



# MINUTES

## Environmental Services and Finance Committee Meeting

12 March 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 12 MARCH 2019, COMMENCING AT 9.30AM**

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

**APOLOGIES:** Cr David Anderson, Cr Jakki Guilford (for lateness but did not enter the meeting)

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Leo Milani (Policy Analyst), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Partial: Melissa Thomson (Accountant), Karalyn Reid (Committee Secretary)

## OPENING

### 1 PUBLIC FORUM

There were no members of the public at the public forum.

### 2 APOLOGIES

#### COMMITTEE RESOLUTION 2019/13

Moved: Cr David Owen  
Seconded: Cr Miriam Morton

That apologies from Cr David Anderson and Cr Jakki Guilford (for lateness) be received and accepted.

**CARRIED**

### 3 VISITORS

Nil

### 4 CONFLICTS OF INTEREST

Nil

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

Nil

## MINUTES

### 6 CONFIRMATION OF MINUTES

**6.1 MINUTES OF THE ENVIRONMENTAL SERVICES AND FINANCE COMMITTEE  
MEETING HELD ON 29 JANUARY 2019**

**COMMITTEE RESOLUTION 2019/14**

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

That the Minutes of the Environmental Services and Finance Committee Meeting held on 29 January 2019 be received and the recommendations therein be adopted.

**CARRIED**

**7 RECEIPT OF MINUTES**

**7.1 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP COMMITTEE MEETING  
HELD ON 3 MAY 2018**

**COMMITTEE RESOLUTION 2019/15**

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the confirmed minutes of the Waimate Community ANZAC Group Committee Meeting held on 3 May 2018 be received.

**CARRIED**

**7.2 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
HELD ON 13 NOVEMBER 2018**

**COMMITTEE RESOLUTION 2019/16**

Moved: Cr Sheila Paul

Seconded: Cr Miriam Morton

That the confirmed minutes of the Waimate District Civic Awards Committee Meeting held on 13 November 2018 be received.

**CARRIED**

**7.3 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE  
COMMITTEE MEETING HELD ON 12 DECEMBER 2018**

**COMMITTEE RESOLUTION 2019/17**

Moved: Cr David Owen

Seconded: Cr Sheila Paul

That the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 12 December 2018 be received.

**CARRIED**

**REPORTS**

## 8 COMMUNITY AND STRATEGY GROUP REPORT

### 8.1 APPOINTMENT OF ADDITIONAL CIVIL DEFENCE EMERGENCY MANAGEMENT LOCAL CONTROLLER – MICHAEL DOWNES

The Environmental Services and Finance Committee considered appointing an additional Local Controller.

#### COMMITTEE RESOLUTION 2019/18

Moved: Chair Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the appointment of additional Civil Defence Emergency Management Local Controller – Michael Downes report is accepted; and
2. That the Environmental Services and Finance Committee recommends the appointment of Michael Downes as an additional Civil Defence Emergency Management Local Controller to Canterbury Group Controller Neville Reilly.

**CARRIED**

### 8.2 DELEGATIONS POLICY 308 AMENDMENT

The Environmental Services and Finance Committee considered amendments to Section 1E of the Delegations Policy 308, subsection pertinent to Food Act 2014.

#### COMMITTEE RESOLUTION 2019/19

Moved: Chair Sharyn Cain

Seconded: Cr Tom O'Connor

1. That the Delegations Policy 308 Amendment report be accepted; and
2. That Environmental Services and Finance Committee adopt the revised Delegations Policy 308, as attached.

**CARRIED**

## 9 REGULATORY AND COMPLIANCE GROUP REPORT

### 9.1 DRAFT PROPERTY MAINTENANCE AND NUISANCE BYLAW

The Environmental Services and Finance Committee considered the Draft Property Maintenance and Nuisance Bylaw 2019.

#### COMMITTEE RESOLUTION 2019/20

Moved: Cr Peter Collins

Seconded: Mayor Craig Rowley

1. That the Draft Property Maintenance and Nuisance Bylaw report be accepted; and
2. That the Draft Property Maintenance and Nuisance Bylaw be taken to the community for consultation.

**CARRIED**

**9.2 DRAFT DANGEROUS BUILDINGS POLICY**

The Environmental Services and Finance Committee considered the Draft Dangerous Buildings Policy.

**COMMITTEE RESOLUTION 2019/21**

Moved: Mayor Craig Rowley

Seconded: Cr David Owen

1. That the Draft Dangerous Building Policy report be received; and
2. That the amended Dangerous Building Policy be approved to be taken to public consultation pursuant to Section 132 of the Building Act 2004 and Section 83 of the Local Government Act 2002.

**CARRIED**

**10 CORPORATE SERVICES GROUP REPORT**

**10.1 FINANCE REPORT - FOR THE 7 MONTHS ENDED 31 JANUARY 2019**

The Environmental Services and Finance Committee considered the Finance Report for the 7 Months Ended 31 January 2019.

**10.2 CORPORATE SERVICES GROUP REPORT**

**COMMITTEE RESOLUTION 2019/22**

Moved: Cr Sheila Paul

Seconded: Cr Tom O'Connor

That the Management Report – Corporate Services Group is accepted.

**CARRIED**

**Note:**

A discussion was held around the rates invoices being sent out by email, and Staff were asked to do some promotion work including in the next rates notice about receiving rates invoices by email.

**PUBLIC EXCLUDED**

**11 EXCLUSION OF THE PUBLIC REPORT**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**COMMITTEE RESOLUTION 2019/23**

Moved: Cr Miriam Morton  
Seconded: Cr Tom O'Connor

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
11.1 - Public Excluded Minutes of the Environmental Services and Finance Committee Meeting held on 29 January 2019	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

**CARRIED**

**12 RE-ADMITTANCE OF THE PUBLIC REPORT**

**COMMITTEE RESOLUTION 2019/24**

Moved: Cr Miriam Morton  
Seconded: Cr Sheila Paul

That Council moves out of Closed Council into Open Council.

**CARRIED**

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 10.05am.

The minutes of this meeting were confirmed at the Environmental Services and Finance Committee Meeting held on 30 April 2019.

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**CHAIRPERSON**