



PUBLIC

Agenda

Notice is hereby given of an
Ordinary Council Meeting

Tuesday 20 February 2018

Commencing at 9.30am
To follow Public Forum

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Waimate District Council will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 20 February 2018, commencing at 9.30am to follow Public Forum.

Elected Members

Craig Rowley	Mayor (Chair)
Sharyn Cain	Deputy Mayor
David Anderson	Councillor
Peter Collins	Councillor
Jakki Guilford	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
David Owen	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions;
- ii Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

Order of Business

Report	Page
Public Forum	
Opening Prayer – Rev Phil Bettany Knox Presbyterian Church	
Item 1 Apologies	4
Item 2 Conflicts of Interest	5
Item 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda.....	6
Item 4 Confirmation of Minutes: Ordinary Council Meeting.....	7
Item 5 Confirmation of Minutes: Extraordinary Council Meeting	14
Item 6 Council Resolutions Report.....	20
Item 7 Affixing of the Common Seal Report	26
Item 8 Management Report – Human Resources and Health and Safety	27
Item 9 Mayor’s Report.....	30
Item 10 Councillors’ Report.....	31
Item 11 Citizenship Ceremony	33
Item 12 Community Services and Development Committee Recommendation: Whitehorse Big Easy Event Support	34
Item 13 Environmental Services and Finance Committee Recommendation: Register of Pecuniary and other Specified Interests of the Mayor and Councillors of the Waimate District Council Summary of Annual Returns.....	35
Item 14 Environmental Services and Finance Committee Recommendation: Order of Meetings on Council Committee Meeting Day.....	37
Item 15 Environmental Services and Finance Committee Recommendation: Audit New Zealand Management Report for the year ended 30 June 2017.....	38
Item 16 Economic Development Special Grant Fund – Terms of Reference.....	39
Item 17 Consideration of Major (Urgent Business) or Minor Items not on the Agenda.....	48
Item 18 Exclusion of the Public	49

Item 1

Apologies

Prepared by: Stuart Duncan
Chief Executive

The Chair will call for any apologies. An apology has been received from Cr T O'Connor.

Recommendation

That the apologies are accepted.

Item 2 Conflicts of Interest

Prepared by: Stuart Duncan
 Chief Executive

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

Item 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Stuart Duncan
Chief Executive

The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

a Standing Orders 3.7.5 – Major Items

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i The reason why the item was not listed on the agenda; and
- ii The reason why discussion of the item cannot be delayed until a subsequent meeting.

b Standing Orders 3.7.6 – Minor Items

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i That item is a minor matter relating to the general business of the local authority; and
- ii The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- iii No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

Recommendation

That Council resolves to consider any major (urgent business) at the end of the open section of the meeting.

Item 4

Confirmation of Minutes: Ordinary Council Meeting

Prepared by: Stuart Duncan
Chief Executive

The unconfirmed minutes of the Ordinary Council meeting held on Tuesday 19 December 2017, are presented for confirmation.

Recommendation

That the minutes of the Ordinary Council meeting held on Tuesday 19 December 2017, excluding the public excluded items, are confirmed as a true and correct record.

Unconfirmed Minutes of the Ordinary Council meeting of the Waimate District Council held at 125 Queen Street, Waimate on Tuesday 19 December 2017, beginning at 1.00pm following Public Forum

Opening Prayer	Rev Indrea Alexander opened the Council meeting with a prayer and lit the Ministers' Association candle
Public Forum	There were two members of the public at the Public Forum: Chairperson of the Ritchie McCaw Statue Committee, Peter Ellis, and secretary Jos McIlraith asked Council to consider supporting the Ritchie McCaw statue project
Present	Chair: Mayor C Rowley Councillors: D Anderson, S Cain, P Collins, J Guilford, T O'Connor, D Owen, S Paul
In Attendance	An apology was received from Chief Executive S Duncan Managers: F Hester-Smith, A Hilton, C Johns, M Jones, S Kelly, D Mitchell Staff: F Fox, M Thomson, K Tiffen Committee Secretary: K Reid

- 1 Apologies**

An apology was received from Cr M Morton.

Resolved:

That the apologies are accepted.

Moved Cr Cain
Seconded Cr Paul
MOTION CARRIED
- 2 Conflicts of Interest**

The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified.
- 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda**

The Chair called for Major or Minor Items not on the Agenda. There were no major (urgent business) or minor items identified.
- 4 Confirmation of Minutes – Ordinary Council Meeting**

Resolved:

That the minutes of the Ordinary Council meeting held on Tuesday 14 November 2017, excluding the public excluded items, are confirmed as a true and correct record.

Moved Cr Cain
Seconded Cr Collins
MOTION CARRIED

Note:

Correction to Page 11: Change of Council Representative
'Note' – spelling 'wold' should be 'would'

5 Council Resolutions Report

Resolved:

That the Council Resolutions report is accepted.

Moved Cr Cain

Seconded Cr Anderson

MOTION CARRIED

6 Mayor's Report

The Mayor reported on the following:

- Rural & Provincial Meeting
- Critical Issues: Oil & Gas Opportunities Meeting
- Meeting with Tuia Charitable Trust
- External Meetings and Functions Attended by the Mayor

Resolved:

That the Mayor's Report is accepted.

Moved Mayor Rowley

Seconded Cr Guilford

MOTION CARRIED

Note:

24 November 2017: The Mayor, Asset Group Manager and
Roading Manager and Cr S Paul met the Riverside Village
Residents. The Chief Executive did not attend the meeting.

7 Councillors' Report

Resolved:

That the Councillors' Report is accepted.

Moved Cr Cain

Seconded Cr Guilford

MOTION CARRIED

8 Management Report – Corporate Services

Resolved:

That the Corporate Services Manager's Report is accepted.

Moved Cr Anderson

Seconded Cr Owen

MOTION CARRIED

Action Point:

Council asked for more detailed explanation to be supplied on
Expenditure No 5.

9 Management Report – Human Resources and Health and Safety

Resolved:

That the Human Resources Manager's Report is accepted.

Moved Cr Cain

Seconded Cr O'Connor

MOTION CARRIED

- 10 Audit and Risk Committee Report** **Resolved:**
That the Audit and Risk Committee report is accepted.
Moved Mayor Rowley
Seconded Cr Paul
MOTION CARRIED
- 11 Financial Strategy Review** Council considered the draft Financial Strategy for inclusion as support documentation for the Long Term Plan 2018-28.
Resolved:
That the Financial Strategy Review report is accepted; and

That Council approve the draft Financial Strategy for inclusion as supporting documentation for the Consultation Document with minor amendments, as identified.

Moved Mayor Rowley
Seconded Cr Cain
MOTION CARRIED
- 12 Infrastructure Strategy Review** Council considered the draft Infrastructure Strategy for inclusion as support documentation for the Long Term Plan 2018-2028.
Resolved:
That the Infrastructure Strategy Review report is accepted; and

That Council approve the draft Infrastructure Strategy for inclusion as support documentation for the Long Term Plan 2018-28 with minor amendments, as identified.

