



MINUTES

Ordinary Council Meeting

19 February 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT
COUNCIL, 125 QUEEN STREET, WAIMATE ON TUESDAY 19 FEBRUARY 2019,
COMMENCING AT 9.30AM**

PRESENT: Mayor Craig Rowley, Cr Sharyn Cain, Cr David Anderson, Cr Peter Collins, Cr Jakki Guilford, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Sheila Paul

IN ATTENDANCE: Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

PART ATTENDANCE: Dan Mitchell (Asset Group Manager), Fiona Hester-Smith (Human Resources Manager), Paul Roberts (Water and Waste Manager), Helen Strachan (Senior Administration Support Officer)

OPENING

1 COUNCIL PRAYER

Rev Indrea Alexander, of Waimate District Cooperating Church, opened the meeting with a prayer and lit the Ministers' Association candle.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

Nil

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

Nil

6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

Nil

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 4 DECEMBER 2018****RESOLUTION 2019/1**

Moved: Cr Peter Collins

Seconded: Cr Sheila Paul

That the Minutes of the Council Meeting held on 4 December 2018 be received and the recommendations therein be adopted, with the below amendments.

CARRIED

Amendments:

Apologies: An apology was accepted from Cr Guilford, not a leave of absence.

Adjournment: The meeting adjourned at 12.40pm for lunch, not 1.40pm (page 18)

8 RECEIPT OF MINUTES

Nil

REPORTS**9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2019/2**

Moved: Mayor Craig Rowley

Seconded: Cr David Anderson

That the Mayor's Report is accepted.

CARRIED

10 COUNCILLORS' REPORTS**10.1 COUNCILLORS' REPORT****RESOLUTION 2019/3**

Moved: Cr Sheila Paul

Seconded: Cr Jakki Guilford

That the Councillors' Report is accepted.

CARRIED

11 CHIEF EXECUTIVE'S REPORT**11.1 CHIEF EXECUTIVE'S REPORT****RESOLUTION 2019/4**

Moved: Cr Tom O'Connor

Seconded: Cr Jakki Guilford

That the Chief Executive's Report is accepted.

CARRIED

11.2 AFFIXING OF THE COMMON SEAL**RESOLUTION 2019/5**

Moved: Mayor Craig Rowley

Seconded: Cr Sharyn Cain

That the following documents have been executed under the Common Seal of the Council:

- a. Warrant of Appointment: Caylab Pringle, Noise Control Officer dated at Waimate: 18 January 2019
- b. Warrant of Appointment: Garry Bryant, Noise Control Officer dated at Waimate: 11 February 2019

CARRIED

12 COUNCIL ACTIONS REPORT**12.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2019/6**

Moved: Cr Miriam Morton

Seconded: Cr Tom O'Connor

That the Outstanding Council Actions Report - Public is accepted.

CARRIED

Note:

Council asked for the action items to be updated to reflect the current status.

13 HUMAN RESOURCES / HEALTH AND SAFETY REPORT**13.1 HUMAN RESOURCES AND HEALTH AND SAFETY REPORT****RESOLUTION 2019/7**

Moved: Cr Sheila Paul
Seconded: Cr David Anderson

That the Human Resources Managers report is accepted.

CARRIED**14 AUDIT AND RISK COMMITTEE****14.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT****RESOLUTION 2019/8**

Moved: Mayor Craig Rowley
Seconded: Cr David Anderson

That the Audit and Risk Committee Chair's report is accepted.

CARRIED**Note**

Council asked staff to look into providing the reports from the Audit and Risk Committee in a more timely fashion.

15 GENERAL REPORTS**15.1 RECOMMENDATIONS OF THE DISTRICT INFRASTRUCTURE COMMITTEE MEETING HELD ON 29 JANUARY 2019****15.1.1 DEVELOPMENT OF THE KNOTTINGLEY PARK AND ARBORETUM RESERVE MANAGEMENT PLAN**

Council considered the recommendations of the District Infrastructure Committee Meeting held on 29 January 2019 relating to giving approval to draft both the Reserve Management Plan for Knottingley Park and develop a General Reserves policy.

RESOLUTION 2019/9

Moved: Cr Jakki Guilford
Seconded: Cr Tom O'Connor

That the District Infrastructure Committee recommendation to Council is ratified, being that staff develop both a draft Reserve Management Plan and associated supporting framework and policy; and that \$13,120, excluding GST, be funded from the Knottingley Park Reserve.

CARRIED

15.2 EXPENDITURE VARIATION REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2018**RESOLUTION 2019/10**

Moved: Cr Tom O'Connor

Seconded: Cr Sharyn Cain

That the Expenditure Variation Report for the 6 months ended 31 December 2018 report is accepted.

