



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

Notice of Meeting of

Council

at the

**Council Chamber, Council HQ
20 Thames Street, Oamaru**

at

9am on Wednesday 10 May 2017

***In the interests of the environment and to help reduce photocopying costs,
please bring your Council agenda with you to the meeting***

www.waitaki.govt.nz

Waitaki District Council Meeting

9am, Wednesday 10 May 2017
Council Headquarters, Council Chambers
3rd Floor, 20 Thames Street, Oamaru

Apologies
Declarations of Interest

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"That the public be excluded from the following parts of the proceedings of this meeting, namely item 15.

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: • Confirmation of Public Excluded Minutes – 29 March 2017	To protect the privacy of natural persons. Section 48(1) (a). (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned). 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."

15. Confirmation of Public Excluded Minutes

- Council 29 March 2017

65-66

Waitaki District Council

Council

Minutes of a meeting of the Waitaki District Council held in the Council Chamber, Council HQ, 20 Thames Street, Oamaru at 9.00am on Wednesday 29 March 2017

Present Mayor Kircher (Chair), Crs Tavendale, Dawson, Garvan, Holding, Kingan, Hopkins (from 11.16am), Percival, Perkins, Wheeler and Wollstein

Apologies Cr Hopkins (lateness)

In Attendance Mr Ross (Chief Executive)
Mr Jorgensen (Assets Group Manager)
Dr Cloete (Community Services Group Manager)
Mrs Baillie (Customer Services Group Manager) (until 11.45am)
Mr Hope (Chief Financial Officer)
Mr Roesler (Policy & Communications Manager)
Mrs Tanner (Policy Officer - Governance)

Declarations of Interest

There were no declarations of interest.

Apologies

RESOLVED
WDC17/034

Crs Garvan/Dawson
"That Council accepts an apology from Cr Hopkins for lateness."

CARRIED

1. Public Forum

Mr Henderson spoke on Council's public notices appearing in the Oamaru Mail as he hadn't seen today's Council meeting advertised. Mayor Kircher explained today's meeting was advertised in the ODT on 20 March.

Mr Henderson pointed out that the temporary liquor ban advertisement for the 'Laneway Long Lunch' was incorrectly worded as it appears to refer to all of Oamaru, not just the venue. Ms Guyan will follow up on this.

2. Confirmation of Minutes

RESOLVED
WDC17/035

Crs Tavendale/Dawson
"That Council confirms minutes of 15 February 2017 Council meeting."

CARRIED

RESOLVED
WDC17/036

Crs Wollstein/Kingan
"That Council confirms minutes of 15 March 2017 Extraordinary Council meeting."

CARRIED

3. Chief Executive's Report

The following comments are provided to bring Councillors up to date with issues that have arisen since the last Council meeting on 15 February 2017. The layout of this report is designed to mirror in part the KPI's set by Council for the CEO. These reflect our key community outcomes. A number of the comments are simply reporting back to Council on matters which have arisen over the last few weeks. Some of these include:

- Regulatory Services – over the past month we have employed three new staff members to fully complement our administration team and allow Regulatory Services to deliver critical functions.
- Councillors are keen to advance plans for further development in the harbour area, in particular visitor accommodation and the roading layout.
- Council's joint shared Health and Safety arrangement with Waitaki District Health Services is going well.
- Waitaki District Health Services – Mayor Kircher and I attended a dinner to celebrate the service of former Chairman, George Berry and to thank him for his nearly 20 years of service.
- Whitestone Contracting Limited – good to see Whitestone's interim profit is on target and hopefully the company is well positioned to earn a similar amount to last year.
- Tourism Waitaki is in the process of finalising its new project at the penguin colony with work due to be completed in April.
- Observatory Retirement Village has had success in signing up its apartments and gaining interest in their villas which are to begin construction shortly. There will be a tour of the facility this Friday morning at 9am for Councillors to view the apartments.
- Mayor Kircher and I attended the Rural and Provincial Sector meeting in Wellington on 16 and 17 March. There was an excellent update from President Yule and CEO Malcolm Alexander.

RESOLVED
WDC17/037

Crs Perkins/Dawson
"That Council receives the information."

CARRIED

4. Mayor's Report

The Mayor's report provides comments to bring Councillors and the public up to date with a number of issues that have arisen since the last Council meeting. Some of these include:

- Twelve apartments at the Observatory Retirement Village are now all under contract and when the complex opens in August they will be occupied. Stage 2 is planned and will be undertaken once demand builds up. Three show home villas are to be built shortly with nine villas now under contract.
- Official opening of the bike park was held on 18 March. This is an awesome addition to the harbour playground facility with many children enjoying the facility.
- Friendly Bay Family Day on 26 February was another success. It was great to get feedback from a number of visitors from Dunedin and Timaru who were quite envious of our day.
- I attended an event to celebrate the promotion of our local MP, Jacqui Dean, to become a Government Minister. Jacqui now holds the roles of Minister of Commerce and Consumer Affairs, Minister for Small Business, Associate Minister for ACC and Associate Minister for Local Government. Having our local member holding the Associate Minister for Local Government position gives us the potential to have a more direct link to Parliament.
- Kiwi Camps – Claire Barlow (ex-Mayor Mackenzie District) is rolling out a freedom camping option around the country and letting councils know what is involved. We will discuss with Claire what solutions, configurations and costs we will be looking for. This concept involves visitors using their smart phone, loaded with the Kiwicash app, to pay for services they use at park-over spots around New Zealand. It is free to park at these spots with facilities paid for simply by placing a phone (with Kiwicash app) next to the built-in sensors at the facility.

RESOLVED
WDC17/038

Crs Tavendale/Kingan
"That Council receives the information."

CARRIED

5. Recommendations from Committees: 15 March 2017

Assets Committee

Waitaki Resource Recovery Trust (WRRT) Redevelopment Funding

RESOLVED

WDC17/039

Crs Kingan/Tavendale

"That Council:

1. Confirms that resolution WDC16/234 relating to glass noise at the WRRT site, has been met, and
2. Approves WRRT's redevelopment plan, and
3. Confirms that by meeting resolution WDC16/234 and approving the redevelopment plan, resolution WDC16/235 relating to the funding of the WRRT redevelopment has also been met."

CARRIED

Community Services Committee

North Otago Hockey Turf Funding (NORTT)

RESOLVED

WDC17/040

Crs Wollstein/Tavendale

"That Council:

1. Directs staff to include \$36,000 in the 2017/18 draft budgets for the NORTT playing surface replacement project.
2. Notes approval of any contribution to this NORTT project will occur at the 21 June 2017 Council meeting at which the Annual Plan 2017/18 is adopted.
3. Directs staff to write a letter of support for NORTT application to lotteries for replacement of the playing surface stating that Council is proposing a \$36,000 financial contribution in its Annual Plan consultation."

CARRIED

Otematata Tennis Court Fence

RESOLVED

WDC17/041

Crs Dawson/Wheeler

"That Council declines to fund \$5,000 from the RMA Fund with the balance of funds required to come from the 'Ahuriri Recreation Reserves Fund'."

CARRIED

6. Approval of Fees under the Food Act 2014

It is proposed that Council approve the fees proposed under the Food Act 2014. New fees will apply for the 2016/17 financial year for businesses transitioning in year one and 2017/18 financial year.

RESOLVED

WDC17/042

Crs Wheeler/Tavendale

"That Council adopt the proposed fees below under the Food Act 2014 to take effect Monday 3 April 2017."

Food Act 2014 (Food Control Plan or National Programme)		
New Application	Base fee plus 155.00 per hour after first hour	155.00
Renewal		155.00
Amendments	Base fee plus 155.00 per hour after first hour	155.00

Verification Inspection	Base fee plus 205.00 per hour after first hour (capped at 4 hours)	205.00
Improvement Notice/ Corrective Action		155.00
Re-inspection	Base fee plus 205.00 per hour after first hour	205.00
Compliance Verification	Base fee plus 205.00 per hour after first hour (capped at 4 hours) Only charged for verified complaints	205.00
Mentoring Service - provider advisement available on request		N/A
Food Control Plan		30.00

CARRIED

7. Register of Delegations to Elected Members 2017

This report presents the proposed 'Register of Delegations to Elected Members 2017' (Register) to the Council for adoption.

RESOLVED

WDC17/043

Crs Dawson/Tavendale

"That Council:

1. Notes the direction provided by Council at 22 March workshop has been reflected in the proposed Delegations Register 2017.
2. Adopts the Register of Delegations to Elected Members 2017."

CARRIED

8. Standing Orders 2016-2019

The objective of this report is to ensure that Council has appropriate and relevant guidance and rules for the conduct of the proceedings of local authorities, committees, subcommittees and subordinate decision-making bodies and community boards.

RESOLVED

WDC17/044

Crs Tavendale/Wollstein

"That Council:

1. Notes that Council considered and gave feedback to staff on the Draft Waitaki District Council Standing Orders 2017 at 15 February 2017 Council meeting.
2. Notes that feedback from 15 February 2017 Council meeting has been considered by Council staff and that the action points were communicated to all Councillors leading into 29 March 2017 meeting.
3. Adopts the Waitaki District Council Standing Orders 2017 for use over the 2017-2019 triennium."

CARRIED

9. Capital Project Budget

It is proposed that Council approve the updated project budget which needs to be included in the funding applications to the following funders:

- Lotteries – Environment and Heritage Fund
- Lotteries – Significant Project Fund
- Otago Community Trust
- Regional Culture and Heritage Fund

RESOLVED
WDC17/045

Crs Perkins/Wheeler

"That Council:

1. Approves the capital budget for the Cultural Facility Development Project be increased from \$4,500,000 to a maximum \$6,000,000 and
2. Increases its contribution towards the Cultural Facility Development Project from \$1,500,000 to \$1,900,000 (\$1,500,000 loan funded and \$400,000 depreciation funded), and
3. Takes note, once the project and final plans are approved this estimated budget allocation may be reviewed."

CARRIED UNANIMOUSLY

10. Chief Executive Officer Recruitment and Selection Update

This report provides an overview of the process that has occurred to date and provides the timeline of the next steps in the Chief Executive Officer Recruitment and Selection process.

RESOLVED
WDC17/046

Crs Dawson/Tavendale

"That Council:

1. Receives this information regarding the progress of the Chief Executive Officer Recruitment and Selection process.
2. Approves the selection of Sheffield to coordinate the Recruitment and Selection process."

CARRIED

RESOLVED
WDC17/047

Crs Dawson/Wollstein

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

- Confirmation of Public Excluded Meeting minutes – Council 15 February 2017
- Recommendations from Executive Committee meeting – 13 March 2017
- CEO Performance Review 2016."

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:

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Public Excluded:	
<ul style="list-style-type: none"> • Confirmation of Public Excluded Meeting minutes – Council 15 February 2017 • Recommendations from Executive Committee meeting – 13 March 2017 • CEO Performance Review 2016 	<p>To protect the privacy of natural persons. Section 48(1)(a) (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned).</p> <p>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).</p>

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Refer to Public Excluded Minutes

RESOLVED
WDC17/051

Crs Perkins/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

Meeting adjourned at 10.20am and reconvened at 10.30am

11. Waitaki District Health Services Limited Half Yearly Report

To provide Council with the Waitaki District Health Services Limited (WDHSL) half-yearly report for the period ending 31 December 2016. Robert Gonzales (General Manager), Helen Algar (Board Member) and Chris Swan (Board Chair) attended the meeting to present the report and answer questions.

RESOLVED
WDC17/052

Crs Garvan/Perkins
"That Council receives the information."

CARRIED

RESOLVED
WDC17/053

Crs Garvan/Perkins
"That the public be excluded from the following part of the proceedings of this meeting, namely:
• Legal Update – Itchen Street."

CARRIED

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Public Excluded:	
• Legal Update – Itchen Street	<p>To protect the privacy of natural persons. Section 48(1)(a) (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned).</p> <p>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).</p>

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Refer to Public Excluded Minutes

RESOLVED
WDC17/055

Crs Wollstein/Perkins
"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

Meeting adjourned at 11.44am to undertake a workshop and reconvened at 1pm.

12. Tourism Waitaki Half Yearly Report

To provide Council with the Tourism Waitaki half-yearly report for the period ending 31 December 2016. Tourism Waitaki representatives Jason Gaskill, Mike McElhinny, Adair Craik, Marcus Brown, Janine Tulloch and James Glucksman attended the meeting to present the report and answer questions.

RESOLVED
WDC17/056

Crs Wollstein/Dawson
"That Council receives the information."

CARRIED

There being no further business the Chairman declared the meeting closed at 1.20pm.

Confirmed on this 10th day of May 2017 at Waitaki District Council Chambers, Oamaru.

Mayor Kircher

Waitaki District Council Memorandum

From Mayor Gary Kircher

Date 10 May 2017

Mayor's Report

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?

Once again, a lot has been happening, both in the public arena and behind the scenes. The Annual Plan has been progressing, the landfill has closed and the new transfer station has opened, we continue to have issues with our rural roads exacerbated by the amount of rain we continue to receive, we are progressing the Harbour Strategy update, and we are about to go out for expressions of interest for our land around the harbour. We can add to that the recruitment process of the CE, reviews of the General Bylaw and District Plan, the initial discussions around the Long Term Plan, and the many other matters we are working on. It is an exciting time!

Chief Executive Recruitment

With the applications for the CE role now closed, we were very pleased to get a total of 72 applications in from around New Zealand, Australia, and further afield. Our recruitment consultant reports that this is an unusually high number, perhaps a sign that Waitaki is truly an attractive place to come to. The proof is in the quality of the pudding though, and after going through CVs, I'm confident that we have attracted some truly quality candidates.

The Councillors and I went through all applications and agreed on the top ten or so candidates. The people in this longlist will be interviewed and refined to give us a shortlist of around five candidates, which are being presented to us on the 8th of May. It is an opportunity for all Councillors to challenge any recommendations and question the inclusion or exclusion of any candidates.

The Executive Committee will then interview those who make our shortlist, cutting it down to the two who best fit the description of our ideal candidate. A comprehensive interview of each of these two 'finalists' conducted by the full Council will allow us to decide on our preferred candidate. We expect to be able to make a public announcement on an appointment in the latter part of June.

It's quite a long process, but one which we expect will give us a great CEO to lead the operational part of the organisation into the future. This is probably the single most important decision this Council will make in the whole term.



The Councillors working to whittle the 72 applicants down to those who will receive an initial interview.

Annual Plan Progress

This year, the introduction of round-table public meetings has been trialled with some pretty positive results. The most common response from members of the public who participated has been that these sessions have been really good. Instead of turning up for five minute to ten slots to put their case and answer any questions, people have been able to spend up to 90 minutes, talking about what they want to see in their communities - what Council is doing well, should be doing, or what it needs to do better!

Along with written submissions, I'm sure this year's Annual Plan will benefit from this greater quality engagement with our community. It gives us food for thought as we head towards a new Long Term Plan in 2018, and we will discuss whether we want to include a variation on this theme for the consultation on that plan.

