



# **MINUTES**

## **Ordinary Council Meeting**

**17 September 2024**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE FUNCTION ROOM, WAIMATE EVENTS CENTRE, PAUL STREET, WAIMATE  
ON TUESDAY 17 SEPTEMBER 2024, COMMENCING AT 9:30AM**

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

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Rachel Holley-Dellow (Human Resources Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Dylan Murray (Regulatory and Compliance Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

Via Microsoft Teams: Dan Mitchell (Asset Group Manager)

## **OPENING**

### **1 OPENING**

Deputy Mayor Sharyn opened the meeting with a karakia.

## **INTRODUCTION OF NEW STAFF**

Council's Human Resources Manager introduced:

- Ken Palomar: Three Waters Quality Assurance Lead; and
- Sara Ward: After Hours Officer

### **2 PUBLIC FORUM**

There were 3 speakers at the Public Forum:

- Peter Cleave spoke to Council of his concerns over continual increases of rates, asked for justification and transparency for projects, and highlighted a number of issues with rural roads in the Hakataramea. He added the previously requested road maintenance schedule requested by Hakataramea Sustainability Collective had yet to be received. The Mayor confirmed he would come up with Hakataramea/Waihaorunga Ward Cr Colin Pankhurst to view first-hand roading issues and meet with ratepayers.
- Warren White, speaking of past experiences, highlighted his perceived differences over payment of subdivision infrastructure and asked Council for consistency and fairness. He also raised concerns of the rates increases and asked for justification. The Mayor agreed to meet with Warren to discuss the reasons behind costs and rate increases.
- Leoner Stanistreet highlighted the hardship many homeowners are facing because of continual rate increases, and questioned Council's Quotable Value based rating system, asking Council to explore other ways to gather income. She questioned Council spending money on extending the library and renovating the chamber when the roading network wasn't up to standard, and asked Council to revisit expenditure and investigate how ratepayers could be supported better. The Mayor and Deputy Mayor offered to meet with her to explain rating values, and to try and resolve some of her concerns.

### **3 APOLOGIES**

Nil

## 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

### IDENTIFICATION OF MAJOR/MINOR ITEM NOT ON THE AGENDA

An item 'Waimate District Entrance Signs' was identified as a major item. The reason it wasn't on the agenda was because the designs have just been received, and it cannot be delayed until the next meeting because of the desire to proceed with this project without further delay.

### RESOLUTION 2024/145

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Tom O'Connor

That the major item 'Waimate District Entrance Signs' is taken at the end of the open section of the meeting.

**CARRIED**

## MINUTES

## 7 CONFIRMATION OF MINUTES

### 7.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 AUGUST 2024

### RESOLUTION 2024/146

Moved: Cr Tom O'Connor

Seconded: Cr Rick Stevens

That the Minutes of the Council Meeting held on 20 August 2024 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 14 AUGUST 2024

### RESOLUTION 2024/147

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 14 August 2024 be received.

**CARRIED**

**8.2 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
HELD ON 11 SEPTEMBER 2024****RESOLUTION 2024/148**

Moved: Mayor Craig Rowley

Seconded: Cr Peter Collins

That the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 11 September 2024 be received.

**CARRIED****REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2024/149**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Mayor's Report is accepted.

**CARRIED****10 DEPUTY MAYOR'S REPORT****10.1 DEPUTY MAYOR'S REPORT****RESOLUTION 2024/150**

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the Deputy Mayor's Report is accepted.

**CARRIED****11 COUNCILLORS' REPORT****11.1 COUNCILLORS' REPORT****RESOLUTION 2024/151**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the Councillors' Report is accepted.

**CARRIED**

## 12 CHIEF EXECUTIVE'S REPORT

### 12.1 COMMON SEAL REPORT

#### RESOLUTION 2024/152

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That the following documents are executed under the Common Seal of the Council:

- a. Warrant of Appointment – Rebecca Farrant (After Hours Officer)
- b. Warrant of Appointment – Karen Thyne (After Hours Officer)
- c. Warrant of Appointment – Sara Ward (After Hours Officer)
- d. Warrant of Appointment – Gordon Sumption (Building Control Officer)
- e. Warrant of Appointment – Stuart Chapman (Building Control Manager)
- f. Warrant of Appointment – Alexander Macdonald (Resource Planner)

**CARRIED**

### 12.2 CHIEF EXECUTIVE'S ACTIVITY REPORT

#### RESOLUTION 2024/153

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Chief Executive's Activity Report is accepted.