CARRIED

Note

Council asked that a note of explanation be added for expenditure when Council is acting on behalf of external committees (such as the Morven Recreational Reserve) that there is no effect on rates.

15.3 2019 LOCAL BODY ELECTIONS – CANDIDATE ORDER OF NAMES

Council considered the candidate order of names on voting papers for the 2019 local authority elections.

RESOLUTION 2019/11

Moved: Mayor Craig Rowley

Seconded: Cr David Owen

1. That the 2019 Local Body Elections – Candidate Order of Names report is accepted; and
2. That Council approves the names of the candidates for the 2019 Waimate District Council elections are arranged in random order of surname.

CARRIED

15.4 SMOKE-FREE ENVIRONMENTS POLICY 312

Council considered the Waimate District Council's position towards the vision of a smoke-free New Zealand.

RESOLUTION 2019/12

Moved: Cr Miriam Morton

Seconded: Cr Jakki Guilford

1. That the Draft Smoke-free Environments Policy 312 report is accepted; and
2. That Council adopts the Smoke-free Environments Policy 312 as presented, with the addition of adding vaping as a restricted activity.

CARRIED

15.5 SOLID WASTE ASSESSMENT 2018/19

Council considered the Solid Waste Assessment 2018/19, as provided.

RESOLUTION 2019/13

Moved: Cr Miriam Morton

Seconded: Cr Jakki Guilford

1. That the Solid Waste Assessment 2018/19 report is accepted; and
2. That Council approves the Waste Assessment, as provided, for the preparation of the 2018 Waste Minimisation and Management Plan.

CARRIED

Note:

Council asked for staff to look at options on continued education on recycling, and for this to be part of the upcoming workshop discussions.

The meeting was adjourned at 10.38am for morning tea.

The meeting was reconvened at 10.55am.

15.6 WASTE COMPACTOR - WAIMATE RESOURCE RECOVERY PARK

Council considered purchasing a second-hand waste compactor for the Waimate Resource Recovery Park.

RESOLUTION 2019/14

Moved: Cr Peter Collins

Seconded: Cr Tom O'Connor

1. That the Waste Compactor – Waimate Resource Recovery Park report is accepted; and
2. That Council approves the purchase and installation of a second hand waste compactor for the Waimate Resource Recovery Park.

CARRIED

Note:

Council recognised the huge amount of work by staff that had gone into sourcing this item.

15.7 WAIMATE DISTRICT COUNCIL LOGO

Council considered a new Waimate District Council logo.

RESOLUTION 2019/15

Moved: Cr Sharyn Cain

Seconded: Cr David Anderson

1. That the Waimate District Council Logo report be accepted; and
2. That Council approves the new Waimate District Council logo, as presented, for immediate use.

CARRIED

Note:

Council thanked the Executive Support Manager for her work.

15.8 ECONOMIC DEVELOPMENT STRATEGY ACTION PLANS AND STEERING GROUP

Council considered the draft Economic Development Strategy Action Plans and the establishment of a steering group to oversee, direct and assist with the implementation of the action plans.

Council discussed Action Item 4.4 and unanimously agreed not to fund the professional facilitation for the district economic development master plan. They agreed to remove Action Item 4.4 from the draft document, as presented, as they considered further funding was not required as professional facilitation was undertaken in the early development phase.

RESOLUTION 2019/16

Moved: Cr Jakki Guilford

Seconded: Cr Sharyn Cain

1. That the Economic Development Strategy Action Plans and Steering Group report is accepted; and
2. That Council approves the Economic Development Strategy Action Plans; with the removal of Action 4.4 – the professional facilitation for district economic development master plan; and
3. That Council approves the establishment of an Economic Development Steering Group and approves the Steering Group Terms of Reference; with the Terms of Reference then to be reviewed annually; and
4. That Council delegates authority to the Mayor to appoint all members of the Economic Development Steering Group, consisting of three elected members, three community members and Council's Executive Support Manager.

CARRIED

Note:

Council asked that the participants of the various working groups be thanked and acknowledged for their work so far.

16 CONSIDERATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

Nil

PUBLIC EXCLUDED**17 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2019/17**

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
17.1 - Public Excluded Minutes of the Council Meeting held on 4 December 2018	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
17.2 - Outstanding Council Actions Report - Public Excluded	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	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
17.3 - Oceania Stage 3 - Open Space and Recreation contribution	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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

18 RE-ADMITTANCE OF THE PUBLIC REPORT**RESOLUTION 2019/18**

Moved: Cr Jakki Guilford

Seconded: Cr Sheila Paul

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 11.35am.

The minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 2 April 2019.

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CHAIRPERSON