



# Waitaki

DISTRICT COUNCIL

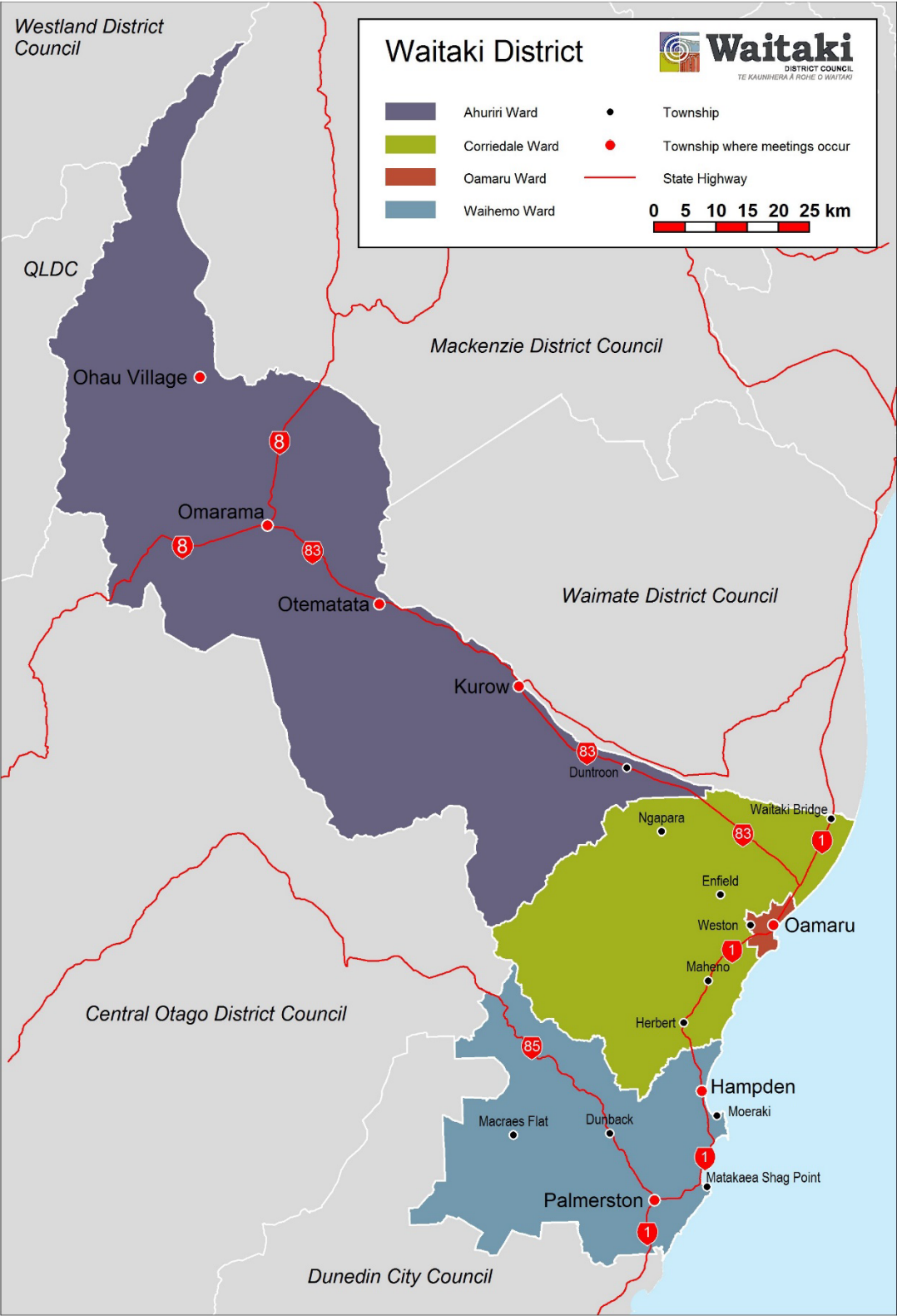
*TE KAUNIHERA Ā ROHE O WAITAKI*

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

**Date: Tuesday, 14 March 2023**  
**Time: 9.00am**  
**Location: Council Chamber, Third Floor**  
**Office of the Waitaki District Council**  
**20 Thames Street, Oamaru**

## Agenda

**Alex Parmley**  
**Chief Executive**







### COMMUNITY OUTCOMES



### STRATEGIC PRIORITIES



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



## Agenda Items

<b>1</b>	<b>Apologies .....</b>	<b>5</b>
<b>2</b>	<b>Declarations of Interest .....</b>	<b>5</b>
<b>3</b>	<b>Public Forum.....</b>	<b>5</b>
<b>4</b>	<b>Confirmation of Previous Meeting Minutes.....</b>	<b>6</b>
4.1	Public Minutes of the Council Meeting held on 28 February 2023 (PLACEHOLDER – Unconfirmed Minutes to follow in Agenda Addendum) .....	6
<b>5</b>	<b>Leadership Reports .....</b>	<b>8</b>
5.1	Chief Executive's Report - 14 March 2023 .....	8
<b>6</b>	<b>Decision Reports .....</b>	<b>25</b>
6.1	2023-24 Annual Plan Draft Operating Budgets and Proposals .....	25
6.2	Waitaki District Council Draft Significance and Engagement Policy 2023 .....	41
6.4	Sport Waitaki Annual Report 2021/2022 .....	76
6.5	Waitaki Community Recreation Centre Annual Report 2021/22 .....	83
6.6	Waitaki Resource Recovery Trust Annual Report 2021/22 .....	115
<b>7</b>	<b>Resolution to Exclude the Public .....</b>	<b>134</b>
<b>8</b>	<b>Public Excluded Section .....</b>	<b>136</b>
8.1	Public Excluded Minutes of the Council Meeting held on 20 December 2022 (PLACEHOLDER – Unconfirmed PE Minutes to follow in Agenda Addendum PE).....	136
8.2	Public Excluded Minutes of the Council Meeting held on 28 February 2023 (PLACEHOLDER – Unconfirmed PE Minutes to follow in Agenda Addendum PE).....	136
8.3	Omarama Water Treatment Plant Budget PE.....	136
8.4	Weston Service Level Upgrade PE .....	136
<b>9</b>	<b>Resolution to Return to the Public Meeting .....</b>	<b>136</b>
<b>10</b>	<b>Release of Public Excluded Information .....</b>	<b>136</b>
<b>11</b>	<b>Meeting Close .....</b>	<b>136</b>

- 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 28 FEBRUARY 2023**

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

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

**Attachments:** 1. Public Minutes of the Council Meeting held on 28 February 2023

**RECOMMENDATION**

That Council confirms the Public Minutes of the Council Meeting held on 28 February 2023, as circulated, as a true and correct record of that meeting.

**PLACEHOLDER REPORT**

These Unconfirmed Minutes will follow in an Agenda Addendum, to be published over the weekend and ahead of the Council Meeting.

(refer Agenda Addendum)

## 5 LEADERSHIP REPORTS

### 5.1 CHIEF EXECUTIVE'S REPORT - 14 MARCH 2023

**Author:** Alex Parmley, Chief Executive

**Attachments:** 1. Transformation Update

#### RECOMMENDATION

That Council receives and notes the information.

#### PURPOSE

The report is provided to bring Council's Governance team up to date on progress with delivery of the Key Performance Indicators (KPIs) set by Council for the Chief Executive for the year ending 30 June 2023, together with other matters.

#### KEY PERFORMANCE INDICATORS (KPIs)

The following KPIs for the Chief Executive for the year ending 30 June 2023 were agreed and adopted on 23 August 2022:

KPI 1 – Future for Local Government Review	
Outcome:	
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.	
Strategic Framework:	
<ul style="list-style-type: none"><li>▪ Prosperous District: Foster a diverse and resilient economy.</li><li>▪ Strong Communities: Enable safe and healthy communities; Connected, inclusive communities; Promoting a greater voice for Waitaki.</li><li>▪ Quality Services: Community facilities and services we are proud of.</li></ul>	
Measures of success:	
<ul style="list-style-type: none"><li>• Stronger Waitaki model is recognised nationally as demonstrating the potential future of local government</li><li>• WDC used by review panel as an exemplar</li><li>• WDC participates in trialling new approaches and devolving services and budgets</li><li>• WDC Transformation consistent with future vision for and role of local government</li></ul>	
Milestones:	
February 2023	Create a Waitaki community data profile covering the four well beings and identify some key areas around community outcomes to explore with partners
March 2023	Respond to draft report and recommendations of the Local Government Review panel and identify opportunities, challenges, and focus areas for the Waitaki district
2022 – 2024	Identify local and regional (with other councils) opportunities where delivering services or programmes locally that are currently delivered by central government could be more successful or sustainable
2023 – 2024	Discussions with Government over new opportunities.

*Progress Update:*

A workshop with the Governance Team was held on 8 February 2023 to shape WDC's response to the FFLG panel draft report, and the draft submission was then circulated to the Governance Team on 13 February for review and feedback. The WDC submission has now been submitted to the Panel. The Panel are now working through the submissions and are due to produce their final report and recommendations in June 2023.

To help further in developing their final recommendations, I was invited to join a working group comprising the Review Panel, Central Government Department CEs and four other local government CEs. This was specifically focussed on supporting the development of the Panel's recommendations on improving the Central Government and Local Government working relationship. This is regarded by the panel as a key shift to achieving a better system of local governance and improved outcomes for local communities.

<b>KPI 2 – Three Waters Reform</b>	
<b>Outcome:</b>	
Achieve the best outcome for the community from Three waters reform and ensure the council is well placed for whatever the final conclusion	
<b>Strategic Framework:</b>	
<ul style="list-style-type: none"><li>▪ Prosperous District: Foster a diverse and resilient economy.</li><li>▪ Strong Communities: Enable safe and healthy communities.</li><li>▪ Promoting a greater voice for Waitaki.</li><li>▪ Quality Services: Robust core infrastructure and services.</li><li>▪ Valued Environment: Protecting our diverse landscapes and water bodies</li></ul>	
<b>Measures of success:</b>	
<ul style="list-style-type: none"><li>• Councillors are well informed of the proposals and their implications for the Council and the District.</li><li>• Council lobbies for greater community voice in reforms and revised arrangements.</li><li>• Council invests in accelerated improvements so that services are well placed and our communities well served</li><li>• Service successfully transitions to new arrangements without disruption to customers and without financial disadvantage to Council and ratepayers</li></ul>	
<b>Milestones:</b>	
2022 – 2023	Lobby government for amended reform proposals that include greater voice for communities
2022 – 2024	Implement accelerated Waters Investment Programme
2022 – 2024	Implement Waters Transition Programme (as part of Transformation)

*Progress Update:*

Council has agreed at the meeting of 28 February, two submissions in respect of the Water Services Bill and the Water Services Economic Efficiency and Consumer Protection Bill. I appeared before Parliament's Finance and Expenditure Committee Subcommittee on 6 March to present the Council's submission. At the Subcommittee, I emphasised a number of key issues for WDC including the need to strengthen the legislative basis of the working relationship between Water Entities and Councils; our desire to ensure that cost burdens are not left with Council and ratepayers when water services transfer; the impact of the proposals to transfer the water-related aspects of CCOs and the harm this could cause to our community; and the ongoing and increasing resource burden of the transfer process.

I have also met with the Executive Director of the Three Waters National Transition Unit together with other senior members of the team, in particular to discuss the impact of proposals on our CCO as well as some of the other challenges the reform proposals and transition programme are causing the Council team.

At the LGNZ Rural and Provincial Sector meeting last week, Minister McAnulty spoke about the future of water reform. Whilst he was unable at that stage to unveil specific plans, Minister McAnulty:

- Confirmed that Water Reform was his priority and he wanted to address the current uncertainty around reform.
- Confirmed he is seeking to put forward a proposal which seeks the right balance between economic and financial sustainability and strengthens the links between local communities and their water services. His proposal will look to address the concerns of regional and rural communities, in particular the local link to the entities.
- Spoke also of the importance of Te Tiriti and that mana whenua must have a role in the system and that he would be considering how that would be managed.
- Stated that, once he has spoken to colleagues, he intends to consult with the local government sector and iwi before taking a proposal to Cabinet. His intention is for this to take weeks rather than months.

Whilst we await the revised proposals, work continues internally and with our colleagues in Otago and Southland, working with the National Transition Unit on proposals for transfer. This work is multifaceted covering staffing, debt, asset management plans, investment plans together with systems and processes. Whilst some of the costs of this work are covered by a government grant, the demands exceed the financial assistance provided, and so there is a Ratepayer cost to this process. The demands of the programme are having an impact on the work of the Waters Team together with other individuals within other teams.

<b>KPI 3 – Partnership with iwi</b>	
Outcome:	A strong partnership exists between Council and iwi based on trust, understanding and shared aspirations; Council is fulfilling the Te Tiriti commitments
Strategic Framework:	<ul style="list-style-type: none"><li>▪ Prosperous District</li><li>▪ Strong Communities</li><li>▪ Quality Services</li><li>▪ Valued Environment</li></ul>
Measures of success:	<ul style="list-style-type: none"><li>• Council and iwi have a partnership agreement articulating shared aspirations and how they will work together.</li><li>• Council and iwi meet regularly to review progress</li><li>• Iwi are partners to council in codesigning strategies and ambitions</li><li>• Iwi and council partner on delivering ambitions</li><li>• There is a high level of cultural and historical awareness within Council that shapes how the organisation works and delivers</li></ul>



Milestones:	
November 2022	Iwi engagement in new Council induction programme
February 2023	Workshop with Council and iwi on partnership agreement
May 2023	Partnership agreement ratified by Council
2023 – 2024	Cultural and historical induction programme for all council staff

***Progress Update:***

Initial research has commenced around what a good partnership agreement could look like, and staff are working through this material with a view to discuss with the Governance Team prior to a meeting with the mana whenua representatives. It was intended for a meeting to be set up in March/April with the rūnanga depending on their availability and a Council workshop date (post meetings with the rūnanga) is yet to be confirmed. The timing for the ratification of the Partnership Agreement will be dependent on the rūnanga's availability to meet, and to work together, and agree on shared aspirations and how to work together.

Te reo Māori sessions are currently being offered in Term 1 and Term 4 of 2023 for interested WDC staff and other community members facilitated through the Ōamaru library at two different levels (beginners and intermediate).

We continue to work with the rūnanga to support the delivery of their aspirations and to develop shared objectives for the district and its communities.

<b>KPI 4 – District Plan Review</b>	
Outcome:	
Have in place a reviewed and fit for purpose District Plan	
Strategic Framework:	
<ul style="list-style-type: none"><li>▪ Prosperous District: Attractive to new opportunities.</li><li>▪ Foster a diverse and resilient economy.</li><li>▪ Strong Communities: Enable safe and healthy communities.</li><li>▪ Connected, inclusive communities</li><li>▪ Quality Services: Robust core infrastructure and services.</li><li>▪ Valued Environment: Protecting our diverse landscapes and water bodies.</li><li>▪ Meeting Environmental and climate change challenges.</li></ul>	
Measures of success:	
<ul style="list-style-type: none"><li>• High level of Community engagement</li><li>• Plan development maintains alignment with local need and legislative change</li></ul>	
Milestones:	
September 2022	Consultation on Draft District Plan closed - analysis and preparation of material commenced
Feb – Nov 2023	Council review the proposed changes, chapters redrafted, legal review
December 2023	Council to approve notification
February 2024	Plan published and notified

*Progress Update:*

The feedback responses to the Draft District Plan were released to the Governance Team and to the public early this year. A workshop was held on 8 February to seek direction on the key and strategic themes emerging from the feedback. Onsite meetings with landowners have commenced to discuss their concerns with the natural features mapping.

The meetings with Otago Regional Council (ORC) and Environment Canterbury (ECan) have been held regarding the feedback on natural hazards and they will provide advice on these. A meeting was also held with Aukaha and a representative from Moeraki rūnanga regarding the feedback on the Sites and Areas of Māori Significance. Scopes of works for external consultant support and legal review have been completed and engagement of these is underway.

<b>KPI 5 – Governance, Decision Making &amp; Accountability</b>											
<b>Outcome:</b> Council has an efficient and effective decision-making and reporting structure, appropriately separating governance, and management.											
<b>Strategic Framework:</b> <ul style="list-style-type: none"><li>▪ Community Outcome: Quality Services</li><li>▪ Strategic Priorities: Striving towards better Council performance; Driving best value for rate payers</li></ul>											
<b>Measures of success:</b> <ul style="list-style-type: none"><li>• The Governance Framework supports high quality decision making for the social, cultural environmental and economic wellbeing of the community</li><li>• Advice and decision making across all areas of Council is fully compliant and consistent with all relevant legislation and codes of practice</li><li>• Officers spend less time writing reports and attending meetings and more time delivering Council's ambitions</li><li>• Council meetings are focussed, efficient and effective in making the decisions required.</li><li>• Councillors are confident in operating in the Governance role and feel they have sufficient oversight of and influence over organisational direction and delivery</li><li>• Corporate Strategic Planning Framework in place and working effectively to deliver Council's ambitions for the community and district</li><li>• Performance Management Framework in place and working effectively to ensure oversight and accountability for delivery</li></ul>											
<b>Milestones:</b> <table><tr><td>Aug – Sept 2022</td><td>Trial of revised governance arrangements</td></tr><tr><td>November 2022</td><td>New governance arrangements commence</td></tr><tr><td>June 2023</td><td>Corporate Planning Framework agreed</td></tr><tr><td>June 2023</td><td>Performance Management Framework agreed (as part of Transformation)</td></tr><tr><td>2022 – 2023</td><td>Continued implementation and development of Corporate Project Management Framework</td></tr></table>		Aug – Sept 2022	Trial of revised governance arrangements	November 2022	New governance arrangements commence	June 2023	Corporate Planning Framework agreed	June 2023	Performance Management Framework agreed (as part of Transformation)	2022 – 2023	Continued implementation and development of Corporate Project Management Framework
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June 2023	Performance Management Framework agreed (as part of Transformation)										
2022 – 2023	Continued implementation and development of Corporate Project Management Framework										

*Progress Update:*

The fortnightly Council Meetings commenced on 14 February 2023 where the new decision report template was tested. The new template will be tested by further report-writers in March, before it is then finalised and adopted into the Infocouncil agenda system formally for ongoing use.

The new Council Forward Planning process has been implemented. Forward Planning Meetings (FPM) occur monthly in the first or second week of the month, and are attended by the Mayor, ELT, and Governance Advisor. The decisions taken at FPM determine which agenda items are prioritised for specific meetings and when and for how long workshops are scheduled.

The continued implementation and developments of the Corporate Project Management Framework is now part of the Transformation programme. The first engagement with the Governance team on decision-making and prioritisation values was held at a workshop on 21 February.

The Governance and Executive Leadership Teams held two strategy sessions in February and March at which it is expected that the new draft Strategic Framework will be finalised, for consideration at a Council meeting. That will then help inform the business unit work programmes, and the Council Forward Planning process, to ensure prioritisation and decision-making is aligned to Council's ambitions for the community and the district.

<b>KPI 6 – Strategic Priority delivery</b>							
<b>Outcome:</b> Evidence Based Strategies and Plans are in place that support the Council in delivering improved outcomes and services, for: <ul style="list-style-type: none"><li>a) Economic Development (including tourism)</li><li>b) Community Health and Wellbeing</li><li>c) Culture and Arts</li><li>d) Environment</li><li>e) Property</li><li>f) Ōamaru Airport</li></ul>							
<b>Strategic Framework:</b> <ul style="list-style-type: none"><li>▪ Prosperous District</li><li>▪ Strong Communities</li><li>▪ Quality Services</li><li>▪ Valued Environment</li></ul>							
<b>Measures of success:</b> <ul style="list-style-type: none"><li>• Strategies exists that gives clear direction to council and officers on the approach and priorities to meet community needs, Council aspirations (as set out in the Strategic Framework) and advance the social, economic, cultural and environmental wellbeing of the community.</li><li>• Key strategies are codesigned and supported by iwi and partner organisations and with engagement of stakeholders.</li><li>• Community and partner organisations are clear on district and council priorities and direction with the strategies forming a focus for collaboration and partnership to deliver ambitions.</li><li>• Council teams are able to deliver council ambitions, clear on the direction, policies, and priorities.</li></ul>							
<b>Milestones:</b> <table><tr><td>September 2022</td><td>Council adopts Waitaki Economic Development Strategy and high-level implementation plan – commence implementation of revised governance</td></tr><tr><td>October 2022</td><td>Council adopts Property Strategy and high-level implementation plan</td></tr><tr><td>December 2022</td><td>Council adopts Ōamaru Airport Development Plan and Business Plan</td></tr></table>		September 2022	Council adopts Waitaki Economic Development Strategy and high-level implementation plan – commence implementation of revised governance	October 2022	Council adopts Property Strategy and high-level implementation plan	December 2022	Council adopts Ōamaru Airport Development Plan and Business Plan
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February 2023	Workshop and council report on Health and Wellbeing Strategy Brief
July 2024	Adoption of Health and Wellbeing Strategy
<i>Milestones for Culture and Arts and Environment Strategies under development.</i>	

*Progress Update:*

Economic Development

The Council is progressing the implementation of the Uplifting Waitaki Economic Development Strategy (UWEDS) through consideration of establishing an Economic Development Agency as recommended in the final report. Work is progressing on this including the formal consultation that would be required ahead of any changes to CCOs.

Whilst this work is progressing, in order to start to realise some of the projected outcomes and benefits of the UWEDS, the Council is utilising a portion of the “Better Off Funding” to progress some of the workstreams. We have entered into a partnership with Business South to support delivery and this has enabled us to put in place a Business and Enterprise Growth Lead who will focus on developing a work programme to support the ambitions and recommendations around supporting enterprise growth; developing our people and skills; and aspects of the Land and Water workstream.

We are also in the process of recruiting a Placemaking Lead to support development and delivery of workplans for Oamaru CBD, Palmerston, Omarama and Otematata. A Governance Group will be reinstituted to oversee the transition to new delivery arrangements, with amended terms of reference from the Group that oversaw the development of the strategy.

Community Health and Wellbeing

The team has secured a Planning student (and in the Master’s Cohort) from the University of Otago who has chosen the Wellbeing Strategy research for a thesis topic option for 2023.

The project is integrated with the Stronger Waitaki Wellbeing approach and from that perspective, significant research into Child, Youth and Whanau Wellbeing (mental health) has been undertaken with a small grant from the Otago Community Trust. This research is complete and currently being analysed with a view to formulating a draft strategy to engage with the Governance Team and stakeholders on. Supporting this is our engagement with Mental Health and Addictions, Child, and Youth codesign work with Mana whenua, Te Whatu Ora, and community that will result in a project for the Waitaki. These three key pieces of work will integrate.

Property

The Property Strategy workshop with the Governance Team was held on 21 February. The workshop was to test the sorting principles defined through stage 2 of the strategy development and to identify Council priorities in the strategy implementation. The Team has used feedback from the workshop to assist in development of the implementation Plan through the final stage 3. This work is now projected to be complete by the end of May, dependent on feedback from workshops.

Ōamaru Airport

The Airport strategy and business plan have required further review and remain in the final stages of drafting with the intent to present a draft strategy and plan to Council as soon as possible. To note: there have been some unforeseen delays with the requirement to address individual airport management requirements which have been addressed and some subsequent matters relating to the District Plan that require further investigation to confirm any bearing on the strategy. This work is now projected to be complete by the end of May, dependent on feedback from workshops.

<b>KPI 7 – Transformation</b>									
<p><b>Outcome:</b></p> <p><i>Waitaki DC is a leading, innovative council delivering the best for our communities:</i></p> <ul style="list-style-type: none"> <li>• an ambitious council seeking to deliver the best for the district and residents</li> <li>• focussed on role as a community organisation and community leader</li> <li>• flexible, agile and data driven</li> <li>• modern, efficient, effective, customer focussed services</li> <li>• well governed</li> <li>• a leading employer</li> <li>• One Team in all that we do</li> </ul>									
<p><b>Strategic Framework:</b></p> <ul style="list-style-type: none"> <li>▪ Prosperous District</li> <li>▪ Strong Communities</li> <li>▪ Quality Services</li> <li>▪ Valued Environment</li> </ul>									
<p><b>Measures of success:</b></p> <p>We deliver a customer experience that we're proud of</p> <ul style="list-style-type: none"> <li>• Interactions with council are frictionless</li> </ul> <p>We do the right things at the right time for our community</p> <ul style="list-style-type: none"> <li>• Responsive to real needs of community</li> <li>• Delivering on our promises</li> <li>• Understanding our community</li> </ul> <p>We have a reputation as a trusted partner</p> <p>We have the agility to thrive</p> <ul style="list-style-type: none"> <li>• Responsive to change</li> <li>• Fit for purpose technology</li> </ul> <p>We live within our means adding value for money</p> <ul style="list-style-type: none"> <li>• Reduced costs of living in community</li> <li>• Rates viewed as an investment</li> <li>• Council gives more than it takes</li> </ul> <p>We are an employer of choice</p> <ul style="list-style-type: none"> <li>• Staff proud to work at council</li> </ul>									
<p><b>Milestones:</b></p> <table> <tr> <td>September 2022</td><td>Phase 1 - Business Case agreed by Council</td></tr> <tr> <td>September 2022</td><td>Phase 2 Commences - Blueprint and early implementation actions</td></tr> <tr> <td>May 2023</td><td>Phase 3 Blueprint and Implementation / Programme Plan</td></tr> <tr> <td>June 2023 – December 2024</td><td>Phase 3 Implementation and Benefits Realisation</td></tr> </table>		September 2022	Phase 1 - Business Case agreed by Council	September 2022	Phase 2 Commences - Blueprint and early implementation actions	May 2023	Phase 3 Blueprint and Implementation / Programme Plan	June 2023 – December 2024	Phase 3 Implementation and Benefits Realisation
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May 2023	Phase 3 Blueprint and Implementation / Programme Plan								
June 2023 – December 2024	Phase 3 Implementation and Benefits Realisation								

***Progress Update:***

The Business Case was agreed by Council in September 2022. The planning and procurement have been completed, and Stage 2 is currently in progress – see complete update in Appendix 1.

<b>KPI 8 – Waitaki Sports and Events Centre</b>	
<b>Outcome:</b>	
Delivery of a new Waitaki Sports and Events Centre that meets the “must have” requirements	
<b>Strategic Framework:</b>	
<ul style="list-style-type: none"> <li>▪ Strong Communities: Enabling Safe and Healthy Communities.</li> <li>▪ Connected, inclusive communities.</li> <li>▪ Celebration of our community identity.</li> <li>▪ Quality Services: Community facilities and services we are proud of</li> </ul>	
<b>Measures of success:</b>	
<ul style="list-style-type: none"> <li>• Sufficient funding is committed from the community and other organisations to enable construction to proceed</li> <li>• Legislative compliance approvals are received</li> <li>• Trust and Council are actively working with a delivery partner</li> </ul>	
<b>Milestones:</b>	
October 2022	Design and Construction Partners secured
December 2022	Support the Waitaki Sports and Events Centre Trust and assist in securing funding
January 2023	Building Consent issued
Late 2024	Centre open

**Progress Update:**

Three companies have been shortlisted for the Design Build contract: Apollo Projects, Calder Stewart, and Cook Brothers. Forge and Associates were appointed as Engineer’s Representative.

The application made to the Lotteries Community Facilities Fund was unsuccessful, although the Trust was advised to submit another application for the next round. Funding applications are also targeted for the Otago Community Trust and Lotteries post-March.

The project team is unable to apply for a building consent until funding is completed and a contract has been awarded.

<b>KPI 9 – Forrester Gallery</b>	
<b>Outcome:</b>	
Forrester Gallery building and offer is extended to support and develop the cultural offer and vibrancy of the district	
<b>Strategic Framework:</b>	
<ul style="list-style-type: none"> <li>▪ Strong Communities: Connected, inclusive communities.</li> <li>▪ Celebration of our community identity.</li> <li>▪ Quality Services: Community facilities and services we are proud of.</li> </ul>	
<b>Measures of success:</b>	
Achieve full funding for the CFDP 2020 Forrester Gallery Stage 2	
<b>Milestones:</b>	
November 2022	Final plans and costings to Council
2022 – 2023	Funding applications continue until full funding achieved

*Progress Update:*

A workshop with the Governance Team was held as scheduled (on 29 November 2022) and the Resource Consent was issued on 30 January 2023.

The Lottery Environment and Heritage grant was drafted ahead of the application date of 1 March and the discussions with the Ministry of Culture and Heritage (MCH), local businesses, potential philanthropists, and charitable trusts continue. A donation for \$10,000 was recently received by the Friends for the project.

**PROGRESS WITH OTHER KEY WORK**

**1. Geopark**

- In advance of the decision on the Geopark, I met with UNESCO New Zealand to discuss the support they can provide to realising the aspirations and the community and national benefits of what will be Australasia's first Global Geopark. Also discussed was the support for securing greater government involvement and support.
- 

**2. Partnership with Central Otago District Council**

Discussions have been held between the ELTs of WDC and Central Otago DC to explore how we might partner more, to share resources and expertise, learn from each other and reduce duplication of effort. A long list of potential opportunities was identified, and the next steps are to distil this into a shortlist of opportunities including some quick wins and some for the longer term to develop opportunities that will benefit both councils and their communities.

**3. Other Areas of Work**

Other areas that the Chief Executive continues to engage on in summary are:

- Regular meetings with Council Controlled Organisation Chief Executives and boards.
- Regular meetings with Environment Canterbury General Manager for Canterbury (South)
- Otago Chief Executives Forum, for which the CE is currently the Chair
- Otago Mayoral Forum
- Canterbury Chief Executives Forum
- Canterbury Mayoral Forum
- LGNZ Rural and Provincial Meetings



### **Phase 1 – Mandate for Change (Completed – September 2022)**

Business Case developed and approved.

### **Planning and Procurement (Completed November 2022)**

Planning completed, change initiatives identified, Transformation team established, and procurement activity for consultant support completed.

### **Phase 2 Delivery (Estimated Phase Completion July 2023)**

The Delivery of Phase 2 commenced in early December 2022.

#### ***Overview of Phase 3 Workstreams***

Several of the change initiatives set out in the business case agreed by Council (Table 1 – Change Initiatives), have been grouped into five Workstreams for delivery in the Transformation Programme. The change initiatives selected for the current phase are:

- Workstream 1 - Organisational Design
  - 1 A – Design a Council that is aligned, joined up, and agile in accordance with our new ways of working.
  - 3 C - Develop new way(s) of commissioning work so the right work happens at the right time.
- Workstream 2 – Projects and Priorities
  - 3 A – Develop, implement and adopt an organisation-wide, prioritisation framework for projects/jobs.
  - 3 B – Develop, implement and adopt an organisation-wide decision-making framework and develop required tools.
  - 6 C – Implement frameworks for new and consistent ways of working. Build effectiveness by establishing best practice enterprise-wide: procurement, project management, contract management, and process management.
  - 6 D – Implement a governance/operations interface. Develop, implement and adopt policy, process, information flow and interactions between all of Council.
- Workstream 3 – Customer Capabilities



- 2 A - Reimagine how Council provides services to customers and redesign processes to meet customer requirements.
- 2 B - Establish new ways to provide services to customers and identify new customer service level agreements.
- Workstream 4 – People and Performance
  - 6 B - Establish a culture of performance. Develop a performance management and accountability framework that aligns and cascades business goals throughout the organisation, inclusive of reward and recognition.
  - 6 E - Develop, implement and adopt an attraction and retention framework for Council staff.
- Workstream 5 – Partners and Community
  - 5 C - Share the Stronger Waitaki philosophy across Council and invest in capability to create new partnerships. Investigate other local government models and potential sectors and organisations for new partnerships.

The table (below) provides a summary of the business outcomes, programme objectives, the outputs to be delivered in this phase and the benefits that should be realised.

