

Agenda

**Notice is hereby given of
an Ordinary Council Meeting**

Tuesday 18 February 2025

9:30am

Function Room
Waimate Event Centre
Paul Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Council will be held in the Function Room, Waimate Event Centre, Paul Street, Waimate, on Tuesday 18 February 2025, commencing at 9:30am.

Elected Members

Craig Rowley	Chairperson
Sharyn Cain	Deputy Mayor
John Begg	Councillor
Peter Collins	Councillor
Sandy McAlwee	Councillor
Tom O'Connor	Councillor
Colin Pankhurst	Councillor
Lisa Small	Councillor
Rick Stevens	Councillor

Quorum – no less than five members

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

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OPENING

1 OPENING

Cr Peter Collins will open the Council Meeting.

2 PUBLIC FORUM

3 APOLOGIES

The Chair will call for any apologies.

4 VISITORS

5 CONFLICTS OF INTEREST

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

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

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

- a. **Standing Orders 3.7.5 – Major Items**

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
 - ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

- b. **Standing Orders 3.7.6 – Minor Items**

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
 - ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

MINUTES

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 28 JANUARY 2025

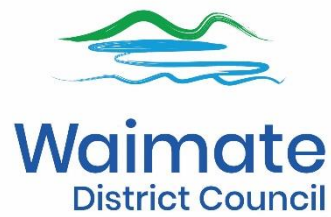
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Council Meeting held on 28 January 2025

PURPOSE

To present the unconfirmed Minutes of the Council Meeting held on 28 January 2025 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 28 January 2025 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

28 January 2025

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON TUESDAY 28 JANUARY 2025, 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

APOLOGIES: Nil

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

PARTIAL ATTENDANCE: Melissa Thomson (Accountant), Shey Taylor (Strategic Planner/Policy Analyst)

OPENING

1 OPENING

Cr Colin Pankhurst invited Russell Wallace to open the Council Meeting with his thoughts on the work of governance and democracy for the Waimate District and wider New Zealand.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

Nil

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

The Chair called for Conflicts of Interests. Cr Peter Collins noted as Chair of Waimate2gether, he would not participate in the discussion or decision making on Item: 16.5 Review of Council Representatives on External Groups and Organisations in relation to the Waimate2gether group.

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

There were no major/minor items identified.

MINUTES

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 17 DECEMBER 2024

RESOLUTION 2025/8

Moved: Cr Lisa Small
Seconded: Cr Rick Stevens

That the Minutes of the Council Meeting held on 17 December 2024 be adopted as a true and correct record, with the below amendment.

CARRIED

Amendment:

Mayor's Report: That it be clarified that the letter received from the South Island Resource Recovery Limited on 20 November and tabled at the meeting be attached to the paper copy of the public minutes and available on request.

7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 21 JANUARY 2025

RESOLUTION 2025/9

Moved: Cr Tom O'Connor
Seconded: Cr Colin Pankhurst

That the Minutes of the Extraordinary Council Meeting held on 21 January 2025 be adopted as a true and correct record, with the below amendment.

CARRIED

Note:

The wording amended under 'Meeting Closure' that the minutes of this meeting would be confirmed at the Ordinary Council Meeting to be held on 28 January 2025.

8 RECEIPT OF MINUTES

Nil

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

RESOLUTION 2025/10

Moved: Mayor Craig Rowley
Seconded: Deputy Mayor Sharyn Cain

That the Mayor's Report is accepted.

CARRIED

10 DEPUTY MAYOR'S REPORT**10.1 DEPUTY MAYOR'S REPORT****RESOLUTION 2025/11**

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 2025/12**

Moved: Cr Tom O'Connor

Seconded: Cr Sandy McAlwee

That the Councillors' Report is accepted.

CARRIED**12 CHIEF EXECUTIVE'S REPORT**

Nil

13 COUNCIL ACTIONS REPORT**13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2025/13**

Moved: Cr Colin Pankhurst

Seconded: Cr Lisa Small

That the Outstanding Council Actions Report – Public is accepted.

