to assist in the decisions required for this Representation Review process.

RESOLUTION 2024/24

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

1. That Council accepts The Representation Review 2024 – Initial Proposal report; and
2. That Council pre-consults on the status quo (as well as other options without the community board option), in order to get the district's feedback on representation.

CARRIED

Note:

Council noted there was significant feedback on the size and format of Council representation at the last election and agreed to seek feedback from the community ahead of the formal consultation process.

17 CONSIDERATION OF MAJOR (URGENT) OR MINOR ITEMS (OR PUBLIC FORUM) NOT ON THE AGENDA

Nil

PUBLIC EXCLUDED

18 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2024/25

Moved: Cr Sandy McAlwee

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
18.1 - Public Excluded Minutes of the Council Meeting held on 30 January 2024	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
18.2 - Outstanding Council Actions Report - Public Excluded	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)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
18.3 - Alpine Energy Shareholder Dashboard - Q2 ending 31 December 2024	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

19 RE-ADMITTANCE OF THE PUBLIC REPORT

RESOLUTION 2024/26

Moved: Cr Colin Pankhurst

Seconded: Cr Rick Stevens

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 11.15am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 26 March 2024.

.....

CHAIRPERSON

8 RECEIPT OF MINUTES**8.1 MINUTES OF THE DOWNLANDS JOINT STANDING COMMITTEE MEETING HELD ON 19 FEBRUARY 2024**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Downlands Joint Standing Committee Meeting held on 19 February 2024

PURPOSE

For the unconfirmed minutes of the Downlands Joint Standing Committee Meeting held on 19 February 2024 to be presented for the information of the Council, with the permission of the Chair.

RECOMMENDATION

That the unconfirmed minutes of the Downlands Joint Standing Committee Meeting held on 19 February 2024 be received.

MINUTES

Downlands Joint Standing Committee Meeting

19 February 2024

Downlands Water Supply Committee Meeting Minutes

19 February 2024

**Minutes of Timaru District Council
Downlands Water Supply Committee Meeting
Held in the Meeting Room 1 , District Council Building, King George Place, Timaru
on Monday, 19 February 2024 9am**

Present: Mayor Nigel Bowen (Timaru District Council), Cllr Stacey Scott (Timaru District Council), Cllr Rit Fisher (Mackenzie District Council), Sandy McAlwee (Waimate District Council), Bill Wright, (Independent Representative) Anna Lyon, (Timaru District Council), Cllr Scott Shannon (Timaru District Council) (Chairperson).

In Attendance: Andrew Dixon (Group Manager Infrastructure), Grant Hall, Andrew Lester, Andrea Rankin, Geoff Horler (Mackenzie District Council)

1 Apologies

Cllr Sally Parker

1.1 Apologies Received

Resolution 2024/1

Moved: Mayor Nigel Bowen

Seconded: Member Anna Lyon

That the apology of Councillor Parker is received and noted.

Carried

2 Identification of Items of Urgent Business

There were no matters of urgent business received.

3 Identification of Matters of a Minor Nature

The following matters of minor nature were recorded:

- Timeliness of completion of Downlands accounts
- Update required on Nitrate levels in Pareora River
- Six monthly accounts and capital programme
- Indication on rate factors for Downlands

4 Declaration of Conflicts of Interest

There were no conflicts of interest noted.

5 Chairperson's Report**5.1 Chairman's Report**

Pleasing to note the completion of a number of contracts, particularly the Opihi River watermain renewal and installation of those reservoir covers at Te Ana Wai and the reticulation upgrades of over 16kms of pipes.

Resolution 2024/2

Moved: Cllr Scott Shannon

Seconded: Mayor Nigel Bowen

That the report of the Chairman be received and noted

Carried

6 Confirmation of Minutes**6.1 Minutes of the Downlands Water Supply Committee Meeting held on 20 February 2023****Resolution 2024/3**

Moved: Mayor Nigel Bowen

Seconded: Cllr Stacey Scott

That the Minutes of the Downlands Water Supply Committee Meeting held on 20 February 2023 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

7 Reports**7.1 Downlands Water Supply Scheme Update**

The purpose of this report is to provide the Downlands Water Supply Committee with an update on project progress including:

- It has been busy with a lot of working going on.
- Opihi River work was unforeseen, a bit of a challenge but successfully completed and boiled water notices removed.
- Davidson Road contact will be let soon.
- Te Ana Wai raw water great success – new technology, quick to install and significantly cheaper than other options.

Downlands Water Supply Committee Meeting Minutes

19 February 2024

There was a general discussion concerning water quality and the running and operation of the plant.

Resolution 2024/4

Moved: Mayor Nigel Bowen

Seconded: Member Bill Wright

That the Committee receive and note the update.

Carried

7.2 Additional Water Allocations

The purpose of this report is to provide the Downlands Water Supply Committee with an update on the status of new connections and additional water allocations. Drainage and Water Manager spoke to the report confirming Timaru District Council will be following the policy enacted in 2022 where new connections are allowed where there is no hydraulic upgrade required. This is likely to be in place for the next three years.

Discussion followed concerning budgets / debtors / capital expenditure. It was asked that the Committee remember that Downlands is a stock water scheme in the first place with 25% to domestic users.

Resolution 2024/5

Moved: Mayor Nigel Bowen

Seconded: Member Bill Wright

That the Committee receive and note this water allocations update.

Carried

8 Consideration of Urgent Business Items

There were no matters of urgent business.

9 Consideration of Minor Nature Matters

9.1 Financial Information

The Chief Financial Officer presented the six-monthly accounts as at 31 December 2023. There was general discussion on these accounts including depreciation, borrowing, interest charges, work in progress, additions, capitalisation.

The chairman noted that it would be useful to have notes to the accounts for the next financial reports.

There was also the request that the financials be provided to members to allow time for them to consult with their own Council to be better informed to ask the appropriate questions.

Chief Financial Officer advised that it would be good to understand what the MacKenzie and Waimate calendars look like from a reporting perspective.

Chief Financial Officer sought confirmation of the use of the capital programme as presented for the long term plan numbers.

It was also noted that when it is determined to cancel a Downlands Committee meeting, a full update is required to be sent to members.

9.2 Nitrate Report

Councillor McAlwee, Waimate requested a verbal update on Nitrate levels in the Pareora River. Timaru Council Officer, Grant Hall gave a brief update. Timaru District Council is still augmenting Pareora water supplies to ensure nitrate levels stay down. He advised the increases are weather related and we have not had any major rain events that have impacted. Levels have come down but not to where they were. The more rain the more nitrate.

There was a general discussion around the causes of the increases, monitoring by ECan but Committee was unsure whether that is a focus for ECan in South Canterbury.

9.3 Rating Factors for Downlands

It was agreed that Councillor Fisher's item on the rate factors for Downlands was covered off in the financial reporting supplied by the Chief Financial Officer

The Meeting closed at 9.58am.

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Chairperson

8.2 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 8 NOVEMBER 2023

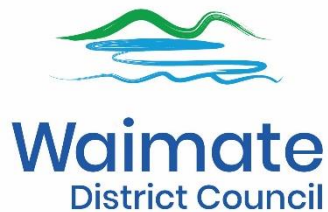
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 8 November 2023

PURPOSE

For the confirmed Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 8 November 2023 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 8 November 2023 be received.



MINUTES

Lower Waitaki South Coastal Canterbury Zone Committee Meeting

08 November 2023

MINUTES OF WAIMATE DISTRICT COUNCIL

**LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING
HELD AT WAIHAO MARAE, 26 MAORI ROAD, MORVEN 7980
ON WEDNESDAY 08 November 2023, COMMENCING AT 1:03PM**

PRESENT: Arowhenua Rūnanga (Chair) Michael McMillan, Deputy Mayor Waimate District Council Sharyn Cain, (arrived 1:25pm) Cr Waitaki District Council Jim Hopkins, Community Member Jen Fellowes, Community Member Victoria Magazinovic, Community Member Brent Packman, Community Member Jonnie Rutherford, Community Member Bruce Murphy, Suzanne Eddington (Rūnanga Waihao)

APOLOGIES: Deputy Chair Jakki Guilford, Cr Environment Canterbury David East, Community Member Fraser McKenzie

IN ATTENDANCE: ECan: Dave Moore (Facilitator), Jaimee Grant (ECan), Claire Hitchcock (Waitaki District Council), Committee Secretary Sandy Bowman (ECan) Andrew Barton (CE of Morven Glenavy Irrigation) Karen Turner (Kurow Wetland) John Benn (DoC)

ONLINE: Heather McCarron (Communications & Engagement Advisor)

OPENING

1. WELCOME & KARAKIA

Chair, Michael McMillan opened the meeting with a karakia.

2. APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2022/27

Moved: Suzanne Eddington

Seconded: Bruce Murphy

That apologies received from ECan Councillor David East, Community Member Fraser McKenzie and Deputy Chair Jakki Guilford be accepted.

CARRIED

3. VISITORS

Andrew Barton (CE, MGI); Karen Turner (Kurow Wetland), John Benn (DOC)
Andrew Oliver (Waimate DC)

4. CONFLICTS OF INTEREST

No conflicts of interest

MINUTES

5. CONFIRMATION OF MINUTES

5.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 13 SEPTEMBER 2023

COMMITTEE RESOLUTION 2022/28

Moved: Cr Hopkins

Seconded: Victoria Magazinovic

That the Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 13 September 2023 be adopted as a true and correct record.

CARRIED

5.2 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE WORKSHOP HELD ON 13 SEPTEMBER 2023

Minutes of the Workshop of 13 September 2023 noted.

REPORTS

6. GENERAL BUSINESS

6.1 DECLARATION OF INTERESTS REGISTER

Nil

6.2 TE REO WORDS: Chair, Michael McMillian

Mauri Essential life force

Hāpua Pool of water or river-mouth lagoon

6.3 ELECTION OF CHAIR AND DEPUTY CHAIR

System B chosen by the Committee as the voting system.

Unanimous vote for the following positions:

CHAIR: - Jakki Guilford (in her absence and with her approval)

Moved: Victoria Magazinovic

Seconded: Cr Jim Hopkins

CARRIED

DEPUTY CHAIR: - Victoria Magazinovic

Moved: Bruce Murphy

Seconded: Jen Fellowes

CARRIED

6.4 COUNCILLORS UPDATE – ENVIRONMENT CANTERBURY/WAIMATE/WAITAKI

Cr Hopkins (Waitaki District Council)

- Extended a vote of thanks and appreciation for the work of outgoing Chair, Michael McMillan, during his tenure in this role.
- Local Government in a holding pattern, with major changes on the horizon with a change of Central Government.
- Three Waters - concerned water is coming back to Councils with major cost implications, and working to be commercially viable with higher standards expected than what we have now.
- Water metering could be a viable option to create extra funding.
- Long Term plans beyond 3 years difficult to predict in this environment. Also process up in the air because of change of Central Government.
- Confusion and chaos.
- More protocol and communication on RMA with community.
- Interesting times ahead.

Deputy Chair Cain (Waimate District Council)

- Agree with Cr Hopkins, local government in a holding pattern, BAU, nothing much different from the last meeting.
- Waimate Waste to Energy Plant process now a directive to go via the Environment Court and Waimate District Council and ECan to be notified.

Michael McMillan – Rūnanga Update

- Official signing last week of the three Rūnanga Environment Entities.
- Good things to happen in the Waitaki District.
- Manage environmental issues on the river.
- Funding for managing the eels and buying better equipment for projects. Also creating more projects and restoring sites.
- A lot of korero to happen and to set out plan to engage the right people for this Entity.

COMMITTEE RESOLUTION 2022/27

Moved: Cr Hopkins
Seconded: Suzanne Eddington

That the Zone Committee receive the report

CARRIED

6.5 MORVEN GLENAVY IRRIGATION UPDATE Andrew Barton (Chief Executive)

- Just 2 months into the role as Chief Executive.
- Focusing on water delivery and Farm Environment Plans. If anyone is interested a presentation is available and to make contact.
- Regional planning processes to 2028 and consent expires in the same year and will be up for renewal.

- To gain a better understanding/knowledge of ground and surface water, build up knowledge. To change structure if required.
- Next year will be in a position to focus on a longer term strategy.
- Wish to build relationships and has given the facilitator his phone number. Happy to take calls or have a meeting.
- Exploring Global consents – keen to speak to Michael McMillan to learn more.
- Discussed the effectiveness of fish screens and the huge cost involved, especially when some are not working correctly.
- Has lots of things he wishes to engage with the community.
- Set up monitoring and data to gain an understanding. Plenty of work to do with team and engage with the community and plan for the future.
- Andrew offered for the Zone Committee to visit MGI sites and Bruce Murphy offered Andrew to visit his farm. Cr Hopkins suggested this be done in early 2024 and for this to be noted.

6.6 ACTION PLAN FUND APPLICATIONS

Three applications received.