Workstream	Business Outcome	Programme Objective	Programme Output	Benefits
	What is the business outcome that will be sought once the programme delivers, post implementation?	What are the objectives that the programme must deliver within the programme timeframe?	What are the expected outputs or deliverables that the programme will hand over (at go live or release dates)?	What are the desired benefits that will be realised by the organisation/business post programme (after go-live or release to BAU)?
<b>Organisational Design</b>	An outcome focused organisation that can deliver on the community's vision and ambitions efficiently and effectively.	<ul style="list-style-type: none"> <li>• Design a council that will support the ambitions/goals.</li> <li>• Council secures efficiency savings.</li> <li>• Council is more effective delivering its ambitions and strategies in the district.</li> <li>• Operating model supports the targeted culture change</li> <li>• Achieves the outcomes and delivers benefits as early as possible without disrupting other workstreams.</li> <li>• Raise awareness of what is possible and help our people to reimagine Council</li> </ul>	<ul style="list-style-type: none"> <li>• Target operating model</li> <li>• Enterprise architecture</li> <li>• Culture change initiatives</li> <li>• Service Delivery Model attributes</li> <li>• Organisational Structure and capability</li> <li>• Implementation options and recommendations for managing change</li> <li>• Change and Implementation plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased community trust</li> <li>• Increased staff satisfaction</li> <li>• Increased customer satisfaction</li> <li>• Delivery against strategy/ KPIs</li> <li>• Improve resilience</li> <li>• Increase productivity</li> <li>• Increase value for money</li> <li>• Reduce cost to serve</li> </ul>






<b>Priorities and Projects</b>	Council does the right things in the right way for the right reasons at the right time.	<ul style="list-style-type: none"> <li>Define a set of practices that enable council to manage initiatives from concept, through prioritisation and delivery to execution consistently.</li> <li>Ensure Council has practices that enable it to respond to changing circumstances efficiently and effectively.</li> <li>Provide visibility of progress of initiatives through the decision making and development pipeline.</li> <li>Our people know and adhere to their roles and responsibilities for governance and operations.</li> <li>Enable the Council to deliver and win as one team.</li> </ul>	<ul style="list-style-type: none"> <li>Prioritisation framework, processes and tools Decision making framework, processes, and tools.</li> <li>Procurement, Project, Process and Contract management framework, processes, and tools</li> <li>Integration of tools and frameworks into Councils (improved) business cycle</li> <li>Governance operations interface</li> </ul>	<ul style="list-style-type: none"> <li>Customer perception of Council reputation is improved.</li> <li>A higher proportion of priority projects are delivered and these are delivered on time and within budget</li> <li>Staff and Elected Members have a shared understanding of organisational priorities</li> <li>Fewer decisions are re-litigated and re-work is reduced.</li> <li>Increased ability to absorb change with less re-work and waste.</li> </ul>
<b>Customer Capabilities</b>	Provide better, more efficient and effective services to customers	<ul style="list-style-type: none"> <li>Shared understanding of who WDC customers are</li> <li>Process for understanding and shaping customer needs/demand</li> <li>Processes to define, design, build, and run new services</li> <li>Understanding of ways in which different customers want to access council services</li> <li>Identify equity barriers for products and services</li> </ul>	<ul style="list-style-type: none"> <li>Definition of customer</li> <li>Customer segmentation and personas Touch point mapping</li> <li>Service model definition Service and product portfolio Channel strategy</li> <li>Service level targets and management framework</li> <li>Prototype new services</li> </ul>	<ul style="list-style-type: none"> <li>Improve customer services</li> <li>Reduce cost to serve</li> <li>Increased reach/equity to products and services</li> <li>Increase value for money</li> <li>Improve reputation within district</li> </ul>
<b>People and Performance</b>	Council is a workplace where people feel valued, invested in, and equipped to deliver on identified council outcomes in WDC strategic framework	<ul style="list-style-type: none"> <li>Staff know how their work contributes to council's purpose</li> <li>Become an employer of choice</li> </ul>	<ul style="list-style-type: none"> <li>Organisation Management</li> <li>Key Performance Indicators (KPIs) with Individual Work Plans (IWPs) for performance management</li> </ul>	<ul style="list-style-type: none"> <li>Increased clarity of purpose</li> <li>Clear accountability measures at organisation, unit and individual level</li> </ul>

		<ul style="list-style-type: none"> <li>Workforce is equipped and capable</li> </ul>	<ul style="list-style-type: none"> <li>Attraction and Retention Framework / People strategy</li> </ul>	<ul style="list-style-type: none"> <li>Increased staff engagement and satisfaction</li> <li>Reduced staff turnover</li> <li>Reduced time positions are unfilled</li> </ul>
<b>Partners and Community</b>	Council is a trusted partner and leverages partnerships to deliver enhanced and sustainable services for the community	<ul style="list-style-type: none"> <li>Understand what makes partnerships effective and desirable - using Stronger Waitaki as an example model</li> <li>Define processes for assessing and entering mutually beneficial partnerships</li> <li>Understand when and how to exit non-value-added partner relationships</li> <li>Identify processes for managing and accessing success of partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Definition of partnership</li> <li>Partnership assessment model for evaluating current and potential partners</li> <li>Partner register including categories and relationship levels</li> </ul>	<ul style="list-style-type: none"> <li>Increase value for money</li> <li>Reduced cost to serve</li> <li>Enhanced and sustainable services with access barriers eliminated/reduced</li> </ul>

Table 1 – Change Initiatives (Extract from the Business Case Agreed by Council, September 2022)

Drivers for Change	Change Activities in the Transformation Package
1. Reform	Design a Council that is aligned, joined up, agile (future proofed) in accordance with our new ways of working.
2. Community needs and expectations	<p>Reimagine how Council provides services to customers and redesign processes to meet customer requirements</p> <p>Establish new ways to provide services to customers and identify new customer service level agreements.</p> <p>Implement tools and processes and ensure Council has the right communications resources to engage with the Community</p> <p>Implement tools for governance and operations and ensure there are resources to capture the voice of the whole community</p> <p>Develop, implement and adopt an attraction and retention framework for Council staff</p>
3. Elected member, community aspirations	<p>Develop, implement and adopt an organisation-wide, prioritisation framework for projects/jobs</p> <p>Develop, implement and adopt an organisation-wide decision-making framework and develop required tools</p> <p>Develop new way(s) of commissioning work so the right work happens at the right time</p>
4. Technology and how we deploy this	<p>Procure a Customer Relationship Management System that will provide a single view of the customer and support how we want to provide services.</p> <p>Procure a fit for purpose geospatial system and import all existing Council geospatial data</p> <p>Procure a fit for purpose Enterprise Resource Planning system that will support new ways of working.</p> <p>Design and implement a single repository for all Council document/information and records, including digitising and transfer of all existing records.</p>
5. Living within means while meeting demand	<p>Reduce the cost-of-service delivery for Council. Review current contract management and commercial capability of the council. Implement continuous improvement and evaluation programmes within the target operating model</p> <p>Generate new, non-rate payer revenue. Review existing revenue sources, undertake a scan of other potential funding sources (e.g. central government) that council or potential partners could access, and pursue opportunities.</p> <p>Share the Stronger Waitaki philosophy across Council and invest in capability to create new partnerships. Investigate other local government models and potential sectors and organisations for new partnerships.</p>
6. Staff aspirations for council	<p>Develop, implement and adopt a new model for a staff learning and development programme. Focus on onboarding, ensuring there are clear competencies per role and remove barriers to accessing training, learning and development</p> <p>Establish a culture of performance. Develop a performance management and accountability framework that aligns and cascades business goals throughout the organisation, inclusive of reward and recognition.</p> <p>Implement frameworks for new and consistent ways of working. Build effectiveness by establishing best practice enterprise-wide: procurement, project management, contract management, and process management</p> <p>Implement a governance/operations interface. Develop, implement and adopt policy, process, information flow and interactions between all of Council</p>

## Workstream Progress and Milestones

Transformation Workstream Dashboard		
Workstream	Status	What's Next:
<b>WS1 - Organisational Design</b> Generate a current state Operating Model		Target Operating Model Framework (strawman)
<b>WS2 - Projects &amp; Priorities</b> Analysis of Prioritisation and Decision-making processes		Develop a prototype prioritisation tool
<b>WS3 - Customer Capabilities</b> Further developed the definition of Customer and began development of personas for future sprint use		Socialisation and 'realistic' finalisation of the portfolio and personas, paving the way for journey maps and service planning
<b>WS4 - People &amp; Performance</b> Focused on Attraction & Retention survey analysis to provide feedback to all staff		Build an Attraction & Retention framework that will support the overall People Strategy
<b>WS5 - Partners &amp; Community</b> Focused on further development of the WS Storymap and create a Partnership Register		Further develop the partnership register and begin defining what successful partnerships looks like which will assist in evaluating current and future relationships
<span style="color: red;">Red</span> not started or cannot move forward due to roadblocks (help needed) <span style="color: orange;">Amber</span> have a plan, but is off-track, issues being addressed <span style="color: green;">Green</span> has a plan and is on track		

### WS1 – Organisational Design

#### Summary of Progress

The workstream focused on evaluating reference operating model options with ELT and prepared to share with Elected Members. They identified operating model evaluation criteria including drivers from the transformation business case. They reviewed connections with Future for Local Government as well as international reference models. The workstream team held a workshop with ELT to identify the characteristics of a future operating model which will lead to the development of a target operating model framework in the next sprint.

#### Benefits Realisation

Input from the workshop provided the necessary characteristics of a future WDC operating model framework, which can then be shared with staff and EMs.

### WS2 – Projects and Priorities

#### Summary of Progress

This Sprint saw the Workstream team refining the definitions for prioritisation and decision-making. The team successfully developed a prioritisation tool which was tested by workstream 2 members. They also drafted decision-making principles, as well as, establishing current state of procurement processes/activities.

#### Benefits Realisation

The primary benefit of sprint 2 was the identification of RICE framework as the preferred prioritisation tool. The prioritisation work and recommendations were discussed with the Governance Team at a workshop on 21 February 2023.

<b>R</b>	<b>Reach</b>
<b>I</b>	<b>Impact</b>
<b>C</b>	<b>Confidence</b>
<b>E</b>	<b>Effort</b>

The team will seek input from the Governance team and pilot the prioritisation and decision-making frameworks in parallel with the Annual Plan.

### **WS3 – Customer Capabilities**

#### Summary of Progress

In Sprint 2, the workstream team's goal was to be able to express our understanding of our customers in such a way that it can be leveraged for (and inform) product and service design. They began development of a Product & Services portfolio framework, customer segmentation options, customer persona development and worked on how to progress and leverage each of these activities.

#### Benefits Realisation

The primary benefit of the sprint is these activities lay the foundational work to begin the journey mapping of customer experiences (to understand what works and what can be improved for customers) and eventual front to back-end process/capability change with a view to improving the customer experience, efficiency and outcomes.

### **WS4 – People and Performance**

#### Summary of Progress

The workstream goal for Sprint 2 was to analyse and report back on the attraction and retention survey undertaken by staff across the organisation, with an aim to understand what staff value about working at Council and what they would like to see to help us attract and retain talent now and in the future. It was also focused on the themes coming through the regular feedback methods in relation to attraction and retention of staff. This work is intended to inform the future sprint development of an attraction and retention framework for Council.

#### Benefits Realisation

The information from the survey analysis will be shared with the staff via an all staff meeting and other regular communication methods – sharing the insights and what actions are planned to be taken with their feedback.

The A&R framework is a vital piece of the overall People Strategy for WDC.

### **WS5 – Partners and Community**

#### Summary of Progress

The goal of the previous sprint for this workstream team was to begin the development of a Partner Registry. This registry can be used to show the relationship between WDC and the other

organisation/entity/individual. Is the relationship strategic, transactional, informal, etc.? This will help set up categories or relationship levels. It will also assist in evaluating relationships to see if they are mutually beneficial or identify if no value is gained for Council and communities and needs to discontinue. The team also worked to further refine their target outcomes to gain a better understanding of the transformation they are looking to achieve.

Benefits Realisation

The primary benefit of the previous sprint is having a council-wide definition of partner that can be applied to all workstreams and services. This understanding will become the foundation of relationship building with other organisations, community members, individuals, etc to deliver enhanced and sustainable services and outcomes for the community.

## 6 DECISION REPORTS

### 6.1 2023-24 ANNUAL PLAN DRAFT OPERATING BUDGETS AND PROPOSALS

**Author:** Mandy McIntosh, Strategy and Performance Manager

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

**Attachments:**

1. 2023-24 Annual Plan Summary of Proposed Changes to the Budget
2. 2023-24 Annual Plan Year 3 Long Term Plan Projects Updated
3. Draft 2023-24 Annual Plan Community Engagement Plan

#### RECOMMENDATION

That Council:

1. **Confirms** the updates to the 2021-2031 Long Term Plan (LTP) Year 3 operating budgets as discussed at workshops held on 20 December 2022, 14 February 2023, and 7 March 2023; and
2. **Agrees** the changes to the operating budget as summarised in Attachment 1, plus any amendments or additions to the schedule agreed at this meeting; and
3. **Confirms** updated LTP Year 3 projects as set out in Attachment 2; and
4. **Agrees** to include additional proposals as set out in Attachment 2; plus any amendments or additions added to the schedule agreed at this meeting; and
5. **Notes** that the current level of rates increase is below that indicated for Year 3 of the LTP; and
6. **Agrees** that proposed changes to Year 3 of the LTP constitute a significant or material difference to Year 3 of the LTP, and that a number of proposals are deemed significant under the Significance and Engagement Policy.
7. **Confirms** whether Council wishes to engage with the community and, if so, the format of the engagement. If the decision is made to engage, then;
8. **Directs** Council officers to bring content that will support community engagement to the 28 March 2023 Council Meeting for approval.

#### DECISION OBJECTIVE

To seek Council agreement for the draft operating budgets and proposals to advance the 2023-2024 Annual Plan. The recommendations also direct Council staff on engagement requirements.

#### SUMMARY

The Annual Plan (AP) provides an opportunity to adjust the budgets to achieve the levels of service indicated in Year 3 of the LTP.

The Local Government Act 2002 allows Council a degree of discretion over how it engages with the community on proposed changes.

The proposed changes indicate that implementation of the Annual Plan is on schedule, that there is a significant or material change to Year 3 of the LTP, and that some of the proposals would be deemed significant or material under the Significance and Engagement Policy.



**DECISION-MAKING EXPECTATIONS**

Governance Decision-Making:	Decisions on draft budgets and community engagement approach
Operational Decision-Making:	Drafting of the community engagement material and the Annual Plan document
Communications	Media Releases – contributed to by officers and Elected Members  Media/public enquiries regarding governance decision-making topics above can be addressed by governance  Media/public enquiries regarding operational decision-making topics above can be addressed by officers

**SUMMARY OF DECISION-MAKING CRITERIA**

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

**BACKGROUND**

When preparing the draft operating budgets and proposals, officers reviewed current budgets against actual performance and achieved levels of service, including revenue (fees and charges), expenditure, and existing agreed projects.

All these elements have been updated to reflect the current best estimates to achieve the same level of service with the same assumptions as set out in the Long Term Plan, resulting in a reduction in the overall level of rates required.

As part of the review process, a number of areas requiring further attention and possible amendment were also identified. These areas of potential change were discussed with the Governance Team at workshops held on 14 February and 7 March 2023.

Changes have been made to both assumptions and budgets in line with the feedback and guidance received at those workshops. These are summarised in Attachment 1 and now require formal approval by Council.

The changes include:

- Unfund increased property depreciation
- Unfund increased 3 Waters depreciation
- Hold 3 Waters rates at 2023 levels
- Increase revenue from Community housing



## **Proposals and Projects**

Attachment 2 details the projects agreed as part of the LTP for inclusion in Year 3 of that plan. These have been reviewed and discussed at the previous workshops, and the project list has been updated to reflect changes made following those discussions. The projects are now ready for formal approval.

The items highlighted in Attachment 2 have been changed from the original project in the LTP, and the associated narrative provides further information.

Attachment 2 also lists new projects proposed for inclusion in this Annual Plan and is also ready for formal approval. The Governance Team has reviewed and discussed this list at the previous workshops, and amendments have been made to reflect those discussions.

Council can use this meeting to make further adjustments to the draft budget proposals prior to potential community consultation. This can include making changes to draft operating budgets and including new or amended proposals.

Council is scheduled to approve the Annual Plan at the Council Meeting scheduled for 27 June 2023. Up until that time, Council can continue to adjust the budgets to, for example, reflect community feedback or improved planning information.

At the close of the Annual Plan workshop on 7 March 2023, the indicative level of rate increase signalled was 8.06%.

## **Community Engagement**

A local authority must prepare and adopt an Annual Plan for each financial year and is required to engage with its community, unless what is proposed does not include any significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates.

If a Council decides that there are significant or material differences, then it must decide on an engagement approach that reflects the level of change or difference.

This report provides a final step in the Council process of deciding the requirement for community engagement. Proposed changes to Year 3 of the LTP have been considered by the Governance Team at Council Workshops.

The 2021-31 LTP projected an increase in rates of 9.3% for Year 3, the 2023-24 financial year. Changes made following recent workshops have resulted in a reduced (indicative) rates increase of 8.06%, while still maintaining current service levels and confirming a revised list of Year 3 LTP projects. This is the result of a review of all budgets, costs and expenditures, as well as a review of the capacity to physically deliver a number of the projects that were proposed for 2023-24.

As the proposed rates change to the LTP constitutes a significant or material difference to Year 3 of the LTP, and some of the projects proposed for 2023-24 may be considered significant under the Significance and Engagement Policy, it is deemed appropriate to engage with the community.

Council must now make a formal decision that this is the case.

There are three decision-making scenarios:

Scenario 1 – decide no significant or material difference has occurred, but engage regardless of the lack of any legal obligation to do so.

Scenario 2 – decide no significant or material difference has occurred, and no consultation or engagement is required. In this scenario, Council would simply communicate the change to the community.

Scenario 3 – decide that there is significant or material difference, and determine that some level of engagement is required.

If Scenario 3 is the preferred scenario, the level of engagement needs to be agreed.

Based on discussions at the Council workshop on 7 March, a draft Annual Plan Community Engagement Plan has been prepared to cover the scenario of Council deciding to consult on the proposed changes to the LTP, with a focus on what determines the change to Year 3 to be significant or material, and on the proposals that may be deemed as significant using the Significance and Engagement Policy as a guide.

Details of the 2023-24 Annual Plan Community Engagement Plan are included in Attachment 3.

Once Council formally adopts the Community Engagement Plan, officers will develop engagement material for approval at the Council Meeting to be held on 28 March 2023. That meeting would also approve implementation of the Community Engagement Plan.

### **Next Steps**

Assuming Council agrees the recommendations in this report, the next steps include:

- 28 March 2023 Council Meeting – Approve the engagement material and implementation of the engagement plan.
- 31 March to 30 April 2023 – Engage with the community. Receive community feedback.
- 7 May 2023 Council Meeting – Adopt Fees and Charges for 2023/2024
- 15-16 May 2023 Annual Plan Hearings – Feedback from the community to be heard and considered.
- 30 May 2023 Council Meeting – Approve Key Directions
- 27 June 2023 Council Meeting – Adoption of the 2023-24 Annual Plan

### **SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – Confirm the LTP Year 3 projects and operating budgets and continue development of the community engagement material for consideration and approval at the 28 March Council Meeting (**recommended**)

**Option 2** – Confirm LTP Year 3 projects and operating budgets and determine not to undertake community engagement.

### **ASSESSMENT OF PREFERRED OPTION**

Option 1 is the preferred option as the proposed change to rates constitutes a significant or material difference to Year 3 of the LTP, and some projects proposed for 2023-24 are considered significant and require a level of engagement with the community.

Choosing not to engage will expose Council to unnecessary risks.

### **CONCLUSION**

Officers have sufficient time to refine the engagement material to ensure that the community is well informed and remain informed of significant projects proposed and proposed changes to project timing of delivery.

## **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**

This report involves the development of the 2023-24 Annual Plan based on Year 3 of the 2021-2031 Long Term Plan.

### **Community Views**

This report requires Council judgment on community interest in the proposed changes to the Long Term Plan.

### **Financial Considerations**

This report involves adjustments to the 2023-24 forecast budgets.

### **Legal Considerations**

This report has been completed in consideration of Part 6 of the Local Government Act 2002.

### **Publicity and Community Considerations**

This report refers to an engagement plan that is scheduled to be considered for implementation by Council at the Council Meeting scheduled for 28 March 2023.

Community Boards have an interest in the Annual Plan process and are included in the engagement plan.

### **Significance**

This report requires Council to determine the Significance and Materiality of change to the 2021-2031 Long Term Plan. The Council's Significance and Engagement Policy serves as a guide to Council's Governance Team and officers in such decisions.

### Changes proposed to Year 3 of the 2021-31 Long Term Plan

#### Update on proposed changes to the budget impacting the rates increase required:

Elected members and officers have held two workshops to consider and agree proposed changes to Year 3 of the 2021-31 LTP, and to reach consensus on the form of engagement to be undertaken with the community.

As part of the budget process, unit managers were asked to review and update operating budgets prepared as part of the 2021-31 LTP and update those as needed. Projects to be undertaken in Year 3 of the LTP were also reviewed and updated as needed.

Year 3 of the 2021-31 LTP projected an increase in rates of 9.30% would be required, with rates reaching \$41.200 million. Changes proposed and discussed at the initial workshop on 14 February 2023 indicated that this projected rate increase had increased and stood at that stage at 12.97%. These changes included additional Geopark support in the 2023-24 Annual Plan.

Changes arising from that workshop, and others arising from ongoing reviews, were presented to the subsequent workshop held on 7 March 2023, and indicated that the level of rate increase had by then decreased to 8.06%, generating a total of \$40.348 million.

Significant changes made prior to, and discussed and endorsed at, the 7 March workshop are outlined in the following table:

#### Summary of movements in projected rates required

Reason for budget change	Annual Plan 2023/24 Vs 2022/23 \$000	Change %
<b>Rates budgeted 2021-31 LTP for 2022-23 (year 2)</b>	<b>37,695</b>	
<b>Rates budgeted 2021-31 LTP for 2023-24 (year 3)</b>	<b>41,200</b>	<b>9.30%</b>
<b>Rates budgeted 2022-23 Annual Plan</b>	<b>37,340</b>	
<b>Rates Requirement prior to the workshop 14 February 2023</b>	<b>42,183</b>	<b>12.97%</b>
<i>Changes to give effect to discussions held at the 14 February workshop</i>		
Unfund increased Property depreciation	(470)	-1.26%
Unfund increased 3 Waters depreciation	(200)	-0.54%
Hold 3 Waters rates at 2023 levels	(551)	-1.48%
Revise Visitor Centre arrangements	(103)	-0.28%
Review Camping fees	(10)	-0.03%
<i>Other changes made following 14 February workshop</i>		
Remove project for increased operating costs for Gallery after upgrade	(168)	-0.45%
Other minor changes	(283)	-0.76%
<b>Rates Requirement prior to the workshop 7 March 2023</b>	<b>40,398</b>	<b>8.19%</b>
<i>Changes directly arising from discussions on 7 March</i>		
Community Housing increase rent (new tenants pay +30% over existing)	(50)	-0.13%
<b>Total Rates Requirement following the workshop 7 March 2023</b>	<b>40,348</b>	<b>8.06%</b>

Group	Department	Priority Level	Estimated Effort	Priority Score	Project Number And Name	Project Funding	2022-23 Budget - 1Y	2023-24 AP Budget	2024-25 Budget - 1Y	Column n1	Column2	Column3	Column4
Assets Group	Parks and Recreation	1 - Must	3	28	1041 Toilet renewals and replacements	Government Grants & Subsidies, Transfer from Depreciation Reserve	581800	311916	317843	Yes			
Assets Group	Parks and Recreation	3 - Could	5	25	1105 Oamaru Public gardens Creek - remove sycamores and replant	Transfer from Special Reserve		20808	21203	Yes			
Assets Group	Parks and Recreation	2 - Should	3	50	1116 Cape Wanbrow Concept Plan implementation	Transfer from Special Reserve		171411	0	Yes			
Assets Group	Parks and Recreation	1 - Must	2	28	1118 Cape Wanbrow to Bushy Beach track - fencing and land issues	Donations Received	160700		0	Yes			Currently being worked on, please carry forward budget to next year - have co-funds from TIF for works
Assets Group	Parks and Recreation	2 - Should	4	17	1130 Accessible play	Transfer from Special Reserve	20400	20808	21203	Yes			Currently being worked on, please carry forward budget if not fully expended this year.
Assets Group	Parks and Recreation	2 - Should	2	29	1142 Oamaru Playground	Transfer from Depreciation Reserve	397060	0		Yes			Currently being worked on, please carry forward budget if not fully expended this year.
Assets Group	Parks and Recreation	1 - Must	3	12	1155 Camp water treatment plants x 2	Transfer from Internal Loan - General		104040	5301	Yes			\$5.3k is depreciation
Assets Group	Parks and Recreation	2 - Should	3	56	1166 Great rides	Separate Rates - Roading & CD Mining, Separate Rates - Roading & Civil Defence, Separate Rates - Roading Electrical, Transfer from Internal Loan - General, Transfer from Unfunded Depreciation, Rates	102000	31212	254441	Yes			Currently being worked on, please carry forward budget if not fully expended this year.
Assets Group	Parks and Recreation	2 - Should	5	61	1218 Coastal Erosion Mitigation	Transfer from Internal Loan - General	142380	64679	65908	Yes			Please carry forward unspent budget.
Assets Group	Parks and Recreation	1 - Must	3	35	2435 Moeraki Rabbits	Rates	60000			Yes			Please carry forward unspent budget, may require additional work in next financial year, so will need unspent budget carried forward
Assets Group	Parks and Recreation	3 - Could	4	5	2440 Puketapu Kowhai	Transfer from Separate Reserve	60000			Yes			Currently being worked on, please carry forward budget if not fully expended this year.
Assets Group	Parks and Recreation	3 - Could	2	25	2496 Puketapu Walkway	Donations Received, Transfer from Internal Loan - General, Transfer from Special Reserve, Rates		418404	436955	Yes			
Assets Group	Parks and Recreation	2 - Should	2	44	2497 OPG - Digging/draining ponds - consents, machinery, archeologist, dumping	Transfer from Special Reserve	300000			Yes			Please carry forward unspent budget - looking at alternative options due to budget constraints
Assets Group	Parks and Recreation	1 - Must	1		3205 Ohau Reserve Stormwater Management	Rates	50000	0		Yes			Carry forward unspent budget - raised as a project for AP - to be funded ward rate reserves, etc.
Assets Group	Parks and Recreation	1 - Must	5	56	4081 AP New 2024: Waitaki Events Centre Funding	Donations Received, Government Grants & Subsidies, Transfer from Internal Loan - General	300000	15000000	16100200	Yes			Please carry forward unspent budget - additional budget requested from friends of events centre
Assets Group	Parks and Recreation	1 - Must	2	58	4087 AP New 2024: Oamaru Coastal Erosion Protection	Donations Received, Transfer from Internal Loan - General		450000		Yes			
Assets Group	Property	1 - Must	2	50	1091 Design guidelines visual theme wayfinding and amenity in the Harbour area	Transfer from Internal Loan - General	25300	5060	5060	Yes			This project should reside with ED, and perhaps be integrated with better off programme. \$5k depreciation 24 & 25.
Assets Group	Property	3 - Could	2	33	1094 Red Sheds utilisation and maintenance	Transfer from Depreciation Reserve		93232		Yes			
Assets Group	Property	2 - Should	2	50	1098 Normanby Wharf - Needs Assessment and Upgrades	Transfer from Depreciation Reserve		72012	297263	Yes			
Assets Group	Property	3 - Could	2	20	1173 Strategic review of Council's community housing	Rates		15000		Yes			
Assets Group	Property	2 - Should	3	22	1180 Oamaru blue penguin colony bus park sealing and marking	Transfer from Separate Reserve	190000		0	Yes			Currently being worked on, please carry forward budget if not fully expended this year.