CARRIED**14 HUMAN RESOURCES REPORT**

Nil

15 AUDIT AND RISK COMMITTEE REPORT

Nil

16 GENERAL REPORTS**16.1 QUARTERLY TREASURY DASHBOARD REPORT 31 DECEMBER 2024****RESOLUTION 2025/14**

Moved: Cr Rick Stevens

Seconded: Cr John Begg

That the Quarterly Treasury Dashboard Report for the period ended 31 December 2024 is received.

CARRIED

Note:

Council discussed the bank facility with ANZ for \$2.0 million that matures in April 2025 and noted staff were looking into the most advantageous short term borrowing options for Council.

16.2 CIVIC FINANCIAL SERVICES – STATEMENT OF INTENT 2025**RESOLUTION 2025/15**

Moved: Cr John Begg

Seconded: Cr Lisa Small

That the Civic Financial Services – Statement of Intent 2025 report is accepted.

CARRIED

Note:

Council asked staff to communicate Council's concerns there is no commentary on the winding up of Riskpool in Civic Financial Services' Statement of Intent document.

16.3 RISKPOOL: UPDATE ON WINDING UP

Council received an update regarding the winding up of Riskpool.

RESOLUTION 2025/16

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the Riskpool: Update on Winding Up report is received.

CARRIED

16.4 RESIGNATION OF COUNCIL'S JOINT REPRESENTATIVE ON DOWNLANDS JOINT STANDING COMMITTEE

Council formally received the resignation of Council's additional joint representative on the Downlands Joint Standing Committee and discussed any replacement.

RESOLUTION 2025/17

Moved: Mayor Craig Rowley

Seconded: Cr Sandy McAlwee

1. That the Resignation of Council's Joint Representative on the Downlands Joint Standing Committee report is accepted; and
2. That Council consults with Mackenzie District Council on a replacement on this Committee accordingly.

CARRIED

Note:

Council noted a letter of appreciation has been sent to Bill Wright from the Mayor, and conversations on a suitable joint council replacement would be held between the Mayors and Downlands Councillors.

16.5 REVIEW OF COUNCIL REPRESENTATIVES ON EXTERNAL GROUPS AND ORGANISATIONS

Council reviewed the current list of External Groups and Organisations assigned to Council representatives at the Inaugural Council Meeting held in October 2022.

Cr Peter Collins noted as Chair of Waimate2gether, he would not participate in the discussion or decision relating to the Waimate2gether group.

RESOLUTION 2025/18

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the Review of Council Representatives on External Groups and Organisations report is accepted; and
2. That Council removes Council representation from the below list of External Groups and Organisations, being
 - a. Elephant Hill Drainage Committee;
 - b. Lower Waihao Rural Water Committee
 - c. Sport Canterbury Spaces & Places Plan Governance Group
 - d. Pareora Catchment Committee
 - e. Waimate Total Mobility Group (noting that Cr Begg requests that Community Link and the Waimate Community Vehicle Trust continue to lobby for the total mobility funding)
 - f. St Andrews Recreation Reserve Committee;
 - g. Waihao-Wainono River Rating Liaison Group
 - h. Climate Change Steering Group; and

2. That Council approaches Waimate2gether (Project Waimate) regarding an offer to provide a Council Representative, if appropriate, and
3. For the rest of the current term of Local Government, Cr Peter Collins be Council's representative on the Anzac Group, and Cr Colin Pankhurst on the Waitaki Lakes Shorelines Authorities Committee.

CARRIED

Note:

Council discussed representation on Hall Committees and Catchment Groups and agreed that any representation would be considered, if requested by the Hall Committee or Catchment Group.

Council also agreed that it was of benefit for the Climate Change Action Planning Reference Group to continue now that the Climate Change Partnership Plan has been completed, in order for Council's representative to provide input into action points and give a local perspective, and that the Mayor would raise this at the next Mayoral Forum when the item would be discussed.

Council adjourned at 10.23am for morning tea.
Council reconvened at 10.40am.