- **Kurow Wetlands Group \$6,000** (Karen Turner presented)
 - When the group started the Kurow Wetland was swampy and overgrown with broom, gorse, ivy, and other noxious weeds.
 - DOC was contacted to assist and restore the water and a MOU was set up 6 years ago. Meridian Energy and ECan gave the group a 'heads up' and donated money to commence.
 - Three years ago traction started to happen. In the choked up water short/long fin tuna discovered.
 - Raupō started to grow together with native species. A native nursery was set up at Waitaki Valley School (Kurow), school planting and Hakataramea Sustainability have been very helpful.
 - Kurow Wetland - pilot scheme for cycle trails (Cycle Journeys) which has evolved into \$20K of planting funding.
 - Exciting to see everything starting to align.
 - Short fall of \$6,000 for planting to be undertaken in March/April 2024. More willow to be cleared out to prepare site. Crack willow very difficult to control.
 - Propose to apply for funding again in the 2024-2025 financial year.
 - Dave Moore plans for the committee to visit Kurow Wetland in 2024.

COMMITTEE RESOLUTION 2022/27

Moved: Deputy Mayor Waimate DC, Sharyn Cain
Seconded: Suzanne Eddington

That the Zone Committee receive the report and grant \$6,000

CARRIED

- **Duntroon & District Development Inc \$5,320** (Karen Lawrence-not presented)
 - Cr Hopkins commented on a very energetic group has developed walkways and camping ground.
 - Through maintenance, the walkway will be accessible to foot traffic allowing visitors to relax away from the cyclists who traverse the wetlands.

COMMITTEE RESOLUTION 2022/27

Moved: Jonnie Rutherford
Seconded: Jen Fellows

That the Zone Committee receive the report and grant \$5,320

CARRIED

- **Waihao Wainono Catchment Community Group \$67,500** – (Roger Small – not presented)
 - Willow control Waihao River and tributaries.
 - Working with all landowners in 5-10 year plan working plan.
 - Deputy Mayor Cain, said it was a massive project with a 5-10 year plan to make it happen. It is such a part of the District's makeup and to have the quality of the water improved would be amazing.
 - Cr Hopkins considered this the 'poster child' for the zone.
 - Discussed what can prudently be offered between \$25 - \$30K.
 - Agreed by committee to grant \$30K, but would look at a future application in the next financial year.

COMMITTEE RESOLUTION 2022/27

Moved: Cr Hopkins
Seconded: Victoria Magazinovic

That the Zone Committee receive the report and grant \$30,000

CARRIED

Capping Fund

- Michael McMillan made a suggestion that perhaps the funding for each applicant be capped.
- Deputy Mayor Cain, commented that it is not a contestable fund.
- Committee not agreeable to placing a cap and felt the present system works.

Dave Moore

- Expecting application from Hakataramea Valley Sustainability.

6.6 ACTION PLAN FUNDING REPORTS

Dave Moore, Facilitator

- That the Zone Committee receive the report.

COMMITTEE RESOLUTION 2022/27

Moved: Suzanne Eddington

Seconded: Jen Fellowes

CARRIED

6.7 COMMITTEE UPDATES

Dave Moore, Facilitator

- Welcomed Claire Hitchcock, Waitaki District Council, who has been appointed as the Secretary to the Lower Waitaki South Coastal Canterbury Zone Committee.
- Dave confirmed a thank you card has been sent to Karalyn Reid, the previous Secretary, from the Waimate District Council,
- Advertising for action plan budget commenced.
- Water Quality recreation report out – no changes.
- Strawberry Fair in December and committee on same site as last year. Involved Wainono Catchment Group, Friends of Studholme Bush, Kelsey Bush, Hakataramea Valley Community, Eco Sanctuary (suggested to bring their recently won trophy along). ECan Comms arranging banner for across the marque, maps, tables. Also Enviro skate available for children.
- After meeting members can place their name on roster if available to assist at Strawberry Fair.
- What's happening in environmentally in the area and Dave to email out to members. Jonnie Rutherford would like change of word 'zone' as community don't know the understanding of the word. People relate to seeing and reading.
- Deputy Mayor Cain, advised 'Pick a Path' Summit moved to 29 November. Dave to follow up and advise committee.
- Michael McMillan and Deputy Mayor Cain – Waimate Creek open water now completely bound up with blackberry near the Resource Park and there is no access at all.
- Andrew Oliver informed the committee that it is Waimate District Council's responsibility and could be a joint initiative. Something that could be brought up at Strawberry Fair to get the community on board.

MEETING CLOSURE

There being no further business, the Chair closed the meeting with a karakia at **2:44 pm**

.....
CHAIRPERSON

8.3 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 6 NOVEMBER 2023

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. **Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 6 November 2023**

PURPOSE

For the confirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 6 November 2023 to be presented for the information of the Council.

RECOMMENDATION

That the confirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 6 November 2023 be received.

MINUTES

Orari-Temuka-Opihi-Pareora Zone Committee Meeting

6 November 2023

**Minutes of Timaru District Council
Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting
Held in the Council Chamber, Council Building, King George Place, Timaru
on Monday, 6 November 2023 at 1pm**

Present: Glen Smith (Chairperson), Chris Konings (Deputy Chairperson), Suzanne Eddington, John Henry, Michelle Pye, Deon Swiggs, Phillipa Guerin, Sharyn Cain, Rynne de Garnham

In Attendance: Dave Moore (Zone Facilitator, Environment Canterbury), Rachel Scarlett (Governance Advisor, Timaru District Council), Jessica Kavanaugh (Corporate Planner, Timaru District Council) Kate Brown (Land Management Advisor, Environment Canterbury), Gina Slee (Southern Zone Delivery Lead, Environment Canterbury)

1 Opening Karakia

John Henry conducted the opening Karakia

2 Apologies

2.1 Apologies Received

Resolution 2023/42

Moved: Sharyn Cain

Seconded: Suzanne Eddington

That the apology of Bailey Lissington and the apology for the lateness of Deon Swiggs be received and accepted.

Carried

3 Public Forum

There were no public forum items.

4 Identification of Items of Urgent Business

4.1 Identification of Items of Urgent Business

Resolution 2023/43

Moved: Sharyn Cain

Seconded: Clr Phillipa Guerin

Chairperson Glen Smith requested that the late funding application from Orari River Protection Group and an update from Living Landscapes be discussed.

Carried

5 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

6 Declaration of Conflicts of Interest

No conflicts of interest were declared.

7 Chairperson's Report

7.1 Presentation of Chairpersons Report

Resolution 2023/44

Moved: Chris Konings

Seconded: John Henry

No report was provided by Chairperson Glen Smith. Deputy Chairperson Chris Konings provided an update on the Waitarakao Washdyke Catchment Strategy.

Carried

8 Confirmation of Minutes

8.1 Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 7 August 2023

Resolution 2023/45

Moved: Chris Konings

Seconded: Clr Michelle Pye

That the Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 7 August 2023 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

9 Reports

9.1 Environment Canterbury Zone Priorities Presentation

Gina Slee (Environment Canterbury) provided the Orari Temuka Opihi Pareora Water Zone Committee with an update. The update included the following projects;

- Coastal Lagoon restoration
- Ohapi Creek willow control
- Horseshoe habitat sampling
- Surveying for phalaris at the Orari catchments
- Te Ahi Tarakihi
- Kakahu phosphorus management project
- Waitarakao project

It is requested that core samples be taken of the Waitarakao lagoon bottom. These are to provide historical data of what was there and create a historical benchmark along with the current data.

It was suggested that some way of capturing the progress made be thought of and installed, eg Camera or live Video stream, to monitor the progress made at the Lagoon over time for history and publicity purposes.

9.2 Orari Temuka Opihi Pareora Te Kopi-O-Te Opihi (Burkes Pass) Wetland and Riparian Restoration Funding Application

Dave Moore (Zone Facilitator, Environment Canterbury), spoke to the report to discuss with the committee the consideration of whether to recommend Action Plan funding for Te Kopi-O-Te Opihi (Burkes Pass) Wetland and Riparian Restoration and the amount.

The Committee discussed that there has been no allocation of the budget this financial year and if they could allocate some today and some in the future to this project. The field trip by the Committee highlighted the amount of work that has been undertaken to date.

Deon Swiggs arrived at 1.22pm.

There is further discussion on how projects in general are followed up after the funding has been allocated including ongoing maintenance. The lifespan of the Te Kopi-O-Te Opihi project is discussed and succession planning is to continue the maintenance of the project.

Phillipa Gurien expressed a conflict of interest in this item.

It is noted that the testing of the water from the beginning would have been beneficial to see the improvement. The committee discussed the priorities of this project including the mulching, the benefits of planning the right plants in the area, the biodiversity of the area,

There is an importance to link this project to the catchment group in Mackenzie. The committee agreed to focus on preserving the existing work undertaken on this project which includes release of the mulch and supplementary planting of grasses.

Resolution 2023/46

Moved: Sharyn Cain

Seconded: Chris Konings

1. That the OTOZ Zone Committee receives this report.
2. That the OTOZ Zone Committee recommends Action Plan funding for Te Kopi-O-Te Opihi (Burkes Pass) Wetland and Riparian Restoration to the expenses supplementary planting of grasses stage 1 and 2 for \$7,720 and release and mulch stage 0 and 1 \$4,620.

In Favour: Suzanne Eddington, John Henry, Glen Smith, Chris Konings, Michelle Pye, Deon Swiggs, Sharyn Cain and Rynne de Garnham

Against: Nil

Abstained: Phillipa Guerin

Carried 8/0

Carried

9.3 Orari River Protection Group (Urgent Business)

Chairperson Glen Smith spoke to this application on behalf of the Orari River Protection Group. It is noted that funding for education for children and adults would be beneficial.

The importance of the protection and the understanding of the species is important. Also, the use of Environment Canterbury communications to the public to highlight this project.

Resolution 2023/47

Moved: Sharyn Cain

Seconded: Cllr Deon Swiggs

That the OTOZ Zone Committee recommends Action Plan funding for the Orari River Protection Group of \$4,850

Carried

Attachments

- 1 OTOZ Funding for the Orari River Protection Group Long Tailed Bat Research

9.4 Living Landscapes South Canterbury Update

Michael Bennett spoke to the committee, to discuss the purpose of the Living Landscapes South Canterbury, which supports different catchment groups with the first project being supported by the Ministry of Primary Industries.

Chairperson Glen Smith noted a conflict of interest as the vice chair of the CCSC Group.

Discussion included the ability for catchment groups to be successful and the link between the OTOC Committee and the catchment groups. The future review of Zone Committees undertaken by the Mayoral forum. The collective management approaches that have previously been successful were discussed and the reason for their success was acknowledged.

9.2 Orari Temuka Opihi Pareora Water Zone Committee Update

Dave Moore spoke to the report to update the Committee on actions from the previous meeting, relevant information, and upcoming engagement opportunities.

Noted is the error in the 2024 meetings the 11 February should be the 12 February. The ability of the Environment Canterbury team to advertise the funding available from the Orari Temuka Opihi Pareora Water Zone Committee.

Importance of RPS consultation and ability to target the right mix of people to get involved in the public sessions.

Resolution 2023/48

Moved: Cllr Phillipa Guerin

Seconded: Suzanne Eddington

That the OTOC Zone Committee receives this report.

Carried

10 Consideration of Urgent Business Items

Urgent Business items were discussed in the reports section.

11 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

12 Closure Karakia

John Henry conducted the closing Karakia

The Meeting closed at 2.50pm.

Minutes confirmed 11 March 2024.



8.4 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 14 MARCH 2024

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

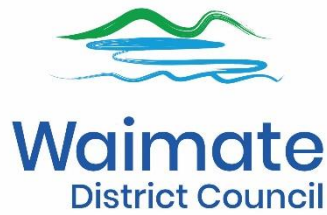
Attachments: 1. Minutes of the Waimate Community ANZAC Group Meeting held on 14 March 2024

PURPOSE

For the unconfirmed minutes of the Waimate Community ANZAC Group Meeting held on 14 March 2024 to be presented for the information of the Council, with the permission of the Chair.

RECOMMENDATION

That the unconfirmed Minutes of the Waimate Community ANZAC Group Meeting held on 14 March 2024 be received.



