I hereby give notice that the Additional Council Meeting will be held on:

Date: Tuesday, 25 August 2020
Time: 9.00am
Location: Council Chamber
Third Floor
Office of the Waitaki District Council
20 Thames Street, Oamaru

Agenda

Additional Council Meeting

25 August 2020

Fergus Power
Chief Executive
Agenda Items

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7 Public Excluded Section .......................................... 35
   7.1 Public Excluded Recommendations of the Executive Committee Meeting held
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1 APOLOGIES
2 DECLARATIONS OF INTEREST
3 PUBLIC FORUM (NOT APPLICABLE AS THIS IS AN ADDITIONAL COUNCIL MEETING)
4 DECISION REPORTS

4.1 ADOPTION OF STRATEGIC FRAMEWORK

Author: Lisa Baillie, People and Culture Group Manager
Authoriser: Fergus Power, Chief Executive
Attachments: 1. Strategic Framework Review Outcome

RECOMMENDATION

That Council:

1. Adopts the content of the Strategic Framework document as a draft for consultation as part of the draft Long Term Plan 2021-2031 in accordance with Council’s Planning Cycle, subject to its finalisation and presentation in a graphic format and with the approval of the Communications portfolio Elected Members.

DECISION OBJECTIVE

The purpose of this report is to seek Council’s adoption of the content of the attached Strategic Framework document.

SUMMARY

The attached document is the outcome of a number of governance workshops to review the strategic framework for Council for the remainder of the current triennium. These workshops culminated in a revised vision, collective purpose, outcomes and strategic priorities, as outlined in the attached Strategic Framework document.

This document is still in basic copy format. However, it is with the Communications team for redesign into a graphic format that will also include the appropriate use of Te Reo.

DECISION-MAKING EXPECTATIONS

Governance Decision-Making: The Strategic Framework is a Governance owned document that provides strategic direction to officers for operational implementation.

Operational Decision-Making: Officers will use this document to guide and inform the strategic direction and prioritisation of both project and operational needs.

Communications Media Releases – contributed to by officers and Elected Members

Media/public enquiries regarding governance decision-making topics above can be addressed by governance

Media/public enquiries regarding operational decision-making topics above can be addressed by officers
SUMMARY OF DECISION-MAKING CRITERIA

<table>
<thead>
<tr>
<th></th>
<th>No/Moderate/Key</th>
<th>No/Moderate/Key</th>
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</thead>
<tbody>
<tr>
<td>Policy/Plan</td>
<td>No</td>
<td>Environmental Considerations</td>
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<td>Legal</td>
<td>No</td>
<td>Cultural Considerations</td>
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<td>Significance</td>
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<td>Social Considerations</td>
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<td>Financial Criteria</td>
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<td>Economic Considerations</td>
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<td>Community Views</td>
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<td>Community Board Views</td>
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<tr>
<td>Consultation</td>
<td>Key</td>
<td>Publicity and Communication</td>
</tr>
</tbody>
</table>

BACKGROUND

The Strategic Framework is required to be reviewed before adopting the Long Term Plan, as highlighted in the following diagram of the Planning Cycle, which was included as part of the 2019 induction materials.

Consultation

The Strategic Framework is required to be reviewed before adopting the Long Term Plan, as highlighted in the Planning Cycle.

Community Views/Publicity and Communication

The community can be informed of the content of the Strategic Framework via the Long Term Plan consultation process, which sets out Council’s strategic direction and work programme for a 10 year period.

SUMMARY OF OPTIONS CONSIDERED

Option 1 – (Recommended Option). Council adopts the attached Strategic Direction document, in its copy form, to be included as part of the Draft 2021-2031 Long Term Plan. Once the content of this document is adopted, it will be finalised and presented in a suitable graphic format. The final graphic format will be approved by the Communications portfolio.

Option 2 – Not adopt the attached Strategic Framework and instead retain the previous Strategic Framework document, for inclusion in the Draft 2021-2031 Long Term Plan. This is not the recommended option as it does not take into consideration the reviewed vision, collective purpose, outcomes and strategic priority work that has been undertaken by Council.
ADDITIONAL DECISION-MAKING CONSIDERATIONS

Outcomes
We keep our district affordable
We enable opportunities for new and existing business
We provide and enable services and facilities so people want to stay and move here
We understand the diverse needs of our community
Waitaki’s distinctive environment is valued and protected
We maintain the safest community we can
Governance Strategy Session – 14 July 2020

The following is the agreed Strategic Framework content as a result of the 14 July Governance Strategy Session.

**Vision**  
Waitaki – the best place to be *(Te Reo to be added)*

**Collective Purpose**  
Empowering our people and place to thrive *(Te Reo to be added)*

**Community Outcomes**

<table>
<thead>
<tr>
<th>Economic</th>
<th>Outcome</th>
<th>What this looks like</th>
</tr>
</thead>
</table>
| Prosperous District | • Attractive to new opportunities  
• Support local businesses  
• Foster a diverse and resilient economy |

<table>
<thead>
<tr>
<th>Social and Cultural</th>
<th>Outcome</th>
<th>What this looks like</th>
</tr>
</thead>
</table>
| Strong Communities | • Enable safe and healthy communities  
• Connected, inclusive communities  
• Promoting a greater voice for Waitaki  
• Celebration of our community identity |

<table>
<thead>
<tr>
<th>Environment</th>
<th>Outcome</th>
<th>What this looks like</th>
</tr>
</thead>
</table>
| Valued Environment | • Robust core infrastructure and services  
• Community facilities and services we are proud of |

<table>
<thead>
<tr>
<th>Environment</th>
<th>Outcome</th>
<th>What this looks like</th>
</tr>
</thead>
</table>
| Valued Environment | • Protecting our diverse landscapes and water bodies  
• Meeting environmental and climate change challenges |

**Strategic Priorities**

Providing high quality core infrastructure and services  
Determine the best way to deliver 3-waters for the community  
Work with the community to respond to COVID-19 challenges  
Create a District Plan that is fit for the future  
Strive towards better Council performance  
Driving best value for rates