16.6 ADDITIONAL PROPOSED FEES AND CHARGES 2025/26

Council considered two omitted Fees and Charges submitted for approval for the Long Term Plan Consultation Document at the Extraordinary Council Meeting on 21 January 2024.

RESOLUTION 2025/19

Moved: Mayor Craig Rowley
Seconded: Cr Rick Stevens

1. That the Additional Proposed Fees and Charges 2025/26 report is accepted; and
2. That Council adds the below two proposed Fees and Charges to the Fees and Charges 2025/26 approved for consultation in the Long Term Plan:
 - a. Community Facilities – Community Housing – Double Unit 2 people, per week; and
 - b. Waste – Administration Fee – Drive off administration fee.

CARRIED

16.7 ST ANDREWS CLOSED LANDFILL ASSESSMENT OF REMEDIAL OPTIONS

Council were presented with the draft St Andrews Landfill Assessment of Remedial Options report to consider for approved for finalisation and considered remedial options to mitigate and/or manage the risks associated with the exposure of waste at the St Andrews beach.

Council noted that the original ownership of the site, material (elements) buried and amount is unknown as is any resource consent requirements and financial impacts. They discussed the potential environmental impact, particularly the erosion and leachate risk. A number of possible stakeholders was identified, along with Environment Canterbury, and it was agreed there should be a joint decision of any remedial options, once advice and implications of the report was received.

RESOLUTION 2025/20

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

1. That the St Andrews Closed Landfill Assessment of Remedial Options report, together with the St Andrews Assessment of Remedial Options Report (under separate cover) is accepted for finalisation by Environment Canterbury, as presented; and
2. That Council seeks advice and information on the implications of the report and agrees that staff seek joint conversations with all stakeholders on possible remediation options.

CARRIED**16.8 SUPPORT FOR THE ADVANCEMENT OF A CONTAINER RETURN SCHEME IN NEW ZEALAND**

Council considered the advancement of a Container Return Scheme in New Zealand and co-sign the attached advocacy letter to the Minister for the Environment and officials to urge greater progress towards its implementation.

RESOLUTION 2025/21

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr John Begg

1. That the Support for the Advancement of a Container Return Scheme in New Zealand report is accepted; and
2. That Council approve the advancement of a Container Return Scheme in New Zealand and co-sign the advocacy letter to the Minister for the Environment and officials to urge greater progress towards its implementation.

CARRIED**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 2025/22

Moved: Deputy Mayor Sharyn Cain

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
18.1 - Public Excluded Minutes of the Council Meeting held on 17 December 2024	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
18.2 - Outstanding Council Actions Report - Public Excluded	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
18.3 - Draft Long Term Plan 2025-2034 Consultation Document for Audit	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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 2025/23

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 11.46am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 18 February 2025.

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CHAIRPERSON

8 RECEIPT OF MINUTES**8.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING HELD ON 18 NOVEMBER 2024**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

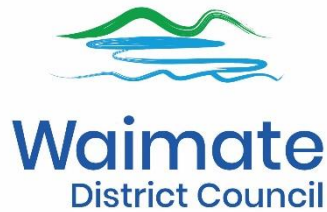
Attachments: 1. Minutes of the Waimate District Civic Awards Committee Meeting held on 18 November 2024

PURPOSE

For the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 18 November 2024 to be presented for the information of the Council.

RECOMMENDATION

That the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 18 November 2024 be received.



UNCONFIRMED MINUTES

**Waimate District Civic Awards
Committee Meeting**

18 November 2024

**MINUTES OF WAIMATE DISTRICT COUNCIL
WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD AT THE MEETING ROOM, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON MONDAY 18 NOVEMBER 2024, COMMENCING AT 10:05AM**

PRESENT: Community Representative Janice Mehrtens, Mayor Craig Rowley, Service Club Representative Judy Clarke, Cr Peter Collins, Community Representative Lynda Holland

APOLOGIES: Te Runanga o Waihao Representative Trudy Heath and Member Matt Simonsen

IN ATTENDANCE: Karalyn Reid (Committee Secretary)

OPENING

1 APOLOGIES

COMMITTEE RESOLUTION 2024/5

Moved: Community Representative Janice Mehrtens
Seconded: Cr Peter Collins

That apologies from Trudy Heath and Matt Simonsen be received and accepted, and Mayor Rowley for lateness.