MINUTES

Waimate Community ANZAC Group Meeting

14 March 2024

**MINUTES OF WAIMATE COMMUNITY ANZAC GROUP MEETING
HELD AT THE MEETING ROOM 1, WAIMATE EVENT CENTRE, WAIMATE
ON THURSDAY 14 MARCH 2024, COMMENCING AT 11:00AM**

PRESENT: Mayor Craig Rowley (Chair), RSA Representative Jon Bird, Waimate Red Cross Representative Jeannie Hogarth, Cr Colin Pankhurst

APOLOGIES: Waimate RSA Representative Barry Casey, St John Representative Bridget Wilson, Waimate Ministers Association Representative John Begg, Waimate High School Principal Jo Hunnikin

IN ATTENDANCE: Karalyn Reid (Committee Secretary)

OPENING

1 APOLOGIES

COMMITTEE RESOLUTION 2024/1

Moved: RSA Representative Jon Bird

Seconded: Cr Colin Pankhurst

That apologies from Waimate RSA Barry Casey, and Bridget Wilson, Waimate Ministers Association John Begg and Waimate High School Principal Jo Hunnikin, be received and 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 8 NOVEMBER 2023

COMMITTEE RESOLUTION 2024/2

Moved: Waimate Red Cross Jeannie Hogarth

Seconded: Mayor Craig Rowley

That the Minutes of the Waimate Community ANZAC Group Meeting held on 8 November 2023 be adopted as a true and correct record.

CARRIED

REPORTS

5 FINANCIALS

5.1 FINANCIAL REPORT

COMMITTEE RESOLUTION 2024/3

Moved: RSA Representative Jon Bird

Seconded: Waimate Red Cross Jeannie Hogarth

That the Waimate Community Anzac Group receive the financial report.

CARRIED

Note:

RSA Representative John Bird has the contact details for the Air Training Cadets and will forward to the Committee Secretary to make the 2023 and 2024 donation, as contact was unable to be made to confirm the \$100 donation for 2023.

6 GENERAL BUSINESS

6.1 CORRESPONDENCE REPORT

COMMITTEE RESOLUTION 2024/4

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

That the Correspondence Report is received.

CARRIED

6.2 WAIMATE CENOTAPH AND OTHER WAIMATE DISTRICT WAR MEMORIALS REPORT

Edward Fletcher was in attendance.

COMMITTEE RESOLUTION 2024/5

Moved: Waimate Red Cross Jeannie Hogarth

Seconded: Cr Colin Pankhurst

The Waimate Community Anzac Group discussed the Waimate Cenotaph and condition of other War Memorials in relation to required restorative or maintenance work.

CARRIED

Note:

The Committee discussed the funding available from the Ted d'Auvergne Fundraising Committee, being \$7,443.47 held by the Waimate District Charitable Trust, that is ear-marked for repair and/or maintenance work for the district's war memorials.

Hakataramea Memorial: Cr Colin Pankhurst has been talking with John Sturgeon who confirmed that he made contact some time ago with Council asking for funding (\$3,000?) for repair work from the Councillor Fund. Cr Pankhurst will make contact to determine if money has been received and status of any work completed. There is also the heritage fund (of up to \$1,000) available.

Otaio Memorial: Mayor Craig will talk with Stuart Duncan in relation to progress on the relocation of this memorial to a road reserve. Otherwise this is in relatively good order.

Esk Valley Memorial: A quote from a stonemason is required to repair lettering and tidy up. Mayor Craig to talk to Stuart, as a stonemason completed some tidy up work at the Victoria Gate Memorial.

RSA Representative Jon Bird will make contact with the appropriate group (NZ War Graves?) to ensure the correct advice is received in relation to tidying up memorials, i.e., spraying for weed/moss etc.

Edward Fletcher to talk to Plunket Electrical regarding solar lights for the Ted d Auvergne Sculpture.

6.3 WAIMATE DISTRICT CIVIC ANZAC SERVICE MORNING TEA

COMMITTEE RESOLUTION 2024/6

Moved: Waimate Red Cross Jeannie Hogarth

Seconded: Cr Colin Pankhurst

1. That the Waimate District Civic Anzac Service Morning Tea report is accepted; and
2. That the Waimate Community Anzac Group reviewed the morning tea arrangements and agree to make an annual contribution to the RSA for morning tea costs of \$300.

CARRIED

Note:

The Committee discussed the morning tea arrangements, with the RSA outlining that they will only pay for RSA members only and any Civic Service guests, i.e., Pipe Band, guest speaker, MP, etc would not be paid for.

The Committee agreed to make a donation to the RSA of \$300 towards morning tea of Civic Service guests.

The morning tea will not be publically announced.

6.4 2024 WAIMATE COMMUNITY ANZAC 10:30AM CIVIC SERVICE PLANNING

COMMITTEE RESOLUTION 2024/7

Moved: Mayor Craig Rowley

Seconded: RSA Representative Jon Bird

That the Waimate Community Anzac Group discusses and confirms arrangements for the 2024 Anzac Civic Service.

CARRIED

Note:

Parade Commander: Barry Casey

MC: Jon Bird

Minister on Duty: Chris Leathers

Speaker: Grant Finlayson

Waitaki MP Miles Anderson has confirmed attendance.

Ensure road cones are put on Queen Street to keep people off the road.

6.5 CLOCK TOWER AREA BEAUTIFICATION

Mayor Craig updated the Committee on Council's plans for the area north of the Clock Tower with the removal of the toilet block scheduled for late winter. There will be feedback sought for the area and the Committee will be able to view the plans and make suggestions. They also discussed the need to attach a plaque for 'Other Wars and Conflicts' to the Clock Tower (north side)

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 11.36am.

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

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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

MAYORAL ACTIVITY



Waimate District Civic Award 2024 Recipients: (from left): Patrick Partleton, Rob Smith, Lyn Chave, Mayor Rowley, Gael Grigg, Lorraine Morgan, Raewyn Francis, Paula Page



Waimate Volunteer Fire Brigade Awards Evening



MTFJ Presentation to Waimate High School

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

Outside of Waimate District Council meetings and general business from 17 February 2024 to 15 March 2024.

Date	Meetings and Functions
19 February 2024	Meeting with Mayor’s Taskforce for Jobs Coordinator – Council
19 February 2024	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council
20 February 2024	Governance Workshop – Waimate
21 February 2024	Waimate District Civic Awards Function – Waimate Event Centre

22 February 2024	Civil Defence Emergency Management Joint Committee Meeting – Christchurch
22 February 2024	Canterbury Regional Transport Committee Meeting – Christchurch
22 February 2024	Canterbury Mayoral Forum Working Dinner – Christchurch
23 February 2024	Canterbury Mayoral Forum – Christchurch
24 February 2024	Waimate Volunteer Fire Brigade Service Honours Presentations Evening – Waimate
26 February 2024	Meeting with Mayor’s Taskforce for Jobs Coordinator – Council
26 February 2024	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council
29 February 2024	Presentation of Waimate Library’s Colouring Competition Prizes – Waimate Library
1 March 2024	Mayoral Musings with OJ of The Breeze – via cellphone
2 March 2024	New Zealand Defence Force Sports Competition Eric Batchelor Cup, and Dinner – Waimate
4 March 2024	Women’s Institute Annual General Meeting – Waimate
4 March 2024	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council
5 March 2024	Waitaki Valley Health Trust Meeting – Kurow
5 March 2024	Climate Change Community Engagement Workshop (Science, Cultural and Youth) – Waimate High School
7 March 2024	Rural and Provincial Special Online Meeting – via Microsoft teams
7 March 2024	Climate Change Community Engagement Workshop (Economic) – Waimate High School
8 March 2024	Opening of Waihao Downs School Administration Building with Mayor – Waihao Downs
9 March 2024	Bushtown Veteran Australian and New Zealand Axemen Woodchopping and Historic Steam Up Rally 2024 – Waimate
12 March 2024	Audit and Risk Committee Meeting – Waimate Event Centre
14 March 2024	Waimate Community Anzac Group Meeting – Waimate Event Centre
14 March 2024	Regional Transport Committee / Canterbury Mayoral Forum Briefing on the Draft Government Policy Statement 2024-34 – Microsoft Teams meeting

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



*Waimate District Civic Award
 Recipient Lorraine Morgan*



*Emperor of Japan's Birthday Celebration with Christchurch
 Mayor Phil Mauger and Hurunui Mayor Marie Black*



**Chinese New Year Celebration VIPs and
 Dignitaries**

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE DEPUTY MAYOR

Meetings and functions attended as an appointed (or invited) elected member outside of Waimate District Council meetings and general business from 17 February 2024 to 15 March 2024.

Date	Meetings and Functions
19 February 2024	Monday Morning Meeting with Mayor and Chief Executive – Council
20 February 2024	Governance Workshop – Waimate
21 February 2024	Waimate District Civic Awards Function – Waimate Event Centre
26 February 2024	Monday Morning Meeting with Mayor and Chief Executive – Council
26 February 2024	Planning Meeting with Staff for Council Site at Maadi Cup – Council

29 February 2024	Celebration of the Emperor of Japan's birthday hosted by the Embassy of Japan in New Zealand – Christchurch
1 March 2024	Chinese New Year Celebration hosted by the Federation of the New Zealand Chinese Association – Christchurch
2 March 2024	New Zealand Defence Force Sports Competition Eric Batchelor Cup – Waimate
4 March 2024	Monday Morning Meeting with Mayor and Chief Executive – Council
7 March 2024	Pathway to Sustainability Workshop hosted by South Canterbury Chamber of Commerce – Timaru
7 March 2024	Rural and Provincial Special Online Meeting – via Microsoft teams
7 March 2024	Climate Change Community Engagement Workshop (Economic Session) – Waimate High School
8 March 2024	Opening of Waihao Downs School Administration Building with Mayor – Waihao Downs
8 March 2024	Aoraki Foundation Women's Fund International Women's Day Event – Timaru
11 March 2024	Orari-Temuka-Opihi-Pareora Zone Committee Meeting – Timaru
12 March 2024	Audit and Risk Committee Meeting – Waimate Event Centre
13 March 2024	Lower Waitaki South Coastal Canterbury Zone Meeting – Waihao Marae
14 March 2024	Planning Meeting with Staff for Council Site at Maadi Cup – Council

RECOMMENDATION

That the Deputy Mayor's Report is accepted.

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

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

Meetings and functions attended as an appointed (or invited) elected member outside of Waimate District Council meetings and general business from 17 February 2024 to 15 March 2024.

Cr John Begg	
Date	Meetings and Functions
20 February 2024	Governance Workshop – Waimate
21 February 2024	Waimate District Civic Award Function – Waimate Event Centre
29 February 2024	Climate Action Planning Reference Group Workshop – Christchurch
5 March 2024	Climate Change Community Engagement Workshop (Science, Cultural and Youth Perspectives) – Waimate High School
12 March 2024	Audit and Risk Committee Meeting (as observer) – Waimate Event Centre

Cr Peter Collins	
Date	Meetings and Functions
20 February 2024	Governance Workshop – Waimate
21 February 2024	Centrecare Waimate Meeting – Waimate
21 February 2024	Waimate District Civic Award Function – Waimate Event Centre
5 March 2024	Climate Change Community Engagement Workshop (Science, Cultural and Youth Perspectives) – Waimate High School
12 March 2024	Audit and Risk Committee Meeting (as observer) – Waimate Event Centre

Cr Sandy McAlwee	
Date	Meetings and Functions
19 February 2024	Downlands Rural Scheme Meeting – Timaru District Council
20 February 2024	Governance Workshop – Waimate
5 March 2024	Climate Change Community Engagement Workshop (Science, Cultural and Youth Perspectives) – Waimate High School
7 March 2024	Climate Change Community Engagement Workshop (Economic Session) – Waimate High School
12 March 2024	Audit and Risk Committee Meeting (as observer) – Waimate Event Centre

Cr Tom O'Connor	
Date	Meetings and Functions
20 February 2024	Governance Workshop – Waimate
21 February 2024	Waimate District Civic Award Function – Waimate Event Centre
28 February 2024	St Andrews Civil Defence Public Meeting – St Andrews
2 March 2024	New Zealand Defence Force Sports Competition Eric Batchelor Cup – Waimate
12 March 2024	Audit and Risk Committee Meeting – Waimate Event Centre

Cr Colin Pankhurst	
Date	Meetings and Functions
20 February 2024	Governance Workshop – Waimate
5 March 2024	Waitaki Valley Health Trust Meeting – Kurow
3 March 2024	McHenrys Road re Willows Inspection – Hakataramea
12 March 2024	Audit and Risk Committee Meeting – Waimate Event Centre (as observer)
14 March 2024	Waimate Community Anzac Group Meeting – Waimate Event Centre

Cr Lisa Small	
Date	Meetings and Functions
20 February 2024	Governance Workshop – Waimate

Cr Rick Stevens	
Date	Meetings and Functions
20 February 2024	Governance Workshop – Waimate
21 February 2024	Waimate District Civic Award Function – Waimate Event Centre
7 March 2024	Climate Change Community Engagement Workshop (Economic Session) – Waimate High School
12 March 2024	Audit and Risk Committee Meeting – Waimate Event Centre

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.

