



# Waitaki

DISTRICT COUNCIL

*TE KAUNIHERA Ā ROHE O WAITAKI*

**I hereby give notice that the  
Additional Meeting of the Waitaki District Council  
will be held on:**

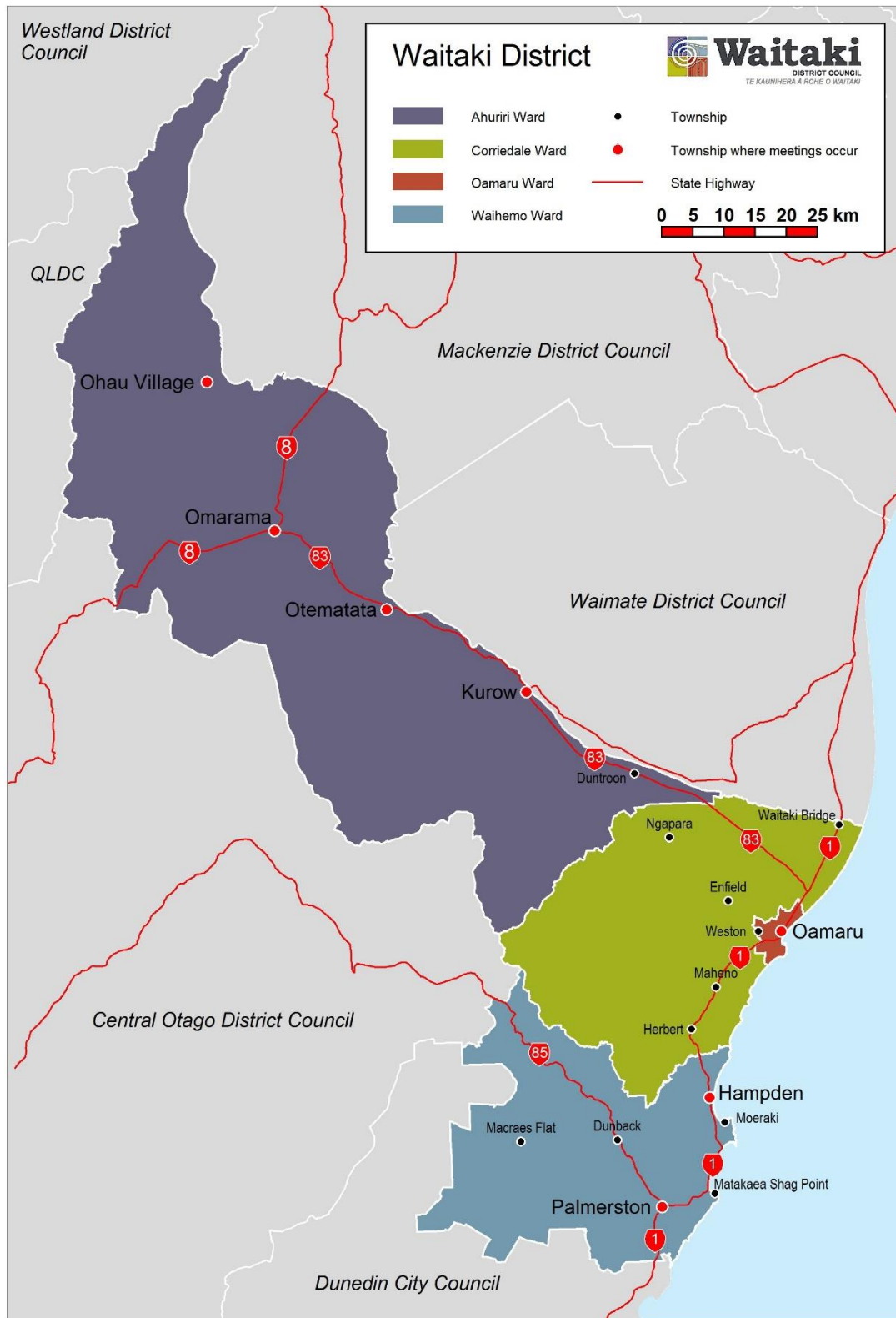
**Date: Tuesday, 20 October 2020**  
**Time: 10.45am**  
**Location: Council Chamber**  
**Third Floor**  
**Office of the Waitaki District Council**  
**20 Thames Street, Oamaru**