As for this year's AP, we have the major decision-making to go. The Councillors and I have to weigh up the draft budgets, and the items included in submissions and make some tough decisions. There's the matter of approximately half a percent of rates increase that stems from the increased costs of maintaining our roads. Do we add that to the existing 1% increase, or does something else get removed to make way for it? There are a number of wish list items that have come through in the submissions - do we add any of those, or not? All the best to staff and Councillors as we go through this process!



One of the submissions to come through from the community was from NOSLAM (North Otago Sustainable Land Management Trust). Due to the work they are doing which parallels our own aims, we asked them to give a presentation to help spread the information.

Civil Defence and Emergency Management

Change is in the wind with CDEM activities. We have been changing our model across Otago as we move to a regional model which provides greater consistency and support for each district. But central government is also looking at what it might do at a national level, and that is a concern. So much of Civil Defence is about locals looking after locals during emergencies. It is only when local resources are overwhelmed that resources from outside the district are brought in.

The concern with moving to a more nationally-led approach, is that we lose the local knowledge that is so important in Emergency Management situations. It is not decided yet exactly what is proposed, and what will eventually happen, but it is important that we keep any civil defence emergencies locally managed, with outside expertise and resources brought in as required.

Whilst on the matter of Civil Defence and Emergency Management, we are currently reviewing the activity, and expectations, from a regional perspective to ensure all of the districts are on the same page. The regional approach is that the districts are distinct, and operate in that way, but the overall management is a way of coordinating the activity and local resources to suit the situation. This should mean a higher level of training, and shared resources which can be 'borrowed' from other districts to help out where needed. It is an approach which is looking promising so far, and one we can support.

Farmers' Market

I attended the AGM for the Oamaru Farmers' Market a couple of weeks ago. The market has really been a success story, as part of the rejuvenation of the harbour area. Every Sunday morning, rain or shine, the market sets up to provide locals and visitors a place to buy fresh produce, local food and enjoy the atmosphere of the marketplace.

I was given the opportunity to talk about the area, in particular the proposed 'urban park' that we have included in the draft Annual Plan this year. One of the numerous reasons for having the park is to provide a location that is home to the farmers market, where they don't have to battle with cars and it is more purpose-built for their needs. If we get that right, we will also have a space which is set up for many other activities and events, as well as for casual use by people. If the proposal gets approved, the Farmers' Market are very keen to work with us, and explore the possibility of looking for external funding for the development of the space. We shall continue discussions with them on this possibility.

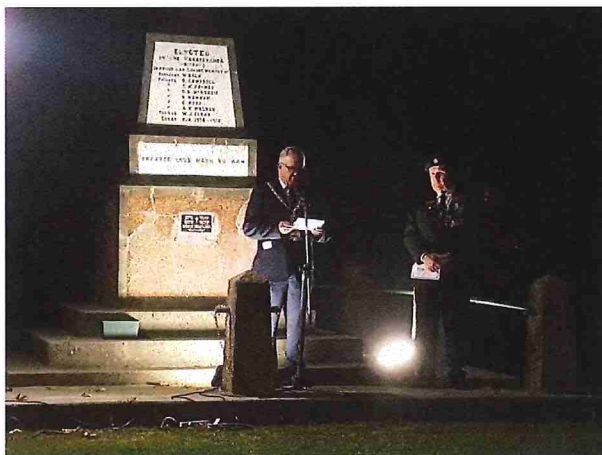
As with AGMs, there was an election of officers, and I congratulate Richard Vinbrux on his re-election as President. There is a lot of positivity about the market these days, and it is our hope that it will continue to grow. I'm sure Richard will do his bit to make that happen.

Anzac Day

Once again Anzac Day services have been held throughout the district. This year I had decided to go to the Hakataramea Dawn Service to support our people to make the annual pilgrimage there, and it was a moving ceremony. It was the first time that a Waitaki Mayor had attended the service, and a number of people were kind with their appreciation of that. It was the first time that Waimate District's Mayor Craig Rowley attended as well, making it even more special. We both got to speak, and I noted that it was a place where the people of two districts crossed the ditch to join together, and talked about the symbolism of New Zealand and Australia joined together 102 years prior to that to form the ANZAC corps that fought at Gallipoli.

Across Waitaki, as it was throughout the country, Kiwis turned out to remember those who had served our country. Services everywhere appeared to be as big as ever, and the Council present at almost all of them was appreciated. Thank you to all Councillors and Community Board members for your attendances, and for representing us so well.

Going forward, it appears that we have some enthusiasm in the community to take back some of the organisation for the services in Oamaru and support for the surrounding areas. This workload has been largely carried by Mandy McIntosh and a small group of helpers for the past few years, and she has done a magnificent job. But that was only ever intended to be temporary, and the time has come to hand some of the heavy lifting back to the community. The Council remains committed to help and support wherever necessary, but the services should be driven by the community and that will happen. We will always be there in the background, ready to help though.



Mayor Craig Rowley pays his respects



Some of the crowd at Hakataramea's Dawn Service



The laying of poppies at the Kurow Memorial Gates



The service at the Otekaieke's Memorial Gates



Laying poppies at the Duntroon War Memorial

Craig's Poultry

Councillor Percival arranged for Acting CE, Paul Hope and me to go to Craig's Poultry farm in Herbert to discuss a number of issues. We got to see one of those almost-secret success stories that happen in Waitaki. Their regular egg farm is going well, and they are part of a wider cooperative group for marketing and other parts of their operation.

But it was their newer, free-range farm that was the subject of our visit. There's been a few complications which we went along to check out and see how we could help. We gave a few suggestions, and went away with several things on our list to do. However, it was the chance to see what they were doing, and why, that was most interesting. Public sentiment against caged-egg production is growing, and supermarkets and major egg users are reacting to that by going totally free-range. Some are already there, whilst others have set dates to become free-range only. So the industry is flat out planning for this change. We will likely end up with eggs that cost twice as much as they currently do, and I don't know if everyone will be so enthusiastic about that, but it is the direction that we are heading in.

Craig's utilise mobile sheds on their free-range farm which are moved along a series of piles to allow the ground to rest, and to allow any diseases to dissipate. At the moment they have two of these sheds, which take 15,000 hens each. They are in the process of adding another four sheds to the site, with plenty of potential to add more in the future.

This type of farming is interesting for a number of reasons - it helps diversify our economy, it provides more jobs, and the environmental impact is less than a number of other types of farming. We watch the farm's progress with interest.

Grey Power Meeting

In response to comments I had made, Grey Power invited me along to their recent meeting to address them on the issue of the funding we had given the Observatory Retirement Village Trust, in the form of a grant and an interest-free loan. They wanted to hear from me why we had made the decision and what that meant for community housing generally. There was about 40 to 50 people attending the

meeting and I had been given a total of 15 minutes to talk and to answer any questions. It was 45 minutes later that I finished, after receiving a lot of questions on the funding, and other related issues. I was able to clarify that the funds had not come directly from rates, and that the recipient was in fact a community trust, set up to return profits back to Waitaki people in the form of improved health services. I was pleased to inform the meeting that many of the care beds were available to any member of the public, free of any charge to them if they had been assessed as needing that level of care.

I've long been of the opinion that we should always be prepared to own our decisions, and be able to stand up and explain them to the public. And the Grey Power members appeared to appreciate the opportunity to discuss the topic in an open manner. I look forward to my next invitation to meet with them.

The Last Of The Landfill - Users save \$80,000!

The Oamaru landfill is now closed and the new transfer station operation is underway at Industrial Lane in Oamaru's north end. Councillors were wanting the landfill to go out with a bang, and we certainly achieved that.

We had an incredible 2500 customer visits through the landfill over 5 days of cheap or free rubbish disposal. They took advantage of the opportunity and had a good cleanout. It was an end of an era with the closure, and it was pleasing for us to be able to offer this last opportunity to the public to have a major clean up. Thanks once again go to Council and Whitestone staff for making our request a reality!

A quick summary:

- We saved the community over \$80k in landfill fees
- Nearly 400 tonnes of domestic rubbish was cleared out of properties and 100 tonnes of green waste, plus commercial waste.
- Just over 600 tonnes of rubbish in total
- Commercial users were able to offset \$26k of cost.

We continue to work with the Resource Recovery Trust and Waste Management to find solutions for parts of the waste stream such as recyclables and greenwaste.



One of the 1,018 loads to be taken to the landfill on the free day



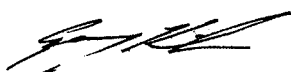
The official opening of Waste Management's new Oamaru Transfer Station. The Hon Jacqui Dean MP is about to give her speech to the excited crowd.

Thank you.

Meetings Attended:

22 March	Council Workshops
22 March	Executive Committee Meeting
22 March	Youth Council Meeting
23 March	Observatory Hill Retirement Village Meeting
23 March	Meeting with Jason Gaskill, Tourism Waitaki
24-26 March	TrustPower National Awards, Rotorua
29 March	Council Meeting
29 March	Councillor Briefing
30 March	Steampunk Planning Meeting
30 March	Zone 5 & 6 Dinner, Christchurch
31 March	Zone 5 & 6 Meeting, Christchurch
1 April	Long Lunch Fundraiser
3 April	Mayor & CEO Catch up
3 April	Campbell Park Business Visit
3 April	Meeting with Chorus
3 April	Meeting with Dougal McGowan, Chamber of Commerce
4 April	Annual Plan Community Forum's
4 April	Meeting with Alan McLay
5 April	Council Workshops
5 April	LGNZ Webinar
5 April	Otago Regional Council Dinner
6 April	Meeting with Lucianne White, Tourism Waitaki
6 April	Meeting with MTO
6 April	Meeting with Di Talanoa, Waitaki Recreation Centre
6 April	Meeting with Mowing Business operators
6 April	Meeting with Don Patterson
6 April	Meeting with George Kelcher, Road Metals
7 April	Meeting with North Otago Sustainable Land Management
7 April	Meeting with Charles Haakart, Otago CDEM
7 April	Meeting with Mark Smith, OWCT
7 April	Meeting with Colin Jackson
7 April	Meeting with Peter Rodwell
7 April	Fundraiser for Tower Stairwell Challenge
8 April	Annual Plan Community Forum, Otematata
9 April	Eden St Carpark Electric Charger Opening
10 April	Mayor & CEO Catch up
10 April	Senior Catholic School's Sports Tournament, St Kevin's College
10 April	Waihemo Community Board Meeting
11 April	Meeting with Ralph Davies
11 April	Meeting with Helen Webster
11 April	St Kevin's school visit
11 April	Meeting with Paul McGahon, Heritage consultant re Clark's Mill
12 April	PortFM Mayoral Musings
12 April	Finance, Audit and Risk Committee Meeting

12 April	Councillor Briefing
12 April	Youth Council
12 April	Annual Plan Community Forum, Palmerston
18 April	Mayor and CEO Catch up
18 April	Heritage NZ Presentation
18 April	OWCT Meeting
19 April	Council Workshops
19 April	Meeting with Michael de Buyzer
20 April	Craig's Poultry Farm Business Visit
20 April	Meeting with Mark Smith, OWCT
20 April	Grey Power Meeting address
21 April	Meeting with Jacqui Dean
21 April	Electric Car Tour visit
21 April	Transfer Station Opening
21 April	Councillor Workshop
21 April	Multicultural Society Variety Concert
23 April	Farmers Market AGM
24 April	Meet with Corriedale Water group
24 April	Posy Laying, Oamaru Services Cemetary
25 April	Anzac Day Services – Hakataramea, Kurow, Otekaieke, Duntroon, Oamaru Main Service
26 April	Mayor and CEO Catch up
26 April	Council Meetings
26 April	Councillor Briefing
26 April	Christchurch City Council Antarctic Team Visit
27 April	Meeting with Lucianne White, Tourism Waitaki
28 April	Phoenix Mill Water Wheel Trust Meeting
28 April	Waitaki District Health Services Consultation
28 April	Meeting with Amy Zhang, Campbell Park
1 May	Otago CDEM Group Planning Workshop
1 May	Ahuriri Community Board Meeting, Kurow
2 May	Mayor and CEO Catch up
2 May	Meeting with Michael de Buyzer
2 May	Waitaki Boys' High School Anzac Day Service
2 May	Committee for Canterbury Function, Christchurch
3 May	Meeting with KiwiCamps
3 May	Council Workshops



Mayor Gary Kircher

Waitaki District Council

Memorandum

From Chief Executive

Date 10 May 2017

Chief Executive's Report

Recommendation

That Council receives the information.

Purpose

The following comments are provided to bring Councillors up to date with issues that have arisen since the last Council meeting on 29 March 2017. The layout of this report is designed to mirror in part the KPI's set by Council for the CEO. These reflect our key community outcomes. There are also number of the comments are simply reporting back to Council on matters which have arisen over the last few weeks.

1. Leadership

Our regular staff meeting following the Committee Meetings on 26 April was well attended. Along with other Managers we summarised the key matters which had been discussed by Councillors the previous day. We also gave an update on the status of the new Transfer Station.

I have recently been in discussion with Jonathon Salter, Simpson Grierson and have to be able to confirm that we will host a forum here in Oamaru on 29 May for elected members on "Conflicts of Interest". In discussions with my South Canterbury colleagues we thought that this topic would be a good opportunity for Waitaki to initiate and Councillors from Mackenzie, Timaru, Waimate and Waitaki have all been invited to attend.

2. Organisation Efficiency

The planning for our next In-House Staff Survey is underway and we hope to be commencing this later in May. This will be an opportunity for staff to comment on their work environment and management in general, and put forward any suggestions for change. The survey is confidential and participants are not identifiable.

We have received the report from Price Waterhouse Cooper (PwC) on the results of the Australasian Local Government Performance Excellence Programme FY16. The results show how we track against other similar size councils. This is the second year we have participated in the survey. The information collected is focussed on improving organisational efficiency and understanding our key trends. It is used as a management aid for effective decision making. We have yet to discuss the report in detail at the Executive Team.

3. Affordability

Annual Plan

The process is well underway for our 2017/18 Annual Plan. Approximately 80 submissions have been received. A workshop to consider these is being held on 10 May following the Council meeting. Council will consider adopting the Annual Plan at its meeting on 21 June. At this stage the draft plan is indicating a rates increase in the area of approximately 1% subject to how Council decide to fund the requirement for an additional \$170k of rates funding as discussed at the Assets Committee meeting on 26 April.

Managing our Internal Debt

This is being managed and reported by our Chief Financial Officer at the Finance, Audit and Risk Committee (FAR) meeting.

S17a Reviews

The Otago Chief Executive's Forum considered our progress to date on these reviews at its most recent meeting held in Dunedin on Friday 21 April. An update report will be taken to the next Mayoral Forum which is being held in Dunedin at the offices of the Otago Regional Council on Thursday 11 May.

The three projects which are planned to be worked on first are Solid Waste, Regulatory Services and Harbours and Waterways.

Manage Investments

Monitoring and reporting on the external loans and investments is reported via the Finance, Audit and Risk Committee.

4. Opportunities for new and existing businesses

Building Control and Regulatory Services

Current information shows that 87.9% of consents have been processed within 20 working days with an average processing time of 12 days. Consent volumes are up and as we are carrying vacancies and also have the distraction of having to prepare for our International Accreditation NZ (IANZ) audit more work has had to be contracted out.

