



# **MINUTES**

## **Ordinary Council Meeting**

**23 April 2024**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE  
ON TUESDAY 23 APRIL 2024, COMMENCING AT 11:00AM**

**PRESENT:** Mayor Craig Rowley (Chair), Deputy Mayor Sharyn Cain, Cr John Begg, Cr Peter Collins, Cr Sandy McAlwee, Cr Tom O'Connor, Cr Lisa Small, Cr Rick Stevens

**APOLOGIES:** Cr Colin Pankhurst

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Helen Strachan (Committee Secretary)

Via Microsoft Teams: Dylan Murray (Regulatory and Compliance Group Manager), Gus Patterson (Communications Officer)

## OPENING

### 1 COUNCIL PRAYER

Cr Peter Collins invited Roger Hart to open the Council Meeting with a prayer.

### 2 PUBLIC FORUM

There was one speaker at the Public Forum. Waimate2gether Project Manager Jo Sutherland introduced the 'Waimate App' to Council.

### 3 APOLOGIES

#### RESOLUTION 2024/37

Moved: Cr Lisa Small

Seconded: Cr Rick Stevens

That an apology from Cr Colin Pankhurst be received and accepted.

**CARRIED**

### 4 VISITORS

Nil

### 5 CONFLICTS OF INTEREST

The Chair called for Conflicts of Interests.

- Cr Sharyn Cain declared a conflict of interest and left the room for the discussion of Item 16.7: District Licensing Trust.
- Cr Rick Stevens declared a perceived conflict of interest and left the table for the discussion of Item: 16.7 District Licensing Trust.

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

Nil

## MINUTES

## 7 CONFIRMATION OF MINUTES

### 7.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 MARCH 2024

#### RESOLUTION 2024/38

Moved: Cr Tom O'Connor

Seconded: Cr Sandy McAlwee

That the Minutes of the Council Meeting held on 26 March 2024 be adopted with the amendment to Item:16.6: Cr John Begg removed himself from the room during this item, as having declared an interest as his spouse is the Chair of Waimate Trackways Inc.'

**CARRIED**

## 8 RECEIPT OF MINUTES

### 8.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 10 APRIL 2024

#### RESOLUTION 2024/39

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the unconfirmed Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 10 April 2024 be received.

**CARRIED**

### 8.2 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 11 MARCH 2024

#### RESOLUTION 2024/40

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr John Begg

That the unconfirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 11 March 2024 be received.

**CARRIED**

## REPORTS

### 9 MAYOR'S REPORT

#### 9.1 MAYOR'S REPORT

##### RESOLUTION 2024/41

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Mayor's Report is accepted.

**CARRIED**

### 10 DEPUTY MAYOR'S REPORT

#### 10.1 DEPUTY MAYOR'S REPORT

##### RESOLUTION 2024/42

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr John Begg

That the Deputy Mayor's Report is accepted.

**CARRIED**

### 11 COUNCILLORS' REPORT

#### 11.1 COUNCILLORS' REPORT

##### RESOLUTION 2024/43

Moved: Cr Peter Collins

Seconded: Cr Tom O'Connor

That the Councillors' Report is accepted.

**CARRIED**

### 12 CHIEF EXECUTIVE'S REPORT

#### 12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT

##### RESOLUTION 2024/44

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

That the Chief Executive's Activity Report is accepted.

**CARRIED**

**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2024/45**

Moved: Cr Lisa Small

Seconded: Cr Tom O'Connor

That the Outstanding Council Actions Report – Public is accepted.

**CARRIED****14 HUMAN RESOURCES REPORT****14.1 HUMAN RESOURCES REPORT****RESOLUTION 2024/46**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Human Resources Manager's report is accepted.

**CARRIED****15 AUDIT AND RISK COMMITTEE REPORT**

Nil

**16 GENERAL REPORTS****16.1 ENHANCED ANNUAL PLAN 2024/25 CONSULTATION DOCUMENT**

To present to Council the draft Consultation Document for the enhanced Annual Plan (eAP) 2024/25 for approval for consultation.

