



# Agenda

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

**Tuesday 6 May 2025**

9:30am

Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate

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

Order Of Business

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    1.2    Strategic Direction for the District Plan - Topic 1, Urban..... 13

    1.3    Recent Resource Consents Granted Update for Council..... 30

    1.4    Waihao Wainono Catchment Community Group Presentation: 11:00am..... 33

    1.5    EROAD Evaluation Report ..... 34

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

No decisions or resolutions will be made.

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

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

There are no legal requirements relating to a quorum.

Standing Orders do not apply.

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

## REPORTS

### 1 GENERAL BUSINESS

<b>1.1 ANNUAL GRANT PRESENTATION: BUSHTOWN WAIMATE - 9.30AM</b>
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**Author:** Liz Rose, Administration Support Officer

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

**Attachments:** 1. Bushtown Annual Accounts 2024 [↓](#) 

#### PURPOSE

1. For Council to receive an annual grant presentation from Bushtown Waimate.

#### BACKGROUND

2. Bushtown Waimate have been receiving an annual grant of \$5,000 plus GST (not CPI adjusted) since 2018.
3. Chairman Allan Laurie and Secretary Ann Dennison will be presenting to Council their achievements for the year and their plans going forward.
4. Bushtown Waimate has requested an additional \$1,000 per annum, which is currently being consulted on within the Waimate District Council Long Term Plan 2025-2034.
5. The Bushtown site is a visitor attraction showcasing life of the 1800's era through a traditionally staged heritage park. The park includes a steam operated sawmill, an operating miniature steam train, and a replica of an early Edwardian high street community.

#### OUTCOME

6. That Council are informed of Bushtown Waimate's operations.



**BUSHTOWN ( WAIMATE) INCORPORATED**

**PERFORMANCE REPORT**  
**For the Year Ended 30th June 2024**

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**BUSHTOWN ( WAIMATE) INCORPORATED****ENTITY INFORMATION****For the Year Ended 30th June 2024****Who are we? Why do we exist?**

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

**Entity's Purpose or Mission:**

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

**Entity Structure:**

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

**Main Sources of Entity's Cash and Resources:**

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

**Main Methods used by the Entity to Raise Funds:**

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

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

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

**Contact Details:**

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



**BUSHTOWN ( WAIMATE) INCORPORATED****STATEMENT OF SERVICE PERFORMANCE****For the Year Ended 30th June 2024****What did we do?****Description of the Entity's Outcomes:**

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

**Description and Quantification of the Entity's Outputs:**

	<b>This Year 2024</b>	<b>Last Year 2023</b>
<b>Totara Trees Purchased by Donors</b>	7	10
<b>Visitor Events</b>	4	2
<b>Visitor Numbers</b>	2334	2,396
<b>Development of the sawmill and ancilliary amenities</b>		
<u>Projects - Completed</u>	2	3
Children's Books - Great Fire Escape		
Kurow bridge installation		
<u>Projects - Work in Progress</u>	5	6
Miniature railway track network		
Signage for visitor attractions and forest plants		
Railway carriages		
Redwood log display shelter		
Power and electrical reticulation infrastructure		
<b>Additional Performance Measures:</b>		
<b>Annual Volunteer Hours</b>	3820	3,271
<b>Membership</b>	109	110
<b>Groups working with Bushtown</b>	6	5
<b>Facebook 'people who follow'</b>		
bushtown.waimate	797	709
www.instagram.com/bushtown.waimate	69	69

**Additional Information:****Articles on-line**

1907 Burrell Steam Powered Traction Engine at Bushtown Waimate's Steam Up 2024

1954 David Brown 30C Tractor at Bushtown Waimate's Steam Up 2024

<https://www.youtube.com/@ScenicDriveProductions>

Series lost but veteran axeman happy

*Otago Daily Times Sunday, 17 March 2024*



**BUSHTOWN ( WAIMATE) INCORPORATED**  
**STATEMENT OF RECEIPTS AND PAYMENTS**  
**For the Year Ended 30th June 2024**

How was it funded? What did it cost?

