



Agenda

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

Tuesday 16 February 2021

Commencing at 9.30am

Function Room
Waimate Event 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 Event Centre, Paul Street, Waimate, on Tuesday 16 February 2021, commencing at 9.30am.

Elected Members

Craig Rowley	Chairperson
Sharyn Cain	Deputy Chairperson
Fabia Fox	Councillor
Sandy McAlwee	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
David Owen	Councillor
Colin Pankhurst	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

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Note:

Council have invited the former group *Friends of Knottingley Park* to a thank-you luncheon to recognise the group's long-standing and valuable contribution to the park from 1993 to 2021.

Their involvement will be inscribed on a brass plaque attached to a park bench, one of several that will be established around the park, and this will be unveiled by the Mayor.

Council have also invited current and former Parks & Reserves staff, including former Manager Graham Watts to join Council in acknowledging the group's efforts at Knottingley Park.

OPENING

1 COUNCIL PRAYER

Rev Phil Bettany of Knox Church will open the meeting with a prayer and light the Ministers' Association Candle.

2 PUBLIC FORUM

3 APOLOGIES

The Chair will call for any apologies.

4 VISITORS

11.00AM – CENTRECARE WAIMATE PRESENTATION

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 26 JANUARY 2021**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

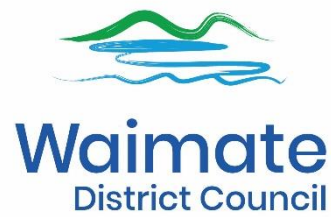
Attachments: 1. Minutes of the Council Meeting held on 26 January 2021

PURPOSE

To present the unconfirmed Minutes of the Council Meeting held on 26 January 2021 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 26 January 2021 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

26 January 2021

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE ON
TUESDAY 26 JANUARY 2021, COMMENCING AT 9.30AM**

- PRESENT:** Chair Craig Rowley, Deputy Mayor Sharyn Cain, Cr Fabia Fox, Cr Sandy McAlwee, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Colin Pankhurst, Cr Sheila Paul
- APOLOGIES:** Nil
- IN ATTENDANCE:** Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)
- PARTIAL ATTENDANCE:** Fiona Hester-Smith (Human Resources Manager), Leo Milani (Policy Analyst), Rob Moffat (Roading Manager)

OPENING

1 COUNCIL PRAYER

Rev Indrea Alexander of Waimate District Co-operating Venture opened the Council Meeting with a prayer and lit the Ministers' Association candle.

Mayor Rowley acknowledged the passing of former Councillor Brian Harris.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

Nil

4 VISITORS

10.30am – New Citizens Welcome

5 CONFLICTS OF INTEREST

The Chair called for Conflicts of Interests. Cr Owen declared a perceived non-pecuniary conflict of interest in the public excluded section of the agenda 'Waimate 50 Motorsport Event – Request for Funding'

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

An item 'Flood Recovery Actions' (in relation to 12.1 Chief Executive's Report: Flooding Event – 3 January 2021) was identified as a major (urgent) item in the public-excluded section of the agenda. The reason it wasn't on the agenda was because this needs urgent direction, therefore cannot wait until the 16 February 2021 Council meeting. The reason it has been submitted in the public-excluded section of the agenda is owing to commercial activities, negotiations and allowing members to have a free and frank discussion.

IDENTIFICATION OF MAJOR/MINOR ITEM NOT ON THE AGENDA**RESOLUTION 2021/1**

Moved: Cr David Owen

Seconded: Cr Sheila Paul

That the Major (Urgent) Item 'Flood Recovery Actions' is taken at the end of the public-excluded section of the meeting.

CARRIED

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 8 DECEMBER 2020****RESOLUTION 2021/2**

Moved: Cr Fabia Fox

Seconded: Cr Sheila Paul

That the Minutes of the Council Meeting held on 8 December 2020 be adopted as a true and correct record, with the below amendment.

CARRIED

Amendment:

Public Forum: Mrs Denise Phillips of 34 Rhodes Street voiced her concerns of the closure of the BNZ Bank in Waimate, not ANZ.

7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 15 DECEMBER 2020**RESOLUTION 2021/3**

Moved: Cr Sheila Paul

Seconded: Cr Miriam Morton

That the Minutes of the Extraordinary Council Meeting held on 15 December 2020 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 21 OCTOBER 2020****RESOLUTION 2021/4**

Moved: Cr Fabia Fox

Seconded: Cr Miriam Morton

That the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 21 October 2020 be received.

CARRIED**8.2 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 7 SEPTEMBER 2020****RESOLUTION 2021/5**

Moved: Cr Tom O'Connor

Seconded: Cr Sheila Paul

That the confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 7 September 2020 be received.

CARRIED**8.3 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 24 NOVEMBER 2020****RESOLUTION 2021/6**

Moved: Chair Craig Rowley

Seconded: Cr David Owen

That the unconfirmed minutes of the Waimate Community ANZAC Group Meeting held on 24 November 2020 be received.

CARRIED**8.4 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING HELD ON 17 NOVEMBER 2020****RESOLUTION 2021/7**

Moved: Chair Craig Rowley

Seconded: Cr Fabia Fox

That the unconfirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 17 November 2020 be received.

CARRIED

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

RESOLUTION 2021/8

Moved: Chair Craig Rowley

Seconded: Cr Miriam Morton

That the Mayor's Report is accepted.

CARRIED

Note:

Council discussed the pending closure of the BNZ and affect to the community. The Mayor is communicating with the Mayor of the Mackenzie District over the banking hub trial being undertaken at Fairlie, and a number of Mayors around the country are uniting to lobby Government over the closures.

10 DEPUTY MAYOR'S REPORT

Cr Cain gave a verbal report, highlighting her attendance at a number of end-of-year school prize-giving ceremonies, the helipad opening event, Cricket Club presentation, Waihao Wainono Community Catchment meetings, and assisting the clean-up at the flooding event at Council early in the New Year.

11 COUNCILLORS' REPORTS

11.1 COUNCILLORS' REPORT

RESOLUTION 2021/9

Moved: Cr Tom O'Connor

Seconded: Cr Sandy McAlwee

That the Councillors' Report is accepted.

CARRIED

12 CHIEF EXECUTIVE'S REPORT**12.1 FLOODING EVENT - 3 JANUARY 2021****RESOLUTION 2021/10**

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the Chief Executive's Report: Flooding Event – 3 January 2021 is received.