Moved Mayor Rowley
Seconded Cr Cain
MOTION CARRIED
- 13 Financial Contributions Policy 404 Review** Council considered the revised Financial Contributions Policy 404 for adoption as supporting information for the Long Term Plan 2018-28.
Resolved:
That the Financial Contributions Policy 404 report is accepted; and

That Council adopts the revised Financial Contributions Policy 404 as supporting information for the Long Term Plan 2018-28.

Moved Cr Cain
Seconded Cr Guilford
MOTION CARRIED
- 14 Rates Remission Policy 407 and Rates Postponement Policy 408 Review** Council considered the revised Rates Remission Policy 407 for adoption as supporting information for the Long Term Plan 2018-28.

Council considered the Rates Postponement Policy 408 for the purposes of repealing the policy.

Resolved:

- 1 That the Rates Remission Policy 407 and Rates Postponement Policy 408 Review report is accepted; and
- 2 That Council adopts the revised Rates Remission Policy 407 as supporting information for the Long Term Plan 2018-28; with the below amendments:

- i. 5.10: Waimate Event Centre Rate Remission – Waimate District Rural Hall: Correct reference to the Waimate Event Centre Rate in the final paragraph.
- ii. 5.12: Targeted Urban Sewerage Rate Remission – Southern Canterbury Agricultural and Pastoral Association Inc. Change the definition to:

“This remission provides relief to the Southern Canterbury Agricultural and Pastoral Association Inc. reducing the value of remission over a period of three years. This recognises that the Showgrounds facility completed its development stage and is now in its commercial stage.

Council will remit 25% of the Targeted Urban Sewerage charge in 2018/19, 12.5% in 2019/20 and 0% in 2020/21 and thereafter.

This remission will be funded from within the Targeted Urban Sewerage Rate.”

- iii. 5.12: Targeted Urban Sewerage Rate Remission – Southern Canterbury Agricultural and Pastoral Association Inc. Reducing rate – currently at 50%; year 1 – 25%; year 2 – 12.5%; year 3 and thereafter – nothing.

- iv. New remission to Bushtown – 50% off sewerage rate to be introduced:

“This remission provides relief to Bushtown Waimate Inc. This remission recognises that Bushtown Waimate Inc. is under development and use of the sewerage system will be sporadic. This remission will be reviewed when Bushtown Waimate Inc. moves to its commercial stage.

Council will remit 50% of the Targeted Urban Sewerage charge.

This remission will be funded from within the Targeted Urban Sewerage Rate.

- 3 That Council determines that the amendments to the Rates Remission Policy are of a nature and significance that require inclusion in the Long Term Plan 2018-28 Consultation Document; and
- 4 That Council resolves to repeal the Rates Postponement Policy 408.

Moved Cr Cain
 Seconded Cr Paul
 MOTION CARRIED

15 Revenue and Financing Policy 401 Review

Council considered the revised Revenue and Financing Policy 401 for adoption as supporting information for the Long Term Plan 2018-28.

Resolved:

- 1 That the Revenue and Financing Policy 401 Review report is accepted; and
- 2 That Council adopts the revised Revenue and Financing Policy as supporting information for the Long Term Plan, with the minor amendment:
 - i. That sales of property assets over \$50,000 net require a decision of Council as to their distribution; with sales of property assets under \$50,000 going into the property reserve; and
- 3 That Council determines the amendments to the Revenue and Financing Policy are not of a nature and significance that require inclusion in the Long Term Plan 2018-28 Consultation Document.

Moved Cr Guilford
 Seconded Cr Anderson
 MOTION CARRIED

Agenda Item 17 was taken at this point.

17 Consent to Dispense with Open Space and Recreation Contribution Payable

Council considered a resource consent application to dispense with the 'Open Space and Recreation' contribution payable under Rule 1.3 of Section 10 (Financial Contributions and Subdivision) of the Waimate District Plan in respect of a two-unit residential development at 6B Hayes Street.

Resolved:

- 1 That the Consent to Dispense with Open Space and Recreation Contribution Payable report is accepted; and
- 2 That having regard to Section 104 and pursuant to Section 104C of the Resource Management Act 1991, it is decided that consent be refused to a restricted discretionary activity to dispense with the 'Open Space and Recreation' contribution payable under Rule 1.3 of Section 10 (Financial Contributions and Subdivision) of the Waimate District Plan in respect of a two-unit residential development at 6b Hayes Street; and

- 3 That the reasons for this refusal is that the proposal is in direct conflict with the specific policies and objectives of the District Plan that require contributions for residential units where there is anticipated increased demand for recreation and open space facilities. Therefore, the proposal is considered to be contrary to the purpose of the Resource Management Act 1991, which seeks to promote the sustainable management of natural and physical resources and enables people and communities to provide for their social, economic, and cultural wellbeing.

Moved Cr Cain
Seconded Cr Collins
MOTION CARRIED

Agenda Item 16 was taken at this point.

16 Waimate District Council Proposed Dog Park Revised Location Report

Council considered a further option subsequent to the previous options report presented to Council on 14 November 2017.

Resolved:

- 1 That the Waimate District Council Proposed Dog Park Revised Location report is accepted; and
- 2 That Council rescinds the resolution of 14 November 2017 giving approval to use of "Murrayfield", Knottingley Park for the purpose of a dedicated dog park and that the capital costs of \$18,900 are funded through the subdivision reserve fund and that operational and maintenance costs are retained to inform future budgeting activities; and
- 3 That Council will not allow any further redevelopment by user groups of Knottingley Park until an appropriate Reserve Management Plan is put into place for the asset; estimated by the middle of 2018; and that appropriate Memorandum of Understandings are agreed to and signed by all User Groups of Knottingley Park; and
- 4 That a dog park be established in a suitable location at Knottingley Park as part of the Reserve Management Plan.

Moved Cr Cain
Seconded Mayor Rowley
MOTION CARRIED

Action Point:

Council asked that the Knottingley Park Reserve Management Plan and Memorandum of Understanding with User Groups be undertaken at the earliest opportunity.

17 Consideration of Major (Urgent Business) or Minor

There were no major (urgent business) or minor items identified.

Items not on the Agenda

18 Exclusion of the Public

Council considered moving into public excluded to take the below items:

Confirmation of Public Excluded Minutes: Tuesday 14 November 2017

Alpine Energy – Request to Review Directors’ Fees

General Subject of each matter to be considered	Reason for passing this resolution	Ground(s) under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
Confirmation of Public Excluded Minutes – Tuesday 14 November 2017	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii): The withholding of the information is necessary to protect information which is subject to an obligation of confidence
Council Public Excluded Alpine Energy – Request to Review Directors’ Fees	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii): The withholding of the information is necessary to protect information which is subject to an obligation of confidence

Resolved:

That Council resolves to exclude the public from the following parts of the meeting on the grounds contained in section 48(1) of the Local Government Official Information and Meetings Act, or section 6 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

Moved Cr Cain
 Seconded Cr Paul
 MOTION CARRIED

There being no further business, the Chair declared the meeting closed at 2.40pm. These minutes to be confirmed at the Ordinary Council Meeting to be held on Tuesday 20 February 2018.

