



# **Waitaki**

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

## **Notice of Meeting**

of

## **Council**

in the

**Whitestone Cheese Empire Room, Oamaru Opera House  
94 Thames Street, Oamaru**

from

**9.00am on Wednesday 25 October 2017**

# Waitaki District Council Meeting

9.00am, Wednesday 25 October 2017  
Whitestone Cheese Empire Room, Oamaru Opera House  
94 Thames Street, Oamaru

Apologies

Declarations of Interest

Public Forum

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### RESOLUTION:

"That the public be excluded from the following parts of the proceedings of this meeting, namely items 17 – 21.

The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) 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 - Section 48(1)
Public Excluded:	To protect the privacy of natural persons.
• Confirmation of Public Excluded Meeting Minutes – Council Meeting 13 September 2017	Section 48(1) (a). (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.)
• Confirmation of Public Excluded Meeting Minutes – Extraordinary Council Meeting 11 October 2017	To enable the Council to carry out commercial negotiations without prejudice or disadvantage.
• Recommendation from Development Contributions Committee PE	Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)
• North Otago Irrigation Company Directorship PE	
• Recommendation for Release of Public Excluded Information PE	

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

<b>17.</b>	<b>Confirmation of Public Excluded Meeting Minutes PE</b>	
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<b>18.</b>	<b>Confirmation of Public Excluded Meeting Minutes PE</b>	
	• Extraordinary Council Meeting – 11 October 2017	69
<b>19.</b>	<b>Recommendation from Development Contributions Committee PE</b>	
	• Report and Recommendation	70 – 77
<b>20.</b>	<b>North Otago Irrigation Company Directorship PE</b>	
	• Report and Recommendation	78 – 79
<b>21.</b>	<b>Recommendation for Release of Public Excluded Information PE</b>	
	• Report and Recommendation	80 – 81

**RESOLUTION**

"That Council resumes in open meeting and decisions made in public excluded session are confirmed and made public as and when required and considered."

**22. Release of Public Excluded Information**

Public excluded information from previous meetings that is approved for release under Agenda Item 21 will be recorded here in the minutes of this meeting, under Agenda Item 22.



**Waitaki District Council****Council****UNCONFIRMED Minutes of a meeting of the Waitaki District Council held in the  
Whitestone Cheese Empire Room, Oamaru Opera House,  
94 Thames Street, Oamaru, at 9.00am on Wednesday 13 September 2017**

**Present** Mayor Kircher (Chair), Crs Tavendale, Dawson, Garvan, Kingan,  
Percival (from 9.08am), Perkins, and Wollstein

**Apologies** Crs Holding, Hopkins and Wheeler

**In Attendance** Mr Jorgensen (Acting Chief Executive)  
Dr Cloete (Community Services Group Manager)  
Mrs Baillie (Customer Services Group Manager)  
Mr Hope (Chief Financial Officer)  
Mr Roesler (Policy and Communications Manager)  
Mr van der Spek (Recreation Manager) (partial attendance)  
Mr Wells (Accounting Manager) (partial attendance)  
Ms Hooper (Policy Officer – Governance)

**Apologies**

RESOLVED  
WDC17/147

Cr Tavendale / Cr Wollstein  
“That Council accepts apologies for absence from Crs Holding, Hopkins and  
Wheeler, and an apology for lateness from Cr Percival.”

CARRIED

**Declarations of Interest**

Cr Dawson declared an interest in Agenda Item 12 (Waitaki District Easter Sunday Shop  
Trading – Community Consultation).

**Public Forum**

There were no members of the public in attendance.

**1. Confirmation of Previous Minutes**

RESOLVED  
WDC17/148

Cr Wollstein / Cr Dawson  
“That Council confirms minutes of the 2 August 2017 Council Meeting, with  
one correction – that Cr Wollstein be recorded as being present.”

CARRIED

RESOLVED  
WDC17/149

Cr Tavendale / Cr Kingan  
“That Council confirms minutes of the 9 August Extraordinary Council  
Meeting, with one correction – page 16, Verbal Submission – Jim  
O’Gorman, last word on fourth line to read “exemption” (not “exception”).”

CARRIED

Cr Percival joined the meeting at 9.08am.

## 2. Mayor's Report

The Mayor's report, as circulated, was taken as read. It provided comments to bring Councillors and the public up-to-date with a number of issues that have arisen since the last Council meeting. Topics included:

- Imminent Arrival of New Chief Executive
- The Observatory Retirement Village
- Flood damage – the aftermath
- Bike parks
- Cadbury/Mondelez
- Oamaru Hospital model of care review
- Mycoplasma Bovis
- Waitaki Arts Festival
- NOIC progress
- Dr Thunes Cloete's resignation.

*[NOTE: The full version of the Mayor's Report is available on Council's website as part of the "13 September 2017 Council Meeting Agenda Papers PUBLIC", and can be accessed through the pathway "Council / Council Meetings / Agendas and Minutes".]*

Mayor Kircher spoke to his report at the meeting, and provided the following updates:

- Mycoplasma bovis – This seems to have stabilised.
- Waitaki Arts Festival – Tickets are selling well. Some shows are not yet sold out, so there is still an opportunity to be part of this wonderful community event.
- NOIC is continuing to progress well; about to sign off stages 6 – 9 of pipeline.
- America's Cup Parade – Plans are in place to help make this a community event. \$500 has been committed to underwrite provision of a free train ride by Steam and Rail between points along the parade route.

RESOLVED  
WDC17/150

Cr Dawson / Cr Perkins

"That Council extend a sincere vote of thanks to Dr Thunes Cloete for his significant and valuable contributions to Council and the Waitaki community during his nearly eight years at the Waitaki District Council."

CARRIED UNANIMOUSLY

Crs Wollstein, Tavendale, and Kingan added their own personal endorsements of Dr Cloete's valuable contributions to the Waitaki district, with specific mention of Alps 2 Ocean.

In reply, Dr Cloete said it had been a real privilege to work at Waitaki District Council. He had learned a lot from staff, the community, and from Councillors. He thanked Councillors in particular for their support, help, and interesting – and sometimes challenging – discussions, which had all been for the good of the community. He noted that the district had grown considerably during his tenure, and he had been privileged to witness that.

Dr Cloete highlighted specific projects and noted his pride in being involved with them. They included Alps 2 Ocean, the Cultural Facilities (he believed the path to completion would be easier now), and the development of parks. He was also very proud of his managers and staff, and their contributions and efforts to 'make things happen'. Dr Cloete extended a special thank you to Cr Perkins, Chair of the Community Services Committee, for his leadership; and to Graham Sullivan, Chair of the Ahuriri Community Board, and all Board members for being a pleasure to work with. He also thanked Mayor Kircher and Deputy Mayor Tavendale for working closely with him on community projects, and for the interesting debates and discussions that ultimately ensured the projects continued to move forward. Finally, he said he appreciated the kind words of thanks from Mayor Kircher, and wished all Councillors, Council staff and members of the community best wishes for the future.

RESOLVED  
WDC17/151

Cr Wollstein / Cr Tavendale

"That Council receives the information."

CARRIED

### 3. Acting Chief Executive's Report

The Acting Chief Executive first extended his own vote of thanks to Dr Cloete for his significant contribution to the Executive and especially to decision-making. His work had been very much appreciated over the years, and his views will be missed around the table. There is to be a farewell event for Dr Cloete on Friday, and more speeches would follow then, including from DR Cloete's team.

The Acting Chief Executive's report, as circulated, was taken as read. It provided comments to bring Councillors up-to-date with issues that have arisen since the last Council meeting on 2 August 2017. It also noted that most of the items had more detailed updates within the relevant Committee agenda reports. Topics included:

- Leadership Changes
- Long Term Plan
- Managing our Internal Debt
- S17a Reviews
- Management of Investments
- Building Control and Regulatory Services
- Expressions of Interest for the Harbour Development
- Cultural Facility Development Project.

*[NOTE: The full version of the Acting Chief Executive's Report is available on Council's website as part of the "13 September 2017 Council Meeting Agenda Papers PUBLIC", and can be accessed through the pathway "Council / Council Meetings / Agendas and Minutes".]*

RESOLVED  
WDC17/152

Cr Tavendale / Cr Dawson  
"That Council receives the information."

CARRIED

### 4. Recommendations from Assets Committee Meeting 30 August 2017

#### Roading Special Projects Programme

RESOLVED  
WDC17/153

Cr Dawson / Cr Kingan  
"That Council approves the allocation of \$350k of Whitestone Contracting Limited dividend, set aside for roading improvements, be used to place more aggregate on lower volume unsealed rural roads."

CARRIED

#### Night Access to Breakwater

RESOLVED  
WDC17/154

Cr Tavendale / Cr Kingan  
"That Council restricts public access to the Breakwater at night."

CARRIED UNANIMOUSLY

### 5. Recommendations from Community Services Committee Meeting 30 August 2017

#### Tourism Infrastructure Fund Application – September 2017

RESOLVED  
WDC17/155

Cr Dawson / Cr Perkins  
"That Council applies to the September 2017 round of the Tourism Infrastructure Fund for \$60,000 to support feasibility studies into Tourism infrastructure requirements in Omarama, Otematata, Campbell's Bay and Palmerston, as well as an application for the development of the Oamaru Blue Penguin Colony car park."

CARRIED

**Craig Fountain Restoration****ALTERNATE  
MOTION**

Cr Perkins / Cr Dawson

"That the recommended motion lie on the table and the issue be referred to a sub-committee for further investigation."

LOST

**RESOLVED  
WDC17/156**

Cr Tavendale / Cr Garvan

"That Council approves up to \$75,000 from the 'PT Mulligan bequest' and \$90,000 from other bequests (*Oamaru Public Gardens-related*) to restore Craig Fountain to working condition."

CARRIED

**Plan for Toilets and Dump Stations 2018 – 2028****RESOLVED  
WDC17/157**

Cr Wollstein / Cr Perkins

"That Council accepts the 'Plan for public toilets and dump stations 2018-2028', and for identified projects to be consulted with the community as part of Council's Long Term Plan."

CARRIED

The meeting was adjourned at 10.04am for morning tea and formal introductions of new staff, and reconvened at 10.32am.

**BMX Track Feedback****RESOLVED  
WDC17/158**

Cr Tavendale / Cr Kingan

"That Council:

1. Notes progress to date.
2. Receives the community feedback.
3. Approves construction of parking on the landfill site adjacent to Selwyn Street, as indicated in Attachment Three, with a maximum expenditure of \$15,000."

CARRIED

**12 Ranfurly Street, Kurow****RESOLVED  
WDC17/159**

Cr Dawson / Cr Wollstein

"That Council:

1. Notes that no submissions were received to the public notice advising that Council intends to revoke reservation of 12 Ranfurly Street, Kurow under the Reserves Act 1977.
2. Confirms its previous resolutions to:
  - a. Request the Department of Conservation to revoke reservation and dispose of 12 Ranfurly Street, Kurow.
  - b. Remove the recreation designation for 12 Ranfurly Street, Kurow in the District Plan."

CARRIED

**Additional Item – Awamoa Foreshore Reserve**

The Mayor sought leave from the meeting to provide an update on the resolution passed at the 30 August Community Services Committee meeting approving an allocation of \$10,000 for urgent archaeological work at the **Awamoa Foreshore Reserve**. He advised that discussions had been held with runanga (which had authority over the Reserve), and they did not want that work done. Their preference was for the area to be erosion-protected, or to leave the site to nature. Discussions had also been held with Oamaru Museum staff, who were comfortable that they had already secured a representative collection of artefacts from the site. With these views to hand, it appeared the \$10,000 allocation for additional urgent archaeological work was not required.

RESOLVED  
WDC17/160

Mayor Kircher / Cr Tavendale  
"That Council does not fund the archaeological excavation of the Awamoa Stream archaeological site."

CARRIED

## 6. Recommendation from Customer Services Committee Meeting 30 August 2017

### Annual Residents Survey 2016/17

RESOLVED  
WDC17/161

Cr Dawson / Cr Tavendale  
"That Council:

1. Receives the 2016/17 Annual Residents Survey Report
2. Notes that the survey results provide an input for completing the 2016/17 Annual Report, scheduled for Council approval on 25 October
3. Notes that the 2016/17 Annual Residents Survey Report is posted on Council's website."

CARRIED

## 7. Recommendations from Cultural Facility Development Advisory Committee Meeting 4 August 2017

### New Chair

RESOLVED  
WDC17/162

Cr Tavendale / Cr Dawson  
"That Council appoints Mayor Gary Kircher as the Chair of the Cultural Facility Development Advisory Committee."

CARRIED

### Facility Entrance

Recommendations for this item were addressed in a separate report under Agenda Item 8, entitled "New Cultural Facility Entry".

### Programme Changes

RESOLVED  
WDC17/163

Cr Tavendale / Cr Perkins

"That Council accepts the recommended programme changes:

1. Reduce dedicated Archive desk staffing to three days per week. Reallocate current desk staff hours to collection work and administrative duties. Reallocate staff supervision hours to theme and story development.
2. Museum and Archive facility to remain open to public at same existing hours (Monday to Friday 1.00pm - 4.30pm). Archive to offer information and self-help.
3. Programme more flexible use of upstairs galleries as programme and Cultural Facility Development Project requires (eg may need to convert part of space to office and may need to use part for collection photographing work). The community gallery may primarily function as a space to update the public on the Cultural Facility Development Project.
4. Continue to run a changing programme focused on the ground floor. Main and side gallery; focus on local and small scale exhibitions (rather than touring exhibitions).



