



# Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

## Notice of Meeting

and

## AGENDA

# Ordinary Council Meeting

**Tuesday 31 July 2018**  
**9.00am – 12.15pm**

**A Public Forum will be held at the commencement of the meeting,  
from 9.00am – 9.30am.**

**If you wish to speak during the Public Forum,  
please register your interest with the Governance Advisor  
by 12.00pm on Friday 27 July 2018.**

**VENUE: Council Chamber, Third Floor  
Waitaki District Council Headquarters  
20 Thames Street, Oamaru**

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# Waitaki District Council Meeting

Council Chamber, Third Floor,  
Waitaki District Council Headquarters, 20 Thames Street, Oamaru

9.00am, Tuesday 31 July 2018

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## **17. Resolution to Exclude the Public**

"That the public be excluded from the following parts of the proceedings of this meeting, namely items 18, 19, 20, 21, 22, 23, 24 and 25.

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 (refer next page):

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter - Section 48(1)
Public Excluded:	To protect the privacy of natural persons.
• Confirmation of Public Excluded Meeting Minutes – Council Meeting 26 June 2018 PE	Section 48(1) (a).
• Kurow Duntroon Irrigation Company Redevelopment Proposal PE	(The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.)
• Appointment of Council's Trustee on the Oamaru Whitestone Civic Trust PE	To enable the Council to carry out commercial negotiations without prejudice or disadvantage.
• Recommendation from Harbour Area Committee Meeting, 8 May 2018 PE	Section 48(1)(a)
• Recommendation from Finance, Audit, and Risk Committee Meeting, 10 July 2018 PE	(Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)
• Recommendation from Assets Committee Meeting, 18 July 2018 PE	
• Remuneration Authority Determination 2019 – Waitaki District Council Amendment	

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

<b>18.</b>	<b>Confirmation of Public Excluded Meeting Minutes</b>	
	• Council Meeting – 26 June 2018 PE	112 – 116
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	• Decision Report and Recommendations	
<b>20.</b>	<b>Appointment of Council's Trustee on the Oamaru Whitestone Civic Trust PE</b>	
	• Decision Report and Recommendations	145 – 150
<b>21.</b>	<b>Recommendation from Harbour Area Committee Meeting – 8 May 2018 PE</b>	
	• Decision Report and Recommendation	151
<b>22.</b>	<b>Recommendation from Finance, Audit and Risk Committee Meeting – 10 July 2018 PE</b>	
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<b>23.</b>	<b>Recommendation from Assets Committee Meeting – 18 July 2018 PE</b>	153
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<b>24.</b>	<b>Remuneration Authority Determination 2018 – Update PE</b>	154 – 155
	• Decision Report and Recommendations	

<b>Decisions regarding Release of Public Excluded Information</b>	<b>–</b>
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|------------|---|--|
| <b>25.</b> | <b>Resolution to Return to Public Session</b>   |  |
|            | That Council resumes in open meeting and decisions made in public excluded session are confirmed and made public as and when required and considered.                                     |  |
| <b>26.</b> | <b>Release of Public Excluded Information</b>   |  |
|            | Public excluded information that is approved for release during the Public Excluded session of this meeting will be included in the public minutes of this meeting, under Agenda Item 26. |  |



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

**UNCONFIRMED MINUTES of a meeting of the  
Waitaki District Council held in the Council Chamber,  
Waitaki District Council Headquarters, Third Floor, 20 Thames Street, Oamaru  
on Tuesday 26 June 2018 at 9.00am**

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<b>Present</b>	Mayor Gary Kircher (Chair), Deputy Mayor Melanie Tavendale, Cr Craig Dawson, Cr Peter Garvan, Cr Jeremy Holding, Cr Jim Hopkins, Cr Bill Kingan, Cr Guy Percival, Cr Hugh Perkins, Cr Colin Wollstein, and Cr Jan Wheeler
<b>In Attendance</b>	Fergus Power (Chief Executive) Neil Jorgensen (Assets Group Manager / Deputy Chief Executive) Paul Hope (Finance and Corporate Development Group Manager) Lichelle Guyan (Heritage, Environment and Regulatory Group Manager) Bill Chou (Information Services Group Manager) Ainslee Hooper (Governance and Policy Advisor)
<b>Part Attendance</b>	Ian Wells (Accounting Manager), Mike Searle (Policy and Strategy Manager), Martin Pacey (Water Services and Waste Manager), Michael Voss (Roading Manager), members of the Finance team; Richard Maher (Programme Manager); Arun Kumar (Project Manager / Business Analyst); Sieglyn Duero (Executive Assistant to the Chief Executive); Waitaki District Council Interns Niek Broekman, Laura Ludolph, Jesse Visser, Remco Cloudt, and Nicolas Lebrun.

The Chair declared the meeting open at 9.00am, and welcomed everyone present.

**1. Apologies**

There were no apologies.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Public Forum**

**Speakers 1 and 2: Dugald and Alison MacTavish**

Mr MacTavish circulated a paper in which he encouraged Council to adopt Option 2 in the agenda report for the adoption of the Draft Waste Management and Minimisation Plan – that is, adopt the plan with further amendments.

The paper also requested that Council add the words “to minimise waste” to its objectives, so that it set a clear vision for waste minimisation.

Appendix 1 of the paper had additional suggested amendments to the WMMP.

Mrs MacTavish shared her concern about the any price increase for recycling, because it would likely encourage people not to do so. Putting everything into a wheelie bin instead would be the more convenient option for most households which were not set up to recycle.

The Chair acknowledged receipt of Mr and Mrs MacTavish’s paper and suggestions, and said he would ask officers to consider the recommendations in their paper when the agenda item came up later in the meeting. The Chair also thanked them for taking the time to write the paper and to come to the meeting to address Council, and for their efforts and those of the volunteers who worked alongside them.

Mr MacTavish acknowledged the Chair’s comments, and said that they had been encouraged to come to the meeting because they were worried that all of Council’s good work may be undermined by the Plan as it stood (without the amendments recommended in his paper).

**Speaker 3: Pat Shannon and Dina** (proposed amendment read out)

- They were attending the public forum primarily because of a serious misrepresentation to Councillors in a report that says Waihemo Wastebusters is against user-pays.
- They tabled a presentation document.
- Proposed amendment: Institute an ongoing and regular review of pricing policies and transfer station costs including systematic examination of the extent, nature, environmental and management costs of illegal disposal. This be undertaken with a view to developing flexible and inclusive, non-punitive, model of waste management operation based on community cohesion and cooperation.
- They felt that this was really a warmed up plan from previously, and would not get the district through to 2024.
- Final comment – being punitive does not encourage community buy-in.

**3. Intern Presentation – Niek Broekman**

Niek is a civil engineer, and worked with the roading department on the following projects:

- Inspections (footpaths in Oamaru – failures and trip hazards; maintenance programmes; mud-tanks in Kurow, Otematata, OMarama and Ohau – stormwater management plan is being developed in response to new standards from ECAN.
- Calculations – flow rates in Oamaru Creek catchment areas, Oamaru stormwater system.
- Supervising contractors working on the Oamaru Creek Suspension Bridge. Niek said he loved construction work, and had learned a lot from this project, in particular the way of building in New Zealand and also it provided him with a holistic experience of talking, listening, and explaining things in English.
- Designing – in relation to the Severn Street Wall and Springfield Road projects

Niek's key lessons: getting comfortable speaking English, and working with a variety of people at many levels of the organisation and also with external parties.

Other highlights of his stay: He was a member of Council's football team; sky-dived in Queenstown ("which was awesome!"); and had been a model in the Steampunk fashion show (which was "interesting!").

Niek finished his presentation by thanking especially the roading team, and then everyone for the "things I have learned, the people I have met, and the beautiful scenery I was able to explore. Overall, this has been an amazing experience.

The Mayor thanked Niek for his great presentation, and for the excellent detailed work he had done with the Roothing team, especially the flood work which would be a "great legacy".

Councillor questions and answers followed, with highlights as recorded below:

Q: What key messages will you take away from here?

A: Water problems here are not comparable to those in the Netherlands; the terrains are different. Working within local government processes and structures is essentially the same in both countries. His love of construction has been heightened.

Q: From your footpaths survey, how does our footpath infrastructure compare with yours back home?

A: The Dutch infrastructure is better; we have more money to spend on them because our population is larger. That said, infrastructure development is moving faster in New Zealand.

The Chief Executive also thanked Niek for his contributions to the work of Council during his stay, and noted that he had been a tremendous member of the team. He presented a small gift to Niek for him to take home in recognition of his time in the Waitaki and New Zealand.

The Mayor then presented Niek with his internship completion certificate, and thanked him on behalf of the district for the time he had spent here and the work he had done in the wider community.

**3. Intern Presentation – Laura Ludolph**

Laura's internship involved completing a comparative analysis of the Finance, Audit and Risk Committee meeting agendas with other councils in New Zealand. She summarised her findings, as follows:

- Most agendas included rate account and some variance report agenda items.
- Broader risk management reports were not often included in FAR agenda.
- Committee membership was not often displayed on FAR agenda (but Waitaki did).
- There was a growing trend to have an independent member on FAR Committees (but that was likely to change because membership could not increase forever, she added).

- There is room for improvement with agenda content, as evaluated against best practice.
- Waitaki's comparisons with budget and previous year were very good.
- And key issues were well identified with sufficient explanations provided.

Potential areas for improvement included:

- Variance calculations and explanations
- Non-financial reporting linked to financial reporting
- Trend analysis
- Performance Indicators

Laura summarised her proposed recommendations, as follows:

- Add in an extra column for the difference between actual and budget (that had already happened)
- Add in ratios for working capital, and for debt to equity
- Change the format of the separate rate account
- Include broader risk management reports
- Monitor the trend of independent member appointments, to see if it changed.

Laura thanked Council for giving her the opportunity to do the internship. She had learned a lot about Council's work, and the nature of the work experience in New Zealand, which was a compulsory part of her studies.

The Mayor thanked Laura for her insightful presentation, and said there would be further discussion about what improvements Council and the FAR Committee could make. He then presented Laura with her internship completion certificate, thanked her for being here as part of the Council team, and wished her all the best for her studies and travel.

The Chief Executive presented Laura with a gift to remind her of New Zealand, and shared his observation that Laura had always been present whenever a new intern was brought to their accommodation, to welcome them and settle them in. He thanked her for going the extra mile in providing that welcome service to her fellow interns, and for her contributions to the work of Council.

### 3. Intern Presentation – Jesse Visser

Jesse explained that his internship had been focused on working with ProMapp – an online web application that mapped the processes required to undertake all facets of work. His expertise is in Business Informatics, which provides the bridge between the technical and functional aspects of work; the wishes and demands. It also included data analysis, risk management, and predictive artificial intelligence, with the last one being the most interesting for him (ie self-learning software). For example, he said it could be used to predict when a road is very busy or not busy, and so highlight the best time for maintenance work to occur.

Jesse advised that, initially, the aim was to try and map all Council processes in ProMapp, but the scope of such a project was well beyond the five month duration of his internship.

Therefore, it was resized, to map the most critical – there are 346 critical processes in Council. He explained the process he followed, in particular the PIVOT table which showed the connections between the processes. Mandatory actions included developing standards, training, expectations, vision, goal and implementation approach; and routine.

Key lessons for all: Everyone will look at process mapping in a different way. Guidelines were essential to ensure an approach to it was consistent.

He had compiled a report with options for Council to consider about how it continues to with the ProMapping project – to continue as is (with staff doing their own ProMapping when time allowed); to hire external staff; to hire a facilitator or expert; or to create an internal business improvement team. The fourth option – to get someone from every department – would be an extension of the existing ProMapp team which had got the project going initially.

Jesse shared his view that New Zealand is a beautiful country, and working in the government environment here had been a worthwhile experience for him. It was his first time abroad, and he had found manoeuvring himself around an organisation in English initially difficult but it had meant over time that his English had improved. Other challenges had been in getting the information he needed – understanding how the organisation worked and relating to different people at a variety of levels. He felt that the intern experience had related exceptionally well to his studies, and he was very pleased to have "hit the target".



Questions and answers between Jesse and the Councillors focused on the following points:

Q: If ProMapp was expanded, when would ratepayers see the benefit?

A: If the process is rolled out throughout the organisation, and provided it had an overarching vision, goal and implementation plan – then the value would come quickly because it would be used on a daily basis. There would be consistency, efficiency and a much better overview of operations for everyone involved.

Q: Does each staff member have the ability to change a ProMapp process?

A: That depends on the setting permissions and how it is published.

Q: Which of the four options would be more cost-effective?

A: Option 3 would be the most effective (the process would happen quickly). But Option 4 is the most cost-effective.

Q: Good data is good, but does it raise privacy issues as well?

Q: Did anyone feel threatened by other people knowing what they are doing?

A: There are different opinions always. That is why you need a shared vision and goals – everyone needs to know the benefits and values at all levels – organisational, team, and individual.

Q: Will it cut staff training time?

A: It can be used to train staff; as a tool. But it is not a replacement for staff.

A: It helps to deliver consistency of service for our ratepayers.

The Mayor thanked Jesse for his excellent presentation and the effort he had put in to helping business improvement at Council during his internship. He then presented Jesse with his internship completion certificate and wished him well in the future.

The Chief Executive presented Jesse with a gift as a reminder of New Zealand, and congratulated him on a job well done.

*Intern presentations for the first session concluded at 10.09am.*

The Chair then directed the meeting back to agenda items.

#### **4. Confirmation of Previous Meeting Minutes**

RESOLVED

WDC 2018/096

Cr Jim Hopkins / Deputy Mayor Melanie Tavendale

That Council confirms the public minutes of the 8 May 2018 Council Meeting, as circulated, as a true and correct record of that meeting.

CARRIED

RESOLVED

WDC 2018/097

Cr Jim Hopkins / Deputy Mayor Melanie Tavendale

That Council confirms the public minutes of the Long Term Plan Hearings held on 14 and 15 May 2018, as circulated, as a true and correct record of the hearings.

CARRIED

It was suggested as important for Council to receive more advice on the "damp feet for buildings" (p.36, Civic Trust). In response, it was noted that the Assets Group was looking into it.

Cr Bill Kingan congratulated and thanked the Governance Advisor for the minutes of the LTP hearings. As someone who had not been present, he had found them helpful and informative. Mayor Gary Kircher endorsed his remarks.

RESOLVED

WDC 2018/098

Deputy Mayor Melanie Tavendale / Cr Hugh Perkins

That Council confirms the public minutes of the 29 May 2018 Council Meeting, as circulated, as a true and correct record of that meeting.

CARRIED

## 5. Mayor's Report

The Mayor's report, as circulated, was taken as read. It provided comments to bring Councillors and the public up-to-date with a number of issues that have arisen since the last Council meeting. Topics included Otago Mayor Forum and OREDS, Three Waters, Cultural Diversity, Mycoplasma bovis, The Importance of Steampunk, The Geopark, Waitaki Youth, Waitaki Events, 'Penguins Under the Porch' book launch, and Meetings Attended.

*[NOTE: The full version of the Mayor's Report is available on Council's website as part of the "26 June 2018 Council Meeting Final Agenda Papers PUBLIC", and can be accessed through the pathway "Council / Council Meetings / Agendas and Minutes".]*

The following points were highlighted / clarified during discussion on the Mayor's report:

- **M.bovis** – A meeting had been held in Papakaio last week. The Ministry of Primary Industries (MPI) has done a good job; it was a huge event for them. There were improvements to make in their processes. But there was also other work to be done, including in relation to legislation around privacy. MPI had looked into where the infections were happening, but under legal advice, they could not share that information. Central government would need to look into this, because MPI had been constrained by systems beyond its control.
- **Three Waters** – It was noted that, nationally, this matter had wider implications – eg in Tasman, with regard to the sewerage rate, some people were needing to pay twice. It was suggested that this Council may need to do something, like present to Government.

In response, the Chair suggested Council would need to be clear first what its message was. It would need to seek more information from officers about their views, and to better understand the implications. The matter goes beyond drinking water; stormwater is also captured and much would depend on how that was defined and whether there is a cap that is high enough – a lot of Waitaki's roads may be counted out because their use is quite low.

Another Councillor endorsed the view that it may be relevant for Council to submit on whatever comes out of the Three Waters review. Of particular importance was the fact that Waitaki District Council has two regional councils to deal with and, if regional council boundaries become a natural line, then that could present more challenges for this district.

There was also brief discussion about whether, because this district had got almost all of its drinking water upgrades sorted ahead of others, Waitaki ratepayers could end up paying twice if subsidisation happens across the country for those Councils who have not done their upgrades. It was noted that these would be important issues to investigate down the line.

RESOLVED  
WDC 2018/099

Deputy Mayor Melanie Tavendale / Cr Jim Hopkins  
That Council receives and notes the information.

CARRIED

*The meeting was adjourned at 10.23am, and reconvened at 10.45am.*

The Chair directed the meeting to the second session of Intern Presentations.

## 3. Intern Presentations – Remco Cloudt

Remco explained that his was a graduation internship, in that it was the final step before he graduated from his study programme of IT with a specialisation in business intelligence. His intern project had been focused on Council's Authority system, and specifically about how to combine information to speed up tasks, turn data into information, and that into knowledge. There are 450 types of reports that can be produced by Authority. A system upgrade has been scheduled, and some reports may not work with that upgrade, so there was a need to know which ones. He had to analyse the current situation, interview report users; analyse the reports, and set up approaches. He found that report management was an area where improvement could be made; developing a way to manage the reporting situation, and educate report writers.

Remco said he had really enjoyed living abroad. The district was really beautiful; he had enjoyed the voluntary work and the ANZAC Day celebrations (it had been great to meet the families). He had learned a lot from cooperating with others. He acknowledged that there was a different outcome to his project than what was envisaged at the start, but it did need to be scaled down to be feasible and he was happy with the results. He believed it would help prepare the systems team for what needed to be done in the future.

Questions and answers between Remco and the Councillors focused on the following:

Q: What will you take home with you?

A: Because it was a graduation internship for him, it would be about the lessons – evaluating what works or does not work; how he had applied his skills and with what result and impact. He had learned that applying too much detail is not necessarily a good thing; and that in the real world, not all methods work.

Q: How can we improve the way we collect data and turn it into knowledge?

A: Reports are only capturing some of the data; there is no predictive ability. They could be improved if that function was there.

Information Systems Team Leader Suzanne Butler advised that Remco had produced an extensive handover document that would ensure the team would maximise value from all that he had done.

The Mayor thanked Remco for his presentation and for the information and guidelines he was leaving with staff to build on. Knowing that there was a solid layer of foundation work for staff to take and move forward with was a great contribution to Council. He then presented him with his internship presentation certificate.

The Chief Executive presented Remco with a gift to remind him of New Zealand, and congratulated him on always having a smile on his face and approaching his work with enthusiasm. He also shared his view that Remco's ability to deliver solutions to business systems issues would serve him well into the future.

### 3. Intern Presentation – Nicolas Lebrun

Nicolas advised that he was a 19 year old high school student completing a Bachelor in Business Administration majoring in Marketing. This was his second internship. His intern project had been about building an introduction to the proposed Waitaki Global Geopark and raising awareness of it as a landscape of international significance, highlighting the interconnection of land and people (enabling people to be involved in local decisions, and giving people a sense of pride), and the economic development benefits (local jobs promotion). There was also a focus on recognising and incorporating the 18 years of work of Vanished World; and the fact that Waitaki District has numerous strengths (eg it can produce 15-25% of electricity in New Zealand).

Nicolas said that he had been involved in the initial meetings which discussed the UNESCO Global Geopark application process, which had been a huge experience for him. The team had to explain how it would succeed; there were weekly meetings; lots of GIS/mapping and collaborative work with the Information Systems team. He had also worked alongside Digital Media Specialist Sonia Martinez to finalise the final Expression of Interest application document; she had asked him to contribute bits here and there and to share his views on presentation aspects. He was exceptionally proud of the final document which was "beautiful". He had also helped with the Geopark logo and the website. For the latter, he had undertaken research and comparative analysis of other Geopark websites, using a specialised piece of software (WIX) that he had been impressed with and hoped to have the opportunity to use again. Project work had also included conducting a survey and statistical analysis to find out what was happening with our tourists.

Nicolas said the internship opportunity had also been beneficial to his personal development; specifically, improving his English speaking and comprehension, building his confidence, improving his Excel statistical capability and knowledge of management practices, and being able to use new specialised marketing tools like the WIX software. He was keen to apply that knowledge in the future, feeling that he now had a better understanding of the need to act properly in front of important people; of how to learn directly from people, through connecting and interacting with them at meetings and within the workplace; how to extract data from Excel documents and understand what it means; how to build his own website (with WIX!). Finally, he had appreciated the opportunity to travel within this beautiful country and see some amazing landscapes that were just not available in France (eg the Catlins, Milford Sound, Queenstown, Dunedin), and meet some wonderful people everywhere he had been.



A final highlight had been watching the All Blacks play rugby in Dunedin's covered stadium – the atmosphere there was amazing and "great fun".

The Mayor thanked Nicolas for his presentation, and shared that he believed that Nicolas was a confident young man from the start, and showed that he was keen to get out there and do things. He noted that Nicolas had been one of the first interns, along with Amelia, it had been a real pleasure having him around – there had been lots of fun and enthusiasm. Council was very appreciative of his work on the Geopark. The Mayor then presented Nicolas with his internship completion certificate.

The Chief Executive presented Nicolas with a gift to remind him of New Zealand, and shared his view that Nicolas had impressed from right the start – at his interview, and during his time with Council. He suggested that his contribution to the Geopark bid process could be acknowledged by naming one of the geosites "Nicolas".

The Chair also acknowledged the great work of Sieglyn Duero, Executive Assistant to the Chief Executive, in helping coordinate and support the interns through their rehearsals with the Executive Team, and presentations to Council at this meeting.

At 11.10am, the Chair directed the meeting back to the next agenda item (item 6).

## 6. Chief Executive's Report

The Chief Executive's Report, as circulated, was taken as read. It provided comments to bring Councillors up-to-date with issues that had arisen since the last Council meeting. Topics included: Waitaki Whitestone UNESCO Global Geopark; Zero Carbon Bill; Local Government (Community Well-being Amendment Bill); Business and Site Visits; and Meetings Attended.

*[NOTE: The full version of the Chief Executive's Report is available on Council's website as part of the "26 June 2018 Council Meeting Final Agenda Papers PUBLIC", and can be accessed through the pathway "Council / Council Meetings / Agendas and Minutes".]*

The following points were highlighted / clarified during discussion on the Chief Executive's report:

- Zero Carbon Bill – the Policy team would be turning its attention to this once the LTP was signed off this week.
- The Alteration to the Community Wellbeing aspect of the Local Government Act – local governments will need to be leading this. Waitaki is already doing well, given its work on the Geopark bid which includes a sustainable development approach.
- New Economic Development Manager Gerard Quinn had been introduced at the 22 June OREDs meeting in Queenstown, and would now attend such future events instead of the Chief Executive.
- The Chief Executive and EDM had been invited to lunch by the Ngai Tahu Board whilst in Queenstown, which provided an opportunity to discuss tourism opportunities, to signal that Waitaki is open for business; and to agree on more interaction with Ngai Tahu in future.

RESOLVED  
WDC 2018/100

Cr Colin Wollstein / Cr Jeremy Holding  
That Council receives and notes the information.

CARRIED

## 7. Recommendations from Finance, Audit and Risk Committee Meeting – 15 May 2018

The recommendations report, as circulated, sought Council's approval of recommendations agreed at the Finance, Audit and Risk Committee Meeting held on 15 May 2018.



## Rating Adjustment – Davids Street, Moeraki

The report to the Committee was circulated as a Public Excluded agenda item to the Finance, Audit and Risk Committee Meeting of 15 May 2018. It sought Council's resolution of matters in relation to a longstanding rates issue by writing off the rates outstanding and declaring the land non-rateable because of land stability issues, for a property on the corner of Haven and Davids Streets in Moeraki.

After considering the report in the Public Excluded section of the Committee Meeting, it was resolved to release the final resolution for the agenda item in the public minutes of that meeting and in a Recommendations from Committee Report in the public agenda for the 26 June 2018 Council Meeting for final approval by Council.

RESOLVED  
WDC 2018/101

Cr Colin Wollstein / Cr Jim Hopkins  
That Council writes off all outstanding rates on sections 9 and 10, block IV, Davids Street, Moeraki and make the land non-rateable.

CARRIED

## 8. Recommendations from Harbour Area Committee Meeting – 5 June 2018

The recommendations report, as circulated, sought Council's approval of recommendations agreed at the Harbour Area Committee Meeting held on 5 June 2018.

### Harbour Projects

The report, as circulated to the Committee, sought to obtain the Committee's instructions for officers to undertake specific project work, and to make recommendations to Council about signage-related projects.

RESOLVED  
WDC 2018/102

Deputy Mayor Melanie Tavendale / Cr Colin Wollstein  
That Council:

1. Instructs officers to complete the following projects with funds from the Harbour operational budgets:
  - a. Interpretive signage regarding the shags on Sumpter Wharf
  - b. Sumpter Wharf Signage
  - c. Renovation of interpretive signage ('rusty pipe' signage)
2. Receives and notes the information on the other projects

CARRIED

## 9. Recommendations from Assets Committee Meeting – 5 June 2018

The recommendations report, as circulated, sought Council's approval of recommendations agreed at the Assets Committee Meeting held on 5 June 2018.

### Draft Waste Management and Minimisation Plan 2018-24 – Summary of submissions and resulting proposals for final plan

The report, as circulated to the Assets Committee, sought to make recommendations to the Committee for referral to Council on the content of the final Waste Management and Minimisation Plan 2018-24 following consideration of public submissions.

The Chair reminded the meeting of the speakers during the earlier Public Forum who had suggested further amendments to the recommendations. He asked Group Manager Neil Jorgensen to speak to the report and its recommendations, and the submissions process.

Mr Jorgensen advised that a robust process had been followed, and officers believed that what was being put forward was a reasonable response to the entire submission pool. He noted that submitters this morning (during the Public Forum) had clearly wanted more involvement, and that the plan already included provision for it – another \$10k had been allocated to enable more interaction with community groups. With regard to charges at transfer stations, Council was able to review them down the track. However, officers feel that the WMMP, as proposed, did increase capacity for education to a much greater level than is currently done.

In response to questions around accounting for volunteer time, it was noted that volunteer time is more associated with recycling than waste transfer.

One Councillor believed the key issue was transportation at transfer stations and resource recovery parks. Finding more creative ways to provide that presented a huge business opportunity that could be explored further.