 Mayor C Rowley
 Chair

Item 5 Confirmation of Minutes: Extraordinary Council Meeting

Prepared by: Stuart Duncan

Chief Executive

The unconfirmed minutes of an Extraordinary Council meeting held on Tuesday 30 January 2018 are presented for confirmation.

Recommendation

That the minutes of the Extraordinary Council meeting held on Tuesday 30 January 2018, are confirmed as a true and correct record.

Unconfirmed Minutes of an Extraordinary Council meeting of the Waimate District Council held at 125 Queen Street, Waimate on Tuesday 30 January 2018, at 2.10pm, following the Environmental Services and Finance Committee meeting

Present

Chair: Mayor C Rowley

Councillors: S Cain, P Collins, J Guilford, M Morton, T O'Connor, D Owen

In Attendance

Chief Executive: S Duncan

Managers: C Johns, M Jones, A Hilton

Committee Secretary: K Reid

1 Apologies

Apologies were received from Cr D Anderson and Cr S Paul.

Resolved:

That the apologies are accepted.

Moved Cr Cain

Seconded Cr Owen

MOTION CARRIED

2 Conflicts of Interest

The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified.

3 Rates Remission Policy 407 - Amendment

Council considered an amendment to the Rates Remission Policy 407, which had been discussed and agreed to at a Council information workshop, but was not formally ratified at the Council meeting on 19 December 2017.

Resolved:

That the Rates Remission Policy 407 - Amendment report is accepted; and

That Council approves the below amendment to the Rates Remission Policy 407:

v.5.15 Penalties on Rates in Circumstances where the Ratepayer has agreed to and abided by the Terms of an "Arrangement" acceptable to the Waimate District Council now needs to read:

"While any Ratepayer who has a repayment plan acceptable to Council and continues to make regular payments over defined periods of not greater than 18 months, Council will :

Hold the charging of any further penalties for the duration of the repayment period.

This remission will be funded from within the rate type where the remission is granted.

Moved Cr Cain
Seconded Cr Guilford
MOTION CARRIED

4 Draft Liability Management Policy 402

Council considered the draft Liability Management Policy 402 for inclusion in the Long Term Plan 2018-28.

Resolved:

That the Draft Liability Management Policy 402 report is accepted; and

That Council approves the draft Liability Management Policy 402 for inclusion in the draft Long Term Plan 2018-28.

Moved Cr Cain
Seconded Cr O'Connor
MOTION CARRIED

5 Draft Investment Policy 403

Council considered the draft Investment Policy 403.

Resolved:

That the Draft Investment Policy 403 report is accepted; and

That Council approves the draft Investment Policy 403 for inclusion in the draft Long Term Plan 2018-28.

Moved Cr Cain
Seconded Mayor Rowley
MOTION CARRIED

6 Draft Remission and Postponement of Rates on Maori Freehold Land Policy 406

Council considered the draft Remission and Postponement of Rates on Maori Freehold Land Policy 406.

Resolved:

That the draft Remission and Postponement of Rates on Maori Freehold Land Policy 406 report is accepted; and

That Council approves the draft Remission and Postponement of Rates on Maori Freehold Land Policy 406 for inclusion in the draft Long Term Plan 2018-28.

Moved Cr Cain
Seconded Cr Owen
MOTION CARRIED

Note:

Cr Morton abstained from voting

7 Alpine Energy Dividend Funding – Community CCTV

Council considered the Alpine Energy Dividend Funding in relation to utilising the funds.

Resolved:

That the Alpine Energy Dividend Funding – Community CCTV report is accepted; and

That Council resolve to allocate up to \$45,000 of the Council initiatives funding pool to the Community CCTV project and, that funding is released only upon receipt of valid invoices from the selected vendor along with confirmation from Sergeant Kevin Reynolds (of Waimate Police) that the invoices meet the requirement of delivery of the Community CCTV project.

Moved Mayor Rowley
Seconded Cr Morton
MOTION CARRIED

8 New Marketing Fees and Charges

Council considered the proposed new 'Marketing' fees and charges.

Resolved:

That the New Marketing Fees and Charges report is accepted; and

That Council agrees to replace the 2017/18 'Information Centre' fees and charges (GST inclusive) with the new 'Marketing fees and charges' as follows, effective immediately.

Marketing	2017/18
Tier One – basic website business listing	No charge
Tier Two – paid link – per annum	\$69.00
Tier Three – Facebook post – per annum	\$207.00
Tier Four – blog article – per annum	\$345.00
Web page – per annum	\$304.75
Real estate blog – per property	\$276.00
Real estate blog – each additional property	\$69.00
Facebook post – each	\$138.00
Web blog and post – each	\$276.00
Brochure display – Waimate District visitor operator	No charge
Brochure display – non-Waimate District visitor operator	\$155.25

Moved Cr Cain
Seconded Cr Guilford
MOTION CARRIED

9 Economic Development Strategy Working Group Terms of Reference

Council considered the Economic Development Strategy Working Group Terms of Reference.

The report was circulated via email to Councillors at 8.30am on 26 January 2018 and tabled at the meeting.

Resolved:

That the Economic Development Strategy Working Group Terms of Reference report is accepted; and

That Council approves the Terms of Reference with amendments as agreed.

Moved Cr O'Connor
Seconded Cr Guilford
MOTION CARRIED

There being no further business, the Chair declared the meeting closed at 3.10pm. These minutes to be confirmed at the Ordinary Council meeting to be held on Tuesday 20 February 2018.

Mayor C Rowley
Chair

Item 6 Council Resolutions Report

Prepared by: Stuart Duncan
Chief Executive

Purpose of Report

To present Council with the current status of resolutions from prior meetings.