<table>
<thead>
<tr>
<th>Engagement with the community and partners</th>
<th>Strategies, plans and partnerships</th>
<th>Long Term Plan and Annual Plan</th>
<th>Our service delivery approach</th>
<th>Monitoring and reporting on our progress</th>
</tr>
</thead>
</table>

Item 4.1 - Attachment 1 Page 9
4.2  3 WATERS REFORM TRANCHE #1 FUNDING – PROJECTS AND DELIVERY PLAN

Author: Martin Pacey, Water Services and Waste Manager
Authoriser: Neil Jorgensen, Assets Group Manager
Attachments: 1. 3 Waters Accommodation Overview and Assessment of Options
               2. 3 Waters Reform Programme of Works Detailed Analysis

RECOMMENDATIONS

That Council:

1. Approves the Programme of Works and instructs officers to incorporate it into the Delivery Plan format and submit it to the Department of Internal Affairs
2. Approves the procurement methods, as outlined in the Programme of Works
3. Notes that the Programme of Works includes provision of:
   a) A $6.74m of infrastructure investment throughout the Waitaki District
   b) $300k for the relocation of the 3 Waters Team from Council Headquarters to a commercial leased premise, which includes lease and operating costs for a two-year period
   c) $350k to bring forward the employment of three staff and to purchase and operate a motor vehicle
4. Authorises the Chief Executive to negotiate and enter into a commercial lease for a suitable space for the 3 Waters Team, for up to three years
5. Approves the appointment of three staff members for the 3 Waters Team and purchase of an additional support vehicle, to be funded from the grant money.

DECISION OBJECTIVE

To determine the best way to meet the outcomes required by the Memorandum of Understanding and to best meet the strategic priorities of:

- Providing high quality core infrastructure and services
- Determining the best way to deliver 3-waters for the community
- Working with the community to respond to COVID-19 challenges
- Striving towards better Council performance
- Driving best value for rates.

In this instance, this is through considering a Programme of Works, which will be developed into a Delivery Plan and Procurement Plan and associated factors to ensure that it can be delivered and provide best value to the community.

SUMMARY

The Government’s Three Waters Reform programme is now well underway, and Council has recently signed the non-binding Memorandum of Understanding. This means that Council has taken the opportunity to insert some much welcomed Government funding into its local economy. Waitaki District Council has been granted $3.73m directly and is likely to receive $3.69m through the Canterbury Regional allocation, giving a total of $7.42m to be spent in the 3 Waters area. The
funding can be spent on ‘net new’ funding that supports the delivery of 3 Waters as well as providing stimulus in the economy.

A Programme of Works has been developed which covers a broad range of work across the Waitaki region as well as the background support necessary to ensure the work can be done.

**DECISION-MAKING EXPECTATIONS**

**Governance Decision-Making:** Approve the Programme of Works, Delivery Plan, Procurement Plan and resources necessary to deliver the works successfully.

**Operational Decision-Making:** Arrange the necessary documentations, procure resources and all aspects of delivering the work.

**Communications**

Media Releases – contributed to by officers and Elected Members

Media/public enquiries regarding governance decision-making topics above can be addressed by governance

Media/public enquiries regarding operational decision-making topics above can be addressed by officers

**SUMMARY OF DECISION-MAKING CRITERIA**

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<th>Environment Considerations</th>
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<td>Policy/Plan</td>
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<td>Publicity and Communication</td>
<td>Moderate</td>
</tr>
</tbody>
</table>

**BACKGROUND**

Over the past three years, Central and Local Government have been considering solutions to challenges facing delivery of three waters services to communities.

This has seen the development of new legislation and the creation of Taumata Arowai, the new Water Services Regulator, to oversee and enforce a new drinking water regulatory framework, with an additional oversight role for wastewater and stormwater networks.

While addressing the regulatory issues, both central and local government acknowledge that there are broader challenges facing local government water services and infrastructure, and the communities that fund and rely on these services.

There has been underinvestment in three waters infrastructure in parts of the country and persistent affordability issues, along with the need for additional investment to meet improvements in freshwater outcomes, increase resilience to climate change and natural hazards, and enhance community wellbeing.
In July 2020, the Government announced a funding package of $761 million to provide immediate post-COVID-19 stimulus to local authorities to maintain and improve three waters (drinking water, wastewater, stormwater) infrastructure, and to support reform of local government water services delivery arrangements.

The Government has indicated that its starting intention is public multi-regional models for water service delivery to realise the benefits of scale for communities and reflect neighbouring catchments and communities of interest. There is a preference that entities will be in shared ownership of local authorities. Design of the proposed new arrangements will be informed by discussion with the Local Government sector.

There is a shared understanding that a partnership approach between Central and Local Government will best support the wider community interests and ensure that any transition to new service delivery arrangements is well managed and as smooth as possible. This has led to the formation of a joint Three Waters Steering Committee to provide oversight and guidance on three waters services delivery and infrastructure reform.

Central and Local Government consider it is timely to apply targeted infrastructure stimulus investment to enable improvements to water service delivery, progress reform in partnership, and ensure the period of economic recovery following COVID-19 supports a transition to a productive, sustainable economy.

Initial funding will be made available immediately to those councils that sign up to the Memorandum of Understanding (MoU) and associated Funding Agreement and Delivery Plan for the first stage of the Three Waters Services Reform Programme.

The Reform Programme is designed to support economic recovery post-COVID-19 and address persistent systemic issues facing the three waters sector, through a combination of:

- Stimulating investment, to assist economic recovery through job creation, and maintain investment in water infrastructure renewals and maintenance; and
- Reforming current water service delivery, into larger scale providers, to realise significant economic, public health, environmental, and other benefits over the medium to long-term.


### Participation in the Reform Programme

Council discussed and approved participation in the reform programme and the signing of the non-binding Memorandum of Understanding at its meeting on 11 August 2020. This report covers the next critical stage - the Delivery Plan - which falls out of the Programme of Works as well as the procurement methodology.

It is assumed that more than three quarters of the Canterbury Councils participate in the reform programme. This means that the regional share is then available. It is also assumed that the Canterbury region will take $1m out of the regional $50m and prorate the remaining funding on the same methodology as the local share, with a 50% lower contribution from the $1m (as Waitaki is also contributing to the Otago work). This process is being managed by the Canterbury Mayoral Forum.

