

Agenda

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

Tuesday 15 October 2024

11:00am

Function Room
Waimate Events Centre
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 Events Centre, Paul Street, Waimate, on Tuesday 15 October 2024, commencing at 11:00am.

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 OF MEETING

Cr Lisa Small will open the Council Meeting

2 PUBLIC FORUM

3 APOLOGIES

The Chair will call for any apologies.

4 VISITORS

5 CONFLICTS OF INTEREST

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

Local Authorities (Members' Interests) Act 1968

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

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

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

a. Standing Orders 3.7.5 – Major Items

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

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

b. Standing Orders 3.7.6 – Minor Items

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

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

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 17 SEPTEMBER 2024**

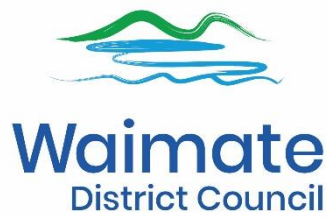
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Council Meeting held on 17 September 2024

PURPOSE

To present the unconfirmed Minutes of the Council Meeting held on 17 September 2024 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 17 September 2024 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

17 September 2024

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE FUNCTION ROOM, WAIMATE EVENTS CENTRE, PAUL STREET, WAIMATE
ON TUESDAY 17 SEPTEMBER 2024, COMMENCING AT 9:30AM**

PRESENT: Mayor Craig Rowley (Chair), 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

IN ATTENDANCE: Stuart Duncan (Chief Executive), Rachel Holley-Dellow (Human Resources Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Dylan Murray (Regulatory and Compliance Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

Via Microsoft Teams: Dan Mitchell (Asset Group Manager)

OPENING

1 OPENING

Deputy Mayor Sharyn opened the meeting with a karakia.

INTRODUCTION OF NEW STAFF

Council's Human Resources Manager introduced:

- Ken Palomar: Three Waters Quality Assurance Lead; and
- Sara Ward: After Hours Officer

2 PUBLIC FORUM

There were 3 speakers at the Public Forum:

- Peter Cleave spoke to Council of his concerns over continual increases of rates, asked for justification and transparency for projects, and highlighted a number of issues with rural roads in the Hakataramea. He added the previously requested road maintenance schedule requested by Hakataramea Sustainability Collective had yet to be received. The Mayor confirmed he would come up with Hakataramea/Waihaorunga Ward Cr Colin Pankhurst to view first-hand roading issues and meet with ratepayers.
- Warren White, speaking of past experiences, highlighted his perceived differences over payment of subdivision infrastructure and asked Council for consistency and fairness. He also raised concerns of the rates increases and asked for justification. The Mayor agreed to meet with Warren to discuss the reasons behind costs and rate increases.
- Leoner Stanistreet highlighted the hardship many homeowners are facing because of continual rate increases, and questioned Council's Quotable Value based rating system, asking Council to explore other ways to gather income. She questioned Council spending money on extending the library and renovating the chamber when the roading network wasn't up to standard, and asked Council to revisit expenditure and investigate how ratepayers could be supported better. The Mayor and Deputy Mayor offered to meet with her to explain rating values, and to try and resolve some of her concerns.

3 APOLOGIES

Nil

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

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

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

IDENTIFICATION OF MAJOR/MINOR ITEM NOT ON THE AGENDA

An item 'Waimate District Entrance Signs' was identified as a major item. The reason it wasn't on the agenda was because the designs have just been received, and it cannot be delayed until the next meeting because of the desire to proceed with this project without further delay.

RESOLUTION 2024/145

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Tom O'Connor

That the major item 'Waimate District Entrance Signs' is taken at the end of the open section of the meeting.

CARRIED

MINUTES

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 AUGUST 2024

RESOLUTION 2024/146

Moved: Cr Tom O'Connor

Seconded: Cr Rick Stevens

That the Minutes of the Council Meeting held on 20 August 2024 be adopted as a true and correct record.

CARRIED

8 RECEIPT OF MINUTES

8.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 14 AUGUST 2024

RESOLUTION 2024/147

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the unconfirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 14 August 2024 be received.

CARRIED

**8.2 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 11 SEPTEMBER 2024****RESOLUTION 2024/148**

Moved: Mayor Craig Rowley

Seconded: Cr Peter Collins

That the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 11 September 2024 be received.

CARRIED**REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2024/149**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Mayor's Report is accepted.

CARRIED**10 DEPUTY MAYOR'S REPORT****10.1 DEPUTY MAYOR'S REPORT****RESOLUTION 2024/150**

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 2024/151**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the Councillors' Report is accepted.

CARRIED

12 CHIEF EXECUTIVE'S REPORT

12.1 COMMON SEAL REPORT

RESOLUTION 2024/152

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That the following documents are executed under the Common Seal of the Council:

- a. Warrant of Appointment – Rebecca Farrant (After Hours Officer)
- b. Warrant of Appointment – Karen Thyne (After Hours Officer)
- c. Warrant of Appointment – Sara Ward (After Hours Officer)
- d. Warrant of Appointment – Gordon Sumption (Building Control Officer)
- e. Warrant of Appointment – Stuart Chapman (Building Control Manager)
- f. Warrant of Appointment – Alexander Macdonald (Resource Planner)

CARRIED

12.2 CHIEF EXECUTIVE'S ACTIVITY REPORT

RESOLUTION 2024/153

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 2024/154

Moved: Cr Lisa Small

Seconded: Cr Rick Stevens

That the Outstanding Council Actions Report – Public is accepted.

CARRIED

14 HUMAN RESOURCES REPORT

14.1 HUMAN RESOURCES REPORT

RESOLUTION 2024/155

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Peter Collins

That the Human Resources Manager's report is accepted.

CARRIED

Note:

The Human Resources Manager confirmed that all the staff vacancies being advertised are not new positions, other than the seasonal lifeguard positions for the pool.

The Mayor asked for congratulations to be passed on to the Parks & Reserves Manager and her lakes staff over the management of the Lakes Camping opening weekend as many positive comments had been received.

15 AUDIT AND RISK COMMITTEE REPORT

15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT

RESOLUTION 2024/156

Moved: Cr Tom O'Connor

Seconded: Cr John Begg

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

CARRIED

16 GENERAL REPORTS

16.1 EXPENDITURE VARIATION REPORT FOR THE 12 MONTHS ENDED 30 JUNE 2024

RESOLUTION 2024/157

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sandy McAlwee

That the Expenditure Variation Report for the 12 months ended 30 June 2024 is accepted.

CARRIED

16.2 DELEGATIONS POLICY 308 AMENDMENTS

Council considered the reviewed Delegations Policy 308 amendment for adoption.

RESOLUTION 2024/158

Moved: Cr Rick Stevens

Seconded: Cr Lisa Small

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

CARRIED**16.3 FRIENDS/VOLUNTARY ORGANISATIONS POLICY 323**

Council considered the revised draft of Friends and Voluntary Organisations Policy 323.

RESOLUTION 2024/159

Moved: Cr Rick Stevens

Seconded: Cr Colin Pankhurst

1. The Friends and Voluntary Organisations Policy 323 report is accepted; and
2. That Council adopts the Friends and Voluntary Organisations Policy 323, as presented.

CARRIED**16.4 ANNUAL REPORT TO THE ALCOHOL REGULATORY AND LICENSING AUTHORITY 2023-24**

Council retrospectively considered endorsement of the Annual Report to the Alcohol Regulatory and Licensing Authority (ARLA).

RESOLUTION 2024/160

Moved: Cr John Begg

Seconded: Cr Colin Pankhurst

1. That the Annual Report to the Alcohol Regulatory and Licensing Authority 2021-22 report is accepted; and
2. That Council receives and adopts the Annual Report to the Alcohol Regulatory and Licensing Authority.

CARRIED

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

CONSIDERATION OF MAJOR ITEM NOT ON THE AGENDA

Council discussed the 'Waimate District Entrance Signs' identified as a major item at the beginning of the meeting, and circulated to Council via email on Monday 16 September, and agreed that the below design (variation 2 with line work) be confirmed as the universal sign for all of the district entrances.

RESOLUTION 2024/161

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Major item 'Waimate District Entrance Signs' is considered and Design 7 (variation 2 with line work) is confirmed: as below:



CARRIED

The meeting was adjourned at 10.35am for morning tea.

The meeting was reconvened at 10.50am.

PUBLIC EXCLUDED

18 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2024/162

Moved: Cr Tom O'Connor

Seconded: Cr Sandy McAlwee

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 20 August 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 Limited - Shareholder Workshop and Annual General Meeting	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
18.4 - Alpine Energy Limited - Sponsorship	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

18.5 - Alpine Energy Limited - Shareholder Expectations of Chair and Board	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

19 RE-ADMITTANCE OF THE PUBLIC REPORT

RESOLUTION 2024/163
Moved: Cr Rick Stevens
Seconded: Cr John Begg
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 11.19am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 15 October 2024.

.....
CHAIRPERSON

8 RECEIPT OF MINUTES**8.1 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 2 SEPTEMBER 2024**

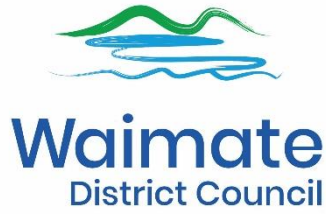
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 2 September 2024

PURPOSE

For the unconfirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 2 September 2024 to be presented for the information of the Council, with the permission of the Chair.

RECOMMENDATION

That the unconfirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 2 September 2024 be received.



UNCONFIRMED MINUTES

Orari-Temuka-Opihi-Pareora Zone Committee Meeting

2 September 2024

**Unconfirmed 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, 2 September 2024 at 1pm**

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

In Attendance: Nigel Bowen, Grant Hall, Paul Cooper, Zella Smith, Steph Forde, Steve Compton

1 OPENING KARAKIA

Dave Moore conducted the opening Karakia.

The passing of past OTOP Zone Committee member and Waimate District Councillor Dave Anderson was noted. He will be greatly missed in the Waimate District, and a moments silence was observed.

2 APOLOGIES

Rynnee de Garnham (Te Rūnanga o Waihao).

3 PUBLIC FORUM

There were no public forum items.

4 IDENTIFICATION OF ITEMS OF URGENT BUSINESS

There were no urgent business items.

5 IDENTIFICATION OF MATTERS OF A MINOR NATURE

Reference was made to the email from Cameron Smith which will be discussed under item 9.2.

6 DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

7 CHAIRPERSON'S REPORT

No report was provided.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA WATER ZONE COMMITTEE MEETING HELD ON 8 JULY 2024

RESOLUTION 2024/17

Moved: Glen Smith
Seconded: Chris Konings

That the Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 8 July 2024 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 OTOP ENVIRONMENTAL FLOW AND ALLOCATION

To update the Committee on the Flow and Allocation limits and described in the Canterbury Land and Water Regional Plan for the OTOZ Zone.

Refer to the Report presented by Zella Smith (ECan)

Discussion around the report held and noted that we are currently in the midst of developing an integrated Regional plan, with the Regional Policy Statement scheduled to be notified in 2024/25. PC7 was recently made operative so no results are available as yet.

Confirmation that new Allocations and Flow Limits are set at either the renewal of consent stage, or if a consent is being reviewed.

New flow limits are mostly due from the 1/1/2025, although for the Opihi FMU, Consent renewals are mostly due anywhere out to October 2030.

Questions

Query: Is data on actual usage available?

Response (Zella Smith): Users are required to provide data as part of their consent agreement, but quality of data varies considerably, but is considered (along with environmental and social factors) during the consent renewal process.

Query: about visibility of any long term trends in data

Response (Zella Smith): responded that difficult to see with such patchy data.