## **Agenda**

### **Additional Meeting of the Waitaki District Council**

**20 October 2020**

**Fergus Power**  
**Chief Executive**



**STRATEGIC FRAMEWORK**

# Waitaki

# THE BEST PLACE TO BE!

Waitaki - Whenua taurikura

## EMPOWERING OUR PEOPLE AND PLACE TO THRIVE

Whakapuāwai takata, Whakapuāwai whenua

**COMMUNITY OUTCOMES**

*economic*

**PROSPEROUS DISTRICT**

- Attractive to new opportunities
- Support local businesses
- Foster a diverse and resilient economy

*social and cultural*

**STRONG COMMUNITIES**

- Enable safe and healthy communities
- Connected, inclusive communities
- Promoting a greater voice for Waitaki
- Celebration of our community identity

*environment*

**VALUED ENVIRONMENT**

- Protecting our diverse landscapes and water bodies
- Meeting environmental and climate change challenges

**STRATEGIC PRIORITIES**

Providing high-quality core infrastructure and services

Determining the best way to deliver 3-waters for the community

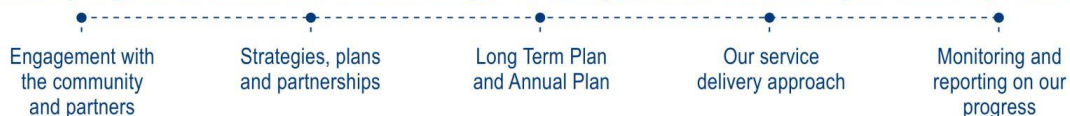
Working with the community to respond to COVID-19 challenges

Creating a District Plan that is fit for Waitaki's future

Striving towards better Council performance

Driving best value for rates

Ensuring we get core business done while delivering on our strategic priorities and achieving our community outcomes



## **Agenda Items**

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- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**

### 3 DECISION REPORTS

#### 3.1 WAITAKI DISTRICT MAYORAL EMERGENCY RELIEF FUND POLICY

**Author:** Fergus Power, Chief Executive

**Attachments:**

1. Waitaki District Mayoral Emergency Relief Fund Policy DRAFT
2. Waitaki District Mayoral Emergency Relief Fund Process Flowchart
3. Waitaki District Mayoral Emergency Relief Fund Process Fact Sheet
4. Waitaki District Mayoral Emergency Relief Fund Application Form
5. Waitaki District Mayoral Emergency Relief Fund media release template - call for donations to the Fund
6. Waitaki District Mayoral Emergency Relief Fund media release template - call for applications to the Fund
7. Waitaki District Mayoral Emergency Relief Fund Deciding Committee Information Sheet

#### RECOMMENDATIONS

That Council:

1. Receives and notes the information; and
2. Adopts the draft Waitaki District Mayoral Emergency Relief Fund Policy

#### DECISION OBJECTIVE

For Council to adopt the draft Waitaki District Mayoral Emergency Relief Fund Policy.

#### SUMMARY

Currently Council has no existing policy relating to this matter and the adoption of the draft Waitaki District Mayoral Emergency Relief Fund Policy will provide the ability to immediately send any financial assistance directly into an established fund with predetermined policies around receiving and gifting of funds. It removes another element of concern and will allow efficient logistics during a response.

#### DECISION-MAKING EXPECTATIONS

Governance Decision-Making:	To adopt, with or without amendment, the draft Waitaki District Mayoral Emergency Relief Fund Policy and accompanying support documents
Operational Decision-Making:	Implementation of the policy, if approved
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**

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

**BACKGROUND**

The attached draft Waitaki District Mayoral Emergency Relief Fund Policy has been developed to ensure that appropriate processes are in place should an emergency event occur, and Council receives offers of donated goods or money.

The draft Policy sets out guidelines and eligibility criteria for the distribution of donated funds to those individuals or families experiencing personal financial or emotional hardship as a result of the event.

The fund, which can be opened by the Mayor or Deputy Mayor, provides financial support to the residents and ratepayers of the Waitaki district who have been affected by the emergency event by offering a one-off hardship grant for damage or hardship incurred as a result of the emergency event.

The fund can be opened for a range of emergencies, from localised events to district-wide emergency events and does not require there to have been a declaration. The distribution of donated funds will be considered by a Deciding Committee to be appointed by the Mayor and consist of:

- The Mayor or his or her delegee, and
- A Councillor or Community Board member, and
- The Civil Defence Emergency Management (CDEM) local Welfare Manager or a community representative.

