



# Waitaki

DISTRICT COUNCIL

*TE KAUNIHERA Ā ROHE O WAITAKI*

**I hereby give notice that the  
Council Meeting**

**will be held on:**

**Date: Tuesday, 29 April 2025**

**Time: 9:00 am**

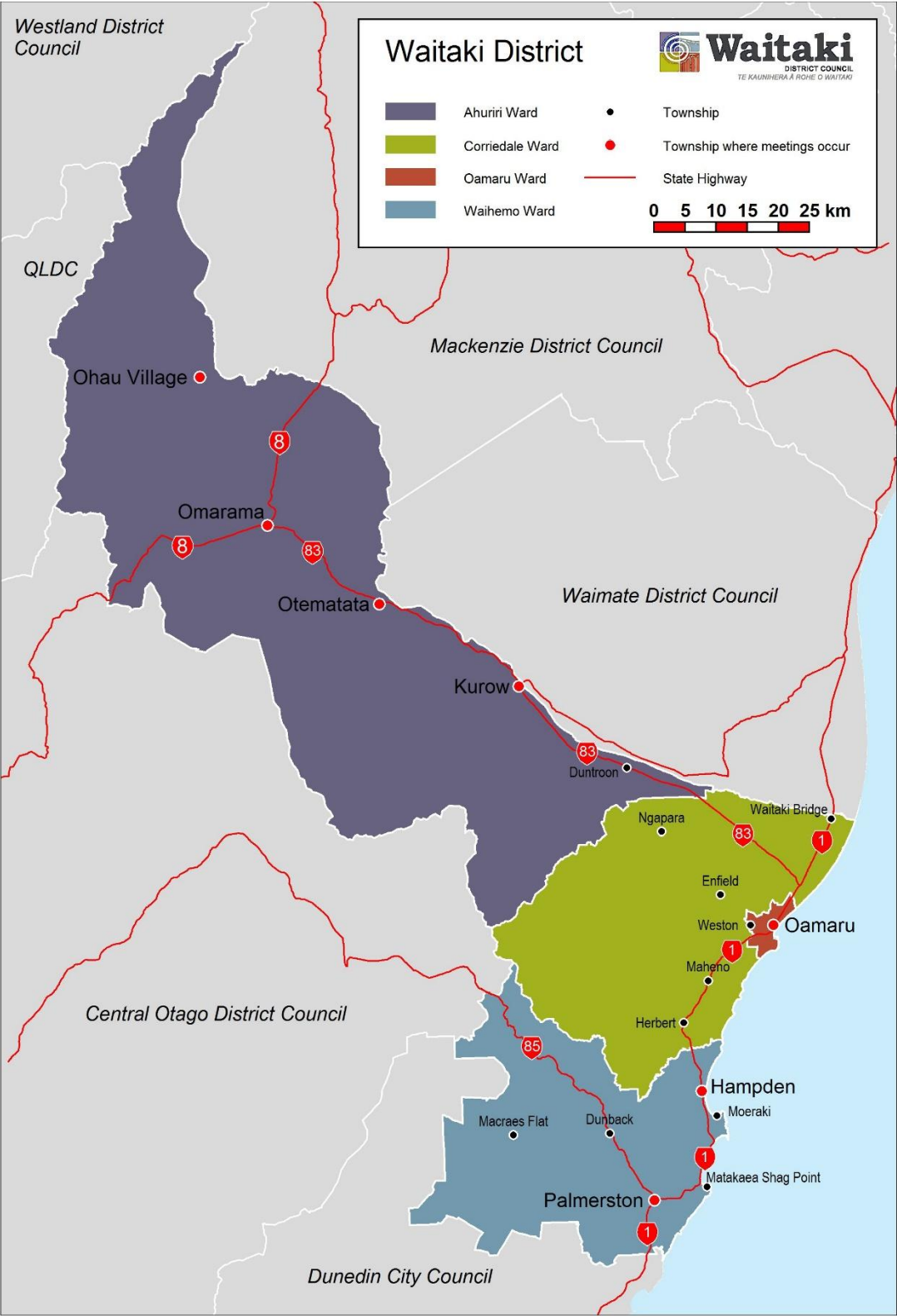
**Location: Council Chamber, Third Floor  
Office of the Waitaki District Council  
20 Thames Street, Ōamaru**

## **Agenda**

### **Council Meeting**

**29 April 2025**

**Alex Parmley  
Chief Executive**





## Agenda Items

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- 1      APOLOGIES**
- 2      DECLARATIONS OF INTEREST**
- 3      PUBLIC FORUM**

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**4.1 PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON 25 MARCH 2025**

**Author:** Jenni Carden, Governance Support - Contactor

**Authoriser:** Alex Parmley, Chief Executive

**Attachments:** 1. Public minutes of the Council Meeting held on 25 March 2025

**RECOMMENDATION**

That the Council confirms the Public minutes of the Council Meeting held on 25 March 2025, as circulated, as a true and correct record of that meeting.

**DRAFT UNCONFIRMED MINUTES**

**OF THE COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR, OFFICE OF THE WAITAKI DISTRICT  
COUNCIL, 20 THAMES STREET, ŌAMARU  
ON TUESDAY, 25 MARCH 2025 AT 9:00 AM**

**PRESENT:** Mayor Gary Kircher (Chair), Deputy Mayor Hana Halalele, Cr Tim Blackler, Cr Jeremy Holding, Cr Jim Hopkins, Cr Courtney Linwood, Cr John McCone, Cr Guy Percival, Cr Rebecca Ryan, Cr Jim Thomson

**IN ATTENDANCE:**

Alex Parmley (Chief Executive)  
Lisa Baillie (Deputy Chief Executive / Director, Community Engagement & Experience)  
Roger Cook (Director, Natural & Built Environment)  
Paul Hope (Director, Support Services)  
Joanne O'Neill (Director, Strategy, Performance & Design)  
Simon Neale (Independent Chair, Performance, Audit and Risk Committee)

**IN ATTENDANCE FOR SPECIFIC AGENDA ITEMS:**

David Campbell (Heritage & Planning Manager)  
Melanie Jones (Community & Economic Development Manager)  
Sonia Martinez (Strategic Communications & Engagement Manager)

**Meeting Livestream Recording**

This meeting was livestreamed on Council's YouTube page. A direct link to that livestream location is provided below.

[Council Meeting - 25 March 2025](#)

**MEETING OPEN**

The Chair declared the meeting open at **9.00am** and welcomed everyone present.

**1 APOLOGIES**

**RESOLVED WDC 2025/027**

Moved: Deputy Mayor Hana Halalele

Seconded: Cr Courtney Linwood

That the apology received from Cr Brent Cowles (all day) be accepted.

**CARRIED**

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3 PUBLIC FORUM**

#### Ray Henderson

Mr Henderson spoke about the Long Term Plan consultation document and submission questionnaire. A range of observations and suggestions were provided for future consultation processes.

Mr Henderson also spoke about the 2025 Local Government Elections. Comments addressed matters relating to the method of voting including online voting, noting it is outside the purview of the Council, and Single Transferable Vote (STV).

Mayor Kircher and Mr Parmley responded to some of the points raised and noted the Council communications team will take onboard the suggestions.

#### Lisa Howard-Sullivan

Ms Howard-Sullivan spoke about the Long Term Plan consultation submission process and results.

Comments related to participation, the pre-set survey form, the templated format that submissions were presented for consideration, and the way results were interpreted and presented (charts). Specific comments related to the matter of Water Services Delivery and transferring debt.

Mr Parmley responded to some of the points raised. It was noted that there will be a separate consultation process regarding Water Services Delivery.

Note: Simon Neale arrived at 9.18am.

### **4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

#### **4.1 PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON 11 JULY 2024**

##### **RESOLVED WDC 2025/028**

Moved: Member Jim Hopkins

Seconded: Member Courtney Linwood

That the Council confirms the Public minutes of the Council Meeting held on 11 July 2024, as circulated, as a true and correct record of that meeting.

**CARRIED**

#### **4.2 PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON 25 FEBRUARY 2025**

It was noted that there were some minor typographical errors in the minutes that were presented, however the minutes could still be confirmed with those changes made.

Cr Thomson noted a correction to the public excluded minutes.

##### **RESOLVED WDC 2025/029**

Moved: Cr Jim Hopkins

Seconded: Cr Jim Thomson

That the Council confirms the Public minutes of the Council Meeting held on 25 February 2025, with amendments as agreed, as a true and correct record of that meeting.

**CARRIED**

## **5 LEADERSHIP REPORTS**

### **5.1 CHIEF EXECUTIVE'S REPORT MARCH 2025**

Mr Alex Parmley spoke to the report and responded to questions.

Minor numbering issues in the report were noted. Mr Parmley acknowledged it has been a particularly challenging period and thanked staff and the governance team. Comments were focused on Transformation, Local Water Done Well, Waitaki Sports Event Centre, Forrester Gallery construction, Ōhau Village Water Treatment Plant.

Discussion and questions related to Customer Satisfaction (feedback from customers on the new service model), Internal Communications for staff on Transformation, AI Chatbot, Citizen Central (online customer service portal), Customer Services Hub at the library, Residents Survey frequency.

Mayor Kircher noted the progress on the Mayor's Taskforce for Jobs with 28 placements achieved.

Deputy Mayor Halalele acknowledged the significant programme and positive outcomes achieved.

#### **RESOLVED WDC 2025/030**

Moved: Deputy Mayor Hana Halalele

Seconded: Cr Jeremy Holding

That Council receives and notes the information.

**CARRIED**

## **6 DECISION REPORTS**

### **6.1 FORMAL RECEIPT OF PETITION: "REQUEST PUBLIC INQUIRY INTO WATER FLUORIDATION"**

Mayor Kircher noted that Petition sponsor Elizabeth Cadogan, registered for the Public Forum but unfortunately did not attend the meeting. The petition was received with 25 signatures.

Mr Parmley spoke to the report, noting the petition meets the requirements of a valid petition. It was acknowledged that this matter is contentious with parts of the community and the Council has received other petitions previously on fluoridation. Mr Parmley affirmed that the decision to fluoridate was not within Council's remit. It has implemented fluoridation in line with the direction of the Director-General of Health.

The recommendation was split with the agreement of the meeting.

#### **RESOLVED WDC 2025/031**

Moved: Mayor Gary Kircher

Seconded: Cr Jim Hopkins

That Council:

1. Agrees to formally receive the Petition from Ms Elizabeth Cadogan on the topic of “Request public inquiry into water fluoridation”, pursuant to Clauses 17.1 and 17.2 of Waitaki District Council Standing Orders; and
2. Acknowledges that the Petition as submitted on 18 March 2025 meets all requirements of Waitaki District Council Standing Orders Clause 17.1 (Form of petitions).

**CARRIED**

Discussion on Recommendation 3. Cr Hopkins tabled a motion.

**MOTION**

Moved: Member Jim Hopkins

Seconded: Member Rebecca Ryan

That Waitaki District Council to formally ask the Minister of Health, Simeon Brown, to initiate a public inquiry to analyse the conflicting evidence regarding the safety and efficacy of community water fluoridation.

**LOST**

Note: Item 6.6 was moved forward by the Chair, in line with Standing Orders.

**6.6 RATIFICATION OF WDC SUBMISSION ON LOCAL GOVERNMENT (WATER SERVICES) BILL TO FINANCE AND EXPENDITURE COMMITTEE**

Mayor Kircher introduced the report noting his attendance via Zoom at the Select Committee to speak to the submission.

Clarification was sought on a number of matters: submission point 24 relating to stormwater systems including drainage channel; general feedback on the bill and how it pertains to a possible joint CCO; implications of consumer connection (including laterals) as drafted, irrespective of the form of water service provider; % contribution of agriculture to the Waitaki economy.

A response from officers was sought on the final point. The submission indicates “Agriculture and related secondary industries (e.g. meat processing) account for 15% of the region’s GDP...”. This differs from the Polis Consulting Group report which stated the rural sector accounted for 40% of GDP for the region. The difference pertains to definition used. Respectively “broad economic sector of primary industries” versus “agriculture and related secondary industries”.

**RESOLVED WDC 2025/032**

Moved: Cr Jim Hopkins

Seconded: Mayor Gary Kircher

That Council:

1. That Council formally ratifies Waitaki District Council’s submission on the Local Government (Water Services) Bill, as submitted to the Finance and Expenditure Committee on 21 February 2025.

**CARRIED**



**6.2 RECEIPT OF THREE COUNCIL CONTROLLED ORGANISATIONS' HALF YEAR REPORTS AND DRAFT STATEMENTS OF INTENT FOR FY 2025-2026**

Note: Representatives from Whitestone Contracting Limited joined the meeting for item 6.2. George Kelcher (Director), Paul Bisset (Chief Executive), Tony Read (General Manager Corporate Services).

Mr Kelcher provided highlights from the half year report. Mr Kelcher and Mr Read responded to questions regarding operating revenue; profit; costs; maintenance contractor revenue; installation and construction contract revenue; services to Waitaki; contracts; and asphalt design as an asset.

Mr Tony Read spoke to the draft Statement of Intent (SOI).

**RESOLVED WDC 2025/033**

Moved: Cr Jim Hopkins

Seconded: Cr Jeremy Holding

That Council:

1. Formally receives documents at this meeting from its Council Controlled Organisations as set out below:
  - a. the Whitestone Contracting Limited Half Year Report to 31 December 2024; and
  - b. the Whitestone Contracting Limited Draft Statement of Intent for 2025-2026.

**CARRIED**

Note: Representatives from Tourism Waitaki joined the meeting for item 6.2.

Mike McElhinney (Board Chair), Megan Crawford (Director), Rick Ramsay (Director), Janine Tulloch (Director) via Zoom, Philippa Agnew (TWL General Manager).

Mr McElhinney provided highlights to the half year report. Dr Agnew, Ms Crawford, Ms Tulloch responded to questions regarding success of collaboration with Southern RTOs; lunch and learns; reporting related tourism expenditure / revenue increase / domestic spend decline / international spend and guest nights increasing, and the results reported in Mr Parmley's Chief Executive report; social media engagement; penguin colony visitors increasing and group profit decline; key domestic markets and leveraging events; annual survey of operators; expansion of penguin colony scientific research work; cross-district partnerships with the DNPs/RTOs.

Councillors congratulated the Tourism Waitaki team on self-funding activities.

Mr McElhinney spoke to the draft Statement of Intent (SOI). Comments were provided on the vision.

**RESOLVED WDC 2025/034**

Moved: Cr Jim Thomson

Seconded: Cr Jeremy Holding

That Council:

1. Formally receives documents at this meeting from its Council Controlled Organisations as set out below:
  - c. the Tourism Waitaki Limited Half Year Report to 31 December 2024; and
  - d. the Tourism Waitaki Limited Draft Statement of Intent for 2025-2026.

**CARRIED**

Note: Clive Geddes (Chair Ōmarama Airfield Ltd) joined the meeting, via Zoom, for item 6.2.

Mr Geddes spoke to the half year report acknowledging any confusion created by the inclusion of sales of sections into the operational financials and noted this will be separated in the future. Mr Geddes responded to questions regarding the operation and lease of the café.

Mr Geddes spoke to the draft SOI, noting this will be updated with a draft budget for the 2025/2026 financial year. Comments were provided on a typographical error.

**RESOLVED WDC 2025/035**

Moved: Cr Jim Hopkins

Seconded: Cr Jeremy Holding

That Council:

1. Formally receives documents at this meeting from its Council Controlled Organisations as set out below:
  - e. the Ōmarama Airfield Limited's Half Year Report to 31 December 2024; and
  - f. the Ōmarama Airfield Limited's Draft Statement of Intent for 2025-2026.

**CARRIED**

**RESOLVED WDC 2025/036**

Moved: Cr Jim Hopkins

Seconded: Cr Courtney Linwood

That Council:

2. Directs the Council's Shareholder Committee Members, with the Chief Executive and the Support Services Director, to actively engage with all CCOs on their respective Letters of Shareholder Expectation from Council and in relation to the completion of associated follow up actions.

**CARRIED**

**6.3 NATIONAL POLICY STATEMENT ON URBAN DEVELOPMENT ANNUAL MONITORING REPORT 2024**

Mr Roger Cook and Mr David Campbell spoke to the report and responded to questions regarding source of data collection; cost of producing the annual monitoring report; qualitative data that could be included in the metrics for analysis and the interface with the community housing strategy, building a case for housing opportunities.

**RESOLVED WDC 2025/037**

Moved: Cr Jeremy Holding

Seconded: Cr Rebecca Ryan

That Council approves for publication the attached National Policy Statement for Urban Development Annual Monitoring Report for 2024, pursuant to section 55(3) of the Resource Management Act 1991 and the National Policy Statement for Urban Development 2020.

**CARRIED**

Mayor Kircher left the meeting at 11:03am. Deputy Mayor Halalele assumed Chair of meeting.

Mayor Kircher returned to the meeting at 11:07am.

#### **6.4 2025 TRIENNIAL ELECTIONS**

Mr Parmley spoke to the report noting the recommendations regarding the method of voting and order of candidates.

Discussion related to a trial of in-person voting booths to increase voter participation; the use of in-person voting booths in addition to mailed ballots; increasing the number of drop off points for ballots; contractual arrangements with Electionz; the LGNZ Electoral Reform Working Group (ERWG).

Cr Hopkins tabled an amendment to recommendation 1.

#### **RESOLVED WDC 2025/038**

Moved: Cr Jim Hopkins

Seconded: Cr Jim Thomson

That Council:

1. Pursuant to Section 36 (2) of the Local Electoral Act 2001, agrees to investigate the costs of a polling booth voting system, prior to determining it's preferred voting method, for the 2025 triennial elections.

**CARRIED**

#### **RESOLVED WDC 2025/039**

Moved: Cr Jim Hopkins

Seconded: Cr Jim Thomson

That Council:

2. Pursuant to Clause 31(1) of the Local Electoral Act Regulations 2001, agrees that the names of the candidates at the 2025 and 2028 triennial council elections and any subsequent by-elections are to be arranged in random order of surname.

**CARRIED**

#### **6.5 ADOPTION OF THE REFRESHED WAITAKI IDENTITY**

Ms O'Neill introduced the report and Ms Jones spoke to the report. Ms Jones and Ms Martinez responded to questions.

Discussion related to town entrance signs and community feedback; budget and costs; community engagement; logo being representative of the features of the district; longevity of logo and associated identity and signage.

Cr Hopkins tabled a minor amendment to recommendation 1.

#### **RESOLVED WDC 2025/040**

Moved: Cr Jim Hopkins

Seconded: Deputy Mayor Hana Halalele

That Council:

1. Adopts the refreshed Waitaki District brand logo, as identified in Option 1, as the foundational work to support branding and promotion of the district.

**CARRIED**  
Against: Percival

## **7 RESOLUTION TO EXCLUDE THE PUBLIC**

### **RESOLVED WDC 2025/041**

Moved: Member John McCone

Seconded: Member Hana Halalele

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

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>8.1 - Public Excluded minutes of the Extraordinary Council Meeting held on 7 May 2024</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	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
<b>8.2 - Public Excluded minutes of the Council Meeting held on 25 February 2025</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	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
<b>8.3 - Ōamaru Airport – Lease of Land and Sale of Improvements</b>	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  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

Note: The meeting went into public excluded at 11.35am.

**8 PUBLIC EXCLUDED SECTION**

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

**RESOLVED WDC 2025/042**

Moved: Cr Jim Thomson

Seconded: Cr Tim Blackler

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

**CARRIED**

**10 RELEASE OF PUBLIC EXCLUDED INFORMATION**

**11 MEETING CLOSE**

The Chair declared the meeting closed at 12.35pm.

TO BE CONFIRMED at the Council Meeting to be held on Tuesday, 29 April 2025.

.....  
CHAIRPERSON

**4.2 PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON 31 MARCH 2025**

**Author:** Jenni Carden, Governance Support - Contactor

**Authoriser:** Alex Parmley, Chief Executive

**Attachments:** 1. Public minutes of the Council Meeting held on 31 March 2025

**RECOMMENDATION**

That the Council confirms the Public minutes of the Council Meeting held on 31 March 2025, as circulated, as a true and correct record of that meeting.



**DRAFT UNCONFIRMED MINUTES**

**OF THE LONG TERM PLAN DELIBERATIONS  
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR,  
OFFICE OF THE WAITAKI DISTRICT COUNCIL, 20 THAMES STREET, ŌAMARU  
ON MONDAY, 31 MARCH 2025 AT 11:15 AM AND TUESDAY, 1 APRIL 2025 AT 10:15AM**

**PRESENT:** Mayor Gary Kircher (Chair), Cr Tim Blackler, Cr Brent Cowles, Cr Jeremy Holding, Cr Jim Hopkins, Cr Courtney Linwood, Cr John McCone, Cr Guy Percival, Cr Rebecca Ryan, Cr Jim Thomson

**IN ATTENDANCE:** Alex Parmley (Chief Executive)  
Lisa Baillie (Deputy Chief Executive / Director, Community Engagement & Experience)  
Paul Hope (Director, Support Services)  
Joanne O'Neill (Director, Strategy, Performance & Design)

**IN ATTENDANCE FOR SPECIFIC AGENDA ITEMS:**

Mandy McIntosh (Strategy & Commissioning Lead)  
Amanda Nicholls (Chief Financial Officer)  
Mark Renalson (Project Management Office Manager)

**Meeting Livestream Recording**

This meeting was livestreamed on Council's YouTube page. A direct link to that livestream location is provided below

[2025-2034 Long Term Plan Deliberations Part 1 - 31 March 2025](#)

[2025-2034 Long Term Plan Deliberations Part 2 - 1 April 2025](#)

The Chair declared the meeting open at 11.15am and welcomed everyone present.

**1 APOLOGIES**

**RESOLVED WDC 2025/036**

Moved: Cr Jim Thomson  
Seconded: Cr Rebecca Ryan

That the apology received from Cr Hana Halalele be accepted.

**CARRIED**

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 PUBLIC FORUM**

There were no registrations from the public therefore no Public Forum was held.

## **4 DECISION REPORTS**

### **4.1 DELIBERATIONS ON THE DRAFT 2025-34 LONG TERM PLAN AND THE DRAFT 2025 POLICY ON DEVELOPMENT CONTRIBUTIONS AND FINANCIAL CONTRIBUTIONS**

Mr Parmley introduced the report, acknowledging the great response to the LTP consultation and noting the findings will inform the deliberations. Purpose of the next two days is to provide direction for future decisions.

Mr Parmley noted the financial reality and the constraints of balancing the budget while reducing forecast rate increases.

Ms McIntosh provided an overview of the deliberations process to be undertaken today and tomorrow.

General discussion and questions relating to operational costs, balanced budget, depreciation, reducing debt, carry forward projects, prioritising and deferring projects, other options for revenue and cost reduction (e.g. investment through borrowing, reducing overheads through partnerships), next Long Term Plan (LTP) in 2027.

#### **Draft 2025 Policy on Development Contributions and Financial Contributions**

- **Summary of Engagement (Attachment 1)**

Engagement on the draft policy was undertaken in parallel with the Long Term Plan. The documents were downloaded 30 times and 5 submissions were received.

- **Matters Arising from the 17 and 18 March Submission Hearings (Attachment 2)**

Council reviewed all issues raised by submitters and the associated officer response and recommendation.

Council requested information from Business South regarding how other Councils are applying Development Contributions.

#### **Draft 2025-34 Long Term Plan**

- **Summary of Engagement (Attachment 3)**

Ms McIntosh spoke to the attachment. Officers were pleased with promotional activities and the key outcomes achieved through various channels.

650 submissions were received during 4 February to 4 March 2025. In addition to the hard copies (full and summary), the documents were downloaded 1407 times.

In response to a question regarding the use of radio, it was noted that Council didn't pay for any radio space.

- **Submission Analysis Part A (Attachment 4)**

Ms McIntosh spoke to the attachment and noted the analysis of submitter demographics by ward; suburb; age; ethnicity (self-identified); Council Housing tenants and Community Hall Committees/Boards.

Questions related to the demographic of respondents and the public forum speaker on 25 March 2025 assertions regarding the number of submissions.

It was noted that n=650 as the sample size was applied consistently to all questions.

- **Submission Analysis Part B (Attachment 5)**

Ms McIntosh spoke to the attachment highlighting the analysis of submissions provided by topic, as presented in the 2025-34 Long Term Plan Consultation Document. Each topic was discussed. Comments included weighing convergent responses on a topic; balancing priorities; rate increases/debt levels; affordability.

Council noted the extraordinary meeting to be held on Friday 4 April on the Water Services Delivery topic and the further community consultation to be held.

Prior to consideration of Attachments 6 and 7, general discussion was held.

Mayor Kircher provided some remarks on the overall process noting there will be some items we will need to say no to, there will be some things we may want to include but need further information, and some that we will definitely want included.

Mr Parmley acknowledged that we are not at the point of final decisions, but do need direction to enable further work to be done. Anything that is ruled out at this point will be captured so that if necessary, we can add it back in at a later date.

Matters discussed included: balancing the budget; proposed rate increase; additional projects; identifying carry forward projects that were deferred at 17 December 2024 meeting; the recommendations for consideration today; principles, process and threshold for business cases; water projects and associated standards (Taumata Arowai alternative and less expensive solutions; identifying what projects are approved and actioned under delegation vs what projects will need to come back to Council with a business case.

Council acknowledged it would be beneficial to have policy that clearly defines parameters that enables future decision making about projects and which projects would be actioned under LTP/Annual Plan approval / delegation and which would be required to come back for approval by Council.

- **Matters Arising from the 17 and 18 March Submission Hearings (Attachment 6)**

Ms Nicholls spoke to the attachment noting the officer response and estimated financial impact.

Council reviewed, page-by-page, all submitter requests made via the LTP consultation process. Discussion on the following matters:

- Equity & Inclusion policy
- Awamoa St Toilet block accessibility
- Booking community halls
- Beach Road alternative options
- MSD assistance with housing
- Cost of the Kakanui bridge
- Dust Suppression Policy
- Service levels on Rural Roads
- Unitary Authority
- Weston Rural Scheme
- North Otago Tennis
- Work and Income disability car park
- BNZ entrance gradient
- Fees/Charges
- Whitestone Geopark funding
- Waitaki Valley Health Hub
- Nicol's Blacksmith Historic Trust
- Tutu Hill Road (Council/Roading Committee discussion on policy)
- Ōmarama footpath near community hall and on the northside of SH83
- Palmerston Cemetery entrance

- Whalan Lodge Trust
- Ōamaru Whitestone Civic Trust (OWCT)
- Mill Domain as a Park Over for motor homes
- Waitaki Rec Centre Trust
- Living wage
- Master Plans for Kurow, Duntroon and Ōtematata
- Historic Kurow School
- Kurow Island car park and track
- Cycle Trail – identified for prioritisation with Mackenzie District Council
- Ōhau fire prevention
- Bride Street Moeraki
- Public toilets
- Citizens Awardees
- Dog parks and equipment
- Parking
- OPG Bird Aviary
- Lighting in the park between Waihemo Lodge and council flats
- Road sealing
- Reinstatement of swales (eastern sections of Magdala St, Kakanui)
- Rubbish bins
- Balance of Corriedale Services Account and Corriedale and Kakanui Amenity Fund
- Ōmarama rural residential sewer to land and stormwater proposal – Test Street to Waterfront Road
- Power to Holmes Wharf
- Bike track in Ōamaru
- Library Bus
- Allocations from RMA reserves.

Following the discussion, officers will assess and categorise the projects; more information required, matters for Community Boards etc. They will be re-presented at a future LTP financial workshop.

Council requested additional information from officers on the following matters:

- Rural Roads; service levels and potential Dust Suppression Policy
- North Otago Tennis; add as a line to the project list
- Fees/Charges; Payment arrangements, parking
- Whitestone Geopark funding as part of all tourism/economic development funding
- Waitaki Valley Health Hub; Investigate options for property and contribution with Waimate
- Nicol's Blacksmith Historic Trust
- Whalan Lodge Trust; business plan and debt to income ratio requested
- Living wage
- Public toilets; review of strategy to confirm priorities, needs addressed, locations, and ongoing costs
- Citizens' Awardees free parking for a year; Grants Committee to consider what else could be offered to awardees
- Allocations from RMA reserves
- Rubbish bins; seek information from contractor regarding utilisation to enable rationalisation
- Balance of Corriedale Services Account and Corriedale & Kakanui amenity fund.

It was noted that where projects that Community Boards have identified, they have delegation and budget for, will be put forward. The Community Boards were commended for submitting projects for the later part of the Long Term Plan.

It was confirmed that all submitters will be responded to individually at the end of the Long Term Plan process to acknowledge the suggestions and contributions that have been made.

The meeting was adjourned at 4.17pm, to reconvene at 10.15am on Tuesday 1 April 2025.

## **TUESDAY, 1 APRIL 2025 AT 10:15AM**

The Chair declared the meeting reconvened at 10.20am and welcomed everyone present, noting Deputy Mayor Halalele is an apology for the day.

### **4.1 DELIBERATIONS ON THE DRAFT 2025-34 LONG TERM PLAN AND THE DRAFT 2025 POLICY ON DEVELOPMENT CONTRIBUTIONS AND FINANCIAL CONTRIBUTIONS**

Mr Parmley made introductory remarks and provided a recap of what was discussed yesterday.

Ms Nicholls provided remarks regarding the financials, noting the following matters:

- We consulted on 10.3% rates increase
- Draft budgets are currently indicating several percentage points higher
- Aiming to balance the budget
- Further financial discussions on 15 April including operating budgets, by department
- Subsequent financial discussions on 28 April
- Debt cap – if 3 waters remains in Council, will reach debt cap in 2028. If it moves to a separate CCO, will likely see increased costs for ratepayers
- On 17 December 2024, Council deferred \$19m in projects.

Officers re-circulated the 'Matters Arising from the 17 and 18 March Submission Hearings (Attachment 6)' with categorisations applied based on yesterday's discussion. Officers will revert on 15 April with further guidance on financial impacts on the matters that have been tagged in orange for debate.

Ms Nicolls provided an overview of the deliberations process to be undertaken today.

- **Updated Initiatives List (Attachment 7)**

Ms Nicholls spoke to the attachment noting that:

- deliberations needed to focus on costs in 26/27 years
- the Senior Management Team had interrogated the entire list; challenged costs; considered delivering in new ways and operationalising costs prior to presenting the initiatives list for deliberation
- The big items for 2025-26 were Kakanui Bridge (\$9.6m), Network Waitaki Events Centre (\$17.5m) plus annual capex expenditure target (~\$30m) which is based on historical performance and the suggestion from Audit
- Of the ~\$30m, the current allocations are: 3 Waters (\$15m+); Roading (\$9.5m); and Other Projects (discretionary) needs to be reduced by ~half (\$8m needs to be \$4m)
- Broadly, Opex is rates funded. Capex is debt funded

Council reviewed, page-by-page, the listing of the proposed projects and budgets consulted on, combined with carry-forward projects that were approved at the 17 December 2024 Council Meeting.

There was extensive discussion and questions on the proposed 3 Waters, Roothing and Other Projects.

