



# **MINUTES**

## **Ordinary Council Meeting**

**26 January 2021**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE ON  
TUESDAY 26 JANUARY 2021, COMMENCING AT 9.30AM**

- PRESENT:** Chair Craig Rowley, Deputy Mayor Sharyn Cain, Cr Fabia Fox, Cr Sandy McAlwee, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Colin Pankhurst, Cr Sheila Paul
- APOLOGIES:** Nil
- 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)
- PARTIAL ATTENDANCE:** Fiona Hester-Smith (Human Resources Manager), Leo Milani (Policy Analyst), Rob Moffat (Roading Manager)

## OPENING

### 1 COUNCIL PRAYER

Rev Indrea Alexander of Waimate District Co-operating Venture opened the Council Meeting with a prayer and lit the Ministers' Association candle.

Mayor Rowley acknowledged the passing of former Councillor Brian Harris.

### 2 PUBLIC FORUM

There were no speakers at the Public Forum.

### 3 APOLOGIES

Nil

### 4 VISITORS

10.30am – New Citizens Welcome

### 5 CONFLICTS OF INTEREST

The Chair called for Conflicts of Interests. Cr Owen declared a perceived non-pecuniary conflict of interest in the public excluded section of the agenda 'Waimate 50 Motorsport Event – Request for Funding'

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

An item 'Flood Recovery Actions' (in relation to 12.1 Chief Executive's Report: Flooding Event – 3 January 2021) was identified as a major (urgent) item in the public-excluded section of the agenda. The reason it wasn't on the agenda was because this needs urgent direction, therefore cannot wait until the 16 February 2021 Council meeting. The reason it has been submitted in the public-excluded section of the agenda is owing to commercial activities, negotiations and allowing members to have a free and frank discussion.

**IDENTIFICATION OF MAJOR/MINOR ITEM NOT ON THE AGENDA****RESOLUTION 2021/1**

Moved: Cr David Owen

Seconded: Cr Sheila Paul

That the Major (Urgent) Item 'Flood Recovery Actions' is taken at the end of the public-excluded section of the meeting.

**CARRIED**

**MINUTES****7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 8 DECEMBER 2020****RESOLUTION 2021/2**

Moved: Cr Fabia Fox

Seconded: Cr Sheila Paul

That the Minutes of the Council Meeting held on 8 December 2020 be adopted as a true and correct record, with the below amendment.

**CARRIED**

**Amendment:**

Public Forum: Mrs Denise Phillips of 34 Rhodes Street voiced her concerns of the closure of the BNZ Bank in Waimate, not ANZ.

**7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 15 DECEMBER 2020****RESOLUTION 2021/3**

Moved: Cr Sheila Paul

Seconded: Cr Miriam Morton

That the Minutes of the Extraordinary Council Meeting held on 15 December 2020 be adopted as a true and correct record.

**CARRIED**

**8 RECEIPT OF MINUTES****8.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 21 OCTOBER 2020****RESOLUTION 2021/4**

Moved: Cr Fabia Fox  
Seconded: Cr Miriam Morton

That the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 21 October 2020 be received.

**CARRIED****8.2 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 7 SEPTEMBER 2020****RESOLUTION 2021/5**

Moved: Cr Tom O'Connor  
Seconded: Cr Sheila Paul

That the confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 7 September 2020 be received.

**CARRIED****8.3 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 24 NOVEMBER 2020****RESOLUTION 2021/6**

Moved: Chair Craig Rowley  
Seconded: Cr David Owen

That the unconfirmed minutes of the Waimate Community ANZAC Group Meeting held on 24 November 2020 be received.

**CARRIED****8.4 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING HELD ON 17 NOVEMBER 2020****RESOLUTION 2021/7**

Moved: Chair Craig Rowley  
Seconded: Cr Fabia Fox

That the unconfirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 17 November 2020 be received.

**CARRIED**

**REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2021/8**

Moved: Chair Craig Rowley

Seconded: Cr Miriam Morton

That the Mayor's Report is accepted.

**CARRIED**

**Note:**

Council discussed the pending closure of the BNZ and affect to the community. The Mayor is communicating with the Mayor of the Mackenzie District over the banking hub trial being undertaken at Fairlie, and a number of Mayors around the country are uniting to lobby Government over the closures.

**10 DEPUTY MAYOR'S REPORT**

Cr Cain gave a verbal report, highlighting her attendance at a number of end-of-year school prize-giving ceremonies, the helipad opening event, Cricket Club presentation, Waihao Wainono Community Catchment meetings, and assisting the clean-up at the flooding event at Council early in the New Year.

**11 COUNCILLORS' REPORTS****11.1 COUNCILLORS' REPORT****RESOLUTION 2021/9**

Moved: Cr Tom O'Connor

Seconded: Cr Sandy McAlwee

That the Councillors' Report is accepted.

**CARRIED**

**12 CHIEF EXECUTIVE'S REPORT****12.1 FLOODING EVENT - 3 JANUARY 2021****RESOLUTION 2021/10**

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the Chief Executive's Report: Flooding Event – 3 January 2021 is received.

**CARRIED****Note:**

Council discussed the reason for the flooding to the Local Government Centre. The historical data for the flooded areas on Queen Street and cost estimates for any future roading mitigation work will be investigated with NZTA, taking into account climate change.

The Chief Executive expressed his appreciation to the staff that returned to work earlier than planned to undertake the clean-up and relocation of office staff.

**13 COUNCIL ACTIONS REPORT**

Nil

**14 HUMAN RESOURCES REPORT****14.1 HUMAN RESOURCES REPORT****RESOLUTION 2021/11**

Moved: Cr Fabia Fox

Seconded: Cr Tom O'Connor

That the Human Resources Manager's report is accepted.