The draft Policy has been developed along with supporting documents and processes to assist staff should the fund be opened. These supporting documents are attached to the report and include:

- Waitaki District Mayoral Emergency Relief Fund Process Flowchart,
- Waitaki District Mayoral Emergency Relief Fund Process Fact Sheet,
- Waitaki District Mayoral Emergency Relief Fund Process Application Form,
- Waitaki District Mayoral Emergency Relief Fund media release template – call for donations to the Fund,
- Waitaki District Mayoral Emergency Relief Fund media release template – call for applications to the Fund, and
- Waitaki District Mayoral Emergency Relief Fund Deciding Committee Information Sheet.

The draft documents can be altered to be specific to the emergency event for which the fund is opened.

### **SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – To adopt the draft Waitaki District Mayoral Emergency Relief Fund Policy; or

**Option 2** – To request changes to the draft Waitaki District Mayoral Emergency Relief Fund Policy and adopt the Policy subject to those changes; or

**Option 3** – To decline to adopt the draft Waitaki District Mayoral Emergency Relief Fund Policy.

### **ASSESSMENT OF PREFERRED OPTION**

Option 1 is being recommended to Council – to adopt the draft Waitaki District Mayoral Emergency Relief Fund Policy. There are no financial implications to this matter. The fund will exist solely as a means of receiving donations and distributing them to community members in need following an emergency event.

### **CONCLUSION**

The draft Waitaki District Mayoral Emergency Relief Fund Policy and supporting documents have been developed to create a framework to receive and distribute donated funds and identify any potential risk to Council when operating an emergency relief fund.

This draft Policy and associated documents set out guidelines and eligibility criteria for the distribution of donated funds to those individuals or families experiencing personal financial or emotional hardship as a result of an emergency event.

Council is asked to adopt this draft Policy.

### **ADDITIONAL DECISION-MAKING CONSIDERATIONS**

#### **Outcomes**

We understand the diverse needs of our community

Waitaki's distinctive environment is valued and protected

We maintain the safest community we can



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# WAITAKI DISTRICT MAYORAL EMERGENCY RELIEF FUND POLICY

## Contents

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## Purpose

The purpose of this policy is to provide guidance on how the Waitaki District Mayoral Emergency Relief Fund (the fund) will be managed and funds distributed.

The fund has been established to accept monetary donations from people/organisations who wish to offer financial support in the wake of an emergency event (including severe or adverse weather events) and will be opened at the discretion of the Mayor or Deputy Mayor to assist Waitaki district residents or ratepayers adversely affected by emergency events.

The fund offers a one-off hardship grant to affected residents or ratepayers for damage or hardship incurred as a result of an emergency event (including severe or adverse weather).

It is intended that these grants go some way towards helping to alleviate the emotional and financial stress experienced by individuals and families due to emergency events.

**Policy**

1. Eligibility

1.1. The fund is available to Waitaki district residents and/or ratepayers who have suffered personal financial or emotional hardship as a result of an emergency event for which the fund was opened by the Mayor or Deputy Mayor. Such an emergency event does not require there to have been a declared state of emergency.

1.2. In order to be eligible for the grant:

1.2.1. Applicants must, at the time of their application, be experiencing hardship (financial or emotional) as a result of an emergency event from which applications are invited.

1.2.2. Priority will be given to those who were a resident (owner/occupier or occupier) or ratepayer in Waitaki district at the time of the event; and

1.2.3. Notwithstanding 1.2.2, where exceptional circumstances apply, other applications may be considered at the discretion of the Deciding Committee.

1.2.4. Applicants should not be eligible for funding assistance from any other source for the same item/s. (The applicant may still be eligible if that funding assistance has not substantially reduced the financial loss or hardship suffered.)

1.3. Priority will be given to applications for:

1.3.1. Essential items/essentials of daily life (eg food, accommodation, utilities) not covered by insurance or other funds (such as WINZ, EQC);

1.3.2. Extra financial burden/costs due to the severe weather events not covered by insurance or other funds; and

1.3.3. Family or personal crisis, support for which is not covered by insurance, another agency or fund (such as MSD).

1.4. Only one application per household will be considered.

1.5. The fund does not apply to businesses affected by an emergency event.

2. Application Process

2.1. Where an emergency event has caused damage or hardship, the Waitaki district Mayor or Deputy Mayor shall, at their discretion, release details of the fund including bank details for those seeking to make a donation and invite applications for grants.