Council requested a specific discussion at a future workshop, with additional information, on the following matters:

- Roothing – concerned we haven't been spending enough on roads. Requested information/analysis: Specific property examples for rural (non-intensified), rural (intensified) and urban, looking at their contribution to roading over the past 10 years for roading levels of service discussion
- 3 Waters – should be aspirational. Point of entry treatment options should be used, costed accordingly with household responsibility for ongoing inspections. Acknowledged the wait for wastewater standards from Taumata Arowai, and discussions with Corriedale on water treatment. 2026 includes the carry-forwards
- Departmental operational costs
- Provide a list of all memberships e.g. LGNZ
- Digital – requested clarification on costs, closely linked to Transformation, where possible defer and reduce these.

Following the discussion, officers will respond to the direction provided and requests for information. They will re-present the projects list at a future LTP financial workshop.

Council requested information is published as soon as it is available.

Mr Parmley introduced the afternoon session noting that the purpose is to capture direction to enable further analysis and re-present at financial workshop on 15 April 2025.

Council discussed, topic-by-topic, the notes from the morning discussion and agreed on the direction for each.

#	Topic	Notes from morning discussion	Direction
1	Water Services Delivery	Separate consultation on options including a CCO	Leave as is in LTP for now. Indicate a separate water services delivery CCO
2	Water Metering	In year 9 – bring forward?	No change. Leave as is in LTP for now
3	Changing Climate – Infrastructure Investment	Invest more in stormwater/coastal protection In 2030 – bring forward?	Discuss Muddy Creek on 15/4. Look into alternative options
	Changing Climate – Beach Road	Discuss on 15 April 2025	See bare minimum then add options. e.g. walking, cycling, paper road, neighbouring land
4	Boosting Growth	EDA / Penguin Colony Divided opinion	Continue investigating
5	Council Property	Sell Property \$500k-\$1m, handful each year	Add potential revenue into budget and come back with proposed program (list of properties to sell)



6	Community Halls	Approach halls	Provide feedback to community hall committees, include community board chairs in correspondence
7	Council Housing	Should council continue providing housing Await Strategy Sept 26 project 2028-29 – defer?	No change to the approach
8	Holiday Rentals	Look into? Timing?	Investigate. Need proposal for next year's AP with cost/benefit analysis
9	Projects	Better Off Funding	Investigate what parts of these funds can be re-purposed 28/4
		Tourism	Half budget/set cap on spending. Group together and apply prioritisation Provide recommendations 28/4
		Airport	Defer runway, investigate options re lights
		Harbour dredging	Defer as per SMT approach
		Council office accommodation	Defer as per SMT approach – subject to business case
		Recoat 1 Thames St	Defer
		Library feasibility	Defer
		Chelmer St entrance	Remove - Investigate alternatives for lower cost
		Freezer building	Investigate alternatives for lower cost; sell, demolish
		Opera House roof	Remove
		Aquatic centre roof	Defer. Reduce to \$50k in year 3
		Breakwater feasibility	Defer. Reduce to \$50k in years 3-5
10	Fees & Charges	Discuss on 15 April 2025 – department level	
11	Any Other Comments		

### Next steps

Ms Nicholls outlined the next steps in the development of the Long Term Plan.

15 April 2025 – Financial Workshop

- Operational budgets
- 3 Waters projects
- Roading projects and levels of service
- Beach Road

28 April 2025 – Financial Workshop

Consider outstanding matters from the project list and from the submissions list

27 May 2025 – Council Meeting

Key Directions for the 2025-34 Long Term Plan

Adoption of the 2025 Policy on Development Contributions and Financial Contributions.

24 June 2025 – Council Meeting

Adoption of the 2025-34 Long Term Plan

**RESOLVED WDC 2025/037**

Moved: Mayor Gary Kircher

Seconded: Cr Jim Hopkins

That Council:

1. Receives the information, including:
  - the summary of engagement and the matters arising from the 17 and 18 March Submission Hearings on the draft 2025 Policy on Development Contributions and Financial Contributions; and
  - the summary of engagement, analysis of submissions received from the community and the matters arising from the 17 and 18 March Submission Hearings on the draft 2025-34 Long Term Plan; and
  - the matters arising from submissions not addressed in the 2025-34 Long Term Plan.
2. Notes all the submissions received, including:
  - submission feedback and officer recommendations on the draft 2025 Policy on Development Contributions and Financial Contributions; and
  - requests for additional funding received as part of the submissions to the Draft 2025-34 Long Term Plan.
3. Requests officers note the feedback through the deliberations on the 2025-34 Long Term Plan, and:
  - updates the draft budgets for the 2025-34 Long Term Plan for further deliberation at finance workshops; and
  - prepares recommendations based on the deliberations for the Key Directions report to be considered at the Council Meeting to be held on Tuesday 27 May 2025.
4. Notes the proposed process for further decision making on the 2025-34 Long Term Plan.

**CARRIED**

## **5 MEETING CLOSE**

The Chair acknowledged and thanked officers for all the work that has gone into the Long Term Plan process including preparing for these two days of deliberations. The Chair declared the meeting closed at 4.12pm.

TO BE CONFIRMED at the Council Meeting to be held on Tuesday, 29 April 2025.

.....  
CHAIRPERSON

**4.3 PUBLIC MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 4 APRIL 2025**

**Author:** Jenni Carden, Governance Support - Contactor

**Authoriser:** Alex Parmley, Chief Executive

**Attachments:** 1. Public minutes of the Extraordinary Council Meeting held on 4 April 2025

**RECOMMENDATION**

That the Council confirms the Public minutes of the Extraordinary Council Meeting held on 4 April 2025, as circulated, as a true and correct record of that meeting.

**DRAFT UNCONFIRMED MINUTES**

**OF THE EXTRAORDINARY COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR, OFFICE OF THE WAITAKI DISTRICT  
COUNCIL, 20 THAMES STREET, ŌAMARU AND ONLINE VIA ZOOM  
ON FRIDAY, 4 APRIL 2025 AT 10:00 AM**

**PRESENT:** Mayor Gary Kircher (Chair), Deputy Mayor Hana Halalele (via Zoom), Cr Tim Blackler, Cr Brent Cowles (via Zoom), Cr Jim Hopkins, Cr Courtney Linwood, Cr John McCone, Cr Guy Percival, Cr Rebecca Ryan (via Zoom), Cr Jim Thomson (via Zoom)

**IN ATTENDANCE:** Alex Parmley (Chief Executive)  
Lisa Baillie (Deputy Chief Executive / Director, Community Engagement & Experience)  
Paul Hope (Director, Support Services) (via Zoom)

**IN ATTENDANCE FOR SPECIFIC AGENDA ITEMS:**

Andrew Strahan (Principal, GeoCo Consulting. Southern Water Project Manager)  
Sonia Gerken (Principal, Communications Ninja)  
Paul Edmondston (Accounting Manager)

**Meeting Livestream Recording**

This meeting was livestreamed on Council's YouTube page. A direct link to that livestream location is provided below

[Extraordinary Council Meeting - 4 April 2025](#)

The Chair declared the meeting open at 10.07am and welcomed everyone present. Mayor Kircher provided some opening remarks regarding the item under consideration today, Water Services Delivery options for community consultation. Acknowledged was the complexity resulting from Central Government reform and the challenges this has created, the current program of work for water improving infrastructure to enable excellent water infrastructure across the Waitaki District, and the meetings and information sessions, including with the community, held previously.

**1 APOLOGIES**

**RESOLVED WDC 2025/036**

Moved: Cr Courtney Linwood  
Seconded: Cr John McCone

That the apology received from Cr Jeremy Holding be accepted.

**CARRIED**

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3 PUBLIC FORUM**

There were no registrations from the public therefore no Public Forum was held.

### **4 DECISION REPORTS**

#### **4.1 WATER SERVICES DELIVERY OPTION**

Mr Parmley introduced the report highlighting the purpose of today's decision: Council's preferred option for the future management of water services that will be included in the community consultation, which is planned to take place over the coming weeks.

It was noted that future decisions will be required on the consultation material and questions. And following the consultation, a final decision in July 2025 on the Water Services Delivery Plan including the chosen option for the management of water.

Mr Parmley provided context to today's decision, outlining the history of government water reform, the factors related to the legislation and standards that impact the choices available to Council, and the options to respond through the Water Services Delivery Plan that must be submitted to the government for approval by 3 September 2025.

The impacts of the available options were highlighted, particularly in relation to the in-house option and the debt limit. Mr Parmley outlined the details of the recommended option: a Joint CCO for the management of water services, while acknowledging the challenges of imperfect information and the timing constraints of this matter.

Discussion and questions canvased a range of matters including which proposed Joint CCO entity might be most suitable for Waitaki ratepayers and residents, the community consultation process, government indications regarding changing standards, the role of the regulator, assessing Water Services Delivery Plans and the consequences of having a plan rejected, timeframes for decision-making, and financial sustainability requirements.

Cr Blackler put an amendment to the officer recommendation. The motion was deliberated. During the discussion, an adjustment to the amendment was agreed by the mover and seconder.

Deputy Mayor Halalele left the meeting at 11.14am.



**RESOLVED WDC 2025/037**

Moved: Cr Tim Blackler  
Seconded: Cr John McCone

That Council:

1. **Approves amended Option 3 - Joint Water Services CCO** as the preferred water services delivery model option for WDC to proceed to public consultation.
2. **Direct** the author to amend Option 3 'Summary Option' wording on page 13 of this report to include the proposal to form a potential CCO with either;
  - i. **Option 3a Northern (Waimate, Mackenzie, Timaru & Waitaki)**
  - ii. **Option 3b Southern (Central Otago, Clutha, Gore & Waitaki) [Preferred]**
3. **Approves** the following water service delivery model options to include in the public consultation as other practicable options;
  - i. **Option 1 - In-House Business Unit**
  - ii. **Option 2 - Standalone Council-Controlled Organisation**
4. **Request** the Chief Executive (or delegate) to engage with TMWW Project Group with a view to developing a proposal that matches the Southern group.
5. **Request** the Chief Executive make best endeavours to provide Elected Members with further requests for information and further modelling by the end of the consultation period to enable better decision making (to be provided in writing to the Chief Executive following this meeting).

**CARRIED**

The Chair acknowledged the efforts of officers, members and the representatives of the Southern Water Project team for their attendance.

**5 MEETING CLOSE**

The Chair declared the meeting closed at 11.18am.

TO BE CONFIRMED at the Council Meeting to be held on Tuesday, 29 April 2025.

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CHAIRPERSON

## **5 LEADERSHIP REPORTS**

### **5.1 MAYOR'S REPORT**

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

**Attachments:** 1. MAYOR'S REPORT – April 2025 [↓](#)

#### **RECOMMENDATION**

That Council receives and notes the information.

#### **PURPOSE**

The Mayor's Report for March/April 2025 is attached, for the information of the Governance Team, staff of Council, and the wider communities of the Waitaki district.

## **MAYOR'S REPORT – 29 April 2025 COUNCIL MEETING**

This report is an opportunity for me to update Councillors and our community on a number of issues and events that I feel are relevant to our community, since my last Mayor's report on 25 February 2025.

### **2025-2034 Long Term Plan update**

Firstly, a big thank you to everyone who took the time to review our consultation material and especially to those who made submissions. Your feedback has provided valuable insights for our Governance Team. While submissions aren't a referendum, they help us understand the views and concerns of our community. In fact, some of the best ideas have come from individual submitters making a single, thoughtful point.

We're continuing to work through some tough decisions. The process isn't perfect—it can be complex and messy—as we consider each issue and aim for consensus. I want to acknowledge the commitment of our Councillors, who have spent many hours reading through material and submissions, often at the expense of their personal and family time.

We've now heard verbal submissions and have completed a day and a half of deliberations. Several more sessions are scheduled to finalise our direction on the various topics under consideration for the Long Term Plan. A key challenge remains - balancing the budget while trying to keep rates within the 10.3% increase proposed for Year 1.

One of the critical choices is where savings come from. Cutting \$1 million from the capital budget in Year 1 will reduce costs short-term, but it pushes future rates up by an additional 2% in Year 2. In contrast, reducing \$1 million in operational costs creates ongoing savings and helps keep rates more stable in the years ahead.

Throughout this process, I want to also recognise the significant workload being carried by our key officers. They've been working long hours, often nights and weekends, to provide us with the information we need and to respond to our many questions. Their dedication is truly appreciated by the Governance Team.

### **Water Services Delivery Plan Update**

On 4 April, Council took another important step in developing our Water Services Delivery (WSD) Plan by confirming the options we'll take out for public consultation. A huge amount of work has gone into this, and I want to thank the officers and Councillors who have committed significant time to progressing these water reforms.

The latest version of the reforms, **Local Water Done Well**, ironically points us in a similar direction to the previous government's Three Waters (later branded Affordable Water). The key difference is that councils now have more choice, though the options for keeping water services fully in-house are very limited and heavily constrained by the new regulatory environment.

Unfortunately, there's already been misinformation in the community suggesting that Council's intention is to "give away" our water assets. These claims ignore the reality of the new framework - particularly the role of the economic regulator, which will heavily influence both the priority of work and its cost, regardless of who owns the assets. Control is already

reduced due to prioritising what must be done and postponing the less important work, so the economic regulator, overseen by the Commerce Commission, will reduce that even further.

While the issue is complex, the message to our community is straightforward: **water costs will continue to rise**, and our job is to make sure services are delivered efficiently and affordably. Keeping water services in-house or creating a stand-alone Council-controlled organisation (CCO) won't deliver the scale or efficiency needed. We also need to remove politics from decisions about essential investment—something that, while less visible in Waitaki, has impacted past decisions to defer important work to keep rates down.

We're currently considering two joint CCO options. Waitaki is uniquely positioned to work with two groupings:

- **The Southern Group** – with Central Otago, Clutha, and Gore (our preferred option).
- **The South Canterbury Group** – with Timaru, Mackenzie, and Waimate.

The Southern Group is more advanced in its planning and is demonstrating strong collaboration. If set up well, I believe it could attract other councils, including Timaru and Mackenzie, to join, potentially forming a six- or seven-council group. Waimate, however, has expressed its preference to retain its water services in-house and reaffirmed this at the Zone meeting on 10 April. If this changes, I'll update Council accordingly.

Community consultation on the options will begin in May, and I encourage everyone to engage with the information and provide feedback. After considering submissions, Council will decide on the preferred option. There will still be a significant amount of work required to finalise the WSD Plan before submitting it to the Department of Internal Affairs by the 3<sup>rd</sup> of September.

### **Zone 5 & 6 Meeting in Christchurch – Taumata Arowai**

Allan Prangnell and Tim Cadogan updated us on wastewater standards and progress on Acceptable Solutions. Many Councils are hopeful that changes to both of these areas of water services will bring decreased costs. For our rural water schemes, Acceptable Solutions provide an excellent opportunity to comply with drinking water standards but not have to treat water that goes onto farms for stock water. The standards aim to provide clear guidance on water treatment requirements and create a more consistent approach across different water supply scenarios.

Here are the key points about Acceptable Solutions for water treatment:

1. Currently, there are three different acceptable solutions defined by water source - roof water, bore water, and rural schemes.
2. The proposal is to combine these into one unified standard, potentially divided by supplier type.
3. Key changes proposed:
  - Introducing a second, cheaper class of endpoint treatment units
  - For public places like cafes or schools, fully validated units will be required
  - For home use, a less expensive unit with an alarm (rather than automatic shutoff) may be acceptable

The goal is to make water treatment more accessible and affordable while maintaining public health standards, especially for rural and mixed-use water supplies. The legislation required for Acceptable Solutions is expected to be enacted in August this year. Transition provisions

will allow councils with expired consents or consents expiring within two years to then modify their planning and to utilise the new standards.

Key to the change is the end-point treatment units which would be installed on each house or building where water needs to be treated to a potable level. The units can be either validated or non-validated treatment units. The key differences between them are:

Validated Treatment Units:

- Each unit costs around \$5,500 (including GST)
- They automatically stop water flow when:
  - Water becomes too murky
  - UV lamp sheath gets dirty
- They provide complete protection by halting water supply when treatment is compromised
- Recommended for public places like cafes, schools, and other high-use areas

Non-Validated Treatment Units:

- Cost about a third of validated units (approximately \$1,800)
- Have an audio alarm or light indicator when water quality is compromised
- Water continues to flow even when treatment is not functioning
- Potential risk as users might ignore the alarm or cover the warning light
- Proposed as an option for home/family use

The key distinction is the automatic water flow stoppage in validated units versus continued water flow with just a warning in non-validated units. The proposal suggests different units for different use cases, balancing safety and affordability.

## **Zone 5 & 6 Meeting in Christchurch – Department of Internal Affairs**

The presentation by Warren Ulesele and Paul Barker outlined the series of reforms that will significantly reshape local government's landscape in New Zealand, touching on critical areas of climate resilience, emergency management, and resource planning.

Emergency Management

Central to these changes is a comprehensive approach to emergency management, driven by lessons learned from recent severe weather events like Cyclone Gabriel. The government is developing a new Emergency Management Bill aimed at creating more consistent and coordinated regional responses. This legislation seeks to address historical gaps in preparedness, communication, and resource allocation during major disasters.

The Jerry Mateparae inquiry report into the cyclone response highlighted several critical problems:

1. Inconsistent emergency response capabilities across different regions
2. Lack of clear coordination mechanisms between local and central government during major events
3. Insufficient preparedness and response frameworks for large-scale natural disasters
4. Gaps in decision-making processes during complex, multi-regional emergencies

The cyclone recovery experience exposed weaknesses in the existing emergency management system, demonstrating that:

1. Councils were not uniformly equipped to handle severe weather events
2. There was no standardised approach to risk management and response
3. Communication and resource allocation during crises were not optimal

These findings prompted the government to develop a new Emergency Management Bill. It will also develop a decision-making toolkit, plans for more consistent regional emergency preparedness and it will improve the defined roles for central and local government during emergencies.

Climate resilience emerges as another key focus. A new adaptation framework is being developed to clarify roles and responsibilities across central government, local councils, insurers, and property owners. This framework will tackle complex issues like hazard information management, risk financing, and infrastructure resilience.

The goal is to create a more robust, coordinated, and responsive emergency management system that can effectively protect communities during significant natural disasters. Providing they realise the importance of locals in any response work, these changes should improve the standard of emergency responses throughout the country.

#### Resource Management

Resource Management reform represents perhaps the most significant transformation. The government plans to introduce two new pieces of legislation - a Planning Act and a Natural Environment Act - by September 2025. These will fundamentally restructure how regional and district planning occurs, introducing a three-chapter approach that integrates district plans, spatial planning, and environmental considerations.

For local councils, these changes present both challenges and opportunities. Councils will need to adapt to new regional planning structures, improve transparency in service delivery and collaborate more closely across regional boundaries

The reforms also introduce increased scrutiny, with plans for information disclosure and performance benchmarking across councils. This means greater accountability and a push towards more efficient, consistent service delivery.

While the pace of change is rapid and the workload substantial, the government emphasises collaborative approaches, including technical advisory groups and direct council input.

#### **Zone 5 & 6 Meeting in Christchurch – Brad Olson, CEO Infometrics**

As always, Brad's presentation included a significant amount of data and analysis. And as usual, he delivered it brilliantly! Here's the summary of his presentation:

New Zealand's economic landscape is currently characterised by significant uncertainty and complex challenges, driven primarily by international trade tensions and evolving global economic dynamics. The recent implementation of tariffs, particularly those affecting trade with China, has created substantial pressures across multiple economic sectors.

Export markets are experiencing considerable strain, with key industries like wine and meat facing challenging market conditions. New Zealand's wine producers are being forced to reduce prices to maintain market share, while meat exporters are navigating reduced beef stock and increased pricing pressures. These challenges are compounded by lower global growth expectations and reduced demand from major trading partners.

The primary sector presents a mixed picture of resilience and vulnerability. Dairy remains a bright spot, contributing an additional \$4.5 billion in cash spending compared to the previous season. However, North Island farmers are confronting drought conditions and escalating feed costs, creating additional economic stress. The forestry sector continues to experience particularly challenging market conditions.

For local councils, these economic pressures translate into complex financial management scenarios. Councils are facing increasing cost pressures across infrastructure, labor, and service delivery. Approximately half of council spending goes toward critical infrastructure like water services, with capital spending often underreported and misunderstood.

The labor market reflects these economic uncertainties, with job advertisements showing cautious recovery and regional disparities. The South Island appears slightly more resilient, benefiting from primary sector performance and international tourism recovery. Conversely, the North Island faces more significant economic challenges.

Inflation remains a critical concern, with the Reserve Bank carefully managing official cash rates to prevent inflationary spikes while maintaining economic stability. Current inflation sits around 2.2%, with expectations of potential increases towards year-end. The official cash rate is anticipated to bottom out around 2.5%, providing some economic breathing room.

For ratepayers, these economic conditions mean potential increases in local service costs, careful municipal budgeting, and potential service adjustments. Councils will need to balance maintaining critical infrastructure, managing labor costs, and keeping rates affordable.

The New Zealand dollar's current position, hovering around 55-60 US cents, provides some export advantages while making imports more expensive. This currency position offers a small buffer against economic uncertainties.

Looking forward, New Zealand's economic outlook requires strategic adaptability. Councils, businesses, and individuals must remain flexible, focusing on cost management, exploring new market opportunities, and maintaining fiscal prudence. The coming months will be crucial in determining the nation's economic trajectory.

### **Zone 5 & 6 Meeting in Christchurch – Hamish Hutton, CEO Rivir**

In the rapidly evolving landscape of technological innovation, Hamish Hutton delivered a powerful narrative about the critical importance of adaptability and foresight. Drawing from a rich tapestry of historical examples, he illustrated how even the most established companies can become obsolete when they fail to recognise and embrace emerging technologies.

Hamish's presentation weaved a compelling story of disruption, using cautionary tales like Kodak's missed opportunity with digital cameras and Blockbuster's rejection of Netflix to underscore the dangers of technological complacency. These stories serve as stark reminders that today's market leaders can quickly become tomorrow's footnotes if they resist change.

The technological revolution he describes is nothing short of transformative. Imagine a world where your car generates income while you're at work, where AI teachers provide personalised education more effectively than traditional classrooms, and where autonomous vehicles and farming equipment fundamentally reshape entire industries. Hutton paints a vivid picture of this emerging reality, where technologies like RoboTaxis, AI-powered education, and precision agriculture are not distant possibilities, but imminent realities.

For local governments and organisations, the message is clear: adaptation is not just an option, but a necessity. Hutton suggests developing a "predator" mindset - one that is simultaneously focused and holistic, capable of seeing both immediate challenges and broader opportunities. This approach requires cultivating principles of curiosity, courage, and resilience.

The narrative goes beyond mere technological description, delving into the human elements of innovation. Hutton emphasizes the importance of maintaining a child-like wonder, being open to ideas regardless of their source, and having the courage to make difficult decisions.

He introduces the concept of saying "good" when confronted with unexpected challenges - a mental approach that transforms obstacles into opportunities.

His presentation is a call to action, urging organisations to build networks of diverse knowledge, reduce cognitive biases, and create habits that support continuous learning and adaptation. The underlying message is that the future belongs to those who can quickly pivot, learn, and reimagine their approach to technology and business.

By embracing these principles, organisations can transform potential disruption from a threat into a strategic advantage. Hutton's vision is not about predicting the future with certainty but about developing the organisational agility to navigate an increasingly complex and rapidly changing technological landscape.

The result is a powerful narrative that challenges listeners to think differently, act boldly, and see disruption not as a challenge to be feared, but as an opportunity to be seized.

#### **Zone 5 & 6 Meeting in Christchurch – Tracey Cotter-Martin, Datacom's Associate Director Optimisation + Innovation**

In the programme, Tracey's role was subject to a typo, labelling her Datacom's Associate Director of Optimism + Innovation. She actually thought that was very apt, as her presentation went on to demonstrate.

In a compelling exploration of AI's transformative potential, Tracey Cotter-Martin unveiled a detailed roadmap for how local governments can navigate the emerging technological landscape. Her presentation painted a vivid picture of technological change through a three-horizon model that offers councils strategic insights into adaptation and innovation.

The first horizon focuses on immediate productivity and efficiency gains. For councils, this means leveraging AI to streamline administrative processes, reduce operational waste, and optimise resource allocation. By embracing technological tools, local governments can dramatically improve service delivery and reduce bureaucratic friction.

The second horizon shifts towards quality improvement and impact enhancement. Councils can use this perspective to reimagine infrastructure planning and community services. With New Zealand facing significant infrastructure challenges - including a \$209 billion infrastructure deficit and the need for 115,000 new homes - AI becomes a critical tool for predictive planning and strategic development.

The third horizon represents transformational thinking, where councils can fundamentally redesign how they interact with communities. This involves creating more adaptive, responsive governance models that leverage digital connectivity and intelligent systems. The goal is not just technological implementation but creating meaningful citizen experiences that anticipate community needs.

Tracey highlighted emerging technologies that could revolutionise municipal operations, such as AI-powered drought modelling, innovative architectural designs reducing energy consumption, and advanced farming techniques. These examples demonstrate how councils can proactively address climate resilience, sustainability, and resource management.

Critically, the presentation emphasised that technological adoption isn't just about efficiency, but about human impact. Councils must consider how AI can create meaningful opportunities, support workforce transitions, and maintain community well-being. The World Economic Forum's projection of 114 million jobs being displaced by AI by 2030 - balanced by 74 million new jobs created - underscores the importance of strategic workforce preparation.



The presentation's core message for councils was profound: technology's power is measured by its positive impact. By approaching AI with a holistic, human-centred perspective, local governments can transform challenges into opportunities for innovation, sustainability, and community enrichment.

Tracey encouraged Councils to view AI not as a technological upgrade, but as a fundamental shift in how communities live, work, and solve problems. The key is maintaining a balance between technological capability and human connection, always keeping the well-being of citizens at the forefront of strategic planning.

### **Waitaki's Health Shuttle Update**

I'm pleased to announce that good progress is being made on the implementation of the Health Shuttle for Waitaki. Trevor Goodin from Oamaru Hireplus continues to operate his donations-based service to provide an interim solution to help our people get to necessary health services in Dunedin.

The trustees of the Waitaki District Health Services Trust have invited Hato Hone St John to forward a detailed proposal for the shuttle to ferry our people between Waitaki and Dunedin Hospital. They have now delivered that proposal, and a decision will be made on whether to fund the next two years of costs.

If funding is approved, Hato Hone St John have provided a possible timeline for implementation this year:

- April-May     Community engagement
- May             Funding secured in principle.
- May             Vehicle confirmed
- June            Commence recruitment of members to provide Waka ora Health Shuttle service.
- August        Training volunteers
- August        Promotion of service
- September   Official launch
- September   Service begins

It would be awesome to get the service up and running by this time. It is about six months sooner than expected which in itself would be a win for our community.

### **Election 2025**

We've asked officers to explore the option of using polling booths, particularly focusing on the associated costs. This aligns with the work of the LGNZ electoral panel, which suggests that polling booths could help boost voter turnout. It would be great to implement this for the 2025 election. If that's not possible, we hope the government seriously considers the panel's recommendations and advances electoral reform in time for 2028. Strengthening our democracy depends on it.

As many will now know, I've decided not to stand in the upcoming election. It's been an incredible privilege to serve the Waitaki community as Mayor for the past 11 years—and before that, as a Councillor. But now isn't the time for reflection. With over five months left in this term, there's still much to do, and I remain focused on delivering for our community—just as I know our entire Governance team will. These challenging times call for our best efforts, and that's exactly what I'll continue to give.

\*All reports from the Zone 5 & 6 meeting have been written with the assistance of Otter AI's transcription and Chat functions.

**MEETINGS ATTENDED BY MAYOR GARY KIRCHER**

10 February	LTP – Reed Street Residents
10 February	LTP – Exe Street Residents
10 February	LTP – Usk Street Residents
10 February	Dinner meeting with Indian High Commissioner
11 February	Sub Committee, Workshops, Briefings meeting
11 February	LTP – Dacre Street Residents
11 February	Facebook Live Session – Tourism Waitaki/EDA and OBPC
11 February	MTFJ Meeting
12 February	Visit new Artists in Residence @ The Crucible
12 February	Meeting with Leanne Gibson, Hynds Family Trust
12 February	Community Q & A meeting – Oamaru at Recreation Centre
13 February	Joint CCO key principles design and planning workshop - Dunedin
13 February	LTP Presentation – Observatory Retirement Village
13 February	Canterbury Mayoral Forum Working Dinner
14 February	Canterbury Mayoral Forum Meeting
14 February	Capability Waitaki celebration dinner
15 February	NORFU Community Strategy Day
15 February	LTP Q & A Bus Tour – Ahuriri
17 February	Catch-up with Deputy Mayor Halalele
17 February	Extraordinary Council Meeting
17 February	Meeting to discuss strategic alignment, Tūhura Otago Museum
17 February	LGNZ Zoom with South Island Minister James Meager
18 February	Governance Team Session
18 February	Facebook Live Q&A – Water
19 February	Southern & South Canterbury Water Groups - Mayors Catchup
19 February	Meeting at Railway Station re improving amenity
19 February	Meeting with Minister Watts - Queenstown
20 February	LTP Session – Duntroon
21 February	Joint CCO – Councils Executive Group (CEG)
21 February	Lunch with Emeritus Prof. Dato' Dr. Ibrahim Komoo, Vice Chair UNESCO Geoparks
22 February	North Otago A & P Show
24 February	Road issues: Taylor's Rd, Brookstone Rd, Tussocky Rd
24 February	Friendly Bay Family fun day – Anzac Day prep
24 February	Events Centre site visit with Otago Community Trust
24 February	WDHSL Meeting
25 March	Council and PAR Meeting
25 February	Real Radio
25 February	Oamaru North Masterplan Workshop
25 February	Facebook Live Q&A
26 February	Ara Poutama / Department of Corrections Engagement with Waitaki District Council.
26 February	Ngapara LTP Session
27 February	All of Local Government Meeting
3 March	Meeting with Miles Anderson
3 March	Briefing on Waters Bill Submission

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3 March	Geopark Chat regarding origins and progression of proposal
3 March	Waitaki BA5 hosted by AcuCut and ExAxis Services
3 March	Southern & South Canterbury Councils' water discussion
4 March	Briefings/Workshop meetings
4 March	Attend Timaru DC workshop on Southern Group's Water CCO
5 March	Meeting with ratepayer re general questions
5 March	Catch-up with Steve Grave
6 March	MTFJ Visits – Oamaru Chainsaws and Mowers
7 March	Mayoral Musings – The Breeze
7 March	Joint CCO - Councils Executive Group (CEG)
10 March	LTP Leadership Group meeting
10 March	Interment of Vietnam Veteran
10 March	Canterbury MF Zoom with Martin Keogh, DCE Health NZ
10 March	Meeting with Errol Wills re Vanished World
10 March	Ahuriri Community Board
10 March	Waihemo Community Board
11 March	Briefings and Workshop Day
11 March	Citizenship Ceremony
12 March	Waitaki BHS – talk to students on how Waitaki commemorates war
12 March	Video for Taituarā
12 March	Alliance Smithfield Closure Final Catch Up Meeting
12 March	Zoom meeting with MfE re Project Reclaim financial assistance
13 March	Meeting with Haoran Wang, Manager of Lean Meats
14 March	Forrester Gallery – Sod Turning
14 March	Meet with Mike Gray re Geopark
14 March	Child Cancer fundraising – Mayoral Challenge
14 March	Meeting with Ōmarama resident re OAL
14 March	Meet with Miles Anderson MP
15 March	Visit Barbara Johnston - 100th birthday
15 March	Friendly Bay Fun Day
17 March	Long Term Plan Hearings
17 March	Briefing from NZAA
18 March	Long Term Plan Hearings
20 March	A2O Joint Committee Meeting
21 March	Joint CCO Meeting – Councils' Executive Group
21 March	Southern Group Mayors' catch-up
24 March	Working dinner with Simon Neale
25 March	Real Radio session
25 March	Council & Par Meetings, Briefing on LTP finances
25 March	Southern Group Water CCO discussion with Councillors
26 March	Discussion with ratepayer re submission questions
26 March	Catch-up with NORFU Chair & CEO
26 March	Meeting with Chair and member of Oamaru Ratepayers' Group
26 March	Meeting with OWCT Manager
27 March	WDHSL Board Meeting
27 March	Catch-up with CEESC and CEO
27 March	Otago CDEM Meeting
27 March	Otago Mayoral Forum Dinner
28 March	Otago Mayoral Forum
31 March	LTP Deliberations
1 April	LTP Deliberations + Canterbury Water briefing
1 April	Mayors' Taskforce funding update
1 April	South Canterbury & Waitaki Councils discussions with James Meager MP & Miles Anderson MP
2 April	Welcoming Communities Accreditation signing

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3 April	ORV Trust Meeting
3 April	Meeting with Rugged Ridges owners re access for new A2O section
3 April	Ōmarama AF8 Public Meeting
4 April	Joint CCO Councils Executive Group meeting
4 April	Extraordinary Council Meeting re Water Plan options
4 April	Zoom Meeting with Audit Manager
5 April	Official Welcome for Lions 202J Convention delegates
7 April	LTP Leadership Group meeting
7 April	LGNZ Zoom with Infometrics presentation by Brad Olson
8 April	Real Radio session
8 April	Subcommittee meetings and Briefings
9 April	Visit to Ōamaru Airport
9 April	Anzac Day planning catch-up
9 April	Anzac books – reading with Te Pakihi o Maru classes
9 April	Resource management reform briefing by Ecan
10 April	Zone 5 & 6 in Chch – Day 1
10 April	DPR Subcommittee – spectator only
11 April	Zone 5 & 6 in Chch – Day 2
12 April	Oamaru Rotary Club Centennial Dinner
14 April	Discussion on Waitaki's rural schemes for Southern Group CCO
15 April	Governance team Session
15 April	Sport Otago Stakeholder presentation & lunch
15 April	LTP financial discussions workshop
16 April	Joint CCO Councils Executive Group meeting

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## 6 DECISION REPORTS

### 6.1 RECOMMENDATIONS FROM DISTRICT PLAN REVIEW SUB-COMMITTEE

Author:	David Campbell, Heritage & Planning Manager
Recommender:	David Campbell, Heritage & Planning Manager
Authoriser:	Roger Cook, Director Natural and Built Environment
Attachments:	<ol style="list-style-type: none"><li>1. 10 April 2025 District Plan Review Sub-Committee Meeting Unconfirmed Minutes <a href="#">↓</a></li><li>2. DPRSC recommended staff submission points <a href="#">↓</a></li><li>3. Additional updated recommended staff submission points <a href="#">↓</a></li><li>4. Recommended staff submission points – mapped extents <a href="#">↓</a></li></ol>

### PURPOSE

To ratify Waitaki District Council's (WDC's) submission to the Proposed Waitaki District Plan.