Request for actual usage data to be made available for the committee, over a period of time, and perhaps for one FMU only initially to gauge the value of the report – suggested that they focus on usage in Opihi FMU

ACTION POINT: ECan to provide Usage data for one FMU, possibly Opihi FMU

Query about availability of data on water quality, and correlation noted between Health of a body of water and Flow rate.

Response (Zella Smith): Referred to LAWA website, and noted that ECAN Science teams monitor this, and reports show trends and identify issues. Dave Moore suggested the *Water*

quality for contact recreation: Annual summary report also has useful water quality information.

ACTION POINT: Dave Moore to circulate report

Query: What is the reason behind different limits above and below Pareora Huts?

Response (Zella Smith): To do with the Dam and local administrative boundaries.

Glen Smith thanked Zella for the presentation of the report.

Clr Deon Swiggs requested an update on the Dry Strategy be provided to the Committee to understand the impact on water allocation.

RESOLUTION 2024/18

Moved: Clr Deon Swiggs

Seconded: Clr Michelle Pye

That the OTOP Zone Committee receives this report.

Carried

9.2 ACTION PLAN FUND

To provide an update on the 2024/25 Action Plan fund and propose the timetable for considering funding requests.

Dave Moore referred to the email from Cameron Smith outlining the \$50,000 available in the Action Plan Budget, to be ideally distributed by the end of the calendar year.

Dave Moore proposed getting as many applications as possible by Mid-September to be reviewed in October's meeting. The Committee's general feeling was that this time frame was too short and they recommended that the closing date for applications be the 14th October, to be reviewed in the November 4th meeting.

This was agreed, and further discussion occurred around advertising and communications.

Dave Moore then referred to the previous meetings request for plan to show money spent and opportunities and referred to the supplied plan. It was noted that the first Action Plan objective was favoured, and there was no context for why other plans were not. An example was given where money was set aside for a Rock Art project, but it turned out that a similar project was being run by a separate body (ECan) so the funds were held over - it was noted that more context would assist with any public enquiries, and Dave Moore agreed to update.

ACTION POINT: Dave Moore to update Spending Plan as discussed.

RESOLUTION 2024/19

Moved: Glen Smith

Seconded: Clr Phillipa Guerin

That the OTOP Zone Committee receive this report and agrees a timetable for recommending funding requests.

Carried

9.3 COMMITTEE UPDATES

To update the Committee on actions from the previous meeting, relevant information and upcoming engagement opportunities.

Discussion around Catchment Groups - It was noted that some Catchment Groups were at risk of being turned into Zoning Committees, undermining their purpose to operate in a deregulated space, which was generally seen as their greatest strength. This gave scope for their main positive attribute of being tailored to local groups able to effect non-statutory changes beyond legislation frameworks (without straying into illegality).

RESOLUTION 2024/20

Moved: Sharyn Cain
Seconded: Chris Konings

That the OTOP Zone Committee receives this report and provides feedback.

Carried

10 CONSIDERATION OF URGENT BUSINESS ITEMS

No items of urgent business were received.

11 CONSIDERATION OF MINOR NATURE MATTERS

No matters of a minor nature were raised.

12 CLOSURE KARAKIA

Dave Moore conducted the closing Karakia

The meeting closed at 1.56pm.

.....
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 FORUM UPDATE

1. The Mayoral Forum met at the Commodore Hotel on 30 August.

Nick Leggett, Infrastructure NZ and Wayne Scott, Aggregate & Quarry Association:

2. Nick Leggett and Wayne Scott provided a brief overview of the purpose and role of their respective organisations, and discussed key focus areas with forum members, including:

Infrastructure:

3. Significant infrastructure challenges in transport, water, telecommunications and energy, tight economic conditions and constricted work programmes, and the importance of building a case to central government to unlock GDP growth and productivity in the region.

Aggregate and quarrying:

4. National supply issues and the need for long-term planning across the country to meet demand.

Other agenda items:

5. An update on progress on the Canterbury Water Management Strategy review.
6. A discussion on the Local Water Done Well legislation and the opportunities and options this presents for local authorities.
7. Approval of the [Canterbury Climate Partnership Plan 2024-2027 \(4MB PDF\)](#).
8. A discussion developing economic development priorities for Canterbury.
9. Confirming the [Canterbury Mayoral Forum mid-term achievements 2022-2024 \(249KB PDF\)](#).
10. An update from the Regional Public Service Commissioner.
11. A report from the Chief Executives Forum on the activities of the regional forums.

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

12. To present for the information of Council meetings and functions attended as Mayor, outside of Waimate District Council meetings and general business from 7 September 2024 to 4 October 2024.

Date	Meetings and Functions
9 September 2024	Monday Morning Meeting (MMM) with Deputy Mayor and Chief Executive – Council
11 September 2024	Waimate District Civic Awards Committee Meeting – Council
13 September 2024	Meeting with two ratepayers – Council
16 September 2024	Mayor's Taskforce for Jobs (MTFJ) Update with Coordinator – Council
16 September 2024	Regional Deals Strategic Framework Information Session – via Microsoft teams
17 September 2024	Climate Resilience Strategy: Action Plan Workshop – Waste and Circular Economy – Waimate Events Centre
18 September 2024	Environment Canterbury Representation Review Submissions Hearings - Christchurch
19 September 2024	Meeting with residents for JP work – Council
19 September 2024	Visit MTFJ's Youth Employability Programme – Waimate Events Centre
19 September 2024	Intercity Bus Service Meeting with Community Link Operations Manager – via Microsoft teams
20 September 2024	Alpine Energy Director Interviews – Timaru
24 September 2024	Meeting with Aoraki Foundation Waimate District Representative – Waimate
30 September 2024	MTFJ Update with Coordinator – Council
30 September 2024	MMM with Deputy Mayor and Chief Executive – Council
30 September 2024	Meeting with Police Inspector and Superintendent – Council
30 September 2024	Te Runanga o Waihao Quarterly Hui with Mayor, Deputy Mayor and Chief Executive – Council
3 October 2024	Creative Communities Scheme Committee Meeting – Council
3 October 2024	Community Leaders Support Meeting for Alliance Smithfield staff facilitated by Rangitata Member of Parliament – Timaru
3 October 2024	Smithfield Closure Meeting with the Meatworkers Association facilitated by Rangitata Member of Parliament – Timaru
4 October 2024	Mayoral Musings with OJ – Mediaworks – via cellphone
4 October 2024	Air New Zealand Key Customer Meeting facilitated by Chamber of Commerce – Timaru

RECOMMENDATION

That the Mayor's Report is accepted.

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

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil



LWSCCZC Field Trip: Waimate High School Enviro Club and Ag Hub Project (left), Studholme Bush Planting Project (right)

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE DEPUTY MAYOR

To present for the information of Council meetings and functions attended as Deputy Mayor outside of Waimate District Council meetings and general business from 7 September 2024 to 4 October 2024.

Date	Meetings and Functions
10 September 2024	Water Services Webinar – online
11 September 2024	Lower Waitaki South Coastal Canterbury Zone Committee (LWSCCZC) Field Trip – Waimate
17 September 2024	Climate Resilience Strategy: Action Plan Workshop – Waste and Circular Economy - Waimate
30 September 2024	Monday Morning Meeting with Mayor and Chief Executive – Council
30 September 2024	Meeting with Police Inspector and Superintendent – Council
30 September 2024	Te Runanga o Waihao Quarterly Hui with Mayor, Deputy Mayor, and Chief Executive – 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

To present for the information of Council meetings and functions attended as an appointed (or invited) elected member outside of Waimate District Council meetings and general business from 7 September 2024 to 4 October 2024.

Cr John Begg	
Date	Meetings and Functions
25 September 2024	Combined Biosecurity Advisory Group Meeting - Rolleston

Cr Peter Collins	
Date	Meetings and Functions
11 September 2024	Waimate District Civic Awards Committee Meeting - Council
17 September 2024	Climate Resilience Strategy: Action Plan Workshop – Waste and Circular Economy - Waimate
21 September 2024	Knox Church 150 th Celebration Dinner – Waimate (on behalf of Mayor)
1 October 2024	Waimate Trackways Committee Meeting - Waimate

Cr Sandy McAlwee	
Date	Meetings and Functions
17 September 2024	Climate Resilience Strategy: Action Plan Workshop – Waste and Circular Economy - Waimate

Cr Lisa Small	
Date	Meetings and Functions
16 September 2024	Biodiversity Champions Meeting – via Microsoft teams
25 September 2024	Willowbridge Hall Committee AGM - Waimate

Cr Rick Stevens	
Date	Meetings and Functions
10 September 2024	Waimate Historical Society Meeting – Waimate
17 September 2024	Climate Resilience Strategy: Action Plan Workshop – Waste and Circular Economy - Waimate
23 September 2024	Waimate Historical Society Workshop – Waimate
24 September 2024	Waimate District Resource Trust Meeting – Waimate
3 October 2024	Creative Communities Scheme Committee Meeting – Waimate

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 7 September to 4 October 2024:

Date	Meetings and Functions
11 September 2024	Alpine Energy Director Appointments Discussion – Microsoft Teams
12 September 2024	Aotearoa Council Climate Network Discussion on Climate Disclosures – Microsoft Teams
16 September 2024	Department of Internal Affairs Regional Deals Strategic Framework Information Session – Microsoft Teams
16 September 2024	Canterbury Operations Forum – Microsoft Teams
17 September 2024	Climate Resilience Strategy Waste and Circular Economy Workshop – Waimate Event Centre
19 September 2024	South Canterbury Chief Executives Local Water Done Well Discussion – Microsoft Teams
20 September 2024	Alpine Energy Director Interviews – Timaru
26 September 2024	Meeting with Ratepayer regarding Waimate Lakes Camping – Council
30 September 2024	Meeting with Police Representatives – Council
30 September 2024	Hui with Te Runanga o Waihao – Waimate Event Centre

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 Council Actions Report - Public [↓](#) 

PURPOSE

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

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 23-Apr-24	Mitchell, Dan	General Reports	Licence to use Response Assets (Fire and Emergency New Zealand)
RESOLUTION 2024/52			
<ol style="list-style-type: none">1. That the License to Use Response Assets (Fire and Emergency New Zealand) report is accepted; and2. That Council recommends that the Chief Executive negotiate the transfer of debt and that the appliance remains in community if possible; and3. That Council delegates the Chief Executive to negotiate directly with Fire and Emergency New Zealand.			
CARRIED			
Note:			
09 Oct 2024: Ongoing discussion with FENZ			

Meeting	Officer/Director	Section	Subject
Council 25-Jun-24	Murray, Dylan	General Reports	Request for Funding - Dog and Agility Park
RESOLUTION 2024/94			
<ol style="list-style-type: none">1. That the Request for Funding - Dog and Agility Park report is accepted, and2. Council considers the request from the Southern Canterbury Agricultural & Pastoral Association Inc, and agrees to provide funding towards the Dog and Agility Park from the Subdivision Fund of \$2,500 plus GST for another 12 months, provided the Agricultural & Pastoral Association Limited agree to an extension of the lease.			
CARRIED			
Note:			
12 Sep 2024: Letter of Acceptance received from SCA&AP Inc. Report prepared for Council Meeting 15 October 2024			

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

Author: Rachel Holley-Dellow, Human Resources Manager

Authoriser: Stuart Duncan, Chief Executive

Attachments: 1. **Chief Executive Recruitment and Performance Review Procedure** [↓](#)


PURPOSE

1. For the Human Resources Manager to update Council.

RECRUITMENT

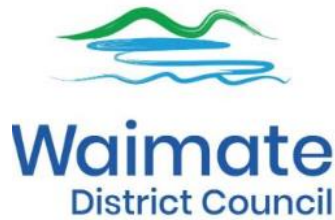
2. Since the last report, we have successfully recruited for the following positions: Corporate Services Assistant (vacant due to Parental Leave), an Administration Support Officer, three Trainee Lifeguards, one Junior Lifeguard, four Senior Lifeguards, and the Aquatics Team Leader. All these positions begin work with Waimate District Council this month.
3. We are currently recruiting for the Rates Officer, Three Waters Manager, and an additional Lifeguard.
4. An update on the staff headcount will be provided at the next Ordinary Council meeting.