Several Councillors expressed their support for adding to the plan's goals a reference to minimising waste. Cr Hopkins foreshadowed that he would put forward some amendments to what was being proposed.

The Chair called for a mover and seconder of the report's recommendations. It was moved by Cr Bill Kingan and seconded by Cr Hugh Perkins.

Cr Jim Hopkins then sought the agreement of the meeting to make the following amendments to those recommendations, for inclusion in the substantive motion.

- (a) Under bulletpoint 22: amend the goal, to read "To keep Waitaki people safe and healthy and to minimise waste".
- (b) Under bulletpoint 23: amend objective 1 to read "... waste management and minimisation services and facilities ..."

When asked by the Chair if they agreed to accept the proposed amendments, both Cr Kingan and Cr Perkins said they were and that they could be taken as part of the substantive motion.

The Chair then put the revised substantive motion to the meeting, and it was resolved as follows:

RESOLVED  
WDC 2018/103

Cr Bill Kingan / Cr Hugh Perkins

That Council:

1. Notes the public submissions received on the Draft Waste Management and Minimisation Plan 2018-24 (WMMP) included as Appendix 1 of this report.
2. Notes the officer comments included in Appendix 1 of this report.
3. Confirms its proposal in the Draft WMMP to increase charges for rubbish disposal at the Rural Resource Recovery Parks to \$120 per m<sup>3</sup>.
4. Confirms its proposal in the Draft WMMP to increase charges for green waste disposal at the Rural Resource Recovery Parks to \$50 per m<sup>3</sup> and that the chipped green waste is available for use by the community free of charge.
5. Confirms its proposal in the Draft WMMP to investigate ways of maximising use of capacity and increasing revenue at Palmerston Landfill, with the intention of closing it earlier than 2027.
6. Confirms its proposal in the Draft WMMP to remove the contents of the Hampden Closed Landfill for transfer to the Palmerston Landfill if further investigation confirms this is the most cost-effective option and the required consents can be obtained.
7. Amends its proposed budget in the Draft WMMP to \$21k per annum from Ministry for the Environment (MfE) levy funding to engage an education resource/s and to implement waste minimisation initiatives, and increases the total to \$31k per annum by an additional \$10k per annum funded from rates.

8. Confirms its proposal in the Draft WMMP to continue its current financial support for WRRT and considers additional support on a case-by-case basis.
9. Confirms its proposal in the Draft WMMP to provide Waitaki Resource Recovery Trust (WRRT) with MfE levy funding to distribute to other community providers, subject to specific criteria and conditions, and increases the proposed funding from \$25k to \$30k per annum.
10. Confirms its proposal in the Draft WMMP to continue providing the township recycling bins, to review how these are operating in order to make the service more consistent across the centres, and to consider providing them in other townships, if appropriate.
11. Confirms its proposal in the Draft WMMP to continue collaborating with WRRT to develop a phased programme for replacing existing litter bins in key public locations around the district with bins that provide for a combination of waste disposal and recycling.
12. Confirms its proposal in the Draft WMMP to continue collaborating with the WRRT and Waste Management NZ Ltd in accordance with the current Memorandum of Understanding (MoU) while also seeking opportunities for collaboration and service provision through other organisations or agencies in accordance with the Local Government Act (LGA) and as appropriate under the MoU. Council will also pursue opportunities for collaboration and shared services with other local authorities through the Otago Regional Solid Waste Section 17A Review Group, where appropriate.
13. Confirms its proposal in the Draft WMMP to:
  - continue to leave kerbside collection of residual waste, recycling and green waste to the private market, and
  - more proactively inform and educate the community on options for kerbside collection during the first year of the plan, and
  - undertake a community survey on kerbside collection.
14. Notes that, before proceeding with this survey, officers will bring a report to Council to review and confirm the scope of the survey questions and content.
15. Confirms its proposal in the Draft WMMP to amend the Solid Waste Bylaw in 2018/19 following adoption of the WMMP.
16. Retains current opening hours at the Rural Recovery Parks, with flexibility around how these are configured.
17. Investigates options for a 24-hour recycling drop-off in Omarama and trials a preferred option in consultation with the Ahuriri Community Board at an estimated cost of \$5k, to be funded through revenue from increased refuse disposal charges at the rural recovery parks.
18. Increases the number of litter bin servicing collections (Waihemo, Ahuriri and Oamaru), to be funded from the individual ward accounts.
19. Does not include the term 'zero waste' in its WMMP vision, goals or objectives *but recognises that the steps in the plan will lead us towards the goal of 'zero waste'*.
20. Proceeds with all other matters included in the Draft WMMP, including the proposed Action Plan.
21. Notes and agrees the proposed WMMP funding included in Appendix 2 of this report.
22. Amends the first goal in the Draft WMMP (on page 11 of the Plan itself) to read as follows: "To keep Waitaki people safe and healthy and to minimise waste".
23. Amends objective 1 in the Draft WMMP (on page 12 of the Plan itself), under "Measuring Performance", to read as follows: "1. Ensuring appropriate and accessible waste management and minimisation services, facilities and education programmes are provided".

CARRIED



## 10. Adoption of Waste Management and Minimisation Plan 2018-24

The report, as circulated, advised that Council had prepared and consulted on the Draft Waste Management and Minimisation Plan 2018-24. Following consideration of submissions and items for inclusion in the plan by Council's Assets Committee, the final plan has been prepared and is ready for adoption by Council at this meeting.

Cr Bill Kingan suggested that the two additional points in the resolution to the previous agenda item (Agenda Item 9) were sufficiently covered by the phrase in the first of the report's recommendations "with any minor corrections". This was AGREED, and is noted for the record as part of the intention behind point 1 in the resolution below WDC 2018/104.

### RESOLVED

WDC 2018/104

Cr Bill Kingan / Deputy Mayor Melanie Tavendale

That Council:

1. Adopts the Waste Management and Minimisation Plan 2018-24, with any minor corrections.
2. Instructs officers to communicate the outcome of the process to submitters.

CARRIED

The Chair congratulated Group Manager Neil Jorgensen, Water Services and Waste Manager Martin Pacey, and their teams for achieving the adoption of the Waste Management and Minimisation Plan 2018-24 at this meeting.

## 11. Adoption of Revenue and Financing Policy

The report, as circulated, noted that, in parallel with the Long Term Plan process, the Draft Revenue and Financing Policy was consulted on during April 2018, and this report considered the matters which arose during that process. Council considered the seven submissions received, at hearings conducted on 14 and 15 May 2018. The submissions were further discussed at a deliberations workshop held on 22 May 2018, and officers were provided with Council direction on the amended policy at the 29 May 2018 Council meeting.

The objective at this meeting was to adopt a revenue and financing policy for inclusion in the Long Term Plan and meet a key requirement for the rate setting process.

Discussion highlights and clarifications were as follows:

- The "Roading – forestry differential" will be captured in a separate reserve account, and will be reported against at future meetings. Funds from it will be able to be allocated to specific projects in annual plans.
- Intern Laura Ludolphy's report is expected to be considered at a future Finance, Audit and Risk Committee meeting.

### RESOLVED

WDC 2018/105

Cr Colin Wollstein / Cr Craig Dawson

That Council adopts the Revenue and Financing Policy.

CARRIED

The Chair congratulated Group Manager Paul Hope, Accounting Manager Ian Wells and their teams on achieving the adoption of the Revenue and Financing Policy at this meeting.

## 12. Adoption of the 2018-28 Long Term Plan

The report, as circulated, noted that today's Council meeting represents the final stage in the preparation of the 2018-28 Long Term Plan. The attached document has been prepared over the last few weeks since the decisions made on 29 May 2018. It reflects the decisions made by Council on that day as well as those previously made as part of the Long Term Plan process. The document has been audited by Audit New Zealand on behalf of the Office of the Auditor General and no further changes are possible (with the exception of small editorial typographical errors) without restarting the audit process. Once the Long Term Plan has been adopted, Audit New Zealand will issue its final opinion.

The 2018-28 Long Term Plan document comprises four parts and is included in Attachment 2 (which is being circulated as a separate PDF document). A summary of the structure follows:

- Part 1 Introduction;
- Part 2 Our plan;
- Part 3 Council's work in detail and detailed financial statements; and
- Part 4 Our policies and strategies.

Group Manager Paul Hope said he wanted to bring three key matters to Councillors' attention.

First, he advised that the audit clearance on the LTP had been received the previous evening – it was a non-modified opinion. There were some minor changes to be made to the documents, which had been raised during the Director's review, as follows:

- There was additional commentary on changes following the consultation process
- It had been made clear that footpaths are a subsidised activity
- There were text changes in the disclosure statement.

Mr Hope noted that a revised copy of the LTP document had been circulated ahead of this meeting. Changes were highlighted in yellow; the financial statement had to be replaced in part; and other changes were very minor. The impact on rates required changes only from 2023 onwards.

Second, Mr Hope acknowledged the efforts of his team in getting the LTP to this meeting for adoption. Two critical members of staff had left just as the document had gone out to consultation, and (new) Policy and Strategy Manager Mike Searle had stepped up to finish that process. Corporate Development Officer Mandy Macintosh had picked up a lot of additional process work, and Victoria van der Spek and Margaret Mitchell had joined the team to handle the submissions. He commended Accounting Manager Ian Wells for his sterling work with the financials, and for updating the documents as required during the process and working with the auditors. He also thanked the auditors for their work on the LTP and working with officers throughout. Finally, he thanked Digital Media Specialist Sonia Martinez for the speed and exceptional skill set that she has which enabled her to take a 'rumpy word document' and turn it into something remarkable.

Third, it was a matter of 'where to from here'? Mr Searle would attend the Society of Local Government Managers' (SOLGM) debrief of the LTP process nationally, and also discuss with Councillors what went well and not so well at district level.

Finally, Mr Hope advised that the LTP would be published as soon as possible, and that the auditors would officially issue their opinion once it had been adopted by Council. He then referred the LTP document to Council for adoption in accordance with the report's recommendations.

#### RESOLVED

WDC 2018/106

Cr Craig Dawson / Deputy Mayor Melanie Tavendale

That Council:

1. Adopts the 2018-28 Long Term Plan pursuant to Section 93 of the Local Government Act 2002.
2. Notes that:
  - The Mayor and Chief Executive have signed the 2018-28 Long Term Plan letter of representation;
  - The Audit Opinion will be available once the 2018-28 Long Term Plan is adopted;
  - Officers may make final non-material, editorial changes and corrections to the 2018-28 Long Term Plan document prior to its printing and publication in July 2018.

CARRIED

The Chair also acknowledged the time and efforts of the staff Mr Hope had mentioned as working directly on the LTP. He also acknowledged the efforts of many other staff who had indirectly contributed to the LTP process, and thanked the Chief Executive and his wider team for the collective effort to successfully bring the Long Term Plan to this meeting for adoption.

The Chair also advised that he was keen to receive feedback on the audit process to discuss at a meeting he would be having with the Auditor in the near future. He encouraged any member of the wider team to forward their comments to him at the earliest opportunity.

### 13. Resolution to Set the Rates for the 2018 – 19 Rating Year

The report, as circulated, noted that Council has developed, consulted on, and adopted the 2018/28 Long Term Plan, the first year of which represents the Annual Plan for 2018/19. The next stage of the process is to set the rates for the 2018/19 rating year by resolution. Council is also required to set instalment dates and the penalty regime that will apply for the year. In addition, it is prudent to confirm the delegation to specific officers in relation to rating matters.

The report sought Council's resolution to set the rates for the 2018/19 financial year in accordance with the Local Government Act 2002, Local Government (Rating) Act 2002, and 2018/19 Annual Plan, as recommended.

RESOLVED  
WDC 2018/107

Cr Jim Hopkins / Deputy Mayor Melanie Tavendale  
That Council agrees to set the rates and due dates for payments, and authorise the penalty regime for the 2018/19 year commencing 1 July 2018 and ending 30 June 2019, in accordance with the information contained in the 2018/19 Annual Plan (year 1 of the 2018-28 Long Term Plan) as set out below. All amounts are GST inclusive and the rates in the dollar are shown per \$100 of value.

Name of Rate	Summary Narrative (Must be read in conjunction with the Funding Impact Statement).	LGR A Ref	Rate Set (GST Inclusive)	Required Revenue (GST Inclusive)
General Rate	A uniform rate in the dollar rate based on the land value of each rating unit in the District.	s13(2)(a)	\$0.0565	\$2,387,653
Uniform Annual General Charge	Charged on each Separately Used or Inhabited Part (SUIP) of a rating unit in the District.	s15(1)(b)	\$414.00	\$5,534,070
District Services Rate	A targeted rate be set at a uniform rate in the dollar, based on the capital value of each rating unit in the District.	s16(3)(a)	\$0.0300	\$2,465,119
Ward Services Charges	Charged on each Separately Used or Inhabited Part (SUIP) of a rating unit in the District differentiated by Ward.	s16(3)(b)		
Ahuriri Ward Services Charge			\$118.00	\$191,290
Corriedale Ward Services Charge			\$326.00	\$903,768
Oamaru Ward Services Charge			\$526.00	\$3,688,604
Waihemo Ward Services Charge			\$118.00	\$232,338
Ward Services Rates	A targeted rate be set at a uniform rate in the dollar, based on the capital value of each rating unit in each Ward.	s16(3)(b)		
Ahuriri Ward Services Rate			\$0.0241	\$396,290
Corriedale Ward Services Rate			\$0.0108	\$312,197
Oamaru Ward Services Rate			\$0.0563	\$1,067,360
Waihemo Ward Services Rate			\$0.0559	\$479,966
Community Board Rates	A targeted rate be set at a uniform rate in the dollar, based on the land value of each rating unit in each Ward.	s16(3)(b)		

Name of Rate	Summary Narrative	LGR A	Rate	Required
Ahuriri Community Board Rate			\$0.0072	\$40,996
Waihemo Community Board Rate			\$0.0240	\$129,369
<b>Targeted Rates by Locality</b>	Targeted rates be set at a uniform rate in the dollar, based on the capital value of each rating unit in the defined area.	s16(3)(b)		
Oamaru Business Area Rate A			\$0.4302	\$534,777
Oamaru Business Area Rate B			\$0.2151	\$102,292
Oamaru Urban Area			\$0.0269	\$399,864
<b>Township Amenity Rates</b>	Targeted rates set at a uniform rate in the dollar, based on the land value of each rating unit in the defined area.	s16(3)(b)		
Duntroon			\$0.0601	\$1,725
Hampden			\$0.2152	\$34,500
Herbert			\$0.0564	\$1,725
Kakanui			\$0.0121	\$5,750
Kurow			\$0.1409	\$20,656
Lake Ohau			\$0.0241	\$3,819
Maheno			\$0.0915	\$1,725
Moeraki			\$0.0222	\$6,876
Oamaru			\$0.1161	\$539,651
Omarama			\$0.0568	\$20,973
Otematata			\$0.1288	\$63,841
Palmerston			\$0.2602	\$47,548
Shag Point			\$0.0163	\$1,725
Weston			\$0.1140	\$41,559
<b>Roading Rate</b>	A differentiated targeted rate based on the capital value of each rating unit in the District.	s16(3)(a)		
Electrical Generation			\$0.0609	\$467,297
Mineral Extraction			\$2.7039	\$386,797
Forestry			\$0.3601	\$131,100
General			\$0.0906	\$6,750,737
<b>Public Hall Rates</b>	Charged on each Separately Used or Inhabited Part (SUIP) of a rating unit in the defined areas.	s16(3)(b)		
Airedale Public Hall Rate			\$20.00	\$560
Ardgowan Public Hall Rate			\$20.00	\$2,520
Awamoko Public Hall Rate			\$30.00	\$2,460
Dunback Public Hall Rate			\$30.00	\$3,930
Duntroon Public Hall Rate			\$20.00	\$2,880
Enfield Public Hall Rate			\$20.00	\$2,700
Five Forks Public Hall Rate			\$20.00	\$1,460
Hampden Public Hall Rate			\$30.00	\$8,310
Kakanui Public Hall Rate			\$20.00	\$7,360



Name of Rate	Summary Narrative	LGR A	Rate	Required
Kurow Public Hall Rate			\$50.00	\$15,300
Lower Waitaki Public Hall Rate			\$60.00	\$11,100
Macraes Public Hall Rate			\$60.00	\$3,180
Maheno Public Hall Rate			\$30.00	\$5,580
Moeraki Public Hall Rate			\$40.00	\$8,680
Ngapara Public Hall Rate			\$20.00	\$1,640
Omarama Public Hall Rate			\$50.00	\$17,150
Otekaieke Public Hall Rate			\$20.00	\$1,040
Otematata Public Hall Rate			\$40.00	\$19,320
Otepopo Public Hall Rate			\$20.00	\$3,460
Palmerston Public Hall Rate			\$30.00	\$20,580
Pukeuri Public Hall Rate			\$20.00	\$2,000
Tokarahi Public Hall Rate			\$30.00	\$3,180
Totara Public Hall Rate			\$40.00	\$8,720
Waianakarua Public Hall Rate			\$30.00	\$1,770
Waitaki Bridge Public Hall Rate			\$20.00	\$3,000
Weston Public Hall Rate			\$40.00	\$21,800
Windsor Public Hall Rate			\$30.00	\$1,920

**Sewerage Rates and Charges**

Targeted rates based on a fixed amount per water closet. Some targeted rates will be differentiated. s16(3)(b)

Oamaru	\$156.00	\$1,218,101
Duntroon	\$84.00	\$840
Kakanui	\$156.00	\$50,008
Kurow	\$190.00	\$55,290
Lake Ohau Village	\$240.00	\$14,874
Lake Ohau Village - connection availability	\$120.00	\$7,917
Moeraki	\$719.00	\$130,072
Moeraki - connection availability	\$359.00	\$17,606
Omarama	\$274.00	\$142,945
Otematata	\$231.00	\$123,584
Palmerston	\$327.00	\$198,020

**Water Rates - Urban**

Targeted rates based on a fixed amount per rating unit or nature of connections. Some targeted rates will be differentiated. s16(3)(b)

Oamaru Water - Supply	\$190.00	\$1,246,059
Oamaru Water - Reticulation	\$186.00	\$1,149,367
Kurow	\$497.00	\$144,414
Lake Ohau Village	\$245.00	\$16,692
Lake Ohau Village - connection availability	\$123.00	\$7,732
Omarama	\$522.00	\$162,904
Otematata	\$393.00	\$204,138
Palmerston Zone - Waihemo Water	\$698.00	\$367,289

**Rural Water**Uniform targeted rates  
based on the type of  
connection.

s16(3)(b)

Awamoko	\$449.00	\$113,653
Bushy Creek	\$129.00	\$12,681
Dunback Zone – Waihemo Water	\$698.00	\$141,763
Duntroon	\$466.00	\$37,996
Enfield Zone – Oamaru Water	\$472.00	\$126,334
Goodwood Zone – Waihemo Water	\$698.00	\$163,074
Hampden/Moeraki zone – Oamaru Water – domestic supply	\$377.00	\$185,341
Hampden/Moeraki zone – Oamaru Water – rural supply	\$472.00	\$57,548
Herbert/Waianakarua zone – Oamaru Water	\$472.00	\$279,899
Kakanui Zone Oamaru Water – ordinary supply	\$472.00	\$198,696
Kakanui Zone Oamaru Water – crib unit supply	\$377.00	\$18,100
Kauru Hill	\$392.00	\$72,332
Lower Waitaki	\$483.00	\$200,363
Stoneburn	\$280.00	\$92,212
Tokarahi	\$370.00	\$256,322
Weston Zone – Oamaru Water	\$472.00	\$460,941
Windsor	\$346.00	\$63,734

**Metered Water Rates**Targeted rates per cubic  
metre, based on the volume  
of water supplied.

s19(2)(a)

Oamaru Water – All zones – metered supply	\$0.98
Kurow – metered supply	\$0.47
Omarama – metered supply	\$0.87
Otematata – metered supply	\$0.47
Waihemo Water – All Zones – metered supply	\$0.98

**Construction Loan Rates**See full description in the  
Funding Impact Statement.

Moeraki Reticulation Construction Loan Rate	\$314.00	\$32,345
Moeraki Treatment Construction Loan Rate	\$201.00	\$19,336
Oamaru Water Treatment Loan Rate (excludes businesses with water meters)	\$96.00	\$538,542
Omarama Upgrade Loan rate	\$95.00	\$14,985

**Instalments**

Rates will be collected by four equal quarterly instalments due on the following dates or the first working day after this date. Payments will be applied to the oldest debt first.

Instalment Number	Due Date
One	25 August 2018
Two	25 November 2018
Three	25 February 2019
Four	25 May 2019

**Penalty Regime**

As authorised under section 58(1)(a) the Local Government (Rating) Act 2002, an additional charge of 10% of any amount of an instalment that remains unpaid after the due date for that instalment will be added on or after the 25 August 2018, 25 November 2018, 25 February 2019 and 25 May 2019 respectively for each instalment.

As authorised under section 58(1)(b) the Local Government (Rating) Act 2002, a further additional charge of 10% of any amount of rates that remain unpaid from previous financial years will be added on 3 July 2018. In addition, as authorised under section 58(1)(c) the Local Government (Rating) Act 2002, a further charge of 10% on any amount of rates that remain unpaid from previous financial years will be added on 3 January 2019.

#### **Delegations**

Council confirms that all matters that can be delegated under section 132 of the Local Government (Rating) Act 2002 are delegated to the Chief Executive, Finance and Corporate Development Group Manager, and Rates Supervisor.

CARRIED

*(end of resolution)*

The Chair thanked Accounting Manager Ian Wells and the Finance team for their achievement of getting the rates for the next year set at this meeting.

#### **14. Approval of Fees and Charges as at 1 July 2018**

The report, as circulated, noted that, although fees and charges must be consistent with the Revenue and Financing Policy, they are not set with the same rigour that rates are. They can generally be set and altered outside of the Annual Plan / Long Term Plan process, although it is good practice to include any significant changes in these processes. Council did that this year with the proposed health fees. There are also certain fees that have a different fee setting process that is specified under a separate Act or set of Regulations. These are dealt with on a case by case basis. The report sought Council's consideration and approval of fees and charges that will apply as at 1 July 2018.

Group Manager Paul Hope advised that fees and charges had previously been included as a footnote in the Long Term Plan resolution. For the sake of transparency, it had been moved this year to a separate report. He noted that Councillors had been provided separately with an additional schedule which contained comparative information on the fees and charges from last year to this.

Mr Hope further advised that Council is able to amend the fees and charges at any time, and that the schedule would only be made available through the website where it would be easier to maintain.

A comment was made that some fees and charges needed to be reviewed again. The Chair suggested that Councillors could refer any matters to either Mr Hope or the Finance, Audit and Risk Committee Chair first, and then the FAR Committee could discuss any proposed changes if it saw a need to do so. Matters could then be referred to Council if the Committee thought it was appropriate.

RESOLVED  
WDC 2018/108

Cr Craig Dawson / Cr Jeremy Holding  
That Council:

1. Approves, or amends as required, the Fees and Charges as at 1 July 2018 as set out in the attached Schedule [to be attached to the meeting minutes as part of the meeting record].
2. Highlights any fee or charge that requires investigation and review during the 2018/19 financial year.

CARRIED

## 15. Warrant of Appointment

The report, as circulated, sought a resolution from Council to provide enforcement powers for Council's new "Compliance Officer".

RESOLVED  
WDC 2018/109

Cr Hugh Perkins / Cr Guy Percival  
That, following a successful Police Vetting clearance, Waitaki District Council resolves as follows:

Waitaki District Council hereby appoints **Karen Bridget Marshall** (Compliance Officer) as:

- a) An 'Enforcement Officer' under Section 177 of the Local Government Act 2002 with authority to exercise the following powers:
  - i) Entry of private land or building other than a dwellinghouse (s171);
  - ii) Entry of land or building (including dwellinghouse, if accompanied by a constable) for enforcement purposes (s172);
  - iii) Entry of land or buildings in cases of emergency (s173); and
  - iv) Authority to act (s174).
- b) An 'Authorised Person' under Section 206 of the Building Act 2004 with authority to exercise all the powers of an Authorised Person/Enforcement Officer/Agent under the Building Act 2004, and in particular the following powers:
  - i) Inspection by territorial authority (s111);
  - ii) Measures to avoid immediate danger or to fix unsanitary conditions (s129);
  - iii) Inspection of building work under notice to fix (s167);
  - iv) Request information or production of documents (s207a); and
  - v) Inspection by territorial authority (s222).
- c) An 'Inspector' under Section 6 of the Machinery Act 1950 with authority to exercise all the powers of an Inspector under the Machinery Act 1950.
- d) An 'Officer' under Section 23 of the Amusement Devices Regulations 1978 with authority to exercise all the powers of an Officer under the Amusement Devices Regulations 1978.
- e) 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.

CARRIED

## 16. Waitaki Whitestone UNESCO Global Geopark – Letter of Intent

It is proposed that Council issues the required Letter of Intent to the New Zealand National Commission for UNESCO, confirming its intention to proceed with leading the Waitaki Whitestone Aspiring UNESCO Global Geopark bid for accreditation as a member of the UNESCO Global Geopark Network in compliance with UNESCO rules relating to such applications.

Discussion highlights and clarifications were as follows:

- The duties and membership commitments of members of the UNESCO Global Geopark Network are available online. A link would be emailed to Councillors for their information.  
ACTION: Chief Executive / Governance Advisor
- Developing the business case would be the next major step in the process.



RESOLVED  
WDC 2018/110

Deputy Mayor Melanie Tavendale / Cr Craig Dawson  
That Council issues the Letter of Intent as attached to the agenda report dated 26 June 2018 (subject to any further recommendations of the New Zealand National Commission for UNESCO as to dates) to the New Zealand National Commission for UNESCO, confirming the Waitaki Whitestone Aspiring UNESCO Global Geopark's intention to proceed with its bid for accreditation as a member of the UNESCO Global Geopark Network.

CARRIED

## 17. Committee Structure / Membership Changes

The memorandum, as circulated, conveyed information to Council regarding the addition of Cr Bill Kingan as a member of the Executive Committee.

The Chair thanked all Councillors for meeting with him for individual mid-term sessions. He had found them very useful and hoped others did, too. There had not been a lot of discussion about membership of the other committees outside of the four main standing committees which had been reviewed late last year. However, he had been keen to expand the membership of the Executive Committee, and had decided on Cr Bill Kingan as someone with a good, level head, who was not in Oamaru ward, and offered a rural voice. With Cr Kingan's addition, it meant that the Executive Committee now comprised half of the current councillors and himself.