MEETINGS AND FUNCTIONS ATTENDED

2. Meetings and functions attended by the Chief Executive from 17 February to 15 March 2024:

Date	Meetings and Functions
21 February 2024	Waimate District Civic Awards Function – Waimate
22 February 2024	Canterbury Civil Defence Emergency Management Joint Committee – via Microsoft Teams
28 February 2024	Meeting with Environment Canterbury South Canterbury Regional Manager – Waimate
5 March 2024	Climate Change Information Evening 1 – Waimate
6 March 2024	Meeting with Te Runanga o Waihao representatives – Waimate
7 March 2024	Climate Change Information Evening 2 – Waimate
11 March 2024	Canterbury Operations Forum – Rolleston
13 March 2024	Meeting with Whitestone Contracting Chief Executive – Waimate

RECOMMENDATION

That the Chief Executive's Activity 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 Actions Report - Public [↓](#) 

PURPOSE

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

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 27-Feb-24	Cross, Carol	General Reports	Representation Review 2024 - Initial Proposal
RESOLUTION 2024/24			
1. That Council accepts The Representation Review 2024 – Initial Proposal report; and			
2. That Council pre-consults on the status quo (as well as other options without the community board option), in order to get the district’s feedback on representation.			
			CARRIED
Note:			
19 Mar 2024: Community Survey being prepared.			

Meeting	Officer/Director	Section	Subject
Council 12-Dec-23	Duncan, Stuart	General Reports	Lease of Former Slink Skins Shed to Waimate Menzshed
RESOLUTION 2023/199			
1. That the Lease of the Former Slink Skins Shed to Waimate Menzshed report be accepted.			
2. That Council authorise the Asset Group Manager to negotiate a long-term lease up to 10 years with a conditional right of renewal with Waimate Menzshed for use of the shed located on Lot 2 DP 316267, McNamaras Road, Waimate.			
(a) That Council approves the annual payment for the lease between Waimate District Council and Waimate Menzshed to be set at \$5.00 per annum.			
(b) That Council authorise the Asset Group Manager to negotiate with Waimate Menzshed to pay reasonable outgoing costs to cover their activities.			
(c) That Council approves up to \$15,000 from the Alpine Energy Economic Development Fund to invest in the amenities of the shed.			
			CARRIED
Note:			
19 Mar 2024: The Lease Agreement is with the Asset Group in preparation for signing.			

14 HUMAN RESOURCES REPORT

Nil

15 AUDIT AND RISK COMMITTEE REPORT

15.1 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: 12 MARCH 2024

Report of Auditor General (OAG) Forum

3. The Chair gave an update from the latest OAG Forum held in February on Government Fiscal Policy from the Treasury Department. The Chair noted that following the large fiscal stimulus by the Central Government during the Covid Pandemic the economy was now over stimulated contributing to the current inflationary environment. Although overall Government net debt remains at a reasonable level the challenge going forward will be to reduce overall government spending, while still investing in the required infrastructure and other critical government services (e.g., health, education etc) required.

Health and Safety Report

4. The Health and Safety Report was reviewed. The Committee noted the seven hazards and four incidents that had occurred during the reporting period.

Policy Status Report

5. The Committee reviewed the Policy Status Report, noting the policies currently being reviewed and updated.

Update on the Long-Term Plan 2024-34

6. Following the introduction of the Water Services Act Repeal Bill, councils now have the option to defer their Long-Term Plan for 12 months and produce an "Enhanced Annual Plan" for 2024/25. The Committee reviewed the recommendation from management that Waimate Council select this option and defer their Long-Term Plan for 12 months. This will give additional time for the legislative changes to be reviewed and the Council's Financial and Infrastructure Strategies to be further formulated within these changes. The Committee endorsed management's approach and recommended to the Council that the Long-Term Plan be deferred and an "enhanced Annual Plan" for 2024/25 be prepared for adoption by 30 June 2024.

Major Project Reports

7. The Rooding, Three Waters and Property and Better off Funding Summary project reports were reviewed by the Committee. The Committee noted that \$2.42M had been awarded from the Crown to the Council under the Better Off Support Package.

External Audit Recommendations Progress Report

8. The Committee reviewed the update on the open recommendations made by Audit NZ from their previous reviews including the 12 new recommendations from the 2023 audit. Two recommendations had also been confirmed as closed during this audit.

Risk Tolerance Recommendation

9. The Committee reviewed the Risk Appetite Summary, which was adopted by the Council in September 2022. Following discussion, the Committee agreed that the risk gradings assigned to the five broad categories of risk were still appropriate and recommended to the Council that no changes be made.

Risk Register

10. The Risk Register was reviewed. The Committee noted the updates to five risks including the Three Waters risk following the repeal of the Affordable Waters Legislation. It was also highlighted to the Committee that the Council's District Plan had recently expired and was due for renewal. However, it was noted that the Council can continue to operate under the Plan until its renewal.

IT Infrastructure Fault Report (Public Excluded)

11. The Committee received a report regarding an IT Infrastructure Fault in February. The Committee thanked the IT team for their diligent work during this period to restore the system.

Questions

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

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

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

16 GENERAL REPORTS

16.1 FINANCE REPORT - FOR THE 7 MONTHS ENDED 31 JANUARY 2024

Author: Jacqueline Michael, Accounting Assistant

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

- To present the Finance Report to Council.

Waimate District Council
Statement of Financial Performance
For the 7 months ended 31 January 2024

	Variance Note	Year to date Actual \$000	Budget \$000	Variance \$000	% Var.	Full Year Budget Including carry forwards
Operating Revenue						
Rates (net of remissions)		\$ 10,267	\$ 10,282	\$ (15)	(0%)	\$ 14,119
Development and Financial Contributions	3	266	39	227	582%	66
Waka Kotahi NZ Transport Agency Subsidy	4	1,863	1,214	649	53%	3,625
Fees and Charges	5	856	978	(122)	(12%)	1,506
Interest Revenue	6	95	24	71	296%	43
DIA Transitional Funding / Better Off funding	7	540	113	427	380%	263
Other Revenue	8	1,112	950	163	17%	1,747
Total Operating Revenue		14,999	13,599	1,400	10%	21,368
Operating Expenditure						
Employment Benefit Expenses	9	3,359	3,702	343	9%	6,331
Depreciation and Amortisation	10	3,828	4,079	251	6%	6,993
Roading Expenses		1,772	1,878	106	6%	3,202
Finance Costs	6	87	103	16	16%	390
Other Expenses	11	3,934	4,154	220	5%	7,271
Total Operating Expenditure		12,980	13,916	936	7%	24,187
Total Surplus/(Deficit)	2	\$ 2,019	\$ (317)	\$ 2,336	(737%)	\$ (2,819)

- For the 7 months ended 31 January 2024, Council recorded a Surplus of \$2.019M, compared to a budgeted deficit of \$0.317M; therefore, Council is tracking \$2.336M favourable to budget.

MAJOR VARIANCES TO BUDGET

- A large contribution towards Water and Sewer activities has been recognised this financial year for subdivisions which are not yet due for payment but is anticipated by financial year end in conjunction with the properties being connected.
- Subsidies from Waka Kotahi NZ Transport Agency are above budget due to the timing of actual spends and the budget phasing.
- Fees and charges are unfavourable to budget mainly in relation to reduced Building Control activity below budget by \$129,400. Cemetery income below budget by \$14,900 and Work Fees below budget by \$14,955.
- Increased cash in the bank, mainly due to the of timing of capital spends, have resulted in interest revenue above budget. Due to increased cash in the bank additional borrowings anticipated as required this year have not been drawn, resulting in less finance costs than budgeted.
- Three Waters transitional funding has been received, along with Better Off Funding income.

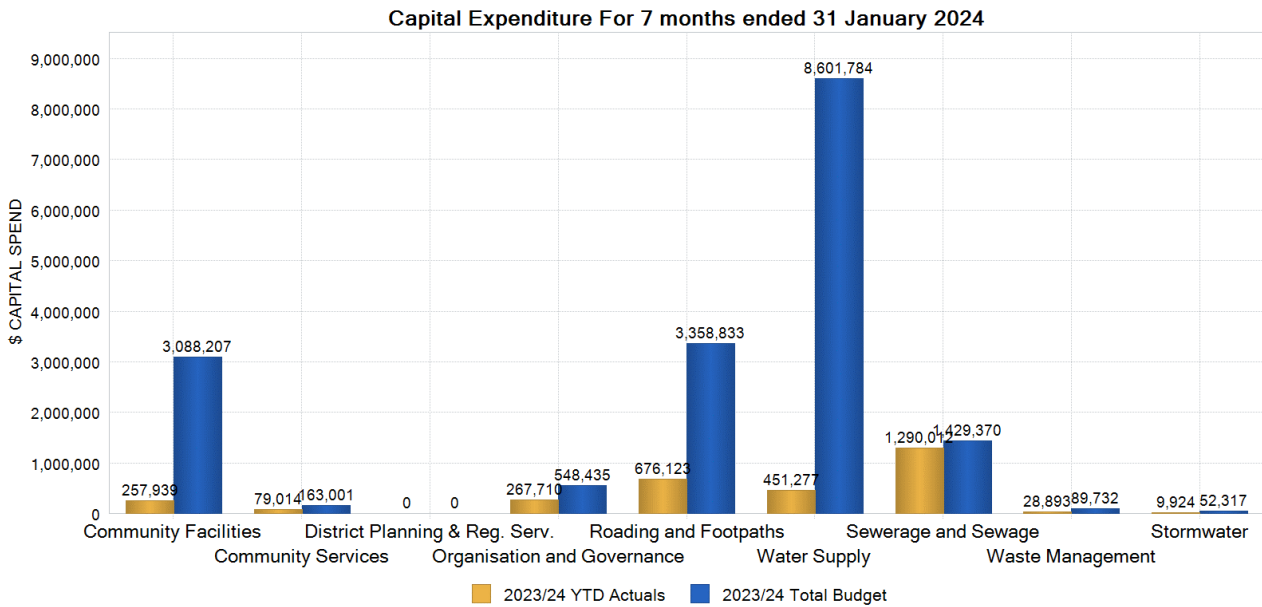
8. Other revenue includes rates penalties income with revenue above budget by \$47,874; General recoveries which include the Roding Technical Unit professional fees are above budget by \$127,141; Residential rents are above budget by \$9,210.
9. Employment benefit expenses are below budget overall due to some staff vacancies, however this has been offset partially by annual remuneration reviews above budget. In addition, there has been increased expenditure due to overtime (higher hourly rates) being performed during periods of notable short staffing in some teams, and some higher than anticipated recruitment costs to secure appropriate candidates in a tight labour market.
10. Operational asset additions have been processed, however infrastructural additions have not been advised or processed. Depreciation and amortisation expenses are below budget mainly in the area of Three Waters (\$129,600 below budget).
11. Other expenses include Waste Management contract and disposal costs which have exceeded the budget by \$122,000, which is partly offset by RRP fees and charges which have exceeded budget by \$8,000.

Waimate District Council Statement of Financial Position As at 31 January 2024

	Actual	Actual		
Movement	31 January 2024	30 June 2023	Movement	
Note	\$000	\$000	\$000	
Assets				
Current Assets				
Cash and cash equivalents	12	3,415	4,050	(636)
Trade and other receivables		4,957	1,923	3,034
Inventories		233	180	53
Total Current Assets		8,605	6,153	2,451
Non Current Assets				
Property, plant and equipment		498,170	499,670	(1,500)
Forestry assets		1,815	1,815	-
Intangible assets		1,388	1,403	(15)
Other financial assets		21,430	21,431	(1)
Total Non Current Assets		522,804	524,320	(1,516)
Total Assets		531,408	530,473	935
Liabilities				
Current Liabilities				
Trade and other payables	13	1,909	2,860	(951)
Borrowings		-	420	(420)
Provisions		7	7	-
Employment Benefit Expenses		486	620	(134)
Total Current Liabilities		2,401	3,906	(1,505)
Non Current Liabilities				
Provisions		67	67	-
Borrowings		5,390	4,970	420
Total Non Current Liabilities		5,457	5,037	420
Equity				
Public Equity		95,069	93,064	2,005
Reserves		428,481	428,467	15
Total Equity		523,550	521,530	2,020
Total Liabilities and Equity		531,408	530,473	935

12. Trade and other receivables have reduced from 30 June 2023 to 31 January 2024, largely due to movements in payments owed to Council, GST and movements in balance day adjustments.
13. Trade and other payables have reduced following the payment of some large invoices post 30 June 2023.

TOTAL CAPITAL EXPENDITURE BY GROUP



Note: Year to date Actuals (yellow) includes capital work in progress at 30 June 2023.
 The Total Budget (blue) includes Downlands Rural Water Scheme 14% share of capital projects \$798,117.