CARRIED**Note:**

Council discussed the reason for the flooding to the Local Government Centre. The historical data for the flooded areas on Queen Street and cost estimates for any future roading mitigation work will be investigated with NZTA, taking into account climate change.

The Chief Executive expressed his appreciation to the staff that returned to work earlier than planned to undertake the clean-up and relocation of office staff.

13 COUNCIL ACTIONS REPORT

Nil

14 HUMAN RESOURCES REPORT**14.1 HUMAN RESOURCES REPORT****RESOLUTION 2021/11**

Moved: Cr Fabia Fox

Seconded: Cr Tom O'Connor

That the Human Resources Manager's report is accepted.

CARRIED**Note:**

Council asked to meet new staff members at the next Council Meeting on 16 February 2021.

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT**16.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT****RESOLUTION 2021/12**

Moved: Cr Tom O'Connor

Seconded: Cr Fabia Fox

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

CARRIED

Note:

Council noted the Long Term Plan timetable has been affected by the extra work created from the flooding event, and this has been communicated to the auditors. A revised timetable is to be presented to the 16 February 2021 Council Meeting.

Staff are exploring options for suitable Risk and Fraud Training for both governance and management at a separate workshop.

17 GENERAL REPORTS**17.1 RECOMMENDATION FROM AUDIT AND RISK COMMITTEE MEETING - 15 DECEMBER 2020 - CONSIDERATION OF RISK MANAGEMENT POLICY**

Council considered developing a Risk Management Policy for adoption.

RESOLUTION 2021/13

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Fabia Fox

1. That the Recommendation from Audit and Risk Committee Meeting - 15 December 2020 - Risk Management Policy report is accepted; and
2. That Council develops a Risk Management Policy for adoption.

CARRIED**17.2 RECOMMENDATION FROM AUDIT AND RISK COMMITTEE MEETING - 15 DECEMBER 2020 - ADDITIONAL STAFF RESOURCE**

Council considered appointing an additional staff resource in the finance team.

RESOLUTION 2021/14

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sheila Paul

1. That the Recommendation from the Audit and Risk Committee Meeting – 15 December 2020 – Additional Staff Resource Investigation report be accepted; and
2. That Council give approval to the Chief Executive to recruit an additional staff resource.

CARRIED**17.4 FINANCE REPORT - FOR THE 5 MONTHS ENDED 30 NOVEMBER 2020****RESOLUTION 2021/15**

Moved: Cr Fabia Fox

Seconded: Cr Sheila Paul

That the Finance Report for the 5 months ended 30 November 2020 be accepted.

CARRIED

17.5 SIGNIFICANT FORECASTING ASSUMPTIONS - LTP 2021-2031

Council reviewed the final edition of the Significant Forecasting Assumptions - LTP 2021-2031, towards its inclusion in the supporting information for the Waimate District Council Long Term Plan 2021-2031 Consultation Document, and in the Waimate District Council LTP 2021-2031.

RESOLUTION 2021/16

Moved: Deputy Mayor Sharyn Cain

Seconded: Chair Craig Rowley

1. That the Significant Forecasting Assumptions- LTP 2021-2031 report be accepted, and
2. That Council approve the final edition of the Significant Forecasting Assumptions - LTP 2021-2031, with minor wording and clarification modifications, towards its inclusion in the supporting information for the Waimate District Council Long Term Plan 2021-2031 Consultation Document, and in the Waimate District Council LTP 2021-2031.

CARRIED

The meeting was adjourned at 10.25am for the New Citizen Acknowledgement Ceremony.

17.3 NEW CITIZENS ACKNOWLEDGEMENT & MORNING TEA - 10.30AM

NEW CITIZEN	COUNTRY OF ORIGIN	DATE OF CITIZENSHIP
Adam David HUGHES	England	20 July 2020
Katherine Marie STUDHOLME	England	27 July 2020
Marvin del Rosario AMOLONG	Philippines	22 September 2020
Steven John FISH	England	11 December 2020
Jonathan FISH	England	11 December 2020
Hazel Marion FISH	England	11 December 2020

Item - 17.4 Finance Report - For the 5 months ended 30 November 2020 - has been moved to another part of the document.

Item - 17.5 Significant Forecasting Assumptions - LTP 2021-2031 - has been moved to another part of the document.

The meeting was reconvened at 11.20am.

17.6 ROAD NETWORK OPERATIONS AND MAINTENANCE CONTRACT RENEWAL

Council received an update on the renewal of the Road Network Operation and Maintenance Contract.

RESOLUTION 2021/17

Moved: Chair Craig Rowley

Seconded: Cr Sheila Paul

That the Road Network Operations and Maintenance Contract Renewal report is accepted.

CARRIED

17.7 NOMINATION OF A COUNCIL CLIMATE CHANGE REPRESENTATIVE

Council considered appointing a Climate Change Representative.

RESOLUTION 2021/18

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Nomination of a Council Climate Change Representative report be accepted; and
2. That Council appoints Cr O'Connor as Climate Change Representative, and the Mayoral Forum Secretariat is advised accordingly.

CARRIED

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

Nil

PUBLIC EXCLUDED**19 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2021/19**

Moved: Cr Sheila Paul

Seconded: Cr Colin Pankhurst

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
19.1 - Public Excluded Minutes of the Council Meeting held on 8 December 2020	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
19.2 - Alpine Energy Shareholders Report - November 2020	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

19.3 - McNamaras Road Oxidation Pond Desludging	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
19.4 - Waimate 50 Motorsport Event - Request for Funding	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)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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
19.1 - Urgent Item: Flood Recovery Actions	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 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
CARRIED		

20 RE-ADMITTANCE OF THE PUBLIC REPORT

<p>RESOLUTION 2021/20</p> <p>Moved: Cr Tom O'Connor Seconded: Cr David Owen</p> <p>That Council moves out of Closed Council into Open Council.</p> <p style="text-align: right;">CARRIED</p>
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MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 2.00pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 16 February 2021.

.....
CHAIRPERSON

8 RECEIPT OF MINUTES

Nil

REPORTS**9 MAYOR'S REPORT****9.1 MAYOR'S REPORT**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

Outside of Waimate District Council meetings and general business from 16 January 2021 to 5 February 2021.