RESOLVED  
WDC 2018/111

Deputy Mayor Melanie Tavendale / Cr Colin Wollstein  
That Council receives the following information regarding the addition of Cr Bill Kingan as a member of the Executive Committee.

CARRIED

## 18. Council Controlled Organisations – Statements of Intent 2018 – 2019

The report, as circulated, noted that, in accordance with Section 64 of the Local Government Act (2002), the Council Controlled Organisations (CCOs) have prepared their 2018 – 2019 Statements of Intent. The SOI lays out the intentions for the next financial year and the objectives to which it contributes.

Attached to the report were the four Council Controlled Organisations (CCOs) Statements of Intent (SOI) for the 2018 – 2019 year, for Council to receive before 30 June 2018.

Group Manager Paul Hope noted that the draft Statements of Intent had previously been considered. In response, Omarama Airfield Limited had added a number of additional bulletpoints to reflect where the company wanted to go and how the Board wished to proceed, and the Chairman had said the Board was very keen to have a workshop with Council to discuss their approach when they tabled their annual report in September / October. The other three CCOs had made changes where practicable in response to the feedback provided.

A suggestion was made that Tourism Waitaki may wish to reconsider its third bulletpoint to refer to its "network of i-sites" rather than specific ones by name.

It was also noted that Waitaki District Health Services Limited had still not defined what "medical" services were being referenced in 2.2.

ACTION POINT: Group Manager Paul Hope to convey these suggestions to the relevant CCOs

RESOLVED  
WDC 2018/112

Cr Colin Wollstein / Cr Craig Dawson  
That Council receives and notes the attached Statements of Intent for the Council Controlled Organisations, namely:

- Omarama Airfield Limited;
- Whitestone Contracting Limited;
- Waitaki District Health Services Limited; and
- Tourism Waitaki Limited.

CARRIED

*The Chair signalled his intention to move the meeting into Public Excluded.  
Members of the public and media left the meeting.*

## 19. Resolution to Exclude the Public

RESOLVED  
WDC 2018/113

Cr Jim Hopkins / Cr Jeremy Holding  
That the public be excluded from the following part of the proceedings of this meeting, namely agenda items, 20, 21, 22, 23, 24, and 25.

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:	
20. Confirmation of Public Excluded Meeting Minutes – Council Meeting 8 May 2018 PE	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.)
21. Confirmation of Public Excluded Minutes of the Council Hearings of Submissions on the Long Term Plan 2018-28 – 15 May 2018 PE	To enable the Council to carry out commercial negotiations without prejudice or disadvantage.
22. Recommendations from Harbour Area Committee Meeting – 5 June 2018 PE	Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)
23. Tourism Waitaki Contract Extension PE	
24. Order Pursuant to Section 42 of the Resource Management Act 1991 PE	
25. Procurement of services for completion of South Hill water reticulation upgrades (stage 2) PE	

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

CARRIED

**Public Excluded Minutes apply**

## Resolution to Return to the Public Meeting

RESOLVED  
WDC 2018/121

Cr Bill Kingan / Cr Colin Dawson  
That Council resumes in open meeting and decisions made in public excluded session are confirmed and made public as and when required and considered.

CARRIED

**26. Release of Previously Public Excluded Information**

In accordance with Clause 17.5 of the Waitaki District Council Standing Orders 2016 to 2019, Council agreed, whilst in public excluded session, to release in the public minutes of this 26 June 2018 Council Meeting the following previously public excluded information:

**20. Confirmation of Public Excluded Meeting Minutes PE**

RESOLVED  
WDC 2018/114

Cr Craig Dawson / Cr Jim Hopkins  
That Council confirms public excluded minutes of the 8 May 2018 Council meeting, as circulated, as a true and correct record.

CARRIED

**21. Confirmation of Public Excluded Minutes of the Long Term Plan Hearings, 14 and 15 May 2018 PE**

RESOLVED  
WDC 2018/115

Cr Jim Hopkins / Cr Colin Wollstein  
That Council confirms public excluded minutes of the Long Term Plan Hearings held on 14 and 15 May 2019, as circulated, as a true and correct record.

CARRIED

**23. Tourism Waitaki Contract Extension PE**

RESOLVED  
WDC 2018/117

Deputy Mayor Melanie Tavendale / Cr Colin Wollstein  
That Council:

1. Extends the current service agreement with Tourism Waitaki until 31 December 2018.
2. Pays the full amount due under the extension in the first week of the extension period.
3. Provides a line of credit up to a maximum value of \$400,000 under commercial terms and conditions that comply with section 63 of the Local Government Act 2002.
4. Instructs the Chief Executive to arrange a workshop with Councillors to determine their expectations for a new service agreement with Tourism Waitaki.
5. Instructs the Chief Executive to negotiate with Tourism Waitaki and, taking account of discussions at the workshop specified above, to get a new service agreement in place prior to the expiration of the extension.

CARRIED

**24. Order Pursuant to Section 42 of the Resource Management Act 1991 PE**

RESOLVED  
WDC 2018/118

Cr Craig Dawson / Deputy Mayor Melanie Tavendale  
That Council makes an order under section 42 of the Resource Management Act 1991 (RMA) (Protection of Sensitive Information) to prevent the disclosure of information pertaining to a resource consent application from Cricket Hop Productions New Zealand Limited until after the completion of all onsite filming activity.

CARRIED



**25. Procurement of services for completion of South Hill water reticulation upgrades (stage 2) PE**

RESOLVED  
WDC 2018/119

Cr Bill Kingan / Cr Peter Garvan  
That Council grants approval to the Water Services and Waste Manager to directly negotiate a contract with Whitestone Contracting Limited (undertake a selective procurement process) for completion of Stage 2 of the South Hill, Oamaru water reticulation upgrades.

CARRIED

There being no further business, the Chair declared the meeting closed at 1.54pm.

TO BE CONFIRMED at the Council Meeting to be held on the 31<sup>st</sup> day of July 2018 in the Council Chamber, Third Floor, Waitaki District Council Building, 20 Thames Street, Oamaru.

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Chairperson

# Waitaki District Council Memorandum

**From** Mayor Gary Kircher

**Date** 31 July 2018

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## Mayor's Report

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### Recommendation

That Council receives and notes the information.

### Purpose

The following comments are provided to bring Councillors and the public up-to-date with a number of issues and happenings that have arisen since the last Council meeting on 26 June 2018.

### What's been happening?

It has been an opportunity to catch up on business, and to get ahead on some of the key activities that we want to progress before the end of the year. It is also the time of year for Local Government New Zealand's (LGNZ) annual conference, so I have included in this report a brief summary of that from me, and then attached (as Appendix 1) summaries of some of the speakers/sessions that have been written by the attending Councillors.

We have taken the opportunity to also get some reasonably significant training done for both elected members and senior management. This includes better governance training from LGNZ, and we have booked in experienced governance and directorship speaker Richard Westlake who will be visiting us later in August.

### LGNZ Conference 2018

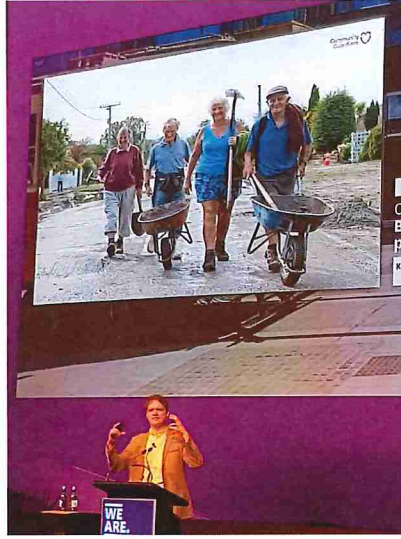
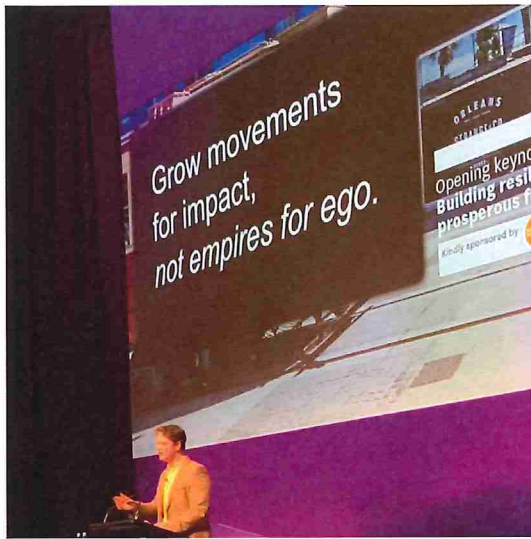
The theme for this year's conference, held in Christchurch, was 'Future-proofing for a prosperous and vibrant New Zealand.' Sadly, I do not believe the conference lived up to that title, and instead was a mish-mash of ideas, concepts, and commentary. Some of it was interesting, but too much of it was disappointing, drawn out, and simply too light in content for me, and for a good number of attendees who I talked to. A conference like this is an opportunity to go away, meet with like-minded people, get challenged and rejuvenated mentally, and come away with some great ideas and renewed enthusiasm. Unfortunately, that occurred in only a very moderate way.

The conference started with the Annual General Meeting on Sunday, with very good attendance by most Councils in New Zealand. The key business was the twelve remits to be discussed and voted on. They went reasonably smoothly, and almost all passed. Some we voted against because they were populist, damaging and/or ineffective, but most passed anyway. The one that did get voted down was the remit telling LGNZ to publicly call for banks to divest themselves of their investments in fossil fuels etc. One would think that some in the sector do not realise just what our roads and many other products are made of... The positive remits, in my opinion, that got voted through included improving the situation for heritage buildings in relation to earthquake legislation; strengthening the effect that Local Alcohol Policies can have on liquor licencing; reducing the use of copper in brake pads to reduce contaminants entering the environment; reducing the waste stream; and introducing a tyre stewardship programme.

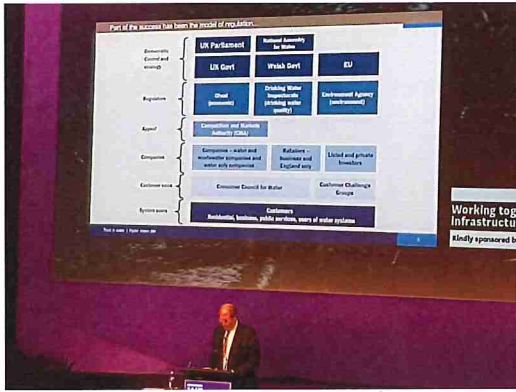
For me, the highlights of the conference included the keynote speaker on the first day – Sam Johnson who spoke on building resilience in our communities; Kylie Legge who spoke on creating resilient, sustainable and liveable places; and the best speaker of all was the very last one – Daniel Flynn, the young entrepreneur who began Thankyou which is an organisation selling products such as bottled water to help fund clean water projects in third world countries. Daniel was a phenomenally good speaker. His story did not link directly to what we do, but there were enough small take-home points that made it valuable, and definitely the best part of the conference programme.

LGNZ needs to do better with its conferences in future. They are not cheap to attend, and when we dedicated reasonable resources to send four Councillors, three group managers plus our Chief Executive and myself, we need to get better value for money. I have completed my survey giving feedback to organisers, and will follow up in person to see how we can have more focused

conferences which have us all leaving with the enthusiasm and ideas which help us improve what we are doing and how we do it.



Sam Johnson – with a quote from the Dalai Lama (left-hand picture) ... and showing local Oamaruvians volunteering during the Christchurch earthquake clean-up (right-hand picture)



The Minister for Local Government, the Hon Nanaia Mahuta



Daniel Flynn

### New Business Support

The Business Hive is a hub for young businesses, and it is also a hot-desk space for those who need it. Based in Ribble St, the Business Hive has been set up by Cara Tipping-Smith to provide a service which she sees is increasingly needed. There are many people working from home, in small offices or on the kitchen table, who would benefit from having a central space to work from where they can have the services they need and also share socially with others – something that is not possible in the home office environment. Cara has produced a wonderful space, with a variety of areas to work in. It is a very good addition to the local business scene, and I encourage Councillors and staff to go and check it out!





### Portside Punch

The second Portside Punch event was held, four years after the inaugural one. Once again, Sally Ann Donnelly was behind the event, and she has once again done a sterling job of pulling together the key people to make the event a truly memorable experience for the amateur fighters, and for the 500 or so people who pay to go along. I have not seen just how much was raised through the event, but I understand it was marginally ahead of the \$118,000 raised back in 2014 by the first event. Another huge event for Waitaki, and a real tribute to every single person involved!



One of the very good fights on the night –  
'Stone Cold' Josh Dooley (Red) vs Luke 'The Animal' Smyth (Blue)

### Observatory Retirement Village, Resthome beds Stage 2

On 20 July, a low-key opening of the next twenty care beds in the resthome of the retirement village was held with staff, trustees, and key contractors present. The opening and blessing was completed by David Higgins. It is expected that, over a two week period, there will be approximately 16 of those

beds filled with people who have been waiting for the facility to open. The standard of workmanship is excellent, and the rooms are large and many have excellent views.

These rooms are very important for our local older folk who have, in a number of cases, been placed out of town in the interim, or have chosen to stay at home until space was available. The rooms were made possible through the loan made by Council, and the entire retirement village continues to grow through strong demand. It is serving an important role in looking after our people, and it is so pleasing that our Council is playing an important part in helping to make it happen.



### **Pasifika Education Plan Summit**

The Honourable Jenny Salesa, Associate Minister of Education, visited Oamaru to engage with locals to discuss education in our communities. The focus was on our Pacific Island (PI) community, to ensure that they are being well-served across Waitaki. It is the only session being held in Otago and Southland, no doubt due to the high number of Pasifika people living in North Otago. The feedback I got from some of the attendees was that it was a most useful session, and that they were pleased that the Minister took the time to come here and seek their views.

It was also an opportunity for me to discuss with the Minister just how important the PI community is to our district, and we covered topics such as political representation, and participation by Pasifika people in various activities in our community. Education is key to many opportunities in life, so a good education is important to all of us in helping us all move forward.



### **Mayors' Taskforce For Jobs**

Successive Waitaki Mayors have been members of the Mayors' Taskforce for Jobs (MTFJ), and I have continued that trend. The main interaction we have with the organisation is assistance with the Graduation Ceremony for In-work Trainees, which we have held around November for the past three years. There are more things we could do, but they have been difficult to take advantage of without some extra resources. However, the organisation continues to make a difference. The Annual General Meeting (AGM) was held in conjunction with the LGNZ Conference, and there was some good discussion on future initiatives. For now we will carry on with what we are doing, and keep an eye on the other opportunities to improve job prospects for our youth.





The AGM collection of Mayors or their Deputies who are members of the MTFJ, along with Taskforce Coordinator James Mather relaxing in front.

### Waitaki Valley Freedom Camping

Freedom camping is still a major topic of discussion across New Zealand, and Waitaki is no exception. There are a few hot-spot areas for us, and one is the Department of Conservation (DoC)-controlled Ahuriri River bridge reserve just a couple of kilometres north of Omarama. The Omarama Residents' Association called a meeting with some of the main organisations, so the community could hear from them and voice their concerns. I was speaking for Waitaki, with the Hon Jacqui Dean there as the local Member of Parliament, and representatives were there from the Department of Conservation, Environment Canterbury, New Zealand Transport Agency, New Zealand Motor Caravan Association, and other groups. In all, there was around 100 or more people – an excellent turnout for the small community, and a number that showed just how seriously they take the issue!

Mark Davies spoke for DoC, and his five minutes was followed by a good half hour of questions. My turn ended up about the same, and I was able to get the message out that the Council is very supportive of DoC's intention to better manage the area. The Department has applied for Tourism Infrastructure Funding to get some immediate fixes in place for the coming season, while they work on long-term solutions for the area.

Discussion points and questions put forward by the community ranged from a complete camping ban for the area, to a temporary ban, and most supported the idea of much greater control and monitoring of the spot. There were also calls for some of the reserve adjacent to the community hall to be utilised for a user-pays responsible camping site. This last suggestion had the advantage of putting people where they could walk to shops etc.

All told, DoC's application for funding is a total of \$500,000, which will go to fix immediate problems at a variety of places across Mackenzie as well as this hot-spot in Waitaki. Our Council has fully supported their application and will continue to be part of the group working on the long-term issues around camping. It appears we are now making good progress towards the goal of turning freedom camping into responsible camping!





DoC representative Mike Davies speaks as the other guest speakers look on.



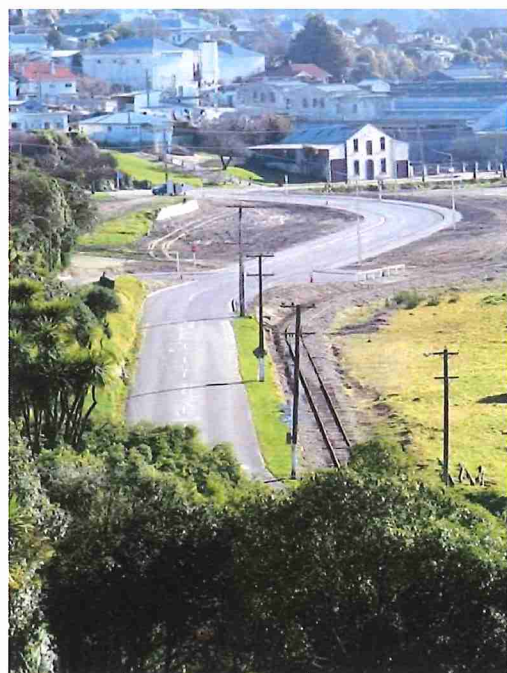
The 100+ attendees of the meeting listen as the various speakers outline their organisation's position on camping in the area.

### Harbour Accommodation

After a considerable time in the planning, advertising, selection of preferred developer, due diligence, and negotiations, we have now been able to announce that Ross and Debbie Ward will be building a 20-24 room high-end visitor accommodation on the site on the corner of Tyne St and the new section of Waterfront Road. The Wards come with excellent credentials, having run a number of successful accommodation businesses in the past, and they have a solid reputation for providing quality facilities with quality service.

Councillors have already had an initial meeting with the Wards to give their input to the design process, and we now await the final design. I have put forward the design principles that were originally agreed on for any development at the harbour, as being key elements for the design of this accommodation. They were given to us by the late Sir Ian Athfield, an architect with a reputation for innovation, sympathetic adaptive reuse, and the recipient of over 60 national and international architecture and design awards.

I am confident that these elements which involve retention of view shafts, use of appropriate materials, and consideration of complementary size and bulk for any development, will stand the test of time. I look forward to seeing the final designs, and I would like to express my appreciation for the collaborative approach that the Wards have brought to the process. Another exciting and appropriate step forward for the harbour area!



A view from on high, of the new road, with the new accommodation site located to the left of the curve



**Meetings Attended:**

11 June	Meeting with property developer
11 June	Mayor and CEO catch-up
11 June	Meeting with Deputy Mayor Melanie Tavendale one-on-one feedback
11 June	Morning Tea with Dougal McGowan
11 June	Meeting with Deputy Mayor Melanie Tavendale and Neil Jorgensen
11 June	Meeting with Weston Progress League re Weston footpaths
12 June	FAR Committee Meeting
12 June	Council Workshop – Building fees
12 June	Councillor briefing
12 June	Council Workshop – Harbour Area Accommodation
12 June	Council Workshop – Provincial Growth Fund Projects (including UNESCO)
12 June	Councillor only session
12 June	Meeting with New Zealand Whisky Collective
13 June	Meeting with Peter Cameron, North Otago Cricket
13 June	Corporate Planning Meeting
14 June	Meeting with Lisa Baillie
14 June	Mayor and CEO catch-up
14 June	Meeting with Lichelle Guyan and Lisa Baillie
14 June	Meeting with Community Board Chairperson Kathy Dennison one-on-one feedback
14 June	Site Visit to Bursa Street, Palmerston (re flooding)
15 June	Observatory Retirement Village Trust meeting
15 June	Meeting with Keith McIntosh, Fire and Emergency New Zealand
15 June	Meeting with Moeraki Limited and David Higgins
18 June	Meeting with the Hon Jacqui Dean MP
18 June	Mayor and CEO catch-up
18 June	Draft Agenda Meeting – Council
18 June	Phoenix Mill Water Wheel Trust meeting
18 June	Citizenship Ceremony
18 June	Economic Development Manager and CEO Catch-up
19 June	HER Committee Workshop – Fire and Emergency New Zealand
19 June	HER Committee Workshop – Pole Shed Exemptions
19 June	HER Committee Workshop – Earthquake Prone Buildings
19 June	Lunch with Network Waitaki representatives, followed by workshop
19 June	UNESCO Global Geopark Workshop
19 June	Workshop – Mobile Trading Permits
19 June	Councillor Briefing
19 June	Oamaru Whitestone Civic Trust Meeting
20 June	Mackenzie Basin Tourism Strategy Launch, Tekapo
20 June	MPI (Mycoplasma Bovis Meeting) Papakaio Hall
21 June	Meeting with Community Gardens re update Regional Community Trust
21 June	Annual General Meeting – Grey Power North Otago
21 June	Meeting with Mark Smith, Whitestone Civic Trust
21 June	Meeting with North Otago Tennis, Robin Jamieson and Josh Dalziel
24 June	Photo Shoot at Oamaru North School
25 June	Real Radio Interview
25 June	Mayor and CEO catch-up
25 June	Meeting with Neil Jorgensen, to discuss Waste Manifesto Remit
25 June	Meeting with Jock Webster, Kurow/Duntroon Irrigation Company
25 June	Visit to The Business Hive, Ribble Street
26 June	Council Meeting
26 June	Council Workshop – Bella Vista Subdivision Tauranga
26 June	Councillor briefing
28 June	Opening of the Pedestrian Bridge Oamaru Creek
28 June	Musical Theatre Oamaru – dinner
29 June	Meeting with NZTA – Rumble Strips, Omarama
29 June	Meeting with Community Board Chair Graham Sullivan, Otematata
30 June	Portside Punch
2 July	Mayor and CEO catch-up
2 July	Speaking at the North Otago Leadership Academy Programme
2 July	Meeting with Waitaki Irrigators Collective
2 July	Meeting with Neil Jorgensen and Marty Pacey (3Waters)
2 July	Meeting with Aurora Fundraising

3 July	Whalan Lodge site visit, Kurow
3 July	Observatory Hill Retirement Village meeting
3 July	Speaking at University 3 <sup>rd</sup> Age Group
3 July	Executive Committee Meeting
4 July	Coordination Group Meeting
4 July	Meeting – Work-ready passport for students
5 July	Delegations and Harbour discussion
6 July	Meeting with Lucianne White – Farmers Market
9 July	Meeting – possible North End improvement project
9 July	Mayor and CEO Catch-up
9 July	Draft Agenda Meeting – Committees Day
9 July	Harbour Area Accommodation Proposal workshop
10 July	FAR Committee Meeting
10 July	District Plan Review Committee Workshop
10 July	Mackenzie Basin, Upper Waitaki Agency working arrangements update
10 July	Council Workshop – Cultural Awareness Training
10 July	Workshop with Kurow-Duntroon Irrigation Company
10 July	Councillor briefing
11 July	Meeting with Graeme Butler – Harbour Accommodation
11 July	Trust Power Awards Judging Meeting
11 July	Meeting with Fi McKay and Marcus Weight (Immigration)
11 July	Corporate Planning Meeting
11 July	Meeting with Gerard Quinn re economic development
11 July	Meeting with Shane Toa King – Parkside Quarries
12 July	Meeting with Helen Jansen
12 July	Meeting with Lisa Scott – Candidate for the Communications Specialist role
12 July	Meeting with Grant Finn, New Zealand Whisky Collective
12 July	Meeting with Heritage New Zealand – Dunedin
13 July	Meeting with CEO
15 July	LGNZ Annual General Meeting
15 July	Mayors' Taskforce for Jobs Annual General Meeting
15 July	LGNZ Conference
16 July	LGNZ Conference
17 July	LGNZ Conference
17 July	Oamaru Whitestone Civic Trust Meeting
18 July	Committees Day
18 July	Workshop – Drug and other Issues in the Community
18 July	Meeting Bill Dean and Neil Jorgensen re harbour
18 July	Councillor Briefing
18 July	Pasifika Conversation – Union Parish Hall
19 July	Mayor and CEO catch-up
19 July	Phoenix Mill Water Wheel Trust meeting
19 July	Corporate Planning Meeting
20 July	Observatory Hill Retirement Village – Stage 2 Opening
20 July	Waitaki Tourist Routes Workshop
20 July	Meeting with Anne Te Maiharoa Dodds and other Waitaha Trustees



**Mayor Gary Kircher**

#### **Appendix 1 – Local Government New Zealand (LGNZ) Conference July 2018 – Summaries from attending Councillors**

## Appendix 1

### LOCAL GOVERNMENT NEW ZEALAND (LGNZ) CONFERENCE, 16 – 17 July 2018

#### Summaries from Attending Councillors

##### From Cr Colin Wollstein:

*Building Strong Local Economic Prosperity – a summary of the key points.*

- In New Zealand, Councils have little power; 'central government knows best' is the default position.
- 93% of taxes go to central government, only 7% to local government. Currently, there is a highly rigid mind-set.
- Thus local government is less relevant to communities as central government has the main roles and funds.
- Central government sets the roles and scope for local government, at a low level.
- As a comparison, in New Zealand, 7 cents in the dollar of the tax spend is by local government, whereas the OECD average is 46 cents!!
- Central government reduced territorial authorities (TAs) from 500 to 78 now, lower local relevance.
- Operating terms are set by central government; local government is its compliance arm.
- Result – very low productivity growth in New Zealand compared with Switzerland.
- In Switzerland, powers are decentralised to local government and communities.
- Switzerland has 8.4 million people in an area smaller than Canterbury.
- Much more economic growth and success than New Zealand.
- GDP per capita is twice that of New Zealand; in the 1960s, it was at the same level.
- Local government's share of tax revenues is over 50%; in New Zealand, it is only 7%.
- 2300 municipalities, 3620 people in each; in New Zealand, 61,500 per average per 78 TAs.
- Each TA sets taxes independently from central government; areas compete with tax rates.
- Economic growth comes back directly to the local area, not to central government.

##### Conclusion:

The current New Zealand mind-set needs to be challenged. It is time for central government to shrink its role, and transfer both functions and funding to local government, to return the powers and control back to local communities.

##### From Cr Jim Hopkins:

On a wet Sunday morning, we joined the Smart City walking tour, which gave us a chance to see some of the electronic features being incorporated as part of the post-quake Christchurch rebuild. Amongst the technology features we were shown was an electronic 'billboard' on a popular cycleway near the historic Avon River boatsheds which displayed the number of cyclists who had travelled either way past the recording site since it had been installed.