### EXECUTIVE SUMMARY

The Proposed Waitaki District Plan (PDP) was publicly notified on 1 March 2025, with submissions closing on 9 May 2025. Leading up to the approval of the PDP, the District Plan Review Subcommittee (DPRSC) and planning staff have identified several minor issues that were considered by the DPRSC on 10 April 2025. A subset of other minor matters have been since addressed and are included for Council's consideration and approval.

### OFFICER RECOMMENDATION

That Council:

1. Notes the Chair has approved the draft minutes of the District Plan Review Sub-Committee meeting of 10 April 2025, attached to this report (Appendix 1); and
2. Notes the draft minutes will be confirmed at the next scheduled meeting of the Sub-Committee; and
3. Adopts the recommendations of the District Plan Review Sub-Committee meeting of 10 April 2025 (Appendix 2); and
4. Approves the additional staff submissions as contained in the table attached to this report (Appendices 3 and 4).

### CONTEXT, ANALYSIS AND ADVICE

#### Background and Current Situation

Since November 2023, the DPRSC met on various occasions to consider the PDP provisions to recommend to Council for approval, culminating on 17 December 2024 when Council approved the PDP for notification. Throughout this period, particularly near the end, various minor matters have arisen that can be considered by way of a staff submission to the PDP, as endorsed by Council. Many of these are corrections and clarifications, most seeking to improve the operation of the PDP. Some are as a result of further information or review work and may also be submitted on separately by other parties.

A list of staff submissions endorsed by the DPRSC is attached to this report (Appendix 1) as well as some additional submission points (Appendices 2 and 3) to be considered and approved by Council.

### **Priority and Strategic Context**

The submissions need to be lodged by 9 May 2025, therefore need to be approved at this meeting.

### **Analysis and Discussion**

The submission points have generally been considered by the DPRSC and the additional submission points not already considered by the DPRSC have been analysed by officers and represent an improvement/refinement of the PDP provisions.

### **Consultation and Option Development**

The submission points have been identified by officers and tested with the District Plan Review Sub-Committee. The additional submission points are of a minor nature and/or improve the provisions.

### **Financial Considerations**

Nil – the work to be done is contained within existing budget.

### **Additional Considerations**

Nil – all additional considerations have been tested throughout the DPRSC meeting and by officers.

### **Risks**

Minimal as the submission points are of a minor nature and may also be submitted on by other parties.

### **Significance and Engagement**

The PDP is already open for submissions after being publicly notified in March and all ratepayers directly notified by mail at the end of February.

### **Summary of Options Considered**

**Option 1** – Recommend Council endorses the staff submissions

**Option 2** – Does not recommend Council endorses the staff submissions

### **Assessment of Preferred Option**

Option 1 is preferred as it will result in better outcomes for the PDP and addresses, where possible, matters raised by the Sub-Committee at previous meetings.

### **Next Steps**

Council officers will lodge the approved submissions.

**DISTRICT PLAN REVIEW SUB-COMMITTEE  
MEETING **UNCONFIRMED MINUTES****

**10 APRIL 2025**

**DRAFT UNCONFIRMED MINUTES**

**OF THE DISTRICT PLAN REVIEW SUB-COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR, OFFICE OF THE WAITAKI DISTRICT  
COUNCIL, 20 THAMES STREET, OAMARU  
ON THURSDAY, 10 APRIL 2025 AT 9:00 AM**

**PRESENT:** Cr Jim Thomson (Chair), Cr Tim Blackler, Cr Jim Hopkins, Cr John McCone, Cr  
Guy Percival

**IN ATTENDANCE:**  
Roger Cook (Director, Natural & Built Environment)  
David Campbell (Heritage & Planning Manager)  
Katrina Clark (Senior Planner - District Plan) – until 10.30am  
Mike Butler (Senior Planner - District Plan)

**Meeting Livestream Recording**

This meeting was livestreamed on Council's YouTube page. A direct link to that livestream location is provided below

[District Plan Review Sub-Committee Meeting - 10 April 2025](#)

**MEETING OPEN**

The Chair declared the meeting open at 9.06am and welcomed everyone present.

**1 APOLOGIES**

**APOLOGY**

**RESOLVED DPRSC 2025/001**

Moved: Cr John McCone

Seconded: Cr Tim Blackler

That the apology received from Crs Gary Kircher and Courtney Linwood be accepted.

**CARRIED**

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 DECISION REPORTS**

**3.1 STAFF SUBMISSIONS TO PROPOSED WAITAKI DISTRICT PLAN**

Mr Campbell introduced new staff member Mike Butler, Senior Planner – District Plan.

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Mr Campbell introduced the report, confirming the purpose is to endorse the Waitaki District Council's (WDC's) submission to the Proposed Waitaki District Plan and recommend it to the Waitaki District Council at the meeting scheduled for 29 April 2025, in line with delegations.

Mr Campbell noted the WDC submission does not pre-empt an outcome or a change to the Proposed District Plan. The WDC submission will be treated the same as all submissions and considered by the Hearing Panel, as defined by the Resource Management Act (RMA) process.

The submission includes matters raised by the Sub-Committee at previous meetings, and matters identified by planners (staff recommendations). It was noted that some matters may require additional work or have been included for information today prior to going to Council, for example some of the Heritage matters listed.

Direction is sought from the Sub-Committee on which matters are to be progressed in the submission.

Discussion on individual District Plan Review Sub-Committee (DPRSC) recommendations. Mr Campbell responded to questions.

**Definitions: Review agricultural intensification definition in the PDP**

Discussion regarding the previous DPRSC resolution to review the definition to move away from all intensification being defined by irrigation only.

It was noted by the Committee that the Central Government Resource Management Reform seeks to "narrow the scope of the resource management system and the effects it controls, with the enjoyment of property rights as the guiding principle."

The Committee sought clarification on the consequences of approving the submission points and whether that approval would create changes to the Proposed District Plan. It was confirmed that today's discussion was restricted to the submission itself. If the Council approved the submission, then the submission would be considered by the Hearing Panel alongside all other submissions. The outcome of the Hearing Panel would result in a change to the Plan.

Further discussion and questions related to:

- Paring back of the definition to Ecosystems and Indigenous Biodiversity chapter, Natural Features and Landscapes chapter, and the Sites and Areas of Significance to Māori chapter while preserving the values of these chapters.
- Cost for consent applicant and status of request for staff to explore financial support, if possible.
- Implications of RMA reform on the Proposed District Plan.

The Sub-Committee determined to reject the officer recommendation on this particular chapter. Cr Hopkins put forward a motion.

**RESOLVED DPRSC 2025/002**

Moved: Cr Jim Hopkins

Seconded: Cr John McCone

That the District Plan Review Sub-Committee reconfirms its 12 December 2024 resolution seeking a reviewed definition of agricultural intensification in the PDP with possible removal of references to irrigation as part of that review.

**CARRIED**  
Cr Blackler against



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**Historic Heritage: Town Centre Design Guidelines for Ōamaru Historic Area**

Discussion related to guidelines; testing and enforcement; standards; impeding on individual property rights; process of heritage officer review or appropriate expertise. Cr Hopkins put forward a motion.

**RESOLVED DPRSC 2025/003**

Moved: Cr Jim Hopkins

Seconded: Cr Jim Thomson

That the District Plan Review Sub-Committee endorses the officer submission regarding Town Centre Design Guidelines for Ōamaru Historic Area and recommends Council adopts that approach.

**CARRIED**

**Ecosystems and Indigenous Biodiversity**

Discussion regarding the previous DPRSC request to use a percentage-based threshold instead of a fixed area. Comments, questions and responses acknowledged potential impacts and difficulty to ascertain how a percentage-based threshold could be applied. There was a recognition of further work being necessary. Cr Hopkins put forward a motion.

Clarity was sought as to when the variation be required: Upon receipt of other submissions or a variation outright. It was indicated a variation would be explored if other submissions supported this.

Confirmation was sought that the DPRSC can request officers to amend submission on behalf of the Council.

**RESOLVED DPRSC 2025/004**

Moved: Cr Jim Hopkins

Seconded: Cr John McCone

That the District Plan Review Sub-Committee recommends that this matter be considered as a variation to the Plan to allow time and resources required to collect evidence regarding the thresholds.

**CARRIED**

Cr Blackler abstained

Discussion on individual Officer recommendations. Mr Campbell responded to questions.

The following individual Officer recommendations remain, awaiting further clarity:

- Historic Heritage: Define extent of quarry site heritage items
- Historic Heritage: Change the term '*exceptional*' used to describe Category A heritage items to '*outstanding*'
- Historic Heritage: HH(ŌHA)-R8
- Historic Heritage: Additional mapping for HH 87 Ōamaru Borough Water Race
- Historic Heritage: Refinement (reduction) in the setting of HH 175 Teschemakers Complex
- Historic Heritage: Refinement (reduction) in the setting of HH 240 Palmerston WWI Memorial Arch
- Historic Heritage: Refinement (reduction) in the setting of HH 166 Totara Estate Complex.

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The following individual Officer recommendations listed in the table were supported:

- Transport
- Stormwater: Amendment to STORM-S3(2a)
- Stormwater: Amendment to STORM-S1(2) and STORM-S2(1c)
- Natural Hazards: Deletion of note in rule NH-R8
- Natural Hazards: Deletion of note in rule NH-R9
- Natural Hazards: Updated flood mapping received from ORC for Frenchs Road area
- Natural Hazards: NH-R6
- Notable Trees
- Subdivision
- Temporary Activities
- General Residential Zone
- Town Centre Zone
- Natural Features and Landscapes.

The following individual Officer recommendations were not supported:

- Historic Heritage: Re-insertion of HH 111 Doctor's House Kurow as a Category A item
- Historic Heritage: Re-insertion of HH 223 Shag Point Miners Cob Cottage as a Category A item
- Natural Features and Landscapes: Change of terminology in NFL Matters of Discretion – reference from 'dry grassland character' to 'vegetation character'
- General Rural Zone.

Cr Hopkins proposed a draft motion "That the District Plan Review Sub-Committee recommends to Council that HH 111 Doctor's House Kurow remain as a Category B item and HH 223 Shag Point Miners Cob Cottage remain as a Category B item." Following advice from Mr Campbell, Cr Hopkins put forward an amended motion.

**RESOLVED DPRSC 2025/005**

Moved: Cr Jim Hopkins

Seconded: Cr John McCone

That the District Plan Review Sub-Committee recommends to Council that WDC does not submit on the matter of Heritage items HH 111 Doctor's House Kurow and HH 223 Shag Point Miners Cob Cottage.

**CARRIED**

A question was raised by Cr Thomson (Chair) on behalf of Mayor Kircher regarding Rural/Residential subdivision. Clarity was sought on the belief that there was agreement to reduce the areas but the 1 hectare minimum still applies.

Mr Campbell responded that it was agreed in the Rural Lifestyle zone to reduce the minimum to 5000 sqm (½ hectare) and have an average of 1 hectare to enable a range of block sizes.

Officers were requested to amend the submission on the matter of

- Natural Features and Landscapes: Change of terminology in NFL Matters of Discretion – reference from 'dry grassland character' to 'vegetation character'

to reflect the preference to preserve dry grassland character or vegetation character to address those areas of ONL, ONF, SNF, RSL that are not within a dry grassland area.

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Officers were advised that the submission on the matter of

- General Rural Zone: Add in a user note to clarify that rule ECO-R1 (Indigenous vegetation clearance outside of a Significant Natural Area) may apply to activities within the General Rural Zone (GRUZ)

did not have the support of the DPRSC as their view is that a user note that references may not provide the intended clarity and has no bearing to the applicability of the actual rule ECO-R1.

Cr Hopkins put forward a motion.

**RESOLVED DPRSC 2025/006**

Moved: Cr Jim Hopkins

Seconded: Cr John McCone

That the District Plan Review Sub-Committee recommends to Council the implementation of responses to Officers recommendations contained in today's agenda, as agreed.

**CARRIED**

**GENERAL DISCUSSION**

Cr Thomson raised a matter for discussion and posed a question for consideration.

In light of the information that is coming from Central Government, is it prudent to ask staff to prepare a report that examines three possible scenarios in relation to the Proposed District Plan:

1. Continue with the notified plan process as is
2. Progress chapters relating to non-contentious matters of the proposed plan and ensure that land is available for housing but withdraw chapters that are contentious particularly in the Rural Zone (parking part of the plan)
3. Pause the whole Proposed District Plan for a period of 6 months while we await new legislation (holding pattern).

Sub-Committee members discussed the suggestion, covering a range of perspectives and considerations.

Officers sought clarity and guidance on several points including: what chapters are contentious given few submissions at this stage; the governance process - report to the Sub-Committee and then Council - Decision paper or a workshop (public) or a briefing (public excluded); timing to respond to the request; continuation of the current in-flight process (statutory consultation until 9 May).

Officers noted the full work program for the Council, staff and the up-coming public holidays further constraining the time available to respond to such a request.

Officers advised a range of process matters: the locked-in process as defined by the RMA; submission process in progress; the requirement for process matters to be addressed by an Independent Commissioner; the Council resolution on the submission period and the obligations that creates including a two-year window from notification to make decisions on submissions to the Plan. This includes that the Proposed District Plan includes certain rules that have immediate legal effect.

The District Plan Review Sub-Committee noted that:

- the preparation of the District Plan has taken a long time to develop and is for the betterment of the community.

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- the current proposed plan is unlikely to endure for the intended 10 years given the RMA reform and the Central Government's indication that implementation will be swift.
- an informal discussion will be held with officers on a matter that has been discussed informally and generated considerable concern in the community relating to the Proposed District Plan, approved on 17 December 2024 and notified on 1 March 2025.

The District Plan Review Sub-Committee requested officers prepare a response to the request, covering the three scenarios, for a workshop with the whole Waitaki District Council in the first instance.

**4 MEETING CLOSE**

The Chair declared the meeting closed at 11.59am.

TO BE CONFIRMED at the District Plan Review Sub-Committee Meeting to be held on [date to be agreed].

.....  
CHAIRPERSON

### Appendix 1: Proposed Waitaki District Plan (PDP) – DPRSC recommended staff submission points

Point #	Chapter	Description of submission point	Rationale for submission	Officer commentary
1.1	Definitions	<ul style="list-style-type: none"> <li>Review agricultural intensification definition in the PDP which currently reads: <i>'in relation to the Ecosystems and Indigenous Biodiversity chapter, Natural Features and Landscapes chapter, and the Sites and Areas of Significance to Māori chapter, means change from non-irrigated primary production (including plantation forestry) to irrigated agricultural production, on land that is not currently irrigated. It also includes any change from irrigated crop and seed production to dairy-farming.'</i></li> </ul>	<ul style="list-style-type: none"> <li>DPRSC requested submission point from its meeting of 12 December 2024</li> <li>resolution to review definition to remove reference to (or moderate) 'irrigation'.</li> </ul>	<ul style="list-style-type: none"> <li>The definition of agricultural definition released in the Draft District Plan (2022) read as follows: <i>'means change in pastoral activities, including agricultural conversion arising from direct drilling, cultivation, top dressing, oversowing and irrigation but does not include dryland farming. It does not include changes to stocking rates, animal species or breed, or changes as a result of changes to feed types where it does not involve the above activities.'</i></li> <li>Following DPRSC consideration of feedback on the Draft District Plan, the definition was further refined to only apply to certain chapters and a narrowing of the scope of the definition.</li> <li>Officers recommend that the PDP definition be retained in its present form and await public submissions. Any submissions can then be responded to by way of further submissions if appropriate.</li> <li>Alternatively, to address the DPRSC concerns, Council may choose to recommend the removal of the last sentence from the definition and approve that a staff submission be made to amend the definition as follows: <i>'in relation to the Ecosystems and Indigenous Biodiversity chapter, Natural Features and Landscapes chapter, and the Sites and Areas of Significance to Māori chapter, means change from non-irrigated primary production (including plantation forestry) to irrigated agricultural production, on land that is not currently irrigated. <del>It also includes any change from irrigated crop and seed production to dairy-farming.</del></i></li> </ul>

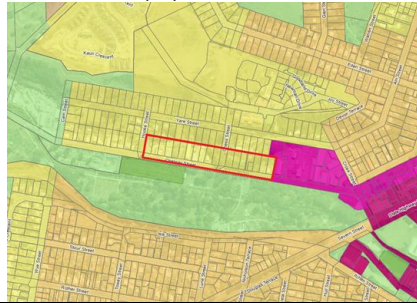
1.2	Transport	<ul style="list-style-type: none"> <li>The Transport chapter requires clarification on when a road is required to vest.</li> </ul>	<ul style="list-style-type: none"> <li>There is currently no clarification in the PDP on the number of residential units that would trigger the requirement for a road to vest.</li> </ul>	<ul style="list-style-type: none"> <li>TRAN-S3 Table 7 defers to NZS 4404:2010 Land Development and Subdivision Infrastructure for minimum legal widths and formation requirements for private ways/vehicle access lots serving over 6 residential units.</li> <li>Council's Development Engineer recommends that the Operative District Plan requirement for a vehicle access to serve more than 10 units is maintained as an appropriate limit for a road to vest.</li> </ul>
1.3	Stormwater	<ul style="list-style-type: none"> <li>Amendment to STORM-S3(2a) to remove requirement for stormwater treatment device to be designed to a 100-year Average Recurrence Interval (ARI) flood event.</li> </ul>	<ul style="list-style-type: none"> <li>Recommendation to update STORM-S3(2a) to read: 2. Any stormwater treatment device or system must be: a. sized, designed and built so that peak stormwater flow provides the level of service in Table 4 – Required AEP for design storms and is no greater than the pre-development peak stormwater flow.</li> </ul>	<ul style="list-style-type: none"> <li>Officer recommendation to amend this standard to remove the requirement for stormwater treatment device to be designed to a 100-year Average Recurrence Interval (ARI) flood event. This requirement is unrealistic to achieve and advice from Council's Development Engineer advises that the requirement is only relevant where there is no secondary flow path or secondary system available.</li> <li>A more appropriate approach would be to refer to the requirements contained in Table 4 of the STORM chapter which would require the 1 in 2-year and 1 in 10-year ARI design for the primary disposal system only, and only require the 1 in 100-year ARI where there is no secondary flow path or secondary system available.</li> <li>Officers recommend that the standard STORM-S3 is amended accordingly.</li> </ul>
1.4	Stormwater	<ul style="list-style-type: none"> <li>Amendment to STORM-S1(2) and STORM-S2(1c) to remove the requirement for a resource consent within a flood hazard overlay where a connection to a stormwater management system is not available and the means of stormwater disposal is to ground and replace with a standard that requires the applicant to provide evidence of suitable ground soakage conditions where connection to a stormwater management system is not available.</li> </ul>	<ul style="list-style-type: none"> <li>The Canterbury Flood Assessment overlay captures urban areas within the Canterbury part of the district. The standard as currently written will require a resource consent for new builds in these areas as there is currently no stormwater management system available. In these areas, the common primary disposal method for stormwater is on-site to soak pits.</li> <li>Advice from Council's Development Engineer is as follows: <i>'My concern with the current wording</i></li> </ul>	<ul style="list-style-type: none"> <li>Council's Infrastructure team have agreed that it links to the above matter so that if the stormwater system can be designed to a 1 in 10 year ARI, then over and above this will be onerous regardless of the flood hazard overlay. If they have to get advice from ECan in any case for the building in a flood hazard area, then this advice should include stormwater aspects as well.</li> </ul>

			<i>is that for example the entire Waitaki Valley (Duntroon to Omarama) is shown to be in the Canterbury Flood Assessment Overlay. We know historically that stormwater disposal in most cases is to ground given the alluvial soils. The current wording would therefore require every PIM/Building Consent in the Waitaki Valley which proposes a soakpit, to also submit a resource consent to show compliance with STORM-S1 and S2.'</i>	
1.5	Stormwater	<ul style="list-style-type: none"> <li>Deletion of 'Rural Lifestyle Zone' in the first column of the standard and from the corresponding rule STORM-R2.</li> </ul>	<ul style="list-style-type: none"> <li>The standard requires that there is compliance with the 'minimum pervious surface area specified in the zone standards' – there are no pervious surface area standards required in the Rural Lifestyle Zone.</li> </ul>	<ul style="list-style-type: none"> <li>Officers recommend that the requirement for the Rural Lifestyle Zone to comply with STORM-2 is deleted as there are no corresponding pervious surface area requirements within this zone and the standard cannot be assessed. Officers also recommend that reference to the Rural Lifestyle Zone is also removed from the corresponding rule STORM-R2.</li> </ul>
1.6	Natural Hazards	<ul style="list-style-type: none"> <li>Deletion of note in rule NH-R8</li> </ul>	<ul style="list-style-type: none"> <li>The note is providing an exemption pathway for activities that already have a resource consent and is not relevant.</li> </ul>	<ul style="list-style-type: none"> <li>Officers recommend that the note in NH-R8 that reads, 'Where a building or structure is constructed in accordance with any geotechnical conditions of a resource consent that has already been approved within the last two years from 1 March 2025, then this rule can be considered to be complied with' should be deleted. The note is not relevant to the rule if a resource consent has already been granted.</li> </ul>
1.7	Natural Hazards	<ul style="list-style-type: none"> <li>Deletion of note in rule NH-R9</li> </ul>	<ul style="list-style-type: none"> <li>The note is providing an exemption pathway for activities that already have a resource consent and is not relevant.</li> </ul>	<ul style="list-style-type: none"> <li>Officers recommend that the note in NH-R9 that reads, 'Where a building or structure is constructed in accordance with any geotechnical conditions of a resource consent that has already been approved within the last two years from 1 March 2025, then this rule can be considered to be complied with, with respect to proposals for buildings and structures (including additions and alterations).' should be deleted. The note is not</li> </ul>

				relevant to the rule if a resource consent has already been granted.
1.8	Natural Hazards	<ul style="list-style-type: none"> <li>Updated flood mapping received from ORC for Frenchs Road area</li> </ul>	<ul style="list-style-type: none"> <li>Updated mapping received from ORC (post notification) to be included.</li> </ul>	<ul style="list-style-type: none"> <li>An update on the flood hazard mapping for Frenchs Road was received from Otago Regional Council after the PDP was notified. Officers recommend that the updated mapping is added to the planning maps – Flood Hazard Overlay by way of a staff submission.</li> </ul>
1.9	Natural Hazards	<ul style="list-style-type: none"> <li>NH-R6. Land use activities in the Canterbury Flood Assessment Overlay, The Otago Flood Assessment Overlay and the Waitaki River Floodplain Overlay (except as provided for by NH-R4 and NH-R5).</li> <li>Amend RDIS-1 to read: <i>Compliance is not achieved with PER-1, and if the activity is located within the Canterbury region of the District, it is not located in a High Flood Hazard Area as determined in a flood assessment certificate prepared in accordance with NH-S1.</i></li> </ul>	<ul style="list-style-type: none"> <li>Amend wording to add for grammatical and rule consistency through the addition commas after 'PER-1' and 'District' to read: <i>Compliance is not achieved with PER-1, and if the activity is located within the Canterbury region of the District, it is not located in a High Flood Hazard Area as determined in a flood assessment certificate prepared in accordance with NH-S1.</i></li> </ul>	<ul style="list-style-type: none"> <li>Officers recommend correcting the grammar in RDIS-1 to improve clarity.</li> </ul>
1.10	Historic Heritage	<ul style="list-style-type: none"> <li>Change the term 'exceptional' used to describe Category A heritage items to 'outstanding'.</li> </ul>	<ul style="list-style-type: none"> <li>Amend the term used in the plan to describe Category A items to align with terminology used elsewhere in the PDP</li> </ul>	<ul style="list-style-type: none"> <li>Officer recommendation to use the term 'outstanding' (rather than 'exceptional') for Category A heritage items to provide consistency with wording used elsewhere in the PDP and in line with regional policy statements.</li> <li>This would not change the ranking of any heritage items, only the language used to describe those currently identified as Category A Items (Exceptional Significance). This would require changes to HH-P2, SPZMM-P2 and the descriptions of Category A items contained in Schedule 2 of the PDP.</li> </ul>
1.11	Historic Heritage	<ul style="list-style-type: none"> <li>HH(ÖHA)-R8 rule title to be amended to '<i>Heritage restoration <u>to the exterior of</u> character contributing buildings listed in SCHED3...</i>'</li> </ul>	<ul style="list-style-type: none"> <li>This amendment will provide clarification on the intent and scope of when the rule is to be applied.</li> </ul>	<ul style="list-style-type: none"> <li>Officer recommendation to provide clarification on the intent and scope of when the rule is to be applied to the <u>exterior</u> of a building only (and not any interior restoration).</li> </ul>



1.12	Notable Trees	<ul style="list-style-type: none"> <li>New tree to be mapped for TREE 040 World War I Memorial Oaks</li> </ul>	<ul style="list-style-type: none"> <li>New memorial tree planted along Kakanui Valley Road in memory of a First World War soldier Rifleman Lender Heydon</li> <li>To be added to mapping for TREE 040 World War I Memorial Oaks</li> </ul>	<ul style="list-style-type: none"> <li>A new memorial tree has been planted along Kakanui Valley Road in memory of a First World War soldier - Rifleman Lender Heydon</li> <li>Officers recommend that this tree is added to the group mapping for TREE 040 World War I Memorial Oaks through a staff submission.</li> </ul>
1.13	Natural Features and Landscapes	<ul style="list-style-type: none"> <li>Change of terminology in NFL Matters of Discretion to include reference to 'dry grassland character' and 'vegetation character'.</li> </ul>	<ul style="list-style-type: none"> <li>The reference to dry grassland character may not apply to all areas of ONL/ONF/SNF/RSL. An additional term is more relevant to pick up other types of vegetation character.</li> </ul>	<ul style="list-style-type: none"> <li>A number of rules in the NFL chapter make reference to <i>'the extent to which the proposal will detract from the...dry grassland character...'</i>, as a matter of discretion for restricted discretionary activities.</li> <li>Officers recommend that an additional term is added - <i>'vegetation character'</i> to address those areas of ONL, ONF, SNF, RSL that are not within a dry grassland area.</li> <li>The matter of discretion is recommended to read, <i>'the extent to which the proposal will detract from the...dry grassland character or vegetation character,...'</i></li> </ul>
1.14	Subdivision	<ul style="list-style-type: none"> <li>SUB-P12 – Subdivision design. Amend Clause 11 as follows: <i>'provide sufficient separation from zone boundaries and transport networks to minimise the potential for any sensitivity effects and/or conflict with existing and permitted activities on adjoining sites; and'</i></li> </ul>	<ul style="list-style-type: none"> <li>Amend wording to add a semi-colon and the word <i>'and'</i> to SUB-P12 Clause 11 rather than a full stop for grammatical consistency.</li> </ul>	<ul style="list-style-type: none"> <li>Officers recommend correcting the grammar in SUB-P12(11) to improve clarity and consistency.</li> </ul>
1.15	Temporary Activities	<ul style="list-style-type: none"> <li>Remove the word 'light' from 'light aircraft' in TEMP-R6 so the rule applies to <i>'Temporary helicopter and light aircraft take-offs and landings, excluding Ōamaru Airport and Ōmārama Airfield'</i></li> </ul>	<ul style="list-style-type: none"> <li>The term 'light aircraft' is currently undefined in the PDP and requires clarity in the application of TEMP-R6.</li> </ul>	<ul style="list-style-type: none"> <li>Officer recommendation to remove the word 'light' from the rule – the rule would then apply to 'aircraft' which is already a defined term in plan.</li> <li>This would apply to the rule title and PER-5 of the rule.</li> </ul>
1.16	General Residential Zone	<ul style="list-style-type: none"> <li>Corrective rezoning to align with the Ōamaru, Weston and Kakanui Spatial Plan: 12- 27 Chelmer Street, Ōamaru.</li> </ul>	<ul style="list-style-type: none"> <li>Rezone of 12-27 Chelmer Street from General Residential Zone (GRZ) to Light Industrial Zone (LIZ) to align with existing uses and the Spatial Plan identification of this area as an industrial/employment area.</li> </ul>	<ul style="list-style-type: none"> <li>Officers recommend that the area comprising of 12-27 Chelmer Street, Ōamaru (as shown in red outline) is rezoned from General Residential Zone (GRZ) to a Light Industrial Zone (LIZ) as this is more reflective of the existing uses and will align</li> </ul>