Assets Group	Property	1 - Must	4	30	1452 Compliance with Healthy Home Legislation	Transfer from Special Reserve	261800		Yes	Currently being worked on, please carry forward budget if not fully expended this year.	
Assets Group	Property	2 - Should	3		2515 Urban Park - Farmers Market Improvement (Carry Forward)	Rates	196200	0	Yes	Currently being worked on, please carry forward budget if not fully expended this year.	
Assets Group	Property	3 - Could	3	83	4082 AP New 2024: Sumpter Wharf Restoration	Transfer from Depreciation Reserve		30000	Yes		
Assets Group	Property	2 - Should	1	39	4092 AP New 2024: Better Off District/Town Projects	Government Grants & Subsidies		1591000	Yes		
Assets Group	Property	1 - Must	3	39	4095 AP New 2024: Council HQ Clock Tower	Transfer from Depreciation Reserve, Transfer from Internal Loan - General		1000000	Yes		
Assets Group	Road	1 - Must	4	28	1028 Kakanui Bridge planning and design	Government Grants & Subsidies, Transfer from Depreciation Reserve, Transfer from Special Reserve	51240	422856	3548894	Yes	Currently being worked on, please carry forward budget if not fully expended this year.
Assets Group	Road	1 - Must	3	25	1035 Non-financially assisted carpark renewals	Transfer from Depreciation Reserve	56000	58246	59935	Yes	
Assets Group	Road	1 - Must	3	4	1037 Cycle safety	Government Grants & Subsidies, Rates	5361	5468		Yes	
Assets Group	Road	2 - Should	2	40	1457 AP Adjusted 2024: Palmerston footpaths	Government Grants & Subsidies, Transfer from Internal Loan - General, Transfer from Special Reserve, Transfer from Unfunded Depreciation	206200	5155	5155	Yes	Completing works this year - ongoing budget for depreciation of \$5k.
Assets Group	Road	4 - Wouldn't	3	15	1458 Entrance signage for townships	Separate Rates - Road & CD Mining, Separate Rates - Road & Civil Defence, Separate Rates - Road Electrical	20000	21239	21855	Yes	Likely to be shifted to ED, allow signage for townships to be completed in line with better off projects
Assets Group	Road	3 - Could	3	67	2429 Drainage Improvements	Transfer from Internal Loan - General	50000	51500	52994	Yes	
Assets Group	Road	3 - Could	2	50	2443 Seagull CBD Maintenance	Rates	30000			Yes	Carry forward unspent budget - rename as additional cleaning due to seagulls - can return half to offset rates
Assets Group	Road	1 - Must	3	67	2483 dTms Modelling for Sealed & Unsealed Roads	Government Grants & Subsidies, Rates	77000			Yes	
Assets Group	Road	1 - Must	3	50	2485 AP Adjusted 2024: Drainage renewals (financially assisted)	Government Grants & Subsidies, Transfer from Depreciation Reserve, Transfer from Special Reserve		521700	446092	Yes	
Assets Group	Road	1 - Must	3	50	2486 AP Adjusted 2024: Footpath renewals (financially assisted)	Government Grants & Subsidies, Transfer from Depreciation Reserve, Transfer from Special Reserve	755750	430000	583568	Yes	Currently being worked on, please carry forward budget if not fully expended this year.
Assets Group	Road	1 - Must	3	44	2487 Minor Road Improvements 2021-24	Government Grants & Subsidies, Separate Rates - Road & CD Mining, Separate Rates - Road & Civil Defence, Separate Rates - Road Electrical, Transfer from Depreciation Reserve, Transfer from Special Reserve	2624412	1121194	1153708	Yes	Currently being worked on, please carry forward budget if not fully expended this year.
Assets Group	Road	1 - Must	3	44	2488 Replacement of structures (financially assisted)	Government Grants & Subsidies, Transfer from Depreciation Reserve, Transfer from Special Reserve	854315	432880	445434	Yes	Currently being worked on, please carry forward budget if not fully expended this year.
Assets Group	Road	1 - Must	3	39	2489 AP Adjusted 2024: Sealed pavement rehabilitation (financially assisted)	Transfer from Depreciation Reserve, Transfer from Special Reserve		1719500	1450537	Yes	
Assets Group	Road	1 - Must	3	39	2490 Sealed road resurfacing	Government Grants & Subsidies, Transfer from Depreciation Reserve, Transfer from Special Reserve		1876151	1930559	Yes	



Assets Group	Roading	1 - Must	3	39	2491 AP Adjusted 2024: Signpost and structure renewals (financially assisted)	Government Grants & Subsidies, Transfer from Depreciation Reserve, Transfer from Special Reserve	201575	186000	186326	Yes	Currently being worked on, please carry forward budget if not fully expended this year.
Assets Group	Roading	1 - Must	3	50	2492 AP Adjusted 2024: Unsealed road metalling (financially assisted)	Government Grants & Subsidies, Transfer from Depreciation Reserve, Transfer from Special Reserve		1117000	773466	Yes	
Assets Group	Roading	3 - Could	3		2523 Waterfront Road Realignment (Carry forward)	Rates		0		No	Project currently being worked on. Options will be presented to HAC. To realign road, additional funds will be required.
Assets Group	Roading	1 - Must	4		4077 AP New 2024: CERF - Climate Emergency Relief Fund	Government Grants & Subsidies		5200000		Yes	
Assets Group	Roading	1 - Must	3		4078 AP New 2024: Road Stormwater Discharge Treatment	Transfer from Internal Loan - General		40000	82320	Yes	
Assets Group	Roading	1 - Must	1		4079 AP New 2024: Interim Speed Management Plan	Government Grants & Subsidies, Transfer from Internal Loan - General		50000	51450	Yes	
Assets Group	Roading	1 - Must	1	47	4097 AP New 2024: Moeraki Stormwater Outfall Consent	Transfer from Internal Loan - General		150000		Yes	
Assets Group	Roading	2 - Should			4085 AP Adjusted 2024: Oamaru recreational/urban cycle connection - Eden Street along Ardgowan Road and to the school	Transfer from Internal Loan - General, Transfer from Special Reserve		300000		Yes	
Assets Group	Water Services	2 - Should	2	33	1038 Oamaru Stormwater Capacity Study & Upgrades	Transfer from Depreciation Reserve, Transfer from Internal Loan - General			104448	Yes	Waters to update
Assets Group	Water Services	1 - Must	1	28	1043 Awamoko DWS Upgrade	Transfer from Depreciation Reserve, Transfer from Internal Loan - General, Transfer from Special Reserve	50000	4000000	51790		Waters to update
Assets Group	Water Services	2 - Should	1	28	1046 Bushy Creek DWS Upgrade	Transfer from Internal Loan - General	85000	1500000	19821		Waters to update
Assets Group	Water Services	2 - Should	2	33	1054 Oamaru Water Facilities Renewals	Transfer from Depreciation Reserve, Transfer from Internal Loan - General	798400	400000	409200		Waters to update
Assets Group	Water Services	2 - Should	2	33	1055 Oamaru Water Main Renewals	Transfer from Internal Loan - General	3000000	3000000	3069000		Waters to update
Assets Group	Water Services	1 - Must	1	39	1059 Lake Ohau DWS Upgrade	Transfer from Depreciation Reserve, Transfer from Internal Loan - General, Transfer from Unfunded Depreciation	503377	19356	19356		Waters to update
Assets Group	Water Services	2 - Should	4	17	1060 Oamaru Water Filling Station	Other Sundry Income	255873	625	625		Waters to update
Assets Group	Water Services	1 - Must	1	28	1067 Stoneburn DWS Upgrade	Transfer from Depreciation Reserve, Transfer from Internal Loan - General, Transfer from Special Reserve	1549300	500000	26205		Waters to update
Assets Group	Water Services	1 - Must	3	22	1068 Water Safety Plan - Tokarahi	Transfer from Depreciation Reserve	1557561				Waters to update
Assets Group	Water Services	1 - Must	1	28	1069 Tokarahi DWS Upgrade	Transfer from Depreciation Reserve, Transfer from Internal Loan - General, Transfer from Special Reserve	1557561	1500000	39621		Waters to update
Assets Group	Water Services	2 - Should	2	22	1077 Moeraki Wastewater Mains Renewals/Upgrades	Transfer from Depreciation Reserve	101530	50000	51150		Waters to update
Assets Group	Water Services	2 - Should	2	33	1079 Oamaru Wastewater Facilities Renewals/Upgrades	Transfer from Depreciation Reserve	600000	100000	102300		Waters to update
Assets Group	Water Services	2 - Should	2	33	1080 Oamaru Wastewater Mains Renewals/Upgrades	Transfer from Depreciation Reserve	950000	950000	971850		Waters to update
Assets Group	Water Services	2 - Should	2	22	1083 Palmerston Wastewater Mains Renewals/Upgrades	Transfer from Depreciation Reserve	601469	300000			Waters to update
Assets Group	Water Services	2 - Should	2	25	1196 Urban Water Main Upgrades/Renewals	Transfer from Depreciation Reserve	500000	200000	102300		Waters to update
Assets Group	Water Services	2 - Should	2	33	1197 Rural Water Main Upgrades/Renewals	Transfer from Depreciation Reserve	200000	200000	102300		Waters to update

Assets Group	Water Services	2 - Should	2	44	1200 Sewer Main Inspection & Cleaning Programme	Transfer from Internal Loan - General	122000	100000	102300	Waters to update
Assets Group	Water Services	2 - Should	2	44	1201 Wastewater inflow & infiltration Programme	Transfer from Internal Loan - General	162000	50000	51150	Waters to update
Assets Group	Water Services	2 - Should	2	25	1202 Urban Wastewater Mains Renewals/Upgrades	Transfer from Depreciation Reserve	200000	100000	102300	Waters to update
Assets Group	Water Services	2 - Should	3	33	1212 Oamaru wastewater - new monitoring equipment	Rates		10000	10000	Waters to update
Assets Group	Water Services	1 - Must	2	28	1219 Otematata DWS Upgrade	Transfer from Depreciation Reserve, Transfer from Internal Loan - General, Transfer from Special Reserve	2065269	500000	19594	Waters to update
Assets Group	Water Services	1 - Must	2	30	1221 Meet revised drinking water standards for Oamaru WTP	Rates		6250	6250	Waters to update
Assets Group	Water Services	2 - Should	3	18	1445 Sewer Lateral Policy (AM)	Rates	27500	0		Waters to update
Assets Group	Water Services	1 - Must	3	22	2448 Backflow Prevention Plan	Transfer from Depreciation Reserve	900000	600000	16752	Waters to update
Assets Group	Water Services	1 - Must	1	28	2457 Kauru Hill DWS Upgrade	Transfer from Depreciation Reserve, Transfer from Internal Loan - General, Transfer from Special Reserve	50000	2025000	26534	Waters to update
Assets Group	Water Services	1 - Must	2	22	2458 Lower Waitaki Capacity Upgrade	Transfer from Depreciation Reserve	1670000	1000000	12787	Waters to update
Assets Group	Water Services	1 - Must	1	33	2459 Oamaru Wastewater Overflow Mitigation	Transfer from Depreciation Reserve	500000	5000000	70331	Waters to update
Assets Group	Water Services	2 - Should	3	33	2460 Oamaru Water Additional Storage	Transfer from Internal Loan - General, Transfer from Special Reserve	1000000	2000000	63938	Waters to update
Assets Group	Water Services	1 - Must	1	33	2461 Oamaru Water Capacity Study & Upgrades	Transfer from Depreciation Reserve, Transfer from Internal Loan - General, Transfer from Special Reserve	2832500	5000000	161122	Waters to update
Assets Group	Water Services	2 - Should	3	28	2462 Oamaru Wastewater Overflow Mitigation	Transfer from Internal Loan - General		1875	1875	Waters to update
Assets Group	Water Services	1 - Must	3	28	2463 Palmerston Wastewater Overflow Mitigation	Transfer from Internal Loan - General	550000	5000	5000	Waters to update
Assets Group	Water Services	2 - Should	4	44	2466 Stormwater Main Inspection & Cleaning Programme	Transfer from Depreciation Reserve	200000	100000	102070	Waters to update
Assets Group	Water Services	2 - Should	2	25	2467 Waihero Water Main Upgrades	Transfer from Depreciation Reserve, Transfer from Internal Loan - General, Transfer from Special Reserve	3845000	2800000	0	Waters to update
Assets Group	Water Services	2 - Should	2	22	2469 Weston Zone Service Level Upgrades	Transfer from Depreciation Reserve, Transfer from Internal Loan - General	4699055	1600000	77748	Waters to update
Assets Group	Water Services	1 - Must	1	28	2470 Windsor DWS Upgrade	Transfer from Depreciation Reserve, Transfer from Internal Loan - General, Transfer from Special Reserve	50000	2025000	26534	Waters to update
Assets Group	Water Services	1 - Must	3	28	2471 Maheno Water Issues and Options	Transfer from Internal Loan - General	987500			Waters to update
Assets Group	Water Services	2 - Should	1	47	2481 Oamaru Wastewater Treatment Plant Capacity Study	Transfer from Internal Loan - General	100000	300000	35805	Waters to update
Assets Group	Water Services	1 - Must	4		2525 Oamaru Water Treatment Plant - Project 230 (Carry forward)	Rates	1614000	0		Waters to update
Assets Group	Water Services	2 - Should	2	44	4080 AP New 2024: Maheno Water Supply	Transfer from Internal Loan - General, Transfer from Special Reserve, Rates		563000	248044	Waters to update
Assets Group	Water Services	2 - Should	1	44	4098 AP New 2024: Additional Maheno Water Supply	Transfer from Internal Loan - General		50000	639	Waters to update
CEO's Office	CEO's Office	2 - Should	1	36	4099 AP New 2024: Civil Defence and Community Readiness			100000		
CEO's Office	CEO's Office	2 - Should	4	67	2431 AP Adjusted 2024: Relocation of EOC to shared facility with St John	Rates	100000	0	101900	



CEO's Office	CEO's Office	1 - Must	1		3207 Transformation Programme	Transfer from Internal Loan - General	2115000	2155185	Yes	
CEO's Office	CEO's Office	1 - Must	1		4076 AP New 2024: St John Build Support	Consent Fees	65000		Yes	
CEO's Office	CEO's Office	2 - Should	1	56	4102 AP New 2024: Health Better Off Project (Better Off Funding)	Government Grants & Subsidies	165000	168135	Yes	
CEO's Office	Economic Development	2 - Should	5	33	1178 Waitaki Whitestone geopark support	Transfer from General Reserve, Rates	150314	140000	26504	Yes
CEO's Office	Economic Development	3 - Could	5	25	1459 Vanished World	Rates		40000	35000	Yes
CEO's Office	Economic Development	2 - Should	1	72	4088 AP New 2024: Placemaking & District Identity	Government Grants & Subsidies	575000	600925	Yes	
CEO's Office	Economic Development	2 - Should	1	72	4089 AP New 2024: Waitaki ED Strategy Implementation	Government Grants & Subsidies	250000	254560	Yes	
CEO's Office	Economic Development	2 - Should	1		4090 AP New 2024: Developing the Visitor Economy	Rates	400000	407410	Yes	
Finance and Corporate Development	Corporate Development	1 - Must	2	89	4093 AP New 2024: Housing Better Off Project	Government Grants & Subsidies	140000	142660	Yes	
Heritage, Environment and Re Building Control		2 - Should	3	47	2427 Building Cadet	Rates	15000	63839	65882	Yes
Heritage, Environment and Re Planning		2 - Should	5	19	1149 Waitaki Heritage Annual Replenishment Fund	Rates	100000	100000	100000	Yes
Heritage, Environment and Re Planning		1 - Must	3	30	1150 AP Adjusted 2024: eServices - for Planning inclusive of digitisation	Transfer from Internal Loan - General	100000	0	Yes	Please carry forward
Heritage, Environment and Re Planning		1 - Must	2	89	2447 AP Adjusted 2024: ePlan	Transfer from Depreciation Reserve, Rates	60000	43000	43703	Yes
Heritage, Environment and Re Planning		1 - Must	1	72	2456 AP Adjusted 2024: District Plan Review (Post-Proposed Plan)	Transfer from Internal Loan - General, Rates	460000	675000	185015	Yes
Heritage, Environment and Re Planning		1 - Must	2	89	4094 AP New 2024: Climate Change Projects	Rates		60000		Yes
Heritage, Environment and Re Planning		2 - Should	3	36	4101 AP New 2024: Biodiversity Project/s (Better Off Funding)	Government Grants & Subsidies	135000	137530	Yes	
Heritage, Environment and Re Regulatory Services		1 - Must	2	44	4075 AP New 2024: Dog Control Bylaw Review 2024	Rates		10000		Yes
Heritage, Environment and Re Waste Services		1 - Must	1	70	2428 AP Adjusted 2024: Coastal Landfill Remediation (Also see Palmerston Landfill Upgrade project #4084)	Transfer from Internal Loan - General	3000000	2917400	3203146	Yes
Heritage, Environment and Re Waste Services		1 - Must	3		4084 AP New 2024: Palmerston Landfill Upgrade (Created due to adjustment to Coastal Landfill Remediation project #2428)	Transfer from Depreciation Reserve, Transfer from Internal Loan - General		1620000		Yes
Heritage, Environment and Re Waste Services		2 - Should	1		4096 AP New 2024: Waste Minimisation Resource	Government Grants & Subsidies	51650		Yes	
Information Services	Information Management	1 - Must	1	30	2453 AP Adjusted 2024: Digitisation of property files - Continued (phase 2) (Project merged with 1002)	Transfer from Internal Loan - General	170200	540000	550260	
Information Services	Information Services	1 - Must	4	11	1020 AP Adjusted 2024: Network Upgrade and Enhancement	Transfer from Depreciation Reserve	20300	120000	20380	
Information Services	Information Services	1 - Must	3	20	2454 Disaster recovery	Transfer from Depreciation Reserve	37950	38709	0	Please carry forward budget to next year
Information Services	Information Technology	1 - Must	2	33	2433 Hansen Replacement	Transfer from Depreciation Reserve, Rates	150000	10200	10394	Yes
Information Services	Project Management Office	1 - Must	3	40	1009 AP Adjusted 2024: Council Transformation - Technology - Customer Relationship Management	Transfer from Internal Loan - General	55600	130000	157945	Yes
Information Services	Project Management Office	1 - Must	3	40	1014 Council Transformation - Technology - ERP Renewal	Transfer from Depreciation Reserve	56000	571200	635061	Yes
Information Services	Project Management Office	1 - Must	3	50	1015 Council Transformation - Technology - GIS Renewal	Transfer from Depreciation Reserve	51000			Yes
Information Services	Project Management Office	1 - Must	1	33	1018 Council Transformation - Technology - HIVE (Office 365)	Transfer from Depreciation Reserve	77292	301527	309125	Yes
Information Services	Project Management Office	1 - Must	2	21	1019 Telephony service and contact centre system upgrade	Transfer from Depreciation Reserve	215410			Yes
Information Services	Project Management Office	1 - Must	2	33	2455 Council Transformation - Technology - Identity Management	Transfer from Internal Loan - General	45000	109140	31414	Yes
Information Services	Project Management Office	3 - Could	1		2514 Cemetery Module (Carry forward)	Rates		0	Yes	Please carry forward unexpended funds. To be completed in 23/24 FY

Information Services	Project Management Office	1 - Must	2		3204 Asset Management System for Property (Carry Forward)	Rates	40125	0	Yes	Please carry forward unexpended funds. To be completed in 23/24 FY	
People and Culture	Gallery, Museum and Archive	3 - Could	3	28	1148 Digitisation of Oamaru Mail and North Otago Times for Papers Past website access	Separate Rate - Oamaru Business, UAC Ward Charges - Ahuriri, UAC Ward Charges - Corriedale, UAC Ward Charges - Oamaru, UAC Ward Charges - Waiheke Transfer from Depreciation Reserve	17850	3535	3535	Yes	Please carry forward unexpended funds to the 23/24 FY, will be undertaken as part of transformation, \$3.5k depreciation.
People and Culture	Gallery, Museum and Archive	2 - Should	3	16	2437 Migration of Website to OpenCities	Transfer from Depreciation Reserve	10000	1000	1000	Yes	
People and Culture	Gallery, Museum and Archive	3 - Could	1		2516 AP Adjusted 2024: Cultural Facilities Development Project - Gallery (Carry forward)	Government Grants & Subsidies	3740894	0	6419700	No	Requires full external funding - may not receive funding externally, so revert back to
People and Culture	Human Resources	1 - Must	1	39	1022 Talent Pipeline - Scholarship & Cadetship Programme	Rates		104040	106017	Yes	
People and Culture	Libraries	1 - Must	3		4083 AP New 2024: Community Library Koha Installation	Transfer from Internal Loan - General		14000			
People and Culture	Opera House	2 - Should	3	15	1455 Dome restoration	Rates	158287	0	Yes	Currently being undertaken, unlikely to use full budget, should be complete prior to EOFY	
People and Culture	Opera House	3 - Could	4	7	2480 Conferencing Audio Visual Equipment	Transfer from Internal Loan - General	0	153000	Yes		

## 2023-24 Annual Plan

Draft Community Engagement Plan and Timeline

[www.waitaki.govt.nz](http://www.waitaki.govt.nz)  
t. 03 433 0300 e. [service@waitaki.govt.nz](mailto:service@waitaki.govt.nz)  
20 Thames Street, Private Bag 50058, Oamaru 9444



## 2023-24 Annual Plan Community Engagement

### Do we need to engage?

Council is not legally required to consult or engage with the public if there is no significant or material change to the Long Term Plan (LTP).

With reference to our Significance and Engagement Policy, indications are that we will need to engage with our community on a number of items that have been presented for inclusion in the 2023-24 Annual Plan.

### What are our engagement objectives?

To ensure that the engagement programme meets the objectives of our Governance Team, we have to be clear on what we want to achieve through our community engagement.

Officers believe that we want to achieve the following through engagement on the Annual Plan:

- Inform our community about our activities in a clear, concise and appealing manner that encourages our community to provide feedback to the Annual Plan.
- Inform the community about the key issues facing Council and how these will be addressed in the Annual Plan.
- Inform the community on how we are tracking against what we said we would do in Year 3 of the 2021-31 LTP, and let them know what we might do differently and why.
- Provide the community the opportunity to share their feedback on what is presented in the 2023-24 Annual Plan, or any other thoughts or ideas they might have.

The “Back to the Future” theme has been dropped for the Annual Plan, as the theme does not resonate with our community.

The engagement document has been produced to align our community challenges with projects that progress work in these areas, which align with our community outcomes.

The style of the engagement document will be consistent with the draft Annual Plan. It is a clean design, using simple everyday language throughout, with sufficient information to allow our community to connect to, and understand, why we want to do the things we want to do, and provide our community with the opportunity to feed back to the Annual Plan process.

We want the messaging to be open and honest, and we want our community to feel comfortable sharing their feedback and thoughts with us.

Officers have not targeted to increase the reach of the 2023-24 Annual Plan Engagement, as this would require increased exposure to specific demographics.

Despite not targeting an increased reach, officers hope that the engagement topics, engagement document and engagement platform design, may have sufficient interest to generate a higher number of feedback to the Annual Plan.

**If an increased reach is specifically sought, a campaign targeting specific demographics can be incorporated.** This may include for example, holding drop-in sessions at the Retirement Villages across the district, at schools, or at Church group meetings, or alternatively send an email to representatives of different groups to reach promoting the annual plan and encouraging feedback and participation.

## Approach to Engagement

As we did in the 2022-23 Annual Plan, we will ask our submitters to advise their age, ethnicity, and whether they are ratepayers and/or residents, as optional information to be provided. This is important to understand on topics that we address, and can provide context to the submission analysis.

Community engagement is planned to be open for 4 weeks from Friday 31 March to Sunday 30 April 2023.

Community Boards will be invited to make a submission to the Annual Plan as part of the planned engagement period.

There will be limited print copies of the engagement document made available to the public, as most of our residents prefer to read these online.

In 2022-23 officers printed 250 copies of the engagement document. As more than 100 copies were left over, this year officers will print 150 copies. More can be printed at a later date if required.

Print advertising, website promotion, and social media updates (facebook) will support the engagement programme.

Officers will analyse the submissions received prior to presenting the information to the Governance Team at Hearings.

The Hearings are presently scheduled for Tuesday 16 May 2023, with Monday 15 May held as a second hearing day if required.

There will also be the opportunity to attend the hearings via zoom for those that are unable to attend in person.

## Engagement Material

### Print Media:

- Ads in all local papers and newsletters eg The Oamaru Mail, The Telegraph, The Bugle (late March, early April) etc including an article in the April Waitaki Link.
  - Ad in the ODT regions section.
  - Ad in the Oamaru Mail will the engagement questions and a copy of the feedback form (mid April).
  - Oamaru Mail Noticeboard on alternative weeks to Annual Plan ads in April.
  - Print 150 copies of the Annual Plan Engagement Document to be made available at HQ, Waihemo Service Centre, Libraries, and available to be posted on request.
- Additional submission forms will be available at the library and form completion will be supported by library staff.

### Radio:

- Reliant on the Mayor's regular radio-spot for air-time promotion.

### Social Media:

- Facebook (At least 3 posts per week during April)
- Instagram and Twitter promotion

### Website:

- Webpage on Council website that will take the community to the Annual Plan platform.
  - Create the Annual Plan engagement space in "Bang the Table" which will be where submissions or feedback to the Annual Plan are captured.
- This does require users to register prior to the platform before they can submit their feedback, however this was the tool used for feedback to the Draft District Plan, so many residents are already registered for this.



**Drop-in sessions:**

- At least 1 in each ward with at least 2 drop-in sessions in Oamaru eg 4 in total.
- Potentially Oamaru Farmers Market x 2 (Date/Time/Location to be confirmed)
- Potentially Palmerston x 1 (Date/Time/Location to be confirmed)
- Potentially Kurow x 1 (Date/Time/Location to be confirmed)

**Live-stream sessions**

- At least 1 live-stream Annual Plan session through facebook during the engagement period.

**Key Dates for the 2023-24 Annual Plan**

<b>Council Meeting 14 March</b>	Adopt draft Community Engagement Plan
<b>Council Meeting 28 March</b>	Adopt draft Community Engagement Document
<b>Engagement material and advertising</b>	Have available from 31 March 2023.
<b>Community Engagement 31 March to 30 April</b>	During the engagement it should be noted: School holidays - Friday 7 April to Sunday 23 April Easter – Good Friday 7 April and Easter Monday 10 April Anzac Day - Tuesday 25 April
<b>Council Meeting 7 May</b>	Adopt Fees & Charges
<b>Summary and Analysis of Feedback to Governance Team</b>	8 May 2023
<b>Council Feedback and Submission Hearings</b>	Monday 15 May and Tuesday 17 May
<b>Council Meeting 30 May</b>	Key Directions
<b>Council Meeting 27 June</b>	Adopt the Annual Plan
<b>Publish the Annual Plan</b>	Post 27 June 2023
<b>Feedback to public on outcomes</b>	Post 27 June 2023
<b>Letters sent to submitters</b>	July 2023

**Project Team**

<b>Project Lead</b>	Mandy McIntosh
<b>Annual Plan Project Team</b>	<p>Paul Hope – Project Sponsor</p> <p>Mandy McIntosh, Allyson Woock, Laura Wylie</p> <ul style="list-style-type: none"> <li>- Co-ordinate and log projects, BAU, and Fees &amp; Charges</li> <li>- Co-ordinate and prepare written and design content for the Annual Plan</li> <li>- Receive, log, and analyse submissions</li> <li>- Co-ordinate Manager/Officer feedback</li> <li>- Prepare draft response and send approved response to submitters</li> </ul> <p>Ian Wells and Tim Napier</p> <ul style="list-style-type: none"> <li>- Co-ordinate and prepare financial input to the Annual Plan</li> <li>- Update rates</li> </ul> <p>Josh Rendell and Richard Maher</p> <ul style="list-style-type: none"> <li>- Review projects and deliverables</li> </ul> <p>Sonia Martinez and Anna Eisenhut</p> <ul style="list-style-type: none"> <li>- Write Comms media releases</li> <li>- Design print advertising</li> <li>- Build online platforms and web tiles</li> </ul>

**6.2 WAITAKI DISTRICT COUNCIL DRAFT SIGNIFICANCE AND ENGAGEMENT POLICY 2023**

**Author:** Victoria van der Spek, Principal Advisor  
**Authoriser:** Paul Hope, Finance and Corporate Development Group Manager  
**Attachments:** 1. Draft Significance and Engagement Policy 2023  
2. Draft Significance Guidelines 2023

**RECOMMENDATION**

That Council approves the Draft Significance and Engagement Policy 2023 and Draft Significance Guidelines 2023 for community feedback.

**DECISION OBJECTIVE**

To approve Waitaki District Council's Draft Significance and Engagement Policy 2023 (Attachment 1) and Draft Significance Guidelines 2023 (Attachment 2) for community feedback in conjunction with the 2023/24 Annual Plan engagement.

**SUMMARY**

Council is required to have a Significance and Engagement Policy (SEP) under [Section 76AA](#) of the Local Government Act 2002 (LGA).

The SEP outlines for the Council and the community how we decide what issues, proposals, decisions, assets, and activities are significant. It also sets out how and when communities can expect to input into council decision-making processes. Generally speaking, the more significant the issue, the greater deal of consultation or engagement will take place.

Council's SEP was originally adopted in November 2014. There have been no formal reviews or amendments made to this policy. The list of Strategic Assets has not been updated since changes were made to the LGA in 2019 when the four community wellbeings were reinstated. The current SEP does not meet legislative requirements and is no longer fit for purpose.

Following consultation with Council staff, key changes proposed to the SEP are the addition of Strategic Assets to meet the expectations of the LGA, additional significance considerations to meet best practice, further guidance material around what is deemed to be "significant," and significance assessment guidelines.

As a minimum, Council is required to consider community views on changes to a SEP under section 82 of the LGA unless it considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved. While there is no legislative requirement to proceed with consultation using the Special Consultative Procedure, under section 82 of the LGA, Council must provide reasonable access to relevant information on changes to the policy, encourage people to give their views, give people a reasonable opportunity to give their views in an appropriate way, and listen to and consider the views with an open mind. With a view to efficiency and cost effectiveness, it is recommended to align this consultation with the Annual Plan engagement period as proposed – from 30 March to 30 April 2023.

## **DECISION-MAKING EXPECTATIONS**

Governance Decision-Making:	Approve Council's Draft SEP for community feedback
Operational Decision-Making:	Further action by Council officers will only be required if changes to the Draft SEP are requested by the Governance team
Communications	Media Releases – contributed to by officers and Elected Members  Media/public enquiries regarding governance decision-making topics above can be addressed by governance  Media/public enquiries regarding operational decision-making topics above can be addressed by officers

## **SUMMARY OF DECISION-MAKING CRITERIA**

	<b>No/Moderate/Key</b>		<b>No/Moderate/Key</b>
Policy/Plan	Key	Environmental Considerations	No
Legal	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	No

## **BACKGROUND**

Many of Council's decisions are prompted or guided by legislation, and some of the legislation will dictate the process for consultation and decision-making. This includes how the public should be informed, how public submissions are considered, and how decisions are made. For example, in some cases, the LGA requires consultation, and such instances have been clarified in the revised policy. The SEP confirms that Council will use the legislative requirements as a guide, and a minimum standard.

### **Strategic Assets**

A list of Strategic Assets must be included in the SEP. Strategic assets are defined in Section 5 of the LGA as:

*"In relation to the assets held by a local authority....an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community."*

Under the LGA, a decision to transfer ownership or control of a strategic asset cannot be made unless it has first been included in the Long Term Plan (and in a statement of proposal relating to the Long Term Plan). Acquisition or disposal of a small component of a strategic asset will not trigger this provision, unless it is considered that the component is an integral part of the strategic asset and that its acquisition or disposal would substantially affect the operation of the strategic asset.



Under the Draft SEP, if a Council Strategic Asset is involved, then the matter should be treated as being “more significant”, but this does not automatically trigger consultation. The policy also outlines a number of other factors to be considered through the significance assessment including:

- Number of people affected
- Level of community interest
- Alignment with mana whenua aspirations
- Consistency with Council’s Strategic Framework, strategies, and significant decisions already made
- Impact on Council’s capability to deliver
- Net financial cost / revenue of implementation, excluding any financial impact already included in a Long-Term Plan / Annual Plan
- Impact on levels of service provided by Council or the way in which services are delivered; and
- Reversibility of the decision.

### **What changes are proposed to the SEP?**

Additional Strategic Assets have been recommended to be added to the SEP. Officers consider that these assets or groups of assets are needed to retain Council’s capacity to achieve or promote the outcomes that Waitaki has determined to be important to the current or future wellbeing of the communities of Waitaki. This is in line with our obligations under Section 76AA of the LGA.

Additional Strategic Assets included in the Draft SEP include:

- Waterfront facilities owned and operated by Council at Oamaru Harbour
- Council cemeteries
- Oamaru Public Gardens
- Alps to Ocean cycle trail (within WDC boundaries)
- Waitaki Aquatic Centre
- Oamaru Opera House
- All public libraries in the Waitaki district
- Forrester Gallery
- Waitaki Museum and Archive
- WDC Shareholdings – Tourism Waitaki Limited, Waitaki District Health Services Limited, Omarama Airfield Limited, Whitestone Contracting Limited, Observatory Village Charitable Trust Group, and Waitaki Whitestone Geopark Trust.

In line with best practice, it is also proposed to include additional significance considerations in the SEP including:

- Alignment with mana whenua aspirations;
- The degree of consistency with Council’s Strategic Framework and significant decisions already made;

- The impact on Council's capability to deliver agreed projects and business as usual (BAU) projects, and
- The impact on levels of service provided by Council.

Additional support has been proposed in the SEP to link significance assessments to the appropriate level of engagement. Clarification has also been provided within the policy about when Council will generally not engage, for example, for organisational decisions (ie operational matters and staff changes).

Significance assessment guidelines have also been developed to promote consistent significance assessments.

### **Process from here**

The following steps to be completed are:

- **30 March to 30 April 2023:** Community feedback considered on Draft Significance and Engagement Policy 2023 and Draft Significance Guidelines 2023 in conjunction with Annual Plan engagement
- **May – June 2023:** Changes made to the Draft Significance and Engagement Policy 2023 and Draft Significance Guidelines 2023 in response to community feedback
- **27 June 2023 Council Meeting:** Council adopts Draft Significance and Engagement Policy 2023 and Draft Significance Guidelines 2023 to become effective from 1 July 2023.

### **SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – Approve Waitaki District Council's Draft Significance and Engagement Policy 2023 and Draft Significance Guidelines 2023 for community feedback (**recommended**)

**Option 2** – Approve Waitaki District Council's Draft Significance and Engagement Policy 2023 and Draft Significance Guidelines 2023 with agreed amendments for community feedback.

**Option 3** – Do not approve Waitaki District Council's Draft Significance and Engagement Policy 2023 and Draft Significance Guidelines 2023 for community feedback.

### **ASSESSMENT OF PREFERRED OPTION**

Option 1 is the preferred option. Consulting on this policy in alignment with the Annual Plan engagement is considered to be the most efficient use of resources. Given that the current SEP is not fit for purpose, a timely response for policy change is highly recommended.

### **CONCLUSION**

[Section 76AA](#) of the LGA requires every local authority to have a policy on significance and engagement. The purpose of this policy is to make sure Council takes a consistent and transparent approach in determining the significance of a decision and the appropriate level of engagement for that decision.

The SEP applies across the Council. When assessing the degree of significance and deciding on appropriate engagement or consultation processes, Council must comply with all relevant legislative requirements for consultation and honour any agreements it has entered into.

The Draft SEP confirms that Council will use the legislative requirements as a guide and a minimum standard, and provides guidelines for determining the level of significance of any proposals and issues that Council may be dealing with.

## **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**

Council is required to have a SEP under the LGA.