The installation of thousands of relatively inexpensive accelerometers intended to measure very site-specific ground and building movements during a quake was also explained outside the new Civil Defence building site in the Justice Precinct. We were told that data gathered during earlier tremors had shown that ground and building movements at locations quite close together were often significantly different.

Installing the accelerometers will give building owners and Council staff reliable information about the stresses experienced during a quake and enable a confident assessment of a structure's safety to be made within hours.

Two electronic monitoring devices potentially relevant to all Councils were, firstly, the rubbish bin sensors that alerted contractors when bins were full, thus reducing complaints and servicing costs and, secondly, monitors installed at Disabled Parking places which wirelessly checked if vehicles were carrying an 'electronic' disability permit that entitled them to be there. While still a work in progress, this innovation may, in the future, be extended to apply to metered space charging as well as right-to-occupy confirmation.

The presentations outlining the benefits of localism in Switzerland were a highlight, particularly the one which detailed how a small Canton, population not much over 2000 from memory, had negotiated its own deal with overseas investors to redevelop an aging resort thereby generating considerable benefits for its residents. This was possible because, unlike New Zealand, the Swiss federal government allows Cantons to operate their own Overseas Investment Offices and also because a much higher percentage of total official spending comes from local government.

In New Zealand, central government dominates, accounting for 88% of spending on operations and infrastructure. In other countries, including Switzerland, local government is responsible for a much higher percentage of spending.

The argument is that localism is the best and most effective way to guarantee regional development and it is hard to argue with that.

Also noteworthy was the Monday morning keynote speech from Kylie Legge, *Creating resilient, sustainable and liveable places*. Her speech looked at the evolving practise of 'place-making', which may better be called place-improving or enriching.

There were some key messages that stood out. Australia-based Ms Legge talked about various placemaking fads that have been imitated around the world in the past three decades, starting with a craze for pedestrian malls, followed by equal enthusiasm for Aquariums, then Convention Centres and most recently, what is described as the 'Bilbao Effect', that being a reference to architect Frank Gehrig's extravagant Guggenheim Museum in that city, which has inspired global mimicry and seen as many as 14,000 incomplete cultural buildings in Spain alone.

The speech urged us to understand and identify place attraction, namely the things that attract people to a particular area or location and also place attachment, which has more to do with what there is to do in a specific place.

Kylie Legge also stressed the need to talk to people when embarking on placemaking projects, and to trust their intuitive responses in subjective areas such as the things they most care about and enjoy. People are the real experts when it comes to what they feel matters most, and her company had developed processes to gauge these bedrock community feelings. They should underpin development, attractions, activities and placemaking projects in general. Self-evident perhaps, but applicable for us as we develop our own local initiatives.

To end, a great line from another speaker; "If you don't stand for something, you'll fall for anything."

### **From Cr Bill Kingan:**

I enjoyed going to the Conference in Christchurch. We listened to some inspirational speakers (and some not so much) and came away more aware of some of the challenges we face. These include the Three Waters infrastructure needs, climate change, Maori connections, and an interactive session I attended, on building excellence in locally delivered infrastructure and services.

One of the themes of the Conference was around "localism". I went on a bus trip to Lyttleton where we witnessed localism at its best. We were shown how, after the earthquakes, the town had taken ownership of the situation and rebuilt, along with their Community Board and Christchurch City Council, a community so vibrant and caring that it was a joy to witness. A group called Project Lyttleton had reinvented the Recreation Centre, School, and Library and plan to build an Art Gallery; made up a small urban park; arranged festivals; operates a Farmers Market and a four days a week garage sale; operates a Time Bank (trade skills with other community members and no money changes hands) and a tool library. All of this required leadership, and they had that, but it was the local community that had embraced it wholeheartedly because it was "theirs".

There were three speakers at the Conference that really impressed me. Robett Hollis, Sam Johnson and Daniel Flynn. All in their early thirties and with such ability it was an inspiration to hear them.



**From Deputy Mayor Melanie Tavendale:**

### **Local Government New Zealand (LGNZ) Conference 2018 Summary – Localism**

At this year's conference, LGNZ released its position statement on localism\*. Simply put, localism is shifting power and decision-making back to citizens and their community.

New Zealand has a very top-down approach to public expenditure, and the setting of policies and programmes. Very often rules are set at a national level, with Councils playing the role of the Government's regulatory arm, often without any corresponding funding. Central Government in New Zealand is responsible for 88% of our public expenditure, with the average OECD country's central government spend sitting at 46%.

Country	Central government's share of public expenditure
New Zealand	88 per cent
United Kingdom	72 per cent
Republic of Ireland	72 per cent
Iceland	55 per cent
Greece	54 per cent
United States	54 per cent
Korea	41 per cent
Denmark	31 per cent
Finland	29 per cent
Germany	19 per cent
Switzerland	13 per cent
<b>OECD average</b>	<b>46 per cent</b>

\*

We have a high level of fiscal centralism, and our Government's domination of the allocation of public expenditure shows no signs of diminishing. This means our communities have largely lost the power to make meaningful decisions at a local level, with an increasingly one-size-fits-all approach adopted.

"We do not need the Government to micro-manage the day-to-day life of our communities yet that is occurring at an increasing rate," according to LGNZ 's position statement.

"Centralism can often be paternalistic (we know what is best for you) and encourage citizens to assume that the government will "fix things".

"We are calling for an active programme of devolution and decentralisation."

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\*Local government position statement on localism

The Honourable Nanaia Mahuta, Minister for Local Government, cautioned that the discussion isn't merely a matter of decentralisation.

"There is an opportunity for new thinking about how a circular economy, social enterprise, procurement, economic development partnerships deliver better outcomes. This will be a game changer but not because it separates out localism and local solutions but because it reinforces coordination and collaboration," said Minister Mahuta.

Councils have some complex, challenging issues to address, including but not limited to climate change, tourism demands and natural hazards.

"Councils vary widely in area, population, infrastructure assets, community needs, rating base and financial resources. I'm encouraged by the way Councils are determined to respond to these challenges as you seek to tailor solutions to meet local needs and circumstances," said Minister Mahuta.

"I'm not closed to the need for the conversation."

The Minister spoke of taking local leadership back where it needs to be - in our communities. It will require strategic vision and leadership, "national objectives with local benefits".

Hon Minister Mahuta then took questions, and left us with a simple but important question to ponder: What is it local government does really well, better than central government?

We are not all on the same page at this stage, but this is the start of a brave and necessary discussion. Do we accept things the way they are without question, or do we enter the conversation to make sure the right decisions are being made by the most relevant people, for the right reasons?

# Waitaki District Council Memorandum

From Chief Executive

Date 31 July 2018

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## Chief Executive's Report

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### Recommendation

That Council receives and notes 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 26 June 2018.

#### 1. Waitaki Whitestone UNESCO Global Geopark

Work continues on the proposed Waitaki Whitestone UNESCO Global Geopark, with Gerard Quinn (Economic Development Manager) assuming the lead role of developing Provincial Growth Fund applications relating to this initiative, the global geopark management plan, and the final dossier (due with the New Zealand National Commission for UNESCO on 12 November 2018).

#### 2. Staffing – Office of the Chief Executive

Lisa Scott has commenced her role as Communications Specialist (replacing Alena Lynch who departed on 6 April 2018). Lisa is a well-known journalist, author and media commentator and has extensive experience in Public Relations. She has been a regular columnist for the Otago Daily Times (ODT), and article writer for several magazines. Previously she has been Marketing Manager for the Fortune Theatre in Dunedin and of the Enterprise Division of the University of Otago, and Education Officer for the Otago Museum.

Lisa has also been a guest panellist on *The Panel* with Jim Mora, National Radio. On 20 July, she spoke on *The Panel* about her experience of the Waitaki and her excitement at joining the team at the Waitaki District Council.

#### 3. Upcoming site visit by representatives of the New Zealand National Commission for UNESCO

On 12 – 14 August 2018, representatives from the Commission will undertake a field inspection of the proposed Waitaki Whitestone UNESCO Global Geopark. This will assist UNESCO's Expert Advisory Group (EAG) to assist the Waitaki Whitestone Aspiring UNESCO Global Geopark to compile a persuasive application in the form of the final dossier as required under UNESCO's rules. It is anticipated that a draft final dossier will be made available to the EAG in early November so that a final dossier can be submitted to the New Zealand National Commission for UNESCO on 12 November 2018. Following this, the New Zealand National Commission for UNESCO will forward the final dossier to UNESCO in Paris.

Pen-y-Bryn Lodge has kindly sponsored the accommodation of the UNESCO deputation, while Heliventures NZ Ltd has also kindly sponsored helicopter transport for the deputation.

The Waitaki district – having been successful in achieving selection as New Zealand's candidate for accreditation as a global geopark – is now entitled to refer to itself as: 'The Waitaki Whitestone Aspiring UNESCO Global Geopark'.



# WAITAKI WHITESTONE

ASPIRING GLOBAL  
**GEO PARK**  
AOTEAROA NEW ZEALAND

## 4. Business and Site Visits

28 June	Opening of the Pedestrian Bridge, Ōamaru Creek
2 July	Business After 5, Waste Management, Ōamaru
5 July	JBL Properties Site visit with Gerard Quinn
6 July	Ōamaru Airport Site Visit – New Zealand Aviation Academy

## 5. Meetings Attended

27 June	Meeting with Amie Pont, New Zealand Walking Access Commission
27 June	Waitaki Whitestone Global Geopark Project Group Meeting
28 June	Meeting with John Brown, JBC Properties
29 June	Meeting with Hamish MacLean, Otago Daily Times
2 July	Teleconference with Richard Blaikie, Deputy Vice-Chancellor Otago University
2 July	Teleconference with Professor Richard Blaikie, University of Otago
2 July	Meeting with Waitaki Irrigators Collective
2 July	Teleconference with Dr Ian Graham, GNS Science
4 July	Meeting with Paul Olsen, St Kevin's College and Helen Algar, Waitaki Safer Community re Work Ready Passports for students
5 July	Meeting with Geologist Sophie Briggs, University of Otago
6 July	Teleconference with Abby Cheeseman, MBIE
11 July	Meeting with Fi Mackay and Marcus Weight, Immigration NZ
11 July	Meeting with Shane Toa King, Parkside Quarries
13 July	Meeting with David Higgins, Te Rūnunga o Moeraki
15-17 July	LGNZ 2018 Conference and Awards
20 July	Meeting with NZAA Directors
20 July	NZTA Waitaki Tourist Routes Workshop
20 July	Meeting with Anne Te Maiharoa Dodds and Waitaha Trustees
23-25 July	Meetings with Pamela Peters, Equip LGNZ
26 July	Meeting with Dean and Associates
30 July	Meeting with Jeff Page, Meridian Energy

Fergus Power  
**Chief Executive Officer**



# Waitaki District Council Report

**From** People and Culture Group Manager

**Date** 31 July 2018

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## Recommendations from Harbour Area Committee Meeting, 8 May 2018

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### Harbour Projects

RESOLVED  
HAC 2018/003

Deputy Mayor Melanie Tavendale / Cr Jeremy Holding

The Harbour Area Committee recommends:

That Council:

1. Approves the removal, relocation and reinstatement of the hut and mast with a \$20,000 budget funded from the Harbour Project fund.

CARRIED

2. Approves the replacement of Holmes Wharf entrance fencing with Oamaru stone block and signage with a \$1,500 budget funded from the Harbour Project fund.

CARRIED

3. Approves the installation of globe lights on the lampposts adjacent to the Esplanade with a \$20,000 budget funded from the Harbour Project fund.

CARRIED

4. Approves the construction of a viewing area on Sumpter Wharf with a \$35,000 budget allocated as part of the Holmes Wharf redecking project.

CARRIED

5. Receives and notes the information on the other projects.

CARRIED



**Lisa Baillie**  
People and Culture Group Manager

# Waitaki District Council Report

**From** People and Culture Group Manager

**Date** 31 July 2018

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## Recommendation from Finance, Audit and Risk Committee Meeting – 10 July 2018

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### 1. Treasury Strategy, First Quarter, 2018-19 Financial Year

The report, as circulated, provided information on Council's proposed Treasury Strategy for the first quarter of the 2018-19 financial year.

RESOLVED  
FAR 2018/054

Cr Jim Hopkins / Cr Jan Wheeler

The Finance, Audit and Risk Committee recommends:

That Council adopts the proposed Treasury Strategy to cover the first quarter of the 2018-19 financial year, by:

- continuing the use of term deposit facilities for terms between 7 days and 12 months, and
- continuing to make minimal use of the call account, but always dependent on consideration of short-term operational cash requirements and on achieving target interest rates.

CARRIED



Lisa Baillie  
People and Culture Group Manager

# Waitaki District Council Report

**From** People and Culture Group Manager

**Date** 31 July 2018

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## Recommendation from Assets Committee Meeting, 18 July 2018

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### Roundabout Proposal for the Wansbeck and Tyne Streets Intersection

The report, as circulated to the Committee, sought to improve the safety of road users and reduce the number of crashes at the Wansbeck and Tyne Streets intersection by installing a roundabout.

Roading Manager Michael Voss spoke to the report, and explained that other options had also been considered for the intersection, including stop controls, the addition of lights, and having four Give Way signs. Given that there was a need to slow down the traffic, officers believed that a roundabout was preferred for the reasons outlined in the report.

During the ensuing discussion, mention was made of a similar roundabout proposal for the Eden and Reed Streets intersection. Group Manager Neil Jorgensen explained that that intersection was more congested, and would benefit from a roundabout, which was included in the minor improvement programme. A brief summary document of what that might look like had been prepared, but did not make the agenda for this meeting. The summary document was then circulated to the meeting, including members of the public and the media. Mr Jorgensen noted that the summary paper was not part of this agenda topic, but provided useful background information. If the Committee wanted more information about that intersection, or to look at other options for it, then that could occur.

Ultimately, a revised motion was put forward that sought a combined resolution from the Committee to recommend to Council that roundabouts be installed at both intersections. During discussion on the motion, a request was made that, when the Recommendations from Committee report was brought before the 31 July 2018 Council Meeting for approval, it provided more detail about the other options in order that Council could be sure that it was fully informed to decide that roundabouts were the best of the possible options for both intersections.

That additional detailed information is contained in the separate attached memorandum entitled "Roundabout Proposals and Selection Criteria".

RESOLVED  
AC 2018/027

Mayor Gary Kircher / Deputy Mayor Melanie Tavendale

The Assets Committee recommends:

That Council:

1. Approves the installation of a roundabout at the Wansbeck and Tyne Streets Intersection.
2. Approves the installation of a roundabout at the Eden and Reed Streets intersection.

CARRIED



Lisa Baillie  
People and Culture Group Manager

# Waitaki District Council Memorandum

**From**        Roothing Manager

**Date**        31 July 2018

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## Roundabout Proposals and Selection Criteria

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### Recommendation

That Council receives and notes the information.

### Summary

The information within this memorandum is provided to give clarity about how the Recommendation in the Report to the Assets Committee Meeting of 18 July 2018 was derived with regard to the proposal to install a roundabout at the Wansbeck/Tyne Street intersection and for a similar proposal at the Eden/Reed Street intersection.

### Purpose

The purpose of this memorandum is to present information on the factors supporting the recommended option to improve user safety at the intersections of Wansbeck/Tyne and Eden/Reed Streets.

### Background

Safety improvements to the roading network are generally treated as an operational issue and as part of business as usual. However, in this case, due to the public nature of the changes proposed at two high-profile intersections within Oamaru, it was felt prudent to present the proposals to the Assets Committee, thereby giving the members, and the media, the opportunity to consider the proposal.

All activities to improve, renew or maintain roading assets go through an iterative process to ensure the best outcome is achieved. This means identifying a number of options that can then be subjected to closer examination. This approach was applied to the report to the Assets Committee Meeting for the proposed construction of a roundabout as a traffic safety measure. The initial options were:

- a)        Do nothing
- b)        4-way controls
- c)        Roundabout
- d)        Traffic Signals.

Option a) was considered, but this was deemed not appropriate as the facts and public feedback support an engineered solution to improve user safety. Likewise, option d) was discarded for reasons of suitability and costs (see below for further details of how this was reached).

Hence, the Assets Committee report was structured around those options that have the most potential to improve safety.

The criteria for option selection is dependent upon the subject matter, environment and addressing changes in demands. Going back to basics, the approach is:

- i)        Is there a problem?
- ii)       What is the problem?
- iii)      What interventions will remediate the problem?
- iv)      Scope of interventions?
- v)       Devise solution.
- vi)      Enact solution.

The analysis outcomes to each question are:

- i)        There is enough evidence that confirms there is a problem at the intersections.
- ii)       The problem is that personal safety is the area of concern.



- iii) To remediate the intersections in order to improve and advance personal safety can be achieved by engineering interventions.
- iv) Types of interventions were examined, which included 4-Way controls through signage, a roundabout or traffic signals. These options were scoped and costed, including supply and installation, maintenance and whole of (asset) life factors. At this stage, it is a 'table-top' analysis which identifies one or two obvious contenders without using resources on probable non-starters before starting the next process (v).
- v) The selected options are now further examined against effectiveness, environment and behavioural changes.

In this process, the following outcomes were reached:

<b>4-Way Controls</b>	
Positive	<ul style="list-style-type: none"> <li>Will provide greater driver awareness through slowing progression through the intersection.</li> <li>Cheap solution.</li> </ul>
Negative	<ul style="list-style-type: none"> <li>Does not impose any physical constraint for traffic; signs can be lost in visual clutter.</li> <li>Does not address increase in traffic volumes and larger vehicles.</li> </ul>
<b>Roundabout</b>	
Positive	<ul style="list-style-type: none"> <li>Known to be an effective means of improving safety at intersections.</li> <li>Provides visual clues for the driver approaching the intersection and separates pedestrians further from the 'live' intersection.</li> <li>Safer for cyclists – they can take the whole lane and be more visible to drivers approaching from the side.</li> <li>Modular construction permits changes and modifications for events.</li> <li>Safest record of all intersection controls.</li> </ul>
Negative	<ul style="list-style-type: none"> <li>Perceived reverting to a discredited (by Oamaruvians) form of intersection control on Severn Street.</li> <li>Can be seen as obtrusive in the historical environment.</li> <li>More expensive than 4-Way controls.</li> <li>Requires trialling to get the east manoeuvre and approach directions during which there will be some localised traffic disruption.</li> </ul>
<b>Traffic Signals</b>	
Positive	<ul style="list-style-type: none"> <li>Well recognised method of traffic control at intersections.</li> <li>Perceived safety improvement for pedestrians.</li> </ul>
Negative	<ul style="list-style-type: none"> <li>Cost (installation around three times that of a roundabout).</li> <li>Inadequate traffic volumes; will disrupt flows at low traffic volume times.</li> <li>Inappropriate in an area that experiences shared space especially during events where people are likely to wander around.</li> <li>High maintenance costs and monitoring from Wellington.</li> <li>Yellow poles and coloured lights are not in keeping with sensitive environment and Victorian ambience (eg filming).</li> <li>Invisibility against glare off sea.</li> </ul>

From these evaluations, the roundabout option provided the best safety and cost value outcome to reduce crashes and near misses at these intersections. The next stage was to examine in greater detail the form of the roundabout (material composition, layouts and local effects). As part of this investigation, recycled rubberised roundabout components provided the best solution and consequently were the recommended option.

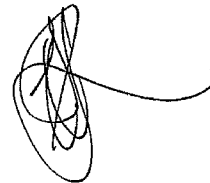
The findings from the above evaluations were then compiled and provided to the Committee for recommendation to Council.

**Comment**

Points at which roads intersect will always create a higher risk than other lengths of a street or road. Each intersection – by nature of its traffic volumes, traffic mix, environmental factors and features – needs to have these elements considered as part of the improvement design process. Visual clutter, distractions, light and mixed users are all issues that add other, less-quantifiable dimensions to the decision process.

Furthermore, there is a swing away from traffic signals towards roundabouts as providing the best form of intersection control. For example, current studies appear to demonstrate that roundabouts lessen the likelihood of fatal crashes by 90%, serious injury crashes by 75%, and all crashes by 37% over traffic signals. This is a result of having lower approach and through speeds, not having any lights to beat, and one-way circulation. Traffic signals also are more likely to create tail-backs during peak times that interfere with all movements. Consideration of these factors as well as of the environmental intrusion of yellow poles in a historic area resulted in a roundabout being the recommended solution.

Michael Voss  
**Roading Manager**

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

Neil Jorgensen  
**Assets Group Manager**

# Waitaki District Council Report

**From** People and Culture Group Manager

**Date** 31 July 2018

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## Recommendation from Heritage, Environment and Regulatory Committee Meeting, 18 July 2018

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### 1. Building Consent Exemption – Pole Sheds

The report, as circulated to the Committee Meeting, sought to improve business process and reduce travel and inspection time by developing a standard process to assess Pole Shed applications.

RESOLVED  
HERC 2018/021

Cr Jim Hopkins / Cr Craig Dawson  
That the Heritage, Environment and Regulatory Committee  
recommends:  
That Council approves a general discretionary exemption  
for pole sheds, to commence from 1 September 2018.

CARRIED



**Lisa Baillie**  
People and Culture Group Manager



# Waitaki District Council Report

**From** Finance and Corporate Development Group Manager

**Date** 31 July 2018

## Resolution to correct the Rates set for the 2018 – 2019 Rating Year

### Recommendation

That Council:

1. Revokes a part of the resolution to set the rates adopted at the meeting on 26 June 2018 (as outlined below); and
2. Replaces the revoked parts of that original resolution with corrected elements of the table setting out rate levy codes and amounts to be rated as provided in this report.

### Discussion and background

This action is required because previously undetected system errors resulted in the triennial revaluation not being applied fully to the rating database used to calculate the rate amounts per levy code. These errors affected only those levy codes associated with the Ward Services Rates, Township Amenity Rates, and the Oamaru Business and Oamaru Urban Area Rates.

Officers have obtained a legal opinion, which states:

*"As discussed, we are comfortable that the approach to rectifying the error is by revocation of the 26 June 2018 resolution and setting the rates again on 31 July 2018 (or at an earlier extraordinary meeting), without undertaking the section 119 Local Government (Rating) Act 2002 rates resetting procedure. The factors in support of this opinion are: (i) the Council has very quickly identified the error, including before the minutes of the 26 June 2018 meeting are confirmed; (ii) the error is entirely administrative, and can be contrasted with procedural or substantive errors; (iii) on a very technical basis, the Council can't literally comply with section 119(1) in that it won't be setting the rates again in the same year that it originally set them; (iv) the rates have not yet been assessed; and (v) undertaking the rates replacement procedure including the giving of at least 14 days public notice would be disproportionate to the scale of the error, including that it would affect the issuing of instalment 1 in time for the instalment 1 due date.*

*Procedurally, the Council will need to comply with Standing Orders relating to revocation and replacement of an existing resolution (and with all normal meeting and agenda notifications), but will not need to give the 14 days public notice required under section 119."*

Waitaki District Council Standing Orders 2017 (adopted 29 March 2017), section 23.6 has been advised as the appropriate mechanism by which the error can be resolved. It reads as follows:

### **"23.6 Revocation or alteration by recommendation in report**

*The local authority, on a recommendation in a report by the Chairperson, chief executive, or any committee or subcommittee, local or community board, may revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation."*

Aside from the specific rate levy codes that are listed below to replace parts of the original resolution (refer to section "Replacement of a part of the original resolution following revocation"), in all other respects the original resolution passed on 26 June 2018 remains valid, and is not affected by the action proposed in this resolution.

### Revocation of a part of the original resolution (WDC Standing Orders 2017, s.23.6)

At its 26 June 2018 meeting, Council adopted a resolution to set the rates for the 2018/19 financial year in accordance with the Local Government Act 2002, Local Government (Rating) Act 2002, and 2018/19 Annual Plan, as recommended in the agenda report to that meeting.

The text of the original resolution, followed by the affected parts of it (the levy codes associated with the Ward Services Rates, Township Amenity Rates, and the Oamaru Business and Oamaru Urban Area Rates (as noted above) that are now being recommended for revocation are shown below in highlighted text.

RESOLVED  
WDC 2018/107

Cr Jim Hopkins / Deputy Mayor Melanie Tavendale  
That Council agrees to set the rates and due dates for payments, and authorise the penalty regime for the 2018/19 year commencing 1 July 2018 and ending 30 June 2019, in accordance with the information contained in the 2018/19 Annual Plan (year 1 of the 2018-28 Long Term Plan) as set out below. All amounts are GST inclusive and the rates in the dollar are shown per \$100 of value.

Name of Rate	Summary Narrative (Must be read in conjunction with the Funding Impact Statement).	LGRA Ref	Rate Set (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Ward Services Rates</b>	A targeted rate be set at a uniform rate in the dollar, based on the capital value of each rating unit in each Ward.	s16(3)(b)		
Ahuriri Ward Services Rate			\$0.0241	\$396,290
Corriedale Ward Services Rate			\$0.0108	\$312,197
Oamaru Ward Services Rate			\$0.0563	\$1,067,360
Waihemo Ward Services Rate			\$0.0559	\$479,966
<b>Targeted Rates by Locality</b>	Targeted rates be set at a uniform rate in the dollar, based on the capital value of each rating unit in the defined area.	s16(3)(b)		
Oamaru Business Area Rate A			\$0.4302	\$534,777
Oamaru Business Area Rate B			\$0.2151	\$102,292
Oamaru Urban Area			\$0.0269	\$399,864
<b>Township Amenity Rates</b>	Targeted rates set at a uniform rate in the dollar, based on the land value of each rating unit in the defined area.	s16(3)(b)		
Duntroon			\$0.0601	\$1,725
Hampden			\$0.2152	\$34,500
Herbert			\$0.0564	\$1,725
Kakanui			\$0.0121	\$5,750
Kurow			\$0.1409	\$20,656
Lake Ohau			\$0.0241	\$3,819
Maheno			\$0.0915	\$1,725

Moeraki	\$0.0222	\$6,876
Oamaru	\$0.1161	\$539,651
Omarama	\$0.0568	\$20,973
Otematata	\$0.1288	\$63,841
Palmerston	\$0.2602	\$47,548
Shag Point	\$0.0163	\$1,725
Weston	\$0.1140	\$41,559

### Replacement of a part of the original resolution following revocation

The table below records only those rate levy codes to be corrected. All amounts are GST inclusive and rates in the dollar are shown per \$100 of value.

