



MINUTES

Inaugural Council Meeting

29 October 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
INAUGURAL COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 29 OCTOBER 2019, COMMENCING AT 10.00AM**

PRESENT: Craig Rowley, Sharyn Cain, Fabia Fox, Sandy McAlwee, Miriam Morton, Tom O'Connor, David Owen, Colin Pankhurst

APOLOGIES: Sheila Paul

IN ATTENDANCE: Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Fiona Hester-Smith (Human Resources Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

OPENING

Chief Executive Stuart Duncan, chaired the meeting.

1 COUNCIL PRAYER

There was no Council Prayer at this meeting.

2 PUBLIC FORUM

There was no Public Forum at this meeting.

3 APOLOGIES

RESOLUTION 2019/77

Moved: Sharyn Cain

Seconded: Fabia Fox

That an apology from Sheila Paul be received and accepted.

CARRIED

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

THIS ITEM WAS MOVED TO BEFORE 17.3 APPOINTMENT OF DEPUTY MAYOR, COMMITTEE CHAIRS AND MEMBERS 2019-2022.

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

There were no major/minor items identified.

MINUTES

7 CONFIRMATION OF MINUTES

Nil

8 RECEIPT OF MINUTES

Nil

REPORTS

9 MAYOR'S REPORT

Nil

10 DEPUTY MAYOR'S REPORT

Nil

11 COUNCILLORS' REPORTS

Nil

12 CHIEF EXECUTIVE'S REPORT

Nil

13 COUNCIL ACTIONS REPORT

Nil

14 HUMAN RESOURCES REPORT

Nil

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT

Nil

17 GENERAL REPORTS**17.1 DECLARATION BY THE MAYOR**

Chief Executive Stuart Duncan asked the Mayor-elect to make a declaration.

Craig ROWLEY, who as a result of the Elections held during the period commencing on 20 September 2019 and ending on 12 October 2019, was duly elected to be MAYOR of the Waimate District, and made and signed a declaration as required by the provisions of Clause 14, Schedule 7 of the Local Government Act 2002.

Date	Name	Office
29 October 2019	Craig ROWLEY	Mayor

17.2 DECLARATION BY COUNCILLORS

The Chief Executive stepped down as Chair. Mayor Craig Rowley, as Chair, asked each Councillor-elect to make their declarations.

Note: Sheila PAUL will make her declaration at an Extraordinary Council Meeting scheduled for 19 November 2019.

The persons below, who as a result of the Elections held during the period commencing on 20 September 2019 and ending on 12 October 2019, were duly elected to be COUNCILLORS of the Waimate District, and made and signed a declaration as required by the provisions of Clause 14, Schedule 7 of the Local Government Act 2002.

Date	Name	Office
29 October 2019	Sharyn CAIN	Councillor
29 October 2019	Fabia FOX	Councillor
29 October 2019	Sandy MCALWEE	Councillor
29 October 2019	Miriam MORTON	Councillor
29 October 2019	Tom O'CONNOR	Councillor
29 October 2019	David OWEN	Councillor
29 October 2019	Colin PANKHURST	Councillor

CONFLICTS OF INTEREST

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

17.3 APPOINTMENT OF DEPUTY MAYOR, COMMITTEE CHAIRS AND MEMBERS 2019-2022

The Mayor informed Council of the appointment of Deputy Mayor, Committee chairs and Committee members.

Under the 2012 changes to the Local Government Act, Section 41A(3) was inserted giving Mayors new powers to appoint the deputy Mayor, the chairperson and the members of each committee of the territorial authority. Subsequently the Mayor has chosen to exercise the powers under Section 41A(3).