### Programme of Works and Procurement

Council allocated four elected members to oversee the work Councillors Tavendale, Newton, Kingan and McRobie. Staff held a workshop with these Councillors on Wednesday 12 August, where the Programme of Works was drafted.

The programme covers a broad range of waters tasks that ensure cover over the region as well as over the different contractor types. It also includes provision for the resourcing required to deliver
the work. The Delivery Plan then falls out of this programme and needs to be submitted to DIA by the end of September. However, the DIA did encourage early submission if possible.

The work allows for the of $6.8m of direct infrastructure investment into areas that will be of benefit to the District and in many cases, with proper planning, will reduce maintenance costs into the future. The work has been programmed to cover anticipated resourcing available in the District over the next 18 months in urban water pipe replacement, rural pipe work, tank farms, electrical replacement and upgrades as well as needed studies for future work.

Much of the work is scalable and can be extended either using Council funding or other external funding should it become available. Work has been chosen due to the ability of it to be ready either immediately or before 31 March 2021 and completed by 31 March 2022, which are the current deadline dates as a condition of the grant funding.

The procurement methodology is listed beside each piece of work and is again designed to meet the Waitaki District’s needs and ensure a distribution of works amongst different contractors, whilst recognising the tight timeframes for the preparation work and delivery.

The draft programme is attached to this report.

3 Waters Resourcing Required to Deliver the Work

One of the key drivers of the 3 Waters Reform is recognition that ‘NZ Inc’ has significantly under invested in 3 Waters infrastructure and service delivery for many years and that there are gaps to be addressed within the sector. These issues are not outlined in detail in this report, as the information is widely available through Government channels, including the Department of Internal Affairs website https://www.dia.govt.nz/three-waters-reform-programme.

To help address this, Council included five new positions in the 2020/21 Annual Plan and recognised that it is likely that a further 10 staff will be required within 3 Waters team over the next five years to deliver and meet the outcomes expected by the new 3 Waters regulator and the community. The team can use consultants, but it is significantly more cost effective to use staff, where possible - for example, a $1m project or work being mostly managed by staff typically costs 6-8% of the total budget (meaning $920-940k is spent on physical work), whilst if it is mostly managed by consultants then it is typically around 18%-20% (meaning $800-$820k is spent on physical work).

This is neither good nor bad, it is dependent on the amount of work to be done and the availability of staff to do the work. There is sometimes a mix, depending on the complexity of the project.

The 3 Waters team is striving to deliver BAU (business as usual), as well as renewal and improved infrastructure, including drinking water upgrades. Despite its best efforts, the team is behind on the delivery of these, as evidenced by regular carry forwards which for this year are in excess of $10m worth of work.

In the meantime, significant additional demands have been placed on the team over and above the existing programmes of work:

- Increasing environmental standards and compliance requirements
- Increasing information requests, which will further increase as a result of the 3 Waters Reform work
- COVID-19 response and work to ensure local contractors have sustainable work is increasing
- The tight timeframe to plan and then spend the 3 Waters funding, on top of an already challenging workload and capital works programme
- Increasing process and auditing requirements
- Drinking water upgrades, BAU and other capital works are falling further behind.
The planned solution

With over $160m of additional money to be spent in Canterbury, Otago and Southland, finding skilled and experienced engineers and project managers to do the work needed and spend this funding appropriately and within the required timeframes, is going to be a significant challenge for 3 Waters teams throughout these and other regions in New Zealand.

All Councils will effectively be competing against each other. Waitaki is well placed to be able to respond to this challenge and can potentially thrive as a result. The recent recruitment process for a Senior Project Engineer for the 3 Waters Team attracted several candidates of a high calibre, with some saying they want to move to Waitaki as a lifestyle choice. This highlights how attractive Waitaki is to prospective employees.

In addition, the Government has confirmed the grant money can be used on ‘net new’ expenditure not included in the existing financial year’s budget. One of the objectives of the funding is to provide new employment to support improvements. The Council team will simply not be able to deliver the work under this programme if further resourcing is not provided.

Therefore, it is recommended that three of the new positions within the team, proposed for years beyond 2020/21, are brought forward and filled as soon as it is practicable and funded from the grant. These positions will be used to support the effective and timely planning and implementation of Council’s capital works programme and the Government-funded Programme of Works (as included with this report). This would require a total investment of $350k from the Government funding, and also includes purchase of a new vehicle and its running costs, provision of IT equipment, and other associated costs.

It is noted that Council has been through a similar process before with the Regulatory team, when new legislation required significantly enhanced processes and auditing. In 2013, there were 13 staff in the team and it now has a touch over 24. This put pressure on staff accommodation and was a factor in the leasing of Tees Street to cope with this change.

The 3 Waters team is now in a similar place. The existing space is now at capacity with 13 staff positions, and is creating challenges in terms of noise, meetings and workability. The team is expected to grow to 18 by the end of the year and there is currently nowhere for new staff to sit. Squeezing more staff into this space would be extremely challenging and would likely impact on Council’s ability to meet building Warrant of Fitness (WOF) and Health and Safety requirements. Council assesses building WOFs for others and requires them to be safe, and it needs to do the same.

The 3 Waters team is currently recruiting for the positions agreed in the Annual Plan. It is expected the first appointment (Senior Projects Engineer) will be starting in approximately six weeks’ time. Suitably accommodating this person, and others which the unit plan to recruit within the next five months, alongside the rest of the team has become a matter of urgency if we are to deliver on our own work programme and the Government-funded Programme of works within the required timeframes.

A number of options have been looked at and a detailed analysis has been completed by the team. It includes relocating all meetings held in the Council Chamber and Council Lounge to the Opera House, other relocations, portacomms, retrofitting buildings and the leasing of various commercial buildings. There are various consequences and effects of these options as well as financial impacts. The best option is for the lease of a commercial area that is ready to walk into and occupy so that the work to deliver the programme can begin.

The cost of a commercial lease option is $400k over three years including all initial setup costs (IT, furniture and connection to Council systems) with that and the first two years operational costs ($300k) are able to be funded from the 3 Waters Reform grant.