Resolution	Manager	Action
19 December 2017 – Ordinary Council Meeting		
Financial Strategy Review: That the Financial Strategy Review report is accepted; and That Council approve the draft Financial Strategy for inclusion as supporting documentation for the Consultation Document with minor amendments, as identified.	Andy Hilton	Completed
19 December 2017 – Ordinary Council Meeting		
Infrastructure Strategy Review: That the Infrastructure Strategy Review report is accepted; and That Council approve the draft Infrastructure Strategy for inclusion as support documentation for the Long Term Plan 2018-28 with minor amendments, as identified.	Dan Mitchell	Completed
19 December 2017 – Ordinary Council Meeting		
Financial Contributions Policy 404 Review: That the Financial Contributions Policy 404 report is accepted; and That Council adopts the revised Financial Contributions Policy 404 as supporting information for the Long Term Plan 2018-28.	Andy Hilton	Completed

19 December 2017 – Ordinary Council Meeting

<p>Rates Remission Policy 407 and Rates Postponement Policy 408 Review:</p> <ol style="list-style-type: none">1. That the Rates Remission Policy 407 and Rates Postponement Policy 408 Review report is accepted; and2. That Council adopts the revised Rates Remission Policy 407 as supporting information for the Long Term Plan 2018-28; with the below amendments:<ol style="list-style-type: none">i. 5.10: Waimate Event Centre Rate Remission – Waimate District Rural Hall: Correct reference to the Waimate Event Centre Rate in the final paragraph.ii. 5.12: Targeted Urban Sewerage Rate Remission – South Canterbury Agricultural and Pastoral Association Inc. Change the definition to:<p>“This remission provides relief to the South Canterbury Agricultural and Pastoral Association Inc. reducing the value of remission over a period of three years. This recognises that the Showgrounds facility completed its development stage and is now in its commercial stage.</p>Council will remit 25% of the Targeted Urban Sewerage charge in 2018/19, 12.5% in 2019/20 and 0% in 2020/21 and thereafter.This remission will be funded from within the Targeted Urban Sewerage Rate.”iii. 5.12: Targeted Urban Sewerage Rate Remission – South Canterbury Agricultural and Pastoral Association Inc. Reducing rate – currently at 50%; year 1 – 25%; year 2 – 12.5%; year 3 and thereafter – nothing.iv. New remission to Bushtown – 50% off sewerage rate to be introduced:<p>“This remission provides relief to Bushtown Waimate Inc. This remission recognises that Bushtown Waimate Inc. is under development and use of the sewerage system will be sporadic. This remission will be reviewed when Bushtown Waimate Inc. moves to its commercial stage.</p>Council will remit 50% of the Targeted Urban Sewerage charge.This remission will be funded from within the Targeted Urban Sewerage Rate. <p>3 That Council determines that the amendments to the Rates Remission Policy are of a nature and significance that require inclusion in the Long Term Plan 2018-28 Consultation Document; and</p> <p>4 That Council resolves to repeal the Rates Postponement Policy 408.</p>	Andy Hilton	Completed
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19 December 2017 – Ordinary Council Meeting

<p>Revenue and Financing Policy 401 Review:</p> <ol style="list-style-type: none">1. That the Revenue and Financing Policy 401 Review report is accepted; and2. That Council adopts the revised Revenue and Financing Policy as supporting information for the Long Term Plan, with the minor amendment: That sales of property assets over \$50,000 net require a decision of Council as to their distribution; with sales of property assets under \$50,000 going into the property reserve; and3. That Council determines the amendments to the Revenue and Financing Policy are not of a nature and significance that require inclusion in the Long Term Plan 2018-28 Consultation Document.	Andy Hilton	Completed
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19 December 2017 – Ordinary Council Meeting

<p>Consent to Dispense with Open Space and Recreation Contribution Payable:</p> <ol style="list-style-type: none">1. That the Consent to Dispense with Open Space and Recreation Contribution Payable report is accepted; and2. That having regard to Section 104 and pursuant to Section 104C of the Resource Management Act 1991, it is decided that consent be refused to a restricted discretionary activity to dispense with the 'Open Space and Recreation' contribution payable under Rule 1.3 of Section 10 (Financial Contributions and Subdivision) of the Waimate District Plan in respect of a two-unit residential development at 6b Hayes Street; and3. That the reasons for this refusal is that the proposal is in direct conflict with the specific policies and objectives of the District Plan that require contributions for residential units where there is anticipated increased demand for recreation and open space facilities. Therefore, the proposal is considered to be contrary to the purpose of the Resource Management Act 1991, which seeks to promote the sustainable management of natural and physical resources and enables people and communities to provide for their social, economic, and cultural wellbeing.	Sue Kelly	Completed
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20 February 2018 – Ordinary Council Meeting

<p>Waimate District Council Proposed Dog Park Revised Location Report:</p> <ol style="list-style-type: none">1. That the Waimate District Council Proposed Dog Park Revised Location report is accepted; and2. That Council rescinds the resolution of 14 November 2017 giving approval to use of “Murrayfield”, Knottingley Park for the purpose of a dedicated dog park and that the capital costs of \$18,900 are funded through the subdivision reserve fund and that operational and maintenance costs are retained to inform future budgeting activities; and3. That Council will not allow any further redevelopment by user groups of Knottingley Park until an appropriate Reserve Management. Plan is put into place for the asset; estimated by the middle of 2018; and that appropriate Memorandum of Understandings are agreed to and signed by all User Groups of Knottingley Park; and4. And that a dog park be established in a suitable location at Knottingley Park as part of the Reserve Management Plan.	Dan Mitchell	In progress
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30 January 2018 – Environmental Services and Finance Committee

<p>Waimate District Bylaw Review – Chapter 18 The Keeping of Animals, Poultry and Bees: That this item is left to lie on the table until the next Environmental Services and Finance committee meeting to enable the below matters to be clarified:</p> <p>1804.1 Poultry keeping: Clarification on description of housing to allow for smaller wooden structures.</p> <p>1802: Clarification of not allowing pig keeping in the urban area.</p> <p>Page 18-3: Conditions relating to stock kept on urban properties: Clarification on electric fencing.</p>	Sue Kelly	In progress
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30 January 2018 – Extraordinary Council Meeting

<p>Rates Remission Policy 407 – Amendment: That the Rates Remission Policy 407 - Amendment report is accepted; and That Council approves the below amendment to the Rates Remission Policy 407:</p> <p>v.5.15 Penalties on Rates in Circumstances where the Ratepayer has agreed to and abided by the Terms of an “Arrangement” acceptable to the Waimate District Council now needs to read:</p> <p>“While any Ratepayer who has a repayment plan acceptable to Council and continues to make regular payments over defined periods of not greater than 18 months, Council will:</p> <p>Hold the charging of any further penalties for the duration of the repayment period.</p> <p>This remission will be funded from within the rate type where the remission is granted.</p>	Andy Hilton	Completed
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30 January 2018 – Extraordinary Council Meeting

Draft Liability Management Policy 402: That the Draft Liability Management Policy 402 report is accepted; and That Council approves the draft Liability Management Policy 402 for inclusion in the draft Long Term Plan 2018-28.	Andy Hilton	Completed
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30 January 2018 – Extraordinary Council Meeting

Draft Investment Policy 403: That the Draft Investment Policy 403 report is accepted; and That Council approves the draft Investment Policy 403 for inclusion in the draft Long Term Plan 2018-28.	Andy Hilton	Completed
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30 January 2018 – Extraordinary Council Meeting

Draft Remission and Postponement of Rates on Maori Freehold Land Policy 406: That the draft Remission and Postponement of Rates on Maori Freehold Land Policy 406 report is accepted; and That Council approves the draft Remission and Postponement of Rates on Maori Freehold Land Policy 406 for inclusion in the draft LTP 2018-28.	Andy Hilton	Completed
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30 January 2018 – Extraordinary Council Meeting