5. Transfer the very successful interactive Wonderlab education space to the basement gallery; but reduce to twice yearly changeover. Education focus to be on community events and outreach and support of theme and story development.”

CARRIED

## 8. New Cultural Facility Entry

RESOLVED  
WDC17/164

Cr Tavendale / Cr Perkins

“That Council accepts the third and preferred entrance option into the newly constructed companion building of the new Cultural Facility as presented in this report and attached to the minutes of this meeting.”

CARRIED

AGAINST: Cr Percival

NOTE FOR MINUTES: Attachments 1 and 2 to these minutes provide illustrations of the third and preferred entrance option to the New Cultural Facility, as accepted by this resolution.

## 9. Development Contributions Decisions Made Under Delegated Authority

RESOLVED  
WDC17/165

Cr Garvan / Cr Dawson

“That Council receives the information.”

CARRIED

## 10. Carry Forward Report 2016/17 Year End

RESOLVED  
WDC17/166

Cr Dawson / Cr Kingan

“That Council approves the projects and related funding listed in Appendix 1 to the Carry Forward Report 2016/17 (as amended) be carried forward and progressed in the 2017/18 year.”

CARRIED

NOTE FOR MINUTES: Attachment 3 to these minutes conveys the amended list of Carry Forward projects and related funding, as accepted by this resolution.

## 11. Proposed Sale of Civic Assurance House

RESOLVED  
WDC17/167

Cr Wollstein / Cr Dawson

“That Council:

1. Supports the sale of Civic Assurance House by Civic Financial Services Limited; and
2. Communicates that support to the Board of Civic Financial Services Limited in time for the Special Meeting scheduled for 5 October 2017.”

CARRIED

At 11.00am, Cr Dawson left the room to manage his declaration of interest in Agenda Item 12.

## 12. Waitaki District Easter Sunday Shop Trading – Community Consultation

RESOLVED  
WDC17/168

Cr Tavendale / Cr Wollstein

"That Council:

1. Approves the Waitaki District Easter Sunday shop trading Statement of Proposal including a Draft Waitaki District Easter Sunday shop trading policy as provided in Attachment 2 for the purpose of public consultation and decision-making using the special consultative procedure under section 83 of the Local Government Act 2002.
2. Approves the Consultation Document provided in Attachment 3 that summarises the Statement of Proposal to assist the community in its consideration and feedback to the Council on Easter Sunday shop trading."

CARRIED

Cr Dawson returned to the meeting at 11.05am.

## 13. Warrants of Appointment

RESOLVED  
WDC17/169

Cr Tavendale / Cr Perkins

"That Council resolves as follows:

- 1) Waitaki District Council hereby appoints **Warren James Johnston** as:
  - a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
    - i) Entry of private land (s171);
    - ii) Entry for enforcement purposes (s172);
    - iii) Entry in cases of emergency (s173); and
    - iv) Authority to act (s174).
  - b) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular the following powers:
    - i) Avoid, Remedy or Mitigate Adverse Effects (s17);
    - ii) Acquire Information (s22);
    - iii) Issue an Abatement Notice (s322);
    - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
    - v) Issue an excessive noise direction (s327);
    - vi) Enter private land to ensure compliance with an excessive noise direction (s328);
    - vii) Take preventative or remedial action (s330);
    - viii) Enter for survey (s333);
    - ix) Seize property (s323) & (s328); and
    - x) Return property (s336).
  - c) A 'Litter Control Officer' under Section 5 of the Litter Act 1979 with authority to exercise all the powers of a Litter Control Officer under the Litter Act 1979.
- 2) Waitaki District Council hereby appoints **Leon Daniel Kruskopf** as:
  - a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
    - i) Entry of private land (s171);
    - ii) Entry for enforcement purposes (s172);
    - iii) Entry in cases of emergency (s173); and
    - iv) Authority to act (s174).
  - b) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular the following powers:

- i) Avoid, Remedy or Mitigate Adverse Effects (s17);
  - ii) Acquire Information (s22);
  - iii) Issue an Abatement Notice (s322);
  - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
  - v) Issue an excessive noise direction (s327);
  - vi) Enter private land to ensure compliance with an excessive noise direction (s328);
  - vii) Take preventative or remedial action (s330);
  - viii) Enter for survey (s333);
  - ix) Seize property (s323) & (s328); and
  - x) Return property (s336).
- c) A 'Litter Control Officer' under Section 5 of the Litter Act 1979 with authority to exercise all the powers of a Litter Control Officer under the Litter Act 1979.

3) Waitaki District Council hereby appoints **Jason Evered** as:

- a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
  - i) Entry of private land (s171);
  - ii) Entry for enforcement purposes (s172);
  - iii) Entry in cases of emergency (s173); and
  - iv) Authority to act (s174).
- b) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular the following powers:
  - i) Avoid, Remedy or Mitigate Adverse Effects (s17);
  - ii) Acquire Information (s22);
  - iii) Issue an Abatement Notice (s322);
  - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
  - v) Issue an excessive noise direction (s327);
  - vi) Enter private land to ensure compliance with an excessive noise direction (s328);
  - vii) Take preventative or remedial action (s330);
  - viii) Enter for survey (s333);
  - ix) Seize property (s323) & (s328); and
  - x) Return property (s336).
- c) An 'Authorised Person' under Section 206 of the Building Act 2004 with authority to exercise all the powers of an Authorised Person/Enforcement Officer/Agent under the Building Act 2004, and in particular the following powers:
  - i) Inspection by building consent authority (s90);
  - ii) Inspection by territorial authority (s111);
  - iii) Measures to avoid immediate danger or to fix unsanitary conditions (s129);
  - iv) Inspection of building work under notice to fix (s167);
  - v) Request information or production of documents (s207a);
  - vi) Inspection by territorial authority (s222); and
  - vii) Issue infringement notices (s372)
- d) An 'Inspector' under Section 6 of the Machinery Act 1950 with authority to exercise all the powers of an Inspector under the Machinery Act 1950.
- e) An 'Officer' under Section 23 of the Amusement Devices Regulations 1978 with authority to exercise all the powers of an Officer under the Amusement Devices Regulations 1978.
- f) A 'Litter Control Officer' under Section 5 of the Litter Act 1979 with authority to exercise all the powers of a Litter Control Officer under the Litter Act 1979.



4) Waitaki District Council hereby appoints **Graham Bruce MacLeod** as:

- a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
  - i) Entry of private land (s171);
  - ii) Entry for enforcement purposes (s172);
  - iii) Entry in cases of emergency (s173); and
  - iv) Authority to act (s174).
- b) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular the following powers:
  - i) Avoid, Remedy or Mitigate Adverse Effects (s17);
  - ii) Acquire Information (s22);
  - iii) Issue an Abatement Notice (s322);
  - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
  - v) Issue an excessive noise direction (s327);
  - vi) Enter private land to ensure compliance with an excessive noise direction (s328);
  - vii) Take preventative or remedial action (s330);
  - viii) Enter for survey (s333);
  - ix) Seize property (s323) & (s328); and
  - x) Return property (s336).
- c) An 'Authorised Person' under Section 206 of the Building Act 2004 with authority to exercise all the powers of an Authorised Person/Enforcement Officer/Agent under the Building Act 2004, and in particular the following powers:
  - i) Inspection by building consent authority (s90);
  - ii) Inspection by territorial authority (s111);
  - iii) Measures to avoid immediate danger or to fix unsanitary conditions (s129);
  - iv) Inspection of building work under notice to fix (s167);
  - v) Request information or production of documents (s207a);
  - vi) Inspection by territorial authority (s222); and
  - vii) Issue infringement notices (s372)
- d) An 'Inspector' under Section 6 of the Machinery Act 1950 with authority to exercise all the powers of an Inspector under the Machinery Act 1950.
- e) An 'Officer' under Section 23 of the Amusement Devices Regulations 1978 with authority to exercise all the powers of an Officer under the Amusement Devices Regulations 1978.
- f) A 'Litter Control Officer' under Section 5 of the Litter Act 1979 with authority to exercise all the powers of a Litter Control Officer under the Litter Act 1979.

5) Waitaki District Council hereby appoints **Hamish Nigel Barrell** as:

- a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
  - i) Entry of private land (s171);
  - ii) Entry for enforcement purposes (s172);
  - iii) Entry in cases of emergency (s173); and
  - iv) Authority to act (s174).
- b) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular the following powers:
  - i) Avoid, Remedy or Mitigate Adverse Effects (s17);
  - ii) Acquire Information (s22);
  - iii) Issue an Abatement Notice (s322);
  - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
  - v) Issue an excessive noise direction (s327);
  - vi) Enter private land to ensure compliance with an excessive noise direction (s328);

- vii) Take preventative or remedial action (s330);
  - viii) Enter for survey (s333);
  - ix) Seize property (s323) & (s328); and
  - x) Return property (s336).
- c) A 'Litter Control Officer' under Section 5 of the Litter Act 1979 with authority to exercise all the powers of a Litter Control Officer under the Litter Act 1979.
- 6) Waitaki District Council hereby appoints **Phillip Bone** as:
- a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
    - i) Entry of private land (s171); and
    - ii) Authority to act (s174).
  - b) An 'Authorised Person' under Section 206 of the Building Act 2004 with authority to exercise all the powers of an Authorised Person/Enforcement Officer/Agent under the Building Act 2004, and in particular the following powers:
    - i) Inspection by building consent authority (s90);
    - ii) Inspection by territorial authority (s111);
    - iii) Request information or production of documents (s207a);
    - iv) Inspection by territorial authority (s222)."

CARRIED  
AGAINST: Cr Percival

#### 14. Amendments to the Register of Delegations

RESOLVED  
WDC17/170

Cr Dawson / Cr Wollstein  
"That Council:

1. Approves the amendments to the Resource Management Act 1991 delegations to Officers in Schedule 2 of the 'Register of Delegations to Elected Members' as outlined in the table; and
2. Agrees to hold a workshop to review the delegations process."

Section	Amendments to RMA delegations
Section 36AAA and 36AAB	<b>Criteria for fixing administrative charges</b> Delegate to Chief Executive Officer, Group Manager, and Planning Manager.
Sections 58L-U	<b>New subpart 2 of Part 5 and new subpart 3 heading in Part 5 inserted. Mana Whakahono a Rohe: Iwi participation arrangements.</b> Delegate to Chief Executive Officer, Group Manager, and Planning Manager.
Section 80A, B and C	<b>New subparts 4 and 5 of Part 5 and new subpart 6 heading in Part 5 inserted. 80A Use of collaborative planning process, 80B Purpose, scope, application of Schedule 1, and definitions. 80C Application to responsible Minister for direction.</b> Delegate to Chief Executive Officer, Group Manager, and Planning Manager.
Section 87AAB - D	<b>Boundary activities and fast-track applications.</b> Delegate to Chief Executive Officer, Group Manager, and Planning Manager. Senior Planner, Resource Management Planner and Planner (make recommendations and give notice only).

Section 87BA-BB	<b>Give notice that the activity is a permitted activity.</b> Delegate to Chief Executive Officer, Group Manager, and Planning Manager. Senior Planner, Resource Management Planner and Planner (make recommendations and give notice only).
Section 95, 95A-E	<b>Decide when public notification or limited notification of a consent application is required.</b> Group sections 95A-E and include section 95. Same as staff already delegated for Sections 95A-E.

CARRIED

At 11.14am, the Chair signalled his intention to move the meeting into public excluded. The only member of the public present (media representative) left the room.

RESOLVED  
WDC17/171

Cr Tavendale / Cr Kingan

"That the public be excluded from the following part of the proceedings of this meeting, namely:

- Confirmation of Public Excluded Meeting Minutes – Council Meeting
- 2 August 2017
- Confirmation of Public Excluded Meeting Minutes – Extraordinary Council Meeting 9 August 2017
- Land Purchase – Duntroon."

CARRIED

"The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) 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 – Section 48(1)
Public Excluded:	
15. Confirmation of Public Excluded Minutes – Council Meeting 2 August 2017	To protect the privacy of natural persons. Section 48(1)(a)
16. Confirmation of Public Excluded Minutes – Extraordinary Council Meeting 9 August 2017	(The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.)
17. Land Purchase – Duntroon	To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

**Refer to Public Excluded Minutes**

RESOLVED  
WDC17/175

Cr Kingan / Cr Wollstein

"That Council resumes in open meeting and decisions made in public excluded session are confirmed and made public as and when required and considered."

CARRIED

## 18. Release of Public Excluded Information

RESOLVED  
WDC17/176

Cr Tavendale / Cr Wollstein

"That Council releases the Public Excluded Minutes decisions of the Extraordinary Council Meeting held on 9 August 2017 (as copied in italics below), pursuant to Resolution WDC17/143 and in accordance with Waitaki District Council Standing Orders 2016 to 2019, Clause 17.5."

***"Public Excluded Minutes Decisions of the Extraordinary Council Meeting, 9 August 2017:***

RESOLVED  
WDC17/141

Crs Wollstein / Tavendale

*"That Council sets the Directors fees as recommended for the Council Controlled Organisations (CCO), with effect from 1 July 2017."*

CARRIED

AGAINST: Cr Perkins

RESOLVED  
WDC17/142

Crs Hopkins / Tavendale

*"That the Executive Committee be asked to review the "Policy on the Appointment and Remuneration of Directors for Council-Controlled Organisations" (adopted September 2007 – amended May 2016), and report back with proposed changes."*

CARRIED

RESOLVED  
WDC17/143

Crs Hopkins / Tavendale

*"That the minutes of this public excluded meeting be included in the public section of the next meeting, recording decisions only."*

CARRIED"

CARRIED

There being no further business, the Chair declared the meeting closed at 11.56am.