LIMS and Code of Compliances (CCCs) are also considerably up on previous years reflecting a more active real estate market and our focus on completing CCCs as part of the catch-up project.

Property Unit

Property has been very busy with three key projects.

The RSA which has now turned into a legislative change process. We have already met with our local Minister Jacqui Dean on this matter and will be issuing instructions to our legal team to prepare the legal steps to uplift the Oamaru Town Hall and Gasworks Sites and Recreation Reserves Act 1875. We can then effectively deal with this property and a number of others as they arise.

Oamaru Courthouse - see separate report.

Harbour Area - Harbour Area Committee has had its first formal meeting and recommended that Council release an Expressions of Interest (EOI). The recommendation is included for discussion and a decision later in the agenda. The Harbour Strategy update was also discussed and a review is underway.

Alps 2 Ocean

The project team met recently. Good progress has been made on the Duntroon to Oamaru section of the trail. We are about to embark on a consenting process to apply for consent to enable our Joint Venture to construct the trail between Sailors Cutting and the Benmore Dam.

Tourism Waitaki advise that:

1. Indications from local towns, accommodation providers and tour groups are that this was a busier year than previous years. Trail counters record higher numbers. Inquiries are also higher.
2. The number of total partners remains consistent, though we have signed a number of new Guardian partners, and have developed commercial partnerships that have helped to provide more secure income for maintenance work.
3. The number of bookings through the booking engine are up 140%; the value of the bookings through the engine is up 364%; and the number of multi night bookings is up 19% and now accounts for 85% of all bookings.

Economic Development - Visitor Accommodation

The process to enable Council to sell land in and around the Harbour is underway. Council has instructed the Property Team to proceed with all possible speed on this project so as to enable the development of accommodation in this area to be expedited.

Business Visits

- | | |
|---------|--|
| 3 April | Visit to Campbell Park to discuss development processes. |
| 5 May | Firman Joinery |
| 5 May | Numat Industries |
| 5 May | Scotts Brewery – discussion re lease. |

5. **Provide the Services and Facilities People Want**

Cultural Facility Development Project

In March funding applications for Otago Community Trust, NZ Lotteries (Environment & Heritage), NZ Lotteries (Significant Projects) and the Ministry of Culture and Heritage Regional Culture and Heritage Fund (RCHF) were submitted. The RCHF was sent in hard copy and consisted of two very full lever arch files containing the application, supporting documents and 76 appendices including letters of support, experts reports, detailed collection significance statements – all prepared by or under the supervision of Gallery and Museum staff.

Landfill Closure/Transfer Station

Our Tamar Street landfill has now been closed. The half price days and the final Free Day were well received and favourably reported on by both staff and Councillors at our Assets Committee meeting. A highlight of the free day was that one “recently sunk” yacht from the harbour was duly deposited at the landfill for no cost!

Meanwhile our bright new Transfer Station at the North End Industrial area opened on Friday 21 May and appears to be operating well.

Information Management

While the Information Management Strategy is a priority for the Chief Information Officer and leadership group, the focus over the last three months has been addressing immediate requirements and developing the best team structure to meet current and future business needs. This has been complicated by the current vacancies that exist in this area. In spite of these challenges, there is good progress in terms of business as usual, improvements, projects and strategy development. A workshop has been conducted with Council and a more comprehensive presentation will be made in the near future.

6. **We understand the Diverse needs of our Community**

Communications with our Community are Enhanced

Facebook followers continue to increase showing total page likes at 1 May 2016 as 719 and the total page likes on 1 May 2017 as 1,209.

The website usage is continuing to track well with the number of users up 12.20% and page views up 40.75% over the last twelve months.

Council received positive feedback from attendees of the Annual Plan Forums. While numbers attending the forums were modest a positive message will go back into the broader community.

Community initiatives are progressed

The four Standing Committees continue to receive Group Manager updates on implementation of the Annual Plan. There is a no surprises approach reporting progress of project and service delivery.

7. **Our Distinct Environment is Valued**

District Plan Review

Workshops are held regularly with the District Plan Review Subcommittee working through topics before releasing initial discussion documents for the public and key stakeholders. The next workshop is proposed for late May 2017.

Notification of the Proposed District Plan is likely to be in 2018 with the latest changes to the Resource Management Act set to influence timeframes.

8. **We Maintain a Safe Community**

Health and Safety

Health and Safety is fully reported to the Finance, Audit and Risk Committee and is included in the Customer Services Group Activity Report to the Committee.

Civil Defence

Emergency Management Otago is embarking on the review and redevelopment of the Otago Civil Defence and Emergency Management (CDEM) Group Plan. The plan is a strategic document which sets the foundation for CDEM activity in the region and is a legislative requirement under the Civil Defence & Emergency Management (CDEM) Act (2002). All CDEM Groups must have an operative plan in place and must review the plan if it has been in place for five years. The current Otago Plan was put in place in 2012.

We are now looking to a future under a new collaborative and coordinated structure, with a new sense of purpose and with the desire to ensure that our new plan addresses not only the requirements of the act, but also provides a solid framework for the future activities of the Otago Group.

With this as the goal - a useful exercise to scope our future expectations was held in the Council Chambers on Monday 1 May. The forum was organised by our Regional Civil Defence - Team Otago - with guest presenters such as John Hamilton - the former National Civil Defence Head and Erica Seville - a writer and facilitator on resilience from Christchurch.

We also had Simon Chambers from Ministry of Civil Defence and Emergency Management (MCDEM) in attendance and several of the staff from the office in Dunedin including Chris Hawker. Our attendees included Mayor Kircher, Councillors and a number of our senior team along with Ewen Graham, our local Emergency Manager. All in all it was an excellent forum and it will be interesting to see how our input translates into the development of the final Group Civil Defence Plan for Otago.

Resilience

A major government initiative from MCDEM this year has been to study the potential effects of the major alpine fault "unzipping" along the length of the South Island. Apparently GNS are currently doing work on the possible scenarios. However a preliminary prediction of effects was presented at the Otago CE's Forum on Friday 21 April. The scenarios are quite graphic and clearly will present major challenges to our communities throughout the South Island. The trick will be to improve our resilience and readiness to enable us to cope with such an event. This is what the "AF8" Project is all about and we are likely to hear more of this in the future. AF8 = Alpine Fault - Magnitude 8.

9. Other

Risk Management Plan

Development of an organisation wide Risk Management Register is on the work programme for 2017. The Executive Team are currently working on compiling the top ten risks for the organisation these will be reported to Council once this list is completed.

The Long Lunch Fund-Raiser

The first of a number of new fund raising initiatives played out on 1 April in Harbour Street and was a successful event. With the sunshine arriving in force just after we got underway. We had a reasonable turnout for this first time event and it has great potential for future events. Thanks to all involved, including our very own Victoria van der Spek on violin and to all who donated time, food and energy to make it all happen!



Governance Support

As mentioned above, a seminar is planned for 29 May where Timaru, Mackenzie, Waimate and Waitaki senior executives and elected representatives will attend a forum here in Oamaru on managing "Conflicts of Interest." The workshop will be an opportunity for attendees to discuss and understand their various roles and where our responsibilities lie.

Community Boards: Each of our Community Board Chairs has an Executive Team 'Buddy'. This support has been in place since the beginning of the year and the relationships are developing well. The Buddies work with the Chairs prior to the meetings to cover off the agenda and to discuss items going to the meeting.

10. Meetings Attended

29 March	Council Meeting
30 March	Whitestone Contracting Limited, CEO Glenn Campbell
31 March	Observatory Retirement Village site visit
1 April	Susie and I enjoyed "The Long Lunch" in Harbour street
4 April	Otago Coastal Tsunami Evacuation Zones, Charles Harkaart/Ewen Graham
4 April	Alps 2 Ocean Charitable Trust
5 April	Otago Regional Councillors meet and greet
6 April	North Otago Irrigation Company Board Meeting
6 April	Otago Regional Councillors Bus Tour
11 April	TR Group, Andrew Carpenter and Neil Bretherton
12 April	SOLGM Chief Executives Forum, Auckland
21 April	Otago Chief Executives Forum, Dunedin
26 April	Committee Meetings and Workshops
27 April	Oamaru Hospital, CEO Robert Gonzales
28 April	Whitestone Contracting Limited, CEO Glenn Campbell
28 April	Immigration NZ, Fi McKay
1 May	Otago Civil Defence
4 May	North Otago Irrigation Company Board meeting
4 May	Whitestone Contracting Limited Shareholder meeting
4 May	Meeting with Building Trade representatives
5 May	Mainland Poultry, Michael Guthrie



Michael Ross
Chief Executive

Waitaki District Council Report

From Policy Officer - Governance

Date 10 May 2017

Recommendation from Finance, Audit and Risk Committee Meeting 12 April 2017

1. Rating Adjustment – Gards Road, Otekaieke

To clear the rates on a property that was demonstrated to be non-rateable after several years of rates had been charged.

RESOLVED
FAR17/018

Crs Dawson/Hopkins

"That Council agree that all outstanding rates and arrears on assessment number 101329, a property owned by the Department of Conservation on Gards Road, Otekaieke, be written off."

CARRIED

Margaret Tanner
Policy Officer – Governance



Paul Hope
Chief Financial Officer

Waitaki District Council Report

From Policy Officer - Governance

Date 10 May 2017

Recommendations from Assets Committee Meeting 26 April 2017

1. Roothing Maintenance Contract Effects

RESOLVED
AC17/015

Crs Hopkins/Dawson

"That Council:

1. Approves the additional annual expenditure of \$463k to meet the new road maintenance contract levels of service for the Annual Plan 2017/18 and into the Long Term Plan for 2018/2028 understanding that:
 - a. 80k will be funded by existing depreciation funding.
 - b. \$265k from NZTA and
 - c. \$170k will be funded from increased rates funding.
2. Includes an additional \$170k of rates to the 2017/18 Annual Plan budgets from 1 July 2017 onwards to fund the new maintenance contract with the impact to be considered as part of the Annual Plan debate."

CARRIED

2. Oamaru Creek Bridge Replacement

RESOLVED
AC17/017

Cr Tavendale/Mayor Kircher

"That Council:

1. Amend the budget for the construction of a timber bridge structure crossing the Oamaru Creek to \$112k, contingent upon NZTA co-investment funding being approved.
2. Commit to including a project to link the bridge into the cycleway network between the Harbourside cycleway and Waitaki Boys High to the 2018/28 Long Term Plan with a budget of \$430k, including NZTA co-investment.
3. Develop concepts for beautification of the bridge, consistent with the harbour area prior to tendering the works."

CARRIED

3. Road Stopping: Matheson and Golden Point Roads

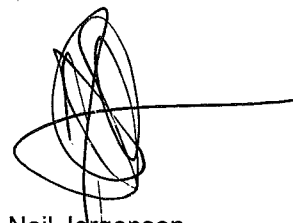
RESOLVED
AC17/018

Crs Dawson/Hopkins

"That Council stops the unformed roads on Matheson and Golden Point Roads as described in the schedules and transfers the land to the adjoining owner Oceana Gold Limited."

CARRIED

Margaret Tanner
Policy Officer – Governance


Neil Jorgensen
Assets Group Manager

Waitaki District Council Report

From Policy Officer - Governance

Date 10 May 2017

Recommendation from Customer Services Committee Meeting 26 April 2017

1. Adoption of Road Naming Policy

RESOLVED
CUS17/007

Crs Wollstein/Perkins

"That Council adopts the attached Waitaki District Road Naming Policy with amendments."

CARRIED

Margaret Tanner
Policy Officer – Governance



Lisa Baillie
Customer Services Group Manager



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

Road Naming Policy

For the naming of roads, streets and private ways

Adopted by Council 10 May 2017

1.0 Purpose

This policy outlines the requirements for selecting names for new roads, previously unformed roads, and for renaming existing roads.

2.0 Background

Section 319 of the Local Government 1974 assigns to the Council general powers in respect of roads. Specifically section 319 (1) (j) empowers the Council *“To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.”* Names are generally required for new roads in subdivisions, or when previously unformed roads are constructed. In addition, existing roads may be renamed.

3.0 Key Definitions

The Local Government Act 1974 defines private way and road as follows:

*“**private way** means any way or passage whatsoever over private land within a district, the right to use which is confined or intended to be confined to certain persons or classes of persons, and which is not thrown open or intended to be open to the use of the public generally; and includes any such way or passage as aforesaid which at the commencement of this Part exists within any district”*

*“**road** means the whole of any land which is within a district, and which—*

- a) immediately before the commencement of this Part was a road or street or public highway; or*
- b) immediately before the inclusion of any area in the district was a public highway within that area; or*
- c) is laid out by the council as a road or street after the commencement of this Part; or*
- d) is vested in the council for the purpose of a road as shown on a deposited survey plan; or*
- e) is vested in the council as a road or street pursuant to any other enactment;—*

and includes—

- f) except where elsewhere provided in this Part, any access way or service lane which before the commencement of this Part was under the control of any council or is laid out or constructed by or vested in any council as an access way or service lane or is declared by the Minister of Works and Development as an access way or service lane after the commencement of this Part or is declared by the Minister of Lands as an access way or service lane on or after 1 April 1988;*
- g) every square or place intended for use of the public generally, and every bridge, culvert, drain, ford, gate, building, or other thing belonging thereto or lying upon the line or within the limits thereof;—*

but, except as provided in the *Public Works Act 1981* or in any regulations under that Act, does not include a motorway within the meaning of that Act or the *Government Rounding Powers Act 1989*”

“**the full Council**” means the elected members of the Council.

4.0 Policy

4.1 New Roads

The subdivider is invited to submit three names (in order of preference) with reasons for the suggestions, along with details of any consultation undertaken ⁽¹⁾ The full Council will consider the submission and determine the road name in the context of the Name Selection Criteria and Style Guide (see below) and the Australian/New Zealand Standard - Rural and Urban Addressing.

⁽¹⁾ Note that the three different road names shall each be distinctly different. Suggesting the same name with three different road types eg Waitaki Street, Waitaki Close, Waitaki Place would not be considered three different road names.

4.2 Private Ways

While it is Council policy not to directly name private ways, if names are to be allocated to private ways then the names should be in accordance with the Name Selection Criteria and Style Guide.

4.3 Renaming Roads and Naming of Existing Legal but Previously Unformed Roads

4.3.1 Altering the name of an existing named road will only be undertaken if the full Council considers that the change will result in a clear benefit to the community. Benefits of changing road names may include:

- (a) To correct spelling or punctuation
- (b) To eliminate duplication in spelling or sound
- (c) To prevent confusion arising from major changes to a road layout
- (d) To make geographical corrections
- (e) Where the name causes offence

4.3.2 The request to alter existing road names or to name existing but previously unformed legal roads will be forwarded to the Planning Manager to determine whether the request is appropriate. If agreed then it will be recommended to the full Council to decide on the road name. The full Council will decide the appropriate level of consultation in accordance with the Council Significance and Engagement Policy and Section 82 of the Local Government Act 2002.