				<p>with the Spatial Plan identification of this area as an industrial/employment area.</p> 
1.17	Town Centre Zone	<ul style="list-style-type: none"> <li>Deletion of TCZ-R1 (PER-2) <i>'The building must adjoin the road boundary'</i>.</li> </ul>	<ul style="list-style-type: none"> <li>Unintended consequences to provide a permissive pathway for external alterations and additions along a road boundary where they have the potential to generate greater adverse visual effects than for a building to the rear of a site.</li> </ul>	<ul style="list-style-type: none"> <li>Officers recommend that clause TCZ-R1 (PER-2) <i>'The building must adjoin the road boundary'</i> is deleted from the rule.</li> <li>The application of the rule as it currently stands provides a permissive pathway for external alterations and additions to existing buildings that adjoin a road boundary, and where they meet the listed standards, as a permitted activity. Whereas a building located to the rear of a site would be subjected to a discretionary consent pathway. Any visual effects of alterations/additions to a rear site building are likely to be less than that of a building that adjoins a road boundary.</li> <li>It is recommended that this rule is amended to remove PER-2 so that any building alterations/additions within the TCZ are provided for as permitted activities where these can meet the standards identified in TCZ-R1(PER-1).</li> </ul>

**Appendix 2: Proposed Waitaki District Plan (PDP) – Additional/updated recommended staff submission points**

Point #	Chapter	Description of submission point	Rationale for submission	Officer commentary
2.1	Historic Heritage	<ul style="list-style-type: none"> <li>Deletion of HH 88 - Hedges Fellmongery</li> </ul>	<ul style="list-style-type: none"> <li>A peer review of this heritage item has recommended that this item is deleted from the PDP.</li> </ul>	<ul style="list-style-type: none"> <li>A peer review by an external heritage consultant has recommended that HH 88 should be deleted from the PDP as on further review, it does not meet the criteria for scheduling as a Category B heritage item.</li> <li>Officers now recommend that HH 88 is deleted from Schedule 2 of the PDP through a staff submission.</li> </ul>
2.2	Historic Heritage	<ul style="list-style-type: none"> <li>Amendment to the extent of HH 155 - Shrimski Street Quarry Site</li> </ul>	<ul style="list-style-type: none"> <li>A peer review of this heritage item has recommended the extent of the setting can be refined.</li> </ul>	<ul style="list-style-type: none"> <li>A peer review by an external heritage consultant has recommended that the extent of HH 155 should be amended from what is currently mapped in the PDP.</li> <li>A revised extent is included in Appendix 3 of this report. Officers now recommend that the mapping is amended through a staff submission.</li> </ul>
2.3	Historic Heritage	<ul style="list-style-type: none"> <li>Amendment to the extent of HH 161 – Martin’s Ōamaru Lime Kiln and Quarry (Former)</li> </ul>	<ul style="list-style-type: none"> <li>A peer review of this heritage item has recommended the extent of the setting can be refined.</li> </ul>	<ul style="list-style-type: none"> <li>A peer review by an external heritage consultant has recommended that the extent of HH 161 should be amended from what is currently mapped in the PDP.</li> <li>A revised extent is included in Appendix 3 of this report. Officers now recommend that the mapping is amended through a staff submission.</li> </ul>
2.4	Historic Heritage	<ul style="list-style-type: none"> <li>Additional mapping for HH 87 Ōamaru Borough Water Race</li> </ul>	<ul style="list-style-type: none"> <li>A peer review of this heritage item has identified a 3km gap in the mapping that should be added in to the listing to protect the entirety of this heritage resource.</li> </ul>	<ul style="list-style-type: none"> <li>Advice from Council’s external heritage consultant has advised that there is a 3km length of pipeline from the Ōamaru reservoir down to the Ōamaru Powerhouse (HH 68) that should be added to the listing for HH 87 Ōamaru Borough Water Race.</li> <li>The recommended additional areas are included in Appendix 3 shows an indicative location of the additional pipeline mapping. The exact location of the pipeline is currently being assessed by an</li> </ul>

				<p>archaeologist and will be included with the staff submission.</p> <ul style="list-style-type: none"> <li>Officers recommend that this area be added to the mapped area of HH 87 through a staff submission.</li> </ul>
2.5	Historic Heritage	<ul style="list-style-type: none"> <li>Amendment to the setting of HH 240 Palmerston WWI Memorial Arch</li> </ul>	<ul style="list-style-type: none"> <li>A peer review of this heritage item has recommended the extent of the setting should be amended.</li> </ul>	<ul style="list-style-type: none"> <li>A peer review by an external heritage consultant has recommended that the setting of this heritage item should be amended from what is currently mapped in the PDP.</li> <li>A revised setting is included in Appendix 3 of this report. Officers now recommend that this area be amended through a staff submission.</li> </ul>
2.6	Historic Heritage	<ul style="list-style-type: none"> <li>Updated setting for HH 175 Teschemakers Complex</li> </ul>	<ul style="list-style-type: none"> <li>A peer review of this heritage item has recommended the extent of the setting should be amended to include additional areas of the property.</li> </ul>	<ul style="list-style-type: none"> <li>A peer review by an external heritage consultant has recommended that the setting of this heritage item should be amended from what is currently mapped in the PDP.</li> <li>A revised setting is included in Appendix 3 of this report. Officers now recommend that this area be amended through a staff submission.</li> </ul>
2.7	Historic Heritage	<ul style="list-style-type: none"> <li>Refinement (reduction) in the setting of HH 166 Totara Estate Complex</li> </ul>	<ul style="list-style-type: none"> <li>A peer review of this heritage item has recommended the extent of the setting at the entrance to the estate can be reduced.</li> </ul>	<ul style="list-style-type: none"> <li>A peer review by an external heritage consultant has recommended that the setting of this heritage item (entrance to the estate) could be further reduced from what is currently mapped in the PDP.</li> <li>A revised setting is included in Appendix 3 of this report. Officers now recommend that this area be amended through a staff submission.</li> </ul>
2.8	Subdivision	<ul style="list-style-type: none"> <li>SUB-R4 – change the activity status for subdivision in the General Rural Zone (GRUZ) where the lot size is over 20ha and located on land identified as Highly Productive Land (HPL) from non-complying to restricted discretionary.</li> </ul>	<ul style="list-style-type: none"> <li>SUB-R4 currently pushes all subdivisions in the GRUZ that are over 20ha and on HPL into a non-complying activity status.</li> </ul>	<ul style="list-style-type: none"> <li>Officers recommend that the activity status in SUB-R4 is relaxed to provide for subdivisions in the GRUZ, that are over 20ha and on HPL, as a restricted discretionary activity (instead of non-complying). This activity status would require an applicant to demonstrate that the lot would retain its productive capacity over the long term.</li> <li>Supporting evidence in the Rural Production Advice report from Macfarlane Rural states that 20ha is a minimum lot size for productive reasons in the GRUZ.</li> </ul>



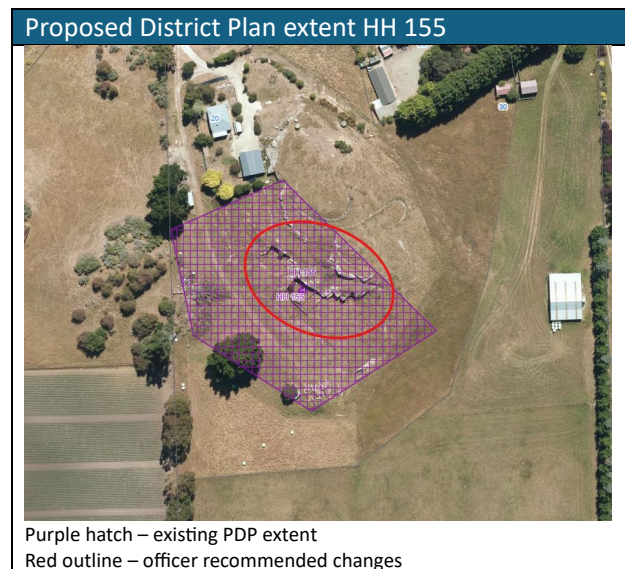
## Appendix 3

### Proposed Waitaki District Plan

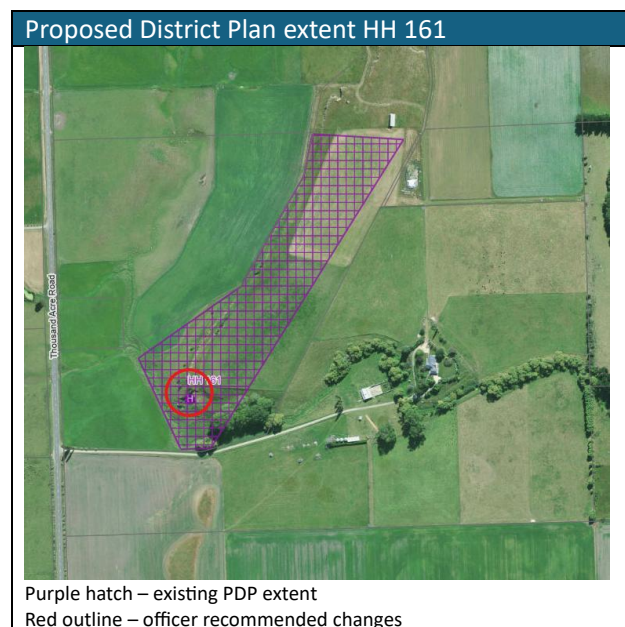
#### Recommended staff submission points – mapped extents

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#### 2.2 Updated extent for HH 155 - Shrimski Street Quarry Site



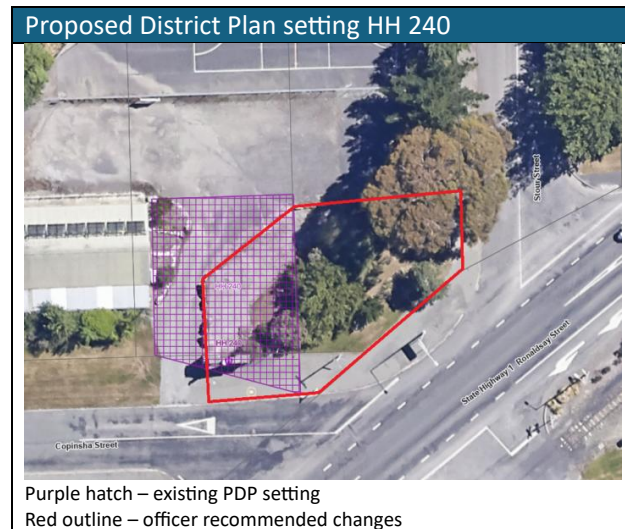
#### 2.3 Updated extent for HH 161 Martin's Ōamaru Lime Kiln and Quarry (Former)



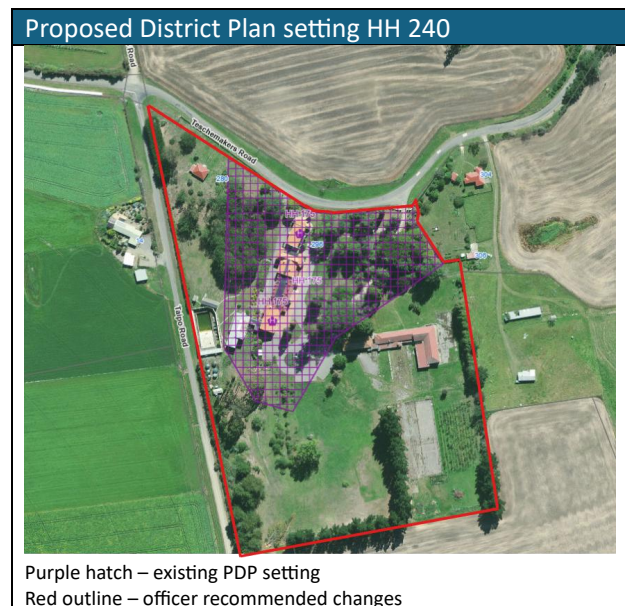
## 2.4 Additional (indicative) mapping for HH 87 Ōamaru Borough Water Race

**\*To be added before 29 April\***

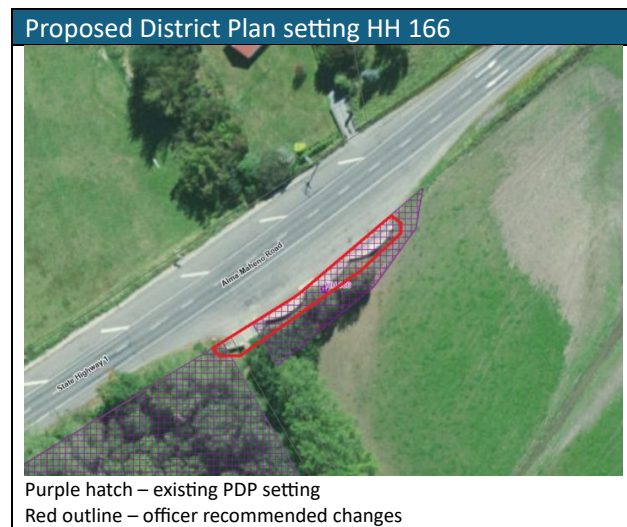
## 2.5 Update to the setting of HH 240 Palmerston WWI Memorial Arch



## 2.6 Update to the setting of HH 175 Teschemakers Homestead, Chapel & Gates



**2.7 Update to the setting of HH 166 Totara Estate Complex (entrance area)**





## 6.2 PROCEDURAL MATTERS FOR PROPOSED DISTRICT PLAN

**Author:** David Campbell, Heritage & Planning Manager

**Authoriser:** Roger Cook, Director Natural and Built Environment

**Attachments:**

1. Letter to Waitaki District Council [↓](#)
2. Legal advice Letter - PDP post notification procedure under RMA [↓](#)
3. CV Cindy Robinson 2025 [↓](#)

### RECOMMENDATION

That Council:

1. Directs the Heritage and Planning Manager to respond to a request from Todd and Walker Law, by extending the submission period by a further 5 working days within which they must lodge the submission(s) on behalf of their clients to the Proposed Waitaki District Plan, being 16 May 2025.
2. Appoints Cindy Robinson as an Independent Hearing Commissioner and provides delegation under Section 34A of Resource Management Act 1991 to deal with all other Schedule 1 Resource Management Act 1991 procedural matters pertaining to the Proposed Waitaki District Plan until such time as a Hearings Panel is appointed to the hear submissions on the Proposed Waitaki District Plan.

### DECISION OBJECTIVE

To respond to a specific request and put in place appropriate measures to deal with procedural matters that relate to the Proposed Waitaki District Plan.

### SUMMARY

Once the Proposed Waitaki District Plan has been notified, the Schedule 1 RMA process is to be followed. Throughout this process there can be procedural matters to address, which are best dealt with by an independent commissioner to maintain impartiality and ensure Council officers are able to focus on Plan content rather than process issues. A current request can be dealt with in the interim until a commissioner is appointed.

### DECISION-MAKING EXPECTATIONS

Governance Decision-Making:	To make a decision on the recommended resolutions in order to deal with procedural matters relating to the notified Proposed Waitaki District Plan
Operational Decision-Making:	To implement any decision(s) made by Council.
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

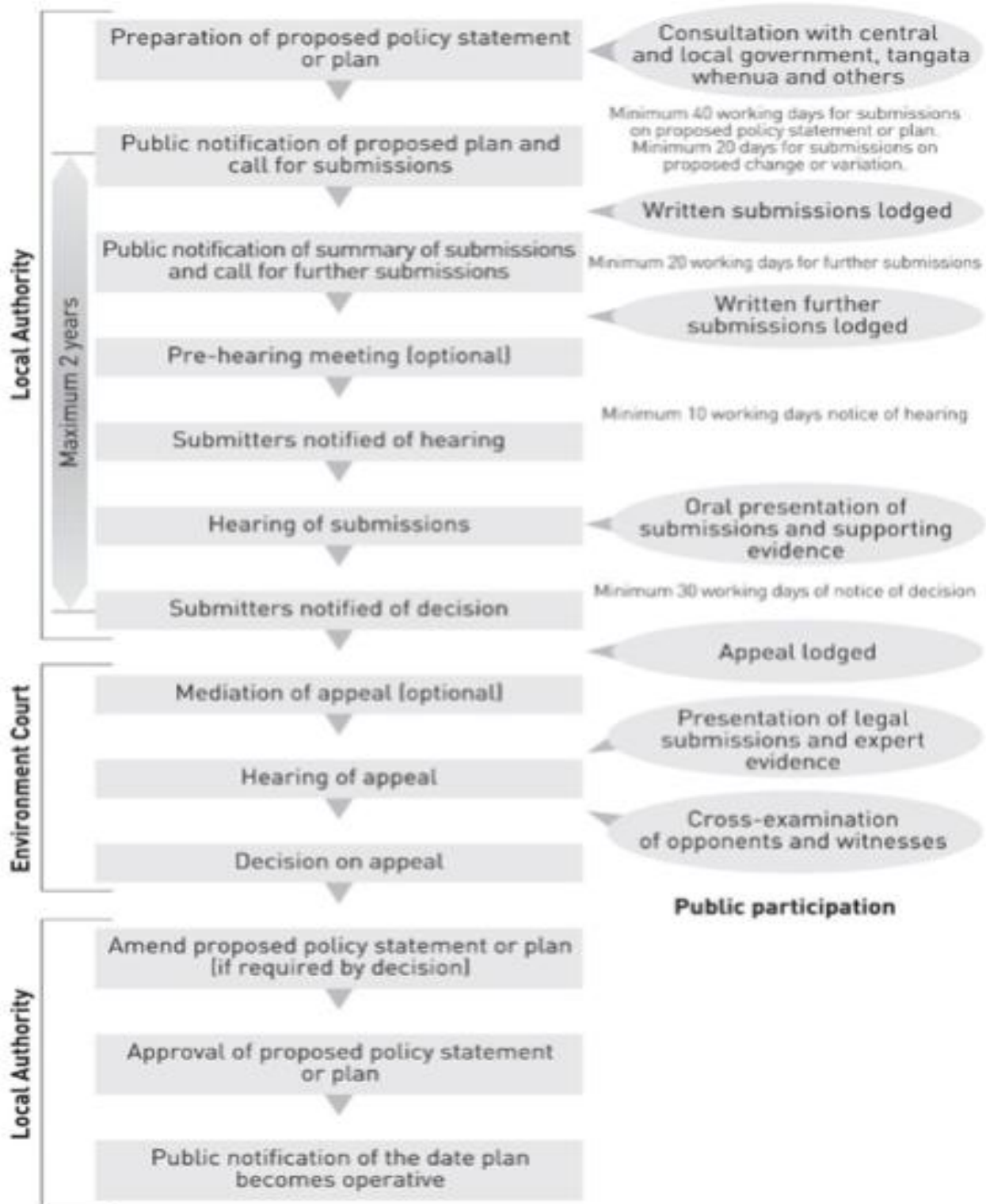
	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Moderate	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication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

## BACKGROUND

The Proposed Waitaki District Plan was approved by Council on 17 December 2024 to be notified for submissions. The submission period was set at 1 March – 9 May 2025, being 7 working days more than the 40 working days prescribed by the Resource Management Act 1991. A law firm acting for a number of Waitaki ratepayers has requested a further 15 working days be added to the current submission period (see Appendix 1).

Council's delegations under the RMA allow for certain officers to extend timeframes under section 37 of the RMA. The request was addressed to Councillors who have asked for this report to provide advice as to how to respond to the request. In addition to this, officers have also sought to provide advice for ongoing procedural matters of a similar nature and have included legal advice (Appendix 2) to support this. The advice is that an Independent Hearing Commissioner be appointed as an interim measure to deal with such requests and Cindy Robinson has been nominated. Her curriculum vitae is included (Appendix 3) and she has the requisite experience being the current Chair of the Hearing panel for the Proposed Timaru District Plan submissions hearings. In no way does her appointment to an interim role assume that she will be appointed to a future hearing panel for the Proposed Waitaki District Plan.

Schedule 1 of the RMA sets out the process for the progression of a proposed plan, the following diagram summarising this in a flowchart:



As the Council has made a decision to notify the Plan for submissions, the Schedule 1 procedures under the RMA have taken effect and will follow due process. This includes the submission, further submission and hearing processes, with limited Council (Elected member) involvement until such time as a recommendation comes back to Council to make all or part of the Plan operative.

## SUMMARY OF OPTIONS CONSIDERED

**Option 1** – Do not extend the submission period for the requestor

**Option 2** – Do not appoint an independent commissioner to deal with procedural matters relating to the Proposed Waitaki District Plan.

**Option 3** – Extend the submission period for the requestor by 5 working days (preferred).

**Option 4** – Appoint an Independent Hearing Commissioner to deal with procedural matters relating to the Proposed Waitaki District Plan (preferred).

### **ASSESSMENT OF PREFERRED OPTION**

The options above are twofold, one relates to an immediate request and the other relates to future potential procedural matters. Options 3 and 4 are preferred as they represent sound planning and procedural practice, and Option 4 is also supported by legal advice. The requestor has sought a further 15 working days in which to lodge their submissions, with the current submission period being 47 working days (40 working days is the minimum required by the RMA). It is considered reasonable in the circumstances to grant a further week. Any longer will further draw out the submission period and delay the next phase of the plan process.

From the date of notification (1 March 2025), Council has two years in which to make decision on submissions, as prescribed by Clause 10 of Schedule 1. The RMA also contains an obligation to avoid unreasonable delays, specifically mentioned in Clause 1 of Schedule 1. Any delays at the start of the process can therefore impact on these obligations. For these reasons it is not recommended to extend the submission period any more than one week.

### **CONCLUSION**

A sound regulatory approach is recommended in this report to ensure procedural matters are and can be dealt with.

## **ADDITIONAL DECISION-MAKING CONSIDERATIONS**

### **Waitaki District Council Strategic Framework**

#### **Outcomes**

##### **Community Outcomes**

###### **Prosperous District**

- Attractive to new opportunities
- Supporting local businesses
- Fostering a diverse and resilient economy

###### **Strong Communities**

- Enabling safe, healthy communities
- Connected, inclusive communities
- Promoting a greater voice for Waitaki
- Celebrating our community identity

###### **Quality Services**

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

###### **Valued Environment**

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

#### **Policy and Plan Considerations**

The Proposed Waitaki District Plan has been approved by Council for public notification and submissions to be made to the Plan.

#### **Community Views**

These will be reflected in submissions to the Plan.

#### **Financial Considerations**

Minimal cost to have an independent commissioner respond to any procedural matters – existing budget has capacity to fund this.

#### **Legal Considerations**

Legal advice recommends the approach recommended in the resolutions.

#### **Environmental Considerations**

N/A

#### **Publicity and Community Considerations**

N/A



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9 April 2025

Waitaki District Council  
C/- District Plan Review Sub-Committee  
Private Bag 50058  
Oamaru

**By email:** service@waitaki.govt.nz; planreview@waitaki.govt.nz

Dear Councillors and Sub-Committee Members

**Request for extension for PDP public submissions period**

1. We act for a number of proposed submitters on Waitaki District Council's Proposed District Plan (**PDP**).
2. The PDP was formally notified on 1 March 2025, with the public submission period currently planned to close on 9 May 2025.
3. This letter is a formal request for an extension for the public submission period to be extended to instead end 30 working days after 10 April 2025, being 28 May 2025. This request is made on the grounds that:
  - (a) On 10 April 2025, Council's PDP subcommittee is meeting to discuss matters relating to the PDP, the outcome of which may have a bearing on submissions and the PDP as notified.
  - (b) The affidavits and unsuppressed version of the decision in *Re Waitaki District Council*,<sup>1</sup> pertaining to Council's application under s 86D of the Resource Management Act 1991 (**RMA**) that certain provisions in the PDP have legal effect upon the date of that decision, were only published on 31 March 2025. These documents are also relevant to the notification of the PDP and the underlying merits of what has been notified. Specifically, many landowners and likely submitters are coming up to speed with the implications of the decision, the information contained within the affidavits, and the effect of the Court's decisions vis-à-vis the notified PDP. Understanding the detailed information set out in the affidavits reasonably informs the potential content of submissions to be made on the PDP and the nature of any expert input that might also be required to be engaged by submitters.
  - (c) The PDP itself is a significant policy shift compared to the regime in place under the current plan. This is openly acknowledged in the staff and expert affidavits

<sup>1</sup> *Re Waitaki District Council* [2024] NZEnvC 188

provided by Council in relation to the above decision. We are therefore finding that potential submitters need time to understand the implications, engage in the formalities of the process, and take adequate expert advice on the PDP.

4. We therefore request that the public submission period for the PDP is extended to 28 May 2025. We also note that Council is empowered to extend the time limit for the PDP public submission period under s 37(1) RMA.
5. We are happy to answer questions as needed.

Yours faithfully

**TODD & WALKER LAW**



**Rosie Hill**

Principal

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**Ben Gresson**

Senior Associate

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17 April 2025

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Dear David

**Proposed District Plan - post notification procedure and decisions under the RMA**

- 1 We set out in this letter the procedural matters that are important for Council to be aware of and observe now that the Waitaki Proposed District Plan (PDP) has been publicly notified.
- 2 From the date of notification of the PDP the Council effectively has three separate roles in the proposed plan process:
  - (a) Council as decision maker, making decisions on submissions on the proposed district plan;
  - (b) Council as the promulgator of the proposed plan, and all associated obligations to produce reports to the Hearing Panel and provide evidence to support the plan provisions; and
  - (c) Council as a requiring authority seeking designations over public infrastructure.
- 3 It is important to manage these roles carefully and show a separation between the persons involved in each, in order to ensure the PDP process is seen to be fair, and to avoid potential future procedural challenges in the Courts.

**Regulatory decisions and process**

- 4 After the date of notification of the PDP, all procedural decisions in preparation for the hearings are made by Council as a part of its role as decision maker on the PDP, and are regulatory decisions under the Resource Management Act 1991 (RMA). This includes decisions on changing the nominated timeframes for making of submissions, further submissions and provision of reports and evidence under the Act. Any such decisions must therefore adhere to the procedural requirements and relevant considerations under the RMA and applicable case law.
- 5 As regulatory decisions, these decisions cannot be made by Council under the Local Government Act 2002 process.
- 6 The decision maker(s) considering procedural matters in preparation for, and at, the proposed plan hearings must also carefully observe any actual and potential conflicts or perception of bias which might arise in the context of any procedural (or substantive) decision. For example, previous public statements about and/or detailed decisions/recommendations on the notified plan provisions could potentially raise a potential risk of a perceived bias.

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- 7 If a decision is not made in accordance with the requirements of the RMA and correct legislative process, this could create procedural issues for Council. Options for a party to challenge any such procedural decision(s) include:
  - (a) An application to the Environment Court seeking orders that Council has taken an inappropriate or incorrect step and requiring Council to take a different approach; and/or
  - (b) An appeal on the substantive provisions where the validity of those provisions is bought into question by an incorrect procedural decision/procedural error; and/or
  - (c) Through an application for judicial review.
- 8 Any appeal or application to the Courts on procedural matters will add considerably to the Council's costs and the amount of time required to complete the plan process for the affected proposed plan provisions.

**Recommended appointment of independent hearing commissioner to make procedural decisions**

- 9 Under section 39B of the RMA any persons managing the PDP process and sitting on PDP hearings should have a hearing commissioner accreditation under the RMA. It is also essential for a chairperson of a hearing panel to have the appropriate Chair accreditation. An accredited hearing commissioner holds a qualification administered by the Ministry for the Environment which must be updated regularly.
- 10 Use of independent hearing commissioners on proposed plan hearings accords with best practice, not just because their independence tends to remove risks of challenge based on claims of actual or potential bias, but also because experienced independent commissioners bring high levels of expertise in several of the key disciplines that are directly relevant to RMA hearings.
- 11 An independent hearing commissioner with a chair endorsement would also be expected to:
  - (a) Fully understand the schedule 1 RMA proposed district plan process and ensure an efficient and fair process is followed;
  - (b) Make procedural decisions in a manner that minimises risk of challenge;
  - (c) Minimise time wastage or undue coverage of irrelevant or inappropriate issues;
  - (d) Manage conflict between submitters and unreasonable challenges without delaying the process; and
  - (e) Communicate clearly with the Council and all submitters about any procedural matters.
- 12 Because all procedural decisions post notification of the PDP may potentially attract a procedural challenge (with associated risks of delays and additional costs for Council), we recommend that an Independent Hearing Commissioner with a Chair endorsement be appointed by Council and provided delegations under section 34A of the RMA to make any further necessary procedural decisions relating to the proposed plan process up until the point a full Hearing Panel is appointed.

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- 13 In order to support the Hearing Commissioner, it would also be appropriate for Council to provide a Council officer to act as a Hearings Administrator to manage any formal correspondence on the process with Council as promulgator of the proposed plan, and any applications that may now be made by submitters seeking directions or other decisions on the plan process.

Ngā mihi

Anderson Lloyd



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**Tertiary Education**

1992	LLB University of Canterbury
1998	Auckland University Post Graduate Paper 'Society and Environment'.
2010-2011	Lincoln University Post Graduate Papers: <ul style="list-style-type: none"><li>• Qualitative Research Methodology 'A'</li><li>• Project – Deliberative Planning in Resource Management Hearings 'A'</li><li>• Mana Kaitiaki - Māori Resource Management 'A+'</li></ul>
2020	University of Canterbury <ul style="list-style-type: none"><li>• Water Management, Policy, and Planning 'A'</li></ul>
2023-2025	Te Wānanga o Aotearoa <ul style="list-style-type: none"><li>• Level 1 – 4 Te Reo</li><li>• Enrolled in Level 5 Te Rōnakitanga ki te Reo Kairangi</li></ul>

**Employment History**

1993	Admitted to Bar as a Barrister and Solicitor of the High Court.
1992-1993	Graduate Solicitor, Wynn Williams and Co, Christchurch.
1993-1994	Hearings Officer Canterbury Regional Council.
1994-2000	Resource Management Solicitor, Duncan Cotterill Lawyers Christchurch.
2000-2009	Resource Management Partner, Duncan Cotterill Lawyers Christchurch.

2006-current	Qualified Independent Resource Management Commissioner (Accredited decision-maker) – Recertification with Chair Endorsement 2023.
2011-2021	Barrister and Independent Hearings Commissioner.
2014-2017	Independent Legal Advisor to Christchurch Replacement District Plan Independent Hearings Panel.
2018 -2022	Chair Christchurch District Licensing Committee.
2021-current	Barrister and Solicitor and Independent Hearings Commissioner

#### **Governance Roles**

2002-2012	Trustee of the Arts Centre of Christchurch Trust and Chair 2006-2008 and 2011-12.
2013-2016	School Trustee Somerfield Primary
2017-	Secretary of Aquagym Swimming Club Inc.
2020-2022	Trustee Life in Vacant Spaces Charitable Trust

#### **Memberships**

Member of Resource Management Law Association of NZ  
Member of NZ Law Society

#### **Professional Experience**

I have practiced planning and environmental law for almost 30 years.