**RESOLUTION 2024/47**

Moved: Mayor Craig Rowley

Seconded: Cr Lisa Small

1. That Council accepts the enhanced Annual Plan 2024/25 Consultation Document report; and
2. That Council approves the Consultation Document for the enhanced Annual Plan 2024/25 for public consultation; and
3. That, if necessary, the Chief Executive be authorised to make any minor and non-material corrections to the enhanced Annual Plan Consultation Document before it is publicly notified.

**CARRIED**

**16.2 FINANCE REPORT FOR THE 8 MONTHS ENDED 29 FEBRUARY 2024****RESOLUTION 2024/48**

Moved: Cr Peter Collins

Seconded: Cr Sandy McAlwee

That the Finance Report for the 8 months ended 29 February 2024 be accepted.

**CARRIED****16.3 LOCAL AUTHORITY PROTECTION PROGRAME ANNUAL REPORT 31 OCTOBER 2023****RESOLUTION 2024/49**

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the Local Authority Protection Programme (LAPP) Annual Report – 31 October 2023 is received and noted.

**CARRIED****16.4 PROPOSED AMENDMENTS TO FEES AND CHARGES 2024/25**

Council considered amendments to Fees and Charges for 2024/25.

**RESOLUTION 2024/50**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

1. That Council accepts the Proposed Amendments to Fees and Charges 2024/25 report; and
2. That Council adopts the proposed amendments to Fees and Charges for 2024/25, effective 1 July 2024 as presented.

**CARRIED****16.5 310 ELECTED MEMBERS EXPENDITURE & REIMBURSEMENT POLICY**

Council consider the reviewed 310 Elected Members Expenditure & Reimbursement Policy amendment for adoption.

**RESOLUTION 2024/51**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Lisa Small

1. That the 310 Elected Members Expenditure and Reimbursement Policy report is received; and
2. That Council accepts the proposed changes to the 310 Elected Members Expenditure & Reimbursement Policy as presented.

**CARRIED**

**16.6 LICENCE TO USE RESPONSE ASSETS (FIRE AND EMERGENCY NEW ZEALAND)**

Council considered options associated with the future ownership of Fire and Emergency New Zealand (FENZ) managed rural fire appliances.

**RESOLUTION 2024/52**

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the License to Use Response Assets (Fire and Emergency New Zealand) report is accepted; and
2. That Council recommends that the Chief Executive negotiate the transfer of debt and that the appliance remains in community if possible; and
3. That Council delegates the Chief Executive to negotiate directly with Fire and Emergency New Zealand.

**CARRIED**

At 12:22pm, Deputy Mayor Sharyn Cain left the room.

At 12:22pm, Cr Rick Stevens left the table.

**16.7 REAPPOINTMENT OF COMMISSIONER FOR DISTRICT LICENSING COMMITTEE**

Council considered reappointing a Commissioner for the District Licensing Committee (DLC).

**RESOLUTION 2024/53**

Moved: Cr Peter Collins

Seconded: Cr Tom O'Connor

1. That the Reappointment of Commissioner for the District Licensing Committee report is accepted; and
2. That Council advises the Chief Executives of the Timaru and Mackenzie District Councils that Sharyn Cain is reappointed Commissioner of the District Licensing Committee for a further term of 5 years, effective from 8 August 2024.

**CARRIED**

At 12:23pm, Deputy Mayor and Cr Rick Stevens returned to the meeting.

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

Nil

## PUBLIC EXCLUDED

## 18 EXCLUSION OF THE PUBLIC REPORT

## RESOLUTION TO EXCLUDE THE PUBLIC

**RESOLUTION 2024/54**

Moved: Cr Tom O'Connor

Seconded: Cr Rick Stevens

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
<b>18.1 - Public Excluded Minutes of the Council Meeting held on 26 March 2024</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>18.2 - Outstanding Council Actions Report - Public Excluded</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  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)	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>18.3 - Alpine Energy Updated Draft Statement of Corporate Intent 2025-2027</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

**CARRIED**



**19 RE-ADMITTANCE OF THE PUBLIC REPORT****RESOLUTION**

Moved: Cr Tom O'Connor

Seconded: Cr John Begg

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 12:40pm.

The Minutes of this Meeting are to be confirmed at the Ordinary Council Meeting scheduled on 28 May 2024.

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**CHAIRPERSON**