4.3.3. When a road is requested to be renamed, a minimum of 80% of residents/property owners on that road must approve of the change unless the full Council decides otherwise. There is no guarantee that a request will be approved.

4.4 Name Selection Criteria

The following factors shall be taken into account when selecting street and road names under 4.1 - 4.3:

- (a) Historical or geographical significance.
- (b) Well known, or previously well known, names of farms or properties located on the land to which the new road relates, or in its vicinity.
- (c) Maori names of local significance. Appropriate consultation and advice from takata whenua should be sought.
- (d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, politics, local government, military, etc. Naming after persons living is generally avoided. Permission of surviving relatives should be obtained where appropriate.
- (e) Continuing an established theme in a neighbourhood.
- (f) Where more than one road is being created in a subdivision, a common theme is recommended for the names.
- (g) A significant feature in the area (for example, geographical feature, landscape, flora, fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that cannot be identified).
- (h) Where an existing street is being extended, the street extension will be the same as that of the existing street.
- (i) Names cannot be offensive, insensitive or commercially based.
- (j) All road signs for private ways shall be annotated "Private" at the applicant's expense.
- (k) The full Council may not necessarily accept the marketing name for a development as a road name for any road within a development.
- (l) A new road shall not be named the same, or sound similar to a road already in existence within the district. Proposed road names will be checked against Council's RAMM⁽²⁾ database to avoid duplication.

⁽²⁾ Road Assessment and Maintenance Management Software

4.5 Style Guide for Names

To ensure a consistent standard of road naming, the following style guide should be applied:

(a) In general the “road type” of a road/private way will reflect the public/private nature of a road, or the geography of the area and in accordance with the naming guide below:

Type of Road	Road Name
Relatively short, Cul-de-sacs	Place, Court, Close, Grove, Way, Courtyard, Rise
Loop Road to same Street	Crescent, Loop, Circle
Rural Road	Road
Long cul-de-sacs, Through Roads	Road, Street, Drive, Ridge, Terrace
Narrow Road, Service Lane	Lane
Wide Spacious Roads	Avenue, Boulevard, Parade
Street in Commercial Areas	Arcade, Mall, Plaza, Square, Street, Road
Short Road Leading to Water	Landing
Rural State Highway	Highway

The above is a guide only and people are welcome to make other suggestions. However, it is Council's prerogative to name streets and the full Council may refuse to approve names considered unsuitable for any reason.

(b) An individual's full name will only be used where the name is of reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names longer than 15 letters will not usually be considered. In these instances, consideration will be given to using only the surname.

(c) Short names for short streets are suggested for practical reasons.

(d) Symbols intended to add emphasis to a letter eg à should not be used, to ensure the clarity of signs is maximised.

4.6 Compliance with Australian/New Zealand Standard

Compliance with the Australian/New Zealand Standard - Rural and Urban addressing AS/NZS 4819:2011 is mandatory. Where there is conflict with this policy and the before mentioned standard, the standard shall prevail.

4.7 Road Name Sign Specifications

When the new name is confirmed, the road name sign is required to comply with Council requirements.

4.8 Cost Allocation

For new roads in subdivisions the developer shall pay Council for the required sign(s) and installation. For existing legal but previously unformed roads and roads being renamed, Council shall meet the cost of sign(s) and installation.

4.9 Ornamental Road Name Signs

If a developer erects their own ornamental name sign(s) and/or post, in addition to the Council name sign, and that ornamental name sign is damaged or stolen, then Council shall not be responsible for the repair or replacement of that name sign.

These sign types should ordinarily be positioned on private property (or the property boundary).

If a developer requires a sign to be positioned within the road reserve, an application must be submitted to Council for consideration. The application may, or may not be approved.

4.10 Lodgement of Road Names

In accordance with section 319A of the Local Government Act 1974, if the Council names any road for the first time, or alters the name of a road, the Council will as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor General.

Waitaki District Council Report

From Policy Officer - Governance

Date 10 May 2017

Recommendation from Ahuriri Community Board Meeting - 1 May 2017

1. 12 Ranfurly Street, Kurow

Objective of the decision is to prevent the improvements at 12 Ranfurly Street, Kurow from falling into disrepair and becoming a Council liability and to provide funds for community recreation purposes.

RESOLVED
ACB17/027

Cr Dawson/Mr Cowles

"The Ahuriri Community Board recommends that Council:

1. Notifies the community of its intention to revoke reservation of 12 Ranfurly Street, Kurow under the Reserves Act 1977.
2. Request the Department of Conservation to revoke reservation and dispose of 12 Ranfurly Street, Kurow.
3. Remove the recreation designation for 12 Ranfurly Street, Kurow in the District Plan."

CARRIED

Margaret Tanner
Policy Officer – Governance


Thunes Cloete
Community Services Group Manager

Waitaki District Council Report

From Policy Officer - Governance

Date 10 May 2017

Recommendation from Harbour Area Committee Meeting 3 May 2017

1. Harbour Land

To formally request ideas from interested parties in Harbour accommodation development as indicated in the Harbour Strategy 2011.

RESOLVED
HAC17/002

Crs Tavendale/Hopkins

"The Harbour Area Committee recommends that Council:

1. Proceed with releasing an Expression of Interest (EOI) document seeking interest from parties in the Harbour Land, while keeping the Community informed of progress.

CARRIED



Margaret Tanner
Policy Officer – Governance

Neil Jorgensen
Assets Group Manager

Harbour Area Committee Report

From Assets Group Manager

Date 3 May 2017

Harbour Land

Recommendation

That Council proceed with releasing an Expression of Interest (EOI) document seeking interest from parties in the Harbour Land, while keeping the Community informed of progress.

Objective of the Decision

To formally request ideas from interested parties in Harbour accommodation development as indicated in the Harbour Strategy 2011.

Summary

Council recently resolved to investigate moving Arun Street to enable land to be made available for development in the Harbour area in Oamaru. They have also expressed their desire for accommodation proposals to be progressed as this is one of the objectives of the Harbour Strategy 2011. This paper recommends that Council request Expressions of Interest from developers for two locations in the Harbour area while keeping the Community informed of progress.

Summary of Decision Making Criteria

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

Background

The Oamaru Harbour area has developed over recent years and is now an asset heavily used by the community and visitors. A large part of the recent work is based on the actions recommended in the Harbour Strategy 2011. This included harbour land status rationalisation which has identified land best suited for development and has now made that land available. Council is a major land owner of undeveloped land in the Harbour Area.

The 2011 strategy document identified numerous projects, many of which have been completed. Harbour accommodation was identified as one of the objectives that would add value to the Harbour area. The Harbour Tourist Park has gone some way to meeting the objective, and it has continued to grow. However there is also space for motel / hotel type accommodation and that is the development now being recommended.

There has been a lack of bed nights in Oamaru and releasing land for accommodation development in the Harbour Area will help address this issue. In recent weeks there has been speculation that there are a number of potential developments in the pipeline adding further bed nights to the market in central Oamaru. However, there is still a need for accommodation in the Harbour area itself. Harbour land could also be made available to other development opportunities other than accommodation.

There have been two sites identified for development, and from an earlier media article Council has been approached by a number of interested parties creating a desire for this to go to market. It is noted that the land is Harbour Endowment and that the best commercial return for the land should be sought. This needs to be considered when assessing possibilities.

A risk analysis was carried out and the main areas of risk are around funding of the work needed to progress development, how the communication channels will work to keep those who are interested informed and future planning needs in the area including, but not limited to, utilities, walkways and mobility linkages.

Council has had a number of discussions regarding moving the development project forward and has asked for a formal Expressions of Interest document to be developed.

Options Considered

Option 1: Release an Expressions of Interest asking for development proposals in the Harbour area (recommended option)

This option moves ahead with formally seeking interest from those parties that have already signalled an interest in development in the Harbour area as well as seeking more interest nationally. These options will then be assessed by the Committee and the next steps determined.

This option has the following benefits:

- Enables uptake of opportunities to be progressed
- It is consistent with the 2011 Harbour Strategy objectives
- The risks can be mitigated with good planning
- Keeps the momentum going with current development in Harbour

Risks:

- The roading project has not yet been finalised or budgets approved.
- The communication plan not meeting community expectations.
- The Harbour Strategy is being updated in parallel, however it is not expected that the accommodation objective will be affected. There may be some impact on where things like utilities and walkway linkages are placed.

The Harbour accommodation project is not assessed to be of high significance based on the application of the Significance and Engagement Policy 2014, however there are a number of stakeholders and a detailed communication plan will be developed. The communication plan will focus on keeping stakeholders and the community informed of progress.

Option 2: Status Quo – Do Nothing

This option leaves the development of this area to a later time. It is likely that those parties that have already signalled an interest may find other investment opportunities to explore. It is expected that an update of the Harbour Strategy will continue to show that accommodation in the Harbour area remains as an objective.

Conclusion

It is recommended that the Expressions of Interest for development in the Harbour area are called for and assessed by the Committee. There are some risks, however the process will maintain momentum for the opportunities to be explored, which will benefit the whole area.



Neil Jorgensen
Assets Manager

Attachments

Additional decision making considerations
Plan Showing Development Sites

Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Outcomes

This decision contributes to the following community outcomes:

We enable opportunities for new and existing business.

We understand the diverse needs of our community.

Waitaki's distinctive environment is valued and protected.

Policy and Plan Considerations

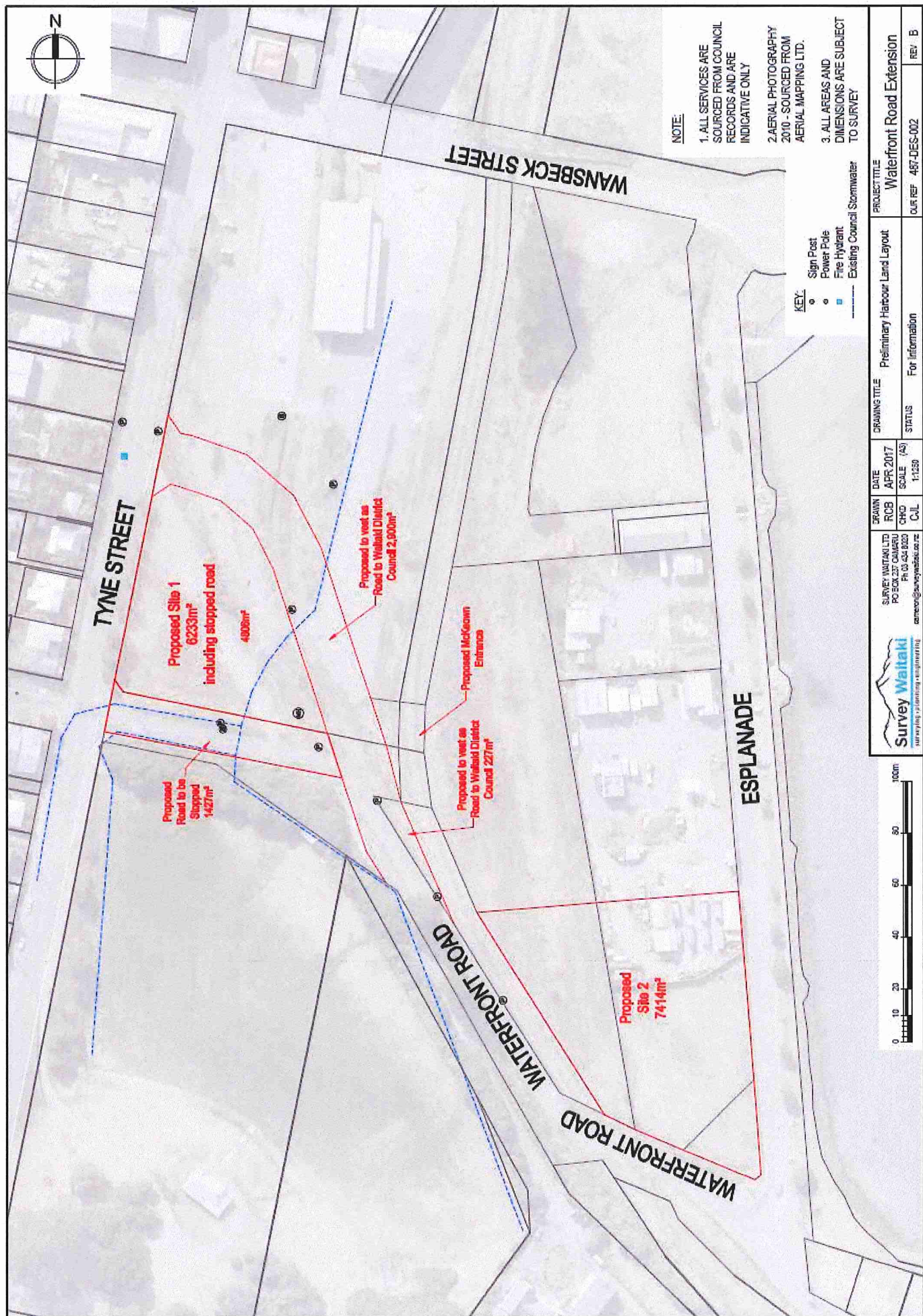
Harbour Accommodation as identified in the 2011 Harbour Strategy.

Community Views

Matters in the Harbour area generally have attracted high interest and strong community views.

Publicity & Communication Considerations

Based on the stakeholder engagement assessment there are a number of parties that will be kept informed during the process.



Waitaki District Council

Memorandum

From Chief Executive Officer

Date 10 May 2016

Lower Waitaki-South Coastal Canterbury and Upper Waitaki Zone Committees Annual Reports

Recommendation

That Council receives the information.

Lower Waitaki-South Coastal Canterbury Zone Committee

The Lower Waitaki South Coastal Canterbury Zone Committee is a joint committee of Waitaki and Waimate District Councils and Environment Canterbury, and was formed in partnership with local rūnanga and Te Rūnanga o Ngāi Tahu to facilitate the implementation of the Canterbury Water Management Strategy (CWMS) in its zone. The Lower Waitaki-South Coastal Canterbury Zone Committee is required to report annually to its partner councils, rūnanga and Te Rūnanga o Ngāi Tahu Committees. The committee is pleased to present to the Waitaki and Waimate District Councils and Environment Canterbury its annual report for 2016 (attached).

Key Achievements 2016

As noted in the attached report, the Lower Waitaki-South Coastal Canterbury Zone Committee has been driving on the ground actions to achieve their Zone Implementation Programme (ZIP) and CWMS goals. Highlights this year include:

- Funded more than \$400,000 towards local community-driven projects to protect and enhance the natural environment.
- Established water-quality limits to protect water quality in the Waitaki River and allow for further development.
- Resolved how to deal with issues in the Waitaki Catchment Water Allocation Regional Plan.
- Supported communities taking their own initiatives, and hosted more than 100 community and catchment meetings and workshops to facilitate local input into water management.