Date	Meetings and Functions
18 January	Mayor's Taskforce for Jobs update with Employment Coordinator – Council
19 January	Attended funeral of former Councillor Brian Harris – Waimate
25 January	Mayoral Meeting: Three Waters Reform Discussion – via Zoom
26 January	Glenavy residents meeting to discuss recycling and rubbish
27 January	Meeting with Christchurch resident regarding CMF food and fibre agriculture challenge – Waimate
29 January	Meeting with Environment Canterbury Councillor Peter Scott
29 January	Three Waters Steering Group Workshop – via Zoom
30 January	Waimate Caledonian Games – Victoria Park
2 February	Mayor's Taskforce for Jobs update with Employment Coordinator – Council
3 February	Waimate District Civic Awards Committee Meeting – Waimate Event Centre
4 February	Multicultural Aoraki Meet & Greet Function – Waimate Event Centre
4 February	Regional Transport Committee Meeting – via Microsoft Teams
5 February	Mayoral Chat with OJ – Mediaworks

RECOMMENDATION

That the Mayor's Report is accepted.

10 DEPUTY MAYOR'S REPORT

Nil

11 COUNCILLORS' REPORTS**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 a register of external meetings and functions attended by Councillors outside of Waimate District Council meetings and general business from 16 January 2021 to 5 February 2021.

Cr Fabia Fox	
Date	Meetings and Functions
2 February	Regional Biodiversity Group Meeting (via Zoom)

Cr Sandy McAlwee	
Date	Meetings and Functions
29 January	Ratepayer meeting with roading staff re slip on Government Track

Cr Miriam Morton	
Date	Meetings and Functions
3 February	Waimate District Civic Awards Meeting – Waimate Event Centre
4 February	Multicultural Aoraki Meet & Greet in Waimate – Waimate Event Centre

Cr Tom O'Connor	
Date	Meetings and Functions
9 February	South Canterbury Catchment Collective Meeting – Timaru

Cr Sheila Paul	
Date	Meetings and Functions
26 January	Glenavy residents meeting to discuss recycling and rubbish – Glenavy
4 February	Multicultural Aoraki Meet & Greet in Waimate – Waimate Event Centre

RECOMMENDATION

That the Councillors' Report is accepted.

12 CHIEF EXECUTIVE'S REPORT**12.1 AFFIXING OF THE COMMON SEAL**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

1. The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act, 1993 and other relevant statutes.
2. It is proposed that Council authorise the signing and sealing of these documents.

RECOMMENDATION

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

1. Warrant of Appointment (Animal Control Officer) – Nathan Mark Tangney dated 10 February 2021
2. Warrant of Appointment (Noise Control Officer) – Nathan Mark Tangney dated 10 February 202

13 COUNCIL ACTIONS REPORT**13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Outstanding Actions Report - Public [↓](#) 

PURPOSE

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

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 31-May-18	Duncan, Stuart	General Reports	Library Redevelopment
RESOLUTION 2018/40			
That Council proceed with the plan for the redevelopment of the Library including the whole Council building, and fund the investigation and scoping report to the sum of \$100,000 from the 2130 Property Reserve in the year 2020/21.			
CARRIED			
Note:			
The recommendations from the scoping exercise will go out to full public consultation before incurring further expenditure.			
05 Feb 2021: The Chief Executive to provide a verbal update to Council on 16 February 2021.			

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

Author: Fiona Hester-Smith, Human Resources Manager
Authoriser: Fiona Hester-Smith, Human Resources Manager
Attachments: Nil

PURPOSE

1. For the Human Resources Manager to update Council.

RECRUITMENT

2. There is no recruitment in progress at this time.
3. We have recently completed the recruitment for the following positions.

Position	Permanent / Temporary	Replacement or New Position
Afterhours Animal Control and Noise Control Officer	Permanent	Replacement

STAFF STATISTICS**Permanent Staff**

Month	Total	Full Time	Part Time	FTE
October-20	66	45	21	54.11
November-20	67	47	20	55.31
December-20	67	47	20	55.31
January-21	67	48	19	56.11
February-21	67	48	19	56.11

Temporary and Casual Staff

Month	Total	Temporary	Casual	FTE
October-20	8	8	0	5.4
November-20	10	10	0	7.75
December-20	10	10	0	7.75
January-21	13	13	0	10.31
February-21	13	13	0	10.31

History as at June each year

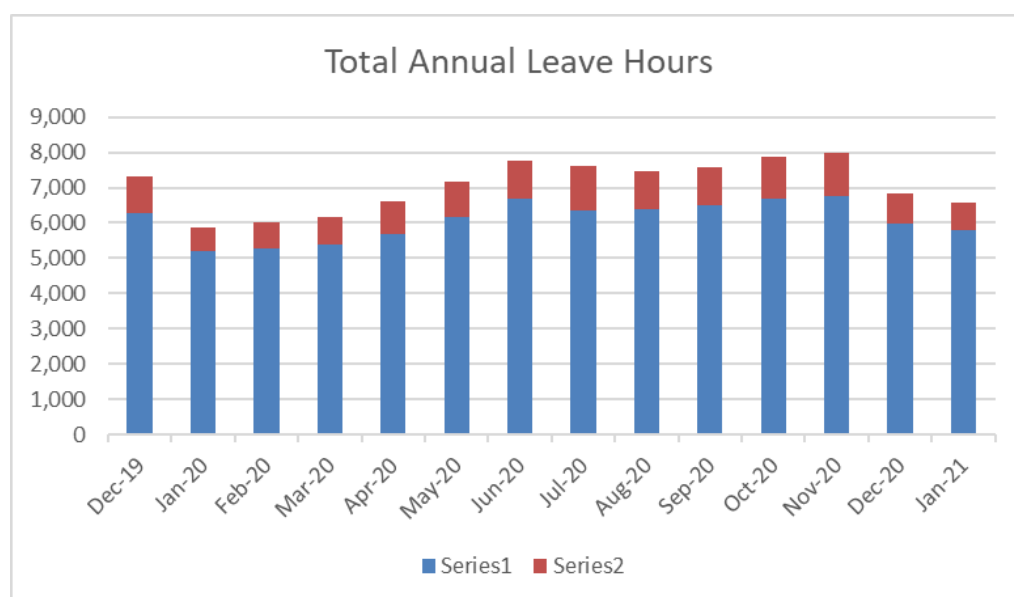
Year	Total	FTE
2018	58	48.58
2019	60	50.71
2020	64	53.04

LEAVE LIABILITY STATISTICS

4. Leave Liability Graphs – The below graph indicates on the green line the current position opposed to the previous two years, blue being 2019 and red being 2020 positions.



