



# Waitaki

DISTRICT COUNCIL

*TE KAUNIHERA Ā ROHE O WAITAKI*

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

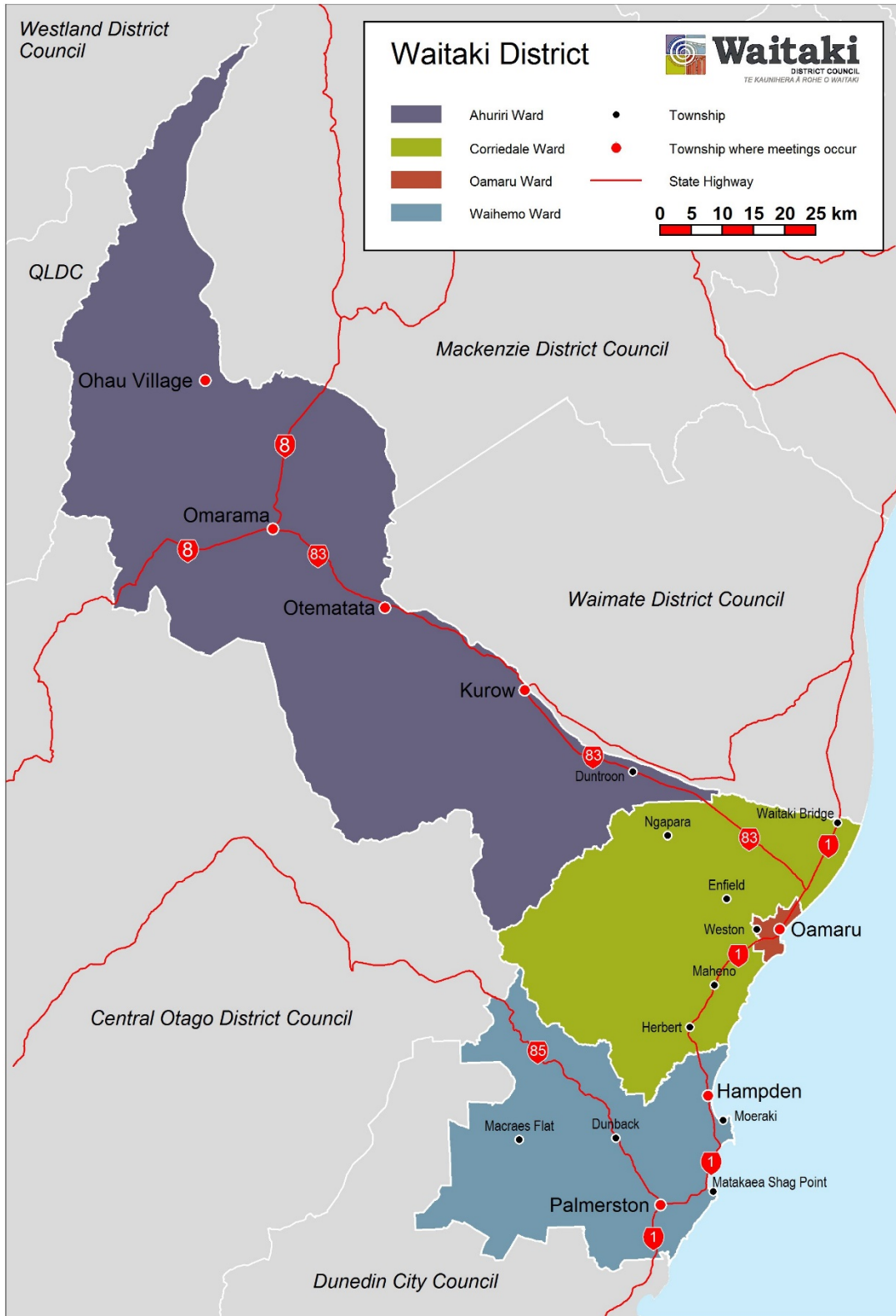
**Date:** Tuesday, 5 October 2021  
**Time:** 9.00am  
**Location:** Council Chamber, Third Floor  
Office of the Waitaki District Council  
20 Thames Street, Oamaru

## **Agenda**

### **Waitaki District Council Meeting**

### **5 October 2021**

**Alex Parmley  
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 PUBLIC FORUM**

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**4.1 PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON 20 SEPTEMBER 2021**

**Author:** Ainslee Hooper, Governance and Policy Advisor

**Authoriser:** Lisa Baillie, People and Culture Group Manager

**Attachments:** 1. **Public Minutes of the Additional Council Meeting held on 20 September 2021**

**RECOMMENDATION**

That Council confirms the Public Minutes of the Additional Council Meeting held on 20 September 2021, as circulated, as a true and correct record of that meeting.

**UNCONFIRMED MINUTES**

**OF THE ADDITIONAL MEETING OF THE WAITAKI DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR,  
OFFICE OF THE WAITAKI DISTRICT COUNCIL , 20 THAMES STREET, OAMARU  
AND VIA ZOOM VIDEO-CONFERENCE  
ON MONDAY, 20 SEPTEMBER 2021 AT 9.03AM**

**PRESENT:** Mayor Gary Kircher (Chair), Deputy Mayor Melanie Tavendale (Associate Chair), Cr Hana Halalele, Cr Jeremy Holding, Cr Jim Hopkins, Cr Bill Kingan, Cr Ross McRobie, Cr Guy Percival, Cr Jim Thomson, Cr Kelli Williams, and Cr Colin Wollstein

**IN ATTENDANCE:** Mr Simon Neale (Independent Member of the Performance, Audit and Risk Committee) (via Zoom)  
Alex Parmley (Chief Executive)  
Paul Hope (Acting Assets Group Manager / Finance and Corporate Development Group Manager)  
Lisa Baillie (People and Culture Group Manager / Deputy Chief Executive) (via Zoom)  
Ainslee Hooper (Governance and Policy Advisor)

**IN ATTENDANCE FOR SPECIFIC AGENDA ITEMS:**

Michael Goldingham (Senior Assets Planning Engineer, Water Services)  
Victoria van der Spek (Executive Officer)

The Chair declared the meeting open at 9.03am and welcomed everyone present including members of the public watching the livestream online.

**1 APOLOGIES**

There were no apologies.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 PUBLIC FORUM**

There were no speakers for the Public Forum.

#### 4 CONFIRMATION OF PREVIOUS MEETING MINUTES

##### 4.1 PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON 29 JUNE 2021

###### RESOLVED WDC 2021/133

Moved: Cr Jim Hopkins  
Seconded: Cr Ross McRobie

That Council confirms the Public minutes of the Council Meeting held on 29 June 2021, as circulated, as a true and correct record of that meeting.

**CARRIED**

#### 5 RECOMMENDATIONS FROM COMMITTEES REPORTS

##### 5.1 RECOMMENDATIONS OF THE WAIHEMO COMMUNITY BOARD MEETING HELD ON 5 JULY 2021

###### 5.1.1 DUNBACK PAVILION LEASE

The report to the Waihemo Community Board meeting relating to this agenda item had been included in the final agenda papers for this Council Meeting, in support of the Recommendations report.

###### RESOLVED WDC 2021/134

Moved: Cr Jim Thomson  
Seconded: Cr Colin Wollstein

That Council:

1. Approves the lease of the Dunback Tennis Pavilion at 23 Domain Road, Dunback (Pts.: 25 Blk: VIII SD: Moeraki) to the New Zealand Motor Caravan Association (NZMCA) for use as a communal gathering area subject to public notification; and
2. Delegates to the Chief Executive authority to negotiate and enter into a lease agreement with NZMCA as a minor property matter.

**CARRIED**



**5.2 RECOMMENDATIONS OF THE PERFORMANCE, AUDIT AND RISK COMMITTEE MEETING HELD ON 24 AUGUST 2021**

**4.2 TREASURY STRATEGY, 2021-22 FINANCIAL YEAR - SECOND QUARTER**

**RESOLVED WDC 2021/135**

Moved: Cr Colin Wollstein

Seconded: Deputy Mayor Melanie Tavendale

That Council adopts a Treasury Strategy for the second quarter of the 2021-22 financial year. This Strategy includes:

- Continuing to review and manage present borrowings from the Local Government Funding Agency (LGFA) by rolling maturity dates and replacing maturing facilities with new ones to remain within the borrowing limits previously approved by Council;
- Continuing the review and rationalisation of other banking facilities as previously approved and as Council's financial circumstances allow; and
- Investing any available funds to best advantage to maximise returns.

**CARRIED**

**5.3 RECOMMENDATIONS OF THE AHURIRI COMMUNITY BOARD MEETING HELD ON 13 SEPTEMBER 2021**

**5.3.1 OTEMATATA RECREATION RESERVE**

**RESOLVED WDC 2021/136**

Moved: Cr Jim Hopkins

Seconded: Cr Ross McRobie

That Council:

1. Agrees that the Minister of Conservation vest the reserve land described as Section 2, SO 323871 (known as the Otematata Golf Course) in Waitaki District Council in trust for recreation purposes so it may establish a lease over this land with the Otematata Golf Club; and
2. Directs officers to establish a lease with the Otematata Golf Club subject to vesting.

**CARRIED**

**6 DECISION REPORTS**

**6.1 THREE WATERS REFORM - RATIFICATION OF WDC'S FEEDBACK TO CENTRAL GOVERNMENT**

The report, as circulated, sought to confirm Waitaki District Council's (WDC's) feedback to Government on the proposed three waters reforms and their implications for the Waitaki district.

Group Manager Paul Hope advised that the report was based on the Taituarā template but had been edited significantly to remove items not relevant to Waitaki district. Feedback on and clarification of items were now required to be sent back to central government.

Key discussion points and views shared are summarised below.

The \$14.8M being offered to Waitaki is not required to be spent on three waters infrastructure; rather, it is a support payment for Council if it opted in to the three waters proposal, to spend on other government initiatives in the sector (eg climate change, future for local government services). It was further explained that, if Councils were to lose their water activities, there would be a lot of 'stranded' overheads (eg the IT department would not become smaller because the water team was no longer there, or the finance team). Those overhead costs would remain but would need to be covered by a smaller base. The Government has provided a total of \$0.5B for that purpose, and it could be argued that that is not enough. The other part is \$2B for councils to enter into new activities so they and their communities are better off. This is not the cost of buying the assets; councils will still own the assets but have no control over them. Keeping that ownership is one of the ways to prevent privatisation of the entities in the future. At the end of the day, the biggest flaw with the support payment is that most of the funding will come from water entities, if that were to happen. If the Government is paying this money, then it should be coming from a broad ratepayer base.

The early opt-out option was not a real option because Council still needed to talk to the community with real facts to hand and questions were still going back to central government to obtain those.

Council's elected members have received a lot of feedback already from constituents and so far, the views expressed are that councils need to keep water services because they will look after it better than central government. However, if the reforms were to progress, it will not be central government looking after the water services; it will be an entity board.

The Government is not asking for an answer from councils yet, and Waitaki District Council will not be providing an answer until it has consulted with the communities around the district. A video series will be starting this week and there are multiple articles in the Oamaru Mail to come, all designed to help inform the community about the options and implications and to get as many of the facts on the table as possible. It will be an informal discussion.

Without more specific numbers, it would not be possible to make a decision, but there is no request or requirement to make that decision today anyway.

It was noted that letters from many councils and groups of councils had been sent to the Minister of Local Government requesting a pause in the process so that councils can consult with their communities. However, there had been no response to date. Requests for the Mayor to meet with the Minister had not been responded to, either, which was disappointing. This view was echoed by several elected members, especially given that the Minister, at the Local Government New Zealand Conference, and said she wanted a partnership with local government and was now not willing to engage with them.

## **MOTION**

Cr Bill Kingan moved the report's recommendations, and Deputy Mayor Melanie Tavendale seconded the motion.

## **Discussion on the motion:**

Cr Kingan congratulated the team on the detail in the report; it was a complicated topic and there was a lot of chatter on the topic out in the district, some of which was informed and some not so much. This report provided an excellent overview of where the matter sits at the moment.

There was support for Council's position of believing it would not be possible for Waitaki to endorse some areas of the government proposal particularly number 5 – ie the aspiration to connect all individual households to wastewater or on-demand water. Waitaki has many rural networks and they would not be easily set up for connections to those services.

## **AMENDMENT**

An additional point 12 and some minor grammatical corrections to point 9(a)(ii) were suggested. These were agreed to by the mover and seconder and are incorporated into the final resolution recorded below for this agenda item.

The development of a funding model based around Waka Kotahi was queried, when using a system that was the same as the central government funding model would seem to make more sense. In response, it was noted that the latter type of funding model had been looked at initially but had not been chosen. One possible reason for that was the indebtedness of some councils and their need to free up debt headroom, which such a system would not resolve. The Chair advised that he had advocated for a sort of model that would work for councils like Waitaki where it was doing a pretty good job with its water services and would just need assistance to deal with the high-hanging fruit. It had been considered and it was a model that some councils thought would work for them, but it was not on the table from a central government perspective.

The level of service was highlighted as the 'sticking point'. Whilst central government and the WICS report were suggesting that everyone needed to join up to the three waters reform proposal, it was not practical for all areas. There was a need to have the ability to talk about that moving forward – whether the "Rolls Royce" option is the best one for Waitaki – and to keep asking it.

Another view put forward noted that it was right for Waitaki District Council to say it must do what is best for its community and to ensure that the community did have a say. The adherence to localism and ensuring local people did have a say over their local future is critical for a preferred outcome in this matter.

Further congratulations were extended to Michael Goldingham, Victoria van der Spek and the team for a 'great report', for its thoroughness, objectivity, balance, and clear layout of the key facts.

On behalf of his team, Mr Hope said he appreciated the very positive comments that elected members had made on the report. He also advised, in response to the abovementioned statement on localism, that it was important to remember that there would be a water regulator and there would be an economic regulator and there was no going back on those two issues, which would have a significant impact on the amount of say that any community has. There had been very little information on what the scope or influence of the regulator, but it was expected to have reasonably strict controls over pricing, charging, and decisions about depreciation and renewals. The amount of community influence is going to change quite significantly whether there are four entities or alternative models with those two regulators in place. It is a very complex decision; and this was just one slice of it.

It was noted that some other mechanisms would also be used. These would include a consumer advisory group which could allow at least some opportunities for more community voices to be heard, and an Ombudsman-type person who would be a consumer advocate. In addition, there may also be a requirement that entities have to put into effect the Long Term Plans for their communities and spatial plans. That would mean that there was still a risk that some communities would want a whole lot of work done that everyone has to pay for. That would be where the economic regulator would step in and would consider likely growth. The approach will be different. Council would need to look at those areas within the district which are facing some issues. For example, Hampden uses septic tanks which is limiting growth of the township. The town could achieve more growth if it were on a sewerage system but the cost for that is prohibitive. The implications of that situation would need to be investigated.

One elected member acknowledged the fantastic work that had been done by the team and believed that Waitaki was totally punching above its weight in terms of understanding the complexities of this matter. At the end of it all, it was suggested that it would be an interesting exercise to tally up what it had cost Council to unpick and understand what the central government had required of us, and put it all in a bill and send it back to central government. The sentiment behind this comment was acknowledged by the meeting.

Point 7 was also identified as a concern. Whilst the Member had nothing against mana whenua at all, it was noted that it was against Council's principles to give any group preferential treatment.

The Chair noted that clarification was being sought about the level of input each party would have in the overall decision-making.

Another elected member said that someone needed to defend the government but believed that it was not possible to 'defend the indefensible'. That said, it was to be acknowledged that no one is opposing the outcomes of this but instead it is the practicalities of it that were causing problems for councils and communities. The Chair acknowledged that that was an important point to note. Change was needed, to make sure that this Council could afford what the community and environment needs. There is a case for change, but not necessarily the change that is being proposed. A subsidy-type system which had been mentioned earlier in the meeting would better suit Waitaki, but it would not suit everyone and was not on the table.

### RESOLVED WDC 2021/137

Moved: Cr Bill Kingan

Seconded: Deputy Mayor Melanie Tavendale

That Council:

1. Notes the Government's 30 June and 15 July 2021 Three Waters Reform announcements.
2. Notes the officer's advice on the accuracy of the information provided to Council in June and July 2021 as a result of the RFI and WICS modelling processes.
3. Notes the officer's analysis of the impacts of the Government's proposed three water service delivery model on the Waitaki community and its wellbeing, including the impacts on the delivery of water services and water related outcomes, capability and capacity, on Waitaki District Council's sustainability (including rating impact, debt impact, and efficiency).
4. Notes the analysis of three waters service delivery options available to Council at this time provided.
5. Notes that a decision to support the Government's preferred three waters service delivery option is not lawful (would be ultra vires) at present due to section 130 of the Local Government Act 2002 (LGA), which prohibits Council from divesting its control in a water service except to another local government organisation, and also what we currently know (and don't know) about the Government's preferred option.
6. Notes that Council cannot make a formal decision on a regional option for three waters service delivery without making a Long-Term Plan (LTP) amendment and ensuring it meets section 130 of the LGA unless there is a change of legislation.
7. Notes that the Government intends to make further decisions about the three waters service delivery model after 30 September 2021.
8. Notes that it would be desirable to gain an understanding of our community's views once Council has further information from the Government on the next steps in the reform process.
9. Requests that the Chief Executive gives feedback to the Government on:
  - a. **Areas of the Government's proposal that Council supports:**
    - i. The case for change on the basis that not all parts of the system that deliver three waters services have worked well together in the past,
    - ii. The commitment required to deliver three waters services to higher standards and to achieve better environmental outcomes,based on the qualifiers that the delivery of three waters services is on an "as needs" basis and is undertaken in a cost-efficient manner.

**b. Areas of the Government's proposal that Council does not support:**

- i. The number of unknown factors associated with the timing of the water reforms in the context of the Government's wider reform programme (in particular, the review around the Future for Local Government).
- ii. The financial case for change, as it is flawed and likely overstated.
- iii. The Government's figures and their underlying or implied assumptions, as they are misleading.
- iv. The projected efficiencies that Government anticipated under their preferred water services delivery model, as they are not well stated.
- v. The aspiration to connect all individual households across New Zealand (urban and rural) to a reticulated water and wastewater system, as we do not believe that is sustainable, practical or reasonable in the New Zealand context.
- vi. The governance model as presented by Government as it does not clearly indicate how the voice of communities will be heard or provide strong connections between infrastructure planning and spatial planning at the regional and local level.
- vii. The anticipated application of the Te Mana o Te Wai concept under the Government's preferred three waters reform model as it is directed by mana whenua only and not in partnership with Council and communities.

**c. Areas of the Government's proposal that Council needs more information on:**

- i. Details around the projected efficiencies that Government anticipates under the preferred three waters delivery model.
  - ii. New national three waters legislative directions – details and timing.
  - iii. Local community engagement opportunities – details and timing.
  - iv. Details around the transitional arrangements, including timing.
10. Notes that the Chief Executive will report back to Council once further information and guidance has been received from Government, LGNZ and Taituarā on what the next steps look like and how these should be managed.
11. In noting the above, agrees it has given consideration to sections 76, 77, 78, and 79 of the Local Government Act 2002 and, in its judgment, considers it has complied with the decision-making process that those sections require (including, but not limited to, having sufficient information and analysis that is proportionate to the decisions being made).
12. Notes that it is working with other councils in Entity D and with mana whenua to propose a revised model of governance that will support delivery of national, regional and local outcomes.

**CARRIED**

The Chair asked Mr Hope to pass on Council's thanks to Martin Pacey, Michael Goldingham and the Water Services team for all of their hard work in getting to the point where Council could have this information in front of them. He also thanked Mr Hope, the Executive Leadership Team, and their team, and thanked the Chief Executive for his valuable input to the process on the basis of his own experience in the United Kingdom before starting at Waitaki District Council.

## 6.2 LOCH LAIRD LIQUOR BAN - EXTENSION TO SPECIFIED AREA

The report, as circulated, sought to revoke an earlier Council resolution WDC 2021/118 and agree a new one at this meeting to include an extended part of Loch Laird Road to the area to be specified as a specified public place under the Waitaki Alcohol Ban Bylaw 2018.

It was suggested that the dates of Labour Weekend be specifically stated in the resolution. After brief discussion, this suggestion was agreed for this time, given that the ban was specifically for Labour Weekend in 2021, and that any future arrangements would need to come back to Council for a decision at that time. In response to Councillors' comments, the Chair asked the Governance Advisor to include the specific dates of Labour Weekend in 2021 to the resolution in the Minutes of the meeting.

**ACTION: Governance Advisor**

### RESOLVED WDC 2021/138

Moved: Deputy Mayor Melanie Tavendale

Seconded: Cr Ross McRobie

That Council:

1. Revokes Council Resolution WDC 2021/118 agreed at the 10 August 2021 Council Meeting; and
2. Agrees to specify an extended area as shown in Attachment 1 to this meeting as a specified public place under the Waitaki Alcohol Ban Bylaw 2018 for Labour Weekend 2021, from 5.00pm on Friday 22 October 2021 to 12.00am on Tuesday 26 October 2021.

**CARRIED**

## 7 RESOLUTION TO EXCLUDE THE PUBLIC

### RESOLVED WDC 2021/139

Moved: Cr Ross McRobie

Seconded: Cr Jim Thomson

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:

| General subject of each matter to be considered                                  | Reason for passing this resolution in relation to each matter   | Ground(s) under section 48 for the passing of this resolution  |
|--|---|--|
| <b>8.1 - Public Excluded Minutes of the Council Meeting held on 29 June 2021</b> | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons<br><br>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations | 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 |

|  |  |  |
|--|--|--|
|  | (including commercial and industrial negotiations)   |  |
| <b>8.2 - Public Excluded Recommendations of the Executive Committee Meeting held on 7 September 2021</b> | 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) | 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 |

**CARRIED**

## **8 PUBLIC EXCLUDED SECTION**

The Public Excluded Minutes apply to this section of the meeting.

## **9 RESOLUTION TO RETURN TO THE PUBLIC MEETING**

### **RESOLVED WDC 2021/142**

Moved: Cr Bill Kingan  
Seconded: Cr Colin Wollstein

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

**CARRIED**

## **10 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, Council decided to release the following previously public excluded information in the Public Minutes of this meeting:

### **8.1 PUBLIC EXCLUDED MINUTES OF THE COUNCIL MEETING HELD ON 29 JUNE 2021**

#### **RESOLVED WDC 2021/140**

Moved: Cr Jim Hopkins  
Seconded: Cr Colin Wollstein

That Council confirms the Public Excluded Minutes of the Council Meeting held on 29 June 2021, as circulated, as a true and correct record of that meeting.

**CARRIED**

**11 MEETING CLOSE**

There being no further business, the Chair declared the meeting closed, at 9.52am.

TO BE CONFIRMED at the Ordinary Council Meeting to be held on Tuesday, 5 October 2021.

.....  
CHAIRPERSON

UNCONFIRMED



**5 LEADERSHIP REPORTS**

**5.1 MAYOR'S REPORT - 5 OCTOBER 2021**

**Author: Gary Kircher, Mayor for Waitaki**

**Attachments: 1. Mayor's Report - 5 October 2021**

**RECOMMENDATION**

That Council receives and notes the information.

**PURPOSE**

The attached report from the Mayor of Waitaki is provided to bring Councillors and the public up to date with issues that have arisen since the last full Council Meeting on Tuesday, 10 August 2021.

## MAYOR'S REPORT – 5 OCTOBER 2021 COUNCIL MEETING

This relatively brief report is an opportunity for Councillors and the wider community to be informed on a range of issues and happenings in Waitaki and beyond. It is an update since my last report which went to the full Council Meeting on 10 August 2021.

### Three Waters Update

At our Additional Council Meeting on the 20<sup>th</sup> of September, we achieved another of the required milestones in the Three Waters Reform journey – approving the feedback to go to the Government on our Council's thoughts on the reform itself. That is separate from community feedback which we will seek soon. In the meantime, we are carrying out an extensive information campaign to let our community know the facts about the proposals. That is not an easy job due to the saturation of misinformation that has been swirling around New Zealand for the past few months.

A further hindrance to us has been the Government's advertising campaign. It was an opportunity for the country to learn more about why change is needed and the challenges that almost all Councils are facing with the level of investment required to meet existing and the new, higher standards to come. Unfortunately, the only message that the public received was that water will get to the point that slime will come out of taps and one of our pest species, trout, will have problems in streams. It was a lazy, intellectually-bereft campaign that cost a great deal and achieved nothing.



**Picture caption:** This is what the television ads should have focused on, rather than the ridiculous messages they used.

The Government's advertising has made our task that much more difficult. The information we share with our community now has to let them know about the national situation as well as our own, and that is not easy when the ads and information from other areas, including misinformation, has already got their backs up. This is the Government's reform, and they should be doing the heavy lifting for it, not small Councils like Waitaki!

Following a period of time when all requests for meetings were ignored by the Minister and her office, we finally got responses to those requests. Subsequently, I have been involved in Zoom meetings with the Minister, with the Entity D representative's group, the Canterbury Mayoral Forum, and the Otago/Southland Zone group. In each of the meetings, the Minister has listened to the concerns raised from numerous Mayors and representatives, and it is fair to say, the comments have been consistently negative. It is no wonder that there appears to have been a change in attitude from a collegial but determined stance, to what is now an irritated and impatient stance. That is most unfortunate.

Disappointingly, I haven't had any response other than an acknowledgement to my request for a personal meeting with the Minister.

I think we need to be realistic about the likelihood that the Three Waters Reform will be made mandatory by the Government. If that happens, our community and those across New Zealand will lose their chance to have a say in the future of their assets. There will be some benefits with the possible move to new entities, but there will also be disbenefits. Unfortunately, our people won't get to decide on what will work best for them and democracy will suffer. As I have said for some time now, there is a case for change, but we remain of the opinion that the proposal is not the right change for us.

### **Future for Local Government Update**

As we hold our meeting, the deadline has just passed for the Local Government Review panel to present their first report to the Minister of Local Government. That report will detail the key issues that may challenge the sector when taking on new responsibilities and signal the probable direction of the review.

I know there are some issues regarding the range of IT platforms used by Councils, making it potentially more difficult to roll out new services in a uniform way. Also, there will be considerations on how to involve iwi/Maori more in local government processes. A third point they will likely be making is on how innovation can be supported in determining how services are carried out, to allow for improvements to be made to those services. The sector will be looking forward to seeing the complete content of that report.

As for Waitaki influencing the direction and extent of reform in local government, we are doing well in a range of areas, most notably due to our involvement in the health sector. That involvement, combined with the health sector reforms, and our connections to community both directly and via Stronger Waitaki, means we can be an exemplar for both sets of reforms. That will benefit the sector and our community, if we are able to trial pilot programmes around health service delivery at a local level.

Unfortunately, Covid has put a handbrake on our direct influence with Ministers and officials in Wellington, with us having to postpone our latest planned trip to the Capital to talk about the opportunities as we see them. I expect that we will get back to those soon, once we can get meetings confirmed with key people.

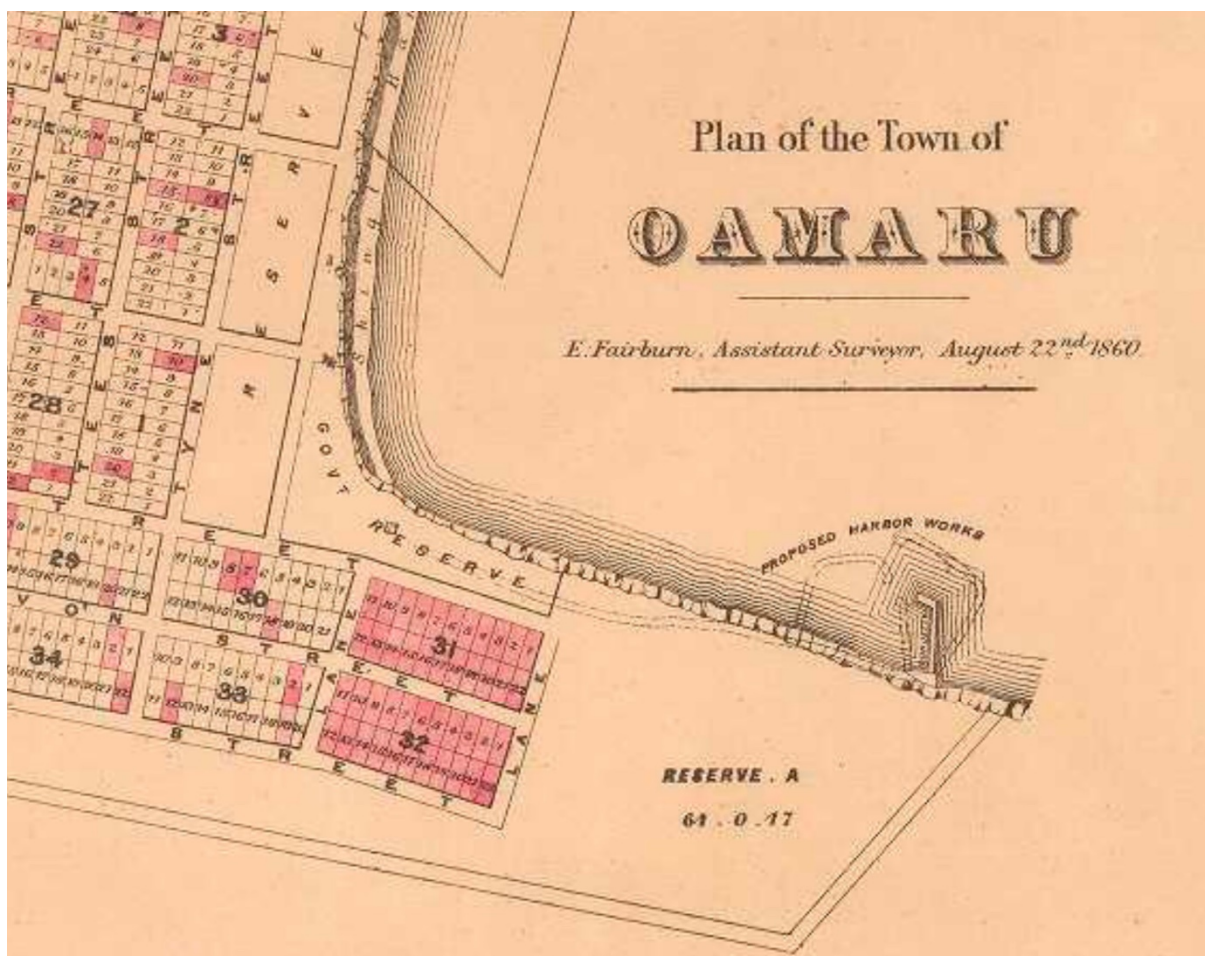
**Forrester Heights land consultation**

Although consultation hasn't started on the future of the land known as Forrester Heights, that hasn't stopped a number of people getting in touch to make their feelings known on the matter. That of course is their right, but I am now making it clear to them that they should ensure they participate in the public consultation process when the time comes. The last thing I would want is for people to give their thoughts now to Councillors and me, and then believe they have made a submission. It is important that all submissions are collated by staff as part of that process, to be considered together in due course.

Equally, the Friends of Oamaru Harbour have taken it upon themselves to run a public campaign now, accessing the land and creating their own 'reserve' in what is currently freehold land. I have to give them some kudos for their proactivity, but it does appear that they are trying to 'cut the corner' when it comes to democracy. I doubt they would like it if others went and put 'For Sale' signs on the land, which I would also criticise.

As I said when we made the decision to consult with the public on the future of the land, I want to see the issue resolved, "one way or the other". If we determine that it should be added to our reserve land, then so be it. If we decide to sell it (as the previous resolution of Council actually stated), then that will be the case. Either way, we will be making the decision because we believe that it is in the best interests of the community. Some people will be happy with the decision we make, and others will most definitely be unhappy. It is unfortunately a case of not being able to keep everyone happy.

Once we get the process and timeline confirmed for the consultation process, we will be informing the public as broadly as possible.



**The Sports and Events Centre Update**



Good progress is being made on the Sports and Events Centre project, as fundraising progresses, the consultation on the use of part of Centennial Park for the location is happening, and the work on the details of the project continues. The working group consists of the members of the Events Centre Trust, Deputy Mayor Tavendale, Cr McRobie, and me, ably supported by Erik van der Spek and Matthew Lanyon.

The fundraising is getting a good response as the trust members meet with potential donors and sponsors. Obviously, we were all very excited when Doug and Donna Hurst stepped up to pledge up to \$5 million on a dollar-for-dollar basis with all other community fundraising. I can't say enough about their generosity and vision, which really gave the whole project a massive kick-start and has even given us the opportunity to possibly bring the project forward by up to a year.

By the time this report is discussed at our Council meeting, the consultation period for the location will have closed and we will be hearing and considering submissions on the 18<sup>th</sup> of October. Early indications show a lot of support for the site, but with some submitters raising issues or concerns to be considered.

The other planning involves work on resource consents, building design requirements, work with other interested groups and organisations such as our schools, the Waitaki Recreation Centre Trust, and the North Otago Rugby Union. We are also working on the procurement model to be used, media plans and community engagement, and timeframes, to name a few things.

It is an exciting time for the community and the proposed facility, and I know we will all want to ensure it provides great amenities for as much of the community as possible!

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### **Transparency from Councils**

Given some of the comments on social media that have been focused on transparency of our Council recently, I thought it would be useful to set the context for transparency now compared to the past. I wrote the following for my Oamaru Mail column, published on the 24<sup>th</sup> of September.

I thought this month's column would be a good opportunity to talk about openness and transparency of our Council. Donna Demente has recently launched a petition asking for a lot more transparency from our Council Controlled Organisations, and in particular Tourism Waitaki. However, much of what Donna is asking for is already being reviewed as part of an overall review of the economic development and tourism promotion carried out within Council and Tourism Waitaki. I announced that review publicly about a month prior to the petition.

Comments on social media about a lack of transparency in the Waitaki District Council followed the launch of the petition, and some very generalised criticism was made. However, all of this overlooks the very simple facts of the true situation – Councils today, including our own, are the most transparent they have ever been. Ever.

Part of that is a result of legislative changes made over the years – in particular, the Local Government Act and its numerous amendments; and the Local Government Official Information and Meetings Act (LGOIMA).

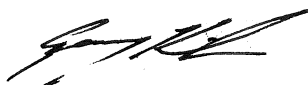
Another contributor to that change has been the technology which allows people to read the meeting agendas on our website, watch Council meetings live from their lounge, request information on most facets of Council activities, get regular updates from our Councillors and myself on local radio, read our columns such as this one in the Oamaru Mail, follow our Facebook pages especially the Council's own Facebook page, and so on. The range of media and availability of information is unprecedented.

That doesn't mean that all information is available. For example, there are very good reasons to allow Council staff to have commercial negotiations on property matters to ensure that the best deal is gained for ratepayers, and there are numerous occasions when we have to talk about the personal details of people involved in different situations. We always need to keep asking ourselves whether there is a good case for confidentiality on any issue, and that discussion happens. The result is that the great majority of Council business and activities are carried out publicly, as it should be.

Coming back to Ms Demente's petition, such calls are welcomed and reinforce the decision already made to look at how we deliver tourism promotion and support in Waitaki. I have a great deal of time for Donna Demente and the value she adds to the Waitaki district. I believe we can do more to make the most of the work carried out by local people such as Donna. We already support that work in different ways – funding for events, sponsorship of art, and the support and hosting carried out within the Council's facilities. In addition to the tourism delivery review, we will also be refreshing the district's Culture and Heritage Strategy, which needs updating from the previous version created in 2005.

Our Council continues to work to make Waitaki a better place to be, and the involvement, understanding and engagement of our community is an important part of that.