RESOLUTION 2019/78

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Appointment of Deputy Mayor, Committee Chairs and Members 2019-2022 report is accepted as below:

The deputy mayor for the 2019-2022 triennium is Cr Sharyn Cain; and

The chairs, deputy chairs and members of the Waimate District Council Committees of Council for the 2019-2022 triennium are:

Environmental Services and Finance Committee

Chair Cr Sharyn Cain

Deputy Chair Cr Sandy McAlwee

Members: Mayor and all Councillors

District Infrastructure Committee

Chair Cr Miriam Morton

Deputy Chair Cr Sheila Paul

Members: Mayor and all Councillors

Community Services and Development Committee

Chair Cr Tom O'Connor

Deputy Chair Cr David Owen

Members: Mayor and all Councillors

Audit and Risk Committee

Mayor Rowley

Independent Chair (vacant)

Councillor Deputy Chair Sheila Paul

Councillor Miriam Morton

Councillor Tom O'Connor

Chief Executive's Performance Review Committee

Mayor Rowley

Councillor Sharyn Cain

Councillor Tom O'Connor

Councillor Colin Pankhurst

Waimate District Council Appeal Panel

Mayor Rowley

Councillor Sharyn Cain

Councillor Sheila Paul

District Licensing Committee

Mayor
Councillor Sheila Paul
Councillor – vacant

Waimate Community Anzac Group

Mayor
Councillor David Owen
Waimate RSA President/Member (2)

Waimate District Civic Awards Committee

Mayor Rowley
Councillor Miriam Morton

Creative Communities Scheme Committee

Mayor Rowley
Councillor Miriam Morton

Community & Sports Grants Committee

Mayor Rowley
Councillor Sharyn Cain

Hook Waituna Water Supply Committee

Councillor Sandy McAlwee

Waikakahi Water Supply Committee

Councillor Colin Pankhurst

Cannington-Motukaika Water Supply Committee

Councillor Sandy McAlwee (Tom O'Connor as back-up)

Otaio-Makikihi Water Supply Committee

Councillor Tom O'Connor (Sandy McAlwee as back-up)

Waihaorunga Water Supply Committee

Councillor Colin Pankhurst

CARRIED

17.4 APPOINTMENT OF COUNCIL REPRESENTATIVES TO EXTERNAL GROUPS AND ORGANISATIONS 2019-2022

Council considered and elected representatives to external groups and organisations.

RESOLUTION 2019/79

Moved: Cr Sharyn Cain
Seconded: Cr David Owen

1. That the Appointment of Council Representatives to External Groups and Organisations 2019-2022 report is accepted; and
2. That Council appoints representatives to External Groups and Organisations for the 2019-2022 term as presented below:

Alpine Energy

The Mayor and/or Deputy Mayor
Chief Executive
Corporate Services Group Manager

Canterbury Waste Joint Standing Committee

Councillor Miriam Morton

Centrecare Counselling Waimate

Councillor Miriam Morton

Civil Defence Emergency Management Group Joint Committee (CDEM)

Mayor and Chief Executive

Downlands Water Supply Management Committee

Councillor Sandy McAlwee

Elephant Hill Drainage Committee

Councillor Colin Pankhurst

Local Government New Zealand – Rural Sector Representative on National Council

The Mayor and/or nominated Councillor

**Lower Waitaki South Coastal Canterbury Zone Water Committee
(facilitated by Environment Canterbury)**

Councillor Fabia Fox

Morven Recreation Reserve Committee

Ward Councillor Sheila Paul

**Orari-Temuka-Opihi-Pareora (OTOP) Water Zone Management Committee
(facilitated by Environment Canterbury)**

Councillor Tom O'Connor

Pareora Catchment Committee

Councillor Tom O'Connor

Regional Land Transport Committee

The Mayor

Sport Canterbury Spaces and Places Plan Governance Group

Councillor Fabia Fox

St Andrews Recreation Reserve Committee

Councillor Sandy McAlwee / or Councillor Tom O'Connor

**Upper Waitaki Zone Water Management Committee (observational role only)
(facilitated by Environment Canterbury)**

Councillor Miriam Morton

Waimate Community Anzac Group

Mayor and Councillor David Owen

Waimate District Resource Trust

Councillor Fabia Fox

Waimate Historical Society

Councillor Colin Pankhurst

Waimate Total Mobility

Councillor David Owen

Waimate Trackways Group

Councillor Sharyn Cain

**Waihao-Wainono Water Users Society Inc
(facilitated by Environment Canterbury)**

Councillor Sheila Paul

**Waihao-Wainono River Rating Liaison Committee
(facilitated by Environment Canterbury)**

Mayor Rowley

Waitaki Lakes Shoreline AuthorityThe Mayor and Councillor David Owen
Parks and Reserves Manager**Zone 5 & 6 Local Government New Zealand (LGNZ)**

Mayor and/or nominated Councillor

CARRIED**17.5 ADOPTION OF STANDING ORDERS 201**

Council considered adopting standing orders in accordance with Local Government Act 2002 (the Act).