PROCEDURE WORK FOR THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE

5. The responsibility of all employment matters relating to the Chief Executive rests with Elected Members and the Chief Executive's Performance Review Committee. The Human Resources Manager can assist the Committee with administrative support at their request, as appropriate.
6. The Human Resources Manager was tasked by the Chief Executive's Performance Review Committee to create a procedure for the recruitment and performance reviews of the Chief Executive's position.
7. The attached procedure has been created by the Human Resources Manager, with much appreciated assistance being provided by the Corporate Services Group Manager, PA to the Mayor/Committee Secretary, and Sheffield.
8. The procedure has been reviewed by the Chairperson of the Chief Executive's Performance Review Committee, and the Mayor.
9. The procedure is now presented for the information of Council.

RECOMMENDATION

1. That the Human Resources Manager's report is accepted; and
2. That the Chief Executive Recruitment and Performance Review Procedure is accepted as presented, or with amendments.



The Chief Executive Recruitment and Performance Review Procedure

Date Approved by the elected members of Waimate District Council:

Purpose

The elected members of Waimate District Council – who are the employers of the chief executive, are cognizant of the need to follow a robust process to recruit, select and retain, and review the performance of, a chief executive of high calibre, who will act as a good employer of Waimate District Council workers, and lead the organisation for the betterment of the Waimate District and its constituents.

This procedure provides guidance to the elected members of the local authority, on best practice for employing and assessing the performance of a chief executive in the local government sector, as well as the role of the Chief Executive's Performance Review Committee.

The CEPRC and elected members of Waimate District Council are committed to ensuring that processes follow and adhere to legislative and contractual requirements, and standing orders, and are committed to principles of transparency (where possible), fairness and impartiality.

The Chief Executive's Performance Review Committee (CEPRC)

The purpose of the CEPRC is to undertake the chief executive's recruitment and performance reviews on behalf of elected members and take recommendations to Council for decision by resolution.

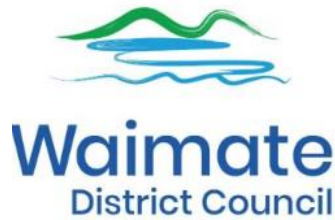
At the start of the new term Local Government term, the CEPRC is appointed under section 41A (5) of the Local Government Act 2002 ("the Act"). The mayor is always a member of the committee, with the remaining three members being councillors. Given the close nature of the employment relationship between a mayor and chief executive, the mayor should not be the chairperson of the CEPRC.

The CEPRC and elected members can seek advice from the Human Resources Manager (HRM) or a consultant on best practice for their Terms of Reference and processes for the chief executive recruitment and reviews. In addition to amendments that the CEPRC may require, the HRM can propose amendments to the Terms of Reference and processes for the CEPRC and a budget that should be sufficient for the HRM to source third party consultant assistance for the CEPRC for both the chief executive recruitment and review processes. The recommendations are then presented to Council by the CEPRC/HRM for decision/resolution.

1

Waimate District Council Chief Executive Recruitment and Performance Review Procedure

Key related documents: Local Government Act 2002; Chief Executive's Performance Review Committee Terms of Reference; Waimate District Council Standing Orders; Privacy Act 2020; and the chief executive's Individual Employment Agreement, Position Description, Performance Agreement and KPI's.



The Chief Executive's Recruitment

Under Schedule 7 clause 34 of the Act, the first term of a chief executive can be for no more than 5 years; the contract must be fixed term in nature. Under the same schedule and clause of the Act, the chief executive's employment documentation must also include a performance agreement, settled between the elected members and the chief executive.

Schedule 7 clause 35 of the Act requires the elected members to undertake a performance review of the chief executive (this will be discussed later under 'Chief Executive Performance Reviews') not less than 6 months before the end of the first term, unless the chief executive informs the elected members that they do not wish to be considered for appointment to a second term, in which case, the elected members must initiate advertising to recruit for the vacancy prior to the term of the chief executive coming to an end.

If the chief executive indicates to the elected members that they wish to be considered for appointment to a second term, and with the contractual term nearing completion, the elected members must decide:

- a) To advertise the vacancy for the position (the incumbent chief executive must reapply, and the elected members must give due consideration to the application, noting that there is no right or expectation of renewed employment at the end of the term); or
- b) If the performance review has been completed already, they can, without advertising the vacancy, appoint the incumbent chief executive for a second term not exceeding 2 years, on the expiration of the first term of appointment.

If the incumbent chief executive is employed for a second term, at the end of that term, the position must be advertised. The incumbent chief executive either indicates to the elected members that they do not wish to reapply, or to be considered again, they must reapply. The elected members must give due consideration to an application from the incumbent chief executive, again noting that there is no right or expectation of renewed employment at the end of the term. A review does not have to occur prior to this as it is not the first term of appointment.

If the chief executive is reappointed, under Schedule 7 clause 34 of the Act they are employed for a term not exceeding 5 years.

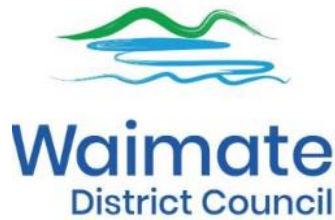
The HRM aids the CEPRC by ensuring that contractual documentation is up to date and complies with legislation (employment legislation and the Act).

It is best practice to avoid recruitment of a Chief Executive, where possible, in the "periods immediately preceding or following an election"¹.

¹ [Part 5: Recruiting the Chief Executive — Office of the Auditor-General New Zealand \(oag.parliament.nz\)](https://oag.parliament.nz/part-5-recruiting-the-chief-executive)

Waimate District Council Chief Executive Recruitment and Performance Review Procedure

Key related documents: Local Government Act 2002; Chief Executive's Performance Review Committee Terms of Reference; Waimate District Council Standing Orders; Privacy Act 2020; and the chief executive's Individual Employment Agreement, Position Description, Performance Agreement and KPI's.



The Chief Executive Recruitment Process

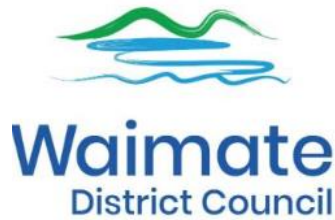
The recruitment process for the chief executive's position begins for two reasons; either the chief executive's contract has ended/been terminated or they have decided not to reapply for their position. *It is best practice that the recruitment process does not take more than four months.*

- Where applicable, the chief executive is asked by the mayor if they are seeking reappointment, and the mayor or chief executive will advise the HRM if the chief executive is seeking reappointment. If they are, the CEPRC formally responds to the chief executive acknowledging receipt of the chief executive's intention to apply for reappointment.
- After consultation with the HRM, the CEPRC request Council approves, via resolution, budget for third-party consultants.
- The CEPRC requests that the HRM contacts a third-party consultant to assist the CEPRC with the chief executive's recruitment and requests a proposal with different options (including a timeline and costs), which is provided to the chairperson of the CEPRC.
- It would be prudent for the CEPRC to request that the HRM orders a remuneration report from a remuneration consultant.
- The CEPRC makes a recommendation (for approval) to Council on the option in the proposal they wish to utilise (and if they wish to order a remuneration report).
- The CEPRC briefs the consultant on requirements (budget, person specification, key issues, and challenges).
- The consultant liaises with the HRM for any documentation required for advertising (e.g., position description).
- The CEPRC approves all advertising and candidate materials used in advertising.
- The consultant starts advertising, and the sourcing of candidates begins.
- The advertising and search process closes.
- The consultant meets with the CEPRC to agree the long list of candidates.

3

Waimate District Council Chief Executive Recruitment and Performance Review Procedure

Key related documents: Local Government Act 2002; Chief Executive's Performance Review Committee Terms of Reference; Waimate District Council Standing Orders; Privacy Act 2020; and the chief executive's Individual Employment Agreement, Position Description, Performance Agreement and KPI's.



- The consultant informs the unsuccessful applicants and then interviews and reports back to the CEPRC on the long list of candidates.
- The CEPRC decide on the shortlisted candidates.
- The consultant informs the unsuccessful candidates from the long list and assists the CEPRC with documentation and interview planning for the shortlisted candidates.
- The consultant undertakes psychometric assessments, probity checks and referee checks on the shortlisted candidates and then assists the CEPRC on interviewing the shortlisted candidates. Note, however, that if the CEPRC/consultant identify that there is a strong candidate pool, then best practice is to shortlist candidates in two stages:
 - Shortlist interviews with the CEPRC and consultant; and
 - Final interviews with the full Council (ideally only two or three candidates).
- The CEPRC then makes a recommendation to full Council on the preferred candidate, including the employment terms and conditions, in public excluded, for decision/resolution. (Please note that this first requires a conversation with the human resources manager, to understand the available budget).
- Council approves, via resolution, the offer of the position to the preferred candidate, including the employment terms and conditions.
- The preferred candidate is informed and verbally offered the position by mayor.
- The consultant informs the unsuccessful candidates on behalf of the CEPRC.
- The HRM meets with the CEPRC chairperson and receives the outcome of resolutions. The HRM provides employment offer documents to the mayor to provide to the preferred candidate:
 - If the employment offer is accepted, the returned documents are retained by the HRM.
 - The councillors are notified by the mayor, and the other candidates are notified by the consultant of the identity of the successful candidate.
- The appointment of the new chief executive is announced by the mayor and the chief executive's new duties are taken up within an agreed timeframe.

4

Waimate District Council Chief Executive Recruitment and Performance Review Procedure

Key related documents: Local Government Act 2002; Chief Executive's Performance Review Committee Terms of Reference; Waimate District Council Standing Orders; Privacy Act 2020; and the chief executive's Individual Employment Agreement, Position Description, Performance Agreement and KPI's.



If a new chief executive is not appointed, then either the chief executive that has resigned may be requested by the elected members to stay on for a negotiated period or an acting chief executive may be appointed until a new chief executive is appointed. In the alternative, and upon seeking advice from the consultant, the CEPRC (perhaps in conjunction with the elected members) may decide to revisit other candidates on the shortlist for further consideration.

The Chief Executive's Performance Review

The Act only stipulates a performance review at the end of the first term under Schedule 7 clause 35, with clause 35(2) providing information about what the review must assess. Elected members must undertake this performance review of the chief executive not less than 6 months before the end of the first term (unless the chief executive informs the elected members that they do not wish to be considered for appointment to a second term).

In all other instances, the occurrence of chief executive performance reviews is based on the terms and conditions of their employment agreement. It is best practice for the chief executive to have a review every six (6) months.

It is also best practice to always have an end of term review, regardless of the number of terms a CE has had.

The Chief Executive Performance Review Process

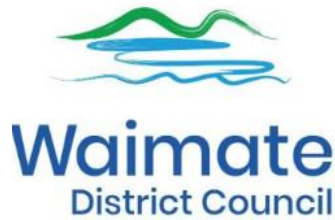
The date for when the process starts, is dependent on the chief executive's start date, terms and conditions in their employment agreement, and Local Government Act requirements. It is important for the CEPRC to note that as this process can take several weeks, it is prudent for them to plan for these reviews in advance.

- The chief executive is advised by the mayor of the upcoming performance review.
- After consultation with the HRM, the CEPRC request Council approves, via resolution, budget for third-party consultants.
- The CEPRC requests that the HRM contacts a third-party consultant to assist the CEPRC with the chief executive's review and requests a proposal with different options (including a timeline and costs), which is provided to the chairperson of the CEPRC.