**CARRIED**

## 13 COUNCIL ACTIONS REPORT

### 13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC

#### RESOLUTION 2024/154

Moved: Cr Lisa Small

Seconded: Cr Rick Stevens

That the Outstanding Council Actions Report – Public is accepted.

**CARRIED**

## 14 HUMAN RESOURCES REPORT

### 14.1 HUMAN RESOURCES REPORT

#### RESOLUTION 2024/155

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Peter Collins

That the Human Resources Manager's report is accepted.

**CARRIED**

#### Note:

The Human Resources Manager confirmed that all the staff vacancies being advertised are not new positions, other than the seasonal lifeguard positions for the pool.

The Mayor asked for congratulations to be passed on to the Parks & Reserves Manager and her lakes staff over the management of the Lakes Camping opening weekend as many positive comments had been received.

## 15 AUDIT AND RISK COMMITTEE REPORT

### 15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT

#### RESOLUTION 2024/156

Moved: Cr Tom O'Connor

Seconded: Cr John Begg

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

**CARRIED**

## 16 GENERAL REPORTS

### 16.1 EXPENDITURE VARIATION REPORT FOR THE 12 MONTHS ENDED 30 JUNE 2024

#### RESOLUTION 2024/157

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sandy McAlwee

That the Expenditure Variation Report for the 12 months ended 30 June 2024 is accepted.

**CARRIED**

**16.2 DELEGATIONS POLICY 308 AMENDMENTS**

Council considered the reviewed Delegations Policy 308 amendment for adoption.

**RESOLUTION 2024/158**

Moved: Cr Rick Stevens

Seconded: Cr Lisa Small

1. That the Delegations Policy 308 Amendments report is received; and
2. That Council accepts the proposed changes to the 308 Delegations Policy as presented.

**CARRIED**

**16.3 FRIENDS/VOLUNTARY ORGANISATIONS POLICY 323**

Council considered the revised draft of Friends and Voluntary Organisations Policy 323.

**RESOLUTION 2024/159**

Moved: Cr Rick Stevens

Seconded: Cr Colin Pankhurst

1. The Friends and Voluntary Organisations Policy 323 report is accepted; and
2. That Council adopts the Friends and Voluntary Organisations Policy 323, as presented.

**CARRIED**

**16.4 ANNUAL REPORT TO THE ALCOHOL REGULATORY AND LICENSING AUTHORITY 2023-24**

Council retrospectively considered endorsement of the Annual Report to the Alcohol Regulatory and Licensing Authority (ARLA).

**RESOLUTION 2024/160**

Moved: Cr John Begg

Seconded: Cr Colin Pankhurst

1. That the Annual Report to the Alcohol Regulatory and Licensing Authority 2021-22 report is accepted; and
2. That Council receives and adopts the Annual Report to the Alcohol Regulatory and Licensing Authority.

**CARRIED**

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

### CONSIDERATION OF MAJOR ITEM NOT ON THE AGENDA

Council discussed the 'Waimate District Entrance Signs' identified as a major item at the beginning of the meeting, and circulated to Council via email on Monday 16 September, and agreed that the below design (variation 2 with line work) be confirmed as the universal sign for all of the district entrances.

#### RESOLUTION 2024/161

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Major item 'Waimate District Entrance Signs' is considered and Design 7 (variation 2 with line work) is confirmed: as below:



**CARRIED**

The meeting was adjourned at 10.35am for morning tea.

The meeting was reconvened at 10.50am.



## PUBLIC EXCLUDED

## 18 EXCLUSION OF THE PUBLIC REPORT

## RESOLUTION TO EXCLUDE THE PUBLIC

**RESOLUTION 2024/162**

Moved: Cr Tom O'Connor

Seconded: Cr Sandy McAlwee

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 20 August 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 Limited - Shareholder Workshop and Annual General Meeting</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
<b>18.4 - Alpine Energy Limited - Sponsorship</b>	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

<b>18.5 - Alpine Energy Limited - Shareholder Expectations of Chair and Board</b>	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority  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
<b>CARRIED</b>		

## 19 RE-ADMITTANCE OF THE PUBLIC REPORT

<b>RESOLUTION 2024/163</b>
Moved: Cr Rick Stevens
Seconded: Cr John Begg
That Council moves out of Closed Council into Open Council.
<b>CARRIED</b>

## MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 11.19am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 15 October 2024.

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**CHAIRPERSON**