In the **last 14 years** I have held a practicing certificate as a Barrister, and more recently as a Barrister and Solicitor (Sole Practitioner) with a primary focus on providing Independent Hearing Commissioner services to Local Authorities under the Resource Management Act 1991, Local Government Act 2002 and the Sale and Supply of Alcohol Act 2012.

From **September 2014 to March 2017**, I acted as the independent legal advisor to the Christchurch Replacement District Plan Independent Hearings Panel, established to determine the Christchurch District Plan under a 'fast track' process provided for by the Canterbury Earthquake (Christchurch Replacement District Plan) Order 2014. I worked closely with the Chair of the Hearings Panel, Sir John Hansen and Deputy Chair, Environment Judge John Hassan, and supported the Secretariat.

Whilst at Duncan Cotterill (**1994-2009**) I acted for a range of private clients and local authorities. I acted for Councils on the West Coast of the South Island and was involved in several significant mining and natural resource cases including marine farming, coastal structures, and wetlands.

As an accredited Resource Management Decision-maker I have been appointed by several Local Authorities in Canterbury to hear and decide Plan Changes and various applications relating to subdivision and land use and discharges of water and waste to the environment. I am also regularly appointed to hear objections under s357 - 357D of the RMA.

Appointments include:

Timaru District Council

- Chair of Hearing Panel to hear and decide on submissions on the Proposed Timaru District Plan. Hearings commenced in 2024 and are ongoing.

Waimakariri District Council

- Chair of Private Plan Change 31 an application by Rolleston Investments Limited at Ōhoka to rezone rural land to residential and commercial zones (October 2023)
- Chair a Hearing Panel comprised of Councillors and Independent Commissioners appointed to make recommendations to the Waimakariri District Council on the Draft Waimakariri Residential Red Zone Recovery Plan prepared under the Canterbury Earthquake Recovery Act 2011 prior to the plan being submitted to the Minister.
- Chair a Joint Hearings Panel appointed by Waimakariri District Council and Environment Canterbury in relation to applications by the Waimakariri District Council to construct and maintain a new road at Kaiapoi.
- Chair a Hearing Panel delegated to hear and decide applications for Private Plan Changes 11, 12, 14 and 15 in Kaiapoi (Silver Stream and Ruby Views). The issues involved a complex array of matters including earthquake recovery process issues, airport noise, geotechnical issues, flooding hazards and urban limits.
- A Private Plan Change in Kaiapoi (Business Zone).
- Sole Commissioner for an application for a dwelling on a small block of rural land.
- Various decisions 'on the papers' for resource consent applications.

Christchurch City Council

- Chair of Independent Hearings Panel established under Part 6, Schedule 1 RMA to hear and make recommendations on the Intensification Planning Instrument (Plan Change 14) to give effect to the requirements of the Resource Management (Enabling Housing Supply and Other Matters) Amendment Act 2021.
- Decisions in relation to the installation of pressurised wastewater systems on private properties in the eastern suburbs of Christchurch to address earthquake related issues under Section 181(2) of the Local Government Act 2002.

- Chair the Joint Management Committee convened to determine Outline Development Plans and resource consents for Christchurch Central City rebuild projects. My appointment was nominated by the Canterbury Earthquake Recovery Authority.

Mackenzie District Council

- Sole commissioner to hear and decide an application for a dwelling in an area identified as an Outstanding Natural Feature and a high amenity landscape.
- Residential subdivision application in Tekapo.
- New YMCA visitor accommodation and Dark Sky Observatory tourist attraction in Tekapo.

Environment Canterbury

- To hear and decide several regional resource consents including temporary discharges the Waimakariri River by Silver Fern Farms Limited.
- To hear and decide objections to consent processing costs, lapsing dates, conditions, and duration of consents.

Chair Christchurch District Licensing Committee – Sale and Supply of Alcohol Act 2012

- I was a Chair of the Christchurch District Licensing Committee, appointed by the Christchurch City Council to hear and determine applications for alcohol licenses for the sale and supply of alcohol and duty managers certificates pursuant to the Sale and Supply of Alcohol Act 2012. My 5-year term expired in December 2022.

Other appointments

- I have been a member of the Local Government Development Contributions Register of Independent Commissioners.

*Commitment to Tikanga Māori and Te Reo*

I have an ongoing interest and commitment to further my knowledge and understanding of Tikanga Māori and to learn Te Reo. I am enrolled at Te Wānanga o Aotearoa studying Te Reo. I have completed Level 1-4 and am currently enrolled in Level 5.

*Mediation Experience*

I have experience as Counsel assisting parties in RMA mediations. I completed the 5-day Arbitrators and Mediators Institute of New Zealand Mediation Skills Course in 2020.

*Governance Experience*

I was a Trustee of the Arts Centre of Christchurch Trust Board for 11 years, three years of which I was the Chair. As a result of my long involvement as a Trustee I have a detailed understanding of issues relating to heritage buildings and the consequences of earthquakes and the challenges for repair, reconstruction and earthquake strengthening.

I have been a Trustee of the Life in Vacant Spaces Charitable Trust. The Trust, established in the post-earthquake environment, brokers, and facilitates the licensing of vacant or underutilised public and private land (and buildings) for start-up enterprises and community arts, cultural and education activities.

### 6.3 CLASS 4 GAMBLING AND TAB VENUE POLICY - 3 YEARLY REVIEW

**Author:** Andrew Bardsley, Andrew Bardsley, Regulatory & Compliance Manager

**Authoriser:** Roger Cook, Director Natural and Built Environment

**Attachments:** 1. WDC TAB Venues Policy 2022 [↓](#)  
2. WDC Class 4 Gambling Venues Policy 2022 [↓](#)

#### RECOMMENDATION

That Council:

1. Approves the review of the TAB Venues Policy 2022 and Class 4 Gambling Venues Policy 2022.
2. Approves the postponement of the review process until 2026.

#### DECISION OBJECTIVE

To ensure that the TAB Venues Policy 2022 and Class 4 Gambling Venues Policy 2022 reviews are commenced within the required 3 year timeframe. Workload and time constraints on Elected members and Officers are addressed and the special consultative requirements for the review are postponed until 2026.

#### SUMMARY

Council is required to review its Totalisator Agency Board (TAB) Venues Policy and Class 4 Gambling Venues Policy every three years in accordance with the requirements of the relevant legislation. Sec 97(4) of the Racing Industry Act 2020 and Sec 102(5) of the Gambling Act 2003.

This report recognises the significant workload and time constraints placed on Elected members and Officers for the remainder of the 2025 year, including the District Plan review, Long Term Plan and Local Government elections. Approving that the reviews be conducted in 2026 with the special consultative procedure, satisfies the legislative requirements for the review to be commenced within the 3 year period. This would also remove the 3 yearly review requirements out of the Local Government election cycle, thus avoiding any future reoccurrence of the identified time constraints.

#### DECISION-MAKING EXPECTATIONS

Governance Decision-Making:	The Elected Members are being asked to approve postponing the review until 2026 to recognise the current workload on Elected members and Officers.
Operational Decision-Making:	Implement Council's decisions once they are made
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	No
Legal	Key	Cultural Considerations	No
Significance	Key	Social Considerations	Key
Financial Criteria	No	Economic Considerations	No
Community Views	Key	Community Board Views	Moderate
Consultation	Key	Publicity and Communication	Moderate

## BACKGROUND

### TAB Venues Policy

The Racing Act 2003 requires Territorial Authorities to adopt a New Zealand Racing Board (TAB) Venues Policy, and to review the policy every three years. Adoption or amendment of these policies must use the special consultative procedure under section 83 of the Local Government Act 2002 (section 65D and 65E refer.).

A New Zealand Racing Board (TAB) venue policy must specify whether new board venues may be established and where they may be located.

In the Racing Act, a board venue means “premises that are owned or leased by the Board and where the main business carried on at the premises is providing racing, betting or sports betting services under this Act.”.

A Territorial Authority Racing Board (TAB) Venue Policy, therefore, does not apply to any other place where the New Zealand Racing Board operates a TAB outlet or installs a self-service betting machine.

The current TAB Venues Policy covers standalone TAB Venues, which are owned or leased by the New Zealand Racing Board. As per Council's Class 4 Gambling Venues Policy, TAB Venues (Venues owned and controlled by the New Zealand Racing Board) are not permitted to host Class 4 Gambling machines. Currently the Waitaki District does not have any stand-alone venues.

### Class 4 Gambling Venues Policy

The intent of the Gambling Act 2003 (“the Act”) is to control the growth of gambling, minimise the harm caused by gambling, and facilitate community involvement on decisions relating to the provision of gambling. Under the Act, Council is required to have a policy on class 4 gambling venues and review that policy every three years. Section 102 of the Act directs that the adoption or amendment of these policies must use the special consultative procedure under section 83 of the Local Government Act 2002.

During the 2022 policy review Council adopted a ‘Sinking Lid’ clause within the policy and no new applications have been received. Council also resolved to adopt a clause to restrict the relocation of Class 4 Gambling Venues. Council has received no applications for relocation of a venue.

## SUMMARY OF OPTIONS CONSIDERED

**Option 1** – To postpone the formal review of the TAB Venues Policy 2022 and Class 4 Gambling Venues Policy 2022 until 2026 (**Recommended**)

**Option 2** – To review the TAB Venues Policy 2022 and Class 4 Gambling Venues Policy 2022 in the current year (2025)

## **ASSESSMENT OF PREFERRED OPTION**

**Option 1** – For the remainder of the 2025 year Elected members and Officers have a significant workload and time constraints, including the District Plan review, Long Term Plan and Local Government elections. Approving that the review be conducted in 2026 with the special consultative procedure, satisfies the legislative requirements for the review to be commenced within the 3 year period.

Conducting policy reviews for TAB Venues and Class 4 Gambling Venues attracts significant community interest. The special consultative procedure is time consuming and would require significant time commitment from Elected members and Officers to ensure it is completed within 2025.

## **CONCLUSION**

Council is required to conduct a three-yearly review of its TAB Venues Policy and Class 4 Gambling Venues Policy in line with the relevant legislation. A Council resolution to postpone the formal review process is required to address workload and time constraints on officers and elected members for the remainder of 2025.

Officers consider that the current policies are fit for purpose in the interim and therefore postponing the review carries minimal risk.

For reference purposes the current TAB Venues Policy 2022 and Class 4 Gambling Venues Policy 2022 are provided as Attachments.

## **ADDITIONAL DECISION-MAKING CONSIDERATIONS**

### **Waitaki District Council Strategic Framework**

#### **Outcomes**

##### **Community Outcomes**

###### **Prosperous District**

- Attractive to new opportunities
- Supporting local businesses
- Fostering a diverse and resilient economy

###### **Strong Communities**

- Enabling safe, healthy communities
- Connected, inclusive communities
- Promoting a greater voice for Waitaki
- Celebrating our community identity

###### **Quality Services**

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

###### **Valued Environment**

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

**Policy and Plan Considerations**

Waitaki District Council policies must be reviewed in conjunction with the relevant legislative Acts of Parliament.

**Community Views**

Class 4 gambling Venues and TAB Venues impact on local communities and their input into the relevant policies is essential. The community will have an opportunity to engage through the consultation process.

**Financial Considerations**

The review will come from existing budgets.

**Legal Considerations**

The review must take place every three years.

**Environmental Considerations**

There are no environmental considerations.

**Publicity and Community Considerations**

Community interest in gambling venues will be addressed via public consultation.



## TAB Venues Policy 2022

### 1 Policy Objectives

- 1.1 This policy covers standalone TAB Venues, which are owned or leased by the New Zealand Racing Board. Council consent is not required under the legislation to establish a TAB facility in a bar, hotel, or club. As per Council's Class 4 Gambling Venues Policy, TAB venues are not permitted to host class 4 gambling machines.
- 1.2 The objectives of this policy are to support the purpose and intent of the Racing Act 2003. The purpose of the Racing Act is:
  - (a) To provide effective governance arrangements for the racing industry;
  - (b) To facilitate betting on galloping, harness, and greyhound races, and other sporting events; and
  - (c) To promote the long-term viability of New Zealand racing.

### 2 Where TAB Venues may be established

- 2.1 TAB Venues may be established within Waitaki District Plan Business 1 and 1A Zones, subject to:
  - 2.1.1 Meeting application and fee requirements; and
  - 2.1.2 Signage outside the venue promoting gambling opportunities complying with Council's regulations for signage (e.g District Plan requirements).
- 2.2 TAB Venues may be established in other business zones (Waitaki District Plan Business 2, 3, 3A, 4, 5, 6 and H Zones) subject to:
  - 2.2.1 Meeting application and fee requirements.
  - 2.2.2 Being no closer than 100 metres to any other TAB Venue; and
  - 2.2.3 Signage outside the venue promoting gambling opportunities complying with Council's regulations for signage (e.g., Waitaki District Plan requirements, etc).

TAB Venues may not be established in any Waitaki District Plan Residential, Township or Rural Residential Zone.

### 3 Applications

Applications for territorial authority consent must be made on the approved form and must provide:

- 3.1 name and contact details for the application;
- 3.2 street address of premises proposed for the TAB Venue;
- 3.3 the names of management staff;
- 3.4 a copy of the applicant's proposed gambling harm minimisation policy and staff training programme; and
- 3.5 evidence of the distance to the nearest residential zone, educational or religious establishment and other TAB venues.

### 4 Application fees

These will be set by the territorial authority from time to time, and shall include consideration for:

- 4.1 the cost of processing the application, including any consultation and hearings involved;
- 4.2 the cost of triennially reviewing the TAB Venue policy;
- 4.3 the cost of inspecting TAB venues on a regular basis to ensure compliance with consent or licence conditions; and
- 4.4 a contribution towards the cost of triennial assessments of the economic and social impact of gambling in the district.

### 5 Commencement of Policy

The policy will take effect from **10 May 2022**

Appendix A

Fees and charges for TAB venue consents and processing applications

Waitaki District Council TAB Venue Consent Fee is 100% cost recovery (time and materials). An initial deposit is required by the applicant. This is set out in the fees and charges section of the most recent Annual Plan and is reviewed annually.



## Class 4 Gambling Venues Policy 2022

### 1 Objectives of the policy

- 1.1 To ensure Council and community have influence over the location of existing Class 4 gambling venues in the district;
- 1.2 To balance the need to allow those who wish to participate in gaming machine gambling with the need to minimise harm caused by gambling, including problem gambling, and
- 1.3 To restrict the number of Class 4 venues and Class 4 gaming machines in the district via a Sinking Lid policy.

### 2 Where Class 4 gambling venues may be established

(NOTE: The zones listed below need to be read in conjunction with the specific zones set out in the Waitaki District Plan.)

- 2.1 Class 4 gambling venues may be established (in accordance with clause 6) within Business 1 and 1A Zones, subject to:
  - 2.1.1 Meeting application and fee requirements;
  - 2.1.2 The number of gaming machines proposed for the venue are subject to Clause 6.2 of this policy.
  - 2.1.3 Not being a venue at which the primary activity is associated with family or children's activities;
  - 2.1.4 Machines and signage within the venue promoting gambling opportunities not being visible outside the venue, and
  - 2.1.5 Signage outside the venue promoting gambling opportunities complying with Council's regulations for signage (e.g. Waitaki District Plan requirements).
- 2.2 Class 4 gambling venues may be established (in accordance with clause 6) in other business zones (Business 2, 3, 3A, 4, 5, 6 and H Zones) subject to:
  - 2.2.1 Meeting application and fee requirements;
  - 2.2.2 The number of gaming machines proposed for the venue are subject to Clause 6.2 of this policy;
  - 2.2.3 Being no closer than 100 metres to any other Class 4 gambling venue;
  - 2.2.4 Not being a venue at which the primary activity is associated with family or children's activities;

- 2.2.5 Machines and signage within the venue promoting gambling opportunities not being visible outside the venue, and
- 2.2.6 Signage outside the venue promoting gambling opportunities complying with Council's regulations for signage (e.g. Waitaki District Plan requirements, etc).
- 2.3 Class 4 gambling venues may be established in **recreation zones used for organised sporting purposes**, subject to:
  - 2.3.1 Meeting application and fee requirements;
  - 2.3.2 The number of gaming machines proposed for the venue are subject to Clause 6.2 of this policy;
  - 2.3.3 Being no closer than 100 metres to any other Class 4 gambling venue;
  - 2.3.4 The venue being a recognised sports or other recreational non-profit club;
  - 2.3.5 Not being a venue at which the primary activity is associated with family or children's activities;
  - 2.3.6 Machines and signage within the venue promoting gambling opportunities not being visible outside the venue, and
  - 2.3.7 Signage outside the venue promoting gambling opportunities complying with Council's regulations for signage (e.g. Waitaki District Plan requirements, etc).

Class 4 gambling venues may not be established in any Waitaki District Plan **Residential zone** or **recreation zone** (other than that above).

### 3 Numbers and Location of Class 4 Gambling Venues From the commencement of this policy:

- 3.1 Council will not grant consent for the establishment of any new Class 4 Gambling venues, or gaming machines as of the adoption of this policy.

### 4 Incompatibility of Class 4 gambling premises

- 4.1 Class 4 gambling venues must not be located in premises that are incompatible with other predominant uses in a commercial or retail district.
- 4.2 The Class 4 Gambling Venues Policy does not allow New Zealand Racing Board (TAB) locations to act as Class 4 gambling venues.

### 5 Mergers of non-commercial clubs

- 5.1 Council may allow for two or more non-commercial clubs to merge under Section 95 of the Gambling Act.

Two or more non-commercial clubs that merge must consolidate the number of gambling machines operated at the merged non-commercial club venue to the lesser of:

- a. 30 gaming machines; or
- b. The sum of the number of gaming machines previously operated by each non-commercial club individually at the time of the merger



6 Relocation of existing Class 4 Venues permitted under specific circumstance

6.1 Council at its sole discretion, under circumstances it deems exceptional, may permit existing Class 4 venues to be re-establish at a new site where, due to circumstances beyond the control of the operator or lessee of the premises, the premises cannot continue to operate at the existing site. Example of such circumstances include but are not limited to the following:

- Acquisition of property under the Public Works Act.
- Substantive site development by a new owner.
- Natural disaster

6.2 Any permission to establish a new Class 4 venue under clause 6.1 will be subject to the following conditions:

- i. The intended holder of the Class 4 venue licence and the owner or lessee of the premises in which the machines are located at the new site must not exceed the number of machines in operation at the old site at the time of relocation.
- ii. In accordance with Section 97A of the Gambling Act 2003, when a relocation is sought under this relocation provision, the new venue may only operate up to the same number of machines that were in operation at the old venue immediately before the old venue licence was cancelled as a result of the relocation.
- iii. In accordance with Section 97A(2)(c) of the Gambling Act 2003, when the new venue is established following the consent being granted under this relocation provision, the old venue is treated as if no Class 4 venue licence was ever held for that venue.

*(Note: Where a venue relocates, the Class 4 licence for the old venue will be cancelled and the old venue will be treated as if no Class 4 venue licence had ever been held for that venue).*

7 Applications

7.1 Applications for territorial authority consent must be made on the approved form and must provide:

- 7.1.1 name and contact details for the application;
- 7.1.2 street address of premises proposed for the Class 4 licence;
- 7.1.3 the names of management staff;
- 7.1.4 evidence of police approval for owners and managers of the venue;
- 7.1.5 a copy of the applicant's proposed gambling harm minimisation policy and staff training programme;
- 7.1.6 a site plan covering both gambling and other activities proposed for the venue, including details of each floor of the venue;
- 7.1.7 evidence of the distance to the nearest residential zone, educational or religious establishment and other Class 4 gambling venues;
- 7.1.8 details of liquor licence(s) applying to the premises;
- 7.1.9 a copy of the completed Class 4 venue licence application form required by the Secretary of Internal Affairs, as provided in section 65 (2) of the Gambling Act 2003.

**8      Application fees**

These will be set by the territorial authority from time to time, and shall include consideration of:

- 8.1 the cost of processing the application, including any consultation and hearings involved;
- 8.2 the cost of triennially reviewing the Class 4 gambling venues policy;
- 8.3 the cost of inspecting Class 4 gambling venues on a regular basis to ensure compliance with consent or licence conditions;
- 8.4 a contribution towards the cost of triennial assessments of the economic and social impact of gambling in the district.

**9      Commencement of Policy**

The policy will take effect from **10 May 2022**

## Appendix A

### Fees and charges for Class 4 venue consent fees and processing applications

Waitaki District Council Class 4 Venue Consent Fee is 100% cost recovery (time and materials). An initial deposit is required by the applicant. This is set out in the fees and charges section of the most recent Annual Plan and is reviewed annually.

Council has granted delegated authority to the Chief Executive Officer to issue Class 4 Venue Consents for applications that comply with Council's Class 4 Gambling Venues Policy (Res 03/251 – 9 December 2003).

## Appendix B

### Definitions

**The Act** means the Gambling Act 2003

**Council** means the Waitaki District Council

#### Gaming machine

- (a) means a device, whether totally or partly mechanically or electronically operate, that –
  - (i) is adapted or designed and constructed for use in gambling; and
  - (ii) is played or confers a right to participate, whether totally or partly, by the insertion of money into it or by the direct or indirect payment of money by any other means; and
- (b) includes a device for gambling that is conducted partly by a machine and partly by other means; and
- (c) includes a device, or type of device, that is declared to be a gaming machine by regulations made under section 368 Gambling Act 2003; but
- (d) does not include—
  - (i) a device used only to draw a lottery; or
  - (ii) a random selection device used in a game of housie; or
  - (iii) a device used only to dispense tickets that is not capable of being used to decide the outcome of gambling; or
  - (iv) a jackpot device that links a series of gaming machines and that can only be played through those gaming machines; or
  - (v) a communication device that is used both to dispense tickets in and draw a lottery that is a sales promotion scheme; and
- (e) does not include a device, or type of device, that is declared not to be a gaming machine by regulations made under section 368 of the Gambling Act 2003; and
- (f) does not include a device operated by the Lotteries Commission

**Recreation Zones** are places including land and buildings used for organised sporting purposes

**Sinking Lid** means as a Class 4 Venue ceases operation or is closed and does not resume gambling activities within six months, Council will not grant consent for the establishment of any new venue, except relocation under specific circumstances in accordance with Clause 7.

**Society** means a society that is

- (a) incorporated under the Incorporated Societies Act 1908; or
- (b) incorporated as a board under the Charitable Trusts Act 1957; or
- (c) a company incorporated under the Companies Act 1993 that—
  - (i) does not have the capacity or power to make a profit; and
  - (ii) is incorporated and conducted solely for authorised purposes; or

- (d) a working men's club registered under the Friendly Societies and Credit Unions Act 1982

## Appendix C

### Provisions of Gambling Act 2003 relating to Class 4 venues policy requirements

#### 30. Meaning of class 4 gambling

In this Act, class 4 gambling is gambling that satisfies the following criteria:

- (a) the net proceeds from the gambling are applied to, or distributed for, authorised purposes; and
- (b) no commission is paid to, or received by, a person for conducting the gambling; and
- (c) there are game rules for the gambling; and
- (d) the gambling, and the conduct of the gambling, satisfies relevant game rules; and
- (e) either—
  - (i) the Secretary has categorised the gambling as class 4 gambling and not as another class of gambling; or
  - (ii) the gambling utilises or involves a gaming machine.

#### 31. Requirements for class 4 gambling

Class 4 gambling may be conducted only by a corporate society that holds—

- (a) a class 4 operator's licence for the gambling; and
- (b) a class 4 venue licence for the place where the gambling is conducted.

#### 50. Application for class 4 operator's licence

With the exception of Clause 6 (relocation of existing venue), there shall be no new Class 4 venues as of the adoption of this policy.

- (1) A corporate society may apply to the Secretary for a licence to conduct class 4 gambling.
- (2) An application must be on the relevant standard form and be accompanied by—
  - (a) a copy of the applicant's governing document; and
  - (b) details of the authorised purposes to or for which net proceeds from the class 4 gambling will be applied or distributed; and
  - (c) a statement by the applicant of how it proposes to minimise the risk of problem gambling (including the corporate society's policy for identifying problem gamblers); and
  - (d) information about the financial viability of the proposed gambling operation and the means proposed to maximise the net proceeds from the class 4 gambling to be applied to or distributed for authorised purposes; and
  - (da) in the case of an applicant that proposes to apply some or all of its net proceeds from the class 4 gambling to an authorised purpose, information to assist the Secretary to determine whether the applicant meets the requirements of [section 52A\(1\)](#); and
  - (e) in the case of an applicant that mainly or wholly distributes net proceeds from the class 4 gambling to the community, details of the methods, systems, and policies for consideration of applications and distribution of net proceeds; and
  - (f) a profile of each key person, including details of their experience in conducting class 4 gambling, character, and qualifications; and
  - (g) an application, and accompanying information, for a class 4 venue licence for each venue at which the applicant proposes to operate class 4 gambling; and
  - (h) any information requested by the Secretary to assist the Secretary to determine whether the applicant is suitable; and
  - (i) any information requested by the Secretary to show that the applicant will meet the requirements of this Act and the conditions of the proposed licence.
- (3) The Secretary may return an incomplete application, and the accompanying documents and any fee, to an applicant.

65. Application for class 4 venue licence

With the exception of Clause 6 (relocation of existing venue), there shall be no new Class 4 venues as of the adoption of this policy.

- (1) A corporate society may apply to the Secretary for a class 4 venue licence.
- (2) An application must be on the relevant standard form and be accompanied by—
  - (a) a description of the venue and its location; and
  - (b) a territorial authority consent if required under section 98; and
  - (c) a copy of a class 4 venue agreement if required under subsection (3); and
  - (d) a statement by the applicant of how it proposes to minimise the risk of problem gambling and underage gambling at the class 4 venue; and
  - (e) a profile of the venue manager and the venue operator, including details of their experience in conducting class 4 gambling, character, and qualifications; and
  - (f) details of gambling equipment that the applicant intends to operate at the venue and evidence that it meets relevant minimum standards; and
  - (g) if the application relates to a venue that is licensed to another corporate society, notice from the other corporate society that it is surrendering its venue licence for the venue; and
  - (h) if relevant, evidence that on issue of the licence the applicant will own any gambling equipment (except for electronic monitoring systems) that it proposes to operate; and
  - (i) evidence that any gambling equipment that the applicant proposes to operate under the licence is not and will not be financed by the manufacturer, distributor, or vendor of the equipment; and
  - (j) evidence that the class 4 venue is not to be used mainly for operating gaming machines; and
  - (k) if the application relates to a venue for which a class 4 venue licence was not held at the time of commencement of this section, evidence that the class 4 venue is not to be part of a place at which another class 4 venue or a casino is located; and
  - (l) evidence that the venue is suitable in all other respects to be a class 4 venue.
- (3) The application must also be accompanied by a class 4 venue agreement unless the Secretary is satisfied that the applicant is a club that intends to operate gambling equipment at a non-commercial class 4 venue that—
  - (a) it owns or leases; and
  - (b) is mainly for the use of club members.
- (4) Despite subsection (3), an application by the New Zealand Racing Board or a racing club is not required to be accompanied by a venue agreement.
- (5) The Secretary may return an incomplete application, and the accompanying documents and any fee, to an applicant.
- (6) The Secretary may request from the applicant any further information that the Secretary considers necessary to consider the application properly.

98. When territorial authority consent required

A territorial authority consent is required in the following circumstances:

- (a) if a corporate society proposes to increase the number of gaming machines that may be operated at a class 4 venue (whether by way of an application for, or amendment to, a class 4 venue licence, and whether or not in association with an application for ministerial discretion under section 95 or 96);
- (b) if a corporate society applies for a class 4 venue licence and a class 4 venue licence has not been held by any corporate society for the venue within the last 6 months;
- (c) if a corporate society proposes, in accordance with a relocation policy of the territorial authority, to change the venue to which a class 4 venue licence currently applies.

**99. Application for territorial authority consent**

- (1) An application for a territorial authority consent must be made to the territorial authority for the district in which the class 4 venue is, or will be, located.
- (2) The application must be accompanied by the information required by the territorial authority to enable it to consider the application properly.
- (3) An application for consent in accordance with a relocation policy may be made only with the agreement of the venue operator of the existing venue.

**100. Considering and determining application for territorial authority consent**

With the exception of Clause 6 (relocation of existing venue), there shall be no new Class 4 venues as of the adoption of this policy.

**101. Territorial authority must adopt class 4 venue policy**

- (1) A territorial authority must, within 6 months after the commencement of this section, adopt a policy on class 4 venues.
- (2) In adopting a policy, the territorial authority must have regard to the social impact of gambling within the territorial authority district.
- (3) The policy—
  - (a) must specify whether or not class 4 venues may be established in the territorial authority district and, if so, where they may be located; and
  - (b) may specify any restrictions on the maximum number of gaming machines that may be operated at a class 4 venue; and
  - (c) may include a relocation policy.
- (4) In determining its policy on whether class 4 venues may be established in the territorial authority district, where any venue may be located, and any restrictions on the maximum number of gaming machines that may be operated at venues, the territorial authority may have regard to any relevant matters, including:
  - (a) the characteristics of the district and parts of the district;
  - (b) the location of kindergartens, early childhood centres, schools, places of worship, and other community facilities;
  - (c) the number of gaming machines that should be permitted to operate at any venue or class of venue;
  - (d) the cumulative effects of additional opportunities for gambling in the district;
  - (e) how close any venue should be permitted to be to any other venue;
  - (f) what the primary activity at any venue should be.
- (5) A relocation policy is a policy setting out if and when the territorial authority will grant consent in respect of a venue within its district where the venue is intended to replace an existing venue (within the district) to which a class 4 venue licence applies (in which case section 97A applies).

**102. Adoption and review of class 4 venue policy**

- (1) A policy on class 4 venues under section 101 must be adopted in accordance with the special consultative procedure in section 83 of the Local Government Act 2002 and, for the purpose of subsection (1)(e) of that section, the territorial authority must give notice of the proposed policy, in a manner that the territorial authority considers appropriate, to—
  - (a) each corporate society that holds a class 4 venue licence for a venue in the territorial authority district; and
  - (b) organisations representing Māori in the territorial authority district.
- (2) A policy may be amended or replaced only in accordance with the special consultative procedure, and this section applies to that amendment or replacement.
- (3) Subsection (1)(b) does not affect the ability of a territorial authority to take similar action in respect of any other population group.

- (4) A territorial authority must, as soon as practicable after adopting, amending, or replacing a policy, provide a copy of the policy to the Secretary.
- (5) A territorial authority must complete a review of a policy within 3 years after the policy is adopted and then within 3 years after that review and each subsequent review is completed.
- (5A) The first time that a territorial authority commences a review of a policy after the [Gambling \(Gambling Harm Reduction\) Amendment Act 2013](#) comes into force, the territorial authority must (and may at any other time) consider whether to include a relocation policy (as defined in [section 101\(5\)](#)) in its class 4 venue policy.
- (5B) Whenever a territorial authority is considering whether to include a relocation policy in its class 4 venue policy, it must consider the social impact of gambling in high-deprivation communities within its district.
- (6) A policy does not cease to have effect because it is due for review or being reviewed.

103. Provision of information relating to class 4 venues in territorial authority district

On request from a territorial authority, the Secretary must provide—

- (a) the name and address of each corporate society that holds a class 4 venue licence for a venue in the territorial authority district; and
- (b) the name and address of each class 4 venue in the territorial authority district and the number of gaming machines permitted to operate there.