	Actual 2024 \$	Actual 2023 \$
<b><u>OPERATING RECEIPTS AND PAYMENTS</u></b>		
<b>Operating Receipts</b>		
Donations, fundraising and other similar receipts	29,954	28,957
Fees, subscriptions and donations from members	2,129	6,000
Receipts from providing goods and services	21,689	12,660
Interest	246	92
Other receipts	(192)	1,881
<b>Total Operating Receipts</b>	<b>53,826</b>	<b>49,590</b>
<b>Operating Payments</b>		
Payments related to public fundraising	32	211
Volunteer and employee related payments	213	-
Payments related to providing goods and services	27,071	33,971
Project Payments	22,305	7,344
<b>Total Operating Payments</b>	<b>49,622</b>	<b>41,526</b>
<b>Operating Surplus or (Deficit)</b>	<b>4,204</b>	<b>8,064</b>
<b><u>FUNDING</u></b>		
<b>Capital Receipts</b>		
Receipt of Grant	17,739	17,125
<b>Capital Payments</b>		
Purchase of resources	3,846	7,670
Funding received in Advance	17,125	7,000
<b>Net Capital Funding</b>	<b>(3,232)</b>	<b>2,455</b>
<b>Increase/(Decrease) in Bank Accounts</b>	<b>973</b>	<b>10,519</b>
Bank Accounts at the beginning of the Financial Year	48,899	38,380
<b>Bank Accounts at the end of the Financial Year</b>	<b>49,872</b>	<b>48,899</b>
<b>Represented by:</b>		
Cheque Account	10,149	12,622
Project Accounts	39,723	36,277
<b>Total Bank Accounts at the end of the Financial Year</b>	<b>49,872</b>	<b>48,899</b>



**BUSHTOWN ( WAIMATE) INCORPORATED**  
**STATEMENT OF RESOURCES AND COMMITMENTS**  
**As at 30th June 2024**

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

**SCHEDULE OF RESOURCES**

	2024 \$	2023 \$
<b>Bank Accounts</b>		
Cheque Account	10,149	12,622
Project Account(s)	39,723	36,277
	<b>49,872</b>	<b>48,899</b>
<b>Money Owed to the Entity</b>		
GST Refund / (GST Due)	77	(116)
<b>Other Resources</b>		
Assets	154,438	150,592

**SCHEDULE OF COMMITMENTS**

<b>Money Payable by the Entity</b>		
Contributors to Feasibility Plan	3,450	3,450
<b>Other Commitments</b>		
Waimate District Council long term lease at \$2 per annum until 2053	56	58
<u>Grants Carried Forward</u>		
Community Trust of Mid & Sth Canty - ( for future Project Co-ordinator)	-	15,000
Waimate District Council - Creative Comm Grant - ( for printing childrens books)	-	845
Te Papa Helping Hands Grant received - (for future signage purchases)	1,739	1,280
Waimate District Charitable Foundation Grant - ( for railway crossing)	1,000	-
Community Trust Mid &Sth Canty - (for power/water infrastructure)	15,000	-
	<b>17,739</b>	<b>17,125</b>

**SCHEDULE OF OTHER INFORMATION**

<b>Grants or Donations with Conditions Attached</b>		
(where conditions not fully met at year end)	-	-

**BUSHTOWN ( WAIMATE) INCORPORATED**  
**NOTES TO THE PERFORMANCE REPORT**  
**For the Year Ended 30th June 2024**

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

**Basis of preparation**

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

**Goods and Services Tax (GST)**

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

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

Receipt Item	Analysis	2024	2023
		\$	\$
<b>Donations, fundraising and other similar receipts</b>	Fundraising	5400	5,366
	Donations	4554	4,092
	Grants & Sponsorship		
	- Waimate District Council	5,000	5,000
	- Alpine Energy	-	5,000
	- Lion Foundation	-	7,000
	- Forest Management Ltd	-	2,500
	- Comm Trust of Mid & Sth Cant	15,000	-
		20,000	19,500
	<b>Total</b>	<b>29,954</b>	<b>28,957</b>
<b>Fees, subscriptions and donations from members</b>	Subscriptions	1,139	1,600
	Donations	990	4,400
	<b>Total</b>	<b>2,129</b>	<b>6,000</b>
<b>Receipts from providing goods and services</b>	Event sales	14,692	11,848
	Timber sales	527	812
	- Te Papa, Helping Hands	1,280	-
	- Oceania Dairy Limited	500	-
	- Waimate District Council Creative Communi	845	-
	- Business Sign Sponsorships	870	-
	- Waimate District Council	2,975	-
		6,470	-
	<b>Total</b>	<b>21,689</b>	<b>12,660</b>
<b>Interest</b>	<b>Total</b>	<b>246</b>	<b>92</b>
<b>Other Receipts</b>	GST	(192)	386
	Insurance claim	-	1,495
	<b>Total</b>	<b>(192)</b>	<b>1,881</b>
	<b>Total Operating Receipts</b>	<b>53,826</b>	<b>49,590</b>