### **Community Views**

As a minimum, Council is required to consider community views on changes to a SEP under section 82 and 82A of the LGA. This includes providing reasonable access to relevant information on changes to the policy, encouraging people to give their views, giving people a reasonable opportunity to give their views in an appropriate way, and listening to and considering the views with an open mind.



## Draft Significance and Engagement Policy 2023

### Revision History

Date	Ver	Author/Reviewer	Description
21 October 2022	1	Victoria van der Spek	Draft Significance and Engagement Policy 2022
27 October 2022	2	Victoria van der Spek	Revised Draft Significance and Engagement Policy 2022 – post ELT discussion
10 November 2022	3	Victoria van der Spek	Revised Draft Significance and Engagement Policy 2022 post ELT feedback
13 December 2022	4	Victoria van der Spek	Revised Draft Significance and Engagement Policy 2022 post manager / team leader feedback

### Circulation History

Name	Title	Date
ELT	Version 1 presented to ELT at 26/10/22 meeting for review and feedback	21/10/22
Tier 3 managers, team leaders, Communications specialist, Risk and Procurement Advisor and Governance and Policy Advisor	Version 3 presented to wider Council staff for review and feedback	11/11/22

Draft Waitaki District Council Significance and Engagement Policy 2022 – Version 4

1

**Authorisation and Status**

Policy Owner	tbc
Policy Version History	<ul style="list-style-type: none"><li>• Adopted 26 November 2014</li><li>• Adopted 30 June 2018</li><li>• Adopted 30 June 2021</li></ul>
Status	Draft
Approved By	Waitaki District Council
Date Approved	XX
Date Effective	1 July 2023
Date of Next Review	Before 30 June 2026 or as required

## Table of Contents

1. Purpose .....	4
2. General approach to determining significance and level of engagement .....	4
3. Strategic Assets .....	5
4. Criteria for Significance .....	5
5. Linking level of significance to level of engagement .....	6
6. Determining when to engage .....	7
7. Special Consultative Procedure .....	8
8. When Council may not engage .....	9
9. Engagement selection .....	10
10. Engagement principles .....	10
11. Methods of engagement .....	10
Attachment 1 - Definitions .....	11
SCHEDULE 1: WAITAKI DISTRICT COUNCIL STRATEGIC ASSETS .....	12
SCHEDULE 2: ENGAGEMENT OPTIONS .....	13

## 1. Purpose

This Significance and Engagement Policy has been developed in response to the requirements set out in [Section 76AA](#) of The Local Government Act 2002 (the Act). The Act requires every local authority to have a policy on significance and engagement.

The purpose of the policy is to make sure Council takes a consistent and transparent approach in determining the significance of a decision and the appropriate level of engagement for that decision. Attachment 1 defines some of the words Council uses in this policy.

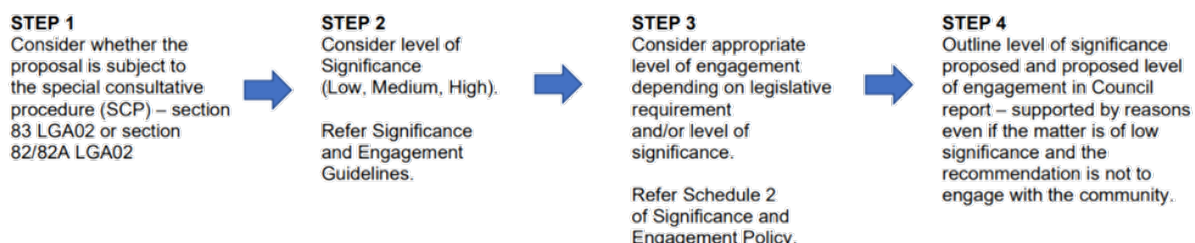
This Significance and Engagement Policy (SEP):

- guides how we engage with communities about important Council decisions;
- enables us to identify the significance that we place on decisions about issues, proposals, assets, and services; and
- provides clarity about how and when communities can expect to be engaged in decisions made by Council.

## 2. General approach to determining significance and level of engagement

For every decision that Council makes we need to work out how important, or significant, it is for our community. We have criteria to help us to do this. Even if Council determines that consultation is not required, community views and preferences will still be considered in the decision-making process.

Council will follow the following four-step process to inform decision-making:



### 3. Strategic Assets

Council's strategic assets are those vital for delivering services to the communities of the Waitaki district.

For the purpose of this Policy, Council considers its networks and other large assets as complete single assets. It is the group of assets as a whole that delivers the service. Council needs to retain these assets to maintain its capacity to achieve or promote outcomes that it determines to be important to the well-being of the community.

The Council's Strategic assets are set out in **Schedule 1** of this policy. The list of Strategic assets will be updated as required following changes to the Annual Plan or Long-Term Plan (LTP).

A decision to transfer the ownership or control of a strategic asset cannot be made unless it is explicitly provided for in the Council's LTP or Annual Plan, and the public is consulted through the Special Consultative Procedure (SCP).

In emergency situations alterations to strategic assets may be required without formal consultation to:

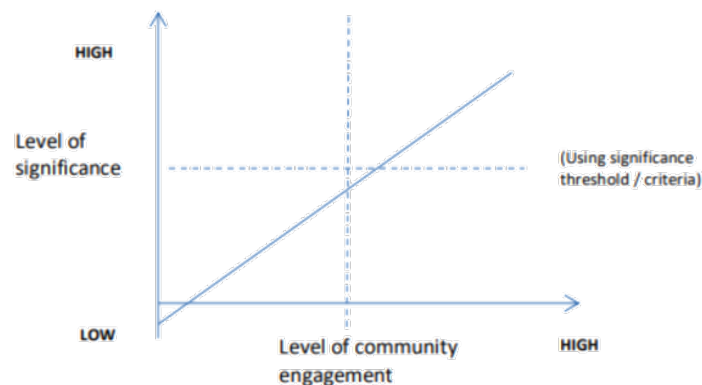
- Prevent an immediate hazardous situation arising, or
- Repair an asset to ensure public health and safety.

Any actions taken will be reported in the relevant Annual Report.

### 4. Criteria for Significance

The significance of an issue, proposal or decision lies somewhere on a continuum from low to high ranging from the day-to-day matters with low impact on the community, right up to those with a very high significance.

As an issue moves from left to right along the spectrum, a higher degree of significance is assigned, but past a certain point on the continuum the issue is deemed significant.





In assessing the degree of significance or significant consequences, Council will consider the following:

- **Number of people affected**
- **Level of community interest**
- **Alignment with mana whenua aspirations**
- **Consistency with Council's Strategic Framework, strategies, and significant decisions already made**
- **Impact on Council's capability to deliver agreed projects and BAU projects**
- **Net financial cost / revenue of implementation, excluding any financial impact already included in a Long-Term Plan / Annual Plan**
- **Impact on levels of service provided by Council or the way in which services are delivered**
- **Reversibility of the decision**
- **Expected impact on the performance or intended performance of Council's Strategic Assets**

Council will assess matters to be of 'low', 'medium' or 'high' significance in consideration of the above criteria.

The significance criteria will be considered collectively to make the determination on the degree of significance. It may be that only one of the criteria applies, but to such a high degree that the decision will be considered "significant". Conversely, several criteria may be applicable, but not to such an extent that the decision is of high significance.

Where the significance of a proposal or decision is unclear against any criterion, Council will treat that criterion as being more, rather than less significant.

In some cases, particularly where a decision has relatively high significance, Council may decide to consult or undertake some other form of engagement on the matter. This will be considered on a case-by-case basis.

Management decisions made by officers under delegation during the implementation of Council decisions will not be deemed to be significant.

## **5. Linking level of significance to level of engagement**

On every issue requiring a decision, the degree of significance will be considered using this policy. The significance of the issue, proposal or decision will influence how much time, money and effort Council will invest in exploring and evaluating options and obtaining the views of affected and interested parties. In linking the level of significance to the level of engagement it is important to find the right balance between the costs of engagement and the value it can add to decision-making.

Council will consider the extent of community engagement that is necessary to understand the community's view before a decision is made and the form of engagement that might be required. This also includes the degree to which engagement can influence the decision and therefore the value of investing in engagement (eg. if there is only one or very limited viable options such as a specific change required by new legislation).

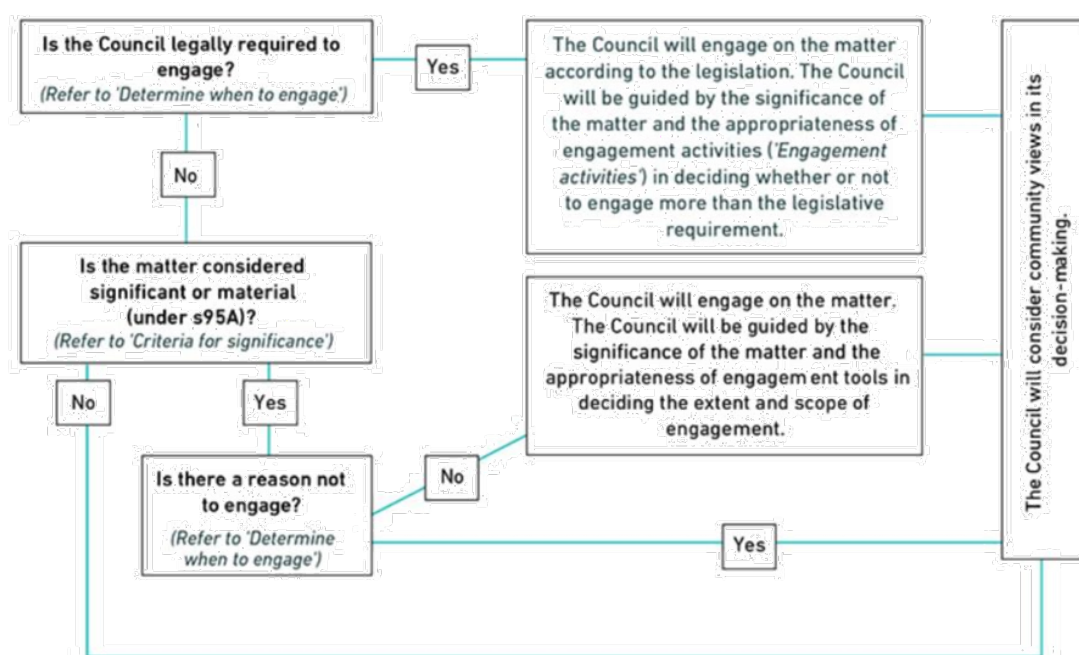
## 6. Determining when to engage

Engagements will be activated when there is a legislative requirement or when Council deems the level of significance is high enough to do so.

Council will use the legislative requirements as a guide as a minimum standard.

Council may choose to consult further depending on the level of significance of the matter being considered. If so, Council will consider the principles of consultation in [section 82\(1\)](#) of the Act, but only to the extent that they are consistent with the legislative requirements.

A 'significant' decision will not automatically trigger application of the SCP.



Certain instances of non-SCP consultation must comply not just with [section 82](#) of the LGA, but also [section 82A](#). This requires Council to prepare and provide a proposal-type document as part of the consultation.

For consultation that does not require a SCP, Council is required to follow the principles in section 82 of the LGA. Council must provide an opportunity for people to present their views to Council and consider submissions with an open mind.

Council will consult with the community in a way that complies with both sections 82 and 82A of the LGA for the following types of decisions:

- adopting or amending the annual plan if required under [section 95](#) of the LGA (if there are significant or material differences from the year of the LTP to which the Annual Plan relates)
- adopting, amending, or revoking a bylaw if required under [section 156\(1\)\(b\)](#) of the LGA

- transferring responsibilities to another local authority under [section 17](#) of the LGA
- establishing or becoming a shareholder in a council-controlled organisation
- adopting or amending a SEP where Council considers that it does not have sufficient information about community interests and preferences to enable the purpose of the policy to be achieved
- adopting or amending a Revenue and Financing Policy, Development Contributions Policy, Financial Contributions Policy, Rates Remission Policy, Rates Postponement Policy, or a Policy on the Remission or Postponement of Rates on Māori Freehold Land.

## 7. Special Consultative Procedure

In some cases, the law says that Council must use a more formal process for engagement requiring specific procedures to be followed. This is known as a SCP and includes the following decisions:

- adoption or amendment of a LTP (in accordance with [section 93A](#) of the LGA, requiring the use of a special consultation document)
- unless already explicitly provided for in the LTP and having been the subject of consultation that complies with [section 93E](#) of the LGA, a decision to:
  - alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, including commencing or ceasing such an activity, or
  - transfer the ownership or control of a strategic asset (as listed in **Schedule 1**).
- adoption, amendment, or revocation of bylaws, if required under [section 156\(1\)\(a\)](#) of the LGA
- adoption, amendment, or revocation of a Local Alcohol Policy
- adoption of a Local Approved Products (Psychoactive Substances) Policy
- adoption of a Class 4 Venue Policy under the Gambling Act 2003
- preparation, amendment, or revocation of a waste management and minimisation plan; and
- adoption of fees and charges where specifically required to use a SCP under relevant legislation (for example, fees and charges under section 36 of the Resource Management Act 1991).

A SCP requires Council to:

- prepare and adopt a statement of proposal;
- make sure the information is publicly available for at least one calendar month; and
- provide an opportunity for people to present their views to Council and consider submissions with an open mind.

For this type of consultation, Council must follow the principles of consultation in section 82 of the Act.

## **8. When Council may not engage**

There are times when it is not necessary, appropriate or possible to engage the community on a matter or decision.

The Act provides for Council to consider the practicality of undertaking extensive consultation, considering the range of options, and obtaining the views and preferences of other people. In some circumstances, failure to make an urgent decision would result in an inability to achieve the intended outcomes and a loss of opportunity.

Where an urgent decision must be made, Council will tailor its decision-making process to include as much consultation and evaluation as is practicable within the specified timeframe.

If, due to time limitations, a potentially significant decision is made without extensive consultation, Council will communicate the details of the decision to the public at a level appropriate to the nature of the matter.

Where a decision is made or is to be made that is significantly inconsistent with this policy, Council when making the decision will identify the inconsistency and the reason for the inconsistency.

### **Council will generally not engage:**

1. When the matter is not of a nature or significance that requires consultation; or
2. When Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter; or
3. Where there is a need for confidentiality or commercial sensitivity; or
4. Where the costs of consultation outweigh the benefits of it; or
5. For organisational decisions (ie. operational matters and staff changes); or
6. Where the matter has already been addressed by Council's policies or plans, which have previously been consulted on; or
7. During emergency management situations in a State of Emergency; or
8. For any decisions that are made by delegation to officers; or
9. For an urgent, immediate or quick response or decision is needed or it is not reasonably practicable to engage; or
10. When works are required unexpectedly or following further investigations on projects, already approved by Council; or
11. For business as usual - the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place; or decisions to act where it is necessary to comply with the law.

## 9. Engagement selection

Once the level of significance of an issue, proposal or decision has been determined, Council will consider the level and form of community engagement.

Depending on the matter being considered and the stakeholders involved, the preferred method(s) or combination of engagement tools will be identified and applied to meet the goals of the specific engagement.

The majority of Council decisions requiring consultation under this policy are likely to fall into the “inform” and “consult” categories.

When legislation warrants engagement under sections 82, 82A or 83 (Special Consultative Procedure) of the LGA02, the option is likely to be “Consult.”

A written engagement plan will generally be developed only for proposals or decisions with a high degree of significance.

## 10. Engagement principles

Council will endeavour to apply the following general principles to community engagement:

- *Appropriate* – Council will determine the appropriate level of engagement on a case-by-case basis, according to the degree of significance.
- *Genuine* – Engagement will be based on an open mind to community feedback and willingness to listen before making decisions.
- *Timely* – Where reasonably practicable, Council will give the community a timely opportunity to have a say.
- *Informed* – Council will seek to ensure the community can give informed feedback and wherever possible enable the community to consider options relating to the decision.
- *Balanced* – Council will weight consultation or engagement feedback accordingly with other considerations.
- *Two-way* – Council will always provide feedback to those who made the effort to give us their opinions and will explain our decisions.

## 11. Methods of engagement

Once the appropriate level of engagement has been assessed, Council will then consider the range of engagement methods that are appropriate utilising the International Association of Public Participation engagement spectrum.

Council will select the method it considers appropriate in the circumstance, taking into account a range of factors, such as who is affected or who is likely to have a view. Council will remain flexible in its approach to engagement, to ensure that the most appropriate methods are used.

A summary of engagement options is found in **Schedule 2**.



## Attachment 1 - Definitions

<b>Community</b>	A group of people living in the same place or having a characteristic in common. Includes interested parties, affected people and key stakeholders.
<b>Decisions</b>	Refers to all the decisions made by or on behalf of Council including those made by officers under delegation.
<b>Engagement</b>	Talking to you and getting your feedback.  Engagement is a process which involves all or some of the community and is focused on better understanding views and preferences relevant to Council's decision-making or problem-solving. There is a continuum of engagement.
<b>Significance</b>	As defined in <a href="#">Section 5</a> of the Act: <i>in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—</i> (a) <i>the current and future social, economic, environmental, or cultural well-being of the district or region;</i> (b) <i>any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;</i> (c) <i>the capacity of the local authority to perform its role, and the financial and other costs of doing so.</i>
<b>Significant</b>	How important is it  As defined in Section 5 of the Act, <i>in relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance.</i>
<b>Special consultative procedure</b>	A formal consultation process prescribed in <a href="#">section 83</a> of the Act that must be used to consult on certain matters and can be chosen by the Council to consult on other matters as considered appropriate.
<b>Strategic asset</b>	As defined in Section 5 of the Act: <i>in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community and includes—</i> (a) <i>any asset or group of assets listed in accordance with <a href="#">section 76AA(3)</a> by the local authority; and</i> (b) <i>any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and</i> (c) <i>any equity securities held by the local authority in—</i> (i) <i>a port company within the meaning of the Port Companies Act 1988;</i> (ii) <i>an airport company within the meaning of the Airport Authorities Act 1966.</i>

## SCHEDULE 1: WAITAKI DISTRICT COUNCIL STRATEGIC ASSETS

Council has identified the following Strategic assets. This list will be updated as required following any changes to the Annual Plan or LTP.

- a) its roading network
- b) its water collection, storage, treatment and distribution system
- c) its wastewater collection, treatment and disposal system
- d) its stormwater collection and disposal system
- e) Ōamaru (closed) and Palmerston Landfill
- f) Ōamaru Airport
- g) Ōamaru Harbour Breakwater
- h) waterfront facilities owned and operated by the Council at Ōamaru Harbour
- i) all land and buildings comprising the Council's community housing stock
- j) Council cemeteries
- k) Ōamaru Public Gardens
- l) Alps to Ocean Cycle Trail (within Waitaki District boundaries)
- m) Waitaki Aquatic Centre
- n) Ōamaru Opera House
- o) Public libraries
- p) Waitaki Museum and Archive
- q) Forrester Gallery
- r) Shareholdings - Tourism Waitaki Limited, Waitaki District Health Services Limited, Omarama Airfield Limited, Whitestone Contracting Limited, Observatory Village Charitable Trust Group, Waitaki Whitestone Geopark Trust

## SCHEDULE 2: ENGAGEMENT OPTIONS

**Inform** – *To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.*

Examples of the tools Council may use include:

- email newsletter to local communities and networks
- information flyer to neighbourhoods
- public notices and information in community
- newspapers
- website

**Consult** – *To obtain public feedback on analysis, alternatives and/or decisions.*

*When legislation warrants engagement – refer LGA02 sections 82, 82A and 83 (Special Consultative Procedure)*

Examples of the tools Council may use include:

- formal submissions and hearings
- focus groups
- community meetings
- online opportunities to submit ideas/feedback

**Involve** – *To work directly with the public throughout the process to ensure that public concerns and aspirations are consistency understood and considered.*

Examples of the tools Council may use include:

- workshops, focus/stakeholder group meetings
- public meetings
- drop-in sessions
- online surveys/forums

**Collaborate** – *To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.*

Examples of the tools Council may use include:

- external working groups involving community experts
- community advisory groups and forums
- other forums





## Significance Assessment Guidelines

### Revision History

Date	Ver	Author/Reviewer	Description
21 October 2022	1	Victoria van der Spek	Draft Significance Assessment Guidelines
27 October 2022	2	Victoria van der Spek	Revised Draft Significance Assessment Guidelines
10 November 2022	3	Victoria van der Spek	Revised Draft Significance Assessment Guidelines post ELT feedback
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ELT	Version 1 presented to ELT at 26/10/22 meeting for review and feedback	21/10/22
Tier 3 managers, team leaders, Communications specialist, Risk and Procurement Advisor and Governance and Policy Advisor	Version 3 presented to wider Council staff for review and feedback	11/11/22

## 1. Roles

Elected members	<ul style="list-style-type: none"> <li>• Due consideration of the assessment of significance and engagement prior to any resolution on an issue</li> <li>• Endorse degree of significance of an issue</li> <li>• Endorse link level of significance to appropriate levels of engagement</li> <li>• Determine whether to engage</li> <li>• Confirm how much time, money and effort Council will invest in exploring and evaluating options and obtaining the views of affected and interested parties</li> </ul>
Executive Leadership Team	<ul style="list-style-type: none"> <li>• Ensure that engagement with the community meets the degree of significance determined by Council</li> </ul>
All Council staff	<ul style="list-style-type: none"> <li>• Ensure that the policy is given full effect</li> <li>• Undertake an assessment of the issue in the earliest stages of a proposal against the SEP</li> <li>• All decision-making reports presented to Council will include a summary of the assessment of significance, and the recommended corresponding level of engagement</li> </ul> <p><i>Note: This does not apply where officers are implementing Council policies, projects and programmes already determined by Council where engagement has already been agreed.</i></p>

## 2. Significance assessment guidelines

The significance criteria should be considered collectively to make the determination on the degree of significance.


As a general guide, decisions may be significant when:

- There is a **high** score for **two or more criterion**; and/or
- There is a **medium** score for **four or more** criterion

Where the significance of a proposal or decision is unclear against any criterion, this criterion will be treated as being more, rather than less significant.


In some cases, particularly where a decision has relatively high significance, Council may decide to consult or undertake some other form of engagement on the matter. This will be considered on a case-by-case basis.


Management decisions made by officers under delegation during the implementation of Council decisions will not be deemed to be significant.

#	Criterion	Degree of Significance			
					
		Low	Medium	High	Score – Low, Medium or High
1	Number of people affected	<b>Small number of people affected</b>  <i>eg. a site or part of a neighbourhood.</i>	<i>eg. a small town, a rural community or neighbourhood.</i>	<b>Large number of people affected</b>  <i>eg. a Ward, Ōamaru town or the entire District.</i>	
2	<b>Level of community interest</b>  (the expected level of community interest, opposition or controversy)	<i>Consistent community agreement / views or generally low historic community interest.</i>	<i>Some community agreement / some historic community interest.</i>	<i>Divided community views / controversy / opposition / or strong historical community interest.</i>	
3	<b>Alignment with mana whenua aspirations</b>  Refer Council Policy - Māori contribution to decision-making, WDC Partnership Agreement with mana whenua (to be developed), Waitaki Iwi Management Plan	<i>Full support from mana whenua.</i>	<i>Some support from mana whenua.</i>	<i>Limited or no support from mana whenua.</i>	
4	<b>Consistency with Council's Strategic Framework, strategies, and significant decisions already made</b>	<i>Consistent with Council's Strategic Framework, Annual Plan / Long-Term Plan direction, policies and / or other big decisions already made by Council.</i>	<i>Considered by Council but no formal decision made.</i>	<i>New issue or proposal never considered by Council.</i>	
5	<b>Impact on Council's capability to deliver agreed projects and BAU projects</b>	<i>Short-term (less than 1 year).</i>	<i>Medium-term (1-3 years).</i>	<i>Long-term (greater than 3 years).</i>	
6	<b>Net financial cost / revenue of implementation, excluding any financial impact already included in a Long-Term Plan / Annual Plan</b>	<i>Net capital expenditure up to 2% of total rates in year commenced, and / or;</i>	<i>Net capital expenditure 2-3% of total rates in year commenced, and / or;</i>	<i>Net capital expenditure &gt;3% of total rates in year commenced, and / or;</i>	

Draft Waitaki District Council Significance and Engagement Policy Guidelines 2022 – Version 4

3

#	Criterion	Degree of Significance			
					
		Low	Medium	High	Score – Low, Medium or High
		Net operating expenditure less than 0.5% of total rates in year commenced.	Net operating expenditure 0.5% to 1.5% of total rates in year commenced.	Net operating expenditure >3% of total rates in year commenced.	
7	<b>Impact on levels of service provided by Council or the way in which services are delivered</b>  (including commencing or ceasing an activity)  <i>In general, the greater the impact of a decision on the Council's level of service for an activity (or group of activities) the greater the significance and need for engagement.</i>	<i>The proposal or decision will result in no / minor change (increase or decrease) to the service levels provided by Council.</i>	<i>The proposal or decision will result in some change (increase or decrease) to the service levels provided by Council.</i>	<i>The proposal or decision will result in a substantial change (increase or decrease) to the service provided by Council, either to the District overall, or to specific community sectors.</i>  <i>(This could include a proposal to commence or cease a service or activity).</i>	
8	<b>Reversibility of the decision</b>  <i>The expected level of difficulty to reverse the proposal or decision, once committed to.</i>	<i>Where the outcome can be largely reversed.</i>	<i>There are increasing difficulties associated with reversing the decision.</i>	<i>The decision is effectively irreversible.</i>	
9	<b>Expected impact on the performance or intended performance of Council's Strategic Assets (refer Schedule 1) for the purpose for which they are held</b>	<i>If a Council Strategic Asset is involved, then the matter should be treated as being "more significant."</i>  <i>A decision to transfer the ownership or control of a strategic asset cannot be made unless it is explicitly provided for in Council's Long-Term Plan and the public is consulted through the Special Consultative Procedure.</i>			
	<b>SIGNIFICANCE ASSESSMENT:</b> <i>The decision is likely to be significant where:</i> <ul style="list-style-type: none"><li><i>There is a high score for two or more criterion; and/or</i></li><li><i>There is a medium score for four or more criterion</i></li></ul>				

#	Criterion	Degree of Significance			
					
		Low	Medium	High	Score – Low, Medium or High
	Number of medium criteria triggered				
	Number of high criteria triggered				
	Significance assessment recommendation to Council:				

DRAFT

### 6.3 ŌAMARU BLUE PENGUIN COLONY CARPARK

**Author:** Grant Rhodes, Co-Property Manager

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

**Attachments:** 1. Ōamaru Blue Penguin Colony Carpark Design

#### RECOMMENDATION

That Council :

1. Approves an increase in budget for the Ōamaru Blue Penguin Colony car park upgrade project up to the value of \$450,000, subject to a procurement process being undertaken;
2. Notes that the Ministry of Business, Innovation and Employment's Tourism Infrastructure Fund will provide funds for the project totalling \$110,000;
3. Agrees that the remainder of the project budget will be funded from the Harbour Endowment Reserve.

#### DECISION OBJECTIVE

To enable planned delivery of the Ōamaru Blue Penguin Colony (OBPC) car park upgrade project in accordance with the preferred design.

#### SUMMARY

The OBPC car park upgrade project was identified in the Ōamaru Harbour Plan 2020 and Beyond, with an Importance level A, which means it best meets the investment objectives prioritised.

The project estimate is \$450,000 which leaves a current funding shortfall of \$150,000.

The current Long-Term Plan for Council includes funding in the 2025/2026 financial year to seal the large car park at the penguin colony. However, at meeting on 20 September 2022, Council resolved (WDC 2022/137) to approve the acceleration of the OBPC car park and the requirement to bring forward \$190,000 Council funding of this project work to 2022/2023.

An application to the Ministry of Business, Innovation and Employment's (MBIE) Tourism Infrastructure Fund (TIF) has secured \$110,000 to help fund the large car park and stipulates project completion by 31 October 2023.

#### DECISION-MAKING EXPECTATIONS

Governance Decision-Making:	Approve project budget
Operational Decision-Making:	Deliver project to budget
Communications	Media Releases – contributed to by officers and Elected Members

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

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

## **SUMMARY OF DECISION-MAKING CRITERIA**

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

## **BACKGROUND**

The OBPC attract tourists into the Southern Harbour to view penguins as they come ashore each night.

The OBPC is serviced by two car parks, a large 2,500 m<sup>2</sup> poorly formed metalled car park bordering the colony's western boundary which can accommodate tourist buses, campervans and boat trailers, and a smaller 740 m<sup>2</sup> sealed car park between the OBPC main building and Del Mar restaurant. This smaller car park is shared with Del Mar restaurant, while the larger car park is leased to OBPC. This project is only concerned with the larger car park.

Under its current lease with Waitaki District Council, OBPC is responsible for ongoing maintenance of this car park.

During the day, when not in use by the OBPC, the larger car park is utilised by recreational users and tourists alike. On busy days, it provides overflow parking for boat ramp users.

The purpose of this project is to create a robust and safe long-term asset with low maintenance costs that meets the vehicle parking needs of the OBPC and other Southern Harbour users. Clearance of vegetation, sealing and marking will increase capacity, mitigating current issues with congestion and overflow. Increased amenity through the sealing of the surface, line-marking, landscaping, and enhanced lighting will better meet the expectations of locals and visitors and improve the safety of the car park for use at night. Functional drainage will further enhance amenity, improve environmental outcomes, and better protect Council infrastructure and improvements in the area.

A condition of the TIF funding is that the recipient must use the funding to prepare and seal parking areas, improve drainage, lighting and line-mark parking to separate buses from other vehicles at Ōamaru Harbour.

## **SUMMARY OF OPTIONS CONSIDERED**

### **Option 1 – Council does not approve additional funding**

If additional funding is not approved, the design of the car park will need to change to reduce the project cost, and will involve removing landscaping, fencing, sealing, and line-marking from the project scope.

This outcome will not meet the vehicle parking needs of OBPC and Southern Harbour users. In addition, it will not comply with TIF funding conditions and there is a risk that the TIF funding will be lost. risk losing the TIF funding.

**Option 2 – Council approves additional funding (recommended)**

This will allow the car park development to proceed to meet the vehicle parking needs of the OBPC and other Southern Harbour users and will create a robust and safe long-term desirable asset with low maintenance costs.

**ASSESSMENT OF PREFERRED OPTION**

**Option 2 – Council approves additional funding**

A decision by Council to approve additional funding for the project will enable the preferred design (Attachment 1) to be constructed. This option will allow the car park development to proceed based on the preferred design and will meet vehicle parking needs of OBPC and other Southern Harbour users.

Officers are recommending use of the Harbour Endowment Reserve, rather than additional increased loan funding for this project to minimise the impact on the ratepayer. The current balance of the Harbour Endowment Reserve is \$1,250,707.

This option ensures compliance with the MBIE TIF funding project delivery conditions.

**CONCLUSION**

The requested additional funding is crucial to support the project deliverables, objectives, and benefits and the strategic alignment as outlined below.

*Project Deliverables:*

The car park will be sealed and marked.

Improved traffic flows to maximise utilisation, enhance safety and reduce conflict for users.

Installation of lighting to facilitate night-time activity with increased amenity and safety.

Improve drainage to protect the car park and adjoining infrastructure/improvements.

Improve visual amenity to raise current baseline to attracts visitors.

*Objectives:*

Provide safe, all weather, low maintenance car parking that meets the needs of visitors, recreational users, and businesses in this area.

Ensures the location, extent and design of the car park supports planned future development in this area by Council.

*Benefits:*

Increase user satisfaction measured by an increase in unsolicited positive feedback by car park users.

Increase parking efficiency measured by unsolicited feedback on this aspect of the car park. Efficiency is considered to be lower waiting times, ease of finding and using parking space within the car park, and how the car park drives efficiency for users.



*Strategic Alignment:*

Enhance the Harbour in sympathy with the town's heritage, creating a unique experience that residents are proud of, and attracting visitors.

Protect wildlife and improved environmental outcomes, helping people to understand and enjoy both.