**6.4 LOCAL APPROVED PRODUCTS POLICY PSYCHOACTIVE SUBSTANCES - 3 YEARLY REVIEW**

**Author:** Andrew Bardsley, Andrew Bardsley, Regulatory & Compliance Manager

**Authoriser:** Roger Cook, Director Natural and Built Environment

**Attachments:** 1. Approved Products Policy Psychoactive Substances 2025 [↓](#)

**RECOMMENDATION**

That Council:

1. Agrees that, as a result of a review of the Local Approved Products Policy – Psychoactive Substances, no changes to the policy are necessary; and
2. Approves an unchanged Local Approved Products Policy – Psychoactive Substances; and
3. Confirms that, unless circumstances change, the next review will be prior to 30 April 2030.

**DECISION OBJECTIVE**

The purpose of this report is to approve an unchanged Local Approved Products Policy – Psychoactive Substances. **(Attachment 1 – Draft Local Approved Products Policy 2025 – Psychoactive Substances)**

**SUMMARY**

The Psychoactive Substance Act 2013 (The Act) describes a psychoactive substance as a substance, mixture, preparation, article, device, or thing that is capable of inducing a psychoactive effect (by any means) in an individual who uses the psychoactive substance.

The community will be most familiar with the psychoactive substance referred to as ‘synthetic cannabis’. Since July 2013 the possession of synthetic cannabis, party pills or herbal highs (“psychoactive substances”) if they haven’t been officially approved by the government, are illegal.

Sec 66 (3) of The Act states that no territorial authority is required to have a local approved products policy. The Waitaki District Council currently does have a policy and Sec 69 (4) of The Act requires local authorities to review their policy every 5 years.

As there are currently no approved products in New Zealand or any applications for approval pending, it could be concluded that it is unnecessary to have such a policy. However, Officers would prefer to maintain the policy in the event that some psychoactive substances are approved by the Psychoactive Substances Regulatory Authority in the future.

**DECISION-MAKING EXPECTATIONS**

Governance Decision-Making:	To approve an unchanged Local Approved Products Policy – Psychoactive Substances
Operational Decision-Making:	Legislative compliance
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	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	Moderate	Community Board Views	No
Consultation	No	Publicity and Communication	Moderate

## BACKGROUND

The Psychoactive Substances Act 2013 (The Act) introduced a new regime for regulating the availability of psychoactive substances in New Zealand. The purpose of The Act is to regulate the availability of psychoactive substances to protect the health of, and to minimise harm to, individuals who use psychoactive substances. The Act makes products containing psychoactive substances, which are proven to have no more than low risk of harm, available through a regulated market.

The Psychoactive Substances Regulatory Authority administers The Act. Council's role is restricted to the adoption of a policy that limits the location of premises from which approved products can be sold. Councils cannot impose a blanket prohibition of such premises and councils do not have the power to prohibit the sale of 'legal highs.'

Waitaki District Council adopted the current Local Approved Products Policy – Psychoactive Substances policy on 12 May 2020, restricting the location of retail premises to the Business 1 zone or Town Centre zone under the Operative Waitaki District Plan.

The Act states that a policy must be reviewed within five years of adoption and every five years after that. A policy may be amended or replaced at any time, but this can only be done in accordance with the special consultative procedure outlined in the Local Government Act 2002.

The current WDC policy does not allow premises from which approved products may be sold to be permitted within 50 metres of a sensitive site existing at the time the licence application is made. (**Refer to Attachment 1 - Sensitive Site definition page 4 for explanation.**). This restriction has resulted in the Oamaru Business 1 zone or Town Centre zone under the Operative Waitaki District Plan, being the only area within the Waitaki District where a licenced premises, under our policy may be situated.

## SUMMARY OF OPTIONS CONSIDERED

**Option 1** – amend or replace the Local Approved Products Policy.

The current policy could be amended or replaced if there was a need demonstrated, a change in legislation, or matters raised by the community. At this point, there are no reasons to change the policy. Any changes would require the use of the special consultative procedure (public consultation).

**Option 2** – no policy.

The absence of a policy would remove the ability to restrict the location of premises that could sell these products. This could be problematic should products be approved by the Psychoactive Substances Regulatory Authority in future.

**Option 3** – status quo (**recommended**)

The current policy was established following public consultation, and while there are currently no approved product sellers in the Waitaki District, retaining the status quo allows the location of premises to be restricted.

## **ASSESSMENT OF PREFERRED OPTION**

Since the adoption by Council of a Local Approved Products Policy – Psychoactive Substances in 2015, the Psychoactive Substances Regulatory Authority have not granted any licences for the sale or distribution of any such substances. There is no indication that this will change in the near future, however approving the continuation of this policy will allow Council to quickly adapt to any future legislative changes that would require such a policy and avoid the need to adopt the special consultative procedure outlined in the Local Government Act 2002, which would be required should we allow this policy to lapse.

## **CONCLUSION**

The Act does not stipulate what must be considered in the review. Other than formalising a policy to restrict the location of sales, the Council has no other role to play as the licensing, enforcement and monitoring under the Act is carried out by other agencies.

Council staff are not aware of any issues in the district currently. A search of the Ministry of Health website shows there are currently no approved products in New Zealand: no licence applications for retailing, manufacturing, or wholesaling products have been received by the Psychoactive Substances Regulatory Authority. The only licences granted are to Otago and Auckland Universities for the purposes of research.

Considering the information available at this time, Officers are of the view that no changes to the policy are necessary.

## **ADDITIONAL DECISION-MAKING CONSIDERATIONS**

### **Waitaki District Council Strategic Framework**

#### **Outcomes**

##### **Community Outcomes**

##### **Prosperous District**

- Attractive to new opportunities
- Supporting local businesses
- Fostering a diverse and resilient economy

##### **Strong Communities**

- Enabling safe, healthy communities
- Connected, inclusive communities
- Promoting a greater voice for Waitaki
- Celebrating our community identity

##### **Quality Services**

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

##### **Valued Environment**

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

**Policy and Plan Considerations**

The absence of a policy removes the ability of Council to restrict the location of premises that could sell these products. The risk of not having a policy may enable premises that could sell such products being established near sensitive sites – schools, for example

**Community Views**

As there are no approved product sellers in Oamaru and no changes to the policy are recommended, it is determined that the impact on the community of retaining an unchanged policy is insignificant. Public consultation is not required if the policy is not being amended

**Financial Considerations**

There is no impact.

**Legal Considerations**

There is no requirement to have a Local Approved Products Policy – Psychoactive Substances.

**Environmental Considerations**

There is no impact.

**Publicity and Community Considerations**

Adopting the status-quo does not require community consultation, it does however demonstrate that Council is maintaining the approach to community safety and wellbeing.

# Draft Local Approved Products Policy – Psychoactive Substances 2025

## Authorisation and Status

<b>Policy Owner</b>	Director - Natural Built Environment	<b>Version</b>	Draft April 2025 Previous versions: 13 May 2025; 12 May 2020
<b>Policy Contact</b>	Policy Lead	<b>Date adopted</b>	
<b>Date effective</b>		<b>Date of Next Review</b>	May 2030

*Note: Under the Psychoactive Substances Act 2013 this policy to be **reviewed every five years**, or at the request of Council, or in response to changed legislative and statutory requirements, or in response to any issues that may arise.*

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**Waitaki**

DISTRICT COUNCIL  
TE KAUNIHERA Ā ROHE O WAITAKI

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## **1. INTRODUCTION AND OVERVIEW**

1.1 A Local Approved Products Policy (LAPP) is a set of policy criteria and decisions made by a Council in consultation with its community which may restrict the location of premises selling psychoactive products in its geographical area. This policy addresses community concerns regarding the location of premises selling psychoactive products, while meeting the statutory requirements of the Psychoactive Substances Act 2013 (the 'Act').

1.2 A LAPP provides the Psychoactive Substances Regulatory Authority ('Authority') with a policy framework when making decisions on license applications to sell psychoactive products in the Waitaki District, to enable the Authority to better meet the purpose of the Act which states that "The purpose of this Act is to regulate the availability of psychoactive substances in New Zealand to protect the health of, and minimise harm to, individuals who use psychoactive substances."

1.3 This policy is made under the provisions of Section 66 of the Psychoactive Substances Act 2013. The purpose of this policy is to set a clear framework to be applied to all applications that the Psychoactive Substances Regulatory Authority considers when granting licenses for premises that sell approved products in the Waitaki District.

## **2. PURPOSE, OBJECTIVES, AND SCOPE**

2.1 The purpose of this policy is to set a clear framework to be applied to all applications that the Psychoactive Substances Regulatory Authority considers when granting licenses for premises that sell approved products in the Waitaki District.

2.2 The objectives of this policy are to:

- Minimise the harm to the community caused by psychoactive substances by defining the permitted location of retail premises.
- Ensure that Council and the community have influence over the location of retail premises in the District.

2.3 The policy applies to any application for a license as defined in the Act to sell approved products from a retail premise from the date that this policy comes into force.

2.4 The requirements of the Resource Management Act 1991, Hazardous Substances and New Organisms Act must be met in respect of any premises holding a license.

### 3. STRATEGIC ALIGNMENT

This policy assists in the delivery of Council's community outcomes as follows:

**Strong communities**

- **Enabling safe, healthy communities**

### 4. DEFINITIONS

When interpreting this policy use the definitions set out in this section unless the context requires otherwise. If you see a reference to a repealed Act, regulation, District Plan, bylaw or policy, read that as a reference to its replacement.

<b>Approved location</b>	Means an area where premises from which approved products may be sold are permitted to be located
<b>Approved Product</b>	Means a psychoactive product approved by the Authority under Section 37 of the Act.
<b>Authority</b>	Means the Psychoactive Substances Regulatory Authority established by Section 10 of the Act.
<b>Central Business District</b>	Business 1 zone or Town Centre zone under the Operative Waitaki District Plan.
<b>License</b>	Means a license, as defined by the Act.
<b>Psychoactive Product or product</b>	Means a finished product packaged and ready for retail sale that is a psychoactive substance or that contains one or more psychoactive substance.
<b>Psychoactive substance</b>	Relates to substances as defined by Psychoactive Substances Act 2013.
<b>Regulations</b>	Means regulations made under the Act.
<b>Retail Premises</b>	Means premises for which a license to sell approved products by retail has been granted.
<b>Retailer</b>	Means a person engaged in any business that includes the sale of approved products by retails.

**Sell**

Includes every method of disposition for valuable consideration, for example,—  
(a) bartering;  
(b) offering or attempting to sell or having in possession for sale, or exposing, sending, or delivering for sale, or causing or allowing to be sold, offered, or exposed for sale;  
(c) retailing;  
(d) wholesaling.

**Sensitive Site**

Includes:  
(a) any library, museum, gallery, or recreational facility; any place of worship, school, childcare facility, or other educational institution;  
(b) any premises occupied by a social welfare agency such as Work and Income or similar agency;  
(c) Pharmacies and medical centers;  
(d) any public park, reserve or playground, the Oamaru District Court, the Alps2Ocean Cycleway, stand-alone public toilets, and key bus stops.  
(e) any property located in the Residential zone under the Operative Waitaki District Plan.  
(f) registered War Memorial – Garden of Memories.

Childcare facilities: Means premises (public and private) where children are cared for or given basic tuition and includes a crèche, day or after-school care, pre-school, kindergarten, kohanga reo or play center. This term excludes a school.

Educational institution: Means premises used to provide regular post-school education or vocational training. Includes private tertiary establishments.

Key bus stops: Means a bus stop servicing more local or visitor buses and that has 20 or more passengers using the stop to board a bus daily.



Medical centers: Means premises providing services for essential physical and mental health and welfare, performed by duly qualified practitioners or by persons in their employ, for example, primary health providers (general practitioners).

School: Means premises used to provide regular instruction or training of children including primary, intermediate and secondary schools, and their ancillary administrative, cultural, recreational or communal facilities.

**The Act**

Means the Psychoactive Substances Act 2013.

## 5. POLICY

This policy does not limit the number of retail premises or restrict the issue of licenses, provided the following guidelines outlined below are met.

5.1 Location of retail premises from which approved products may be sold (see map 1).

(i) The location of retail premises from which approved products may be sold is restricted by this policy to an approved location identified in the Central Business District (Town Centre zone or Business 1 zone under the operative Waitaki District Plan).

5.2 Location of retail premises in relation to premises or facilities of a particular kind or kinds.

(i) All retail premises from which approved products may be sold are not permitted within 50 metres of a sensitive site existing at the time the licence application is made.

(ii) For the purposes of clause 5.2 (i) the separation distances are measured from the legal boundary of each sensitive site.

5.3 Location of retail premises in relation to other retail premises from which approved products are sold.

(i) Retail premises from which approved products may be sold are not permitted within 500 metres of another retail premises from which approved products may be sold.

(ii) For the purposes of clause 5.3 (i) the separation distances are measured from the legal boundary of the premises.

## **6. REFERENCES**

- Psychoactive Substances Act 2013
- Operative Waitaki District Plan

## Attachment 1

Map 1  
OAMARU



### Legend

- Eligible Business Locations that are at least 25% within the accessible area
- Accessible Areas  
50m from sensitive sites and 100m from Residential Areas
- Business Zone 1

Map 2

PALMERSTON



No location available in Palmerston

## 6.5 ŌAMARU HERITAGE BUILDINGS LANDMARK LISTINGS

**Author:** Mark Smith, Heritage Advisor

**Authoriser:** Roger Cook, Director Natural and Built Environment

**Attachments:**

1. A. The specific page from the 31 March 2025 letter from HNZPT to Council to tick, sign and return to HNZPT [↓](#)
2. B. The specific page 27 March 2025 letter from HNZPT to Council sign and return to HNZPT [↓](#)
3. C. The full 31 March letter from HNZPT to Council. Contains an update in ownership from 28 Feb letter (1) [↓](#)
4. D. The full 27 March letter from HNZPT to Council (1) [↓](#)
5. E. Images showing proposed sites for inclusion Ōamaru Historic Town Centre and Port National Historic Landmark [↓](#)
6. F. HNZPT Council briefing paper, 8 February 2024 (1) [↓](#)
7. G. The full 28 February letter from HNZPT to Council [↓](#)
8. H. Explicit clarification that this proposal would not place any further legally enforceable [↓](#)
9. I. Further information and publicity about this initiative [↓](#)
10. J. Statement in support of this proposal from Mel Jones WDC Community Economic Development (002) [↓](#)
11. K. Letter of Support for the National Heritage Landmark proposal from Tourism Waitaki Ltd\_ (002) [↓](#)
12. L. Letter of Support for the National Heritage Landmark proposal from the Oamaru Whitestone Civic Trust [↓](#)
13. M. Statement in support of this proposal from Claire Foster WDC Commercial Property Lead [↓](#)

### RECOMMENDATION

That Council resolves to:

- a. Sign two letters of consent for WDC-owned property and WDC's legal registered interests (as listed in Appendix C) to be included in the Ōamaru Historic Town Centre and Port National Historic Landmark.
- b. Explicitly permit Heritage New Zealand Pouhere Taonga (HNZPT) to contact parties affected by WDC's legal registered interests on behalf of WDC in relation to the National Historic Landmark process.
- c. Instruct Council's Chief Executive to:
  - i. sign the third page of HNZPT's 31 March letter (contains a single lease interest update from HNZPT's 28 February letter) to WDC (Appendix A), and
  - ii. also tick the option that reads "I/We give consent to Heritage New Zealand Pouhere Taonga to contact parties with a registered interest on the record of title on my behalf" on the third page of HNZPT's 31 March letter to WDC (Appendix A), and
  - iii. sign the second page of HNZPT's 27 March letter to WDC (Appendix B) once HNZPT notifies WDC that written permission has been secured from all relevant parties.

### DECISION OBJECTIVE

To seek Council's consent to Heritage New Zealand Pouhere Taonga's (HNZPT) request for approval of both Council-owned property and legal registered interests to be included in the Ōamaru Historic Town Centre and Port National Historic Landmark proposal. (Appendix G).

## **SUMMARY**

Council can secure significant benefits and recognition for Waitaki by supporting this proposal.

The Ōamaru Historic Town Centre and Port sites would go from being listed among the thousands of items on HNZPT's list to one of a handful of places of exceptional national significance.

No additional regulatory burden would be placed on Council as a property owner.

The proposal is supported by the Oamaru Whitestone Civic Trust (OWCT) (Appendix L), other affected property owners and affected Council functions. There do not appear to be any significant downsides.

## **DECISION-MAKING EXPECTATIONS**

Governance Decision-Making:	Please pass the suggested resolution
Operational Decision-Making:	Please act on the suggested resolution and next steps
Communications	Please act on the suggested resolution and next steps

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

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

NB regarding Cultural Considerations - HNZPT have already secured agreement in principle with Te Rūnanga o Moeraki.

## **BACKGROUND**

This request from HNZPT is an opportunity to secure greater recognition and potentially more resources for our District.

The letter from HNZPT to WDC's Chief Executive dated 31 March 2025 (Appendix C) includes a list of the specific properties that together would make up the National Historic Landmark. These are lower Thames St (from and including the Council HQ at 20 Thames St), the Victorian Precinct (the land is largely owned by WDC and the buildings by the OWCT), the Harbour (with the exception of Sumpter Wharf – left out given sensitivity but can be put back in if added to the resolution) and property between these areas (such as some on Itchen Street). See the proposed sites on the maps attached (Appendix E).

The second letter, dated 27 March, is about securing consent in those situations where WDC is not the owner of a property (e.g. the relevant building) but has a registered interest in the property, such as a mortgage or an easement (Appendix D). The relevant properties are:

- 2 Harbour Street Easement to Waitaki District Council
- 3-5 Tyne Street Mortgage 8381295.2 to Waitaki District Council
- 7 Tyne Street Mortgage 6347476.2 to Waitaki District Council
- Star and Garter Hotel 13-17 Itchen Street Mortgages 773065 and 666553 and Easement.

### **Next Steps**

If WDC gives consent, the next step in the Landmark process would be for HNZPT to complete the collection of signatures from all parties on relevant titles. If HNZPT receive all the signatures from owners and interested parties by mid-May, they will be on track to submit their report to the HNZPT Board in August for permission to go to nation-wide public consultation in September. Following the consultation process and if the response is favourable, HNZPT will recommend to the Minister of Culture and Heritage that Ōamaru Historic Town Centre and Port merits recognition and long-term protection as a Ngā Manawhenua o Aotearoa Me Ōna Kōrero Tūturu / National Historic Landmark for its outstanding historical and physical significance.

While HNZPT is doing that, WDC's Heritage Advisor will submit in support of this initiative when HNZPT call for public submissions. WDC's Heritage Advisor will promote the proposal favorably to other parties. Further, WDC's Communications team will promote the recognition of Ōamaru's Historic Town Centre and Port being recognised as a National Historic Landmark as an achievement worth celebrating, and a credit to the people of Waitaki whose efforts over many years made this possible.

### **SUMMARY OF OPTIONS CONSIDERED**

#### **Option 1 – Do Nothing**

This would miss the opportunities outlined in this report. For no clear benefit Council would let down several of our partners and neighbours such as HNZPT, OWCT and our fellow affected property owners, tourism operators, accommodation providers and hospitality businesses.

#### **Option 2 – Seek wider public consultation**

HNZPT must conduct a formal public submission process for this proposal. This is statutory requirement under Heritage New Zealand Pouhere Taonga Act 2014 s82(3). It would be duplication on our part to repeat HNZPT's planned consultation. Therefore, WDC seeking wider consultation appears unnecessary. HNZPT would like to go to other property owners to seek their consent. While three property owners have already provided their consent, other property owners might prefer to wait to be certain that WDC is supportive.

#### **Option 3 – Sign and tick the letters to indicate consent to National Historic Landmark status for Ōamaru (Preferred).**

There is significant potential upside by Council agreeing to this request and the key matters are set out below:

- Council's Property Lead and Economic and Community Development Manager have expressed support. (Appendix J and M).
- No additional regulatory burden would be placed on Council as a property owner, because the land and buildings in question are already listed in the District Plan (both Operative and Proposed). (Appendix H).
- Waitaki, specifically the Ōamaru Historic Town Centre and Port, would be formally recognised as one of the most historically significant places in New Zealand. The Ōamaru Historic Town Centre and Port sites would go from being listed among the thousands of items on HNZPT's list to one of a handful of places of exceptional national significance. For example, at present only the Treaty Grounds at Waitangi (Te Pitowhenua Waitangi Treaty Grounds) have been recognised as a National Historic Landmark. It would be particularly noteworthy if the nominated parts of Ōamaru were to be so recognised.
- National Historic Landmark status could be used to support existing efforts and initiatives such as the Uplifting Waitaki: Hāpaitia te Waitaki Economic Development Strategy (especially the Waitaki Story), Tourism Waitaki (Appendix K), and the Waitaki Whitestone UNESCO Global Geopark.
- National Historic Landmark status is required for consideration for World Heritage Site status.



- A direct benefit to WDC (and other property owners in the Landmark area) will be the provision of a Risk Management Plan (RMP) for the properties listed in the Ōamaru Historic Town Centre and Port. The RMP would be provided free to WDC by HNZPT. WDC do not currently have RMPs for our heritage buildings. Beyond detailing the risks for our own planning, an RMP has potential use for Emergency Management and insurance purposes. It helps to know that the National Historic Landmark effort came about in part as a response to the Christchurch earthquakes. Ideally, Landmark status and the RMP would help guide an Emergency Management response to ensure what should be preserved is preserved, and that in the event of a disaster that what is of national significance is potentially funded by the nation.
- A direct benefit to property owners within the area of the Landmark is that funding opportunities may be enhanced. Landmark status will ensure that groups such as the Oamaru Whitestone Civic Trust (OWCT) will likely find their applications to national bodies for grants given higher priority.
- This is an opportunity for WDC to promote further positive recognition for our District.
- Officers have not identified any significant downsides.

### **ASSESSMENT OF PREFERRED OPTION**

For the reasons already outlined above, securing National Historic Landmark status for Ōamaru Historic Town Centre and Port is the best option.

### **CONCLUSION**

Option 3 offers Council a way to make the most of this opportunity. By supporting this, Council will be endorsing and promoting the recognition of the nationally significant heritage values of the Ōamaru Historic Town Centre and Port throughout the whole country.

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

#### **Waitaki District Council Strategic Framework**

##### **Outcomes**

##### **Community Outcomes**

###### **Prosperous District**

- Attractive to new opportunities
- Supporting local businesses
- Fostering a diverse and resilient economy

###### **Strong Communities**

- Enabling safe, healthy communities
- Connected, inclusive communities
- Promoting a greater voice for Waitaki
- Celebrating our community identity

###### **Quality Services**

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

###### **Valued Environment**

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



**Policy and Plan Considerations**

This proposal aligns with Council's Operative and Proposed District Plans.

**Community Views**

There appears to be community support for this idea – see the front page of the 4 April 2025 edition of the Oamaru Mail for example. (Appendix I).

**Financial Considerations**

NIL

**Legal Considerations**

NIL

**Environmental Considerations**

NIL

**Cultural Considerations**

The specifics have been covered above.

HNZPT have already secured agreement in principle with Te Rūnanga o Moeraki.

**Publicity and Community Considerations**

WDC's CE would instruct WDC's Communications team to promote the recognition of Ōamaru's Historic Town Centre and Port being recognised as a National Historic Landmark as an achievement worth celebrating, and a credit to the people of Waitaki whose efforts over many years made this possible.



HERITAGE NEW ZEALAND  
POUHERE TAONGA

#### OWNER CONSENT

By signing this consent, you confirm that:

- HNZPT has explained the National Historic Landmarks programme to you and answered any questions you may have; and
- You agree to your places listed in **Appendix A** being included in the Ōamaru Historic Town Centre and Port National Historic Landmark.

#### CONSENT TO CONTACT PARTIES WITH REGISTERED INTERESTS

Please tick which applies:

- ☐ I/We give consent to Heritage New Zealand Pouhere Taonga to contact parties with a registered interest on the record of title on my behalf; or
- ☐ I/We will undertake to contact the registered interests on the title of the property and provide this to HNZPT

**Dated** this                      day of                      2025

Signed for and on behalf of Waitaki District Council

\_\_\_\_\_  
*Authorised Signatory*

in the presence of:

\_\_\_\_\_  
*Witness's signature:*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Full name*

\_\_\_\_\_  
*Occupation*

\_\_\_\_\_  
*Address*

\_\_\_\_\_

#### CONFIDENTIALITY

HNZPT will keep all of your personal information confidential.

#### OWNER CONSENT

We have obtained consent of the Owners of all properties that you have a registered interest in. We have also been provided consent to approach you to explain the National Historic Landmarks programme to you and seek consent from you in regard to your interest for the places listed in **Appendix A**.

#### REGISTERED INTERESTS

At **Appendix B** is a list of the registered interests that we are seeking consent from you for.

#### CONSENT FROM PARTY WITH REGISTERED INTEREST

By signing this consent, you confirm that:

- HNZPT has explained the National Historic Landmarks programme to you;
- You are the party with the registered interest as set out in Appendix B; and
- You consent to the inclusion of the place listed in Appendix A, and subject to your registered interest, to the Ōamaru Historic Town Centre and Port.

**Dated** this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Signed for and on behalf of Waitaki District Council

\_\_\_\_\_  
*Authorised Signatory*

in the presence of:

\_\_\_\_\_  
*Witness's signature:*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Full name*

\_\_\_\_\_  
*Occupation*

\_\_\_\_\_  
*Address*

\_\_\_\_\_



HERITAGE NEW ZEALAND  
POUHERE TAONGA

Waitaki District Council  
Private Bag 50058  
Oamaru 9444

**ATTN: Alex Parmley, Chief Executive**

31 March 2025

## **National Historic Landmarks Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu**

### **CONSENT TO INCLUSION OF PLACE ON LANDMARKS LIST**

#### **NOMINATION OF ŌAMARU HISTORIC TOWN CENTRE AND PORT**

Heritage New Zealand Pouhere Taonga (HNZPT) is partnering with the Ōamaru community to recognise its historic town centre and port as a National Historic Landmark Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu (National Historic Landmark) – the highest honour for historic sites in Aotearoa New Zealand. The National Historic Landmark programme officially recognises and highlights places of exceptional national heritage. Achieving this status would not only promote Ōamaru's unique heritage but also enhance efforts to protect the site from natural threats.

HNZPT is currently consulting with property owners, council, and iwi with the purpose of recommending to the Minister for Arts, Culture and Heritage that the Ōamaru Historic Town Centre and Port be recognised as a National Historic Landmark.

The Heritage New Zealand Pouhere Taonga Act 2014 sets out a number of criteria that must be met prior to HNZPT making such a recommendation. These include:

- the owner and every person with a registered interest in the place have given consent to the inclusion of the place on the National Historic Landmarks list; and
- an appropriate risk management plan is prepared and approved for the purpose by Heritage New Zealand Pouhere Taonga.

The Ōamaru Historic Town Centre and Port proposal includes a large number of places and all of these will need owner and registered interest consent before the recommendation is advanced. This document records your consent for inclusion of your places of ownership.

If you have any questions about the National Historic Landmarks programme at any stage, please do not hesitate to contact us at [infodeepsouth@heritage.org.nz](mailto:infodeepsouth@heritage.org.nz).

#### **NEXT STEPS**

HNZPT will recommend to the Minister of Culture and Heritage that Ōamaru Historic Town Centre and Port merits recognition and long-term protection as a Ngā Manawhenua o Aotearoa Me Ōna Kōrero Tūturu / National Historic Landmark for its outstanding historical and physical significance.

It is important for a National Historic Landmark to receive and demonstrate widespread public support. A formal public submission process will be open for a minimum of 20 working days. The proposal report and submission form will be available on our website. The submission period will be widely advertised through

local and national media outlets.

#### CONFIDENTIALITY

HNZPT will keep all of your personal information confidential. However, details of your place will be included in the National Historic Landmark recommendation, assessment and public notification process.

We are preparing a Risk Management Plan (RMP) for all places included in the Ōamaru Historic Town Centre and Port with owner assistance. This will not be part of the public notification process. The RMP will be provided to all places included in the Ōamaru Historic Town Centre and Port.

#### YOUR PROPERTIES

As described earlier, in order to progress with a recommendation for inclusion in the National Historic Landmarks list, consent is required from every registered owner of the relevant places.

Attached as **Appendix A** is the list of properties proposed to be included in the Ōamaru Historic Town Centre and Port National Historic Landmark, where **Waitaki District Council** is the registered owner.

#### REGISTERED INTERESTS

In addition to requiring consent from the registered owner of each place, we also require consent from every person with a registered interest in the place. There are two options for obtaining consent, HNZPT can approach the parties and explain the National Historic Landmark process and seek consent for inclusion of the place(s) on the Landmarks List; or you can approach each party who has a registered interest and seek consent.

Attached at **Appendix B** is a list of the registered interests and the relevant parties to those interests.



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POUHERE TAONGA

#### OWNER CONSENT

By signing this consent, you confirm that:

- HNZPT has explained the National Historic Landmarks programme to you and answered any questions you may have; and
- You agree to your places listed in **Appendix A** being included in the Ōamaru Historic Town Centre and Port National Historic Landmark.