CARRIED

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Cr Peter Collins declared he is the non-voting Council representative on Waimate Trackways.

MINUTES

4 CONFIRMATION OF MINUTES

**4.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 11 SEPTEMBER 2024**

COMMITTEE RESOLUTION 2024/6

Moved: Community Representative Janice Mehrtens
Seconded: Community Representative Lynda Holland

That the Minutes of the Waimate District Civic Awards Committee Meeting held on 11 September 2024 be adopted as a true and correct record.

CARRIED

Note:

It was noted that at this stage there was no group confirmed to assist with the catering; however Lynda was expecting to hear back from Whitehorse Lions on Tuesday 19 November.

REPORTS


5 GENERAL BUSINESS

5.1 NOMINATIONS - INDIVIDUAL AWARDS CATEGORY

COMMITTEE RESOLUTION 2024/7

Moved: Community Representative Janice Mehrtens

Seconded: Community Representative Lynda Holland

1. That the Waimate District Civic Awards Committee reviews and selects up to **four recipients** for a Waimate District Civic Award - Individual category being; and
 - (a) Mavis Andrew
 - (b) Barry O'Neill
 - (c) Raewyn Williams
 - (d) Vincent Thompson
2. That the Waimate District Civic Awards Committee selects **one recipient** as a back-up in case any of the selected recipients refuse to accept an award; being


CARRIED

5.2 NOMINATIONS - GROUP/ORGANISATION AWARD CATEGORY

COMMITTEE RESOLUTION 2024/8

Moved: Mayor Craig Rowley

Seconded: Community Representative Janice Mehrtens

That for this year an exception is made for the single group/organisation award, and two recipients are chosen, being;

- (a) Waimate Highland Pipe Band; and
- (b) Waimate Trackways

CARRIED

Note:

The Committee agreed the invitation be extended to a maximum of ten people per group.

5.3 NOMINATIONS - YOUTH AWARD CATEGORY

RECOMMENDATION

That the Waimate District Civic Award Committee reviews and selects one recipient for the Waimate District Civic Award - Youth category; being

- (a) Georgia Soper

The Committee agreed the Chair and Mayor would take the invitations, and visit the 2025 Civic Award Recipients on Monday 25 November, at 11:00am.

5.4 2025 CIVIC AWARDS FUNCTION ARRANGEMENTS

RECOMMENDATION

That the above arrangements are accepted for the 2025 Civic Awards function:

- a. Function date and time: Wednesday 12 February 2025, 5.30pm
- b. Function venue: Waimate Event Centre
- c. Catering: Whitehorse Lions were to confirm if they were available on 19 November, and the committee agreed that fruit/cheese/cracker platters could be ordered again as there was less wastage and probably worked out more cost-effective. **Note added 21.11.24: Whitehorse Lions confirmed they could offer assistance**
- d. Flowers: Waimate Floral Group confirmed.
- e. Entertainment: Waimate District Choir confirmed.
- f. Invited Guests:
 - Waitaki MP Miles Anderson (apology)
 - Regional Naval Officer (South Canterbury) Lieutenant Commander Grant Finlayson confirmed
- g. Photographer: Lindsey Willoughby confirmed.
- h. Format: Same as past years.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.36am.

The minutes of this meeting are to be confirmed at the Waimate District Civic Awards Committee Meeting scheduled on

.....
CHAIRPERSON

REPORTS**9 MAYOR'S REPORT****9.1 MAYOR'S REPORT**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

To present for the information of Council a register of external meetings and functions attended by the Mayor outside of Waimate District Council meetings and general business from 18 January 2025 to 7 February 2025.