Name of Rate	Summary Narrative (Must be read in conjunction with the Funding Impact Statement).	LGRA Ref	Rate Set (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Ward Services Rates</b>	A targeted rate be set at a uniform rate in the dollar, based on the capital value of each rating unit in each Ward.	s16(3)(b)		
Ahuriri Ward Services Rate			\$0.0214	\$396,290
Corriedale Ward Services Rate			\$0.0098	\$312,197
Oamaru Ward Services Rate			\$0.0460	\$1,067,360
Waihemo Ward Services Rate			\$0.0486	\$479,966
<b>Targeted Rates by Locality</b>	Targeted rates be set at a uniform rate in the dollar, based on the capital value of each rating unit in the defined area.	s16(3)(b)		
Oamaru Business Area Rate A			\$0.3609	\$534,777
Oamaru Business Area Rate B			\$0.1804	\$102,292
Oamaru Urban Area			\$0.0218	\$399,864
<b>Township Amenity Rates</b>	Targeted rates set at a uniform rate in the dollar, based on the land value of each rating unit in the defined area.	s16(3)(b)		
Duntroon			\$0.0416	\$1,725
Hampden			\$0.1422	\$34,500
Herbert			\$0.0383	\$1,725
Kakanui			\$0.0113	\$5,750
Kurow			\$0.1196	\$20,656
Lake Ohau			\$0.0129	\$3,819
Maheno			\$0.0496	\$1,725
Moeraki			\$0.0270	\$6,876
Oamaru			\$0.0996	\$539,651
Omarama			\$0.0515	\$20,973
Otematata			\$0.1242	\$63,841
Palmerston			\$0.2073	\$47,548

Name of Rate	Summary Narrative	LGRA	Rate	Required
Shag Point			\$0.0157	\$1,725
Weston			\$0.0972	\$41,559

### Objective of the Decision

To correct the rates for the 2018/19 financial year set by Council at its meeting on 26 June 2018 in accordance with Council's Standing Orders, based on the most up-to-date and corrected rating database information.

### Summary of Decision Making Criteria

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

### Summary of Options Considered

#### Option 1 – Officers' preferred option

Council agrees and corrects the rate levy codes detailed above to ensure that the 2018/19 rates are set correctly and raise only the funds required as per the 2018/19 Annual Plan.

**Option 2** – Council does not agree to correct the 2018/19 rates. This option is not recommended as Council would be in breach of legislation by effectively imposing a further, and illegitimate, rate increase, and would collect far more rates income for the 2018/19 year than is budgeted.

### Assessment of Preferred Option

Option 1 is the preferred option and, in officers' opinion, the only option available to Council.



Paul Hope  
Finance and Corporate Development Group Manager



Fergus Power  
Chief Executive



# Waitaki District Council Report

**From** Payroll Administrator  
People and Culture Group Manager

**Date** 31 July 2018

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## Warrant of Appointment

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### Recommendation

That, subject to a successful Police Vetting clearance, Waitaki District Council resolves as follows:

Waitaki District Council hereby appoints **James Patrick Latimer** (employee of North Otago Security Limited) 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 or building other than a dwellinghouse (s171);
  - ii) Entry of land or building (including dwellinghouse, if accompanied by a constable) for enforcement purposes (s172);
  - iii) Entry of land or buildings 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) Acquire Information (s22);
  - ii) Serve abatement notices (s322);
  - iii) Compliance with abatement notices (power to seize) (s323);
  - iv) Issue and effect of Excessive Noise Direction (s327); and
  - v) Compliance with an Excessive Noise Direction (s328).
- c) A 'Dog Control Officer' under Section 11 of the Dog Control Act 1996 with authority to exercise all the powers of a Dog Control Officer under the Dog Control Act 1996, and in particular the following powers:
  - i) Enter land or premises (except dwellinghouse) to inspect dog (s14);
  - ii) Seize and remove dog to provide food and shelter (s14);
  - iii) Request information about dog owner (s19);
  - iv) Request information about dog (s19);
  - v) Enter land, premises or dwellinghouse in relation to dog attack (s57);
  - vi) Seize or destroy dog in relation to dog attack (s57);
  - vii) Remove dog from land or premises in relation to barking dog (s55); and
  - viii) Issue infringement notices (s66).
- d) An 'Enforcement Officer' under Section 32 of the Freedom of Camping Act 2011 with all the powers of an Enforcement Officer under the Freedom of Camping Act 2011, and in particular the following powers:
  - i) Issue infringement notices for offences (s27);
  - ii) Require certain information (s35);
  - iii) Require certain persons to leave the area (s36); and
  - iv) Seize or impound certain property (s37).
- e) 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 an employee of North Otago Security Limited – a contractor to Council.

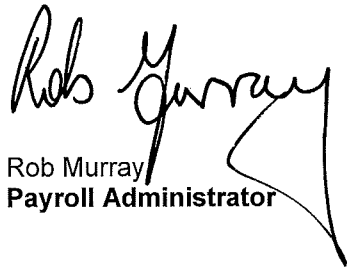
**Summary of Decision Making Criteria**

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

**Significance and Outcomes**

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

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



Rob Murray  
Payroll Administrator



Lisa Baillie  
People and Culture Group Manager

# Waitaki District Council Report

**From** Jason Evered, Environmental Services Manager

**Date** 31 July 2018

## Waitaki District Urban Fire Prevention Bylaw – Revocation

### Recommendation

That Council approves the revocation of the Waitaki District Urban Fire Prevention Bylaw and for that fact to be publicly notified.

### Objective of the Decision

To revoke the Waitaki District Urban Fire Prevention Plan Bylaw, which has been superseded with the introduction of the Fire and Emergency New Zealand Act 2017.

### Summary

It is proposed that Council revoke the existing Bylaw. The new Act allows for the bylaw to be revoked without the special consultative process as long as consultation with Fire and Emergency New Zealand (FENZ) has occurred. Confirmation from FENZ is provided in **Appendix 1**.

### Summary of Decision Making Criteria

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

### Background

The Waitaki District Council currently has the Waitaki District Urban Fire Prevention Bylaw 2015, which came into force on 31 January 2016. It is the Council's responsibility to administer the issuing of fire permits and deal with complaints about overgrown vegetation causing a fire risk to a building or an adjoining property.

On 1 July 2018, the Fire and Emergency New Zealand Act 2017 ('the FENZ Act') came into effect. The responsibility for various functions that were previously with territorial authorities moved to FENZ. The FENZ Act combines urban and rural fire emergency services into a single organisation for New Zealand, with an increased mandate to provide a wide range of services for communities.

Waitaki Council Officers have been in consultation with FENZ Officers and are in agreement that the Waitaki District Urban Fire Prevention Bylaw is no longer relevant.

On 19 June 2018, a workshop was held with the Heritage, Environment and Regulatory Committee and the changes and introduction of the Act were discussed.

### Summary of Options Considered

**Option 1 – Revocation of the Waitaki District Urban Fire Prevention Bylaw (Preferred option)**

**Option 2 – Keep the Waitaki District Urban Fire Prevention Bylaw.**

Legislation states that Council, as a territorial authority, cannot have a bylaw inconsistent with the FENZ Act. By keeping the bylaw, there is a risk of confusion for the public in having two documents, and also a risk that Council is no longer able to administer or enforce the bylaw.

**Option 3 – Review the FENZ Act and consider any changes required.**


Currently the regional councils (Environment Canterbury and Otago Regional Council) have responsibilities in regards to outdoor fires around smoke and what is burnt. By changing our bylaw to also consider such effect, would again add confusion to the situation.

**Assessment of Preferred Option****Option 1 – Revocation of the Waitaki District Urban Fire Prevention Bylaw**

The FENZ Act intends for FENZ to take over management and responsibility for fire prevention.

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

1. The FENZ Act was introduced on 1 July 2018 and states that no local council bylaw can be inconsistent with that legislation.
2. The Waitaki District Urban Fire Prevention Bylaw has been superseded by the FENZ Act in its entirety.
3. Regional Councils currently have set rules and procedures around the effects of outdoor burning. This includes issues around smoke and what cannot be burnt.
4. By keeping the bylaw, it can only lead to public confusion about the administration and enforcement of rules around outdoor burning.



**Jason Evered**  
Environmental Services Manager



**Lichelle Guyan**  
Heritage, Environment and Regulatory  
Group Manager

**Attachments**

Additional decision making considerations

Appendix 1 – Waitaki Urban Fire Control Bylaws Consultation



**Additional Decision-Making Considerations**

The following matters have been considered in making the decisions.

**Policy and Plan Considerations**

Being a current bylaw, the revocation of the bylaw would be a significant change.

**Community Views**

By revoking the bylaw, the community is put under no greater risk in regards to fire. By the administration and enforcement moving to FENZ, an argument could be had that any inspections will be carried out by professionals with a greater appreciation to fire risks than council officers.

**Legal Considerations**

Consideration has been given to relevant sections of the Local Government Act 2002, and there is no requirement to consult under section 82 or conduct the special consultative procedure under section 83. In addition, the FENZ Act effectively supersedes the Council bylaw and as such makes the latter irrelevant.

**Publicity and Communication Considerations**

It is recommended that the revocation is advertised within the local media. Community members who are immediately affected have been contacted by telephone. Any person who applied for an outdoor fire permit over the last 12 months will receive a letter detailing the changes to the process. Council's website has been updated, and carries safety messages and links to the various rules and processes now required to obtain an outdoor fire permit.

## Appendix 1 – Waitaki Urban Fire Control Bylaws Consultation



20 July 2018

Fergus Power  
Chief Executive  
Waitaki District Council  
Private Bag 50058  
Oamaru 9444

Dear Mr Power,

### Urban Fire Control Bylaws

In May 2017, the New Zealand Fire Service Commission wrote to the Waitaki District Council regarding the Fire and Emergency New Zealand Act 2017 (the Act) and its impact on councils' relevant fire bylaws.

Under the Act, from 1 July 2017, Fire and Emergency New Zealand gained a number of powers covering matters formerly controlled by councils under the Local Government Act 2002 (the LGA).

The Act also made amendments to the LGA (new section 152B) under which councils must amend or revoke any bylaws that are inconsistent with the Act or any regulations or notice under the Act.

In addition, councils may, after consultation with Fire and Emergency New Zealand, amend or revoke a relevant fire bylaw.

In relation to both inconsistent bylaws, and relevant fire bylaws that a council decides to amend or revoke after consultation with Fire and Emergency New Zealand, the necessary amendments or revocations may be made without consultation under section 82 of the LGA, or use of the special consultative procedure in section 83 of the LGA. This is express in sections 152B(1) and (4) of the LGA.

I am satisfied and confirm that Waitaki District Council has consulted with Fire and Emergency New Zealand with regard to its relevant fire bylaws as required under section 152B(1) of the LGA.

Fire and Emergency New Zealand will continue to work closely with Council representatives in relation to arrangements for Fire and Emergency New Zealand exercising fire control powers within the Waitaki District.

Kind regards,

Rhys Jones  
Chief Executive

# Waitaki District Council Report

From People and Culture Group Manager

Date 31 July 2018

## Representation Review 2018

### Recommendations

That Council:

1. Adopts as its Initial Proposal for the Representation Review for the local election to be held in 2019, and subsequent elections until altered by a subsequent decision, the following:
  - (a) That the Council comprises 10 Councillors elected from four Wards, and the Mayor elected at large;
  - (b) That the Council retains the existing Ward names of Ahuriri, Corriedale, Oamaru and Waihemo;
  - (c) That the proposed boundary of the existing Ahuriri Ward be extended, and the proposed boundary of the Corriedale Ward be consequently reduced, to the boundary between the Otago and Canterbury Regional Councils that runs through the Waitaki District (a map showing the proposed extended Ward boundaries is attached as Appendix 3).
  - (d) That the boundaries of both the Oamaru Ward and the Waihemo Ward remain as they are.
  - (f) That the population each ward will represent will be as follows:

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Ahuriri	1,732	1	1,732	-487	-21.95
Oamaru	13,715	6	2,286	67	3.02
Waihemo	2,337	1	2,337	118	5.32
Corriedale	4,408	2	2,204	-15	-0.68
Total	22,192	10	2,219		

2. Acknowledges that the proposed Ahuriri Ward percentage deviation of -21.95% is outside that permitted by section 19 V (2) of the Local Electoral Act 2001, and agrees to seek an exemption from the Local Government Commission on the basis that:
  - (a) there is a community of interest between those in the Duntroon area and the balance of the Ahuriri Ward in that the links between them are stronger than other links;
  - (b) altering the boundaries of the Ahuriri Ward further to make it compliant would limit effective representation of communities of interest by dividing a community of interest between wards;
  - (c) the Ahuriri Ward comprises a number of isolated communities and consequently needs a separate councillor and community board to be effectively represented;
  - (d) the extended area proposed for the Ahuriri Ward is included in the identified outstanding natural landscape area;
  - (e) there is considerable growth in tourism and holiday home activity in a number of the key isolated communities within the Ahuriri Ward (eg Omarama, Otematata, Kurow and Ohau) that results in them having much larger population bases during the summer months, and in them having a unique identity within the Ahuriri Ward and the Waitaki district as a whole that needs separate representation for effective representation to be achieved.

3. Retains both the Ahuriri and the Waihemo Community Boards and;
  - (a) that the name of the Boards be the Ahuriri Community Board and the Waihemo Community Board;
  - (b) that the Ahuriri and Waihemo Community Boards comprise four elected members, each elected 'by Wards';
  - (c) that the Ward Councillor elected to the Ahuriri and Waihemo Wards be appointed to the Ahuriri and Waihemo Community Boards respectively; and
  - (d) that the proposed boundaries of the Ahuriri Community Board be extended to the boundary between the Otago and Canterbury Regional Councils that runs through the Waitaki District.
4. Gives public notice of the proposals contained in this resolution in accordance with the legislative requirements.
5. Hears submissions on this initial proposal within the required timeframes.

### **Objective of the Decision**

To recommend that the Council's Initial Proposal for representation arrangements for the 2019 and 2022 elections be formally adopted and that the proposal be distributed for public consultation, in line with the following legislative requirements:

- (a) The Council is required to adopt an Initial Proposal for public consultation on its representation arrangements for the 2019 election.
- (b) Following adoption, the proposal must be publicly notified inviting the public to make submissions on it.
- (c) The Council must consider, and hear if requested, any submissions received on its proposal and based on those submissions, either confirm or amend the proposal as its "final" proposal.
- (d) This process must adhere to a statutory timeline and process.

### **Summary**

The Local Electoral Act 2001 (LEA01) requires local authorities to carry out a review of their representation arrangements at least once every six years. Having previously conducted a representation review in 2012 for the 2013 local elections, the Council is now required to undertake a representation review for the 2019 local elections. Representation reviews are defined by the LEA01 as "reviews of the representation arrangements for a local authority".

Those arrangements include:

- The number of Councillors to be elected to the Council;
- Whether Councillors are elected by Wards or by the District as a whole (or a mixture of both systems);
- If elected by Wards, the number, boundaries and names of these Wards and the number of Councillors that will represent them; and
- Whether to have Community Boards, and if so how many, their boundaries and membership.

The methods used in the pre-engagement phase of the Representation Review 2018 included:

- Engaging Electionz.com to assist the Council to follow best practice for defining communities of interest, effective representation for identified communities of interest, and fairness of representation for electors.
- Workshops of the Council and both Community Boards to ensure Elected Members are fully informed of the process and engaged to assess various options.

The review is set by a statutory timeline and process. The Council must give notice of its "final" proposal not later than 19 November 2018. To enable compliance with all the steps in the statutory process, the Council should adopt its Initial Proposal as early as possible. All elements of Council's representation proposals, including community boards, are subject to rights of appeal and/or objection to the Local Government Commission (LGC). Therefore, it is important that the review fully considers all options available. It is also important that the process carried out is robust and that it results in a decision that can be supported by reasons that provide a defensible outcome.



## Summary of Decision Making Criteria

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

## Background

The Council is required to adopt an Initial Proposal for public consultation on its representation arrangements for the 2019 election. The review must adhere to a statutory timeline and process. In preparing for and carrying out a representation review, the Council must be cognisant of the relevant provisions of the LEA01 and the Local Government Act 2002 (LGA02). The Council must also consider the guidelines issued by the Local Governance Commission to assist local authorities in identifying the factors and considerations that they should take into account when developing their representation proposals.

A 'Discussion Document' (attached as Appendix 5) containing the appropriate information and references has been prepared and distributed to all Councillors, and provides information about the key issues that the Council needs to consider as part of the decision-making process. The detailed timeline is also attached (Appendix 2).

## Timeline for the Representation Review

This timeline requires Council to adopt an "initial" representation proposal. Once the initial proposal is agreed, the formal statutory review process commences. There is no opportunity to stop or delay the statutory process. As discussed at the Councillor Workshop, it is desirable to embark on public consultation on the Initial Proposal as soon as possible. The Council must consider, and hear if requested, any submissions received to its proposal. Based on those submissions, the Council needs to either confirm or amend the proposal as its "Final" Proposal, which is also notified. The Council's Final Proposal must be adopted before 19 November 2018. If there are appeals and objections to the Final Proposal, then the LGC makes the final determination. The LGC determination must be made no later than 10 April 2019 and is subject to judicial review or appeal on a point of law.

## Commentary

In preparing its publicly notified proposal, the Council needs to determine:

- the number of Councillors to be elected to the Council;
- whether the Members of the Council are elected by Wards, the District as a whole, or a mixture of both systems;
- if elected by Wards, the boundaries and names of these Wards and the number of Councillors that will represent them; and
- whether to have Community Boards, and if so how many, their boundaries and membership.

The Council must also determine whether a community should be subdivided for electoral purposes, and if so:

- the name and boundaries of subdivisions, or
- the number of Members to be elected from each subdivision.

## Identifying Communities of Interest

Waitaki is a rural territorial authority with urban townships surrounded by rural farmland. The review takes into account a number of factors when identifying the communities of interest, including:

- current and historic boundaries
- housing and development patterns, and potential for urban growth
- business and education activities such as industrial areas, defined shopping hubs and existing schools
- community organisation's boundaries
- areas of significant open space, topographic and other features and natural landscapes (such as major roads and transport corridors, rivers, local beaches, hills and valleys)
- provision of utilities
- rural character
- opportunities for planned and random social interactions
- services and local places, including marae, schools, medical facilities, libraries, community centres, churches, cafes and shops
- open spaces and recreational spaces and facilities, including parks, pools, walking tracks.

For many people; family, friends, neighbours and other people are important in building a sense of community rather than simply physical characteristics of an area. Feedback over time has suggested that "community" for most people is a relatively small geographical area and is significantly smaller than the current ward areas.

### **Determining Effective Representation of Communities of Interest**

Effective representation must be achieved within the statutory limits that:

- the Mayor must be elected at large, and
- Members (Councillors) must be no fewer than six nor more than 30, including the Mayor.

Workshops during the review have considered each of these matters, as outlined below.

#### **(a) Election at large, by ward or mixed**

Using information collated on communities of interest, the review considers whether effective representation would be best achieved by way of:

- an at-large system (where all members are elected by all voters across the District); or
- a Ward system; or
- a mixed system, with Members elected partially at-large and partially by Ward.

This Council has traditionally elected its Members under a Ward system. The LGC has supported Ward-based systems over at-large representation for the most part.

An at-large system would be a significant departure from previous arrangements for Waitaki. Generally, the feedback is that there is a clear preference to elect Councillors under the Ward system, rather than at-large.

At the two workshops, there was little or no support from either the Council or the two Community Boards for an "at large" system for the Council. Both Community Boards, however, preferred elections 'at large' within their communities rather than establishing electoral subdivisions.

Research indicates that people are more likely to vote when they know the candidates standing in their Ward. Electing members under the Ward system achieves a spread of Councillors across the district. Therefore, while the review requires some consideration to an at-large (district-wide) system of effective representation, the general consensus is that, at this point in time, Ward representation continues to be effective.

#### **(b) Number of Councillors and Wards**

The LEA02 requires the Council to determine the number of Wards and the number of Councillors to be elected from each Ward.

The membership of a territorial authority should be no fewer than six and no more than 30 members (including the Mayor).

The current elected membership of the Council is 10 Councillors (excluding the Mayor).

Generally, the current view is to maintain the status quo (in terms of number of Councillors and Wards).

The majority of those present at workshops believed that the existing number of Councillors is sufficient to represent the variety and complexity of local needs and the range of functions being undertaken by the Council.

It was also considered and believed that Councillor numbers could not be decreased without impacting on effective representation and the fair representation requirements.

There was recognition at the workshops that, while an increase in Councillors may improve effective representation of constituents, such a change would alter the level of non-compliance with the fair representation requirements.

It was also noted that an increase in Councillors would also increase governance costs.

On balance, retaining the status quo was considered to be the most appropriate option.

### **(c) Ward Boundaries**

The Council acknowledged that there was a significant level of non-compliance with the fair representation requirements for the Ahuriri Ward (the “+/- 10% rule”), at -21.95%.

There was a strong view that a distinct community of interest exists in Ahuriri but also that extending the boundary of this Ward to the boundary between the Canterbury and Otago Regional Councils should be considered as there is a community of interest between the area proposed to be moved (approximately 416 people in the Duntroon area) and the current Ahuriri area (see map Appendix 3), and to do so would reduce the level of non-compliance with the fair representation rule.

This is further demonstrated in recent decisions made during community visioning sessions, to plan and work together to capitalise on opportunities from population growth, with Duntroon being recognised as the gateway to the lakes area and the remainder of the Ahuriri ward.

There was an equally strong view that there was no community of interest identifiable between the rest of Corriedale Ward and the proposed new Ahuriri Ward, and that shifting additional meshblocks, or in fact combining the two Wards together, would not limit effective representation. The Council considers the Ahuriri Ward should be identified as an isolated area in accordance with section 19V (3) of the LEA02 and justifies separate representation even with the extension of its area in the Waitaki Valley.

There is some confidence that, with growing tourism and holiday home interests, the level of non-compliance with the fair representation requirements may reduce further in the future.

There was consensus to retain the modified status quo (shifting the boundary between the Ahuriri and Corriedale Wards to the boundary of the Canterbury and Otago Regional Councils) but retaining the same number of Councillors, the same number of Wards and using the existing names of Wards. However, further feedback was received from some community board members after the Board workshop suggesting that they would like to see Council consider changing the name of the Ahuriri Ward – if it was extended – to the “Waitaki Valley Ward” to better reflect the area of the extended ward.

#### **d) Community Boards**

In undertaking a review of community boards, the Council is required to consider:

- whether there should be communities and community boards; and
- if it resolves that there should be, the nature of any community and the structure of any community board.

Currently, there are two Community Boards in Waitaki District – the Ahuriri and Waihemo Community Boards. The current community board boundaries are as established in 1989.

Community boards are established under the LGA02 to perform such functions and duties and exercise such powers as are delegated to them by the Council.

The retention of the two Community Boards was strongly supported by both the Council and the two Community Boards at their respective workshops.

Both the Council and the two Community Boards considered that the boundaries of the Boards' areas should continue to be contiguous with the Ward Boundaries in which they are situated. Therefore, the consensus was that, if the Ahuriri Ward boundary was shifted to the boundary between the Canterbury and Otago Regional Councils, then the boundary of the Ahuriri Community Board should also be shifted to remain contiguous with the extended Ward boundary.

#### **(e) Membership of Community Boards**

The Local Electoral Act provides that community boards may have between four (4) and 12 members. Each Board must include at least four elected members and may include appointed members. The number of appointed members must be less than half the total number of members.

At its workshop, the Council considered the number of Elected Members on the Community Boards and preferred a reduction from five to four for both Boards. However, at their workshop and in subsequent discussions, both Community Boards considered that, with the area to be covered in order to represent their constituents well; the proposal to extend the Ahuriri boundary; the need to be able to continue to fully support the Council and its initiatives; and to meet their own future obligations, then, in their view, the number of Elected Members on Community Boards should remain at five.

Both the Council and the Community Board Members present at their workshops agreed that the Ward Councillor for each of the Ahuriri and Waihemo Wards should continue to be appointed to the Ahuriri and Waihemo Community Boards respectively.

#### **(f) Fair Representation**

Fair representation, in accordance with LEA02 clause 19V, requires a +/- 10% variation around an equal division of voting age population within the area for creation of wards. The Council is required to determine the ratio of population per councillor for each proposed ward and compare the subdivision ratios calculated with the average population per member for the Council.

When determining the ratio of Councillor per head of population, the Council is required to use the most up-to-date population figures available from Statistics New Zealand. If any option does not comply with the '+/- 10% rule', Council must consider altering ward boundaries or reconfiguring wards.

There are exceptions to the '+/- 10% rule' which are set out in LEA clause 19V (3), (2) and (3). This provides for communities of interest to override for island communities, isolated communities, or simply if effective representation "so requires". These exceptions are not common.



The LGC advises that it is important that all local authorities clearly identify the grounds for any proposed non-compliance with the '+/- 10% rule' of section 19V(2). This is required for the public notices under section 19M(2)(c) and section 19N(2)(bb) and will also assist the LGC in its deliberations.

Direct referral to the LGC is required of all proposals not complying with the +/- 10% rule whether or not appeals or objections have been lodged against the local authority's proposal. That referral is to be treated by the LGC as an appeal under the Local Electoral Act 2001.

## Options

The Council must develop a proposal for public consultation. The proposal must include:

- a description of each proposed ward, constituency, community, or subdivision;
- a description of proposed boundaries of each proposed ward, constituency, community, or subdivision so it is readily identifiable to the public; and
- an explanation of any proposed changes to the basis of election, membership, or ward, constituency, community, or subdivision boundaries.

The Discussion Document (refer Appendix 5) include the range of options discussed by the Council at its workshop. The Council must now consider those options and determine its Initial Proposal for formal consultation with its community.

The findings to date indicate that the initial proposal should be based on:

- Retaining a ward-based system;
- Retaining the existing Wards and boundaries (including the Ward names) except to extend the boundary of the Ahuriri Ward and the Ahuriri Community to the boundary of the Canterbury and Otago Regional Councils, and consequently reduce the boundary of the Corriedale Ward;
- Retaining ten Councillors elected from the four Wards plus the Mayor elected 'at large';
- Retaining both the Ahuriri and Waihemo Community Boards;
- Extending the area of the Ahuriri Community Board so that it remains contiguous with the Ahuriri Ward;
- Using the existing names for both Community Boards; and
- Reducing the number of elected members to each of the Community Boards from five to four, and retaining the appointment of the respective Ward Councillor to each.

There was one point of difference between Council and the Community Boards on the proposed contents of the initial proposal as listed above. Whilst Council's preference was to reduce the elected members to Community Boards from five to four, both Community Boards wanted to retain the membership of the Boards at five elected members.