Confirmed on this 25<sup>th</sup> day of October 2017 in the Whitestone Cheese Empire Room of the Oamaru Opera House, 94 Thames Street, Oamaru.

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Acting Chairperson



Minutes of Council Meeting, 13 September 2017 – Agenda Item 8 (New Cultural Facility Entry):

Attachment 1



**Minutes of Council Meeting, 13 September 2017  
Agenda Item 8 (New Cultural Facility Entry):**

**Attachment 2**



Forrester Gallery: Alternative Entrance Design | McKenzie Architects



## Minutes of Council Meeting, 13 September 2017 – Agenda Item 10 (Carry Forward Projects – Amended List):

## Attachment 3

## Amounts to carry forward for 2017/18 living budget

Department	Ref	Project	Original budget	Budget/Unspent Balance to carry forward	Sources of funding				
					General Reserve	Special Reserve	Separate Reserve	Depreciation Reserve	Internal loan External funding
Water	cf9	Ohau DWS upgrade	366,000	357,710			(39,710)		(318,000)
	cf10	Omarama DWS upgrade	600,000	40,596					(40,596)
	no ref	HamNak upgrade (most cost budgeted 2017/18)	129,756	77,736				(77,736)	
	237	RN consent Kauru Hill	30,000	30,000				(30,000)	
	238	RN Consent Windsor	30,000	30,000				(30,000)	
	cf6	Moeraki wastewater	500,000	492,025					(492,025)
	262	Oamaru wastewater overflow mitigation	100,000	99,280					(99,280)
	298	Sewer laterals investigate public ownership	50,000	50,000					
	271	Otematata wastewater equipment	100,000	82,241			(50,000)	(82,241)	
	267	Palmerston wastewater sludge removal	90,000	90,000				(90,000)	
	274	Wastewater CCTV inspections	100,000	100,000			(100,000)		
	cf8	Stormwater Muddy Creek (budget reassessed)	1,357,000	400,000					(400,000)
Roading	cf20	Coastal protection	800,000	390,354					(390,354)
	s277	Seal extension of Craig Road, Waihemo	20,000	20,000			(20,000)		
	r270	Streetscape pedestrian bridge over Oamaru Creek	50,000	50,000			(50,000)		
	r273	Extend Warren Street - being re-scoped	28,000	28,000			(28,000)		
	200	Carpark renewals	42,500	41,520			(41,520)		
	191	Unspent budget - unsealed metalling	646,000	48,730				(21,441)	(27,289)
	193	Unspent budget - bridge, culvert renewal - capital	340,000	64,573				(28,412)	(36,161)
	ops	Unspent budget - bridge, culvert renewal - operational	687,268	34,037	(14,976)				(19,061)
	196	Unspent budget - street lighting	542,400	189,792				(81,611)	(108,181)
	cf14	Unspent budget - river training	442,345	170,000				(73,100)	(96,900)
	ops	Unspent budget - asset management plan	72,725	29,187	(12,842)				(16,345)
	Council resolution:	Roading Improvements - 2017/18 WCL dividend	350,000	350,000					(350,000)
	Council resolution:	Intersection seals - 2017/18 WCL dividend	85,500	85,500					(85,500)
Property	cf03	Freezer Building Investigations	35,000	35,000			(35,000)		
	cf06	Friendly Bay	28,000	28,000			(28,000)		
	cf07	Install boat ramp	20,000	20,000			(20,000)		
	cf22	Holmes wharf deck replacement	800,000	787,612			(87,612)		(700,000)
	cf05	Airport projects	30,000	30,000	(30,000)				
	cf09/10	Drill Hall weather tightness	75,976	75,976				(75,976)	
	cf08	Operational properties - assess earthquake risk	34,000	34,000				(34,000)	
	275	Breakwater Maintenance	200,000	200,000				(200,000)	
Regulatory	cf54	Upgrade dog pound	50,000	50,000	(50,000)				
	cf51	3 year vision for animal control	20,000	20,000					(20,000)
	281	Earthquake-prone buildings recording/management	5,000	5,000	(5,000)				
	282	Earthquake-prone buildings assessment	49,800	49,800	(49,800)				
	283	Earthquake-prone buildings strengthening	50,000	50,000	(50,000)				

## Amounts to carry forward for 2017/18 living budget

Department	Ref	Project	Original budget	Budget/Unspent Balance to carry forward	Sources of funding				
					General Reserve	Special Reserve	Separate Reserve	Depreciation Reserve	Internal loan External funding
	cf35	Earthquake-prone buildings compliance	60,000	60,000	(60,000)				
	r261	Regulatory programme	222,000	38,000	(38,000)				
Planning	cf55	District Plan review	310,880	40,407	(40,407)				
	no ref	e-plan (electronic filing format - link GIS with district plan)	50,000	50,000	(50,000)				
Recreation	cf35	Class software Investigation	10,000	10,000	(10,000)				
	r255	Falstone discharge system.	150,000	150,000					(150,000)
	r256	Sailors Cutting discharge system.	83,000	83,000				(83,000)	
	cf40	Lost graves memorial	9,000	9,000	(9,000)				
	ongoing	Craig fountain	75,000	65,759		(65,759)			
	168	Public gardens improvements - Fountain power	40,000	40,000				(40,000)	
	s281	Weston Domain water bore	30,000	30,000			(30,000)		
	326	Sports feasibility	40,000	9,000	(9,000)				
	321	Weston toilet		87,603					(87,603)
	cf46	Dunback toilet		90,000				(90,000)	
	s278	Duntroon Toilet	590,000	150,697					(150,697)
	r258	Kakanui toilet		60,000					(60,000)
	No ref	Harbor toilet art		20,000					(20,000)
	202	Omarama Dumpstation modifications	28,000	6,300	(6,300)				
	r198	Palmerston walkway	60,000	30,000		(30,000)			
	174	Moeraki steps to beach	12,000	5,100	(5,100)				
	170	Corriedale improvements.	11,100	11,100	(8,100)	(3,000)			
	169	Ahuriri improvements.	18,000	10,100	(10,100)				
	r276	Learn to ride Carpark	40,000	37,600	(37,600)				
	ops	Oamaru Street gardens planting	20,000	20,000	(20,000)				
	ops	Totara peak easement	10,000	4,421	(4,421)				
	cf49	Mill Domain	68,000	23,594		(23,594)			
	cf49	KGP levelling and Drainage	160,000	160,000		(160,000)			
	r269	Waihemo Projects.	30,000	20,000	(20,000)				
	167	Sportsfield renewals	30,000	30,000		(30,000)			
	r269	15K Streetscape plans,	15,000	15,000	(15,000)				
	r269	15K memorial oak maintenance.	15,000	15,000	(15,000)				
Information Management	FAR committee:	Fund development of BIS (ex analyst's salary savings)	73,490	73,490	(73,490)				
	279	Information Service project	200,000	200,000					(200,000)
	cf02	IT Upgrades	125,100	120,600					(120,600)
	276	Council phone system upgrade	120,000	120,000				(120,000)	



## Amounts to carry forward for 2017/18 living budget

			Original budget	Budget/Unspent Balance to carry forward	Sources of funding						
Department	Ref	Project			General Reserve	Special Reserve	Separate Reserve	Depreciation Reserve	Internal loan	External funding	
Council/committees											
		unspent: Ahuriri Community Board discretionary funds	19,849	10,216	(10,216)						
		unspent: Ahuriri Community Board community grants	35,000	27,000	(27,000)						
		unspent: Waihemo Community Board discretionary funds	9,576	4,576	(4,576)						
		unspent: Waihemo Community Board community grants	172,900	22,465	(22,465)						
		unspent: Council discretionary funds	8,195	3,721	(3,721)						
		unspent: Youth Council funds	no budget	16,796	(16,796)						
		unspent: Community Safety - external funding to carry forward	no budget	34,188	(34,188)						
		unspent: Economic Development budgets	no budget	26,693	(26,693)						
			11,908,360	6,778,095	(789,791)	(312,353)	(529,842)	(1,157,517)	(3,229,155)	(759,437)	

**Waitaki District Council****Extraordinary Council**

**UNCONFIRMED MINUTES of an Extraordinary Meeting  
of the Waitaki District Council held in the Whitestone Cheese Empire Room,  
Oamaru Opera House, 94 Thames Street, Oamaru,  
on Wednesday 11 October 2017 at 2.02pm**

**Present** Mayor Kircher (Chair), Crs Tavendale, Dawson, Garvan, Holding, Kingan, Percival, Perkins, Wheeler and Wollstein

**Apologies** Cr Hopkins

**In Attendance** Mr Power (Chief Executive)  
Mr Jorgensen (Assets Group Manager)  
Mrs Baillie (Customer Services Group Manager)  
Mr Hope (Chief Financial Officer)  
Mrs Guyan (Acting Community Services Group Manager)  
Mr Roesler (Policy and Communications Manager)  
Mrs Julius (Property Manager)  
Ms Hooper (Policy Officer – Governance)

**Apologies**

RESOLVED  
WDC17/177

Cr Tavendale / Cr Perkins  
"That Council accepts an apology for absence from Cr Hopkins."

CARRIED

**Declarations of Interest**

There were no declarations of interest.

The Chair announced his intention for the meeting to go into public excluded.

RESOLVED  
WDC17/178

Cr Dawson / Cr Wollstein  
"That the public be excluded from the following part of the proceedings of this meeting, namely:

- Sale of Land – Omarama

CARRIED

"The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) 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 - Section 48(1)
Public Excluded: <ul style="list-style-type: none"> <li>• Sale of Land – Omarama</li> </ul>	To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

**Refer to Public Excluded Minutes**

RESOLVED  
WDC17/181

Cr Wollstein / Cr Dawson

"That Council resumes in open meeting and decisions made in public excluded session are confirmed and made public as and when required and considered."

CARRIED

There being no further business, the Chair declared the meeting closed at 2.43pm.

Confirmed on this 25<sup>th</sup> day of October 2017, in the Whitestone Cheese Empire Room of the Oamaru Opera House, 94 Thames Street, Oamaru.

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Acting Chairperson

# Waitaki District Council Memorandum

**From** Mayor Gary Kircher

**Date** 25 October 2017

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## Mayor's Report

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### Recommendation

That Council receives the information.

### Purpose

The following comments are provided to bring Councillors and the public up-to-date with a number of issues that have arisen since the last Council meeting.

### What's been happening?

The year continues to fly past, and every day seems to bring new challenges, opportunities and issues. As the saying goes, variety is the spice of life and we seem to have plenty of that! In the background, we have ongoing work involving our internal systems and processes, and I'm pleased to see our new CEO get on with the task of improving them. The length of the Exec Team's weekly meetings is testament to that! I'm feeling positive that we will get improved staff morale and culture through this process.

As for the external interactions we have, our continued work on improving customer service is getting more focus than ever, and I support the approach of continuous improvement in all we do. There have been a number of hiccups and false starts over the past two years which I want us to learn from and move past. We need to get things right first time as much as possible, and we need to keep up our momentum, especially given that our district is moving forward at a relatively fast pace at the moment. We need to be nimble and responsive, and we need to be accurate with our actions.

### The fire service merger

When the Otago Councils worked together to form the Otago Rural Fire Authority, there was some concern about how it would go, and whether it would last. Given that there was a significant contribution of equipment from the various TLAs, a loan document was created to record the contribution from each Council. In Waitaki's case, this was some \$285,000, with an approximately \$150,000 more contributed since then to buying five new tankers for use in our district. However, any concerns were unfounded as ORFA proved to be very effective and I believe that we were all happy with the progress it made in establishing new, improved standards across the region.

But time has moved on since then. Within a relatively short time, a review of fire and emergency services was conducted, and the government settled on a new merged structure which brought together rural fire brigades and the NZ Fire Service in a new entity – Fire and Emergency New Zealand. The merger has occurred and it appears to have gone quite painlessly. Concerns about the changes faced by a largely volunteer-based service with a largely-paid service have ensured that proper care was taken to look after everyone equally.

However, there remains the issue of the 'loan' documents held by each of the Otago Councils. Personally, I feel that these should be forgiven on the following provision – that any equipment given by any of the Councils should remain in the district which paid for it, for at least a five-year period unless agreed otherwise. That would ensure that equipment purchased using ratepayer money from a district, remained available to those ratepayers who paid for it. But not all Councils feel the same way, as is their right. This is a topic which we will be discussing at the upcoming Mayoral Forum and hopefully will see an agreed solution, which is both amicable and pragmatic.