5

Waimate District Council Chief Executive Recruitment and Performance Review Procedure

Key related documents: Local Government Act 2002; Chief Executive's Performance Review Committee Terms of Reference; Waimate District Council Standing Orders; Privacy Act 2020; and the chief executive's Individual Employment Agreement, Position Description, Performance Agreement and KPI's.



- The CEPRC reviews the Chief Executive's Performance Review Committee's Terms of Reference to ensure it is fit for purpose and compliant with the Act; the HRM assists with any required amendments going to the next Council meeting for adoption.
- The CEPRC considers names of 360 review survey participants (if such a review is recommended and agreed to as part of the review process).
- The CEPRC finalises the 360 review survey participant list and provides to the review consultant.
- The HRM orders a remuneration report from a remuneration consultant (with supporting current remuneration data) for the chief executive position.
- The chief executive is requested by the CEPRC to write an end of year report and forward-looking plan based on their current KPI's. If a performance agreement is in place, this would also form part of the chief executive report, reporting back on progress against that agreement.
- The review consultant emails the survey participants with a request to complete the 360 review survey.
- The review consultant receives all the 360 review survey responses.
- The chief executive drafts KPI's for the following year.
- The remuneration consultant liaises with the CEPRC regarding their remuneration recommendation.
- The review consultant processes the 360 review survey results.
- Information from the review consultant is sent directly to the chairperson of the CEPRC.
- The remuneration consultant sends their information to the HRM to then provide to the CEPRC.
- The CEPRC chairperson prepares the agenda documents for the CEPRC meeting and provides to these to the HRM to incorporate into the Council meeting agenda.
- The CEPRC chairperson books the review with the committee, chief executive, and the review consultant.

6

Waimate District Council Chief Executive Recruitment and Performance Review Procedure

Key related documents: Local Government Act 2002; Chief Executive's Performance Review Committee Terms of Reference; Waimate District Council Standing Orders; Privacy Act 2020; and the chief executive's Individual Employment Agreement, Position Description, Performance Agreement and KPI's.



- The CEPRC review takes place:
 - The review consultant meets with the chief executive to provide feedback from the 360 review survey process.
 - The CEPRC meets to open the review and then moves immediately to public excluded.
 - The chief executive meets with the CEPRC (with the review consultant present for advice).
 - The CEPRC completes the chief executive's performance review.
 - The CEPRC chairperson writes the outcome documents to be saved by the HRM, and recommendations for the Council meeting agenda, with the HRM incorporating this into the Council meeting agenda on their behalf (this information is condensed to the required information only).
- The CEPRC presents the performance review recommendations to the full Council including the remuneration, in public excluded, without the chief executive present, for decision/resolution.
- The chief executive is informed of the outcome of their review by the chairperson of the CEPRC and/or the mayor.
- The Council (with prior agreement of the chief executive) then resolves for the mayor to release the agreed appropriate information into public, with minutes provided to the mayors PA/Committee Secretary to be saved into Councils' formal governance records.
- The HRM meets with the CEPRC chairperson and receives the outcome of resolutions, processing any remuneration (and other) changes, and retaining the resolution information on the chief executive's personnel file.

Documentation for Recruitment and Reviews

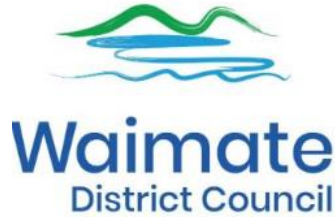
Council's Standing Orders apply to the CEPRC, with all meetings to be advertised appropriately.

Meetings held by the CEPRC and meetings between the CEPRC and any consultants must be minuted. Meeting minutes are to be taken to Council to receive; however, any public excluded minutes or information of a confidential nature (including evaluative material), should be provided to the HRM, noting that recruitment and review processes are employment related matters. Information can only be retained within the HRM's EDRMS system, and Councils' formal governance records; that is, information **must not** be held outside of these systems (except for third-party consultants).

7

Waimate District Council Chief Executive Recruitment and Performance Review Procedure

Key related documents: Local Government Act 2002; Chief Executive's Performance Review Committee Terms of Reference; Waimate District Council Standing Orders; Privacy Act 2020; and the chief executive's Individual Employment Agreement, Position Description, Performance Agreement and KPI's.



The HRM retains the chief executive's employment file on behalf of Council, just as the HRM retains employment files on behalf of the chief executive for their employees. The HRM can provide the chief executive with access to their own personnel file. No other Council employee, except for the human resources advisor, should have access to this information, particularly given the chief executive is the employer.

Due to Privacy Act considerations, no information about either process or the respective outcomes can be released without the express agreement of the chief executive or where required by legislation or for compliance with a Local Government Official Information and Meetings Act request.

Any related media releases are undertaken by the mayor and with the content being with the express agreement of the chief executive.

Review of Procedure

This procedure may periodically require review to ensure currency with legislation, standing orders, and any other requirements. The human resources manager can facilitate this for and in conjunction with the CEPRC and any third-party consultants.

8

Waimate District Council Chief Executive Recruitment and Performance Review Procedure

Key related documents: Local Government Act 2002; Chief Executive's Performance Review Committee Terms of Reference; Waimate District Council Standing Orders; Privacy Act 2020; and the chief executive's Individual Employment Agreement, Position Description, Performance Agreement and KPI's.

15 AUDIT AND RISK COMMITTEE REPORT

Nil

16 GENERAL REPORTS

16.1 INTERIM FINANCE REPORT FOR THE 12 MONTHS ENDED 30 JUNE 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 **** Interim Financials ****

For the 12 months ended 30 June 2024

	Variance Note	Actual \$000	Year to date Budget \$000	Variance \$000	% Var.	Full Year Budget Including carry forwards
Operating Revenue						
Rates (net of remissions)		\$ 14,100	\$ 14,119	\$ (19)	(0%)	\$ 14,119
Development and Financial Contributions	3	339	66	273	414%	66
Waka Kotahi NZ Transport Agency Subsidy	4	4,213	3,625	588	16%	3,625
Fees and Charges	5	1,331	1,506	(175)	(12%)	1,506
Interest Revenue	6	155	43	112	260%	43
Transitional & Better Off Funding - 3Waters		165	263	(98)	(37%)	263
Other Revenue	7	6,480	1,747	4,734	271%	1,747
Total Operating Revenue		26,783	21,368	5,415	25%	21,368
Operating Expenditure						
Employment Benefit Expenses	8	5,802	6,331	529	8%	6,331
Depreciation and Amortisation		6,756	6,993	237	3%	6,993
Roading Expenses	9	3,746	3,202	(544)	(17%)	3,202
Finance Costs		281	391	110	28%	390
Other Expenses	10	7,539	7,271	(268)	(4%)	7,271
Total Operating Expenditure		24,124	24,188	64	0%	24,187
Total Surplus/(Deficit)		\$ 2,659	\$ (2,820)	\$ 5,479	(194%)	\$ (2,819)

- For the 12 months ended 30 June 2024, Council recorded a surplus of \$2.7M, compared to a budgeted deficit of \$2.8M; therefore, Council is tracking \$5.5M favourable to budget.

MAJOR VARIANCES TO BUDGET

- A large contribution towards Water and Sewer activities has been recognised this financial year for subdivisions, which is now overdue for payment.
- Subsidies from Waka Kotahi NZ Transport Agency are above budget due to increased allocation and approved carry forward budgets.
- Fees and charges are unfavourable to budget mainly in relation to reduced Building Control activity below budget by \$172,051. The decrease in building consent income is the result of increased building material costs, increased interest costs, and changes to the insulation requirements under the Acceptable Solutions H1 that require additional insulation and glazing to be installed. Across all building types there has been a decrease of approximately \$14 million dollars in the estimated value of building work for the 2023/24 financial year.
- Increased cash in the bank, mainly due to the of timing of capital spends, has 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.

7. Other revenue includes found assets income recognition of \$1.5M which relates to new assets that have been entered into AssetFinda since the last valuation. Vested assets income of \$1.04M has been recognised for developer contributions towards assets at Bond Street.
8. Employment benefit expenses remain 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 some increased expenditure due to overtime (which is paid at a higher hourly rate) 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 which were unable to be met within the original budgeted salary.
9. The Roothing Expenses includes Seal Pavement which was above budget by \$157,014. Maintenance and footpath above budget by \$120,683. The footpath spends were partially funded from Better Off Funding income.
10. Other expenses include Waste Management contract and disposal costs which have exceeded the budget by \$278,345 which is partly offset by RRP fees and charges which have exceeded budget by \$10,865. Expenditure of \$151,202 for operational backfill and compliance support for the Asset Group has been incurred due to staff shortages, which is partially funded from the Transitional Funding and staff vacancies.

Waimate District Council
Statement of Financial Position
As at 30 June 2024

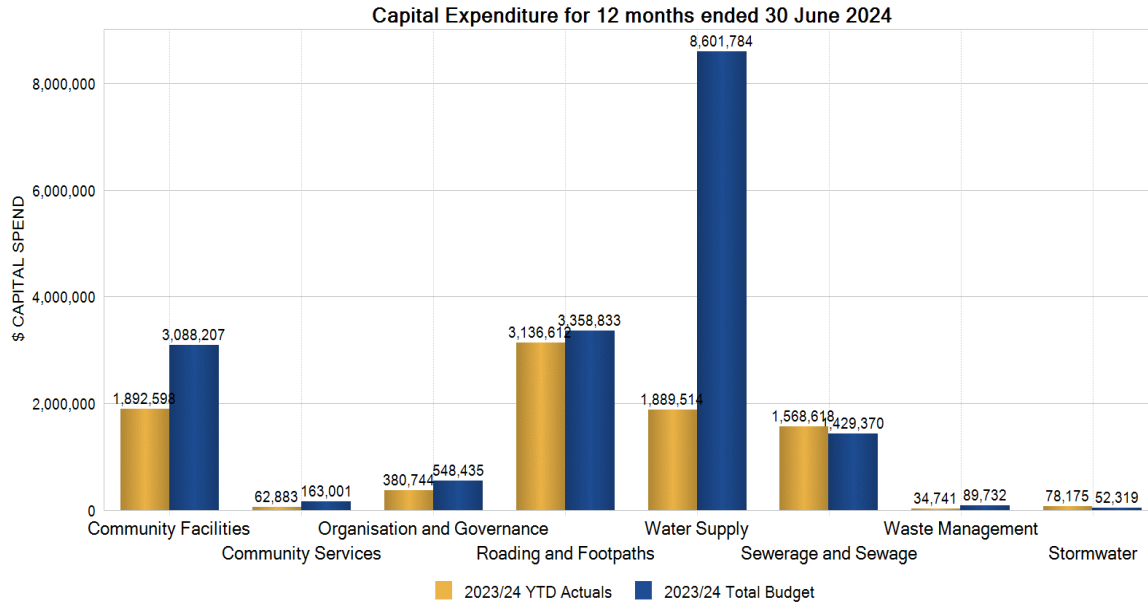
**** Interim Financials ****

	Movement Note	Actual 30 June 2024 \$0	Actual 30 June 2023 \$0	Movement \$0
Assets				
Current Assets				
Cash and cash equivalents	11	1,460	4,050	(2,590)
Trade and other receivables	12	3,737	1,910	1,827
Inventories		235	180	55
Other financial assets		-	-	-
Total Current Assets		5,432	6,140	(709)
Non Current Assets				
Property, plant and equipment	13	509,213	499,696	9,517
Forestry assets		2,186	1,815	371
Intangible assets		1,378	1,390	(12)
Other financial assets		23,160	21,431	1,729
Total Non Current Assets		535,937	524,333	11,604
Total Assets		541,369	530,473	10,895
Liabilities				
Current Liabilities				
Trade and other payables		3,179	2,860	320
Borrowings		-	420	(420)
Provisions		7	7	-
Employment Benefit Expenses		689	620	69
Derivative financial instruments		-	-	-
Total Current Liabilities		3,874	3,906	(32)
Non Current Liabilities				
Provisions		86	67	19
Borrowings		5,989	4,970	1,019
Total Non Current Liabilities		6,075	5,037	1,039
Equity				
Public Equity		95,684	93,064	2,620
Reserves		435,735	428,467	7,268
Total Equity		531,419	521,530	9,888
Total Liabilities and Equity		541,369	530,473	10,895

11. Cash and Cash equivalents have reduced due to increase payments due to projects, movement in payments.

12. Trade and other receivables include grants from better off funding received and increased rates receivable compared to previous year.
13. An increase in property, plant and equipment due to the revaluation which is now complete.