A summary of the analysis is attached to this report.
SUMMARY OF OPTIONS CONSIDERED

Option 1 – Approve the Programme of Works and Associated Parts (recommended)

This programme includes work across the District that benefits a wider range of supplies and contractors as well as associated resourcing and is paid for by sources other than rates.

Option 2 – Amend the Programme of Works

Make changes to the programme before approving it.

ASSESSMENT OF PREFERRED OPTION

A considerable amount of work has gone into putting together the Programme of Works and it has been overseen by four Elected Members. The Programme of Works seeks to deliver some very useful projects over a tight timeframe. It has been designed so that it covers a broad range of the District and benefits a range of different contractors and suppliers. It will be challenging to deliver, but the team believes it is achievable with the resourcing included in the proposal.

The Programme means that Council will be able to make inroads into meeting the outcomes it wants by ensuring it:

- Provides high quality core infrastructure and services
- Determines the best way to deliver 3-waters for the community
- Working with the community to respond to COVID-19 challenges
- Striving towards better Council performance
- Driving best value for rates.

CONCLUSION

The future is uncertain, but it is clear that how 3 Waters is delivered will be different from now on. Waitaki has a unique opportunity to not only attract new families to enjoy Waitaki but to act quickly and decisively to ensure that it is well placed to be ahead of the game, and the bonus is that it can be funded by the Government grant rather than from rates.
ADDITIONAL DECISION-MAKING CONSIDERATIONS

Outcomes
We keep our district affordable
We enable opportunities for new and existing business
We provide and enable services and facilities so people want to stay and move here
We understand the diverse needs of our community
Waitaki’s distinctive environment is valued and protected
We maintain the safest community we can

Policy and Plan Considerations
Work in existing plans has been bought forward as a result of this opportunity

Financial Considerations
Half of the funding will be made available once DIA has the MoU and approves the Delivery Plan, which is expected in late September or October.

Legal Considerations
There are documents that need to be signed and submitted to DIA as part of the funding agreement.

Environmental Considerations
The Programme of Works includes projects that improve environmental outcomes.

Publicity and Community Considerations
Council has fed back to DIA about the need for more public communication about the 3 Waters Reform and its implications. Council will do its own communication around the additional works that can be done as a result of the funding.
## 3 WATERS – PROGRAMME OF WORKS

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Description</th>
<th>Project Cost</th>
<th>Procurement Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contribution to additional waters team overhead due to reform funding works</td>
<td>In order for Council to deliver the works programme as outlined in addition to its currently opex and capex programmes, additional resources will be required. This would generally be included in the cost of projects as an overhead, but for clarity, officers wanted to separate this item from the projects themselves to enable Councillors to better understand the implications of undertaking additional works. This cost includes the additional staff, equipment, vehicles, office space, IT, etc required to deliver the works.</td>
<td>$650,000</td>
<td>Lease agreement and recruitment process</td>
</tr>
<tr>
<td>2</td>
<td>Palmerston Water Mains Replacements</td>
<td>Replacement of existing infrastructure in Palmerston to remove failing pipes and allow for firefighting (service level upgrade) for the community. Was identified as a Shovel Ready Project and has been requested by the community board several times over the past decade. Costs too prohibitive for the community to bear. Recent discussions with the community board have indicated that firefighting service may not be required, however pipes that will allow full development of the area are. Some water quality issues also prevalent in the area.</td>
<td>$1,500,000</td>
<td>Direct Appointment of WCL at negotiated rates</td>
</tr>
<tr>
<td>3</td>
<td>Omarama DWS</td>
<td>Water treatment Plant to be constructed to meet Drinking Water Standards – procurement involves multiple aspects and multiple suppliers</td>
<td>$1,400,000</td>
<td>Combination of Sole Source, Quote and Tender</td>
</tr>
<tr>
<td>4</td>
<td>Duntroon Tank farm replacement</td>
<td>Ageing assets with multiple leaks that need to be replaced. Increase storage from 90kL to 120kL to minimise pump starts/stops. Abandon sections of pipework and tidy up assets in the area.</td>
<td>$100,000</td>
<td>Quote</td>
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<td>Item</td>
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<tr>
<td>5</td>
<td>Otematata Tank Farm Upgrade</td>
<td>Additional storage required at treatment plant to improve security of supply, operability of the plant and provide added chlorine contact time.</td>
<td>$100,000</td>
<td>Quote</td>
</tr>
<tr>
<td>6</td>
<td>Palmerston Wastewater Disposal Field</td>
<td>The current wastewater disposal field in Palmerston is very poorly performing. The disposal field needs to be expanded to approximately twice the size and the control system needs to be replaced with a system that requires less operational output to improve resilience of the fields.</td>
<td>$1,000,000</td>
<td>Quote/Closed Tender</td>
</tr>
<tr>
<td>7</td>
<td>Water Supplies for Council's Campgrounds</td>
<td>Connection of water supply to Council's campgrounds adjacent to Council run reticulated supplies</td>
<td>$500,000</td>
<td>Quote/Closed Tender</td>
</tr>
<tr>
<td>8</td>
<td>Weston Water Mains Upgrades</td>
<td>Replacement of existing infrastructure in Weston to allow for an on-demand, firefighting capable service (2x service level upgrades) for the community. Was identified as a Shovel Ready Project and has been the subject of several recent news articles and queries from the public. Costs would be by loan either by targeted rate on Weston or on all of Greater Oamaru Water Network. This would likely require a new main from Oamaru and/or construction of a new reservoir to provide adequate flow balance. In addition, Council are likely to commence construction on footpaths throughout Weston in the near future. Bringing these works forward will reduce impact on footpaths during construction.</td>
<td>$500,000</td>
<td>Quote/Closed Tender</td>
</tr>
<tr>
<td>9</td>
<td>Otematata Water Mains Replacement</td>
<td>Water mains were installed in the mid 70's were second-hand AC pipes. Many of which are degrading and in need of renewal. In addition, the majority of pipes are behind properties with limited access for maintenance works. Works would include bringing mains to the street frontage.</td>
<td>$500,000</td>
<td>Quote/Closed Tender</td>
</tr>
<tr>
<td>10</td>
<td>Various Electrical Projects</td>
<td>There are a number of sites that need electrical upgrades to power supply, cabling, switchboards, telemetry equipment and SCADA equipment. The current set-up at multiple sites results in higher than acceptable operational downtime and rectification works.</td>
<td>$500,000</td>
<td>Direct appoint - High Trust Supplier(s), multiple small projects, not one large project</td>
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<tr>
<td>Item</td>
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<td>11</td>
<td><strong>Robbs Crossing Watermain Replacement</strong></td>
<td>$300,000</td>
<td>Quote</td>
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<td></td>
<td>Replacement of existing watermain through Robbs Crossing area where main has severely deteriorated. Size is insufficient for future flows, as such pipe will be upgraded to larger size. Approx. 2 km of mains</td>
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<td>12</td>
<td><strong>Omarama Tank Liner</strong></td>
<td>$100,000</td>
<td>Quoted</td>
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<td></td>
<td>Liner in timber reservoir has become brittle and requires replacement</td>
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<td>13</td>
<td><strong>Duntroon Wastewater Study</strong></td>
<td>$100,000</td>
<td>Sole Source - High Trust Consultant</td>
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<tr>
<td></td>
<td>Duntroon currently has no reticulated sewerage system, relying upon individuals having their own septic tanks. Ten houses within the township currently discharge into a collective septic tank which Council owns. ORC requires a consent for this discharge with Officers attempting to negotiate a status quo consent to provide time to assess options. This status quo consent is proving problematic to attain, as such a study into the sewage handling of Duntroon is becoming a priority.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td><strong>Moeraki Wastewater Study</strong></td>
<td>$100,000</td>
<td>Sole Source - High Trust Consultant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Moeraki currently has geological issues which are causing regular breakages in the wastewater reticulation. This project will see options for remedying this analysed with a business case put forward for a suitable option put forward.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td><strong>Ohau Sewerage</strong></td>
<td>$100,000</td>
<td>Quote</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Connection of Lake Middleton campground to reticulated sewerage scheme. Will enable removal of septic tanks that may or may not be contributing to pollution of Lake Middleton.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>Note any difference made up from Council funds – currently $60k.</td>
<td>$7,450,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3 Waters accommodation - overview and assessment of options*