**NOTES TO THE PERFORMANCE REPORT**  
**For the Year Ended 30th June 2024**

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

Payment Item	Analysis	2024 \$	2023 \$
Payments related to public fundraising	<b>Total</b>	<b>32</b>	<b>211</b>
Volunteer related costs	<b>Total</b>	<b>213</b>	<b>-</b>
Payments related to providing goods and services	- Event Expenses	13,449	22,091
	- Cost of Sales of Goods or Services	967	-
	- Insurance	\$7,228	6,671
	- Accounting Review	350	300
	- Advertising, Printing, Postage, Stationery	534	252
	- Rates & Rent	711	633
	- Subs, Fees, Registrations, Planning	231	101
	- Minor Assets	158	335
	- Consumables, Repairs & Maintenance	3,442	3,589
	<b>Total</b>	<b>27,071</b>	<b>33,971</b>
Project Payments	- Totara and Forest	1,128	367
	- Train (track base, fastenings..)	960	1,746
	- Books	845	-
	- Siteworks	3,267	4,495
	- Project manager	14,980	-
	- Signage	1,125	735
	<b>Total</b>	<b>22,305</b>	<b>7,344</b>
	<b>Total Operating Payments</b>	<b>49,622</b>	<b>41,526</b>
Capital Payments	- Sawmill spouting	-	7,670
	- Mill transmission belt	1,600	-
	- Tools, welder, grinder	2,246	-
	<b>Total</b>	<b>3,846</b>	<b>7,670</b>

**Note 4: Resources**

		2024 \$	2023 \$
Assets	- Buildings	65,896	65,896
	- Vehicles	20,000	20,000
	- Plant & equipment	68,542	64,697
	<b>Total</b>	<b>154,438</b>	<b>150,592</b>

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

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

**Note 5: Related party transactions**

Description of related party	Description of the transaction (whether in cash or	2024	2023
Rob Wilkins	To supply and fit spouting and downpipes to sawmill	-	7,670
- Committee member	building (excl GST and following tender process)		

**Note 6: Events after balance Date**

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

**INDEPENDENT REVIEWERS REPORT**

I have reviewed the financial and statements prepared for **Bushtown Waimate (Incorporated)**, an incorporated society and registered charity for the year ended 30 June 2024. These statements include the Profit and Loss Statement, and Balance Sheet.

**Opinion**

Nothing has come to my attention that would indicate a material misstatement has occurred in the financial and statements of **Bushtown Waimate (Incorporated)** as at June 30, 2024. Subject to being able to review the value of the fundraising, raffles and donations due to its cash basis, so I was unable to determine if any adjustments to these amounts were necessary.

My review was completed on the 11<sup>th</sup> September 2024 and my opinion is expressed as at that date.

**Basis of Opinion**

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

Other than in my capacity as an assurance practitioner I have no relationship with or financial interest in the society, according to the professional and Ethics Standard 1 (PE51) issued by the NZ Auditing and Assurance Standards Board.

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

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

**Reviewers Responsibility**

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

**Responsibilities of Those charged with Governance for the Financial Statements:**

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



**Louise Billinghamurst**

18/10/2024

23A Rathmore Street, Timaru 7910



**1.2 STRATEGIC DIRECTION FOR THE DISTRICT PLAN - TOPIC 1, URBAN**

**Author:** Alex Macdonald, Senior Planner

**Authoriser:** Dylan Murray, Regulatory and Compliance Group Manager

**Attachments:** 1. Topic 1: Urban and Settlements Presentation  

## PURPOSE

1. The purpose of this paper is to seek initial Council feedback on Topic 1 'Waimate Town and Townships' which will become "Waimate's Future: Strategic Direction for the District Plan."

## BACKGROUND

2. Council has previously<sup>1</sup> discussed the District Plan Review and received an update which indicated that early work on a plan review would be split into three workstreams. Workstream 1 is the development of strategic direction.
3. This paper provides an overview and timing of Workstream 1 and seeks Council's feedback on the first topic.

### The strategic direction will include four key topics

4. To simplify development, it is recommended to break the strategic direction into four themes. These will collectively cover all the key issues that require clear direction on before undertaking detailed planning.
5. The following four topics are recommended:
  - a. Waimate Town and Settlements – This topic will cover urban growth, built form, amenity and other matters relating to urban and industrial development
  - b. Rural and Natural Environments – Covering Highly Productive Land, rural lifestyle and living opportunities, and any natural environmental matters that remain within Council's responsibilities, for example Significant Natural Areas.
  - c. Infrastructure, Hazards, and Climate Change – Providing for nationally and regionally significant infrastructure such as the Waitaki Hydro Electric Power Scheme, managing risks from (natural) hazards and ensuring that the foreseeable impacts of climate change are considered
  - d. People, Places and Heritage (TBC) – To the extent these matters remain planning issues,<sup>2</sup> will consider how we protect district heritage, appropriately recognise mana whenua, and ensure we enable high quality public places.
6. There will be overlap between each of these themes, as – for example – hazards and Highly Productive Land may be a constraint that limits where growth can occur.

### Starting today, staff will work with Council to seek initial direction on each topic

7. At each of the next four workshops (including this one), staff will introduce you to the key issues and considerations within each topic, and seek your direction on trade-offs. While we will be developing this work with your input, there will be times when detailed analysis undertaken subsequent to a workshop direction may identify additional issues.
8. Using your direction, staff will then prepare a draft strategic direction document and work with the new council to progress this process while managing any changes that need to occur as a result of legislative or council changes.