Upper Waitaki Zone Committee

The Upper Waitaki Zone Water Management Committee is a joint committee of Mackenzie and Waitaki District Councils and Environment Canterbury, and was formed in partnership with local rūnanga and Te Rūnanga o Ngāi Tahu to facilitate the implementation of the Canterbury Water Management Strategy (CWMS) in its zone. The Upper Waitaki Zone Committee is required to report annually to its partner councils, rūnanga and Te Rūnanga o Ngāi Tahu Committees. The committee is pleased to present to the Mackenzie and Waitaki District Councils and Environment Canterbury its Annual Report for 2016 (attached).

Key Achievements 2016

As noted in the attached report, the Upper Waitaki Zone Committee has been driving on the ground actions to achieve their ZIP and CWMS goals. Highlights this year include:

- More than \$500,000 of local community driven biodiversity protection and enhancement projects have been funded since 2010.
- A Willow Burn Stream rehabilitation project is underway, involving the local community.
- The splitting of the longfin and shortfin South Island eel quota to enable better management and protection of the species.



Michael Ross
Chief Executive Officer

Attachments

- Lower Waitaki-South Coastal Canterbury
- Upper Waitaki Zone Committee Annual Report 2016

Lower Waitaki–South Coastal Canterbury Zone Committee Annual Report 2016

Working with the community to deliver freshwater aspirations

Since 2010 the Lower Waitaki–South Coastal Canterbury Zone Committee has been working with the community, rūnanga, and councils to develop water management recommendations to deliver the vision of the Canterbury Water Management Strategy (CWMS).

Its first goal was to develop a Zone Implementation Programme (ZIP) to deliver environmental, economic, social, and cultural outcomes. This was accepted by councils in 2012 to guide their water management programmes.

Since then, the committee has led the development of three ZIP addendums, which set local water-quality limits and outlined the on-the-ground actions to achieve them.

These recommendations have informed plan changes and delivered numerous on-the-ground actions from biodiversity projects to scientific investigations.

This year, Plan Change 5 Waitaki was notified and Zone Delivery work programme developed, both of which give effect to the ZIP addendums.

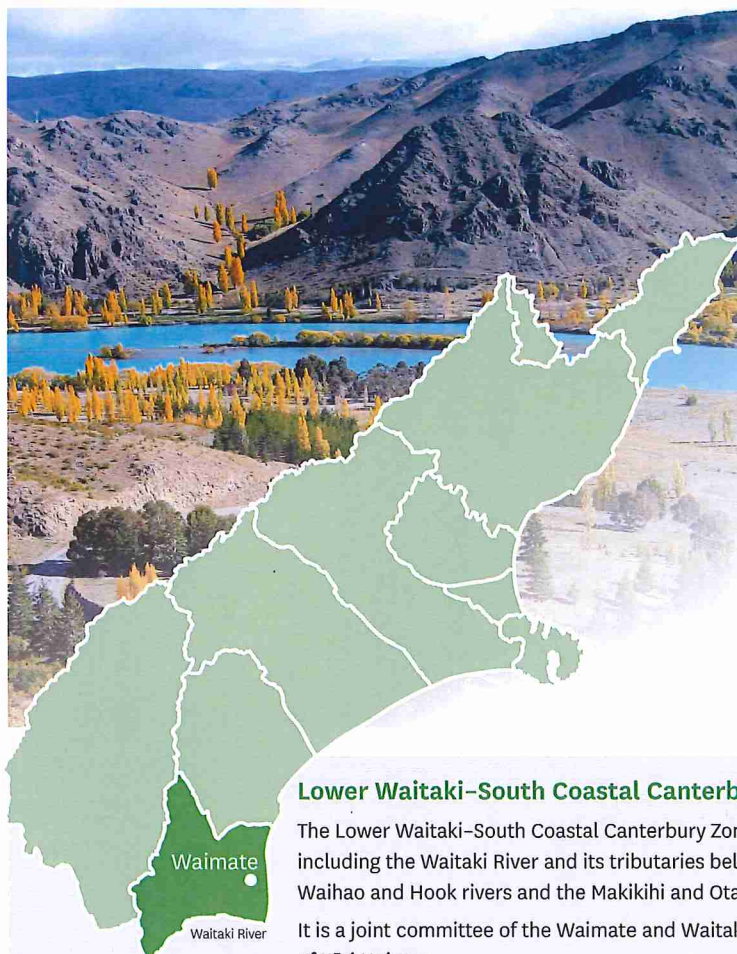
CANTERBURY WATER MANAGEMENT STRATEGY VISION:

“To enable present and future generations to gain the greatest social, economic, recreational and cultural benefits from our water resources within an environmentally sustainable framework.”

Key achievements 2016

The CWMS enables the zone committee to drive on-the-ground actions delivering sustainable benefits from water.

- Funded more than \$400,000 of local community-driven projects to protect and enhance the natural environment
- Involved in securing national and regional funding for flagship restoration projects of Wainono Lagoon and developed a pathway to improve water quality
- Established water-quality limits to protect water quality in the Waitaki River and allow for further development
- Focused science work on filling knowledge gaps: northern streams deep groundwater, Greater Waikakahi groundwater, and surface water interaction
- Resolved how to deal with issues in the Waitaki Catchment Water Allocation Regional Plan
- Supported communities taking their own initiatives, and hosted more than 100 community and catchment meetings and workshops to facilitate local input into water management.



Lower Waitaki–South Coastal Canterbury Zone

The Lower Waitaki–South Coastal Canterbury Zone Committee covers the Waimate and part of the Waitaki District, including the Waitaki River and its tributaries below the Waitaki Dam, Wainono Lagoon and its tributaries including the Waihao and Hook rivers and the Makikihi and Otaio rivers.

It is a joint committee of the Waimate and Waitaki district councils, and Environment Canterbury. The zone is in the rohe of Kāti Huirapa.

The zone boasts significant recreational, cultural and natural values. It has a network of spring-fed streams, coastal lagoons and complex groundwater flows, and includes part of the large alpine Waitaki River, home to the largest hydro-electricity generation scheme in New Zealand.

Science investigations fill knowledge gaps

During the year, we have secured several new science investigation projects to fill existing knowledge gaps and help us monitor how effective we are.

Understanding the deep groundwater resource

We recommended that Environment Canterbury carries out two technical investigations in our zone, as actions that came from the sub-regional limit setting processes.

The first investigation, in South Coastal Canterbury, is to enable a better understanding of the long-term sustainability of deep groundwater abstractions, through increasing understanding of aquifer recharge and discharge flow time (i.e. groundwater age). The field work has now been completed and analysis of results and findings, including groundwater age, is underway.

The second investigation is in the northern fan of the Waitaki, to better understand the groundwater and surface water dynamics and nutrient pathways in the upper Waikakahi stream, Waihuna and Elephant Hill catchments. Field work for this northern streams investigation has begun and will carry on over a number of seasons.



Black-fronted tern



Black billed gull

Lower Waitaki Braided River Island Restoration Project

The Lower Waitaki–South Coastal Canterbury Zone Committee has identified improving braided river character and habitat as a key outcome in its ZIP.

For black-fronted terns and black billed gulls, which are colonial nesters, the lack of protected breeding habitats limits their breeding success. Island habitats are ideal, with lower pressure from predators, and the zone committee is committed to developing effective and affordable methods to maintain vegetation-free islands in the Waitaki.

The project in the lower Waitaki is investigating ways of clearing weeds and keeping areas free of weeds to improve the breeding success and the habitat of braided river birds.

Colin O'Donnell, a Department of Conservation scientist, visited the created/enhanced islands in the lower Waitaki River last December and reports that the project has created some of the most successful conservation management he's seen in years.

"Large numbers of threatened birds are nesting on the islands, including large-sized colonies of black-fronted terns, two black billed gull colonies, and wrybill – which is quite significant! There are also good numbers of pied stilts and banded dotterels," he says.

Additionally, the lower Waitaki River holds the southernmost population of Canterbury mudfish, although its habitat is threatened by invading weeds. A variety of management activities are being undertaken, in collaboration with the Waitaki River Management Society and the Department of Conservation.

Good management practice

'Gumboot' approach reduces farming effects on local environment

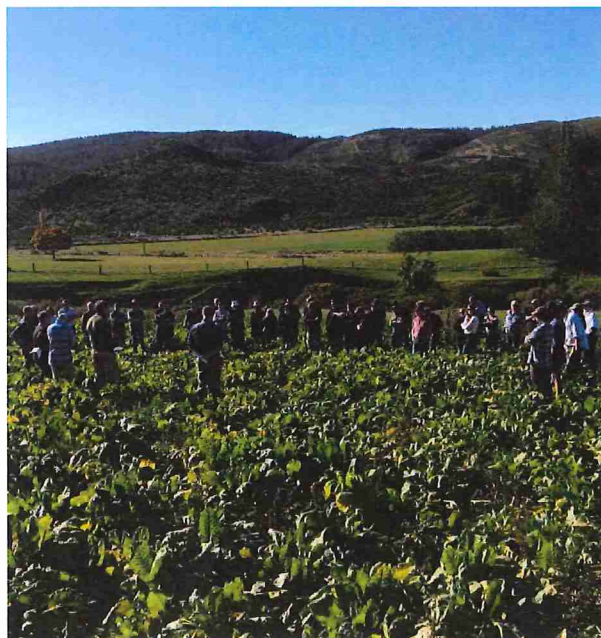
Farmers in the Waihao and Wainono area of South Canterbury are taking a 'gumboot' approach to get the best efficiency from their irrigation and winter feed crops.

The Waihao Wainono Community Catchment Group (WWCCG) holds regular field days focusing on farming environment issues, as part of its work promoting good management on farms throughout the wider catchment. The group uses a grassroots 'gumboot' approach, providing local solutions to meet local needs and respond to local issues.

WWCCG chairman Roger Small says many farmers in the area are committed to reducing their effect on the local environment.

"They want help in gaining the knowledge to allow them to implement practices that will make the difference while maintaining productive farms. This is obvious in the Hook and Waituna catchments where around 75 per cent of farmers have farm environment plans using a locally written template developed by the Hook steering group."

The WWCCG was formed in 1999 and completed its own non-statutory plan to help improve the local rivers and lagoons with help from Environment Canterbury. Today it has a steering group and some of its members have been through a planning process to help determine nutrient management rules.



Progress towards achieving CWMS Targets

Ecosystem health and biodiversity	<p>Our major restoration project – Wainono Lagoon – is in the catchment of our coastal lagoon taonga. This project encompasses multiple scales: on-farm works, in-catchment works, and lagoon riparian works.</p> <p>We have provided more than \$400,000 of funding towards individual projects to protect and enhance biodiversity.</p> <p>Our recommendations for Plan Change 2 to the Waitaki Allocation Plan and Plan Change 3 to the Land and Water Regional Plan provide a pathway to higher flows in smaller rivers and better habitat over time using alternative sources of water to replace abstraction.</p>
Natural character of braided rivers	<p>A new project on the Waitaki River is looking at how to improve habitat for endangered nesting birds. This action research project will improve habitat in the Waitaki, and develop transferable techniques for other braided rivers.</p>
Kaitiakitanga	<p>Our committee process has enabled the expression of Kaitiakitanga through mana whenua's role in decision making and it has enabled a broader understanding of customary values associated with water.</p> <p>Our recommendations for the Waitaki Plan Change (Plan Change 3) provide for an allocation of water specifically for the purposes of mahinga kai enhancement.</p>
Drinking water	<p>We have set catchment load limits for nitrates for all the catchments in our zone.</p>
Recreational and amenity opportunities	<p>Our recommendations for Plan Change 2 to the Waitaki Allocation Plan and Plan Change 3 to the Land and Water Regional Plan provide a pathway to higher flows in smaller rivers over time using alternative sources of water to replace abstraction.</p>
Water use efficiency	<p>The zone committee is supporting the irrigation industry and local schemes to increase water use efficiency, as well as local community initiatives.</p>
Irrigated land area	<p>The Hunter Downs and Waihao Downs irrigation schemes will increase the irrigated area in the zone by approximately 27,000ha.</p>
Energy security and efficiency	<p>Our recommendations for changes to the Waitaki Allocation Plan provide more certainty for energy security, while also providing for other values.</p>
Regional and national economies	<p>Our zone will contribute to new growth in regional and national economies through the Hunter Downs and Waihao Downs irrigation schemes.</p>
Environmental limits	<p>We have completed our recommendations for water-quality limits for the South Coastal Canterbury and Waitaki parts of our zone, flow and allocation limits for South Coastal Canterbury, and recommendations for changes to the Waitaki Allocation Plan.</p>

Key work programmes underway to deliver water management priorities

Subsequent to completing a ZIP, the zone committee and Environment Canterbury put together a work programme, which identified six key areas of work.

Progress under each of these is detailed below.

The ecosystem health and mauri of Wainono Lagoon and its catchments have improved

- Farm surveys and catchment sediment works as part of the initial Wainono project are complete. Te Rūnanga O Waihao have been successful in obtaining additional government funding, which will enable the Wainono project to be extended across more of the Wainono catchment and help develop rūnanga capacity in their environmental stewardship work.

All land is managed following good management practice (GMP) and priority issues/areas are dealt with

- Priority catchments and issues have been identified
- Extension programme focused on priorities and issues
- Work underway with industry in priority catchments.

The biodiversity in the priority areas of Waitaki mouth, Waitaki riparian wetlands and northern fan spring heads, and in areas of grey scrub is protected and enhanced

- Priority areas confirmed to focus Immediate Steps biodiversity work
- Major project underway in the Waitaki River to improve habitat for endangered river birds
- Five wetland projects funded in the Waitaki.

There is widespread community understanding of and compliance with the Waitaki sub-regional section of the Land and Water Regional Plan and Waitaki Catchment Water Allocation Regional Plan

- A decision has been released on Plan Change 3, South Coastal Canterbury and initial community meetings held to explain the decision [under appeal as of November 2016]. Decisions on Plan Change 5, Waitaki, are expected in 2017 and community meetings will be held at this time.

We have increased catchment knowledge in priority areas (science) and we understand the effectiveness of interventions (monitoring)

- Northern streams deep groundwater recharge investigation is complete and the first set of results out (see profile story on page 2)
- The creation of an integrated monitoring framework for the Waitaki is underway with a gaps analysis complete, interface established and work begun in pilot catchments
- Recommended investigations into the northern streams deep groundwater recharge, and Greater Waikakahi groundwater and surface water interaction are underway.

There is widespread ownership of catchment health by the community

- The committee is supporting community initiatives in the Waihao, Wainono and Hakataramea catchments.

Motivated community enhances Duntroon wetlands

This October, celebrations were held to recognise the extensive planting and restoration work undertaken by community organisations in the Duntroon wetlands.

The official ceremony at the wetlands entranceway celebrated the work of the Duntroon District Development Association (DDDA), the Lower Waitaki River Management Society, the zone committee and others.

Over the past year, several large-scale planting projects have seen thousands of flax, cabbage tree, toi-toi and straw-reed put in on the willow-cleared ground, as well as many track edges planted out with ribbon-woods and coprosma.

The plants have had good protection and survived well, and the community groups began to tackle the ever-encroaching watercress. Deciding not to spray it, the plan was instead to closely plant out the stream edges with carex, eventually starving the cress of sunlight.