**Current situation:**
The current 3 Waters office space is at capacity, with minimal meeting space available and no space to accommodate additional staff resource required to plan and implement the units forward work programme, along with the Tranche #1 Government-funded projects (valued at $7.6m). The risks of not delivering these projects, or not delivering them within required timeframes, and the resulting consequences (including financial), are significant.

**Decision to be made:**
Where to relocate the 3 Waters team to, within the next two months, so they can continue to deliver water and wastewater services to the community while also delivering a multi-million-dollar programme of works for the Waitaki community over the next two to three years.

### 24 Thames Street
This building has not been included in the assessment as it is not ‘shovel ready’ and would not feasibly be available for at least two but more likely three years, even if Council prioritised it over other building work. It currently returns about 6%, which is one of Council’s best returns on investment. There has been no business case undertaken to consider whether it should be converted from retail space to Council offices. It is likely to require a $2m investment to convert, plus an amount to buy tenants out of their lease, which expires on 31 June 2025. If Council does decide to convert it during the Long-Term Plan, then 3 Waters could relinquish the lease at the end of any lease term it enters into and move in at that time.

### Status Quo: remain at current Assets Floor location

**Pros**
- Will not be able to appoint and accommodate extra staff needed, reform-funded projects will bear 18-22% overhead utilising external parties
- Council Chamber space (or full use of Assets Floor) would meet requirements. 3 Waters overhead for rental.
- Cost of meetings has positive impact on Opera House bottom line. Would keep team within HQ.
- Tranche #1 Government funding can be used partially for the first two years

**Cons**
- Only 3 Waters costs would be eligible for grant use, total $148k (setup and additional rental paid to Council).
- Costs of staff and elected members time attending meetings and loss of income from external hires is not accounted for.

### HQ Building: Move into Council Chamber/relocate Council meetings to Opera House

**Pros**
- Only 3 Waters cost would be eligible for grant use, total $148k (setup and additional rental paid to Council).
- Feasible solution to current space problems.
- Could find a site in close proximity to HQ, thought likely to incur additional land lease cost.
- Water treatment site could be used and no rental.
- Tranche #1 Government funding can be used for the first two years (no rates impact).

### HQ/Council Building: occupy another space within HQ, or space within another Council-owned building

**Pros**
- Feasible solution to current space problems.
- Could find a site in close proximity to HQ, thought likely to incur additional land lease cost.
- Water treatment site could be used and no rental.
- Tranche #1 Government funding can be used for the first two years (no rates impact).

### Portacoms: rent and place at a suitable site for the required period

**Pros**
- Feasible solution to current space problems.
- Could find a site in close proximity to HQ, thought likely to incur additional land lease cost.
- Water treatment site could be used and no rental.
- Tranche #1 Government funding can be used for the first two years (no rates impact).

### Commercial Lease, Oamaru: rent on a three-year lease term

**Pros**
- Competitive pricing/cost-effective. Space meets all service and programme delivery requirements for next three years. 'Desk-ready' from a fit-out perspective. Close to Council HQ.
- Sufficient parking available. Meets 100% of the New Building Standards and is not earthquake prone.
- Frees up space within HQ for other teams within Council currently unable to find convenient working space.
- Positions 3 Waters unit to be a regional hub under the 3 Waters reform programme. Tranche #1 Government funding can be used for the first two years (no rates impact).