<sup>1</sup> Workshop Paper 1 April 2025

<sup>2</sup> The Government Expert Advisory Group report indicates that notable trees and heritage protection will not be part of the new Planning Act.

**Council will also work with stakeholders and partners once we have your initial direction**

9. To ensure that this work is maintained at a manageable scope, and limit stakeholder fatigue, staff recommend that engagement with stakeholders is only undertaken once Council has a clear understanding of its objectives, constraints, and risks for each theme.
10. Staff will prepare reactive messaging to respond to any questions, but do not recommend significant communications at this stage, as any public engagement would be undertaken once engagement with stakeholders has been completed.
11. To manage stakeholder expectations, staff will work with stakeholders to ensure they are aware of the process and their future opportunities for input.

**Summary Timeframe**

<i>Task</i>	<i>Indicative Timeframe</i>
Direction from Council on each of the four themes	Until Sep 2025
Prepare draft based on Council initial direction	Ongoing, until Oct – Nov 2025
Workshop draft with new Council (TBC)	Nov 2025
Update based on any feedback from new Council, and any central government policy changes	Nov 2025 to Jan 2026
Stakeholder and public engagement	Feb 2026
Finalise based stakeholder and public feedback	March 2026

**OUTCOME**

12. To seek initial Council feedback on Topic 1 'Waimate Town and Townships' which will become "Waimate's Future: Strategic Direction for the District Plan.

# Waimate's Future – Strategic Direction for the District Plan

## Topic 1: Urban and Townships






# Topics

- **Topic 1 – Waimate Town and Settlements (We are here!)**
- Topic 2 – Rural and Natural Environments
- Topic 3 – Infrastructure, Hazards, Climate Change
- Topic 4 – People, Places, Heritage (TBC)





## What we need from you?

- Working with you – Identify ‘outcomes’ for one of the four major themes we will need to work through.
- High level direction that lets us do more detailed work
- These ‘outcomes’ eventually translated to how activities are managed in the District Plan.
- Long term view (50+ years ) as many of our decisions will still affect the town.
- We’ll spend more time on the activities that are more common.



## Assumptions and constraints

- We expect to grow at moderate pace
- Ongoing incremental changes to tech and economy, but fundamentals the same – no teleporters, people still need homes, farms and businesses
- We have to provide for demand, and give effect to various government policy and directives
- Most development ‘marginal’ – small changes in costs, yield, or sale price have large impact. Planning and Infrastructure availability has greatest impact on ‘marginal’ cases

# What drives demand?

- Estimated need to provide for approx. 450 homes (new and replacements) over next 15 years – based on recent rates. Could be much more or less –
- This estimate is greater than the growth report, but considers ‘gross’ not net increases.
- 40-60% in and around Waimate town, remainder rural and in settlements
- Housing and commercial stock generally dated and expensive to upgrade
- Have to provide well above expected need to prevent one developer ‘hostage’





## Topic 1: Waimate Town & Settlements

- Topic has been broken up into sub-parts – Urban built form; Settlements; Growth areas and constraints; Industry and business
- This will be done as an ‘test’ – Just like going to the optometrist. For each slide, state which one you like more and why.
- Emma and I will collate results.
- We’ll also ask you questions, or provide additional information then go back to the tests