Warm regards



**Gary Kircher**  
Mayor for Waitaki

**MEETINGS ATTENDED BY MAYOR GARY KIRCHER**

**2021**

|           |  |
|-----------|--|
| 10 August | Real Classic Rock Interview  |
| 10 August | Meeting with Mayor and Deputy Mayor                                    |
| 10 August | Council Meeting and Committees Day Meetings                            |
| 10 August | Councillor briefing  |
| 11 August | Meeting with the Oamaru Business Collective                            |
| 11 August | Strategy Session with Elected Members and Exec. Leadership Team        |
| 11 August | Meeting with Mackenzie District Council Mayor and Acting CEO           |
| 11 August | Waitaki Destination Management Strategy Governance Meeting             |
| 12 August | Site Visit around the Waitaki Valley with Chief Executive Alex Parmley |
| 12 August | Three Waters – Entity D Discussion                                     |
| 13 August | Site Visit to Oamaru Airport with Chief Executive Alex Parmley         |
| 13 August | 45 South TV Interview  |
| 13 August | St Kevin’s College Opening of New Classroom Block                      |
| 13 August | Meeting with ratepayer re building issue                               |
| 13 August | NOMG Opening of Suzuki dealership Showroom                             |
| 16 August | Three Waters Services Workshop   |
| 16 August | Submission Hearings for Freedom Camping Bylaw                          |
| 16 August | Citizenship Ceremony   |
| 16 August | Corporate Planning Meeting   |
| 17 August | Real Classic Rock Radio Interview                                      |
| 17 August | Meeting with Mayor and Deputy Mayor                                    |
| 17 August | Committee Meetings   |
| 17 August | Council Workshops  |
| 17 August | Economy and Tourism Review Discussion                                  |
| 17 August | Councillor briefing  |
| 18 August | Elected Member and Chief Executive Zoom Meeting                        |
| 18 August | Meeting with Dick Cottier – Community Hub update                       |
| 19 August | Otago Regional Policy Submission workshop – via Zoom                   |
| 19 August | Labour Weekend at Loch Laid Taskforce Meeting                          |
| 20 August | Canterbury Mayoral Forum – via Zoom                                    |
| 20 August | Sports and Events Centre Meeting                                       |
| 20 August | Update on Covid for Councillors – via Zoom                             |
| 20 August | Southern DHB update for Otago Mayors – via Zoom                        |
| 23 August | Mayor and Chief Executive Meeting – via Zoom                           |
| 23 August | Progressing the Takiwa Approach to Three Waters – via Zoom             |
| 23 August | Otago Regional Leadership Group – via Zoom                             |
| 23 August | Zone 6 Mayors and Chief Executives post-Ngai Tahu hui Meeting          |
| 23 August | Mayor and Deputy Mayor Meeting   |
| 24 August | Real Classic Rock Radio Interview                                      |
| 24 August | Council Workshops – via Zoom   |
| 24 August | Shareholder Meetings with Tourism Waitaki Ltd – via Zoom               |
| 24 August | PAR Committee Meeting – via Zoom                                       |
| 24 August | Councillor briefing – via Zoom   |
| 25 August | Meeting with Simon Neale – via Zoom                                    |
| 25 August | Meeting with North Otago Rugby Union – via Zoom                        |
| 26 August | Meeting with Hon James Shaw – via Zoom                                 |
| 26 August | Meeting with Heritage NZ Andrew Coleman – via Zoom                     |
| 27 August | Interview with The Breeze  |
| 27 August | National Council Meeting – via Zoom                                    |
| 27 August | Three Waters Reform Update for Elected Members – via Zoom              |
| 27 August | Three Waters – Entity D Working Group – via Zoom                       |

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|              |  |
|--------------|--|
| 30 August    | Mayor and Chief Executive Meeting – via Zoom   |
| 30 August    | Otago Regional Leadership Group – via Zoom   |
| 30 August    | Corporate Planning Meeting – via Zoom  |
| 30 August    | Waitaki Youth Council Meeting – via Zoom   |
| 31 August    | Real Classic Rock Radio Interview  |
| 31 August    | Council Workshops  |
| 31 August    | Elected Member and Executive Leadership Team Meeting – via Zoom                        |
| 31 August    | Three Waters Governance Workshop – via Zoom  |
| 1 September  | Mayor and Chief Executive Meeting  |
| 1 September  | Three Waters meeting with Communication Team – via Zoom                                |
| 1 September  | Meeting with Group Manager Roger Cook – via Zoom                                       |
| 2 September  | Three Waters Local Voice and Prioritisation – via Zoom                                 |
| 2 September  | Three Waters update LGNZ – via Zoom  |
| 3 September  | Sports and Event Centre Meeting – via Zoom   |
| 3 September  | Three Waters Webinar for Elected Members – via Zoom                                    |
| 3 September  | Three Waters Entity D Working Group – via Zoom   |
| 6 September  | Mayor and Chief Executive Meeting – via Zoom   |
| 6 September  | Waihemo Community Board Meeting – via Zoom   |
| 7 September  | Real Classic Rock Radio Interview  |
| 7 September  | Executive Committee Workshop – via Zoom  |
| 7 September  | Elected Member Training – via Zoom   |
| 7 September  | Shareholder Meeting with Waitaki District Health Services Ltd – via Zoom               |
| 7 September  | Waitaki Annual Residents Survey Workshop – via Zoom                                    |
| 7 September  | Progressing the Takiwa approach to Three Waters September Hui – via Zoom               |
| 8 September  | 45 South TV Interview  |
| 9 September  | Three Waters Video 1   |
| 9 September  | Waitaki Shorelines Authorities Committee Meeting – via Zoom                            |
| 9 September  | Mayors Taskforce For Jobs – Community Recovery Programme – via Zoom                    |
| 9 September  | Waitaki Business Advisory Committee Meeting  |
| 9 September  | Covid-19 Talanoa - via Zoom  |
| 10 September | Meeting with Group Manager Roger Cook re Lake Ohau Village fire                        |
| 10 September | Three Waters – Entity D Working Group – via Zoom                                       |
| 13 September | Draft Agenda Meeting   |
| 13 September | Three Waters Reform Workshop   |
| 13 September | Donald and Nellye Malcolm Trust Meeting  |
| 13 September | Ahuriri Community Board Meeting – via Zoom   |
| 14 September | Real Classic Rock Radio Interview  |
| 14 September | Meeting with the Mayor and Deputy Mayor  |
| 14 September | Council Workshops  |
| 14 September | Meeting with business owner re compliance  |
| 15 September | Mayor and Chief Executive Meeting  |
| 15 September | Meeting with Mayor, Chief Executive and Jan Kennedy, Chair Waitaki Tourism Association |
| 16 September | Meeting with Safiya Hunter – Tuia Programme  |
| 16 September | Meeting on Labour Weekend event at Loch Laird  |
| 16 September | Three Waters update – LGNZ – via Zoom  |
| 16 September | Three Waters meeting with a group of concerned Mayors                                  |
| 16 September | Puketapu Community Trust’s public presentation in Oamaru                               |
| 17 September | Fire and Emergency NZ Introduction to new team with Keith McIntosh                     |
| 17 September | Zone 6 Three Waters collective feedback – via Zoom                                     |
| 17 September | Sport and Events Centre Meeting – via Teams  |



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|              |  |
|--------------|--|
| 17 September | Three Waters – Entity D Working Group – via Zoom                               |
| 20 September | Mayor and Chief Executive Meeting  |
| 20 September | Additional Council Meeting   |
| 20 September | 45 South TV Interview  |
| 20 September | IT Training for Elected Members and Executive Leadership Team                  |
| 20 September | Corporate Planning Meeting   |
| 20 September | Three Waters Hui – progressing the Takiwa approach – via Zoom                  |
| 20 September | A20 Trail Governance Meeting with Mackenzie Mayor & CEO                        |
| 21 September | Real Classic Rock Radio Interview  |
| 21 September | Committees Day Meetings  |
| 21 September | Councillor briefing  |
| 21 September | Destination Waitaki Governance Meeting   |
| 22 September | Meeting with Oamaru Whitestone Civic Trust                                     |
| 22 September | Meeting with Metka Conlan  |
| 22 September | Pre-meeting with Working Party discussion – Minister Mahuta                    |
| 22 September | Meeting with Minister Mahuta – via Zoom  |
| 23 September | Meeting with Mayor/Chief Executive and Richard Thorpe                          |
| 23 September | Civil Defence Emergency Management Otago Joint Committee Meeting               |
| 23 September | Ethnic Communities Regional Leaders Online Forum – Covid Vaccine               |
| 23 September | Otago Mayoral Forum Dinner   |
| 23 September | The Breeze Radio Interview   |
| 24 September | Otago Mayoral Forum  |
| 24 September | Three Waters – Entity D Working Group  |
| 27 September | Mayor and Chief Executive Meeting  |
| 27 September | Draft Agenda Meeting   |
| 27 September | Hampden Energy Group Meeting   |
| 27 September | Waitaki District Youth Council Meeting   |
| 27 September | Canterbury Mayoral Forum Meeting with Minister Mahuta via Zoom                 |
| 28 September | Real Classic Rock Interview  |
| 28 September | Elected Member and Executive Leadership Team Strategy Session                  |
| 28 September | Water Services Workshop 3 – Corriedale and Stoneburn Water Supplies Management |
| 28 September | Councillor Briefing  |
| 29 September | Meeting with Safiya Hunter, Tuia Programme                                     |
| 29 September | Meeting re MenzShed  |
| 29 September | Zone 6 Zoom meeting re Three Waters meeting with Minister Mahuta               |
| 29 September | Meeting with residents re stormwater issue                                     |
| 30 September | Labour Weekend at Loch Laird Task Force Meeting                                |
| 30 September | Three Waters webinar – The Australian Water Reform Journey                     |
| 30 September | Three Waters update – LGNZ   |
| 30 September | Tourism Waitaki Association AGM  |
| 1 October    | Waitaki Sports and Events Centre Meeting – via Teams                           |
| 1 October    | Three Waters – Entity D Working Group  |

**6 RECOMMENDATIONS FROM COMMITTEES REPORTS**

**6.1 RECOMMENDATIONS OF THE COMMUNITY, CULTURE AND REGULATORY COMMITTEE MEETING HELD ON 21 SEPTEMBER 2021**

**Author:** Ainslee Hooper, Governance and Policy Advisor

**Authoriser:** Lisa Baillie, People and Culture Group Manager

**6.1.1 HERITAGE INCENTIVES**

**RESOLVED CCR 2021/037**

Moved: Cr Jim Hopkins

Seconded: Cr Ross McRobie

That the Community, Culture and Regulatory Committee recommends:

That Council:

1. Approves, with amendments as agreed, the Waitaki District Council Heritage Consent Fee Waiving Policy
2. Approves the Waitaki Heritage Fund Policy
3. Approves the winding up and reallocation of funds of the existing Waitaki Heritage Fund.

**CARRIED**

**6.2 RECOMMENDATIONS OF THE ASSETS COMMITTEE MEETING HELD ON 21  
SEPTEMBER 2021**

**Author: Ainslee Hooper, Governance and Policy Advisor**

**Authoriser: Lisa Baillie, People and Culture Group Manager**

**6.2.1 ROADING POLICIES TRANCHE 1**

**RESOLVED AC 2021/025**

Moved: Cr Jim Thomson

Seconded: Cr Jeremy Holding

That the Assets Committee recommends:

That Council:

1. Approves the draft Roothing Policies presented in Tranche 1 as provided in Attachment 1.
2. Revoke(s) all previous versions of the policies which Tranche 1 policies will replace.

**CARRIED**

**ADDITIONAL REMARKS:**

The Roothing Manager has provided additional information that explains the specific policies that are being recommended for adoption in recommendation 1, and also those recommended for revocation in recommendation 2. This additional information is provided on the next page.

In accordance with this additional information, the following revised recommendations are proposed for Council's consideration at this meeting:

**REVISED RECOMMENDATIONS FOR COUNCIL CONSIDERATION:**

That Council:

1. Approves the draft Roothing Policies presented in Tranche 1, namely:
  - 101 Extent of Network Policy
  - 104 Closing Roads
  - 107 Trenching and Road Opening
  - 301 Private Work,
  - 401 Otago Regional Land Transport
  - 402 Waitaki District Council Authorised Roothing Contractors with services they can undertake
  - 403 Town Centre Development Plans
  - 404 Road Naming
  - 407 Roads Not Recommended for Heavy Vehicles and Trailers
  - 408 Temporary Road Closures for Public events
  - 411 Road Stopping
  - 412 Waitaki Policy for Council Trees; and

2. Revokes previous versions of two policies that will be replaced by the Tranche 1 policies identified above, namely:

R0014 Res: 91/81 Rural Access and Bridge Renewal Policy

R0005 Res: 92/245 Condition of Closure

W90/75 Utilities Access to the Transport Corridor

R0024 Res: 95/148 Town Centre Development Plans

Road Naming Policy

Road Stopping

**ADDITIONAL INFORMATION for Agenda Item 5.2.1:**

**Tranche One Policies**

The following table outlines the existing policies that have been revised. Others are implied policies, or processes in use that have not been formalised. The table also highlights any changes along with the reason for and impact of the change.

**Table 1: Tranche One Policies**

| <b>Policy Number</b>                                  | <b>Policy Name</b>  | <b>Status</b>  | <b>Change</b>   |
|---|---|--|---|
| <b>Part 100 Roads Provision and Maintenance</b>       |   |  |   |
| 101   | Extent of Network Policy  | Existing   | Updated combining 2008 and 2012 policies, statements on website and the Rural Access and Bridge Renewal Policy (1991)   |
| 104   | Closing Roads   | Adapted – New Policy based on Council website statements | Policy to support existing process based on regulations   |
| 107   | Trenching and Road Opening  | Existing   | New policy based on website statements revised to align with the New Zealand Utilities Access Group Code of Practice for Utilities Access to the Transport Corridor   |
| <b>Part 300 Private Activities and Works on Roads</b> |   |  |   |
| 301   | Private Work  | Adapted – New Policy based on Council website statements | No change to advice or process  |
| <b>Part 400 Management and Administration</b>         |   |  |   |
| 401   | Otago Regional Land Transport   | Existing   | Formalises report to Council in 2010-   |
| 402   | Waitaki District Council Authorised Roding Contractors with services they can undertake | Adapted – New Policy based on Council website statements | Policy to clarify process for approving contractors to undertake work within road in Waitaki District.<br>Requirements listed will need to be met for contractors to be 'prequalified', and the approval may be withdrawn if these standards are not met. |

| <b>Policy Number</b> | <b>Policy Name</b>                                    | <b>Status</b>  | <b>Change</b>  |
|----------------------|---|--|--|
| 403                  | Town Centre Development Plans                         | Adapted – New Policy based on Council website statements | Policy to support existing process   |
| 404                  | Road Naming   | Existing   | Policy to support existing process   |
| 407                  | Roads Not Recommended for Heavy Vehicles and Trailers | New policy based on Council website statements           | Advice has been provided on the website that specific roads are not recommended for heavy vehicles. This policy states specific vehicles are not permitted as detailed in the Bylaw This will require an amendment to the Bylaw in future. |
| 408                  | Temporary Road Closures for Public Events             | Adapted – New Policy reflecting current processes        | Policy to support existing process based on regulations  |
| 411                  | Road Stopping   | Existing   | None   |
| 412                  | Waitaki Policy for Council Trees                      | Adapted – New Policy based on Council website statements | None   |

If Council adopts the above policies, those outlined in Table Two below can be revoked.

**Table Two: Policies to be revoked**

| <b>Policy Reference</b> | <b>Policy Name</b>                         | <b>Dated</b>   |
|-------------------------|--|----------------|
|                         | Extent of Network Policy                   | June 2012      |
| R0014<br>Res: 91/81     | Rural Access and Bridge Renewal Policy     | 29 April 1991  |
| R0005<br>Res: 92/245    | Condition of Closure                       | 24 August 1992 |
| W90/75                  | Utilities Access to the Transport Corridor | 9 July 1990    |
| R0024<br>Res: 95/148    | Town Centre Development Plans              | 8 June 1995    |
|                         | Road Naming Policy                         | May 2017       |
|                         | Road Stopping                              |                |

**6.2.2 ROAD STOPPING - PORTION OF REDCASTLE ROAD, OAMARU**

**RESOLVED AC 2021/027**

Moved: Deputy Mayor Melanie Tavendale

Seconded: Mayor Gary Kircher

That the Assets Committee recommends:

That Council:

1. Agrees to stop a portion of the road, as outlined in Attachment 1, and transfer the land to the adjoining owners, Lean Meats Ōamaru Limited, and
2. Delegates authority to the Chief Executive to negotiate and undertake the necessary actions for the disposal of the land, with the sale price to be not less than the registered market value as assessed by a registered valuer, and once the process has concluded, report back to Council, and
3. Instructs Officers to report back to Council on net income from the sale

**CARRIED**

**6.2.3 ROAD STOPPING - UNNAMED ROAD OFF CAMERON ROAD, PAKAKAIO**

**RESOLVED AC 2021/028**

Moved: Cr Colin Wollstein

Seconded: Mayor Gary Kircher

That the Assets Committee recommends:

That Council:

1. Agrees to stop a portion of the road, as outlined in Attachment 1, and transfers the land to the adjoining owners GE McPhail, GF & IA Hurst; and
2. Delegates authority to the Chief Executive to negotiate and undertake the necessary actions for the disposal of the land, with the sale price to be not less than the registered market value as assessed by a registered valuer, and once the process has concluded, report back to Council, and
3. Instructs Officers to report back to Council on net income from the sale.

**CARRIED**

**6.2.4 CEMETERY FEES AND DUNBACK CAMPING FEES**

**RESOLVED AC 2021/029**

Moved: Mayor Gary Kircher

Seconded: Cr Jim Thomson

That the Assets Committee recommends:

That Council:

1. Sets the following fees effective from 6 October 2021.

| <b>Activity</b>   | <b>Basis for Charge</b>   | <b>Proposed Fees</b> |
|---|---|----------------------|
| Cemetery Plot purchase Fees                             | Ash plots   | \$420.00             |
|   | Burial plot   | \$1,150.00           |
|   | Baby garden plot  | No fee               |
| Cemetery Interment Service Fees                         | Extra depth   | \$420.00             |
|   | Adult burial - weekdays   | \$1,200.00           |
|   | Adult burial - Saturday, Sunday, public holidays                      | \$1,400.00           |
|   | Baby burial – weekdays, Saturday, Sunday, public holidays             | \$260.00             |
|   | Children under 10 years – weekdays, Saturday, Sunday, public holidays | \$550.00             |
|   | Inter ashes - weekdays  | \$460.00             |
|   | Inter ashes - Saturday, Sunday, public holidays                       | \$650.00             |
|   | Breaking or tunnelling under concrete                                 | \$500.00             |
| Cemetery additional Charges                             | Permits/Monumental permit   | \$60.00              |
| Dunback camping season ticket. (1 July to 30 June)      | Per site (2 adults, up to 3 children under 15 Free).                  | \$400.00             |
| Dunback camping per person (free for children under 15) | Per night   | \$5.00               |

**CARRIED**

**7 DECISION REPORTS**

**7.1 ADOPTION OF CHIEF EXECUTIVE'S KEY PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2022**

**Author:** Alex Parmley, Chief Executive

**Attachments:** 1. Chief Executive's Key Performance Indicators (KPIs) for year ending 30 June 2022

**RECOMMENDATION**

That Council adopts the Key Performance Indicators for the Chief Executive for the year ending 30 June 2022, as included at Attachment 1.

**DECISION OBJECTIVE**

To adopt the Key Performance Indicators (KPIs) for the Chief Executive for the year ending 30 June 2022.

**SUMMARY**

This report provides at Attachment 1 the proposed Key Performance Indicators (KPIs) for the Chief Executive for the year ending 30 June 2022. These KPIs have been discussed with the Mayor and Councillors, and with the Executive Committee.

**DECISION-MAKING EXPECTATIONS**

|                              |  |
|------------------------------|--|
| Governance Decision-Making:  | Agreement and adoption of the final KPIs   |
| Operational Decision-Making: | Operational decision-making relating to the implementation of the KPIs   |
| Communications               | Media Releases – contributed to by officers and Elected Members<br><br>Media/public enquiries regarding governance decision-making topics above can be addressed by governance<br><br>Media/public enquiries regarding operational decision-making topics above can be addressed by officers |

**SUMMARY OF DECISION-MAKING CRITERIA**

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



## **BACKGROUND**

The Chief Executive is responsible for advising Council, implementing policy and delivering the services and development according to Council's Long Term and Annual Plans. The Chief Executive is expected to work according to the role and leadership behaviour set out in the Local Government Act (LGA) and the relevant Position Description. The indicators included in the KPIs provide areas of focus for the year, to align with Council's strategic priorities and organisational needs.

Local Government is within the early stages of reform in many aspects of what it does and how it operates. There is potentially considerable change in the offing and Council will need to engage fully in this process to secure the best outcome for the communities of Waitaki. The proposed KPIs reflect this focus on reform and potential change. In doing this, the KPIs look both outwardly at the reform and how the Council engages with and helps shape this, but also internally at key work the Council needs to undertake to both deal with reform and position itself to meet its ambitions for the district. The KPIs do not attempt to list every item of work to be taken forward by the Chief Executive that form part of the role, but instead, they set out the focus and priorities for the next twelve months.

## **Discussion**

The Mayor and Councillors and the Executive Committee have previously discussed the Chief Executive's Key Performance Indicators (KPIs) and have agreed an approach that focuses on the key priority areas of work and ambitions that the Council wants to see delivered in the next year and beyond.

The approach adopted and set out in Attachment 1 details:

- the overall outcome the Council is seeking to achieve – this is looking at the medium to long term goal (ie usually beyond a year) to set out what successful delivery will look like
- the link to the Council's Strategic Framework – Council has agreed a Strategic Framework that sets the Vision, ambition, community outcomes and priorities. It is important that the Chief Executive's KPIs support or lead to the delivery of the Strategic Framework that Council has agreed, and that this framework guides the work, priorities, and resources of the whole of Council
- CouncilMARK – whether the KPI is linked to addressing the findings of the CouncilMARK assessment (indicated with "Y" if it is)
- Measures of success – enabling the Council to determine if it is making progress towards or is achieving the target outcome
- Key milestones – the substantive steps and timetable towards achieving the KPI outcome, but not every detailed action to be taken.

In agreeing any set of KPIs, it is important for Council to recognise that factors external to Council can have an impact on the progress towards delivery such as changes in government policy or events at a local, regional or national level that require Council to prioritise previously unplanned work. Therefore, the KPIs set out the outcomes to be achieved but not all of which are within the control of the Chief Executive. To keep track of progress and highlight to Council issues impacting on delivery of KPIs either favourably or negatively, the Chief Executive proposes to undertake a quarterly update report to Council on progress.

The proposed KPIs for 2021-22 set out in detail in Attachment 1 are:

1. Future For Local Government Review – To have fully contributed to the FFLG Review, to be a lead council in demonstrating to government and the sector what can be achieved in better community outcomes.
2. Three Waters Reform – To achieve the best outcome for the community from Three waters reform and ensure the Council is well placed whatever the final conclusion.

3. District Plan Review – To have in place a reviewed and fit for purpose District Plan.
4. Governance, Decision-Making and Accountability – To have in place a more efficient and effective decision-making and reporting structure for Council, appropriately separating governance and management.
5. Strategic Priority delivery: Property, Airport, Procurement, Economic Development – To have in place Evidence-based Strategies and Plans that support the Council in delivering improved outcomes and services for: a) Property; b) Oamaru Airport; c) Procurement; d) Economic Development (including tourism).
6. Organisational Capacity, Resilience and Culture – To ensure that Council has the capability, capacity and resilience to deliver Council's priorities and a culture and behaviours aligned to the vision, purpose and expectations of Council and the community.
7. Sports and Events Centre – To deliver a new Waitaki Sports and Events Centre.
8. Forrester Gallery – To achieve full funding for the CFDP 2020 Forrester Gallery Stage 2.

These KPIs represent an ambitious and substantial body of work for the Chief Executive to take forward over the coming year.

### **Legal Considerations**

1. Under the LGA (2002), Council must appoint and manage the Chief Executive and manage his/her performance. This is done via the setting and measuring of annual Key Performance Indicators.
- 2.

### **SUMMARY OF OPTIONS CONSIDERED**

- Option 1** – Adopt the KPIs for the Chief Executive for the year ending 30 June 2022, as proposed **(recommended)**
- Option 2** – Adopt the KPIs for the Chief Executive for the year ending 30 June 2022, with any amendments agreed at this meeting
- Option 3** – Do not adopt the KPIs

### **ASSESSMENT OF PREFERRED OPTION**

Option 1 is the preferred option as it represents an ambitious and substantial body of work to be taken forward over the coming year that has been carefully considered with defined outcomes and measures of success and key milestones that will enable progress to be clearly assessed and monitored.

Option 2 is not preferred as adding to or amending the KPIs may risk the KPIs not being able to be achieved or not being measurable.

Option 3 is not a viable option because it is a legal requirement for KPIs to be in place to manage the Chief Executive's performance under the Local Government Act.

### **CONCLUSION**

It is a legal requirement for Council to adopt key performance indicators for the Chief Executive on an annual basis, and to manage his/her performance in accordance with them.

**ADDITIONAL DECISION-MAKING CONSIDERATIONS**

**Outcomes**

PROSPEROUS DISTRICT

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

STRONG COMMUNITIES

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

QUALITY SERVICES

- Robust core infrastructure and services
- Community facilities and services we are proud of

VALUED ENVIRONMENT

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

| Title                                 | Outcome   | Strategic Framework   | CouncilMARK | ELT Lead | Officer Lead | Measures of success   | Milestones  |
|---------------------------------------|---|---|-------------|----------|--------------|---|---|
| 1. Future for Local Government Review | To have fully contributed to the FFLG Review, to be a lead council in demonstrating to government and the sector what can be achieved in better community outcomes. | <p><b>Prosperous District:</b> Foster a diverse and resilient economy.</p> <p><b>Strong Communities:</b> Enable safe and healthy communities;</p> <p>Connected, inclusive communities;</p> <p>Promoting a greater voice for Waitaki.</p> <p><b>Quality Services:</b> Community facilities and services we are proud of.</p> |             | AP       | VVS          | Stronger Waitaki model is recognised nationally as demonstrating the potential future of local government | Review interim report from the Local Government Review panel and identify opportunities, challenges and focus areas for the Waitaki district – by November 2021   |
|                                       |   |   |             |          |              | WDC used by review panel as an exemplar   | Create a Waitaki community data profile covering the four well beings and identify some key areas around community outcomes to explore with partners by November 2021   |
|                                       |   |   |             |          |              | WDC used as a pilot by government for trialling new approaches and devolving services and budgets         | Develop with partners, shared desired future scenarios / outcomes and key success factors for the Waitaki district to deliver improved well-being that meets local community needs and government policy objectives by April 2022 |
|                                       |   |   |             |          |              | Securing of funding to transition to a "Future Council"   | Identify self-sustaining models and other (local and regional) opportunities where delivering services or programmes locally that are currently delivered by central government could be  |

|                        |  |  |  |    |                                     |   |  |
|------------------------|--|--|--|----|-------------------------------------|---|--|
|                        |  |  |  |    |                                     |   | more successful or sustainable by June 2022  |
|                        |  |  |  |    |                                     |   | Dialogue with government to secure pilot new service delivery from government - August 2022        |
|                        |  |  |  |    |                                     |   |  |
| 2. Three Waters Reform | Achieve the best outcome for the community from Three waters reform and ensure the council is well placed for whatever the final conclusion. | <p><b>Prosperous District:</b> Foster a diverse and resilient economy.</p> <p><b>Strong Communities:</b> Enable safe and healthy communities;</p> <p>Promoting a greater voice for Waitaki.</p> <p><b>Quality Services:</b> Robust core infrastructure and services.</p> <p><b>Valued Environment:</b></p> |  | PH | MP (PM and Change Manager required) | Councillors are well informed of the proposals and their implications for the Council and the District. | Submit response to Government engagement by 30 September 2021 Community consultation by April 2022 |
|                        |  |  |  |    |                                     | Community are well informed and have been consulted on the proposals.                                   | Agree a revised 3 Waters Investment Programme - 7 December 2021 (for completion 1 July 2024)       |

|                         |  |   |  |    |                  |   |   |
|-------------------------|--|---|--|----|------------------|---|---|
|                         |  | Protecting our diverse landscapes and water bodies  |  |    |                  |   |   |
|                         |  |   |  |    |                  |   |   |
| 3. District Plan Review | Have in place a reviewed and fit for purpose District Plan | <p><b>Prosperous District:</b><br/>Attractive to new opportunities;</p>   |  |    |                  | Draft District Plan Published for Consultation. High level of Community engagement. | Draft District Plan released for feedback q1 2022.  |
|                         |  | <p>Foster a diverse and resilient economy.</p> <p><b>Strong Communities:</b><br/>Enable safe and healthy communities;</p> |  |    |                  | Spatial Plan published for consultation. High level of community engagement.        | Notification of Proposed District Plan q4 2022.     |
|                         |  | <p>Connected, inclusive communities</p> <p><b>Quality Services:</b><br/>Robust core infrastructure and services.</p>      |  |    |                  | Plan development maintains alignment with Legislative change.                       | Formal adoption of New Operative District Plan 2025 |
|                         |  |   |  | RC | Planning Manager |   |   |

|   |  |  |   |    |   |  |   |
|---|--|--|---|----|---|--|---|
|   |  | <p><b>Valued Environment:</b><br/>Protecting our diverse landscapes and water bodies;</p> <p>Meeting Environmental and climate change challenges.</p>                                |   |    |   |  |   |
|   |  |  |   |    |   |  |   |
| 4. Governance, Decision Making & Accountability | Council has a more efficient and effective decision-making and reporting structure, appropriately separating governance, and management. | <p><b>Community Outcome:</b><br/>Quality Services</p> <p><b>Strategic Priorities:</b><br/>Striving towards better Council performance;</p> <p>Driving best value for rate payers</p> | Y | LB | <p><b>Governance Advisor;<br/>Procurement &amp; Risk Advisor;<br/>Policy &amp; Strategy Manager</b></p> | The Governance Framework supports high quality decision making for the social, cultural environmental and economic wellbeing of the community; | Project Brief presented to elected members in a Councillor Briefing by November 2021. |
|   |  |  |   |    |   | Advice and decision making across all areas of Council is fully compliant and consistent with all relevant legislation and codes of practice   | Governance review completed and recommendations received by February 2022.            |
|   |  |  |   |    |   | There are regular reviews and reports on issues that could create future risks for council and timely, accurate and appropriate                | Plan for implementation of selected recommendations agreed by February 2022.          |

|  |  |  |  |  |   |  |
|--|--|--|--|--|---|--|
|  |  |  |  |  | reporting to Council on all council activities  |  |
|  |  |  |  |  | Council decisions are effectively implemented   | Corporate Planning Framework agreed by q3 2022                               |
|  |  |  |  |  | Officers spend less time writing reports and attending meetings and more time delivering Council's ambitions  | Performance Management Framework agreed by q3 2022                           |
|  |  |  |  |  | Councillors are confident in operating in the Governance role and feel they have sufficient oversight of and influence over organisational direction and delivery | Corporate Project Management Framework implemented across Council by q2 2022 |
|  |  |  |  |  | Corporate Strategic Planning Framework in place and working effectively to deliver Council's ambitions for the community and district                             |  |
|  |  |  |  |  | Performance Management Framework in place and working effectively to ensure   |  |



|  |   |  |   |    |    |  |  |
|--|---|--|---|----|----|--|--|
|  |   |  |   |    |    | oversight and accountability for delivery  |  |
|  |   |  |   |    |    |  |  |
| 5. Strategic Priority delivery: Property, Airport, Procurement, Economic Development | Evidence Based Strategies and Plans are in place that support the Council in delivering improved outcomes and services, for:<br><br>a) Property | <b>Prosperous District</b>                                     | Y | AP | RJ | A Property Strategy exists that gives clear direction to council and officers on the approach and priorities to utilising property assets to advance the social, economic, and environmental wellbeing of the community. | Strategy Brief agreed by December 2021<br><br>Interim priority workshop held by mid - November 2021<br><br>Property Strategy adopted September 2022. |
|  |   | <b>Strong Communities</b>                                      |   |    |    | Property is classified (operational, strategic (community / economic / environmental), commercial, surplus) with policies agreed for each classification.  |  |
|  |   | <b>Quality Services</b>  |   |    |    | The Property Team are able to deliver council ambitions, clear on the direction, policies, and priorities.   |  |
|  |   | <b>Valued Environment</b>                                      |   |    |    |  |  |
|  |   | <b>Prosperous District:</b><br>Attractive to new opportunities | Y | PH | RJ | A Long Term Ambition and Development Plan is in place for Oamaru Airport informed by   | Capital Development options paper and a Funding paper completed February 2022. Long Term Development Plan and  |

|   |                   |  |   |    |                            |   |  |
|---|-------------------|--|---|----|----------------------------|---|--|
|   | b) Ōamaru Airport | Foster a diverse and resilient economy.  |   |    |                            | industry trends and opportunities   | Business Plan completed December 2022.                     |
|   |                   |  |   |    |                            | A 5 year business plan is in place that sets out the key early steps and management approach to meeting the Long Term Ambitions in an affordable way. |  |
|   | c) Procurement    | <b>Quality Services:</b><br>Robust core infrastructure and services<br><br>Community facilities and services we are proud of | Y | PH | Procurement & Risk Advisor | A Procurement Policy is in place that is understood and used by Councillors and Officers.   | Councillor Workshop on Procurement Policy – September 2021 |
| It is clear how the Procurement Policy is helping to deliver both best value for ratepayers and social value for the wider community. |                   |  |   |    |                            | Policy Agreed by Council - October 2021   |  |
|   |                   |  |   |    |                            | 6 Month review of policy outcomes and effectiveness - April 2022  |  |
|   |                   |  |   |    |                            | 12 Month review of policy outcomes and effectiveness - October 2022   |  |
|   |                   |  | Y | AP |                            |   |  |

|  |   |   |  |  |  |   |
|--|---|---|--|--|--|---|
|  |   |   |  |  | An ambitious strategy is in place that acts as a focus for Council and partners efforts to drive and support the development of the economy  | Strategy and Review Brief by October 2021                                 |
|  | d) Economic Development (including tourism) | <b>Prosperous District:</b><br>Attractive to new opportunities<br>Foster a diverse and resilient economy. |  |  | Key stakeholders are engaged in the design of the strategy and the review of how resources are best used to deliver objectives and priorities                                      | Data Analysis and Stakeholder Engagement - December 2021 to February 2022 |
|  |   |   |  |  | The strategy has broad support from the business sectors and their representative bodies   | Initial Findings - March 2022   |
|  |   |   |  |  | Council has confidence that the resources that it devotes to the development of the economy and tourism are securing best value and tangible results against strategic objectives. | Final Report - April 2022   |
|  |   |   |  |  |  | Adoption and Commence Implementation - May 2022                           |

|  |   |  |   |         |  |  |  |
|--|---|--|---|---------|--|--|--|
| 6. Organisational Capacity, Resilience and Culture | WDC has the capability, capacity, and resilience to deliver Council's priorities and a culture and behaviours aligned to the vision, purpose and expectations of Council and the community. | Organisational capacity, resilience and culture will enable the achievement of all Community Outcomes and Strategic Priorities.<br><br>In particular;<br><br><b>Strong Communities:</b><br>Robust core infrastructure and services.<br><br><b>Strategic Priorities:</b><br>Striving towards better Council performance;<br>Driving best value for rates. | Y | LB / BC |  | Resources are used efficiently, and capacity is secured to deliver Council's ambitions and priorities                      | People Strategy in place by April 2022<br><br>Staff Engagement Survey completed before end of 2021   |
|  |   |  |   |         |  | Council is effective at "growing its own" investing in staff development, cadetships, and internships                      | Annual RoS - increase in overall satisfaction scores   |
|  |   |  |   |         |  | The staff profile becomes more representative of the communities of the district   | Staff turnover (permanent staff) monitored annually and benchmarked against neighbouring and similar councils 5% of the workforce being a trainee, cadet or apprentice by January 2023 |
|  |   |  |   |         |  | Staff Engagement Survey - aim for increase on overall engagement of previous survey result.                                | Refine recruitment, selection and induction processes to lift digital savvy and assist building desired culture.   |
|  |   |  |   |         |  | Staff turnover (permanent staff) % of services available online % of total transactions conducted by customer self-service | Digital Delivery Plan in place to secure improved customer service and efficiencies across Council by May 2022.  |

|                           |  |   |  |    |    |  |   |
|---------------------------|--|---|--|----|----|--|---|
|                           |  |   |  |    |    |  | Partnership and shared service delivery opportunities explored:<br>i) Mackenzie DC Building Collaboration<br>ii) Digital and IT |
|                           |  |   |  |    |    |  |   |
| 7. Sports & Events Centre | Delivery of a new Waitaki Sports & Events Centre | <p><b>Strong Communities:</b><br/>Enabling Safe and Healthy Communities;</p> <p>Connected, inclusive communities;</p> <p>Celebration of our community identity;</p> <p><b>Quality Services:</b><br/>Community facilities and services we are proud of</p> |  | PH |    | Community support Council's investment in a new facility   | Secure funding by December 2022   |
|                           |  |   |  |    |    | Community support the location of the new facility   | Procure Design and Construction Partners by April 2022  |
|                           |  |   |  |    |    | Sufficient funding is committed from the community and other organisations to enable construction to proceed | Achieve Resource Consent by January 2023  |
|                           |  |   |  |    |    | Community feedback on the new facility is positive.  | Commence construction by March 2023   |
|                           |  |   |  |    |    |  | Centre open by June 2024  |
|                           |  |   |  |    |    |  |   |
| 8. Forrester Gallery      | Achieve full funding for the                     | <b>Strong Communities:</b>  |  | LB | CS | Funding achieved to progress the CFDP Stage  |   |

|  |                                      |   |  |  |  |  |  |
|--|--------------------------------------|---|--|--|--|--|--|
|  | CFDP 2020 Forrester Gallery Stage 2. | <p>Connected, inclusive communities;</p> <p>Celebration of our community identity;</p> <p><b>Quality Services:</b><br/>Community facilities and services we are proud of.</p> |  |  |  | 2 for the Forrester Gallery by end of June 2022. | <p>Full funding achieved to progress project stage by end of June 2022.</p> <p>If full funding is not achieved, options to progress part of the project, eg lift and stairs built on to the FG with potential for future stage 3 project to build the extension (Option E of current project).</p> |
|  |                                      |   |  |  |  |  |  |

## **7.2 ALPS TO OCEAN GOVERNANCE**

**Author:** Erik van der Spek, Recreation Manager

**Authoriser:** Paul Hope, Acting Assets Group Manager

**Attachments:**

1. **A2O Joint Committee Terms of Reference**
2. **A2O Reference Group Terms of Reference**
3. **Mackenzie & Waitaki District Council Alps2Ocean Memorandum of Understanding**

### **RECOMMENDATIONS**

That Council:

1. Adopts the new Alps to Ocean Joint Committee Terms of Reference; and
2. Adopts the new Alps to Ocean Reference Group Terms of Reference; and
3. Agrees to enter into the new Waitaki and Mackenzie District Council Alps to Ocean Memorandum of Understanding.

### **DECISION OBJECTIVE**

The purpose of this report is for Council to consider the adoption of new Terms of Reference for the Alps to Ocean Joint Committee and the Alps 2 Ocean Reference Group, as well as the new draft Memorandum of Understanding between Waitaki and Mackenzie District Councils.

### **SUMMARY**

The current governance and management structure of the Alps to Ocean, as it was established 10 years ago, was aimed at progressing development of the trail. The trail has proven to be an asset to Waitaki and Mackenzie districts. With the completion of the current funding agreement with the Ministry of Business, Innovation and Employment (MBIE), it is now timely to review the structure to ensure it is fit for purpose and to provide appropriate structures for the future development of the trail.

Officers have workshopped the proposed changes to the governance and management structures with both the current Joint Committee and elected members from each participating Council. Those workshop discussions have guided the development of the attached draft Terms of Reference.

**DECISION-MAKING EXPECTATIONS**

|                              |  |
|------------------------------|--|
| Governance Decision-Making:  | Adoption of Terms of Reference for the Joint Committee and the Reference Group<br><br>Adoption of Waitaki and Mackenzie District Council Alps to Ocean Memorandum of Understanding   |
| Operational Decision-Making: | Implementation of the new governance and management structure and related documents, once adopted  |
| Communications               | Media Releases – contributed to by officers and Elected Members<br><br>Media/public enquiries regarding governance decision-making topics above can be addressed by governance<br><br>Media/public enquiries regarding operational decision-making topics above can be addressed by officers |

**SUMMARY OF DECISION-MAKING CRITERIA**

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

**BACKGROUND**

The initial Alps to Ocean (A2O) Joint committee was established following a central government National Cycleways proposal in 2009. This initiated a successful funding application for an A2O Trail to the Ministry of Economic Development for \$2.75M. This was agreed in 2010. (The signatories were Waitaki District Council, Mackenzie District Council, and the Mackenzie Tourism and Development Trust.)

The Joint Committee governance structure proposal was agreed via Council’s process and associated community consultation in 2011. The Alps 2 Ocean Cycle Trail Development Joint Venture Agreement between Waitaki and Mackenzie District Councils was signed in March 2012.

Since the start ten years ago, the A2O has grown from a start-up trail into a well-established and highly-regarded national cycleway.

The proposal is that the “start-up” Joint Committee governance and management structure is not suitable to support the next stage of trail development, and revised terms of reference and an updated management structure are now appropriate to help position the A2O Trail for the next ten years.

Mackenzie District Councillors and Waitaki District Councillors have workshopped the proposed Alps 2 Ocean governance and management changes (on 19 April 2021 and again on 9 August 2021) and have provided input to the initial draft documents. Similarly, the Alps 2 Ocean Joint Committee has workshopped the draft documents and provided input (on 14 June 2021).



The parties are now prepared for the final drafts to be presented to each Council for adoption.

***Alps 2 Ocean Joint Committee terms of reference***

The proposed new Terms of Reference redefines the Joint Committee's purpose and key objectives, moving from an initial development phase focus to ongoing governance of the development of strategy, funding opportunities and the management of the business of the Trail.

The proposed financial delegation has been reviewed and it is proposed to allocate up to \$6,000 per year for the costs of the Joint Committee function. This amount has been included in the proposed budget.

Clarification of the term of membership has been developed to include the following:

- Reduction of the term from five years to three years (with a further renewal for three years at the discretion of each Council).
- Inclusion of the recommendation to stagger the terms of Council members to help maintain continuity.
- Clarification regarding the appointments of the Chair and Deputy Chair, and the process should the members in these positions not be re-elected.

***Alps 2 Ocean reference group***

To provide a better forum for Alps 2 Ocean Trail stakeholders (such as tourism operators, proximity landowners, Environment Canterbury), a new group has been proposed to represent these stakeholders to the Alps 2 Ocean Joint Committee. A new Alps 2 Ocean Reference Group Terms of Reference has been drafted to establish the membership and objectives for this group. This document is attached for Council's consideration to adopt.