5. Total Annual Leave Hours – The below graph shows in blue the amount of current leave hours and in red the balance of total hours that equals excess leave.
6. We currently have 12 staff with excess leave. Please note excess leave is any leave over one year's entitlement, e.g. if an employee has a yearly entitlement of 150.00 hours and they have a balance of 160.00 hours, then 10 hours will be counted as excess leave.



RECOMMENDATION

That the Human Resources Manager's report is accepted.

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT

Nil

17 GENERAL REPORTS**17.1 RATES REMISSION AND POSTPONEMENT POLICY 407**

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Draft Rates Remission and Postponement Policy 407  

PURPOSE

1. For Council to approve the reviewed draft of the Rates Remission and Postponement Policy 407, for the purpose of inclusion in the Waimate District Council (WDC) Long Term Plan 2021-2031 consultation, and to implement an operational framework for providing rates relief through remissions.

BACKGROUND

2. Considering its planned inclusion in the Waimate District Council Long Term Plan 2021-2031, a systematic review of the policy was conducted, resulting in a series of modifications as presented.
3. Prior to the review, direction on content and proposed amendments was obtained from the WDC Elected Members in a workshop on 13 October 2020.
4. The most significant changes can be identified as follows:
 - a) The incorporation of the Remission and Postponement of Rates on Maori Freehold Land Policy.
 - b) Introduction of 'Objective' and 'Criteria and Conditions' sections for each remission, in order to more clearly fulfil the legislative requirements to state the same.
 - c) Improved identification of authority to approve remissions.
 - d) The inclusion of a deadline for application for remissions or a declaration of the status of a property in order to improve the quality of information on which to base the application of our policy.
 - e) The inclusion of 'sporting and recreation' with community purposes in clauses 5 and 6 in order to improve on the definition to match the application.
 - f) The removal of clause 4.2 where Council would not provide any remission of rate to clubs and organisation holding a liquor licence.
 - g) Addition of clause 9 to allow for the remission of Sewerage Charges on Schools, to align the policy with current practices.
 - h) The removal of the clauses 9, 10 and 11 for the Urban Differential remissions previously provided for large property owners within the urban area.
 - i) Removal of clause 12 - the Waimate District Rural Hall remission for the Waimate Event Centre rate.
 - j) Removal of the South Canterbury Agricultural and Pastoral Association remission due to its expiry in the 2020/21 year – clause 14.
 - k) A revamped rates penalties remission clause to incorporate previous clauses and add flexibility with commonly anticipated scenarios now included.
 - l) Addition of clause 16 to allow for the remission of Environment Canterbury rates in line with Timaru District Council, to ensure consistency with the application of the policy that has been applied since the collection arrangement commenced.

PROPOSAL

5. Council is asked to approve the Rates Remission and Postponement Policy, as presented, or with amendments.

Options

6. Council may:
- a. Approve the Rates Remission and Postponement Policy 407 as presented, or
 - b. Approve the Rates Remission and Postponement Policy 407 with amendments, or
 - c. Not approve the Rates Remission and Postponement Policy 407 at this time.

ASSESSMENT OF SIGNIFICANCE

7. The Policy is deemed of low to medium significance as it is required to be consulted on using a consultation process with a medium level of public engagement anticipated.

LEGISLATION

8. The Local Government Act 2002 and the Local Government (Rating) Act 2002.

FINANCIAL

9. There are no known financial implications of any significance.

RECOMMENDATION

1. That the Rates Remission and Postponement Policy 407 report is accepted, and
2. That Council approves the Rates Remission and Postponement Policy 407 for consultation, as presented, or with amendments.



**RATES REMISSION AND
POSTPONEMENT POLICY 407**

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POLICY OVERVIEW

1.0 PURPOSE

- 1.1 To provide rates relief through remissions in order to enable a fairer allocation of rates with regard to the district's social, cultural, environmental, and economic wellbeing. Parts of this policy extends the non-rateable provisions of schedule 1 of the Local Government (Rating) Act 2002.
- 1.2 To outline WDC's policy towards remission or postponement of rates on Maori freehold land.

2.0 APPLICABILITY

- 2.1 This policy applies to any rate charges remitted by the Waimate District Council (WDC), and applies to the following types of rating units or under the following circumstances:
 - Community and cultural organisations
 - Halls and community centres
 - ~~Sporting clubs~~
 - ~~Land upon which the occupier has voluntarily preserved or enhanced natural, historical, or cultural features~~
 - School sewerage charges
 - Glenavy Hall Rate for the Glenavy Fishing Camp
 - ~~Deceased estates~~
 - ~~Civic amenities rate on Glenavy Fishing Camp and Pareora River Huts~~
 - ~~Rural land within the urban differential boundary~~
 - Community housing
 - ~~Properties paying both a Waimate Event Centre UAGC and a Rural Hall rate~~
 - Rating units affected by natural calamity or fire
 - ~~Rates Penalties upon rates in circumstances where the ratepayer has agreed to, and abided by, the terms of an arrangement acceptable to WDC~~

3.0 HIERARCHY OF RESPONSIBILITIES

- 3.1 The Corporate Services Group Manager and Chief Executive have the authority to approve remissions which meet the requirements of this policy. The policy is implemented by the WDC Corporate Services Group Manager and Rates Officer. WDC may from time to time resolve to confirm the eligibility of a new applicant in terms of this policy.

4.0 APPLICATION FOR & REVIEW OF REMISSIONS

- 4.1 In order for WDC to correctly set the rates, written application for any remission must be received by 31 May of the year prior to the year that the rates are set for, where WDC determines an application is required.

- 4.2 Applications received during a rating year will apply to the following rating year.
- 4.3 WDC may consider granting a remission in the year it is applied for if the remission policy was adopted as part of that year's Long Term Plan or Annual Plan process and the ratepayer would otherwise have been eligible for the remission.
- 4.4 WDC will consider remissions annually and may require information to be provided by the ratepayer before the remission is granted.
- 4.5 Ratepayers receiving rates remission under this policy are required to notify Council of any changes in their situation that may alter their eligibility for ongoing remission.
- 4.6 Council may cancel a remission granted under this policy if it is found a property no longer qualifies for rates remission.
- 4.7 There is no right of appeal.