Alpine Energy Dividend Funding – Community CCTV: That the Alpine Energy Dividend Funding – Community CCTV report is accepted; and That Council resolve to allocate up to \$45,000 of the Council initiatives funding pool to the Community CCTV project; and That funding is released only upon receipt of valid invoices from the selected vendor along with confirmation from Sergeant Kevin Reynolds (of Waimate Police) that the invoices meet the requirement of delivery of the Community CCTV project.	Andy Hilton	Completed
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30 January 2018 – Extraordinary Council Meeting

New Marketing Fees and Charges: That the New Marketing Fees and Charges report is accepted; and That Council agrees to replace the 2017/18 'Information Centre' fees and charges (GST inclusive) with the new 'Marketing fees and charges' as follows, effective immediately.	Michelle Jones	Completed
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Marketing	2017/18
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Tier One – basic website business listing	No charge
Tier Two – paid link – per annum	\$69.00
Tier Three – Facebook post – per annum	\$207.00
Tier Four – blog article – per annum	\$345.00
Web page – per annum	\$304.75
Real estate blog – per property	\$276.00
Real estate blog – each additional property	\$69.00
Facebook post – each	\$138.00
Web blog and post – each	\$276.00
Brochure display – Waimate District visitor operator	No charge
Brochure display – non-Waimate District visitor operator	\$155.25

30 January 2018 – Extraordinary Council Meeting

Economic Development Strategy Working Group Terms of Reference: That the Economic Development Strategy Working Group Terms of Reference report is accepted; and That Council approves the Terms of Reference with amendments as agreed.	Michelle Jones	Completed
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Recommendation

That the Council Resolutions for Action report is accepted.

Item 7 **Affixing of the Common Seal Report**

Prepared by: Stuart Duncan
 Chief Executive

Purpose of Report

To bring Council's attention to the affixing of the Common Seal.

Date	Document
21 December 2017	Deed of Licence between the Waimate District Council and the Morven Recreation Reserves Committee
9 January 2018	Warrant of Appointment – Linda Shefford Animal Control Officer

Recommendation

- 1 That the Affixing of the Common Seal report is accepted; and
- 2 That Council resolves the Affixing of the Common Seal, as below, is noted and approved:
 - a Deed of Licence between the Waimate District Council and the Morven Recreation Reserves Committee; and
 - b Warrant of Appointment – Linda Shefford Animal Control Officer

Item 8 Management Report – Human Resources and Health and Safety

Prepared by: Fiona Hester-Smith
 Human Resources Manager

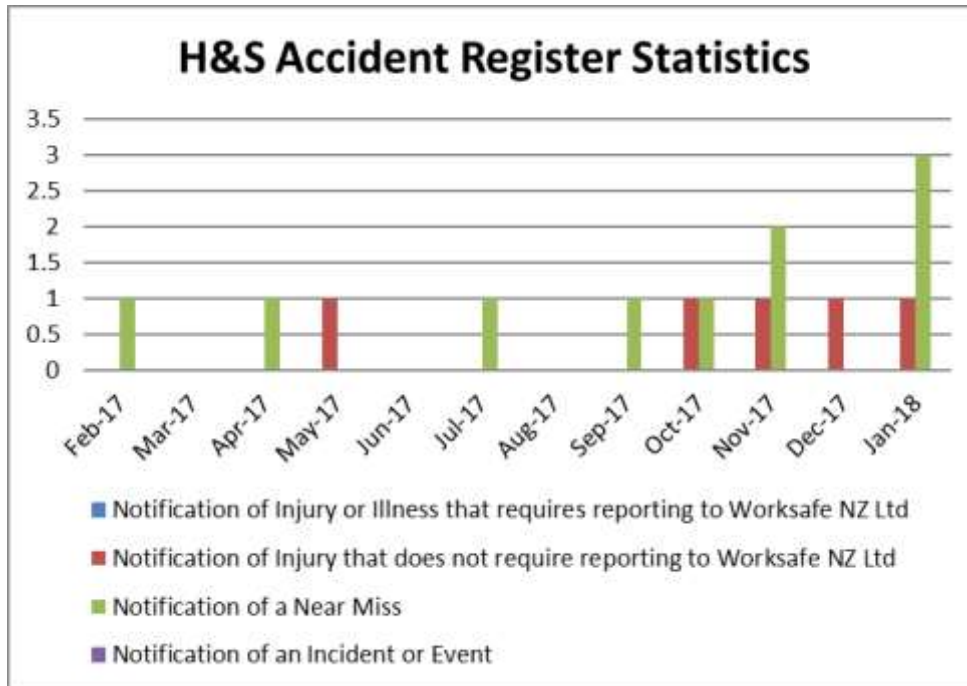
The Human Resources Manager's report is submitted for the information of Council.

Recommendation

That the Human Resources Manager's report is accepted.

Health and Safety

Health and Safety Statistics



Accidents this period – 1

- 1 Child cut head in pool and did not know how they had done it.

Near Misses this period – 3

- 1 Knocked ankle on trolley.
- 2 Child dove into pool hit head on bottom, but not hurt.
- 3 Pool attendant rescued child out of its depth in the pool.

Human Resources

Since my last report:

- 1 Recruitment has taken place for an Animal Control Officer – Linda Shefford started on 9 January 2018
- 2 Recruitment is underway for a new position of Communications Officer.
- 3 There are currently two vacant full time positions.
 - a Rooding Officer due to the retirement of Mike Shears and
 - b Gardener due to the resignation of Brent Campbell from Parks and Reserves department.

Legislation

- 4 Labour have announced changes to employment laws, most of these changes will reverse changes made by the National Government. The Employment Relations Amendment Bill is to be introduced in early February 2018.
- 5 It is expected to review the 90-day trial period along with statutory rest and meal breaks. Reinstatement as the primary remedy for unjustified dismissal and further protection for “vulnerable employees” in the sale or transfer of a business.
- 6 They propose that new employees will again need to be employed under terms consistent with the collective agreement for the first 30 days of employment. This change is likely to have the most significant effect on employers if they have a collective agreement in place and will require changes to recruitment processes.
- 7 You can view/download the Bill from:
http://www.legislation.govt.nz/bill/government/2018/0013/latest/LMS8116.html?search=ta_bill_E_bc%40bcur_an%40bn%40rn_25_a&p=1

Staff Statistics

	January 2018
Actual Staff	62
Full Time Equivalent (FTE's)	50.19
Full Time	41
Part Time	14
Temporary	7

Item 9 Mayor's Report

Prepared by: Craig Rowley
Mayor

External Meetings & Functions Attended by the Mayor

Outside of Waimate District Council meetings and general business from 9 December 2017 to 9 February 2018.