The summary purpose of this group is to allow a communications conduit for feedback, and input to and consideration of the strategic and operational objectives and timeframes for the Trail business.

**SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – Adopt the new Alps 2 Ocean Joint Committee and Reference Group Terms of Reference and agree to enter into the Memorandum of Understanding with Mackenzie District Council. **(preferred)**

**Option 2** – Instruct staff to make amendments to the new draft Alps 2 Ocean Joint Committee and Reference Group Terms of Reference and the Memorandum of Understanding, and adopt the revised versions inclusive of those specified changes

**Option 3** – Continue with the current Terms of Reference.

**ASSESSMENT OF PREFERRED OPTION**

Option 1 is the preferred option as this provides a refined governance structure that provides for effective decision-making and for Papatipu Runanga participation, and also allows for interested parties, stakeholder and partner participation.

## **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

### **Significance**

The decision to adopt the new Alps 2 Ocean Terms of Reference and budget is not considered significant under the terms of the Council's Significance and Engagement Policy, because it is a revised version of the established operation of the Alps 2 Ocean Joint Committee.

### **Community Views and Publicity**

Partners and stakeholders will be interested in the changes, and communication on the changes will be essential to the process.

### **Financial Considerations**

There are no financial implications to adopting the new Terms of Reference and signing the Memorandum of Understanding. Any associated costs are already within either the 2020-2021 Annual Plan budget or the 2021-2022 Long Term Plan budget. No additional funding has been requested.

### **Legal Considerations**

There are statutory limitations on what can be delegated. The Local Government Act also contains provisions regarding delegations. Both of the proposed Terms of Reference comply with these requirements.

## Alps2Ocean Joint Committee Terms of Reference

### Purpose and Function

The purpose of the Alps2Ocean Joint Committee is to ensure the ongoing governance, development and administration of the Alps 2 Ocean Cycle Trail (the Trail). The following map summarises the Trail location.



The Joint Committee will give effect to its purpose by undertaking the following:

- Develop a 10-year strategy for the Trail (the Strategy)
- Monitor and govern the execution of the strategy
- Monitor and support fund-raising for further development and maintenance of the Trail
- Establish a sustainable business model
- Provide opportunity for stakeholder participation

### Objectives and Delegations

#### ***To monitor and govern execution of the strategy***

1. To ensure the Alps2Ocean Cycle Trail is further developed and maintained.
2. To help source, approve, monitor and account for public and private grant funding for the further construction and maintenance of the Trail.
3. To represent the councils, with public agencies and private organisations.
4. To ensure appropriate access agreements are in place for the entire length of the Trail.
5. To establish the operating structure, resources and activities for the Trail, including protecting intellectual property and establishing business opportunities.
6. To determine the fair allocation between the Councils of costs.
7. To set Key Performance Indicators to be carried out by a 'Trail Manager'.

#### ***To act on behalf of the signatory authorities***

8. To develop and govern the execution of a business plan to operate the Trail.
9. To ensure at least quarterly and annual reports are delivered to the signatory authorities

A2O Joint Committee Terms of Reference DRAFT 20210810

10. To monitor the overall activities and performance of the Trail on behalf of the signatory authorities.

***To provide opportunity for stakeholder participation***

11. To monitor the relationship between the signatory authorities, management and stakeholders.
12. To advocate for the importance of the Trail as part of the National Cycleway and as a tourism opportunity for the Mackenzie and Waitaki districts.
13. To establish a stakeholder advisory group to provide a two-way communications conduit for the development and implementation of strategic and operational objectives.

### Financial Delegation

1. To spend appropriate meeting fees and administration costs of governance meetings up to the amount of \$6,000 per annum.
2. To administer the spend of any grant monies received, in accordance with the grant applications and funding agreements.

All expenses to be invoiced 50/50 to each Council on a quarterly basis.

### Membership

The Alps2Ocean Joint Committee membership will comprise the following members:

- Waitaki District Council (2 Members)
- Mackenzie District Council (2 Members)
- Department of Conservation (1 Member)
- Papatipu Rūnanga

### Appointment Process

The groups will nominate their own representatives.

### Standing Orders

The standing orders of Waitaki District Council, as adopted after each triennial election and amended from time to time, shall be the standing orders for this Committee, except as changed by these terms of reference.

The Joint Committee is subject to the Local Government Official Information and Meetings Act 1987.

### Quorum

In accordance with LGA2002 Sch7 cl 30(9)(b), the quorum shall be three (3), this being the majority of members (including vacancies). As a Joint Committee, each Council also needs to be represented to form a quorum.

### Meeting Frequency

The Joint Committee may meet as required but must meet at least twice per year to receive a 6 monthly report, annual report and annual plan.

### Officers

The Chair of Committee shall be appointed by the Committee. The Committee shall reconsider the appointment of the Chair in February of each year.

A2O Joint Committee Terms of Reference DRAFT 20210810

### Term

In accordance with the Local Government Act 2002, Schedule 7, clause 30(7) the councils have resolved that the Joint Committee is a permanent Joint Committee and cannot be discharged unless the councils so agree.

Members are appointed for a term of three years and can be reappointed for a second term of three years at the discretion of the relevant nominated bodies, except that the Council representatives must be elected representatives. In the event that an elected representative is not re-elected they will immediately cease to be a member of the Joint Committee and the Council should make a new appointment. At the discretion of each Council, terms for elected members should be staggered to help maintain continuity. To coincide with Local Government Election processes, Council membership of the Joint Committee will be confirmed each triennium following the election of the incoming Council.

In the event of one or both elected members ceasing to be a member and new members having not been appointed, the quorum remains unchanged.

The term of appointment of the chairperson and deputy chairperson, which may be for any period not necessarily corresponding with the timing of triennial local government elections, must be agreed at the time of appointment. In any case where the term of appointment of the chairperson or deputy chairperson extends beyond a triennial election date and the chairperson or deputy chairperson is not re-elected to his or her Council then the chairperson or deputy chairperson shall be deemed to have resigned on the date of the declaration of the election result for his or her Council.

### Operating Philosophy

The Joint Committee will at all times operate in accordance with the following:

1. Be culturally sensitive observing tikanga Māori.
2. Give consideration to and balance the interests of all communities in the districts in debate and decision making.
3. Members will work in a collaborative and co-operative manner using their best endeavours to reach solutions that balance the interests of all sectors of the community.
4. Promote a philosophy that the Alps2Ocean Cycle Trail is a key economic driver for the smaller communities across both districts
5. The Committee will seek consensus in its decision making where at all possible. Where, despite the best endeavours of members unanimous agreement is not able to be reached, a decision may be taken if in the view of the significant majority it represents the best interest of all sectors of the community.
6. In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, the Committee must in the first instance seek assistance from the Chief Executives of the Councils to further Committee discussions and deliberations.
7. Where the Committee is unable to reach consensus despite having sought assistance and exhausted all avenues, they must recommend that the Councils disband them and appoint a new Committee.

### Administration

1. The Committee is administered by a Trail Manager employed by the Councils on behalf of the Joint Committee.
2. Remuneration for non-elected representative members will be paid in accordance with current disbursements in the Waitaki District Council Elected Members Allowances and Recovery of Expenses Policy

A2O Joint Committee Terms of Reference DRAFT 20210810

## Alps 2 Ocean Reference Group (A2ORG) - Terms of Reference

### 1. Purpose

The purpose of the Alps2Ocean Reference Group (A2ORG) is to represent stakeholders to the Alps2Ocean Cycle Trail (the Trail) governing Joint Committee. The A2ORG allows a communications conduit for feedback, input, and consideration of the Alps2Ocean strategic and operational objectives and timeframes.

High-level objectives are:

- Ensure broad representation across the Waitaki and Mackenzie Districts for community interest groups, businesses, organisations and agencies associated with the Trail. This includes tourism and tourism-related businesses (such as food and accommodation businesses), proximity land-owners, and local and central government agencies such as Environment Canterbury and LINZ.
- Input and review of the annual strategic objectives.
- Input and review of the annual marketing strategy.
- Input and review of the quarterly operational programme.
- Matters of interest or concern to the representatives.
- For the representatives to report to the wider stakeholder community regarding the Trail strategic and operational objectives and progress against these objectives.
- Receiving statistical and anecdotal feedback regarding the Trail's activity results.
- Improving the delivery of the Trail services.

A2ORG is a non-binding, non-decision-making, advisory group and does not constitute governance of the Trail. The forum will be tasked with making recommendations on the Trail objectives to the Trail Joint Committee and does not have delegated authority to direct activity or spend budget. The Trail Joint Committee may undertake activity which is against the recommendation of A2ORG.

### 2. Key Goals

The A2ORG will:

- Identify strategic and operational priorities.
- Contribute to improving the alignment of the Trail's programmes of work with the local communities.
- Build effective working relationships between the stakeholders across both districts as a whole, the Trail Joint Committee, Department of Conservation, Mackenzie District Council, and Waitaki District Council.
- Ensure that recommendations provided to the Trail Joint Committee include broad tourism sector feedback from across the tourism sector.
- Act as a conduit between the Trail Joint Committee and the represented stakeholder groups.

### 3. Operating Principles

A2ORG will observe the following principles in all its meetings:

- Consider the interests of the stakeholder groups represented by all A2ORG members.
- Work in a collaborative and co-operative manner using best endeavours to reach solutions that take account of the interests of all sectors of the community.
- Members represent the interests of their stakeholder group and will not use the A2ORG to pursue specific individual benefit.
- Any conflicts of interest will be declared.
- A2ORG members and any stakeholders or Council employees invited to contribute will provide information based on empirical evidence, established best practice or experience where possible. Where an option is anecdotal or not supported by evidence this must be made explicit.
- In considering strategic development matters, members will be mindful of both Councils and Department of Conservation strategic documents and directions that have been developed in consultation with the community.

### 4. Member Selection Process

The A2ORG is initiated and managed by the Trail Joint Committee. The Trail Joint Committee will invite representatives (according to the process described in Appendix A) nominated from:

- Tourism operators and tourism-related businesses
- Proximity landowners
- Other key stakeholders as determined by the Trail Joint Committee to ensure fair and broad representation across both the Mackenzie and Waitaki districts.

### 5. Membership

Membership of the A2ORG will be decided and agreed upon by the Trail Joint Committee. The membership will consist of a minimum of six (6) members as follows (additional members may be invited at the discretion of the Trail Joint Committee). Nomination of numbers of members will be invited as follows:

- Local tourism industry representatives (across both districts) (4)
- Proximity landowners (2)
- Other stakeholders nominated by the Trail Joint Committee (as needed)

Non-member A2ORG participants:

- Mackenzie District Council representative(s), Elected Member, CEO or delegate
- Waitaki District Council representative(s), Elected Member, CEO or delegate
- Ngā Rūnanga Arowhenua, Moeraki, and Waihao
- Department of Conservation

## 6. Role Descriptions

The role of members, chair, deputy chair, and lead officers are outlined in Appendix B of this document.

## 7. Meetings

The Advisory Forum will aim to meet at least 4 times per year.

- Scheduled meetings may be a mix of open meetings, closed workshops, wider tourism industry forums and digital meetings. Guest speakers may be invited to attend, at the invitation of the Trail Joint Committee, where they will add value.
- Should conflict occur, the A2ORG Chair will work with the Trail Joint Committee Chair to resolve the conflict. If necessary, mediation can be requested.
- A2ORG meetings will be closed to the media. Minutes will be made available to the public following the meeting.

## 8. Terms of Appointment

- The standard term of appointment will be two years.
- Members can be considered to serve an additional term. The A2ORG Chair must approve extended terms of appointment. The maximum term of service will be two terms.
- The term of appointment will be re-evaluated if a member misses more than three consecutive meetings without apology during any one calendar year.
- If an A2ORG member resigns, a replacement will be sought through the current selection process.
- Members may request a leave of absence of up to three months due to sickness or injury.
- The A2ORG members shall appoint the Chair and Deputy Chair from the membership. The A2ORG members shall reconsider the appointment of the Chair in February of each year.
- To ensure continuity, members terms will be staggered.

## 9. Operation and Other Matters

- The Trail Joint Committee will oversee the administration of the A2ORG.
- The Trail Joint Committee administrator will take meeting minutes and make them available to the Trail Joint Committee and A2ORG members.
- If a situation arises where the A2ORG is not functioning effectively, or there is a disagreement regarding membership eligibility, the Trail Joint Committee Chair will have final approval of the membership and composition of the forum.
- All members are expected to comply with the Code of Conduct as outlined in Appendix C of the document.

## 10. Review

The Terms of Reference will be reviewed every two years at a formal A2ORG meeting. All changes to the Terms of Reference will be subject to the approval of the Trail Joint Committee.



#### APPENDIX A: Selection process

Recruitment of new members will be managed by the Joint Committee Chair. The Chair will call for nominations using contacts through relevant community networks, Alps2Ocean website and local print and social media. Applications will be reviewed and shortlisted by a selection panel comprised of the Joint Committee and the A2ORG Chair.

The role description for members included in Appendix B and the A2ORG selection criteria as stated in the terms of reference will be used for the selection process. The selection panel will make the final decision about all appointments to the A2ORG.

#### Replacement of Vacancies

The Joint Committee will work to fill any vacancies as they arise.

## APPENDIX B: Roles and responsibilities

All A2ORG members are to:

- Provide advice to the Joint Committee that is informed by the stakeholders or stakeholder groups they represent.
- Consider issues on their merits to ensure the best advice is provided.
- Be openminded and display a willingness to listen to differing points of view.
- Treat others, including Council and Department of Conservation employees, with respect always.
- Actively engage with members of the wider communities they represent.
- Establish and maintain relationships within their respective communities.
- Comply with the Code of Conduct as outlined in Appendix C.

### Chair

The Chair is to:

- Facilitate A2ORG meetings to enable considered yet efficient decision making
- Encourage open communication from all A2ORG members
- Work with the A2O Trail Manager to compile meeting agendas

### Deputy Chair

The deputy Chair is to:

- Support the chair in their role.
- Act in place of the chair if the chair is unavailable or has a conflict of interest.

### Secretarial duties

The A2O Trail Manager will be assigned to attend forum meetings. Their tasks are to:

- Advise the chair on the strategic agendas.
- Follow up on meeting actions and resolutions.
- Highlight potential issues and risks.
- Take minutes in formal meetings and wider community forums.
- Take notes in closed workshops.

### APPENDIX C: Code of Conduct

The objective of the code of conduct is to:

- Support the development of mutual trust and respect amongst A2ORG members and the Joint Committee
- Clarify the standard of behaviour expected from members of the A2ORG

#### Relationships

Members are expected to conduct their dealings with each other and the Joint Committee, in ways that:

- Are open, honest and maintain integrity.
- Focus on issues rather than personalities.
- Maintain confidence in the A2ORG.
- Keep focus on issues of the stakeholders represented that directly relate to A2O Trail business.
- Should conflict occur, the Chair and reference group will work together to resolve the conflict. If necessary, mediation can be requested.

#### Public comment

All media enquiries will be directed to the Joint Committee Chair. Where appropriate a view may be expressed by the A2ORG with Joint Committee agreement. In these circumstances:

- Only the Chair or Deputy Chair can represent the forum to the media.
- The Chair will work with the Joint Committee in relation to any public comments
- Members must support the official view of the reference group and refer any further enquiries to the Chair.

Members are free to express a personal view in public. When doing so, they should make it clear that:

- They are expressing a personal view (or a view on behalf of the stakeholders or stakeholder group they are representing on the A2ORG).
- Their comments do not represent the views of the A2ORG.
- In addition, public comments should comply with all other expectations as outlined in the A2ORG's Code of Conduct.

#### Conflict of interest

A2ORG members are expected to report any conflicts of interest to the Joint Committee as soon as possible. Information that may benefit a private business representative should be made publicly available through the meeting minutes.

#### General Conduct

A2ORG members are expected to:

- Act with honesty and integrity at all times.
- Be prepared for meetings and arrive at meetings on time.

- Provide apologies in advance when attendance at a meeting is not possible.
- Abide by the direction of the Chair.
- Maintain a positive public image and not bring the Alps2Ocean Trail or brand into disrepute.
- Avoid publicly criticising any Alps2Ocean employee or contractor in any way.
- Raise concerns about Joint Committee employees or contractors through Joint Committee Chair.
- Ensure that any confidential information received remains confidential. Any A2ORG member raising confidential information must declare this to the A2ORG prior to raising the confidential information.

#### Review of position

Any behaviour that is deemed to be in breach of the Code of Conduct may result in a review of A2ORG membership and will be required to go through a Joint Committee process for a decision to be made. The A2ORG member in question may represent themselves, with or without support, but the Joint Committee will have the final say and no further discussion will be entered into.

# **Memorandum of Understanding**

## **Alps2Ocean Trail Management: Mackenzie District Council and Waitaki District Council**

**August 2021**

## REVISION HISTORY

|                             |                              |
|-----------------------------|------------------------------|
| <b>Date Created:</b>        | August 2021                  |
| <b>Review Date:</b>         | August 2023                  |
| <b>Department:</b>          | Community and Places         |
| <b>Responsible Officer:</b> | Manager Community and Places |
| <b>Sponsor:</b>             | General Manager – Operations |
| <b>Approved by:</b>         | Chief Executive Officer      |
| <b>New Review Date:</b>     | August 2023                  |

## 1. Parties

- (1) Mackenzie District Council (MDC)
- (2) Waitaki District Council (WDC)

Dated this                      day of                      2021.

## 2. Background

Mackenzie District Council and Waitaki District Council have worked together over the last ten years to develop the Alps2Ocean (A2O) Cycle Trail across both districts.

A Joint Committee has been in place with Elected Members from both Councils (and others) to provide oversight and governance of the trail management and the delivery of services.

Tourism Waitaki Ltd (a CCO of WDC), has provided tourism marketing and business services under a contract with both Councils.

With the completion of the initial New Zealand Government funding, and the initial development of the Trail, both Councils and the Joint Committee have agreed to review the A2O governance and the model for the delivery of A2O services. The aim is to best position A2O governance and management for success over the next ten years.

A new position, A2O Trail Manager, has been established to provide both business and operational management of the A2O Trail on behalf of both Councils and the Joint Committee.

As a result, this Memorandum of Understanding (MoU) has been developed to clarify the working relationship between the two Councils, particularly, with regard to the A2O Cycle Trail management.

The A2O Trail Manager may be employed or contracted by one or other Council to work on behalf of the Joint Committee and the Councils. The Council employing or contracting the A2O Trail Manager is, in this case, is the Service Provider.

The other Council contributes equally to the costs of the A2O Trail management and is the recipient of an equal proportion of the A2O Trail Manager's services, and, as such, in this case, is the Service Recipient.

## 3. Definitions and Interpretations

In this MOU unless the context requires otherwise:

- a. "CCO" means Council Controlled Organisation
- b. "MDC" means the Mackenzie District Council
- c. "A2O Trail" means cycleway linking Oamaru, Kurow, Twizel, Tekapo and Aoraki/Mount Cook called the Alps2Ocean Cycle Trail
- d. "MOU" means Memorandum of Understanding

- e. "WDC" means the Waitaki District Council
- f. "Party" and "Parties" means MDC and WDC together with their employees, agents, administrators, successors and assigns.

In this MOU unless the context requires otherwise:

- a. Defined expressions: Expressions defined in the main body of this MOU have the defined meaning in the whole of this MOU including the background
- b. Headings: Section, clause and other headings are for ease of reference only and do not form any part of the context or affect the interpretation of this MOU
- c. Joint and several obligations: Where two or more Parties are bound by a provision or derive a benefit from a provision in this MOU, that provision will bind and/or benefit those Parties jointly and each of them severally
- d. Negative obligations: Any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done
- e. Persons: References to persons include references to individuals, companies, corporations, partnerships, firms, joint ventures, associations, trusts, organisations, governmental or other regulatory bodies or authorities or other entities, in each case whether or not having separate legal personality
- f. Plural and singular: Singular words include the plural and vice versa
- g. Sections and clauses: References to sections and clauses are references to sections and clauses in this MOU
- h. Statutes: References to statutes include references to regulations, orders, rules or notices made under that statute and references to a statute or regulation include references to all amendments to that statute or regulation, whether by subsequent statute or otherwise.

## 4. Good Faith

The Parties acknowledge that this MOU provides a framework for enabling the ongoing business and operational management of the A2O.

The Parties therefore agree to do all other things and matters which are reasonably necessary to fulfil the objectives expressed in this MOU and to generally exercise good faith in their dealings with each other and in pursuance of the objectives of this MOU.

## 5. Objectives

The Parties agree that the overall objectives of this MOU and the arrangements described in it are:

- a. To establish a positive and balanced relationship with each other and a commitment to exercising good faith, cooperation and responsiveness in working together.
- b. To promote the concepts of partnership and economic development in the shared business and operational management of the A2O



- c. To acknowledge the concerns of iwi and adjoining landowners regarding the ongoing development of the A2O and to make every reasonable effort to find enduring solutions to those concerns.

## **6. Party Responsibilities**

- 6.1 For any given service provided across both districts, one party will act as the nominated "Service Provider" and the other party will be the "Service Recipient".
- 6.2 Selection on who takes either role will be based on the ability of either party to effectively and efficiently provide the service.
- 6.3 The Service Provider Council agrees to use good management practice and all reasonable endeavours to ensure that services are delivered in accordance with the Agreement, within budget and within agreed timeframes.
- 6.4 The other Council acknowledges that it is the Service Recipient with respect to the delivery of the Trail Manager services to the A2O.

## **7. Funding**

- 7.1. Each Council will determine and manage their own A2O trail maintenance and capital development budgets, noting the need to collaborate and work effectively through the Trail Manager.
- 7.2. A joint budget for the operations of the governance and trail management activities will be agreed and adopted annually by the Councils. Any annual shortfall between income and all other costs will be contributed to equally by each Council. Any capital surplus may be carried forward to the following year according to each council's practice
- 7.3. The Service Provider Council must report on the delivery of services to agreed levels prior to any shortfall payment from the Service Recipient.
- 7.4. The Service Provider Council will provide quarterly reports to the Service Recipient Council to show specific progress against agreed Key Result Area metrics and budgets with regard to this MoU. The reports will include project progress, and any shortfall or budget over-run incurred for that quarter. It is expected that these reports would be different from the quarterly A2O reports developed for the governance committee.
- 7.5. Within 10 working days of receiving an invoice the Service Recipient Council may query the costs or items set out in the invoice. Such query shall be treated as a dispute under clause 16 of this MOU. If the invoice is not queried within the timeframes stipulated in this clause the Service Recipient Council shall make payment of the invoice on or by the 20th day of the month following receipt of the invoice.
- 7.6. MDC and WDC agree to use reasonable endeavours, in partnership with each other, to secure additional funding for development of the A2O from the following organisations:
  - a. Government Departments as stakeholders.
  - b. Local Government Departments as stakeholders
  - c. NGO funding agencies
  - d. Private sector sponsorship both financially and in kind

**7.7** In the event that the Service Provider Council identifies a funding shortfall or cost overrun for the A2O it shall notify the Service Recipient Council of the funding short fall or cost overrun and the parties shall:

- a. meet to discuss the reasons for the funding short fall or cost overrun; and
- b. assess if there is a way to eliminate or reduce the funding short fall or cost overrun; and
- c. agree on a project plan to eliminate the funding short fall or cost overrun.

## **8. Staff Time**

**8.1** The parties agree that any employee time may be charged to the A2O for specific tasks as follows:

- a. communications and web design services [\$150] per hour
- b. provision of legal services [\$150] per hour
- c. project management services [\$150] per hour
- d. engineering services [\$150] per hour
- e. planning services [\$150] per hour
- f. any such other costs as are agreed in writing between the parties from time to time.

All figures are inclusive of GST at the prevailing rate.

**8.2** The parties agree that employee travel time and attendance at meetings shall not be chargeable.

**8.3** Prior to undertaking any chargeable work, the Service Provider Council shall seek approval from the Service Recipient Council. The Service Provider Council shall forward an itemised GST invoice for staff time, the specific task performed, and sundry costs incurred on the A2O on a monthly basis.

## **9. Joint Committee**

A joint committee is established in accordance with the requirements of the Local Government Act 2002, to oversee the business management, operational management, and ongoing development of the A2O.

The constitution, membership and terms for the Joint Committee are as adopted formally in the Terms of Reference by each Council with according delegations as authorised in each Council's Delegations Manual.

## **10. Easements, leases and licenses**

A2O development will require further formal agreement from land-owners. Each Council will be responsible as tenant for the portion of the A2O that falls within their boundaries.

The parties shall enter into a standard agreement with each landowner within their district adjoining the A2O Trail whose farming or commercial operations are affected by the operation of the A2O Trail. The agreement shall record any agreement reached between the landowner and the parties regarding the operation of the A2O Trail.

## 11. Consultation with Third Parties

The parties acknowledge that further consultation is required with Iwi and adjoining landowners / lease holders. The parties agree to work together in good faith with the affected Iwi / landowners / agencies / lease holders and to make every reasonable effort to find enduring solutions to their concerns.

## 12. Obligations as a Statutory Authority

Nothing in this MOU shall affect, limit or otherwise fetter the Parties public law obligations under any Statute, including but not limited to any obligations as a territorial, local, consent or requiring authority.

## 13. Requests for Information

The Parties acknowledge that they are subject to the Local Government Official Information and Meetings Act 1987 (LGOIMA). The Parties acknowledge that the information contained in this MOU and other information held by them in relation to this MOU is official information under LGOIMA and may be released to the public upon request unless there is good reason in terms of LGOIMA, to withhold the information.

If a Party receives a request under LGOIMA for information contained in or in relation to this MOU, that Party shall immediately inform the remaining Parties of that request and of the decision made to release or withhold the requested information.

## 14. Media Releases / Communication

14.1 The A2O Joint Committee has overall responsibility for communication with the media and general public, including the maintenance of the website.

14.2 The Chair of the A2O Joint Committee has final approval on the release of communications to the media or general public other than as part of an approved Communications Plan which can be communicated at the discretion of the A2O Trail Manager

14.3 The A2O Trail Manager will develop a communications plan for the A2O Cycle Trail on behalf of the Joint Committee, MDC and WDC. The Joint Committee will consider and adopt the Communication plan following feedback from the partner Councils.

14.4 The communication plan shall include detail on the:

- target audiences
- key messages for the A2O Cycle Trail
- communication methods (including any further development of the A2O Cycle Trail website)
- timeframes for communication and communications approval
- Council officers who are authorised to approve communications from each party.

Once developed all communications will be in line with the communications plan.

## 15. Revisions and Alterations of this MoU

- 15.1 This MOU shall be dated by the last Party to sign and the MOU shall become effective from that date.
- 15.2 This MOU may only be altered with the written consent of the parties.

## 16. Dispute Resolution

- 16.1 In the event of any dispute, difference or question arising between the Parties about:
- a. the interpretation of this agreement; or
  - b. anything contained in or arising out of this agreement;
- then the Parties shall first promote a harmonious problem-solving environment supporting a consultative and non-adversarial approach to their differences. When one Party approaches the other with a dispute the other Party undertakes to give the matter prompt attention and to use best endeavours to resolve the problem.
- 16.2 Mediation: If agreement cannot be reached within 20 working days of a dispute arising, a mediator shall assist the Parties to reach agreement. The mediator shall be a barrister and solicitor agreed upon by the Parties, being one experienced and skilled in professional mediation. If the Parties cannot agree upon a mediator within 10 working days, either party may have a mediator appointed by the President for the time being of the New Zealand Law Society (or his or her nominee).
- 16.3 Arbitration: In the event that agreement cannot be reached through mediation within 30 working days of appointment of the mediator, the dispute may be referred to a single arbitrator by either Party. The Parties must try to agree on the arbitrator. If they cannot agree, the President for the time being of the New Zealand Law Society (or his or her nominee) will, on either Party's application, nominate the arbitrator.
- 16.4 Costs: The Parties agree that each Party will bear their own costs in respect of any mediation and shall equally share in the costs of the mediator. The arbitrator shall determine all costs in respect of any arbitration.
- 16.5 Action at Law: The Parties must mediate and go to arbitration under this clause before they can begin any action at law (other than an application for injunctive relief).

## 17. Notice

Notices under this MOU must be in writing, addressed to the Chief Executive Officer of each Party and signed by the Party sending the notices. Notices may be served personally, by ordinary post, courier, facsimile, or scanned and sent electronically via email.

## 18. Signed and Agreed by the Parties

### **Mackenzie District Council**

|  |  |
|--|--|
| Authorised Signatory Name              |  |
| Authorised Signatory Signature         |  |
| Position e.g. Elected/Executive Member |  |
| Date                                   |  |

### **Waitaki District Council**

|  |  |
|--|--|
| Authorised Signatory Name              |  |
| Authorised Signatory Signature         |  |
| Position e.g. Elected/Executive Member |  |
| Date                                   |  |

### 7.3 DRAFT SPATIAL PLAN APPROVAL

**Author:** Katrina Clark, Senior Planner District Plan Review

**Authoriser:** Roger Cook, Acting Heritage, Environment and Regulatory Group Manager

#### RECOMMENDATION

That Council approves the release of the draft Ōamaru, Weston and Kakanui Spatial Plan and accompanying Summary Document for community feedback.

#### DECISION OBJECTIVE

To approve the draft Ōamaru, Weston and Kakanui Spatial Plan and accompanying Summary Document for community feedback.

#### SUMMARY

The draft Ōamaru, Weston and Kakanui Spatial Plan has been developed under the guidance of the Community, Culture and Regulatory Committee and feedback received from key stakeholders and the communities of Weston and Kakanui. Feedback from the wider community is now required for Council consideration to inform the development of a final version of the Spatial Plan for adoption.

#### DECISION-MAKING EXPECTATIONS

|                              |  |
|------------------------------|--|
| Governance Decision-Making:  | Approve the draft Spatial Plan to be released for community feedback.  |
| Operational Decision-Making: | Final revisions to the Spatial Plan and commence community engagement.<br>Finalisation of the communications plan.<br>Collate feedback and provide to the Community, Culture and Regulatory Committee for consideration.   |
| Communications               | Media Releases – contributed to by officers and Elected Members<br><br>Media/public enquiries regarding governance decision-making topics above can be addressed by governance<br><br>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        | No                     | Environmental Considerations | No                     |
| Legal              | No                     | Cultural Considerations      | No                     |
| Significance       | No                     | Social Considerations        | No                     |
| Financial Criteria | No                     | Economic Considerations      | No                     |
| Community Views    | Key                    | Community Board Views        | No                     |
| Consultation       | Key                    | Publicity and Communication  | Key                    |

**BACKGROUND**

The Ōamaru, Weston and Kakanui Spatial Plan has been in development over the last ten months. The draft Spatial Plan has been developed under the guidance of the Community, Culture and Regulatory Committee with the involvement of Council staff, key stakeholders and the communities of Kakanui and Weston. Te Rūnaka o Moeraki has also been a partner in the development of the draft Spatial Plan.

Most recently, a workshop was held with the Community, Culture and Regulatory Committee on 17 August 2021 to review the final draft. The guidance provided by the Committee at that workshop has now been incorporated into the final draft of the Spatial Plan (which is accompanying the final agenda papers as a separate PDF document). A summary document of the Spatial Plan has also been developed (it is also accompanying the final agenda papers as a separate PDF document) and includes key feedback questions for community consideration.

The draft Spatial Plan is now ready for consideration by Council to release to the community for feedback. A communications plan is currently being finalised and will include a six-week feedback period with a variety of online and offline ways to feedback on the Spatial Plan and a series of open day/drop-in sessions for the communities of Ōamaru, Weston and Kakanui.

Feedback gathered from stakeholders and the community will then be presented to the Community, Culture and Regulatory Committee for consideration. Following this, the Spatial Plan will be revised and finalised accordingly and presented to Council in early 2022 for final adoption.

**SUMMARY OF OPTIONS CONSIDERED**

**Option 1 – Approves the release of the draft Ōamaru, Weston and Kakanui Spatial Plan and accompanying Summary Document for community feedback (Recommended)**

On approval to release for community feedback, a six-week community engagement period will commence from 11 October 2021 until 19 November 2021. During this period, feedback from the community will be encouraged through regular communication channels and a series of open days/drop in sessions will also be held in Ōamaru, Weston and Kakanui.

**Option 2 – Approves the release of the draft Ōamaru, Weston and Kakanui Spatial Plan and accompanying Summary Document for community feedback, subject to minor amendments**

Should Council have further amendments they would like to see made to the Spatial Plan, depending on the nature of those amendments, this may affect the anticipated timetable for community engagement.

**Option 3 – Does not approve the release of the draft Ōamaru, Weston and Kakanui Spatial Plan and accompanying Summary Document for community feedback, and provides guidance on where more work is required**

Should Council decide not to approve the Spatial Plan and require further evaluation or additional work before the documents can be released for community feedback, this will affect the suggested timeframes for community engagement. A delay in receiving community feedback on the Spatial Plan also has the potential to substantially affect the progress and timing for the release of the draft District Plan. A number of chapters of the draft District Plan will be informed by the outcomes of the Spatial Plan process.

**ASSESSMENT OF PREFERRED OPTION**

Gaining Council approval for the release of the attached draft Ōamaru, Weston and Kakanui Spatial Plan and accompanying Summary Document for community feedback is the recommended option (Option 1).

Before the final version of the Spatial Plan is presented to Council for adoption, the community and key stakeholders will be provided with an opportunity to provide their feedback on the draft proposals. Community feedback will be used to refine and update the Spatial Plan. Following Council adoption of the Spatial Plan, the draft District Plan will be aligned to support and facilitate the vision and outcomes for future land use and development in Ōamaru, Weston and Kakanui. The Spatial Plan will be a Council-wide guiding document with the vision and outcomes implemented by other key strategic documents such as the Long Term Plan and the Infrastructure Strategy.

**CONCLUSION**

A significant amount of Elected Member, staff, rūnaka, stakeholder and community feedback has already been gathered and used to inform the draft Ōamaru, Weston and Kakanui Spatial Plan. The next stage is to provide the wider community with an opportunity to provide feedback on the draft Spatial Plan before a finalised version is presented to Council for adoption in early 2022.

**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

**Publicity and Community Considerations**

The communications plan will ensure that a wide range of feedback opportunities are provided to the community. Accompanying targeted communications through Council's usual media channels will be undertaken in the lead up to the release of the draft Spatial Plan and during the engagement period. Open days and drop-in sessions will be held in Ōamaru, Weston and Kakanui during the engagement period.





## 7.4 FEES AND CHARGES

**Author:** Roger Cook, Acting Heritage, Environment and Regulatory Group Manager

**Authoriser:** Alex Parmley, Chief Executive

**Attachments:**

1. Building Services Fees and Charges
2. Planning Services Fees and Charges
3. Regulatory Services Fees and Charges
4. Roading Fees and Charges

### RECOMMENDATIONS

That Council:

1. Approves the following fees and charges effective from 6 October 2021:
  - a) Building Services fees as per Attachment 1; and
  - b) Planning Services fees as per Attachment 2; and
  - c) Regulatory Services fees as per Attachment 3; and
  - d) Roading Services fees as per Attachment 4.

### DECISION OBJECTIVE

To set Council fees and charges for Building, Planning, Regulatory Services and Roading.

### SUMMARY

In adopting its Long Term Plan, Council requested a workshop to discuss Heritage, Environment and Regulatory, Recreation and Roading Fees and Charges. The fees were discussed in a Council workshop where the proposed fee structure was asked to be presented to Council formally.

### DECISION-MAKING EXPECTATIONS

|                              |  |
|------------------------------|--|
| Governance Decision-Making:  | Recommendation to Council regarding proposed fees and charges  |
| Operational Decision-Making: | Implement Council decision once it has been made   |
| Communications               | Media Releases – contributed to by officers and Elected Members<br>Media/public enquiries regarding governance decision-making topics above can be addressed by governance<br>Media/public enquiries regarding operational decision-making topics above can be addressed by officers |

**SUMMARY OF DECISION-MAKING CRITERIA**

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

**BACKGROUND**

**Building Fees and Charges**

The current building fees structure has been in place for the past two years. Indications from the building industry are that, overall, they are happy with Waitaki District Council fees and charges. The recent workshop highlighted that the Building Fees and Charges are at or below levels of our neighbouring Territorial Authorities (TAs). Officers believe that the current Fees and Charges structure does not need changing (**Attachment 1**).

**Planning Fees and Charges**

Since the last fees and charges increase over seven years ago, planning officers have found that the deposits required for some activities do not adequately reflect the overall average total costs of the planning process. This often leads to conflict and customer dissatisfaction at the end of the process. Officers feel the best way to create a better customer experience and avoid conflict is to increase the deposit fee structure (**Attachment 2**). This will ensure the gap between the deposit paid and the end of process payment is minimised.

**Regulatory Services Fees and Charges**

In August 2020, Council approved the outsourcing of Environmental Health-related tasks. The implementation of the external contract for verification of food businesses in the Waitaki district coincided with the implementation of stricter Ministry for Primary Industries (MPI) guidelines under the Food Act 2014. All food premises within the Waitaki district have now been verified under the guidelines and, as a result, compliance with the Food Act and MPI requirements has been high. This has resulted in verifications taking on average 3 hours 20 minutes (MPI Guidelines). The associated costs under our current Environmental Health fees and charges do not reflect the level of compliance that our food premises are achieving. The average cost of a verification is \$750 plus an annual registration of \$170.

Officers believe that a flat per hour rate of \$180 (capped at three hours) and an annual registration fee of \$180 better reflects compliance-related costs for our food premises. This would equate to an average cost of a verification being \$540 plus an annual registration of \$180 (**Attachment 3**).

The new fee structure represents a potential saving of \$200 per verification inspection.

Once a food premises achieves two consecutive acceptable verification results, the frequency of verification reduces to once every 18 months. This represents a further reduction in compliance costs.

The new fees and charges structure would still meet our 100% cost recovery model for Food Act-related activities.

Officers believe that all other Regulatory Services Fees and Charges should stay as they are.

## **SUMMARY OF OPTIONS CONSIDERED**

### **BUILDING FEES AND CHARGES**

**Option 1** – Keep current fees and charges as per Attachment 1 (**Recommended**)

**Option 2** – Determine other fees and charges

### **ASSESSMENT OF PREFERRED OPTION**

Option 1 is recommended as it is consistent with the guidance provided by members in the recent workshop.

Option 2 is not recommended as it potentially puts our fees and charges above those of neighbouring TAs and it further increases building associated costs within our district.

## **SUMMARY OF OPTIONS CONSIDERED**

### **PLANNING FEES AND CHARGES**

**Option 1** – Set fees and charges as per Attachment 2 (**Recommended**)

**Option 2** – Keep current fees and charges the same

### **ASSESSMENT OF PREFERRED OPTION**

Option 1 is recommended as it represents the true cost of the consenting process. The current required deposits do not provide the applicant with a realistic end of process cost. Increasing the deposits would mean that, at the end of the process, the outstanding amount will not be excessive which in turn reduces the likelihood of dispute in relation to costs.

Option 2 is not recommended as the small deposit currently required means that the cost at the end of the process can often be an unexpectedly large expense. In the past, this has caused conflict and customer dissatisfaction.