# Built Form - Residential

## Option 1





# Built Form - Residential

## Option 2



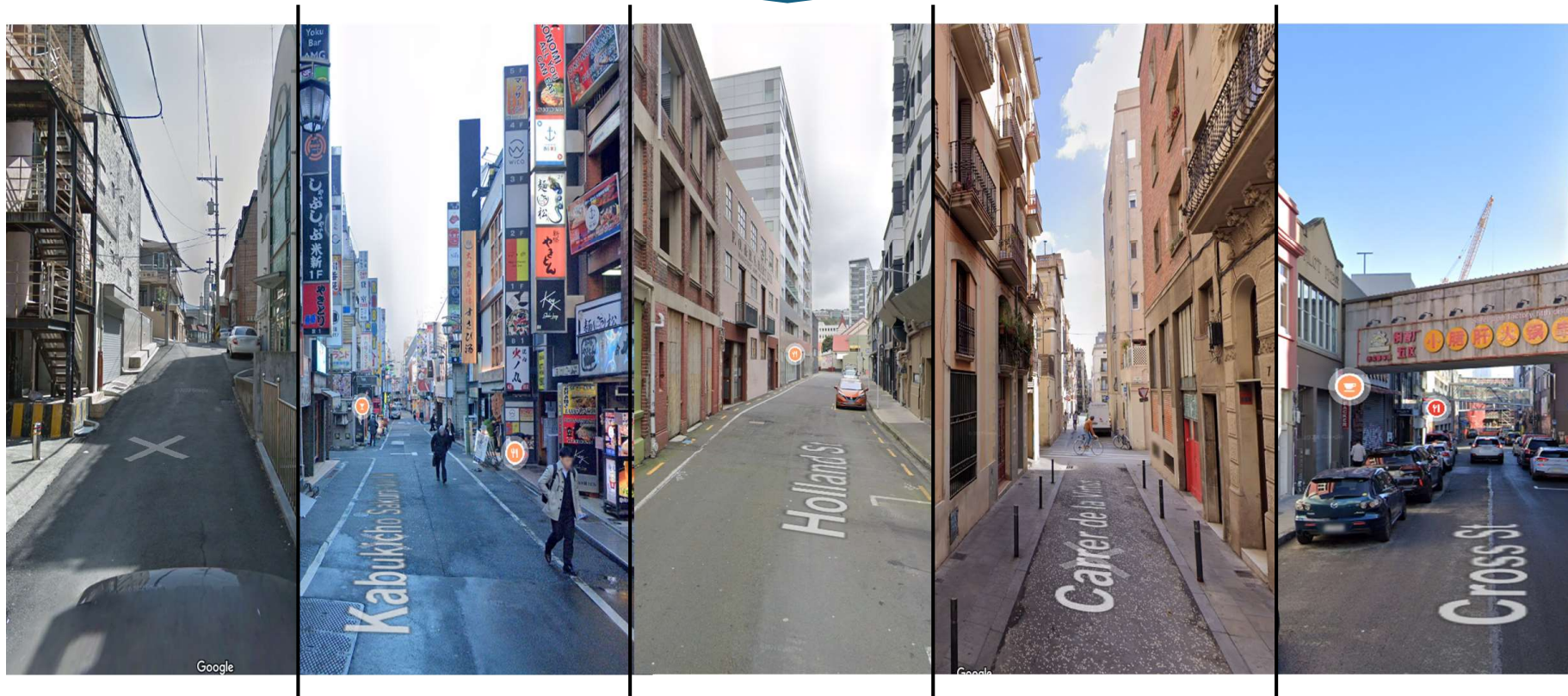
# Built Form - Residential

## Option 3






## Built Form – Example wildcards







## Trade-offs – What compromises do you make?

- **Infrastructure costs (per household)** – Option 1 highest, Option 3 (and wildcards) lowest
- **Amenity** – Different options (and the wildcard) provide different levels of residential amenity, while access to off-site amenities improves with density
- **Growth and Access** – If Waimate grows rapidly in an ‘option 1’ way, we will become Rolleston.
- **Costs and charging** – current tools don’t let council charge in a way that reflects these differences in costs easily

## Trade-offs cont. – Growth Areas

- Amount of ‘room’ needed for growth depends on urban form choices, costs, market demand, and infrastructure investment
- We’ll investigate what might be needed based on this conversation and come back
- HPL and hazard risk constrain choices significantly,
- Have to show our working
- Growth areas need infrastructure!

Highly Productive Land - LUC Classes 1 and 2 around Waimate



# Settlements

- Settlements currently zoned residential, does not reflect range of activities taking place
- Problems whenever something changes and with infrastructure
- Outcome to enable a range of activities side-by-side while recognising infrastructure constraints





## Light Industrial and Business

- Limited 'large format' light industrial sites.
- Key Choice 1 – Town Centre: current approach directs activity to town centre, which not always fit for purpose, so activities pop up elsewhere. Continue this or change?
- Key Choice 2 – Heavy Industry: Plan needs direction for major proposals (Oceania, Kea, Studholme)



## Wrap up

- What we've heard
- Feedback from you
- Next steps

Thank you!

**1.3 RECENT RESOURCE CONSENTS GRANTED UPDATE FOR COUNCIL**

**Author:** Alex Macdonald, Senior Planner

**Authoriser:** Dylan Murray, Regulatory and Compliance Group Manager

**Attachments:** Nil

**PURPOSE**

1. The purpose of this report is to update Council on recent resource consents granted by the planning office.

**Recent Consents Granted**

2. As previously requested by Council, this report lists recent consents granted under delegated authority. This list covers the period 1 January to 31 March 2025.
3. A decision has been made on the following 15 applications. All were granted.