PROCEDURES- SPECIFIC POLICIES

4.05.0 COMMUNITY HALLS, — & COMMUNITY CENTRES, SPORTING & RECREATION FACILITIES - WAIMATE URBAN WARD

- 5.1 Objective: The remission of rates for Community Halls, Centres, Sporting and Recreation facilities is to facilitate the ongoing provision of non-commercial community services and recreational opportunities for the residents of the Waimate District. The purpose of granting rates remission to an organisation in this category is to recognise the public good made by such organisations, assist the organisations survival and to make membership of the organisation more accessible to the general public including disadvantaged groups.
- 5.2 Criteria & Conditions: The remission of rates may apply to a rating unit which is used exclusively or principally for sporting, recreation or community purposes. The policy does not apply to organisations operated for private pecuniary profit. The policy does not apply to groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting or community services as a secondary purpose only.
- 4.15.3 WDC will remit 50% of the General Rates, 50% of the Targeted Rate Rooding and Footpaths, 50% of the Targeted Rate Civil Defence, and 50% of the Sewer Charge for all qualifying community halls, centres, sporting and recreation facilities places of worship, and community centres within the Waimate Urban Ward. The following are examples of qualifying properties:

Presbyterian Church and Hall	Shearman Street
Catholic Church	Timaru Road
Anglican Church	John Street
Vintage Car Club	Harris Street
Waimate Bridge Club	Augustine Street
Waimate Croquet Club	Shearman Street
Silver Band Hall	High Street
Highland Pipe Band	Paul Street

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~~4.2 WDC will not provide any remission of rates on to clubs and organisations holding a liquor licence.~~

~~4.35.4~~ This remission will be funded from within the General Rate Urban, Targeted Rate Rooding and Footpaths Urban, Targeted Rate Civil Defence Urban, or Sewer Rate, as appropriate.

5.06.0 COMMUNITY HALLS, CENTRES, SPORTING & RECREATION FACILITIES - HALLS & COMMUNITY CENTRES OUTSIDE THE WAIMATE URBAN RATING AREA QUALIFYING FOR RATES REMISSIONS

~~6.1 Objective: The remission of rates for Community Halls, Centres, Sporting and Recreation facilities is to facilitate the ongoing provision of non-commercial community services and recreational opportunities for the residents of the Waimate District. The purpose of granting rates remission to an organisation in this category is to recognise the public good made by such organisations, assist the organisations survival and to make membership of the organisation more accessible to the general public including disadvantaged groups.~~

~~6.2 Criteria & Conditions: The remission of rates may apply to a rating unit which is used exclusively or principally for sporting, recreation or community purposes. The policy does not apply to organisations operated for private pecuniary profit. The policy does not apply to groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting or community services as a secondary purpose only.~~

~~5.16.3~~ WDC will remit 50% of the General Rates, 50% of the Targeted Rate Rooding and Footpaths, and 50% of the Targeted Rate Civil Defence, for all qualifying community halls, centres, sporting and recreation facilities on the following qualifying halls and community centres outside of the Waimate Urban rating area. The following are examples of qualifying properties:

Glenavy Hall	<i>Glenavy</i>
Hook Hall	<i>Hook</i>
Hunter Hall	<i>Hunter</i>
Makikihi Hall	<i>Makikihi</i>
St Andrews Hall	<i>St Andrews</i>
Studholme Hall	<i>Studholme</i>
Waituna Hall	<i>Waituna</i>
Waihaorunga Hall	<i>Waihaorunga</i>
Willowbridge Hall	<i>Willowbridge</i>

~~5.26.4~~ This remission will be funded from within the General Rate Rural 1, General Rate Rural 2, Targeted Rate Rooding and Footpaths Rural 1, Targeted Rate Rooding and Footpaths Rural 2, Targeted Rate Civil Defence Rural 1, or Targeted Rate Civil Defence Rural 2, as appropriate.

6.07.0 REGENT THEATRE

~~7.1 Objective: The remission of rates for the Regent Theatre is to facilitate the ongoing provision of recreational opportunities for the residents of the Waimate District.~~

The purpose of granting rates remission to the Regent Theatre is to recognise the public good made by the organisation, assist the organisations survival and to make membership and use of the organisation more accessible to the general public including disadvantaged groups.

6.17.2 Criteria & Conditions: WDC will remit all rates on the Regent Theatre excluding that portion which is leased to a private concern.

6.27.3 This remission will be funded from within the General Rate Urban, Targeted Rate Rooding and Footpaths Urban, Targeted Rate Civil Defence Urban, Water Scheme Urban, or Sewer Rate, as appropriate.

7.08.0 LAND OWNED BY PARTY VOLUNTARILY PERSERVING OR ENHANCING NATURAL/HISTORICAL/CULTURAL FEATURES

8.1 Objective: Rates remission is provided to preserve and promote natural resources and heritage by encouraging the protection of land for natural, historic or cultural purposes.

7.18.2 Criteria & Conditions: WDC will grant full remission of the General Rate, Targeted Rate Rooding and Footpaths, and Targeted Rate Civil Defence where application is made to WDC and it is satisfied that the owner of the land has voluntarily preserved or enhanced natural, historical, or cultural features of the land. WDC may also consider the extent to which public access to the land is provided by the landowner and the extent to which commercial gain is derived by the landowner.

7.2 This remission will be funded from within the General Rate Urban, Targeted Rate Rooding and Footpaths Urban, Targeted Rate Civil Defence Urban, General Rate Rural 1, General Rate Rural 2, Targeted Rate Rooding and Footpaths Rural 1, Targeted Rate Civil Defence Rural 1, Targeted Rate Rooding and Footpaths Rural 2, and Targeted Rate Civil Defence Rural 2, as appropriate.

9.0 SEWERAGE CHARGES ON SCHOOLS

9.1 Objective: To provide relief from sewerage charges for rating units used for educational establishments, so that educational establishments shall be required to pay no more for sewerage charges than previously determined under the Rating Powers (Special Provision for Certain Rates for Educational Establishments) Amendment Act 2001 ('the Donnelly Act').

9.2 Criteria & Conditions: Rating Units that meet the criteria under this policy shall receive a remission of sewerage charges so that the total sewerage charges payable shall be no more than that previously determined under the Donnelly Act. To be eligible for remission, the rating units must be used for the purposes of an educational establishment as defined in the Donnelly Act.

8.010.0 GLENNAVY HALL RATE REMISSION FOR GLENNAVY FISHING CAMP

10.1 Objective: This remission provides relief to the Glenavy Fishing Camp Incorporated for the Glenavy Hall Rate, in recognition of the use of the Camp communal hall in lieu.