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)	\$	9,043,885
	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)	\$	<u>-113,424</u>
	Total spend to 30 June 2024	\$	8,355,369
	 Total 2023/24 Annual Plan Budget (excluding carry forwards)	\$	7,834,013
	% of total budget available spent		107%
	 Total 2023/24 Budget (including carry forwards)	\$	17,331,678
	% of total budget available spent		48%

Further detail on capital spends are as follows:

Projects	2023/24 YTD Actuals	2023/24 Total Budget	Remaining Budget	2023/24 Annual Plan Total
Community Facilities				
Local Govt Centre - Library / LGC Extension	865,864	1,672,930	807,066	-
Local Govt Centre - Heatpumps	-	49,068	49,068	10,568
Community Housing - Roof replacement BOF*	320,447	-	-320,447	-
Public toilets - Waimate Town (New Toilets)*	101,063	445,150	344,087	-
Cemetery - Repurpose Queen Street toilets (and pump station)	-	61,294	61,294	61,294
Morven Reserve - Irrigation upgrade (non rate funded)	65,211	350,000	284,790	350,000
Boland Park - New learn to ride area	-	49,400	49,400	-
Swimming Pool - PVC membrane lining	170,292	213,000	42,708	213,000
Other Projects	369,722	247,360	-122,362	103,775
Grand Total	1,892,598	3,088,202	1,195,604	738,637
Community Services				
Econ Dev & Promotions - Vehicle (Mayors Taskforce)	3,565	-	-3,565	-
Promotions - Community Xmas Tree	-	31,000	31,000	31,000
Promotions - District signage	2,853	77,000	74,148	-
Emergency Management - Generator - BOF	-	-	-	-
Capital - Library - furniture/shelving	11,183	-	-11,183	-
Library - Books	45,283	55,000	9,717	55,000
Grand Total	62,883	163,000	100,117	86,000
Organisation and Governance				
Investment - Gorge Road Premises	120,413	84,544	-35,869	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
Chief Executive - Vehicle replacement	34,343	38,000	3,657	38,000
Utilities - Vehicle Replacement*	-	53,000	53,000	53,000
Other Projects	176,169	240,161	63,992	149,691
Grand Total	380,744	548,433	167,689	415,063
Roading and Footpaths				
Resealing	1,145,628	1,150,000	4,372	1,107,600
Drainage Construction	176,935	210,000	33,065	266,378
Culvert Replacement	176,315	135,000	-41,315	212,013
Kerb and Channel Renewal	177,029	160,000	-17,029	114,400
Concrete Ford Renewal	-	15,000	15,000	-
Pavement Rehabilitation	546,606	450,000	-96,606	315,198
Structures Component Rep	45,382	300,000	254,618	178,115
Sign Renewal	71,850	63,000	-8,850	54,761
Lighting Renewal	-	2,669	2,669	-
Minor Improvements	275,418	433,390	157,972	330,000
Footpath Renewal	248,126	156,000	-92,126	182,348
Minor Improvements	229,356	117,790	-111,566	47,790
Seal Extensions	-	83,720	83,720	63,720
Development	32,947	82,264	49,317	53,100
Dust Suppression	11,020	-	-11,020	-
Grand Total	3,136,612	3,358,833	222,221	2,925,423

Projects	2023/24 YTD Actuals	2023/24 Total Budget	Remaining Budget	2023/24 Annual Plan Total
Water Supply				
Cannington - Drinking Water Compliance Upgrade**	-	700,000	700,000	700,000
Hook/Waituna - Drinking Water Intake/Plant Compliance Upgrade*/	155,960	784,500	628,540	-
Lower Waihao - Glenavy Chlorine Monitoring Station	46,634	57,008	10,374	57,008
Lower Waihao - Denitrification	22,627	700,000	677,374	700,000
Otaio / Makikihi - New Bore Redundancy	144,559	127,182	-17,377	-
Otaio / Makikihi - Makikihi Chlorine Monitoring Station	28,513	58,000	29,487	58,000
Waihaorunga - Drink Water Intake/Plant Compliance Upgrade**	-	470,470	470,470	-
Waikakahi - Drinking Water Intake/Plant Compliance Upgrade**	12,285	2,910,200	2,897,915	-
Urban Water - Rising Main Renew als**	8,631	112,000	103,369	-
Waikakahi - Chlorine monitoring station	37,537	58,000	20,463	58,000
Urban Water - Lateral Renew als	74,257	191,342	117,085	63,342
Urban Water - AC Water Main Renew als*/**	47,275	179,127	131,852	116,127
Urban Water - CI Water Main Renew als**	276,104	248,912	-27,192	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*/**	7,655	799,568	791,913	30,468
Urban Water - Bond Street Subdivision	74,800	74,800	-	-
Other Projects	947,818	737,965	-209,853	558,702
Grand total	1,889,514	8,601,770	6,712,256	2,806,155
Sewerage and Sewage				
Sewer - Waimate Urban Renew als*/**				
Sewer - Edward Street Upgrade (Renew al)	135,848	674,446	538,598	332,546
Sewer - Edward Street reticulation SF	551,414	291,600	-259,814	-
Sewer - Garlands Road low pressure sewer extension	653,049	198,255	-454,794	198,255
Sewer - Montgomery Street low pressure sewer extension	178,394	155,000	-23,394	155,000
Other Projects	49,914	89,385	39,471	53,085
Grand Total	1,568,618	1,429,366	-139,252	738,886
Waste Management				
Waste Management - Extend seal at RRP	-	76,090	76,090	76,090
Waste Management - Miscellaneous plant and equipment	2,400	-	-2,400	-
Waste Management - Miscellaneous Capital	-	1,057	1,057	1,057
Other Projects	32,341	13,642	-18,699	7,642
Grand Total	34,741	89,732	54,991	83,732
Stormwater				
Stormwater - Manse Street crossing renewal	-	40,117	40,117	40,117
Stormwater - Consent & Management Plan	9,924	-	-9,924	-
Other Projects	68,251	12,200	-56,051	-
Grand Total	78,175	52,317	-25,858	40,117
Total	9,043,885	17,331,653	8,287,768	7,834,013

15. The majority of rural water main renewals are complete with remaining urban renewals either complete or in design stages. 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 has commenced in October 2024 (budget \$198,000). Staff vacancies will no doubt impact future capital delivery.
16. 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. The consenting options report for the Lower Waihao Denitrification Plant is now complete and has been circulated to various stakeholders as part of early consultation. We are awaiting a report from Aukaha (Waihao Consultant). Obtaining a resource consent to discharge is a critical path item.
17. The Cannington rural water scheme Drinking Water Standards upgrade project was delayed (Actual \$nil; Budget \$700,000), and the Lower Waihao rural water scheme Denitrification project was below budget (Actual \$22,000; Budget \$700,000). These projects will be carried forward to the 2024/25 financial year.
18. The Waimate Urban water scheme project for the booster for Bakers/Court/Hunts and Fitzmaurice Roads was below budget (Actual \$5,000; Budget \$296,000) and will be carried forward to the 2024/25 financial year.
19. The Waimate Urban Sewerage scheme project for the Edward Street reticulation upgrade was budgeted in a prior year (Actual \$858,000; Budget LTP 2022 \$616,000).
20. The Library extension and Local Government Centre Chambers upgrade project was budgeted in a prior year (Actual \$0.866m; Annual Plan 2023 \$1.673m) and is partially funded from Better Off Funding income.
21. The Community Housing roof replacement (Actual \$320,000; Budget \$nil) and Public Toilets at Glenavy (Actual \$180,000; Budget \$nil) projects were not budgeted and are partially funded from Better Off Funding income.

RECOMMENDATION

That the Interim Finance Report for the 12 months ended 30 June 2024 is accepted

16.2 QUARTERLY TREASURY DASHBOARD REPORT 30 SEPTEMBER 2024

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Bancorp Quarterly Treasury Dashboard September 2024  

PURPOSE

1. For Council to receive the Quarterly Treasury Dashboard for the period ended 30 September 2024.

BACKGROUND

2. Council's Long Term Plan 2021-31 forecast anticipating peak borrowings of \$15m in the year ended 30 June 2023 (year 2). In conjunction with Council joining the Local Government Funding Agency (LGFA) to provide for these borrowings, Bancorp Treasury Services Limited were engaged to provide ongoing treasury advisory services to Council.
3. Council Liability Management Policy states that Council does the following (section 3.4 e):
Monitors and reviews the ongoing treasury risk management performance of the Council to ensure that the treasury function is operating in such a way as to ensure that the Council's strategic objectives are being met.
4. Furthermore, the policy refers to a Quarterly Funding and Debt Profile Report in section 8.1, as follows:
This report forms the basis for the reporting of the Council's funding and associated interest rate risk management activity and provides the elected members and management with details about the Council's borrowing activities. The report shall contain the following:
 - a. Total debt facility utilisation, including any debt sourced from a bank, the capital markets and the LGFA.
 - b. Interest rate maturity profile against percentage hedging limits.
 - c. New hedging transactions completed - interest rate risk management.
 - d. Weighted average cost of funds.
 - e. Funding profile against the policy limits.
 - f. Liquidity profile against the policy limits.
 - g. Exception reporting as required.
 - h. Summary of any unresolved exception reports.
 - i. Statement of policy compliance.
 - j. Commentary on economic conditions and the debt markets.
5. As part of its service Bancorp prepares a quarterly report to Council that contains an outline of the financial markets and details the current funding, debt and hedging position of Council. A statement of policy compliance is also included. The Quarterly Treasury Dashboard to 30 September 2024 is attached.
6. Council's total current debt is \$5m which is held by the LGFA.
7. The LGFA borrowings are split as follows:
 - a. \$1.5m fixed interest rate 4.70%, maturity April 2027.
 - b. \$2.0m floating interest rate, maturity April 2025.
 - c. \$1.5m fixed interest rate 4.90%, maturity May 2029.

8. Bank facility headroom and cash in bank was \$5.51m as at the date of the report.
9. Council's compliance with its Liability Management Policy is summarised on page 4 of the report. Council is currently compliant with all aspects.

PROPOSAL

10. That Council receive the Quarterly Treasury Dashboard for the period ended 30 September 2024.

ASSESSMENT OF SIGNIFICANCE

11. This matter is deemed to be of low significance under Council's Significance and Engagement Policy.

CONSIDERATIONS**Legislation and Policy**

12. Local Government Act 2002.
13. Liability Management Policy.

RECOMMENDATION

That the Quarterly Treasury Dashboard Report for the period ended 30 September 2024 is received.