*Table 1: Consents granted under delegated authority*

Identifier	Details	Decision notified
<b>Resource Consents</b>		
RM240050	<b>To achieve three rural allotments plus a corner splay from existing records of titles</b> A J Bell 60 Ross Road Processing days = 19 out of 22	28 January 2025
RM240055	<b>To create seven rural allotments and two corner splays</b> Murphy Farms Limited 50 Fisheries Road Processing days = 26 out of 30	4 March 2024
RM240056	<b>To subdivide to create 4 rural lots in two stages</b> N J Walters 1197 Pareora River Road Processing days = 27 out of 29	4 March 2025
RM240058	<b>To subdivide to create 3 new residential lots and a balance title</b> W and S Newlands and Banco Trustees Ltd 156 Hakataramea Valley Road, Hakataramea Processing days = 14 out of 10	28 January 2025
RM240060	<b>To subdivide to achieve a boundary adjustment between three existing records of title in an area of flooding risk</b> Farm Prime Farms Limited Engelbrechts and Waimate Hunter Roads Processing days = 30 out of 31	20 February 2025

Identifier	Details	Decision notified
RM240064	<b>To subdivide Lot 14 DP 6906 into two allotments, with the new dividing boundary resulting in a setback breach</b> Mr A and Mrs S Campbell 9 Hayes Street Processing days = 20 out of 20	11 February 2025
RM250001	<b>Replace 8 transmission poles with new overheight poles</b> Transpower NZ Limited X 1451830 Y 5038975 and seven other points (Glenavy – Timaru Line) Processing days = 9 out of 20	28 January 2025
RM250002	<b>To vary subdivision consent RM230015, with Lots 1 and 2 now undersized</b> Meandu Tepamu Enterprises Limited 3 Fitzmaurice Road Processing days = 13 out of 20	12 February 2025
RM250003	<b>To vary the conditions of RM110027, to allow members to stay for 10 days within a 30 day period</b> New Zealand Motor Caravan Association Incorporated 250 Queen Street Processing days = 19 out of 20	21 February 2025
RM250005	<b>To cancel subdivision condition requiring a consent notice for telephone and power lines</b> S Wilson 365 Upper Hook Road Processing days = 5 out of 20	4 February 2025
RM250011	<b>To cancel existing easement and create new easement</b> M L & S H Delmarter 12 Maude Street, Waimate Processing days = 12 out of 20	19 September 2025
<b>Misc. Other Statutory Actions</b>		
RM240054	<b>Marginal Activity - Proposed upgrade, operation and maintenance of a lawfully established 2degree telecommunication facility</b> Two Degrees Networks Ltd 5962 Hakataramea Highway Processing days = 3 out of 20	11 February 2025

RM250004	<b>Deemed Permitted Boundary Activity - To build a new dwelling within internal setbacks</b> David Frew, Sara Frew and Roy Spearpoint Processing days = 1 out of 10	24 January 2025
RM250009	<b>To relocate a residential unit within 20m of an internal boundary</b> McGiffert Stewart Erwin 802 Waimate Highway Processing days = 1 out of 20	21 March 2025
RM250013	<b>To extend a verandah which will encroach on the minimum setback 7.5m setback from a legal road boundary</b> Todd Huntly Stewart No 2 Trust 1254 Back Line Road Processing days = 2 out of 20	24 March 2025

**OUTCOME**

4. For the information of Council.



**1.4 WAIHAO WAINONO CATCHMENT COMMUNITY GROUP PRESENTATION: 11:00AM**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Dan Mitchell, Asset Group Manager  
**Attachments:** Nil

**PURPOSE**

1. For the Chair of the Waihao Wainono Catchment Community Group, Roger Small to present to Council on the work being undertaken to control unwanted willows in the catchment.
2. They will also be asking Council for support to assist around areas of infrastructure, especially bridges and culverts.
3. Environment Canterbury Biodiversity Officer Kennedy Lange and Bob Sutton are also to be in attendance.

**BACKGROUND**

4. Deputy Mayor Sharyn Cain is Council's representative on the Waihao Wainono Catchment Community Group.

**OUTCOME**

5. For the information of Council.

**1.5 EROAD EVALUATION REPORT**

**Author:** Aleisha Macpherson, Corporate Services Assistant  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** Nil

**PURPOSE**

1. To provide a summary of how we use Council's Fleet Management System 'EROAD', in response to a request of the Chief Executive from the Governance Workshop on 11 February 2025.