RESOLUTION 2019/80

Moved: Cr Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the Adoption of Standing Orders 201 Report is accepted; and
2. That Council adopt standing orders, as presented, with the following amendments:
 - a. Retain the provisions for meetings by audio visual link
 - b. Remove the casting vote option for chairpersons
 - c. Choose Option B (medium) as the default for speaking and moving motions.

CARRIED**Note:**

12.3 & 12.4: The Standing Orders rules for recording of meetings were highlighted.

17.6 ADOPTION OF CODE OF CONDUCT 202

Council considered adopting the Code of Conduct in accordance with Local Government Act 2002 (the Act).

RESOLUTION 2019/81

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

1. That the Adoption of Code of Conduct 202 report is accepted; and
2. That Council adopts the draft Code of Conduct, as presented.

CARRIED

17.7 CHIEF EXECUTIVE'S GENERAL EXPLANATION ON KEY LEGISLATION

Council were provided with the general explanation of various statutes as required by the Local Government Act 2002 (LGA).

RESOLUTION 2019/82

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

That the Chief Executive's General Explanation on Key Legislation report is accepted.

CARRIED

17.8 CHIEF EXECUTIVE'S UPDATE ON CURRENT SIGNIFICANT WORKSTREAMS

Council were provided with a general update on Council's current and significant work streams, which are either currently under way or imminent.

RESOLUTION 2019/83

Moved: Mayor Craig Rowley

Seconded: Cr Sharyn Cain

That the Chief Executive's Update on Current Significant Workstreams report is accepted.

CARRIED

17.9 ADOPTION OF WAIMATE DISTRICT COUNCIL SCHEDULE OF MEETINGS 2020

Council considered and adopted a schedule of meetings for the rest of 2019 and 2020, according to the Local Government Act 2002 (Schedule 7 Clause 21).

RESOLUTION 2019/84

Moved: Cr Fabia Fox

Seconded: Cr Miriam Morton

1. That the Adoption of Waimate District Council 2020 Schedule of Meetings Report be accepted; and
2. That Council adopts the meetings for the remainder of 2019 and the Waimate District Council 2020 Schedule of Meetings, as presented.

CARRIED

17.10 COUNCILLOR REMUNERATION POOL ALLOCATION

Council considered the distribution of the Remuneration Pool in order that a proposal may be forwarded to the Remuneration Authority for approval.

RESOLUTION 2019/85

Moved: Cr Miriam Morton

Seconded: Cr Tom O'Connor

1. That the Councillor Remuneration Pool Allocation Report is accepted; and
2. That Council approves a proposal to be submitted to the Remuneration Authority for allocation of the governance remuneration pool as follows:
 - (a) That the role of Deputy Mayor is identified as a position of additional responsibility and this is remunerated at a ratio of 1.5 to the councillor base remuneration, therefore a total of \$38,882 per annum.
 - (b) That the base Councillor position is remunerated at \$25,921 per annum.

CARRIED

17.11 DELEGATIONS POLICY 308

Council considered the Financial Limits amendments to the Delegations Policy 308.

RESOLUTION 2019/86

Moved: Cr Sharyn Cain

Seconded: Cr Miriam Morton

1. That the Delegations Policy 308 report be accepted, and
2. That Council adopts the Financial Limit amendments to the Delegations Policy 308, as attached.

CARRIED

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

Nil

PUBLIC EXCLUDED

19 EXCLUSION OF THE PUBLIC REPORT

Nil

20 RE-ADMITTANCE OF THE PUBLIC REPORT

Nil

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 11.25am.

The minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 10 December 2019.

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CHAIRPERSON