Date	Meetings and Functions
9 December 2017	Open Strawberry Fare – Seddon Square
13 December 2017	Mayor's Open Forum – Council
24 January 2018	Interview Waimate TV – Council
25 January 2018	Meeting with Mayoral Forum Canterbury Regional Economic Development Strategy staff on Value Added Production – Council
31 January 2018	Interview Waimate TV – Council
1 February 2018	Waimate District Civic Awards Committee meeting – Council

Recommendation

That the Mayor's Report is accepted.

Item 10 Councillors' Report

Prepared by: Craig Rowley
Mayor

External Meetings and Functions Attended by Councillors

Outside of Waimate District Council meetings and general business from 9 December 2017 to 9 February 2018.

Cr Sharyn Cain	
Date	Meetings and Functions
9 December 2017	Strawberry Fare – Seddon Square
16 December 2017	Waimate Christmas Parade
18 December 2017	Christmas in the Square – Seddon Square
28 January 2018	Caledonian Games – Victoria Park (on behalf of Mayor)
31 January 2018	Waimate District Resource Trust meeting – Waimate Events Centre

Cr Peter Collins	
Date	Meetings and Functions
13 December 2017	Waimate Historical Society meeting – Museum
14 December 2017	Hunter Downs Water AGM – Waimate Event Centre
15 December 2017	Waimate Historical Society Christmas Function – Museum
31 December 2017	Waimate Historical Society meeting – Museum
1 February 2018	Trackways meeting – Lister Home
8 February 2018	Total Mobility meeting – Waimate Event Centre

Cr Jakki Guilford	
Date	Meetings and Functions
13 December 2017	Lower Waitaki South Coastal Canterbury Zone Committee meeting – Makikihi Hotel
20 December 2017	Waikakahi and Waihaorunga Water Committee Chairs meeting

Cr Miriam Morton	
Date	Meetings and Functions
9 December 2017	Strawberry Fare – Seddon Square
18 December 2017	Christmas in the Square – Seddon Square

Cr Miriam Morton	
Date	Meetings and Functions
13 December 2017	Lower Waitaki South Coastal Canterbury Zone Committee meeting – Makikihi Hotel

Cr David Owen	
Date	Meetings and Functions
9 December 2017	Strawberry Fare – Seddon Square
14 December 2017	Hunter Downs Water AGM – Waimate Event Centre
16 December 2017	Waimate Christmas Parade
18 December 2017	Christmas in the Square – Seddon Square
20 December 2017	Waimate 50 AGM
1 February 2018	Waimate District Civil Awards Committee meeting – Council

Recommendation

That the Councillors' Report is accepted.

Item 11 Citizenship Ceremony

Prepared by: Craig Rowley
 Mayor

The Chair will adjourn the meeting to conduct a Citizenship Ceremony.

New Citizen Name	Nationality	Form of Oath
Mrs Sally Anne BOYD	British	Affirmation
Mrs Catharina Engelina de PAAUW-FONTEIN	Dutch	Oath
Mr Robert Keith GIBSON	Australian	Oath
Mrs Carolyn Rose GIBSON	Australian	Oath
Mr Anthony Eric William HEDGCOCK	South African	Oath
Mrs Amanda Dawn HEDGCOCK	South African	Oath
Mr Matthew Cole William HEDGCOCK	South African	Oath
Miss Taegyn Emily-Joy HEDGCOCK	South African	Oath
Miss Sarah Shaylan Kate HEDGCOCK	South African	Oath
Mrs Julie SIMPSON	British	Oath

The St Patricks School Choir will lead the new Citizens, their guests and the Council in the National Anthem.

Morning tea will follow the ceremony.

Item 12 Community Services and Development Committee Recommendation: Whitehorse Big Easy Event Support

Prepared by: Carolyn Johns
 Community and Strategy Group Manager

Background

- 1 Council is requested to consider a recommendation of the Community Services and Development Committee (the Committee).
- 2 The Committee, at its meeting on Tuesday 30 January 2018, considered the ongoing support of the annual Whitehorse Big Easy Event.

- 3 The Committee recommends as follows:

That Council do not provide financial support for the Whitehorse Big Easy event, with support in kind only, aligning to Council's fees and charges.

- 4 Council can:

- i Approve the Committee's recommendation without modification; or
- ii Approve the Committee's recommendation with modification; or
- iii Decline to approve the Committee's recommendation.

Recommendation

- 1 That the Community Services and Development Committee Recommendation: Whitehorse Big Easy Event Support report is accepted; and
- 2 That Council approves the Committee's recommendation without modification, being that Council do not provide financial support for the Whitehorse Big Easy event, with support in kind only, aligning to Council's fees and charges.

Item 13 Environmental Services and Finance Committee Recommendation: Register of Pecuniary and other Specified Interests of the Mayor and Councillors of the Waimate District Council Summary of Annual Returns

Prepared by: Andy Hilton
 Corporate Services Manager

Background

- 1 Council is requested to consider a recommendation of the Environmental Services and Finance Committee (the Committee).
- 2 The Committee, at its meeting on Tuesday 30 January 2018, considered the Register of Pecuniary and other Specified Interests of the Mayor and Councillors document.
- 3 The Committee recommends as follows:

That Council adopts the Register of Pecuniary and other Specified Interests of the Mayor and Councillors document, as provided in Appendix 2 of the report.

Proposal / Options

- 4 Council can:
 - i Approve the Committee's recommendation without modification; or
 - ii Approve the Committee's recommendation with modification; or
 - iii Decline to approve the Committee's recommendation.

Recommendation

- 1 That the Environmental Services and Finance Committee Recommendation: Register of Pecuniary and other Specified Interests of the Mayor and Councillors of the Waimate District Council Summary of Annual Returns report is accepted; and
- 2 That Council approves the Committee's recommendation without modification, being that Council adopts the Register of Pecuniary and other Specified Interests of the Mayor and Councillors document, as provided in Appendix 2 following this report.

APPENDIX 2

REGISTER OF PECUNIARY AND OTHER SPECIFIED INTERESTS OF THE MAYOR AND COUNCILLORS OF THE WAIMATE DISTRICT COUNCIL – SUMMARY OF ANNUAL RETURNS AS AT 31 DECEMBER 2017 (please also include Spouse/Partner if applicable in brackets)

Name:
Position:
As at (date):

1. **Company Directorships and Controlling Interests**
No interest to declare, OR
2. **Other Companies and Business Entities, and positions held**
No interest to declare, OR ...
3. **Employment**
No interest to declare, OR ...
4. **Beneficial Interests in or Trusteeships of Trusts**
No interest to declare, OR ...
5. **Organisations and Trusts that obtain, or are seeking funding or other assistance from the Council**
No interest to declare, OR ...
6. **Council appointments to Council Committees, associated organisations and external bodies.**
7. **Real Estate / Property**
8. **Overseas Travel**
No interest to declare, OR
9. **Gifts**
No interest to declare, OR ...
12. **Discharged debts**
No interest to declare, OR ...
13. **Payments for activities or services from Waimate District Council**
No interest to declare, OR ...