2.2. For each identified event, an application period will be notified. Applications must be received using the completed form available at the time of applications being invited.

2.3. Applicants must answer all questions on the application form and provide information supporting their application and demonstrating that their circumstances are due to the identified emergency event.

3. Allocation of Funds

3.1. The Mayor will, on opening the fund, establish a Deciding Committee consisting of the Mayor or his/her delegee, a councillor or community board member, and the CDEM local Welfare Manager or a community representative.

- 3.2. The Deciding Committee will assess applications according to the purpose of the fund and in line with the criteria specified in 1.2. Only one application will be considered for each household. As individual's circumstances are unique, the criteria for assistance may vary and the Deciding Committee hold full discretion regarding the fund's distribution. The amount of the grant will depend on the individual circumstances of the applicant and the funds available.
- 3.3. On submission, applications and any supporting information will be provided to the Deciding Committee as per 3.1, and receipted. All applications will be receipted.
- 3.4. Responses to applications will be provided within two weeks of the application period closing. At that time, the Deciding Committee will advise successful applicants when the funds will be made available.
- 3.5. Grants will be paid directly into a bank account in the name of the applicant (or into a joint account where the name of the applicant is one of the joint names on the account).
- 3.6. In the event that there is money remaining in the fund, the Council will identify projects which will benefit the community in the areas most affected by the event(s). Any remaining funds will be put towards those projects.

4. Use of the Grant

- 4.1. When the grant is awarded, it may be used for any purpose related to the emergency event. Applicants will not be required to provide evidence of how the grant funds have been used. However, if on inquiry, the funds are found to have been fraudulently obtained or used for an unrelated purpose, the Council may seek to recover these funds and/or the applicant may be ineligible for assistance in relation to any future events.

5. Privacy

- 5.1. The application form requires you to provide personal information in order to process your application. Council will meet its legislative obligations under the Privacy Act 1993 with regard to any personal information held.
- 5.2. Any information will be held by Waitaki District Council at 20 Thames Street, Oamaru. You may access and seek correction of this information as provided for by the Privacy Act 1993.

<b>Authorisation and Status</b>			
Approved By		Effective Date	
Signature		Review Date	Following the first use of the Waitaki District Mayoral Emergency Relief Fund
This Policy may be changed by the Mayor or Deputy Mayor in consultation with the Chief Executive prior to the opening of the fund.			





## WAITAKI DISTRICT MAYORAL EMERGENCY RELIEF FUND (WDMERF) PROCESS FLOWCHART

EVENT: \_\_\_\_\_

<b>Opening of the WDMERF</b>	<p>Consider the opening of the WDMERF:</p> <ul style="list-style-type: none"> <li>• Are we starting to receive offers of donated goods or money?</li> <li>• Are other funds (eg Red Cross) being opened? Locally or nationally?</li> <li>• Mayor to discuss with neighbouring TA Mayors (if affected).</li> <li>• Mayor considers significant emergency event to have occurred</li> </ul> <p><b>If declared:</b> Controller and Mayor to discuss and record in EOC log.</p>	<p><b>Waitaki District Mayoral Emergency Relief Fund opened by Mayor</b></p> <p>In consultation with Mayor and if scale of event requires, CE appoints WDMERF Administrator from staff to report to the Mayor.</p> <p>Name:</p>	<p>Induction of WDMERF Administrator. Confirm confidentiality requirements.</p>	<p>WDMERF Administrator to open SharePoint folder for WDMERF event.</p>	
		Date:	Date:		
<b>Call for Donations to the WDMERF</b>	<p>Consider how donations will be sought:</p> <ul style="list-style-type: none"> <li>• Bank account deposit (#) - 02 0940 0156400 000 (Reference: event name)</li> <li>• Givealittle <a href="https://givealittle.co.nz/drafts/new">https://givealittle.co.nz/drafts/new</a>;</li> <li>• At Council offices/other locations</li> <li>• At bank</li> <li>• Other collection (eg street appeal, etc.)</li> </ul> <p>How long will the fund be open for donations? Will funds be allocated during donation period or at close?</p>	<p><b>Prepare media release, website and publish donation details (eg Bank account number and Reference (eg: Ohau Fire)).</b></p>	<p><b>Establish Committee (Mayor or delegate, Councillor, local CDEM Welfare Manager/Community Representative) and provide Policy and Fact Sheet</b></p>	<p>Track donations received.</p>	<p>Compile media campaign.</p>
		Date:	Date:		
<b>Applications to WDMERF</b>	<p>Consider where application forms and fact sheet will be made available and where applications can be lodged:</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Offices</li> <li>• Other location (eg Libraries)</li> </ul>	<p><b>Complete and release application form, fact sheet, and media release. Publish on website.</b></p>	<p>WDMERF Administrator to vet applications on receipt, and acknowledge receipt.</p>	<p>Advertise upcoming closure of application period one week from close.</p>	<p>Track donations received.</p> <p>Progress media campaign.</p>
		Date:		Date:	
<b>Committee to Consider Applications</b>	<p>Consider applications in accordance with the eligibility criteria of the Waitaki District Mayoral Emergency Relief Fund Policy.</p> <p>Admin support from <b>WDMERF Administrator</b>.</p>	<p><b>Committee to consider applications and confirm grants to successful applicants.</b></p>	<p><b>WITHIN 2 WEEKS OF APPLICATIONS CLOSING - Successful applicants advised and unsuccessful applicants notified with support referral.</b></p>	<p>Electronic payments made to successful applicants</p>	<p>Any remaining funds allocated to a project of community benefit.</p>
		Date:	Date:	Date:	