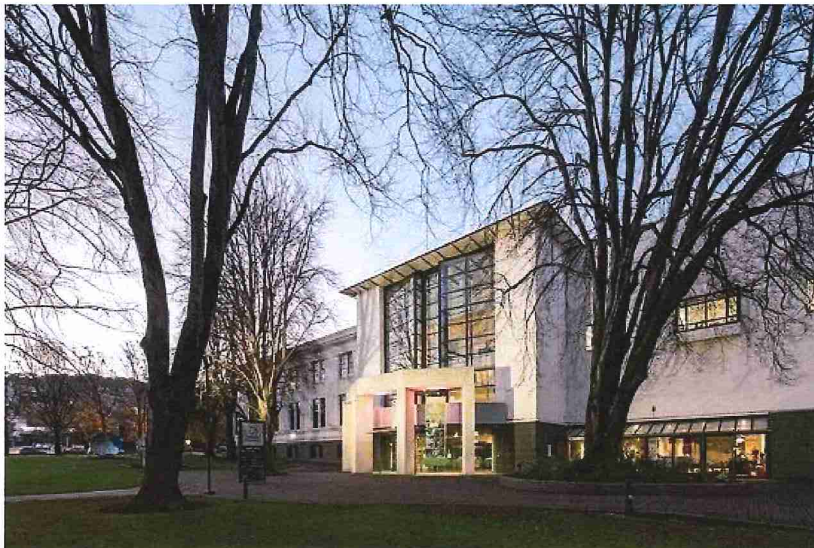


Council	Loan Amount
Clutha District Council	\$34,491
Central Otago District Council	\$426,988
Dunedin City Council	\$148,677
Queenstown Lakes District Council	\$267,290
Waitaki District Council	\$285,145
<b>Total</b>	<b>\$1,162,592</b>

### Otago Museum

Another topic in the upcoming Otago Mayoral Forum is one which has been aired numerous times over the past three years. It is the vexed issue of the funding for the Otago Museum, which is set out in the Otago Museum Trust Board Act 1996. Of the contributing Councils outside Dunedin City Council, Clutha District Council pays the most, with WDC second, and Central Otago District Council third. Payments are based on population and proximity to the museum. We felt we had reached agreement on the matter when Queenstown Lakes District Council, which had been deliberately omitted from having to contribute funds to the museum due to its own commitments, agreed to pay a share based on the formula used to calculate the contribution of the other Councils. Because of the legislation, it was agreed that their contribution would be used to offset that of Clutha District Council's, which would bring some greater equity to the situation. However, Clutha District Council voted against accepting the offer due to some misguided principle that Waitaki should be paying a considerable amount more. We have a greater population, but the majority of our population is further away and so has less access to the facility. Added to that is the fact that we pay a considerable amount towards the operation of our own cultural facilities – the museum, Forrester Gallery, and the archive. There is no way that I support any increase in the level of our contribution to Otago Museum. In fact, I would happily accept back all of the artefacts that came from Waitaki and are being kept at Otago Museum. We would have an improved collection if we had those items back in Waitaki.

We are currently at an impasse. On the one hand, there is no reason why we should increase our contribution, nor any legal grounds for doing so. But Clutha appears to be wanting to force this issue, so we will meet them head on and use the facts to demonstrate why they are wrong to push for this change. If we are working on principles of equity, it will see their contribution decrease, rather than seeing ours increase.



### Central government elections

As I write this report, we are still waiting to see how negotiations go as to which major party will be leading the next government. The election this year became a torrid affair in many ways – the seemingly world-wide move towards politics of personal abuse hadn't passed us by, with many commenters getting pretty nasty in public and on social media. It is a shame that it appears to be more of an exception for us to be able to logically debate policies these days. A good example of this was the



candidate forum in the opera house where some “supporters” needed to be told to stop booing to allow a candidate to speak. Contrast this to another meeting held by one of the main parties to discuss their key policies, where one commenter appeared to be genuinely surprised by the relatively polite debate that ensued. This was in spite of the good number of attendees who were particularly opposed to one of the policies. There is some hope, after all...

I also had the pleasure of chairing a candidate forum held in Palmerston for the Dunedin North candidates, and hosted by Bill Campbell of the East Otago Review. It was the first meeting where all eight candidates were present, with the one exception being a stand-in for the Green Party. The debate went well and the small crowd had plenty of time to hear what they had to say, and to question the candidates on a wide variety of topics. Given that our district is in that electorate from south of Maheno, it was useful for me to also hear what each candidate was bringing to the table as far as policies. Whichever party leads the next government, it is important for Waitaki to have good relationships with them for the benefit of the district.



The Dunedin North candidates (Independent candidate, Stan Lusby, is just out of the shot)

### **International intern program**

Fergus Power has hit the ground running with his international intern programme, as he sets the foundation for bringing it to Waitaki. It is such an exciting opportunity for us, with the number of possible projects that could be carried out by interns growing almost daily. These will often be projects that are really good to do, but that just don't normally get the opportunity to happen due to other priorities. It gives us the chance to add real value to our work in the community, for a relatively low cost, whilst creating a win:win situation for us and the interns.

We are still working on accommodation options though there shouldn't be any problem getting this sorted in time for any arrivals. We will be discussing at this meeting the pastoral care of the interns, which is critical to the success of the programme. These young people are a long way from home and family, so it is important that they are not only made welcome, but that we look after them properly. If done well, they will become lifelong ambassadors for Waitaki, and more importantly, will get far more from their time with us.

It is an exciting opportunity, and I think it will be a game-changer for our district.

### **Duntroon's Vanished World**

A special stakeholder event was held in Duntroon recently, with the Vanished World as the centrepiece. The VW committee has been working away quietly in the background to advance plans to improve the attraction experience, with the ultimate goal of becoming a listed UNESCO Geopark. Such a Geopark could be quite extensive, perhaps even taking in locations such as Omarama's Clay Cliffs, as well as closer areas such as Elephant Rocks, and our pillow lava sites. This is yet another exciting opportunity, and one which has excellent potential to bring visitors to Waitaki from around the world. It also helps to add to our own appreciation of our district. Once again, this will be a case of a group of our passionate volunteers helping to put Waitaki on the map. I'm keen to see the Council get right in behind them and help them make it happen!



### **Landmarks/World Heritage Status**

As the second region to be involved in the Landmarks programme, Otago has been given a special opportunity to recognise the heritage buildings, sites, and areas that have some significance for us all. Oamaru of course is the capital of spectacular Victorian buildings that we are becoming increasingly renowned for. So it is pleasing to see a submission process opened which allows our community to put forward the various landmarks that we want to see recognised.

Landmarks appears to be a NZ alternative to the international ICOMOS World Heritage Status that Oamaru sought some years ago. It has remained in the background as a possible goal one day, and there are a good number of people who haven't lost sight of it. It was good to see our CEO identify the possibility as something that he was not only interested in, but that we could work towards. The next step is to get Landmark status for our collection of heritage buildings and heritage sites, but it is exciting to think that we may eventually get official international recognition for our heritage.



### **State Highway 1 - Moeraki**

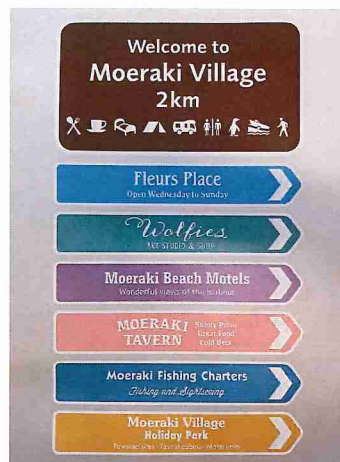
The stretch of state highway around Shag Point, Moeraki, and Hampden has been the scene of many accidents, including a number of fatalities. There have been many calls from across our district to improve the road, and to make changes to cut the number and severity of accidents.

Many would like major changes made to the layout of the road itself, and I have a lot of sympathy with those comments. However, the most practical solutions are being put in place, to slow traffic when necessary, and to minimise confusion particularly at the turn-offs to Moeraki Boulders and the Moeraki Village. It has been difficult for visitors to know exactly where to turn off, often mistaking one for the other. And that has led to many near misses, and all too many injuries and deaths.

So it has been pleasing to see NZTA take on the issues, and take some reasonable steps towards making the area safer. This has recently included the installation of a RIAWS system, which flashes a reduced speed of 70kmh whenever a vehicle is entering or exiting the Moeraki Boulders turnoff. And



since then, there has been an appreciable amount of work undertaken to clear up the multitude of signs in the vicinity of Moeraki. We are close to the culmination of that, as NZTA and its Safer Journeys partners have worked with the community to provide an alternative to the existing signs. I've appreciated the determination and cooperative nature demonstrated by the organisations to improve the situation, and thank them for their consultation with Councillors and me.



An example of possible new, simplified signage

### OBPC Carpark

We are waiting on the decision on our latest application to the government's Tourism Infrastructure Fund, and included in that is a significant application to tidy up the area around the Oamaru Blue Penguin Colony. As our top tourist attraction in Oamaru, the area has let us down for some time now, and we need to upgrade it. However, it is not just the OBPC customer who uses it, as the area is often busy during the day with many visitors just wanting to park and enjoy the wider area. We are hopeful for a positive response from MBIE, so that we can get on with it. The expected work will see a significant improvement – kerbing and channelling to delineate the area and remove stormwater; sealing to get rid of the potholes and dust issues; and carpark marking to increase the efficiency of parking in the area. We will be able to designate bus parking and campervan parking, which will be a major improvement for those visitors. We have our fingers crossed for a successful outcome to help us achieve this goal!



The second-rate carpark as it currently is.

### America's Cup Visit

Thanks to the North Otago Yacht and Powerboat Club, we had the chance to see the America's Cup in Oamaru! They did well to be named as one of the hosts around NZ to have the Cup in their area, and Kevin Murdoch was pivotal in that. Kevin also arranged to get the area next to the NOYPBC tidied up through a real community effort, involving club members, and staff and machinery from Road Metals and SouthRoads, to whom I have sent letters of thanks.



WDC has been very supportive of the event, committing up to \$1,500 to the NOYPBC to help cover costs of hosting the cup. \$500 went to Oamaru Steam and Rail to pay for it to operate free rides from the walk bridge around to the end of the line where the event was located. Just another cool event for Waitaki!



The America's Cup and Team NZ members arrive in Oamaru!

### Mainstreet Conference

I am absent from this Council meeting (25 October) due to my participation at the ICTC Mainstreet Conference being held in Melbourne. This is a really good opportunity to see and hear about many very good examples of development and regeneration of cities, towns and villages. I expect to come away with many ideas that could be put into action around Waitaki, and I'll present a report on the conference for our next Council meeting. And I may have a few new project ideas for the LTP...

### Waitaki Arts Festival

The inaugural Waitaki Arts Festival appears to have gone very well. I have been to a couple of shows, and the imported and local talent on show was fantastic! The programme was a real credit to Frances McElhinney who led the coordination of the whole event.

It has added an excellent event to Waitaki's calendar, and one that I hope can grow and flourish in the years ahead. A big thank you to Frances for adding this gem to our great district!



A couple of the talented acts at the Made In The Waitaki show

### Congratulations to Whitestone Cheese

Whitestone Cheese turns 30 this year, and tomorrow the company will celebrate that impressive milestone with the opening of its latest, multi-million dollar expansion. The company has grown from humble beginnings, born out of the hard times of disappearing farm subsidies and 20+% interest rates. Founded by Bob and Sue Berry, the company is now headed up by their son, Simon, who has overseen the company's ongoing development. They're now an ingrained part of Waitaki culture, and a great asset to our community!





Company founder Bob Berry speaks at the opening of the new factory expansion.



The Big Cheeses...

Simon Berry, Fergus Power, and Bob Berry on a tour of the factory the day before the celebrations

### And Another 30<sup>th</sup> Birthday Celebration

The 16<sup>th</sup> of October marked the 30<sup>th</sup> anniversary of the opening of the Waitaki Recreation Centre. A celebration was held with invited guests, including a good number of those involved with the fundraising and construction of the facility. The 'rec centre', as we all know it, has served the community well over the years, and is still a vibrant place full of activity. Even if we go ahead with the new facility, I believe it will still play an important role in our community. Congratulations to trustees and staff from the past 30 years who have made it such a success.

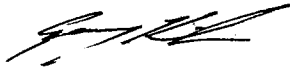


Some of the guests watch on as speeches are made, followed by a cake cutting by the original Fundraising Committee Chair, Denis Dove, and then-principal of WGHS, Jeanette Aker.