Much of the ground provided very boggy working conditions, and after the plants were in place, the DDDA arranged for a group of periodic detention workers to install matting and protectors around them all. The project was enjoyable for the group who also learned about the wetland during their visit.

With the A20 cycleway now going through the wetland, and boardwalks throughout, the benefits back to the community are substantial and appreciated. The Duntroon project provides an excellent example of the differences that motivated and well-organised community groups can make with the support of the zone committee.



Zone committee welcomes new Wainono funding

The zone committee welcomes the announcement by Environment Minister Nick Smith that Te Rūnanga o Waihao will receive more than \$500,000 for restoration work at Wainono Lagoon.

This work contributes to the achievement of zone committee priorities and recommendations made in its Zone Implementation Programme.

The committee has been working with the community and key organisations to raise awareness of the lagoon and this funding will build on this momentum.

The Waihao Rūnanga's Te Mana o Te Wai project will carry on the work of its Fresh Start for Fresh Water Project by extending the existing programme across more of the Wainono catchment.

The concept of Te Mana o Te Wai recognises how integral the health of the natural resource is to the social, cultural, economic and environmental well-being of communities.

The programme will focus on developing partnerships to enhance mahinga kai values and work around the lagoon will help address legacy environmental issues and ensure resilience.

The zone committee will work with Environment Canterbury and the Department of Conservation to provide resources and support.



Zone committee members 2016

Kate White (Community member, Chair)
Brent Packman (Community member)
Elizabeth Rollinson (Community member)
Andrew Hayes (Community member)
Mark Giles (Community member)
Mark Kingsbury (Community member)
Bruce Murphy (Community member)

Sandra Hampstead-Tipene (Arowhenua)
Suzanne Eddington (Waihao)
Andrew Feierabend (Meridian Energy)
Tom Lambie (Environment Canterbury Councillor)
Peter Scott (Environment Canterbury Councillor)
Bill Kingan/Jeremy Holding (Waitaki District Council)
Peter McIlraith/Miriam Morton (Waimate District Council)

Brought to you by the Lower Waitaki-South Coastal Canterbury Zone Committee working with

Upper Waitaki Zone Committee Annual Report 2016

Delivering community freshwater aspirations

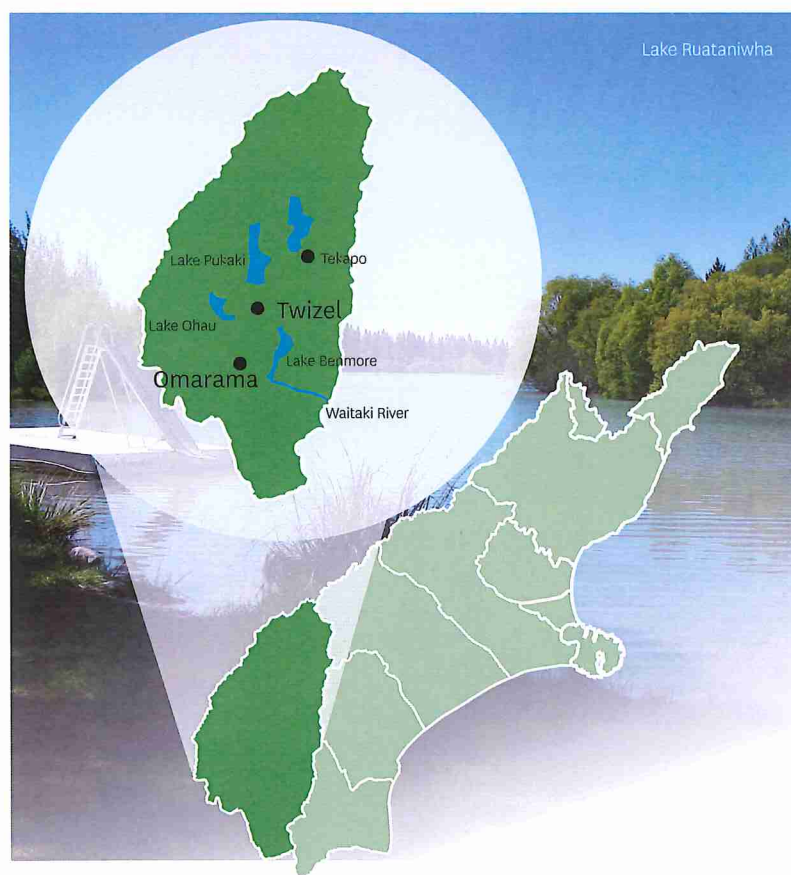
The Upper Waitaki Zone Committee develops actions and tactics to deliver on the 10 targets of the Canterbury Water Management Strategy (CWMS). The committee was established in 2010 and has worked with the community to develop a Zone Implementation Programme (ZIP) and an Addendum, containing recommendations to deliver on the CWMS, including environmental limits.

This year, Plan Change 5 Waitaki was notified, and the Zone Delivery work programme developed, both of which give effect to the ZIP and Addendum.

Rigorous conversations are had by the committee's membership, which is refreshed regularly to ensure a wide range of perspectives is reflected.

CANTERBURY WATER MANAGEMENT STRATEGY VISION:

“To enable present and future generations to gain the greatest social, economic, recreational and cultural benefits from our water resources within an environmentally sustainable framework.”



Key achievements

- New science investigations have been secured to fill knowledge gaps
- More than \$500,000 of local community-driven biodiversity protection and enhancement projects have been funded since 2010
- A Willow Burn Stream rehabilitation project is underway, involving the local community
- The splitting of the longfin and shortfin South Island eel quota to enable better management and protection of the species.

Upper Waitaki Zone

The Upper Waitaki Zone Committee covers the catchments upstream of the Waitaki Dam, from the Lindis Pass to Burkes Pass, including the Mackenzie Basin, and straddles parts of the Waitaki, Waimate and Mackenzie Districts. The committee is a joint committee of the Mackenzie and Waitaki District Councils, and Environment Canterbury. The zone is in the rohe of Arowhenua Rūnanga, Moeraki Rūnanga and Waihao Rūnanga.

Zone committee highlights

Community effort improves water quality in Willow Burn Stream

The Upper Waitaki Zone Committee recommended the restoration of the Willow Burn Stream as a high priority area and has invested \$170,000 over two years, working with local landowners to improve water quality in the stream.

The project involves working with farmers to exclude stock from the more sensitive reaches of the stream, which flows into the Ahuriri River, and removing willows that impede stream flow. Work will also be carried out to protect and enhance the biodiversity of the stream margins and wetlands associated with the catchment.

The first stage of the willow removal, to provide improved water flow and clarity, took place in August upstream from the confluence of the Willow Burn and Ahuriri with help from local farmers, the Department of Conservation, rūnanga and Alps 2 Ocean.

Further work will take place over the next three or more years from the confluence of the stream with the Ahuriri to the Ohau Range, which takes the stream through intensively and extensively farmed properties. The project is supported by the Benmore Irrigation Company, with four of its shareholders owning property that the stream flows through.

Community planting and weed control events are planned for next year and some information signage will be installed on-site. The zone committee has also allocated Immediate Steps biodiversity funding to a number of restoration projects in the area.



Willow Burn Stream

Protecting biodiversity

Critically endangered bignose gets a helping hand

A small spring-fed stream network at Clifton Downs is home to the critically endangered bignose galaxias, a small native fish only found in the Mackenzie Basin.

Highly vulnerable to predation by trout and other salmonids, these unique pencil-shaped creatures burrow down into the springhead gravel to spawn, where they can become vulnerable to damage by stock.

Protecting the habitat and spawning areas of these tiny native fish is a priority of the Upper Waitaki Zone Committee, which has worked over the past winter to fence an area of the Twaddles Swamp as part of a large, high-quality fencing project undertaken by the landowner.



Twaddles Swamp, Omarama

Maryburn stream environment enhanced

Simon Hills Station recently took some excellent steps to protect the natural ecosystems, including invertebrates and native plants, on its doorstep.

The farm has been undertaking a comprehensive programme to exclude stock from the entire length of its side of the Maryburn, with more than 2.5km of fencing installed, supported by zone committee funding.

Removing stock will eliminate any stock damage to the bed and banks of the stream and reduce sediment inputs.

As the nearby wetland has also been fenced, and weeds removed along the stream margins, this project is benefiting the entire length of stream and its surrounds.

Unique tarn protected

The glacial landform features are evident at the Boltons Gully Lagoon, which has unique features requiring a special form of response from the Upper Waitaki Zone Committee.

Landowner concern about protecting this significant natural area and the specialised turf communities around this kettle hole tarn led to stock fencing being funded over the last year.

These sorts of tarns are periodically dry, but this particular tarn has a continuously wet area in its middle with turf communities around its outside, creating a rich ecosystem in a small area.



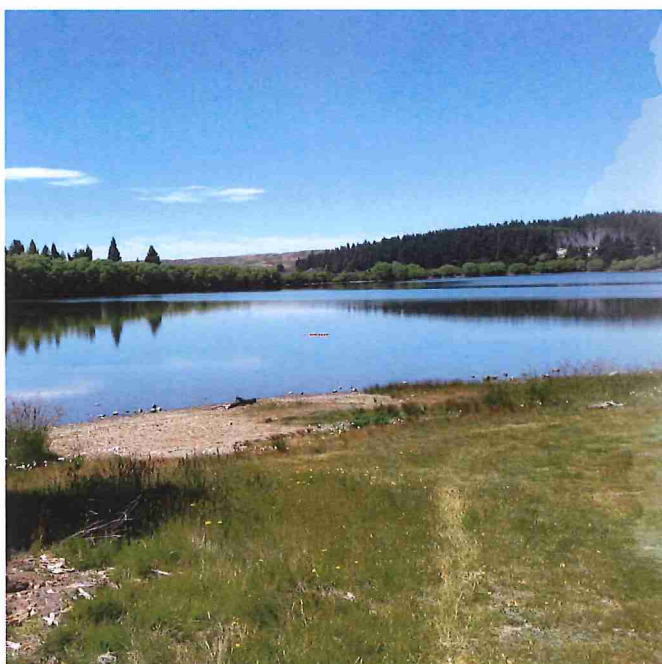
Braemar Station's Hamish Mackenzie in Boltons Gully

Improving scientific understanding

Gathering as much scientific information as we can is essential in filling knowledge gaps as well as aiding the zone committee to make decisions and monitor our effectiveness.

During the year we secured three new science investigations:

- Developing an Integrated Monitoring Framework to share data between Environment Canterbury and the community, providing a 'single source of truth' for data, measuring the effectiveness of the Waitaki sub-regional plan, and providing data for future reviews of nutrient limits. This work is underway and ongoing
- Conducting a hydrogeological investigation into groundwater movement in the Kellands Pond and Wairepo catchments, to better understand and manage the movement of nutrients in this area
- Modelling the feasibility of a re-connection between Lake Middleton and Lake Ohau to improve the state of Lake Middleton and its recreation values.



Lake Middleton

Waitaki lakes maintain good water quality

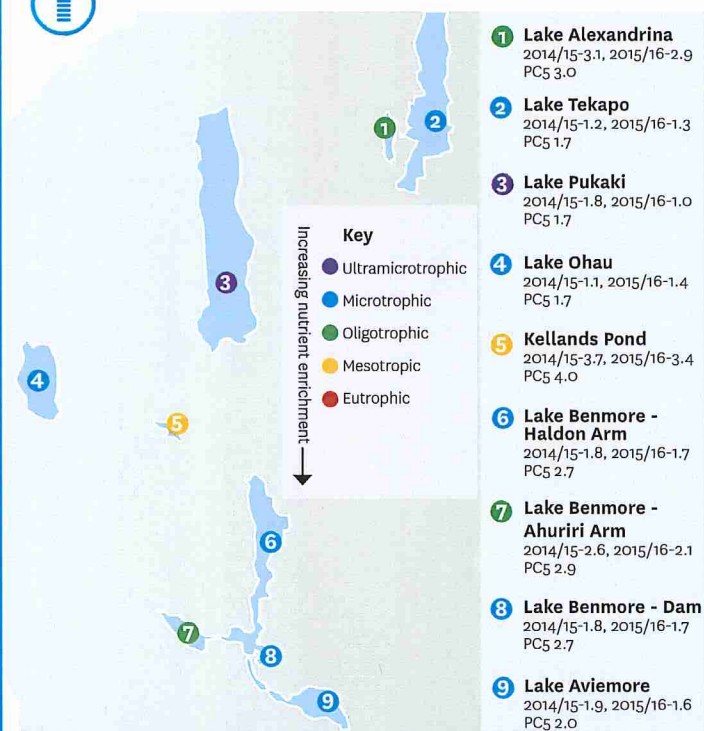
The latest monitoring results for the Waitaki lakes show the lakes are maintaining good water quality.

Lakes Tekapo, Pukaki and Ohau all show they are maintaining their low nutrient status. Nutrient levels at Lake Benmore are being maintained below (better than) its proposed limits (Plan Change 5), which is encouraging for this vulnerable lake system.

The Ahuriri Arm of Lake Benmore is more enriched than other parts of the lake, but there is no indication that it is getting worse.



Latest TLI values of Waitaki Lakes



The TLI (Trophic Level Index) is an indicator of ecological health of the lake which is calculated from annual average nitrogen, phosphorus and chlorophyll concentrations.

The 'PC5' value refers to the limits for each lake proposed in Plan Change 5 to the Land and Water Regional Plan (LWRP).

Looking forward to 2017

While much has been achieved, there is still plenty to do and challenges lie ahead.

2017 will be an important year with the decision on Plan Change 5 Waitaki expected. We will host community meetings explaining the decision once it is settled.

Action on the Willow Burn will be ramping up in 2017 with more phases of willow control, on-farm action, and work on the nohoanga area. We are hoping to see some initial positive outcomes from our investment in the Willow Burn project next year.

A challenge will be how to use our increased understanding, through science investigations, and how we respond to this new knowledge in achieving our outcomes.

Zone Implementation Programme Progress

Subsequent to completing a ZIP Addendum in 2015, the zone committee and Environment Canterbury put together a work programme, which identified six key areas of work.

1. Water quality is improved in priority waterbodies requiring remedial action

- A complete stream walk of the Willow Burn was carried out to gather baseline information and to inform management interventions. Stage one of willow removal is complete, fencing agreements are underway with farmers, and the zone committee has set aside incentive funds

2. All land is managed using good management practice and collectives are encouraged and supported

- Priority catchments have been confirmed
- An Environmental Management Strategy has been developed with Benmore Irrigation Company
- 100% of farm environment plans have been completed with Benmore Irrigation Company and 70% with the Forks, Irishman, Maryburn catchment group.

3. There is increased protection and enhancement of the zone's biodiversity

- More than \$500,000 of biodiversity projects have been funded in the zone
- The Waitaki Sub-regional Plan Change provides an easier consent pathway as an incentive to protect biodiversity

4. There is widespread community understanding of and compliance with the Waitaki sub-regional section of the LWRP and WCWARP

- The Waitaki Plan Change 5 was notified in 2016 and hearings held

5. We have increased catchment knowledge in priority areas (science) and we understand the effectiveness of interventions (monitoring)

- The creation of an integrated monitoring framework for the Waitaki is underway with a gap analysis completed and work underway in pilot catchments
- New investigations are underway to better understand groundwater movement in the Kellands Pond/Wairepo catchments, and to understand the feasibility of reconnecting Lakes Middleton and Ohau

6. There is widespread ownership of catchment health by the community

- A 'Love your Lakes' campaign has begun to encourage visitors and recreational users to use facilities and take their rubbish with them.

