

Agenda

**Notice is hereby given of
an Open Workshop**

Tuesday 9 April 2024

9:30am

**Function Room
Waimate Event Centre
15 Paul Street
Waimate**

www.waimatedc.govt.nz

Order Of Business

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Open workshops are an informal forum for staff to bring information items or presentations to Council which, if undertaken at a Council meeting, could take a significant amount of time, and therefore restrict other business from being transacted.

No decisions or resolutions will be made.

Brief agendas will be prepared and will be available on Council's website:

<https://www.waimatedc.govt.nz/council/meetings/agendas-and-minutes> and brief notes will be taken.

There are no legal requirements relating to a quorum.

Standing Orders do not apply.

Members of the public are welcome to attend but do not have speaking rights.

REPORTS**1 GENERAL BUSINESS****1.1 POLICING UPDATE FOR THE WAIMATE DISTRICT - 9:30AM**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

For Sergeant Bryan Ennis of the Waimate Police to give Council a verbal overview of police activity in the Waimate District.

1.2 CIVIC FINANCIAL SERVICES AGM CALL FOR NOMINATIONS

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Civic Financial Services Letter 22 March 2024  

PURPOSE

1. To give Council, as a Shareholder of Civic Financial Services, an opportunity to consider making a nomination for Director vacancies on the board of Civic Financial Services.

BACKGROUND

2. Council holds 30,458 shares in Civic Financial Services Limited. This represents 0.27% of the issued share capital.
3. The attached communication was received by the Chief Executive on 22 March 2024 and circulated to Councillors by email on 25 March 2024.
4. The Annual General Meeting of Civic Financial Services will be held on 21 June 2024, with the formal notice to be circulated.
5. There are two Director vacancies to be filled on the Board at the Annual General Meeting, one of which needs to be independent of the shareholders.
6. Any nominations from shareholders must be received before 21 April 2024, which is prior to the next Ordinary Council Meeting, however the Chief Executive could be provided with the delegation to forward the nomination on behalf of Council.
7. Nominations must be in writing, accompanied by the consent of that person to the nomination, and a brief resume.
8. Shareholders will be advised in May of the names of the eligible nominees with the formal Notice of the 2024 Annual General Meeting, where the election of Directors will take place.

OUTCOME

9. That Council discuss and direct the Chief Executive to forward any nominations on behalf of Council.



22 March 2024

Stuart Duncan
Chief Executive
Waimate District Council
PO Box 122
WAIMATE 7960
stuart.duncan@waimatedc.govt.nz

Dear Stuart

Civic Financial Services Ltd - Annual General Meeting

The Annual General Meeting of Civic Financial Services Ltd will be held in Wellington on Friday 21 June 2024 commencing at 11.30am. The formal notice for the Annual General Meeting will be circulated later.

Civic continues its journey to transform its operations for the benefit of shareholders and members, moving from being an insurer to an administrator providing administration services. The changes have included the winding down of Riskpool, the selling of Civic Assurance House and the building of the superannuation portfolio to now include over 11,500 members and more than \$560 million funds under management.

Five years ago, the Board approved a policy of Director refreshment, which the Board believes is pivotal to lead Civic into the future. The Board would encourage Director nominations from people who are passionate about growing Civic's superannuation business and want to be part of the Company's exciting future.

The Directors retiring at the Annual General Meeting are Basil Morrison (independent) and Nicola Mills. Basil Morrison will not be seeking re-election. Nicola Mills is offering herself for re-election. The remaining board members will be Craig Stevenson (independent), Marty Grenfell and Ken Morris.

The Company Constitution requires a minimum of two Directors on the Board to be independent of the shareholders. There are two vacancies to be filled on the Board at this year's Annual General Meeting, with at least one who needs to be independent of the shareholders.