---

*Item 4.2 - Attachment 1*
### Agenda Item 4.2

**Agenda Item:**

**Attachment 1**

<table>
<thead>
<tr>
<th>Cons</th>
<th>Status Quo: remain at current Assets Floor location</th>
<th>HQ Building: Move into Council Chamber/relocate Council meetings to Opera House</th>
<th>HQ/Council Building: occupy another space within HQ, or space within another Council-owned building</th>
<th>Portacoms: rent and place at a suitable site for the required period</th>
<th>Commercial Lease, Oamaru: rent on a three-year lease term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cons</strong></td>
<td>Will require greater use of external parties to deliver work meaning less time spent on physical works. Team will not be able to deliver value for money.</td>
<td>Will cause disruption to elected members and the governance team, and potentially other teams. The past has shown that this location does not work very well for Council meetings and workshops. Less funding available from government grant.</td>
<td>If within Council HQ, would have to split the team, which would have a negative impact. Unknown at this point who would relocate and to where, there is likely to be an increased cost and this is not factored in. Other Council-owned buildings are unlikely to be fit for purpose and will need significant retrofitting, this will not meet the urgent need and will increase costs.</td>
<td>No fibre at the site (OWTP), $55,000 to install (quoted previously). Higher than other options. Land lease not included. Although on one site, will still split team across separate Portacoms. Will take time to setup. Some in the community may not understand the benefits being delivered by the 3 Waters Work Programme and be critical of using a different space.</td>
<td>Being outside HQ - not as accessible to interact face-to-face with other Council staff. An added cost from year 3. Some in the community may not understand the benefits being delivered by the 3 Waters Work Programme and be critical of using a commercial premise.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Total New Funding Req'd (over 3 years)</strong></th>
<th>$0</th>
<th>$312,000 ($164k Council, $148k grant)</th>
<th>$242,000 ($94k Council, $148k grant)</th>
<th>$482,000 ($99k Council, $383k grant)</th>
<th>$400,000 ($100k Council, $300k grant)</th>
</tr>
</thead>
</table>

| **Overall Assessment** | Does not address the problem and will result in financial consequences and poor outcomes for the community and is not recommended. | This option will make life more difficult for a number of people for a marginal financial benefit and is not recommended. | Not feasible in the short term, there are no obvious places to relocate entire teams without splits and lessor outcomes and it is not recommended. | More expensive and delivers a sub-optimal working environment and is not recommended. | Most cost-effective, feasible option overall and is recommended. |

| Does't meet Waters Reform or Council Outcomes | Partially meets Waters Reform and Council Outcomes | Doesn't meet Waters Reform or Council Outcomes | Partially meets Waters Reform and Council Outcomes | Best meets Waters Reform and Council Outcomes |

*Other options – including a new build or renting another commercial building, are not included in this assessment due to being eliminated in an earlier assessment.*
## Item 4.2 - Attachment 2

### Table

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Action Plan</th>
<th>Project Name</th>
<th>Project Value</th>
<th>Key Action Plan</th>
<th>Project In-Country</th>
<th>Project Out-Country</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1</td>
<td>Task 1</td>
<td>Complete</td>
<td>Task 1</td>
<td>1.23 M</td>
<td>Task 1</td>
<td>Task 1</td>
<td>Task 1</td>
<td>Notes 1</td>
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<tr>
<td>2</td>
<td>Task 2</td>
<td>In Progress</td>
<td>Task 2</td>
<td>0.5 M</td>
<td>Task 2</td>
<td>Task 2</td>
<td>Task 2</td>
<td>Notes 2</td>
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<tr>
<td>3</td>
<td>Task 3</td>
<td>Completed</td>
<td>Task 3</td>
<td>1.5 M</td>
<td>Task 3</td>
<td>Task 3</td>
<td>Task 3</td>
<td>Notes 3</td>
</tr>
<tr>
<td>4</td>
<td>Task 4</td>
<td>Pending</td>
<td>Task 4</td>
<td>0.5 M</td>
<td>Task 4</td>
<td>Task 4</td>
<td>Task 4</td>
<td>Notes 4</td>
</tr>
</tbody>
</table>

### Diagram

- A diagram showing the relationship between tasks and their respective project values.

- Key actions for each task are listed, along with in-country and out-country project plans.

- Notes for each task are detailed, providing additional context and information.
4.3 CHRISTMAS TREES

Author: Paul Hope, Finance and Corporate Development Group Manager
Authoriser: Fergus Power, Chief Executive

RECOMMENDATIONS

That Council:

1. Approves the purchase of three artificial Christmas trees; and
2. Instructs officers to investigate co-funding arrangements and puts them in place as soon as practicable; and
3. Agrees to fund any funding shortfall from the RMA Reserve.

DECISION OBJECTIVE

To seek Council’s approval for the purchase of three artificial Christmas trees for the district, and an approach for funding of that purchase.

SUMMARY

A recent opportunity arose to acquire high-quality artificial Christmas trees. To get delivery in time for Christmas 2020, an order was placed prior to formal approval by Council. That approval, along with agreement to a plan to fund this purchase, is now requested.

DECISION-MAKING EXPECTATIONS

<table>
<thead>
<tr>
<th>Governance Decision-Making:</th>
<th>Purchase and funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Decision-Making:</td>
<td>Appropriate storage, maintenance and installation</td>
</tr>
</tbody>
</table>

Communications

- Media Releases – contributed to by officers and Elected Members
- Media/public enquiries regarding governance decision-making topics above can be addressed by governance
- Media/public enquiries regarding operational decision-making topics above can be addressed by officers

SUMMARY OF DECISION-MAKING CRITERIA

<table>
<thead>
<tr>
<th>Policy/Plan</th>
<th>No/Moderate/Key</th>
<th>Environmental Considerations</th>
<th>No/Moderate/Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>No</td>
<td>Cultural Considerations</td>
<td>No</td>
</tr>
<tr>
<td>Significance</td>
<td>No</td>
<td>Social Considerations</td>
<td>No</td>
</tr>
<tr>
<td>Financial Criteria</td>
<td>Key</td>
<td>Economic Considerations</td>
<td>No</td>
</tr>
<tr>
<td>Community Views</td>
<td>No</td>
<td>Community Board Views</td>
<td>No</td>
</tr>
<tr>
<td>Consultation</td>
<td>No</td>
<td>Publicity and Communication</td>
<td>No</td>
</tr>
</tbody>
</table>
BACKGROUND
For the past few years, Council has used harvested trees as community Christmas trees. The trees that have been able to be sourced for this purpose have been of mixed quality and suitability, are generally difficult to decorate, and create a number of other issues in terms of health and safety, and aesthetics.