## **SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – Set fees and charges as per Attachment 3 (**Recommended**)

**Option 2** – Keep current fees and charges the same

### **ASSESSMENT OF PREFERRED OPTION**

Option 1 is recommended as it reduces the overall compliance costs for our food premises. Increased regulation and compliance monitoring have seen an overall increase in the time taken to perform a food related verification. Our current fees and charges, coupled with the increased time for verification, are placing a high financial burden on our food businesses. The reduction in fees and charges will benefit our food premises and serve as an incentive for continued high levels of compliance.

Option 2 is not recommended for the reasons mentioned in option 1.

### **Recreation Fees and Charges**

Council requested proposed changes be brought for discussion to a workshop. This was done in conjunction with the other fees and charges noted in this paper.

The proposed fees and charges were tabled at a recent Assets Committee meeting and were recommended for Council's adoption by that Committee.

### **Roading Fees and Charges**

The Utilities Access Act 2010 and the national code of practice for Temporary Traffic Management, requires Council to coordinate activities, approve work to be undertaken in the corridor, and audit the work being undertaken.

In 2020, changes from the Utilities Advisory Group to Temporary Traffic Management have extended the current duties of Council and have imposed additional duties on Council relating to the Utilities Access Act 2010 and the National Code of Practice for Temporary Traffic Management.

The act empowers Council to recover reasonable cost in the process of undertaking its duties.

The new Temporary Traffic Management code has increased processing times of Corridor Access Requests. This additional Officer time should be recouped through revised fees and charges.

The updated costs proposed in the Fees and Charges reflect the costs of delivering the mandated delivery of those services.

The proposed fee structures have been compared to neighbouring Territorial Authorities. Consultation has been undertaken with the service organisations that will be receiving these services to inform them of the proposed changes to fees and charges.

The fee changes proposed are outlined in **Attachment 4**.

### **SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – Adopt fees as proposed in the Attachments (**Recommended**)

**Option 2** – Keep fees at current levels.

### **ASSESSMENT OF PREFERRED OPTION**

Option 1 is the preferred option. This is consistent with previous guidance from Elected Members in a recent workshop.

### **CONCLUSION**

The proposed Fees and Charges structure provides Council with an opportunity to support businesses and the community within the district by keeping rates down by charging appropriate fees and charges that reflect the realistic cost of doing business.

**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**

The increased roading fees are a result of additional costs to meet legislative requirements.

**Financial Considerations**

Proposed changes will enable departments to meet cost recovery requirements.

**Community Views**

Food registration and verification fees are a concern that has been raised by business owners over the last 12 months. It is anticipated that the proposed reduction will be well received.

Stakeholders impacted by the changes in Roothing fees have been consulted.

Attachment 1 – Building Fees and Charges

| Activity   | Basis for Charge  | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$ | Change % | Reason for proposed change |
|--|---|-----------------------------------|-----------------------------------|-----------|----------|----------------------------|
| <b>Building Consent Charges</b>                                    |   |                                   |                                   |           |          |                            |
| Building value - \$0 - \$5,000                                     | includes allowance for PIMBC, processing and acceptable RFI's, required inspections and CCC   | 540.00                            | 540.00                            | 0.00      | N/A      |                            |
| Building value - \$5,001 - \$19,999                                |   |                                   |                                   |           |          |                            |
| Non-habitable  |   | 1,344.00                          | 1,344.00                          | 0.00      | N/A      |                            |
| Habitable  |   | 2,076.00                          | 2,076.00                          | 0.00      | N/A      |                            |
| Building value - \$20,000 - \$50,000                               |   |                                   |                                   |           |          |                            |
| Non-habitable  |   | 2,818.00                          | 2,818.00                          | 0.00      | N/A      |                            |
| Habitable  |   | 3,178.00                          | 3,178.00                          | 0.00      | N/A      |                            |
| Building value - \$50,001 - \$100,000                              |   |                                   |                                   |           |          |                            |
| Non-habitable  | includes allowance for PIMBC, processing and acceptable RFI's, required inspections and CCC   | 3,533.00                          | 3,533.00                          | 0.00      | N/A      |                            |
| Habitable  |   | 3,893.00                          | 3,893.00                          | 0.00      | N/A      |                            |
| Building value - \$100,001 - \$200,000                             |   |                                   |                                   |           |          |                            |
| Building value - \$200,001 - \$300,000                             |   |                                   |                                   |           |          |                            |
| Building value - \$300,001 - \$400,000                             |   |                                   |                                   |           |          |                            |
| Building value - \$400,001 - \$500,000                             |   |                                   |                                   |           |          |                            |
| Building value - \$500,001 - \$600,000                             |   |                                   |                                   |           |          |                            |
| Building value - in excess of \$600,000                            | \$7,200.00 plus \$495.00 for every \$100,000 or part thereof  | See basis for charge              | See basis for charge              | 0.00      | N/A      |                            |
| Accreditation levy   | 0.04% of the estimated value of all new Building work. (inc SFH, COA, Marquee, discretionary exemption, consent ammendment, pool barrier) | 0.04% value of Building work      | 0.04% value of Building work      | 0.00      | N/A      |                            |
| <b>Building Research Association of NZ (BRANZ) and MBIE Levies</b> |   |                                   |                                   |           |          |                            |
| BRANZ Levy   | Projects under \$20,000 are exempt  | No Fee                            | No Fee                            | 0.00      | N/A      |                            |
| BRANZ Levy   | Over \$20,000 - per every \$1,000 or part thereof.  | 1.00                              | 1.00                              | 0.00      | N/A      |                            |
| MBIE levy  | Projects under \$20,444 are exempt  | No Fee                            | No Fee                            | 0.00      | N/A      |                            |
| MBIE levy  | Over \$20,444 - per every \$1,000 or part thereof.  | 2.01                              | 2.01                              | 0.00      | N/A      |                            |

| Activity   | Basis for Charge  | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$ | Change % | Reason for proposed change |
|--|---|-----------------------------------|-----------------------------------|-----------|----------|----------------------------|
| <b>Sundry Building Consent Charges</b>                             |   |                                   |                                   |           |          |                            |
| Code Compliance Certificate  | \$90 per 30 minutes or part thereof + Inspections at \$180 each   |                                   |                                   |           |          |                            |
| Heater   |   | 320.00                            | 320.00                            | 0.00      | N/A      |                            |
| Certificate of Acceptance  | Base fee, plus Building Consideration / PIM, plus consent plan review, plus inspections @ \$180 each  | 650.00                            | 650.00                            | 0.00      | N/A      |                            |
| Waiver to Building Code  | \$180 per hour or part thereof  | 180.00                            | 180.00                            | 0.00      | N/A      |                            |
| Demolition Consent   | \$180 per hour or part thereof - if requested   | 180.00                            | 180.00                            | 0.00      | N/A      |                            |
| Amend issued building consent                                      | \$180 per hour or part thereof, plus estimated inspections at \$180 each  | 180.00                            | 180.00                            | 0.00      | N/A      |                            |
| Minor variation  | If not conducted within allotted on site Inspection time of 1 hour or if completed in office. \$90 per 30 minutes or part thereof plus additional Inspections if required at \$180 each | 90.00                             | 90.00                             | 0.00      | N/A      |                            |
| Extend building consent timeframes                                 | Fixed fee   | 90.00                             | 90.00                             | 0.00      | N/A      |                            |
| Compliance Schedule  | Based on 2 hours  | 360.00                            | 360.00                            | 0.00      | N/A      |                            |
| Compliance Schedule amendment                                      | Based on 1 hour   | 180.00                            | 180.00                            | 0.00      | N/A      |                            |
| Application to erect marquee                                       | \$180 per hour or part thereof, plus estimated inspections at \$180 each  | 180.00                            | 180.00                            | 0.00      | N/A      |                            |
| Certificate of Public Use Application fee (for an agreed duration) | Based on 2 hours, plus \$180 per hour after, plus inspections as required   | 360.00                            | 360.00                            | 0.00      | N/A      |                            |
| Certificate of Public Use - first request                          | Extension of timeframe up to 6 months   | 360.00                            | 360.00                            | 0.00      | N/A      |                            |
| Certificate of Public Use - second request                         | Extension of timeframe up to a further 6 months   | 720.00                            | 720.00                            | 0.00      | N/A      |                            |
| Certificate of Public Use - third & subsequent request             | Extension of timeframe up to a further 6 months, and for each subsequent application  | 2,000.00                          | 2,000.00                          | 0.00      | N/A      |                            |
| Certificate of Title on behalf of owner                            | Administration charge, including 3rd party fees   | 60.00                             | 60.00                             | 0.00      | N/A      |                            |
| Linking of Titles  |   | 295.00                            | 295.00                            | 0.00      | N/A      |                            |
| Notice on Certificate of Titles                                    |   | 295.00                            | 295.00                            | 0.00      | N/A      |                            |
| NZ Fire Service Section 46 notice                                  | No charge from FENZ   | No charge                         | No charge                         | -75.00    | -100.00% |                            |



| Activity  | Basis for Charge   | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$     | Change % | Reason for proposed change |
|---|--|-----------------------------------|-----------------------------------|---------------|----------|----------------------------|
| <b>Other building charges</b>   |  |                                   |                                   |               |          |                            |
| Inspection Fee  |  | 180.00                            | 180.00                            | 0.00          | N/A      |                            |
| Re-inspection Fee   |  | 180.00                            | 180.00                            | 0.00          | N/A      |                            |
| Inspection Fee in other districts   | Charged at cost in relevant district   | Actual cost                       | Actual cost                       | 0.00          | N/A      |                            |
| Cancelled inspection  | \$90 if cancelled after 3pm day prior, \$180 if cancelled on arranged day  | 90.00 - 180.00                    | 90.00 - 180.00                    | 10.00 - 20.00 | 12.50%   |                            |
| Specialist (other engineering review)   | Actual cost of advice plus \$60.00 administration fee  | \$60.00 + actual cost             | \$60.00 + actual cost             | 0.00          | N/A      |                            |
| Exemption under schedule 1 (k) (discretionary exemption to obtaining consent) | Based on 2 hours, \$180 per hour thereafter  | 360.00                            | 360.00                            | 0.00          | N/A      |                            |
| Discretionary exemption for installation of insulation in exterior walls      | Fixed fee  | 180.00                            | 180.00                            | 0.00          | N/A      |                            |
| Building Warrant of Fitness   | Receiving information (Annual form 12 acceptance)  | 75.00                             | 75.00                             | 0.00          | N/A      |                            |
|   | \$180 for the first hour, \$90 per half hour or part thereof after   | 180.00                            | 180.00                            | 0.00          | N/A      |                            |
| Swimming Pool   | Receiving information (IQP Pool Inspector)   | 90.00                             | 90.00                             | 0.00          | N/A      |                            |
| Swimming Pool inspection  | \$180 for the first hour, \$90 per half hour or part thereof after   | 160.00                            | 160.00                            | 0.00          | N/A      |                            |
| Application for outdoor swimming pool/fence                                   | Based on 2 hours   | 360.00                            | 360.00                            | 0.00          | N/A      |                            |
| Notice to Fix   | Base fee to prepare notice, plus investigation at \$180 per hour, plus inspections at \$180 per hour or part thereof | 500.00                            | 500.00                            | 0.00          | N/A      |                            |
| Certificate under Sale and Supply of Alcohol Act 2012                         |  | 150.00                            | 150.00                            | 0.00          | N/A      |                            |
| Request for information to be placed on property file                         |  | 60.00                             | 60.00                             | 0.00          | N/A      |                            |

| Activity  | Basis for Charge   | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$ | Change % | Reason for proposed change |
|---|--|-----------------------------------|-----------------------------------|-----------|----------|----------------------------|
| <b>Property Information - Services</b>                  |  |                                   |                                   |           |          |                            |
| Land Information Memorandum                             | Commercial/Rural   | 400.00                            | 400.00                            | 0.00      | N/A      |                            |
| Land Information Memorandum                             | Commercial/Rural - urgent  | 795.00                            | 795.00                            | 0.00      | N/A      |                            |
| Land Information Memorandum                             | Residential  | 330.00                            | 330.00                            | 0.00      | N/A      |                            |
| Land Information Memorandum                             | Residential - urgent   | 635.00                            | 635.00                            | 0.00      | N/A      |                            |
| Project Information Memorandum / Building Consideration | Under \$5k   | 180.00                            | 180.00                            | 0.00      | N/A      |                            |
| Project Information Memorandum / Building Consideration | \$5k and over  | 360.00                            | 360.00                            | 0.00      | N/A      |                            |
| Viewing of Property File                                | Viewing by non-property owner  | 45.00                             | 45.00                             | 0.00      | N/A      |                            |
| Viewing of file Property File                           | Viewing by property owner  | 15.00                             | 15.00                             | 0.00      | N/A      |                            |
|   | Urgent photocopy request, viewing fee plus photopy charges at page rates below | 15.00                             | 15.00                             | 0.00      | N/A      |                            |
| Information on Disk                                     | Large property plans/files   | No longer provided                | No longer provided                | 0.00      | N/A      |                            |
| Scanning or copying property file                       | Per page, PLUS viewing fee   |                                   |                                   |           |          |                            |
|   | A4 Black and White   | 6 cents                           | 6 cents                           | 0.00      | N/A      |                            |
|   | A3 Black and White   | 10 cents                          | 10 cents                          | 0.00      | N/A      |                            |
|   | A1 Black and White   | 40 cents                          | 40 cents                          | 0.00      | N/A      |                            |
|   | A4 Colour  | 35 cents                          | 35 cents                          | 0.00      | N/A      |                            |
|   | A3 Colour  | 40 cents                          | 40 cents                          | 0.00      | N/A      |                            |
|   | A1 Colour  | 70 cents                          | 70 cents                          | 0.00      | N/A      |                            |
| Request for specific documents                          | No longer provided - replaced by viewing fee                                   | 0.00                              | 0.00                              | 0.00      | N/A      |                            |
| New Rapid Number  | Per number   | 140.00                            | 140.00                            | 0.00      | N/A      |                            |
| Rapid Plate installation                                | If qualified BCO required to install   | 75.00                             | 75.00                             | 0.00      | N/A      |                            |
| Replacement Plate                                       |  | 30.00                             | 30.00                             | 0.00      | N/A      |                            |
| Rapid Book - A4 format                                  | Colour - to be advised at time of request                                      | TBA                               | TBA                               | 0.00      | N/A      |                            |

Attachment 2 – Planning Fees and Charges

| Activity  | Basis for Charge           | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$ | Change % | Reason for proposed change           |
|---|----------------------------|-----------------------------------|-----------------------------------|-----------|----------|--------------------------------------|
| <b>PLANNING</b>   |                            |                                   |                                   |           |          |                                      |
| <i>The Resource Management Act 1991 (the RMA) (Section 36) allows extra fees to cover actual and reasonable costs if the Deposit is inadequate. If the total cost to process an application exceeds the Deposit, additional fees will be charged. The Council will refund part of the Deposit if the work required to process the application is less than expected, subject to the proviso detailed below.</i> |                            |                                   |                                   |           |          |                                      |
| <i>The Deposit must accompany the application.</i>  |                            |                                   |                                   |           |          |                                      |
| <i>Discounts will be allowed on charges for applications for resource consent and applications to change or cancel conditions if these are not processed within statutory timeframes. Such discounts will be in accordance with the Regulations to the RMA.</i>   |                            |                                   |                                   |           |          |                                      |
| <b>Planning Services</b>  |                            |                                   |                                   |           |          |                                      |
| <b>Notified Resource Consent</b>  |                            |                                   |                                   |           |          |                                      |
| Land-use  | Per application - deposit* | 6,000.00                          | 6,000.00                          | 0.00      | N/A      |                                      |
| Subdivision   | Per application - deposit* | 6,000.00                          | 6,000.00                          | 0.00      | N/A      |                                      |
| <b>Limited Notified Consent</b>   |                            |                                   |                                   |           |          |                                      |
| Land Use  | Per application - deposit* | 4,000.00                          | 3,000.00                          | 1,000.00  | 33.33%   | To better match actual cost incurred |
| Subdivision   | Per application - deposit* | 3,000.00                          | 3,000.00                          | 0.00      | N/A      |                                      |
| <b>Non-notified Resource Consent</b>  |                            |                                   |                                   |           |          |                                      |
| Land-use  | Per application - deposit* | 1,200.00                          | 800.00                            | 400.00    | 50.00%   | To better match actual cost incurred |
| Land-use - bulk & location with written approval  | Per application - deposit* | 400.00                            | 400.00                            | 0.00      | N/A      |                                      |
| Subdivision   | Per application - deposit* | 800.00                            | 800.00                            | 0.00      | N/A      |                                      |
| <b>Sundry Certification</b>   |                            |                                   |                                   |           |          |                                      |
| Miscellaneous Certification   | Per certificate - deposit* | 100.00                            | 100.00                            | 0.00      | N/A      |                                      |
| Section 87BA & BB Notices   | Per certificate - deposit* | 600.00                            | 300.00                            | 300.00    | 100.00%  | To better match actual cost incurred |
| Section 139 Certificate of Compliance/<br>Existing Use Rights Certificate   | Per application - deposit* | 800.00                            | 300.00                            | 500.00    | 166.67%  | To better match actual cost incurred |
| Section 223 Certificate   | Per certificate - deposit* | 100.00                            | 100.00                            | 0.00      | N/A      |                                      |
| Section 224 Certificate   | Per certificate - deposit* | 300.00                            | 300.00                            | 0.00      | N/A      |                                      |
| Section 226 Certificate   | Per certificate - deposit* | 400.00                            | 300.00                            | 100.00    | 33.33%   | To better match actual cost incurred |

| Activity   | Basis for Charge  | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$ | Change % | Reason for proposed change           |
|--|---|-----------------------------------|-----------------------------------|-----------|----------|--------------------------------------|
| <b>PLANNING</b>                                    |   |                                   |                                   |           |          |                                      |
| <i>Post-consent procedures</i>                     |   |                                   |                                   |           |          |                                      |
| Section 125 extension of time for land use consent | Per consent - deposit*  | 300.00                            | 300.00                            | 0.00      | N/A      |                                      |
| Section 127 change/cancel consent conditions       | Per consent - deposit*  | 800.00                            | 400.00                            | 400.00    | 100.00%  | To better match actual cost incurred |
| Section 135 Compliance monitoring                  | Per consent - base fee \$130, plus \$130 per hour after the first hour* | 130.00                            | 130.00                            | 0.00      | N/A      |                                      |
| Section 138 surrender of consent                   |   | No fee                            | No fee                            | 0.00      | N/A      |                                      |
| Section 357 Objection to consent conditions        | Per consent - deposit*  | 400.00                            | 400.00                            | 0.00      | N/A      |                                      |
| <b>Plan change</b>                                 | Per application - deposit*  | 20,000.00                         | 20,000.00                         | 0.00      | N/A      |                                      |
| <i>Designation or Heritage order</i>               |   |                                   |                                   |           |          |                                      |
| Requirement - Notified                             | Per designation/order - deposit*  | 6,000.00                          | 6,000.00                          | 0.00      | N/A      |                                      |
| Requirement - Non notified                         | Per designation/order - deposit*  | 800.00                            | 800.00                            | 0.00      | N/A      |                                      |
| Extension of time to a designation                 | Per designation/order - deposit*  | 800.00                            | 300.00                            | 500.00    | 166.67%  | To better match actual cost incurred |
| Variation  | Per Outline Plan - deposit*   | 800.00                            | 600.00                            | 200.00    | 33.33%   | To better match actual cost incurred |
| Removal  | Per Outline Plan - deposit*   | 100.00                            | 100.00                            | 0.00      | N/A      |                                      |
| Section 176a Outline Plan                          | Per Outline Plan - deposit*   | 400.00                            | 400.00                            | 0.00      | N/A      |                                      |
| Waiver of Outline Plan                             | Per Outline Plan - deposit*   | 300.00                            | 300.00                            | 0.00      | N/A      |                                      |

\* There is a threshold either side of the final cost whereby if the amount to be refunded or recovered is less than \$100 it will be absorbed to cover the processing cost.

**Attachment 3 – Regulatory Services Fees and Charges**

| Activity   | Basis for Charge   | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$ | Change % | Reason for proposed change                  |
|--|--|-----------------------------------|-----------------------------------|-----------|----------|---|
| <b>Sundry Regulatory charges</b>                               |  |                                   |                                   |           |          |   |
| Gambling consents fee  | Actual cost per consent (minimum fee \$400.00) - deposit plus \$120 per hour after 3 hours | 400.00                            | 400.00                            | 0.00      | N/A      |   |
| TAB Venues fee   | Actual cost per consent (minimum fee \$400.00) - deposit plus \$120 per hour after 3 hours | 400.00                            | 400.00                            | 0.00      | N/A      |   |
| <b>Food Act 2014 (Food Control Plan or National Programme)</b> |  |                                   |                                   |           |          |   |
| New Application  | Base fee plus \$180 per hour after 1 hour  | 180.00                            | 170.00                            | 10.00     | 5.88%    | To standardise fees and charges             |
| Renewal  | Base fee plus \$180 per hour after 1 hour  | 180.00                            | 170.00                            | 10.00     | 5.88%    | To standardise fees and charges             |
| Amendments   | Base fee plus \$180 per hour after 1 hour  | 180.00                            | 170.00                            | 10.00     | 5.88%    | To standardise fees and charges             |
| Verification inspection  | Base fee plus \$180 per hour after 1 hour (Capped at 3 Hours)                              | 180.00                            | 225.00                            | -45.00    | -20.00%  | To incentivise compliance with the Food Act |
| Improvement Notice / Corrective Action                         | Base fee plus \$180 per hour after 1 hour  | 180.00                            | 225.00                            | -45.00    | -20.00%  | To incentivise compliance with the Food Act |
| Re inspection  | Base fee plus \$180 per hour after 1 hour (Capped at 3 Hours)                              | 180.00                            | 225.00                            | -45.00    | -20.00%  | To incentivise compliance with the Food Act |
| Compliance Verification  | Base fee plus \$180 per hour after 1 hour (Capped at 3 Hours)                              | 180.00                            | 225.00                            | -45.00    | -20.00%  | To incentivise compliance with the Food Act |
| Mentoring service - provider advisement available on request   |  | N/A                               | N/A                               | 0.00      | N/A      |   |
| Food Control Plan  |  | 30.00                             | 30.00                             | 0.00      | N/A      |   |
| <b>Other Businesses Registered Under the Health Act</b>        |  |                                   |                                   |           |          |   |
| New application  | Base fee plus \$170 per hour after 1 hour  | 170.00                            | 170.00                            | 0.00      | N/A      |   |
| Camping Grounds  | Per Annual Certificate   | 300.00                            | 300.00                            | 0.00      | N/A      |   |
| Hairdressers   | Per Annual Certificate   | 225.00                            | 225.00                            | 0.00      | N/A      |   |
| Offensive Traders  | Per Annual Certificate   | 205.00                            | 205.00                            | 0.00      | N/A      |   |
| Funeral Director   | Per Annual Certificate   | 205.00                            | 205.00                            | 0.00      | N/A      |   |
| Saleyards  | Per Annual Certificate   | 205.00                            | 205.00                            | 0.00      | N/A      |   |
| Transfer Fee   | Transfer fee for all health services   | 80.00                             | 80.00                             | 0.00      | N/A      |   |
| <b>Other Fees</b>  |  |                                   |                                   |           |          |   |
| Busking  | Requires approval from WDC and permission from shop proprietor                             | No fee                            | No fee                            | 0.00      | N/A      |   |
| Itinerant Trader or Mobile Shop Permit                         | Per Annual Permit  | 100.00                            | 100.00                            | 0.00      | N/A      |   |
| Street Furniture Permit  | Per Annual Permit  | 50.00                             | 50.00                             | 0.00      | N/A      |   |
| Seizure of equipment   | plus storage costs if applicable   | 150.00                            | 150.00                            | 0.00      | N/A      |   |

| Activity                                   | Basis for Charge  | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$ | Change % | Reason for proposed change |
|--|---|-----------------------------------|-----------------------------------|-----------|----------|----------------------------|
| <b>Alcohol Licensing</b>                   |   |                                   |                                   |           |          |                            |
| <b>Cost/risk rating of on/off premises</b> | <b>Fee Category</b>   |                                   |                                   |           |          |                            |
| <b>Application fee</b>                     |   |                                   |                                   |           |          |                            |
| 0-2  | Very low  | 368.00                            | 368.00                            | 0.00      | N/A      |                            |
| 3 to 5                                     | Low   | 609.50                            | 609.50                            | 0.00      | N/A      |                            |
| 6 to 15                                    | Medium  | 816.50                            | 816.50                            | 0.00      | N/A      |                            |
| 16 to 25                                   | High  | 1,023.50                          | 1,023.50                          | 0.00      | N/A      |                            |
| 26 plus                                    | Very high   | 1,207.50                          | 1,207.50                          | 0.00      | N/A      |                            |
| <b>Annual Fees</b>                         |   |                                   |                                   |           |          |                            |
| 0-2  | Very low  | 161.00                            | 161.00                            | 0.00      | N/A      |                            |
| 3 to 5                                     | Low   | 391.00                            | 391.00                            | 0.00      | N/A      |                            |
| 6 to 15                                    | Medium  | 632.50                            | 632.50                            | 0.00      | N/A      |                            |
| 16 to 25                                   | High  | 1,035.00                          | 1,035.00                          | 0.00      | N/A      |                            |
| 26 plus                                    | Very high   | 1,437.50                          | 1,437.50                          | 0.00      | N/A      |                            |
| <b>Special Licence</b>                     |   |                                   |                                   |           |          |                            |
|  | <b>Issued in respect of</b>   |                                   |                                   |           |          |                            |
| Class 1                                    | 1 large event (400) people or more than 3 medium events (100 to 400) or more than 12 small events (less than 100)       | 575.00                            | 575.00                            | 0.00      | N/A      |                            |
| Class 2                                    | 3 to 12 small events (less than 100) people or 1 to 3 medium events (100 to 400)  | 207.00                            | 207.00                            | 0.00      | N/A      |                            |
| Class 3                                    | 1 or 2 small events (less than 100) people  | 63.25                             | 63.25                             | 0.00      | N/A      |                            |
| Manager's Certificate (new or renewal)     |   | 316.25                            | 316.25                            | 0.00      | N/A      |                            |
| <b>Other fees payable</b>                  |   |                                   |                                   |           |          |                            |
| Temporary authority                        |   | 296.70                            | 296.70                            | 0.00      | N/A      |                            |
| Temporary licence                          |   | 296.70                            | 296.70                            | 0.00      | N/A      |                            |
| Permanent club charters                    |   | 632.50                            | 632.50                            | 0.00      | N/A      |                            |
| Extract from register                      |   | 57.50                             | 57.50                             | 0.00      | N/A      |                            |
| Water Monitoring (for private supplies)    | The fee for each supply is based on time, distance from network, cost of testing, number of samples and administration. | TBA                               | TBA                               | 0.00      | N/A      |                            |

| Activity                      | Basis for Charge  | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$ | Change % | Reason for proposed change |
|-------------------------------|---|-----------------------------------|-----------------------------------|-----------|----------|----------------------------|
| <b>Parking Control</b>        | Infringement Fees are set by Statute  |                                   |                                   |           |          |                            |
| Metered parking               | On Street - per hour  | 1.10                              | 1.10                              | 0.00      | N/A      |                            |
|                               | Off Street - per hour   | 0.90                              | 0.90                              | 0.00      | N/A      |                            |
|                               | Off Street - per day maximum charge   | 4.00                              | 4.00                              | 0.00      | N/A      |                            |
| Parking Permits               | Per year  | 400.00                            | 400.00                            | 0.00      | N/A      |                            |
|                               | 6 months  | 220.00                            | 220.00                            | 0.00      | N/A      |                            |
| Prepaid Daily Parking Permits | 3 months  | 120.00                            | 120.00                            | 0.00      | N/A      |                            |
| Space Booking                 | On street - per day   | 7.00                              | 7.00                              | 0.00      | N/A      |                            |
|                               | On Street - per week  | 30.00                             | 30.00                             | 0.00      | N/A      |                            |
|                               | On Street - per month   | 100.00                            | 100.00                            | 0.00      | N/A      |                            |
|                               | On Street - 3 months  | 250.00                            | 250.00                            | 0.00      | N/A      |                            |
|                               | On Street - 6 months  | 350.00                            | 350.00                            | 0.00      | N/A      |                            |
|                               | Off street - per day  | 4.00                              | 4.00                              | 0.00      | N/A      |                            |
|                               | Off Street - per week   | 18.00                             | 18.00                             | 0.00      | N/A      |                            |
|                               | Off Street - per month  | 60.00                             | 60.00                             | 0.00      | N/A      |                            |
|                               | Off Street - 3 months   | 120.00                            | 120.00                            | 0.00      | N/A      |                            |
|                               | Off Street - 6 months   | 220.00                            | 220.00                            | 0.00      | N/A      |                            |
| Taxi Stand                    | Per stand   | No fee                            | No fee                            | 0.00      | N/A      |                            |
| Bus Stand                     | Per stand   | No fee                            | No fee                            | 0.00      | N/A      |                            |
| <b>Amusement Devices</b>      |   |                                   |                                   |           |          |                            |
| Application fee               | 1 device, for first 7 days or part thereof,   | 11.50                             | 11.50                             | 0.00      | N/A      |                            |
|                               | for each additional device operated by the same owner, for the first 7 days or part thereof | 2.30                              | 2.30                              | 0.00      | N/A      |                            |
|                               | for each device, for each further period of 7 days or part thereof                          | 1.15                              | 1.15                              | 0.00      | N/A      |                            |

| Activity                           | Basis for Charge   | Fees and Charges from 1 July 2021 | Fees and Charges from 1 July 2020 | Change \$ | Change % | Reason for proposed change   |
|------------------------------------|--|-----------------------------------|-----------------------------------|-----------|----------|------------------------------|
| <b>Animal Control</b>              |  |                                   |                                   |           |          |                              |
| Dog registration - Base fee        |  | Removed                           | 70.00                             | 0.00      | N/A      | Fee covered in category fees |
| Dog registration - category fees   | Working dogs, per dog  | 21.00                             | 21.00                             | 0.00      | N/A      |                              |
|                                    | Non-working dogs, per dog  | 70.00                             | 70.00                             | 0.00      | N/A      |                              |
|                                    | Neutered non-working dog   | 56.00                             | 56.00                             | 0.00      | N/A      |                              |
|                                    | Selected owner dogs, per dog   | 28.00                             | 28.00                             | 0.00      | N/A      |                              |
|                                    | Farm pet dogs, per dog   | 21.00                             | 21.00                             | 0.00      | N/A      |                              |
|                                    | Disability Assist dog  | No fee                            | N/A                               |           |          | Not previously noted         |
|                                    | Probationary owner dogs  | Registration fee plus 50%         | Base fee plus 50%                 | 0.00      | N/A      |                              |
|                                    | Dangerous dogs   | Registration fee plus 50%         | Base fee plus 50%                 | 0.00      | N/A      |                              |
| Late registration penalty          |  | Registration fee plus 50%         | Base fee plus 50%                 | 0.00      | N/A      |                              |
| Selected Owner/Multiple Dog Permit | Application and assessment   | 35.00                             | 35.00                             | 0.00      | N/A      |                              |
|                                    | Reassessment   | 20.00                             | 20.00                             | 0.00      | N/A      |                              |
| Adoption Fee                       | Application and assessment   | 165.00                            | 165.00                            | 0.00      | N/A      |                              |
| Replacement tag                    |  | 10.00                             | 10.00                             | 0.00      | N/A      |                              |
| New tag                            | Dog from another district/Change of owner (For a dog that is currently registered) | No Fee                            | No Fee                            | 0.00      | N/A      |                              |
| Dog Impounding                     | First offence - registered dog   | 50.00                             | 50.00                             | 0.00      | N/A      |                              |
|                                    | First offence - unregistered dog   | 120.00                            | 120.00                            | 0.00      | N/A      |                              |
|                                    | Second offence   | 100.00                            | 100.00                            | 0.00      | N/A      |                              |
|                                    | Third offence  | 135.00                            | 135.00                            | 0.00      | N/A      |                              |
|                                    | Seizure and custody  | 65.00                             | 65.00                             | 0.00      | N/A      |                              |
|                                    | Sustenance per day   | 15.00                             | 15.00                             | 0.00      | N/A      |                              |
|                                    | Destruction fee  | 60.00                             | 60.00                             | 0.00      | N/A      |                              |
| Livestock Impounding Fee           | \$50 per animal plus \$85 per hour for time taken to contain animal(s)             | 50.00                             | 50.00                             | 0.00      | N/A      |                              |
|                                    | Sustenance per day (if required)   | 10.00                             | 10.00                             | 0.00      | N/A      |                              |



| Activity  | Basis for Charge  | Proposed Fees and Charges   | Current Fees and Charges  | Change (\$)                                  | Reason for proposed change                     |
|---|---|---|---|--|--|
| Development Contributions/HEU                           | Development Contributions/HEU                                 | <a href="#">Please refer to the Development Contribution Policy click here for more information</a> | <a href="#">Please refer to the Development Contribution Policy click here for more information</a> | No change                                    |  |
| Vehicle crossing application & supervision fee          | Staff time and disbursements                                  | Fee Waived  | No fee  | No change                                    |  |
| Cattle stop and/or gate across road                     | Application fee   | 300.00  | 300.00  | No Change                                    |  |
| Stock droving/crossing permit OR Stock Underpass permit | Application fee (Note legal fees with applicant)              | Fee Waived  | No fee  | No change                                    |  |
| No Spray Zone   | Management Fee  | Fee Waived  | No Fee  | No Change                                    |  |
| Temporary road closures                                 | Private/commercial purposes (single)                          | 200.00  | 160.00  | 40.00  | Increased traffic management compliance        |
|   | Public Events (Single)  | 150.00  | 100.00  | 50.00  | Increased traffic management compliance        |
| Temporary road closures late applications               | Staff time and disbursements                                  | Base Fee(s) + \$150   | Base Fee(s) + \$150   | No Change                                    |  |
| Construct underground utility permit – Global           | Corridor Access request (Utilities Access Act) - Actual costs | 690.00  |   | 690.00                                       | Recover time spent processing including audits |
| Construct underground utility permit – Single           | Corridor Access request (Utilities Access Act) - Actual Costs | 287.50  | 56.35   | 231.15                                       | Recover staff time processing including audits |
| Underground Utility re-inspection fee                   | Corridor Access request (Utilities Access Act) - Actual Costs | 287.50  |   | 287.50                                       | New item to recover re - inspection costs      |
| Traffic management plan approval (site specific)        | Application - Traffic management plan (site specific)         | 86.96   |   | 86.96  | New item to cover TMP code compliance          |
| Traffic management plan approval (generic)              | Application - Traffic management plan (generic)               | 690.00  |   | 690.00                                       | New item to cover TMP code compliance          |
| Traffic Management Plan Design                          | Services to design Traffic Management Plan                    | Staff time per hour required + disbursements  |   | Staff time per hour required + disbursements | New item to cover new TMP compliance           |
| Private pipeline/utility permit                         | Application fee   | \$150 + Legal costs+ disbursements  | \$150 + Legal costs + disbursements   | No change                                    |  |
| Non Public Works within road corridor                   | Refundable bond at 2.5 times construction cost                | 2.5 times construction cost   | 2.5 times construction cost   | No change                                    |  |
| Any activity within Road Corridor                       | Re-inspection Fee (for non-compliant activities)              | \$150 + time + disbursements  | \$150 + time + disbursements  | No change                                    |  |

**7.5 APPROVAL OF DOG CONTROL S10A REPORT 2020/21**

**Author:** Tristan Hope, Senior Compliance Officer

**Authoriser:** Roger Cook, Acting Heritage, Environment and Regulatory Group  
Manager

**Attachments:** 1. Annual Dog Control Report 2020/21 DRAFT

**RECOMMENDATION**

That Council approves the Dog Control S10A Report 2020/21 in order that the report can be made available to the Department of Internal Affairs and publicly notified.

**DECISION OBJECTIVE**

Waitaki District Council is required to report annually on Council's dog control policy and practices in accordance with Section 10A of the Dog Control Act 1996 (the Act):

**10A Territorial authority must report on dog control policy and practices**

*(1) A territorial authority must, in respect of each financial year, report on the administration of—*

*(a) its dog control policy adopted under section 10; and*

*(b) its dog control practices.*

*(2) The report must include, in respect of each financial year, information relating to—*

*(a) the number of registered dogs in the territorial authority district:*

*(b) the number of probationary owners and disqualified owners in the territorial authority district:*

*(c) the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made:*

*(d) the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made:*

*(e) the number of infringement notices issued by the territorial authority:*

*(f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints:*

*(g) the number of prosecutions taken by the territorial authority under this Act.*

*(3) The territorial authority must—*

*(a) give public notice, as defined in section 5(1) of the Local Government Act 2002, of the report; and*

*(b) make the report publicly available, as described in section 5(3) of that Act.*

**SUMMARY**

Annual reporting of the information required by S10A of the Act enables Council to meet its statutory obligations under the Act. The Department of Internal Affairs (DIA) collates annual reports from all territorial authorities to form a national picture of dog control policies and practices.

The Dog Control Annual Report 2020/21 is included at **Attachment 1**.

**DECISION-MAKING EXPECTATIONS**

|                              |   |
|------------------------------|---|
| Governance Decision-Making:  | The report is approved, and statutory reporting requirements are met by Council.  |
| Operational Decision-Making: | None  |
| Communications               | Public notification of the report is achieved by publishing the report on Council's website, with the DIA then advised of that publication. |

**SUMMARY OF DECISION-MAKING CRITERIA**

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

**BACKGROUND**

The report is routinely produced by the Regulatory Services Department for Council approval.

Data is sourced from various systems and a description of dog control policy and practices is provided by the Senior Compliance Officer, who is familiar with dog control operations and performance.

**SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – The 2020/21 Annual Dog Control Report is approved (**Recommended**)

**Option 2** – The 2020/21 Annual Dog Control Report is not approved (not recommended)

**ASSESSMENT OF PREFERRED OPTION**

Approval of the report enables the report to be published and for Council to meet its statutory obligations under the Act.

**ADDITIONAL DECISION-MAKING CONSIDERATIONS**

**Policy and Plan Considerations**

Council and the community ought to be satisfied that the key outcomes for dog management and control in the Waitaki district are being met (described in Part 2 of the report).

**Legal Considerations**

Council must meet its statutory obligations to report annually on dog control practices and policy.

**Publicity and Community Considerations**

Publication of the report enables the community to be informed on dog control practices and policy.



**WAITAKI DISTRICT COUNCIL**  
**DOG CONTROL – POLICY AND PRACTICES REPORT**  
**1 July 2020 – 30 June 2021**

Section 10A of the Dog Control Act 1996 (DCA) requires territorial authorities to publicly report each financial year on:

- The administration of their dog control policy and their dog control practices; and
- A variety of dog control related statistics

**PART ONE – ADMINISTRATION OF POLICY AND DOG CONTROL PRACTICES**

**1) Dog Control in the District**

Waitaki District is a predominantly rural area that covers approx. 9000km<sup>2</sup> from Ohau to Macraes. Oamaru is the most populated town in the district.

In the 2020-21 registration year Waitaki District Council had 5554 dogs registered. The greatest number of those were in the working dog (1822 dogs) and selected owner (1635 dogs) categories.