Nominations

Clause 15.6 of the Company's Constitution provides:

"No person may be elected as a director at an annual meeting (other than a director retiring at that meeting) unless that person has been nominated:

- a) By a shareholder not more than three months nor less than two months before that meeting, by written notice to the company, accompanied by the consent of that person to the nomination; or
- b) Being neither a member nor an employee of a local authority, has been nominated by the Board, not less than one month before that meeting."

All nominations for the office of a Director of the Company by shareholders must be received by the Company at the Company's address before 21 April 2024. Nominations received at any other time are invalid.

The nomination must be in writing, accompanied by the consent of that person to the nomination. Nominees are asked to provide a brief resume which will be forwarded to Shareholders with the formal Notice of Meeting assuming the Nominee meets the Company's 'Fit and Proper' requirements (see below).

Nominations are unable to be made from the floor of the meeting.

The Company anticipates that all persons who are nominated by shareholders will have been nominated with the authority of the council of the shareholder, and that the nomination will be signed by a person to whom the council has delegated authority for the purpose.

The Company will accept a signed nomination provided there is no irregularity apparent from the face of the document or any circumstance which leads the Company to believe the nomination may have been made without the authority of the shareholder or the nominee.


Fit & Proper Policy requirements:

The Company has adopted a Fit & Proper Policy as required by the Companies Act 1993. The Policy applies to all Directors and relevant officers of the Company. To ensure compliance with the Policy, nominees need to be aware that the Risk and Audit Committee and ultimately the Board of the Company is required to ensure there will be a broad set of skills and experience represented at the Board. If a nominee, in the Board's assessment, does not meet the Policy the nominee will be advised and their name will not go forward for the election.

The Fit and Proper Policy requires various checks including criminal history and credit reference checks to be undertaken. Further, the nominees must advise if they have been adjudged bankrupt or involved with, in NZ or overseas, the management of a company that has failed, been put into liquidation, receivership, voluntary administration, wound up, dissolved, subject to statutory administration or judicial management. If elected the nominee will be required to sign a statutory declaration certifying that in their opinion they are a Fit & Proper person to hold the position of Director of the Company.

Voting

Shareholders will be advised in May of the names of the eligible nominees with the formal Notice of the 2024 Annual General Meeting where the election of Directors will take place.



Glenn Watkin
Chief Financial Officer
Civic Financial Services Ltd
Phone: 04 978 1252
Email: glenn.watkin@civicfs.co.nz

The Waimate District Council being a shareholder of Civic Financial Services Ltd hereby nominates

_____ of _____ for
(Name of Nominee)

election as Director of the Company at the Annual General Meeting to be held on 21 June 2024, or at any adjournment thereof.

EXECUTED the _____ day of _____ 2024.

Signature of Shareholder(s) Position(s) Held

Acceptance of Nomination

I, _____ of _____

accept the nomination for Directorate.

My date of birth is _____.

Further, I hereby give my consent to:

- (a) Civic Financial Services Ltd ("Civic") to collect, store and use any information about me, including my personal information (including a credit history check and criminal history check), in order to:
 - (i) Assess me in accordance with its Fit and Proper Policy;
 - (ii) Comply with relevant legislation and regulatory requirements.
 - (iii) Perform administrative functions including risk management, record keeping, archiving, staff training and conflicts management.
- (b) Civic to disclose, for the purpose of administering its Fit and Proper Policy, any information about me to a third party (including Veda Advantage and the Ministry of Justice) and to such third party giving to Civic information and records about me for this purpose. *A copy of my Driver's licence or current Passport (including the signature page) is attached.*

I hereby acknowledge that privacy of information relating to me is governed by the Privacy Act 1993. I have the right to access, and to request correction of, any personal information held by Civic concerning me.

Signature of Applicant Date

Please return this form to Civic Financial Services Ltd by Post: PO Box 5521, Lambton Quay, Wellington 6140, or Email: glenn.watkin@civicfs.co.nz

1.3 CWMS ZONE COMMITTEE REVIEW DISCUSSION

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Email from Secretariat: CWMS Zone Committee Review 14 March 2024  

PURPOSE

1. For Council to discuss and give guidance to Mayor Rowley on the upcoming Canterbury Water Management Strategy (CWMS) Zone Committee review.