14. Totals:	Spend to date including WIP at 30 June 2023	\$ 3,060,892
	WIP carried forward from 30 June 2023 (Water Supply)	\$ -175,427
	WIP carried forward from 30 June 2023 (Sewerage)	\$ -380,403
	WIP carried forward from 30 June 2023 (Stormwater)	\$ -9,924
	WIP carried forward from 30 June 2023 (Roding)	\$ -9,338
	WIP carried forward from 30 June 2023 (Operational)	\$ -113,424
	Total spend to 31 January 2024	\$ 2,372,376
	Total 2023/24 Annual Plan Budget (excluding carry forwards)	\$ 7,834,013
	% of total budget available spent	30%
	Total 2023/24 Budget (including carry forwards)	\$ 17,331,679
	% of total budget available spent	14%

Further detail on capital spends are as follows:

Project	Year To Date Actuals	Total Budget 2024	Remaining Budget	Annual Plan 2024
Community Facilities				
Local Govt Centre - Library / LGC Extension	97,459	1,672,930	1,575,471	-
Local Govt Centre - Heatpumps	-	49,068	49,068	10,568
Community Housing - Roof replacement BOF	-	-	-	-
Public toilets - Waimate Town (New Toilets)	-	445,150	445,150	-
Cemetery - Repurpose Queen Street toilets (and pump station)	-	61,294	61,294	61,294
Morven Reserve - Irrigation upgrade (non rate funded)	-	350,000	350,000	350,000
Victoria Park - New learn to ride area	-	49,400	49,400	-
Swimming Pool - PVC membrane lining	-	213,000	213,000	213,000
Other Projects	75,026	247,364	172,338	103,775
Grand Total - Community Facilities	172,486	3,088,206	2,915,720	738,637

Project	Year to Date Actuals	Total Budget 2024	Remaining Budget	Annual Plan 2024
Community Services				
Promotions - Community Xmas Tree	-	31,000	31,000	31,000
Promotions - District signage	-	77,000	77,000	-
Emergency Management - Generator - BOF	42,093	-	(42,093)	-
Library - Books/Furniture/Shelving	25,738	55,000	29,262	55,000
Total - Community Services	67,831	163,000	95,169	86,000
Organisation & Governance				
Investment - Gorge Road Premises	94,384	84,544	(9,840)	84,544
Governance - AV Conferencing system for Council Chambers	-	20,600	20,600	-
Corporate Services - Public security cameras	49,819	38,988	(10,831)	36,988
Corporate Services - Magiq Upgrades	-	73,140	73,140	52,840
Asset Management - SCADA	-	5,147	5,147	5,147
Other Projects	85,462	198,963	113,501	149,691
Total - Organisation & Governance	264,008	548,435	284,427	415,063
Roading and Footpaths				
Resealing	19,420	1,150,000	1,130,580	1,107,600
Drainage Construction	69,491	210,000	140,509	266,378
Culvert Replacement	74,516	135,000	60,484	212,013
Kerb and Channel Renew al	33,910	160,000	126,090	114,400
Concrete Ford Renew al	-	15,000	15,000	-
Pavement Rehabilitation	305,030	450,000	144,970	315,198
Structures Component Rep	5,066	300,000	294,934	178,115
Sign Renew al	32,119	63,000	30,881	54,761
Lighting Renew al	-	2,669	2,669	-
Minor Improvements	59,530	433,390	373,860	330,000
Footpath Renew al	66,512	156,000	89,488	182,348
Minor Improv. (non-sub)	-	117,790	117,790	47,790
Seal Extensions	-	83,720	83,720	63,720
Development	-	82,264	82,264	53,100
Dust Suppression	1,190	-	(1,190)	-
Total - Roading and Footpaths	666,784	3,358,833	2,692,049	2,925,423
Water Supply				
Cannington - Drinking Water Compliance Upgrade	-	700,000	700,000	700,000
Hook / Waituna - Drinking Water Intake/Plant Compliance Upgr	-	784,500	784,500	-
Low er Waihao - Glenavy Chlorine Monitoring Station	20,230	57,008	36,778	57,008
Low er Waihao - Denitrification	12,000	700,000	688,000	700,000
Otaio / Makikihi - New Bore Redundancy	-	127,182	127,182	-
Otaio / Makikihi - Makikihi Chlorine Monitoring Station	-	58,000	58,000	58,000
Waihaorunga - Drink Water Intake/Plant Compliance Upgrade	-	470,470	470,470	-
Waikakahi - Drinking Water Intake/Plant Compliance Upgrade	749	2,910,200	2,909,451	-
Urban Water - Rising Main Renew als	-	112,000	112,000	-
Waikakahi - Chlorine monitoring station	-	58,000	58,000	58,000
Urban Water - Lateral Renew als	65,623	191,342	125,719	63,342
Urban Water - AC Water Main Renew als	43,438	179,127	135,689	116,127
Urban Water - CI Water Main Renew als	33,646	248,912	215,266	168,912
Urban Water - Pressure Management	-	77,100	77,100	-
Urban Water - Booster Bakers/Court/Hunts/Fitzmaurice Roads	4,860	315,596	310,736	295,596
Urban Water - Te Kiteroa Main, Booster and Reservoir	4,860	799,568	794,708	30,468
Urban Water - Bond Street Subdivision	-	74,800	74,800	-
Urban Water - Manchester's treatment plant generator	-	40,000	40,000	40,000
Other Projects	77,359	697,979	620,620	
Total - Water Supply	262,765	8,601,784	8,339,019	2,806,155

Project	Year To Date Actuals	Total Budget 2024	Remaining Budget	Annual Plan 2024
Sewerage and Sewage	-			
Sewer - Waimate Urban Renewals	4,330	674,446	670,116	332,546
Sewer - Edward Street Upgrade (Renewal)	313,642	-	(313,642)	-
Sewer - Edward Street reticulation SF	400,000	291,600	(108,400)	-
Sewer - Garlands Road low pressure sewer extension	-	198,255	198,255	198,255
Sewer - Montgomery Street low pressure sewer extension	177,679	155,000	(22,679)	155,000
Sewer - Other Projects	13,958	110,069	96,111	53,085
Grand Total - Sewerage and Sewage	909,609	1,429,370	519,761	738,886
Waste Management				
Waste Management - Extend seal at RRP	-	76,090	76,090	76,090
Waste Management - Other Projects	28,893	13,642	(15,251)	7,642
Grand Total - Waste Management	28,893	89,732	60,839	83,732
Stormwater				
Stormwater - Manse Street crossing renewal	-	40,117	40,117	40,117
Stormwater - Other Projects	-	12,200	12,200	-
Grand Total - Stormwater	-	52,317	52,317	40,117
	2,372,376	17,331,679	14,959,301	7,834,013

15. A forecast of estimated capital spends to year end has not yet been completed due to time constraints. Staff will aim to have this included in the next finance report.
16. The majority of rural water main renewals are complete with remaining urban renewals expected to be underway during April 2024. The Edward Street Wastewater Renewal has achieved practical completion as has the Montgomery Street Low Pressure Sewer extension project. The Garlands Road Low Pressure Sewer Extension is anticipated to commence soon (budget \$198,000).
17. Optioneering for the upgrade of the Cannington, Waihaorunga and Waikakahi Rural Water supplies is complete with the projects being re-budgeted in the 2024-34 enhanced Annual Plan/Long Term Plan. A consenting options report for the Lower Waihao has been drafted and is currently under review. Obtaining a resource consent to discharge is a critical path item.

RECOMMENDATION

That the Finance Report for the 7 months ended 31 January 2024 be accepted.

16.2 RISK TOLERANCE REVIEW

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Risk Appetite Summary - March 2024  

PURPOSE

1. For Council to review the level of risk tolerance, following a recommendation from the Audit and Risk Committee at their meeting on 12 March 2024.

BACKGROUND

2. The Audit and Risk Committee's Annual Work Plan states the Committee is to 'recommend to Council an appropriate level of risk tolerance' annually.
3. The ISO 31000 risk management standard defines risk appetite as the "Amount and type of risk that an organization is prepared to pursue, retain or take to achieve its objectives". It reflects the organisation's risk management philosophy and, in turn, influences the organisation's culture and operating style.
4. For any business the taking on of risk to achieve objectives is at times necessary. Every business will also recognise that in taking on any risk (with positive or negative outcomes) the exposure to risk is expected to be managed.
5. With most operational and Council decisions, there are a mix of risks that touch on different risk categories, requiring balancing and prioritisation.
6. The risk appetite statement can help to balance these risks and ensure they are viewed subjectively.
7. The 'Risk Appetite Summary' was first adopted by Council in September 2022, following the development of the Risk Management Policy. It was subsequently reviewed in March 2023, with no change.
8. The broad categories of risk that have been identified are as follows:
 - Economic & District Growth
 - Financial
 - Compliance
 - Health & Safety
 - Reputation
9. Risk appetite has been graded into three categories – 'low', 'moderate' and 'high'.
10. Low means being unwilling to take on anything other than small risks. Moderate means having an appetite between low and high (a flexible approach). High means being willing to take on significant risks to exploit opportunities despite potentially major consequences if the risk is realised.
11. When applied to the various categories of risk in the nature of our business, we build a profile for acceptable risk appetite and tolerance across the Council. This shapes our risk management culture, planning, operations, decision making process and guidance.
12. It would be expected that the identified risks across the various categories are assessed, treated and managed within these appetite levels.
13. The proposed risk profile is generally 'risk adverse', which is common for public sector organisations given the obligations around transparency and accountability.

14. The most risk tolerant category is Economic & District Growth, with it proposed that Council is prepared to take more risk to achieve desired outcomes, with Health & Safety at the other end of the spectrum, with the proposal that Council is risk adverse in this area.
15. At the 12 March 2024 Audit and Risk Committee meeting, the level of risk tolerance was considered, along with the attached "Risk Appetite Summary", and the below resolution was carried, recommending to retain the Summary without modification:

6.7 RISK TOLERANCE RECOMMENDATION

COMMITTEE RESOLUTION 2024/1

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

1. That the Risk Tolerance Recommendation report is accepted; and
2. That the Audit and Risk Committee recommends the Risk Appetite Statement be approved by Council as presented.

CARRIED

Note:

The Committee asked for staff to take the opportunity with the EAP consultation to portray the thinking of governance of investing in urban planning (development contributions, utilities connections, freeing up land) resulting in economic and district growth to achieve longer term gains, in order to gauge the community's appetite.

PROPOSAL

16. Council to consider the Risk Appetite Summary and approve, thereby agreeing to the level of risk tolerance that is acceptable for each category of risk.

Options

17. Council may approve the Risk Appetite Summary as recommended by the Audit & Risk Committee, as presented, or
18. Council may approve the Risk Appetite Summary as recommended by the Audit & Risk Committee, with modifications.

RECOMMENDATION

1. That the Risk Tolerance Review report is accepted; and
2. That Council approves the Risk Appetite Statement, as presented or with modifications.

Risk Appetite Summary | Waimate District Council | March 2024

About our Risk Appetite Statement

The Council’s risk appetite is the shared view of the Councillors and the Leadership Team and refers to the type and amount of risk that the Council is prepared to accept or avoid to achieve its strategic objectives. The risk appetite statement influences and guides decision making.

In pursuing its vision and strategic objectives the Council will accept a level of risk proportionate to the expected benefits to be gained, and the impact or likelihood of damage.

Risk Appetite Summary									
	Low Appetite			Moderate Appetite			High Appetite		
	Accept little or zero risk, taking a cautious approach towards taking risk			A balanced and considered approach is adopted to taking risk			A more assertive or aggressive approach to taking risk is accepted to realise strategic objectives		
Economic & District Growth									
Financial									
Compliance									
Health & Safety									
Reputation									

Area	Risk Appetite Statement
Economic and District Growth	We want to be nimble, try new things and staff need to feel safe to fail in the environment we set for them.
Financial	As a publicly funded entity there is a need to ensure sound financial decision making that takes between a cautious to balanced approach towards taking risk.
Compliance & Regulatory	There is a low risk appetite for compliance areas which will result in a breach of regulation or have flow on implications to public health and safety. A moderate risk appetite where there is flexibility in the decision and we don’t want to slow down business or community activity.
Health & Safety	A strong need to ensure a safe environment for staff, contractors and the community.
Reputation	A realisation that Councils have to make tough decisions in the short term for the benefit of long-term objectives, however it is important to ensure a strong and positive community engagement.

Risk Appetite Summary | Waimate District Council | March 2024

The Council has a high appetite for risk in the context of:

- Supporting areas of economic and district growth.

The Council has a low appetite for risk where there is a likelihood of:

- Significant financial damage.
- Harm to the public and our staff.
- Breach of regulatory obligations.

The risk classification and rating tables within the Risk Management Policy provide guidance regarding the Council's appetite for risk.

16.3 UPDATE ON THE LONG-TERM PLAN 2024-34

Author: Shey Taylor, Strategic Planner/Policy Advisor

Authoriser: Stuart Duncan, Chief Executive

Attachments: 1. **Water Services Acts Repeal Act 2024 (Option for a 12 month deferral)**  

PURPOSE

1. To inform the Council of the status of the Long-Term Plan 2024-34.
2. To seek a decision from Council on the option to complete an Annual Plan for the 2024/25 year, followed by the completion of a 9-year Long-Term Plan for 2025-34
3. To seek a decision from Council to extend the Financial Contributions Policy to 30 June 2025.