Quarterly Treasury Dashboard

30 September 2024

STRICTLY PRIVATE AND CONFIDENTIAL



Economic Commentary

2

Global (for the September 2024 quarter)

The US Federal Reserve began its cutting cycle on 18 September, lowering the Fed Funds rate by 50 basis-points (“bps”) to a target range of 4.75% - 5.00%. The Federal Open Market Committee (“FOMC”) indicated 2 more 25 bps cuts by the end of the year. Notably, the FOMC vote was 11-1 in favour of the 50bps cut, with Governor Michelle Bowman instead advocating for a 25bps cut, the first dissenting vote by a Fed governor since 2005. The post-meeting statement declared, *“The Committee has gained greater confidence that inflation is moving sustainably toward 2 percent, and judges that the risks to achieving its employment and inflation goals are roughly in balance,”* with Fed Chair Jerome Powell stating in a news conference that *“We’re trying to achieve a situation where we restore price stability without the kind of painful increase in unemployment that has come sometimes with this inflation. That’s what we’re trying to do, and I think you could take today’s action as a sign of our strong commitment to achieve that goal.”*

Markets are now projecting the Fed Funds rate to fall to 4.00% by the end of the year, 3.00% by August 2025 and 2.75% by the end of 2025. The benchmark US 10 year bond rate opened the quarter at 4.47% which represented the high for the quarter, fell to a low of 3.60% on the day of the Fed September meeting, but subsequently retraced a little of the down move and finished September at 3.78%. This post Fed increase demonstrates that the markets were expecting a 50 bps cut, so it was a classic case of ‘buy the rumour sell the fact’.

The Bank of England (“BoE”) and Sweden’s Riksbank cut their cash rates over August. Despite the ongoing weakness in the Chinese economy, the People’s Bank of China (“PBoC”), after its July rate cuts, initially left its key interest rates unchanged in September. However, in late September the PBoC released a multitude of stimulus measures which included reducing a number of key interest rates to try help its slowing economy.

Against the global rate-cutting trend, the Bank of Japan (“BoJ”) remains an outlier and increased the cash rate by 15bps to 0.25%. The BoJ also intervened to support the yen spending USD36.6 billion in August following on from June’s USD65.0bn of US dollar sales. This time it was helped by general US dollar weakness, which saw investors aggressively unwind yen sourced carry trades. Markets are not expecting any further BoJ rate hikes until December.

The Reserve Bank of Australia (“RBA”) again left its cash rate unchanged at 4.35% at its 24 September meeting and implied no cuts until early 2025. The RBA reiterated its commitment to combating inflation while acknowledging the uncertain economic outlook. The unemployment rate was steady at 4.2%, with a positive employment change of 47,500 workers, better than the expected 26,400.

Economic Commentary

New Zealand (for the September 2024 quarter)

3

	OCR	90 day	2 years	3 years	5 years	7 years	10 years
30-Jun-24	5.50%	5.63%	4.80%	4.51%	4.38%	4.38%	4.46%
30-Sep-24	5.25%	4.87%	3.58%	3.47%	3.55%	3.70%	3.89%
Change	-0.25%	-0.76%	-1.22%	-1.04%	-0.83%	-0.68%	-0.57%

The Reserve Bank of New Zealand (“RBNZ”) cut the Official Cash Rate (“OCR”) by 25bps to 5.25% at its August Monetary Policy Statement as the central bank was, “Confident inflation (will be) back in its target band”. Following the MPS, at the Government’s Finance and Expenditure Select Committee, RBNZ Governor Adrian Orr emphasised the need for OCR cuts to address the weak economy, and reiterated the RBNZ’s commitment to controlling inflation stating, “The current economic environment is weak (and the) economy is weaker than anticipated 6-months ago. We have strong control over the inflation story. There was no talk on committee of raising rates again. We are not done yet on inflation, but it’s definitely moving in the right direction. If inflation expectations are well anchored, we can look through some of the noise”. There is no doubt that the economy warrants an accelerated cutting cycle, but it does raise the question of credibility given the RBNZ’s abrupt change in its outlook since the prior May MPS.

GDP fell in the June quarter by -0.2%, with an annual decrease of -0.5%, slightly better than forecasts of -0.4% and -0.6%, respectively. GDP per capita fell 0.5% in the second quarter and was down 2.7% for the year. Primary industries saw the greatest decline over the quarter, with a -1.6% drop. Goods-producing industries increased by 0.7% over the quarter, although with a -3.2% decrease over the year, manufacturing increasing by 1.9% over the quarter and a -4.3% decrease over the year. Services were overall flat over the quarter, with a 0.7% increase over the year.

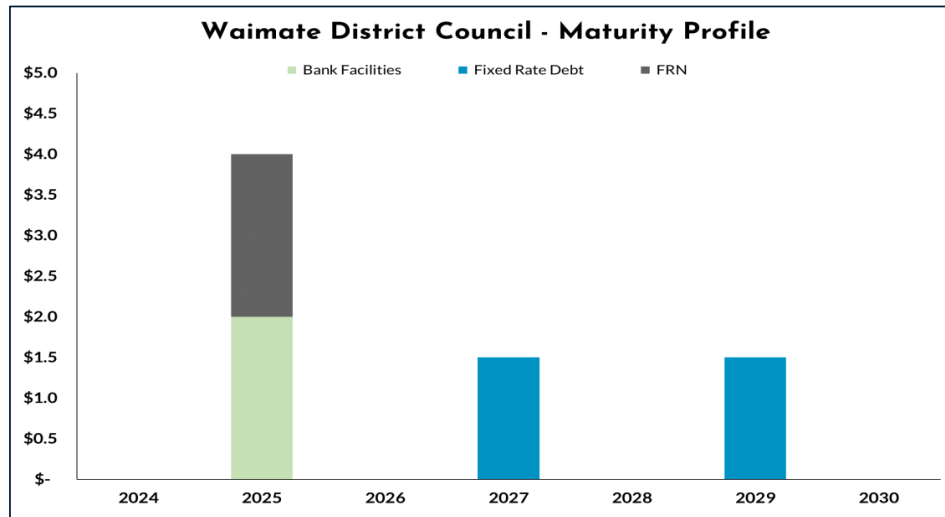
The current account deficit grew to \$27.8 billion in the year to June, or around 6.7% of GDP. This is slightly worse than the previous \$27.6 billion for the year to March. The deficit for the June quarter was \$7.2 billion, \$269 million more than the March quarter. The goods deficit widened by \$110 million to \$2.6 billion, as goods imports increased by \$183 million, led by transport equipment, while exports were up by \$74 million, led by meat and other commodities such as aluminium, wine, and fish. The services deficit narrowed by \$28 million to \$501 million over the quarter, with exports up \$127 million, led by transportation services, while imports increased \$99 million, led by New Zealanders spending while travelling overseas.

The weak GDP figures are expected to help reduce inflation, which the RBNZ is projecting to fall to 2.3% in the September 2024 year (currently it is 3.3%). Markets are pricing in a 100% probability of the OCR being at 5.00% in October 2024 and a 72% probability that it will be at 4.75%, while for November 2024 markets are pricing a 100% probability that the OCR will be at 4.50% and a 56% probability that it will be at 4.25%. By November 2025 markets are projecting it to have fallen to 2.75%.

Interest rate swap rates fell sharply over the quarter, even more so at the shorter end of the yield curve where the presumed future OCR cuts have more of an influence than at the longer end of the curve which is largely driven by moves in US and global bond rates. However the moves at the long end of the curve have still been significant driven by the moves in US and global bond yields. This flattening of the local yield curve reduces the benefit of forward start swaps compared to spot swaps but given the fall in spot swaps they are now providing more benefit than earlier in the year.

Liquidity and Funding

4



Policy Compliance	Compliant
Have all transactions been transacted in compliance with policy?	Yes
Is fixed interest rate cover within policy control limits?	Yes
Is the funding maturity profile within policy control limits?	Yes
Is liquidity within policy control limits?	Yes
Are term deposit counterparty exposures within policy control limits?	Yes

Debt

\$5.0m

External Council Drawn Debt

LGFA

\$5.0m

Funds Drawn from LGFA

Bank facility headroom + term deposits + cash in bank

\$5.51m

Liquidity Ratio (LGFA minimum requirement 110%)

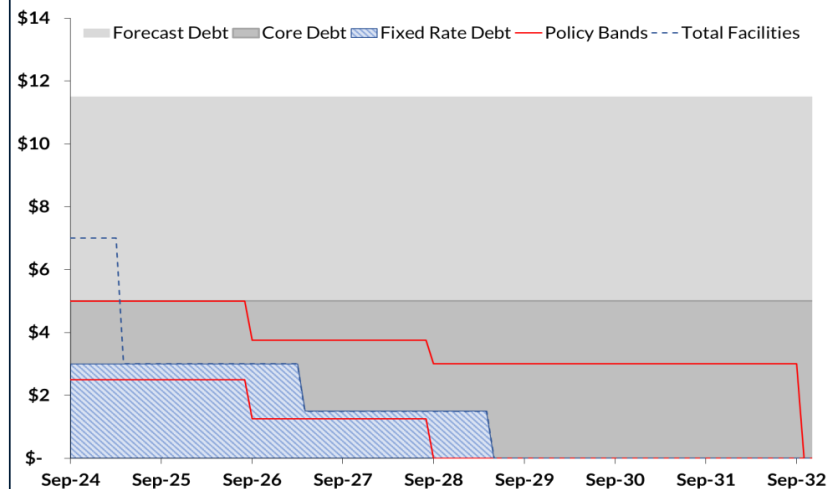
210.2%

Definition: (Cash Reserves + Lines of Credit + Drawn Debt)/Drawn Debt

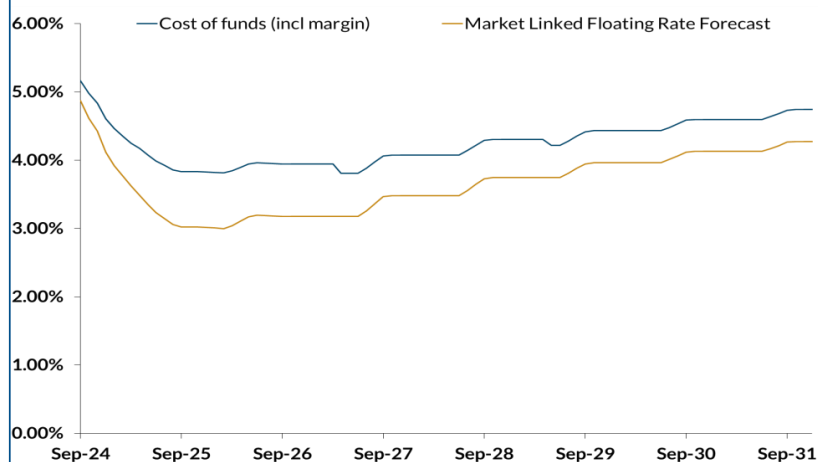
Interest Rate Risk Management

5

Waimate District Council - Debt and Cover



Waimate District Council - Interest Rate Projection



Current % of Debt Fixed	60.0%
Current % of Debt Floating	40.0%
Value of Fixed Rate (m)	\$3.0
Weighted Average Cost of Fixed Rate Instruments	4.80%
Weighted Average Cost of Fixed Rate Instruments (incl margin)	4.80%
Value of Floating Rate (m)	\$2.0
Current Floating Rate	4.87%
Current Floating Rate (incl margin)	5.30%
All Up Weighted Average Cost of Funds Including Margin	5.17%
Total Facilities In Place	\$7.0

Policy Bands

	Minimum	Maximum	Policy
0 - 2 years	50%	100%	Compliant
2 - 4 years	25%	75%	Compliant
4 - 8 years	0%	60%	Compliant

LGFA Borrowing Rates

6

Listed below are the credit spreads and applicable interest rates as at the end of September 2024 for Commercial Paper ("CP"), Floating Rate Notes ("FRN") and Fixed Rate Bonds ("FRB"), at which WDC could source debt from the Local Government Funding Agency ("LGFA").