BACKGROUND

2. The attached email from the Canterbury Mayoral Forum (CMF) Secretariat explains the scheduled review with a focus on what local freshwater leadership and support is needed in the future.
3. They intend to meet with the Mayor, and are seeking answers on the below questions:
 - a. What local freshwater leadership is required in the future?
 - b. For which actions will key partners (Environment Canterbury, TAs and mana whenua) need local leadership to deliver freshwater management outcomes in the future?
 - c. What resourcing is required to support local leadership?

OUTCOME

4. For the Mayor to be guided by Council in his response.

[EXTERNAL] CWMS Zone Committee review



secretariat@canterburymayors.org.nz

To: Anne Munro (Mackenzie); Craig Mackle (Kaikōura); Craig Rowley; Dan Gordon; Gary Kircher; Marie Black; mayor; Nigel Bowen (Timaru);
Chair Scott; Phil Mauger (Christchurch); Sam Broughton

Cc: Martin Espig; Murray Griffin; Becker, Boyd; Governance; governance; Jonathan King; Patrick Lindsay; Sean Tully; Alesia Cahill (TDC); Becky Makin;
Carol McAtamney (ADC); Dianne Chester; Emma Bailey (Mackenzie); Governance; Governance (Selwyn); Jo Hill; Jo Retallick (HDC); **+3 others**

Follow up. Start by Friday, March 15, 2024. Due by Friday, March 15, 2024.
You replied to this message on 15-Mar-24 9:31 AM.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Thu 14-Mar-24 5:15 PM

[CYBER SECURITY WARNING] This email is from an external source - be careful of attachments and links. Please follow your training and report suspicious emails.

Kia ora Koutou

Following the February Mayoral Forum meeting where Chair Peter provided an update on the review of CWMS Zone Committees, Environment Canterbury has now commenced this work. The review will focus on what local freshwater leadership and support is needed in the future. While the aim is to keep this review simple, it will reflect the collaborative ethos of the CWMS by engaging with Territorial Authorities, mana whenua, and Zone Committee members as key partners.

To progress this engagement, the Environment Canterbury team would like to arrange a one-hour meeting with each of you in the next month. They would appreciate if you were available to share your insights on:

1. What local freshwater leadership is required in the future?
2. For which actions will key partners (Environment Canterbury, TAs and mana whenua) need local leadership to deliver freshwater management outcomes in the future?
3. What resourcing is required to support local leadership?

I have provided the Environment Canterbury's Zone Facilitation team with your EA's contacts and they will follow up with them to find a suitable time.

Please do not hesitate to ask for further details then.

Ngā mihi nui,
Maree

Regional Forums Secretariat

Canterbury Mayoral Forum – Chief Executives Forum –
Policy Forum – Communications and Engagement Forum –
Corporate Forum – Economic Development Forum – Operations Forum
secretariat@canterburymayors.org.nz

Principal Advisor – Maree McNeilly, 027 381 8924

Senior Advisor – Amanda Wall, 027 234 6381

Regional Forums Co-ordinator – Ann Fitzgerald, 027 291 7468

c/- Environment Canterbury,
PO Box 345, Christchurch 8140
canterburymayors.org.nz

1.4 ANNUAL GRANT PRESENTATION: BUSHTOWN - 10.30AM

Author: Carolyn Johns, Community and Strategy Group Manager

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments: 1. Bushtown Annual Accounts 2023 [!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\)](#) [!\[\]\(844169987a590ed8c7e31d5d18950e8d_img.jpg\)](#)

PURPOSE

1. For Council to receive an Annual Grant presentation from Bushtown Chair Allan Laurie.

BACKGROUND

2. An annual grant of \$5,000 has been given to Bushtown since 2018.
3. Recently Bushtown requested an increase in their funding to cover additional insurance costs. Within the Long Term Plan Council will be undertaking community consultation on the level of funding for all annual grant recipients. Meanwhile we will continue to pay the \$5,000, providing the annual accounts are reviewed to our satisfaction.
4. The Bushtown 12 month annual accounts 2023 are attached for the information of Council.