8.110.2 Criteria & Conditions: From 1 July 2015, WDC shall remit two-thirds of the Glenavy Hall Rate for the Glenavy Fishing Camp Incorporated, located at 449 Fisheries Road, Glenavy.

8.210.3 This remission will not be funded from other Glenavy Hall rate ratepayers. Note also that other ratepayers in the district will not be funding this remission.

9.0 — GENERAL RATE REMISSION—URBAN DIFFERENTIAL

9.1 This remission provides relief to large property owners within the general rate urban area boundary that would otherwise make an unfair contribution to the rates allocated to the urban area. This relief is given by remission to approximate the general rate rural differential.

9.2 Rating Units liable to be assessed on the General Rate Urban Differential that are greater than 20 hectares shall receive a partial remission of the general rate.

9.3 The remission will be calculated:

- a. Capital value of rating unit divided by area of land;
- b. Area of land greater than 20ha multiplied by 'a';
- c. General Rate Urban Differential less General Rate Rural Differential;
- d. Remission equals 'b' multiplied by 'c'.

9.4 This remission will be funded from within the General Rate Urban.

10.0 TARGETED ROADING AND FOOTPATHS RATE REMISSION—URBAN DIFFERENTIAL

10.1 This remission provides relief to large property owners within the Targeted Roding and Footpaths Rate Urban area boundary that would otherwise make an unfair contribution to the rates allocated to the urban area. This relief is given by remission to approximate the Targeted Roding and Footpaths Rate Rural 1 Differential.

10.2 Rating Units liable to be assessed on the Targeted Roding and Footpaths Rate Urban Differential that are greater than 20 hectares shall receive a partial remission of the Targeted Roding and Footpaths Rate.

10.3 The remission will be calculated:

- a. Capital value of rating unit divided by area of land;
- b. Area of land greater than 20ha multiplied by 'a';
- c. Targeted Roding and Footpaths Rate Urban Differential less Targeted Roding and Footpaths Rate Rural 1 Differential;
- d. Remission equals 'b' multiplied by 'c'.

10.4 The remission will be funded from within the Targeted Roding and Footpaths Rate Urban.

11.0 TARGETED CIVIL DEFENCE RATE REMISSION—URBAN DIFFERENTIAL

11.1 This remission provides relief to large property owners within the Targeted Civil Defence Rate Urban area boundary that would otherwise make an unfair contribution to the rates allocated to the urban area. This relief is given by remission to approximate the Targeted Civil Defence Rate Rural 1 differential.

~~11.2 Rating Units liable to be assessed on the Targeted Civil Defence Rate Urban Differential that are greater than 20 hectares shall receive a partial remission of the Targeted Civil Defence Rate.~~

~~11.3 The remission will be calculated:~~

- ~~a. Capital value of rating unit divided by area of land;~~
- ~~b. Area of land greater than 20ha multiplied by 'a';~~
- ~~c. Targeted Civil Defence Rate Urban Differential less Targeted Civil Defence Rate Rural 1 Differential;~~
- ~~d. Remission equals 'b' multiplied by 'c'.~~

~~11.4 The remission will be funded from within the Targeted Civil Defence Rate Urban.~~

~~12.0 WAIMATE EVENT CENTRE RATE REMISSION- WAIMATE DISTRICT RURAL HALL~~

~~12.1 This remission provides relief to Rural Hall Ratepayers, where the Rural Hall is within the Waimate District Boundary, recognising that they are contributing to both their Hall and the Waimate Event Centre.~~

~~12.2 This remission applies from when the Waimate Event Centre rate is increased to provide funding for the repayment of principal and interest on the refurbished Waimate Event Centre.~~

~~12.3 WDC shall remit 25% of Waimate Event Centre charges (per separately used or inhabitable part) where a Rural ratepayer is contributing to both their local hall (that must be within the Waimate District Boundary) and to the Waimate Event Centre. The level of remission will be reviewed at each LTP.~~

~~12.4 This remission will be funded from within the Waimate Event Centre.~~

~~13.011.0~~ **COMMUNITY HOUSING- WDC**

~~13.411.1~~ **Objective:** This remission provides relief to Community Housing recognising the special circumstances and uniqueness of this property within the District.

~~13.211.2~~ **Criteria & Conditions:** WDC shall remit 50% of Civic Amenities Charges (per separately used or inhabitable part) at the Community Housing located at 8-16 Kennedy Crescent, Waimate. The level of remission will be reviewed at each Long Term Plan (LTP).

~~13.311.3~~ This remission will be funded from within the Civic Amenities Rate Urban.

~~14.0 TARGETED URBAN SEWERAGE RATE REMISSION- SOUTHERN CANTERBURY AGRICULTURAL AND PASTORAL ASSOCIATION INC.~~

~~14.1 This remission provides relief to the Southern Canterbury Agricultural and Pastoral Association Inc. reducing the value of remission over a period of 3 years. This recognises that the Showgrounds facility has completed its development stage and is now in its commercial stage.~~

~~14.2 Council will remit 25% of the Targeted Urban Sewerage charge in 2018/19, 12.5% in 2019/20, and 0% in 2020/21 and thereafter.~~

~~14.3 This remission will be funded from within the Targeted Urban Sewerage Rate.~~

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15.012.0 TARGETED URBAN SEWERAGE RATE REMISSION- BUSHTOWN WAIMATE INC.

- ~~15.112.1~~ Objective: This remission provides relief to Bushtown Waimate Inc. recognising that Bushtown Waimate Inc. is under development and use of the sewerage system will be sporadic.
- ~~15.212.2~~ Criteria & Conditions: WDC will remit 50% of the Targeted Urban Sewerage charge.
- ~~15.312.3~~ This remission will be reviewed when Bushtown Waimate Inc moves to its commercial stage.
- ~~15.4~~ This remission will be funded from within the Targeted Urban Sewerage Rate.

16.013.0 RATING UNITS AFFECTED BY NATURAL CALAMITY OR FIRE

- ~~13.1~~ Objective: This remission provides relief to ratepayers where there is significant loss incurred thereby effecting the use of the property.
- ~~13.2~~ Criteria & Conditions:
- ~~16.113.3~~ This remission ~~may apply provides relief to the ratepayer~~ where there is significant loss incurred due to a natural calamity, such as earthquake, flood or wildfire, and fire that is not deliberately lit by the owner, occupier, or related party.
- ~~16.213.4~~ WDC may, on written application, remit wholly or in part, any rate or charge, where in the opinion of the WDC or its delegate it is fair and reasonable to do so, taking account of the individual ratepayers circumstances and the impact on the district.
- ~~16.313.5~~ This remission will be funded from within the rate type where the remission is granted.