Dog control services and activities are now carried out on a 24/7 basis by Council employees after a change to the previous operating model where they were delivered by an external contractor with support from Council Officers.

**2) Administration of Dog Control Practices and Policy**

The key outcomes for dog management and control in the Waitaki District are:

- There is responsible ownership of dogs across the District, including compliance with dog owner obligations under the DCA.
- Opportunities are provided for dogs and their owners to exercise and recreate in public places.

- Conflicts between the general public, dogs, stock and animals and dog owners are minimised.
- Potential or actual danger, distress, intimidation and nuisance caused by dogs in the community are minimised.
- Council meets its statutory obligations for dog control and management under the Act.

The change from contracted services to employment of a team of three Regulatory Services Officers – Animal Control, provided an opportunity to improve service delivery, increase capability, and grow Council's capacity to deliver on the key outcomes.

The new operating model has helped to build a more pro-active approach towards dog control in Waitaki, meaning that the community more likely to have interactions with animal control officers where the contact has not been initiated in response to a complaint.

### **Getting to know dogs and their owners**

Face-to-face interactions with dog owners have increased, with value added from Officers who have an improved knowledge base and clearer operating processes than had previously been the case.

From December 2020 to June 2021 Animal Control Officers recorded 332 face-to-face contacts which were pro-active (initiated by the Officer). Although the specific reason for each interaction is not recorded, these contacts are to provide advice, information, or warnings for bylaws breaches. In many cases, contacts resulted from visits being made to key areas to monitor compliance with the Dog Control bylaws. Microchipping compliance was also a focus this year.

### **Our Approach to Dog Control**

An 'education first' approach is taken, depending on the seriousness of the issue or risk of harm. As complaints relating to wandering dogs are in the highest category of issues reported to Council, advice on suitable property fencing is provided to the dog owner but followed-up with a direction to undertake fencing improvements if advice is not followed voluntarily. Any further non-compliance is likely to result in the enforcement pathway being taken. The increase in infringement notices being issued for the reporting year should be viewed in this context, as it does not indicate an increased focus on enforcement. In most cases, an infringement issued reflects a significant amount of work in the background to resolve an ongoing dog control issue.

### **Community safety a priority**

In May 2021 an appeal was made against a Court Order for destruction of a dog held by Council following a serious attack. The dog had previously attacked and posed a risk to the community. This meant that Council needed to put the case for destruction to the High Court, who ultimately found that destruction was the correct outcome.

The dog had been impounded and cared for over a period of two years whilst the matter progressed through the legal process. This long and drawn-out situation highlights some of the challenges associated with enforcement under the Dog Control Act 1996, but also demonstrates that community safety continues to be a priority for Council.

### **Community Engagement**

This year the Dog Expo, a joint initiative between Council and the North Otago Dog Training Club, ran for the second time. The aim was to promote responsible dog ownership and to enable the public to better understand Council's dog control responsibilities, but also to have some fun in events such as the best dressed dog and owner, and the dog and owner look-a-like competition. The first Waitaki 'Super Dog' was also found after they showed natural talent in the Expo agility course.

### **Compliance and Enforcement Policy**

In cases where dog owners have failed to be responsible and offences against the Dog Control Act have been committed, each case is considered in accordance with Council's *Compliance and Enforcement Policy*. Though not altogether specific to dog control, the Policy aims to promote consistency of decision making and process for compliance and enforcement activities.

Application of the Policy guides Council and animal control officers towards appropriate compliance and enforcement outcomes to ensure that regulatory actions are carried out consistently, but also take the unique circumstances of a case into consideration so that Council's response is not prescriptive. As a result, Council resources and enforcement are targeted at the issues which cause, or have potential to cause the most harm, and also take into account dog owners' response to compliance and complainant's views.

### **Facilities and equipment**

The new dog pound constructed in 2020 continues to provide warm, clean and secure facilities for impounded dogs and animal control officers.

Security has been enhanced after a dog owner managed to enter the building unlawfully.

New equipment recently introduced includes a Ford Transit van fitted with adjustable roof spotlights and two detachable dog transport crates, dog deterrent spray, body worn cameras, flexi pole and snappy snare.

This equipment has improved animal control officers' ability to catch roaming dogs and to ensure aggressive dogs can be handled safely and with increased security and transport options available.

The most unusual capture of a wandering dog this year took place about two kilometres offshore, after the dog was spooked by a well-meaning member of the public and decided to head for the waves. Animal control officers assisted by a local safety boat rescued the dog before it drowned.

### **Partnerships**

The working partnerships that our dog control officers have with organisations such as the SPCA, Police, local vets, neighbouring Councils, not for profit groups and charitable organisations, help Council's dog control operations and rehoming to be more successful. Options for the rehoming of bull-breed dogs have increased, meaning that the number of dogs euthanised has remained low this year, which is consistent with previous years.

If the presence of a dog in Council's pound is likely to result in burglary or property damage, these partnerships have also provided us with alternative locations to impound dogs.

### **Trends**

During the reporting year, 758 complaints were recorded in comparison to the previous reporting year where 566 complaints were recorded. In 2019/20 it was considered highly likely that Covid-19 lockdown restrictions resulted in far fewer complaints being received. Data from 2018/19 when 709 complaints were recorded, is more representative of the volume of complaints that might be anticipate in a 'normal' year.

The increase in 2020/21 is presumed to reflect the fact that Council's operational capacity and capability has also grown, resulting in more pro-active work being undertaken and non-compliances being identified and recorded. The recording parameters do not differentiate between complaints that are reported to Council and 'occurrences' recorded by dog control officers who have identified breaches of the Act or bylaws.

It should also be noted that 'general enquiries' are recorded in the total, of which 85 were recorded this year, being more than double the average number of general enquiries over the past three years. Again, this is believed to reflect the change in service delivery described above and not an increase in the number of customers who are contacting the Council to report a problem.

Although the number of dog attacks (5) on stock is the same as the previous year, dog control officers responded to some horrific attacks on sheep with many animals being mauled, injured or killed, sometimes over several nights.

Nine people reported being attacked by dogs during the year and there were 12 recorded attacks on other animals (not being livestock). This is the greatest number of attacks on animals recorded in comparison to previous years.

The number of infringement notices issued more than doubled this year to a total of 151 (Note: this figure includes 23 infringement warnings), with the number of impounded dogs also increasing significantly from 90 in 2019/20 to 149 this year. This corresponds



with a 106% increase in the number of complaints relating to wandering dogs and is also reflected in the number of infringement notices issued for failing to keep a dog controlled or confined, increasing from 28 in last year to 43 this year.

The number of dogs euthanised (4) was the same as last year. This shows that our partnerships to increase re-homing options are working effectively.

**4) Dog Registration Fees**

Council fees (inclusive of GST) for the year were unchanged from the previous year:

|  |                                  |                   |
|--|----------------------------------|-------------------|
| Dog registration - Base fee  |                                  | 70.00             |
| Dog registration - category  |                                  |                   |
|  | Working dogs, per dog fees       | 21.00             |
|  | Non-working dogs, per dog        | 70.00             |
|  | Neutered non-working dog         | 56.00             |
|  | Selected owner dogs, per         |                   |
|  | dog                              | 28.00             |
|  | Farm pet dogs, per dog           | 21.00             |
|  | Probationary owner dogs          | Base fee plus 50% |
|  | Dangerous dogs                   | Base fee plus 50% |
| Late registration penalty  |                                  | Base fee plus 50% |
| Note: Full dog registration fee (base fee) - plus the category fee |                                  |                   |
| Selected Owner/Multiple  | Application and assessment       | 35.00             |
| Dog Permit   | Reassessment                     | 20.00             |
| Adoption Fee   | Application and assessment       | 165.00            |
| Replacement tag  |                                  | 10.00             |
|  | Dog from another                 |                   |
|  | district/Change of owner (For    |                   |
|  | a dog that is currently          |                   |
|  | registered)                      | No Fee            |
| New tag  |                                  |                   |
|  | First offence - registered dog   | 50.00             |
| Dog Impounding   | First offence - unregistered dog | 120.00            |
|  | Second offence                   | 100.00            |
|  | Third offence                    | 135.00            |
|  | Seizure and custody              | 65.00             |
|  | Sustenance per day               | 15.00             |
|  | Destruction fee                  | 60.00             |

**PART TWO – STATISTICAL INFORMATION 2020-2021**

**Dog Related Complaints**

| <b>Complaint Type</b> |            |
|-----------------------|------------|
| Barking Dog           | 132        |
| Bylaw                 | 14         |
| Dog Attack on Animal  | 12         |
| Dog Attack on Dog     | 8          |
| Dog Attack on Person  | 9          |
| Dog Attack on Stock   | 5          |
| Dog Found             | 122        |
| Dog Lost              | 97         |
| Dog Nuisance          | 1          |
| Dog Rushing           | 17         |
| Dog Welfare           | 13         |
| General Enquiry       | 85         |
| Wandering Dog         | 243        |
| <b>Total</b>          | <b>758</b> |

**Prosecutions**

No prosecutions.

**Infringements and Warnings**

|   |            |
|---|------------|
| ☒ Allowed dog known to be dangerous to be at large unmuzzled or unleashed       | 1          |
| ☒ Failed to advise of change of address   | 1          |
| ☒ Failed to comply with any bylaw authorised by section 20 Dog Control Act      | 9          |
| ☒ Failed to comply with barking dog abatement notice                            | 1          |
| ☒ Failed to comply with effects of classification of dog as dangerous dog       | 3          |
| ☒ Failed to comply with effects of classification of dog as menacing dog        | 2          |
| ☒ Failed to implant microchip transponder in dog                                | 40         |
| ☒ Failed to keep dog controlled or confined                                     | 43         |
| ☒ Failed to keep dog under control  | 2          |
| ☒ Failed to register a dog  | 47         |
| ☒ Failed to supply information or wilfully provided false particulars about dog | 2          |
| <b>Total</b>  | <b>151</b> |

### **Hearings**

The council had no hearings in relation to dogs classified as Menacing or Dangerous during the year.

### **Dangerous and Menacing Dogs 2020-21**

|                                       |    |
|---------------------------------------|----|
| Dangerous Dogs under section 31 A & B | 5  |
| Menacing Dogs under section 33 A      | 14 |
| Menacing Dogs under section 33 C      | 6  |

### **Probationary/Disqualified owners 2020-21**

|                    |   |
|--------------------|---|
| Probationary owner | 0 |
| Disqualified owner | 5 |

### **Impounding & Euthanised Dogs 2020-21**

|                        |            |
|------------------------|------------|
| Returned to Owner      | 139        |
| Re-homed               | 6          |
| Euthanised             | 4          |
| <b>Total Impounded</b> | <b>149</b> |

**7.6 RATIFICATION OF COUNCIL SUBMISSION ON THE PROPOSED OTAGO REGIONAL POLICY STATEMENT**

**Author:** Victoria van der Spek, Executive Officer  
**Authoriser:** Paul Hope, Finance and Corporate Development Group Manager  
**Attachments:** 1. WDC Submission to Proposed Otago Regional Policy Statement

**RECOMMENDATION**

That Council formally ratifies Waitaki District Council's submission on the Proposed Otago Regional Policy Statement.

**DECISION OBJECTIVE**

To formally ratify in a retrospective fashion Waitaki District Council's submission on the Proposed Otago Regional Policy Statement (see Attachment 1).

**SUMMARY**

The submission period for the Proposed Otago Regional Policy Statement opened on 26 June 2021 and closed on 3 September 2021. Due to the scheduling of Council meetings, this submission was not able to be formally endorsed by Council within the required timeframe.

Pursuant to Council resolution WDC 2021/034, clause 1(a)(ii), the Chair of the Community, Culture and Regulatory Committee has the delegated authority to sign the Waitaki District Council submission on behalf of Council in order to meet the deadline.

Elected members considered the final draft submission at a Council workshop on 31 August 2021.

**DECISION-MAKING EXPECTATIONS**

|                              |  |
|------------------------------|--|
| Governance Decision-Making:  | Formally ratify Council's submission on the Proposed Otago Regional Policy Statement.  |
| Operational Decision-Making: | No further action is required by Council officers  |
| Communications               | Media Releases – contributed to by officers and Elected Members<br><br>Media/public enquiries regarding governance decision-making topics above can be addressed by governance<br><br>Media/public enquiries regarding operational decision-making topics above can be addressed by officers |

**SUMMARY OF DECISION-MAKING CRITERIA**

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

**BACKGROUND**

The Otago Regional Policy Statement (RPS) sets the direction for future management of Otago's natural and physical resources. It also explains how national direction on resource management will be applied in the Otago context and provides direction on how to balance potentially conflicting requirements. It provides high-level guidance by way of policies and objectives and establishes the framework for Otago's regional and district plans in which resource management policies, objectives and rules will sit. Waitaki District Council must give effect to the RPS through its District Plan and decisions on resource consents.

As part of the review of the Otago Regional Council's (ORC's) planning framework in November 2019, Minister for the Environment David Parker recommended that the ORC prepares and notifies a new Regional Policy Statement (PRPS) by November 2020 in order to comply with the National Policy Statement for Freshwater Management 2020 and to allow the RPS to be in place in time for the review of the Otago Regional Water Plan, scheduled to be notified as the Land and Water Regional Plan by the end of 2023. The Minister's original deadline for a new RPS to be notified was extended to June 2021 to allow for further consultation on freshwater visions of the main water catchments in the Otago region.

In April and May 2021, the ORC undertook Clause 3 and Clause 4A consultation under Schedule 1 of the Resource Management Act 1991. Waitaki District Council was identified as a key stakeholder amongst others and presented a submission to the ORC on the draft provisions of the RPS.

The PRPS was notified on 26 June 2021. It is the first RPS to be notified in New Zealand since the National Policy Statement for Freshwater Management 2020 was gazetted, with its requirement to give effect to Te Mana O Te Wai (ensuring the health and well-being of the water is protected and human health needs are provided for before enabling other uses of water) and to include freshwater visions for each freshwater management unit. It is also the first RPS to be notified under the National Planning Standards.

**Key matters raised through WDC's submission to Otago Regional Council:**

- **Carbon forestry** – the need for recognition of this land use activity and its associated effects in the Otago region, advocating for the provision of a regional definition for carbon forestry, acknowledging the importance of effective site rehabilitation, advocating through strengthened policies and methods the protection of sensitive environments (landscapes and biodiversity), managing wilding conifer spread, protecting highly productive land, and encouraging the “right tree in the right place”.
- **Biodiversity provisions** – supporting consistent identification criteria for significant natural areas (SNA's), acknowledging the resourcing implications for small TA's, protecting existing activities from biodiversity provisions, ensuring regional provisions are no stronger than national direction.

- **Treaty partnership position** – requesting clarification from the ORC around the status of local government as a treaty partner.
- **Kāi Tahu involvement in resource management** – acknowledging the significant resourcing implications of smaller TA's to implement the relevant provisions of the PRPS (capacity and financial), request for further analysis around the benefits, costs and risks of the proposed methods identified, and providing the opportunity for further discussion with local authorities and their communities around the underlying principles of the Mana Whenua chapter.
- **Recognising local differences (Waitaki district)** – mining (OceanaGold - Macraes) and its contribution to the social and economic wellbeing of the region, coastal erosion (North Otago coastline), carbon forestry, North Otago freshwater management unit (water quantity measures included in vision to address water short catchments).
- **Heritage** – supporting policies to integrate historic heritage values into new activities, and the adaptive reuse or upgrade of historic heritage places and areas.

### **SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – Formally ratify Council's submission on the Proposed Otago Regional Policy Statement (**preferred**)

**Option 2** – Do not ratify Council's submission on the Proposed Otago Regional Policy Statement.

### **ASSESSMENT OF PREFERRED OPTION**

Option 1 is the preferred option. Pursuant to a previously agreed and current Council resolution (WDC 2021/034), the Chair of the Community, Culture and Regulatory Committee has delegated authority to sign this submission on behalf of Council in order to meet the submission deadline.

### **CONCLUSION**

Council's input into the PRPS is important. It must give effect to this statutory document through the Waitaki District Plan. This is especially important as the district is currently considering future land use planning provisions through the Waitaki District Plan review. The PRPS will also frame future resource management direction under the anticipated new national resource management legislation (Natural and Built Environments Act, Strategic Planning Act, and the Climate Change Adaptation Act).

Council will have the opportunity to participate further through the policy-making process under Schedule 1 of the RMA91 through the further submissions process and will have other appeal opportunities to the Environment Court if required.

Council is asked to formally ratify the Waitaki District Council submission on the Proposed Otago Regional Policy Statement.

**ADDITIONAL DECISION-MAKING CONSIDERATIONS**

**Outcomes**

Prosperous District

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

Strong communities

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

Strong services

- Robust core infrastructure and services
- Community facilities and services, we are proud of

Valued environment

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

**Policy and Plan Considerations**

Waitaki District Council must give effect to regional resource management direction through its District Plan and decisions on resource consents.



## Written Submission on Proposed Otago Regional Policy Statement 2021

*(Submissions must be received by Otago Regional Council by 3 pm Friday 3 September 2021)*

### To: Otago Regional Council

1. **Name of submitter** *(full name of person/persons or organisation making the submission. Note: The submissions will be referred to by the name of the submitter)*

Waitaki District Council

2. This is a submission on the **Proposed Otago Regional Policy Statement 2021**.

3. I **could/could not** *(Select one)* gain an advantage in trade competition through this submission. *(See notes to person making submission)*

4. I **am/am not** *(Select one)* directly affected by an effect of the subject matter of the submission that

a. adversely affects the environment; and

b. does not relate to trade competition or the effects of trade competition *(See notes to person making submission)*

5. I **wish/do not wish** *(Select one)* to be heard in support of my submission

6. If others make a similar submission, I **will/will not** *(Select one)* consider presenting a joint case with them at a hearing

### 7. Submitter Details

- a. **Signature of submitter** *(or person authorised to sign on behalf of submitter)*



- b. **Signatory name, position, and organisation** *(if signatory is acting on behalf of a submitter organisation or group referred to at Point 1 above)*

Name: Councillor Melanie Tavendale

Position: Deputy Mayor, Chair of Community, Culture and Regulatory Committee

Organisation: Waitaki District Council

**c. Date**

2 September 2021

**Address for service of submitter** *(This is where all correspondence will be directed)*

**d. Contact person** *(name and designation, if applicable)*

Victoria van der Spek, Executive Officer – Waitaki District Council

**e. Email:**

[vvanderspek@waitaki.govt.nz](mailto:vvanderspek@waitaki.govt.nz)

**f. Telephone:**

03 433 0300

**g. Postal address** *(or alternative method of service under [section 352](#) of the Act):*

Private Bag 50058, Oamaru 9444

8. My submission is:

| Column 1  | Column 2  | Column 3  | Column 4   |
|---|---|---|--|
| <p>The <b>specific provisions</b> of the proposal that my submission relates to are:</p> <p><i>(Please enter the relevant objective, policy, method, or 'other' provision reference where possible. For example, 'AIR-O1'.)</i></p> | <p>I <b>support</b> or <b>oppose</b> the specific provisions or wish to have them <b>amended</b>.</p> <p><i>(Please indicate "support" or "oppose" or "amend")"</i></p> | <p>The <b>reasons</b> for my views are:</p>   | <p>I seek the following <b>decision</b> from the local authority:</p> <p><i>(Please be as clear as possible – for example, include any alternative wording for specific provision amendments.)</i></p> |
| <p>Paragraph 5 Description of the region – page 6</p>   | <p>Amend</p>  | <p>It is unclear why agriculture has been singled out without any reference to horticulture and viticulture</p>                             | <p>Use generic descriptor “primary production” to replace agriculture and mining references - horticulture and viticulture are included within the generic primary production definition</p>           |
| <p>Description of the region – page 7</p>   | <p>Amend</p>  | <p>There is no reference to North Otago in the locations of rolling plains etc..</p>  | <p>Include reference to North Otago alongside South Otago and Central Otago, or use a generic reference to “rural Otago”</p>   |
| <p>Interpretation – page 17</p>   | <p>Amend</p> <p>[Recommended new provision]</p>   | <p>Include a definition for carbon forestry.</p> <p>A definition for carbon forestry will assist with a consistent regional approach to</p> | <p>Recommended definition for carbon forestry:</p> <p><i>Carbon forestry</i></p>   |

|   |   |   |  |
|---|---|---|--|
|   |   | the management of the carbon forestry activity.   | <i>“The practice of planting and growing trees to sequester atmospheric carbon into the soil, wood, leaves and roots.”</i>                                 |
| Glossary of <i>te reo</i> terms – page 42 | Amend<br><br>[Recommended new provision]                              | A glossary of <i>te reo</i> terms, words or phrases would be useful. There are a number of <i>te reo</i> terms eg. matauraka used throughout the document and some are not explained while others have bracketed interpretation throughout the text. A central place for interpretation would make this easier for the reader to understand the provisions of the plan.     | Include new glossary of <i>te reo</i> terms  |
| Objectives and policy numbering           | Amend<br><br>[Recommended alignment with National Planning Standards] | The numbering of objectives and policies differ from other draft and proposed plans recently released under the National Planning Standards.  | Each chapter objective, policy, rule and method to begin with 1.   |
| Dates - throughout                        | Amend   | Dates have been provided throughout the RPS provisions when District Councils must prepare and/or amend their District Plans to give effect to the RPS provisions. In some cases, no dates are provided.<br><br>Similarly, for monitoring requirements, in some cases dates are provided, while in other cases, alternative wording has been provided eg. when practicable. | There is a consistent approach to dates when actions are required – that dates are provided for all requirements to avoid any ambiguity in interpretation. |

|  |  |  |   |
|--|--|--|---|
| <p>MW-P1 – page 60</p> <p>MW-P2 – page 60</p> <p>MW-P3 – page 61</p> |  | <p>Treaty partnership position</p> <p>Adopting a Treaty partnership approach to governing and managing land and water is intertwined throughout the PRPS provisions. Relevant proposed policy provisions that reinforce this approach in the PRPS include:</p> <p><i>MW-P2 (2) including Kāi Tahu in resource management processes and implementation to the extent desired by mana whenua</i></p> <p><i>MW-P2 (7) actively pursuing opportunities for:</i></p> <p><i>(a) delegation or transfer of functions to Kāi Tahu, and</i></p> <p><i>(b) partnership or joint management arrangements</i></p> <p><i>MW-P3 (3) working with Kāi Tahu to incorporate mātauraka in resource management.</i></p> <p>WDC is concerned around the assumption that local authorities are a treaty partner. WDC understands that whilst section 4 of the LGA02 clearly acknowledges responsibility for the Treaty obligations lie with the Crown, under parts 2 and 6, local</p> | <p>A revised section 32 analysis to assess the benefits, costs and risks of the proposed policies in MW-P1, MW-P2 and MW-P3. This includes providing the opportunity for further discussion with local authorities and their communities around the underlying principles of the mana whenua chapter.</p> <p>Note concerns and clarify ORC’s understanding of local authority Treaty partner status</p> |
|--|--|--|---|

|                        |  |  |  |
|------------------------|--|--|--|
|                        |  | <p>government is charged with the responsibility to promote opportunities for Māori and other members of the public to contribute to its decision-making processes.</p> <p>WDC also understands that provisions in the RMA91 that recognise Māori interests in natural resources include:</p> <ul style="list-style-type: none"> <li>• section 6 – recognition of the national importance of the relationship of Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu and other taonga;</li> <li>• section 7 – a requirement to have regard to kaitiakitanga in relation to managing the use, development and protection of natural and physical resources; and</li> <li>• section 8 – a requirement to take into account the principles of the Treaty of Waitangi in relation to managing the use, development and protection of natural and physical resources.</li> </ul> |  |
| <p>MW-M2 – page 61</p> |  | <p>Working with Kāi Tahu</p> <p>WDC is concerned that ORC has not provided an appropriate opportunity for key stakeholders to have a principles discussion around the Mana Whenua</p>  | <p>A revised section 32 analysis to assess the benefits, costs and risks of the proposed methods in MW-M2. This includes providing the opportunity for further discussion with local authorities and their</p> |

|                        |  |  |  |
|------------------------|--|--|--|
|                        |  | <p>provisions in the PRPS, and what this means for the communities of the Otago region.</p> <p>WDC is concerned that the section 32 analysis on the Mana whenua chapter does not clearly articulate the benefits, costs, and risks of the new provisions on the community, the economy and the environment. This compromises the ability to understand the rationale for the choice of new policy and methods.</p> <p>In particular, the requirement to consult with Kāi Tahu to develop research and monitoring programmes that incorporate mātauraka which are led by mana Whenua (3).</p> | <p>communities around the underlying principles of the mana whenua chapter.</p>  |
| <p>MW-M4 – page 62</p> |  | <p>Kāi Tahu involvement in resource management</p> <p>WDC is concerned that the section 32 analysis on the Mana whenua chapter does not clearly articulate the benefits, costs, and risks of the new provisions on the community, the economy and the environment. This compromises the ability to understand the rationale for the choice of new policy and methods. In particular, the</p>   | <p>A revised section 32 analysis to assess the benefits, costs and risks of the proposed methods in MW-M4. This includes providing the opportunity for further discussion with local authorities and their communities around the underlying principles of the mana whenua chapter.</p> <p>Expectations around resourcing requirements to give effect to the RPS are</p> |

|                            |              |   |  |
|----------------------------|--------------|---|--|
|                            |              | <p>requirement for local authorities to include accredited Kai Tahu commissioners on hearing panels (1), resourcing Kai Tahu participation in resource management decision making and associated funding requirements(2), joint management agreements and full or partial transfers of functions, duties and powers from local authorities (3). There are significant resourcing implications for smaller territorial authorities such as Waitaki. WDC is concerned around the affordability of facilitating Kāi Tahu involvement in resource management as anticipated in the proposed provisions.</p> <p>WDC considers that expectations around resourcing requirements associated with Kāi Tahu involvement in resource management should be proportionate to the size of the local authority.</p> | <p>proportionate to the size of the local authority.</p>   |
| <p>SRMR – I1 – page 65</p> | <p>Amend</p> | <p>Natural hazards<br/>As per previous notes around the use of primary production as a generic term.</p> <p>The lower Waitaki River is not referenced as a risk from flooding disrupting floodplains.</p>   | <p>Paragraph 2 - Replace agriculture with “primary production”</p> <p>Include Lower Waitaki in the bracketed naming of specific rivers</p> |



|                            |              |   |  |
|----------------------------|--------------|---|--|
| <p>SRMR – I1 – page 66</p> | <p>Amend</p> | <p>WDC considers that coastal erosion in the Waitaki district has been downplayed even in the current situation, and notes that coastal erosion is occurring and has been for some time. A change in the wording from “risk” to “issue” may help to strengthen this position.</p> <p>WDC also requests removal of the word “potentially” as coastal erosion is affecting communities and infrastructure (land and buildings around Oamaru are being lost to coastal erosion and part of a local roading network has been affected between Oamaru and Kakanui.</p> | <p>Amend SRMR – I1:</p> <p>Replace ‘risk’ with ‘issue’<br/>Remove “potentially”</p> <p>Proposed amendment to statement:<br/><i>Coastal erosion is an <del>risk</del> issue in Waitaki District, Dunedin City and along the Clutha River Delta, <del>potentially</del> affecting communities and infrastructure near the coast.</i></p> |
| <p>SRMR – I2 - page 67</p> |              | <p>Climate Change<br/>1st para – there is an absence of Waitaki examples or inclusion of North Otago in this scene setting part of the document. Hampden has issues with coastal erosion exposing an old waste dump.</p>  | <p>Include Hampden Beach in climate change statement</p>   |
| <p>SRMR – I5 – page 74</p> | <p>Amend</p> | <p>Water short catchments</p> <p>WDC notes that water-short catchments are referred to in SRMR-15 (and in other resource management issue statements as discussed below), however, these are not defined anywhere in the PRPS.</p>  | <p>Define “water-short catchments”</p>   |

|  |  |   |  |
|--|--|---|--|
| <p>SRMR – I2 - page 67</p> <p>SRMR- I3 – page 70, 71</p> <p>SRMR - I10 - page 83</p> | <p>Amend</p> <p>[Recommended new provisions]</p> | <p>Carbon forestry</p> <p>WDC is disappointed that carbon forestry has not been recognised as a resource management issue in the Otago region through the provisions of the PRPS.</p> <p>The carbon forestry land use bypasses existing national regulatory provisions relating to forestry including the National Environmental Standards for Plantation Forestry. Carbon forestry is not defined at a national level.</p> <p>WDC considers there is scope to promote the sustainable management of carbon forestry through Otago’s RPS in the absence of any national direction to date. Regional direction is needed to ensure a consistent approach to its management across the territorial authorities of Otago.</p> <p>Carbon forests are becoming more common in New Zealand as part of initiatives to address climate change. The Otago region will not be exempt from this.</p> <p>Recent public meetings in North Otago have highlighted the current issue that carbon forestry poses. This issue is</p> | <p>Include reference to carbon forestry as a resource management issue for Otago</p> |
|--|--|---|--|

|  |  |  |  |
|--|--|--|--|
|  |  | <p>anticipated to accelerate across the region throughout the life of the RPS with the high degree of central government incentive.</p> <p>Carbon storage is an increasing issue for the Otago region, with pastoral properties now actively being marketed as suitable for carbon forestry.</p> <p>Carbon forestry can result in disproportionate impacts on rural economies, a loss of historically “productive” land, negative impacts on local employment and agricultural services, reverse sensitivity effects, fire risk and wilding tree spread if not managed appropriately, and issues with site rehabilitation if not managed appropriately.</p> <p>WDC notes that the PRPS includes reference to issues around wilding pines in SRMR-13, however carbon forestry is not referenced despite similar effects referenced around wilding pines including threatening high country and tussock, increased fire risk, reduced water yields in water short catchments, changes in landscape and negative impacts on</p> |  |
|--|--|--|--|

|                             |              |  |   |
|-----------------------------|--------------|--|---|
|                             |              | <p>recreational, hydrological and conservation value.</p> <p>The permissive nature of the carbon forestry activity as it currently stands has the potential to conflict with several policies in the PRPS including:</p> <ul style="list-style-type: none"> <li>• <i>prioritising the use of highly productive land for primary production;</i></li> <li>• <i>managing land use that may have adverse effects on the flow of water in surface water bodies and in the recharge of groundwater; and</i></li> <li>• <i>promoting land use that improves the resilience to the impacts of climate change</i></li> </ul> |   |
| <p>SRMR – I10 – page 83</p> | <p>Amend</p> | <p>WDC is concerned that the PRPS does not adequately recognise and provide for existing physical resources such as the Macraes mining operation. The Macraes mining operation is a significant activity within the Waitaki District and wider Otago region.</p> <p>The Macraes Mine holds a special zoning under the Waitaki District Plan referred to as the “Macraes Mining Zone”. WDC is proposing to continue this zone in its 2<sup>nd</sup> generation District Plan, as it is an</p>   | <p>Include a greater recognition of mining operations in the Otago region and their contribution towards social and economic wellbeing.</p> <p>Recognise the Macraes Mine special zoning under the Waitaki District Plan within the PRPS.</p> |

|                         |  |   |  |
|-------------------------|--|---|--|
|                         |  | example of a special purpose zone under the National Planning Standards.  |  |
| RMIA-MKB - I1 – page 89 | Amend<br><br>[Recommended new provision] | Carbon forestry   | Amend last bullet point of RMIA-MKB - I1 to include reference to carbon forestry:<br><br><i>The impact of inappropriate forestry developments <u>including carbon forestry</u>, conversion of tussock lands and other intensification of farming on indigenous flora and fauna values, including ecological disturbance and displacement of species.</i>   |
| CE-M2 – page 114        |  | Identifying areas and values of high and outstanding natural character<br><br>Method CE-M2(4) requires that the identification of high and outstanding natural character is prioritised in areas that are likely to face development or growth pressure over the life of the RPS, or likely to contain outstanding natural character areas or natural features.<br><br>WDC notes that there are four areas identified in Table 2 within the Waitaki district. These include the Oamaru Harbour Breakwater, Moeraki Beach, | Clarify the significance of the following areas as identified in the PRPS as areas likely to contain significant values:<br>Oamaru Harbour Breakwater, Moeraki Beach, Moeraki Peninsula, Shag Point and the Shag River Estuary.<br><br>Clarify the rationale for inclusion of Oamaru Harbour Breakwater, Moeraki Beach, Moeraki Peninsula, Shag Point and the Shag River Estuary within Table 2. |

|   |  |  |  |
|---|--|--|--|
|   |  | <p>Moeraki Peninsula, Shag Point and the Shag River Estuary. As identified in the PRPS, Table 2 are areas likely to contain significant values.</p> <p>WDC notes that there is no discussion around the significance of these areas within the section 32 report, and the reasons for their inclusion. A justification needs to be provided to confirm the effectiveness and efficiency of requiring detailed assessments of the values, and capacity to accommodate change through development or growth pressure in these areas. This work has the potential to require significant resourcing from WDC.</p> |  |
| <p>LF-VM-03 North Otago FMU vision – page 125</p> | <p>Amend<br/><br/>[Recommended new provisions]</p> | <p>Water quantity is not explicitly addressed through the FMU vision for North Otago.</p> <p>WDC notes that there are issues with dry catchments in the Waitaki district, and this has not been captured through the localised RPS provisions and vision for North Otago FMU.</p> <p>Page 35 of the Section 32 report states that “the importance of agriculture to the North Otago economy and the need for <u>certainty of access to water</u>” was determined through public consultation</p>   | <p>Add new vision point for North Otago FMU:</p> <p><i>Land management practices are not resulting in adverse effects on the flow of water in surface water bodies or the recharge of groundwater.</i></p> |

|                      |         |  |              |
|----------------------|---------|--|--------------|
|                      |         | in late 2020. However, relevant considerations in the Waitaki FMU have not been included in the RPS.   |              |
| LF-FW-08 – page 129  | Support | WDC supports the objectives for freshwater management.   | Note support |
| LF-LS-O11 – page 137 | Support | WDC supports the objective around safeguarding life-supporting capacity of Otago’s soil and productive capacity of highly productive land for primary production.                            | Note support |
| LF-LS-O12 – page 137 | Support | WDC supports the objective for land use to maintain soil quality and contribute towards achieving environmental outcomes for freshwater.   | Note support |
| LF-LS-P16 – page 137 | Support | WDC supports the objective of integrated management of land and freshwater resources.  | Note support |
| LF-LS-P17 – page 137 | Support | WDC supports the objective of maintaining soil values (mauri, health and productive potential) including interconnections between soil health, vegetative cover, water quality and quantity. | Note support |
| LF-LS-M12 – page 139 | Amend   | WDC considers that ORC is best placed to provide appropriate methods to manage   | Amend 1 (a): |

|                      |   |  |   |
|----------------------|---|--|---|
|                      | [Recommended new provisions]              | the effects of carbon forestry to ensure our land, water and soils are managed appropriately across the region through District Plan provisions.   | <i>(1) manage land use change by:<br/>(a) controlling the establishment of new or any spatial extension of existing plantation forestry activities <u>including carbon forestry</u> where necessary to give effect to an objective developed under the NPSFM...</i> |
| LF-LS-M12 – page 139 | Amend<br><br>[Recommended new provisions] | <p>Water short catchments</p> <p>WDC notes that reference to water short catchments has been removed from the Proposed RPS methods to manage land use change (previously included the draft version). However, WDC notes that there are references to water short catchments in various resource management issue statements in the RPS document.</p> <p>WDC understand that ORC have stated in the media that dry catchment provisions have not been included in the PRPS due to the “inability to define significant reduction in water yield in dry catchments.” The section 32 report states that dry catchment provisions are not considered a priority when giving effect to the principles of Te Mana o te Wai.</p> <p>WDC notes that in the Te Mana o te Wai hierarchy as defined in the PRPS,</p> | <p>New method (1) (c):</p> <p><i>Managing land uses practices that may have adverse effects on the flow of water in surface water bodies or the recharge of groundwater</i></p>   |



|  |  |   |  |
|--|--|---|--|
|  |  | <p>providing for the health and wellbeing of people and their use of water for drinking and consumption of harvested resources is second priority behind the health and wellbeing of the water body, and providing for the social, economic and cultural wellbeing now and the future being a third priority.</p> <p>WDC considers that water quantity must to be managed appropriately in order to achieve ORC's desired prioritisation around fresh management, and this is best placed through integrated land and water management through District Plan provisions.</p> <p>WDC considers that regional plan provisions alone are not enough to manage this issue.</p> <p>In order to implement the recommended additional method through District Plan provisions, territorial authorities would need ORC to commit to resourcing continuous monitoring and provide up-to-date information on water short catchments and high-risk groundwater recharge areas across the Otago region.</p> |  |
|--|--|---|--|

|   |  |  |   |
|---|--|--|---|
| <p>LF-LS-M12 – page 139</p>   | <p>Amend<br/><br/>[Recommended new provisions]</p> | <p>WDC considers that land use must be managed to ensure that carbon farms are in appropriate locations away from highly productive land – “the right tree in the right place.”</p> <p>WDC considers that RPS direction should be provided for all territorial authorities through their district plans to enable the prioritisation of productive land for primary production ahead of other land uses which may include carbon forestry.</p>   | <p>New method (1) (d):</p> <p><i>Prioritise the use of highly productive land for primary production ahead of other land uses including carbon forestry</i></p> |
| <p>ECO-P2 – page 142</p> <p>ECO-M2 – page 145</p> <p>ECO-M5 – page 147</p> <p>ECO-M7 – page 148</p> | <p>Note</p>  | <p>WDC notes that the ORC has largely based the biodiversity provisions in the PRPS around the Draft National Policy Statement for Indigenous Biodiversity. While this is the latest policy position of central government, WDC notes that there is the potential for some change to this national direction prior to it being finalised. WDC is concerned that the PRPS provisions could lock in stronger provisions than those required under national direction, and the possible reasons for this have not yet been articulated through a section 32 report. There are significant resourcing implications around the identification of SNA’s and their provision through a rule framework. While WDC has been</p> | <p>The PRPS is not stronger than National Direction</p>   |

|                   |       |   |   |
|-------------------|-------|---|---|
|                   |       | <p>undertaking a programme to identify SNA's for a number of years, the update of SNA provision has been constrained due to access being denied by landowners, and resourcing and funding constraints by Council.</p> <p>WDC supports a consistent framework around the identification of SNA's.</p>  |   |
| ECO-P5 – page 143 | Amend | <p>Existing activities within SNA's</p> <p>WDC is concerned that the proposed provisions may impact on existing activities.</p> <p>There is no certainty provided in the section 32 report as to whether this policy would only relate to general ongoing continuation of a legally authorised activity or whether it would be applicable to the extension of activities in an existing zoned area under a District Plan.</p> <p>The section 32 report notes that <i>“the proposed provisions allow existing activities to continue within SNAs provided that the continuation will not lead to the loss of extent or degradation of the ecological integrity of the SNA, and the adverse effects are no greater in</i></p> | <p>The PRPS is not any stronger on existing activities than s10 of the RMA</p> <p>Provide for existing activities within SNA's.</p> |

|                          |                          |   |  |
|--------------------------|--------------------------|---|--|
|                          |                          | <p><i>character, intensity or scale than they were before the RPS became operative.”</i></p> <p>There is no commentary provided around the determination of existing activities – eg. lawfully established with existing use rights as per section 10 of the RMA91.</p> <p>WDC is concerned that the proposed provisions could disadvantage existing lawfully established land uses that may be operating lawfully within a special zone within a District Plan, or under the conditions of an existing land use consent eg. Macraes Mining operations in the Waitaki District under a special zone in the Waitaki District Plan.</p> |  |
| <p>ECO-M5 – page 147</p> | <p>Support and amend</p> | <p>Wilding conifer species / carbon forestry</p> <p>WDC supports the intent to manage wilding conifer spread. However, we note that wilding conifer species are not usually intentionally planted in SNA’s, rather they are typically incidental to other plantation forestry or carbon forestry activities. The NES-PF limits the planting of plantation forestry that has the potential to spread through its wilding tree risk calculator.</p>   | <p>Amend ECO-M5 (6):</p> <p><i>Within areas identified as significant natural areas, prohibit the planting of <del>wilding</del> conifer species as listed in APP5 <u>that have the ability to spread, including those associated with carbon forestry</u></i></p> |

|                      |       |   |  |
|----------------------|-------|---|--|
|                      |       | <p>WDC would like to reiterate that carbon forestry activities also have the potential to result in negative effects through the spread of wilding conifers onto adjacent land.</p> <p>WDC requests that carbon forestry also be referenced through this method to ensure that District Plans can control the possible side effect of wilding conifer spread associated with carbon forestry activities. A regionally consistent approach to the management of carbon forestry would be beneficial.</p> |  |
| ECO-M5 – page 147    | Amend | WDC requests an additional method to provide for buffer zones adjacent to SNA's where it is necessary to protect the SNA.   | <p>New ECO-M5(7):</p> <p><i>Provide buffer zones adjacent to significant natural areas where it is necessary to protect the significant natural area</i></p>   |
| HCV-HH-P3 – page 178 | Amend | <p>Otago's historic heritage</p> <p>WDC considers it difficult to create a comprehensive list of Otago's historic heritage. It is not clear why residential and commercial buildings are listed, but not social or civic buildings (to capture the likes of schools, churches, civic and public buildings). WDC considers that</p>  | <p>Amend HCV-HH-P3:</p> <p><i>(5) surveying equipment, communications and transport, including roads, bridges, <u>railway infrastructure and routes</u></i></p> <p><i>(6) industrial historic heritage, including mills, <u>quarries, limekilns, grain stores,</u></i></p> |

|                      |         |   |  |
|----------------------|---------|---|--|
|                      |         | <p>several other types of heritage should be included in this list.</p> <p>WDC also notes that vegetation is not typically a heritage feature unless the vegetation reference is referring to “designed landscape.”</p> | <p><u>water supply infrastructure and brickworks,</u><br/><i>(7) gold, limestone and other mining systems and settlements,</i></p> <p><u>(8) dredge and shipwrecks, and coastal structures and buildings, including breakwaters, jetties, and lighthouses</u></p> <p><i>(11) memorials and cemeteries</i><br/><i>(12) trees and vegetation</i></p> <p><u>(13) military structures or remains</u></p> |
| HCV-HH-P3 – page 178 |         | <p>Recognising historic heritage</p> <p>WDC is concerned there is possible duplication between clause 1 and clause 10 of this policy.</p>   | <p>WDC requests that ORC clarifies the difference between coastal historic heritage (clause 10) and Maori cultural and historic values (clause 1).</p>   |
| HCV-HH-P3 – page 178 |         | <p>Recognising historic heritage</p> <p>WDC notes that cultural and heritage values are typically linked to a site or feature, and not considered stand alone.</p>  | <p>WDC requests ORC’s clarifies if clause 1 (Māori cultural and historic heritage values) also refers to sites and not just values.</p>  |
| HCV-HH-P7 – page 179 | Support | <p>Integration of historic heritage</p> <p>WDC supports the policy around integrating historic heritage values into new activities and the adaptive reuse or</p>  | <p>Note support</p>  |

|   |       |   |   |
|---|-------|---|---|
|   |       | upgrade of historic heritage places and areas.  |   |
| NFL – P5 – page 182   | Amend | Wilding conifers / carbon forestry<br><br>WDC requests reference to carbon forestry activities within the policy to control wilding conifers in outstanding and highly valued landscapes. | Amend NFL-P5:<br><br><i>(1) avoiding afforestation, <del>and</del> replanting of plantation forests <u>and carbon forestry activities</u> with wilding conifer species listed in APP5....</i> |
| <b>Note:</b> Additional rows for each separate provision or submission point should be added as required. |       |   |   |

**7.7 WHITESTONE CONTRACTING LIMITED 2020-2021 ANNUAL REPORT**

**Author:** Ian Wells, Accounting Manager

**Authoriser:** Paul Hope, Finance and Corporate Development Group Manager

**Attachments:** 1. Whitestone Contracting Limited 2020-2021 Annual Report

**RECOMMENDATIONS**

That Council:

1. Receives the Whitestone Contracting Limited 2020-2021 Annual Report; and
2. Authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Whitestone Contracting Limited.