<p><b>Closing of the WDMERF</b></p>	<p>Debrief funding round.</p>	<p><b>Report to Council on:</b></p> <ul style="list-style-type: none"> <li>• \$ received;</li> <li>• # applications received;</li> <li>• # grants approved;</li> <li>• \$ awarded (including grant range);</li> <li>• Demonstrated \$0 balance or use of remaining funds.</li> </ul>	<p><b>Media release of fund and statistics (including community benefit project if funded) and reconfirm closure of donations.</b></p>	<p><b>Review Policy and all supporting documents.</b></p>	
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# Waitaki District Mayoral Emergency Relief Fund Fact Sheet

## What is the Waitaki District Mayoral Emergency Relief Fund?

The Waitaki District Mayoral Emergency Relief Fund (WDMERF) provides financial support to the residents and ratepayers of the Waitaki district who have been affected by the [emergency event] by offering a one-off hardship grant for damage or hardship incurred as a result of the [emergency event].

It is intended that these grants will go some way towards helping to alleviate the emotional and financial stress experienced by individuals and families due to the [emergency event].

## Am I able to apply to the fund?

You must, at the time of your application, be experiencing hardship (financial or emotional) as a result of the [emergency event].

You should not be eligible for funding assistance from any other source for the same item/s. (You may still be eligible if that funding assistance has not substantially reduced the financial loss or hardship suffered.)

Priority will be given to those who were a resident (owner/occupier or occupier) or ratepayer in Waitaki district at the time of the event.

Only one application per household will be considered.

The fund does not apply to businesses affected by the [emergency event].

## How will the fund be administered?

Your application will be considered by a committee consisting of the Mayor (or his/her delegate), a councillor / community board member, and the Civil Defence Emergency Manager (CDEM) local Welfare Manager / community representative.

Priority will be given to applications for:

- Essential items/essentials of daily life (eg food, accommodation, utilities) not covered by insurance or other funds (such as WINZ, EQC).
- Extra financial burden/costs due to the [emergency event] not covered by insurance or other funds.
- Family or personal crisis, for which support is not covered by insurance, or another agency or fund (such as MSD).

## How do I apply?

- Complete a **Waitaki District Mayoral Emergency Relief Fund Application Form** and attach all relevant information.
- The **Waitaki District Mayoral Emergency Relief Fund Application Forms** can be found at:

Waitaki District Council

20 Thames Street, Oamaru

Waitaki District Council Website

[www.waitaki.govt.nz](http://www.waitaki.govt.nz)

Other Locations:



## Waitaki District Mayoral Emergency Relief Fund Application

### Details of Applicant

<b>Applicant's Name:</b>	.....		
<b>Postal Address:</b>	.....		
<b>Contact Person:</b>	.....		
<b>Email:</b>		<b>Telephone No.:</b>	.....