**Meetings Attended:**

28 August	Meeting with Michael De Buyzer, Whitestone Contracting Chair
28 August	Corporate Planning Meeting
28 August	Waste Management Workshop
29 August	Mayor and CEO Catch-up
29 August	Meeting with Murray Linwood, CD debrief
29 August	Meeting with The Hospice Shop
29 August	Visit to MPI Operation Centre
30 August	Presentation at Forrester Gallery
30 August	Radio Interview, Port FM
30 August	Council workshops and Committee day
30 August	Councillor Briefing
31 August	Meeting with Dougal McGowan, Otago Chamber of Commerce
31 August	Meeting with Gillian Bremnar, Presbyterian Support
31 August	Meeting with Nigel Bryce, 4Sight Consulting
31 August	Meeting with Elizabeth Soal, Waitaki Irrigators Collective
31 August	Meeting with MPI
1 September	Meeting re Cultural Facility Development Project
1 September	Meeting with Ian Elliot, Tourism projects
4 September	Real FM Radio Interview
4 September	Mayor and CEO Catch-up
4 September	Draft agenda Meeting
4 September	Meeting re Whitestone Cheese DC
4 September	Citizenship Ceremony, Opera House
4 September	Business After 5 – Open Parallel
6 September	Youth Council Meeting
6 September	Rotary Club election debate
7 September	Catch-up with Michael Ross, NOIC
7 September	Meeting with Mark Smith, Oamaru Whitestone Civic Trust
8 September	Presentation Assembly, Pembroke School
8 September	Meeting with John Lesk, Baha'i Faith
8 September	Meeting with Jane Watson, Copensha Road
8 September	Presentation at the Polytech – International Literacy Day + graduation
8 September	Visit to ORV Rest home, Happy Hour
8 September	Unique Stories Film Competition Awards Night
13 September	Mayor and CEO Catch-up
13 September	Council meeting
13 September	Council Workshops
13 September	Councillor Briefing
14 September	Meeting with Darryl Paterson, Waitaki Boys' High School Rector
14 September	Meeting with Jill Corson, Urban Planner
14 September	TWA AGM, Brydone Hotel
15 September	Thunes' Farewell
15 September	Meeting with Tim Verkerk, Oamaru Repertory Society
15 September	Official Opening – Observatory Retirement Village
15 September	Labour campaign meeting – water royalty tax
16 September	Launch of Vanished World vision, Duntroon
18 September	Welcome to Fergus Power
18 September	Dan Lewis Radio Interview
18 September	All Staff Meeting to introduce Mr Power
18 September	Meeting re New Year's Eve planning
19 September	Meeting with Phoenix Mill Water Wheel Trust
19 September	Meeting with Oamaru Whitestone Civic Trust
20 September	Executive Committee Workshop
20 September	CEO and Councillors' Workshop
20 September	Council Workshops and Councillor Briefing
20 September	Chairing the Dunedin North Electorate Candidates' Forum, Palmerston
21 September	Introduction Meetings with Fergus Power and Michael de Buyzer, WCL
21 September	Meeting – Observatory Retirement Village
21 September	Introduction Meeting with Fergus Power, Robert Gonzales, WDHSL
21 September	Introduction Meeting with Fergus Power and Ian Hurst
21 September	Introduction Meeting with Fergus Power and Jason Gaskill & Mike McElhinney, TW

22 September	Introduction meeting with Fergus Power and Mark Smith, OWCT
22 September	Meeting re Youth Councils Family Movie Night
22 September	2017 Celebration of Sport, St Kevin's College
25 September	Mayor and CEO Catch-up
25 September	Meeting with Fergus Power and Bruce Blair, Canterbury Wool spinners
25 September	Waihemo Community Board Meeting
25 September	Citizens' Award presentation to Ron Sloan
26 September	Meeting with Bill Nye, Adventure books
26 September	Chinese celebrations Event, welcoming Consul General Wang Zhihian, Christchurch
27 September	Council Workshop – LTP plan
28 September	Meeting with Fundraising Committee re Richie McCaw Statue project, Kurow
28 September	University of Otago interview re the importance of heritage to Oamaru
28 September	Salvation Army Education and Employment training Graduation Event
28 September	Function – Made in the Waitaki, Opera House
29 September	Meeting with Lorraine Adams re Penguin Refuge fence at Holmes Wharf
29 September	Grants Meeting – Donald and Nellye Malcolm Trust
29 September	Meeting with Sarah Baker and Grant Rhodes
29 September	Youth Council's Family Movie Night Preparation
30 September	Totara School Gala



**Mayor Gary Kircher**

# ***Waitaki District Council Meeting***

Wednesday 25 October 2017

Agenda Item 3



## **Chief Executive's Report**

(This agenda item will be published separately as an addendum report to the final agenda papers. It is expected to be available on Friday 20 October 2017, and will then be uploaded to Council's website.)



# Waitaki District Council Report

**From** Chief Financial Officer

**Date** 25 October 2017

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## Recommendations from Finance, Audit and Risk Committee Meeting 4 October 2017

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### 1. Whitestone Contracting Limited – Annual Report 2016/17

RESOLVED  
FAR17/062

Mayor Kircher / Cr Hopkins

The Finance, Audit and Risk Committee recommends:

That Council:

1. Receives the 2016/17 Annual Report of Whitestone Contracting Limited.

CARRIED

RESOLVED  
FAR17/063

Cr Hopkins / Cr Dawson

The Finance, Audit and Risk Committee recommends:

That Council:

2. Recommends that Council authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Whitestone Contracting Ltd."

CARRIED

### Combined Recommendation to Council:

"That Council:

1. Acknowledges receipt of the Whitestone Contracting Limited Annual Report 2016,17; and
2. Authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Whitestone Contracting Limited."



Paul Hope  
Chief Financial Officer

# Waitaki District Council Report

**From** Assets Group Manager

**Date** 25 October 2017

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## Recommendations from Assets Committee Meeting 11 October 2017

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### 1. Road Stopping: Milne Road, Richmond

To stop and dispose of an unformed road in the Waitaki District.

RESOLVED  
AC17/046

Cr Dawson / Cr Tavendale

The Assets Committee recommends:

That Council:

1. Proceeds with the steps necessary to stop Milne Road, Richmond, as described in Schedule 'A'; and
2. Delegates authority to the Chief Executive to negotiate the disposal of the associated land described in Schedule 'B'.

CARRIED

### 2. Enviroschools Funding

The report, as circulated, proposed that the Assets Committee recommends to Council funding options for the Enviroschools programme for the next calendar year and in the Long Term Plan.

RESOLVED  
AC17/047

Cr Tavendale / Cr Dawson

The Assets Committee recommends:

That Council:

1. Allocates \$25k to the Enviroschools programme from the Waste Minimisation Reserve to fund a programme over the 2018 school year.
2. Includes provision for funding over further years in the Long Term Plan.

CARRIED

### 3. Harbour Street Survey Results

The report, as circulated, proposed that the Assets Committee recommends to Council that the closure of Harbour Street be enacted for three days a week between 10.00am and 4.00pm Friday to Sunday and public holidays for the full year.

RESOLVED  
AC17/049

Cr Tavendale / Mayor Kircher

The Assets Committee recommends (amended motion; revised point 3):

That Council:

1. Approves the closure of Harbour Street to vehicles between 10.00am and 4.00pm, Friday to Sunday and on Public Holidays.
2. Approves the exclusion of vehicles from parking on Harbour Street when it is closed to vehicles.
3. Approves the closure to apply from Labour Weekend through to Easter plus other public holidays, subject to appropriate infrastructure being put in place.

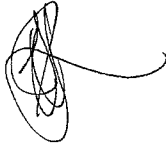
CARRIED UNANIMOUSLY

RESOLVED  
AC17/050

Cr Tavendale / Mayor Kircher  
The Assets Committee recommends:  
That Council:

4. Agrees that further discussions around street beautification be held.

CARRIED UNANIMOUSLY



Neil Jorgensen  
**Assets Group Manager**



# Waitaki District Council Report

**From** Acting Community Services Group Manager

**Date** 25 October 2017

## Recommendations from Community Services Committee Meeting 11 October 2017

### 1. Lakes Camping

The report, as circulated, presented information to the Community Services Committee with options for managing campgrounds in the district, for recommending to Council.

RESOLVED  
CSC17/033

Mayor Kircher / Cr Kingan

The Community Services Committee recommends:

That Council:

1. Continues to manage Falstone, Sailors Cutting, Loch Laird, Wildlife, Otematata Boat Harbour and Parsons Rock as 'Kiwi style' camping grounds.
2. Requests that further marketing opportunities are identified to increase patronage, especially in the shoulder periods.

CARRIED

### 2. Resource Recovery Park Easement

The report, as circulated, presented information to the Community Services Committee about proposing an easement for commercial vehicle access to the Waitaki Resource Recovery Park for the purpose of commercial recycling, for recommending to Council.

RESOLVED  
CSC17/034

Cr Wollstein / Cr Kingan

The Community Services Committee recommends:

That Council:

1. Agrees, subject to notification and the consideration of any submissions, the granting of an easement over part of the land known as Part Section 31 Block VI Oamaru SD (OT/8A/1038) to the trustees of the Waitaki Resource Recovery Park.
2. Agrees that conditions for an easement are as follows:
  - i. Purpose of easement: Commercial vehicle access of no greater than 10 commercial vehicle movements per day for the purpose of commercial recycling at 42 Chelmer Street, Oamaru.
  - ii. Term of easement: For the life of the activity. Any change to the activity purpose will require re-negotiation with Council's Recreation unit.
  - iii. Public Access: Public access over the land will be maintained at all times.
  - iv. Maintenance and Repair: The owner will be responsible for maintaining and repairing that part of the Fenwick Park site subject to the easement agreement. Any change will need to be approved by Council's Recreation unit.
  - v. Safety: Vehicles must travel at no more than 10km and give way to pedestrians and other park users.

CARRIED



Lichelle Guyan  
Acting Community Services Group Manager

# Waitaki District Council Report

**From** Customer Services Group Manager

**Date** 25 October 2017

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## Recommendation from Customer Services Committee Meeting 11 October 2017

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### 1. Approval of Dog Control S10A Report 2017

The report, as circulated, proposed that the Customer Services Committee recommend to Council to adopt the Dog Control S10A Report 2017, in order for Council to meet its legislative requirements.

RESOLVED  
CUS17/025

Mayor Kircher / Cr Holding

The Customer Services Committee recommends:

That Council:

1. Adopts the report as required under section 10 A of the Dog Control Act 1996.
2. Makes the report available via its website and places advertisements in appropriate newspapers to confirm the report is available.
3. Notes that, once adopted, the report is sent to the Secretary for Local Government.

CARRIED



Lisa Baillie  
Customer Services Group Manager

# Waitaki District Council Report

**From** Chief Financial Officer

**Date** 25 October 2017

## Adoption of Annual Report for the Year Ended 30 June 2017

### Recommendation

That Council adopts the Annual Report for the year ended 30 June 2017 in accordance with sections 98 and 99 of the Local Government Act 2002.

### Objective of the Decision

To adopt the 2016/17 Annual Report in accordance with Local Government Act 2002 statutory requirements.

### Summary

This report presents Council's Annual Report for the year ending 30 June 2017. The Local Government Act (LGA) 2002 requires Council to adopt an Annual Report detailing Council's performance against a range of measures included in the 2015-25 Long Term Plan (LTP). The Annual Report must be adopted by resolution within four months of the end of the financial year. Audit New Zealand audits the Annual Report on behalf of the Office of the Auditor-General (OAG). Scott Tobin, the Audit New Zealand Director responsible for the audit opinion, has released a draft opinion which will be issued as soon as the Annual Report is adopted without any changes being made.

### Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Moderate	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	Moderate	Social Considerations	No
Financial Criteria	Moderate	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	Moderate

### Background

Sections 98 and 99 of the LGA (2002) require local authorities to prepare and adopt an Annual Report. The purpose of the Annual Report is to:

1. Compare the actual activities and actual performance of the Local Authority in the year with intended activities and intended level of performance as set out in respect of the year in the Long Term Plan (LTP) and the Annual Plan; and
2. Promote the Local Authority's accountability to the Community for the decisions made throughout the year by the Local Authority.

The LGA (2002) also requires Councils to prepare and make publically available a Summary of the Annual Report within one month of adopting the Annual Report. The Summary is a more accessible version of the full document. The LGA states *"the summary must represent, fairly and consistently, the information regarding major matters dealt within the Annual Report"*. The summary does not require Council resolution and will be issued to the community once reviewed by Audit New Zealand.

### Discussion

The Finance, Audit and Risk Committee has previously considered aspects of the financial and non-financial performance for the 2016/17 year. This is the first time the report has been considered in its entirety. There are a number of changes to the format of the report, particularly in terms of the presentation of the Accounting Policies and Notes to the Accounts. These two section have now been merged, with the relevant policies now being presented as part of a note rather than as a separate section. This change in approach followed a presentation by Audit New Zealand and the changes were made with its input.

The Annual Report shows a surplus of \$1,531k and total assets of \$769.4m. This is similar to the interim results previously presented and with the previous year. It is less than the budget indicated. However, this variance is primarily due to non-operating factors, including increased "Other Losses" and reduced capital grants, particularly for the A2O cycle trail.

The most significant operating variance was the operation of the Oamaru Landfill well past its expected closure date. Although this had a positive net impact, it did increase both costs and user charges received and created a variance to budget on both areas. There are a number of other variances that are covered in the body of the report.

The report from the Acting Chief Executive provides a summary of the key events during the year that had impact on Council's performance. The mandatory financial prudence measure illustrates in another way the sound financial performance and ending position.

Mr Scott Tobin is the Audit New Zealand Director responsible for the audit of the Waitaki District Council. Mr Tobin proposes issuing an unmodified opinion on the 2016/17 Annual Report. A draft of the proposed opinion will be circulated separately when it is available. The auditor's report will cover the basis of the opinion and also draw attention to a number of key issues. Mr Tobin will not be present at the Council meeting or joining it via video conference. However, he has indicated a desire to attend a Finance, Audit and Risk Committee meeting early in the New Year where he will be available to answer questions on the Annual Report, his opinion, and the audit management report.

The formal opinion cannot be issued until Council adopts the Annual Report. The issuing of the opinion will occur once Mr Tobin has confirmation that the adoption has taken place. As the audit has been completed based on the report presented, no changes can be made to the report without causing a delay to the issuing of the opinion.

#### **Legal Considerations**

Under the LGA (2002) Council must prepare and adopt an Annual Report every year.

#### **Assessment of Options**

##### **Option 1 – Adopt the Annual Report**

There is no lawful alternative, so Option 1 is recommended.



Paul Hope  
**Chief Financial Officer**

Fergus Power  
**Chief Executive**

#### **Attachments**

Additional Decision Making Considerations

Draft Audit Opinion (to be forwarded separately when available)

NOTE: The Waitaki District Council Annual Report 2016/17 (draft) is being uploaded to Council's website as a separate agenda document. It will be available there immediately after the final agenda papers are published, on 19 October 2017.

Pathway: "Council website homepage / Council Meetings / Agendas and Meetings.