BACKGROUND

4. This item was taken to the Audit & Risk Committee on 12 March 2024. It is the recommendation of the Audit & Risk Committee that Council move to defer the adoption of the Long-Term Plan by 12 months and produce an enhanced Annual Plan 2024/25.
5. With the introduction of the Water Services Acts Repeal Bill on 13 February 2024, Council has been presented with an alternative path forward in the adoption of the Long-Term Plan (LTP) 2024-34.
6. The Local Government Act 2002 requires the review of Council's Financial Contributions Policy once every 3 years (LGA 2002 Section 106(6)) The deferral of the LTP by 12 months would require the extension of the Financial Contributions Policy which is granted under the Water Services Acts Repeal Act 2024 (Section 49(e)).

Current LTP 2024-34 Timetable

7. Council's current LTP timeline is to adopt the 2024-34 LTP no later than the 30 September 2024. This includes a 3-month extension from the standard 30 June statutory adoption deadline, and an option for an unaudited consultation document.
8. This course of action stems from correspondence with the new Minister for Local Government, Simeon Brown, on 14 December 2023, which provided new insight into the new Government's legislative intentions. The option to delay the adoption of the 2024-34 LTP was introduced and presented as a solution to councils who were behind schedule as a result of complications stemming from the Water Services Act.
9. Following deliberations with Leadership it is evident that we are unlikely to meet our statutory deadlines for adoption under this course of action. This delay was previously discussed with the Audit and Risk Committee on 5 December 2023.

12-month Deferral Option

10. The Leadership Team met on 13 February 2024 to discuss our current LTP timeline. The introduction of the Water Services Act Repeal Bill that day has presented an alternative path forward.
11. The new legislation provides the option for Council to delay the adoption of the LTP 2024-34 by 12 months with an "enhanced" Annual Plan positioned as its interim substitute.
12. This new plan was discussed among Leadership, and Group Managers were given 4 days to consider the impact and feasibility of pivoting once again to a new LTP timeline.
13. At a meeting on 16 February 2024, it was agreed that the 12-month deferral was the preferred course of action, subject to an assessment of significance for variances between the 2024-25 Plan and the equivalent year of the 2021-31 LTP.

14. Deferring the LTP would provide an extended opportunity for changes in legislation to be considered, along with progression of associated work streams. This would assist with Council's development of their Financial Strategy, to ensure it is informed by the most relevant and timely information to provide for the most accurate forecasting for the duration of Council's Long-Term Plan.
15. Additional time in LTP development would also allow for further considerations into Asset Management Plans and Infrastructure Strategy and their alignment with draft capital budgets. A delay would also likely grant further insight into the Local Water Done Well Programme proposed by Central Government.
16. In place of a LTP, Council will produce an "enhanced" Annual Plan for 2024/25. This Annual Plan will require public consultation as well as additional reporting not regularly required, including information relating to capital expenditure, delivery of group activities, and performance measure reporting. This "enhanced" Annual Plan is required to be adopted by 30 June 2024.
17. The deferred LTP will cover a 9-year span 2025-34. The deferred adoption will not push back future LTP adoption dates. This will mean that there will only be a two-year gap between the 2025 and 2027 LTP.

PROPOSAL

18. It is the recommendation of the Leadership Team that, by order of Council, the adoption of the 2024-34 LTP be deferred by 12 months,
19. That a 9-year Long-Term Plan be produced for 2025-34,
20. That an enhanced Annual Plan be produced for 2024/25, and
21. Council extends the current Financial Contributions Policy to 30 June 2025.

Legislation

22. Local Government Act 2002.
23. Water Services Acts Repeal Act 2024.

Risk

24. Risk of continuing with 3-month deferral of LTP:
 - a. Failure to meet 30 September 2024 statutory deadline for adoption,
 - b. Rating confusion, and
 - c. Less certainty surrounding impacts of 3 waters repeal.
25. Risk of deferring LTP 12 months and producing an enhanced AP:
 - a. Significance triggering an amendment to the 2021-31 LTP,
 - b. Bottleneck of resources in production of the Annual Report 2023/24, and
 - c. Levels of service remain unchanged from current 2021-31 LTP.

Cost

26. Due to the deferral of the LTP by 12 months the costs associated with its development will need to be carried forward to the next financial year. As the annual plan is being consulted on there will be further cost incurred which were not budgeted for.

Options

27. That Council prepares an Annual Plan 2024/25, followed by a 9-year LTP to be completed in June 2025; and
28. Council extends the life of the Financial Contributions policy through 30 June 2025; or
29. That Council continues with the current LTP timetable with adoption required by 30 September 2024.

RECOMMENDATION

1. That that Update on the Long Term Plan 2024-34 report is accepted; and
2. That Council approves the preparation of an Annual Plan 2024/25 for community consultation, followed by a 9-year LTP 2025-34; and
3. That Council extends the life of the Financial Contributions Policy to 30 June 2025.

Water Services Acts Repeal Bill

Schedule 2

Local Government Act 2002 (2002 No 84)—continued

- (a) the authority's 2021–2031 long-term plan continues in force until the date on which the authority adopts its 2024–2034 long-term plan; and
- (b) the authority may extend the authority's policy on development contributions or financial contributions so that the period to which it applies ends on the date on which the authority adopts its 2024–2034 long-term plan. 5
- (3) **Subclauses (1) and (2)(a)** apply despite section 93(3).
- 47 Extended time frame for adopting annual report**
- (1) This clause applies only if an authority decides to adopt its 2024–2034 long-term plan on or after 1 July 2024 but no later than 30 September 2024 under **clause 46**. 10
- (2) The authority may complete and adopt, by resolution, its annual report for the 2023/2024 financial year no later than 31 December 2024.
- (3) **Subclause (2)** applies despite section 98(3).
- Option to defer long-term plan* 15
- 48 Authority may defer adopting long-term plan**
- (1) An authority may defer adopting its 2024–2034 long-term plan by 1 year if—
- (a) the authority resolves to do so, no later than 30 April 2024; or
- (b) the authority is authorised to do so by an Order in Council.
- (2) **Subclause (1)** applies despite section 93. 20
- (3) For the purposes of **subclause (1)(b)**, the Governor-General may, by Order in Council made on the recommendation of the Minister, authorise an authority to defer adopting its 2024–2034 long-term plan in accordance with this clause and **clauses 49 to 53**.
- (4) An order made under this clause is secondary legislation (*see* Part 3 of the Legislation Act 2019 for publication requirements). 25
- 49 Consequences if authority defers adopting long-term plan**
- (1) If an authority defers adopting its 2024–2034 long-term plan in accordance with **clause 48(1)**,—
- (a) the authority must, no later than 30 June 2025, adopt a long-term plan that relates to the period from 1 July 2025 to 30 June 2034; and 30
- (b) **clause 45** does not apply to the consultation document for a long-term plan described in **paragraph (a)**; and
- (c) the authority must, after adopting the long-term plan under **paragraph (a)** but no later than 30 June 2027, adopt a long-term plan that relates to the period from 1 July 2027 to 30 June 2037; and 35

11

Local Government Act 2002 (2002 No 84)—continued

- (d) the authority’s 2021–2031 long-term plan continues in force until the date on which the authority’s long-term plan that relates to the period from 1 July 2025 to 30 June 2034 comes into force; and
- (e) the authority may extend the authority’s policy on development contributions or financial contributions so that the period to which it applies ends on the date on which the authority’s long-term plan that relates to the period from 1 July 2025 to 30 June 2034 comes into force; and 5
- (f) the requirements relating to the authority’s annual plan for the 2024/25 financial year remain in force (*see* section 95 and Part 2 of Schedule 10); and 10
- (g) the authority’s annual plan for the 2024/25 financial year must also include the additional information specified in **clauses 50 to 52**; and
- (h) the authority must consult on its annual plan for the 2024/2025 financial year in accordance with **clause 53**.
- (2) **Subclause (1)(a)** applies despite section 93(7)(a). 15
- (3) **Subclause (1)(c)** applies despite section 93(3).
- (4) **Subclause (1)(d)** applies despite section 93(3) and (7)(a).
- 50 Additional information to be included in annual plan: groups of activities**
- (1) For the purposes of **clause 49(1)(g)**, an authority’s annual plan must, in relation to each group of activities of the authority,— 20
 - (a) identify the activities within the group of activities:
 - (b) identify the rationale for delivery of the group of activities (including the community outcomes to which the group of activities primarily contributes):
 - (c) outline any significant negative effects that any activity within the group of activities may have on the social, economic, environmental, or cultural well-being of the local community: 25
 - (d) in relation to the financial year covered by the plan, include the information specified in clauses 4(a), (b), (c), and (e), and 5 of Schedule 10 in detail. 30
- (2) For the purpose of **subclause (1)**, each of the following activities is a group of activities:
 - (a) water supply:
 - (b) sewerage and the treatment and disposal of sewage:
 - (c) stormwater drainage: 35
 - (d) flood protection and control works:
 - (e) the provision of roads and footpaths.

Local Government Act 2002 (2002 No 84)—continued

- (3) An authority may treat any other activities as a group of activities.
- (4) **Subclause (3)** applies despite **subclause (2)**.
- 51 Additional information to be included in annual plan: capital expenditure**
- (1) For the purposes of **clause 49(1)(g)**, an authority’s annual plan must, in relation to each group of activities of the authority and for the financial year covered by the plan, include a statement of the amount of capital expenditure that the authority has budgeted to—
 - (a) meet additional demand for an activity; and
 - (b) improve the level of service; and
 - (c) replace existing assets.
- (2) For the purpose of **subclause (1)**, capital expenditure budgeted for 2 or all of the purposes in **subclause (1)** may be treated as if it were made solely in relation to the primary purpose of the expenditure.
- 52 Additional information to be included in annual plan: resolution not to balance operating budget**
- For the purposes of **clause 49(1)(g)**, if the authority has resolved, under section 100(2), not to balance its operating budget in the year covered by the annual plan, the annual plan must include—
 - (a) a statement of the reasons for the resolution and any other matters taken into account; and
 - (b) a statement of the implications of the decision.
- 53 Consultation on annual plan if authority defers adopting long-term plan**
- If an authority defers adopting its 2024–2034 long-term plan in accordance with **clause 48(1)**,—
 - (a) the authority must consult in a manner that gives effect to the requirements of section 82 before adopting the annual plan for the 2024/25 financial year; and
 - (b) section 95(2A) does not apply.
- Bylaws*
- 54 Review of water services bylaws under section 158 or 159 may be deferred**
- (1) An authority may decide to defer a review required by section 158(1) or (2) or 159 if all the following requirements are met:
 - (a) the review relates only to a water services bylaw:

16.4 DELEGATIONS POLICY 308 AMENDMENTS

Author: Shey Taylor, Strategic Planner/Policy Advisor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. 308 Delegations Policy (CDEM Amendments) [↓](#) 

PURPOSE

1. For Council to consider the reviewed 308 Delegations Policy amendment for adoption.

BACKGROUND

2. The purpose of the delegations in this Delegations Policy is to provide a clear framework and hierarchy to identify, confirm, and record all existing and required delegations of authority relating to Waimate District Council.
3. The proposed changes to the delegations policy come at the request of Council's CDEM Controller.

PROPOSAL

4. Expand the Type 2A Delegations (Financial authority to expend or commit Council to expenditure) to include a mechanism that oversees the procurement of unbudgeted emergency work up to \$100,000 by local CDEM Controllers.
5. Expand the Type 2A Delegations (Financial authority to expend or commit Council to expenditure) to allow for the Chief Executive to initiate and approve (In consultation with the Mayor or their delegated representative) up to \$500,000 in contingency expenditure in the event of an emergency or unexpected event.
6. Expand the Type 3A Delegations (Civil Defence) to allow for the Deputy Mayor (in the absence of the Mayor) to declare, extend, or terminate a state of emergency. In the event that neither are available a state of emergency can be declared by the regional defence group.
7. Add clear references to the Civil Defence Emergency Management Act indicating from where specific powers/obligations are derived.

Options

8. That Council accepts the proposed changes to the 308 Delegations Policy without amendment; or
9. That Council accepts the proposed changes to the 308 Delegations Policy with amendments.

LEGISLATION

10. Civil Defence Emergency Management Act.

ASSESSMENT OF SIGNIFICANCE

11. This item is deemed to be of low significance under the Significance and Engagement Policy.

FINANCIAL

Budget

12. No budget has been allocated, nor is required.

Cost-effectiveness

13. There is no cost associated with the proposed policy changes.

Recommendation

1. That the 308 Delegations Policy Amendments report is received; and
2. That Council accepts the proposed changes to the 308 Delegations Policy as presented, or with amendments.