OUTCOME

5. For Council to receive the annual grant presentation by Bushtown.

**BUSHTOWN (WAIMATE) INCORPORATED****PERFORMANCE REPORT****For the Year Ended 30th June 2023**

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BUSHTOWN (WAIMATE) INCORPORATED**ENTITY INFORMATION****For the Year Ended 30th June 2023****Who are we? Why do we exist?**

Legal Name of Entity: Bushtown (Waimate) Incorporated
Other Name of Entity Bushtown
Type of Entity and Legal Basis: Incorporated Society and Registered Charity
Registration Number: CC 29936

Entity's Purpose or Mission:

- a) To establish, develop and maintain a display of sawmilling and the timber industry.
- b) To depict the ancillary amenities needed to support the industry.
- c) To promote the facility for public display to encourage visitors to Waimate, and for its educational value.
- d) To cater for as wide a range of public interest as possible.
- e) To raise funds to facilitate these objectives.
- f) To work with other individuals or groups with similar interests to our own.
- g) To do all such things as are incidental or conducive to the attainment of these objects.

Entity Structure:

- Members of Bushtown elect a management committee comprising a chairman, a secretary, and/or treasurer and a minimum of four committee persons.

Main Sources of Entity's Cash and Resources:

- Our administration costs are covered by subscriptions, general donations and fundraising.
- Bushtown relies on donations and grants to fund specific projects.

Main Methods used by the Entity to Raise Funds:

- Donations are an important source of funding.
- Some donations are given for specific projects such as the totara/forest or the miniature railway.
- Fundraising activities include promotional events, raffles, kindling/timber sales and market days.
- Bushtown applies for grants from government and philanthropic trusts to fund specific projects and events.

Entity's Reliance on Volunteers and Donated Goods or Services:

- Bushtown relies to a great extent on volunteers for their activities.
- Committee members volunteer their time to set strategy, attend meetings and manage activities.
- Committee members, members and other volunteers participate in fundraising, events, market days, Totara and forest plantings, site work, capital projects and ongoing maintenance.
- Bushtown also relies to an extent on donated goods and services for site development work, buildings and other assets, and for resources used for fundraising and prizes.

Contact Details:

Physical Address: Dobson St Waimate
Postal Address: c/o Secretary, 227 Point Bush Rd, Waimate 7979
Email: bushtown.waimate@gmail.com
Website: www.bushtownwaimate.co.nz
Facebook: bushtown.waimate, Waimate-Bushtown-Miniature-Railway

BUSHTOWN (WAIMATE) INCORPORATED**STATEMENT OF SERVICE PERFORMANCE****For the Year Ended 30th June 2023****What did we do?****Description of the Entity's Outcomes:**

Bushtown is undertaking several projects to develop the sawmill and ancillary amenities.
 Maintenance of the forest and amenities continues.
 A number of events were held for visitors.

Description and Quantification of the Entity's Outputs:

	This Year 2023	Last Year 2022
Totara Trees Purchased by Donors	10	8
Visitor Events	2	2
Visitor Numbers	2,396	412
Development of the sawmill and ancillary amenities		
<u>Projects - Completed</u>	3	2
Mill Shed Spouting		
Entrance Kiosk		
Fencing		
<u>Projects - Work in Progress</u>	6	6
Miniature railway track network		
Signage for visitor attractions and forest plants		
Kurow bridge installation		
Railway carriages		
Redwood log display		
Children's Books - Great Fire Escape		

Additional Performance Measures:

Annual Volunteer Hours	3,271	2,488
Membership	110	113
Groups working with Bushtown	5	4
Facebook 'people who follow'		
bushtown.waimate	709	645
www.instagram.com/bushtown.waimate	69	60

Additional Information:**Articles on-line**

Bushtown Waimate hosts South Island wood chopping championships alongside Steam Up days
Stuff, Mar 10 2023

BUSHTOWN (WAIMATE) INCORPORATED
STATEMENT OF RECEIPTS AND PAYMENTS
For the Year Ended 30th June 2023

How was it funded? What did it cost?