**DECISION OBJECTIVE**

To receive the audited Whitestone Contracting Limited 2020-2021 Annual Report, and to present a resolution for the receipt of the report and the appointment of auditors, such resolution being in lieu of a shareholders meeting.

**SUMMARY OF DECISION-MAKING CRITERIA**

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

**BACKGROUND**

Whitestone Contracting Limited is a 100% owned Council Controlled Organisation. As the only shareholder, Council appoints all the directors. The directors during the period covered by this Annual Report were Messrs Michael de Buyzer (Chairman), Ross Pickworth, Steven Grave, Stephen Thompson and George Kelcher. The Chairman, Chief Executive Officer Glenn Campbell, and Executive Manager Corporate Services Tony Read are scheduled to attend the meeting.

Council is required to:

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

**Consideration of Options**

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

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



**ADDITIONAL DECISION-MAKING CONSIDERATIONS**

**Legal Considerations**

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

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

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

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

Council is required to:

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

Whitestone Contracting Limited

Resolution, pursuant to Section 122 of the Companies Act 1993,  
in lieu of the Annual General Meeting of Shareholders  
of Whitestone Contracting Limited  
Passed on 5 October 2021

**Resolved as follows:**

**Annual Accounts** That the Annual Accounts for the year ended 30 June 2021, as presented by the Directors, be approved and that the same be and are hereby adopted.

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

..... Waitaki District Council  
Mayor for Waitaki *The only shareholder*

.....  
Chief Executive



**ANNUAL REPORT  
2021**

# 20 21

**THE YEAR  
IN REVIEW**

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# THE YEAR IN REVIEW

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## FINANCIAL PERFORMANCE

The company recorded a \$184,675 surplus for the year to 30 June 2021. This compares to \$1,045,389 profit last year.

The 2021 result is due to a slow start to the financial year as New Zealand came out of Covid-19 lockdown. Limited opportunities were available for our Civil team in the early part of the year and many of the opportunities that did present took some time to commence due to a variety of reasons including consenting delays and material supply delays.

The company secured a 10-year vegetation control contract in Dunedin which began on 1 May 2020. This has taken some heavy resource to get established but will provide long term benefit.

The company has continued its investment in the Central Otago region with the acquisition of plant and machinery in that region. This investment is beginning to show dividends as the workload has increased over the past year.

The company's forward outlook is positive, with a number of projects being secured now that will lead the company well into the new financial year which should assist the company in returning to its previous profitability.

## PROJECTS

Work has occurred on a number of projects – including:

Cemetery Road Subdivision Mosgiel, Oamaru Reservoir upgrade works, McBrimar Holmes Hill Subdivision, Derwent St Water and Sewer upgrade, Bennett's Bluff Carpark, Waitaki District Minor Safety Improvements, Hanley Farms Subdivision Landscaping Works, Derwent and Reed St Roundabout, Palmerston watermain replacements, Aubrey Road Wanaka Shared pathway and Waitaki District Footpath upgrades.

The company has a suite of Maintenance Contracts in Mackenzie District, Central Otago and Dunedin City making up 44% of the Revenue to 30 June 2020.

The company was unsuccessful in retaining the Waimate Road Maintenance Contract and completed this contract on 30 June 2021.

The company has restructured both its Maintenance and Civil Divisions to adjust for these changes and to ensure the company's profitability moving forward.

## PLANT AND MACHINERY

The company's commitment to investment in plant and equipment to ensure we have a modern fleet resulted in an investment over \$2.18 million during the financial year.

## INFORMATION TECHNOLOGY

The company is forging ahead with an IT plan with good quality infrastructure and a move to paperless online systems. An electronic app for prestart checks of vehicles and plant has been introduced this year. With online timesheets and purchase orders scheduled to be introduced in 2021/22.

### PROPERTY

The company's Beach Road Landfill site and its Palmerston depot have been sold as these were surplus to requirements. The company purchased land at 28-30 Ree Crescent, Cromwell in May 2019. This site is to be developed as our Central Otago depot, however this has been delayed due to the uncertainty generated by Covid-19. The company expects to begin this build during the 2021/22 year.

### SAFETY PERFORMANCE

The company places high importance on both health and safety performance. The company reported 1 lost time injury during the year.

The company had one serious harm incident during the last 12 months.

### ENVIRONMENT

The company has implemented a working group to look at environmental initiatives. We have analysed our carbon use and developed a plan for reduction. Installation of LED lighting and a focus on idle times has resulted in a reduction of carbon output.

The company has reduced from 2200 tonne CO<sub>2</sub> last year to 2083 tonne CO<sub>2</sub> this year.

### STAFF CARE

The company has continued to focus this year on employee wellbeing ensuring we have a well-supported staff. Examples include wellness survey; financial wellness seminars, free flu jabs and full health checks, workstation checks, a significant investment in training as well as providing an occupational counselling service.

### COMMUNITY

Our support to our community includes sponsorship of both Whitestone Contracting Stadium and the Oamaru Opera House as well as several small projects totaling \$68,002.

The company paid a dividend of \$630,518 related to the 2019/20 year and is proud to have delivered such significant benefits back to the community.

Over \$3.8 million in benefits have been returned to the shareholder/ our community in the last 5 years.

### BOARD

I would like to thank my fellow directors for their dedication and commitment to the Company and to also express the Board's gratitude to Glenn and his team for their efforts during what was a difficult year.



M J de Buyzer  
Chairman

# OUR VISION

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## VISION

- To be an excellent Tier 2 Contractor

## MISSION



- Our team delivers with pride and care



## VALUES

- We are respectful
- We take ownership
- Safety starts with me
- We celebrate success





## COMPANY OWNERSHIP

Waitaki District Council  
(Parent Entity)

Whitestone Contracting  
Limited  
(CCTO)

Whitestone Contracting Limited is a Council controlled trading organisation (CCTO) being 100% owned by the Waitaki District Council. Whitestone Contracting Limited is controlled by directors appointed by its shareholder the Waitaki District Council.

The company retains three non-trading subsidiaries  
Whitestone Quarries & Landfill Limited (company number 2075953)  
Dunstan Sprayers Limited (company number 3932218)  
Dunstan Contracting Limited (company number 5081881).

# SERVICES



## **CIVIL WORKS AND PROPERTY MAINTENANCE**

Earthworks  
Pavement construction  
Bridge construction and maintenance  
Road realignments  
Road shape corrections  
Driveways and car parks  
Cattle underpasses  
Culverts  
Property maintenance  
Cable locations  
Gravel sales  
Plant hire with operator  
Hydro Excavation  
Guard rail installation.

## **UTILITIES**

Reticulation installation and maintenance  
Intakes, pumping stations  
Treatment plants  
Service connections  
Drainage systems.

## **LANDSCAPE SERVICES**

Landscaping  
Parks and reserves maintenance  
Mowing  
Turf maintenance  
Garden maintenance.

## **LANDFILL AND REFUSE OPERATIONS**

Maintenance of landfills  
Solid waste disposal facility  
Refuse collection.

## **QUARRIES**

Gravel sales  
Bulk sales of all gravel products.

## **SEALING**

Bitumen surfacing  
Asphalt supply and lay.

## **SPRAYING**

Agricultural spraying  
Vegetation and weed control.

## **OTHER SERVICES**

Mechanics workshop  
Traffic management plans & signs  
Project management  
Pavement design.

# BEST PRACTICE

Whitestone Contracting Limited prides itself on being the best it can be. The company is focused on continual improvement of systems and processes to improve the way we operate.



## QUALITY

The company is ISO 9001:2015 accredited. The company has a management system in place which meets good practice and the company is audited every twelve months to verify compliance with the system.



## ENVIRONMENTAL

Whitestone Contracting Limited is ISO 14001:2015 accredited. ISO14001 accreditation confirms the company has environmental systems in place and is committed to continually improving our environmental performance.



## SAFETY

Whitestone Contracting Limited is ISO45001:2018 accredited. This means the company has safety systems in place of a very high standard. The company employs a full time Health, Safety and Environmental Coordinator.  
Whitestone Contracting holds Green level (highest level) Sitewise accreditation.



## SUSTAINABILITY

The company joined the Toitū Envirocare accreditation scheme for carbon emissions and was audited in September 2021. The company has developed an Emissions management and reduction plan.

Whitestone Contracting Limited is a member of the following organisations:

- Civil Contractors New Zealand
- Site Safe New Zealand
- Motor Trades Association.



**WE ARE  
COMMITTED**

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# SOCIAL PERFORMANCE REPORT

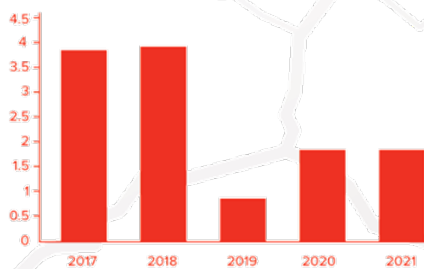
## WE ARE COMMITTED TO:

- Attracting and retaining the best people for our organisation
- Maintaining a high level of transparent and effective communication with our shareholder
- Being an asset to the community through returns to the Shareholder
- Being an asset to the community by supporting local community initiatives
- Providing employment in the district and ensuring the community receives competitive prices for work done.

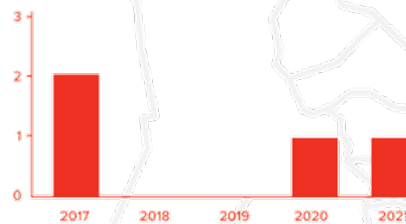
## OUR PEOPLE AND COMMUNITIES:

- We utilise a wide range of training schemes via the industry training organisation's to continuously extend the skills of our staff
- Performance reviews are undertaken for all management and staff on an annual basis
- We are committed to work together to ensure safe and sustainable working conditions for our employees
- An employee assistance programme is in place to support our employees
- We have an employee wellness program that encourages physical and mental wellbeing.

TOTAL RECORDABLE INJURY  
RATE PER 200,000 HOURS



LOST TIME INJURIES



**MEASURING OUR PERFORMANCE**

**Employee safety and investment**

| <b>\$NZD</b>                                       | <b>2021</b>   | <b>2020</b>   |
|--|---------------|---------------|
| Number of full day time off workplace incidents    | 1             | 1             |
| Lost time injury frequency rate per 200,000 hours  | 0.8           | 0.91          |
| Training Expenditure                               | 260,838       | 203,494       |
| Number of Fulltime Equivalent Employees at 30 June | 110           | 113           |
| <b>Sponsorships And Donations</b>                  |               |               |
| Oamaru Opera House Charitable Trust                | 20,000        | 20,000        |
| North Otago Rugby Union                            | 35,000        | 35,000        |
| Oamaru Xmas Parade                                 | 2,662         | 1,545         |
| Tarras Golf Club                                   | 250           | 250           |
| Mackenzie District Parades                         | 595           | 905           |
| Cromwell Rowing Club                               | 168           | 321           |
| Cromwell Senior Netball                            | 0             | 197           |
| Football Waitaki                                   | 0             | 348           |
| House of Breakthrough - Christmas in the Park      | 0             | 615           |
| Tekapo School                                      | 0             | 500           |
| Waimate Christmas in the Square                    | 250           | 500           |
| Victorian Heritage Parade                          | 0             | 1,851         |
| Waimate Golf Club                                  | 0             | 100           |
| Cancer Society                                     | 100           | 46            |
| Waitaki Boys High School                           | 0             | 200           |
| Twizel Community Board                             | 5,000         | 0             |
| Awamoa Bowling Club                                | 500           | 0             |
| Waitaki Student Trust                              | 2,000         | 0             |
| Waimate Anzac parade                               | 862           | 0             |
| North Otago Wahine Rugby                           | 615           | 0             |
| <b>Total Donations &amp; Sponsorships</b>          | <b>68,002</b> | <b>62,378</b> |



*We are committed to work together to ensure safe and sustainable working conditions for our employees.*

# ENVIRONMENTAL IMPACT REPORT

## WE ARE COMMITTED TO:

- Enhancing environmental management systems
- Ensuring the company's impact on the environment is consistent with the company's environmental policy.

## Positive Impacts on the Environment

Whitestone Contracting Limited provides a range of services which provide environmental benefits to the community. We provide tree care and landscaping services as well as vegetation and weed control services. We maintained parks and reserves for some Council clients as well as water and wastewater networks during the period.

The company is committed to economically sustainable waste minimisation initiatives.

The company has had no breaches of consents or environmental breaches during the year.

## Areas of Negative Effects Include

The company uses significant quantities of gravel and ensures it has the necessary approvals from the Regional Council before extraction.

The company operates a modern asphalt plant which is consented and meets emission standards.

## Carbon Reduce Programme

The company has measured its carbon output and had this confirmed by Toitū Envirocare.

The company carbon output was:

- 2018/19 2,393 Tonne CO<sub>2</sub>e (audited)
- 2019/20 2,200 Tonne CO<sub>2</sub>e (audited)
- 2020/21 2,083 Tonne CO<sub>2</sub>e (unaudited).

## This Year's Environmental Activities

We continue to focus on maintaining our ISO 14001 accreditation and improving our focus on minimising work site environmental hazards through good job planning.

## Climate Change Risk

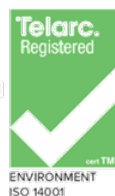
With the government legislative moves to promoting Hybrid and EV vehicles including a penalty imposed on the purchase of Diesel Utes the company is looking at the move to EV vehicles as suitable vehicles come on the market.

There is a risk if the company doesn't move with the changing landscape the market for our current fleet may decrease.

A short-term increase in value may also be an outcome of the government's changes. Readers of the financial statements should be aware of this risk and consider what may occur in the fleet valuation space.

## OVER THE NEXT TWELVE MONTHS WE PLAN TO:

- Continue to promote our Environmental training programme to staff
- Continue to consider the environment in all that we do
- Continue to develop and implement sustainable practices that protect the environment in which we work
- Implement the objectives in the company's emissions management and reduction plan.





*The company's impact on the environment is consistent with the company's environmental policy.*



# FINANCIAL PERFORMANCE REPORT

---

## WE ARE COMMITTED TO:

- Increasing shareholder returns through both distributions and capital growth. Maintaining the company with a risk averse approach while targeting sustainable long-term growth. Exceed the targeted return on opening shareholder funds.

## Our Finance and Risk Management Processes

To ensure reliable and timely financial information, the company has an effective management information system in place and an organisational structure that provides an appropriate division of responsibility and an efficient reporting framework. Enhancement of this system is continuous to ensure we meet or exceed market requirements. The company's Audit and Risk Committee provides the Board with additional assurance regarding the accuracy of reported financial information and is responsible for ensuring the Company has an effective internal control system in place. More information on policies and procedures the company has in place can be found in the Statement of Intent.

## Highlights for 2021

In overall terms, 2021 has been a difficult year however the company:

- Delivered high quality outcomes for its clients
- Moved forward with Online software
- Set a positive base to move forward after the initial impact of Covid-19.

## Measuring our Performance

The trend statement on page 18 shows key indicators highlighting the company's performance. Further information on the financial results of the company are contained in the financial statements.

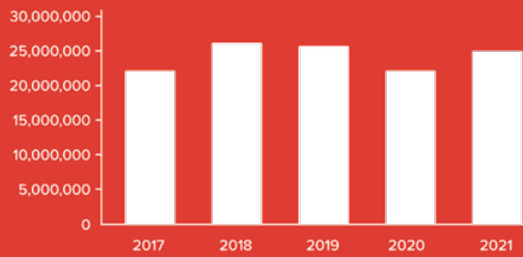
## Over the next 12 months we plan to:

- Target increased turnover to in turn increase earnings per share by continuing to improve contract performance and ensuring effective cost control measures.
- Continue to maintain a diversified portfolio of work and clients to ensure continuity of returns to the shareholder.
- Continue developing staff to achieve ongoing positive contract outcomes.

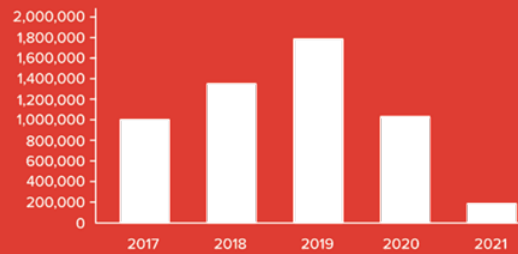


# FINANCIAL PERFORMANCE CHARTS

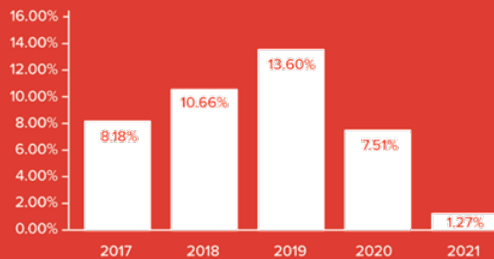
## REVENUE



## PROFIT BEFORE DONATIONS & TAX



## RETURN ON OPENING SHAREHOLDERS FUNDS PRE TAX AND DONATIONS



**FINANCIAL PERFORMANCE**  
**Trend Statement**

| <b>\$NZD</b>   | <b>2021</b>       | <b>2020</b>       | <b>2019</b>       | <b>2018</b>       | <b>2017</b>       |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| Revenue  | 25,127,005        | 22,116,081        | 25,884,599        | 26,662,130        | 22,410,320        |
| <b>Surplus Before Income Tax &amp; Subvention Payments &amp; Donations</b>     | <b>184,675</b>    | <b>1,045,389</b>  | <b>1,803,695</b>  | <b>1,365,363</b>  | <b>1,012,671</b>  |
| Donations & Sponsorships   | (68,002)          | (62,378)          | (73,598)          | (74,187)          | (64,222)          |
| Subvention Payments  | -                 | -                 | -                 | (36,795)          | (640,000)         |
| Surplus/(Deficit) before Income Tax  | 116,673           | 983,011           | 1,730,097         | 1,254,381         | 308,449           |
| Income Tax   | 67,899            | (142,321)         | (396,520)         | (291,442)         | (84,599)          |
| Net Surplus/(Deficit)  | 184,572           | 840,690           | 1,333,577         | 962,939           | 223,850           |
| <b>Financial Position</b>  |                   |                   |                   |                   |                   |
| Total Current Assets   | 4,983,159         | 4,536,318         | 5,043,751         | 4,915,110         | 4,800,393         |
| Total Non-Current Assets   | 15,326,225        | 15,244,070        | 14,125,379        | 12,206,809        | 11,564,914        |
| Total Assets   | 20,309,384        | 19,780,388        | 19,169,130        | 17,121,919        | 16,365,307        |
| Total Current Liabilities  | 4,536,831         | 3,512,710         | 3,688,653         | 3,293,892         | 2,899,742         |
| Total Non-current Liabilities  | 1,588,834         | 1,678,090         | 1,555,754         | 565,025           | 661,953           |
| Total Liabilities  | 6,125,665         | 5,190,800         | 5,244,407         | 3,858,917         | 3,561,695         |
| <b>Total Equity</b>  | <b>14,183,719</b> | <b>14,589,588</b> | <b>13,924,723</b> | <b>13,263,002</b> | <b>12,803,612</b> |
| <b>Statistics</b>  |                   |                   |                   |                   |                   |
| Total Liabilities to Equity  | 43%               | 36%               | 38%               | 29%               | 28%               |
| Return on shareholders funds pre tax and subvention payments                   | 0.82%             | 6.74%             | 12.42%            | 9.74%             | 7.41%             |
| Return on opening shareholders funds pre tax subvention payments and donations | 1.27%             | 7.51%             | 13.60%            | 10.66%            | 8.18%             |
| Shareholders Funds to total assets   | 69.84%            | 73.76%            | 72.64%            | 77.46%            | 78.24%            |

# DIRECTORS RESPONSIBILITY STATEMENT

The Directors are responsible for preparing the financial statements and ensuring that they comply with generally accepted accounting practice and present fairly the financial position of the company as at 30 June 2021 and the results of the operations and cash flows for the year ended on that date.

The Directors consider the financial statements of the company have been prepared using appropriate accounting policies, consistently applied and supported by reasonable judgements and estimates and that relevant financial reporting and accounting standards have been followed.

The Directors believe that proper accounting records have been kept which enable, with reasonable accuracy, the determination of the financial position of the company and facilitate compliance of the financial statements with the Financial Reporting Act 2013.

The Directors consider they have taken adequate steps to safeguard the assets of the company and to prevent and detect fraud and other irregularities. Internal control procedures are also considered reasonable assurance as to the integrity and reliability of the financial statements.

The Directors are pleased to present the financial statements of Whitestone Contracting Limited for the year ended 30 June 2021.

For and on behalf of the directors.

  
M J de Buyzer  
Chairman

  
R A Pickworth  
Director

31 August 2021

# THE NUMBERS

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**Whitestone Contracting Limited  
Statement of Comprehensive Income  
For the year ended 30 June 2021**

| NZ\$  | Note     | 2021              | 2020              |
|---|----------|-------------------|-------------------|
| Operating Revenue   | 2        | 24,777,882        | 21,147,166        |
| Other Revenue   | 2        | 339,586           | 968,073           |
| <b>Total Revenue</b>  |          | <b>25,117,468</b> | <b>22,115,239</b> |
| Operating Expenses  | 3        | (24,885,483)      | (21,014,619)      |
|   |          | <b>231,985</b>    | <b>1,100,620</b>  |
| Finance Income  |          | 9,537             | 842               |
| Finance costs   |          | (56,847)          | (56,073)          |
| <b>Net Financing Profit</b>   | <b>6</b> | <b>(47,310)</b>   | <b>(55,231)</b>   |
| Operating profit before Donations and tax                           |          | <b>184,675</b>    | <b>1,045,389</b>  |
| Sponsorships and Donations  |          | (68,002)          | (62,378)          |
| <b>Operating Profit/(Loss) Before tax</b>                           |          | <b>116,673</b>    | <b>983,011</b>    |
| Taxation Expense  | 4        | 67,899            | (142,321)         |
| <b>Net Profit After Tax</b>   |          | <b>184,572</b>    | <b>840,690</b>    |
| <b>Other Comprehensive Income</b>                                   |          |                   |                   |
| Items that will not be reclassified subsequently to profit or loss: |          |                   |                   |
| - Revaluation of property   |          | -                 | 892,222           |
| - Deferred tax effect on sale of revalued items                     |          | 40,077            | -                 |
| - Deferred tax effect on revaluation                                |          | -                 | (164,054)         |
| Other Comprehensive Income Net of Income Tax                        |          | 40,077            | 728,168           |
| <b>Total Comprehensive Income</b>                                   |          | <b>224,649</b>    | <b>1,568,858</b>  |

**Whitestone Contracting Limited  
Statement of Changes in Equity  
For the year ended 30 June 2021**

| \$NZD  | Note      | Retained Earnings | Share Capital    | Asset Revaluation Reserve | Total Equity      |
|--|-----------|-------------------|------------------|---------------------------|-------------------|
| <b>2021</b>                                    |           |                   |                  |                           |                   |
| <b>Balance 1 July 2020</b>                     |           | <b>6,453,622</b>  | <b>4,600,000</b> | <b>3,535,966</b>          | <b>14,589,588</b> |
| Profit for the Year                            |           | 184,572           | -                | -                         | 184,572           |
| Other Comprehensive Income Movements           |           | 40,077            | -                | -                         | 40,077            |
| <b>Total Comprehensive Income for the Year</b> |           | <b>224,649</b>    | <b>-</b>         | <b>-</b>                  | <b>224,649</b>    |
| Dividends to Shareholders                      |           | (630,518)         |                  |                           | (630,518)         |
| Realisation of Revaluation on Sale of Property |           | 278,691           | -                | (278,691)                 | -                 |
| <b>Balance 30 June 2021</b>                    | <b>19</b> | <b>6,326,444</b>  | <b>4,600,000</b> | <b>3,257,275</b>          | <b>14,183,719</b> |
| <b>2020</b>                                    |           |                   |                  |                           |                   |
| <b>Balance 1 July 2019</b>                     |           | <b>6,516,925</b>  | <b>4,600,000</b> | <b>2,807,798</b>          | <b>13,924,723</b> |
| Profit for the Year                            |           | 840,690           | -                | -                         | 840,690           |
| Other Comprehensive Income Movements           |           | -                 | -                | 728,168                   | 728,168           |
| <b>Total Comprehensive Income for the Year</b> |           | <b>840,690</b>    | <b>-</b>         | <b>728,168</b>            | <b>1,568,858</b>  |
| Dividends to Shareholders                      |           | (903,993)         |                  |                           | (903,993)         |
| <b>Balance 30 June 2020</b>                    | <b>19</b> | <b>6,453,622</b>  | <b>4,600,000</b> | <b>3,535,966</b>          | <b>14,589,588</b> |





**Whitestone Contracting Limited**  
**Statement of Financial Position**  
**As at 30 June 2021**

| \$NZD                                   | Note  | 2021              | 2020              |
|---|-------|-------------------|-------------------|
| <b>Current Assets</b>                   |       |                   |                   |
| Cash & Cash Equivalents                 | 7     | 2,287             | 867,261           |
| Trade & Other Receivables               | 8     | 4,065,433         | 2,323,245         |
| Doubtful Debt Provision                 | 8     | (7,829)           | (43,916)          |
| Inventories                             | 9     | 526,969           | 760,047           |
| Work in Progress                        | 10    | 216,158           | 566,263           |
| Prepayments                             | 11    | 47,339            | 33,880            |
| Right of use Leased Assets              | 25    | 132,802           | 29,538            |
| <b>Total Current Assets</b>             |       | <b>4,983,159</b>  | <b>4,536,318</b>  |
| <b>Non-Current Assets</b>               |       |                   |                   |
| Plant, Property & Equipment             | 12    | 15,257,912        | 15,159,716        |
| Advance removal of overburden           | 13    | 43,942            | 57,220            |
| Mix Designs                             |       | 4,579             | 6,614             |
| Resource Consents                       |       | 19,792            | 20,520            |
| <b>Total Non-Current Assets</b>         |       | <b>15,326,225</b> | <b>15,244,070</b> |
| <b>Total Assets</b>                     |       | <b>20,309,384</b> | <b>19,780,388</b> |
| <b>Current Liabilities</b>              |       |                   |                   |
| Trade Payables                          | 14    | 1,448,134         | 1,494,976         |
| Bank Overdraft                          | 7, 18 | 527,389           | -                 |
| Borrowings                              | 18    | 63,120            | 60,350            |
| Lease Liabilities                       | 25    | 78,706            | 4,419             |
| Provision for Goods and Services Tax    |       | 382,642           | 141,148           |
| Accrued Expenses                        |       | 82,656            | 86,938            |
| Accrued Employee Benefits - Current     | 16    | 1,129,223         | 1,361,678         |
| Accrued Restoration costs               | 15    | 10,000            | 7,338             |
| Prepaid Income                          | 17    | 634,105           | 123,399           |
| Current Tax Liability                   | 4     | 180,856           | 202,606           |
| <b>Total Current Liabilities</b>        |       | <b>4,536,831</b>  | <b>3,482,852</b>  |
| <b>Non-Current Liabilities</b>          |       |                   |                   |
| Deferred Tax Liability                  | 4     | 441,875           | 574,768           |
| Term Borrowings                         | 18    | 1,014,040         | 1,077,160         |
| Lease Liabilities - Non-Current         | 25    | 101,756           | 29,858            |
| Accrued Employee Benefits - Non-Current | 16    | 31,163            | 26,162            |
| <b>Total Non-Current Liabilities</b>    |       | <b>1,588,834</b>  | <b>1,707,948</b>  |
| <b>Total Liabilities</b>                |       | <b>6,125,665</b>  | <b>5,190,800</b>  |
| <b>Net Assets &amp; Liabilities</b>     |       | <b>14,183,719</b> | <b>14,589,588</b> |
| <b>Equity</b>                           |       |                   |                   |
| Share Capital                           | 19    | 4,600,000         | 4,600,000         |
| Retained Earnings                       | 19    | 6,326,444         | 6,453,622         |
| Property Revaluation Reserve            | 19    | 3,257,275         | 3,535,966         |
| <b>Total Equity</b>                     |       | <b>14,183,719</b> | <b>14,589,588</b> |

**Whitestone Contracting Limited**  
**Statement of Cashflows**  
**For the year ended 30 June 2021**

| \$NZD  | 2021                | 2020                |
|--|---------------------|---------------------|
| <b>Cashflows From Operating Activities</b>     |                     |                     |
| <b>Cash was provided from:</b>                 |                     |                     |
| Receipts from customers                        | 23,656,069          | 22,126,264          |
| Receipts from other Income                     | 339,586             | 968,073             |
| Interest received                              | 9,537               | 842                 |
|  | <b>24,005,192</b>   | <b>23,095,179</b>   |
| <b>Cash was applied to:</b>                    |                     |                     |
| Payments to suppliers & employees              | (23,056,791)        | (19,181,622)        |
| Donations and Sponsorships                     | (68,002)            | (62,378)            |
| Interest paid                                  | (56,847)            | (56,073)            |
| Income Tax (paid)/refunded                     | (46,667)            | (245,785)           |
|  | <b>(23,228,307)</b> | <b>(19,545,858)</b> |
| <b>Net cashflows from Operating Activities</b> | <b>776,885</b>      | <b>3,549,321</b>    |
| <b>Cashflows From Investing Activities</b>     |                     |                     |
| <b>Cash was provided from:</b>                 |                     |                     |
| Proceeds from property, plant and equipment    | 769,231             | 313,063             |
|  | <b>769,231</b>      | <b>313,063</b>      |
| <b>Cash was applied to:</b>                    |                     |                     |
| Property, plant and equipment purchased        | (2,184,003)         | (1,919,346)         |
| <b>Total cash applied</b>                      | <b>(2,184,003)</b>  | <b>(1,919,346)</b>  |
| <b>Net Cashflows to Investing Activities</b>   | <b>(1,414,772)</b>  | <b>(1,606,283)</b>  |
| <b>Cashflows From Financing Activities</b>     |                     |                     |
| <b>Cash was provided from:</b>                 |                     |                     |
| Proceeds from Borrowings                       | -                   | -                   |
| <b>Cash was applied to:</b>                    |                     |                     |
| Dividends Paid                                 | (630,518)           | (903,993)           |
| Lease Payments                                 | (63,608)            | (62,091)            |
| Repayment of Borrowings                        | (60,350)            | (57,700)            |
|  | <b>(754,476)</b>    | <b>(1,023,784)</b>  |
| <b>Net cashflows from Financing Activities</b> | <b>(754,476)</b>    | <b>(1,023,784)</b>  |
| Net increase/(decrease) in cash held           | (1,392,363)         | 919,254             |
| Cash held at the start of the year             | 867,261             | (51,993)            |
| <b>Cash held at the end of the year</b>        | <b>(525,102)</b>    | <b>867,261</b>      |
| <b>Made up of:</b>                             |                     |                     |
| BNZ current accounts                           | (527,389)           | 852,502             |
| ANZ current accounts                           | 2,037               | 14,599              |
| Petty cash                                     | 250                 | 160                 |
|  | <b>(525,102)</b>    | <b>867,261</b>      |



# THE NOTES

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# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

## Note 1: Accounting Policies

### REPORTING ENTITY

The financial statements of Whitestone Contracting Limited are for the year ended 30 June 2021 and were authorised for issue by Directors on 31 August 2021.

The group consists of Whitestone Contracting Limited and its non-trading subsidiaries Whitestone Quarries and Landfill Limited (100% owned) and Dunstan Sprayers Limited (100% owned), Dunstan Contracting Limited (100% owned).

The parent company is itself a wholly owned subsidiary of the Waitaki District Council and they have been informed about, and do not object to, the parent not presenting consolidated financial statements.

The financial statements comply with the Financial Reporting Act 2013, the Companies Act 1993, the Local Government Act 2002 and comprise statements of the following:

- Statement of Comprehensive Income
- Statement of Changes in Equity
- Statement of Financial Position
- Statement of Cash flows
- Significant accounting policies
- Notes to the Financial Statements in this Annual Report.

### BASIS OF PREPARATION

Whitestone Contracting Limited is a Council Controlled Organisation (as defined in Section 5 of the Local Government Act 2002) incorporated in New Zealand and is registered under the provisions of the Companies Act 1993. The company is wholly owned by the Waitaki District Council.

These financial statements have been prepared in accordance with New Zealand Generally Accepted Accounting Practice (NZ GAAP). For the purposes of complying with NZ GAAP, the company is a for profit entity.

These general purpose financial statements comply with New Zealand Equivalents to International Financial Reporting Standards Reduced Disclosure Regime (NZ IFRS (RDR)) and other applicable financial reporting standards, as appropriate for profit-oriented entities.

XRB A1 sets out which suite of accounting standards entities must follow. The company is eligible for and has elected to report in accordance with Tier 2 NZ IFRS (RDR) for the year ended 30 June 2021. The company has taken advantage of a number of disclosure concessions; however there was no recognition or measurement impact on adoption of NZ IFRS (RDR).

The financial statements have been prepared on an historical cost basis except for land and buildings which are revalued every three years. Next review is due 1 July 2022.

The financial statements are presented in New Zealand dollars, which is the company's functional currency.

The financial statements are prepared based on the reliance that the company is a going concern.

### CHANGES IN ACCOUNTING POLICIES

#### Changes to previous accounting policies

The Company has made no changes to accounting policies during the period.

### SPECIFIC ACCOUNTING POLICIES

The following specific accounting policies that significantly affect the measurement of operating results, cash flows and financial position have been applied:

- Dividends are recognised when received.

### REVENUE RECOGNITION

- Operating revenues represent the gross revenue from commercial operations in the ordinary course of business and are recognised when earned.

- Interest income is recognised using the effective interest method.

### General Revenue Recognition Criterion

The first step for revenue recognition purposes is to identify the contracts and the performance obligations contained therein. The number of performance obligations that a contract has will depend on the type of contract.

In general the performance obligations in the contracts Whitestone Contracting Limited engages in are satisfied over time and not a specific point in time since Whitestone creates or enhances an asset that the customer controls as the asset is created or enhanced.

With respect to the method for recognising revenue over time Whitestone has established certain criteria that are consistently applied for similar performance obligations.

In this regard Whitestone's chosen method for measuring progress towards complete satisfaction of a service obligation under an Installation Construction contract is the input method.

Under this method the entity recognises revenue based on the proportion that costs incurred to date bear to the total costs expected to be incurred to complete the work, taking into account the expected margins of the whole project per the latest updated budget. This method involves measuring the proportion of the costs envisaged, and recognising revenue in proportion to the total expected revenue. Under this method the proportion that the contract costs bear to the estimated total costs is used to determine the revenue to be recognised.