Hyperlink: <http://www.waitaki.govt.nz/our-council/council-meetings/agendas-and-minutes/Pages/default.aspx>



## **Additional Decision Making Considerations**

The following matters have been considered in making the decisions.

### **Significance and Outcome**

#### **Significance**

The matters addressed in this report, namely the formal adoption of the 2016/17 Annual Report, are assessed by officers to be of moderate significance.

Council may request a detailed written assessment of the significance of these matters and/or determine that the matter has a higher level of significance. This will, in turn, affect the consideration of options and community views.

### **Community Outcome**

#### ***We keep our district affordable***

We try to keep our district as affordable as possible. We want every dollar from rates to provide the best possible services and best value for money and we are constantly working to improve how we can deliver them in an affordable way. We face a number of challenges in keeping our services affordable. For instance, we continuously have to balance diverse (and sometimes competing) community needs and wants. Our district is a large geographical area with a small population so maintaining our assets, particularly roads, has to be met by a small group of ratepayers. We also have to respond to changes by Central Government, many of which affect our rates and levels of service.

#### **Publicity and Communication Considerations**

No additional publicity is proposed beyond that normally generated through the normal conduct of public meetings. Council will also publish a Summary Annual Report as required under Section 98 of the Local Government Act (2002).

# Waitaki District Council Report

**From** Chief Financial Officer

**Date** 25 October 2017

## Tourism Waitaki Limited – Annual Report 2016/17

### Recommendations

That Council:

1. Receives the Tourism Waitaki Limited 2016/17 Annual Report.
2. Authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Tourism Waitaki Limited.

### Objective

To receive the audited Tourism Waitaki Limited Annual Report for 2016/17, and to present a resolution for the receipt of the report and the appointment of auditors, such resolution being in lieu of a shareholders meeting.

### Background

Tourism Waitaki is a 100% owned Council Controlled Organisation. As the only shareholder, Council appoints all the directors. The directors during the period covered by this Annual Report were Mr Mike McElhinney (Chairman), Mr James Glucksman, Mr Marcus Brown, Ms Adair Craik and Ms Janine Tulloch (from October 2016). Mr Mike Neilson retired as a director during the year. The Chairman and General Manager Jason Gaskill are scheduled to attend the meeting.

Council is required to:

1. Receive the Annual Report, together with the Directors' and Auditors' Reports.
2. Confirm the appointment of auditors.

### Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	No

### Consideration of Options

Council has no option but to receive the Annual Report. Consideration of the Annual Report is an important part of ensuring accountable governance of the Company.

Recommendation 2 could be declined in favour of an Annual General Meeting of shareholders, but the course of action recommended is more efficient and equally accountable to shareholders.



Paul Hope  
Chief Financial Officer

### Attachments

Additional Decision Making Considerations

NOTE: The Tourism Waitaki Limited Annual Report 2016/17 is not included as part of the agenda papers. Instead, it is available for viewing on Council's website (access links below).

Pathway: "Council website homepage / Our Council / Council Controlled Organisations / CCO Annual Reports 2016/17".

Hyperlink:

<http://www.waitaki.govt.nz/our-council/council-organisations/Pages/default.aspx>

## **Additional Decision Making Considerations**

### **Legal Considerations**

Part 5 and Schedule 8 of the Local Government Act 2002 contain provisions affecting Council Controlled Organisations, including:

- Governance (s57 – 60)
- Transparency (s61 – 63)
- Statements of Intent (s64)
- Performance Monitoring and Reporting (s65 – 69)

Section 120 of the Companies Act requires Companies to hold an Annual General Meeting. Section 122 of the Companies Act provides that an Annual General Meeting is not necessary if everything required to be done at that meeting is done by resolution of 75% of shareholders or such greater percentage as may be required under the Company Constitution.

Clause 4.3 of the Company's constitution precludes the distribution of dividends, so no resolution is required.

Council is required to:

1. Receive the Annual Report, together with the Directors' and Auditors' Reports.
2. Confirm the appointment of auditors.

**Tourism Waitaki Limited**

**Resolution, pursuant to Section 122 of the Companies Act 1993, in lieu of the Annual General Meeting of Shareholders of Tourism Waitaki Limited Passed on 25 October 2017**

**Resolved as follows:**

***Annual Accounts***

That the Annual Accounts for the year ended 30 June 2017, as presented by the Directors, be approved and that the same be and is hereby adopted.

***Auditor***

That, in accordance with clause 13.7 of the Company's constitution and with section 70 of the Local Government Act 2002, it is noted that the Office of the Auditor General continue in office as auditors.

.....  
Mayor

Waitaki District Council  
*The only shareholder*

.....  
Chief Executive



# Waitaki District Council Report

From Chief Financial Officer

Date 25 October 2017

## Omarama Airfield Limited – Annual Report 2016/17

### Recommendations

That Council:

1. Receives the Omarama Airfield Limited 2016/17 Annual Report.
2. Authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Omarama Airfield Limited.

### Objective of the Decision

To receive the audited Omarama Airfield Limited Annual Report for 2016/17 and to present a resolution for the receipt of the report and the appointment of auditors, such resolution being in lieu of a shareholders meeting.

### Background

Omarama Airfield Limited (OAL) is a Council Controlled Trading Organisation. It is 50% owned by Council and 50% owned by Omarama Soaring Centre. Council appoints two of the four directors. The directors are Mr Clive Geddes (Chairperson), Mr Richard Subtil, Mr Terry Jones and Mr Glen Claridge. Mr Bill Gordon, the former Chairperson, resigned in March 2017.

Director Mr Glen Claridge is scheduled to appear to present the Annual Report.

### Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	No

### Options Considered

Council has no option but to receive the Annual Report. Consideration of the Annual Report is an important part of ensuring accountable governance of the Company.

Recommendation 2 could be declined in favour of an Annual General Meeting of shareholders, but the course of action recommended is more efficient and equally accountable to shareholders.



Paul Pope  
Chief Financial Officer

### Attachments

Additional Decision Making Considerations

NOTE: The Omarama Airfield Limited Annual Report 2016/17 is not included as part of the agenda papers. Instead, it is available for viewing on Council's website (access links below).  
Pathway: "Council website homepage / Our Council / Council Controlled Organisations / CCO Annual Reports 2016/17".

Hyperlink:

<http://www.waitaki.govt.nz/our-council/council-organisations/Pages/default.aspx>

## **Additional Decision Making Considerations**

### **Legal Considerations**

Part 5 and Schedule 8 of the Local Government Act 2002 contain provisions affecting Council Controlled Organisations, including:

- Governance (s57 – 60)
- Transparency (s61 – 63)
- Statements of Intent (s64)
- Performance Monitoring and Reporting (s65 – 69)

As a Council Controlled Trading Organisation, the LGA 2002 requires the Company to conduct its affairs in accordance with sound business practice (s 59 (1) (d)).

Section 120 of the Companies Act requires Companies to hold an Annual General Meeting. Section 122 of the Companies Act provides that an Annual General Meeting is not necessary if everything required to be done at that meeting is done by resolution of 75% of shareholders or such greater percentage as may be required under the Company Constitution.

Council is required to:

1. Receive the Annual Reports, together with the Directors' and Auditors' Reports.
2. Confirm the appointment of auditors.

**Omarama Airfield Limited**

**Resolution, pursuant to Section 122 of the Companies Act 1993, in lieu of the Annual  
General Meeting of Shareholders of  
Omarama Airfield Ltd  
Passed on 25 October 2017**

**Resolved as follows:**

***Annual Accounts***

That the Annual Accounts for the year ended 30 June 2017, as presented by the Directors, be approved and that the same be and is hereby adopted.

***Auditor***

That, in accordance with clause 13.7 of the Company's constitution and with section 70 of the Local Government Act 2002, it is noted that the Office of the Auditor General continue in office as auditors.

..... Waitaki District Council  
Mayor A 50% shareholder

.....  
Chief Executive

# Waitaki District Council Report

From Chief Financial Officer

Date 25 October 2017

## Waitaki District Health Services Limited – Annual Report for the Year Ended 30 June 2017

### Recommendations

That Council:

1. Receives the Waitaki District Health Services Limited 2016/17 Annual Report.
2. Authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Waitaki District Health Services Limited.

### Objective

To receive the audited Waitaki District Health Services Limited Annual Report for 2016/17, and to present a resolution for the receipt of the report and the appointment of auditors, such resolution being in lieu of a shareholders meeting.

### Background

Waitaki District Health Services Limited is a 100% owned Council Controlled Organisation. As the only shareholder Council appoints all the directors. The directors during the period covered by this Annual Report were Mr Christopher J Swan (Chairperson from 1 January 2017), Ms Helen Algar, Mr Ian Hust, Dr James Reid, and Dr Andrew Wilson (from 1 February 2017). Mr George Berry retired as Chairperson on 31 December 2016. Mr Berry's eighteen years of service to the company and the Board was recognised at the time of his retirement. Members of the Board will be in attendance to present their Annual Report.

Council is required to:

1. Receive the Annual Report, together with the Directors' and Auditors' Reports.
2. Confirm the appointment of auditors.

### Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	No

### Consideration of Options

Council has no option but to receive the Annual Report. Consideration of the Annual Report is an important part of ensuring accountable governance of the Company.

Recommendation 2 could be declined in favour of an Annual General Meeting of shareholders, but the course of action recommended is more efficient and equally accountable to shareholders.

  
Paul Hope  
Chief Financial Officer

### Attachments

Additional Decision Making Considerations

NOTE: The Waitaki District Health Services Limited Annual Report 2016/17 is not included as part of the agenda papers. Instead, it is available for viewing on Council's website (access links below).  
Pathway: "Council website homepage / Our Council / Council Controlled Organisations / CCO Annual Reports 2016/17".

Hyperlink:

<http://www.waitaki.govt.nz/our-council/council-organisations/Pages/default.aspx>



## **Additional Decision Making Considerations**

### **Legal Considerations**

Part 5 and Schedule 8 of the Local Government Act 2002 contain provisions affecting Council Controlled Organisations, including:

- Governance (s57 – 60)
- Transparency (s61 – 63)
- Statements of Intent (s64)
- Performance Monitoring and Reporting (s65 – 69)

Section 120 of the Companies Act requires Companies to hold an Annual General Meeting. Section 122 of the Companies Act provides that an Annual General Meeting is not necessary if everything required to be done at that meeting is done by resolution of 75% of shareholders or such greater percentage as may be required under the Company Constitution.

Clause 4.3 of the Company's constitution precludes the distribution of dividends, so no resolution is required.

Council is required to:

1. Receive the Annual Report, together with the Directors' and Auditors' Reports.
2. Confirm the appointment of auditors.



# Waitaki District Council Memorandum

**From** Chief Financial Officer

**Date** 25 October 2017

## Triennial Revaluation Update

### Recommendation

That Council receives the information.

### Summary

Local Authorities are required to revise rating values every three years. This revaluation is undertaken by Quotable Value (QV), Council's valuation service provider. QV is responsible for the complete process including all communications and publicity. Summary results of the most recent revaluation will be presented by QV at a subsequent workshop.

### Purpose

The purpose of this memorandum is to present information on the timetable to produce and publicise the results of the latest triennial rating revaluation of all properties in the Waitaki District.

### Background

All territorial authorities are required to use property value-based rates as part of their funding mix. To ensure the values used are relative and comparable, they must be updated a minimum of every three years. The rules and process to undertake this revaluation are set by the Valuer-General and are audited by the Valuer-General's Office. Once the audit process is finished, the results will be released to property owners and the objection process will open.

### Comment

The following timetable for this year's revaluation has been provided by QV:

Effective date of valuation:	01/09/2017
OVG basis and electronic file due at auditors:	12/10/2017
OVG (auditor) site visit – 2 days commencing:	24/10/2017
Date of implementation:	04/11/2017
Date of public notice:	08/11/2017
Approximate date owners' notices posted:	15/11/2017
Objection close date*	22/12/2017
Values used for rating purpose	From 01/07/2018

QV will also work with Council to ensure there is a good level of communication to property owners about the process and their rights within it. This information will be circulated across Council so that officers are able to respond to any questions received.

QV will also provide Council with summary information on movements and trends. Council will then use that information to model the impact of the revaluation. Although the values will not be final, any modelling will be materially correct, based on past and expected objection levels. The modelling information is likely to be presented later this year.

A handwritten signature in black ink, consisting of a series of loops and a horizontal line extending to the right.

Paul Hope  
**Chief Financial Officer**



# *Waitaki District Council Memorandum*

**From** Chief Financial Officer

**Date** 25 October 2017

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## **Development Contributions Decisions Made Under Delegated Authority**

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### **Recommendations**

That Council receives the information.

### **Objective**

The objective of this report is to ensure that Council is informed of the decisions made by the Development Contributions Committee under delegated authority.

### **Summary**

The Development Contributions Committee has made three decisions on requests for waiver, review or deferral of development contributions under delegated authority since last reported in September 2017.

Officers have made one decision under delegated authority.

### **Discussion**

The Development Contributions Committee has the power to act to reduce, waive or defer development contributions on any one development up to the amount of \$40,000 excluding GST, and the power to recommend to Council to reduce, waive or defer development contributions in excess of \$40,000 excluding GST.

Officers have the authority to make a decision on a request for waiver, review or deferral of payment if the sum involved is less than \$5,000 excluding GST.

As attached, there have been three decisions made by the Development Contributions Committee under delegated authority since last reported in September 2017.

There has been one decision made under Officer-delegated authority since last reported.