## Summary of Options Considered

**Option 1** – Base the Representation Review 2018 Initial Proposal to go out for public consultation on all of the bulletpoints listed above in the Options section as the findings to date from the workshops with Council and Community Boards. **(Preferred Option)**

**Option 2** – Base the Representation Review 2018 Initial Proposal to go out for public consultation on all of the bulletpoints listed above except the last one, and – with regard to the last bulletpoint – agree instead to RETAIN the membership of Community Boards at five elected members, and the appointed Ward Councillor rather than REDUCE it to four elected members and the appointed Ward Councillor.

## Assessment of Preferred Option

Option 1 is the preferred option, resulting in an Initial Proposal going out for public consultation on the following:

- Retaining a ward-based system;
- Retaining the existing Wards and boundaries (including the Ward names) except to extend the boundary of the Ahuriri Ward and the Ahuriri Community to the boundary of the Canterbury and Otago Regional Councils, and consequently reduce the boundary of the Corriedale Ward;
- Retaining ten Councillors elected from the four Wards plus the Mayor elected 'at large';
- Retaining both the Ahuriri and Waihemo Community Boards;
- Extending the area of the Ahuriri Community Board so that it remains contiguous with the Ahuriri Ward;
- Using the existing names for both Community Boards; and
- Reducing the number of elected members to each of the Community Boards from five to four, and retaining the appointment of the respective Ward Councillor to each.

This option achieved the greatest level of support across the Representation Review workshops held. The only point of difference between Council and the Community Boards on the proposed contents of the initial proposal was in regards to the number of elected members on the Community Boards. The preference of Councillors was to reduce the number from five to four, whilst both Community Boards preferred to retain the membership of the Boards at five elected members.



Lisa Baillie  
People and Culture Group Manager



Fergus Power  
Chief Executive

### Attachments:

Additional Decision-Making Considerations

Appendix 1 Statutory Framework

Appendix 2 Matters to Be Covered By This Review

Appendix 3 Timeline for Representation Review

Appendix 4 Ahuriri Ward and Ahuriri Community Boundaries extended to the boundary between the Otago and Canterbury Regional Councils that runs through the Waitaki District and consequential reduction to boundary of the Corriedale Ward (Map)

Appendix 5 Discussion Document

### **Additional Decision Making Considerations**

The following matters have been considered in making the decisions.

### **Policy / Plan / Legal Considerations**

Section 19 of the Local Electoral Act 2001 sets out the provisions for the Council's representation review. In particular, Sections 19T to 19V relate to the requirements around effective and fair representation when determining membership and basis of election.

The Council is also required to comply with the decision-making procedures contained in Part 6 of the Local Government Act 2002.

### **Financial Considerations**

There are costs associated with representation. The costs will largely be associated with:

- elected member remuneration and administrative costs and facilities, and
- compilation of electoral rolls and administration of the election.

There are no additional costs should the Council retain the status quo or adopt the proposal to shift the boundary of the Ahuriri and Corriedale Wards.

### **Community Views / Consultation / Publicity and Communication Considerations**

Following the formal adoption of Council's Initial Proposal for representation arrangements for the 2019 and 2022 elections, the proposal will be publicly notified and an invitation extended to the public to make submissions on it. Any submissions received will be heard, if requested, and will be considered fully prior to confirming a 'Final' proposal.

### **Community Board Views**

Workshops with the Community Boards have been carried out during the pre-engagement phase of the Representation Review 2018 to ensure that they are informed and that their views are sought and considered. The Community Boards will also have the ability to present their views at relevant Council Meeting Public Forums and via the formal Consultation process.

## Appendix 1

### STATUTORY FRAMEWORK

- 1.1. All territorial authorities are required under section 19H(2)(b) of the Local Electoral Act 2001 (LEA01) to review their representation arrangements at least every six years.
- 1.2. The Waitaki District Council (the Council) last reviewed its representation arrangements prior to the 2013 local authority elections. Accordingly, it was required to undertake a review prior to the next elections in October 2019. The current review must be completed by 19 November 2018.
- 1.3. Section 19 of the LEA01 sets out the provisions for the Council's representation review. In particular, Sections 19T to 19V relate to the requirements around effective and fair representation, particularly identifying communities of interest as an essential precursor to determining effective representation.
- 1.4. The Council is also required to comply with the decision-making procedures contained in Part 6 of the Local Government Act 2002 (LGA02). In particular, Section 14 states that:
  - a local authority should make itself aware of, and should have regard to, the views of all of its communities; and
  - when making a decision, a local authority should take account of:
    - (i) the diversity of the community and the community's interests, within its district or region;
    - (ii) the interests of future as well as current communities; and
    - (iii) the likely impact of any decision on the interests referred to in subparagraphs (i) and (ii).
  - a local authority should provide opportunities for Māori to contribute to its decision-making processes.
- 1.5. The LGC has published Guidelines (6th edition, June 2017) to assist local authorities with their representation reviews. A discussion document outlining the major issues to be considered as part of this review was also distributed to Councillors on 1 June 2018.

In addition to the above representation arrangements, local authorities and communities have the opportunity to consider the:

- electoral system to be used for their elections (first-past-the-post (FPP) or single transferable vote (STV)), and
- establishment of Māori wards/constituencies.

- 1.6. These processes are not formally part of representation reviews and are matters for local discretion with no right of appeal to the LGC. However, these issues are closely linked to the identification of the most appropriate representation arrangements for a district or region. They were considered and resolved before detailed ward arrangements can be determined.
- 1.7. The Council agreed at a workshop held on 16 August 2017 that there was no appetite to change the electoral system. The current 'First Past the Post' (FPP) system remains in force until a decision to change is made.
- 1.8. At an Extraordinary Council Meeting on 15 November 2017, the Council considered whether it was appropriate to establish a Māori ward. Noting feedback from the 3 November 2017 Otago Mayoral Forum reflecting the papatipu rūnanga's preference not to have Maori Wards but rather to explore other options for strengthening partnerships, Council agreed instead to a public notice communicating that Council would not support the establishment of a Maori Ward for the Waitaki district for the 2019 elections.



## Appendix 2

### MATTERS TO BE COVERED BY THIS REVIEW

- 2.1. Representation reviews are defined by the LEA as reviews of the particular representation arrangements for a local authority, including:
  - The number of councillors to be elected to the Waitaki District Council
  - Whether councillors are elected by wards or the district as a whole (or a mixture of both systems)
  - If elected by wards, the number, boundaries and names of these wards and the number of councillors that will represent them, and
  - Whether to have Community Boards, and if so how many, their boundaries and membership.
- 2.2. The LGC Guidelines identify that when reviewing their representation arrangements, local authorities must provide for 'effective representation of communities of interest' (ss19T and 19U) and 'fair representation of electors' (s19V). Therefore, there are three key factors for local authorities to carefully consider:
  - communities of interest
  - effective representation of communities of interest
  - fair representation of electors.
- 2.3 These inter-related factors are discussed below.

#### Determining Communities of Interest

- 2.4 The Council must ensure that the election of its members provides effective representation of the community or communities of interest within its district.
- 2.5 Defining local communities of interest is an essential part of the representation review process. It is a necessary precursor to determining effective representation.
- 2.6 Communities of interest may alter over time. Local authorities need, therefore, to give careful attention to identifying current communities of interest within their district when undertaking representation reviews.
- 2.7 The Guidelines state the following about communities of interest: *"Communities of interest may alter over time, so local authorities need to make sure they identify their current communities of interest when undertaking representation reviews. Communities of interest can be considered at different levels. For example, local authorities themselves are distinct and identifiable communities of interest."*
- 2.8. The term 'community of interest' is not defined by statute. It is a term that can mean different things to different people, depending on an individual or group's perspective. Communities of interest exist at different levels. The Guidelines state that perceptual and functional aspects define a community of interest as having: a sense of community identity and belonging reinforced by:
  - distinctive physical and topographic features (eg mountains, hills, rivers)
  - similarities in economic or social activities carried out in the area
  - similarities in the demographic, socio-economic and/or ethnic characteristics of the residents of a community
  - similarities in economic or social activities carried out in the area
  - distinct local history of the area
  - the rohe or takiwā of local iwi dependence on shared facilities and
  - services in an area, including:
    - schools, recreational and cultural facilities
    - retail outlets, transport and communication links.

- 2.9. Any decisions relating to the representation of communities of interest need to take account of the extent to which distinct geographical communities of interest can be identified. That is, a physical boundary is able to be defined below the district region level for the community of interest concerned.
- 2.10. It should be noted that, in both the LEA01 and the LGA02, the word 'community' is used in two different senses. Sometimes it refers to a community constituted under Schedule 6 of the LGA and relating to a community board, and sometimes it refers to a broader community of interest within the district or region.

### **Effective representation of communities of interest Election at large, by ward, or mixed**

- 2.11. The LEA01 requires the Council to determine by resolution:
- Whether councillors are proposed to be elected at large, by wards, or by a mix of at large and by wards; and
  - If elected by wards, the proposed name and boundaries of each ward and the number of councillors to be elected from each ward.
- 2.12. In making this determination, the Council must ensure:
- That the election of councillors will provide "... effective representation of communities of interest within the city";
  - That ward boundaries coincide with the boundaries of current statistical mesh block areas determined by Statistics New Zealand; and
  - That, as far as practicable, ward boundaries coincide with community boundaries.
- 2.13. In its 2014 Guidelines, the LGC states that a territorial authority should determine the basis of election (at large, by ward, or a combination of both) to provide for effective representation of communities of interest. When practicable, the following factors need to be considered when determining effective representation for the local authority:
- avoiding arrangements that may create barriers to participation; for example, not recognising residents' familiarity and identity with an area during elections
  - not splitting recognised communities of interest between electoral subdivisions
  - not grouping together two or more communities of interest that share few commonalities of interest, accessibility, size and configuration of an area including:
    - the population's reasonable access to its elected members and vice versa
    - the elected members ability to effectively represent the views of their electoral area
  - attend public meetings throughout the area and provide reasonable opportunities for face-to-face meetings.

### **Number of Councillors**

- 2.14. The LEA01 requires the Council to determine the number of councillors to be elected from each ward. The membership of a territorial authority should be no fewer than six and no more than 30 members (including the Mayor). This range is set to enable the community to settle upon a system of representation which allows for the variety and complexity of local needs and the range of functions being undertaken by a territorial authority.
- 2.15. In deciding the number of councillors to be elected from any ward, the Act requires the Council to ensure that the electors of each ward receive "fair representation". This requirement is given effect to by the Council ensuring that the population of each ward divided by the number of councillors to be elected by that ward produces a figure no more than 10% greater or smaller than the population of the district divided by the total number of councillors.

## Community Boards

- 2.16. The LEA01 provides for a community to be subdivided for electoral purposes (Section 19J [2][d]) and the election of members to a subdivision of a community board (Section 19G [5]).
- 2.17. As pointed out by the LGC: 'The division of a community board into electoral subdivisions may be appropriate when the community board area is made up of a number of distinct communities of interest and the formation of subdivisions will provide effective representation of these communities of interest.'
- 2.18. In undertaking a review of community boards the Council is required to consider:
- Whether there should be communities and community boards; and
  - If it resolves there should, the nature of any community and the structure of any community board.

The LEA01 provides that community boards may have between 4 and 12 members. Each Board must include at least four elected members and may include appointed members. The number of appointed members must be less than half the total number of members.

- 2.20. The Council's resolution must also determine:
- Whether one or more communities should be established;
  - Whether any community should be abolished or united with another community;
  - Whether the boundaries of a community should be altered;
  - Whether a community should be subdivided for electoral purposes;
  - Whether the boundaries of a subdivision should be altered;
  - Whether the number of members to be elected should be elected:
    - From the community as a whole; or
    - From subdivisions; or
    - Where the community comprises two or more wards, from wards;
  - Where members are to be elected from subdivisions:
    - The name and boundaries of subdivisions; or
    - The number of members to be elected from each subdivision.

## Fair representation

- 2.21. Fair representation is effectively a numbers issue, with LEA01 clause 19V requiring a plus or minus 10% variation around an equal division of voting age population within the area for creation of wards.
- 2.22. In its 2017 guidelines, the LGC states: The territorial authority or regional council and, where appropriate, the LGC must ensure that the population of each ward or constituency or subdivision, divided by the number of members to be elected by that ward or constituency or subdivision, produces a figure no more than 10% greater or smaller than the population of the district or region or community divided by the total number of elected members (other than members elected by the electors of a territorial authority as a whole, if any, and the mayor, if any).

## Section 19V(2) Isolated Communities

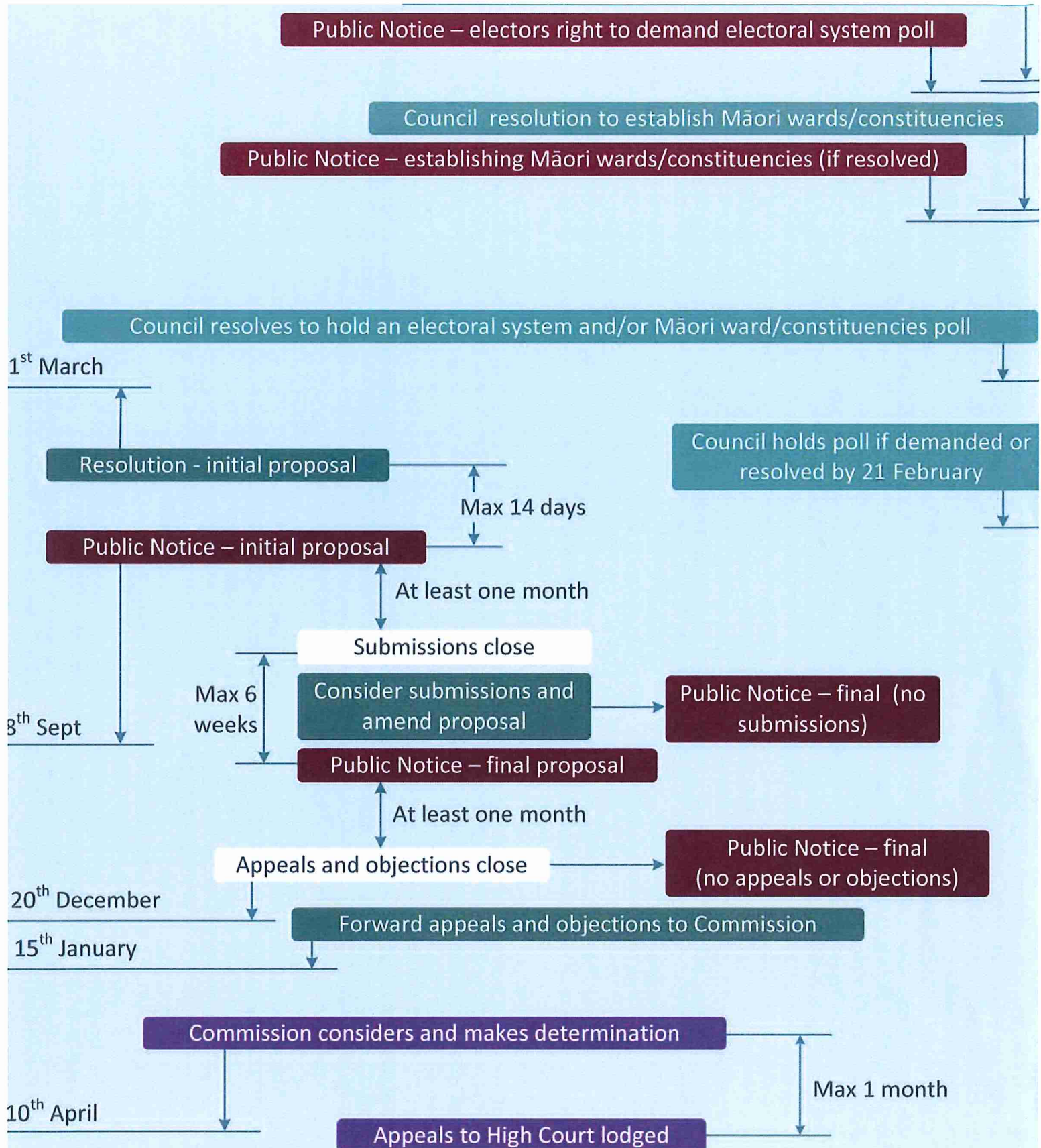
- 2.23. Section 19V(3)(a) provides four grounds for not complying with the fair representation rule. These grounds are to provide for effective representation of communities of interest within:
- island communities or
  - isolated communities .

- 2.24. And where compliance would limit effective representation of communities of interest by:
- dividing a community of interest or
  - grouping together communities of interest with few commonalities.
- 2.25. The LGC recommends that Councils consider the following factors when determining specific representation due to isolation:
- isolation needs to relate to the ability of a community to receive appropriate representation by elected members
  - isolation needs evidence such as significant distance or travel time, physical /practical travel, communications difficulties, and service reliability problems
  - a significant proportion of the population of an area should be physically isolated
  - physical isolation may not necessarily constitute isolation
  - a rural community may not be isolated, and
  - isolation might justify one member but caution should be applied here.
- 2.26. The grounds for not complying with this rule must be clearly identified by the Council and non-compliance proposals must be referred to the LGC for determination whether there are appeals or not.



**Appendix 3****Representation Review 2018 – Timeline**

*(document follows on next page)*



At anytime –

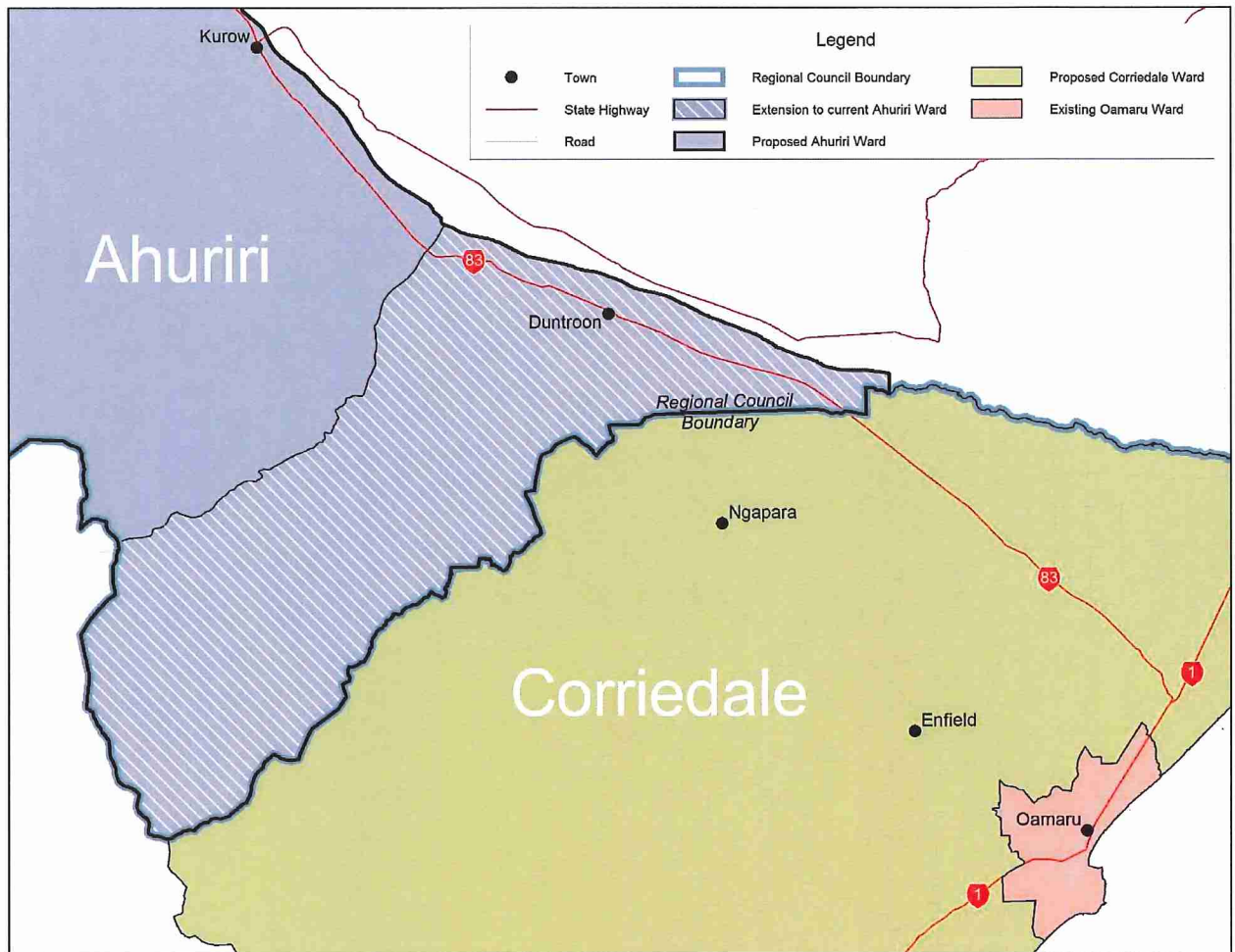
5% of electors may demand a poll on:

- electoral system
- establishing Māori wards/constituencies

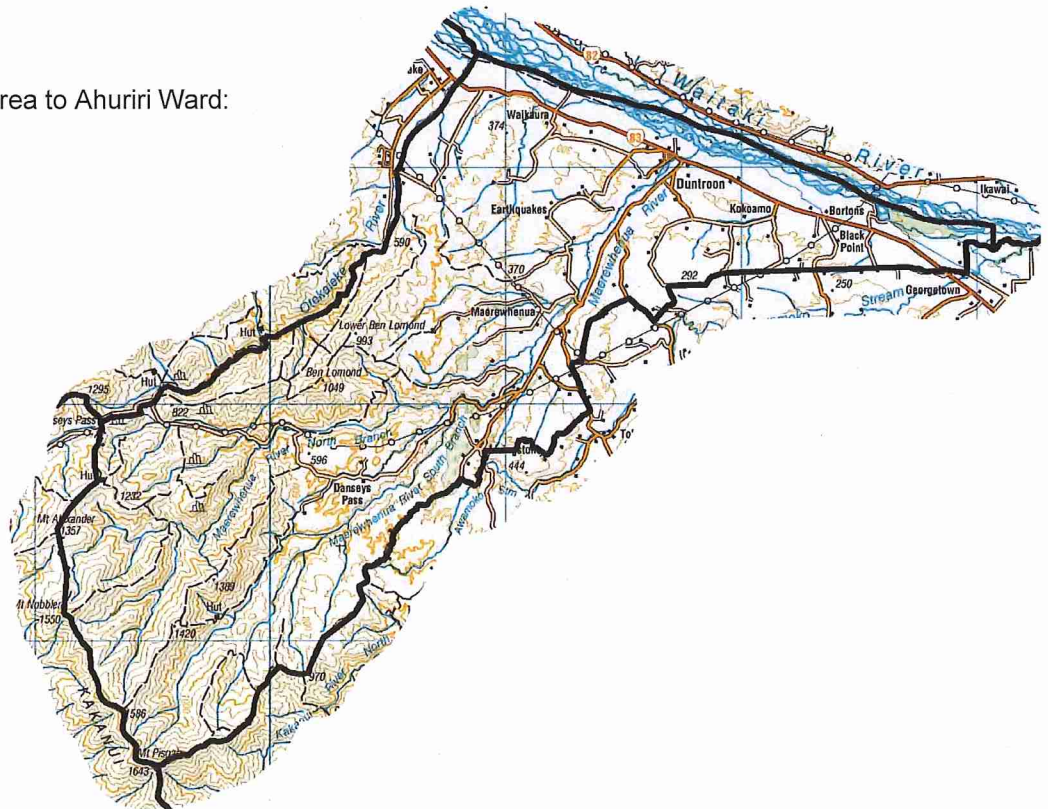
Councils may resolve to hold a poll:

## Appendix 4

## Proposed Boundaries – Map



Extension area to Ahuriri Ward:





## Appendix 5

## Representation Review – Discussion Document

- Circulated to Councillors on 1 June 2018; discussed at workshop on 5 June 2018

## Representation Review – Draft Discussion Document

What is required?

Local authorities (both regional and territorial) around the country are required to make decisions about their representation arrangements.

A district council must determine by resolution whether to have wards or not, whether to elect some councillors by wards and the rest at large; if wards are decided the proposed number of wards; the proposed name and boundary of each ward; and the number of councillors proposed to be elected by the electors of each ward.

The Local Electoral Act requires all local authorities to undertake a review of its representation arrangements at least every six years. The last time the Waitaki District Council did this was in 2012. It is now time to repeat the process.

Prior to developing an initial proposal and formally consulting with the community about its representation review, the Council will hold a workshop to discuss various options. In addition the Council should consider inviting comments from the two Community Boards.

Legislative Requirements:

The legislative requirements are attached as Appendix 1.