**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

**Financial Considerations**

Council needs to determine if it wishes to invest additional funds for this car park upgrade project and if so, the source of those funds.



reparation of Carriageway Sub-grades  
 e excavation and/or filling to sub-grade level has been achieved a W.D.C. Road Engineering  
 I inspect the sub-grade surface. The Engineer may designate sections of carriageway to be  
 ercut and replaced with suitable imported hardfill.

entire surface of the sub-grade shall be made firm, uniform, and smooth by blading, grading, rolling with a heavy smooth-wheeled roller.

surface of the sub-grade shall be finished so that all points are within 15mm from a straight line laid across the road at the design cross-fall. The reduced level of any point shall be within limits of zero to 20mm below the design level. Any additional metalling made necessary by sub-grade surface being below the designated level shall be at the Contractor's expense.

Before the placement of any basecourse, the contractor shall undertake a proof roll with fully laden trucks over subgrade in the presence of a W.D.C. roading engineer.

Contractor shall be responsible for the final precise trimming and compaction of the sub-grade to a tolerance of no more than 20mm below and not above the required level.

al course construction for roading is as shown on the typical cross-sections and standard shall consist of:  
 mum depth of basecourse (TNZ M/4 AP40) 100mm

AP40 shall conform to TNZ M/4:2006 in all respects. The Contractor shall supply approved laboratory test results which demonstrate that the source aggregate complies with TNZ M/4:2006.

base-course beneath all pavement is to be constructed to specified depths, with approved M4 AP40 and/or AP65 as detailed in the typical pavement cross-section on page 4 of 8. base-course metalting shall be carried out in accordance with TNZ Specification B/2. metal shall be placed in layers and shall be graded, rolled and compacted too the fraction of the Engineer. The finished surface shall be true to grade and camber and shall not be more than 10mm from a 3.0m straight edge laid in any direction on the carpark surface.

contractor shall advise his base-course source before commencing this work.

relative Compaction & Deflection Testing  
Before final sealing, the Contractor shall arrange NDM tests to be undertaken on the basecourse surface. Tests shall be performed at 10m intervals, over the carpark area. The results shall be provided to the Engineer and shall demonstrate compliance with Section 7.6, 'Acceptance Criteria for Pavement Layer Construction', TNZ B/02:2005.

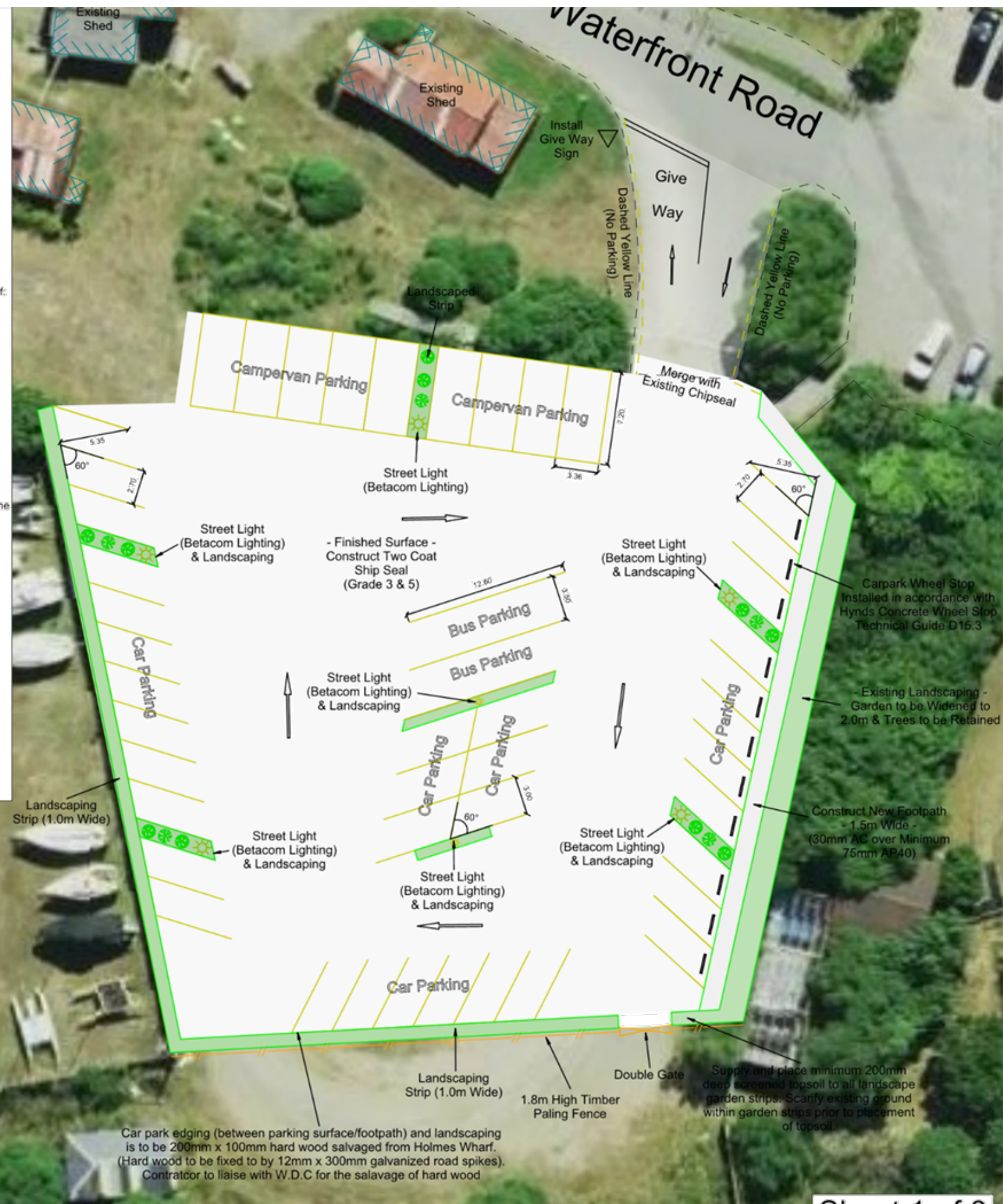
Contractor shall also arrange Benkleman Beam tests to be undertaken on the base-course surface, in accordance with TNZ T1:1977. The results shall be provided to the Engineer and shall exceed Council requirements of 1.8mm maximum deflection.

oad Markings & Signage  
oad markings and signage to be in accordance with MOTSAM Part 1: Traffic Signs and MOTSAM  
2: Markings

**Chip Seal Specification**  
Contractor shall carry out two coat chip sealing (Grade 3 & 5) in accordance with the requirements is specification and as detailed on the contract drawings.

Contractor shall be responsible for the two coat chip seal design and application, and shall be in accordance with current best practice guidelines. The rate of application of binder will depend on surface conditions and shall be such that a satisfactory finished seal coat is achieved to Council's requirements.

asphalt Footpath Specification  
pedestrian footpath shall be 30mm minimum compacted asphaltic concrete and shall be Table 7 mix  
in accordance with TNZ/M/10 specification.



**terramark**  
setting new boundaries  
Surveying, Resource Management, & Engineering Consultancy

DRAWING STATUS  
For Approval

**Notes:**

- 1) All works are to be in accordance with the standards as set out in NZS 4404:2010 unless otherwise approved by the WDC contract engineer
- 2) Contractor to ascertain the extent and location of all existing underground services prior to commencing any excavation work.
- 3) Contractor shall reinstate and make good any damage to the existing roads, carriageways, footpaths, street furniture, road markings, berms, utility services or structures.

## Revision Notes:

Rev No.	Comment:

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Project Title:

## Penguin Colony Car Parl

Sheet Title:

### Car Park Layout

Origin of Levels:

	Scale {A3}:	Datum:
Horizontal:	1:350	Observation Pt
Vertical:	1:350	
Date:		Sheet:





**DRAWING STATUS**  
**For Approval**

- Notes:**
- 1) All works are to be in accordance with the standards as set out in NZS 4404:2010 unless approved otherwise by the WDC contract engineer.
  - 2) Location and extent of existing services shown on these drawings are indicative
  - 3) Contractor to check WDC and utility service authorities as-built records to ascertain the extent and location of all existing underground services prior to commencing any excavation work.
  - 4) Contractor shall reinstate and make good any damage to the existing roads, carriageways, footpaths, street furniture, road markings, berms, utility services or structures.
  - 5) All new stormwater drainpipe materials shall be in accordance with AS/NZ 1260:2009, and pipe installation shall be in accordance with AS/NZ 2032:2006 and/or AS/NZ 1254:2010 as required.
  - 6) Trenches shall have 50mm crusherdust similar bedding for drainage pipes. Haunching around and over pipes shall be with AP20
  - 7) Surface reinstatement of all trenches shall match existing ground levels.
  - 8) Where the new carpark chip seal ties in with the existing road surface, match grades and levels to be flush.
  - 9) Mudtanks MT1 & MT2 shall be in accordance with NZS4404:2010 Figure 3.9 "Yard Sump".
  - 10) Inspection openings (I/O), shall have P' screw cap and shall be protected with a standard lamphole cast iron frame, and lid set flush with finished ground surface

Revision Notes:	
Rev No:	Comment:

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Project Title:  
**Penguin Colony Car Park**

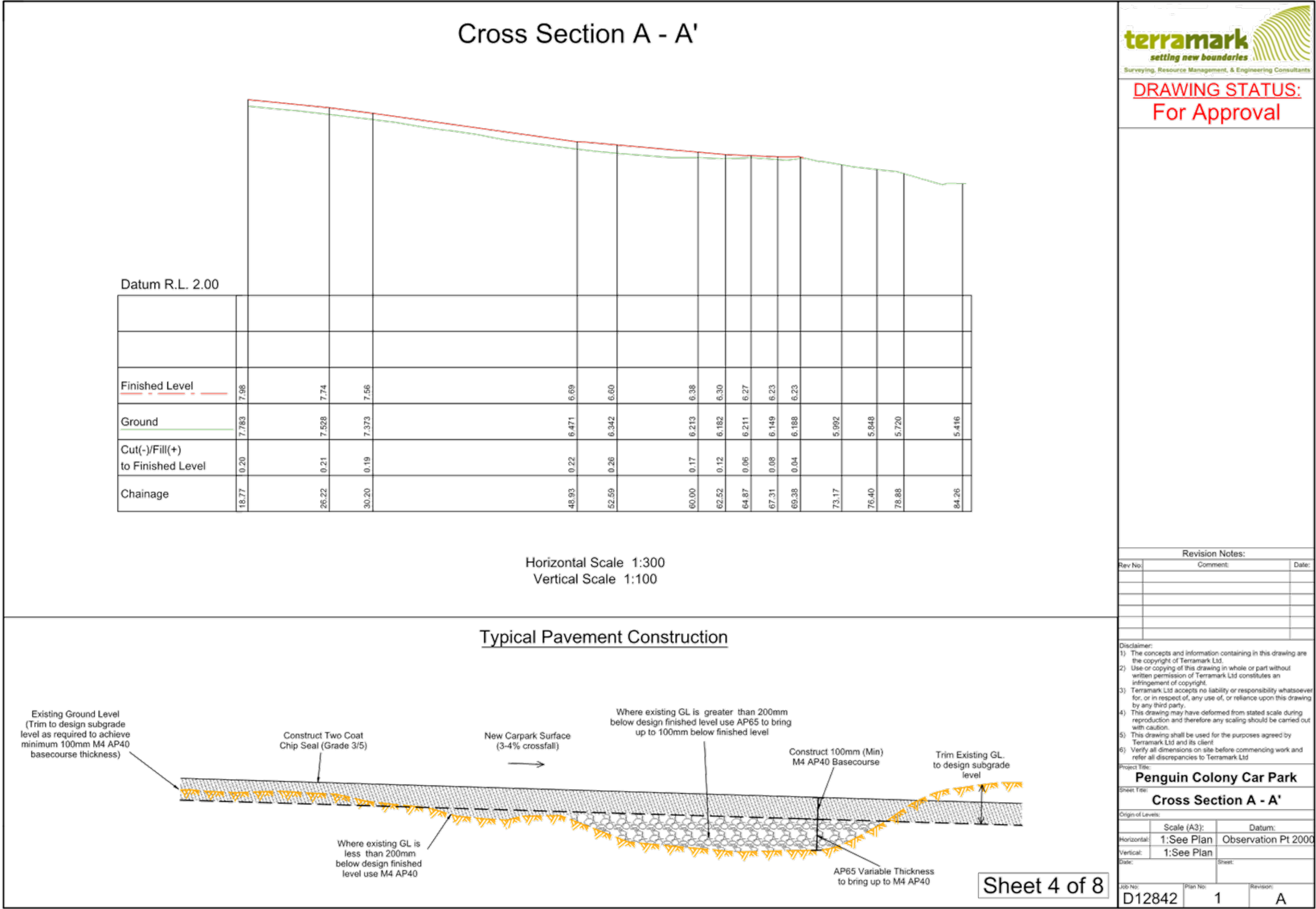
Sheet Title:  
**Drainage Layout**

Origin of Levels:	
Scale (A3):	Datum:
Horizontal:	1:350 Observation Pt
Vertical:	1:350
Date:	Sheet:





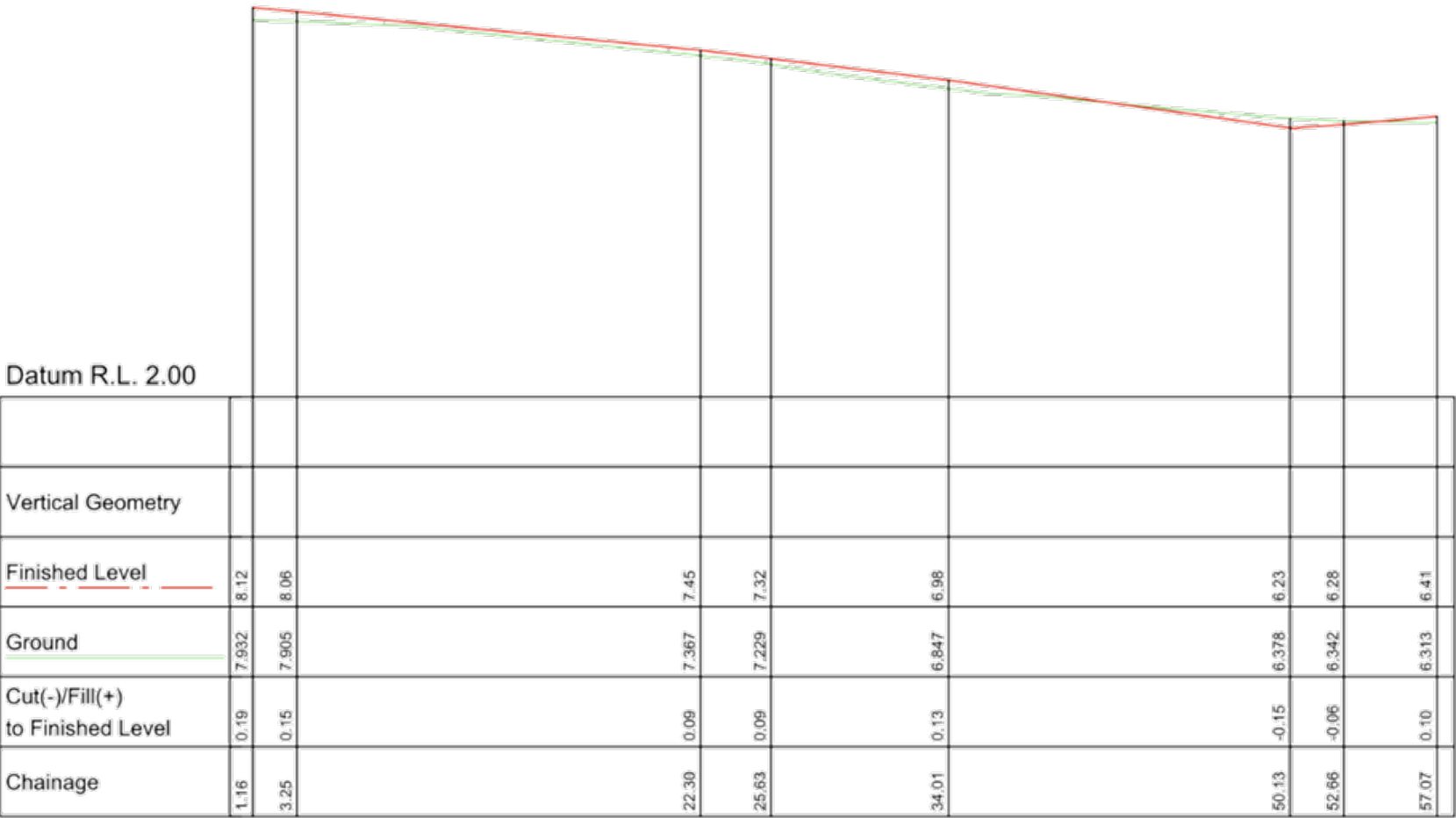






DRAWING STATUS  
For Approval

Cross Section B - B'



Horizontal Scale 1:300  
Vertical Scale 1:100

Revision Notes:	
Rev No.	Comment:

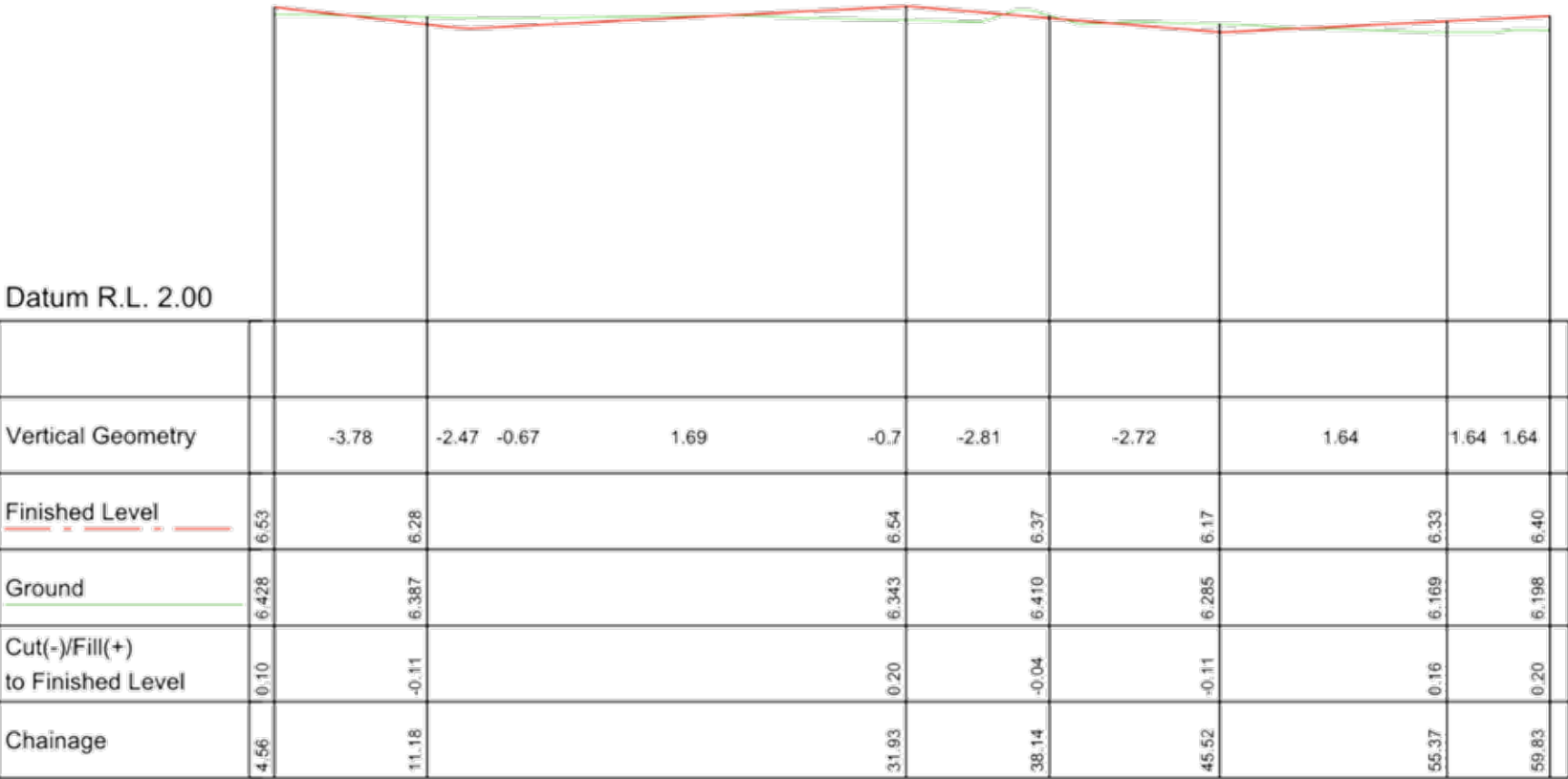
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Project Title:	
Penguin Colony Car Park	
Sheet Title:	
Cross Section B - B'	
Origin of Levels:	
Scale (A3):	Datum:
Horizontal: 1:See Plan	Observation Pt
Vertical: 1:See Plan	
Date:	Sheet:



DRAWING STATUS  
For Approval

Cross Section C - C'

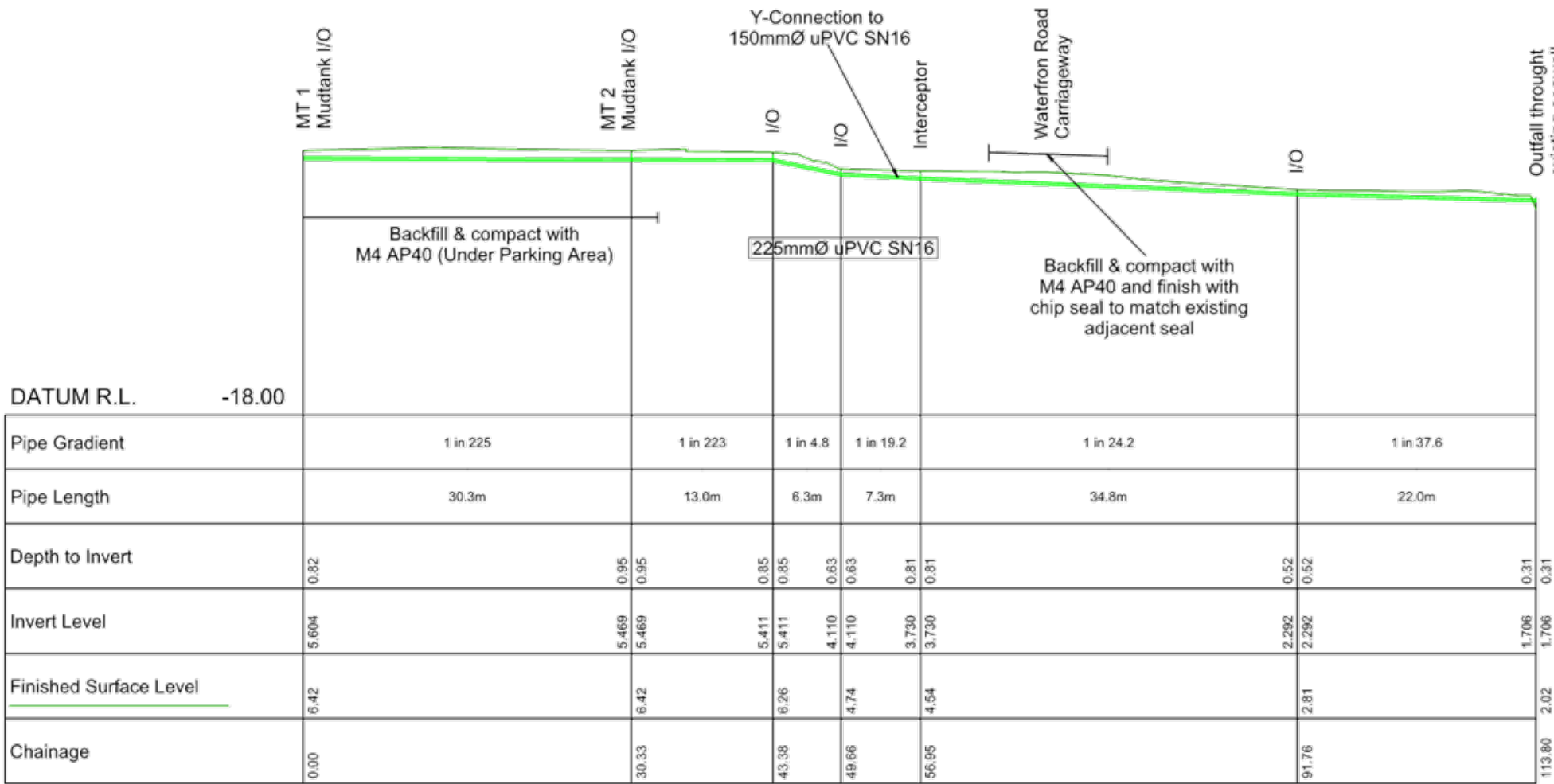


Horizontal Scale 1:300  
Vertical Scale 1:100

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Rev No:	Comment:

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Project Title:	
Penguin Colony Car Park	
Sheet Title:	
Cross Section C - C'	
Origin of Levels:	
Scale (A3):	Datum:
Horizontal: 1:See Plan	Observation Pt
Vertical: 1:See Plan	
Date:	Sheet:



Stormwater Longsection:  
Scale:  
Horizontal: 1:500  
Vertical: 1:500

Sheet 7 of 8



**DRAWING STATUS:**  
**For Approval**

- Notes:**
- 1) All works are to be in accordance with the standards as set out in NZS 4404:2010 unless approved otherwise by the WDC contract engineer.
  - 2) Location and extent of existing services shown on these drawings are indicative only.
  - 3) Contractor to check WDC and utility service authorities as-built records to ascertain the extent and location of all existing underground services prior to commencing any excavation work.
  - 4) Contractor shall reinstate and make good any damage to the existing roads, carriageways, footpaths, street furniture, road markings, berms, utility services or structures.
  - 5) All new stormwater drainpipe materials shall be in accordance with AS/NZ 1260:2009, and pipe installation shall be in accordance with AS/NZ 2032:2006 and/or AS/NZ 1254:2010 as required.
  - 6) Trenches shall have 50mm crusherdust or similar bedding for drainage pipes. Haunching around and over pipes shall be with AP20
  - 7) Surface reinstatement of all trenches shall match existing ground levels.
  - 8) Where the new carpark chip seal ties in with the existing road surface, match grades and levels to be flush.
  - 9) Mudtanks MT1 & MT2 shall be in accordance with NZS4404:2010 Figure 3.9 'Yard Sump'.
  - 10) Inspection openings (I/O), shall have PVC screw cap and shall be protected with a standard lamphole cast iron frame, and lid set flush with finished ground surface.

Revision Notes:		
Rev No:	Comment:	Date:

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Project Title: <b>Penguin Colony Car Park</b>		
Sheet Title: <b>Stormwater Longsection</b>		
Origin of Levels:		
Scale (A3):	Datum:	
Horizontal:	1:See Plan	Observation Pt 2000
Vertical:	1:See Plan	
Date:	Sheet:	
Job No:	Plan No:	Revision:
D12842	1	A





**6.4 SPORT WAITAKI ANNUAL REPORT 2021/2022**

**Author:** Lindsay Hyde, Recreation Manager  
**Authoriser:** Paul Hope, Acting Assets Group Manager  
**Attachments:** 1. Sport Waitaki 2021-2022 Annual Report

**RECOMMENDATION**

That Council formally receives the 2021/2022 Annual Report from Sport Waitaki.

**DECISION OBJECTIVE**

To receive the 2021/2022 Annual Report from Sport Waitaki.

**SUMMARY**

In accordance with the condition of its grant, Sport Waitaki must submit an annual report to Council on the use of funds and the outcomes of the expenditure.

Sport Waitaki's annual report for 2021/22 is attached.

**DECISION-MAKING EXPECTATIONS**

Governance Decision-Making:	To formally receive the Sport Waitaki 2021/2022 Annual Report.
Operational Decision-Making:	Nil
Communications	Media Releases – contributed to by officers /and Elected Members  Media/public enquiries regarding governance decision-making topics above can be addressed by governance  Media/public enquiries regarding operational decision-making topics above can be addressed by officers

**SUMMARY OF DECISION-MAKING CRITERIA**

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

## **BACKGROUND**

Last financial year, Waitaki District Council provided a grant of \$42,000 to enable Sport Waitaki to provide activities and services within the district.

The attached report highlights the goals and outcomes that were set for that year.

James Nation (Sports Otago Chief Executive Officer) and Phillipa Sutton (Sport Waitaki Regional Coordinator) will attend the meeting, give a brief presentation, and be available to answer questions from the Governance team.

## **SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – Formally receive the 2021/2022 Annual Report (**recommended**)

**Option 2** – Do not formally receive the 2021/2022 Annual Report and request additional information in response to provision of the grant.

## **ASSESSMENT OF PREFERRED OPTION**

Option 1 is the preferred option. The information supplied is a requirement of the grant provided by Council to Sport Waitaki.

## **CONCLUSION**

Sport Waitaki continues to meet the obligations that are required for the benefit of Waitaki's communities.

## **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

### **Community Views**

Sport Waitaki provides the wider community with programmes and support services that helps assist our community with social and sporting connections.

## Programme Achievements

### Sport Waitaki: 1 July 2021 – 30 June 2022 Summary of Key Achievements

#### **Goal 1: Enhancing participation opportunities for young people (tamariki and rangatahi) and their whānau to be physically active.**

**On Your Marks (OYM)** - Maheno Kindergarten and Little Wonders participated in the OYM Stage 1 programme, aimed at early childhood centres. Introduction workshops were delivered to both centres. 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.

**Events** - Sport Waitaki supported a range of school events, including partnering with Network Waitaki to deliver Clued Up Communities Waitaki, based around winter wellness, health, and movement. We supported the Aoraki Secondary School Mountain Bike Champs and the South Island Secondary Schools Triathlon and Duathlon, along with other extra school activities. We assisted Kurow, Duntroon, and Weston Schools with their athletics days, due to the Upper Valley Athletics being cancelled. We worked with Volunteer South during Matariki Week delivering traditional Māori games. We assisted with the BMX Club Open Day in Oamaru, with 25 kids attending and a further five parents expressing interest in being part of their working committee. We also attended the Race Relations Picnic and introduced a range of sports and activities to new migrants and helped with the Oamaru Triathlon that had 174 participants. We facilitated a multicultural 'have a go' bike riding morning in Oamaru, teaching skills for riding on both tracks and roads. A few bikes have been donated to give away to new migrants as well. Clued Up Kids had 306 Year 6 students attend, representative of every school in the Waitaki. This is now an annual event based on teaching our youth safety, from fire and motorbikes to roads and scootering. Sport Waitaki partners with the Police to deliver the event. Our major community events were impacted by Covid this year with the Rainbow Run and Stride, Ride, and Slide having to be cancelled.

**Active Transport** - Sport Otago organised and delivered the annual Walk n Wheel event, which encourages safe walking and cycling to and from school. This year eight schools from the Waitaki region took part with Kakanui acknowledged as the winning with school with the highest percentage of students using active transport over the week. They were rewarded with a lunchtime scooter/bike/skateboard skills session and some spot prizes.

**Play Your Way** - Our new trailer, 'Loosey the Loose Parts Play Trailer', travelled around Otago to deliver Play Your Way experiences within some of our regional communities – usually based out of a school or early learning centre. In Waitaki, they visited Weston, Papakaio, Duntroon, Kurow, Glenavy, Totorā, Five Forks, Oamaru, and Maheno. We have had great feedback from all the communities we visited, with the teachers and students enjoying the concept and experience.

*"This experience motivated a staff member to take on a Container Pop Up Play Project that we have budgeted for so thanks for providing the motivation."*

*"The concept behind Loosey is great. The selection of gear was also very good. As you could tell, our kids loved it. We really liked how the children were encouraged to explore different objects and think how they might be able to play with them, and then just let to go for it."*

*"We loved the session and were grateful to have such a fun range of activities come directly to our school. Your team were amazing and students said they had a great time. Thanks."*

**Play Box** – The Waitaki Play Box is operational and is being well used by the community.

## **Goal 2: Building community capacity and capability.**

**Physical Activity Leaders (PALs)** - Ardgowan, Fenwick, Hampden, Weston, Glenavy, Palmerston, Maheno, St Josephs, and Kakanui Schools all participated in the PALs programme this year. Our PALs programme trains young leaders within primary schools to deliver physical activity opportunities for other students in their school during lunchtimes. PALs also help with things like organising the school cross country or running a sports shed.