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.20%	5.07%	N/A
6 month CP	0.20%	5.19%	N/A
April 2025	0.57%	5.44%	5.10%
April 2026	0.65%	5.52%	4.30%
April 2027	0.77%	5.64%	4.18%
May 2028	0.91%	5.78%	4.30%
April 2029	1.06%	5.93%	4.49%
May 2030	1.17%	6.04%	4.68%
May 2031	1.25%	6.12%	4.84%
April 2033	1.35%	6.22%	5.07%
May 2035	1.42%	6.29%	5.25%
April 2037	1.49%	6.36%	5.42%

LGFA borrowings

7

As of 30 September 2024, WDC had \$5.0 million of core debt, all of which is sourced from the LGFA using Floating Rate Notes ("FRNs"), and Fixed Rate Bonds ("FRBs"). WDC also has a bank facility with ANZ for \$2.0 million that matures in April 2025.

Details of WDC's drawn debt as of 30 September are as follows:

Instrument	Maturity	Yield	Margin	Amount
LGFA FRN	15-Apr-25	6.06%	0.50%	\$2,000,000
LGFA FRB	15-Apr-27	4.70%	N/A	\$1,500,000
LGFA FRB	20-May-29	4.90%	N/A	\$1,500,000

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16.3 ADOPTION OF ASSET MANAGEMENT PLANS

Author: Dan Mitchell, Asset Group Manager

Authoriser: Dan Mitchell, Asset Group Manager

Attachments:

1. **Roading Activity Management Plan 2024 (under separate cover)** 
2. **Wastewater Asset Management Plan 2024 (under separate cover)** 
3. **Stormwater Asset Management Plan 2024 (under separate cover)** 
4. **Water Asset Management Plan 2024 (under separate cover)** 
5. **Parks and Reserves Asset Management Plan 2024 (under separate cover)** 

PURPOSE

1. For Council to formally adopt the following Asset Management Plans (AMPs) as supporting documents for the 2025-2034 Long Term Plan:
 - (a) Rooding Activity Management Plan (provided under separate cover)
 - (b) Wastewater Asset Management Plan (provided under separate cover)
 - (c) Stormwater Asset Management Plan (provided under separate cover)
 - (d) Water Asset Management Plan (provided under separate cover)
 - (e) Parks & Reserves Asset Management Plan (provided under separate cover)

BACKGROUND

2. The Asset Management Plans have been workshopped with Council with approved budgets (both internally or via funding stakeholders such as the New Zealand Transport Agency) now included.
3. Minor amendments were identified and have now been included in the document.
4. The suite of AMPs has been produced in conjunction with Waugh Infrastructure Management Limited (WIML).
5. WIML have a detailed understanding of Council operations and the challenges faced in delivering services within the Waimate District. This is underpinned by the overall objective to *“Deliver the required Level of Service to existing and future customers in the most cost-effective manner”*.
6. Asset Management sophistication has increased over a number of years with each plan now aligning with the 316 Asset Management Policy (Adopted 15 August 2023)
7. It's important to note that AMPs are living documents that must pivot with legislative change, change as assets are consumed, renewed, improved, and which undergo continuous improvements. Acting on improvement items allows the documents to become more sophisticated, whilst being mindful of a fit-for-purpose approach.
8. Managing any asset rich activity requires a structured approach with these documents generally following the principles held in the International Infrastructure Management Manual (IIMM).
9. This is achieved through the following structure:
 - (i) Executive summary
 - (ii) Introduction
 - (iii) Guiding principles, legislation, policy and relationships
 - (iv) Description of the service

- (v) Levels of service
 - (vi) Growth and demand management
 - (vii) Risk management
 - (viii) Lifecycle management plan
 - (ix) Financial summary
 - (x) Process and asset management practices
 - (xi) Improvement planning
10. Whilst not directly a requirement of the Local Government Act 2002 (LGA 2002), the AMPs are a rich source of information to assist with (but not limited too):
- (a) Integrated Decision Making
 - (b) Consultation
 - (c) Long Term (and shorter term) Planning
 - (d) Supporting strategic planning
 - (e) Understanding funding and revenue challenges
 - (f) Managing risks
11. AMPs have effectively developed over the years to be an integral part of satisfying the purpose of local government as defined in the LGA 2002. There is now an expectation that all significant, core activities will be supported by appropriate AMPs.
12. Asset Management needs to be supported by the development of an Asset Management Culture. This is both top-down and bottom-up and is defined in the asset management policy. Staff need to understand the AMPs and the long-term use of them. Elected Members need to adopt the documents and should have an expectation that reporting is delivered in relation to Levels of Service, Compliance, and necessary improvements over the life of the AMPs.

PROPOSAL

13. That Council has the opportunity to review the final draft Asset Management Plans, as presented.

Options

14. As these documents are a core component (and requirement) for the development of the 2035-34 Long Term Plan limited options exist, namely:
- (a) To adopt the individual Asset Management Plans without amendment/s or
 - (b) To adopt the individual Asset Management Plans, with amendment/s.

ASSESSMENT OF SIGNIFICANCE

15. Cumulatively, the decision to adopt these AMPs will result in continued rating demand on ratepayers within the district and at a level likely to exceed the 10% of Council revenue benchmark. However, the plans show a continuation of existing projects or are meeting legislative requirements outside of the LGA 2002. All of the AMPs cover strategic assets but there is no intention to trigger any requirement to consult directly through the proposed 2025-34 Long Term Plan.
16. Resultantly, the adoption of the individual AMPs are not considered significant as prescribed in the 301 Significance and Engagement Policy.

CONSIDERATIONS

17. Communities will have the opportunity to review the AMPs as supporting information to the proposed 2025-34 Long Term Plan. They will be made available through Council's website.

Legislation

18. Local Government Act 2002.
19. Land Transport Act 1998.
20. Land Transport Management Act 2003.
21. Reserves Act 1977.
22. Further applicable legislation is detailed within the respective documents.

Territorial or Regional Council Regulations, Plans or Bylaws

23. Environment Canterbury - Land and Water Regional Plan
24. Canterbury Regional Policy Statement (currently under review)
25. Waimate District Council Consolidated Bylaw 2018
26. Other plans, regulations and bylaws referenced within the respective documents.

Risk

27. Significant risk exists should the AMPs not be adopted. There is an expectation by Audit New Zealand that they will be auditing approved documents as part of the 2025-34 Long Term Plan audit.

FINANCIAL

28. Financial implications associated with the AMPs have already been considered as part of the 2025-34 Long Term Plan budgeting process.

Budget

29. AMPs revision has been funded through a combination of existing budgets and / or transition funding. The latter has been utilised to produce the Three Waters AMPs.

Cost-effectiveness

30. Cost-effectiveness is a core objective of asset management.

RECOMMENDATION

1. That the Adoption of Asset Management Plans report is accepted; and
2. That Council adopt the below documents as presented, or with amendments:
 - a. Roding Activity Management Plan
 - b. Wastewater Asset Management Plan
 - c. Stormwater Asset Management Plan
 - d. Water Asset Management Plan
 - e. Parks & Reserves Asset Management Plan

16.4 DOG AND AGILITY PARK FUNDING REQUEST RECONSIDERATION

Author: Dylan Murray, Regulatory and Compliance Group Manager

Authoriser: Stuart Duncan, Chief Executive

Attachments: 1. SCA&PA Inc Letter of Acceptance 10 September 2024 [↓](#) 
2. WDC Letter of Offer 12 July 2024 [↓](#) 

1.

2. PURPOSE

1. The purpose of this report is to present to Council a letter of acceptance from Southern Canterbury Agricultural & Pastoral Association Inc (SCAAPA Inc) and information relevant to the agreement; in order to reconsider a resolution from the 24 June 2024 Council Meeting.

3. BACKGROUND

2. A request for a Dog Park was made to Council by the Dog Owners Collective in mid-2017. At the Ordinary Council meeting on 14 November 2017, Council considered options for the location of a park near the Waimate urban area.
3. All parties settled on the establishment of a Dog & Agility Park to be located within leased SCAAPA Inc land and sited at the eastern corner of the showgrounds.
4. The Dog Owners Collective requested \$18,250 with the funds to be spent by them for 5 years lease of land = \$10,000 + GST, 5 years additional costs for fencing, water, maintenance, and agility equipment = \$8,250 + GST.
5. In September 2019 Council agreed and subsequently provided funding of \$18,250 (plus GST) as a one-off contribution from the Subdivision Recreation Contributions Reserve.
6. At the Council Meeting on 25 June this year, Council received a presentation from the Southern Canterbury A&P Association, and a representative of the Dog Park Group, and was asked to consider a new request for funding, and subsequently made the following resolution.

16.3 REQUEST FOR FUNDING - DOG AND AGILITY PARK

Council considered a request from Southern Canterbury Agricultural & Pastoral (A&P) Association Inc. and information relevant to their proposal.

Southern Canterbury A&P Association members and a representative of the informal Dog Park Group were present for the discussion.

RESOLUTION 2024/1

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Request for Funding - Dog and Agility Park report is accepted, and
2. Council considers the request from the Southern Canterbury Agricultural & Pastoral Association Inc, and agrees to provide funding towards the Dog and Agility Park from the Subdivision Fund of \$2,500 plus GST for another 12 months, provided the Agricultural & Pastoral Association Limited agree to an extension of the lease.

CARRIED

Note:

Council noted that the Dog Park Group are not considering forming an incorporated society and commented they would like to see evidence of usage and community support of the dog park.

7. After this meeting, however, further discussions were held with the Southern Canterbury A&P Association with both parties keen to provide a longer-term approach.
9. On 12 July 2024, a new proposal was offered to Southern Canterbury Agricultural & Pastoral Association Inc, with Council offering to provide \$2,000 (+ GST) per annum for as long as the Dog & Agility Park remains sufficiently and actively used for the principal purpose of dog exercise, training, and agility.
10. On 10 September 2024, a letter accepting the offer was received from Southern Canterbury Agricultural & Pastoral Association Inc.

4. PROPOSAL

11. That Council considers the new proposal and, if agrees to accept, rescinds the resolution from 25 June 2024; or
12. That Council decides to retain the resolution from 25 June 2024, i.e., status quo.

5. ASSESSMENT OF SIGNIFICANCE

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

6. FINANCIAL

14. The proposal from Council is provide \$2000 (+ GST) per annum from the Subdivision Fund for as long as the Dog & Agility Park remains sufficiently and actively used for the principal purpose of dog exercise, training, and agility.
15. This is considered an unbudgeted expenditure item (if approved).

7. Cost-effectiveness

16. Cost effectiveness has been considered. Council does not have current resource to assume management and maintenance of the Dog & Agility Park.

RECOMMENDATION

1. That the Dog and Agility Park Funding Request Reconsideration report is accepted; and
2. Council agrees to rescind the resolution from 25 June 2024 Council Meeting, being:

RESOLUTION 2024/2

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Request for Funding - Dog and Agility Park report is accepted, and
2. Council considers the request from the Southern Canterbury Agricultural & Pastoral Association Inc, and agrees to provide funding towards the Dog and Agility Park from the Subdivision Fund of \$2,500 plus GST for another 12 months, provided the Agricultural & Pastoral Association Limited agree to an extension of the lease.

CARRIED

and,

3. Council agrees to the letter of acceptance, as attached, in that Council provides \$2000 (+ GST) per annum from the Subdivision Fund to Southern Canterbury Agricultural & Pastoral Association Inc for as long as the Dog & Agility Park remains sufficiently and actively used for the principal purpose of dog exercise, training, and agility.