Some amendments were made to the representation review provisions of the *Local Electoral Act 2001 (LEA)* in June 2013. The main amendments involved:

- providing more flexibility for the application of the +/- 10% rule to territorial authority representation arrangements, subject to consideration by the Local Government Commission where arrangements do not comply with the +/- 10% rule;
- initial representation review proposals are not able to be resolved by councils until 1 March of the year before the year of an election.
- allowing local authorities to make minor boundary alterations to wards, communities, or subdivisions of local board areas or communities without undertaking a full representation review, subject to consideration by the Local Government Commission (applies to the optional three year review only);

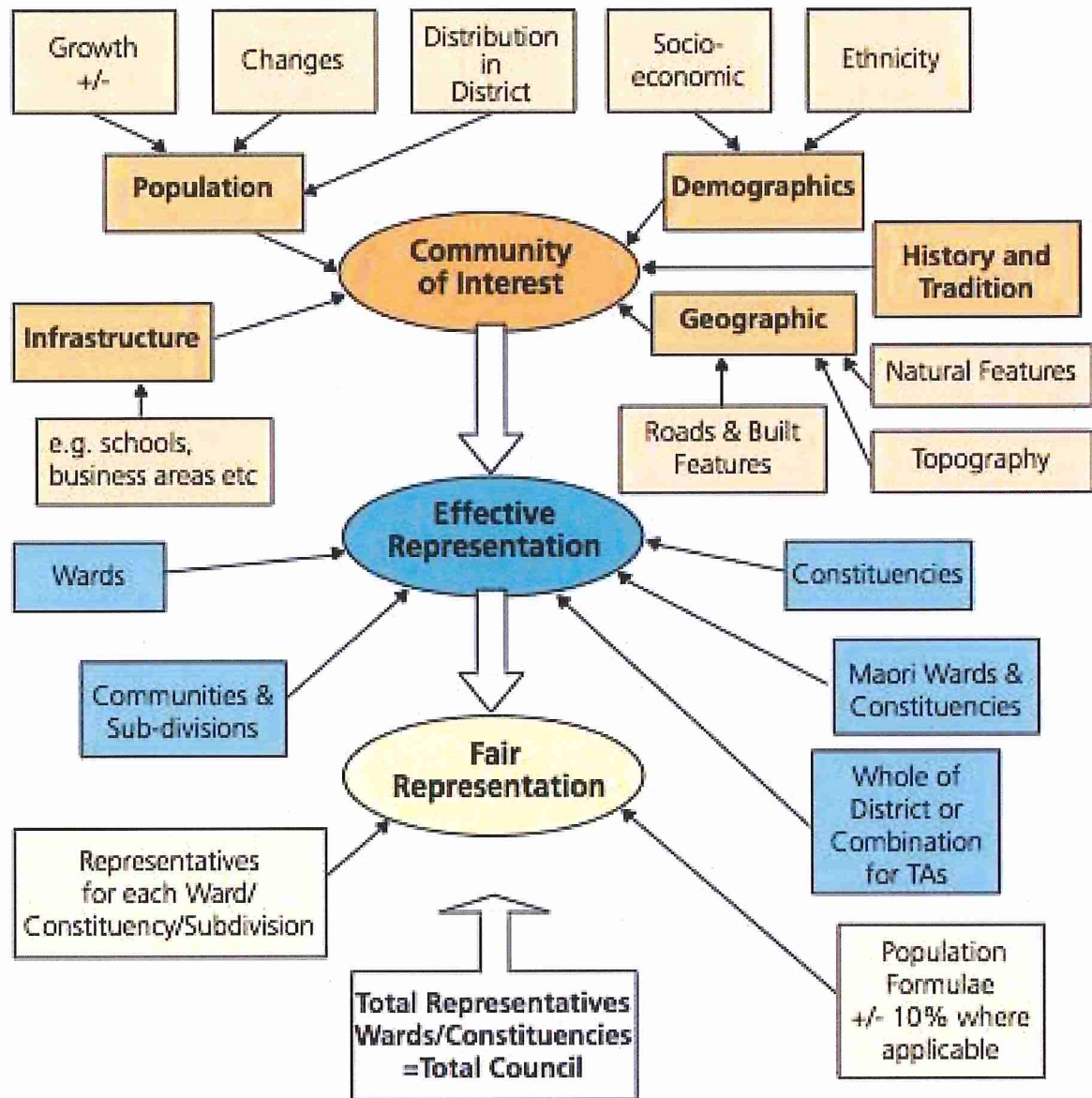
The first two of the amendments listed above will apply for the first time to local authorities undertaking representation reviews in 2018 (and which did not undertake a review in 2015).

Communities of interest:

The term “communities of interest” is used in the Local Electoral Act to describe in general terms the sense of community or belonging reinforced by the geography of the area, the commonality of places to which people go to for their employment, the location of their schools, marae, banks, where they do their shopping and the location of their religious, recreational and major transport facilities etc.



Diagram of key concepts for communities of interest and fair and effective representation:



Accreditation: New Zealand Society of Local Government Managers, Code of Good Practice for the Management of Local Authority Elections and Polls 2019, Part 5.

### Fair and effective representation

The Local Electoral Act also requires “fair and effective representation for individuals and communities”. In carrying out a representation review, local authorities need to be guided by the principle in the LEA of “*fair and effective representation for individuals and communities*”. Fair representation relates to the number of persons represented per member. The ratio of persons per member in each ward or constituency is required to be within +/-10% of the ratio for the district or region as a whole. This is designed to ensure approximate equality in representation i.e. votes of equal value.

When determining fair and effective representation the general and Maori constituencies are dealt with separately. The Waitaki District Council does not have any Maori Wards.

Effective representation relates to representation for identified communities of interest. This needs to take account of the nature and locality of those communities of interest and the size, nature and diversity of the district or region as a whole.

### Maori Seats

The Waitaki District Council has not established any Maori Wards because currently, based on the number of members and the general and Maori electoral populations, no members can be elected from such wards.

### Initial Proposal

The Council is required to make a decision on its initial proposal and will then advertise it and call for submissions on it at that time. If no submissions are received that is the end of the process and public notice is given. Submissions received must be heard by the Council and after the hearings the Council will consider them and then determine its final proposal. Public notice is given and any appeals received are forwarded to the Local Government Commission who will then hold its own hearings and decide the final details for representation in the region.

### Appointment of independent panel or consultants

The Local Government Commission's guidelines note other considerations in relation to decision-making on representation arrangements. These include the principles of administrative law requiring local authorities to act in accordance with the law, reasonably and fairly. The guidelines also note that local authorities may wish to consider the option of appointing an independent panel or consultants to recommend appropriate representation arrangements for the district or region.

The benefit of appointing an independent panel or consultants is to avoid concerns about the self-interest of elected members determining the representation arrangements under which they are to be elected. Independent panellists may have specialist knowledge or skills on representation issues or be appointed as representatives of a cross-section of the community. The local authority should carefully consider an appropriate balance of such skills and interests in making appointments.

It is important that the local authority, if it appoints such a panel or consultants, makes a commitment to seriously consider their recommendations and, if varying any of these, clearly records the reasons for these variations. The local authority will need to consider reputational risks arising from variations, other than of a minor nature, given its original decision to appoint an independent panel or consultants.

### Regional coordination:

Another factor which may be considered in relation to the timing of reviews is the desirability of a degree of regional coordination in representation reviews. This is in light of the requirement that, so far as is practicable, regional constituency boundaries coincide with the boundaries of territorial authorities or territorial

authority wards. As the Local Government Commission notes in its guidelines, there may also be scope for regional coordination in consultation exercises. This may save costs and also enhance public understanding of the review process. A mechanism to consider regional coordination of reviews is the triennial agreement between local authorities in each region. Staff are aware of the Environment Canterbury's timetable for its representation review.

#### 2012 Decision

On 26 June 2012 the Council resolved to retain the same representation arrangements as for the previous period - the Mayor elected at large across the whole District and a Council of 10 Members elected from four Wards as follows:

- Ahuriri 1 Councillor;
- Corriedale 2 Councillors;
- Oamaru 6 Councillors;
- Waihemo 1 Councillor

#### *Communities and community boards*

Section 19J of the Act requires every territorial authority, as part of its review of representation arrangements, to determine whether there should be community boards in the district and, if so, the nature of those communities and the structure of the community boards. The territorial authority must make this determination in light of the principle in section 4 of the Act relating to fair and effective representation for individuals and communities. The particular matters the territorial authority must determine include the number of boards to be constituted, their names and boundaries, the number of elected and appointed members, and whether the boards are to be subdivided for electoral purposes. Section 19W sets out further criteria, as apply to local government reorganisation proposals, for determinations relating to community board reviews as considered appropriate in the circumstances.

Two community boards (Ahuriri and Waihemo) were constituted in Waitaki District in 1989.

The Council at the 26 June 2012 meeting also resolved to retain the two Community Boards as follows:

- Ahuriri with 5 elected Members and 1 appointed Member from the Ahuriri Ward, and
- Waihemo with 5 elected Members and 1 appointed Member from the Waihemo Ward.

Only 1 submission was received to the Council's Initial proposal and after consideration the Council confirmed the Initial Proposal as its Final Proposal. There were no appeals or objections.



### What has changed since 2012?

The district has not undergone any major transformation that would indicate the communities of interest have changed so significantly that substantial boundary changes should occur to the current Wards or that there should be substantial change to the representation arrangements at this time.

However, the requirements in 2018 are different to those applicable in 2012 in that any proposal that does not comply with the + or – 10% rule for fair representation must now be referred to the Local Government Commission for approval. That requirement was introduced in the changes that occurred in 2013/2014 and applied for the first time to those local authorities undertaking Representation Reviews in 2015.

The Local Government Commission has shown understanding by approving the following two cases:

*In 2016, the Kapiti Coast District Council's final proposal came to the Commission for determination. A proposed boundary change meant the Otaki and Waikanae wards would not meet the '+/- 10 per cent rule'. The boundary change returned the wards to their pre-2004 position. The boundary had been moved in 2004 to comply with the '+/- 10 per cent rule' due to limited flexibility in the legislation. Following amendments to the legislation, in its 2016 final proposal, the Council stated it considered that compliance with the rule would limit effective representation of communities of interest by dividing a community of interest between wards. The Commission upheld that decision.*

*As part of its 2016 Review, Thames-Coromandel District Council proposed the Coromandel-Colville Ward not comply with the '+/- 10 per cent rule'. The Council considered the ward was a distinct community of interest isolated by geographical features and as such deemed it an isolated community. The Commission agreed.*

### Current Position:

The current representation arrangements for Waitaki District, calculated using the population estimates as at 30 June 2017 as required, are as follows:

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Ahuriri	1,310	1	1,310	-909	-40.96
Oamaru	13,700	6	2,283	64	2.88
Waihemo	2,350	1	2,350	131	5.90
Corriedale	4,830	2	2,415	196	8.83
Total	22,190	10	2,219		

Three Wards comply with the legislation.

The existing Ward structure is well understood by the electors and if the Council is satisfied that the current Ward structure will continue to provide effective and fair representation for distinct communities of interest then there may not be a good governance reason to alter the wards at this time.



However, Ahuriri Ward does not comply with the +/- 10% threshold and is in fact well outside the permitted deviation. A significant population shift (at least 700) is required to bring Ahuriri Ward within the allowable deviation. The only ward this can come from is Corriedale. Only while meshblocks can be moved and a shift of this magnitude will likely split quite distinct communities of interest.

To retain the status quo the Council will have to ensure it has considerable community support, has recorded sound reasons to keep Ahuriri Ward boundaries as they are, justify the extent of 'over-representation', and convince the Local Government Commission to agree.

#### Possible Changes:

The Council should undertake a robust examination of the options available before determining what may be the best representation arrangements for the governance of the District.

What do the current wards (using the June 2017 estimates) look like with an increase to 11 councillors?

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Ahuriri	1,310	1	1,310	-707	-32.05
Oamaru	13,700	7	1,957	-60	-2.97
Waihemo	2,350	1	2,350	333	16.51
Corriedale	4,830	2	2,415	398	19.73
Total	22,190	11	2,017		

Changing the numbers of elected members from 10 to 11 shifts both the Waihemo and Corriedale Wards into the area of non-compliance and the Ahuriri Ward is still significantly over-represented. This would require significant boundary changes to three Wards to make them compliant.

Similarly, reducing the number of councillors from 10 to 9 doesn't provide a possible solution either because the only Ward that can lose a member is Oamaru.

What do the current wards (using the June 2017 estimates) look like with a decrease to 9 councillors?

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Ahuriri	1,310	1	1,310	-1,156	-46.88
Oamaru	13,700	5	2,740	274	11.11
Waihemo	2,350	1	2,350	-116	-4.70
Corriedale	4,830	2	2,415	-51	-2.07
Total	22,190	9	2,466		

Ahuriri and Oamaru are non-compliant – Ahuriri, Waihemo and Corriedale are over-represented whilst Oamaru is under-represented. Assuming more growth is probably likely in urban Oamaru than in the rural areas, it could be expected that Oamaru may only get worse over time.

While the Council is required to consider the number of Councillors as part of the Representation Review, increasing or decreasing the numbers by one from the current 9 would make one or more of the current Wards non-compliant.

What do the current wards look like with a decrease to 8 councillors?

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Ahuriri	1,310	1	1,310	-1,464	-52.78
Oamaru	13,700	4	3,425	651	23.47
Waihemo	2,350	1	2,350	-424	-15.28
Corriedale	4,830	2	2,415	-359	-12.94
Total	22,190	8	2,774		

Reducing the number of Councillors to 8 alters the average population (quota) to 2,774. All four Wards are now non-compliant.

Changing the number of Councillors without making any changes to the Ward structure does not provide any obvious solutions.

The next step is to consider what changes to ward boundaries might be able to be achieved without disturbing distinct communities of interest. It may well be that there has been a shift in communities of interest since the current wards were created.

What about reducing Waitaki District to 3 Wards – combining Ahuriri with Corriedale? Is there a community of interest to support this?

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Ahuriri/Corriedale	6,140	3	2,047	-172	-7.75
Oamaru	13,700	6	2,283	64	2.88
Waihemo	2,350	1	2,350	131	5.90
Total	22,190	10	2,219		

All three Wards comply with the fair representation rule.

Does an assessment of 'communities of interest' support the amalgamation of the two Wards? Taking a broad view, the whole district will have some affinity with Oamaru but are there any commonalities between Ahuriri and Corriedale? The fact that there is a community board representing Ahuriri and not Corriedale suggests otherwise.

From the growth patterns evident in population changes from 2013 to 2017 it seems as if the District is growing at a fairly similar rate in all four Wards although it is more likely that urban growth in Oamaru will exceed rural growth. That means there is not likely to be much in the way of self-correction in the short term. That is indicating that a change to the Ward boundaries, or an amalgamation of Wards, will be necessary unless the communities of interest argument far outweighs the fair representation rule in the Councils, the communities' and the Local Government Commission's assessment.



Would an option of having only two wards - an Oamaru Ward and a rural ward covering all of Ahuriri, Corriedale, and Waihemo have community support? The relatively small population in the rural areas gives the Council few options to try and meet the fair representation requirements while the legislation allows only population to be used in the assessment.

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Rural Ward (Ahuriri/Corriedale/Waihemo)	8,490	4	2,123	-96	-4.33
Oamaru	13,700	6	2,283	64	2.88
Total	22,190	10	2,219		

Both wards comply with the fair representation rule.

Election of all councillors at large is also an option as is electing some councillors elected at large and some by wards.

#### Community Boards

There are currently two community boards, both constituted in 1989, in the Waitaki District:

Ahuriri Community – five elected members and one member appointed to the Community Board by the Council (the Ahuriri Ward Councillor)

Waihemo Community - five elected members and one member appointed to the Community Board by the Council (the Waihemo Ward Councillor)

Should there be other community boards?

Are the Ahuriri and Waihemo Community Boards still relevant in the governance of the district? Are the boundaries still appropriate?

Are the number of members to be elected to the Community Boards and the number to be appointed still appropriate.

If the Council makes changes to its representation arrangements from those existing, community boards may assist the community accept the changes and help provide better governance arrangements for the District.

Again, there has been little change in the District that would indicate that there should be substantial change to the representation arrangements at this time. Both Community Boards should be consulted with and their feedback made available to assist the Council with its decision making.

Should a change to Ward boundaries or an amalgamation of Wards be necessary to meet all the legislative requirements then the Community Board's boundaries could also be altered to remain contiguous or they could remain as they currently are with perhaps different appointment options being considered.

## 2018 Representation Review Options:

### Option 1: Status Quo

#### Considerations:

- Ahuriri Ward is well outside the legislated % deviation of + or – 10% for fair representation
- There are a lot of holiday homes in Ahuriri and the usually resident population does not reflect this.
- Consider that transfer of the number of meshblocks required into Ahuriri Ward cannot be made without impacting the distinct community of interest of this area.

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per Councillor	% deviation from district average population per councillor
Ahuriri	1,310	1	1,310	-909	-40.96
Oamaru	13,700	6	2,283	64	2.88
Waihemo	2,350	1	2,350	131	5.90
Corriedale	4,830	2	2,415	196	8.83
Total	22,190	10	2,219		

What about elections at large or a mix of at large and Wards?

### Option 2: Elections at large:

- Considerations:
  - Is this considered good governance for the District?
  - Do elections at large meet the fair and effective representation requirements?
  - No issues with the “+ or – 10%” rule.
  - Mayor and all Councillors elected by the electors of the whole District.
  - Can still retain community boards.

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per Councillor	% deviation from district average population per councillor
Waitaki	22,190	10	2,219	n/a	n/a



### Option 3: Mix of Elections at large and Wards:

- Considerations:
  - Is this considered good governance for the District?
  - Does having some elections at large and some by way of Wards meet the fair and effective representation requirements?
  - The same issues still occur with the “+ or – 10%” rule. Retaining 10 Councillors and all Wards are non-compliant
  - Mayor and some Councillors are elected by the electors of the whole District whilst others are elected by Wards.
  - Can still retain community boards.

Example: 3 Members elected ‘at large’ and 7 members elected by Wards (retaining the existing total number of Councillors at 10)

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per Councillor	% deviation from district average population per councillor
Ahuriri	1,310	1	1,310	-1,860	-58.68
Oamaru	13,700	4	3,425	255	8.04
Waihemo	2,350	1	2,350	-820	-25.87
Corriedale	4,830	1	4,830	1,660	52.37
	22,190	7	3,170		
Elected ‘at large’	22,190	3	n/a	n/a	n/a
Total	22,190	10			

### Option 4: Three Ward Option:

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per Councillor	% deviation from district average population per councillor
Ahuriri/Corriedale	6,140	3	2,047	-172	-7.75
Oamaru	13,700	6	2,283	64	2.88
Waihemo	2,350	1	2,350	131	5.90
Total	22,190	10	2,219		

### Option 5: Two Ward Option:

General Wards	General Electoral Population	Number of councillors per ward	Population per councillor	Deviation from district average population per Councillor	% deviation from district average population per councillor
Rural	8,490	4	2,123	-96	-4.33
Oamaru	13,700	6	2,283	64	2.88
Total	22,190	10	2,219		

What other options should be explored and considered?

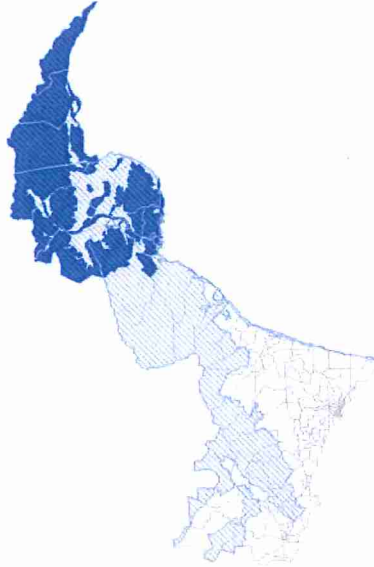
An analysis of the status quo indicates that some or all of the following may be considered relevant:

- The population versus usually resident population in Ahuriri is significantly more than the other wards – it has a much higher holiday home population.

2013 Census - Population (Sum of meshblock population values)

Ward	UR Popn. 2001	UR Popn. 2006	UR Popn. 2013	Popn. Count 2001	Popn. Count 2006	Popn. Count 2013	
Waihemo	2145	2190	2199	2247	2256	2280	104%
Oamaru	12549	12513	12882	12759	13011	13440	104%
Corriedale	4227	4335	4533	4323	4329	4638	102%
Ahuriri	1227	1200	1215	1623	1746	1620	133%

- The Ahuriri itself is so significant it is covered by an Outstanding Natural Landscape (Solid Blue in the following map) area as well as the Rural Scenic Zone (Blue Hatched) There is currently a Mackenzie alignment project that is looking at District Plan rules between Mackenzie, Waitaki and ECAN to make sure this unique area is consistently classified/accommodated on all district plans:



- The area covered by the Ahuriri is already over 50% of the district without increasing it further:

WARD12	NAME	Hectares	
6801	Ahuriri Ward	389828.69	54%
6802	Oamaru Ward	3878.44	1%
6803	Waihemo Ward	132112.41	18%
6804	Corriedale Ward	195845.39	27%
		<b>721664.92</b>	

- The Alps to Ocean is attracting people to and causing people to stay in Ahuriri as they travel through the area. The distances through the rest of the district don't require overnight accommodation
- The Geopark has the ability to increase tourist travel through the district down SH83, again gathering extra tourist nights in Ahuriri. The links below relate to some recent articles about the unique challenges Ahuriri is facing that don't relate to the Corriedale area.

<https://www.odt.co.nz/regions/north-otago/meetings-soon-discuss-waitaki-growth>

<https://www.odt.co.nz/opinion/editorial/omarama-crossroads>

<https://www.odt.co.nz/regions/north-otago/community-wants-shift-cycle-trail-benefit-town>

Attached as Appendix II is a further three scenarios/ options developed by staff at Waitaki for consideration by the Council. These are innovative options based on the analysis above that explore the current communities of interest and the connection with factors related to land use and activities. They create new wards and shift boundaries to look for a creative yet practicable solution to meeting the needs of Waitaki's future representation whilst endeavouring to comply with the requirements of the legislation.



They clearly indicate the difficulties rural authorities like Waitaki have when the only permitted factor to determine fair representation is population.

One of these scenarios or a derivative of them that may be explored further may be found to suitable for the future representation in Waitaki.

#### One derivative – Option 6

This option explores the an increase in the size of the Ahuriri Ward to the Regional Council boundary and the creation of a Weston Ward with an emphasis on community of interest rather than meeting the compliance objectives of the legislation. This is what it looks like with 10 Councillors:

	WARD	Population	Members	Population-Member Ratio	Difference from Quota	% Difference from Quota
Waitaki	Ahuriri	1,726	1	1,726	-490	-22.11
	Oamaru	11,963	5	2,393	177	7.99
	Waihemo	2,338	1	2,338	122	5.51
	Corriedale	4,390	2	2,195	-21	-0.95
	Weston	1,738	1	1,738	-478	-21.58
	Total	22,155	10	2,216		

The population per member ratio of 2216 gives a '+ or - 10%' range of 1994 – 2438. There are sound arguments to retain separate representation for Ahuriri if the Council and the community agree and we can take a case to the LGC. At -22.11 there is a fair to good chance of success.

If the Council is of a mind to agree to propose a Weston Ward, to make it comply fully with the fair representation requirements it would need another 256 people (minimum) to get to 1994.

There are real difficulties finding a suitable meshblock/s to transfer that is/are practicable and support the community of interest requirements. It would be preferable if the Council could identify meshblock/s to account for that number of people where the community of interest is sufficiently distinct to win community approval for the move and the creation of a separate ward.

If the Council can produce similar good arguments as for Ahuriri then this too could be a case of taking that to the LGC and asking for agreement. This new Ward on the outskirts of Oamaru will continue to grow and therefore there will be an element of self-correction over time.



However there does not seem to be an easy solution that supports shifting another 256 people into the proposed new Weston Ward from either Corriedale or Oamaru Ward. From the numbers perspective taking 256 from either Corriedale or Oamaru would still leave those Wards complying with the fair representation requirement. Given that the folk in the new Weston Ward would have a dedicated representative it might be worth presenting to the community, and if they support it, taking it to the LGC too.

#### Community Boards

The two community boards, both constituted in 1989, in the Waitaki District are:

Ahuriri Community – five elected members and one member appointed to the Community Board by the Council representing Ahuriri Ward  
 Waihemo Community – five elected members and one member appointed to the Community Board by the Council representing Waihemo Ward

If both Community Boards are functioning well, meeting the community's and the Council's expectations, and contributing to the good governance of the District, is there any appetite to make changes?

If changes are considered appropriate – what are those changes? Should there be more community boards and, if so, what area should they cover?

Are the current boundaries of appropriate or should there be changes – if so, what should the changes be. Are the numbers of elected and appointed members appropriate? Should the elected members continue to be elected at large or should there be electoral subdivisions?