#### CONSENT TO CONTACT PARTIES WITH REGISTERED INTERESTS

Please tick which applies:

- ☐ I/We give consent to Heritage New Zealand Pouhere Taonga to contact parties with a registered interest on the record of title on my behalf; or
- ☐ I/We will undertake to contact the registered interests on the title of the property and provide this to HNZPT

**Dated** this                      day of                      2025

Signed for and on behalf of Waitaki District Council

\_\_\_\_\_  
*Authorised Signatory*

in the presence of:

\_\_\_\_\_  
*Witness's signature:*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Full name*

\_\_\_\_\_  
*Occupation*

\_\_\_\_\_  
*Address*

\_\_\_\_\_

**Appendix A: Properties owned by Waitaki District Council within the extent of the proposed Ōamaru Historic Town Centre and Port National Historic Landmark**

<b>Property</b>	<b>Address</b>	<b>List no</b>	<b>Category</b>	<b>Legal description</b>
Oamaru Harbour Board Office (Former)	2 Harbour Street	4381	1	Lot 1 DP 332876 (134675)
AH Maude's Stores (Former)	4a and 4b Harbour Street	4691	2	Lot 2 DP 88 (134676)
J and T Meek's Grain Store (Former)	6 Harbour Street	2288	2	Lot 3 DP 88 (OT18C/519)
Sumpter's Grain Store (Former)	8 Harbour Street	4885	2	Lot 4 DP 88 (OT18C/520)
Anderson and Co. Flour and Grain Merchants' Store (Former)	10 Harbour Street	4627	2	Lot 5 DP 88 (OT18C/521)
Neill Brothers' Store (Former)	12 Harbour Street	4647	2	Lot 6 DP 88 (OT18C/521)
New Zealand Loan and Mercantile Company Warehouse	14 Harbour Street	354	1	Lots 7-8 DP 88 (OT294/243)
New Zealand Elevator Company's Building (Former)	Intersection of Tyne Street, Itchen Street and Humber Street	4881	1	Lot 9 Deposited Plan 285 (349401)
Colonial Bank of New Zealand (Former)	1 Thames Street and 8 Itchen Street	2279	2	Lots 31-32 DP 88 (OT15C/1041)
Thames Street Bridge	Thames Street	2305	1	Legal Road, Otago Land District
Bank of New South Wales (Former)	9 Thames Street	355	1	Town Sec 1 Blk IV Town of Oamaru (OT27/269)
Oamaru Chief Post Office (Former)	20 Thames Street	2294	1	Lot 1 DP 21229 (OT13A/1386)
Connell and Clowes' Store (Former)	1 Tyne Street and Harbour Street	2283	2	Lots 29-30 DP 88 (OT18C/649)



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POUHERE TAONGA

Criterion Hotel	3-5 Tyne Street	4689	1	Lots 25-28 DP 88 (OT18C/648)
Union Offices (Former)	7 Tyne Street	2307	2	Lot 24 DP 88 (OT18C/647)
Smith's Grain Store	9 Tyne Street	4380	1	Lots 22-23 DP 88 (OT18C/647)
National Mortgage and Agency Company Limited	11 Tyne Street	2275	2	Lots 20-21 DP 88 (OT18C/646)
Exchange Court	13 Tyne Street	2276	2	Lots 18-19 DP 88 (OT18C/646)
T.H. Brown's Store (Former)	25 Tyne Street	2289	2	Lots 9-10 DP 88 (OT413/83)
Townsend's Store (Former)	23 Tyne Street	4694	2	Lots 11-12 DP 88 (OT413/83)
T.H. Brown and Co.'s Auction Mart (Former)	17 Tyne Street	4687	2	Lots 15-16 DP 88, (OT413/83)
Ōamaru Harbour Breakwater and Macandrew Wharf	Waterfront Road, OAMARU	4882	1	Section 11 SO 500094 (RT 814656, NZ Gazette 2017 In 5786), Lot 1 DP 421926 (seabed, no title), Otago Land District



**Appendix B: Parties with a Registered Interest in Properties owned by Waitaki District Council**

<b>Property</b>	<b>Address</b>	<b>Interest</b>	<b>Other Party</b>
Oamaru Harbour Board Office (Former)	2 Harbour Street	Easement 6206432.2	Right of way in favour of Waitaki District Council (134676)
			Party Wall easement in favour of Waitaki District Council (134676)
		Lease 10643481.2 (RT 800188)	Oamaru Whitestone Civic Trust
AH Maude's Stores (Former)	4a and 4b Harbour Street	Lease 10643412.2 (RT 800123)	Oamaru Whitestone Civic Trust
		Mortgage 7040215.2	ANZ Bank New Zealand Limited
J and T Meek's Grain Store (Former)	6 Harbour Street	Lease 10625188.1 (800086)	Oamaru Whitestone Civic Trust
Sumpter's Grain Store (Former)	8 Harbour Street	Lease 10643000.1 (800105)	Oamaru Whitestone Civic Trust
Anderson and Co. Flour and Grain Merchants' Store (Former)	10 Harbour Street	Lease 10643054.1 (RT 800109)	Oamaru Whitestone Civic Trust
Neill Brothers' Store (Former)	12 Harbour Street		
New Zealand Loan and Mercantile Company Warehouse	14 Harbour Street	Lease 10625284.1 (RT 800104)	Oamaru Whitestone Civic Trust
New Zealand Elevator Company's Building (Former)	Intersection of Tyne Street, Itchen Street and Humber Street	Lease 13174286.1 (RT 1227944)	De Geest Properties Limited
Oamaru Chief Post Office (Former)	20 Thames Street	Easement 754403.3	Right of way, and rights to drain sewage and stormwater in favour of Chorus New Zealand Limited
		Covenant 766082.2	Heritage New Zealand Pouhere Taonga
Connell and Clowes' Store (Former)	1 Tyne Street and Harbour Street	Lease 12302437.1 (RT 1041448)	Allan James Wills and Carol Nena Scott
Criterion Hotel	3-5 Tyne St	Lease 10643286.1	Oamaru Whitestone Civic Trust



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		(RT 800120)	
		Mortgage 8381295.2 in relation to leasehold interest in 800120	Waitaki District Council
Union Offices (Former)	7 Tyne Street	Lease 10643236.1 (RT 800119)	Oamaru Whitestone Civic Trust
		Mortgage 6347476.2 in relation to leasehold interest in 800119	Waitaki District Council
Smith's Grain Store	9 Tyne Street	Lease 10643236.1 (RT 800119)	Oamaru Whitestone Civic Trust
		Mortgage 6347476.2 in relation to leasehold interest in 800119	Waitaki District Council
National Mortgage and Agency Company Limited	11 Tyne Street	Lease 10643317.1 (RT 800122)	Oamaru Whitestone Civic Trust
Exchange Chambers	13 Tyne Street		
T.H. Brown's Store (Former)	25 Tyne Street	Lease 12371323.1 (RT 1077285)	Stuart PC Limited
T.H. Brown and Co.'s Auction Mart (Former)	17 Tyne Street	Lease 10625351.2 (RT 802261)	Oamaru Whitestone Civic Trust
Townsend's Store (Former)	23 Tyne Street	Lease 12371337.1 (RT 1066171)	Phoenix On Tyne Limited



HERITAGE NEW ZEALAND  
POUHERE TAONGA

ATTN: Alex Parmley, Chief Executive

Waitaki District Council  
Private Bag 50058  
Oamaru 9444

27 March 2025

## **National Historic Landmarks** **Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu**

### **CONSENT AS PARTY WITH REGISTERED INTEREST**

#### **NOMINATION OF ŌAMARU HISTORIC TOWN CENTRE AND PORT**

Heritage New Zealand Pouhere Taonga (HNZPT) is partnering with the Ōamaru community to recognise its historic town centre and port as a National Historic Landmark Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu (National Historic Landmark) – the highest honour for historic sites in Aotearoa New Zealand. The National Historic Landmark programme officially recognises and highlights places of exceptional national heritage. Achieving this status would not only promote Ōamaru's unique heritage but also enhance efforts to protect the site from natural threats.

HNZPT is currently consulting with property owners, council, and iwi with the purpose of recommending to the Minister for Arts, Culture and Heritage that the Ōamaru Historic Town Centre and Port be recognised as a National Historic Landmark.

The Heritage New Zealand Pouhere Taonga Act 2014 sets out a number of criteria that must be met prior to HNZPT making such a recommendation. Of relevance to you is:

- the owner and every person with a registered interest in the place have given consent to the inclusion of the place on the Landmarks list.

The Ōamaru Historic Town Centre and Port proposal includes a large number of places and all of these will need owner and registered interest consent before the recommendation is advanced. This document seeks your consent as a party who has a registered interest on one of the titles for inclusion in the Ōamaru Historic Town Centre and Port.

If you have any questions about the National Historic Landmarks programme at any stage, please do not hesitate to contact us at [infodeepsouth@heritage.org.nz](mailto:infodeepsouth@heritage.org.nz).

#### **NEXT STEPS**

Once all consents are obtained, HNZPT will recommend to the Minister of Culture and Heritage that Ōamaru Historic Town Centre and Port merits recognition and long-term protection as a National Historic Landmark for its outstanding historical and physical significance.

It is important for a National Historic Landmark to receive and demonstrate widespread public support. A formal public submission process will be open for a minimum of 20 working days. The proposal report and submission form will be available on our website. The submission period will be widely advertised through local and national media outlets.

#### CONFIDENTIALITY

HNZPT will keep all of your personal information confidential.

#### OWNER CONSENT

We have obtained consent of the Owners of all properties that you have a registered interest in. We have also been provided consent to approach you to explain the National Historic Landmarks programme to you and seek consent from you in regard to your interest for the places listed in **Appendix A**.

#### REGISTERED INTERESTS

At **Appendix B** is a list of the registered interests that we are seeking consent from you for.

#### CONSENT FROM PARTY WITH REGISTERED INTEREST

By signing this consent, you confirm that:

- HNZPT has explained the National Historic Landmarks programme to you;
- You are the party with the registered interest as set out in Appendix B; and
- You consent to the inclusion of the place listed in Appendix A, and subject to your registered interest, to the Ōamaru Historic Town Centre and Port.

**Dated** this                      day of                      2024

Signed for and on behalf of Waitaki District Council

\_\_\_\_\_  
*Authorised Signatory*

in the presence of:

\_\_\_\_\_  
*Witness's signature:*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Full name*

\_\_\_\_\_  
*Occupation*

\_\_\_\_\_  
*Address*

\_\_\_\_\_



HERITAGE NEW ZEALAND  
POUHERE TAONGA

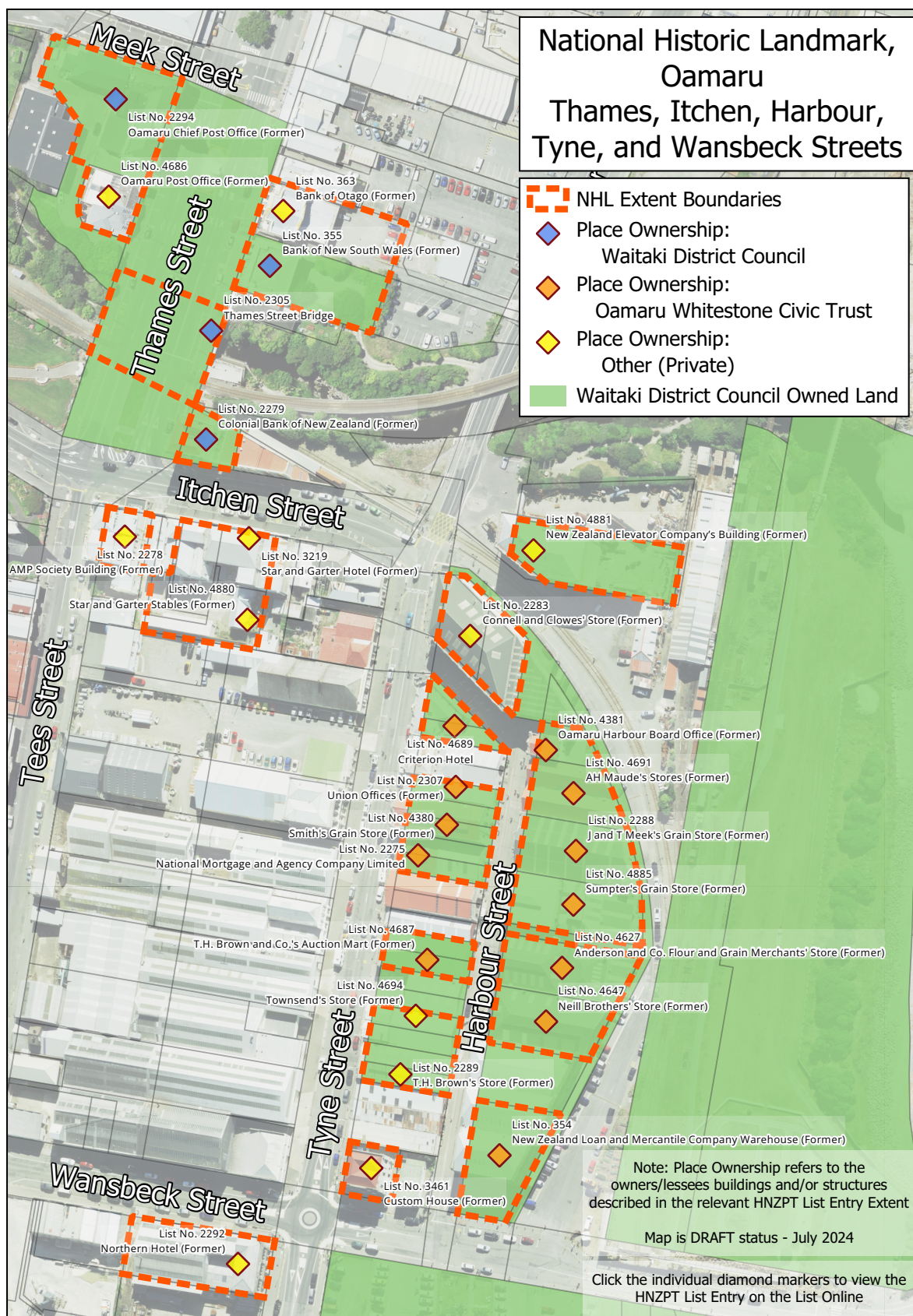
**Appendix A: Properties with Owner consent where Waitaki District Council has a registered interest**

Property	Address	List no	Category	Legal description
<b>Owner: Waitaki District Council</b>				
Oamaru Harbour Board Office (Former)	2 Harbour Street	4381	1	Lot 1 DP 332876 (RTs 134675, 800188), Otago Land District
Criterion Hotel	3-5 Tyne Street	4689	1	Lots 25-28 DP 88 (RT OT18C/648, 800120), Otago Land District
Union Offices (Former)	7 Tyne Street	2307	2	Lot 24 DP 88 (RT OT18C/647, 800119), Otago Land District
<b>Owner: Oamaru Repertory Society Incorporated</b>				
Star and Garter Hotel	13-17 Itchen Street	3219	1	Pt Lot 2 (RT OT194/26), Pt Lot 2 and Lots 3-7 DP 2633 (OT194/27), Otago Land District
<b>Owner: Dogterom Properties Limited</b>				
Star and Garter Hotel	13-17 Itchen Street	3219	1	Pt Lot 2 (RT OT194/26), Pt Lot 2 and Lots 3-7 DP 2633 (OT194/27), Otago Land District

**Appendix B: Registered Interests of Waitaki District Council**

Property	Address	Registered Interest
Oamaru Harbour Board Office (Former)	2 Harbour Street	Easement to Waitaki District Council
Criterion Hotel	3-5 Tyne Street	Mortgage 8381295.2 to Waitaki District Council
Union Offices (Former)	7 Tyne Street	Mortgage 6347476.2 to Waitaki District Council
Star and Garter Hotel	13-17 Itchen Street	Mortgage 773065 to Waitaki District Council (registered on OT194/26)
		Mortgage 666553 to Waitaki District Council (registered on OT194/26)
		Transfer and Grant of Easement 76647 to Waitaki District Council









National Historic Landmark Proposal	
When:	Thursday 8 February 2024
Where:	Council Chamber
Why:	<p>Heritage New Zealand Pouhere Taonga (HNZPT) seeks to initiate the assessment process for the Ōamaru Historic Town Centre and Port as a National Historic Landmark. This endeavour involves identifying contributing land and buildings owned by Waitaki District Council and other local landowners, including the Crown and Ōamaru Whitestone Civic Trust.</p> <p>National Historic Landmarks Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu represents a list of places of exceptional national heritage value, embodying the stories that define our collective identity as New Zealanders. Inclusion on this list signals the enduring significance of these places and guides the government's priorities in heritage conservation.</p> <p>The Ōamaru Historic Town Centre and Port is the first historic area proposed for the Landmarks programme, recognising its significance of its uniqueness as an area of multiple historic sites.</p> <p>Collaboration lies at the heart of the National Historic Landmarks programme, as we work together with local authorities, site owners, iwi, and community stakeholders to identify, recognise, and safeguard the heritage values of our significant places. Te Rūnanga o Moeraki and Ōamaru Whitestone Civic Trust have indicated in principle support for this proposal. This shared commitment ensures that our nation's cultural treasures are preserved and appreciated by all New Zealanders.</p>
How:	<p>To achieve recognition as a National Historic Landmark, a rigorous assessment is required to ensure it meets the criteria. To be considered, a heritage place must demonstrate:</p> <ul style="list-style-type: none"> <li>• its historical, physical, and/or cultural significance</li> <li>• support of mana whenua</li> <li>• national public support</li> <li>• a risk management plan approved by Heritage New Zealand Pouhere Taonga</li> <li>• owner agreement, and</li> <li>• appropriate legal protection</li> </ul> <p>The proposed extent of the National Historic Landmark will include sites of significance to Te Rūnanga o Moeraki, and/or sites that represent early encounters between Māori and Pākehā. HNZPT has begun consultation with Moeraki whānau and a cultural narrative is being commissioned to inform the assessment of significance and definition of the extent.</p> <p>The harbour, port and breakwater, and Makotukutuku/Cape Wanbrow are proposed for inclusion, and the associated warehousing and commercial precincts of Ōamaru Historic Precinct (centred on Harbour, Tyne, Tees, Itchen and Thames streets).</p>



	<p>Buildings and structures in Harbour, Tyne, Wansbeck, Tees, Itchen, Thames, Severn, Meek, Wear, Coquet and Medway Streets represent the range of functions that have shaped Ōamaru and given it a distinct identity – the warehousing, stores and office, shops and hotels, banks, civic and government buildings, as well as memorials and churches.</p> <p><b>Value Proposition for Waitaki District</b></p> <ul style="list-style-type: none"> <li>• Celebrating the historic character of the town and its buildings to promote visitation and ongoing economic use</li> <li>• HNZPT will guide the development of risk management plans for these places, improving resilience to climate change and natural disasters with reference to Waitaki District Climate Change Risk Framework</li> <li>• Leveraging assistance in emergency response</li> <li>• Leverage for funding</li> <li>• Consolidating Waitaki identity in alignment with Uplifting Waitaki: Hāpaitia te Waitaki Economic Development Strategy</li> <li>• The development of a cultural narrative for the region (in conjunction with Waitaki District Council)</li> </ul> <p><b>Resourcing</b> This is an HNZPT process and will be driven by staff who will liaise with Waitaki District Council's Heritage Advisor for council information. There is no direct resource requirement for Waitaki District Council.</p> <p><b>Timing</b> Recognition as a National Historic Landmark is generally a 2-3 year process. A full project plan with delivery milestones will be finalised by end June 2024.</p>
Who:	<ul style="list-style-type: none"> <li>• Heritage New Zealand Pouhere Taonga (Southern and Policy teams)</li> <li>• Waitaki District Council Heritage Advisor and properties, communications and economic development staff, as required</li> <li>• Te Rūnanga o Moeraki</li> <li>• Ōamaru Whitestone Civic Trust</li> <li>• Other property owners, and registered interests where relevant</li> </ul>
Conclusion:	<p>The town centre and port already experience the benefits of a vibrant historic area, thanks to the dedicated efforts of locals, community groups, and authorities.</p> <p>Designating this area as a National Historic Landmark would not only enhance and recognise its unique characteristics and the dedicated efforts of those who have preserved and activated the area to remarkable success, but also provide enhanced protection, ensuring its continued prosperity and cultural significance for generations to come.</p> <p>Heritage New Zealand Pouhere Taonga looks forward to ongoing involvement with Waitaki District Council as this proposal is further developed. Owner consent will be requested from Waitaki District Council at the completion of assessment and extent rationalisation for the proposed Oamaru Historic Town Centre and Port National Historic Landmark.</p>

## Appendices

1. Executive Summary and Historical Discussion
2. Proposed extent of the Oamaru Historic Town Centre and Port National Historic Landmark

## **Appendix 1.**

### **Executive Summary**

Heritage New Zealand Pouhere Taonga is initiating the process for listing the Ōamaru Historic Town Centre and Port as a National Historic Landmark, recognising its exceptional national heritage value and the stories it embodies in New Zealand's collective identity. The initiative established by the Heritage New Zealand Pouhere Taonga Act 2014, underscores a commitment to strategic conservation and collaboration among government agencies, local authorities, site owners, iwi, and community stakeholders.

HNZPT recommends places to the Minister for Arts, Culture & Heritage for approval following public and Ministerial consultation. Te Pitowhenua Waitangi Treaty Grounds was recognised as the first National Historic Landmark in June 2019 and public feedback was recently sought for the inclusion of the National War Memorial, Wellington in the programme. HNZPT has presented four additional sites to the Minister, who supported further investigation, including Ōamaru Historic Town Centre and Port.

The Ōamaru Historic Town Centre and Port represents the first historic area proposed for the Landmarks programme, highlighting its uniqueness as an area of multiple historic sites. The area already experiences economic benefits from tourism, hospitality, and retail revenue, among others, thanks to dedicated efforts of locals, community groups, and authorities in preserving and activating the area's historic values.

To achieve recognition as a National Historic Landmark, a rigorous assessment process is applied, requiring historical, physical, and/or cultural significance, mana whenua support, national public support, and appropriate legal protection. Collaboration with Te Rūnanga o Moeraki is underway to commission a cultural narrative, informing the assessment of significance and definition of the extent.

The proposed extent of the landmark includes the harbour, port, breakwater, and associated warehousing and commercial precincts, showcasing a range of functions that have shaped Ōamaru's distinct identity. Working closely with Te Rūnanga o Moeraki will ensure inclusion of Māori knowledge, perspectives, and voices in the listing process.

The designation of Ōamaru Historic Town Centre and Port as a National Historic Landmark aligns with efforts to preserve New Zealand's cultural heritage and promote dialogue around issues of identity, representation, and social justice, ensuring its continued prosperity and cultural significance for generations to come.

### **Historical Discussion**

Ōamaru, the name meaning 'the place of Maru' for Ngāi Tahu, was built on the proceeds from North Otago's rich bounty of grain and wool. Ōamaru's limestone buildings tell the story of a town built on the prosperity of the 1860s and 1870s, carving an identity in stone that was continued with the architectural styles of the 20th century. Ōamaru's buildings illustrate the archaeology and technologies of working stone, the history of the Ōamaru and the development of the town's cultural identity as it is reflected in the variety of architectural styles and forms over time.

The proposed extent of the listing represents the range of functions that have shaped Ōamaru and given it a distinct identity – the warehousing, stores and office, shops and hotels, banks, civic and government buildings, as well as memorials and churches. The extent will be defined to include building by architects that have made use of the qualities of limestone to create a striking identity for Ōamaru that combine to form a remarkable and coherent streetscape recognised as central to Ōamaru's identity.

Working closely with Te Rūnanga o Moeraki to develop a cultural narrative will identify and inform the full extent of the proposal. The cultural narrative will reference significant events, people, and traditional practices associated with the area. Understanding the area's cultural significance to past and present iwi and hapū and incorporating Māori knowledge, perspectives, and voices into the listing process, acknowledges the complexities of history and promotes dialogue around issues of identity, representation, and social justice, and will address the dynamic nature of the heritage area, exploring the full depth of how it has adapted over time to changing social, political, and environmental conditions.

Appendix 2.

Proposed extent of the Oamaru Historic Town Centre and Port National Historic Landmark



A National Historic Landmark must be situated within the extent of the existing Oamaru Historic Area (List No.7064) and Oamaru Harbour Historic Area (List No.7536).



HERITAGE NEW ZEALAND  
POUHERE TAONGA

Waitaki District Council  
Private Bag 50058  
Oamaru 9444

**ATTN: Alex Parmley, Chief Executive**

28 February 2025

## **National Historic Landmarks Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu**

### **CONSENT TO INCLUSION OF PLACE ON LANDMARKS LIST**

#### **NOMINATION OF ŌAMARU HISTORIC TOWN CENTRE AND PORT**

Heritage New Zealand Pouhere Taonga (HNZPT) is partnering with the Ōamaru community to recognise its historic town centre and port as a National Historic Landmark Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu (National Historic Landmark) – the highest honour for historic sites in Aotearoa New Zealand. The National Historic Landmark programme officially recognises and highlights places of exceptional national heritage. Achieving this status would not only promote Ōamaru's unique heritage but also enhance efforts to protect the site from natural threats.

HNZPT is currently consulting with property owners, council, and iwi with the purpose of recommending to the Minister for Arts, Culture and Heritage that the Ōamaru Historic Town Centre and Port be recognised as a National Historic Landmark.

The Heritage New Zealand Pouhere Taonga Act 2014 sets out a number of criteria that must be met prior to HNZPT making such a recommendation. These include:

- the owner and every person with a registered interest in the place have given consent to the inclusion of the place on the National Historic Landmarks list; and
- an appropriate risk management plan is prepared and approved for the purpose by Heritage New Zealand Pouhere Taonga.

The Ōamaru Historic Town Centre and Port proposal includes a large number of places and all of these will need owner and registered interest consent before the recommendation is advanced. This document records your consent for inclusion of your places of ownership.

If you have any questions about the National Historic Landmarks programme at any stage, please do not hesitate to contact us at [infodeepsouth@heritage.org.nz](mailto:infodeepsouth@heritage.org.nz).

#### **NEXT STEPS**

HNZPT will recommend to the Minister of Culture and Heritage that Ōamaru Historic Town Centre and Port merits recognition and long-term protection as a Ngā Manawhenua o Aotearoa Me Ōna Kōrero Tūturu / National Historic Landmark for its outstanding historical and physical significance.

It is important for a National Historic Landmark to receive and demonstrate widespread public support. A formal public submission process will be open for a minimum of 20 working days. The proposal report and submission form will be available on our website. The submission period will be widely advertised through

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local and national media outlets.

#### CONFIDENTIALITY

HNZPT will keep all of your personal information confidential. However, details of your place will be included in the National Historic Landmark recommendation, assessment and public notification process.

We are preparing a Risk Management Plan (RMP) for all places included in the Ōamaru Historic Town Centre and Port with owner assistance. This will not be part of the public notification process. The RMP will be provided to all places included in the Ōamaru Historic Town Centre and Port.

#### YOUR PROPERTIES

As described earlier, in order to progress with a recommendation for inclusion in the National Historic Landmarks list, consent is required from every registered owner of the relevant places.

Attached as **Appendix A** is the list of properties proposed to be included in the Ōamaru Historic Town Centre and Port National Historic Landmark, where **Waitaki District Council** is the registered owner.

#### REGISTERED INTERESTS

In addition to requiring consent from the registered owner of each place, we also require consent from every person with a registered interest in the place. There are two options for obtaining consent, HNZPT can approach the parties and explain the National Historic Landmark process and seek consent for inclusion of the place(s) on the Landmarks List; or you can approach each party who has a registered interest and seek consent.

Attached at **Appendix B** is a list of the registered interests and the relevant parties to those interests.



HERITAGE NEW ZEALAND  
POUHERE TAONGA

#### OWNER CONSENT

By signing this consent, you confirm that:

- HNZPT has explained the National Historic Landmarks programme to you and answered any questions you may have; and
- You agree to your places listed in **Appendix A** being included in the Ōamaru Historic Town Centre and Port National Historic Landmark.

#### CONSENT TO CONTACT PARTIES WITH REGISTERED INTERESTS

Please tick which applies:

- ☐ I/We give consent to Heritage New Zealand Pouhere Taonga to contact parties with a registered interests on the record of title on my behalf; or
- ☐ I/We will undertake to contact the registered interests on the title of the property and provide this to HNZPT

**Dated** this                      day of                      2025

Signed for and on behalf of Waitaki District Council

\_\_\_\_\_  
*Authorised Signatory*

in the presence of:

\_\_\_\_\_  
*Witness's signature:*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Full name*

\_\_\_\_\_  
*Occupation*

\_\_\_\_\_  
*Address*

**Appendix A: Properties owned by Waitaki District Council within the extent of the proposed Ōamaru Historic Town Centre and Port National Historic Landmark**

<b>Property</b>	<b>Address</b>	<b>List no</b>	<b>Category</b>	<b>Legal description</b>
Oamaru Harbour Board Office (Former)	2 Harbour Street	4381	1	Lot 1 DP 332876 (134675)
AH Maude's Stores (Former)	4a and 4b Harbour Street	4691	2	Lot 2 DP 88 (134676)
J and T Meek's Grain Store (Former)	6 Harbour Street	2288	2	Lot 3 DP 88 (OT18C/519)
Sumpter's Grain Store (Former)	8 Harbour Street	4885	2	Lot 4 DP 88 (OT18C/520)
Anderson and Co. Flour and Grain Merchants' Store (Former)	10 Harbour Street	4627	2	Lot 5 DP 88 (OT18C/521)
Neill Brothers' Store (Former)	12 Harbour Street	4647	2	Lot 6 DP 88 (OT18C/521)
New Zealand Loan and Mercantile Company Warehouse	14 Harbour Street	354	1	Lots 7-8 DP 88 (OT294/243)
New Zealand Elevator Company's Building (Former)	Intersection of Tyne Street, Itchen Street and Humber Street	4881	1	Lot 9 Deposited Plan 285 (349401)
Colonial Bank of New Zealand (Former)	1 Thames Street and 8 Itchen Street	2279	2	Lots 31-32 DP 88 (OT15C/1041)
Thames Street Bridge	Thames Street	2305	1	Legal Road, Otago Land District
Bank of New South Wales (Former)	9 Thames Street	355	1	Town Sec 1 Blk IV Town of Oamaru (OT27/269)
Oamaru Chief Post Office (Former)	20 Thames Street	2294	1	Lot 1 DP 21229 (OT13A/1386)
Connell and Clowes' Store (Former)	1 Tyne Street and Harbour Street	2283	2	Lots 29-30 DP 88 (OT18C/649)





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Criterion Hotel	3-5 Tyne Street	4689	1	Lots 25-28 DP 88 (OT18C/648)
Union Offices (Former)	7 Tyne Street	2307	2	Lot 24 DP 88 (OT18C/647)
Smith's Grain Store	9 Tyne Street	4380	1	Lots 22-23 DP 88 (OT18C/647)
National Mortgage and Agency Company Limited	11 Tyne Street	2275	2	Lots 20-21 DP 88 (OT18C/646)
Exchange Court	13 Tyne Street	2276	2	Lots 18-19 DP 88 (OT18C/646)
T.H. Brown's Store (Former)	25 Tyne Street	2289	2	Lots 9-10 DP 88 (OT413/83)
Townsend's Store (Former)	23 Tyne Street	4694	2	Lots 11-12 DP 88 (OT413/83)
T.H. Brown and Co.'s Auction Mart (Former)	17 Tyne Street	4687	2	Lots 15-16 DP 88, (OT413/83)
Ōamaru Harbour Breakwater and Macandrew Wharf	Waterfront Road, OAMARU	4882	1	Section 11 SO 500094 (RT 814656, NZ Gazette 2017 In 5786), Lot 1 DP 421926 (seabed, no title), Otago Land District

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**Appendix B: Parties with a Registered Interest in Properties owned by Waitaki District Council**

<b>Property</b>	<b>Address</b>	<b>Interest</b>	<b>Other Party</b>
Oamaru Harbour Board Office (Former)	2 Harbour Street	Easement 6206432.2	Right of way in favour of Waitaki District Council (134676)
			Party Wall easement in favour of Waitaki District Council (134676)
		Lease 10643481.2 (RT 800188)	Oamaru Whitestone Civic Trust
AH Maude's Stores (Former)	4a and 4b Harbour Street	Lease 10643412.2 (RT 800123)	Oamaru Whitestone Civic Trust
		Mortgage 7040215.2	ANZ Bank New Zealand Limited
J and T Meek's Grain Store (Former)	6 Harbour Street	Lease 10625188.1 (800086)	Oamaru Whitestone Civic Trust
Sumpter's Grain Store (Former)	8 Harbour Street	Lease 10643000.1 (800105)	Oamaru Whitestone Civic Trust
Anderson and Co. Flour and Grain Merchants' Store (Former)	10 Harbour Street	Lease 10643054.1 (RT 800109)	Oamaru Whitestone Civic Trust
Neill Brothers' Store (Former)	12 Harbour Street		
New Zealand Loan and Mercantile Company Warehouse	14 Harbour Street	Lease 10625284.1 (RT 800104)	Oamaru Whitestone Civic Trust
New Zealand Elevator Company's Building (Former)	Intersection of Tyne Street, Itchen Street and Humber Street	Lease 7321031.1 (RT 349401)	De Geest Properties Limited
Oamaru Chief Post Office (Former)	20 Thames Street	Easement 754403.3	Right of way, and rights to drain sewage and stormwater in favour of Chorus New Zealand Limited
		Covenant 766082.2	Heritage New Zealand Pouhere Taonga
Connell and Clowes' Store (Former)	1 Tyne Street and Harbour Street	Lease 12302437.1 (RT 1041448)	Allan James Wills and Carol Nena Scott
Criterion Hotel	3-5 Tyne St	Lease 10643286.1	Oamaru Whitestone Civic Trust



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		(RT 800120)	
		Mortgage 8381295.2 in relation to leasehold interest in 800120	Waitaki District Council
Union Offices (Former)	7 Tyne Street	Lease 10643236.1 (RT 800119)	Oamaru Whitestone Civic Trust
		Mortgage 6347476.2 in relation to leasehold interest in 800119	Waitaki District Council
Smith's Grain Store	9 Tyne Street	Lease 10643236.1 (RT 800119)	Oamaru Whitestone Civic Trust
		Mortgage 6347476.2 in relation to leasehold interest in 800119	Waitaki District Council
National Mortgage and Agency Company Limited	11 Tyne Street	Lease 10643317.1 (RT 800122)	Oamaru Whitestone Civic Trust
Exchange Court	13 Tyne Street		
T.H. Brown's Store (Former)	25 Tyne Street	Lease 12371323.1 (RT 1077285)	Stuart PC Limited
T.H. Brown and Co.'s Auction Mart (Former)	17 Tyne Street	Lease 10625351.2 (RT 802261)	Oamaru Whitestone Civic Trust
Townsend's Store (Former)	23 Tyne Street	Lease 12371337.1 (RT 1066171)	Phoenix On Tyne Limited



## NHL letter - update

From Sarah Gallagher <SGallagher@heritage.org.nz>

Date Wed 4/9/2025 11:41 AM

To Mark Smith <mark.smith@waitaki.govt.nz>

Kia ora Mark

Good to talk with your earlier.