	Actual 2023 \$	Actual 2022 \$
<u>OPERATING RECEIPTS AND PAYMENTS</u>		
Operating Receipts		
Donations, fundraising and other similar receipts	28,957	15,251
Fees, subscriptions and donations from members	6,000	5,315
Receipts from providing goods and services	12,660	200
Interest	92	54
Other receipts	1,881	(108)
Total Operating Receipts	49,590	20,711
Operating Payments		
Payments related to public fundraising	211	595
Payments related to providing goods and services	33,971	9,452
Project Payments	7,344	6,097
Total Operating Payments	41,526	16,144
Operating Surplus or (Deficit)	8,064	4,567
<u>FUNDING</u>		
Capital Receipts		
Receipt of Grant	17,125	7,000
Capital Payments		
Purchase of resources	7,670	-
Funding received in Advance	7,000	1,304
Net Capital Funding	2,455	5,696
Increase/(Decrease) in Bank Accounts	10,519	10,263
Bank Accounts at the beginning of the Financial Year	38,380	28,117
Bank Accounts at the end of the Financial Year	48,899	38,380
Represented by:		
Cheque Account	12,622	11,337
Project Accounts	36,277	27,043
Total Bank Accounts at the end of the Financial Year	48,899	38,380

BUSHTOWN (WAIMATE) INCORPORATED
STATEMENT OF RESOURCES AND COMMITMENTS
As at 30th June 2023

What does the entity own? What does the entity owe?

SCHEDULE OF RESOURCES

	2023 \$	2022 \$
Bank Accounts		
Cheque Account	12,622	11,337
Project Account(s)	36,277	27,043
	48,899	38,380
Money Owed to the Entity		
GST Refund / (GST Due)	(116)	270
Other Resources		
Assets	150,592	142,922

SCHEDULE OF COMMITMENTS

Money Payable by the Entity		
Contributors to Feasibility Plan	3,450	3,450
Other Commitments		
Waimate District Council long term lease at \$2 per annum until 2053	58	60
<u>Grants Carried Forward</u>		
Community Trust of Mid & Sth Canty - (for future Project Co-ordinator)	15,000	-
Te Papa Helping Hands Grant received - (for future signage purchases)	1,280	-
Waimate District Council - Creative Comm Grant - (for printing childrens books)	845	-
Lion Foundation Grant received - (future supply and fit spouting to sawmill roof)	-	7,000
	17,125	7,000

SCHEDULE OF OTHER INFORMATION

Grants or Donations with Conditions Attached (where conditions not fully met at year end)		
Te Papa Helping Hands (for Site Signs)	-	493

BUSHTOWN (WAIMATE) INCORPORATED
NOTES TO THE PERFORMANCE REPORT
For the Year Ended 30th June 2023

Note 1: Accounting policies "How did we do our accounting?"

Basis of preparation

Bushtown (Waimate) Incorporated is permitted by law to apply PBE SFR-C (NFP) public benefit Entity Simple Format reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

Bushtown (Waimate) Incorporated is registered for GST. Therefore amounts recorded in the Performance Report are exclusive of GST (if any) where applicable. GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.