### Household Details

<b>Number in Household:</b>	<b>Number of Adults:</b>		<b>Number of Children:</b>	
			Select One <input checked="" type="checkbox"/>	
<b>Do you own property in the Waitaki district?</b>	Own	<input type="checkbox"/>	Renting	<input type="checkbox"/>
<b>Are you insured?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Sum Insured			
Dwelling	\$			
Contents	\$			
<b>Have you made a claim with EQC?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Grant Application**

**Please outline the nature of the financial loss or hardship, and the impact on your circumstances (attach further information if required):**

**Please indicate the dollar amount you are seeking from the Waitaki District Mayoral Emergency Relief Fund:** \$

**Proposed use of funds:**

Please state details of any assistance that you have already or will receive (including insurance claims):

### **Bank Details**

Please provide your bank details in order to ensure funds can be released to you should your application be successful.

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

### **Declaration**

I grant permission for Waitaki District Council to verify the information with any other agencies that may be involved. I also understand the Privacy Act 1993 entitles me to have access to, and if necessary, seek correction of, the information held.

I certify that the information provided in this application is, to the best of my knowledge, true and correct. I understand that, if any false information is given or any material fact suppressed on this application or supporting information, or there is found to have been an inappropriate use of granted funds, Council may seek to recover funds or take further action.

**Applicant  
Signature:**

**Date:**

### **Please send completed form to:**

**Waitaki District Council**

**Post: Private Bag 50058, Oamaru 9444**

**Deliver: 20 Thames Street, Oamaru 9400**

**Attn: Leanne Kingan, Executive Assistant to the Mayor and Governance Support**

**Email: [ikingan@waitaki.govt.nz](mailto:ikingan@waitaki.govt.nz) | [service@waitaki.govt.nz](mailto:service@waitaki.govt.nz)**

**Tel: 03 433 0300**



**Date**

**Applications to [emergency event] Waitaki District Mayoral Emergency Relief Fund Open**

**FOR IMMEDIATE RELEASE**

[Description of the event and the effect on Waitaki's residents and ratepayers]

The Waitaki District Mayoral Emergency Relief Fund has been opened to offer financial support to the residents and ratepayers of the Waitaki district who have been affected by [emergency event] by offering a one-off hardship grant to go some way to help alleviate the emotional and financial stress experienced.

Examples of what the relief funds can be used for include essential items of daily life, food, heating, and (for those whose alternative accommodation is not covered by a home owner or tenant's insurance policy) - temporary accommodation. Other requests will be considered on a case by case basis.

*OPTIONAL [To date, generous donations to the fund in support of those affected by [emergency event] have reached [\$] including [any details of large donations such as NEMA, CDEM, Private Funding, etc.]*

Applications to the fund will be considered by a committee consisting of the Mayor for Waitaki (or his/her delegate), a councillor or community board member, and the Civil Defence Emergency Management (CDEM) local Welfare Manager or community representative.

Applications can be made by completing the **Waitaki District Mayoral Emergency Relief Fund Application Form** on Council's website [www.waitaki.govt.nz](http://www.waitaki.govt.nz) or by collecting from [the following locations:].

**Waitaki District Council**  
**20 Thames Street, Oamaru**

For further information about making an application to the fund, contact [Name], [contact details].

ENDS

*For media enquiries please contact [Name, Position, Phone Number]*



**Date**

**Applications to [emergency event] Waitaki District Mayoral Emergency Relief Fund Open**

**FOR IMMEDIATE RELEASE**

[Description of the event and the effect on Waitaki's residents and ratepayers]

The Waitaki District Mayoral Emergency Relief Fund has been opened to offer financial support to the residents and ratepayers of the Waitaki district who have been affected by [emergency event] by offering a one-off hardship grant to go some way to help alleviate the emotional and financial stress experienced.

Examples of what the relief funds can be used for include essential items of daily life, food, heating, and (for those whose alternative accommodation is not covered by a home owner or tenant's insurance policy) - temporary accommodation. Other requests will be considered on a case by case basis.

*OPTIONAL [To date, generous donations to the fund in support of those affected by [emergency event] have reached [\$] including [any details of large donations such as NEMA, CDEM, Private Funding, etc.]*

Applications to the fund will be considered by a committee consisting of the Mayor for Waitaki (or his/her delegate), a councillor or community board member, and the Civil Defence Emergency Management (CDEM) local Welfare Manager or community representative.

Applications can be made by completing the **Waitaki District Mayoral Emergency Relief Fund Application Form** on Council's website [www.waitaki.govt.nz](http://www.waitaki.govt.nz) or by collecting from [the following locations:].

**Waitaki District Council**  
**20 Thames Street, Oamaru**

For further information about making an application to the fund, contact [Name], [contact details].