Also, in routine or recurring service contracts (in which the services are substantially the same) such as maintenance services which are transferred with the same pattern of consumption over time and whose remuneration consists of a recurring fixed amount over the term of the contract in such a way as the customer receives and consumes the benefits of the services as the entity provides them. The method to recognise the revenue is the output method. Under this method revenue is recognized on a straight-line basis over the term of the contract and costs are recognised on an accrual basis.

As a general rule a single performance obligation is identified for construction contracts owing to the high degree of integration and customization of the various goods and services to provide a combined output that is transferred to the customer over time.

If payments received from customers exceed the income recognised, then the difference is presented as a contract liability in the Statement of Financial Position.

### BORROWING COSTS

Borrowing costs are recognised as an expense in the period in which they are incurred.

### LEASES

#### The Company as Lessee

The Company assesses whether a contract is or contains a lease, at inception of the contract. The Company recognises a right-of-use asset and a corresponding lease liability with respect to all lease arrangements in which it is the lessee, except for short-term leases (defined as leases with a lease term of 12 months or less) and leases of low value assets. For these leases, the Company recognises the lease payments as an operating expense on a straight-line basis over the term of the lease unless another systematic basis is more representative of the time pattern which economic benefits from the leased assets are consumed.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted by using the rate implicit in the lease. If this rate cannot be readily determined the Company uses its incremental borrowing rate.

#### The Company as a Lessor

Leases for which the Company is a lessor are classified as finance or operating leases. Whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee the contract is classified as a finance lease. All other leases are classified as operating leases. The Company does not have any finance leases.

Rental income from operating leases are recognised on a straight-line basis over the term of the relevant leases.





### GOODS AND SERVICES TAX

These financial statements have been prepared on a GST exclusive basis and any net GST due or owing at balance date is included in debtors or creditors (as appropriate). Accounts receivable and accounts payable are stated inclusive of GST. Where GST is not recoverable as an input tax then it is recognised as part of the related asset and expensed.

### INCOME TAX

Income tax expense in relation to the surplus or deficit for the period comprises current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable profit for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using rates that have been enacted or substantially enacted by balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised, using tax rates that have been enacted or substantially enacted by balance date. Current tax and deferred tax is charged or credited to the Statement of Comprehensive Income, except when it relates to items charged or credited directly to equity, in which case the tax is dealt with in equity.

### CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

### INVENTORIES

Inventories, comprising materials and work-in-progress, are stated at the lower of cost and net realisable value. Cost is determined on a first-in first-out basis.

The write down from cost to net realisable value is recognised in the Statement of Comprehensive Income.

### WORK IN PROGRESS

Work-in-progress includes materials and labour accumulated against jobs, but not invoiced as at balance date.



### FINANCIAL INSTRUMENTS

Financial assets and liabilities are contracts that gives rise to a financial asset of one entity and a financial liability or equity instrument in another entity.

Financial instruments comprise cash and cash equivalents, trade and other receivables, loans and borrowings, and trade and other payables. The carrying value of the financial instruments approximates fair value.

### FINANCIAL ASSETS

Financial assets are classified and subsequently measured at amortised cost or fair value.

#### Financial assets at amortised cost:

These assets, mainly trade and other receivables including amount due from related parties, cash and cash equivalents, are subsequently measured at amortised costs using the effective interest rate method, which is reduced by impairment losses. Interest income and impairment are recognised in profit or loss. Any gain or loss on derecognition is recognised in profit or loss.

#### Impairment of financial assets at amortised cost:

The following financial assets are subject to the impairment requirements:

- Trade receivables – simplified model.

#### Simplified Model Impairment Policy:

The Company applies the simplified approach to providing for expected credit losses prescribed by NZ IFRS9, which permits the lifetime expected loss provision for all trade receivables. The allowance for doubtful debts on trade receivables that are individually significant are determined by an evaluation of the exposures on a line by line basis. For trade receivables which are not significant on an individual basis, collective impairment is assessed on a portfolio basis based on number of days overdue and taking into account the historical loss experience in portfolios with a similar number of days overdue. The expected credit losses incorporate forward looking information and relevant macroeconomic factors.

### PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment are shown at cost, less accumulated depreciation and impairment losses. With the exception of land and buildings which is carried at fair value as detailed below.

#### Additions:

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the company and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.



**Disposals:**

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Statement of Comprehensive Income.

**Subsequent Costs:**

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the company and the cost of the item can be measured reliably.

**DEPRECIATION**

**General**

Unless otherwise stated, all fixed assets are depreciated on a diminishing value basis at rates that will write-off their cost or valuation, less any estimated residual value, over their expected useful lives.

**Land**

Land is not depreciated.

**Buildings**

Buildings are depreciated at rates from 2% to 100% dependent on the method of construction.

**Other Assets**

Small tools and equipment are not depreciated but replacements are expensed. All other assets are depreciated over their expected useful lives:

| Asset Category                | Depreciation Method<br>Diminishing Value |
|-------------------------------|--|
| Plant & Equipment             | 5% - 67%                                 |
| Motor vehicles                | 20% - 26.4%                              |
| Office equipment              | 8% - 67%                                 |
| Office furniture and fittings | 11.40% - 80.40%                          |
| Computer software             | 40% - 50%                                |
| Computer hardware             | 30% - 50%                                |

The Asphalt plant is depreciated on a straight-line basis at 5% per annum.

The residual value and useful life of an asset is reviewed and adjusted if applicable at each financial year end.

**REVALUATIONS**

Land and buildings are revalued every three years to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.

After recognition as an asset, an item of property, assets subject to revaluation whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Any revaluation surplus is recognised in other comprehensive income and credited to the asset revaluation reserve in equity, unless the increase relates to a revaluation decrease of the same asset previously recognised in the profit and loss.

Any revaluation deficit is recognised in other comprehensive income and credited to the asset revaluation reserve in equity to the extent of the revaluation reserve balance accumulated from previous year gains. When no revaluation reserve balance is available to offset a revaluation loss the revaluation deficit is reported within profit or loss for that year.

Revaluations are completed on an asset basis and movements are evaluated on an asset class basis. Upon disposal, any revaluation reserve relating to the particular asset being sold is reclassified to retained earnings.

**ADVANCE REMOVAL OF OVERBURDEN AND WASTE ROCK UNSOLD**

Advance removal of overburden and waste rock is amortised over the current year and succeeding income years in line with the expected benefit provided by the removal.

**Capitalised Quarry Development Expenditure**

Quarry development expenditure is amortised at a rate of 20% per annum.

## INTANGIBLE ASSETS

### Software

Acquired computer software licenses are capitalised on the basis of costs incurred to acquire and bring into use. Costs associated with maintaining computer software are recognised as an expense when incurred. The useful life of software is amortised on a diminishing value basis at a rate of 40-60%.

Costs associated with the development and maintenance of the company's website are recognised as an expense when incurred.

### Resource Consents

Resource consents acquired by the company have finite lives and are measured at cost less accumulated amortisation and accumulated impairment losses.

### Asphalt Mix Designs

Asphalt Mix Designs developed by the company are regarded as having infinite lives. They are not amortised but tested annually for impairment.

### Impairment of Non-financial Assets

Non-financial assets that have an indefinite useful life are not subject to amortisation and are tested annually for impairment. Assets that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell or value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the assets ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service.

The value in use for cash-generating assets is the present value of expected future cash flows.

If an asset's carrying amount exceeds its recoverable amount the asset is impaired and the carrying amount is written down to the recoverable amount. For re-valued assets the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the Statement of Comprehensive Income.

For assets not carried at a re-valued amount, the total impairment loss is recognised in the Statement of Comprehensive Income.

The reversal of an impairment loss on a re-valued asset is credited to the revaluation reserve. However, to the extent that an impairment loss for that class of asset was previously recognised in the Statement of Comprehensive Income, a reversal of the impairment loss is also recognised in the Statement of Comprehensive Income.

For assets not carried at a re-valued amount (other than goodwill) the reversal of an impairment loss is recognised in the Statement of Comprehensive Income.

## EMPLOYEE ENTITLEMENTS

### Short-term Benefits

Employee benefits that the company expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and long service leave entitlements expected to be settled within 12 months, and sick leave.

The company recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that the company anticipates it will be used by staff to cover those future absences.

The company recognises a liability and an expense for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

### Long Service Leave

Entitlements that are payable beyond 12 months, such as long service leave; have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements and;
- the present value of the estimated future cash flows. The discount rate is based on the weighted average of Government interest rates for stock with terms to maturity similar to those of the relevant liabilities. The inflation factor is applied on the expected long-term increase in remuneration for employees.

### Superannuation Schemes:

#### *Defined contribution schemes*

Obligations for contributions to defined contribution superannuation schemes are recognised as an expense in the Statement of Comprehensive Income in periods during which the services are rendered by employees.

### PROVISIONS

The company recognises a provision for future expenditure of uncertain amount of timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as a finance expense.

### Equity

Equity is the Shareholders interest in the Company as measured by total assets less total liabilities.

The components of equity are:

- Share Capital
- Retained Earnings
- Revaluation Reserve.

### CRITICAL ACCOUNTING ESTIMATES AND ASSUMPTIONS

In preparing these financial statements the company has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results.

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

### Construction Work in Progress

Construction work in progress is the significant area where estimates have been made. This has been calculated in accordance with the construction work in progress policy.

### Revaluation of Property, Plant and Equipment

The Company carries its land and buildings (classified as property, plant and equipment) at revalued amounts.

Land and buildings were valued by reference to market-based evidence, using comparable prices adjusted for specific market factors such as nature, location and condition of property.



**NOTE 2  
OPERATING REVENUE**

| <b>\$NZD</b>                                  | <b>2021</b>       | <b>2020</b>       |
|---|-------------------|-------------------|
| <b>Includes:</b>                              |                   |                   |
| Operating Income                              |                   |                   |
| Maintenance Contract Revenue                  | 11,139,625        | 9,577,165         |
| Installation and Construction Revenue         | 8,964,153         | 8,641,374         |
| Non Contract work                             | 4,621,608         | 2,851,231         |
| Rental Income                                 | 52,496            | 77,396            |
|   | <b>24,777,882</b> | <b>21,147,166</b> |
| <b>Other Income</b>                           |                   |                   |
| Government Subsidies                          | 700               | 812,028           |
| Dividends                                     | 14                | 22                |
| Depreciation Recovered                        | 229,299           | 132,172           |
| Gain on Sale of property, plant and equipment | 109,573           | 23,851            |
| Total Other Income                            | 339,586           | 968,073           |
| <b>Total Income</b>                           | <b>25,117,468</b> | <b>22,115,239</b> |

**NOTE 3  
OPERATING EXPENSES**

| <b>\$NZD</b>   | <b>2021</b> | <b>2020</b> |
|--|-------------|-------------|
| <b>Included in operating expenses are the following items:</b> |             |             |
| Remuneration of the auditor                                    | 28,128      | 35,911      |
| Depreciation   | 1,650,405   | 1,514,690   |
| Loss on sale of fixed assets                                   | 5,043       | 5,125       |
| Depreciation of Right-of-use assets                            | 66,095      | 61,792      |
| Directors' fees  | 202,738     | 193,739     |
| Donations & Sponsorships                                       | 68,002      | 62,378      |
| Rental and operating lease costs                               | 96,223      | 82,947      |
| Changes in provision for doubtful debts                        | (31,380)    | 35,299      |
| Bad debts written off  | -           | 2,220       |
| Fringe Benefit Tax   | 140,295     | 130,222     |
| Insurance Premiums   | 272,311     | 252,505     |
| Accident Insurance   | 128,540     | 138,285     |
| Employee Benefits  | 9,800,733   | 8,843,009   |
| Amortised advance removal of overburden                        | 13,278      | 13,261      |
| Stock obsolescence provision                                   | (30,000)    | 30,000      |
| Impairment Resource Consents                                   | 728         | 728         |
| Impairment Asphalt Mix Designs                                 | 2,035       | 2,035       |
| Materials  | 2,060,439   | 2,260,637   |

**NOTE 4**  
**TAX EXPENSE**

| \$NZD  | 2021             | 2020             |
|--|------------------|------------------|
| <b>Components of tax expense</b>                     |                  |                  |
| Current tax expense in respect of current year       | 487              | 85,497           |
| Adjustments to current tax in respect of prior years | 24,430           | 34,339           |
| Tax Effect of change to tax base of buildings        | 2,155            | (73,104)         |
| Deferred tax expense in respect of current year      | (70,451)         | 127,978          |
| Deferred tax expense in respect of prior year        | (24,520)         | (32,389)         |
| <b>Tax expense</b>                                   | <b>(67,899)</b>  | <b>142,321</b>   |
| Operating profit before income tax                   | 116,673          | 983,011          |
| Tax thereon at 28%                                   | 32,668           | 275,243          |
| <i>Plus/(less) taxation effect of differences:</i>   |                  |                  |
| Tax effect of non assessable income                  | (104,994)        | (289,928)        |
| Tax effect of non deductible expense                 | 2,362            | 228,160          |
| Tax effect of prior year adjustment                  | (90)             | 1,950            |
| Tax effect of change to tax base of buildings        | 2,155            | (73,104)         |
| Tax Effect of Differences                            | (100,567)        | (132,922)        |
| <b>Tax Expense</b>                                   | <b>(67,899)</b>  | <b>142,321</b>   |
| <b>Current Tax Balances</b>                          |                  |                  |
| Tax refund available                                 | -                | -                |
| Current tax liability                                | (180,856)        | (202,606)        |
|  | <b>(180,856)</b> | <b>(202,606)</b> |
| <b>Deferred Tax Balance</b>                          |                  |                  |
| Deferred tax asset                                   | 294,556          | 264,605          |
| Deferred tax liability                               | (736,431)        | (839,373)        |
| <b>Net Deferred tax (liability)</b>                  | <b>(441,875)</b> | <b>(574,768)</b> |
| <b>Imputation Credit Account</b>                     |                  |                  |
| Balance at the beginning of the year                 | 2,345,968        | 2,450,634        |
| Income Tax Payments                                  | 46,667           | 263,519          |
| Credits attached to dividends paid                   | (245,201)        | (351,553)        |
| Refunds and transfers                                | -                | (16,632)         |
| <b>Balance at the end of the year</b>                | <b>2,147,434</b> | <b>2,345,968</b> |

The balance of the imputation account is not recorded in the financial statements

**NOTE 4  
TAX EXPENSE - CONTINUED**

| Deferred Tax                      | Opening Balance Sheet | Recognised In Other Comprehensive Income | Deferred Tax On Change In Building Tax Depreciation Recognition | Recognised In Profit Or Loss | Closing Balance Sheet Assets | Closing Balance Sheet Liabilities | Closing Balance Sheet Net |
|-----------------------------------|-----------------------|--|---|------------------------------|------------------------------|-----------------------------------|---------------------------|
| <b>2021</b>                       |                       |  |   |                              |                              |                                   |                           |
| Property, Plant and Equipment     | (525,412)             | (40,077)                                 | (2,012)   | 14,055                       | -                            | (473,292)                         | (473,292)                 |
| Employee Benefits                 | 207,739               | -  | -   | 7,957                        | 215,696                      | -                                 | 215,696                   |
| Provisions                        | (257,095)             | -  | -   | 72,816                       | -                            | (184,279)                         | (184,279)                 |
| <b>Balance at end of the year</b> | <b>(574,768)</b>      | <b>(40,077)</b>                          | <b>(2,012)</b>  | <b>94,828</b>                | <b>215,696</b>               | <b>(657,571)</b>                  | <b>(441,875)</b>          |
| <b>2020</b>                       |                       |  |   |                              |                              |                                   |                           |
| Property, Plant and Equipment     | (470,900)             | (164,054)                                | 73,104  | 36,438                       | -                            | (525,412)                         | (525,412)                 |
| Employee Benefits                 | 192,693               | -  | -   | 15,046                       | 207,739                      | -                                 | 207,739                   |
| Provisions                        | (110,023)             | -  | -   | (147,072)                    | -                            | (257,095)                         | (257,095)                 |
| <b>Balance at end of the year</b> | <b>(388,230)</b>      | <b>(164,054)</b>                         | <b>73,104</b>   | <b>(95,588)</b>              | <b>207,739</b>               | <b>(782,507)</b>                  | <b>(574,768)</b>          |

The tax rate used in the above reconciliation is the corporate tax rate of 28% payable on taxable profits under New Zealand tax law.

**NOTE 5  
EMPLOYEE BENEFIT COSTS**

| \$NZD   | 2021             | 2020             |
|---|------------------|------------------|
| Salaries and Wages                                  | 9,566,895        | 8,512,461        |
| Severance Payments                                  | 47,485           | 47,948           |
| Employer Contributions to Superannuation Schemes    | 238,567          | 215,370          |
| Increase/(Decrease) in Employee Benefit Liabilities | (52,215)         | 67,230           |
| <b>Total Employee Benefit Costs</b>                 | <b>9,800,732</b> | <b>8,843,009</b> |
| <b>Includes:</b>                                    |                  |                  |
| Key Management Personnel Compensation               |                  |                  |
| Total Key Management Personnel Compensation         | 1,100,738        | 1,110,012        |

Key management personnel includes the Chief Executive and 4 members of the company's management team.

**NOTE 6  
FINANCE INCOME AND COSTS**

| \$NZD                                | 2021         | 2020       |
|--------------------------------------|--------------|------------|
| <b>Financing Income:</b>             |              |            |
| Interest Income                      | 9,537        | 842        |
| <b>Total Finance Income</b>          | <b>9,537</b> | <b>842</b> |
| <b>Finance Expenditure:</b>          |              |            |
| Interest Expense - Borrowings        | 49,954       | 51,034     |
| Interest Expense - Lease Liabilities | 6,893        | 5,039      |
| Total Interest Expense on Borrowings | 56,847       | 56,073     |
| Net Finance Profit/Loss              | (47,310)     | (55,231)   |

**NOTE 7  
CASH AND CASH EQUIVALENTS**

| \$NZD  | 2021             | 2020           |
|--|------------------|----------------|
| Cash at Bank   | 2,037            | 867,101        |
| Petty Cash   | 250              | 160            |
| <b>Total Cash and Equivalents</b>  | <b>2,287</b>     | <b>867,261</b> |
| Bank Overdrafts  | (527,389)        | -              |
| <b>Net Cash Equivalents and Bank Overdrafts for the purposes of the Statement of Cashflows</b> | <b>(525,102)</b> | <b>867,261</b> |



**NOTE 8  
TRADE AND OTHER RECEIVABLES**

| \$NZD                                    | 2021             | 2020             |
|--|------------------|------------------|
| Gross trade and other receivables        | 2,864,292        | 1,763,179        |
| Waitaki District Council                 | 1,064,384        | 480,304          |
| Waitaki District Council retentions      | 16,642           | 27,785           |
| Contract Retentions other                | 120,115          | 51,977           |
|  | <b>4,065,433</b> | <b>2,323,245</b> |
| Less provision for impairment            | (7,829)          | (43,916)         |
| <b>Total trade and other receivables</b> | <b>4,057,604</b> | <b>2,279,329</b> |

As at 30 June 2021 all overdue receivables have been assessed for impairment and appropriate provisions applied, as detailed below:

| \$NZD                 | 2021             |                |                  | 2020             |                 |                  |
|-----------------------|------------------|----------------|------------------|------------------|-----------------|------------------|
|                       | Gross            | Impairment     | Net              | Gross            | Impairment      | Net              |
| Not past due          | 3,439,412        | 0              | 3,439,412        | 2,233,700        | 0               | 2,233,700        |
| Past due 0 - 30 days  | 585,505          | 0              | 585,505          | 55,918           | (10,289)        | 45,629           |
| Past due 31 - 60 days | 23,442           | 0              | 23,442           | 164              | (164)           | 0                |
| Past due >61          | 17,074           | (7,829)        | 9,245            | 33,463           | (33,463)        | 0                |
| <b>Total</b>          | <b>4,065,433</b> | <b>(7,829)</b> | <b>4,057,604</b> | <b>2,323,245</b> | <b>(43,916)</b> | <b>2,279,329</b> |

**Movements in provision for impairment**

| \$NZD   | 2021         | 2020          |
|---|--------------|---------------|
| Opening Balance                               | 43,916       | 5,875         |
| Additional provisions made during the year    | (36,087)     | 40,594        |
| Less Provision for Doubtful Debts written off | -            | (2,553)       |
| <b>Balance at 30 June</b>                     | <b>7,829</b> | <b>43,916</b> |

**NOTE 9  
INVENTORIES**

| \$NZD                      | 2021           | 2020           |
|----------------------------|----------------|----------------|
| Metal and soil stocks      | 267,454        | 525,378        |
| Other Supplies             | 259,515        | 264,669        |
| Provision for obsolescence | -              | (30,000)       |
| <b>Total Inventories</b>   | <b>526,969</b> | <b>760,047</b> |

No inventories are pledged as security for liabilities; however some inventories are subject to retention of title clauses.



**NOTE 10  
WORK IN PROGRESS**

| \$NZD                                    | 2021             | 2020             |
|--|------------------|------------------|
| Cost                                     | 6,654,683        | 2,441,252        |
| Profit Recognised to Date                | 1,295,969        | 579,826          |
| <b>Gross Construction WIP</b>            | <b>7,950,652</b> | <b>3,021,078</b> |
| Progress billings                        | (8,382,446)      | (2,656,333)      |
| <b>Net Construction Work in progress</b> | <b>(431,794)</b> | <b>364,745</b>   |
| <b>Represented as:</b>                   |                  |                  |
| Prepaid Income                           | (607,015)        | (13,319)         |
| Work In progress                         | 175,221          | 378,064          |
| Other Maintenance Contracts              | 40,937           | 188,199          |
| Prepaid Income Other Contracts           | (25,423)         | (108,413)        |
| <b>Total Work In Progress</b>            | <b>216,158</b>   | <b>566,263</b>   |

**NOTE 11  
PREPAYMENTS**

| \$NZD                    | 2021          | 2020          |
|--------------------------|---------------|---------------|
| Prepaid Trade Creditors  | 47,339        | 33,880        |
| <b>Total Prepayments</b> | <b>47,339</b> | <b>33,880</b> |



**NOTE 12  
PLANT PROPERTY AND EQUIPMENT**

| \$NZD                          | Plant & Equipment | Motor Vehicles   | F&F Office Equip | Land             | Buildings        | Total             |
|--------------------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| Balance at 1 July 2020         | 19,999,209        | 2,821,101        | 594,464          | 4,600,207        | 2,380,313        | 30,395,294        |
| Revaluation                    | 0                 | 0                | 0                | (135,559)        | (143,133)        | (278,692)         |
| Additions                      | 1,856,259         | 344,978          | 68,475           | 0                | 99,665           | 2,369,377         |
| Capital Work in Progress       | (185,376)         | 0                | 0                | 0                | 0                | (185,376)         |
| Disposals at cost              | (842,989)         | (312,495)        | (76,048)         | (39,441)         | (16,238)         | (1,287,211)       |
| <b>Balance at 30 June 2021</b> | <b>20,827,103</b> | <b>2,853,584</b> | <b>586,891</b>   | <b>4,425,207</b> | <b>2,320,607</b> | <b>31,013,392</b> |

**Accumulated Depreciation and Impairment losses**

|                                   |                   |                  |                |          |                |                   |
|-----------------------------------|-------------------|------------------|----------------|----------|----------------|-------------------|
| Balance at 1 July 2020            | 12,836,911        | 1,817,801        | 508,854        | 0        | 72,012         | 15,235,578        |
| Depreciation Expense              | 1,257,488         | 256,717          | 46,172         | 0        | 90,028         | 1,650,405         |
| Impairment Losses                 | 0                 | 0                | 0              | 0        | 0              | 0                 |
| Accumulated Depreciation Reversal | (768,040)         | (280,016)        | (74,439)       | -        | (8,008)        | (1,130,503)       |
| Reclassification                  | 0                 | 0                | 0              | 0        | 0              | 0                 |
| <b>Balance at 30 June 2021</b>    | <b>13,326,359</b> | <b>1,794,502</b> | <b>480,587</b> | <b>0</b> | <b>154,032</b> | <b>15,755,480</b> |

**Carrying Amounts**

|                         |           |           |         |           |           |            |
|-------------------------|-----------|-----------|---------|-----------|-----------|------------|
| 30 June 2021            | 7,500,744 | 1,059,082 | 106,304 | 4,425,207 | 2,166,575 | 15,257,912 |
| <b>Carrying Amounts</b> |           |           |         |           |           |            |
| 30 June 2021            | 7,162,298 | 1,003,300 | 85,610  | 4,600,207 | 2,308,301 | 15,159,716 |

| \$NZD                                   | 2021          | 2021               | 2020          | 2020               |
|---|---------------|--------------------|---------------|--------------------|
|   | Freehold Land | Freehold Buildings | Freehold Land | Freehold Buildings |
| Cost excluding Revaluation              | 2,257,388     | 1,848,069          | 2,297,111     | 1,795,044          |
| Accumulated Depreciation and Impairment | 0             | 750,497            | 0             | 711,553            |
| Net Carrying Amount                     | 2,257,388     | 1,097,572          | 2,297,111     | 1,083,491          |

Carrying amounts if land and buildings were measured at cost less accumulated depreciation and impairment.

The land and buildings were revalued effective 1 July 2019. At that time the company engaged the services of Telfer Young. Telfer Young has estimated the amount for which the asset should exchange on the date of valuation between a willing buyer and a willing seller. The valuations were based on open market sales with appropriate adjustment for location, standard of improvements and general conditions. The next revaluation is July 2022.

**NOTE 13  
ADVANCE REMOVAL OF OVERBURDEN  
& CAPITALISED QUARRY EXPENDITURE**

| \$NZD   | 2021          | 2020          |
|---|---------------|---------------|
| Opening Balance of Advance Removal of Overburden and Waste Rock | 57,220        | 70,481        |
| Amortisation  | (13,278)      | (13,261)      |
| <b>Total Capitalised Quarry Expenditure</b>                     | <b>43,942</b> | <b>57,220</b> |

**NOTE 14  
TRADE AND OTHER PAYABLES**

| \$NZD                         | 2021             | 2020             |
|-------------------------------|------------------|------------------|
| Waitaki District Council      | 1,797            | 36,744           |
| Trade Creditors               | 1,446,337        | 1,458,232        |
| <b>Total Accounts Payable</b> | <b>1,448,134</b> | <b>1,494,976</b> |

**NOTE 15  
PROVISIONS**

| \$NZD                                     | 2021          | 2020         |
|---|---------------|--------------|
| Opening Provision for Restoration of Land | 7,338         | 23,000       |
| Movement                                  | 2,662         | (15,662)     |
| <b>Total Provisions</b>                   | <b>10,000</b> | <b>7,338</b> |

*This provision is all current in nature.*

This provision is for the restoration of gravel sites back to their agricultural use once gravel extraction activities have ceased.

**NOTE 16**  
**EMPLOYEE BENEFIT LIABILITIES**

| <b>\$NZD</b>                 | <b>2021</b>      | <b>2020</b>      |
|------------------------------|------------------|------------------|
| <b>Employee Entitlements</b> |                  |                  |
| Accrued Pay                  | 437,015          | 679,253          |
| Annual Leave                 | 676,674          | 652,240          |
| Sick Leave                   | 20,502           | 17,266           |
| Long Service Leave           | 26,195           | 39,081           |
| <b>Total</b>                 | <b>1,160,386</b> | <b>1,387,840</b> |
| <b>Comprising</b>            |                  |                  |
| Current                      | 1,129,223        | 1,361,678        |
| Non-Current                  | 31,163           | 26,162           |
|                              | <b>1,160,386</b> | <b>1,387,840</b> |

**NOTE 17**  
**PREPAID INCOME**

| <b>\$NZD</b>                | <b>2021</b>    | <b>2020</b>    |
|-----------------------------|----------------|----------------|
| Waitaki District Council    | 289,160        | 13,319         |
| Other                       | 344,945        | 110,080        |
| <b>Total Prepaid Income</b> | <b>634,105</b> | <b>123,399</b> |

*This prepaid income is all current in nature.*

**NOTE 18  
BORROWING**

| \$NZD                         | 2021             | 2020             |
|-------------------------------|------------------|------------------|
| Bank Overdraft (Note 7)       | 527,389          | 0                |
| Bank of New Zealand - Current | 63,120           | 60,350           |
| Bank of New Zealand - Term    | 1,014,040        | 1,077,160        |
| <b>Total Borrowings</b>       | <b>1,604,549</b> | <b>1,137,510</b> |

The carrying value of borrowings repayable within one year approximate their fair value.

The group bank overdraft facility totals \$1,000,000. (2020: \$1,000,000).

The current interest rate on the overdraft facility is 3.37% (2020: 3.95%).

The company has a Customised Average Rate Loan facility of \$1,077,160 Interest rate 3.00% (2020: 3.66%).

The company has a Credit Plus Facility of \$1,641,773 Interest rate 3.91% (2020: 4.45%).

**Security**

Loans from the Bank of New Zealand are secured by debenture over the company assets and undertakings including a registered first mortgage against the Deborah Depot, 98 Geraldine-Fairlie Highway, Camerons Pit, 460 Palmerston Dunback Road, 28-30 Ree Crescent, Cromwell and a Security interest in specified plant and machinery.



**NOTE 19**  
**CAPITAL AND RESERVES**

| \$NZD                                | 2021              | 2020              |
|--------------------------------------|-------------------|-------------------|
| Opening Share Capital                | 4,600,000         | 4,600,000         |
| Closing Share Capital                | 4,600,000         | 4,600,000         |
| <b>Retained Earnings</b>             |                   |                   |
| Opening Balance                      | 6,453,622         | 6,516,925         |
| Net Surplus                          | 184,572           | 840,690           |
| Dividend Paid                        | (630,518)         | (903,993)         |
| Revaluation Reserve Realised         | 278,691           | 0                 |
| <b>Closing Retained Earnings</b>     | <b>6,286,367</b>  | <b>6,453,622</b>  |
| Opening Property Revaluation Reserve | 3,535,966         | 2,807,798         |
| Movement in Revaluation Reserve      | (238,614)         | 728,168           |
| <b>Closing Revaluation</b>           | <b>3,297,352</b>  | <b>3,535,966</b>  |
| <b>Total Equity</b>                  | <b>14,183,719</b> | <b>14,589,588</b> |

The company has 4,600,000 shares issued. All shares carry equal voting rights in any surplus on winding up of Dividends declared and paid equates to \$630,518. (2020 \$903,993).

The property revaluation reserve arises in the revaluation of land and buildings. When revalued land and buildings are sold, the portion of the properties revaluation reserve that relates to that asset is transferred directly to retained earnings. Items of other comprehensive income included in the property revaluation reserve will not be reclassified subsequently to the profit and loss.

**NOTE 20**  
**COMMITMENTS**

| \$NZD   | 2021           | 2020          |
|---|----------------|---------------|
| The future aggregate minimum lease payments to be paid under non-cancellable operating leases are as follows: |                |               |
| One year or less  | 161,288        | 73,089        |
| One to five years   | 234,452        | 13,998        |
| Over five years   | -              | 6,072         |
| <b>Total</b>  | <b>395,740</b> | <b>93,159</b> |

The company was committed to the purchase of the following items at balance date: Plant and Equipment - \$107,900



**NOTE 21  
CONTINGENT LIABILITIES & CONTINGENT ASSETS**

| \$NZD   | 2021             | 2020             |
|---|------------------|------------------|
| <b>There are performance bonds as at 30 June 21 in favour of:</b> |                  |                  |
| Clutha District Council   | 126,742          | 126,742          |
| K&L Accommodation Ltd   | 88,959           | 0                |
| Lake Tekepo Enterprises   | 0                | 61,826           |
| Mackenzie District Council  | 256,500          | 235,860          |
| Network Waitaki   | 0                | 17,225           |
| Pukeko Developments   | 0                | 42,253           |
| Queenstown Lakes District Council                                 | 463,091          | 24,734           |
| RCL Henley Downs Ltd  | 193,986          | 79,754           |
| Waimate District Council  | 100,000          | 100,000          |
| Waitaki District Council  | 591,364          | 553,184          |
| <b>Total</b>  | <b>1,820,642</b> | <b>1,241,578</b> |

Bonds are held guaranteeing fulfillment of obligations under particular contracts. The company is released from the obligations when the performance criteria under the contract are met.

The company has no contingent assets (2020 \$nil).

**NOTE 22**  
**RELATED PARTY TRANSACTIONS**

**A: INTERGROUP TRANSACTIONS AND BALANCES**

| \$NZD  | 2021      | 2020      |
|--|-----------|-----------|
| <b>(a) Intergroup transactions and balances</b>          |           |           |
| <b>Waitaki District Council</b>                          |           |           |
| Services Provided to Waitaki District Council            | 3,272,122 | 4,327,639 |
| Services Received from Waitaki District Council          | 43,189    | 177,980   |
| Amounts Owing to Council                                 | 1,797     | 36,744    |
| Amounts Receivable from Council                          | 1,081,026 | 508,089   |
| <b>Waitaki District Health Services</b>                  |           |           |
| Services Provided to Waitaki District Health Services    | 0         | 11,174    |
| Amounts Receivable from Waitaki District Health Services | 0         | 1,071     |
| <b>Tourism Waitaki</b>                                   |           |           |
| Services Provided to Tourism Waitaki                     | 0         | 1,654     |
| Amounts Receivable from Tourism Waitaki                  | 0         | 0         |
| <b>Observatory Village Lifecare Limited</b>              |           |           |
| Services Provided to Observatory Village                 | 30,828    | 14,299    |
| Amounts Receivable from Observatory Village              | 0         | 816       |

The company supplies civil construction and maintenance contracting services to the Waitaki District Council. The company also leases facilities to the Waitaki District Council.

The Company is related to other council owned enterprises such as Tourism Waitaki, Waitaki District Health Services and Observatory Village Lifecare Limited.

The amounts included in this note exclude goods and services tax. All services supplied were on normal commercial terms.

**B: KEY MANAGEMENT AND DIRECTORS**

**SALES TO WHITESTONE CONTRACTING LIMITED**

| Supplying Entity               | Related Party | Nature of related party  | Amount for the year | Owing at balance date | Description of transactions                    |
|--------------------------------|---------------|--------------------------|---------------------|-----------------------|--|
| Berry & Co                     | M de Buyzer   | Director                 | 3,258               | 0                     | Legal Services                                 |
| Deloitte                       | S Thompson    | Consultant               | 16,671              | 1,696                 | Consulting Services                            |
| Ashburton Contracting Limited  | R Pickworth   | Director                 | 2,911               | 0                     | Contracting & Mechanical Services              |
| Delta Utility Services Limited | S Grave       | Director                 | 923                 | 0                     | Contracting services                           |
| Fulton Hogan Limited           | S Grave       | Shareholder              | 955,656             | 90,009                | Material supplies & Contracting Services       |
| North Otago Motor Group        | C Wollstein   | Director                 | 43,387              | 330                   | Parts, Mechanical Repairs and Vehicle supplies |
| Network Waitaki Limited        | M de Buyzer   | Director                 | 4,231               | 0                     | Contracting Services                           |
| Road Metals Limited            | G Kelcher     | Employee                 | 992,531             | 73,199                | Gravel supplies                                |
| Kiwi Concrete Limited          | G Kelcher     | Special Projects Manager | 7,724               | 0                     | Concrete supplies                              |



**KEY MANAGEMENT AND DIRECTORS**

**PURCHASES FROM WHITESTONE CONTRACTING LIMITED**

| Supplying Entity        | Related Party | Nature of Related Party  | Amount for the Year | Owing at Balance Date | Description of Transactions                        |
|-------------------------|---------------|--------------------------|---------------------|-----------------------|--|
| L Clarke                | L Clarke      | Executive Manager        | 2,669               | 468                   | Material supplies and workshop services            |
| G Campbell              | G Campbell    | Chief Executive          | 1,073               | 82                    | Contracting and Workshop Services                  |
| T Read                  | T Read        | Executive Manager        | 3,049               | 140                   | Fuel, workshop and contracting services            |
| J Hardy                 | J Hardy       | Executive Manager        | 7,558               | 2,749                 | Material supplies, Workshop & Contracting services |
| S Thompson              | S Thompson    | Director                 | 3,686               | 286                   | Fuel Supplies                                      |
| Netcon Limited          | S Thompson    | Director                 | 231,257             | 13,043                | Contracting Services                               |
| Delta Utility Services  | S Grave       | Director                 | 13,656              | 0                     | Contracting Services                               |
| S Grave                 | S Grave       | Director                 | 3,956               | 273                   | Fuel Supplies                                      |
| Alpine Energy Limited   | S Thompson    | Chairperson              | 2,439               | 0                     | Contracting Services                               |
| Fulton Hogan Limited    | S Grave       | Shareholder              | 2,911,614           | 265,782               | Contracting Services                               |
| Network Waitaki Limited | M de Buyzer   | Director                 | 558,196             | 65,151                | Contracting Services                               |
| Road Metals Limited     | G Kelcher     | Special Projects Manager | 1,662               | 0                     | Contracting Services                               |

Except for these transactions no other directors have entered into related party transactions with the group. The amounts outstanding at year end are payable on normal trading terms. No related party debts have been written off or forgiven during the year.

**NOTE 23  
CATEGORIES OF FINANCIAL ASSETS AND LIABILITIES**

| \$NZD  | 2021             | 2020             |
|--|------------------|------------------|
| <b>Financial assets measured at amortised cost</b>             |                  |                  |
| Trade and other Receivables                                    | 4,057,604        | 2,279,329        |
| Cash & Cash Equivalents  | 2,287            | 867,261          |
| <b>Total Loans and Receivables</b>                             | <b>4,059,891</b> | <b>3,146,590</b> |
| <b>Financial liabilities measured at amortised cost</b>        |                  |                  |
| Trade and Other Payables                                       | 1,448,134        | 1,494,976        |
| Bank Overdraft   | 527,389          | 0                |
| Provision for Goods and Services Tax                           | 382,642          | 141,148          |
| Accrued Expenses   | 82,656           | 86,938           |
| <b>Total financial liabilities measured at amortised costs</b> | <b>2,440,821</b> | <b>1,723,062</b> |

**NOTE 24**  
**GOING CONCERN - COVID-19**

The Directors are aware of the current Covid-19 emergency and the New Zealand Government's decision that all non-essential businesses are to close effective 17 August 2021. This matter is being addressed with business continuity planning and the Directors have considered that this is a "non-adjusting" subsequent event and there is no impact on the 2021 financial year.

The Directors have assessed the likely impact of Covid-19 on Whitestone Contracting Limited and have concluded that, for the 12 months from the date of signing the financial statements, Covid-19 will not impact the ability of the company to continue operating. That conclusion has been reached because:

- the Company has the ability to draw upon bank facilities
- the Company has a number of maintenance and Civil contracts going forward
- vaccines are being rolled out throughout the country
- Government subsidies are available if a 40% loss of revenue is experienced.

**NOTE 25**  
**LEASES**

The company leases buildings and office equipment. The average lease terms is 4 years.