Note 2: Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	2023	2022
		\$	\$
Donations, fundraising and other similar receipts	Fundraising	5366	4,666
	Donations	4092	3,431
	Grants		
	- Waimate District Council	5,000	5,000
	- Alpine Energy	5,000	-
	- Lion Foundation	7,000	-
	- Forest Management Ltd	2,500	-
	- Waimate District Charitable Foundation	-	850
	- Te Papa Helping Hands	-	1,304
		19,500	
	Total	28,957	15,251
Fees, subscriptions and donations from members	Subscriptions	1,600	2,070
	Donations	4,400	3,245
	Total	6,000	5,315
Receipts from providing goods and services	Event sales	11,848	-
	Timber sales	812	200
	Total	12,660	200
Interest	Total	92	54
Other Receipts	GST	386	(108)
	Insurance claim	1,495	
	Total	1,881	(108)
	Total Operating Receipts	49,590	20,711

NOTES TO THE PERFORMANCE REPORT
For the Year Ended 30th June 2023

Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	2023 \$	2022 \$
Payments related to public fundraising	Total	211	595
Payments related to providing goods and services	- Event Expenses	22,091	-
	- Insurance	6,671	5,445
	- Accounting Review	300	250
	- Advertising, Printing, Postage, Stationery	252	761
	- Rates & Rent	633	592
	- Subs, Fees, Registrations, Planning	101	97
	- Minor Assets	335	395
	- Consumables, Repairs & Maintenance	3,589	1,913
	Total	33,971	9,452
Project Payments	- Totara and Forest	367	1,052
	- Train (track base, fastenings..)	1,746	1,071
	- Oral History	-	421
	- Siteworks	4,495	704
	- Signage	735	1,850
	- Logs for milling	-	1,000
	Total	7,344	6,097
	Total Operating Payments	41,526	16,144
Capital Payments	- Sawmill spouting	7,670	-
	Total	7,670	-

Note 4: Resources

		2023 \$	2022 \$
Assets	- Buildings	65,896	58,226
	- Vehicles	20,000	20,000
	- Plant & equipment	64,697	64,697
	Total	150,592	142,922

Asset values are understated due to many assets having been donated.

The insurance value of buildings is \$602,906, of vehicles is \$20,000 and of plant, stock and other property is \$192,000.

Note 5: Related party transactions

Description of related party	Description of the transaction (whether in cash or	2023	2022
Rob Wilkins	To supply and fit spouting and downpipes to sawmill	7,670	-
- Committee member	building (excl GST and following tender process)		

Note 6: Events after balance Date

No events have occurred after balance date that would have a significant impact on the Performance Report.

INDEPENDENT REVIEWERS REPORT

I have reviewed the financial and statements prepared for **Bushtown Waimate (Incorporated)**, an incorporated society and registered charity for the year ended 30 June 2023. These statements include the Profit and Loss Statement, and Balance Sheet.

Opinion

Nothing has come to my attention that would indicate a material misstatement has occurred in the financial and statements of **Bushtown Waimate (Incorporated)** as at June 30, 2023. Subject to being able to review the value of the fundraising, raffles and donations due to its cash basis, so I was unable to determine if any adjustments to these amounts were necessary.

My review was completed on the 11th September 2023 and my opinion is expressed as at that date.

Basis of Opinion

I have been guided by New Zealand's financial review standard NZ SRE 2410, issued by the External Reporting Board (XRB) as much as it is applicable to a small not-for-profit entity.

Other than in my capacity as an assurance practitioner I have no relationship with or financial interest in the society, according to the professional and Ethics Standard 1 (PES1) issued by the NZ Auditing and Assurance Standards Board.

A review involves gathering information predominantly through enquiries of the people involved in the organisation and analytical testing of the information presented. Sample testing of source documentation may also have been performed to gain a reasonable level of certainty about individual disclosures made.

The procedures performed in a review are substantially less than those performed in an audit conducted with the International Standards on Auditing (New Zealand). Accordingly, I do not express an audit opinion on the financial statements.

Reviewers Responsibility

My responsibility as an assurance practitioner is to express an opinion on the financial statements based on my review.

Responsibilities of Those charged with Governance for the Financial Statements:

It is the responsibility of the organisations managing committee to ensure that financial and service statements are prepared, that give a true and fair view in accordance with the the adoption of PBE SFR – C(NFP), and to ensure that appropriate processes and procedures are in place to prevent misstatements for occurring through error or fraud.



Louise Billingham

23A Rathmore Street, Timaru 7910