Paul Hope  
**Chief Financial Officer**

### **Attachments**

Appendix 1: Copy of decisions made under Delegated Authority

## Appendix 1

### Development Contributions Policy

There have been three decisions made under the Development Contributions Committee's delegated authority, and one decision made under Officer-delegated authority since the last report to Council in September 2017.

There has been one recommendation to Council, as the Committee's delegated authority permits it to make a decision only up to \$40,000 excluding GST.

### Development Contributions

There have been three decisions made under the delegated authority of the Development Contributions Committee since the last report to Council in September 2017.

Property Address	Decision Requested	Decision Made
Tees Street, Oamaru	Review Development Contributions	Reduced after applying a commercial credit for the change in use to traveller accommodation.
Chelmer Street, Oamaru	Review Development Contributions	Waived after identifying DCs were applied in error to a private residence located in Business Zone 2.
McLeod Road, Waiareka	Review Development Contributions	Reduced the area of the farm assessed under the dairy category, with extended repayment over 5 years (or payment in full if farm sold) due to financial hardship.

There has been one decision made under Officer-delegated authority since the last report to Council in September 2017.

Property Address	Decision Requested	Decision Made
Kakanui	Waive Roding DC	Roding DC required in full as the 2012 Policy was correctly applied.

# Waitaki District Council Report

**From** Payroll Administrator  
Customer Services Group Manager

**Date** 25 October 2017

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## Recommendation for Warrants of Appointment

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### Recommendation

That Waitaki District Council resolves as follows:

- 1) Waitaki District Council hereby appoints **Vamsidhar Reddy Nathala** (Contractor – North Otago Security) as:
  - a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
    - i) Entry of private land (s171);
    - ii) Entry for enforcement purposes (s172);
    - iii) Entry in cases of emergency (s173); and
    - iv) Authority to act (s174).
  - b) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular the following powers:
    - i) Avoid, Remedy or Mitigate Adverse Effects (s17);
    - ii) Acquire Information (s22);
    - iii) Issue an Abatement Notice (s322);
    - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
    - v) Issue an excessive noise direction (s327);
    - vi) Enter private land to ensure compliance with an excessive noise direction (s328);
    - vii) Take preventative or remedial action (s330);
    - viii) Enter for survey (s333);
    - ix) Seize property (s323) and (s328); and
    - x) Return property (s336).
  - c) A 'Dog Control Officer' under Section 11 of the Dog Control Act 1996 with authority to exercise all the powers of a Dog Control Officer under the Dog Control Act 1996, and in particular the following powers:
    - i) Enter land or premises (except dwellinghouse) to inspect dog (s14);
    - ii) Seize and remove dog to provide food and shelter (s14);
    - iii) Request information about dog owner (s19);
    - iv) Request information about dog (s19);
    - v) Remove dog from land or premises in relation to barking dog (s55);
    - vi) Enter land, premises or dwellinghouse in relation to dog attack (s57);
    - vii) Seize or destroy dog in relation to dog attack (s57); and
    - viii) Issue infringement notice (s66).
  - d) An 'Enforcement Officer' under Section 32 of the Freedom Camping Act 2011 with all the powers of an Enforcement Officer under the Freedom Camping Act 2011, and in particular the following powers:
    - i) Issue infringement notices for offences (s27);
    - ii) Require certain information (s35);
    - iii) Require certain persons to leave the area (s36); and
    - iv) Seize or impound certain property (s37).

- 2) Waitaki District Council hereby appoints **Sukhninder Singh** (Contractor – North Otago Security) as:
- a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
    - i) Entry of private land (s171);
    - ii) Entry for enforcement purposes (s172);
    - iii) Entry in cases of emergency (s173); and
    - iv) Authority to act (s174).
  - b) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular the following powers:
    - i) Avoid, Remedy or Mitigate Adverse Effects (s17);
    - ii) Acquire Information (s22);
    - iii) Issue an Abatement Notice (s322);
    - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
    - v) Issue an excessive noise direction (s327);
    - vi) Enter private land to ensure compliance with an excessive noise direction (s328);
    - vii) Take preventative or remedial action (s330);
    - viii) Enter for survey (s333);
    - ix) Seize property (s323) and (s328); and
    - x) Return property (s336).
  - c) A 'Dog Control Officer' under Section 11 of the Dog Control Act 1996 with authority to exercise all the powers of a Dog Control Officer under the Dog Control Act 1996, and in particular the following powers:
    - i) Enter land or premises (except dwellinghouse) to inspect dog (s14);
    - ii) Seize and remove dog to provide food and shelter (s14);
    - iii) Request information about dog owner (s19);
    - iv) Request information about dog (s19);
    - v) Remove dog from land or premises in relation to barking dog (s55);
    - vi) Enter land, premises or dwellinghouse in relation to dog attack (s57);
    - vii) Seize or destroy dog in relation to dog attack (s57); and
    - viii) Issue infringement notice (s66).
  - d) An 'Enforcement Officer' under Section 32 of the Freedom Camping Act 2011 with all the powers of an Enforcement Officer under the Freedom Camping Act 2011, and in particular the following powers:
    - i) Issue infringement notices for offences (s27);
    - ii) Require certain information (s35);
    - iii) Require certain persons to leave the area (s36); and
    - iv) Seize or impound certain property (s37).
- 3) Waitaki District Council hereby appoints **Graham Bruce MacLeod** (Council Officer – Building Control Officer) as:
- a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
    - i) Entry of private land (s171);
    - ii) Entry for enforcement purposes (s172);
    - iii) Entry in cases of emergency (s173); and
    - iv) Authority to act (s174).
  - b) An 'Enforcement Officer' under Section 38 of the Resource Management Act 1991 with authority to exercise all the powers of an Enforcement Officer under the Resource Management Act 1991, and in particular the following powers:
    - i) Avoid, Remedy or Mitigate Adverse Effects (s17);
    - ii) Acquire Information (s22);



- iii) Issue an Abatement Notice (s322);
  - iv) Carry out, at any reasonable time, inspections of any place or structure (except a dwelling house) (s332);
  - v) Issue an excessive noise direction (s327);
  - vi) Enter private land to ensure compliance with an excessive noise direction (s328);
  - vii) Take preventative or remedial action (s330);
  - viii) Enter for survey (s333);
  - ix) Seize property (s323) and (s328); and
  - x) Return property (s336).
- c) An 'Authorised Person' under Section 206 of the Building Act 2004 with authority to exercise all the powers of an Authorised Person/Enforcement Officer/Agent under the Building Act 2004, and in particular the following powers:
- i) Inspection by building consent authority (s90);
  - ii) Inspection by territorial authority (s111);
  - iii) Measures to avoid immediate danger or to fix unsanitary conditions (s129);
  - iv) Inspection of building work under notice to fix (s167);
  - v) Request information or production of documents (s207a);
  - vi) Inspection by territorial authority (s222); and
  - vii) Issue infringement notices (s372).
- d) An 'Inspector' under Section 6 of the Machinery Act 1950 with authority to exercise all the powers of an Inspector under the Machinery Act 1950.
- e) An 'Officer' under Section 23 of the Amusement Devices Regulations 1978 with authority to exercise all the powers of an Officer under the Amusement Devices Regulations 1978.
- f) A 'Litter Control Officer' under Section 5 of the Litter Act 1979 with authority to exercise all the powers of a Litter Control Officer under the Litter Act 1979.

### Background and Objective

These resolutions are required to provide enforcement powers for two employees of North Otago Security Limited (a contractor to Council) and a "Building Control Officer".

### Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	Low	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	No

### Significance and Outcomes

This decision is of low significance. It relates to the following outcome:

- Our Local and Central Governments demonstrate efficient and effective use of resources.



Rob Murray  
Payroll Administrator



Lisa Baillie  
Customer Services Group Manager

# Waitaki District Council Report

From Chief Financial Officer

Date 25 October 2017

## Grant from the Rural Fire Reserve

### Recommendation

That Council approves a grant of up to \$8,000 from the Rural Fire Depreciation Reserve to fund the provision of equipment and clothing for the District's Volunteer Rural Fire Forces, to allow them to assist with civil defence matters, especially flooding and similar weather events.

### Objective of the Decision

To provide funding to Volunteer Rural Fire Forces, to allow them to assist with civil defence matters in a safe manner.

### Summary

It is proposed that Council use part of an uncommitted reserve to address a health and safety issue that has been brought to Council's attention.

### Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	No	Cultural Considerations	No
Significance	No	Social Considerations	Moderate
Financial Criteria	No	Economic Considerations	No
Community Views	Moderate	Community Board Views	No
Consultation	No	Publicity and Communication	Moderate

### Background

The Volunteer Rural Fire Forces (VRFF) is a group that plays an important role in responding to Civil Defence matters. During the recent high rainfall / flooding event, it was brought to Council's attention that not all members of the VRFF had access to appropriate equipment, particularly wet weather Personal Protective Equipment (PPE). This matter was followed up with the appropriate officer at Fire and Emergency New Zealand (FENZ). The response from FENZ was that it had provided safety equipment including life vests and throw ropes, and that its current equipment procedures would not allow the current purchase of PPE equipment, especially as it was to address a Civil Defence, not fire, incident.

### Discussion

Although certain Civil Defence responsibilities have been transferred to the regional agency, Council still has obligations particularly in relation to response. As part of any response, Council will rely on a mix of contractors and volunteers, including VRFF. Council tries to ensure the health and safety of all involved and has taken action in the past to provide assistance. This issue may need further discussion in the future. However, because the more immediate issue has been raised with Council, there is now a need to determine how Council would like to respond.

The Otago rural fire section of Fire and Emergency New Zealand (FENZ) has stated that this type of equipment issue, in terms of responding to wider emergencies, will be considered in the near future, but this has not been possible during the early part of the FENZ establishment / transition process. Therefore, this grant would be to address an immediate issue and is not a long-term commitment.

### Summary of Options Considered

**Option 1** – Provide funding from reserve funds to fund purchases

**Option 2** – Direct equipment purchase and retain ownership

**Option 3** – Take no action (not recommended)

**Assessment of Preferred Option**

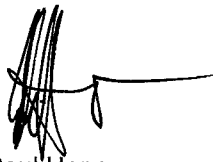
Option 1 is the option supported by VRFF and FENZ. The advantage of this option is that it would allow the gear to be located on a permanent basis in the relevant fire bases. This would be the cleanest solution to an immediate issue. As both the position of FENZ and regional Civil Defence will evolve over time, this should not be seen as a long-term commitment.

Option 2 has some benefits as it could create a potential pool of equipment that would be available to other users. However, there would be issues with storage and getting it to where it is needed in a timely manner.

Option 3 could be taken if Council was comfortable with the longer timeframe that may exist in addressing the issue.

**Conclusion**

Council has the financial capacity to address a volunteer health and safety issue that has been brought to its attention. Addressing this in a timely manner would have several benefits, including continuing to build the relationship with a key partner in civil defence matters.

A handwritten signature in black ink, appearing to read 'Paul Hope', with a horizontal line extending to the right.

Paul Hope  
**Chief Financial Officer**

# Waitaki District Council Memorandum

**From** Chief Financial Officer

**Date** 25 October 2017

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## WDC Intern Programme – Pastoral Care

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### Recommendation

That the Council receives the information.

### Summary

Council staff are developing a student intern programme for the Council. This programme will see students recruited both from New Zealand and overseas to undertake projects that the Council would not otherwise have the resources to undertake over terms from 10 weeks to one year. This is an unpaid programme where the student will undertake a defined project of value to the Council and/or the local communities, and the Council will provide management service and accommodation.

As most of these students will be living away from home (some for the first time), it is important that the Council puts in place systems and processes to ensure their safety and comfort, and give reassurance of this to the students and their parents.

### Purpose

This report presents the draft code of pastoral care, for Councillors' information.

### Background

The experience of particularly international students in New Zealand has been mixed, with some providers giving students poor service and in some cases leaving them seriously out of pocket. When students come to study in New Zealand, education providers have an important responsibility to ensure that those students are well informed, safe and properly cared for. To support this, the New Zealand Government has developed the Education (Pastoral Care of International Students) Code of Practice 2016, which replaced the 2010 Code of Practice.

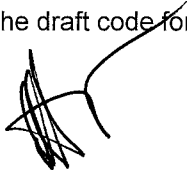
The Code of Practice prescribes the required outcomes education providers and their agents need to deliver for their international students.

While the Council's intern programme will not qualify it as an 'education provider' (as the NZQA eligibility criteria is restricted to traditional academic institutions), this code does provide a useful reference document setting out how students should be cared for.

### Comment

The Government's code has been adapted, therefore, to cover both domestic and international students and to cover the particular needs of a Council internship programme compared with a more traditional academic environment. In addition, irrelevant sections have been deleted (for example, those covering international education agents and the protection of deposits and course fees).

The draft code for the Council is attached for Councillors' information.



Paul Hope  
Chief Financial Officer





## Pastoral care of student interns

### Purpose

These guidelines are intended to help frame the relationship between the Waitaki District Council, the participating partner universities and the student interns. It is intended to establish practices that meet the legislative outcomes of the Education (Pastoral Care of International Students) Code of Practice 2016 – “the Code”. In this case, the Code is adapted to apply equally to both international and domestic students who may participate in the Council’s programme.

The Code prescribes (alongside other quality assurance prescriptions in the Education Act 1989) the outcomes sought from partners for students, and the key processes required of signatories to support the well-being, achievement, and rights of students.