ENDS

*For media enquiries please contact [Name, Position, Phone Number]*

## Waitaki District Mayoral Emergency Relief Fund (WDMERF) Deciding Committee Member Information Sheet

### Appointment of the WDMERF Deciding Committee

The Mayor shall appoint a Waitaki District Mayoral Emergency Relief Fund Deciding Committee consisting of:

- The Mayor (or his/her delegee).
- A Councillor or Community Board Member.  
*Consider Community Board Member if event is localised to a specific township area (eg Lake Ohau)*
- The Civil Defence Emergency Management (CDEM) local Welfare Manager or a community representative.  
*Consider impact of the emergency event (eg rural: Rural Support Trust, or Federated Farmers; tourism: Waitaki Tourism Association)*

### Requirements of WDMERF Deciding Committee Members

Committee members shall agree to the following:

- Be available following the application period to consider and decide on WDMERF grants.
- Declare any conflict of interest or any potential conflict of interest to be recorded and stand aside from those particular decisions if required.
- Observe strict confidentiality in managing personal information provided in applications to the fund.

### Process for Considering Applications to the WDMERF

The deciding process will be supported by a **WDMERF Administrator**.

- All committee members will be provided with copies of applications prior to meeting to decide.
- Consideration of all applications will be made at a meeting of committee members to occur within two weeks of the closure of applications.
- The total fund balance available will be allocated to applications received on consideration of the eligibility criteria of the WDMERF.
- The **WDMERF Administrator** is to tally the funding allocations and record decisions.

**4.2 DRAFT LETTER OF SHARED PRIORITIES TO UPPER AND LOWER WAITAKI ZONE COMMITTEES**

**Author:** Fergus Power, Chief Executive

**Authoriser:** Fergus Power, Chief Executive

**Attachments:** 1. Draft Letter of Shared Priorities from WDC and ECAN to Upper and Lower Waitaki Zone Committees

**RECOMMENDATIONS**

That Council:

1. Receives and notes the information; and
2. Approves the joint Letter of Shared Priorities, with or without amendments, for sending to the Upper and Lower Waitaki Zone Committees.

**DECISION OBJECTIVE**

To seek Council's approval of the letter of shared priorities from Council to the Lower Waitaki and Upper Waitaki Zone Committees, with or without changes.

**SUMMARY**

Council, in conjunction with Environment Canterbury, has been asked to develop a Letter of Shared Priorities for the Lower Waitaki and the Upper Waitaki Zone Committees to guide the Committees for the next two to three years.

This process was started by the Mayoral Forum in 2019 when it was affirmed that the Canterbury Water Management Strategy and Zone Committees requested Environment Canterbury (ECAN) to work towards helping the Zone Committees transition from a focus on planning to one of implementation.

ECAN has been actively discussing and collating feedback with Territorial Authorities, Rūnanga and Zone Committees. The Joint Letter of Shared Priorities, collated from all stakeholders, will be sent to each Zone Committee following the three yearly local body elections, along with the Terms of Reference for Zone Committees.

A combined workshop was held at the Waimate Event Centre on Wednesday, 19 August 2020 with Waimate and Waitaki District Council elected members and staff (although no elected members from Waitaki District Council were in attendance), Rūnanga, Zone Committee members and ECAN staff to discuss shared priorities and the work of the Zone Committees.

The Waitaki District Council draft Letter of Shared Priorities is attached for Council's review.

**DECISION-MAKING EXPECTATIONS**

Governance Decision-Making: Approve the content of the Letter of Shared Priorities

Operational Decision-Making: None

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**

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

**SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – To approve the joint Letter of Shared Priorities without changes.

**Option 2** – To request changes to the Letter of Shared Priorities and approve the letter subject to those changes.

**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



Phone +64 3 433 0300

Web [www.waitaki.govt.nz](http://www.waitaki.govt.nz)

Office 20 Thames Street  
Private Bag 50058  
Oamaru 9444  
Waitaki District  
New Zealand

27 October 2020

Canterbury Water Management Strategy (CWMS) Environment  
Canterbury

Upper Waitaki Zone Committee Chair Simon Cameron – [benohau@xtra.co.nz](mailto:benohau@xtra.co.nz)

Lower Waitaki Zone Committee Chair Bruce Murphy -  
[bruce@murphyfarms.co.nz](mailto:bruce@murphyfarms.co.nz)

Dear Simon and Bruce

#### **WAITAKI DISTRICT COUNCIL AND ENVIRONMENT CANTERBURY PRIORITIES FOR THE PERIOD JULY 2020 – DECEMBER 2022**

We would like to take this opportunity, as Mayor of Waitaki District Council and Chair of Environment Canterbury, to convey our Councils' priorities as they relate to water management in Canterbury, and to identify the areas where our councils would like the assistance of the Upper Waitaki and Lower Waitaki Zone Committees over the period July 2020 – December 2022.