**Healthy Active Learning (HAL)** – HAL is a new programme funded by Sport NZ that has seen us establish a fourth Sport Waitaki role, with Ellen McAtamney now appointed as our Sport Waitaki Healthy Active Learning Advisor. Ellen will be working intensively with eight Waitaki schools. To date we have met with all eight Principals, engaged with all eight schools, and have attended staff meetings or professional development sessions with all the schools. Most schools have talked about long term goals, but the focus at present is building whanaungatanga with the schools. Some schools have indicated they have a diverse range of cultures, and they want to incorporate this into their PE. Ellen is part way through completing a course around PE in the Pacific which will hopefully help her in working with these schools. The Play Trailer visited five of our Waitaki HAL schools which was a great catalyst in advocating for the benefits of Play, engaging with staff, and having informal conversations with teachers. We also have Tū Manawa applications underway in two schools. Ellen has also joined the Waitaki District Youth Council with their focus this year being Youth Wellbeing, and she is hoping to bring a physical activity aspect to this.

**Play (Learn and Advocate)** – We have met with the Waitaki District Council looking at the 'future of Play' in the district. We followed this up with a workshop for Council staff on Council policy and planning around Play, delivered by Mark Curr from Sport NZ. We also facilitated a webinar opportunity for Council staff on 'Play Streets'. Our Sport Waitaki Coordinator presented at the national Neighbourhood Play System Hui and continues to lobby Council on the benefits of Play for tamariki and the wider community, including work with the Council roading team.

**Active Recreation (Learn and Advocate)** - During Youth Week we partnered with various youth organisations in the Waitaki (Youth Council, Youthtown, Waitaki District Libraries, Youth Centre) to engage with rangatahi and gain their feedback on the type of physical activity and recreation opportunities they would like to see in the region. Based on the feedback we are starting a youth pool league in the summer.

### **Sport Development**

- With some help from the Tū Manawa Fund, we have established a volleyball programme for rangatahi based on the 2021 findings in the Voice of Rangatahi survey we conducted. 28 rangatahi attended the first session, 34 the second, and 46 the third, so some great interest and growth already.



- We have established links between Oamaru Intermediate and the local Pétanque club and are looking to link in high schools and develop an inter-school competition.
- We have established a weightlifting programme in Oamaru in collaboration with a CrossFit gym.
- We developed a volunteer awards initiative with North Otago Sports Bodies. Monthly winners are profiled in the local newspaper and shared via social media on various platforms. There has been a great response to this initiative from some of the more non-traditional sports.
- We were able to source a treasurer for the local gymnastics club through Volunteer South.
- We have worked with three Waitaki Girls' High School coaches as they prepared for Aoraki Touch Championships and Otago Secondary School Touch Champs. We hope that this connection will help drive future work with student and community coaches at Waitaki Girls' High School and other Waitaki communities.
- We set up a sports equipment donation drive based on feedback from the community. This has been a great success with a vast range of equipment dispersed around the Waitaki for youth. This initiative was designed by our community, for our community. We even have health nurses asking for specific equipment to support communities they are working with.
- We are working with 12 other community providers on a one-stop-shop database/app for events across the Waitaki region. This should be available to use by the end of 2022.
- Sport Waitaki played a significant role in the organisation of the Network Waitaki North Otago Sports Awards and Waitaki Sports Hall of Fame Evening, which were held in May and attracted 190 people. This was a very successful event with World Motocross Champion Courtney Duncan taking out the top award.
- We facilitated a Have a Go Day event for girls under 12 involving rugby, football, golf, netball, cricket, and hockey to try and boost the sports profile and get more girls interested in these sports.
- We partnered with Special Olympics, CCS Disability, and three schools to deliver a Sport Have a Go Day for tamariki with disabilities. This day was a success – with great feedback:

*"The Sports Skills Activity trial that (blank) attended and participated in was a very beneficial session for her. She was initially anxious before she started as it was unknown and unfamiliar to her but she very quickly adapted and eased into each activity with confidence. The four sports that were offered on trial she participated with great effort and enthusiasm and never gave up and that is a big step in itself for her. Not only did she participate so keenly, she worked well with others offering help and assistance to team members" Parent*

*"Everything about the session made me happy because I got to be outside and try lots of new things and not be stuck inside. Rippa was my favourite. I got to play with friends from Te Pākihi o Maru. I am tired now but want to do this again another day!" Participant*

**Southern Golf Initiative (SGI)** – We have worked on the formation of a North Otago golf collective to coordinate the delivery, coverage, and finance (including subscriptions, communication, volunteers, and promotion) in North Otago, but especially Oamaru, for juniors. We have full agreement from all parties to work together. We have established a central bank account, we have a coordinated delivery model, worked on volunteer recruitment, and most importantly have a group whose key focus is on how they can ensure the best delivery possible for juniors in their district. The agreement includes a uniform subscription that all clubs will charge, the development of an etiquette sheet as part of a welcome pack, and agreement to develop a uniform membership ID. This Oamaru based hub has now applied to be a part of Golf NZ "Futures", which will provide them with resources and training plus direct support from Golf Otago.

We also organised a Secondary School Golf Twilight event at Waitoa Park Golf Club in North Otago with all participants given the opportunity to join the clubs involved and worked with St Kevin's College and East Otago High School to provide golfing opportunities and coaching for their students.

**Goal 3: Support individuals and whānau in building their own skills, knowledge, and confidence to manage their health and wellbeing.**

**Healthy Lifestyle Programmes** - 97 Green Prescription referrals were received from medical practices in the Waitaki District this reporting year. We also received 11 referrals to our Active Families programme, who we provided in-person support for. Our Healthy Lifestyles Team presented around wellbeing at the Success Suits You Waitaki presentation to single mothers looking at getting back into the work force. We have also made several trips to Oamaru and Palmerston with our placement students to work face-to-face with our Waitaki based Active Families. We delivered a Workplace Wellness workshop to Breen Construction staff in Oamaru. Our Sport Waitaki Coordinator has continued to support existing community initiatives, including Mini Movers, a Gentle Exercise programme, Wriggle and Rhyme, and the Active Kids Holiday Programme, to ensure their ongoing sustainability within the region.

**Access and Choice (Toku Oranga)** – We now have two Health Coaches operating in the Waitaki, one based out of Oamaru and one in Palmerston, as part of this programme. Health Coaches are aligned to medical practices and receive referrals from GPs to support patients with general lifestyle support. The programme generally involves face-to-face consultations, but lockdowns and pressures on General Practice have meant this service has in part been delivered over the phone during the last year. We have established good connections with the Alzheimer's Promotion Coordinator, Mirror Services, Workbridge, Safer Waitaki, and the Southern Stop Smoking Service. We have initiated a walking group in Palmerston based on feedback from clients. Examples of individual client success include one client reversing their high cholesterol and losing 6kg over six months, and another client lowering their pre-diabetic status (had been at this stage for five years) back to non-diabetic through diet and exercise.

**Goal 4: Influence and collaborate with decision makers to drive and advocate for positive change.**

**Spaces and Places** – We have established a Regional Facilities Steering Group representative of all five Councils (including Waitaki District Council) and our major community funders. The Terms of Reference for this group have been drafted based on Sport NZ templates. The initial meeting of the Regional Facilities Strategy 'Project Steering Group', involving all TAs and Community Trusts, was held. The group established a framework for future work. Sport NZ were in attendance and satisfied with the outcomes. We also delivered a video presentation for stakeholders in the Waitaki on the Sport NZ hub tool, and we are proceeding with the entry of Waitaki facility data into Sport NZ's national database as part of a national facility stocktake.

**Stakeholder Engagement** – We continue to develop and maintain effective communication networks with key stakeholders in the Waitaki region, including:

- 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.
- Presentation of our annual report to Waitaki District Council Councillors based on our work in the Waitaki District.
- Sport NZ Rural Travel Fund Grants Panel.
- Presentation/report to Network Waitaki.
- Presentation/report to Oamaru Licencing Trust.

Our Sport Waitaki Steering Group met at various times throughout the year, but attendance at the meetings was low due to a variety of factors, mostly Covid related. We will be persevering with the Steering Group but will be looking for ways to improve attendance and make the meetings valuable for both stakeholders and Sport Waitaki.

**Projects** – Our research project, the Te Ora Tinana Project in Oamaru, was concluded with a community hui at the end of November. This information is already proving useful for Pip in terms of shaping her work and helping to prioritise projects going forward. This will be further reinforced when we develop the Sport Waitaki Management Plan for the 2022-2023 year. [Study path to aid priority groups | Oamaru Mail](#)

### **Goal 5: Inspiring and valuing our employees.**

**Professional Development** – All of our team are studying towards a Certificate of Bicultural Competency from the Otago Polytechnic. They also participated in Mana Taiohi Training (rangatahi engagement). Through this, staff were introduced to the eight principles of Mauri, Whakapapa, Hononga, Te Ao, Whanaungatanga, Manaakitanga, Whai Wāhitanga, and Mātauranga, and identified where each principle can either be utilised or implemented within their specific roles at Sport Otago. Other courses/seminars/workshops attended by staff include:

- Advanced Care Planning' training
- Effective Leadership Skills
- Let's Talk Play' workshop
- Sport NZ/Balance is Better workshop – Setting Our Kids Up for Success
- PE101 and MoveWell training through Physical Education New Zealand.
- Easy Evaluation Workshop through Massey University.
- Mental Resilience and Well Being Training
- Attendance at Recreation Aotearoa Green Pavlova Conference.

### **Goal 6: Enabling our purpose through efficient systems and processes.**

**Sporting Chance** - 73 grants were made through Sporting Chance for a total of \$10,474.50, to assist financially disadvantaged children to participate in sport in the Waitaki.

**Skeggs Foundation** - Five talented young athletes were granted funding of \$2,160.00 through the Skeggs Foundation to compete within their chosen sport.

**Tū Manawa** – \$27,498.00 was granted to seven organisations, including five primary schools, the Waitaki Recreation Centre, and East Otago High School, through the Tū Manawa Fund, to support and facilitate access to play, active recreation, and sport for tamariki and rangatahi.



**6.5 WAITAKI COMMUNITY RECREATION CENTRE ANNUAL REPORT 2021/22**

**Author:** Lindsay Hyde, Recreation Manager  
**Authoriser:** Paul Hope, Acting Assets Group Manager  
**Attachments:** 1. Waitaki Community Recreation Centre 2021\_2022 Annual Report  
2. WCRC 2021\_2022 financial report

**RECOMMENDATION**

That Council formally receives the 2021/2022 Annual Report and Financial Report of the Waitaki Community Recreation Centre.

**DECISION OBJECTIVE**

To receive the 2021/2022 Annual Report from the Waitaki Community Recreation Centre.

**SUMMARY**

The Waitaki Community Recreation Centre continues to provide services for the betterment of the community as per agreed performance indicators.

In accordance with the conditions of its grant, the Waitaki Community Recreation Centre Trust must submit an annual report to Council on use of the funds received and outcomes of the expenditure.

The report for the 2021/2022 financial year is attached.

**DECISION-MAKING EXPECTATIONS**

Governance Decision-Making:	To formally receive the 2021/2022 Annual Report and Financial Report of the Waitaki Community Recreation Centre
Operational Decision-Making:	Nil
Communications	Media Releases – contributed to by officers and Elected Members  Media/public enquiries regarding governance decision-making topics above can be addressed by governance  Media/public enquiries regarding operational decision-making topics above can be addressed by officers

**SUMMARY OF DECISION-MAKING CRITERIA**

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	No	Cultural Considerations	No
Significance	No	Social Considerations	Key

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

## **BACKGROUND**

Last financial year, Waitaki District Council provided a grant of \$82,670 to the Waitaki Community Recreation Centre to support their activities.

The attached report summarises their achievements for the 2021/22 financial year.

Diane Talanoa (Recreation Centre Manager) will attend this meeting and will be able to talk to this report and answer any questions.

## **SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – Formally receive the 2021/2022 Annual Report and Financial Report

**Option 2** – Do not formally receive the 2021/2022 Annual Report and Financial Report and request additional information in response to provision of the grant.

## **ASSESSMENT OF PREFERRED OPTION**

Option 1 is the preferred option. This information that has been provided is a requirement of the grant that has been issued by Council.

## **CONCLUSION**

The Waitaki Community Recreation Centre continues to meet the obligations set out in providing healthy, recreational, sporting, cultural, social, and educational activities for the benefit of the people of the Waitaki District.

## **ADDITIONAL DECISION-MAKING CONSIDERATIONS**

### **Outcomes**

We keep our district affordable

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

We understand the diverse needs of our community

### **Community Views**

The Waitaki Community Recreation Centre provides the wider community with a venue that helps achieve social connectivity as well as improving the wellbeing of its users through the various programmes that are on offer.



## **Annual Report for the period 1 July 2021 to 30 June 2022**

**Prepared by Diane Talanoa, WCRC Manager  
(presented to Waitaki District Council March 2023)**

### **Summary**

The Waitaki Community Recreation Centre has played an important role in providing recreation, fitness and health facilities and services in our local community during the 2021-22 year, despite the difficult local, national and global environment. Our focus is on providing quality and affordable indoor sports facilities and services to our local community.

This report illustrates the breadth of people and activities using the Centre to stay connected, active, entertained and informed, underlining the benefits the Centre provides for our community.

Our hire hours were 20% down on last year with approximately 327 hours of our scheduled hours being cancelled due to the impact of COVID-19. This equates to three times the COVID cancelled hours in the previous year, illustrating the ongoing negative effect of the pandemic and subsequent government restrictions. Due to decreased revenue we were eligible for some government Covid-19 Support and Resurgence Support payments, plus Covid-19 Leave Support payments.

Event hire 2021-22 included the North Otago Sports Bodies Network Waitaki Sports Awards, the annual South Island Year 7/8 basketball tournament, Clued Up Communities and Clued Up Kids expos, N.O. Table Tennis and Small Bore Rifle tournaments.

Our long-term regular users include Whitestone Taekwondo, N.O. Basketball, Tai Chi, N.O. Section of NZ Alpine Club, 'Inlightin Me' Massage, Filipino Waitaki Inc Basketball, Indoor Football Waitaki, Football Waitaki – Futsal and First Kicks, Rangatahi Volleyball, together illustrating the diverse demographic using the Centre for many and varied purposes.

We continue to provide our regular Rec Centre programmes including kid's activities, programmes for seniors, social mixed basketball, group fitness and boot camps, and social sports.

Targeted maintenance during the period included removal of trees and establishment of a new garden area which has improved safety and maintenance issues as well as enhancing the entrance; improved external lighting improving safety; sanding and resealing of both gym floors significantly improving the playing surface; replacement of lights in both gyms with LED lights resulting in improved lighting quality, functionality and costs. Re-marking the lines on the gym floors turned out to be problematic and this is currently being addressed. It's been great to get these major projects undertaken, they have vastly improved the playing experience, future proofing the gyms for ongoing usage.

Contribution to community includes our active role in the N.O. Sports Bodies Assn which runs the annual Network Waitaki Sports Awards and Waitaki Sports Hall of Fame inductions. The annual Colour Run that we help organise was unfortunately cancelled for the second year running due to Covid.

We applied for and received funding from J W Christie Trust, WDC Community Group grants, Colin Jones Trust, Donald & Nellye Malcolm Trust, Lion Foundation, Otago Community Trust, and Network Waitaki during the 2021-22 year, as well as a receiving a generous annual grant from Waitaki District Council.

Regular meetings have been held by the Waitaki Community Recreation Centre Trust, made up of WDC, WGHS and community representatives. We have a loyal and committed staff. We enjoy a positive partnership with Waitaki Girls High School and the Waitaki District Council.

The end-of-year financial performance shows a small deficit of \$1226.00

### Review of Business Plan Objectives

#### ***Objective 1. To provide an indoor recreational facility to meet the community's indoor sports needs.***

The Centre hosted a multitude of community indoor sports and other activities throughout 2021-22. Overall usage was approximately 20% down on the previous year, reflecting the ongoing negative impact of the pandemic. The Centre is available for hire to any group/individual and this past year again demonstrates that it is being used for a wide and varied range of activities. Our user profile reflects the diversity in our local demographics.

#### **Key regular users were:**

- North Otago Basketball: 3 nights per week during the winter season plus tournaments and numerous trainings
- Taekwondo: Whitestone Taekwondo regular club nights twice weekly throughout the year
- Tai chi: 4 classes per week throughout the year
- Filipino community: basketball league on Friday and Saturday nights through summer
- North Otago section of the NZ Alpine Club rock wall: regular club nights twice weekly throughout the year plus group hire. Bouldering wall for club and casual use.
- Valley Netball, Excelsior Netball and Athletic netball weekly practices throughout the netball season
- massage therapist based at the Rec Centre (5 months, until the implementation of vaccine pass mandating)
- Indoor Football Waitaki: Monday nights, spring / summer seasons.
- Futsal (kids) – Football South, 7 hours per week Term 1
- N.O. Netball – 4 hours p/week
- Rangatahi Volleyball – 3 hours per week, Term 1
- Oamaru Rock Climbing (Vertical Ventures) – 2.5 hours per week

#### **A large selection of other groups also hired gymnasiums / ran occasional or 1-off activities, including:**

A range of community groups: Oamaru Pacific Island Community Group; Filipino Waitaki Inc – Basketball and dance; church youth groups; NZ Flight School, Inspired Faith Church, Latter Day Saints Church, Tongan Community group, JIL Church; plus others.

Tournaments: Small Bore Rifle Shooting; Year 7/8 Regional Basketball Tournament, N.O. Table Tennis Tournament, Canterbury/Otago Basketball regional fixture; Whitestone Taekwondo Seminar. Some tournaments were cancelled due to Covid implications.

Many sports teams and activities including netball, football, basketball, volleyball, badminton, dance, rock climbing & bouldering, cricket, taekwondo, tai chi, fitness, table tennis, roller skating. Age range from pre-school to masters. Groups included: Netball South, NO Netball; Maheno Netball; Valley Netball, Athletic Netball, Excelsior Netball, Old Boys Netball; NO Basketball Assn; Canterbury & Otago Basketball; NO Smallbore Rifle Shooting Assn; Awamoa Football, Football Waitaki; Old Boys Rugby JAB; Scott's Own Sea Scouts & Cubs; NO Cricket; Dunedin Adventures; NO Touch; Women's Retreat; as well as a range of informal groups and individuals.

Local schools used the Centre for lots of different activities, (although less than previous years due to Covid), including basketball, netball, and volleyball. School hire included Oamaru Intermediate School; Ardgowan School; Waitaki Girls High School; Weston School; Waitaki Boys High School; St Kevins' College, Maheno School;

Other events / users: N.O. Sports Bodies Assn meetings and AGM; Network Waitaki Sports Awards and Sports Hall of Fame inductions; Oamaru Multisport Club meetings; Porse child care; private use, e.g. birthday parties

Health and wellbeing: Inlightin Me Massage; Southern DHB

Expos: Clued Up Communities; Clued Up Kids

Other: individual use e.g. basketball shots (approx 850 individual visits over the 12 months); Bouldering room (71)

CANCELLATIONS due to Covid-19 concerns: NO Basketball shortened season; tai chi; Alpine Club; Valley Netball; Social Sports; Taekwondo; Indoor Football; Filipino Basketball; Elim Church; Cultural Exhibition; Mooui Fo'ou Kalaisi church; Devo Dance; NO Basketball 3 v 3 tournament; St Kevin's College tournament; Oamaru Climbing; Taekwondo Tournament; Waitaki Rural Schools Network gymnastics festival; NO Pasifika Cluster Fiefia night; Small Bore Rifle tournaments; group fitness classes and boot camps.

***Objective 2. To provide a range of recreation programmes to meet the needs of a wide community cross-section and to promote community health.***

We continue to provide a wide scope of activities, services and programmes here at the Centre which have generally experienced lower numbers in this 12-month period. Membership and casual usage of our fitness services has declined. There are strong social connections, mental health and physical benefits for individuals and groups using our facilities, contributing to overall health and wellbeing in our community.

- **Mini Movers:** this programme is aimed at developing movement skills in 3-4 year olds and is offered one morning per week for six weeks each term. Numbers have been low despite promotion of the programme. We ran 3 out of 4 programmes this year.
- We offer the highly popular **Active Kids Holiday Programme** which runs for one week every school holidays with 40 children attending daily. A key benefit of the programme is that local sports clubs get exposure for their sports, often resulting in new kids enrolling in their clubs and activities. This is also an opportunity for local youth to develop leadership skills and we have a great team of young people volunteering regularly on this programme. Activities during the 2021-22 programmes included taekwondo, badminton, netball, football, dance, bike skills, basketball, rock climbing, tennis, gymnastics, rippa rugby, cricket, volleyball.
- **Boot camp / Fitness Challenges** – regular 10 week programmes catering to groups. There are different time slots, 6am and 9am, to cater for varying lifestyles. We ran 9 Challenges during the 12 month period.
- **Group fitness classes** - we offer a comprehensive range of classes that are attended by teenagers through to those in their nineties.
- **Weights Room:** users represent all ages and stages, from school students through to retirees. The weights room is unmanned. Clients can get guidance and support from a Personal Trainer.
- **Creche:** - this operates 6 mornings a week and is used by parents who attend morning classes or make use of the other gym facilities. Due to low demand this service is under review.
- **Massage Therapists** – a therapist was based at the Centre for 5 months until the vaccine pass mandating applied
- **Climbing Wall:** owned and maintained by the North Otago section of the NZ Alpine Club who run club nights twice a week, also hired for use by schools and other groups. It is suitable for beginners through to advanced. The Club also has a **Bouldering wall** in a separate area which is used by club members and casual users.
- **‘Senior Strong’** - we are certified with WellSouth to deliver a falls-prevention programme. For those wanting to improve their leg strength and balance and live more independently. It also provides social interaction/ support.
- We run a **Social Mixed Basketball League** twice a year which attracts between 10 and 12 teams and provides regular local competition for adults
- We run a weekly **Social Sports** afternoon session, which involves fun activities with the emphasis on social enjoyment and participation e.g. table tennis and badminton followed by a ‘cuppa’ and a yarn.
- **FunFit Kids** programme for primary and intermediate school kids focused on age-appropriate fitness activities. We ran 2 programmes during 2020-21. Demand was low for this programme over the period.

***Objective 3. To ensure that WCRC facilities and assets are safe and professionally maintained.***

Over the 2021-22 period the following developments and projects have been undertaken

- Regular maintenance and repairs to the building and equipment were carried out throughout the year, as expected in a busy environment to keep things up to date, compliant and running effectively. Various pieces of new and replacement equipment were purchased for the gyms, weights and aerobics rooms, crèche and office enabling us to stay innovative, keep equipment up to standard and meet all regulatory requirements.
- We undertook a major upgrade for both gyms, it was great to be able to bring this project to fruition. Both gym floors were sanded and re-sealed, and the lines re-painted over the xmas break. The lights were upgraded to LED lights. This has improved the functionality, safety, efficiency and future-proofing of both gyms. There is still some remedial work to be completed on the line marking. We were able to complete this project with generous support from Lion Foundation, Otago Community Trust, Waitaki District Council Community Group Grants, Donald & Nellye Malcolm Trust.
- With support from the J W Christie Trust the aerobics room carpet was replaced, significantly improving safety and durability.
- We were able to purchase some Senior Strong equipment with funds from the Colin Jones Trust.
- Extra external lighting has been installed at the front entrance to improve safety and mitigate any tripping hazards
- Trees were removed and a new garden established along the east side of the entrance area. This will reduce building maintenance issues and improve safety, as well as visually enhancing the external area and entrance
- Fibre cable has been installed which has improved the reliability of our internet and thus our operational efficiency.

***Objective 4. To improve WCRC profile and reputation through high quality customer service and through sustaining partnerships with local organisations.***

- Our staff are well trained and supported to ensure we deliver excellent service.
- We have good systems in place to ensure we meet our compliance standards
- Through our partnership with Sport Waitaki we provide the Active Kids Holiday Programme and the Mini Movers programme, both of which receive excellent feedback from those who take part.
- We have also partnered with Sport Waitaki who are offering a new “Rangatahi Volleyball” programme funded through the Tu Manawa fund
- We ran a “Share the Gear” promotion with Sport Waitaki, pooling resources to gather a big pile of sports equipment which people were invited to help themselves to.
- We are part of a small organising committee with Sport Waitaki for the revamped Multi Colour Dash event. This was unfortunately cancelled due to Covid implications, we plan to run it in the spring of 2022.
- Current panel member of the WDC Sport NZ Rural Travel Fund
- Actively involved in bringing the NO Sports Bodies Assn annual Network Waitaki Sports Awards event, incorporating the Waitaki Sports Hall of Fame inductions, to the Centre in May 2022. This was a successful evening, professionally run with an entertaining speaker, recognition of local contributors to Waitaki sport, and acknowledgement of achievements of our local sportspeople. We look forward to collaborating with the key stakeholders to host this event each year.
- Integral partnership with the NO Section of the NZ Alpine Club whose facilities include the climbing walls and the new bouldering wall.
- We have a great partnership with WGHS, working closely to ensure maximisation of hire space. Their PE classes also contract some group fitness classes



***Objective 5. To ensure the Centre is financially sustainable.***

- the financial performance for 2021-22 shows a small deficit of \$1226.00
- Waitaki Girls High School contributes financially to the centre (annual PE grant and annual maintenance grant, and contribution towards cost of utilities)
- our partnership continues with Waitaki District Council whose annual grant for our community facility is critical to our ongoing sustainability. This is very much appreciated
- we received other funding from the following sources:
  - WDC Community Group Grants towards upgrading the gym floors
  - Donald & Nellye Malcolm Trust towards lighting upgrade in both gyms
  - Colin CL Jones Trust towards equipment for senior activities
  - Network Waitaki funding towards a heat pump for the kitchen
  - Lion Foundation towards the gym flooring and lighting project
  - Otago Community Trust towards the gym flooring and lighting project
- systems are in place for accurately recording statistics to enable us to analyse, review and ensure programmes are self-sustaining
- our appreciation goes to all the volunteers who have helped us including the Trust members and various individuals for volunteering their time
- the WCRC Trust carry out effective governance of the Centre
- ongoing implications of Covid are continuing to be felt with lower numbers of users and hire hours over the 12-month period.

# Performance Report

Waitaki Community Recreation Centre Trust  
For the year ended 30 June 2022

## Contents

3	Entity Information
5	Statement of Service Performance
6	Statement of Financial Performance
7	Statement of Financial Position
8	Statement of Cash Flows
9	Statement of Accounting Policies
11	Notes to the Performance Report
17	Independent Auditors' Report
18	Fixed Assets and Depreciation Schedule

## Entity Information

### Waitaki Community Recreation Centre Trust For the year ended 30 June 2022

#### Legal Name of Entity

The Waitaki Community Recreation Centre Trust.

#### Type of Entity and Legal Basis

Waitaki Community Recreation Centre Trust is an Incorporated Society registered with Charities Services. Charities Commission number is (CC34561).

#### Entity's Purpose and Mission

Vision - for the community to be actively engaged and enjoying indoor recreational and community activities which contribute positively to their health and wellbeing.

Mission - to provide affordable indoor sport and recreation facilities to those living in and visiting the Waitaki district.

#### Entity Structure

Waitaki Community Recreation Centre Trust consists of seven Trustees which include one nominee from the Waitaki District Council, one nominee from the Waitaki Girls High School Board of Trustees, and six community representative Trustees. The Trustees may co-opt up to three additional Trustees. The Waitaki Community Recreation Centre Trust currently has seven Trustees.

#### Trustees

Dianne Roberts

Claire Hitchcock

Bronwyn Banks

Lynda Wilson

Stephen Strachan

Jeremy Holding

Wayne Todd

#### Main Activity

Recreation Centre

#### Business Location

43 Orwell Street, Oamaru 9400

#### Taxation Status

IRD Taxation Exemption Number: 079-872-970

**Entity Information**

**Incorporation & Registration**

Date of Incorporation: 06/07/2001  
Registration Number: 1153019

**Chartered Accountants**

McKenzie & Co Limited  
Ph: (03) 434 7944  
Email: info@mckenzieca.co.nz

**Solicitors**

Berry & Co  
20 Eden Street  
Oamaru 9400  
Ph: (03) 433 0007  
Email: info@berryco.co.nz

**Auditors**

Audit Professionals  
PO Box 620  
Dunedin 9054

**Bankers**

ANZ Bank New Zealand Limited

**Reliance on Volunteers**

The Trust relies on volunteer time and expertise for the governance of the organisation. Volunteers also assist in other areas such as maintenance, working bees and fundraising.

**Main Source of Cash and Resources**

Fees and revenue from goods and services provided.

**Main Methods to Raise Funds**

Funds are raised through user and membership fees, grants, subsidies and donations.

**Waitaki Community Recreation Centre**  
**Statement of Service Performance**

"What did we do?", When did we do it?"

For the year ended  
30th June 2022

**Description of the Entity's Outcomes:**

An indoor recreation facility that meets the indoor sports needs of the local community.

A range of recreation programmes that meet the needs of the community and promote community health.

	2022	2021
Description and Quantification (to the extent practicable) of the Entity's Outputs:		
TOTAL court hire hours	1693.75 hours	2073 hours
REGULAR scheduled structured sport - e.g. basketball, taekwondo, indoor football, tai chi, rock wall	1097.25 hours (124 planned hours cancelled)	1349 hours (14 planned hours cancelled)
One-off informal gym usage	614.5 hours	724 hours
Scheduled hours that were cancelled due to COVID	Cancelled 327.50 scheduled hire hours (Covid-19)	Cancelled 124.50 scheduled hire hours (Covid-19)
One-off tournaments and large sporting events hosted	5 held; 4 cancelled due to Covid-19	7 held; 4 cancelled due to Covid-19
One-off major educational, cultural, fundraising events	3 held; 4 cancelled due to Covid-19	3 held
Creche facilities provided	347 child hours	339 child hours
Casual users, members, group training programmes	Casual = 426 Members = av 150 9 x bootcamps	Casual = 443 Members = av 183 10 x bootcamps
Extensive variety of sports and activities undertaken (e.g. basketball, volleyball, netball, rock wall, bouldering, football, tai chi, taekwondo, indoor football, table tennis, gymnastics, target shooting, weight training, aerobics, badminton, cricket, dance, tennis, bike skills, croquet, roller skating, futsal, touch, ripa rugby, hockey.)	24 sports	21+ sports
Number of different groups who hired the gyms	50+ groups	60+ groups
Collaborative projects with Sport Waitaki - Active Kids Holiday Programmes, Mini Movers programme, Multi Colour Dash Run event (cancelled - Covid), New Rangatahi volleyball programme.	4 holiday programmes; 2 x Mini Movers (2 cancelled due to lack of demand); Multi Colour Dash event cancelled (COVID); 1 x 10 week Rangatahi volleyball programme (new)	4 holiday programmes; 3 Mini Movers; 1 event cancelled due to naming rights sponsorship withdrawal (Covid-related).
<b>Community fundraiser events:</b> North Otago Plunket - no 2022 event, new event being planned for 2023; Multi Colour Dash - cancelled (Covid); Ovarian Cancer fundraiser (new)	1	1

**Additional Output Measures:**

New users - Cultural Exhibition (cancelled - Covid);  
Mou'i Fo'ou o Kalaisi conference (cancelled - Covid);  
Rangatahi Volleyball - funded through Tu Manawa (Sport Waitaki);  
Roller skating group

## Statement of Financial Performance

Waitaki Community Recreation Centre Trust  
For the year ended 30 June 2022

	NOTES	2022	2021
<b>Revenue</b>		<b>\$</b>	<b>\$</b>
Revenue from providing goods or services	5	211,147	228,664
Donations, Grants & Subsidies	5	49,473	979
Interest Revenue		328	99
Other Revenue	5	59,439	45,137
<b>Total Revenue</b>		<b>320,387</b>	<b>274,879</b>
<b>Expenses</b>			
Costs related to providing goods or services	5	123,055	73,167
Volunteer and Employee related costs	5	177,525	167,983
Other Expenses	5	21,033	22,222
<b>Total Expenses</b>		<b>321,613</b>	<b>263,372</b>
<b>(Deficit) / Surplus for the Year</b>		<b>(1,226)</b>	<b>11,507</b>

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.