**CARRIED****Note:**

Council asked to meet new staff members at the next Council Meeting on 16 February 2021.

**15 HEALTH AND SAFETY REPORT**

Nil

**16 AUDIT AND RISK COMMITTEE REPORT****16.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT****RESOLUTION 2021/12**

Moved: Cr Tom O'Connor

Seconded: Cr Fabia Fox

That the Audit and Risk Committee Chair's Report be accepted.

**CARRIED**

**Note:**

Council noted the Long Term Plan timetable has been affected by the extra work created from the flooding event, and this has been communicated to the auditors. A revised timetable is to be presented to the 16 February 2021 Council Meeting.

Staff are exploring options for suitable Risk and Fraud Training for both governance and management at a separate workshop.

**17 GENERAL REPORTS****17.1 RECOMMENDATION FROM AUDIT AND RISK COMMITTEE MEETING - 15 DECEMBER 2020 - CONSIDERATION OF RISK MANAGEMENT POLICY**

Council considered developing a Risk Management Policy for adoption.

**RESOLUTION 2021/13**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Fabia Fox

1. That the Recommendation from Audit and Risk Committee Meeting - 15 December 2020 - Risk Management Policy report is accepted; and
2. That Council develops a Risk Management Policy for adoption.

**CARRIED****17.2 RECOMMENDATION FROM AUDIT AND RISK COMMITTEE MEETING - 15 DECEMBER 2020 - ADDITIONAL STAFF RESOURCE**

Council considered appointing an additional staff resource in the finance team.

**RESOLUTION 2021/14**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sheila Paul

1. That the Recommendation from the Audit and Risk Committee Meeting – 15 December 2020 – Additional Staff Resource Investigation report be accepted; and
2. That Council give approval to the Chief Executive to recruit an additional staff resource.

**CARRIED****17.4 FINANCE REPORT - FOR THE 5 MONTHS ENDED 30 NOVEMBER 2020****RESOLUTION 2021/15**

Moved: Cr Fabia Fox

Seconded: Cr Sheila Paul

That the Finance Report for the 5 months ended 30 November 2020 be accepted.

**CARRIED**

**17.5 SIGNIFICANT FORECASTING ASSUMPTIONS - LTP 2021-2031**

Council reviewed the final edition of the Significant Forecasting Assumptions - LTP 2021-2031, towards its inclusion in the supporting information for the Waimate District Council Long Term Plan 2021-2031 Consultation Document, and in the Waimate District Council LTP 2021-2031.

**RESOLUTION 2021/16**

Moved: Deputy Mayor Sharyn Cain

Seconded: Chair Craig Rowley

1. That the Significant Forecasting Assumptions- LTP 2021-2031 report be accepted, and
2. That Council approve the final edition of the Significant Forecasting Assumptions - LTP 2021-2031, with minor wording and clarification modifications, towards its inclusion in the supporting information for the Waimate District Council Long Term Plan 2021-2031 Consultation Document, and in the Waimate District Council LTP 2021-2031.

**CARRIED**

The meeting was adjourned at 10.25am for the New Citizen Acknowledgement Ceremony.

**17.3 NEW CITIZENS ACKNOWLEDGEMENT & MORNING TEA - 10.30AM**

NEW CITIZEN	COUNTRY OF ORIGIN	DATE OF CITIZENSHIP
Adam David HUGHES	England	20 July 2020
Katherine Marie STUDHOLME	England	27 July 2020
Marvin del Rosario AMOLONG	Philippines	22 September 2020
Steven John FISH	England	11 December 2020
Jonathan FISH	England	11 December 2020
Hazel Marion FISH	England	11 December 2020

Item - 17.4 Finance Report - For the 5 months ended 30 November 2020 - has been moved to another part of the document.

Item - 17.5 Significant Forecasting Assumptions - LTP 2021-2031 - has been moved to another part of the document.

The meeting was reconvened at 11.20am.

**17.6 ROAD NETWORK OPERATIONS AND MAINTENANCE CONTACT RENEWAL**

Council received an update on the renewal of the Road Network Operation and Maintenance Contract.

**RESOLUTION 2021/17**

Moved: Chair Craig Rowley

Seconded: Cr Sheila Paul

That the Road Network Operations and Maintenance Contract Renewal report is accepted.

**CARRIED**



**17.7 NOMINATION OF A COUNCIL CLIMATE CHANGE REPRESENTATIVE**

Council considered appointing a Climate Change Representative.

**RESOLUTION 2021/18**

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Nomination of a Council Climate Change Representative report be accepted; and
2. That Council appoints Cr O'Connor as Climate Change Representative, and the Mayoral Forum Secretariat is advised accordingly.

**CARRIED**

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

Nil

**PUBLIC EXCLUDED****19 EXCLUSION OF THE PUBLIC REPORT****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2021/19**

Moved: Cr Sheila Paul

Seconded: Cr Colin Pankhurst

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>19.1 - Public Excluded Minutes of the Council Meeting held on 8 December 2020</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>19.2 - Alpine Energy Shareholders Report - November 2020</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)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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

<p><b>19.3 - McNamaras Road Oxidation Pond Desludging</b></p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>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)</p>	<p>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</p>
<p><b>19.4 - Waimate 50 Motorsport Event - Request for Funding</b></p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>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</p>
<p><b>19.1 - Urgent Item: Flood Recovery Actions</b></p>	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>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)</p>	<p>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</p>
<p><b>CARRIED</b></p>		

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

**RESOLUTION 2021/20**

Moved: Cr Tom O'Connor  
 Seconded: Cr David Owen

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 2.00pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 16 February 2021.

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**CHAIRPERSON**