**BACKGROUND**

2. EROAD was initially installed into Council vehicles in November 2015.
3. In the beginning 11 vehicles were installed with Ehubo devices and this has now grown to 28 devices installed across our fleet.
4. EROAD is a fully integrated technology, tolling and service provider, based in Auckland. It was the first company in the world to implement a GNSS (global navigation satellite system)/cellular-based road charging solution across an entire country. EROAD modernises road charging and compliance for road transport by replacing paper-based systems with easy-to-use electronic systems. EROAD is the largest provider of road user charges (RUC) compliance in New Zealand, and a leading provider of health and safety compliance and fleet management solutions.
5. At Waimate District Council, all vehicles have EROAD devices, except for the vehicle provided to the Chief Executive. This vehicle is excluded from this requirement due to this vehicle being available for personal use as provided in the Chief Executive's terms of employment.
6. Access to EROAD software follows the 'Principle of Least Privilege' which is a core information security concept that should be applied to all software. The user should only have access to the minimum data and function necessary to perform their role, thereby restricting access to that deemed as necessary. This principle is applied to the access granted to limited and specified roles at Council, with each user's access customised to the appropriate level of information and monitoring functions and includes limiting the groups of vehicles able to be monitored by any user.
7. As EROAD is a GNSS location system it is also a method of monitoring to protect high value assets. The current total book value of the fleet monitored by EROAD is \$706,000. This can be broken down into two categories, the value of the mowers monitored is \$136,270 while the monitored vehicles are valued at \$569,730.
8. EROAD has several benefits for Council including:
  - a. Vehicle management
  - b. Automatic RUC (AutoRUC) purchasing
  - c. Off-road RUC return (RUCOR)
  - d. Registration renewal
  - e. Warrant of fitness (WOF) and servicing reminders
  - f. Health & safety features
  - g. Identification of kilometres travelled to be charged to external parties
  - h. Road maintenance management

- i. Three waters compliance
  - j. Fuel efficiency reporting
  - k. Fringe benefit tax (FBT) compliance
  - l. LGOIMA
9. Also outlined in this report are:
- a. How EROAD assists in assessing compliance with Council's Vehicle Use Policy
  - b. The cost of EROAD
  - c. EROAD plans

### **Vehicle Management**

10. Through EROAD up-to-date vehicle information is captured, including for Council's high value mowers. It is essentially an electronic version of a working fleet list, retaining all related information in one place.

### **Automatic RUC (AutoRUC) Purchasing**

11. Once a diesel vehicle is in the EROAD vehicle management system, we can set it up to AutoRUC. We can set the amount of RUC purchased anywhere from 1,000km to 10,000km, informed by the vehicle usage. This is a great time saver for the administration staff and drivers of the vehicle. The automation of this process means the driver does not need to worry about whether their vehicle is compliant in this regard. Without EROAD, administration staff would have to make the RUC purchase manually through NZTA.
12. The RUC tag is digitally put onto the EROAD unit in the vehicle – ensuring the current licence is always on display and the vehicle is compliant. This electronic process eliminates relying on the RUC tag to arrive by post. It is an excellent timesaver for the fleet management and administration staff, including accounts payable.

### **Off Road RUC Return (RUCOR)**

13. EROAD automatically records off road data. Examples include parks staff maintaining the cemetery grounds at Victoria Park and utilities staff going off road onto properties to undertake their work.
14. A report is generated every three months of various off-road data (where a vehicle has been driving off road). Some of the more active vehicles that partake in off road activities do up to 300km in three months off road.
15. The report is checked and submitted to NZTA, through a simple click of a button. Council receives a RUC refund for this. Without automation it is unlikely that the cost-benefit analysis would stack up for Council staff to manually submit an off-road RUC return.

### **Registration Renewal**

16. Much like the AutoRUC, EROAD will automatically register the vehicles via NZTA also. This process is carried out the same way as AutoRUC and will send a confirmation email to accounts payable with the tax invoice and the registration is then sent by post. Registrations are still required to be displayed in the sleeve on the window.

### **Warrant of Fitness (WOF) & Servicing Reminders**

17. Every vehicle in EROAD is set up with its current WOF expiry date and the next service due date. The system then automatically provides prompts a month before a WOF or service is due by emailing a reminder to the administrator. The due dates or odometer is set based on the suggested service interval for each vehicle.

18. Services are recorded in the system and the invoice uploaded, along with the retailer, cost and an overview of what has been completed. This gives each vehicle an extensive service history to allow for assessment of its condition which is particularly useful when considering replacement.

### **Health & Safety Features**

19. EROAD has many health and safety features within the unit itself and via the online portal.
20. Within the device it shows accurate speed, harsh breaking and harsh turning notifications and this information is then sent back to the online portal giving an overview of overspeed limits, the amount of km's per hour, and breaking down to the number of instances occurred. The same data is collected for harsh breaking, harsh turning, and acceleration.
21. This ultimately helps the fuel efficiency report data by showing what vehicles are consuming more fuel, and which drivers are using more. Because the EROAD unit is periodically sending a ping back to a satellite it gives up to date movements.
22. In some cases when people have been uncharacteristically late or unreachable, we have checked EROAD to identify if the vehicle is moving and its location to ensure the driver is safe and has not, for example been involved in an accident or had a medical event. We can send a message to the EROAD device to alert the driver to check if they are ok.
23. If there is an accident, we can assess what may have contributed to the incident, such as speed or harsh driving. It is valuable in maintaining road safety from a health and safety aspect, hopefully reducing the risk of accidents in Council vehicles.
24. Speeding events can also be monitored through the online portal, seeing when these occurred and deducing whether this is a continuous speed that is being travelled or is a one off, such as overtaking a vehicle.
25. The above functions are used and monitored by the Council's Health and Safety Advisor.