## Statement of Financial Position

Waitaki Community Recreation Centre Trust  
As at 30 June 2022

	NOTES	2022	2021
Assets		\$	\$
<b>Current Assets</b>			
Bank accounts and cash	6	222,463	181,433
Accrued Interest		196	33
Debtors and prepayments		5,549	5,933
Inventory		313	441
<b>Total Current Assets</b>		<b>228,521</b>	<b>187,840</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	7	1,079,652	1,097,560
<b>Total Non-Current Assets</b>		<b>1,079,652</b>	<b>1,097,560</b>
<b>Total Assets</b>		<b>1,308,173</b>	<b>1,285,400</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	6	10,005	7,709
Employee costs payable		17,833	13,889
Unused grants with conditions	6	33,259	15,500
<b>Total Current Liabilities</b>		<b>61,097</b>	<b>37,098</b>
<b>Total Liabilities</b>		<b>61,097</b>	<b>37,098</b>
<b>Net Assets</b>		<b>1,247,076</b>	<b>1,248,302</b>
<b>Accumulated Funds</b>			
Accumulated surpluses	6	1,247,076	1,248,302

On Behalf of the Board

Trustee (Chairperson) \_\_\_\_\_ Trustee \_\_\_\_\_  
 Date 31-10-2022

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.



## Statement of Cash Flows

### Waitaki Community Recreation Centre Trust For the year ended 30 June 2022

'How the entity has received and used cash'

	2022	2021
	\$	\$
<b>Cash Flows from Operating Activities</b>		
Donations, fundraising and other similar receipts	67,232	2,391
Receipts from providing goods or services	211,531	217,570
Interest, dividends and other investment receipts	164	93
Receipts from other operating activities	59,439	14,911
Net GST received / (paid)	1,234	(2,305)
Payments to suppliers and employees	(297,520)	(242,400)
<b>Total Cash Flows from (to) Operating Activities</b>	<b>42,080</b>	<b>(9,740)</b>
<b>Cash flows from Investing and Financing Activities</b>		
Payments to acquire plant and equipment	(1,050)	(5,585)
<b>Total Cash Flows (to) Investing and Financing Activities</b>	<b>(1,050)</b>	<b>(5,585)</b>
<b>Net (Decrease) Increase in Cash</b>	<b>41,030</b>	<b>(15,325)</b>
<b>Cash Balances</b>		
Cash and equivalents at beginning of period	181,433	196,758
Cash and equivalents at end of period	222,463	181,433
Net change in cash for the period	41,030	(15,325)

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.

Performance Report Waitaki Community Recreation Centre Trust

Page 8 of 24



## Statement of Accounting Policies

### Waitaki Community Recreation Centre Trust For the year ended 30 June 2022

#### Basis of Preparation

As the Trust is a registered Charity, it is required to comply with the new financial reporting framework for financial statements which has been developed by the External Reporting Board (The XRB). The Trust has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) (Tier 3) on the basis that it does not have a public accountability and its annual operating expenses do not exceed \$2,000,000 for the last two annual reporting periods.

The performance report has been prepared on the assumption that the Trust will continue to operate in the foreseeable future.

These financial and other statements are presented in New Zealand Dollars.

#### Measurement Base

The Performance Reports have been prepared on a historical cost basis, unless otherwise stated.

Accrual accounting is used to recognise expenses and revenues when they occur.

#### Nature of Business

The Trust conducts the business of a Recreation Centre.

#### Revenue

Revenue is recorded in the period that it is earned.

#### Accounts Receivable

Accounts Receivable are recorded at their estimate realisable value, after writing off all unknown losses. Accounts Receivable are reported inclusive of GST.

#### Property, Plant & Equipment

All property, plant and equipment are recorded at cost. Assets are depreciated annually using the rates listed below:

Furniture & Fittings	3 - 30% DV
Buildings >50 Life	100 years SL
Buildings <50 Life	50 years SL
Fitout	10 - 25% DV or 1 - 20% CP
Office Equipment	5 - 25% DV
Aerobics Room	3 - 48% DV
Weights Room	3 - 80.4% DV
RPM Equipment	40% DV



**Statement of Accounting Policies**

**Depreciation**

Depreciation is provided on all property, plant and equipment, at rates that will write off the costs to their estimated residual values over their useful lives. Depreciation is calculated on a Diminishing Value (DV) basis or on a Cost Price (CP) basis.

**Accounts Payable**

Accounts Payable are recorded at the amounts owing at balance date and are inclusive of GST.

**Stock on Hand**

Stock is stated at the lower of cost and net realisable value.

**Income Tax**

As a Registered Charity, the Trust is exempt from Income Tax.

**Goods and Services Tax (GST)**

The Trust is registered for GST. These Performance Reports have been prepared on a GST exclusive basis except for Accounts Receivable and Accounts Payable.

**Changes in Accounting Policies**

There have been no changes in accounting policies since the previous annual Financial Statements.



## Notes to the Performance Report

### Waitaki Community Recreation Centre Trust For the year ended 30 June 2022

#### 1. Related Party Transactions

The Trust has not undertaken any other material transactions with related parties that do not form part of the normal trading operations of either party. (2021: Nil)

No related party debts have been written off or forgiven during the year. (2021: Nil)

#### 2. Liabilities & Security Details

ANZ have a registered First Mortgage over the property at 45 Orwell Street, for the priority amount of \$240,000. There is currently no credit or lending facility either in use or available with the ANZ.

#### 3. Commitments & Contingent Liabilities

This Trust has no financial commitments at balance date. (2021: Nil). There are no contingent liabilities at 30 June 2022 (2021: Nil).

#### 4. Events After The Balance Date

There were no significant events after the balance date that impacts this performance report.



Notes to the Performance Report

Information for the Performance Report is based on the information provided by the Trust.

The Trustees express their appreciation for the generous financial support provided by donations and grants.

	2022	2021
<b>5. Analysis of Revenue and Expenses</b>	<b>\$</b>	<b>\$</b>
<b>Revenue from Providing Goods or Services</b>		
<b>Programmes</b>		
Activity Programme	9,137	13,425
Active & Age	10,189	10,192
Aerobics	19,578	23,863
Rockwall	4,420	5,828
Wage Recovery	10,978	12,907
Weights	20,987	24,495
RPM	3,681	2,385
Weights Casual	1,339	1,256
Aerobic Casual	1,248	1,593
Waitaki District Council Annual Operations Grant	82,670	80,651
<b>Total Programmes</b>	<b>164,227</b>	<b>176,596</b>
<b>Other Services</b>		
Canteen	3,355	2,966
Creche	370	506
Hall Hire	42,081	47,348
Key Sales	1,114	1,248
<b>Total Other Services</b>	<b>46,920</b>	<b>52,068</b>
<b>Total Revenue from Providing Goods or Services</b>	<b>211,147</b>	<b>228,664</b>
<b>Donations, Grants &amp; Subsidies</b>		
Otago Community Trust	20,000	-
C Jones Trust	200	200
Lion Foundation	25,000	-
D & N Malcolm Trust	300	200
Donations	455	-
Sponsorship	1,000	-
Other Grants - Network Waitaki and Waitaki District Council	20,277	16,079
Movement in Unused Grants with Conditions At Year End	(17,759)	(15,500)
<b>Total Donations, Grants &amp; Subsidies</b>	<b>49,473</b>	<b>979</b>
<b>Other Revenue</b>		
Covid-19 Resurgence Support Payment	25,913	-
Covid-19 - Wage Subsidy	19,401	30,224
WGHS Physical Education	1,739	1,739
WGHS Electricity	1,155	1,719
WGHS Wages	4,481	4,819
WGHS Maintenance & Equipment	6,750	6,591
Staff Development	-	43
<b>Total Other Revenue</b>	<b>59,439</b>	<b>45,137</b>



Notes to the Performance Report

	2022	2021
<b>Analysis of Expenses</b>	<b>\$</b>	<b>\$</b>
<b>Cost of Providing Goods or Services</b>		
<b>Service Costs</b>		
Purchases - Aerobic	10	661
Purchases - Canteen	1,917	1,923
Purchases - Keys	559	956
Purchases - Weights Room	761	39
Repairs & Maintenance - Aerobic	685	432
Repairs & Maintenance - Gym	37,516	2,253
Repairs & Maintenance - Spin	500	49
Repairs & Maintenance - Weights	1,831	846
Repairs & Maintenance	14,991	8,670
<b>Total Service Costs</b>	<b>58,770</b>	<b>15,827</b>
<b>Programme Costs</b>		
Advertising	970	100
Aerobics	2,153	1,537
Franchise	4,222	4,284
Rockwall	2,549	1,668
Weights	1,365	1,297
Activity Programme	11,076	8,938
<b>Total Programme Costs</b>	<b>22,335</b>	<b>17,824</b>
<b>Administration</b>		
Accountancy	3,628	3,410
Caretaking Supplies	2,820	2,259
Consultancy & Legal Expenses	479	44
Bank Charges	65	65
Insurance	16,254	16,173
General Expenses	1,019	803
Eftpos	747	747
Electricity & Gas	7,851	8,721
Low Value Assets	1,045	853
Postage/Courier	261	241
Software Maintenance & Support	3,522	2,909
Printing & Stationery	1,723	1,693
Telephone & Communications	1,735	1,275
Water Rates	801	323
<b>Total Administration</b>	<b>41,950</b>	<b>39,516</b>
<b>Total Cost of Providing Goods or Services</b>	<b>123,055</b>	<b>73,167</b>
<b>Volunteer and Employee Related Costs</b>		
ACC Levies	1,125	1,025
Staff/Professional Development	809	1,786
Wages	175,591	165,151





Notes to the Performance Report

	2022	2021
	\$	\$
Travel & Accommodation	-	21
<b>Total Volunteer and Employee Related Costs</b>	<b>177,525</b>	<b>167,983</b>
<b>Other Expenses</b>		
Audit	1,900	1,870
Entertainment	173	300
<b>Equipment</b>		
<b>Aerobics</b>		
Depreciation - Aerobic Office	172	213
Depreciation - Aerobics Room	1,872	654
<b>Weights</b>		
Depreciation - Weights	2,048	2,457
Loss on Asset Disposal - Weights	-	350
<b>Spin</b>		
Depreciation - Spin	226	354
<b>Total Equipment</b>	<b>4,318</b>	<b>4,028</b>
<b>Building Occupancy</b>		
Depreciation - ACC Office	596	982
Depreciation - Creche	6	6
Depreciation - Kitchen	29	31
Depreciation - Office	219	249
Depreciation	13,792	14,756
<b>Total Building Occupancy</b>	<b>14,642</b>	<b>16,024</b>
<b>Total Other Expenses</b>	<b>21,033</b>	<b>22,222</b>



Notes to the Performance Report

	2022	2021
<b>6. Analysis of Assets and Liabilities and Accumulated Funds</b>	<b>\$</b>	<b>\$</b>
<b>Bank accounts and cash</b>		
ANZ Current Account	222,363	181,333
Cash on Hand	100	100
<b>Total Bank accounts and cash</b>	<b>222,463</b>	<b>181,433</b>
<b>Creditors and accrued expenses</b>		
GST Payable	4,734	3,500
Accounts Payable	5,271	4,209
<b>Total Creditors and accrued expenses</b>	<b>10,005</b>	<b>7,709</b>
<b>Accumulated Funds</b>		
Accumulated surpluses at Start of Year	1,248,302	1,236,795
(Deficit) / Surplus for the Year	(1,226)	11,507
<b>Equity at Year End</b>	<b>1,247,076</b>	<b>1,248,302</b>

	2022	2021
<b>Unused grants with conditions</b>	<b>\$</b>	<b>\$</b>
Colin Jones Trust	200	-
Dunedin Casino Charitable Trust	-	2,500
J.W. Christie Trust	2,724	10,000
Network Waitaki	1,200	3,000
Otago Community Trust	20,000	-
Sport Otago	9,135	-
<b>Total Unused grants with conditions</b>	<b>33,259</b>	<b>15,500</b>

The above grants received were for specific capital expenditure which had not been incurred at balance date.



Notes to the Performance Report

Waiataki Community Recreation Centre Trust

	2022	2021
<b>7. Property, Plant &amp; Equipment</b>	<b>\$</b>	<b>\$</b>
<b>Furniture &amp; Fittings</b>		
Cost Price	15,920	15,920
Accumulated Depreciation	(13,678)	(12,875)
Closing Book Value	2,242	3,044
Depreciation for the year	803	1,232
<b>Land &amp; Improvements</b>		
Cost Price	1,320,164	1,320,164
Accumulated Depreciation	(267,039)	(253,248)
Closing Book Value	1,053,125	1,066,916
Depreciation for the year	13,791	14,756
<b>Office Equipment</b>		
Cost Price	7,565	7,565
Accumulated Depreciation	(5,687)	(5,468)
Closing Book Value	1,878	2,097
Depreciation for the year	219	249
<b>Aerobics Room</b>		
Cost Price	25,496	25,496
Accumulated Depreciation	(20,235)	(18,363)
Closing Book Value	5,261	7,133
Depreciation for the year	1,872	654
<b>Weights Room</b>		
Cost Price	72,552	71,502
Accumulated Depreciation	(55,822)	(53,774)
Closing Book Value	16,730	17,728
Depreciation for the year	2,048	2,457
<b>RPM Equipment</b>		
Cost Price	23,096	23,096
Accumulated Depreciation	(22,680)	(22,454)
Closing Book Value	416	642
Depreciation for the year	226	354
Total Property, Plant & Equipment	1,079,652	1,097,560

The latest Quotable Value New Zealand valuation of the buildings owned by the Trust is \$2,233,000.

**8. Covid-19 Virus**

The Covid-19 virus pandemic which has caused lockdowns throughout New Zealand in 2021 and 2022 is not expected to have any significant effect on the future activity of the Trust.





## **Independent Auditor's Report**

to the Trustees of Waitaki Community Recreation Centre Trust

### **Our Qualified Opinion**

We have audited the financial statements of Waitaki Community Recreation Centre Trust (the Trust) which comprise the statement of financial position as at 30 June 2022 and the statement of financial performance and statement of cash flows for the year then ended, and the statement of accounting policies and other explanatory information.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the financial statements included in the accompanying Performance Report present fairly, in all material respects, the financial position of the Trust as at 30 June 2022 and its financial performance and cash flows for the year ended on that date in accordance with the accounting standard, Public Benefit Entity Simple Format Reporting-Accrual (Not-For-Profit).

### **Basis for Qualified Opinion**

In common with other organisations of a similar nature, control over the revenues from programme fees and similar income prior to being banked is limited. It was not practicable to extend our examination of such income beyond the accounting for amounts received as shown by the accounting records of the Trust, or to determine the effect of the limited control.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Trust in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board and the International Ethics Standards Board for Accountants' *Code of Ethics for Professional Accountants (IESBA Code)*, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Other than in our capacity as auditors we have no relationship with, or interests in, the Trust.

### **Information Other than the Financial Statements and Auditor's Report**

Other information included in the Performance Report with the financial statements comprises the entity information, the statement of service performance and fixed assets and depreciation schedule. The Trustees are responsible for this other information. Our qualified opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. We are required to report any misstatement of other information. We have nothing to report in this regard.

### **Trustees Responsibilities for the Financial Statements**

The Trustees are responsible, on behalf of the Trust, for the preparation and fair presentation of the financial statements in accordance with Public Benefit Entity Simple Format Reporting-Accrual (Not-For-Profit) and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the Trustees are responsible for assessing the Trust's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements 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 conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material, if individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the External Reporting Board website: [https://xrb.govt.nz/Site/Auditing\\_Assurance\\_Standards/Current\\_Standards/Page8.aspx](https://xrb.govt.nz/Site/Auditing_Assurance_Standards/Current_Standards/Page8.aspx)

This report is made solely to the Trustees as a body. Our audit work has been undertaken so that we might state to the Trustees those matters which we are required to state in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trust and the Trustees, as a body, for our audit work, for this report or for the opinions we have formed.

*Audit Professionals*

Chartered Accountants  
1 November 2022

Dunedin

## Fixed Assets and Depreciation Schedule

Waitaki Community Recreation Centre Trust  
For the year ended 30 June 2022

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
<b>Aerobics Room - Audiovisual Equipment</b>									
Music Sound System	48.00%	DV	10,079	3	-	-	1	10,078	1
TV	10.00%	DV	300	29	-	-	3	274	26
Video	5.00%	DV	300	93	-	-	5	212	88
<b>Total Aerobics Room - Audiovisual Equipment</b>			<b>10,679</b>	<b>124</b>	<b>-</b>	<b>-</b>	<b>9</b>	<b>10,563</b>	<b>116</b>
<b>Aerobics Room - General</b>									
Body Pump Storage Rack	48.00%	DV	446	-	-	-	-	446	-
Carpet - Aerobics Room	40.00%	DV	4,824	4,342	-	-	1,737	2,219	2,605
Heater	5.00%	DV	100	32	-	-	2	70	30
Multiflex Mats (38)	40.00%	DV	2,280	85	-	-	34	2,229	51
Swiss Balls (23)	3.00%	DV	1,388	660	-	-	20	748	640
Weights (132) & Pump Bars (30)	3.00%	DV	2,400	1,139	-	-	34	1,295	1,105
<b>Total Aerobics Room - General</b>			<b>11,438</b>	<b>6,258</b>	<b>-</b>	<b>-</b>	<b>1,826</b>	<b>7,007</b>	<b>4,431</b>
<b>Aerobics Room - Plates</b>									
Plates 6 x 15kg Cast Ivanko	48.00%	DV	198	-	-	-	-	198	-
Plates 6 x 10kg Vinyl	48.00%	DV	106	-	-	-	-	106	-
<b>Total Aerobics Room - Plates</b>			<b>304</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>304</b>	<b>-</b>
<b>Aerobics Room - Steps</b>									
Big Step (13)	40.00%	DV	1,575	37	-	-	15	1,553	22
Step Boxes (30)	3.00%	DV	1,500	714	-	-	21	808	692
<b>Total Aerobics Room - Steps</b>			<b>3,075</b>	<b>750</b>	<b>-</b>	<b>-</b>	<b>36</b>	<b>2,361</b>	<b>714</b>
<b>Furniture &amp; Fittings - Aerobic Office</b>									

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.

Performance Report | Waitaki Community Recreation Centre Trust

Page 18 of 24

## Fixed Assets and Depreciation Schedule

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Desk	10.00%	DV	50	9	-	-	1	42	8
Heat Pump - Aerobics Room	20.00%	DV	4,550	796	-	-	159	3,913	637
Les Mills Tapes	10.00%	DV	1,000	98	-	-	10	912	88
Shelves	10.00%	DV	100	18	-	-	2	84	16
<b>Total Furniture &amp; Fittings - Aerobic Office</b>			<b>5,700</b>	<b>920</b>	<b>-</b>	<b>-</b>	<b>172</b>	<b>4,951</b>	<b>749</b>
<b>Furniture &amp; Fittings - Creche</b>									
Benches (2)	10.00%	DV	50	9	-	-	1	42	8
Chairs	10.00%	DV	100	18	-	-	2	84	16
Table	10.00%	DV	50	9	-	-	1	42	8
Toys	10.00%	DV	200	20	-	-	2	182	18
<b>Total Furniture &amp; Fittings - Creche</b>			<b>400</b>	<b>55</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>350</b>	<b>50</b>
<b>Furniture &amp; Fittings - Kitchen</b>									
Fridge	10.00%	DV	300	29	-	-	3	274	26
Oven	10.00%	DV	800	79	-	-	8	728	72
Rheem H/Water	5.00%	DV	800	329	-	-	16	487	313
Zip	10.00%	DV	100	18	-	-	2	84	16
<b>Total Furniture &amp; Fittings - Kitchen</b>			<b>2,000</b>	<b>456</b>	<b>-</b>	<b>-</b>	<b>29</b>	<b>1,573</b>	<b>427</b>
<b>Furniture &amp; Fittings - Office</b>									
Basketball Score Board	30.00%	DV	3,553	45	-	-	14	3,521	32
Carpet - Reception	40.00%	DV	2,957	1,419	-	-	568	2,105	851
Desk & Chairs	10.00%	DV	100	18	-	-	2	84	16
Filing Cabinet	10.00%	DV	100	18	-	-	2	84	16
Heater	10.00%	DV	30	6	-	-	1	25	5
Stereo	10.00%	DV	80	8	-	-	1	73	7
Video Camera	10.00%	DV	1,000	98	-	-	10	912	88
<b>Total Furniture &amp; Fittings - Office</b>			<b>7,820</b>	<b>1,612</b>	<b>-</b>	<b>-</b>	<b>596</b>	<b>6,803</b>	<b>1,016</b>

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.

Performance Report Waitaki Community Recreation Centre Trust

Page 19 of 24

## Fixed Assets and Depreciation Schedule

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
<b>Land &amp; Improvements</b>									
Access Control System	20.00%	SL	3,371	-	-	-	-	3,371	-
Building	1.00%	SL	1,090,550	891,733	-	-	10,906	209,723	880,827
Building Fitout	2.00%	SL	21,030	16,821	-	-	421	4,629	16,401
Camera System	20.00%	DV	2,475	1,881	-	-	376	970	1,505
Extraction Fan Unit		Full	760	-	-	-	-	760	-
Fire Alarm Panel & Sounders	10.00%	DV	3,120	1,169	-	-	117	2,068	1,052
Garage Carpet to store rooms	25.00%	DV	583	266	-	-	67	383	200
Reasphalt Path and Pavers		None	11,339	11,339	-	-	-	-	11,339
Reline & Insulate Ceiling	1.00%	SL	137,895	117,210	-	-	1,379	22,064	115,831
Storage Area		None	19,015	19,015	-	-	-	-	19,015
Toilet Upgrade	12.00%	DV	19,579	4,271	-	-	512	15,821	3,758
Vinyl	20.00%	SL	4,955	-	-	-	-	4,955	-
Vinyl	24.00%	DV	2,341	61	-	-	15	2,295	46
Weights Room		None	1,854	1,854	-	-	-	-	1,854
Window Tinting		None	1,297	1,297	-	-	-	-	1,297
<b>Total Land &amp; Improvements</b>			<b>1,320,164</b>	<b>1,066,916</b>	<b>-</b>	<b>-</b>	<b>13,792</b>	<b>267,039</b>	<b>1,053,124</b>
<b>Office Equipment - Furniture</b>									
Furniture	10.00%	DV	355	44	-	-	4	316	39
Tressels (4)	20.00%	DV	178	4	-	-	1	175	3
<b>Total Office Equipment - Furniture</b>			<b>533</b>	<b>48</b>	<b>-</b>	<b>-</b>	<b>5</b>	<b>490</b>	<b>43</b>
<b>Office Equipment - General</b>									
Fridge	5.00%	DV	300	92	-	-	5	213	87
Sony Mini Stereo	20.00%	DV	402	8	-	-	2	395	7
Water Cooler	25.00%	DV	600	65	-	-	16	551	49
<b>Total Office Equipment - General</b>			<b>1,302</b>	<b>165</b>	<b>-</b>	<b>-</b>	<b>22</b>	<b>1,160</b>	<b>142</b>

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.



Fixed Assets and Depreciation Schedule

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
<b>Office Equipment - Office Machines</b>									
Brother HL5140 Printer	48.00%	DV	222	-	-	-	-	222	-
Casio 200c Cash Register	20.00%	DV	764	11	-	-	2	755	9
Kerrick Vacuum	10.00%	DV	565	62	-	-	6	509	56
Label Writer	20.00%	DV	388	9	-	-	2	381	7
Laminator	20.00%	DV	231	5	-	-	1	227	4
Safe	5.00%	DV	200	61	-	-	3	142	58
<b>Total Office Equipment - Office Machines</b>			<b>2,370</b>	<b>149</b>	<b>-</b>	<b>-</b>	<b>14</b>	<b>2,236</b>	<b>134</b>
<b>Office Equipment - Signage</b>									
Roadside Signage	12.00%	DV	405	61	-	-	7	352	53
Sign in Front of Garden	10.00%	DV	1,110	795	-	-	80	394	716
Signage on ACM Panel	10.00%	DV	1,110	755	-	-	76	430	680
Signs	12.00%	DV	735	125	-	-	15	625	110
<b>Total Office Equipment - Signage</b>			<b>3,360</b>	<b>1,736</b>	<b>-</b>	<b>-</b>	<b>177</b>	<b>1,801</b>	<b>1,559</b>
<b>RPM Equipment</b>									
2 Spin Bikes	40.00%	DV	2,217	1	-	-	-	2,216	1
4 Spin Bikes	40.00%	DV	4,433	2	-	-	1	4,432	1
5 Spin Bikes	40.00%	DV	2,884	1	-	-	-	2,883	1
Bodyworx Spin Bike 20110917203	40.00%	DV	609	7	-	-	3	605	4
Bodyworx Spin Bike 20120626011	40.00%	DV	608	7	-	-	3	604	4
Bodyworx Spin Bike 20120626012	40.00%	DV	608	7	-	-	3	604	4
Bodyworx Spin Bike 20120626030	40.00%	DV	609	7	-	-	3	605	4
Bodyworx Spin Bike 20120626110	40.00%	DV	609	7	-	-	3	605	4
Life Fitness Spin Bike	40.00%	DV	1,540	166	-	-	67	1,440	100
Nitro X9 Spin Bike	40.00%	DV	955	24	-	-	10	941	14
Nitro X9 Spin Bike	40.00%	DV	956	24	-	-	10	941	15
Schwinn Spin Bike	40.00%	DV	370	30	-	-	12	352	18

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.

Fixed Assets and Depreciation Schedule

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Spin Bike	30.00%	DV	650	311	-	-	93	433	217
Spirit CT800 Spin Cycle	40.00%	DV	1,062	5	-	-	2	1,059	3
Spirit CT800 Spin Cycle	40.00%	DV	1,062	4	-	-	1	1,060	2
Spirit CT800 Spin Cycle	40.00%	DV	1,062	4	-	-	1	1,060	2
Spirit CT800 Spin Cycle	40.00%	DV	1,062	5	-	-	2	1,059	3
X-Rev Spinner Bike	40.00%	DV	900	15	-	-	6	891	9
X-Rev Spinner Bike	40.00%	DV	900	15	-	-	6	891	9
<b>Total RPM Equipment</b>			<b>23,096</b>	<b>642</b>	<b>-</b>	<b>-</b>	<b>226</b>	<b>22,680</b>	<b>416</b>
<b>Weights Room - Benches</b>									
Benches (2)	3.00%	DV	600	285	-	-	9	324	276
Multi Position Bench	19.20%	DV	961	54	-	-	10	917	44
<b>Total Weights Room - Benches</b>			<b>1,561</b>	<b>339</b>	<b>-</b>	<b>-</b>	<b>19</b>	<b>1,241</b>	<b>320</b>
<b>Weights Room - Free Weights, Dumbbells and Barbells</b>									
Barbells (7) - Rack Bar Hammer	3.00%	DV	2,000	951	-	-	29	1,078	922
Dumbbells	19.20%	DV	1,160	51	-	-	10	1,119	41
Dumbbells (15) Dark Green Various Kgs	3.00%	DV	600	285	-	-	9	324	276
Free Weights (87) Dark Green Various Kgs	3.00%	DV	500	238	-	-	7	269	231
Neoprene Dumbell 2kg (20)	16.00%	DV	124	34	-	-	5	96	28
Olympus Hex Dumbbells Mixed (12)	16.00%	DV	179	51	-	-	8	136	43
Plastic Free Weights (9)	3.00%	DV	150	72	-	-	2	80	70
Plates Vinyl 2.5kg (4)	16.00%	DV	30	8	-	-	1	23	7
Plates Vinyl 5kg (8)	16.00%	DV	121	34	-	-	5	93	28
Rodds Weights (22)	3.00%	DV	400	190	-	-	6	216	184
Spinloc Dumbell Bars Welder Weights & Bars (32) Various Kgs	3.00%	DV	1,000	475	-	-	14	540	460
Weights Racks (4)	3.00%	DV	500	238	-	-	7	269	231

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.

## Fixed Assets and Depreciation Schedule

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
York Vinyl Dumbbell 4kg (2)		None	44	44	-	-	-	-	44
<b>Total Weights Room - Free Weights, Dumbbells and Barbells</b>			<b>6,808</b>	<b>2,671</b>	<b>-</b>	<b>-</b>	<b>104</b>	<b>4,241</b>	<b>2,567</b>
<b>Weights Room - General</b>									
Bench Press	3.00%	DV	1,000	475	-	-	14	540	460
Bicep Curl Machine	3.00%	DV	500	238	-	-	7	269	231
Calf Raiser	3.00%	DV	600	284	-	-	9	325	275
Chin Bar	3.00%	DV	100	48	-	-	1	53	47
Filling Cabinet	10.00%	DV	100	18	-	-	2	84	16
Gas Hot Water	19.20%	DV	5,900	279	-	-	54	5,675	225
Gym Tek Pec Dec	19.20%	DV	1,594	90	-	-	17	1,521	73
Gymball	48.00%	DV	70	-	-	-	-	70	-
Lateral Pull Down	3.00%	DV	800	381	-	-	11	431	369
Leg Curl	3.00%	DV	800	381	-	-	11	431	369
Leg Extensions	3.00%	DV	900	428	-	-	13	485	415
Leg Press	3.00%	DV	900	429	-	-	13	484	416
Life Fitness Integrity Recumbent	40.00%	DV	1,050	-	1,050	-	385	385	665
Mats Sinclair	3.00%	DV	410	253	-	-	8	165	245
Numat Rubber Matting	10.00%	DV	4,117	1,871	-	-	187	2,433	1,684
Rowing Machine	3.00%	DV	1,500	712	-	-	21	809	691
Scales	3.00%	DV	90	42	-	-	1	49	41
Scoreboard	3.00%	DV	7,017	4,333	-	-	130	2,814	4,203
Spirit CT800 Treadmill	40.00%	DV	3,500	18	-	-	7	3,489	11
Spirit CT800 Treadmill	48.00%	DV	3,500	2	-	-	1	3,499	1
Spirit E Glide Cross Trainer	40.00%	DV	2,920	24	-	-	9	2,906	14
Stairclimber	40.00%	DV	4,841	1,511	-	-	604	3,935	906
Stepper	3.00%	DV	400	192	-	-	6	214	186
Swiss Balls (12)	3.00%	DV	720	343	-	-	10	387	333

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.

## Fixed Assets and Depreciation Schedule

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Treadmill York	10.00%	DV	8,000	1,633	-	-	163	6,530	1,470
Treadmill - S Dowling	40.00%	DV	1,739	210	-	-	84	1,613	126
York Rowing Machine	48.00%	DV	1,243	-	-	-	-	1,243	-
<b>Total Weights Room - General</b>			<b>54,311</b>	<b>14,195</b>	<b>1,050</b>	<b>-</b>	<b>1,771</b>	<b>40,837</b>	<b>13,474</b>
<b>Weights Room - Gyms</b>									
2 x Netball Posts	67.00%	DV	1,410	4	-	-	3	1,409	1
B/Ball Backboard	40.00%	DV	3,157	18	-	-	7	3,146	11
Basketball Backboard	67.00%	DV	1,560	170	-	-	114	1,504	56
Chest & Shoulder Press	19.20%	DV	1,067	70	-	-	13	1,011	56
Interlock Mat	80.40%	DV	783	-	-	-	-	783	-
Rowing Machine	48.00%	DV	1,244	-	-	-	-	1,244	-
<b>Total Weights Room - Gyms</b>			<b>9,221</b>	<b>263</b>	<b>-</b>	<b>-</b>	<b>138</b>	<b>9,096</b>	<b>125</b>
<b>Weights Room - Olympic Bars</b>									
Crossfit Olympic Bar	16.00%	DV	251	71	-	-	11	191	60
Olympic Bars	3.00%	DV	400	190	-	-	6	216	184
<b>Total Weights Room - Olympic Bars</b>			<b>651</b>	<b>261</b>	<b>-</b>	<b>-</b>	<b>17</b>	<b>407</b>	<b>244</b>
<b>Total</b>			<b>1,464,793</b>	<b>1,097,560</b>	<b>1,050</b>	<b>-</b>	<b>18,959</b>	<b>385,141</b>	<b>1,079,652</b>

The statement above is to be read in conjunction with the Notes to the Performance Report and the Audit Report.

