



MINUTES

Extraordinary Council Meeting

24 March 2020

**MINUTES OF WAIMATE DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY, 24 MARCH 2020 AT COMMENCING AT 9.22AM**

PRESENT: Mayor Craig Rowley, Deputy Mayor Sharyn Cain, Cr Fabia Fox, Cr Sandy McAlwee, Cr Miriam Morton, Cr Colin Pankhurst

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

ABSENT: Cr David Owen

OPENING

Council were given time to read the agenda before the meeting commenced.

1 COUNCIL PRAYER

Nil

2 PUBLIC FORUM

Nil

3 APOLOGIES

RESOLUTION 2020/3

Moved: Cr Miriam Morton

Seconded: Cr Fabia Fox

That apologies from Cr Tom O'Connor and Cr Sheila Paul be received and accepted.

CARRIED

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

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

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

There were no major/minor items identified.

REPORTS

7 GENERAL REPORTS

7.1 ESTABLISHMENT OF WAIMATE DISTRICT COUNCIL EMERGENCY COMMITTEE

RESOLUTION 2020/4

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That Council:

1. Establishes an Emergency Committee with a membership of four, consisting of the Mayor, the Deputy Mayor, Cr Fabia Fox and Cr Miriam Morton
2. Agrees the Emergency Committee require a quorum of two members; and
3. Adopts the Emergency Committee's Terms of Reference; and
4. For the purposes of the COVID-19 emergency, delegates to the Mayor, or in the Mayor's absence, the Deputy Mayor, the authority to activate the Emergency Committee, and by resolution of the Emergency Committee, suspend all other committees of Council; and
5. For the purposes of the COVID-19, approves the Chief Executive's financial delegations be set at \$500,000 per transaction to allow for any unanticipated urgent expenditure. Any such unanticipated expenditure is to be reported back to the Emergency Committee; and
6. Delegates the authority and powers of the Chief Executive to Group Manager Asset, or Group Manager Corporate Service, or Group Manager Community and Strategy, in the event that the Chief Executive is unable to fulfil his duties due to COVID-19; and
7. Agrees where the delegated Acting Chief Executive is unable to fulfil such duties due to COVID-19, the Chief Executive's delegated authority and powers will deescalate to the next designated General Manager:
 - a. Group Manager Assets, or
 - b. Group Manager Corporate Services, or
 - c. Group Manager Community and Strategy
8. Approves all necessary amendments to the Waimate District Council Delegations Manual to reflect the resolutions of Council on the delegations and meeting arrangements for COVID-19.

CARRIED

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 9.34am.

The Minutes of this meeting are to be confirmed at the next Council Meeting.

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CHAIRPERSON