### Outcome 1: Marketing and promotion

The intent of this outcome is to ensure prospective student interns and their families have a full and realistic picture of what it will be like to live and work in the Waitaki District. This means supporting them upfront with robust information so they can make a sound decision about whether working with the Council is the best decision for them. In addition to all the benefits, they will need to be aware of the costs they will face, the reality of day-to-day life, and – where relevant – what kind of employment experience opportunities they are likely to have. It is important that this information is regularly reviewed so it remains current.

#### *Creating a picture for people of what it is like to work with the Council*

You will need to make sure that each participating department’s marketing material is realistic and personalised. Photographs of buildings, of the facilities you have, the grounds and even the surrounding region, all help to paint a picture of what it is like to work with the Council and live in the local area.

These materials should include links to regional information and other websites that give a flavour of local culture so intending student interns can get an idea about where they are coming to and can start to do some research of their own. Use links for local services to help provide general information about living in the Waitaki District.

Potential students will also need to understand as far as possible all the costs they will face, for living costs and transport; include as much as possible, as well as costs that might be hidden, and make sure it is relevant to the local situation.

Students will want to know what types of accommodation are available, including the standards they should expect.

If there are quotes or case studies from past students, use these to tell the story of what it is like to work with the Council.

### Outcome 2: Managing and monitoring agents

If agents are used to find student interns, it is important that they act (on behalf of the Council) with the utmost integrity at all times. Therefore, it is important that they are clear on their obligations, and that the Council has procedures to make sure they provide student interns and their families with the best information and support possible.

### ***Ethical standards***

The ethical principles for any agent working for the Council include:

- practise responsible business ethics;
- provide current, accurate and honest information in an ethical and timely manner;
- develop transparent business relationships with student interns and universities through the use of written agreements;
- provide current and up-to-date information that enables student interns to make informed choices when selecting which agent;
- act professionally; and,
- work to raise ethical standards and best practice.

Any agent the Council uses must abide by these ethical principles at all times. Therefore, a written agreement/contract, procedures and monitoring processes need to be in place to manage any breach of these standards.

### **Outcome 3: Offers, enrolment and contracts**

The intent of this outcome is to ensure the Council Departments have good systems and documentation set up to manage the offer and contract for each new student intern, and to ensure that student interns and their families are clear on their obligations and responsibilities.

#### ***Making sure the intern programme is the right fit***

As part of any offer to a student intern, Departments must ensure that the work experience is appropriate for the particular student's expectations and academic capability, and – in the case of international students – English language proficiency.

The work programme should be at a realistic level for the student intern to succeed. Departments should assess the proficiencies of all students under consideration, and their career intentions, and determine if their future intentions match the work experience opportunities on offer.

In addition, it should be a goal that each intern is able to take away a work experience project that they are able to put their name on and take credit for.

#### ***Ensuring full disclosure***

It is important that prospective student interns understand that full disclosure is vital to help ensure appropriate work experience, proper care and safety. Non-disclosure can also affect Council liability. This might include any medical conditions or other health issues. It should be made clear to any prospective students the repercussions of any non-disclosure.

#### ***Good practice for contracts***

It is important that any contract be clear and easily understood. It is also important that each student intern and their family have enough information to make an informed decision about whether to come to the Waitaki District, including understanding their rights, opportunities and legal obligations. Information can be given in a number of ways including going through documents with the student either in person, or via another communication method, and ensuring they are clear on each section.

Students need to understand the importance of providing the Council with full and honest information. This might include health, behaviour or academic issues. The employing department should make clear to student interns the repercussions of any non-disclosure. This may include termination of the contract or altering the agreement with the student to accommodate their needs. The student intern has the right under the Privacy Act 1993 to obtain access to and request corrections of any personal information held by your organisation concerning them. Make sure employing managers are familiar with the relevant legal obligations in the Privacy Act 1993 and include reference to it in any contract. Elements of a contract may include:

- attendance policy (and absence procedures);
- expected standards of student behaviour;
- any accommodation requirements/limitations;
- immigration and visa requirements where relevant;
- holiday policy;
- requirement to inform of change of contact or accommodation details;
- any insurance requirements;
- declaration of any medical or special needs;
- complaint processes; and,
- disciplinary and termination processes.

### ***Insurance and indemnity by the Council***

It is important that student interns get the right advice about ACC, insurance, and extent of Council indemnities, and that they know to obtain insurance policies, where necessary, to protect them against significant financial costs arising from any incidents.

In the case of international students, they are not usually entitled to publicly-funded health services while in New Zealand, so may be liable for the full costs of any treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health – go to [www.health.govt.nz](http://www.health.govt.nz).

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but again in the case of international students, they may still be liable for all other medical and related costs. For more information, go to [www.acc.co.nz](http://www.acc.co.nz).

Student interns will also most likely require contents insurance to cover their belongings.

In order to protect both the Council and student interns, it is important that they have appropriate drivers' licenses and that these are checked before they gain access to Council vehicles.

Where overseas insurance companies are used, it is important that they are able to offer appropriate cover in New Zealand.

## **Outcome 4: Immigration matters**

The intent of this outcome is to ensure that international student interns are entitled to undertake their internship, and that they understand their rights and responsibilities around immigration matters.

### ***About visas***

Full details of immigration requirements, advice on rights to employment in New Zealand, and reporting requirements are available from Immigration New Zealand, and can be viewed on its website at: <https://www.immigration.govt.nz/new-zealand-visas>. Key matters to note include:

- visa conditions include, but are not limited to, having sufficient funds for maintenance while in New Zealand;
- attending the programme at all times unless there are genuine reasons for any absences, and making satisfactory academic progress;
- having acceptable insurance for the duration of the visit; and
- working no more than the hours specified on their visa.

In the case of international students, the right to work as a student intern for the period of internship offer needs to be established before an offer of internship is made.



## Outcome 5: Orientation

The intent of this outcome is to ensure that student interns have a robust orientation to help them settle in well to life and work in the Waitaki District.

Orientation for student interns is not a one-off experience; it is a process that runs from before a student arrives, through the first weeks, and possibly even up until the point that they depart. There is a natural flow-on from orientation into the advice and support that you provide for the ongoing safety and well-being of students. Refer to Outcome 7: Student advice, support services for advice about student handbooks/manuals.

It is important to ensure student interns have information before they get to Oamaru, so they can learn as much as possible about what life and work will be like. Consider providing orientation material online, both for ease of information maintenance (it can be harder to update hardcopy documents) and also to make it easier for students to browse information before they get here.

For student interns coming from overseas, it is important that orientation includes explanations of the New Zealand employment environment as well as New Zealand cultural practices so that they know and understand what to expect.

## Outcome 6: Safety and well-being

The intent of this outcome is to ensure student interns are as well supported as possible to have a safe, happy, healthy and successful time living and working in the Waitaki District.

It is imperative that all students live and work in a safe environment. The Council has a number of health and safety policies and procedures to support safety which students should be made aware of, including how to deal with conflicts in the workplace.

As most student interns will be living away from home, and in the case of international students, in a new country, often without the support of family, it is particularly important that providers ensure they look for signs of distress and inform students about support services that are available in the organisation or community.

Student interns are required to be given contact details for staff who can help them with health, safety and employment issues. This includes details of a 24/7 contact person who can help them deal with any issues that occur outside of work hours.

Developing a critical incident plan that covers all situations can be difficult. Plans need to cover a lot of detail and have processes to connect to external agencies such as insurance companies, hospitals, embassies, government agencies, and the like. Any critical incident plan will also need to cover media management, particularly in the case of international students.

### **Accommodation**

It is important to ensure that student interns have a happy, safe and comfortable living environment, especially for those students coming to a new country and culture, and who might be away from home for the first time without friends and family nearby. Elements of suitability may include:

- level of safety and security;
- location;
- standard of bathrooms and other facilities;
- standard of cleanliness;
- temperature and heating;
- appropriate furniture;
- appropriate bedding;
- provisions for emergencies (eg first aid supplies, smoke alarms); and,
- whether the physical and emotional environment is safe for the student.



## **Outcome 7: Student support, advice, and services**

The intent of this outcome is to ensure that student interns are fully informed about services and advice so they have good ongoing support while they live and work in the Waitaki District.

Much of the information from orientation will flow into ongoing student support, advice, and services. It is important to view these together, to ensure that a holistic approach is taken to the well-being of students.

A student intern manual should be concise. It should be written in language and with information that is appropriate to the students' needs. When preparing it, or updating it, start with questions such as: What do our interns need to know? Consider including photographs of the staff and locations around the District to help students find their way around. Keep the latest (dated) version of the manual on the website. To help international students in particular, use plain language, and be considerate of cultural perspectives, beliefs, and values which vary across cultures and could cause cultural misunderstanding. A manual should include:

- information on the Council work environment, and in particular the structure and business norms;
- contact details for the Council, its offices and nominated support and emergency contact staff;
- details of the District, its geography, climate and people;
- living costs and budget advice;
- cultural, religious, recreational, and sporting activities and opportunities;
- health, support and disability services, and how to appropriately access them;
- legal rights, responsibilities, and legal support;
- health and safety protections and procedures; and,
- dispute procedures.

## **Outcome 8: Managing exit**

The intent of this outcome is to ensure good systems and processes are in place for students so they are clear on what happens if they need to withdraw from the internship programme, and what happens at completion and exit. These systems should also include exit interviews, so that the programme can build and improve on the basis of each intern's experience.

Following exit at the end of an internship programme, information should be collated in order to make sure that the Council administration is able to provide timely future work references. Note that the Department and Council must make student records available to a student, should they request them. Make sure that both parties (Council staff and the student) are familiar with the relevant legal obligations in the Privacy Act 1993.

## **Outcome 9: Grievance procedures**

The intent of this outcome is to ensure a robust, transparent and accessible process is in place to resolve any grievances student interns may have.

### ***Complaints process***

Each student intern, along with their parents or caregivers if appropriate, and each partner university, must know what the Council's grievance processes are, and who within the Council to contact if they want to make a complaint.

### ***Harassment process***

The process should clearly set out what constitutes harassment of or by an intern and what can and will be done to address it. Remember interns may be away from home for the first time and this makes them particularly vulnerable.

### ***Discipline process***

A clear and transparent process for managing issues is important, along with understanding and accounting for the fact that each situation will be unique. This will need to take into account any relevant New Zealand laws and contractual obligations.

Any process also needs to consider that often a situation may include a number of issues, so processes may need to cover a mix of continual issues, rather than each individual issue. Over time, the programme should learn from things that go wrong – look at what happened, where there may be gaps, and where you might be able to make changes in future.

### ***Some areas to think about when developing complaint, harassment and discipline processes***

- make the processes easy to understand – think about a flow chart, or step-by-step instructions, in plain English;
- involve students in the development of the processes and in its review;
- include clear direction on who to go to for support, advise student interns to approach the staff member closest to the problem in the first instance (with support if appropriate);
- identify different complaint types and the person to whom each type of complaint would be referred;
- include photographs and locations of appropriate staff for ease of identification for students;
- include your process in information packs and explain the process at orientation (keep it simple and positive);
- tell students about the process both verbally and in writing;
- let students know that they have a right to an advocate, and make sure advocates have institutional knowledge (policies, procedures, people) and are able to listen without prejudice to the student's point of view;
- let students know that they may bring another support person with them (such as a friend or family member) during any stage of the complaints or harassment process;
- refer students to their students' association if appropriate;
- integrate a process for managing any complaints about the agents you commission;
- make sure you put the outcome of any complaints in writing; and,
- ensure you document your complaints, gather feedback on the effectiveness of your process, and develop a way of integrating these into your internal review process so you can continually improve.

Complaint, harassment and discipline processes for the internship programme should be part of the Council's normal HR policies and procedures.

### **Self-review**

It is important that the Council and each participating department set up robust policies, processes, procedures, practices and documentation to ensure the systems are in place to manage the welfare and safety of the student interns. Having a system to maintain these, and a self-review process that seeks to constantly evaluate and then improve following each internship 'season', is critical to ongoing success. Key points to remember include:

- set up robust systems;
- seek independent peer review of material;
- get independent legal advice on contracts, when needed;
- gaining student, staff and community input, in particular, exit interviews;
- self-review – how did we do it? How well did we do it? How do we know?
- Document!

Remember, it is a goal of the Council that each intern leaves at the end of the programme as a good ambassador for the Waitaki District.

## Legislation to think about

There are a number of pieces of legislation that you will need to be aware of that can be found at [www.legislation.govt.nz](http://www.legislation.govt.nz) – just search for the name of the Act for more information. There could be a variety of reasons for reference to these. Here are just a few examples:

- Education (Pastoral Care of International Students) Code of Practice 2016: <https://www.enz.govt.nz/news-and-research/ed-news/new-code-for-student-care-established/>
- Education Act 1989 – for student rights and responsibilities relating to education in New Zealand;
- Immigration Act 2009 – for provisions around student responsibilities relating to visas/permits;
- Human Rights Act 1993 – for provisions on harassment and discrimination;
- Health and Safety at Work Act 2015 – for H&S processes, responsibilities and protections;
- Employment Relations Act 2000 – for employment and work processes;
- Residential Tenancies Act 1986 – for useful information for students intending to rent a house or flat;
- Privacy Act 1993 – for information around holding personal information and communicating with parents/guardians;
- Disputes Tribunals Act 1988 – for provisions relating to small claims;
- Sale of Liquor Act 1989 – for information about legal ages for purchase and consumption of liquor; and
- Misuse of Drugs Act 1975 – for information about drug control laws.