I will be in town on Tuesday 15<sup>th</sup>. I will to be available to *anyone* in council who has questions or requires clarity.

### 1. What is the legislative burden/requirement on property owners to maintain, restore or otherwise care for any property that becomes part of a National Historic Landmark?

There is no legislative burden. As stated in the HNZPTA s81(2) the Landmarks list is about **promoting the conservation and protections from natural disasters to the greatest extent practicable**. All of these places in the proposal are already scheduled on the WDC plan and are subject to its protection.

The Risk Management Plan identified in HNZPTA s82(5) **will include details to establish that the place will be managed to the highest practicable standard of care**. This means the plan will outline

- (2) The purpose of the Landmarks list is to promote—
  - (a) an appreciation of the places of greatest heritage value to the people of New Zealand; and
  - (b) the conservation of such places, including their protection from natural disasters, to the greatest extent practicable.

<https://www.legislation.govt.nz/act/public/2014/0026/latest/DLM5034940.html>

HNZPTA s82(3) states before this proposal goes to the minister

- (3) Before Heritage New Zealand Pouhere Taonga may make a recommendation to the Minister, it must—
  - (a) invite public submissions on a proposal to include a specified place on the Landmarks list; and
  - (b) have regard to any submissions received.
- (4) Heritage New Zealand Pouhere Taonga must not propose that a place be included on the Landmarks list unless it is satisfied that—
  - (a) the place is subject to appropriate legal protection; and
  - (b) the owner and every person with a registered interest in the place have given consent to the inclusion of the place on the Landmarks list; and
  - (c) the owner has prepared an appropriate risk management plan approved for the purpose by Heritage New Zealand Pouhere Taonga.
- (5) The plan required by subsection (4)(c) must include details to establish—
  - (a) how the effects on the place of natural disasters are to be mitigated; and
  - (b) that the place will be managed to the highest practicable standard of care.

<https://www.legislation.govt.nz/act/public/2014/0026/latest/DLM5034941.html>

### 2. What is required to include Sumpter Wharf in the listing for the NHL if that is requested by Elected Members?

If Elected Members want Sumpter Wharf included, it could be added to the letter before the CE signs off.

HNZPT would need to include Sumpter Wharf in the Risk Management Plan which would require some additional work by HNZPT with information provided by WDC Heritage Advisor. Any interested parties on the title would also need to be contacted and their consent provided following receipt of the WDC signed letter of consent as an owner.

**Note** – public submissions are required under the HNZPTA. We are required to have regard for any submissions received. It is possible that members of the public may suggest other buildings and structures to be considered. Any suggestions will have to meet the requirements as stated in the legislation above.

Kā mihi  
Sarah

**Sarah Gallagher** (she/her) | Area Manager Kaiwhakahaere a-Takiwa | Heritage New Zealand Pouhere Taonga | Level 2, Standard Building, 201 Princes Street, Dunedin | PO Box 5467 Dunedin 9058, New Zealand | Ph: +64 (03) 477 9871 | mobile: 027 276 6294 Email: [sgallagher@heritage.org.nz](mailto:sgallagher@heritage.org.nz)  
ORCID: [0000-0003-0675-9424](https://orcid.org/0000-0003-0675-9424)

Visit [www.heritage.org.nz](http://www.heritage.org.nz) and learn more about New Zealand's heritage places

HNZPT is currently consulting on our Statements of General Policy – we welcome your submission <https://www.heritage.org.nz/about/currently-consulting-on>

**Tairangahia a tua whakarere; Tatakia nga reanga o amuri ake nei – Honouring the past; Inspiring the future**

This communication may be a privileged communication. If you are not the intended recipient, then you are not authorised to retain, copy or distribute it. Please notify the sender and delete the message in its entirety.

## Further information and publicity about this initiative

### HNZPT webpage about the Ōamaru NHL proposal

- Ōamaru's historic town centre moves toward National Historic Landmark status <https://www.heritage.org.nz/news/stories/oamaru-historic-town-centre-moves-toward-national-historic-landmark-status>

### Media mentions

- Anderson, Lydia., 'Initiative launched to recognise Ōamaru as a National Historic Landmark.' *RNZ* <https://www.rnz.co.nz/news/national/533585/initiative-launched-to-recognise-oamaru-as-a-national-historic-landmark> (12 November 2024).
- Historic landmark status sought for Oamaru *Otago Daily Times* <https://www.odt.co.nz/regions/north-otago/historic-landmark-status-sought-oamaru> (12 November 2024)
- McMahon, Brendon., Landmark status sought *Otago Daily Times* <https://www.odt.co.nz/regions/north-otago/landmark-status-sought> (14 November 2024)
- McMahon, Brendon., Push for landmark status 'going really, really well' *Otago Daily Times* <https://www.odt.co.nz/regions/north-otago/push-landmark-status-going-really-really-well> (18 November 2024)
- McMahon, Brendon., 'Heritage precinct 'key' tourism spot.' *Otago Daily Times* <https://www.odt.co.nz/regions/north-otago/heritage-precinct-%E2%80%98key%E2%80%99-tourism-spot> (4 January 2025).
- *Timaru Courier.*, 'Historic recognition for Oamaru.' [https://media.truescope.com/lexisnexis/20241113033050\\_a482d3ed-2e39-4022-ab69-c57176fdafa5.pdf](https://media.truescope.com/lexisnexis/20241113033050_a482d3ed-2e39-4022-ab69-c57176fdafa5.pdf), 13 November 2024.
- Waitaki District Council., "Heritage NZ propose national historic landmark status for Ōamaru," *The Waitaki Weekly*. Issue 228 <https://mailchi.mp/waitaki/weekly-newsletter-15-november-2024?e=1867ca886b>, 15 November 2024.
- McMahon, Brendon., 'National landmark bid on track' *Oamaru Mail* (4 April 2025)

3 April 2025

Dr Mark Smith,  
Waitaki District Council,  
20 Thames St,  
Ōamaru,  
9400

Tēnā koe Mark

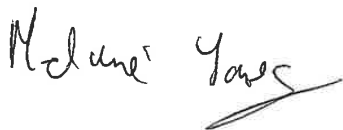
Thank you so much for the opportunity to comment on the proposal for Waitaki District Council (WDC) to consent to the inclusion of Council owned property in the Oamaru Historic Town Centre and Port National Historic Landmark proposal.

The Uplifting Waitaki: Hāpaitia te Waitaki Economic Development strategy sees Ōamaru's historic town centre as a key part of building a strong and thriving future. The town has incredible natural and historic features, and a recent Economic Impact study confirmed that the Ōamaru Historic Precinct is a major attraction for visitors.

The National Historic Landmarks programme highlights places of exceptional national heritage value. If Ōamaru is recognized as a landmark, it will help promote its unique heritage and the town's rich stories to a wider audience.

Landmark status presents a significant opportunity to elevate the profile of Ōamaru and Waitaki both nationally and internationally.

Ngā mihi nui,



Melanie Jones  
**Community & Economic Development Manager,  
Waitaki District Council**

3 April 2025

Dr Mark Smith,  
Waitaki District Council,  
20 Thames St,  
Ōamaru,  
9400

Tēnā koe Mark

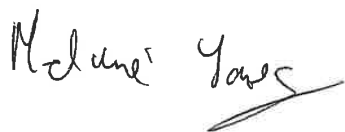
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Landmark status presents a significant opportunity to elevate the profile of Ōamaru and Waitaki both nationally and internationally.

Ngā mihi nui,



Melanie Jones  
**Community & Economic Development Manager,  
Waitaki District Council**

**Tourism Waitaki Limited**

*17 Waterfront Road  
Ōamaru 9400  
New Zealand*

**26 March 2025**

Dear Sir/Madam,

**Letter of Support for Ōamaru Historic Town Centre and Port as a National Historic Landmark**

Tourism Waitaki is pleased to offer its full support for Heritage New Zealand Pouhere Taonga's proposal to designate the Ōamaru Historic Town Centre and Port as a National Historic Landmark (NHL). As an organisation dedicated to promoting and supporting tourism in the Waitaki District, we firmly believe that this designation will enhance the cultural, social, economic, and environmental well-being of both Ōamaru and the broader Waitaki region.

Tourism Waitaki has been a part of this community for many years, and our mission is to attract visitors to our region while showcasing the unique historical, natural, and cultural assets that make Waitaki special. Our organisation has seen visitor numbers grow significantly, with thousands of tourists annually visiting Ōamaru and the surrounding areas. Visitors are drawn to our distinctive Victorian architecture, local heritage, and thriving arts scene. Visitor feedback consistently highlights the importance of the town's rich history, including the iconic historic town centre, harbour area, and the preserved stone buildings that reflect the area's unique architectural and cultural significance.

The Ōamaru Historic Town Centre and Port represent the heart of our community's identity. The area stands as a testament to the region's early European settlement, its prominent role in New Zealand's trade history, and the ongoing cultural significance of the Victorian era. The historic precinct, with its Victorian architectural heritage, provides not only a window into the past but also a living, breathing part of our present, as it continues to attract visitors and contribute to the local economy.

We strongly believe that the designation of the Ōamaru Historic Town Centre and Port as a NHL would bring significant benefits to our community. From an economic perspective, the NHL status would likely attract even more visitors, generating increased demand for local services, accommodation, and dining, contributing to the sustainability and growth of local businesses. Additionally, increased national and international recognition of the area would foster a sense of pride in the community and strengthen our local identity.

The NHL designation would also provide opportunities for the further protection and preservation of the area's heritage, ensuring that future generations can continue to enjoy the unique character of the town and its historical assets. This would have significant environmental and cultural benefits, safeguarding the region's heritage for future tourism and educational purposes. Moreover, the increased recognition of the area would provide an



opportunity to promote cultural initiatives, partnerships, and local storytelling, enhancing the social well-being of the community.

The broader impact of the NHL status would also extend to the Waitaki District's cultural, environmental, and social fabric, strengthening connections between the local community, visitors, and the region's rich history. We believe that an NHL designation would attract scholars, heritage professionals, and enthusiasts, further solidifying Ōamaru and Waitaki as a centre for cultural and historical learning and exploration.

In conclusion, we believe that the proposed NHL status for Ōamaru's Historic Town Centre and Port would significantly contribute to the continued growth and well-being of our community. It would preserve and celebrate an important part of New Zealand's heritage, and Tourism Waitaki supports this initiative.

Thank you for considering the proposal. We are confident that the National Historic Landmark designation will bring lasting benefits to the Waitaki District and its people, enhancing the cultural and economic vibrancy of Ōamaru for years to come.

Yours faithfully,

Philippa Agnew

General Manager  
Tourism Waitaki Limited



3<sup>rd</sup> of March 2025

The Oamaru Whitestone Civic Trust  
Harbour Board Building  
2 Harbour Street  
Oamaru

Regarding: public submission for the National Historic Landmark.

I am writing to express our support for the designation of Ōamaru Historic Town Centre and Port as a Ngā Manawhenua o Aotearoa Me Ōna Kōrero Tūturu/National Historic Landmark—a place of outstanding national heritage value. This site stands as a testament to New Zealand's rich cultural heritage and offers a unique perspective into our nation's regional history.

The Oamaru Whitestone Civic Trust was founded in the 1980s during a time that saw many heritage buildings and street scapes lost or changed to make way for modernity, the Trust was founded with the single goal of protecting the built heritage of North Otago / Waitaki.

For almost forty years the Trust has worked mostly with volunteers to protect and preserve the unique built heritage that forms the Heritage Precinct in Oamaru, through adaptive reuse of these buildings the Trust has built a thriving community of business owners and created one of the South Island leading heritage destinations.

Not only is the Heritage Precinct a destination for tourists, but it is also a hub for the local community, not only helping to support the local economy it has also become a hub for arts and culture,

Hosted with in the precinct are three large annual festivals:

- The Harbour Street Jazz and Blues, a free music festival, attracting over 5000 people spanning three days.
- Heritage Celebrations, celebrating all things heritage, this festival highlights and show cases the unique history of Oamaru and attract thousands of people annually.
- Steam Punk, Oamaru is the official Steam Punk capital of the world, attracting people from all around the world



Quotes from a recent economic impact study commissioned by the Trust in conjunction with Waitaki District Council has shown how important heritage is to the district

“Oamaru’s Heritage Precinct is a key drawcard that attracts people to Ōamaru in the first place. These visitors also spend significant amounts of money in other parts of Ōamaru during the remainder of their stay.

Activities by businesses in the Heritage Precinct collectively contribute a total of \$10.6 million of GDP to Ōamaru’s economy annually and provide 182 jobs.

The Heritage Precinct is directly responsible for 1.3% of all economic activity that occurs in Ōamaru’s urban boundary and 0.5% of GDP across Waitaki District.”

As owners of 16 of the buildings within the proposed NHL site we are excited by the opportunities that this proposal can bring not only to the Oamaru Whitestone Civic Trust but to a district as a whole and help promote this amazing period in our nation’s history.

Kind regards

Jacob Barwick  
Property Manager



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**RE: Please send me something like this**

---

**From** Claire Foster <cfoster@waitaki.govt.nz>  
**Date** Sun 4/13/2025 11:30 AM  
**To** Mark Smith <mark.smith@waitaki.govt.nz>

Hi Mark

Commercial and Property supports the National Heritage Landmarks proposal for the Oamaru Historic Town Centre , including Oamaru Harbour Breakwater and Macandrew Wharf. Recognising and protecting these treasured sites not only honours our unique architectural and cultural legacy but also boosts community pride and encourages sustainable tourism. Preserving Oamaru's rich history ensures future generations can learn from and appreciate the unique stories and experiences that have shaped this vibrant town.

**Claire Foster**  
Commercial & Property Lead

## 6.6 2025 TRIENNIAL ELECTIONS

**Author:** Carole Hansen, Executive Assistant to People and Culture Group Manager

**Authoriser:** Alex Parmley, Chief Executive

### RECOMMENDATIONS

That Council:

1. Pursuant to Section 36 (2) of the Local Electoral Act 2001, agrees that the 2025 triennial elections are to be conducted using the postal voting method.
2. Pursuant to Clause 31(1) of the Local Electoral Act Regulations 2001, agrees that the names of the candidates at the 2025 and 2028 triennial council elections and any subsequent by-elections are to be arranged in random order of surname.
- 1.

### DECISION OBJECTIVE

To seek approval for postal voting and a determination of the order in which candidate names are to be shown on the voting documents used for the 2025 and 2028 triennial council elections and any subsequent by-elections triennial elections for Waitaki District Council and the Oamaru Licensing Trust.

### SUMMARY

It is proposed that Council decides on the order in which candidate names will appear on voting papers.

### DECISION-MAKING EXPECTATIONS

Governance Decision-Making:	Approval of voting method and display of candidate order
Operational Decision-Making:	Implementation of approved instruction to Electionz.com for process
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	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No

Consultation	No	Publicity and Communication	No
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## **BACKGROUND**

### **Method of Voting**

Section 36(2) of the Local Electoral Act 2001 states that an election must be conducted by postal voting unless Council resolves otherwise. Following discussion at the March meeting of Council, questions were asked about the voting methods. The following additional information was sought from the current election contractor to allow further discussion and inform decision making at the April Council meeting.

### **Allowable Voting Methods**

Local authority elections can currently be conducted by postal or booth voting or a combination of both. While the Local Electoral Act 2001 (LEA) also includes provision for local authorities to use electronic voting, that is not a current legal option until it receives Ministerial approval.

All Waitaki District Council elections have been conducted using postal voting since 1989. In 1992, Hutt City Council conducted their triennial elections by booth voting which resulted in a 25.3% return, down from 45.5% achieved under postal voting for their 1989 triennial election. Subsequent elections for Hutt City Council have been conducted by postal vote.

Local authorities can resolve to change their voting method. In the absence of any resolution to do otherwise, the voting method defaults to postal voting.

### **Voter Participation Levels for Waitaki District Council**

The following table shows the participation levels for Waitaki DC elections for the past 5 triennial elections.

Year	No. of electors voting	Waitaki DC %	NZ % (rounded)
2010	9,024	57.73	49.0
2013	8,837	56.73	41.0
2016	8,049	50.67	42.0
2019	8,593	54.38	42.0
2022	8,115	49.29	41.0

In addition to the obvious need for access to voting facilities, participation in local body elections is also influenced by factors like the size of the voting population, the demographics of that population and political influences within that population. In general, South Island councils, especially those with smaller populations, tend to have higher voter returns, older voters tend to vote more than younger voters and councils with close mayoral contests tend to have higher return rates.

## **POSTAL VOTING**

### **How Does the Postal Voting Method Work**

The postal voting model used by Waitaki District Council for the 2022 triennial election entailed:

1. Voter packs being printed and mailed to enrolled electors from 16 September.
2. Electors marking and returning their completed voting paper in a reply-paid envelope or delivering it to an advertised drop off-point within the 22.5 day voting period.

3. Anyone requiring a new or replacement voter pack needed to apply for a special vote and complete a declaration as part of that process confirming they have not already voted. This could be done throughout the voting period.
4. Voting closed at midday on Saturday 8 October.
5. Completed voting papers and special votes were returned to electionz.com's vote processing site in Christchurch and were processed via an independently audited process.
6. A progress result was issued within 2 hours of the close of voting on Saturday 8 October 2022. The final result declaration was issued after all special votes had been processed on Friday, 14 October 2022.

### **Advantages of Postal Voting**

1. Relatively easy to administer compared to booth voting.
2. Most electors receive voting papers to their mailbox within a week, avoiding the need to travel to vote.
3. Electors have an extended period to receive their voter packs and exercise their vote.
4. Overall participation is less likely to be impacted by weather and other localised events.
5. Cost effective compared to other methods.

### **Disadvantages of Postal Voting**

1. Becoming increasingly expensive to use.
2. Some post bins have been removed making it harder for some electors to return their completed voting papers.
3. Delivery relies on electors keeping their enrolment details up to date. More electors are not doing this.
4. There are concerns about the security of voter packs delivered to old addresses.
5. The length of the voting period can lead to inertia/voter apathy leading to some electors 'not getting around to it'.

### **How much will the 2025 Election Cost Under the Postal Voting Method**

At this stage of the election process there are a number of unknown variables that prevent us from being able to confirm the final cost of the 2025 election for Council. These include, but aren't limited to:

- The number of candidates in each election
- The number of enrolled electors
- The number of electors voting as special voters
- Council's internal costs to promote and administer the election
- The cost share that can be recovered from other organisations (Otago Regional Council and Oamaru Licensing Trust).

NZ Post have recently released their postal rates for this year's election and electionz.com have provided an updated estimate of external costs for the 2025 election of \$189,000. That estimated cost represents an increase of 29% on the external cost of the 2022 election. It is likely that we will have additional internal costs estimated to be \$15,000.

## **BOOTH VOTING**

### **What is Booth Voting**

A polling place is a venue provided for booth voting. Each ward area would need to have at least one polling place. Each polling place must contain one or more polling booths where voting documents can be issued. Each polling booth must contain one or more inner compartments that allow voters to mark their voting papers in secret and suitable containers to allow marked voting papers to be returned to. In most cases, polling places will also need to provide special voting facilities for new electors or electors wanting to vote outside their ward (or community board) area.

Polling places can be provided up to 20 consecutive days before the close of voting. If provided, polling places need to remain open until 7pm on the last day of voting (polling day).

### **What's Triggered the Interest in Booth Voting**

Local Government New Zealand (LGNZ), through their Electoral Reform Working Group (ERWG) has recently issued a draft position paper recommending a range of proposed changes for local body elections to address falling participation, including a recommendation to move away from using the postal voting method for council elections from 2028.

### **Requirements for Booth Voting**

1. Resolution from council adopting booth voting as an allowed voting method.
2. Confirmation of the period when booth voting would be provided, the venues to be used and the operating times of those venues.
3. Confirmation of the scope of facilities to be provided for electors wanting to vote early or who reside outside the Waitaki and cannot attend a provided polling place.
4. Provision of those polling place venues.
5. Provision of staff to operate the polling places.
6. Provision of training for those staff.
7. Provision of voting documents to those venues.
8. Provision of printing and computer facilities at those venues.
9. Security of those venues.
10. Either counting of votes at those polling places or transport of the voting papers returned from those polling places to a centralised processing centre.

### **Estimated Costs of Booth Voting**

Before any detailed costing could be provided, Council would need to agree the number of polling places to be provided, the operating hours and level of service to be available at each venue and the level of information to be provided to electors.

For parliamentary elections, electors receive an advance 'easy vote' card in the post with information about the elector designed to speed up their voting experience. It also includes details about the candidates to allow electors to undertake further research if required. Some form of notification process would be required for council elections. That could be broad based i.e. via a media campaign or targeted to each elector by post. If a targeted notification process was adopted, we would expect the candidate information booklet that's currently included in the voter packs would need to be made available to minimise queueing as well as a listing of the polling place locations and an easy vote



card would be mailed to the electors in early September. Electionz.com cost estimate for that component, depending on the confirmed scope, would be between \$30,000 to \$100,000.

Electionz.com believe a coordinator would be required to scope, implement and then manage the project including carrying out training. Depending on the agreed project parameters, it is estimated that we would require a 9 to 12 month appointment time, at a cost of between \$50,000 to \$75,000. Other external support staff would be required to provide support during the agreed voting period. It is estimated that between \$10,000 and \$15,000 would be required for that resource. Some form of alternative voting system would need to be provided for absentee voters or those wanting to vote in advance of the booth voting period. That is likely to be a combination of postal voting and booth voting over an extended period available from at least one office to cater for up to 5,000 electors. We have allowed an estimated range of \$10,000 to \$25,000 for this component.

We anticipate the following requirements for each polling place. Whilst electionz.com has previously noted an absolute minimum requirement of one polling place per ward, they have advised that in reality we would need to be at least 4 per ward. On current projections it is estimated that a daily cost of \$5,000 is to provide this level of service.

	<b>Detail</b>
<b>Staffing</b>	1 polling place manager 3 issuing staff 1 security staff
<b>Premises Rental</b>	Area hall or school building etc.
<b>Voting Materials</b>	Supply of voting papers
<b>Training</b>	Scheduling of at least two training sessions and support during operating period
<b>Polling Place Furniture</b>	Desks, chairs, voting screens, signage
<b>Cleaning</b>	Adequate level of cleaning provision made
<b>Stationery &amp; Equipment</b>	Pens, paper, printer envelopes, laptops etc.
<b>Vote collection</b>	Transport and labour to get voting papers to processing centre
<b>Set up/Pack down</b>	Transport and labour

If a three-day booth voting period was adopted to operate 16 polling places between 9am and 6pm for two days and 9am to 8pm (one hour mop-up provision) on the last day, we would expect that to cost between \$250,000 to \$300,000, depending on final agreed staffing and training levels.

Collectively, the current elections contractor estimates that a cost provision of between \$350,000 to \$500,000 would be required to operate a triennial election for Waitaki District Council under the booth voting method.

### **How Would Booth Voting Work**

1. Some form of advance/alternative voting system would be required for absentee voters and those wanting to vote early.
2. Remaining electors would visit a polling place and supply issuing staff with their name and address details or a 'vote easy' card.
3. Electors to be marked off a roll, as voting papers issued.

4. Electors not enrolled or who have shifted into a different ward or community board area would be processed as special voters and would be processed in a similar manner to those voting as special voters under the postal voting method.
5. Electors would mark their voting paper in a booth within the polling place and deposit it into a ballot bin within the polling place on completion.
6. Polling places would remain open until 7pm on polling day (Saturday 11 October 2025).
7. Arrangements for vote counting to follow after the closure of each polling place.

### **Advantages of Booth Voting**

1. Recognised as more secure than postal voting, with less likelihood that voting papers will be issued to someone other than the elector.
2. Usually operated on a shorter timeframe, creating more focus on the election day.

### **Disadvantages of Booth Voting**

1. Electors have to travel to a polling place to vote, which can be problematic for those with disabilities.
2. More expensive to operate than postal voting.
3. Stock of each format of voting paper would need to be available at each polling place.
4. Would only work for electors residing within Waitaki. We anticipate there will be up to 350 electors on the Waitaki roll residing outside the Waitaki area along with resident electors who couldn't attend a polling place.
5. Can be prone to queueing (expected to be more of a problem for local body elections if voters then need to read profiles before exercising their vote).
6. Difficult to set up.
7. Difficult to source staff and conduct required training.
8. If operated on a shorter timeframe, can be affected by weather events and other external factors (transport disruptions, health events etc).
9. Likely to lead to a lower participation rate.
10. Potential delay of result generation for most councils.

### **Processing of Voting Papers**

Historically, a resolution of Council has been required to allow voting documents to be processed (but not counted) during an election period. A change to the legislation in 2013 transferred that decision requirement from the Council to the Electoral Officer.

Under section 80 of the Local Electoral Act 2001, it is specified in the election services agreement for the 2025 triennial elections that the Council's voting papers will be processed (but not counted) during the election period. It is expected that all voting papers in the 2025 triennial elections will be processed during the election period.

### **Order of Candidates Names**

Clause 31(1) of the Local Electoral Regulations 2001 allows Council to decide whether candidate names are to be arranged on the voting documents in alphabetical order of surname, pseudo-random order, or random order. In the absence of any Council resolution approving another arrangement, the candidate names must be arranged in alphabetical order of surname.

(a) ***Random order***

Council resolved to use this option for the 2019 and 2022 triennial elections, with no reported adverse effects. Under this arrangement, the names of the candidates for each issue are shown in random order on each and every voting document, utilising printing software that facilitates this process.

Historically, there have been additional costs charged for printing and processing voting papers for councils that have adopted the random order of candidate names. However, with software advancements, this is no longer the case.

With the removal of any cost penalty, more councils are adopting to order the candidate names on their voting documents in random order. Other Territorial Local Authorities in the Otago and Canterbury regions to adopt random order include Dunedin City Council, Central Otago District Council, Waimate District Council, Mackenzie District Council, Christchurch City Council, and Timaru, Ashburton, Selwyn, Waimakariri and Kaikoura District Councils.

Both the Otago and Canterbury Regional Councils have resolved to use the random order for ordering candidate names for any election issues required for their organisations this year.

(b) ***Alphabetical order of surnames***

This is the order Council has used for elections prior to 2016 and is self-explanatory.

One of the weaknesses of using this method is the perception that candidates listed in the top half of any alphabetically ordered list received an electoral advantage. The limited research carried out on this issue in both New Zealand and international elections has confirmed the possibility of advantage for candidates listed in the top part of any alphabetically ordered list. As the recommendation of candidate order is one of the few remaining decisions elected members are required to make on the election process, more local authorities are moving away from using this method to remove that perception of bias.

(c) ***Pseudo-random order***

Under this arrangement, the order of candidates is drawn by lot, and then all voting papers are printed using that set order of candidates.

While this method provides an element of randomisation, the fact that candidate names would still be ordered in the same order on all voting papers still leaves the opportunity of perceived advantage for those names appearing at the top of the list. Adoption of the full random order would remove this perception.

## **SUMMARY OF OPTIONS CONSIDERED**

**Option 1** – Council agrees that the 2025 and 2028 triennial council elections and any subsequent by-elections are to be arranged in random order of surname and triennial elections be conducted using postal voting, and that names of candidates be arranged in random order of surname. **(Recommended)**

**Option 2** – Council agrees that the 2025 triennial elections be conducted using postal voting, and that names of candidates be arranged in alphabetical or pseudo-random order. *(Not Recommended)*

## **ASSESSMENT OF PREFERRED OPTION**

Having considered the options summarised above, the following conclusions have been reached:

1. The current election services provider contract extends to 2028 and was prepared on the basis that the expected voting method to be used for elections within that period would be postal voting. Based on the advice provided by electionz.com, booth voting is likely to result

in a reduced participation rate, at a significantly higher cost. Postal voting, combined with ballot bins located at convenient, frequently visited locations throughout the district (e.g. supermarkets, libraries and service centres) provides the best value and lowest risk option to Council.

2. There is now no cost difference between the candidate order options.
3. Adoption of random ordering of candidate names would generally remove any potential accusations of favouritism towards existing councillors with surnames starting with letters in the first half of the alphabet.
4. One of the reasons previously given for remaining with alphabetical order of candidate names is that there is less confusion for electors in using that method given that the candidate profile booklet lists the candidate profiles in alphabetical order. Historically, both the Southern District Health Board and Otago Regional Council have used the random order for listing candidate names on their voting issues with very few reported problems.

## **CONCLUSION**

In conclusion, the two key issues for confirmation by resolution of Council include the method of voting and the order of candidate names on the voting documents.

Council's preferred method of voting in previous elections has been that of the postal voting method, largely due to the simplicity of the process and to the higher costs attributable to alternative methods such as booth voting. This method, combined with ballot bins located at convenient, frequently visited locations throughout the district (e.g. supermarkets, libraries and service centres) provides the best value and lowest risk option to Council. For elections beyond 2025, electionz.com, contracted until 2028, are able to assist Council to explore the provision of services for booth voting, postal voting or a combination of both. Advice from electionz.com is that whilst a booth voting option has been included for information, it is not expected that that option could realistically be implemented for the 2025 triennial election. These costs would need to be recalculated for future election projects once confirmed election parameters had been set.

In the 2019 and 2022 triennial elections Council resolved to use random order of candidate names on the voting documents. As this process has been undertaken with no issues to date, and it does not incur any additional printing costs, is in keeping with other councils in the region and would not favour those with a surname in the first part of the alphabet, this is the recommended option for the 2025 and 2028 triennial council elections and any subsequent by-elections.

7      MEETING CLOSE