Item 14 Environmental Services and Finance Committee Recommendation: Order of Meetings on Council Committee Meeting Day

Prepared by: Andy Hilton
 Corporate Services Manager

Background

- 1 Council is requested to consider a recommendation of the Environmental Services and Finance Committee (the Committee).
- 2 The Committee, at its meeting on Tuesday 30 January 2018, considered the order of Committee meetings on Council Committee Meeting Day.
- 3 The Committee recommends as follows:

That staff in communication with the Chair have the flexibility to bespoke the order of the Committee meetings when necessary to cater for specific circumstances or requirements, otherwise be set as Community Services & Development, District Infrastructure, and followed by Environmental Services & Finance.

Proposal / Options

- 4 Council can:
 - i Approve the Committee's recommendation without modification; or
 - ii Approve the Committee's recommendation with modification; or
 - iii Decline to approve the Committee's recommendation.

Recommendation

- 1 That the Environmental Services and Finance Committee Recommendation: Order of Meetings on Council Committee Meeting Day report is accepted; and
- 2 That Council approves the Committee's recommendation without modification, being that staff in communication with the Chair have the flexibility to bespoke the order of the Committee meetings when necessary to cater for specific circumstances or requirements, otherwise be set as Community Services & Development, District Infrastructure, followed by Environmental Services & Finance.

Item 15 Environmental Services and Finance Committee Recommendation: Audit New Zealand Management Report for the year ended 30 June 2017

Prepared by: Andy Hilton
 Corporate Services Manager

Background

- 1 Council is requested to consider a recommendation of the Environmental Services and Finance Committee (the Committee).
- 2 The Committee, at its meeting on Tuesday 30 January 2018, considered the Audit New Zealand's management report following completion of the annual report audit for the year ended 30 June 2017.
- 3 The Committee recommends as follows:

That Council refer the report to the next Audit and Risk Committee meeting for review and action.

Proposal / Options

- 4 Council can:
 - i Approve the Committee's recommendation without modification; or
 - ii Approve the Committee's recommendation with modification; or
 - iii Decline to approve the Committee's recommendation.

Recommendation

- 1 That the Environmental Services and Finance Committee Recommendation: Audit New Zealand Management Report for the year ended 30 June 2017 report is accepted; and
- 2 That Council approves the Committee's recommendation without modification, being that Council refer the report to the next Audit and Risk Committee meeting for review and action.

Item 16 Economic Development Special Grant Fund – Terms of Reference

Prepared by: Andy Hilton
 Corporate Services Manager

Purpose of Report

- 1 The purpose of this report is to propose a set of Terms of Reference to which Council will govern the use of its Alpine Energy dividend income.

Background

- 2 For 2017/18 Annual Plan, Council retained \$100,000 of the funds received via dividends from its investment holding in Alpine Energy Limited.
- 3 To date, the projects funded by this \$100,000 are those that enhance the attractiveness, or support the resilience of the Waimate District.
- 4 Council have requested a terms of reference be created to formalise the fund and ensure that the funding of, and expenditure from the fund is transparent, fair and accountable.
- 5 A draft Terms of Reference for the fund, titled the “Economic Development Special Grant Fund”, is provided as Appendix 1 for Council’s consideration.

Options

- 6 Council approve the Terms of Reference without modification, or
- 7 Council approve the Terms of Reference with modification/s.

Obstacles

- 8 There are no known obstacles.

Assessment of Significance

- 9 This matter is not deemed significant under the Council’s Significance and Engagement policy.

Budget Considerations

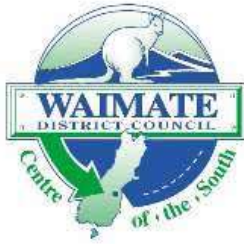
- 10 There are no budget considerations.

Cost-effectiveness

11 Cost-effectiveness consideration is not applicable.

Recommendation

- 1 That the Economic Development Special Grant Fund – Terms of Reference report is accepted; and
- 2 That Council approve the Terms of Reference with or without modification.



TERMS OF REFERENCE

ECONOMIC DEVELOPMENT SPECIAL GRANT FUND

DRAFT

Contents

Introduction	3
Objectives	3
Funding	4
Where does the money come from?	4
Revenue & Finance Policy approach to AEL dividend.....	4
Do Rate Payers lose out?	5
Comparison to other Council Grants	5
Whole District and District Wards	5
Dividend change scenarios	6
Candidate Projects.....	6

DRAFT

Introduction

The Waimate District Council's (WDC) economic development agenda sets the scene for the Council to work with the District's business community, non-profit associations, interest groups and volunteers to energise economic growth and strengthen the Waimate District's contribution to the Local and National economy.

Throughout the development of the WDC Economic Development Strategy (EDS), Council will define a clear role for the Council's contribution towards the region's economic development. This role is one where Council as a whole is responsible for creating the best possible business environment for interested parties to invest with certainty and confidence.

The Council's key role is as a facilitator rather than an investor, a coordinator rather than a regulator, and to ensure that the right policies and plans are in place; so doing business in our District is rewarding and easy.

The WDC has an opportunity to utilise some discretionary income to encourage and support new significant events or projects within the Waimate District that provide both residents, interest groups, business and visitors access to a range of opportunities and experiences. These can also be used for emergency events.

Modern Councils must be strongly connected with the community and be ready and adaptable to act on emergent ideas, projects or activities that enhance the attractiveness, and support the resilience of the District.

Sometimes great ideas come from organised planning strategies over a long period of time, or they "walk in the door" or, they are activities or projects that Council identified as being highly beneficial to the District. A flexible funding mechanism will help to bring these good ideas to life.

Objectives

The objectives of these Terms of Reference are to ensure the expenditure of the funding:

- occurs in a consistent, efficient, effective manner
- is transparent, fair and accountable
- is consistent with the purpose of Local Government - *to enable local decision-making and action by, and on behalf of, communities; and to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.*
- supports projects of community benefit by assisting the self-development of community groups
- contributes to Council's vision and outcomes

Furthermore, these Terms of Reference ensure that the funding of this expenditure is consistent with Council's Revenue & Financing Policy.

Council has therefore established a special grants fund for this purpose; this is the "**Economic Development Special Grant Fund**".

Funding

Where does the money come from?

The WDC special grants program is funded from the Council's Alpine Energy Ltd dividend; WDC owns 7.5% of Alpine Energy Ltd.

History of Alpine Energy

Alpine Energy began in March 1906 when the Timaru Borough Council entered into a contract with Scott Brothers of Christchurch to light the town with electricity. The price for this contract was £750 per year for four hours of light per night – except when the moon shone.

In 1915 the council purchased the Scott Brothers' electricity generator and a year later another generator was installed and about 580 customers had been signed up.

All electricity developments were in town until 1921 when a meeting of country delegates decided to form a South Canterbury Electric Power Board. The board set about forming a viable electricity supply enterprise across the province.