Performance Report | Waitaki Community Recreation Centre Trust

Page 24 of 24

**6.6 WAITAKI RESOURCE RECOVERY TRUST ANNUAL REPORT 2021/22**

**Author:** Steve Clarke, Solid Waste Manager  
**Authoriser:** Roger Cook, Heritage, Environment and Regulatory Group Manager  
**Attachments:** 1. 20230314 WRRT Annual Report 2021-2022

**RECOMMENDATION**

That Council formally receives the 2021/2022 Annual Report and Financial Performance Report from the Waitaki Resource Recovery Trust.

**DECISION OBJECTIVE**

To receive the 2021/2022 Annual Report and Financial Performance Report from the Waitaki Resource Recovery Trust.

**SUMMARY**

The Waitaki Resource Recovery Trust (WRRT) continues to provide services for the betterment of the community as per agreed performance indicators.

In accordance with the conditions of its grant of \$240,000, the WRRT must submit an annual report to Council on use of the funds received and outcomes of the expenditure.

The report for the 2021/2022 financial year is attached.

**DECISION-MAKING EXPECTATIONS**

Governance Decision-Making:	To formally receive the 2021/2022 Annual Report and Financial Report of the Waitaki Resource Recovery Trust
Operational Decision-Making:	Nil
Communications	Media Releases – contributed to by officers and Elected Members  Media/public enquiries regarding governance decision-making topics above can be addressed by governance  Media/public enquiries regarding operational decision-making topics above can be addressed by officers

## SUMMARY OF DECISION-MAKING CRITERIA

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

## BACKGROUND

Last financial year, Waitaki District Council provided a grant of \$240,000 to the Waitaki Resource Recovery Trust to support their activities.

The attached report summarises the Trust's achievements for the 2021/22 financial year.

WRRT Board Member Dick Cottier and WRRT Manager Trish Hurley will attend this meeting and will be able to talk to this report and answer any questions.

## SUMMARY OF OPTIONS CONSIDERED

**Option 1** – Formally receive the 2021/2022 Annual Report and Financial Report

**Option 2** – Do not formally receive the 2021/2022 Annual Report and Financial Report and request additional information in response to provision of the grant.

## ASSESSMENT OF PREFERRED OPTION

Option 1 is the preferred option. This information supplied by WRRT is a requirement of the grant from Council.

## CONCLUSION

The Waitaki Resource Recovery Trust continues to meet the obligations of its Grant Funding Agreement with Council.

## ADDITIONAL DECISION-MAKING CONSIDERATIONS

### Outcomes

We keep our district affordable

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

We understand the diverse needs of our community

### Community Views

The Waitaki Resource Recovery Trust provides the wider community with an operation being the Waitaki Resource Recovery Park that ensures access to recycling and waste diversion activities. WRRT is a responsible employer and provides roles for volunteers. WRRT operates as a social enterprise with good social outcomes for their employees and volunteers. Diverting 2,500 tonnes of recycling is a significant achievement and demonstrates their commitment to having a positive outcome for the community.

## Waitaki Resource Recovery Trust

Performance Report For The Year Ended 30 June 2022



## Waitaki Resource Recovery Trust

### Performance Report Contents

For The Year Ended 30 June 2022

	Page
Entity Information	1 - 2
Independent Auditor's Report	3
Statement of Service Performance	4
Statement of Financial Performance	5
Statement of Movements in Equity	6
Statement of Financial Position	7
Statement of Cash Flows	8
Statement of Accounting Policies	9
Notes to the Performance Report	10 - 13
Schedule of Fixed Assets and Depreciation	14 - 15

## Waitaki Resource Recovery Trust

### Entity Information

As At 30 June 2022

**Legal Name of Entity** Waitaki Resource Recovery Trust  
**Type of Entity and Legal Basis** Charitable Trust and Registered Charity

#### Entity's Purpose or Mission

To promote environmental awareness by promoting resource recovery facilities.  
To assist those in the community that are socially or economically disadvantaged.  
Liaise and engage with the persons, groups and agencies to advance education to support youth at risk.

#### Entity's Structure

The Board may have between four and seven Trustees. Currently there are six Trustees that constitute the governance board. This includes the positions of Chairman and Secretary/Treasurer.

A manager oversees the operational activities and is responsible for the employment of staff including volunteers.

#### Main Sources of the Entity's Cash and Resources

The Trust receives income from the sale of recycled materials. An operational grant is received from Waitaki District Council and other grants and donations are received for specific purposes.

#### Main Methods Used by the Entity to Raise Funds

Applying for grants and using the Oamaru site facilities to generate revenue from waste materials.

#### Entity's Reliance on Volunteers and Donated Goods or Services

Volunteers supplement the labour required in the production of goods and services and Board members donate their time in governance issues.

#### Contact Details

**Website** [www.resourcewaitaki.co.nz/about-us/](http://www.resourcewaitaki.co.nz/about-us/)  
**Business Location** 42 Chelmer Street  
Oamaru 9400  
**Accountants** Finex NZ Limited  
1 Coquet Street  
Oamaru 9400  
**Auditor** Audit Professionals  
PO Box 620  
Dunedin  
**Bankers** ANZ  
Oamaru  
**IRD/GST Number** 084-002-658  
**Date of Establishment** 29 October 2002  
**Trustees** Trustee  
Trustee  
**GST** 2 Monthly Payments Basis

## Waitaki Resource Recovery Trust

### Entity Information

As At 30 June 2022

#### Current Officers



Chairman: Neville Langrish  
Secretary: Richard Cottier  
Trustees:  
Geoffrey Brown  
David Pickles  
Linda Wilson  
Derek Atkinson

#### Charities Commission

CC23531



## ***Independent Auditor's Report***

to the Trustees of Waitaki Resource Recovery Trust

### **Qualified Opinions**

We have audited the performance report of Waitaki Resource Recovery Trust (the Trust) which comprises the financial statements, the entity information and service performance. The complete set of financial statements comprise the statement of financial position as at 30 June 2022, the statement of financial performance and statement of cash flows for the year then ended, and the statement of accounting policies and other explanatory information.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinions* section of our report: the accompanying performance report presents fairly, in all material respects:

- (a) the entity information as at 30 June 2022, and
- (b) the financial position of the Trust as at 30 June 2022 and its financial performance and cash flows for the year ended on that date in accordance with the accounting standard, Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

### **Basis for Qualified Opinions**

In common with other organisations of a similar nature, control over the revenues from donations and project grants and donations prior to being banked is limited. It was not practicable to extend our examination of such income beyond the accounting for amounts received as shown by the accounting records of the Trust, or to determine the effect of the limited control.

Also, the support for the reporting of the output figures in the Statement of Service Performance on page 4 was not readily available for many of the figures disclosed. As a result, we have been unable to obtain sufficient appropriate audit evidence to support the reported outputs for the year and we are unable to determine whether any adjustments to these amounts are necessary.

We conducted our audit of the financial statements in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) and the audit of the service performance information in accordance with the ISAs and New Zealand Auditing Standard (NZ AS) 1 *The Audit of Service Performance Information* (NZ). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Performance Report* section of our report. We are independent of the Trust in accordance with Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners (including International Independence Standards)* (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinions.

Other than in our capacity as auditors we have no relationship with, or interests in, the Trust.

### **Information Other than the Financial Statements and Auditor's Report**

Other information included in the Performance Report with the financial statements comprises the schedule of fixed assets and depreciation. The Trustees are responsible for this other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. We are required to report any misstatement of other information. We have nothing to report in this regard.

### **Trustees' Responsibilities for the Performance Report**

The Trustees are responsible, on behalf of the Trust for:

- (a) the preparation and fair presentation of the entity information, financial statements and service performance information in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit);
- (b) service performance criteria that are suitable in order to prepare service performance information in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit); and
- (c) such internal control as those charged with governance determine is necessary to enable the preparation of the financial statements and service performance report information that are free from material misstatement, whether due to fraud or error.


In preparing the performance report the Trustees are responsible for assessing the Trust's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Performance Report**

Our objectives are to obtain reasonable assurance about whether the entity information, financial statements as a whole and the service performance information 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 conducted in accordance with ISAs (NZ) and NZAS 1 will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material, if individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

A further description of our responsibilities for the audit of the performance report is located on the External Reporting Board website: <https://www.xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/>.

This report is made solely to the Trustees as a body. Our audit work has been undertaken so that we might state to the Trustees those matters which we are required to state in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trust and the Trustees, as a body, for our audit work, for this report or for the opinions we have formed.

  
Chartered Accountants  
13 December 2022

Dunedin

## Waitaki Resource Recovery Trust Statement of Service Performance

For The Year Ended 30 June 2022

### Description of the Entity's Outcome:

Optimised the amount of material diverted from landfill to beneficial uses for the benefit of the community.  
Provided support to local not for profit organisations by providing grants, goods and services for worthy projects.  
Provided mentoring for youth projects.  
Provided rehabilitation and work experience for out of work community members.

### Description and Quantification of the Entity's Outputs:

	2022	2021
Associated Not for Profit Groups (Hours) Process wages and IRD returns for Hampden Community Energy Society and Waihemo Wastebusters. Process monthly financial reporting and annual financial accounts for Hampden Community Energy Society.	160	280
Restorative Justice Mentoring (Hours) Work with restorative Justice clients to gain work skills, work history and complete court based community hours.	180	230
Youth Aid Work with Youth Aid clients to gain work skills, work history and complete court based community hours.	175	195
Work and Income NZ (Hours) Work with WINZ clients to gain work experience and suitable references for further employment.	2,100	1,935
Idea Services (Hours) Work with Idea Services clients to gain work experience and suitable references for further employment	45	65
Work Experience (Hours) Work with local High Schools to enable pupils to gain work experience.	300	215
Donated Goods and Equipment Not for Profit Organisations and Schools etc.	\$1,617	\$2,173
Workplace Literacy (Hours) Advocate for North Otago employers to engage professional services to educate employees "A second chance education"	13,211	15,241

The attached notes and Auditor's Report form an integral part of these financial statements.

4

Waitaki Resource Recovery Trust  
Statement of Financial Performance

For The Year Ended 30 June 2022

	Notes	2022 \$	2021 \$
<b>Revenue</b>			
Donations, Fundraising and Other Similar Revenue	1	323,765	344,525
Revenue From Providing Goods and Services	1	613,015	555,732
Interest, Dividends and Other Investment Revenue	1	190	82
Government COVID Support Payments		36,468	77,237
Insurance Payouts		72,119	-
<b>Total Revenue</b>		<b>1,045,557</b>	<b>977,575</b>
<b>Expenses</b>			
Volunteer and Employee Related Costs	2	725,410	696,809
Costs Related to Providing Goods or Services	2	310,011	277,213
Other Expenses	2	159,158	24,903
<b>Expenses</b>		<b>1,194,579</b>	<b>998,925</b>
<b>Net Deficit</b>		<b>(149,022)</b>	<b>(21,349)</b>

The net deficit of \$149,022 includes an impairment writedown of \$142,809 relating to prior year property improvements.  
Refer to Note 4.

The attached notes and Auditor's Report form an integral part of these financial statements.

5





**Waitaki Resource Recovery Trust**  
**Statement of Movements in Equity**  
For The Year Ended 30 June 2022

	2022 \$	2021 \$
Opening Equity	342,878	364,227
Net Deficit	(149,022)	(21,349)
Total Recognised Revenues & Expenses	(149,022)	(21,349)
Closing Equity	193,856	342,878

The attached notes and Auditor's Report form an integral part of these financial statements.

6



# Waitaki Resource Recovery Trust

## Statement of Financial Position

As At 30 June 2022

	Notes	2022 \$	2021 \$
<b>Current Assets</b>			
Cash Balances	3	145,784	62,524
Accounts Receivable		39,633	164,572
Prepayments		600	710
Accrued Interest		123	21
<b>Total Current Assets</b>		<b>186,140</b>	<b>227,827</b>
<b>Non Current Assets</b>			
Property, Plant and Equipment	4	174,415	257,698
Resource Management Consents		9,241	9,241
<b>Total Non Current Assets</b>		<b>183,656</b>	<b>266,939</b>
<b>Total Assets</b>		<b>369,796</b>	<b>494,766</b>
<b>Current Liabilities</b>			
Creditors and Accruals	5	52,063	45,309
GST Payable		24,176	20,074
Employee Costs Payable		99,701	86,505
<b>Total Current Liabilities</b>		<b>175,940</b>	<b>151,888</b>
<b>Net Assets</b>		<b>193,856</b>	<b>342,878</b>
<b>Trust Equity</b>			
Retained Surplus		193,856	342,878
<b>Total Trust Equity</b>		<b>193,856</b>	<b>342,878</b>

Trustee

Trustee

Date

Date

The attached notes and Auditor's Report form an integral part of these financial statements.

7

**9p**  
Audit  
PROFESSIONALS

# Waitaki Resource Recovery Trust

## Statement of Cash Flows

For The Year Ended 30 June 2022

	Notes	2022 \$	2021 \$
<b>Cash Flows From Operating Activities</b>			
<b>Cash Was Received From:</b>			
Donations, Fundraising and Other Similar Revenue		323,765	342,181
Receipts From Providing Goods or Services		737,954	482,573
Interest, Dividends and Other Investment Revenue		88	77
Other Receipts		108,587	-
Net Movement in GST		4,102	8,643
<b>Cash Was Applied To:</b>			
Payments to Suppliers and Employees		(1,015,361)	(952,760)
<b>Net Cash Flows From/(To) Operating Activities</b>		<b>159,135</b>	<b>(119,286)</b>
<b>Cash Flows From Investing and Financing Activities</b>			
<b>Cash was Applied to:</b>			
Payments to Acquire Property, Plant and Equipment		(75,875)	(23,246)
<b>Total Cash Flows (To) Investing and Financing Activities</b>		<b>(75,875)</b>	<b>(23,246)</b>
Net Increase/(Decrease) in Cash		83,260	(142,532)
Opening Cash Balance		62,524	205,056
<b>Closing Cash Balance</b>		<b>145,784</b>	<b>62,524</b>
<b>Represented by:</b>			
Bank Accounts and Cash	3	145,784	62,524
<b>Net Cash Balance</b>		<b>145,784</b>	<b>62,524</b>

The attached notes and Auditor's Report form an integral part of these financial statements.

8



## Waitaki Resource Recovery Trust Statement of Accounting Policies

For The Year Ended 30 June 2022

### Reporting Entity

Waitaki Resource Recovery Trust is a registered charity governed by its Trust Deed dated 29 October 2002, The Charities Act 2005 and The Charitable Trust Act 1957.

### Basis of Preparation

Waitaki Resource Recovery Trust has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using accrual basis of accounting. The Performance Report is prepared under the assumption that the Trust will continue to operate in the foreseeable future. The Performance Report is presented in New Zealand dollars and rounded to the nearest dollar.

### Revenue

All revenue items are recorded in the accounting period that it is earned.

### Cash and Bank Balances

Cash and bank balances in Statement of Financial Position and Statement of Cash Flows comprises cash held and bank balances with original maturities of 90 days or less.

### Property, Plant and Equipment

Property, plant and equipment are recorded at cost, less any accumulated depreciation.

### Depreciation

Depreciation is charged to the Statement of Financial Performance at rates shown below over the estimated useful lives of each part of an item of property, plant and equipment.

The method and rates applied are as follows:

Asset Class	Method	Rate
Property Improvements	Prime Cost and Diminishing Value	2.0 - 18.0%
Plant and Equipment	Prime Cost and Diminishing Value	8.0 - 100.0%
Motor Vehicles	Diminishing Value	10.0 - 40.0%
Office Equipment	Diminishing Value	40.0 - 60.0%

### Income Tax

Waitaki Resource Recovery Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Trade and Other Receivables

Accounts Receivable are recognised initially at fair value and subsequently measured at amortised cost using effective interest method, less an allowance for any uncollectable amounts. Individual debts that are known to be uncollectable are written off in the period that they are identified.

### Goods and Services Tax (GST)

The Trust is registered for GST. All revenue and expense transactions are recorded net of GST. Where applicable, all assets and liabilities have been stated net of GST with the exception of receivable and payables which are stated inclusive of GST.

### Stock on Hand

The Trust has significant donated stocks on hand. This stock has a value but because it has no cost it is not included in the annual financial statements until the stock is sold.

### Changes in Accounting Policies

There have been no changes in accounting policies. All accounting policies have been applied on a basis consistent with those used in previous years.

## Waitaki Resource Recovery Trust

### Notes to the Performance Report

For The Year Ended 30 June 2022

	2022 \$	2021 \$
<b>1 Analysis of Revenue</b>		
<b>Donations, Fundraising and Other Similar Revenue</b>		
Wage Subsidies	15,138	16,707
Donations	4,164	4,753
Project Grants and Donations	37,463	36,400
WDC Operating Grants	242,000	242,000
WDC Site Redevelopment Grant	25,000	44,665
<b>Total</b>	<b>323,765</b>	<b>344,525</b>
<b>Revenue From Providing Goods or Services</b>		
Ag-Recovery Programme	-	5,000
Builders Waste	-	657
Cardboard	127,868	67,119
E-waste	24,925	9,857
Electrical	842	430
Furniture	-	2,273
Garden Corner Revenue	13,801	17,571
Glass	13,930	22,174
Green Waste	36,125	28,244
Landscaping Supplies	1,788	-
Metal	18,773	14,339
Mulch	4,926	3,207
Other Fees	290	49
Paper	7,086	-
Pick up and Delivery	916	1,174
Plastic	41,067	41,675
Recycling Charge	81,373	87,480
Refuse	93,332	101,123
Shop	145,973	153,361
<b>Total</b>	<b>613,015</b>	<b>555,732</b>
<b>Interest, Dividends and Other Investment Income</b>		
Interest Received	190	82
<b>Total</b>	<b>190</b>	<b>82</b>

10



## Waitaki Resource Recovery Trust

### Notes to the Performance Report

For The Year Ended 30 June 2022

Notes	2022 \$	2021 \$
<b>2 Analysis of Expenses</b>		
<b>Volunteer and Employee Related Costs</b>		
ACC Levies	(2,358)	9,240
Payroll Administration	107,573	88,868
Payroll Green Waste	76,187	73,228
Payroll Processing	409,315	439,319
Payroll Shop	101,666	71,357
Payroll Garden Corner	26,151	-
Net Holiday Pay Movement	6,876	14,799
<b>Total</b>	<b>725,410</b>	<b>696,809</b>
<b>Costs Related to Providing Goods or Services</b>		
Accountancy	5,819	5,825
Advertising	633	130
Audit Fee (2021 - 2 years)	3,500	6,600
Baling	11,885	15,940
Bank Fees and Charges	220	181
Cartage	61,764	23,178
Computer Expenses	1,001	1,511
Conference, Courses and Training	238	1,684
Electrical Testing and De-gassing	897	1,022
Electricity	3,930	5,480
Equipment Leases	3,162	1,318
E-waste Consignments	9,993	7,587
Fuel	11,793	6,300
Health and Safety	7,859	11,863
Insurance	9,265	9,691
IRD Penalties - Non Deductible	-	250
Light, Heat and Power	2,664	2,018
Motor Vehicle Expenses	786	195
Postage	9	178
Printing and Stationery	2,679	3,700
Providing Literacy Services	-	28,078
Purchases	2,986	4,466
Repairs and Maintenance	60,389	2,129
Repairs and Maintenance (Plant and Vehicles)	16,360	5,839
Residual Waste Disposal	82,536	122,946
Staff Amenities	3,300	3,808
Subscriptions and Fees	2,877	2,504
Telephone and Tolls	3,466	2,792
<b>Total</b>	<b>310,011</b>	<b>277,213</b>
<b>Other Expenses</b>		
Depreciation	16,349	24,903
Impairment Loss	4 142,809	-
<b>Total</b>	<b>159,158</b>	<b>24,903</b>
<b>Total</b>	<b>1,194,579</b>	<b>951,583</b>

11





## Waitaki Resource Recovery Trust

### Notes to the Performance Report

For The Year Ended 30 June 2022

	2022 \$	2021 \$
<b>3 Bank Balances</b>		
Petty Cash	91	14
Till Floats	680	680
ANZ 00 (Current)	104,588	51,761
ANZ 03 (Literacy Grants)	40,001	9,997
ANZ 04 (Other Grants)	424	72
<b>Total Bank Balances</b>	<b>145,784</b>	<b>62,524</b>

### 4 Property, Plant and Equipment

This Year	Opening Carrying Amount	Purchases Sales/ Disposals	Current Year Depreciation & Impairment	Closing Carrying Amount
Property Improvements	214,389	42,885	-	149,675
Plant and Equipment	9,597	-	-	1,555
Motor Vehicles	33,648	32,990	-	7,867
Office Equipment	64	-	-	61
	<b>257,698</b>	<b>75,875</b>	<b>-</b>	<b>159,158</b>

In 2022, a substantial impairment loss of \$142,809 has been recorded on the property improvements which were built with funding from Waitaki District Council and are considered to have no continuing value.

Last Year	Opening Carrying Amount	Purchases Sales/ Disposals	Current Year Depreciation & Impairment	Closing Carrying Amount
Property Improvements	208,557	21,995	-	16,162
Plant and Equipment	11,499	1,251	-	3,153
Motor Vehicles	39,173	-	-	5,525
Office Equipment	127	-	-	63
	<b>259,356</b>	<b>23,246</b>	<b>-</b>	<b>24,903</b>

### 5 Current Payables

Accounts Payable	47,520	40,758
Accrued Expenses	3,500	3,500
ANZ Visa	1,043	1,051
<b>Total Current Payables</b>	<b>52,063</b>	<b>45,309</b>

### 6 Capital Commitments

The Trust is committed to a monthly fee of \$116.36 (excl GST) for its EFTPOS machine (2021: \$109.83). The lease expires on December 2024.

No other capital commitments have been contracted for or provided for at balance date (2021: Nil).

### 7 Contingent Liabilities and Guarantees

There were no contingent liabilities or guarantees at balance date (2021: Nil).

## Waitaki Resource Recovery Trust

### Notes to the Performance Report

For The Year Ended 30 June 2022

#### 8 Related Parties

There were no significant transactions involving related parties during the financial year (2021: nil).

#### 9 COVID-19

The business has been impacted by the COVID-19 outbreak in recent years resulting in lower revenue. Government Wage Subsidies and Resurgence Support Payments have been applied for as a result.

#### 10 Events After Balance Date

There were no events that have occurred after balance date that would have a material impact on the Performance Report.

Waitaki Resource Recovery Trust  
Schedule of Fixed Assets and Depreciation  
As At 30 June 2022

	% Private Date	Use	Original Cost	Opening Accum Depn	Opening WDV	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Rate	Depn	Closing WDV
<b>Property Improvements</b>											
Entrance Gates			3,675	3,229	446	-	-	-	11.0% DV	49	397
Underground Service Cable			2,608	2,118	490	-	-	-	9.0% DV	44	446
Entrance Fence			1,315	1,157	158	-	-	-	11.0% DV	17	141
Concrete Curbing			1,160	676	484	-	-	-	5.0% DV	24	460
Entrance Signage			1,215	1,067	148	-	-	-	11.0% DV	16	132
Hot Water System			629	609	20	-	-	-	18.0% DV	4	16
Concrete Floor			9,800	4,925	4,875	-	-	-	3.0% SL	294	4,581
Yard Signage			950	825	125	-	-	-	11.0% DV	14	111
Chemstore			1,370	710	660	-	-	-	5.0% DV	33	627
Kiosk			4,850	2,513	2,337	-	(2,337)	-	5.0% DV	-	-
Signage Drop Office			1,598	1,382	216	-	-	-	12.0% DV	26	190
Signage Blast Tech			788	677	111	-	-	-	12.0% DV	13	98
Eftpos Cabling			3,400	2,639	761	-	-	-	10.0% DV	76	685
Kiosk Switchboard/Power Outlets			984	682	302	-	-	-	8.0% DV	24	278
Glass Bunkers			14,495	11,084	3,411	-	-	-	12.0% DV	409	3,002
Glass Bunker Improvements			11,227	6,731	4,496	-	-	-	12.0% DV	540	3,956
Temperzone Heat pump			4,320	4,177	143	-	-	-	18.0% DV	26	117
Aluminium Sliding Door			1,628	1,526	102	-	-	-	15.0% DV	15	87
Log Burner & Flue			3,177	2,293	884	-	-	-	12.0% DV	106	778
3 Bay Shed			24,839	12,177	12,662	-	(12,662)	-	8.0% DV	-	-
Site Redevelopment & Sheds x 2			113,302	9,064	104,238	-	(104,238)	-	8.0% DV	-	-
Gardening Kiosk			5,960	477	5,483	-	-	-	8.0% DV	439	5,044
Glass Collection Area			14,419	1,442	12,977	-	-	-	10.0% DV	1,298	11,679
Fencing			1,711	222	1,489	-	-	-	10.0% DV	149	1,340
Roading			21,269	987	20,282	-	-	-	4.0% DV	811	19,471
2 Bay Shed			23,929	412	23,517	-	(23,517)	-	2.0% DV	-	-
Signage			3,700	397	3,303	-	-	-	10.0% DV	330	2,973
Storage Area			1,750	175	1,575	-	-	-	10.0% DV	158	1,417
Fencing and Retaining Wall			8,766	72	8,694	-	-	-	10.0% DV	869	7,825
A14 Series SmartShelter	May 22		-	-	-	28,485	-	-	4.0% DV	190	28,295
40ft Containers for Storage (2)	Feb 22		-	-	-	14,400	-	-	16.0% DV	947	13,453
<b>Total Property Improvements</b>			<b>288,834</b>	<b>74,445</b>	<b>214,389</b>	<b>42,885</b>	<b>(142,754)</b>	<b>-</b>		<b>6,921</b>	<b>107,599</b>
<b>Plant and Equipment</b>											
Bike Project Tool Kit			500	232	268	-	-	-	10.0% DV	27	241
Bike Project Repco Toolkit			799	327	472	-	-	-	10.0% DV	47	425
Berti Mulcher			9,500	9,500	-	-	-	-	60.0% DV	-	-
Echo BCLS 500 Weed Eater			1,104	1,104	-	-	-	-	67.0% DV	-	-
Fadge Holders			832	789	43	-	-	-	15.0% DV	6	37
FX1 Indicator & Load bar			1,170	1,135	35	-	-	-	18.0% DV	6	29
4.5kg Wormold Extinguisher			262	244	18	-	-	-	14.0% DV	3	15
Water Filters			311	225	86	-	-	-	8.0% DV	7	79
Trial Rubbish Bin			684	681	3	-	-	-	30.0% DV	1	2
Baling Press			70,374	65,798	4,576	-	-	-	16.0% DV	732	3,844
Wood Sack Holders (5)			715	668	47	-	-	-	16.0% DV	8	39
Free to Air Decoder & Equipment			540	505	35	-	-	-	16.0% DV	6	29

The attached notes and Auditor's Report form an integral part of these financial statements.

14

Waitaki Resource Recovery Trust  
Schedule of Fixed Assets and Depreciation

As At 30 June 2022

	% Private Date	Use	Original Cost	Opening Accum Depn	Opening WDV	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Rate	Depn	Closing WDV
Um			592	531	61	-	-	-	19.0% DV	12	49
Glass Bins (6)			12,643	12,643	-	-	-	-	80.0% DV	-	-
Sorting Table			8,069	7,167	902	-	-	-	20.0% DV	180	722
Sorting Table Fire Guard			783	641	142	-	-	-	16.0% DV	23	119
Fudge Holders			1,461	1,373	88	-	-	-	25.0% DV	22	66
Sorting Table Motor			1,334	1,179	155	-	-	-	20.0% DV	31	124
Glass Bin Modifications			1,229	1,229	-	-	-	-	80.0% DV	-	-
Washing Machine			1,300	1,237	63	-	-	-	30.0% DV	19	44
Sebco Oil Container			4,950	2,851	2,099	-	-	-	13.0% DV	273	1,826
Cash Register			875	784	91	-	-	-	40.0% DV	36	55
Cash Register			875	784	91	-	-	-	40.0% DV	36	55
Electrical Testing Unit			870	548	322	-	-	-	25.0% DV	80	242
Strapping Machine			1,251	1,251	-	-	-	-	100.0% SL	-	-
<b>Total Plant and Equipment</b>			<b>123,023</b>	<b>113,426</b>	<b>9,597</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>1,555</b>	<b>8,042</b>
<b>Motor Vehicles</b>											
John Deere Tractor			33,900	31,005	2,895	-	-	-	16.0% DV	463	2,432
John Deere Tractor Cover			588	583	5	-	-	-	40.0% DV	2	3
Telelift			63,448	43,896	19,552	-	-	-	10.0% DV	1,955	17,597
Hyster Forklift			36,625	28,784	7,841	-	-	-	20.0% DV	1,568	6,273
Nissan Atlas 4.2D Diesel Truck			20,000	16,645	3,355	-	-	-	20.0% DV	671	2,684
Kubota Tractor	Oct 21		-	-	-	32,990	-	-	13.0% DV	3,208	29,782
<b>Total Motor Vehicles</b>			<b>154,561</b>	<b>120,913</b>	<b>33,648</b>	<b>32,990</b>	<b>-</b>	<b>-</b>		<b>7,867</b>	<b>58,771</b>
<b>Office Equipment</b>											
Pilot XP Computer			1,351	1,351	-	-	-	-	40.0% DV	-	-
Odyssey QR 300 Computer			1,625	1,622	3	-	-	-	50.0% DV	2	1
Discovery DT100 Computer			1,300	1,297	3	-	-	-	50.0% DV	2	1
Viewsonic LED Screen			260	260	-	-	-	-	50.0% DV	-	-
Moneyworks			895	895	-	-	-	-	60.0% DV	-	-
Microsoft Office 2007			551	551	-	-	-	-	50.0% DV	-	-
Web Site			1,240	1,237	3	-	-	-	50.0% DV	2	1
Moneyworks v8 Licence			994	939	55	-	(55)	-	50.0% DV	-	-
<b>Total Office Equipment</b>			<b>8,216</b>	<b>8,152</b>	<b>64</b>	<b>-</b>	<b>(55)</b>	<b>-</b>		<b>6</b>	<b>3</b>
<b>TOTAL FIXED ASSETS</b>			<b>574,634</b>	<b>316,936</b>	<b>257,698</b>	<b>75,875</b>	<b>(142,809)</b>	<b>-</b>		<b>16,349</b>	<b>174,415</b>

The attached notes and Auditor's Report form an integral part of these financial statements.

15

## 7 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:

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 20 December 2022 PE</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)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</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>
<b>8.2 - Public Excluded Minutes of the Council Meeting held on 28 February 2023 PE</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)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out,</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>

	<p>without prejudice or disadvantage, commercial activities</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>	
<b>8.3 - Omarama Water Treatment Plant Budget PE</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)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</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>
<b>8.4 - Weston Service Level Upgrade PE</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>



**8 PUBLIC EXCLUDED SECTION**

**9 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.

**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, any previously public excluded information that Council decides to release will be included under this agenda item in the Public Minutes of this meeting.

**11 MEETING CLOSE**