Date	Meetings and Functions
27 January 2025	Mayor's Taskforce for Jobs (MTFJ) update with Coordinator – Council
27 January 2025	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council
29 January 2025	Why Waste Waimate representatives to discuss Project Kea Fast Track Application – Council
30 January 2025	Climate Resilience Strategy Workshop: Leadership, Empowerment and Collaboration - Waimate
31 January 2025	MTFJ Questions and Answers for Mayors and Chief Executives – via Microsoft teams
3 February 2025	MTFJ update with Coordinator – Council
3 February 2025	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council

RECOMMENDATION

That the Mayor's Report is accepted.

10 DEPUTY MAYOR'S REPORT

Nil

11 COUNCILLORS' REPORT**11.1 COUNCILLORS' REPORT**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

To present for the information of Council a register of external meetings and functions attended by Councillors outside of Waimate District Council meetings and general business from 18 January 2025 to 7 February 2025.

Cr John Begg	
Date	Meetings and Functions
30 January 2025	Climate Resilience Strategy Workshop: Leadership, Empowerment and Collaboration

Cr Sandy McAlwee	
Date	Meetings and Functions
30 January 2025	Climate Resilience Strategy Workshop: Leadership, Empowerment and Collaboration

Cr Rick Stevens	
Date	Meetings and Functions
30 January 2025	Climate Resilience Strategy Workshop: Leadership, Empowerment and Collaboration

RECOMMENDATION

That the Councillors' Report is accepted.

12 CHIEF EXECUTIVE'S REPORT**12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT**

Author: Stuart Duncan, Chief Executive

Authoriser: Stuart Duncan, Chief Executive

Attachments: Nil

PURPOSE

1. To inform the Council of the Chief Executive's activities.

MEETINGS AND FUNCTIONS ATTENDED

2. Meetings and functions attended by the Chief Executive from 18 January to 7 February 2025:

Date	Meetings and Functions
22 January 2025	Alpine Energy Shareholder Officers meeting – Timaru
29 January 2025	Why Waste Waimate representatives to discuss Project Kea Fast Track Application – Council office
31 January 2025	Mayors Taskforce for Jobs update – Microsoft Teams
3 February 2025	Waimate2gether representatives to discuss Waimate Trail – Council office
5 February 2025	Canterbury Water Management Strategy Progress Report – Microsoft Teams

RECOMMENDATION

That the Chief Executive's Activity Report is accepted

12.2 COMMON SEAL REPORT

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments:

1. **Warrant of Appointment - Liam Brown**  
2. **Warrant of Appointment - Paul Hansen**  
3. **Warrant of Appointment - Anthony Milward**  
4. **Warrant of Appointment - Murray Winwall**  
5. **Deed of Grant for Stock Underpass on Fitzmaurice Road**  

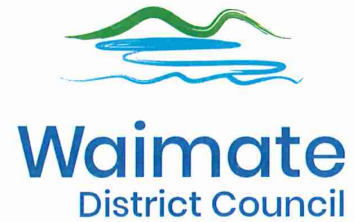
PURPOSE

1. The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act 2002 and other relevant statutes.
2. It is now proposed that the Council authorise the signing and sealing of the below documents as attached:
 - a. Warrant of Appointment: Liam Brown (Building Control Officer)
 - b. Warrant of Appointment: Paul Hansen (Building Control Officer)
 - c. Warrant of Appointment: Anthony Milward (Building Control Officer)
 - d. Warrant of Appointment: Murray Winwall (Building Control Officer)
 - e. Deed of Grant for Stock Underpass on Fitzmaurice Road – WDC and Kirk Farming Ltd

RECOMMENDATION

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

- a. Warrant of Appointment: Liam Brown (Building Control Officer)
- b. Warrant of Appointment: Paul Hansen (Building Control Officer)
- c. Warrant of Appointment: Anthony Milward (Building Control Officer)
- d. Warrant of Appointment: Murray Winwall (Building Control Officer)
- e. Deed of Grant for Stock Underpass on Fitzmaurice Road – WDC and Kirk Farming Ltd