The South Canterbury Electric Power Board and the Timaru Borough Council agreed for the power board to purchase the town supply. However, the town's residents voted against the proposal. From that day, February 29, 1924, the Timaru Electricity Department and the power board continued on their separate paths.

The Timaru Borough Council purchased all of its electricity from the SC Electric Power Board. This was from the Lake Coleridge power station supply which was made available at Temuka for distribution throughout Timaru and South Canterbury.

The two organisations grew and developed in their separate franchise areas until the Government industry reforms of 1992 prompted the separate bodies to look again at the issue of amalgamation.

In the 1980s, the Labour Government introduced a series of economic reforms, designed to improve accountability and efficiency. It soon became clear to South Canterbury community leaders that Timaru Electricity Ltd and the South Canterbury Electric Power Board should merge.

A significant step in the 1992 merger and formation of Alpine Energy Ltd was the creation of a truly representative, community owned company, with its shares allocated to the three local government bodies – and the creation of a new body to represent and hold shares on behalf of consumers.

The Timaru District Council gained proportionally more shares because of its previous sole ownership of Timaru Electricity but the final outcome ensured broad representation of these parties via their shareholdings.

<i>Timaru District Council</i>	<i>47.5% shares</i>
<i>Waimate District Council</i>	<i>7.5% shares</i>
<i>Mackenzie District Council</i>	<i>5.0% shares</i>
<i>South Canterbury Power Trust</i>	<i>40.0% shares (later becoming South Canterbury Line Trust).</i>

Revenue & Finance Policy approach to AEL dividend

The investment in Alpine Energy Ltd (AEL) provides Council with Share dividend income each year, with most of this income going into General Rates income for the benefit of the District.

One of the serious risks to using 100% of the AEL dividend (or any dividend income) for the mitigation of Rate increases, is the volatile nature of such investments. How to replace the dividend income (as Rates income) should the company profit profile change suddenly would represent a significant challenge to Council to replace this income.

In order to protect the rate payer from rates spikes caused by dividend volatility, Council has capped the amount of dividend that will be available for General Rates relief at 19 cents per share (Total number of AEL Shares allocated to WDC is 3,116,132). This is the "AEL Dividend Cap".

At 19 cents per Share, the total amount of AEL dividend available as income applicable to the General Rate is \$592,065.08 per annum.

The size of the "Economic Development Special Grant Fund" and the level of the "AEL Dividend Cap" is reviewed at least every 3 years by Council through its Long Term Plan or Annual Plan process.

In the event that funds in the Economic Development Special Grant Fund remain unspent at the end of the financial year, these will roll over into next year's fund unless otherwise determined by Council.

Do Rate Payers lose out?

No, if the income from the AEL dividend is higher than 19 cents per Share, the difference between the cap of 19 cents per share and the 'actual rate' (24 cents per share as at 31st December 2017) 100% is used for projects or activities that benefit the Waimate District in accordance with this Terms of Reference.

Candidate projects or activities will be debated and approved through Council meetings or Committee meetings and, if approved, be delivered, acquitted, reported and audited through normal Council administrative process.

Comparison to other Council Grants

Normally, grant applicants would make a submission to Council for the various grant opportunities, and if successful, receive cash to support their initiative.

In the case of the Economic Development Special Grant Fund, Council retains the money and directly purchases the item/s or delivers the project using internal resources.

Whole District and District Wards

As an economic development initiative, Council recognises that most, if not all of the funds could (most likely) be expended in Waimate. Council has therefore put in place a provision that ensures each of the District's Wards receive some benefit from the Economic Development Special Grant Fund each year.

Council will ring-fence a defined portion of the overall pool of funds for each of the four Wards each year; this is the "Council Ward development fund". The size of the Council Ward development fund will depend on the income from the AEL share dividend each year, and will be reviewed at the same time the overall size of Economic Development Special Grant Fund is considered by Council. Initially an amount of \$5,000 will be ring-fenced to each Ward. It is also important to note that all of the funds can be expended anywhere in the District at Council's discretion.

The Councillor/s for each Ward has reasonable discretion over the Ward funds, and what the funds are applied to, however all expenditure must be approved by the Council's Community Services and Development Committee.

Dividend change scenarios

What if Council receives more money? - If the financial strength of AEL Ltd continues to grow and dividend distribution increases commensurately, Council may reconsider the 19 cents per Share cap as part of its Revenue & Finance Policy review process. However Council would need to be confident that there was little or no chance of a future reduction in this income stream.

What if Council receives less money? – Council considers it unlikely that the AEL Ltd dividend will drop below 19 cents per Share in the next few years, so the risk of a rates spike to District Rate payers is low. Any drop in discretionary income (difference between the 19 cents per share and the actual rate) will mean less or no projects are completed for that year.

Candidate Projects

Candidate projects are any projects or activities that enhance the attractiveness, or support the resilience of the Waimate District. For example, in 2017/18 funds were used for

1. The provision of security cameras along the main street of Waimate (a Council / Police project)
2. The establishment of hanging baskets in the main street of Waimate
3. The creation of an Economic Development Strategy for the District
4. The development and operations of a Waimate District Marketing and Promotions Website and Facebook page (over two years)

Candidate projects come from the community, either by way of Council's economic development strategy, community surveys, reports to Council or, just by way of feedback or conversations with the public.

Candidate Project Priorities:

- align with the Council's Community Outcomes
- raise the local / national/international profile of the Waimate District
- deliver an economic return to the Waimate District
- utilise facilities that Council has invested in, and/or build on the unique natural environment of the Waimate District.
- address an identified community need
- deliver an improved environmental outcome for the District

Publication details

All enquiries regarding this document should be referred to:	Corporate Services Group Manager
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Effective Date:	1 July 2018
Previous Revision Date:	n/a
Minimum Review by:	30 June 2021 (3 yearly)
Document Owner – Release Signature: Corporate Services Group Manager	
Chief Executive Officer – Release Signature:	
Terms of Reference can only be amended by:	Resolution of Council or Community Services & Development Committee
Policy filed at:	

Item 17 Consideration of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Stuart Duncan
 Chief Executive

Council will consider any major (urgent business) or minor items identified earlier in the meeting.

Item 18 Exclusion of the Public

Prepared by: Stuart Duncan
Chief Executive

For Council to exclude the public in order to take the following public excluded agenda items:

- i Confirmation of Public Excluded Minutes: Council Meeting Tuesday 19 December 2017
- ii Public Excluded Council Resolutions Report
- iii Chief Executive's Report on Employment Costs

General Subject of each matter to be considered	Reason for passing this resolution	Ground(s) under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
Confirmation of Minutes – Public Excluded Ordinary Council Meeting	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence
Council Resolutions Report – Public Excluded	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence
Chief Executive's Report on Employment Costs	Good reason to withhold exists under Section 7	7(2)(b)(ii) 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

Recommendation

That Council resolves to exclude the public from the following parts of the meeting on the grounds contained in section 48(1) of the Local Government Official Information and Meetings Act or section 6 or section 9 of the Official Information Act 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.