At the end of the lease the Company is required to return the lease assets to the Lessor.

| Right-of-use Assets                      | Buildings | Office Equipment | Total   |
|--|-----------|------------------|---------|
| <b>Net carrying value</b>                |           |                  |         |
| 30 June 2021                             | 128,962   | 3,840            | 132,802 |
| 30 June 2020                             | -         | 29,538           | 29,538  |
| <b>Depreciation Expense for the Year</b> |           |                  |         |
| 30 June 2021                             | 41,815    | 10,561           | 52,376  |
| 30 June 2020                             | 29,006    | 32,786           | 61,792  |

New leases for Property and Office Equipment were entered into during the period ended 30 June 2021.

| Amounts Recognised in Profit and Loss           | 2021   | 2020   |
|---|--------|--------|
| Depreciation Expense on Right-of-use Assets     | 52,376 | 61,792 |
| Interest Expense on Lease Liabilities           | 6,893  | 5,039  |
| Expenses relating to Short-term Leases          | 38,274 | 32,595 |
| Expenses relating to Leases of Low Value Assets | 1,005  | 950    |

At 30 June 2021, the Company was committed to \$2,900 (2020-\$3,056) for short term leases.

| Lease Liabilities  | 2021           | 2020          |
|--|----------------|---------------|
| Amounts Due for Settlement within 12 months<br>(shown under Current Liabilities) | 78,706         | 29,858        |
| Amounts Due for Settlement after 12 months                                       | 101,756        | 4,419         |
| <b>Maturity Analysis</b>   |                |               |
| Not later than 1 year  | 78,706         | 29,858        |
| Later than 1 year and not later than 5 years                                     | 101,756        | 4,419         |
| Later than 5 years   | -              | -             |
|  | <b>180,462</b> | <b>34,277</b> |

#### Operating Leases Arrangements

Operating leases in which the Company is the lessor, relate to properties owned by the Company with lease terms of between 3 and 10 years with 2 year extension options. Operating leases contracts contain the right to review rates on renewal.

The main purpose for holding Property is part of its normal activities. Leasing is incidental to the main activity.

#### Maturity analysis of operating lease payments:

|                    |        |
|--------------------|--------|
| Year 1             | 37,717 |
| Year 2             | 34,050 |
| Year 3             | 34,050 |
| Year 4             | 34,050 |
| Year 5             | 1,333  |
| Year 6 and onwards | 1,417  |

#### NOTE 26 EVENTS AFTER BALANCE DATE

No adjusting or significant non adjusting events have occurred between the reporting date and the date of authorisation of these financial statements.

# STATEMENT OF SERVICE PERFORMANCE REPORT

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## WHO ARE WE?

The nature of WCL's activities will include those of a contractor and those activities of a trading organisation that the directors consider are profitable, appropriate and in the best long term interests of WCL and the Shareholder.

The scope of activities undertaken by WCL includes, but is not limited to, physical works for maintenance and construction including roading works, reticulation construction and maintenance, landscaping services, private sector contracting including mechanics workshop, quarry and landfill operations and equipment hire.

## WHY DO WE EXIST?

The principal goal of council-controlled organisations (CCTO) is to operate as a successful long-term business with the prime objective of managing the company's assets on an economic, environmental and socially sustainable basis.

Shareholder objectives for continued ownership and control include:

- Stimulating a competitive contracting sector in our district;
- Supporting local opportunities for a diverse labour market;
- Obtaining a good return on investment commensurate with the business risks of WCL and the risk appetite of the Shareholder.



### WHAT DO WE AIM TO DO?

The principal objective of WCL is to operate as a successful business and grow shareholder wealth. WCL has a vision to be an excellent Tier 2 contractor thereby providing a financial return on investment to its Shareholder commensurate with risk; and thereby benefiting the region.

The Statement of Intent which is agreed between the directors of Whitestone Contracting Limited and the ultimate controlling entity, the Waitaki District Council provides for the following performance targets:

| Performance Measure   | 2020/21  | 2019/20  |
|---|--|--|
| Achieve a before income tax return (prior to donations, sponsorships and subvention payments) on opening Shareholders funds that exceeds 8%   | Not Achieved due to impact of Covid-19<br>Actual 1.27% | Not Achieved due to impact of Covid-19<br>Actual 7.51% |
| Shareholders funds to total assets >40%   | Achieved   | Achieved   |
| Maintain ISO9001 registration and related Quality Assurance programmes  | Maintained   | Maintained   |
| Maintain a high standard of health and safety in relation to WCL's employees, customers, suppliers, subcontractors and the public, as measured by maintaining NZS4801 safety management systems accreditation | This standard was replaced by ISO45001. Achieved.      | Maintained   |
| Maintain a total injury frequency rate of <7 per 200,000 hours worked or 35 per million hours worked  | Maintained   | Maintained   |
| Maintain ISO 14001 standard to ensure the company has systems in place to environmental legislative and regulatory requirements   | Maintained   | Maintained   |
| Compliance with the Resource Management Act – no reported breaches  | Compliance Achieved                                    | Compliance Achieved                                    |
| Support community initiatives with over \$50,000 of sponsorship per annum   | Achieved   | Achieved   |



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# STATUTORY INFORMATION

## CURRENT DIRECTORS

Michael John de Buyzer  
Stephen Richard Thompson  
Ross Anthony Pickworth  
Steven William Grave  
Edward George Kelcher

## APPOINTED

1 July 2008  
11 December 2012  
1 January 2016  
1 January 2017  
1 January 2020

## DIRECTORS REMUNERATION

|              | Fees           | Extra Fees | Travel       |
|--------------|----------------|------------|--------------|
| M de Buyzer  | 59,238         | 0          | 0            |
| S Thompson   | 35,875         | 0          | 1,728        |
| R Pickworth  | 35,875         | 0          | 2,221        |
| S Grave      | 35,875         | 0          | 2,660        |
| G Kelcher    | 35,875         | 0          | 0            |
| <b>Total</b> | <b>202,738</b> | <b>0</b>   | <b>6,609</b> |

## EMPLOYEES REMUNERATION

The company had 19 employees who received remuneration of \$100,000 or more per annum.

| \$NZD 000s | Number of employees |
|------------|---------------------|
| 100-110    | 2                   |
| 110-120    | 2                   |
| 120-130    | 5                   |
| 130-140    | 2                   |
| 140-150    | 1                   |
| 150-160    | 1                   |
| 170-180    | 1                   |
| 180-190    | 2                   |
| 190-200    | 1                   |
| 230-240    | 1                   |
| 290-300    | 1                   |

## RECOMMENDED DIVIDEND

No further distributions have been resolved as at 30 June 2021.

## SPONSORSHIPS AND DONATIONS

Sponsorships and donations totalled \$68,002 (\$62,378: 2020).

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### ENTRIES MADE IN THE INTERESTS REGISTER

- **Interests in transactions** No transactions have taken place between the directors and the company which are not in the ordinary course of the company's business and on its usual terms and conditions.
- **Use of Company Information by Directors** During the year the board received no notices from directors of the company requesting to use Company information received in their capacity as directors which would not otherwise have been available to them.
- **Shareholding by Directors** No directors hold shares in the Company.
- **Indemnity and insurance** During the year the company paid premiums insuring all directors of Whitestone Contracting Limited in respect of liability and costs permitted to be insured against by legislation.

### DIRECTORS INTERESTS DISCLOSED

#### M de Buyzer

|                              |                      |                                      |                      |
|------------------------------|----------------------|--------------------------------------|----------------------|
| Berry & Co                   | Partner              | BCO Trustees (Schofield) Ltd         | Director/Shareholder |
| Banco Trustees Limited       | Director/Shareholder | Camp Street Properties Ltd           | Director/Shareholder |
| BCO Trustees (2011) Ltd      | Director/Shareholder | Dunstan Contracting Ltd              | Director             |
| BCO Trustees (2012) Ltd      | Director/Shareholder | Dunstan Sprayers Ltd                 | Director             |
| BCO Trustees (2013) Ltd      | Director/Shareholder | Friendly Bay Limited                 | Director/Shareholder |
| BCO Trustees (2014) Ltd      | Director/Shareholder | Law Support Services Ltd             | Shareholder          |
| BCO Trustees (Mertha) Ltd    | Director/Shareholder | Mallinson Trustees Ltd               | Director             |
| BCO Trustees (2015) Ltd      | Director/Shareholder | McBride Street Queenstown Ltd        | Director/Shareholder |
| BCO Trustees (2016) Ltd      | Shareholder          | McPhail Investments Ltd              | Director             |
| BCO Trustees (2017) Ltd      | Director/Shareholder | Network Waitaki Ltd                  | Director             |
| BCO Trustees (2018) Ltd      | Shareholder          | Observatory Village Charitable Trust | Trustee              |
| BCO Trustees (2019) Ltd      | Director/Shareholder | Onelaw Ltd                           | Shareholder          |
| BCO Trustees (2020) Ltd      | Director/Shareholder | Onelaw IP Holdings Ltd               | Shareholder          |
| BCO Trustees (2021) Ltd      | Director/Shareholder | PW Crum Trustees Ltd                 | Director             |
| BCO Trustees (Robertson) Ltd | Director/Shareholder | Ridge Road Irrigation Company Ltd    | Shareholder          |
|                              |                      | Whitestone Quarries and Landfill Ltd | Director             |

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#### S Grave

|                            |                   |
|----------------------------|-------------------|
| Buller Recreation Ltd      | Director          |
| Buller Holdings Ltd        | Director          |
| Delta Utility Services Ltd | Director          |
| Fulton Hogan Ltd           | Shareholder       |
| Steve Grave Consulting Ltd | Principal         |
| Sicon Ltd                  | Director/Chairman |
| WestReef Services Ltd      | Director          |



**S Thompson**

|                                   |                      |                                     |                      |
|-----------------------------------|----------------------|-------------------------------------|----------------------|
| Airtime New Zealand Ltd           | Shareholder          | Owhiro River Ltd                    | Shareholder          |
| Anreca Investments Ltd            | Shareholder          | Passmore Consulting Services Ltd    | Director             |
| Aurora Energy Ltd                 | Chairman             | Prospectus Nominees                 | Director/Shareholder |
| Best View Ltd                     | Director/Shareholder | Queensberry Partnership             | Director             |
| Cairnmuir Road Winery Ltd         | Director             | Renaissance Holdings (NZ) Ltd       | Shareholder          |
| Cerise Orchard Ltd                | Shareholder          | Richard E Shackleton Architects Ltd | Shareholder          |
| Deloitte                          | Consultant           | Ripponvale Irrigation Company Ltd   | Shareholder          |
| F S Investments Ltd               | Director             | Sarita Holdings Limited             | Director             |
| Integrated Contract Solutions Ltd | Director             | Thompson Bloodstock Ltd             | Chairman             |
| Keanos Trustee Company Ltd        | Director             | Waikato Property Investments Ltd    | Shareholder          |
| Lake McKay GP Ltd                 | Shareholder          | Wanaka Bay Limited                  | Director             |
| Lakes Realty Ltd                  | Director/Shareholder | Whangamata Water 2 Ltd              | Shareholder          |
| Logistics Property Ltd            | Director/Shareholder | Westminster Resources Ltd           | Director             |
| Millennium Solutions Ltd          | Director             |                                     |                      |
| McKenzie Architects Ltd           | Shareholder          |                                     |                      |
| OB Horn Company Ltd               | Shareholder          |                                     |                      |

**R Pickworth**

|                                    |                   |                           |                      |
|------------------------------------|-------------------|---------------------------|----------------------|
| Ashburton Contracting Limited      | Director          | Transwaste Canterbury Ltd | Director             |
| Burwood Resource Recovery Park Ltd | Director          | West Oak Trading          | Director/Shareholder |
| ElectroNet Services Limited        | Director          | WestRoads Limited         | Director             |
| ElectroNet Technology Limited      | Director          | Westpower Limited         | Director             |
| ElectroNet Transmission Limited    | Director          |                           |                      |
| McLenaghan Contracting Limited     | Director/Chairman |                           |                      |
| Mitton ElectroNet Limited          | Director          |                           |                      |
| Pipeline Group Limited             | Director          |                           |                      |
| Pipeline and Civil Limited         | Director          |                           |                      |
| PLC Plant Limited                  | Director          |                           |                      |

**G Kelcher**

|                                     |                      |
|-------------------------------------|----------------------|
| Reservoir Views Company Ltd         | Director/Shareholder |
| Reservoir Views Holding Company Ltd | Director/Shareholder |
| Road Metals                         | Employee             |

*Relevant Directorships and interests during the period have been disclosed in the Annual Report. A full listing is available in the company's interests register held at its head office.*

# AUDIT REPORT

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Crowe New Zealand Audit  
Partnership  
44 York Place  
Dunedin  
PO Box 188  
Dunedin 9054, New Zealand  
Main +64 (03) 477 5790  
Fax +64 (03) 474 1564  
[www.crowe.nz](http://www.crowe.nz)

## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF WHITESTONE CONTRACTING LIMITED'S FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION FOR THE YEAR ENDED 30 JUNE 2021

The Auditor-General is the auditor of Whitestone Contracting Limited (the company). The Auditor-General has appointed me, Michael Lee, using the staff and resources of Crowe New Zealand Audit Partnership, to carry out the audit of the financial statements and performance information of the company on his behalf.

#### Opinion

We have audited:

- the financial statements of the company on pages 21 to 49, that comprise the statement of financial position as at 30 June 2021, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the company on pages 50 to 51.

In our opinion:

- the financial statements of the company on pages 21 to 49:
  - present fairly, in all material respects:
    - its financial position as at 30 June 2021; and
    - its financial performance and cash flows for the year then ended; and
  - comply with generally accepted accounting practice in New Zealand in accordance with New Zealand equivalents to International Financial Reporting Standards with Reduced Disclosure Regime; and
- the performance information of the company on pages 50 to 51 presents fairly, in all material respects, the company's actual performance compared against the performance targets and other measures by which performance was judged in relation to the company's objectives for the year ended 30 June 2021.

Our audit was completed on 31 August 2021. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board of Directors and our responsibilities relating to the financial statements and the performance information and the performance information, *we comment on other information*, and we explain our independence.



#### **Basis for our opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Emphasis of Matter**

We draw attention to Note 24 on page 48 of the financial statements, which describes the effects of the COVID-19 on the company. Our opinion is not modified in respect of this matter.

#### **Responsibilities of the Board of Directors for the financial statements and the performance information**

The Board of Directors is responsible on behalf of the company for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Directors is also responsible for preparing the performance information for the company.

The Board of Directors is responsible for such internal control as it determines is necessary to enable it to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Board of Directors is responsible on behalf of the company for assessing the company's ability to continue as a going concern. The Board of Directors is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board of Directors intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

The Board of Directors' responsibilities arise from the Local Government Act 2002.

#### **Responsibilities of the auditor for the audit of the financial statements and the performance information**

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of *readers*, taken on the basis of these financial statements and the performance information.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.



As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- We evaluate the appropriateness of the reported performance information within the company's framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

#### **Other Information**

The Board of Directors is responsible for the other information. The other information comprises the information included on pages 4 to 19 and 53 to 55, but does not include the financial statements and the performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.



**Independence**

We are independent of the company in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the company.

A handwritten signature in blue ink, appearing to read "Michael Lee", written over a faint grid background.

**Michael Lee**  
Crowe New Zealand Audit Partnership  
On behalf of the Auditor-General  
Dunedin, New Zealand

WHITESTONE CONTRACTING LTD

ANNUAL REPORT 2021

# DIRECTORY

## Directors

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**Michael John de Buyzer**  
*LLB Notary Public*  
(Appointed 1 July 2008)



**Stephen Richard Thompson**  
*BCom, F.C.A (PP), CFInstD*  
(Appointed 11 December 2012)



**Ross Anthony Pickworth**  
*M.B.A, B.Eng (Electrical),  
NZCE (Electrical)*  
(Appointed 1 January 2016)



**Steven William Grave**  
*B.E (Hons)Civil, NZCE  
(Civil)*  
(Appointed 1 January 2017)



**Edward George Kelcher**  
(Appointed 1 January 2020)



# Directory

**Postal Address** PO Box 108, Oamaru  
**Phone** (03) 433 0240  
**Fax** (03) 434 1270

**Auditors** M Lee, Crowe New Zealand Audit  
Partnership on behalf of the Controller  
and Auditor General, Wellington

**Bankers** Bank of New Zealand  
ANZ

**Solicitors** Berry & Co, Oamaru

**Authorised Capital** 4,600,000 Ordinary Shares

**Company Number** DN 549270

**Country of  
Incorporation** New Zealand

**Registered Office** State Highway One, Deborah, Oamaru

**Insurer** Marsh Ltd (Brokers)

## EXECUTIVE MANAGERS

|  |                |
|--|----------------|
| Chief Executive                                      | Glenn Campbell |
| Executive Manager Central Otago & Deputy CEO         | Paul Bisset    |
| Executive Manager Construction & Surfacing           | Julian Hardy   |
| Executive Manager Corporate Services Manager         | Tony Read      |
| Executive Manager Business Development & Maintenance | Linton Clarke  |

**Web address** [www.whitestone.co.nz](http://www.whitestone.co.nz)





PO Box 108  
Oamaru 9444

State Highway 1  
Deborah  
Oamaru

(03) 433 0240  
info@whitestone.co.nz

[www.whitestone.co.nz](http://www.whitestone.co.nz)

**8 MEMORANDUM REPORTS**

**8.1 SPORT WAITAKI ANNUAL REPORT 2020/2021**

**Author:** Erik van der Spek, Recreation Manager

**Authoriser:** Paul Hope, Acting Assets Group Manager

**Attachments:** 1. Sport Waitaki Written Report  
2. Sport Waitaki KPI Report

**RECOMMENDATION**

That Council receives and notes the information.

**PURPOSE**

To provide Council with the Sport Waitaki Annual Report for the annual reporting period that ended on 30 June 2021.

**BACKGROUND**

Last financial year, Waitaki District Council provided a grant of \$41,000 for Sport Waitaki to provide a local resource to support sporting and recreational groups in Waitaki.

The attached reports summarise the work Sport Waitaki undertook in our community.

Owen Booth (Sport Otago General Manager Programmes) and Philippa Sutton (Sport Waitaki Regional Co-Ordinator) will attend the Council Meeting and give a brief PowerPoint presentation.

## Programme Achievements

### Sport Waitaki: 1 July 2020 – 30 June 2021 Summary of Key Achievements

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

- 26 Wriggle and Rhyme sessions were delivered through the Oamaru Public Library, with 365 parents participating in these sessions, along with 365 children. Wriggle and Rhyme is a movement-based programme developed by Sport Otago for children aged 0-5s and their parents. It is delivered through library staff across Otago. Sport Otago provides ongoing training and support for library staff as required. This year a training refresher session was delivered for staff at Oamaru Library.
- Little Creations and Little Wonders participated in the On Your Marks (OYM) Stage 1 programme, aimed at early childhood centres. Introduction workshops were delivered to both centres with 13 educators trained to deliver the OYM programme. Follow up modelling sessions with the children were delivered, alongside the teachers. This is a train the teachers programme, with teachers expected to implement what they have learned within their teaching practice.
- We have three grants pending from the Waitaki region for applications made through the Tū Manawa fund. These applications from Waitaki District Council, Mountain Biking North Otago, and North Otago Lawn Tennis if granted in full will exceed \$30,000.00. Pip Sutton, our Sport Waitaki Coordinator is currently working with a local whānau group, Nature Play, Volunteer South, Palmerston Marae, Pathfinders Gymnastics and Council providing support for potential active recreation projects for Tū Manawa. Ideas for projects include traditional Māori games, Frisbee Golf and play trailers.
- 41 grants were made through Sporting Chance, for a total of \$4,849.00, to assist financially disadvantaged children to participate in sport.
- In addition to Sporting Chance, Pip has started a donation drive of Sporting equipment. Within a month of starting, we have distributed three pairs of football boots, one bike, and one hockey stick to those in need, as well as the donation of an entire surplus club kit. We have also refreshed our pool of equipment available to the public. This includes the purchase of some new inflatable play equipment. Barnados, Playgroups and the Active Kids Holiday Programme have been regular users to date, with the inflatables also used at the Children's Day Farmer's Market.
- Seven talented young athletes were granted funding of \$2,425.00 through the Skeggs Foundation, to compete within their chosen sport.
- Other one – off fundamental movement and sport-based initiatives Pip has facilitated include:
  - a bike education session for the multi-cultural association in the Waitaki, with the highlight being teaching one lady to ride a bike for the first time and being able to donate a bike to her through our Sport donation initiative.

- Helping Oamaru Intermediate with their Education Outside the Classroom programme for Year 7s, with a focus on team building and building resilience using physical activity as the vehicle.
- Delivering a physical activity-based session with less active rangatahi at East Otago High School.
- Working with Weston Junior Athletics to review their programme and their delivery of basic movement skills.
- Working with the Waitaki Police on bike safety at Fenwick school and helping Papakaio and Oamaru Intermediate with bike skills advice for teachers.

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

- Seven Physical Activity Leaders (PALs) training days were delivered to 20 Waitaki schools, with 202 primary school students trained as PALs. The PAL programme aims to develop the leadership skills of children in Years 5-8, using physical activity as a base to develop their knowledge.

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

- Sport Waitaki was involved in 11 community events or programmes, involving over 2000 people. Sport Waitaki organised and delivered Stride Ride and Slide with the support of Sport Otago staff. Sport Waitaki organised and delivered aspects of the Cycle Skills Fun Day, Relay for Life, and Migrant Picnic. Sport Waitaki supported the New Zealand Regional Gliding Championships, Sailors Cutting Section of the Alps to Ocean Opening, Wednesday Duathlon/Triathlon, Papakaio eight-hour Mountain Bike, Oamaru Whānau Day, South Island Secondary Schools Duathlon/Triathlon and the Plunket Spinathon fulfilling specific roles at these events and contributing resource and knowledge.
- Sport Waitaki also supported eight primary school events, including Upper Valley Athletics, North Otago Athletics, Weston School Junior Athletics, Oamaru Intermediate Amazing Race, North Otago Rippa Rugby Tournament, North Otago Swimming Championships, Zone 1 Swimming Sports, and Football Waitaki Football Festival, along with other extra school activities, involving almost 1100 children.
- Sport Otago organised and delivered the annual Walk n Wheel event, which encourages safe walking and cycling to and from school. This year seven schools from the Waitaki region took part (1018 students), with Weston acknowledge as the winning with school with the highest percentage of students using active transport over the week.
- Sport Waitaki played a significant role in the organisation of the North Otago Sports Awards, which were held in March and attracted 187 people. This was a very successful event with World Motocross Champion Courtney Duncan taking out the top award. Courtney also went on to win the supreme award at the ASB Otago Sports Awards.

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

- 110 Green Prescription referrals were received from medical practices in the Waitaki District this reporting year. We also received 18 referrals to our Active Families Programme and have introduced face to face consults with families in the Waitaki as a result. Our Healthy Lifestyles Team visited the Waitaki Aquatic Centre, Snap Fitness, Fitness 24, and the Waitaki Community Recreation Centre to reconnect after lockdown and confirm current discount vouchers for health clients.
- Pip and our team also presented to the Oamaru Heart Foundation and discussed Green Prescription, exercising with various heart conditions, and what is available in the Oamaru community. One attendee was already a Green Prescription client and a further four self-referred on the day. Pip did some work with Kurow Playcentre around healthy hearts as well.
- Our team was also involved in WellSouths Walking Away programmes in Oamaru. This was been a successful collaboration with 80% of attendees joining GRx. Feedback from the participants indicates that they feel more confident with GRx support.
- In partnership with WellSouth, we have also established a new role of Health Coach which is funded to provide lifestyle support to the registered clients of Kurow Medical Centre, East Otago Health, and South Hill Medical Centre.
- The Sport Waitaki Coordinator has continued to support existing community initiatives, including Mini Movers, Gentle Exercise Programme, Wriggle and Rhyme, and the Active Kids Holiday Programme, to ensure their ongoing sustainability within the region.
- We have also engaged with disability and migrant communities on the back of the survey we conducted last year and are working with these groups to facilitate more opportunities for these populations to be active. This initial work has formed the foundations of our successful funding application to DIA to carry out a need's assessment (Te Ora Tinana Project) for Māori, Pasifika, disabled and ethnic communities, based around physical activity and how these groups can be better engaged in decision-making around physical activity opportunities. Along with Māori and Pasifika groups, connections have been made with Safer Waitaki Family Whānau, Low Vision Foundation, IDEA Services, Special Olympics and the Youth Centre to identify what some of the specific needs are of these groups in relation to physical activity. This work is ongoing.
- We partnered with Network Waitaki around a trial workplace wellness initiative to facilitate a Have a Go Day involving Bowls, Taekwondo, Aqua Aerobics, and Football.
- Pip is also part of the 'Onya Bike' promotional team helping to spread the message about giving cyclists, scooters, and walker's space.

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**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. Pip has spent a large amount of time establishing relationships, connecting, and engaging with sporting organisations across the Waitaki. She met with 38 different organisations in her first two months on the job and has done an excellent job developing/updating contact and activity lists for the region. Following on from these initial meetings, she has worked on projects with:
  - Maheno Bowling Club – social media and membership recruitment.
  - North Otago Bowls – dispute management and conflict resolution.
  - North Otago Basketball – committee restructure, strategy development, accounts administration.
  - North Otago Rugby and North Otago Touch – collaborating and sharing resources and expertise to improve the quality and increase the quantity of coaches and athletes in the Waitaki.
  - Gymnastics – facility issues.
  - Touch – establishment of junior module with 12 teams participating.
- We have begun working with stakeholders on plans for a community sporting notice board to help link and promote all things sport and recreation.
- One funding seminar was delivered to attendees from local sports organisations, with 46 people in attendance.
- Further funding advice and support was given to Regional Sports Organisations (RSOs) and clubs in relation to Sport New Zealand's second tranche of the 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. 12 RSOs and clubs within the Waitaki region were supported, with grants totaling \$37,673.90.

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

- Sport Otago via our Spaces and Places Lead (Duane) and Sport Waitaki (Pip) have been on the working party for the development of a new recreation facility in Oamaru. Duane and Pip met with staff and the Mayor of Waitaki WDC to progress Sport NZ facility database gathering. They gained acceptance from WDC to stocktake their facilities and grounds. Pip also accompanied the Mayor and Councillors on a Waitaki Recreation Project Field Trip to look at facilities in Selwyn and Ashburton.
- 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.

- A Sport Waitaki Steering Group representative of different sectors of the community has also been re-established with an initial meeting held. The intention of this group is to provide insight and direction for the Sport Waitaki role, to prioritise areas of community need.
- Pip is also part of a working group for the 'Destination Waitaki' project with the WDC and Tourism Waitaki and is collaborating with various organisations including Newcomers Waitaki and Business Hive to clarify and streamline communication regarding what activities are available in the community.
- Regular radio interviews, articles, presentations and social media posts promoting Sport Waitaki initiatives or participation opportunities. We have regular content on the Oamaru mail and the Sport Waitaki Facebook is seeing a steady increase in new followers.



| SPORT WAITAKI COORDINATOR - MANAGEMENT PLAN 2020 - 2021 DRAFT  |                        |   |   |  |                              |   |  | Actual Outcomes 2020-2021  |     |     |     |     |     |     |     |     |     |     |     |     |       |     |        |     |
|--|------------------------|---|---|--|------------------------------|---|--|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|--------|-----|
| Sport Otago Strategic Goals  | Sport Otago Focus Area | Initiative  | Strategies (How)  | Measurement  | 2019/2020 result             | Target  | Principal Responsibility   | Supported By   | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |     |        |     |
| Goal 1: Providing opportunities for young children to develop and improve their fundamental movement and basic sport skills.   | Participation          | Young People: Oh Your Marks   | Sport Waitaki Coordinator to support Sport Otago based staff to facilitate Oh Your Marks Programme, Sport Library and Write and Rhyme programmes.   | Sport Otago staff to keep regional breakdown of numbers for regional reporting.  | 1 ECC and 1 Library          | 2 schools participating in OYM  | Community Activator  | SWC  |     |     | 1   | One | One |     | One |     |     |     |     |     | 3     | 4   |        |     |
|  |                        | Tu Manawa Active Aftercare  | Support organisations in the Waitaki to access this fund to provide opportunities for tamariki and rangatahi to engage in play, active recreation and sport.  | No. of organisations granted funding.  | None                         | 2   | SWC  | Community Activator  |     |     |     |     |     |     |     |     |     |     |     |     |       | 3   | 3      |     |
|  |                        | Learn to Swim   | Assist with ensuring the sustainability of the Learn to Swim programme  | Support the WDC/Pool staff to pull together funding applications to ensure the programme continues to be delivered.  | Yes                          | Application submitted and results data recorded.                            | SZSC   | SWC  |     |     |     |     |     |     |     |     |     |     |     |     |       |     |        |     |
|  |                        | Sporting Chance   | Support the Operations Manager with the distribution of Sporting Chance grants to school children in the Waitaki.   | No. of Sporting Chance grants made in the Waitaki region:<br>Total amount in \$ of grants made in the Waitaki region:  | 23<br>\$3,711                | 25<br>\$4,000   | OM<br>SWC  | SWC  | 5   | 7   | 2   | 0   | 0   | 1   | 0   | 7   | 6   | 2   | 6   | 5   |       | 41  | 54,849 |     |
|  |                        | Skaggs Foundation   | Support the Operations Manager with the distribution of Skaggs Grants to talented young athletes in the Waitaki region.   | No. of Skaggs Foundation grants made in the Waitaki region:<br>Total amount in \$ of grants made in the Waitaki region:  | 0<br>\$1,620                 | 50<br>\$3,000   | OM<br>SWC  | SWC  |     |     |     |     |     |     |     |     |     |     |     |     |       |     | 2425   |     |
| Goal 2: Developing and implementing programmes that increase the quality and quantity of coaches and the workforce.  | Participation          | Workforce - Coaching  | Support CAS 1 with facilitation of the PAUs programme.<br>Work with Sport Otago coaching staff to identify coaching needs within Waitaki and develop initiatives that meet these needs.   | CAS 1 to record reporting data.<br>What did we do, how effective were our coaching programmes, what impact are they having and what have we learned from it?   | 14<br>Was impacted by Covid. | 10 schools<br>Regional Coach Developer Workshop held                        | Community Activator<br>Coach Lead  | SWC  |     |     |     |     |     |     |     |     |     |     |     |     | 1     | 7   |        |     |
|  |                        | Workforce - Volunteers  | Work with NDCSB to coordinate initiatives that acknowledge the valuable contribution their volunteers make to sport in the Waitaki  | Name and Number of initiatives coordinated:<br>Number of volunteers acknowledged:  | 1<br>10                      | 1<br>20   | SWC<br>SWC   | Events Coordinator<br>Events Coordinator   |     |     |     |     |     |     |     |     |     |     |     |     |       |     |        |     |
| Goal 3: Collaborating with others to facilitate well organised events aimed at increasing both youth and adult participation.  | Participation          | Competition Pathways  | Collaborate with NOPPSA, RSOs, clubs and community sport providers to support at least four school sport events including Cued Up Kids, North Otago Athletics and North Otago Cross Country.  | Name and No. of primary school events supported:<br>No. of participants 0-18:<br>How effective were we in supporting school sport, what impact is our work having and what have we learned from it?  | 7<br>1342<br>n/a             | 4<br>1200<br>At least 1 example   | SWC<br>SWC<br>SWC  | Community Activator<br>Community Activator<br>Community Activator  |     |     | 1   | 3   | 1   |     |     |     |     | 2   | 1   |     |       | 7   | 1098   |     |
|  |                        |   | Facilitate opportunities to engage with secondary schools to foster increased participation in active recreation and sport.   | What did we do, how effective has our work in secondary schools been, what impact is it having and what have we learned from it?   | n/a                          | At least 1 example  | SWC  | Sport and Active Recreation Lead - Waipara   |     |     |     |     |     |     |     |     |     |     |     |     |       |     |        |     |
|  |                        | Commercial and Community Events   | Lead and support the delivery of the Rainbow Run, Stride and Slide and other community sport and physical activity based events in the Waitaki region that align with Sport Waitaki and WDC objectives:   | Name and No. of events (analyse survey results to gauge demand for new/targeted events):<br>No. of participants 0-18:<br>No. of participants 19+:<br>% increase in participation   | 8<br>1071<br>1055            | 10<br>1000<br>1500  | SWC<br>SWC<br>SWC  | Events Coordinator<br>Events Coordinator<br>Events Coordinator   |     |     |     | 7   | 32  |     |     |     | 100 | 130 | 300 |     |       |     | 33     | 330 |
|  |                        |   | Acknowledge the performance and contribution to sport by people in the region as part of the organising committee for the North Otago.  | Event held:<br>People attending  | 1<br>205                     | 1<br>200  | SWC<br>SWC   | Events Coordinator<br>Events Coordinator   |     |     |     |     |     |     |     |     |     |     |     |     |       |     |        | 187 |
|  |                        |   | Support the GRAM with GR promotion in the Waitaki area. GR staff to focus on enhanced promotion and communication with referees.  | No. of Waitaki GR referrals:   | 91                           | 100   | Health / Lifelines Manager   | Health Team  |     |     |     |     |     |     |     |     |     |     |     |     |       |     |        | 110 |
| Goal 4: Improving physical activity and health outcomes for targeted populations.  | Participation          | Targeted Physical Activity and health initiatives   | Support existing community initiatives including Mini Movers, Gentle Exercise Programme and the Active Kids Holiday programme to ensure their ongoing sustainability within the region. Based on survey results look to establish relationships with disability groups and investigate the viability of casual participation/have a go day type | Maintain regular contact with initiative providers and document support provided.<br>One pilot event/initiative trialed.   | As required<br>None          | Evidence of new relationships formed with disability and ethnic groups<br>1 | SWC<br>SWC   | Health Team<br>Community Activator   |     |     |     |     |     |     |     |     |     |     |     |     | 2     | 3   | 4      |     |
|  |                        | Provide the play, active recreation and sport sectors with education and opportunities to share best practice through at least four forums including a funding forum. | No. of forums held:<br>No. of participants:<br>Evaluation of forums completed - satisfaction overall  | 3<br>50<br>Anecdotal   | 4<br>20 average<br>75%       | SWC<br>SWC<br>SWC   | Events and Sport Capability Lead<br>Events and Sport Capability Lead<br>Events and Sport Capability Lead |  |     |     |     |     |     |     |     |     |     |     |     |     |       | 1   | 46     |     |
| Goal 5: Assist Regional Sports Organisations (RSOs) and their clubs to administer their sport effectively within their means.  | Capability             | RSO Capability and Capacity   | In partnership with Sport Otago staff, identify and undertake sport capability work with RSOs and clubs to improve their systems and processes to allow them to better deliver their sport.   | Engage with all RSOs and major clubs to discuss sport capability needs:<br>Name and Number of Projects undertaken<br>Name and No. of NSOs/RSOs/Clubs involved:<br>What did we do, how effective was our work, what impact is it having and what have we learned from it?   | n/a<br>4<br>15               | All RSOs/major clubs<br>2<br>2  | SWC<br>SWC<br>SWC  | Events and Sport Capability Lead<br>Events and Sport Capability Lead<br>Events and Sport Capability Lead |     |     | 21  | 17  | 2   |     | 1   | 1   | 1   |     |     |     |       |     | 43     |     |
|  |                        |   | Develop and maintain an effective communication network with key stakeholders in the North Otago region.  | No. of meetings held with principals and NOPSA:<br>No. of meetings held with School Sports Coordinators:<br>No. of meetings held with NOPPSA:<br>Share Sport Otago Monthly reports with Council<br>One end of year report in August/September to coincide with presentation to Council.<br>Re-establish and maintain Sport Waitaki Steering Group: | 0<br>4<br>5<br>Yes<br>Yes    | As required<br>As required<br>As required<br>12<br>1                        | SWC<br>SWC<br>SWC<br>SWC<br>SWC  | GM<br>GM<br>GM<br>GM<br>GM   |     |     | 21  | 6   | 2   |     |     | 3   | 6   | 4   | 3   |     |       |     | 44     |     |
| Goal 6: Leading and influencing key stakeholders to coordinate the collaborative development of sport and recreation across Otago, attracting opportunities and benefiting Otago economically. | Capability             | Leadership, advocacy and strategic partnering   | Lead and contribute to the development of regional plans that reflect national, regional and local priorities.  | No. of meetings with Sport South Canterbury:<br>What did we do, how effective were we, what impact did we have and what did we learn from it?  | 1<br>Yes                     | As required<br>Waitaki facilities work complete                             | SWC<br>OM  | GM<br>SWC  |     |     | 1   |     |     |     | 1   |     |     |     |     |     |       | 3   | 2      |     |
|  |                        |   | Using insights tools, capture local information on the participant(s) and use this insights data to inform our programmes and activities.   | Survey completed   | Ongoing                      | SWC   | Insights and Evaluation Lead   |  |     |     |     |     |     |     |     |     |     |     |     |     |       |     |        |     |
| Goal 9: Identifying imaginative and effective ways to better tell our story, both to key stakeholders and the general public.  | Business Continuity    | Insights  | Submit an application to the Lottery Community Research fund to further investigate play, active recreation and sport needs of children in the Waitaki.   | Application submitted  | None                         | 31-Aug-21   | Insights and Evaluation Lead   | SWC  |     |     |     |     |     |     |     |     |     |     |     |     |       |     |        |     |
|  |                        |   | Identify and take advantage of opportunities to promote Sport Waitaki utilising media.  | No. of external articles/radio/interviews/social media coverage promoting Sport Waitaki:<br>No. of public presentations/displays promoting Sport Waitaki:<br>No. of attendees:<br>Quarterly reviews and updates of Sport Waitaki content on website:   | 32<br>0<br>0<br>4            | As required<br>As required<br>n/a<br>4                                      | SWC<br>SWC<br>SWC<br>SWC   | GM<br>GM<br>GM<br>GM   |     |     | 10  | 4   | 10  | 4   | 10  | 10  | 10  | 3   | 10  | 11  |       | 104 |        |     |
| Goal 11: Promoting and adhering to a culture of excellence and commitment that fosters an enjoyable and rewarding workplace for all staff.   | Business Continuity    | Organisational Capability - High Performing RST   | Staff commit and engage in both professional and personal development.  | Evidence of at least one instance of professional development:<br>Evidence of at least one instance of personal development:   | 0<br>0                       | 1<br>1  | SWC<br>SWC   | GM<br>GM   |     |     |     |     | 1   |     |     |     |     |     |     |     |       | 1   | 2      |     |
|  |                        |   | Staff are proactive and responsible around meeting Sport Otago expectations around health and safety.   | Communicate any safety concerns, hazards, near misses or accidents to the health and safety committee.<br>Complete all required health and safety documentation appropriate to the circumstances.  | n/a<br>n/a                   | Ongoing<br>Ongoing  | SWC<br>SWC   | GM<br>GM   |     |     |     |     |     |     |     |     |     |     |     |     |       |     |        |     |

**9 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:

| <b>General subject of each matter to be considered</b>  | <b>Reason for passing this resolution in relation to each matter</b>  | <b>Ground(s) under section 48 for the passing of this resolution</b>  |
|---|---|---|
| <b>10.1 - Public Excluded Minutes of the Additional Council Meeting held on 20 September 2021</b> | <p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>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)</p> | <p>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</p> |

**10 PUBLIC EXCLUDED SECTION**

**10 RESOLUTION TO RETURN TO THE PUBLIC MEETING**

**RECOMMENDATION**

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

**11 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 under this agenda item in the Public Minutes of this meeting.

**12 MEETING CLOSE**