Progress towards achieving CWMS targets

Ecosystem health and biodiversity	We have contributed more than \$500,000 towards biodiversity projects to protect and enhance biodiversity. We have begun a restoration project on our one impacted waterway and we have set water-quality limits which will protect ecosystem health and provide habitat protection for vulnerable species.
Natural character of braided rivers	Not applicable
Kaitiakitanga	Our committee process has enabled the expression of Kaitiakitanga through mana whenua's role in decision making and has broadened understanding of customary values associated with water. We are also supporting work at nohoanga (temporary campsites).
Drinking water	We have set catchment limits for nitrates in our zone.
Recreational and amenity opportunities	<p>We have an education campaign underway to encourage visitors to look after our waterways.</p> <p>For the one site in our zone that does not meet the contact recreational standard, we have an investigation underway into the source of the contaminant.</p> <p>Our catchment limits have been set to protect the recreational value of our lakes.</p> <p>Waitaki District Council has installed campsite holding tanks.</p>
Water use efficiency	The zone committee supports industry-led efforts to increase water use efficiency and the requirement for good management practice will drive water use efficiency. Specific local training is planned for early 2017.
Irrigated land area	There is the opportunity to increase the irrigated land area in the zone through consented but non-implemented development and some further development within the catchment limits set.
Energy security and efficiency	Catchment water-quality limits will protect energy security in the zone
Regional and national economies	<p>Current contributions to regional gross domestic product from the zone's industries are: Hydro \$660m, Tourism \$90m, Agriculture \$190m, and Aquaculture \$25m.</p> <p>Our zone will contribute to new growth in regional and national economies through aquaculture, agriculture and tourism.</p>
Environmental limits	We have completed recommendations for water-quality limits for all of our zone.

Zone committee members

Barry Shepherd (Chair)
 Simon Cameron (Deputy Chair)
 Jay Graybill (Community member)
 Lisa Anderson (Community member)
 Mat Bayliss (Community member)
 Richard Subtil (Community member)

John Wilkie (Waihao)
 Sandra Hampstead-Tipene (Arowhenua)
 Vacant (Moeraki)
 Peter Skelton/John Sunckell (Environment Canterbury)
 Garry Kircher/Craig Dawson (Waitaki District Council)
 Murray Cox/Russell Armstrong (Mackenzie District Council)

Brought to you by the Upper Waitaki Zone Committee working with



Waitaki
 DISTRICT COUNCIL
 TE KAUHIHERA A ROHE O WAITAKI

Environment Canterbury
 Regional Council
 Kaunihera Taiao ki Waitaha

Waitaki District Council Report

From Payroll Administrator
Chief Executive

Date 10 May 2017

Warrant of Appointment

Recommendation

That Waitaki District Council resolves as follows:

Waitaki District Council hereby appoints **Rachael Willox** 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.

Background and Objective

This resolution is required to provide enforcement powers for a Resource Management Planner who is employed on fixed-term contract to cover for a permanent employee who is on Parental Leave.

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



Michael Ross
Chief Executive

Waitaki District Council Report

From Regulatory Services Manager

Date 10 May 2017

Amend Regulatory Services Objective Timeframes

Recommendations

That Council approves the amended 'Proposed Objectives' as listed in Option 1 below.

Objective of the Decision

To negotiate revised timeframes on objectives agreed as a result of the 2015 Regulatory Business Case.

Summary

It is proposed that Council consider the information presented and amend the timeframe to set achievable objectives.

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Key	Environmental Considerations	No
Legal	No	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

Background

In December 2015 additional resources were approved for Regulatory Services to enable the team to deliver an improved service with a specific focus on Building Control.

Objectives agreed were:

1. To increase performance of the Building Consent Authority/Territorial Authority (BCA/TA) to issue all consents within 15 working days of lodgement without detriment to overall operation by 2017
2. To investigate and implement options to enable 24 hour booking requests for inspections by 2017
3. 100% of building inspections completed within customers desired timeframes of 48 hours
4. To assist the customer and industry to lodge a complaint and acceptable consent at first attempt 50% of the time by 2017
5. To improve the regulatory customer experience, decision-making processes, reporting and awareness by 2018
6. To successfully implement relevant policy, bylaw and legislative priorities by 2018.

In December 2016 Council approved more resources for Regulatory Services and said they would consider amending timeframes to achieve objectives. This was considered reasonable to provide the business time to recruit and train new staff and also address key priorities prior to IANZ returning in June 2017.

Why Change Timeframes?

A number of factors have resulted in less progression than desired on the above objectives.

- It took longer than anticipated to recruit Building Control Officers (BCO) and one left after three months in the role
- Volume of administration work was greatly affected by process changes to address IANZ audit recommendations in 2015 and high LIM and property file requests
- Initiatives to improve efficiency could not be achieved
- Our lack of communication about process changes has slowed intended improvement in delivery.

Our reality is that we will not meet these objectives within the current timeframes and rather than fail them all, we seek approval to take a progressive approach to meeting these.

Current Situation

We have successfully recruited three administrators (one permanent and two fixed term) to assist with scoping work that has previously not been completed. These staff are going well but with less than two months in the role are still learning. Our new vetting officer is also transitioning well to her new role with positive feedback from the community to date.

We have been unsuccessful in recruiting a Senior Building Control Officer (SBCO). This would have greatly assisted the level of upskilling we have within the team. We only have one staff member that has experience across the wide range of Building Consent Authority (BCA) and Territorial Authority (TA) activity. We also have a BCO vacancy.

We have engaged external consultants to assist us with processing consents and looking at all avenues to increase inspection availability.

The Outstanding Code Compliance Project is progressing and we are hopeful to get more momentum as we move from commercial to residential activity.

We are now considering a plan to recruit graduates. This will get people on the ground but often slows activity in the office due to training and mentoring. Expectations around mentoring are prescribed and direct or indirect supervision is required until technical knowledge has been assessed as being competent in a specific area.

Our Senior Environmental Health Officer remains on leave and as a result the team has been managing relatively effectively in his absence, although this is not sustainable.

Summary of Options Considered

Option 1 –Amend objectives to be achievable.

Proposed objectives are as follows:

Existing Objective	Proposed Objective
1. To increase performance of the BCA/TA to issue all consents within 15 working days of lodgement without detriment to overall operation by 2017	<ul style="list-style-type: none"> To increase performance of the BCA/TA to issue all consents within 15 working days of lodgement without detriment to overall operation <ul style="list-style-type: none"> By 31 May 2017, 95% of consents are approved within 20 working days By 31 December 2017, 100% of consents are approved within 20 working days By 30 June 2018, 100% of consents are approved within 15 working days
2. To investigate and implement options to enable 24 hour booking requests for inspections by 2017	To investigate and implement options to enable 24 hour booking request for inspections by 30 June 2018
3. 100% of building inspections completed within customers desired timeframes of 48 hours	100% of building inspections completed within customer desired timeframes of two working days by 31 December 2018
4. To assist the customer and industry to lodge a complaint and acceptable consent at first attempt 50% of the time by 2017	To assist the customer and industry to lodge a complaint and acceptable consent at first attempt 50% of the time by 31 December 2018
5. To improve the regulatory customer experience, decision-making processes, reporting and awareness by 2018	To improve the regulatory customer experience, decision-making processes and awareness by 31 December 2017 and regulatory reporting by 31 December 2018
6. To successfully implement relevant policy, bylaw and legislative priorities by 2018	To successfully implement relevant policy, bylaw and legislative priorities by 31 December 2018

Option 2 – Retain current objectives

We are a developing regulatory services team. Fifty percent of our current team have been employed by Council for two years or less and 20% less than one year. We currently have three vacancies and a need to review our environmental and compliance area.

We are currently failing to meet our objectives and if we are unable to fill vacancies it will be an ongoing challenge to achieve. A re-negotiation of outcomes enables us to continue to grow and improve and will assist with morale within the team.

Alternatively, more funds could be made available to get consultants in to complete work on our behalf. This assumes that the necessary skills are available in a very tight building market.

Option 3 – Withdraw one or more objectives

Although this might seem an attractive option, Regulatory Services is committed to achieving these objectives. The first five objectives go hand in hand and were reached after discussion with nominated industry representatives. The other two relating to Regulatory are to ensure we are ahead of the game with new legislation.

Therefore the withdrawal of any of the above would have a detrimental impact on service.

Assessment of Preferred Option

Option 1 is the preferred option. It enables time to build the skills of the team and complete an analysis on the various building systems available that could support the achievement of objectives.

Having considered the options summarised above, the following conclusions have been reached:

1. More money is unlikely to help our situation as skilled resources are scarce.
2. The end result will see an enhanced service to our customers but also more proactive advice to Council prior to, not after, new legislation is implemented.
3. Regulatory Services is committed to achieving these objectives.



Lichelle Guyan
Regulatory Services Manager

Thunes Cloete
Community Services Group Manager

Attachment

Additional decision making considerations

Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Outcomes

1. We enable opportunities for new and existing businesses
2. We provide and enable services and facilities so people want to stay and move here
3. We keep our district affordable
4. We maintain the safest community we can

Publicity & Communication Considerations

It is recommended some objectives are detailed in the industry newsletter.

Waitaki District Council Report

From Regulatory Services Manager

Date 10 May 2017

District Licensing Committee

Recommendations

That Council:

1. Approve Option 1 'Continue with A and B Committee with membership of five' as is the current District Licensing Committee (DLC) model
2. Approve DLC membership of five (5) members
3. Approve amendment of DLC term to five (5) years
4. Approve position description
5. Approve the DLC roles to be advertised 12 May 2017
6. Approve the continuance of the existing committee until 30 July 2017
7. Confirm the Executive Committee will be the recruitment committee
8. Notes that staff will provide Council with a quarterly report on DLC activity

Objective of the Decision

To consider effectiveness of the existing committee format and alternatives options, including membership numbers and appointment terms.

Summary

It is proposed that Council approve the current DLC model of an A and B committee. The term is extended from three (3) to five (5) years and the membership with a membership of five (5).

Summary of Decision Making Criteria

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

Background

The DLC is appointed by Council under the Sale and Supply of Alcohol Act 2012 (SSAA).

The Territorial Authority (TA) must establish and maintain a list of persons approved to be members of the DLC and must not approve a person to be included on the list unless that person has experience relevant to alcohol licensing matters.

The Ministry of Justice describes the committee as follows:

"Appointed members of a DLC hold a semi-judicial role and must make fair and legally correct decisions. They must not be influenced by concerns that a decision may be unpopular and affect the member's re-election prospects".

On 20 July 2016 Council approved an extension of the existing DLC until 30 June 2017.

The current committee was originally appointed for a three year term and consists of five members:

- Cr Peter Garvan (Chair)
- Cr Jim Hopkins (Deputy Chair)
- Cr Hugh Perkins
- Mr Ken Scott (Commissioner)
- Dr Julia Sutherland

One aim of the SSAA is to improve community input into local alcohol licensing decisions. In October 2013 Council resolved to appoint two DLCs, to be known as the District Licensing Committee "A" (listed members) and District Licensing Committee "B" (commissioner).

The B committee consists of the appointed commissioner and any two members from the list. This committee will only meet when the A committee cannot consider an application due to availability, conflict of interest or other compelling reasons.

The Waitaki model has proven to be cost effective and has been running very efficiently over the past year. Year to date committee expenses are \$5k against a budget of \$15k. This has been the trend for the last three years.

A \$74k increase was approved in 2014/15 to be rate funded to allow for additional resourcing to support the activity. Alcohol licensing and monitoring is listed in the moderate range in the Funding Policy which is 40-60% of the activity (funded by user charges). Currently we are tracking at 66% user pays this year. Total costs and revenue for the past five years is detailed in **Appendix 1**. Overheads have been reducing over the past three years and we are monitoring administration support in this area. To increase revenue from this activity to cover overheads will require Council to establish a fee setting bylaw which is available under the Act and/or review our business model which is intended within the next six months.

The vast majority of licensing decisions are made on the papers by the Chair or Commissioner. Only 8% of applications have required a committee decision – generally due to being a temporary authority. (Trading while changing ownership). Detailed in **Appendix 2**. Although this is an efficient model it does result in limited input from some committee members. This is a challenge for all DLCs.

A comparison of committee size and models is in **Appendix 3**.

Functions of the District Licensing Committee

A licensing committee's functions are:

- to consider and determine applications for and renewals of licences and manager's certificates, renewal of licences
- to consider and determine applications for temporary authority to carry on the sale and supply of alcohol, special licences, variation, suspension, or cancellation of special licences
- with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority
- to conduct inquiries and to make reports as may be required of it by the licensing authority under legislation; and
- any other functions conferred on licensing committees by or under this Act or any other enactment.

Currently the committee meet each quarter to discuss issues and opportunities, applications of interest and other relevant factors. At least once a year agencies attend DLC meetings.

Membership Numbers

The licensing committee must consist of three (3) members. A Chairperson (elected member) or Commissioner must be appointed.

The original committee had nine members which is too many for a TA of our size. Sufficient membership is needed to ensure a quorum of three (3) can be available if an application needs to be considered by the committee or via a hearing.

The current membership of five seems to be working well and therefore is recommended as the maximum number.

Term

Under the Act, a person can be approved for inclusion on the DLC list for a period of up to five years and may be approved for any one or more further periods of up to five years.

Council previously set the term at three years to coincide with elections. Council may wish to review this. If we continue to run with two committees the appointed B committee will determine applications and renewals until a new chair/elected member is appointed to the A committee.

It is recommended that Council extend the term to five (5) years. If a member resigns during this period they can be replaced at any time. This reduces time and costs with the recruitment process.

Summary of Options for the DLC

Option 1 – Continue with A and B Committee with membership of five. Term five years.

Advantages

- Model is cost effective
- Provides independence for Council owned premises
- Small committee
- Council connection with local decisions

Disadvantages

- Limited opportunities for all members to have active participation
- Lack of knowledge and experience for complex applications
- Continuity if elected members are not re-elected to Council

Option 2 – Establish Commissioner Only Model with membership of five. Term five years.

Advantages

- All members would be commissioners
- DLC operates outside of Council and therefore completely independent to operate within legislation under the Act, and any Local Alcohol Policy developed
- Could have a smaller committee and make arrangements with neighbouring districts such as Timaru if a quorum cannot be reached
- Equally develop the skills of all members through rotation model
- Continuity if elected members are not re-elected

Disadvantages

- Council may feel a level of disconnection with the DLC
- Has potential to increase committee costs

Option 3 – Shared Service Arrangement

Advantages

- DLC operates outside of Council and therefore completely independent to operate within legislation under the Act, and any Local Alcohol Policy developed
- Equally develop the skills of all members through rotation model
- More work therefore knowledge and experience gained
- Continuity if elected members are unsuccessful

Disadvantages

- Council may feel a level of disconnection with the DLC
- Cost of travel would increase expenses
- Members would not be familiar with the local community

Assessment of Preferred Option

Option 1- Continue with A and B Committee with membership of five. Term five years.