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Emergency Management Officer & Health and Safety Advisor	yes	nil
Planner	yes	nil
Intermediate Planner	yes	nil
Senior Planner	yes	nil
Regulatory Support Officer	yes	nil
Senior Regulatory Support Officer	yes	nil
Human Resources Manager	yes	\$10,000
Human Resources Advisor	yes	nil
Emergency Work - this is unbudgeted expenditure		
Roading Manager	≤\$20,000	\$20,000
Senior Roothing Officer	≤\$20,000	\$20,000
Roothing Officer	≤\$20,000	\$20,000
Roothing Technician	≤\$20,000	\$20,000
<u>Emergency Work (when Emergency is declared) This is unbudgeted expenditure</u>		
<u>Civil Defence Controller</u>	<u>nil</u>	<u>≤\$100,000</u>
Emergency Work (when Emergency Operations Centre is activated) This is unbudgeted expenditure		
Civil Defence Logistics <u>Duty</u> Manager	<u>≤\$100,000≤\$20,000</u>	\$20,000

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Civil Defence Logistics Support	≤\$20,000	nil
Contingency expenditure in the case of emergency or an unexpected event. This is unbudgeted expenditure		
Chief Executive	≤\$50,000	\$50,000
Chief Executive (In consultation with the mayor or their delegated representative)	≤\$500,000	≤\$500,000
<p>Note: The initiator of a purchase order cannot approve that order. The only exception is the Chief Executive (for purchases ≤\$50,000) and Civil Defence Logistics Manager for emergency work. Roading Emergency work will require a different authoriser to approve.</p>		

All capital projects and contracts must be approved by the Chief Executive, or Asset Group Manager for Asset Group projects, prior to commencing procurement.

5. Schedules for Type 3 Delegations

Schedule 3A Civil Defence

Delegated Authorities for the Civil Defence and Emergency Management (**CDEM**) organisation in New Zealand are controlled by the Civil Defence Emergency Management Act 2002 (**CDEMA**). The CDEMA provides for the following hierarchy of Delegations.

Nationally

Role	Where powers/obligation derive from or are recorded
Parliament <i>appoints</i>	
Minister of CD <i>employs</i>	
Chief Executive Department of CDEM <i>appoints</i>	
Director of CDEM <i>may appoint</i>	Section 9 of the CDEMA provides that the Director has all the powers that are reasonably necessary or expedient to enable the Director to perform his or her functions, including, in the event of a National state of emergency, to control the activities of CDEM groups and group controllers.
National Controller of CDEM	Section 10 of the CDEMA provides that for the purposes of dealing with a National State of Emergency the National Controller may be delegated any of the powers of the Director of CDEM.

Regionally

Role	Where powers/obligations derive from or are recorded
Canterbury Civil Defence Emergency Management Group	Section 12 of the CDEMA provides that each regional council and territorial local authority within Canterbury is required to unite and function as a joint standing Committee.
Waimate District Groups Representative	Section 16 of the CDEMA provides that each regional council and territorial local authority must provide one representative or group, usually their chairperson.
Group Controller	Section 18 of the CDEMA provides for wide powers in the event of a declared emergency (see sections 86 to 89, 91 and 92 of the CDEMA). Delegation may be given to: Group EOC Manager, Group Operations Manager, Group Logistics Manager, Group Welfare Manager and Group Public Information Manager (these persons may also delegate powers to persons on duty working for them).
	Section 90 of the CDEMA provides for wide powers to requisition in the event of a declared emergency. Delegation to requisition may be given to: Group Logistics Manager and Deputy Group Logistics Manager.

Locally

Role	Where Powers/Obligations Derive From or are Recorded
Mayor <u>(or Deputy Mayor in the Mayors absence)</u>	<u>Sections 68, 71, and 72 of the CDEMA provide the</u> power to declare, <u>extend, and terminate a state of</u> emergency.
Council Civil Defence Controllers	<u>Section 26 of the CDEMA provides for the appointment of</u> Direct Waimate Districts Emergency Operations and other obligations under the CDEMA.

Schedule 3A(i) Requisitioning Powers under the Civil Defence Emergency Management Act 2002

The appointed Group Controller for the Canterbury Civil Defence Emergency Management Group delegates the use of the requisitioning powers under section 90 of the Civil Defence Emergency Management Act 2002 (CDEMA) to the persons performing the appointments of Group Logistics Manager or Deputy Group Logistics Manager in the Group Emergency Coordination Centre.

This delegation is only applicable to an area or district in which a State of Emergency, having been declared under sections 66, 68 or 69 of the CDEMA, is in force and such requisitioning action is believed necessary for the preservation of life.

Schedule 3A(ii) Delegation of Powers under the Civil Defence Emergency Management Act 2002

The appointed Group Controller for the Canterbury Civil Defence Emergency Management Group delegates to the persons on duty performing the appointments of Group Emergency Coordination Centre Manager or Group Operations Manager or Group Planning Manager or Group Intelligence Manager or Group Logistics Manager or Group Welfare Manager or Group Public Information Manager in the Group Emergency Coordination Centre the authority to exercise the powers of sections 86 to 89, 91 and 92 of the Civil Defence Emergency Management Act 2002 (**CDEMA**). Further, these persons are authorised to also delegate these powers to persons on duty working for them.

This delegation is only applicable to an area or district in which a State of Emergency, having been declared under sections 66, 68 or 69 of the CDEMA, is in force. Further, any limitations, 'such as necessary for the preservation of life', detailed in the applicable section of the CDEMA must apply before any action is authorised.

16.5 310 ELECTED MEMBERS EXPENDITURE & REIMBURSEMENT POLICY

Author: Shey Taylor, Strategic Planner/Policy Advisor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. [Draft 310 Elected Members Expenditure & Reimbursement Policy](#) 

PURPOSE

1. For Council to consider the reviewed 310 Elected Members Expenditure & Reimbursement Policy amendment for adoption.

BACKGROUND

2. The policy establishes a financial and behavioural framework for remuneration, allowances, expenditures, and resources available to the Waimate District Council (WDC) Elected Members during their term of office.
3. This policy is informed by the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002.

PROPOSAL

4. To update the policy to align with Remuneration Authority guidance for 2023/24 with regards to remuneration for the Waimate District Council Elected Members. This includes:
 - a. Remuneration
 - b. Allowance for vehicle mileage
 - c. Allowance for child care
 - d. Allowance for travel time
 - e. Allowance for ICT
5. To update the policy to align with Office of the Auditor General guidance in best practices regarding sensitive expenditure. This includes:
 - a. The use of a one-up authorisation procedure for the approval of expenditure and travel
 - b. General update of language and terminology
6. To make minor amendments to the policy to align it with the 411 Sensitive Expenditure Policy.

Options

7. That Council accepts the proposed changes to the 310 Elected Members Expenditure & Reimbursement Policy without amendment; or
8. That Council accepts the proposed changes to the 310 Elected Members Expenditure & Reimbursement Policy with amendments.

ASSESSMENT OF SIGNIFICANCE

9. This item is deemed to be of low significance under the Significance and Engagement Policy.

Legislation

10. Local Government Members (2023/24) Determination 2023.
11. Remuneration Authority Act 1977.
12. Local Government Act 2002.

FINANCIAL

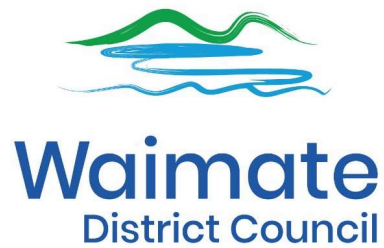
13. All payments to Elected Members, and associated costs to attend conferences, seminars and training are rate funded, through the Governance activity.
14. While this policy provides the provision, Councillors have not historically submitted claims for allowances, except in exceptional circumstances. The approval of claims is discretionary.

Budget

15. A budget is provided annually for Elected Member Remuneration in line with the gazetted total allowable remuneration.
16. A nominal budget has been historically allowed for Elected Member vehicle mileage, however this has been largely unutilised in recent years.

RECOMMENDATION

1. That the 310 Elected Members Expenditure & Reimbursement Policy report is received; and
2. That Council accepts the proposed changes to the 310 Elected Members Expenditure & Reimbursement Policy as presented, or with amendments.



**310 ELECTED MEMBERS
EXPENDITURE &
REIMBURSEMENT POLICY**

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POLICY OVERVIEW

1.0 PURPOSE

- 1.1 To provide a financial and behavioural framework for remuneration, allowances, expenditures, and resources available to the Waimate District Council (WDC) Elected Members during their term of office.

2.0 APPLICABILITY

- 2.1 WDC Elected Members, when:
- a. In official capacity only
 - i. Excluding electoral campaign expenses

3.0 POLICY PRINCIPLES

- 3.1 The commanding general principles of the policy are outlined and elaborated in length in the Office of the Controller & Auditor-General's *Controlling Sensitive Expenditure: Guidelines for Public Entities*.¹ In summary, Elected Members are to simultaneously uphold all the following principles vis-à-vis all expenditure decisions:
- a. Accountability
 - b. Integrity
 - c. Justifiability
 - d. Impartiality
 - e. Moderation and Conservatism
 - f. Transparency
- 3.2 The present policy is to be read in conjunction with the WDC's Sensitive Expenditure Policy 411.

4.0 RELEVANT LEGISLATIONS & DOCUMENTS

- 4.1 Local Government Act 2002
- 4.2 Local Government Members (2023/2024) Determination 2023
- 4.3 Local Government Official Information & Meetings Act 1987
- 4.4 Remuneration Authority Act 1977
- 4.5 Waimate District Council Sensitive Expenditure Policy 411

¹ Controller and Auditor-General, [Controlling sensitive expenditure: Guide for public organisations \(oag.parliament.nz\)](https://oag.parliament.nz) [accessed March 2024]

5.0 DEFINITIONS

- 5.1 For the purpose of the present policy, relevant terms are defined as below:
- a. Actual: any expenditure supported by relevant original receipt(s) attached to the Expense Reimbursement Claim Form.
 - b. WDC Business: includes, but is not limited to- formal WDC meetings, Committee meetings, workshops, Zone Water Management Committee meetings, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, and meetings with members of the public during which an Elected Member is formally representing the WDC.
 - c. Elected Members: the Mayor and all Councillors elected to the WDC.
 - d. Expenses: actual, authorised, and/or justifiable expenses including rental car, air travel, taxis/ridesharing (e.g. Ubers)/public transport, meals and non-alcoholic refreshments, parking, sundry vehicle costs, alternative travel options, and other such costs, including incidental costs, directly relating to WDC business.
 - e. Reasonable: an expenditure that, by the force of circumstance or necessity, exceeds defined expenditure limits or practices hereby outlined in the present policy and is deemed justifiable by the Mayor and/or Chief Executive.
 - f. Travel: journeys made by various means on WDC business, including travel by taxi, ridesharing (e.g. Ubers), public transport, hired vehicles, or private vehicles.

6.0 FRAMEWORK

- 6.1 Remuneration for mayors and councillors, in conjunction with levels of, and rules relating to, allowances and expenses for elected members, are determined triennially by the Remuneration Authority in accordance with the Local Government Act 2002.
- 6.2 In such a framework, the WDC is required to make recommendation to the Remuneration Authority regarding levels of remuneration, allowances, and expenses for its Elected Members, towards the formalisation of a schedule of remuneration and reimbursement amounts (See Appendix A).
- 6.3 The schedule shall be updated correspondingly to reflect latest determination by the Remuneration Authority.

7.0 ONE-UP AUTHORISATION PROCEDURE

7.1 Authorisation of any expenditure must be approved according to the one-up authorisation procedure outlined in the 411 Sensitive Expenditure Policy. This includes:

- All general sensitive expenditure reimbursement
- Travel & accommodation expenses
- Vehicle mileage allowance
- Conferences, seminars, or training

- 7.2 In terms of authorisation of all reimbursements and attendances at conferences, seminars or training for Elected Members, the following hierarchy is defined:

For the Mayor:

- Two Council Members and the Corporate Services Group Manager; or
- One Council Member, the Chair of the Audit & Risk Committee, and the Corporate Services Group Manager

For Elected Members:

- The Mayor and the Corporate Services Group Manager

- 7.3 In terms of authorisation for attending international seminars/conferences, the following method of authorisation is defined:

For any Elected Member, including the Mayor:

- Resolution of Council.