~~17.0 PENALTIES ON RATES WHEN RATEPAYER IN AGREEMENT AND COMPLIANCE WITH TERMS OF ARRANGEMENT ACCEPTABLE TO THE WDC~~

- ~~17.1~~ While any Ratepayer who has a repayment plan acceptable to the WDC and continues to make regular payments over defined periods of not greater than 18 months, WDC will hold the charging of any further penalties for the duration of the repayment period.
- ~~17.2~~ This remission will be funded from within the rate type where the remission is granted.

18.014.0 RATES PENALTIES

- ~~14.1~~ Objective: To provide WDC with the option to respond to extraordinary events that affect a ratepayer or group of ratepayers that could not be foreseen or mitigated at the start of the rating year and to act reasonably in response to these circumstances outside the ratepayers control.
- ~~14.2~~ Criteria & Conditions: Applications should be made in writing. The application should outline the circumstance and impact on the ratepayer (s). WDC will consider all applications on their merits with remissions granted where WDC considers it fair and reasonable to do so, at WDC's discretion.

- 14.3 WDC may approve upon receipt of an application, the remission of penalty charges which have been incurred by any ratepayer as a consequence of their payment being received after the due date:
- 14.4 On compassionate grounds such as significant family disruption, illness or accident.
- 14.5 In the case of a deceased estate, WDC may remit rates penalties from the time of death upon receipt of a letter from a Solicitor who has been granted probate, provided full payment of outstanding rates is expected within 6 months of the date of the letter.
- 14.6 As part of an agreed repayment plan. Penalty remission may be considered as part of an agreed repayment plan for ratepayers with significant arrears as a result of financial hardship or difficulties, with remission limited to the agreement period. An agreed repayment plan requires all rates to be paid within 18 months of the agreement commencement. The remission will apply at the completion of the repayment plan, provided the terms of the plan have been adhered to.
- 14.7 WDC error. Remission of penalties may be automatically applied, without application, if the penalty is the result of a WDC error.
- 14.8 WDC will consider one remission of rates penalties per applicant within a 24 month period, applicable to a single rates instalment, provided all outstanding rates are paid within 10 working days of the instalment due date where no other penalty remission criteria applies. This may be applied automatically.
- 14.1 That once every 5 years, a Ratepayer, provided that he/she pays all outstanding rates within 10 working days of the instalment penalty due, be allowed automatic remission of penalties.
- 14.2 This remission will be funded from within the rate type where the remission is granted.

14.015.0 RATES POSTPONEMENT

- 15.1 WDC does not allow postponements of rates for any reason.

16.0 REMISSION & POSTPONEMENT OF RATES ON MAORI FREEHOLD LAND

- 16.1 WDC does not provide for the remission or postponement of rates on Maori freehold land unless it qualifies under another remission provision contained in this policy.

17.0 REMISSION OF ENVIRONMENT CANTERBURY RATES

Where WDC has been appointed by Environment Canterbury to collect their rates on their behalf, WDC will apply remissions consistent with Timaru District Council, to ensure consistency with the application of the policy at the commencement of the collection arrangement from July 2015.

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20.018.0 DOCUMENT CONTROL

Queries:	Corporate Services Group Manager
Effective:	16 February 2021
Previous Review Date(s):	1 July 2018
Next Review Date:	16 February 2024
Document Owner:	Corporate Services Group Manager
To be only amended by:	Resolution of Council

DRAFT

17.2 WAIHAO COMMUNITY RESTORATION PROJECT

Author: Stuart Duncan, Chief Executive

Authoriser: Stuart Duncan, Chief Executive

Attachments: 1. Figure 1 [↓](#) 

PURPOSE

1. The purpose of this report is to inform the Council about the Waihao River Community Restoration Project and seek in-principle support for this project.

BACKGROUND

2. The Waihao Wainono Community Catchment Group (the group) have initiated actions to restore this section of river so current and future generations can again enjoy these spaces.
3. The initial willow control has been completed and restoration planting commenced. This objective of this project is to restore this site as a valued community asset.
4. The Waihao river and adjoining land hold significant cultural and historical value such as the limestone cliffs and the unique limestone outcrops where Maori rock art is visible and believed to be over 200 years old.
5. An important food resource, Maori visited the area seasonally to harvest kāuru, the leaves and roots of the cabbage tree as well as a small clear eel known as hao. Waihao means “eel stream”.
6. The Waihao River Walkway is a popular walking track which runs alongside the south bank of the Waihao River between the Black Hole and McCulloch’s Bridge, about a kilometre long.
7. The Black Hole was a popular swimming hole and camping site, well known to locals in the day, but in 2000 is sadly where two students aged 13 and 15 drowned while on a school trip.
8. The nearby Arno Basin which once was a swamp from which significant quantities of Moa bones have been found.
9. The group is well organised and who have built trusted relationships with adjoining land owners, community groups, agencies, iwi, the Marae and the Waimate District Council.

**PROPOSAL**

10. The Waihao Wainono Community Catchment Group is a volunteer group who have been actively working on restoration and beautification of the Waihao Walkway and the reserves at the Black Hole and McCulloch’s Bridge.
11. The group have applied to several funding organisations whom have indicated they will look favourably at the funding requests subject to the establishment of an MOU with the WDC.
12. The MOU will require WDC to accept care and maintenance of the invested assets, including mowing of the camping areas, walk-track; and maintenance and pumping-out of the proposed toilets (x2).
13. To meet the group’s objectives, implementation plans have been developed for weed control, planting and amenity development.

14. The implementation plans are as follows:
- Willows and other woody weeds are controlled
 - A corridor of native vegetation is established from McCulloch's Bridge to the Black Hole
 - An amenity area that includes car parking, picnicking, camping sites and signage is established at McCulloch's Bridge
 - An amenity area that includes car parking, picnicking, camping sites and signage is established at the Black Hole
 - The walkway that connects the McCulloch's Bridge and Black Hole sites is further developed
 - The long-term future of the site is secured through legal agreements, MOU's and funding for development and maintenance
 - Water quality measures are on a trajectory of improvement
15. The project site includes private freehold land, road and local purpose reserves administered by Waimate District Council (WDC), and crown riverbed administered by Land Information New Zealand (LINZ) see Figure 1.