### **Identification of kilometres travelled to be charged to External Parties**

26. Some staff are required to record kilometres travelled on various jobs or while undertaking various functions in order that Council can charge this travel to a third party. EROAD enables easy access to this information to ensure accuracy in identifying distances travelled to be on-charged.

### **Road Maintenance Management**

27. The roading department uses EROAD for a variety of functions, all in which aid in response time to events. It is especially helpful in situations to ascertain where the team is currently at and see who is closest to attend to a call, saving money and time for Council.
28. The other big advantage of EROAD for the roading team is tracking the location of the contractor's (Rooney's) grader, particularly helpful for complaints around the metal road surface.

### **Three Waters Compliance**

29. The Three Waters compliance department uses EROAD to confirm the timing of activities such as works requests and infrastructure data (LUTRA) forms (e.g. site visits to treatment plants, water testing locations etc). These link back to the Three Waters service levels in the performance measures, and reporting to the Water Services Authority Taumata Arowai.
30. The Utilities Supervisor uses EROAD to locate the team, this can be during the day when jobs arise and when someone is needed to respond and is looking for the closest team member, or for health and safety reasons, ensuring the team have left their job sites safely as they often work alone in remote locations.
31. It also aids when completing job sheets or time sheets to determine timing of a job or what vehicle was used.

32. The Three Waters administration team use EROAD to locate utilities team members when required.

### **Fuel Efficiency Reporting**

33. The fuel efficiency report tells us which drivers, or which vehicles are using the most fuel. EROAD also tells us when each vehicle is fuelled and with how many litres of fuel. EROAD can link to BP/RD and other fuel providers to feed back the running costs into the system, which is a function we have utilised and linked to in the system. This gives us a realistic overview the cost of each vehicle.
34. It factors in idle time, harsh breaking, over-speeds and harsh cornering to give the best and worst when it comes to usage, thereby filter reporting to see which types of vehicles are cost effective to run. Ultimately this could influence the choice of vehicles that are purchased in the future. The reporting also enables provision for feedback to drivers on their driving practices.

### **Fringe Benefit Tax (FBT) Compliance**

35. To fulfil FBT requirements, Council is required to regularly check that staff who are required to take a Council vehicle home as part of their duties (such as being on call) and have private use restrictions, are following these restrictions. EROAD is a huge time saver when it comes to fulfilling this obligation.
36. Without this function staff would have to do this manually, requiring drivers to revert to manual paper-based logbooks (which will never be as accurate as an electronic system due to human error or complacency) and the monitoring staff to implement processes of review which would be time sensitive and labour intensive.

### **How EROAD assists in assessing compliance with Council's Vehicle use policy**

37. Where a situation presents requiring assessment, EROAD enables review of vehicle usage so staff can check the usage is in line with the provisions of the Vehicle Use Policy. Policy compliance is important to ensure vehicles are being used appropriately and the core principles of the Vehicle Use Policy are maintained.
38. The flow on of this is that the literal cost of the vehicle use is in line with what is necessary for staff to perform their roles. There is no practical way to assess policy compliance without EROAD.

### **Local Government Official Information Management Act (LGOIMA)**

39. As records of Council are discoverable, in the event of a relevant LGOIMA request, EROAD can assist in obtaining the necessary information via its many reporting functions, to provide the detail to the requestor in a timely manner.

### **Cost of EROAD**

40. The cost of having EROAD each month is presently \$1,471.68 excl GST. There are 28 EROAD units installed across our assets with varied plans and costs. Plans offer slightly different features with their connections and are tailored to the situation.

### **EROAD Plans**

41. Safe Driver (including safe driver truck): The safe driver plan is the most extensive by EROAD and is in most of the utes and pool cars. It offers electronic RUC, AutoRUC, off-road claims, all tracking and activity features, fuel management, communication between users & devices, third party gateway (this is how we can see the Rooney Grader), fleet servicing, overspeed warning, driver logins and virtual speed cameras. We currently have 19 vehicles within the fleet on the Safe Driver plan and one truck on the Safe Driver Truck plan.

42. G70 (including connected track & plus): This has a wired asset tracker, cellular and GPS built-in, real-time tracking, geofence and in motion alerts, speed monitoring, hours of usage (this is a great feature for assets that may not have an odometer as hours of usage can be used to monitor servicing), odometer reporting, idle reporting and fuel exception reporting. Council currently have three assets on the G70 plan which includes the learn to drive car and two mowers. Two of the larger mowers are on the Connected Track plan, while the three utilities vehicles are on the Connected Plus plan.

**OUTCOME**

That Council are informed on the use and benefits of Council's Fleet Management System 'EROAD'.