Firstly, we wish to thank your Zone Committees for their contribution to the CWMS over the last ten years. We would particularly like to thank you for your efforts to engage communities to develop your respective Zone Implementation Programmes (ZIP) in the early years and for the achievements to date of the Upper Waitaki and Lower Waitaki Zone Committees.

Since 2009 – when councils throughout Canterbury and Ngāi Tahu decided there needed to be a better way to manage our freshwater than the previous 20 years of litigation – much has changed. We now have a clear planning framework, investment in action is being taken across all sectors, and the Government has set clear direction in a National Policy Statement and standards for freshwater. We are still recovering from two significant earthquakes, mycoplasma-bovis and now Covid-19 that has had and will continue to have a huge impact on communities in the region.

A fundamental principle of the CWMS is that we need to work together in order to achieve our shared outcomes and targets.

Our councils are committed to working alongside Papatipu Rūnanga and communities for better freshwater and biodiversity outcomes in the zone. We felt it timely to clearly set out the priorities of our councils, and to seek your assistance to support the implementation of the CWMS.

We recognise that the Government also wishes to see greater progress in the way we manage freshwater. We expect the Government will finalise its “Action for Healthy Waterways” in the near future and – when it does – we will review and amend our current priorities if required.

### **WAITAKI DISTRICT COUNCIL PRIORITIES**

The Waitaki District Council is committed to continuing to support the Upper Waitaki and Lower Waitaki Zone Committees.

Looking ahead, we would like the **Upper Waitaki Zone Committee** to focus on the following actions/priorities within our district:

- Safe drinking water free of contaminants for humans and animals
- Rivers and wetlands have healthy ecological flows and high water quality
- Rural and urban communities are fully engaged and have ownership of water management processes
- Native and indigenous wildlife associated with waterways have adequate habitats
- The objectives of the Waitaki Whitestone Geopark are supported and strengthened through the above
- The objectives of the Mackenzie Basin Alignment Programme are supported and strengthened through the above.

Looking ahead, we would like the **Lower Waitaki Zone Committee** to focus on the following actions/priorities within our district:

- Increased community engagement on water quality issues and improvement opportunities across the wider community (including schools)
- Achieving a higher uptake of water quality responsibility from landowners to ensure water quality improves as it travels along the waterway system.
- The objectives of the Waitaki Whitestone Geopark are supported and strengthened through the above.

### **ENVIRONMENT CANTERBURY PRIORITIES**

Environment Canterbury is committed to playing its part to implement the CWMS. In our term of Council, we wish to see greater progress being made to achieve freshwater outcomes that promote resilient and sustainable community priorities.

We have therefore set the following priorities where we believe zone committees can make the greatest difference over the balance of the term. These priorities are in line with the

Environment Canterbury Strategic Direction and the functions of a regional council:

- **Kaitiakitanga Wāhi Taonga and Mahinga Kai Targets**

In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 mahinga kai goal of five mahinga kai projects in each zone.

- **Ecosystem Health and Biodiversity Targets**

In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 target goal covering all freshwater ecosystems through:

- i increased riparian management to protect aquatic ecosystems.
- ii reducing the number of fish barriers in the zone
- iii protection and enhancement of named wetlands

- **Recreation and Amenity Targets**

In particular, to increase water-based recreational opportunities through working alongside landowners, Rūnanga, communities, Councils and others to support and grow resources to achieve the 2025 target to restore priority freshwater recreation opportunities that do not currently meet contact recreation standards in each zone, and develop plans and actions to achieve these targets and to show measurable progress.

Waitaki District Council and Environment Canterbury look forward to receiving your Action Plan specific to your zones for the period July 2020 – December 2022 and to continue to work alongside you and your communities to deliver the CWMS.

Yours sincerely

Gary Kircher  
**Mayor for Waitaki**

Jenny Hughey  
**Chair, Environment Canterbury**

**4 MEETING CLOSE**