Figure 1



16. The group are aware and are actively seeking formal agreements or other legal mechanisms to ensure long term public access to parts of the site, and administrative approval of the activities by controlling agencies. The following actions will be undertaken to ensure the project has long term support from contributing organisations:
- Permission from LINZ for proposed activities on LINZ administered land
 - MOU agreement established with Waimate District Council regarding development and maintenance of local purpose reserve at the Black Hole and McCulloch's Bridge
 - Engage with landowners at the Black Hole to explore securing public access in perpetuity (most likely by way of survey, gazettal and vesting as local purpose reserve or road reserve) and legal protection of planted areas adjoining walkway easement.

- d. Engage with and maintain support from the Lower Waitaki Zone Committee for project funding and prioritising improved land management practice in the upper Waihao catchment to improve water quality outcomes for the site
 - e. Establish commitment from Waimate Trackways to lead the development and maintenance of the walkway
17. This community led initiative includes the following organisations:
- Waihao Wainono Community Catchment Group (lead organisation)
 - Waihao Runanga
 - Creegan Family Trust
 - Waimate District Council
 - Waimate Rotary Club
 - Waimate Trackways Incorporated Society
 - Environment Canterbury Regional Council
18. Adjoining land owners are also actively involved in the project
19. To date there have been four visits to the site with the Waihao Wainono Community Catchment Group involving:
- The WDC's Chief Executive
 - Mayor, Deputy Mayor and Chief Executive
 - Chief Executive with the Asset Group Manager and Parks and Reserves Manager; and
 - Parks and Reserves Manager with the Parks and Reserves team to assess resources and cost requirements.

ASSESSMENT OF SIGNIFICANCE

20. Jennifer Thomas has been appointed as iwi representative/liaison on the Wainono Community Catchment Group.

Options

- a. Do nothing - A significant area of the Waimate District, potential economic benefits and an empowered, active community group will be lost; or
- b. Support the Waihao Wainono Community Catchment Group - community participation and empowerment are crucial in the quest for increasing democracy, mobilising resources and energy, achieving better decisions and more effective services, and ensuring the ownership and sustainability of projects and activities. Community pride outweighs financial value but is a win-win for all involved when bringing community and Council together in this manner; or
- c. Council fully manage the project and maintain the area – a significant strain on current financial and resourcing level. Council may not be eligible to access significant funding at to what a volunteer group can. The levels of service will be dictated by how much financial support is allocated and Council's priorities.

CONSIDERATIONS

21. This report asks Council to consider "the chicken or the egg causality dilemma" being:
- a. the Waihao Wainono Community Catchment Group need an MOU with Council to gain funding support from granting bodies, and

- b. the Council are asked to enter into an MOU prior to the Waihao Wainono Community Catchment Group without understanding its final budget position, and negotiating future legal access rights to the land.

Legislation

22. There are a number of Territorial or Regional Council Regulations, Plans or Bylaws that the group has identified that impacts on this project
- a. Land Tenure and Administrative Authority
 - b. The project site includes private freehold land, road and local purpose reserves administered by Waimate District Council (WDC), and crown riverbed administered by Land Information New Zealand (LINZ) see Figure 1.
 - c. Formal agreements or other legal mechanisms will be required to ensure long term public access to parts of the site, and administrative approval of the activities by controlling agencies. The following actions will be undertaken to ensure the project has long term support from contributing organisations:
 - d. Permission from LINZ for proposed activities on LINZ administered land
 - e. MOU agreement established with Waimate District Council regarding development and maintenance of local purpose reserve at the Black Hole and McCulloch's Bridge
 - f. Engage with landowners at the Black Hole to explore securing public access in perpetuity (most likely by way of survey, gazettal and vesting as local purpose reserve or road reserve) and legal protection of planted areas adjoining walkway easement.
 - g. Engage with and maintain support from the Lower Waitaki Zone Committee for project funding and prioritising improved land management practice in the upper Waihao catchment to improve water quality outcomes for the site
 - h. Establish commitment from Waimate Trackways to lead the development and maintenance of the walkway

FINANCIAL

23. The cost estimate to Council is \$10,000 annually, the following short term and long term considerations have been identified.

Long/Short	Activities	Financial	
Long Term	Mowing of the parking/picnic/camping areas and walk way – includes millage, equipment and resourcing	\$315 a time	\$3,780 a year
Short Term	Pumping-out of the current toilets (x2) – 10,000 litre tank	Funded by Catchment Group	
Long Term	Pumping-out of the new toilets (x4) – 10,000 litre tank plus maintenance	\$600 a time	\$2,400 a year @ 4 times a year
Short Term	Demolishing toilet block	Funded by Catchment Group	
Short Term	Installation of a compostable toilet	Funded by Catchment Group	
Long Term	Cleaning toilets and providing toilet paper, hand sanitizer etc	estimate \$45 per week- \$2,340.00	
Long Term	Installation and clearing of rubbish bins	\$250 per bin using bins being replaced and installation	

Short Term	Installation and maintenance of picnic tables and bench sets x 8. <i>NB: -These items are not critical to the agreement of the MOU and can be rolled-out over time.</i>	\$451.80 per table \$500 installation per table	\$7,614.40 x 8 maintenance free picnic tables
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Cost-effectiveness

24. Cost-effectiveness has been considered.

RECOMMENDATION

1. That the Waihao Community Restoration Project report is accepted; and
2. That Council authorise the Chief Executive to draft a Memorandum of Understanding between the Waimate District Council and the Waihao Wainono Community Catchment Group; or
3. That Council do not authorise the Chief Executive to draft a Memorandum of Understanding between the Waimate District Council and the Waihao Wainono Community Catchment Group.

17.3 ANNUAL GRANT PRESENTATION: CENTRECARE WAIMATE - 11.00AM

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Carolyn Johns, Community and Strategy Group Manager
Attachments: Nil

PURPOSE

Waimate Centrecare receive an annual grant of \$3,155 (CPI adjusted).

Sam Roebeck, Manager of Centrecare Waimate will give Council an annual grant presentation and update on the organisation's current activities.

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

Nil

PUBLIC EXCLUDED

19 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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
19.1 - Public Excluded Minutes of the Council Meeting held on 26 January 2021	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
19.2 - Waimate 50 Motorsport Event - Request for Funding	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)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

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