Having considered the options summarised above, the following conclusions have been reached:

1. This model is working well currently, therefore there is no reason to change it.
2.
 - All list members can attend training opportunities as available.
 - Elected members to the TA can continue as list members if they are not re-elected.
 - Where decisions require a committee or hearing the Secretary could manage selection to ensure list members have an equal opportunity to participate.



Lichelle Guyan
Regulatory Services Manager

Thunes Cloete
Community Services Group Manager

Attachments

Additional decision making considerations

Appendix 1: Expenses and Revenue

Appendix 2: DLC Decisions

Appendix 3: Models in other TAs

Appendix 4: Position Descriptions

Appendix 5: Advertisement

Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Outcomes

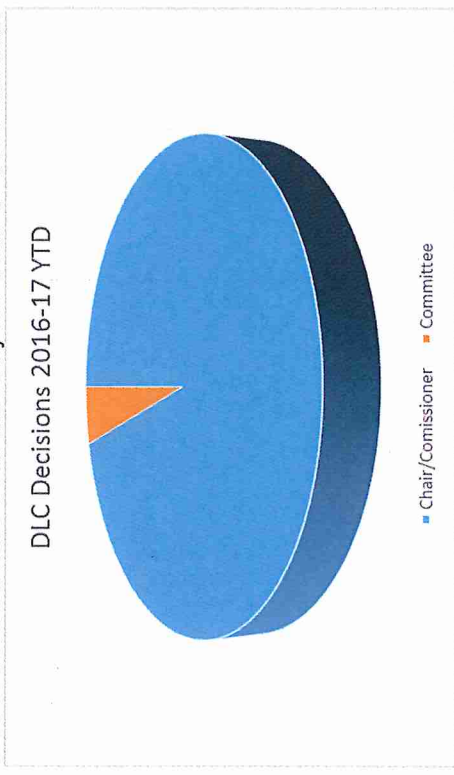
We keep our district affordable

Appendix 1: Expenses and Revenue

Year	2016-17 (year to date)	2015-16	2014-15	2013-14 (Transition)	2012-13
Revenue	\$107k	\$132k	\$138k	\$61k	\$ 65k
Expenses	\$ 17k	\$ 22k	\$ 27k	\$24k	\$ 12k
Overheads	\$144k	\$210k	\$217k	\$196k	\$103k
Percentage User Pays	66%	57%	56%	30%	56%

Appendix 2: DLC Decisions

92% of decision have been made by the Chair or Commissioner



Appendix 3: Models in other TA's

TA	Membership	Make up	Comments
Ashburton/Selwyn	9 members	Commissioner	Secretary determines quorum
Christchurch	5 members	Commissioner	All members are commissioners and work on rotation.
Hurunui/Waimak	3 members (each)	Elected members	Arrangement where if short the councils DLC support the other
Dunedin	7 members	Mixed model	One committee
Invercargill/Southland	6 members	Elected members	
Auckland	15 members	Commissioner	5 chairs, 1 committee
Queenstown	3 members	Commissioner	
Timaru/McKenzie/Waimate	4, 1 & 2 respectively	Commissioner	1 commissioner for all three committees. Shared membership for hearing/committee decisions

Appendix 4: Position Descriptions

POSITION DESCRIPTION - Member

Position:	District Licensing Committee - Member
Division:	District Licensing Committee
Location:	Waitaki District
Reports to:	District Licensing Committee Chair
Date:	May 2017

BACKGROUND

The Sale and Supply of Alcohol Act 2012 requires each Territorial Authority to establish a District Licensing Committee. The Waitaki District Licensing Committee (DLC) will provide a central role in the processing, administration and decision making of all Alcohol Licensing applications throughout the District.

WDC deals with a number of applications each year regarding:

- New and renewal premises applications (On, Off and Club)
- New and Renewal Managers Certificate applications (General Managers and Club)
- Special Licence applications
- Temporary Authorities

WDC has around 127 licensed premises throughout the district and deals with approximately 60 special licence applications, 160 manager's applications and 10 temporary authorities.

The DLC has a membership of 5 and operates with an A and B committee. The A committee has a chair and deputy chair appointed and the B committee a commissioner. Most applications will be approved by the A committee chair unless there is a conflict of interest or the chair and deputy chair are unavailable.

PURPOSE

The District Licensing Committee (DLC) is responsible for considering and determining applications for licences and manager's certificates, temporary authorities and special licences.

The DLC will consider opposed and un-opposed applications to licences and manager's certificate applications.

KEY TASKS

- To consider and determine applications for licence, managers certificates temporary authorities and special licences in a consistent manner with the DLC Chair.
- To assist the DLC Chair during liquor hearings (opposed and unopposed)
- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents.

- Comply with all legislative requirements.
- Adhere to WDC's Code of Conduct.

KEY RELATIONSHIPS

Internal:

- WDC Staff
- Alcohol Licensing Inspectors
- DLC Secretary
- DLC Chair/Members

External:

- Customers/ Members of the public
- Police
- Medical Officer of Health
- ARLA Representatives

PERSON SPECIFICATION

- Demonstrates experience of the alcohol and regulatory functions
- Knowledge of the Sale and Supply of Alcohol Act 2012 and local alcohol policies
- Awareness and understanding of alcohol related harm and community views
- Highly developed decision making ability to assess information in an objective manner, with clear and concise reasoning and an excellent eye for detail
- Strong written and oral communication skills and demonstrates clear ability for effective questioning
- Excellent interpersonal skills and assertiveness with a proven ability to establish and maintain effective relationships with internal and external customers
- Conveys a professional and positive image, with a courteous and efficient manner.

COMPETENCIES

Competencies Overview specific to the role:

<i>Experience</i>	Demonstrates detailed knowledge of alcohol licensing matters, with an active interest and ability to build new knowledge in this area.
<i>Community Harm</i>	An understanding of the Waitaki District community and alcohol related harm and its impact on the wider community.
<i>Decision Making</i>	Demonstrates the ability to investigate and question all sources of information, to provide independent and balanced decisions.
<i>Hearing Experience</i>	An understanding of a hearings process, demonstrating experience in hearing procedures and abilities to apply the necessary legislation and written decisions.
<i>Communication</i>	Demonstrates good written and oral communication skills to assist the DLC Chair.
<i>Integrity</i>	Displays professionalism and ethical conduct at all times.

POSITION DESCRIPTION –Chair/Deputy Chair or Commissioner

Position:	District Licensing Committee - Chair
Division:	District Licensing Committee
Location:	Waitaki District
Reports to:	Chief Executive
Date:	May 2017

BACKGROUND

The Sale and Supply of Alcohol Act 2012 requires each Territorial Authority to establish a District Licensing Committee. The Waitaki District Licensing Committee will provide a central role in the processing, administration and decision making of all Alcohol Licensing applications throughout the District.

WDC deals with a number of applications each year regarding:

- New and renewal premises applications (On, Off and Club)
- New and Renewal Managers Certificate applications (General Managers and Club)
- Special Licence applications
- Temporary Authorities

WDC has around 127 licensed premises throughout the district and deals with approximately 60 special licence applications, 160 manager's applications and 10 temporary authorities.

The DLC has a membership of 5 and operates with an A and B committee. The A committee has a chair and deputy chair appointed and the B committee a commissioner. Most applications will be approved by the A committee chair unless there is a conflict of interest or the chair and deputy chair are unavailable.

PURPOSE

The District Licensing Committee (DLC) is responsible for considering and determining applications for licences and manager's certificates, temporary authorities and special licences.

The DLC will consider opposed and un-opposed applications to licences and manager's certificate applications.

KEY TASKS

- To consider and determine applications for licence, managers certificates temporary authorities and special licences in a consistent manner.
- Principal responsibility for chairing alcohol hearings (opposed and unopposed)
- To refer applications to the licensing authority as necessary
- To conduct inquiries and to write reports as required by the licensing authority for matter referred

- Manage own personal health and safety and takes appropriate action to deal with workplace hazards, accidents and incidents.
- Comply with all legislative requirements.
- Adhere to WDC's Code of Conduct.

KEY RELATIONSHIPS

Internal:

- WDC Staff
- Alcohol Licensing Inspectors
- DLC Secretary
- DLC Chair/Members

External:

- Customers/ Members of the public
- Police
- Medical Officer of Health
- ARLA Representatives

PERSON SPECIFICATION

- Demonstrates experience of the alcohol and regulatory functions
- Knowledge of the Sale and Supply of Alcohol Act 2012 and local alcohol policies
- Awareness and understanding of alcohol related harm and community views
- Highly developed decision making ability to assess information in an objective manner, with clear and concise reasoning and an excellent eye for detail
- Strong written and oral communication skills and demonstrates clear ability for effective questioning
- Excellent interpersonal skills and assertiveness with a proven ability to establish and maintain effective relationships with internal and external customers
- Conveys a professional and positive image, with a courteous and efficient manner
- Proven experience in chairing hearings and interpreting legal matters

COMPETENCIES

Competencies Overview specific to the role:

<i>Experience</i>	Demonstrates detailed knowledge of alcohol licensing matters, with an active interest and ability to build new knowledge in this area.
<i>Community Harm</i>	Knowledge of the Waitaki District community and alcohol related harm and its impact on the wider community.
<i>Decision Making</i>	Demonstrates the ability to investigate and question all sources of information, to provide independent and balanced decisions.
<i>Hearing Experience</i>	An understanding of a hearings process, demonstrating experience in hearing procedures and abilities to apply the necessary legislation and written decisions.
<i>Communication</i>	Provides effective written and oral communication skills, to facilitate and lead the DLC
<i>Integrity</i>	Displays professionalism and ethical conduct at all times.

Appendix 5: Advertisement

District Licensing Committee

The Waitaki District Council is calling for applications from Waitaki District residents interested in making alcohol licensing decisions.

The District Licensing Committee is responsible for determining all alcohol licences and managers' certificates in our district. We are looking for applicants with strong skills and experience, including:

- relevant alcohol licensing experience in previous roles
- demonstrated knowledge of the Sale and Supply of Alcohol Act 2012 and how it is applied
- highly developed decision-making skills and investigative ability
- demonstrated knowledge of the hearing process
- an understanding of the Waitaki communities and their expectations around alcohol licensing
- strong verbal and written communication skills.

Please note that existing members may apply. Applicants must not have any direct interests in the alcohol industry or alcohol retail business.

Applicants will be appointed for a five (5) year term. Successful candidates will be contracted to the Waitaki District Council and cannot be employees of Council. Work will be on an 'as required' basis at the remuneration rate set by the Minister of Justice for a term that expires in June 2020.

Waitaki District Council Report

From Property Manager

Date 10 May 2017

Oamaru Courthouse Redevelopment

Recommendations

That Council agree:

1. A budget of \$900k, funded from the Oamaru Endowment reserve fund, be approved to bring the building up to an Importance Level 3 (IL3) 100% New Building Status (NBS) rating and to a tenable standard;
2. The Chief Executive be directed to lease the Courthouse building located at 88 Thames Street, Oamaru to the Ministry of Justice;

Objective of the Decision

To upgrade the Oamaru Courthouse so that Court services return to the building.

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	Key
Financial Criteria	Key	Economic Considerations	Key
Community Views	Moderate	Community Board Views	No
Consultation	No	Publicity and Communication	No

Background

Late in 2012 The Ministry of Justice commissioned a seismic assessment report on the Oamaru Courthouse building. The building was assessed as being earthquake prone. The Ministry of Justice required a minimum of 67% of IL3 so the building was closed and court services temporarily moved to the Opera House before a port-a-court was constructed in a carpark on Humber Street.

Council began discussions with the Ministry of Justice to ascertain whether the Courthouse building could be redeveloped by Council to accommodate court services back into the building. Initial estimates were sought and lease terms were discussed to determine the feasibility of the project.

Detailed design drawings were then initiated and were received last month. These were then provided to a quantity surveyor for a more detailed estimate. The costings are in-line with the original estimate. The \$900,000 budget can be broken into \$400,000 for structural strengthening and \$500,000 for other associated building work which includes upgrades to ventilation, fire system, accessibility, drainage, heating, painting and cleaning of the exterior stone work. The budget includes all design, professional services, fees and project contingency.

All other terms and conditions with Justice have been agreed and the Deed of Lease is ready for signing. The project will go to tender and as such, a detailed breakdown of the estimate will not be available until final costs are known. The net cost of the project is not expected to impact on rates.

The preliminary drawings are still subject to a formal engineer's peer review and Heritage NZ feedback however, they have both been involved with the preliminary drawings and any changes they may require are not expected to be significant and can be covered by the contingency. This budget improves the building to 100% NBS for IL3, which is above the minimum requirement of 67% by Justice.

If approved, work is expected to commence immediately and the building is expected to be ready for occupation early next year.

Summary of Options Considered

Option 1 – Approve the budget funded from the Oamaru Endowment Reserve (Recommended)

Council has an agreement with Justice that it will upgrade the Courthouse building to a minimum of 67% NBS of IL3. Council was waiting on the completion of the detailed design so that the budget for the project could be established. This work is now done and Council can approve the budget so that the redevelopment of the Courthouse can proceed. This will enable court services to return to the Courthouse.

The Courthouse would be paid from the Oamaru Endowment fund, which has enough cash reserves to fund the budget and it will return a higher return than as a cash investment. The rental is commercially sensitive, however the increased return will cover operational costs as well as the current return the fund provides to ratepayers. At the end of the lease period, the Oamaru Endowment will own a significant Category 1 heritage building that meets a high level of NBS.

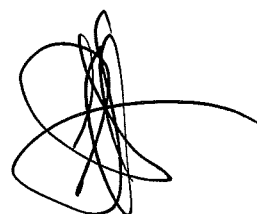
Therefore, the objective of providing a permanent facility for Court Services at no cost to ratepayers is met by this option.

Option 2 – Do not proceed

Council has an agreement with Justice to provide this facility to them. This option does not meet the intent of the agreement and the future of the Courthouse building would then be unknown. There may be cost implications for ratepayers under this option.

Conclusion

It is recommended that Council approves the budget of \$900k so that building work can proceed funded from the Oamaru Endowment fund. This means it becomes an Oamaru Endowment property. This option ticks all the boxes by making the building available to Justice and at no cost to ratepayers.



Neil Jorgensen
Assets Group Manager

Renee Julius
Property Manager

Attachment

Additional decision making considerations

Additional Decision Making Considerations

The following matters have been considered in making the decisions.

We maintain the safest community we can:

There have been a number of issues identified at the port-a-court and returning to the original Oamaru Courthouse would provide more secure holding facilities.

We keep our district affordable:

Keeping court services in Oamaru is cost effective and this service can be provided at no cost to ratepayers

Community Views

The detail around project costs and rental income are commercially sensitive, however this report is intended to provide enough information to the community so they are kept informed of progress.