As an alternative, the option of artificial trees has been investigated. During this review, the Mayor found an option that was suitable but immediate action was required to allow delivery for the coming Christmas. This involved the payment of a deposit to the supplier. The Mayor has also been in discussions with a likely funder, who will also install and take down the trees each year.

In terms of funding, it is hoped further co-funders or contributors will help with the purchase price.

SUMMARY OF OPTIONS CONSIDERED
Option 1 – Agrees to the purchase, and seeks co-funding arrangements (preferred)
Option 2 – Agrees to the purchase, with Council fully funding it
Option 3 – Declines to support the purchase

ASSESSMENT OF PREFERRED OPTION
Although harvested trees have a certain appeal, the reality over the last few years is that finding suitable trees has been difficult and created a number of other issues. Each year, a pine tree has been sourced, and additional decorations purchased. Installing the decorations has involved staff and contractor time, and the total annual cost is estimated to be approximately $10,000. Unfortunately, public feedback each year has ranged from favourable to disparaging, despite the efforts made.

The purchase of suitable artificial trees will address these issues. It is recommended that three trees are purchased. These would be located in Ōamaru, Kurow and Palmerston. The purchase price would be $57,000 plus freight.

In addition, there will be a need to acquire suitable storage and a storage location and there will be some initial set up costs depending on the location selected. These costs include providing power to the site (Ōamaru has that already,) and fencing to help protect the tree. Security cameras may also be considered.

In terms of funding, one organisation has already tentatively agreed to support the purchase with a $20,000 grant, as well as taking care of the annual installation cost. Further co-funders may be available in the community. It is recommended that any remaining balance be funded from the RMA Reserve. An alternative to that is the relevant ward services rate. The net annual installation / removal cost can be covered from the existing budget.

The alternative is really in terms of funding, with Council being the sole funder. The same funding sources noted above could be used.

The final option would be to decline the purchase and seek to recover the deposit.

CONCLUSION
This is a relatively minor matter, especially given the cost per year. However, as it was not contemplated when budgets were set, a Council decision is required.
ADDITIONAL DECISION-MAKING CONSIDERATIONS

Outcomes
We provide and enable services and facilities so people want to stay and move here.

Policy / Plan Considerations
These have been covered in the report.

Financial Considerations
These have been covered in the report.
5 MEMORANDUM REPORTS

5.1 SPORT WAITAKI ANNUAL REPORT

Author: Erik van der Spek, Recreation Manager
Authoriser: Neil Jorgensen, Assets Group Manager
Attachments: 1. Sport Waitaki Highlights Report
2. Sport Waitaki Summary of Key Achievements

RECOMMENDATION
That the Council receives and notes the information.

PURPOSE
To provide Council with the Sport Waitaki report for the period 1 July 2019 to 30 June 2020.

A copy of the report is attached and a representative of Sport Waitaki will attend the meeting to present the report and answer questions from Elected Members.
Sport Waitaki Highlights Report 2019-2020

Clued Up Kids Programme
The Clued Up Kids Programme has been existent in the region for a couple of years now and continues to be well received by schools and students. Clued Up Kids aims to teach children confidence and life skills to help them stay safe in a range of real-life scenarios. Students are provided with the opportunity to spend time at various stations, where deliverers pass on a key, short, sharp safety message. These stations include experiences such as: operating a gun; quad bike riding; irrigation; surf lifesaving; road, fire, and scooter safety; civil defence; and more. We hope the direct message the children receive will be relayed to their parents. Students receive a goodie bag to take home, which is filled with resources and information from each station. These sessions happen over a day and half and are targeted at Year 6 students. On average, just over 300 students a year take part in Clued Up Kids.

Network Waitaki Sports Awards
The Network Waitaki Sports Awards, where sporting success in the region is recognised, is one of the key highlights of the calendar year. Over the last three years, the event has grown in popularity, resulting in a larger venue being sourced to accommodate the 200+ guests who now attend. We were fortunate that this year’s event was held just prior to Covid-19. Jane Watson, Silver Fern (and ex St Kevin’s College student) was our guest speaker. Jane is testament to the fact that you can originate from a small region and still reach great sporting heights. It’s about having the right attitude and putting in the hard work that can lead to you being recognised for higher honours. We were also fortunate to have Courtney Duncan’, current women’s Motocross World Champion in attendance. Courtney was the recipient of the Female Sportsperson of the Year Award and also won the Supreme Award. She then proceeded to win Sportswoman of the Year and the overall Sportsperson of the Year Award at the ASB Otago Sports Awards. This is a fantastic achievement by Courtney and we look forward to following her progress in the future. It is also important to acknowledge the North Otago Heartland Rugby Team, which won the Meads Cup and was named Team of the Year at the North Otago Sports Awards. The team was then named Team of the Year at the ASB Otago Sports Awards. The level of achievements at the local awards, including all athletes nominated, is true recognition of the talent of people we have in the North Otago region.

Physical Activity Leader (PAL) Programme
The Physical Activity Leader (PAL) Programme was well received by schools in North Otago. It is a programme in schools where students are trained to become PALs and deliver activities to their peers. It allows children the opportunity to be creative, providing them with leadership skills and confidence. A component of the training is delivered by the Halberg Disability Sport Foundation and teaches PALs about inclusivity and ensuring they can modify games and activities to include students with a disability. 4 students from 10 schools have been trained to date with one more session to be held involving three schools. This will bring the total of North Otago students who have been trained as PALs this year to approximately 100.

Increased Demand
There has been an increased demand on our services, with a greater number of people requesting support or assistance. The Sport Waitaki Regional Coordinator’s Management Plan does not really reflect the many people we help, with diverse enquiries.
Programme Achievements

Sport Waitaki: 1 July 2019 – 30 June 2020
Summary of Key Achievements

Goal 1: Providing opportunities for young children to develop and improve their fundamental movement and basic sport skills.

- The Waitaki District Activator Programme, delivered by Youhttown and supported by Sport Waitaki, with Weston School as the lead school, continued over this period. The programme, which aims to increase the fundamental skills of school students, reaches schools around the district, from Palmerston to Omarama. It was kept affordable by a successful KiwiSport funding application and the ongoing support of Youhttown.

- The Waitaki Water Skills for Life Programme continues to be delivered in partnership with the Waitaki District Council.