8.0 REMUNERATION

- 8.1 The WDC Mayor, Deputy Mayor, and Councillors shall receive remuneration as determined by the Remuneration Authority (See Appendix A).
- 8.2 In addition to the base salary set by the Remuneration Authority, Councillors may receive additional remuneration for assuming additional responsibilities.
- 8.3 Additional remuneration will be made at the rate outlined below, as recommended by the WDC and subsequently approved by the Remuneration Authority:
- a. Role: Deputy Mayor
Additional Remuneration: +50% of councillor base salary

9.0 REIMBURSEMENTS

- 9.1 Where possible, reimbursements will be based on actual incurred costs. Where an allowance is made, this will be based on a fair and reasonable estimate consistent with the guidelines outlined by the Remuneration Authority and the present policy.
- 9.2 All actual reimbursements will be submitted via the Expenses Reimbursement Claim Form, and must be supported by relevant invoices and/or documentation.
- ~~9.3 Expense reimbursement claims will be conjointly approved by the Mayor, or the Chief Executive where the claim is made by the Mayor, and the Corporate Services Group Manager, the latter in the capacity of the budget holding manager.~~
- 9.3 Expense reimbursements from Elected Members must be approved in accordance with the one-up authorisation procedure (Section 7)
- 9.4 No cost will be reimbursed when/where costs are to be charged to other parties due to direct liability of such parties, such as private companies.
- 9.5 Electoral campaign expenses will not be reimbursed.

10.0 VEHICLE MILEAGE ALLOWANCE

- 10.1 Where possible, every effort should be made to share transport as to reduce costs and emission level.
- 10.2 Where possible, Elected Members will use a WDC fleet vehicle when travelling on WDC business.
- 10.3 In the event of a fleet vehicle being unavailable, the WDC may will pay an Elected Member a vehicle mileage allowance, pending the fulfilment of all the following criteria:
- a. That the Elected Member is travelling in a private vehicle, and
 - b. That the travel is directly related to WDC business, and
 - c. That the travel route is the most direct route, as permitted by circumstances.
- 10.4 The vehicle mileage allowance will be paid up to the maximum rate per kilometre as set out in the latest Remuneration Authority Determination (See Appendix A).
- 10.5 A record log-book will be kept updated each time a Councillor travels on WDC business with the intent of claiming travel expenses. The record will include a description of the vehicle used, locations travelled to/from, distance travelled, the date and times, the purpose of the travel to illustrate how that relates to Council business. The record must be approved in accordance with the one-up authorisation procedure (Section 7) when claiming travel expenses.

11.0 TRAVEL TIME ALLOWANCE

- 11.1 A travel time allowance may be paid to all Elected Members, with the exception of the Mayor, at the full allowable rate in accordance with the conditions outlined in the Remuneration Authority Determination, pending the fulfilment of all the following criteria:
- a. That the travel is directly related to WDC business, and
 - b. That the journey is between one and nine hours long within 24 hour period, and
 - c. That the travel route is the most direct route, as permitted by circumstances, and
- 11.2 The first hour of the journey is not covered by the allowance, as outlined by the Remuneration Authority.

12.0 TRAVEL & ACCOMMODATION EXPENSES

- 12.1 Elected Members, in their capacity as WDC representatives, are entitled to claim travelling and incidental expenses for attending the following:
- a. Meetings of Council committees and sub-committees which they are members of;
 - b. Meetings of organisations, committees, and groups to which they have been appointed;
 - c. Conferences, seminars, and Council workshops, the attendance at which is authorised in accordance with the one-up authorisation procedure (Section 7)

- 12.2 Incidental travels on WDC business within the Waimate district will may be reimbursed.
- 12.3 All expenditures related to travel and accommodation must comply with all relevant provisions and protocols outlined in the Sensitive Expenditure Policy 411, especially Sections 11, 12, and 13.
- 12.4 In respect of the Mayor, prior approval in accordance with the one-up authorisation procedure is required for travelling within New Zealand on WDC business.
- 12.5 Where possible, all travel and accommodation arrangements for all Elected Members will be made through the Committee Secretary.
- 12.6 Where possible, costs will be charged to the WDC; otherwise, all justifiable costs will be reimbursed.
- 12.7 Meals and incidental expenses that are not part of the travel and accommodation costs will be reimbursed by the WDC.
- 12.8 Elected Members are to fill out the External Travel and Training Form in all instances where they are travelling to attend meetings, conferences, seminars, or trainings.
- 12.9 Reasonable entertainment and hospitality expenses will be reimbursed by the WDC.. For further information on norms governing entertainment and hospitality, refer to Sensitive Expenditure Policy 411, Section ~~18-17~~.
~~Staying with friends or relatives, as an alternative to commercial accommodation, is permissible. In such a condition, an Elected Member may claim the amount of \$50.00 per night to donate to the host to cover the cost of accommodation and/or meals.~~
- 12.10 Membership of Air New Zealand Club (i.e. Koru programme membership) is permissible for the Mayor, as the benefits of the programme may facilitate WDC business.

13.0 CONFERENCES, SEMINARS, OR TRAINING

- 13.1 All Elected Members are entitled to payment of fees/costs of registration, travel, accommodation, meal, and related incidental expenses (including travel insurance, if deemed appropriate by the authorising party) incurred during the course of attending conferences, courses, seminars, or training events, pending the fulfilment of all the following criteria:
- That the related expenditure can be accommodated within existing budgets, and
 - That the appropriate approvals, as outlined in the present policy, are obtained.
- 13.2 All expenditures related to conferences, seminars, or trainings must comply with relevant provisions and protocols outlined in the Sensitive Expenditure Policy 411, especially Section 8.
- 13.3 In respect of the Mayor, prior approval in accordance with the one-up authorisation procedure (Section 7) is required for travelling within New Zealand for attendance at conferences, courses, training events, seminars, or for other purposes associated with the position of the Mayor.
- 13.4 In respect of Councillors, attendance at these events when held in New Zealand must be approved in accordance with the one-up authorization procedure (Section 7).
- 13.5 Attendance of any Elected Member at conferences, courses, seminars, or training events held overseas is by the Resolution of Council.

14.0 COMMUNICATIONS ALLOWANCE

- 14.1 Elected Members are provided with portable computer devices to be used for WDC business only.
- 14.2 The Mayor ~~and Deputy Mayor are~~ provided with ~~a~~ mobile phones to be used for WDC business ~~only~~.
- 14.3 Elected Members may be paid an allowance for the use of personal mobile telephones and internet service for WDC business. The ~~ICT communications~~ allowance ~~will be~~ paid, in accordance with the latest Remuneration Authority Determination (See Appendix A).

15.0 CHILDCARE ALLOWANCE

- 15.1 Elected members may claim for annual childcare allowance, pending the fulfilment of all the following criteria:
- a. That an elected member is engaged on WDC business at the time of the childcare, and
 - b. That they are the parent or the guardian of the child, and
 - c. That the child is under 14 years of age.
- 15.2 The childcare must be provided by a party who:
- a. Is not a family member of the Elected Member, and
 - b. Does not ordinarily reside with the Elected Member.
- 15.3 Elected members must provide evidence of the amount paid for childcare.

16.0 DOCUMENT CONTROL

Queries:	Corporate Services Group Manager
Effective:	26 March 2024
Previous Review Date(s):	March 2020
Next [Full] Review Date:	March 2026
Document Owner:	Corporate Services Group Manager
Document Author:	Shey Taylor
To be only amended by:	Resolution of Council

17.0 APPENDIX A

**Remuneration for the Waimate District Council Elected Members
2023-2024~~2019-2020~~**

Office	Annual Remuneration (\$)
Mayor	86,500.00 104,302.00
Deputy Mayor	38,882.00 42,247.00
Councillor	25,921.00 28,165.00

**Elected Members Allowance for Vehicle Mileage
2023-2024~~2019-2020~~**

Type of Vehicle	Annual Eligible Mileage	Allowance Rate (\$) per km
Petrol or diesel	0 to 14,000km	0.79 0.95
	> 14,000km	0.30 0.34
For hybrid petrol vehicles	0 to 14,000km	0.79 0.95
	> 14,000km	0.19 0.20
For electric vehicles	0 to 14,000km	0.79 0.95
	> 14,000km	0.09 0.11

**Elected Members Allowance for Child Care
2023-2024~~2019-2020~~**

Office	Annual Allowance Rate Per Child (\$)
Elected Members	6,000.00 (maximum)

**Elected Members Allowance for Travel Time
2023-2024~~2019-2020~~**

Office	Allowance Rate (\$) per hour
Elected Members (excluding the Mayor)	37.50 40.00

<p>Criteria: The allowance is payable only when:</p> <ul style="list-style-type: none"> a. travel time is between one and nine hours long within a 24 hour period, AND b. travel time is for travel relating to the WDC business, AND/OR c. travel is between an Elected Member's residence and an office of the WDC or board, AND d. the travel route is the quickest form of transport reasonable in the circumstances. <p>Conditions:</p> <ul style="list-style-type: none"> 1. The first hour of the journey is not covered by the allowance. 2. The allowance is not available for overseas travel. 3. The Mayor is not eligible for travel time allowance. 4. An Elected Member residing outside the Waimate district's boundaries, when travelling from place of residence to the district on WDC business, is eligible for a travel time allowance in respect of eligible travel time only after the member crosses the district boundary after the first hour of eligible travel within the district.
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**Elected Members Allowance for ICTCommunications
2023-2024/2019-2020**

Office	Item	Annual Allowance Rate (\$)
Elected Members	Personal Mobile Phone	150.00 200.00
Elected Members	Personal Computer, Tablet, Laptop (<u>including</u> plus any Docking Station)	200.00 400.00
Elected Members	Multi-functional or other Printer	40.00 50.00
Elected Members	Personal <u>Mobile</u> Telephone <u>ServicePlan</u> , or Actual Costs of <u>Telep</u> Phone Calls	400.00 500.00
Elected Members	Personal Internet Plan	400.00 800.00
<u>ICTCommunications</u> Allowances Total Cap		
Elected Members	Personal Equipment/Service	1190.00 1,950.00

16.6 RECREATIONAL TRACK GRANT APPLICATIONS

Author: Di Lowry, Grants Administrator

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments:

1. **Recreational Track Grant (under separate cover)** 
2. **Friends of Studholme Bush (under separate cover)** 
3. **Waimate Trackways Incorporated (under separate cover)** 

PURPOSE

1. To provide the relevant information for Council to consider the two funding applications:
 - a. Friends of Studholme Bush and
 - b. Waimate Trackways Inc.

BACKGROUND

2. Council acknowledges that the ongoing development of recreational tracks is important for the wellbeing of local residents and an attraction to visitors. The Waimate District Council has allocated \$20,000 per annum towards a contestable grant to support clubs and/or groups to develop new tracks and maintain/improve existing tracks.
3. Council receive applications on a six-monthly basis in February and August each year with \$10,000 available for each round. Applications are to be decided by Council and will be considered along with the Heritage Grant applications.
4. The Recreational Track Grant is open for projects including track signage, GIS mapping and/or be for the development of new recreational tracks and/or the improvement of existing tracks and/or maintenance of existing tracks.

PROPOSAL

5. **Friends of Studholme Bush** is seeking funding to purchase native riparian plants to plant at 3 strategic locations between the stream and the walking track along the old Railway Track in the Waimate Gorge.

The total cost of the project is \$3,976.07 including GST, which includes a \$1,250.00 contribution of volunteer hours towards planting the native grasses and shrubs. The applicant is requesting \$2,726.07, including GST.

6. **Waimate Trackways Inc.** is seeking funding to put way-finding signage, with GPS co-ordinates and directional arrows, to show the various walking and cycling tracks from the Point Bush carpark to the Whitehorse monument.

The total cost of the project is \$17,225.30 excluding GST, which includes \$1,000.00 of volunteer hours from Waimate Trackways Inc. and \$6,500 funding contribution from both Waimate Trackways Inc. and Waimate2gether. The applicant is requesting \$9,725.30 excluding GST.

OPTIONS

7. That Council supports the Recreational Track Grant application from:
 - a. Friends of Studholme Bush and/or
 - b. Waimate Trackways Inc. or
8. That Council does not support the Recreational Track Grant application from:
 - a. Friends of Studholme Bush and/or
 - b. Waimate Trackways Inc.

ASSESSMENT OF SIGNIFICANCE

9. This item is not deemed significant under Council's Significant and Engagement Policy.

FINANCIAL**Budget**

10. A budget of \$20,000 is allocated for the full year. This is the second round of the financial year 2023/24 and there is an amount of \$10,000 available for this round.

RECOMMENDATION

1. That the Recreational Track Grant Applications report is accepted; and
2. That Council considers the funding applications from:
 - a. Friends of Studholme Bush, and
 - b. Waimate Trackways Inc.

17 CONSIDERATION OF MAJOR (URGENT) OR MINOR ITEMS, AND/OR PUBLIC FORUM ITEMS NOT ON THE AGENDA

Nil

PUBLIC EXCLUDED

18 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
18.1 - Public Excluded Minutes of the Council Meeting held on 27 February 2024	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
18.2 - Outstanding Council Actions Report - Public Excluded	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)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
18.3 - Alpine Energy Draft Statement of Corporate Intent 2025-2027	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

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