WAIMATE DISTRICT COUNCIL

DYLAN MURRAY

REGULATORY & COMPLIANCE MANAGER

WAIMATE

EMAIL: DYLAN.MURRAY@WAIMATEDC.GOV.NZ

WAIMATE 10 SEPT 2024

Acceptance Confirmation for Option 2

Dear Sir,

We are pleased to inform you that the executive has made a decision regarding the Waimate Dog and Agility Park. The Southern Canterbury A&P Association is ready to accept the ongoing provision of \$2000 (+GST) p/annum, as long as the Park continues to be actively utilized for dog exercise, training, and agility.

Additionally, the Association requests an informal meeting with WDC staff every five years to address any potential issues that may arise during that time. This will also provide both parties the opportunity to reconsider their agreement.

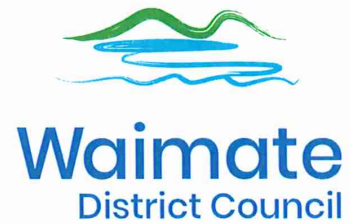
We hope this arrangement meets your expectations, and we look forward to your prompt response.

Kindest regards,

Reto Oswald

Reto Oswald
secretary Southern Canterbury A&P Association

P.O. Box 153 Waimate mail: info@scshow.co.nz mob 027 523 7878 www.scshow.co.nz



12 July 2024

Reto Oswald
Association Manager
Southern Canterbury Agricultural & Pastoral Association Inc
PO Box 153
WAIMATE 7960

Dear Sir,

WAIMATE DOG & AGILITY PARK

On 25 June 2024 Council recommended providing a one off \$2500 (+GST) payment to the Southern Canterbury Agricultural & Pastoral Association Inc for the further maintenance and support of the Waimate Dog and Agility Park.

This offer (option 1) allowed for a 12-month extension of the original agreement between the Association and the Waimate Dog Owners Collective. Onus was put on the Collective and the Association to fundraise, manage and support the Park from the years following.

After the Council meeting, further discussion was held, and a second offer (option 2) is presented here for the consideration of the Association.

Council is prepared to provide \$2000 (+GST) per annum to the Association for as long as the Park remains sufficiently and actively used for the principal purpose of dog exercise, training, and agility. Any funding required above this offer will need to be fundraised by the Association and Dog Owners Collective.

If you could please present both options to your executive group and advise me of any resolution.

Yours sincerely

Dylan Murray
REGULATORY AND COMPLIANCE MANAGER

WAIMATE DISTRICT COUNCIL
125 Queen Street, Waimate 7924
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16.5 WAIMATE DISTRICT COUNCIL SCHEDULE OF MEETINGS 2025

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. 2025 Meetings Schedule  

PURPOSE

1. For Council to review and discuss the current meeting and workshop format, frequency and timing to ensure it is still fit for purpose; and
2. For Council to adopt the Waimate District Council Schedule of Meetings 2025, as presented or with amendments.

BACKGROUND

3. Before the end of a term of Council, or as required, Council reviews the format, timing and frequency of meetings.
4. Council reviews and accepts the meeting schedule for the coming year at the end of each calendar year.
5. In November 2021, Council reviewed the format and frequency of meetings and accepted the meeting schedule for 2022. As part of this review, at a Council Workshop on 26 October 2021, Council recommended:

The new Council to be elected in October 2022 would consider and decide on the structure beyond 2022 in due course, with the timing (day of the week and time of the day) and other related aspects to be taken into account in relation to the needs and preferences of the new Council.

6. At the Council meeting of 27 September 2022, Council reviewed its meeting structure ahead of the commencement of the new Council. It was resolved *“That Council retains the existing Council Meeting Structure (status quo), with the incoming Council having the opportunity to review the meeting structure, as and when required.”*
7. It is timely now for Council to be given the opportunity to discuss and review the current meeting format, to see if it is still fit for purpose.
8. Council may like to consider the timing of meetings and the impact this may have on availability for persons considering standing in the 2025 Local Body Elections; i.e., a later meeting time may better suit those in employment and therefore provide for increased diversity in the pool of potential candidates.
9. Council can consider making changes effective before the 2025 elections.
10. There will be opportunity for the new Council to review the meeting arrangements early into their new term, if required, with the below recommendation proposed:

The new Council to be elected in October 2025 would consider and decide on the structure beyond 2025 in due course, with the timing (day of the week and time of the day) and other related aspects to be taken into account in relation to the needs and preferences of the new Council.

PROPOSAL

11. The draft Waimate District Council 2025 Schedule of Meetings is attached for Council's consideration.
12. There may be additional meetings (extraordinary) if required and these will be advertised according to the Local Government Act 2002 (Schedule 7 Clause 22).

13. Likewise, any meetings or workshops may be cancelled at the discretion of the Chief Executive.

OPTIONS

14. That Council reviews the current format, frequency and timings of meetings and decides if there needs to be any changes prior to the 2025 election; and
15. That Council reviews and adopts the Waimate District Council 2025 Schedule of Meetings, as presented; or with amendments.

ASSESSMENT OF SIGNIFICANCE

16. This matter is deemed to be of low significance under Council's Significance and Engagement Policy.

FINANCIAL

17. Costs relating to the holding of Council meetings and workshops are budgeted.
18. There are no known additional financial implications for this item.

Cost-effectiveness

19. Cost effectiveness would need to be considered in conjunction with any proposed changes.

RECOMMENDATION

1. That the Waimate District Council 2025 Schedule of Meetings report be accepted; and
2. That any change to the format and timing of meetings for implementation prior to the 2025 election is considered; and
3. The new Council to be elected in October 2025 would consider and decide on the structure beyond 2025 in due course, with the timing (day of the week and time of the day) and other related aspects to be taken into account in relation to the needs and preferences of the new Council; and
4. That the Waimate District Council 2025 Schedule of Meetings be adopted, as presented or with amendments.

Waimate District Council Meeting Schedule 2025																																			
January			February			March			April			May			June			July			August			September			October			November			December		
1	We	NEW YEARS DAY	1	Sa		1	Sa		1	Tu	Council Workshop	1	Th		1	Su		1	Tu		1	Fr		1	Mo		1	We		1	Sa		1	Mo	
2	Th	STAT HOLIDAY	2	Su		2	Su		2	We		2	Fr		2	Mo	Kings Birthday	2	We		2	Sa		2	Tu	Council Workshop	2	Th		2	Su		2	Tu	Council Workshop
3	Fr	CLOSED	3	Mo		3	Mo		3	Th		3	Sa		3	Tu	Council Workshop	3	Th		3	Su		3	We		3	Fr		3	Mo		3	We	
4	Sa		4	Tu	Council Workshop	4	Tu	Council Workshop	4	Fr		4	Su		4	We		4	Fr		4	Mo		4	Th		4	Sa		4	Tu	Council Training	4	Th	
5	Su		5	We		5	We		5	Sa		5	Mo		5	Th		5	Sa		5	Tu	Council Workshop	5	Fr		5	Su		5	We		5	Fr	
6	Mo		6	Th	Waitangi Day Holiday	6	Th		6	Su		6	Tu	Council Workshop	6	Fr		6	Su		6	We		6	Sa		6	Mo		6	Th		6	Sa	
7	Tu		7	Fr		7	Fr		7	Mo		7	We		7	Sa		7	Mo		7	Th		7	Su		7	Tu	Final Council Meeting	7	Fr		7	Su	
8	We		8	Sa		8	Sa		8	Tu		8	Th		8	Su		8	Tu	Council Workshop	8	Fr		8	Mo		8	We		8	Sa		8	Mo	
9	Th		9	Su		9	Su		9	We		9	Fr		9	Mo		9	We		9	Sa		9	Tu	Audit & Risk Comm.	9	Th		9	Su		9	Tu	Audit & Risk Comm.
10	Fr		10	Mo		10	Mo		10	Th		10	Sa		10	Tu	Audit & Risk Comm.	10	Th		10	Su		10	We		10	Fr		10	Mo		10	We	
11	Sa		11	Tu		11	Tu	Audit & Risk Comm.	11	Fr		11	Su		11	We		11	Fr		11	Mo		11	Th		11	Sa	ELECTION DAY	11	Tu	Council Training	11	Th	
12	Su		12	We		12	We		12	Sa		12	Mo		12	Th		12	Sa		12	Tu		12	Fr		12	Su		12	We		12	Fr	
13	Mo		13	Th		13	Th		13	Su		13	Tu		13	Fr		13	Su		13	We		13	Sa		13	Mo		13	Th		13	Sa	
14	Tu		14	Fr		14	Fr		14	Mo		14	We		14	Sa		14	Mo		14	Th		14	Su		14	Tu		14	Fr		14	Su	
15	We		15	Sa		15	Sa		15	Tu	Council Meeting	15	Th		15	Su		15	Tu		15	Fi		15	Mo		15	We		15	Sa		15	Mo	
16	Th		16	Su		16	Su		16	We		16	Fr		16	Mo		16	We		16	Sa		16	Tu	Council Meeting	16	Th		16	Su		16	Tu	Council Meeting
17	Fr		17	Mo		17	Mo		17	Th		17	Sa		17	Tu	Council Meeting	17	Th		17	Su		17	We		17	Fr		17	Mo		17	We	
18	Sa		18	Tu	Council Meeting	18	Tu	Council Meeting	18	Fr	Good Friday	18	Su		18	We		18	Fr		18	Mo		18	Th		18	Sa		18	Tu	Council Meeting	18	Th	
19	Su		19	We		19	We		19	Sa		19	Mo		19	Th		19	Sa		19	Tu	Council Meeting	19	Fr		19	Su		19	We		19	Fr	
20	Mo		20	Th		20	Th		20	Su		20	Tu	Council Meeting	20	Fr	Matariki Holiday	20	Su		20	We		20	Sa		20	Mo		20	Th		20	Sa	
21	Tu	Gov. Workshop	21	Fi		21	Fr		21	Mo	Easter Monday	21	We		21	Sa		21	Mo		21	Th		21	Su		21	Tu	Council Training	21	Fr		21	Su	
22	We		22	Sa		22	Sa		22	Tu		22	Th		22	Su		22	Tu	Council Meeting	22	Fr		22	Mo	SC Anniversary Day	22	We		22	Sa		22	Mo	
23	Th		23	Su		23	Su		23	We		23	Fr		23	Mo		23	We		23	Sa		23	Tu		23	Th		23	Su		23	Tu	
24	Fr		24	Mo		24	Mo		24	Th		24	Sa		24	Tu		24	Th		24	Su		24	We		24	Fr		24	Mo		24	We	
25	Sa		25	Tu		25	Tu		25	Fr	Anzac Day Holiday	25	Su		25	We		25	Fr		25	Mo		25	Th		25	Sa		25	Tu		25	Th	Christmas Day
26	Su		26	We		26	We		26	Sa		26	Mo	LTP HEARINGS & DECISIONS	26	Th		26	Sa		26	Tu		26	Fr		26	Su		26	We		26	Fr	Boxing Day
27	Mo		27	Th		27	Th		27	Su		27	Tu		27	Fr		27	Su		27	We		27	Sa		27	Mo	Labour Day	27	Th		27	Sa	
28	Tu	Council Meeting	28	Fr		28	Fr		28	Mo		28	We		28	Sa		28	Mo		28	Th		28	Su		28	Tu	Council Training	28	Fr		28	Su	
29	We					29	Sa		29	Tu		29	Th		29	Su	Council Meeting LTP Adoption	29	Tu		29	Fr		29	Mo		29	We		29	Sa		29	Mo	
30	Th					30	Su		30	We		30	Fr		30	Mo		30	We		30	Sa		30	Tu		30	Th		30	Su		30	Tu	
31	Fr					31	Mo					31	Sa					31	Th		31	Su					31	Fr	Inaugural Council Meeting/AR Adptn				31	We	

**17 CONSIDERATION OF MAJOR (URGENT) OR MINOR 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 17 September 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 Limited Director Appointment Process	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	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