Darryl Griffin  
 Electionz.com

## Discussion Document – Appendix 1

**Legislative Requirements:**

<b>TERRITORIAL AUTHORITIES LEA2002</b>		
Mayor	To be elected by the electors of the district as a whole.	<i>s19B s 8(2) LG(AC) Act 2009</i>
Membership [Excluding Mayor]	To be not less than five nor more than 29 councillors.	<i>s19A s 8(1) LG(AC) Act</i>
Basis of election	Options of: <ul style="list-style-type: none"> <li>• all councillors elected by wards</li> <li>• some councillors elected by wards and some at large</li> <li>• all councillors elected at large.</li> </ul> Each ward must elect at least one councillor, and each councillor representing a ward must be elected by the electors of that ward. If there are no wards, councillors are elected by the electors of the district as a whole.	<i>s19C</i>
Representation	Arrangements must: <ul style="list-style-type: none"> <li>• provide effective representation of communities of interest within the district</li> <li>• if the district is divided into wards, ensure that electors receive fair representation having regard to the +/-10% population rule provided in <i>section 19V(2)</i> <ul style="list-style-type: none"> <li>• ensure that ward boundaries coincide with current statistical mesh block areas</li> <li>• ensure that ward boundaries, as far as practicable, coincide with community boundaries</li> </ul> </li> </ul> <i>Section 19V(3)(a)</i> provides grounds for not complying with the +/-10% rule as set out in <i>section 19V(2)</i> .  For territorial authorities and communities, these relate to: <ul style="list-style-type: none"> <li>• effective representation for island or isolated</li> </ul>	<i>s19T, s19V, s19X</i>

	<p>communities;</p> <ul style="list-style-type: none"> <li>• where non-compliance would limit effective representation of communities of interest by dividing a community of interest between wards or subdivisions;</li> <li>• where non-compliance would limit effective representation of communities of interest by uniting within a ward or subdivision two or more communities of interest with few commonalities of interest.</li> </ul> <p>All exceptions to the +/-10% rule must be approved by the Local Government Commission. The approval of the Commission is required whether or not appeals or objections are lodged against a territorial authority's decision.</p>	
<b>COMMUNITY BOARDS</b>		
Membership	<p>To be not less than four nor more than 12 members and:</p> <ul style="list-style-type: none"> <li>• must include at least four elected members</li> <li>• may include appointed members who must be members of, and appointed by, the territorial authority for the district in respect of which the community is constituted.</li> </ul> <p>The number of appointed members must be less than half the total number of members.</p> <p>If the territorial authority is divided into wards, the appointed members must represent a ward in which the community is situated.</p>	<i>s19F</i>
Basis of election	<p>A community may be subdivided for electoral purposes and, if so, each subdivision must elect at least one member.</p> <p>If the community comprises two or more whole wards of the territorial authority, the members may be elected by the electors of each ward.</p> <p>If the community is not subdivided or divided by wards, then the members must be elected by the electors of the community as a whole.</p> <p>If the community is subdivided, members representing a subdivision must be elected by the electors of that subdivision.</p> <p>If the community is divided by wards, members representing each ward must be elected by the electors of that ward.</p>	<i>s19G</i>

Representation	<p>Arrangements must:</p> <ul style="list-style-type: none"> <li>• provide effective representation of communities of interest within the community and fair representation of electors</li> <li>• have regard to such of the criteria as apply to local government reorganisation under the Local Government Act 2002 as are considered appropriate in the circumstances</li> <li>• with respect to any subdivision, ensure the electors of the subdivision receive fair representation having regard to the +/-10% population rule provided in section 19V(2)</li> <li>• ensure the boundaries of every community and of every subdivision of a community coincide with the boundaries of current statistical mesh block areas</li> </ul> <p><i>Section 19V(3)(a)</i> provides grounds for not complying with the +/-10% rule as set out in <i>section 19V(2)</i>.</p> <p>For territorial authorities and communities, these relate to:</p> <ul style="list-style-type: none"> <li>• effective representation for island or isolated communities;</li> <li>• where non-compliance would limit effective representation of communities of interest by dividing a community of interest between wards or subdivisions;</li> <li>• where non-compliance would limit effective representation of communities of interest by uniting within a ward or subdivision two or more communities of interest with few commonalities of interest.</li> </ul> <p>All exceptions to the +/-10% rule must be approved by the Local Government Commission. The approval of the Commission is required whether or not appeals or objections are lodged against a territorial authority's decision.</p>	s19V, s19W, s19X
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### Further Legislative Requirements:

Date by	Action	Commentary	Statutory ref
2017 to early 2018	Obtain the most up-to-date population estimates. Identify a range of possible representation models. Undertake preliminary consultation with the public on options.	Not legal requirements but recommended as good practice.	
Between 1 March 2018 and 25 August 2018 (for full 14 day period prior to public notice)	<p>Territorial authority must determine by resolution:</p> <ul style="list-style-type: none"> <li>• whether councillors are to be elected by the electors of the district as a whole, the electors of two or more wards, or a mixture of both options</li> <li>• if councillors are to be elected by the district as a whole, the proposed number of councillors to be elected</li> <li>• if councillors are to be elected by a mix of wards/at large, the proposed number to be elected by the district as a whole and the proposed number to be elected by two or more wards</li> <li>• if councillors are to be elected by wards, the proposed name and boundaries of each ward, and the number of councillors proposed to be elected by the electors of each ward</li> </ul> <p>In making this resolution, territorial authorities must comply with requirements for effective representation of communities of interest and fair representation for electors.</p>	<p><i>Section 19H</i> is to be read in conjunction with <i>section 19ZH</i> and <i>Schedule 1A</i> in relation to the establishment of Māori wards.</p> <p>Resolutions cannot be passed any earlier than 1 March 2018 (a new legislative requirement) to ensure the use of most up-to-date population estimates and for receipt of poll demands on the electoral system or Māori wards. If a valid poll demand is received, the resolution will have to follow the holding of the poll i.e. after 21 May 2018.</p> <p>Refer to <i>sections 19T, 19V, 19W</i> and the Local Government Commission's guidelines concerning communities of interest and fair and effective representation.</p>	<p><i>s19H, s19J, s19K, s19T, s19V, s19W s19ZH Schedule 1A: cls 1, 2, 5, 6, 7</i></p>

	<p>Territorial authority must also determine by resolution:</p> <ul style="list-style-type: none"> <li>• whether there should be communities and community boards and, if so, the nature of those communities and the structure of community boards including:</li> <li>• how many communities should be constituted</li> <li>• details of any existing communities that should be abolished or united with others</li> <li>• any boundary alterations that may be necessary</li> <li>• whether any communities should be subdivided for electoral purposes or continue to be subdivided</li> <li>• any alterations to existing subdivisions</li> <li>• the number of members of the boards, including those elected and those appointed</li> <li>• whether the members who are to be elected will be elected by: <ul style="list-style-type: none"> <li>- the community as a whole</li> <li>- subdivisions</li> <li>- wards</li> </ul> </li> <li>• where there are subdivisions: <ul style="list-style-type: none"> <li>- the names and boundaries of those subdivisions</li> <li>- the number of members for each subdivision.</li> </ul> </li> </ul> <p>In making this resolution, territorial authorities must comply with requirements for effective representation of communities of interest and fair representation for electors.</p>	<p>Refer to <i>section 19J(1)</i>.</p> <p>The community board review process applies to all territorial authorities carrying out reviews, not just those that have community boards. Each territorial authority must, as a part of its representation review, consider whether community boards are necessary to provide fair and effective representation for individuals and communities in its district.</p>	
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	<p>If local boards have been established for the territorial authority district, the territorial authority must determine by resolution:</p> <ul style="list-style-type: none"> <li>• the proposed number of elected members</li> <li>• if provided for by an Order in Council under s 25 of the <i>Local Government Act 2002</i>, the proposed number of appointed members</li> <li>• whether the elected members will be elected by: <ul style="list-style-type: none"> <li>- the electors of the local board area as a whole</li> <li>- subdivisions of the local board area</li> <li>- wards</li> </ul> </li> <li>• where there are subdivisions; <ul style="list-style-type: none"> <li>- the names and boundaries of those subdivisions</li> </ul> <p>The number of members for each subdivision</p> </li> <li>• where there are wards, the number of members for each ward</li> <li>• the proposed name of any local board</li> </ul> <p>Refer to <i>section 19ZH and Schedule 1A</i> with respect to Māori wards.</p> <p>As soon as practicable after passing the resolution, the territorial authority must send a copy to:</p> <ul style="list-style-type: none"> <li>• Local Government Commission</li> <li>• Surveyor-General</li> <li>• Government Statistician</li> <li>• Remuneration Authority</li> <li>• Regional council.</li> </ul>	<p>Refer to <i>section 19H</i></p> <p>The following matters can only be dealt with through the reorganisation process under <i>Schedule 3</i> of the <i>Local Government Act 2002</i>:</p> <ul style="list-style-type: none"> <li>• the establishment, union or abolition of local boards</li> <li>• alteration of the external boundaries of the local board area</li> <li>• whether or not a local board has a chairperson elected by the electors of local board area</li> <li>• whether or not the local board has appointed members.</li> </ul>	s19L
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# Waitaki District Council Report

**From** People and Culture Group Manager

**Date** 31 July 2018

## Outcomes from Cultural Facility Development Project (CFDP) Workshop 18 April 2018

### Recommendations

That Council:

1. Instructs officers to develop detailed analysis and costings for the range of components across the options for the Forrester Gallery, North Otago Museum and Waitaki District Archive (the 'cultural facilities') to enable a preferred option to be developed based on detailed data.
2. Approves any costs in preparing the reports to be funded from the Cultural Facility Development budget.
3. Reinstates existing service levels prior to Council's decision CDFAC17/013 on 13 September 2017 which reduced the service levels of the Archive Reference Desk.
4. Releases a public position statement for stakeholders, in particular local community and funders, regarding the current status of the Cultural Facility Development Project (CFDP).

### Objectives of the Decision/Purpose of this Report

To identify next steps to achieve a short-term (three to five year) '**Do Now**' upgrade of the cultural facilities pending a renewal of vision and strategy for the CFDP and the longer term '**Wow**' project.

### Summary

In March 2018, following recognition of a substantially changed economic and political climate, the Council decided to pause the CFDP and review its fitness for purpose in light of new opportunities. An initial workshop on 12 March identified some issues with the CFDP but also a clear appetite to continue with a redevelopment of the Gallery, Museum and Archive taking into account a wider vision (the '**Wow**') for culture and heritage across the district, while enabling short-term improvements to be carried out (the '**Now**').

### Summary of decision-making criteria

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



## Background

The CFDP is the culmination of more than two decades of investigation and community discussion and feedback. In 1997, the Otago and Southland Museum Service conducted a Heritage Assessment of Museum Services in the Waitaki District. Later that year, a conservation report for the Forrester Gallery was commissioned from conservation architect Chris Cochran, which also proposed a three-story extension to the east elevation of the Gallery.

A Culture and Heritage Review commissioned by Council in 2004 included extensive community consultation. It concluded that the Gallery is mobility-impaired and constrained in storage, display, environmental, back of house facilities, and vertical circulation. (Note: The proposed ramp to the Gallery front door was added after this report but no other issues have been addressed.)

From 1998 to 2007, Dunedin architects McCoy Wixon developed plans for the Gallery, based on Cochran's report, the Culture and Heritage Review 2004, and the Waitaki District Council's Culture and Heritage Strategy 2005-2015. An architectural brief and concept plans for a combined Museum/Archive and Library were completed in 2009.

In 2011, Council carried out an Investment Logic Mapping (ILM) Process with a wide range of stakeholders, with the aim of identifying the top priority of a combination of new facilities, or "GLAM" (Gallery, Library, Archive and Museum).

In 2013, the Council formed the Cultural Buildings Redevelopment Steering Group, and Octa Limited was engaged as project consultants to continue to explore options for redevelopment. Octa proposed a project which would have seen substantial redevelopment and upgrade to both the Museum/Archive and Gallery sites, but Council declined to continue with the proposal due to cost (approximately \$8 million). In 2014, the then Community Services Group Manager put forward a proposal to combine the Gallery, Museum and Archive at the Forrester Gallery with a substantial extension, with an initial budgeted capital cost of \$4.5million (with a \$1.5 million by internal loan from Council). This became the current Cultural Facility Development Project (CFDP).

From 2014 to 2017, the CFDP continued on the basis that Council would give a final green light/go ahead once agreed external funding had been obtained. On 29 March 2017, Council resolved (WDC17/045) to approve an increased capital budget to \$5,999,999, with an increased Council contribution by internal loan of \$1,900,000.

As at today's date, a total of \$1.84 million in external funding has been achieved. However, a key funding application to the Regional Culture and Heritage Fund (administered by the Ministry of Culture and Heritage) was declined. In July 2017, Council agreed to continue the CFDP so that a second application to that Fund could be made with additional supporting material (detailed architectural plans and exhibition concept plans) as requested by the Ministry.

Before the additional supporting work could be completed, changes in the economic and political climate prompted the Council to review the status and future of the CFDP, holding an ILM workshop for this purpose on 12 March 2018.

### ILM Workshop of 12 March 2018

The question asked at this March workshop was: Does the CFDP remain fit for purpose in light of our changed environment?

The changed environment referred to including political and economic opportunities such as the prospect of a partnership with Ngai Tahu, the newly initiated Provincial Growth Fund, and the potential of obtaining UNESCO Global Geopark and World Heritage Status for the Waitaki District.

The agreed Workshop objectives were: To agree issues and options relating to the CFDP project and discuss a potential way forward.

The Workshop identified the following issues with the CFDP:

- The agreed \$6 million budget for the CFDP is unlikely to be sufficient
- Unresolved questions around size, intended vision, budget and revenue-generating goals of the CFDP
- Key documents such as the Strategy and Business Plan remain in draft form

The Workshop outcomes were:

- A realignment of Strategic Objectives:
  - To tell our uniquely Waitaki Story
  - To attract visitors to the district with attractive, marketable cultural experiences
- The identification of Priority Objectives in the short-term:
  - To improve access to and preservation of our valuable cultural assets
  - To connect meaningfully with our community and stakeholders to achieve shared objectives
- The identification of three Critical Success Factors:
  1. Affordability – now and ongoing
  2. Strategic fit – moving forward, alignment with the big picture
  3. Achievability

#### Next Steps Workshop of 18 April 2018

The goals for this workshop were to:

- Evaluate short-term options '**Do Now**' for the Museum/Archive and Gallery buildings
- Agree a preferred '**Do Now**' option for the short-term
- Agree a preferred approach to taking the next steps for the longer term CFDP project (the '**Wow**' project)

The workshop outcomes were:

- Five '**Do Now**' options were discussed and identified as tangible outcomes for the short-term (3-5 years): Option 1 (do nothing) to Option 5 (do maximum).
- Options 3, 4 and 5 received the greatest support.

#### **Summary of Options Considered**

**Option 1** – Agree that officers develop detailed analysis and costings for the range of components across the five options to enable a preferred option to be developed based on detailed data.

**Option 2** – Convene another facilitated workshop to continue the discussions to further clarify the '**Do Now**' options.

#### **Assessment of Preferred Option**

Option 1 is the preferred option. A report will be prepared investigating costs and benefits/consequences of the components that were identified in the short-term options for the Forrester Gallery, North Otago Museum and Waitaki District Archive (the 'cultural facilities') at the CFDP Workshop held on 18 April 2018. They will be presented to the Council meeting on 11 September, for the selection of an agreed '**Do Now**' option. Any costs are proposed to be funded from the CFDP budget.

In the meantime, it is proposed to reinstate existing service levels to the Archive Reference Desk prior to Council decision CDFAC17/013 on 13 September 2017, which reduced those service levels. The Recommendations Report from the Cultural Facilities Advisory Committee meeting of 4 August 2017 is attached to this report.

A draft public position statement for stakeholders has been prepared (refer attached document) for key stakeholders, in particular local community and funders, regarding the current status of the Cultural Facility Development Project (CFDP). Councillors have been invited to submit any feedback/input into this draft directly to the People and Culture Group Manager prior to the 31 July Council meeting.

### **Conclusion**

Work on developing the preferred development options components can be completed in a timely, efficient and cost-effective manner utilising existing staff members with input from specialist contractors. This is important as a timely response to the '**Do Now**' is necessary as a result of the following:

- Overdue deferred maintenance on cultural facilities. There is a very real need to take steps immediately to address upgrades to lighting, carpets, dehumidifiers and security systems, as well as equipment including display plinths for temporary exhibitions and the Willett's collection.
- Potential negative effect of continued delay upon Funders.
- Potential negative effect on community and key stakeholders and supporters of the CFDP if inaction continues.

This will also allow service levels to the community to be reinstated for the Archives Reference Desk.



Lisa Baillie  
**People and Culture Group Manager**

### **Attachments**

Additional decision-making criteria  
Copy of CDFAC17/013  
Draft Press Release re CFDP, July 2018

## **Additional Decision-Making Criteria**

### **Policy and Plan Considerations**

The CFDP is still included as a project in the Long Term Plan 2015-2025, as adjusted 2018.

### **Financial Considerations**

The 'Do Now' Options will require some financial support in terms of allocating resourcing to input into the proposed report.

### **Cultural Considerations**

The chief driver for the CFDP was recognition that upgrades to the facilities were required in order to meet community cultural needs as a Council service based upon public feedback and an ILM Process. This has not changed.

### **Publicity and Communication Considerations**

Key Stakeholders and Funders need to be updated on the current status of the CFDP. A draft press release is attached to this report.



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# Waitaki District Council Report

**From** Community Services Group Manager

**Date** 13 September 2017

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

### 1. New Chair

Councillor Perkins has resigned as Chair of the Cultural Facility Development Advisory Committee.

RESOLVED

CFDAC 17/009

Crs Hopkins/Perkins

"That Council appoint Mayor Gary Kircher as the chair of the Cultural Facility Development Advisory Committee."

CARRIED

### 2. Facility Entrance

See New Cultural Facility Entry report.

### 3. Programme Changes

Jane Macknight, Director of Forrester Gallery, Museum and Archive presented recommendations to change levels of service from the gallery and archive, to allow staff to focus on development priorities.

RESOLVED

CFDAC 17/013

Crs Hopkins / Perkins

"That Council accepts the recommended program changes:

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

CARRIED

(signed)

Thunes Cloete

**Community Services Group Manager**

## Draft public statement /press release

In March 2018, the Waitaki District Council announced it was reviewing the proposed Cultural Facilities Development Project (CFDP).

Group Manager People and Culture Lisa Baillie says: “The CFDP envisioned the amalgamation of the Gallery, Museum and Archive facilities into one building through extending the existing Forrester Gallery building, but the project had not been given the final go-ahead before the decision to review it in March this year.”

“The decision to review the CFDP was initiated by enhanced opportunities for cultural development in the Waitaki District as a result of the Provincial Growth Fund inaugurated by the current Labour Government. Following a full Council Workshop on 12 March 2018, the Council decided to ‘go back to the drawing board’ in relation to the CFDP and the cultural facilities.”

At a further workshop held on 18 April 2018 and following the Council meeting in July, the Council will continue to pursue more expansive opportunities for cultural development in the long-term but consider proposals for ‘Do Now’ physical upgrades for the Gallery, Museum and Archive in the short-term.

Mayor Gary Kircher says that: “The climate in favour of a substantial review of the CFDP has only been enhanced by the recent endorsement by the New Zealand UNESCO Commission for an application to UNESCO to create a global geopark for the Waitaki District. This offers an opportunity to develop a district-wide approach to cultural development which is aligned with the economic development goals for the proposed geopark.”

Waitaki District Council Chief Executive Fergus Power says: “Provincial Growth funding will be sought to develop the geopark proposal into a full business case, and part of the business case will include an assessment of cultural development opportunities that can be offered by the cultural facilities.”

Cultural Facilities staff are now working to develop a report on a range of ‘Do Now’ options to address many of the fundamental issues which had driven the CFDP in the first place. These include things like physical access to the Forrester Gallery building; larger and more enhanced displays at the Museum, and better storage for collections.

# Waitaki District Council Report

From Jason Evered Environmental Services Manager Date 31 July 2018

## Class 4 Gambling Venues and TAB Venues Policies Review 2018

### Recommendations

That Council:

1. Approves the Draft Class 4 Gambling Venues Policy (as attached to the agenda report) for consultation, to commence on 6 August 2018
2. Approves the Draft Totalisator Agency Board (TAB) Venues Policy (as attached to the agenda report) for consultation, to commence on 6 August 2018
3. Approves the Draft Class 4 Gambling and TAB Venue Policies 2018 Statement of Proposal document (as attached to the agenda report)
4. Approves the Public Consultation document (as attached to the agenda report)
5. Community Engagement Plan (as attached to the agenda report)
6. Decides whether submissions on the policies and consultation documents are to be heard by the Heritage, Environment and Regulatory Committee, or Council.

### Objective of the Decision

To consult with the community on the Class 4 Gambling and TAB Venues Policies.

### Summary

Council is required to review its Class 4 Gambling Venues Policy and Totalisator Agency Board (TAB) Venues Policy every three years in accordance with the requirements of the relevant legislation. This report recommends minimal change to the Class 4 Gambling Venues Policy and no change to the TAB Venues Policy, and for public consultation to commence on 6 August 2018.

### Summary of Decision Making Criteria

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

### Background

#### Class 4 Gambling Venues Policy

The intent of the Gambling Act 2003 ('the Act') is to control the growth of gambling, minimise the harm caused by gambling, and facilitate community involvement in decisions about the provision of gambling. Under the Act, Council is required to have a policy on Class 4 gambling venues.

Class 4 gambling is gambling that utilises a gaming machine (more commonly known as pokies) and, according to the Act section 30, which satisfies the following criteria:

- (i) The net proceeds from the gambling are applied to or distributed for authorised purposes;
- (ii) No commission is paid to, or received by, a person for conducting the gambling;
- (iii) The gambling satisfies relevant game rules.

The draft Class 4 Gambling Venues Policy is detailed in **appendix 1**.

Officers' review found that there have been no significant issues with the current policy since its adoption.

- The number of existing licensed venues has decreased from 13 to 11
- The number of machines has also reduced from 123 to 106.

Both these figures are within the provisions and thresholds set by the existing policy, which states that the number of venues must not exceed 20 and the number of machines must not exceed 140.

The review did confirm:

1. During the past three years, no new applications have been received for increased gaming machines or new gaming venues.
2. The policy refers to District Plan zones where Class 4 Gambling Venues may be established, subject to conditions (Section 2 refers). These are:
  - Oamaru inner commercial business zones (Business 1 and 1A)
  - Other business zones (Business 2, 3, 3A, 4, 5, 6 and H)
  - Recreation zones (which are defined in the policy as "places including land and buildings used for organised sporting purposes").

During the last review, consideration was given – in terms of Gambling Venues – to the impact of more machines in the increased area where Class 4 Gambling Venues may be established. However, as detailed above, the number of outlets and machines have decreased.

3. The Gambling (Gambling Harm Reduction) Amendment Act 2013 states that the first time a territorial authority (TA) commences a review of a policy after the Amendment Act comes into force, the TA must (and may at any other time) consider whether to include a relocation policy. This is not the first review. However, it is still believed that no relocation policy is required.

A relocation policy is a policy setting out if and when the TA will grant consent in respect of a venue within its district where the venue is intended to replace an existing venue (within the district) to which a class 4 venue licence applies. The main intent of the relocation policy appears to be to minimise the impact of gambling in communities with a high deprivation index.

4. The review of the policy provided an opportunity to update Census information and align the business zone references with the District Plan zones. These updates are not considered to be policy choices but rather are intended to reflect the most up-to-date information and ensure greater clarity for the community. Due to the 2018 Census statistics being delayed until March 2019, officers have used the population levels shown in the existing policy (2013 Census results).
5. Some non-material changes have been recommended and these are shown in **appendix 2**.

Statistics shown in the table below sourced from the Department of Internal Affairs (DIA) state that Waitaki has the following numbers of venues and machines as of March 2018.

	Operations	National %	Machines	National %
Waitaki	11	0.96%	106	0.68%
Lowest	2	0.17%	15	0.10%
Highest	86	7.5%	1334	8.61%

Gambling Machine Proceeds in the district between January and March 2018 were \$832,759.14, which represents 0.39% of the national proceeds. Between October and December 2017, \$824,993.08 was taken, which is 0.36%.

The numbers of venue and machines within the District is comparable with other similar sized areas.



## **TAB Venues Policy**

The Racing Act 2003 requires territorial authorities to adopt a New Zealand Racing Board (TAB) venue policy, and to review the policy every three years. Adoption or amendment of these policies must use the special consultative procedure under section 83 of the Local Government Act 2002 (sections 65D and 65E refer).

A New Zealand Racing Board venue policy must specify whether new board venues may be established and where they may be located.

In the Racing Act, a board venue means *“premises that are owned or leased by the Board and where the main business carried on at the premises is providing racing betting or sports betting services under this Act.”*

A territorial authority racing board venue policy, therefore, does not apply to any other place where the New Zealand Racing Board operates a TAB outlet or installs a self-service betting machine.

The current TAB Venues policy covers standalone TAB Venues, which are owned or leased by the New Zealand Racing Board. As per Council’s Class 4 Gambling Venues Policy, TAB venues (Venues owned and controlled by the New Zealand Racing Board) are not permitted to host Class 4 gambling machines. Currently the Waitaki District does not have any standalone venues.

The draft policy is available in **appendix 3**.

Following the officers’ review, no changes are recommended for this policy.

## **Summary of Options Considered**

**Option 1** – To consult on both the TAB and Class 4 Gambling Venues Policies, commencing on 6 August 2018 and finishing on 5 September 2018. **(Preferred Option)**

**Option 2** – To engage with industry and the community, and then draft changes to policy.

## **Assessment of Preferred Option**


Option 1 – Council is required to review the policies in line with the legislation. Since the last review, Council has received no applications either for new machines or to increase the number of machines in an existing premise. Waitaki District does not currently have any standalone TAB outlets.

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

1. Council is required to review the policies. No evidence has been found to show a need to change either policy apart from some non-material changes.
2. The 2018 Census results have not yet been released. Therefore, the review and subsequent draft policy has been created using the last statistics available (same statistics as used in the current policies).
3. The number of Class 4 Gambling machines and venues has decreased since the current policy was written. When examined against national figures, Waitaki District machine and venue numbers are comparable to other districts.
4. In consideration of the engagement plan, Officers referred to the Waitaki District Significance and Engagement Policy 2014. Draft documentation was then developed for both policies and consists of a Statement of Proposal, Consultation Document, and a Community Engagement Plan. (These three documents are attached as **Appendices 4, 5 and 6**.)

## Conclusion

Council is required to conduct a three-yearly review in 2018 of its Class 4 Gambling Venues Policy and TAB Venues Policy in line with the requirements of relevant legislation. Although Officers have found no significant changes to either policy is required, it is considered important that the community is consulted on the drafts of both policies that have been developed. As well as considering the report's primary recommendations, Council is also required to appoint a panel to deliberate and hear submissions.



**Jason Evered**  
Environmental Services Manager



**Lichelle Guyan**  
Heritage, Environment and Regulatory  
Group Manager

## Attachments

Additional decision making considerations

## Appendices

- Appendix 1 – Draft Class 4 Gambling Venues Policy 2018
- Appendix 2 – Proposed Changes to Draft Class 4 Gambling Venues Policy
- Appendix 3 – Draft TAB Venues Policy 2018
- Appendix 4 – Statement of Proposal
- Appendix 5 – Public Consultation Document
- Appendix 6 – Community Engagement Plan

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## Additional Decision Making Considerations

The following matters have been considered in making the decisions.

## Outcomes

We understand the needs of our community. This matter has the potential for a high level of community interest. Given that no new applications have been received, we feel the continuance of our policy is warranted.

## Community Views

The community will have an opportunity to engage through the consultation process.

## Legal Considerations

The review must take place every three years.

## Publicity and Communication Considerations

It is recommended that Council approves the community engagement plan as attached at Appendix 6.

## **Appendix 1 – Draft Class 4 Gambling Venues Policy 2018**

*(circulated as a separate PDF to the Final Agenda Papers)*

## Appendix 2 – Proposed Changes Class 4 Gambling Venues policy

From reviewing the current policy no significant changes are being recommended by officers. In regards to the Class 4 Gambling Venues policy a number of non-material updates are noted;

### Non-material updates to policy

Area of change	As per 2014 policy	Proposed Updates to 2018 policy
Population updates as per 2013 Census	4.1 The number of venues operated within the district must not exceed one venue per 1,000 population with reference to the usually resident population count for the district published by Statistics New Zealand every five years. Note: The 2013 census usually resident population count was 20,829. The number of venues must not exceed 20 until the next triennial review of this policy.	4.1 The number of venues operated within the district must not exceed one venue per 1,000 population with reference to the usually resident population count for the district published by Statistics New Zealand every five years. Note: The 2018 census result was not available at the time of this review, and the 2013 census usual resident population count was 20,829. The number of venues must not exceed 20 until the next triennial review of this policy.
Application fees	Appendix A Waitaki District Council Class 4 Venue Consent Fee is 100% cost recovery (time and materials). An initial deposit is required by the applicant. This is set out in the fees and charges section of the most recent Annual Plan and is reviewed annually.	Appendix A Waitaki District Council class 4 Venue Consent Fee is 100% cost recovery (time and materials). An initial deposit is required by the applicant. This is set out in the fees and charges section of the most recent Annual Plan and is reviewed annually. Please refer to the council's fees and charges for the relevant fee.
Deletion of line. As beyond the scope of the TA's authority.	3.3.2 shall be not greater than eighteen machines.	3.3.2 deleted



### **Appendix 3 – Draft TAB Venues Policy 2018**

*(circulated as a separate PDF to the Final Agenda Papers)*

## Appendix 4 – Statement of Proposal

*(circulated as a separate PDF to the Final Agenda Papers)*

## **Appendix 5 – Public Consultation Document**

*(circulated as a separate PDF to the Final Agenda Papers)*

## **Appendix 6 – Community Engagement Plan**

*(circulated as a separate PDF to the Final Agenda Papers)*