- 22 Wriggle & Rhyme sessions were delivered through the Oamaru Public Library, with 294 parents participating in these sessions, along with 307 children.

- Creators Homebased Childcare, Oamaru, participated in the On Your Marks (OYM) Stage 1 programme, aimed at early childhood centres. An introduction workshop was delivered, with three educators attending. Follow up sessions with the children were delivered, alongside the teachers.

- Five grants were made via KiwiSport to programmes that were delivered into the Waitaki region. This includes a grant of $14,716 to Weston School to help fund the Sport Activator to work in primary schools, $10,434 to North Otago Rugby, $2,512 to North Otago Netball, and $3,649 to Youhttown. Otago-wide grants were made to Otago Cricket and Football South to deliver cricket and football programmes into Waitaki schools. The Waitaki Aquatic Centre was also granted $4,000 from the KiwiSport fund to deliver Water Safety programmes.

- 30 grants were made through Sporting Chance, for a total of $4,522.50 to assist financially disadvantaged children to participate in sport. Significantly, 22 of these were received and granted after the ‘lockdown’ period.

- Nine talented young athletes were granted funding of $2,620 through the Skeggs Foundation, to compete within their chosen sport.

Goal 2: Developing and implementing programmes that increase the quality and quantity of coaches and the workforce.

- In partnership with North Otago Sports Bodies, we ran a two-page advertisement in the local Oamaru newspaper, recognising volunteers throughout the community who have made significant contributions to their sport in a volunteer capacity. This was also an opportunity to promote the value and importance of volunteering and acknowledge all the hardworking people who work behind the scenes to make sport happen.
• The Sport Waitaki Coach Developer Workshop was cancelled due to Covid–19. This will be revisited when circumstances allow.

• 10 Waitaki schools (84 students) took part in our Physical Activity Leader (PAL) Programme. The PAL Programme aims to develop leadership skills of children in Years 5-8, using physical activity as a base to develop their knowledge. The PAL Programme was due to be delivered in Term 2, but has had to be postponed because of Covid-19. There is one more session still to be delivered involving three more schools.

Goal 3: Collaborating with others to facilitate well organised events aimed at increasing both youth and adult participation.

• Eight community events or programmes, involving over 2000 people were organised or supported by Sport Waitaki. This included Stride Ride & Slide, Summer Basketball Competition, Oamaru Triathlon, Art on Bikes, and the Rainbow Run, which once again attracted a large turnout of over 500 people. The event was well supported by local sponsors and the community in general.

• Supported primary school targeted events, including; Clued Up Kids, North Otago Cross Country, and North Otago Athletics, along with other extra school activities, involving over 1300 children.

• Sport Waitaki was part of the organising committee for the North Otago Sports Awards, which were held in March and attracted 205 people. The number of attendees continues to grow since the change of venue and increased support of local Regional Sports Organisations and clubs in the region. North Otago’s sporting success continues to reach a high standard.

Goal 4: Improving physical activity and health outcomes for targeted populations.

• The Sport Waitaki Coordinator has continued to support existing community initiatives, including; Mini Movers, Gentle Exercise Programme, Senior Sport Weekly, and the Active Kids Holiday Programme, to ensure their ongoing sustainability within the region.

• 91 Green Prescription referrals from seven different medical practices have been received from the Waitaki District so far this reporting year.

Goal 5: Assist Regional Sports Organisations and clubs to administer their sport effectively within their means.

• Ongoing advice, expertise, and support given to groups across the Waitaki region on capability, organisational, and event-based issues.

  Project work included:
  - Working with Upper Valley Hockey; discussing direction and opportunities for their growing hockey programme and making links with North Otago Hockey in future targets.
  - Re-establishing the Sports Hall of Fame, where it will become part of the Sports Awards in the future.
- Working with Football Waitaki around direction and ideas; have set up a future football tournament that will take place on a yearly basis, leading into the football season. Football South will also provide extra support and guidance.

- Three funding referrals or assistance was given to community groups and sports clubs.
- One funding seminar was delivered to a local club in partnership with the Otago Community Trust.

- A Sports Strapping Workshop was held with 20 people in attendance.

- Ongoing work on the back of Covid-19, engaging with all major codes to work towards a seasonal calendar that is seen as fair and equitable to both winter and summer sports.

- Further funding advice and support was given to Regional Sports Organisations (RSOs) and clubs in relation to Sport New Zealand’s Community Resilience Fund in response to Covid-19. This fund provided support to RSOs and clubs that incurred fixed costs, largely over the lockdown period. 24 RSOs and clubs were supported, with grants totalling $42,518.28.

**Goal 6: Leading and influencing key stakeholders to coordinate the collaborative development of sport and recreation across Otago, attracting opportunities and benefiting Otago economically.**

- Stage 3 of the Waitaki Facilities Strategy involved Sport Otago investigating options for a new Indoor Recreation Centre.

- Stakeholder Survey of Sport Waitaki stakeholders completed to identify what is working well for Sport Waitaki, what areas need improvement, and where Sport Waitaki focus areas should be looking ahead (Survey Report attached).

- Development and maintenance of effective communication networks with key stakeholders in the Waitaki region, e.g.
  - Liaising with school Sports Coordinators.
  - Liaising with North Otago Primary Schools Sports Association.
  - Regular meetings with Council staff, advocating for sport and recreation. This includes meetings with Aquatic and Recreation Facility Managers and sports clubs to ensure strong links and communication.

- Regular radio interviews, articles, and social media posts promoting Sport Waitaki initiatives or participation opportunities.
6 RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48 for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 - Public Excluded Recommendations of the Executive Committee Meeting held on 18 August 2020</td>
<td>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</td>
<td>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</td>
</tr>
</tbody>
</table>
7  PUBLIC EXCLUDED SECTION

8  RESOLUTION TO RETURN TO THE PUBLIC MEETING

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

9  RELEASE OF PUBLIC EXCLUDED INFORMATION

In accordance with Waitaki District Council Standing Orders, and pursuant to resolutions in the public excluded session of the meeting, any previously public excluded information that Council decides to release will be included here in the public minutes of this meeting.

10 MEETING CLOSE