Warrant of Appointment

Name: Liam Brown
Designation: Building Control Officer
Dated at Waimate: 29 January 2025

This is to certify that the above named officer is hereby appointed by the Waimate District Council under the Building Act 2004, the Local Government Act 2002, the Amusement Devices Regulations 1978, the Resource Management Act 1991, and the Health Act 1956 to carry out the following functions and powers of an Authorised Officer under that Act:

Building Act 2004

1. Section 90 Authority to enter onto land and into buildings to undertake inspections of building work
2. Section 111 Inspections by territorial authority for the purpose of inspections
3. Section 124 Authority to exercise the powers of the Council in respect of buildings deemed to be dangerous, affected or insanitary under sections 121-123A of the Act.
4. Section 164 Authority to issue notices to fix.
5. Section 167 Authority to revoke or refuse to revoke a notice to fix.
6. Section 222 Authority to carry out inspections and to enter land on which building work is being carried out, and building work carried out on or off building site, and enter any building and any residential pool or immediate pool area and to enter premises to inspect the premises or building.
7. Section 372 Issue of infringement notices

Local Government Act 2002

1. Section 171 General power of entry
2. Section 172 General power of entry – enforcement purposes
3. Section 173 Power of entry in cases of emergency
4. Section 174 Authority to act (power of entry)

Amusement Devices Regulations 1978

1. Regulation 23 Powers of entry

Resource Management Act 1991

1. Section 332 Power of entry for inspection

Health Act 1956

1. Section 128 Power of entry and inspection

Waimate District Council Bylaws

1. Power to administer and enforce relevant Bylaws of the Waimate District Council.

Dated at Waimate this 29 January 2025

The Common Seal of the Waimate District Council was hereto affixed in the presence of:



Craig Rowley
MAYOR



Stuart Duncan
CHIEF EXECUTIVE

Stuart Duncan
Chief Executive



Provided that this warrant is only valid while the officer is employed by Timaru District Council.



Waimate
District Council

Warrant of Appointment

Name: Paul Hansen
 Designation: Building Control Officer
 Dated at Waimate: 29 January 2025

This is to certify that the above named officer is hereby appointed by the Waimate District Council under the Building Act 2004, the Local Government Act 2002, the Amusement Devices Regulations 1978, the Resource Management Act 1991, and the Health Act 1956 to carry out the following functions and powers of an Authorised Officer under that Act:

Building Act 2004

1. Section 90 Authority to enter onto land and into buildings to undertake inspections of building work
2. Section 111 Inspections by territorial authority for the purpose of inspections
3. Section 124 Authority to exercise the powers of the Council in respect of buildings deemed to be dangerous, affected or insanitary under sections 121-123A of the Act.
4. Section 164 Authority to issue notices to fix.
5. Section 167 Authority to revoke or refuse to revoke a notice to fix.
6. Section 222 Authority to carry out inspections and to enter land on which building work is being carried out, and building work carried out on or off building site, and enter any building and any residential pool or immediate pool area and to enter premises to inspect the premises or building.
7. Section 372 Issue of infringement notices

Local Government Act 2002

1. Section 171 General power of entry
2. Section 172 General power of entry – enforcement purposes
3. Section 173 Power of entry in cases of emergency
4. Section 174 Authority to act (power of entry)

Amusement Devices Regulations 1978

1. Regulation 23 Powers of entry

WAIMATE DISTRICT COUNCIL
 125 Queen Street, Waimate 7924
 PO Box 122, Waimate 7960, New Zealand

P. +64 3 689 0000
E. council@waimatedc.govt.nz
W. waimatedc.govt.nz

Resource Management Act 1991

- 1. Section 332 Power of entry for inspection

Health Act 1956

- 1. Section 128 Power of entry and inspection

Waimate District Council Bylaws

- 1. Power to administer and enforce relevant Bylaws of the Waimate District Council.

Dated at Waimate this 29 January 2025

The Common Seal of the Waimate District Council was hereto affixed in the presence of:

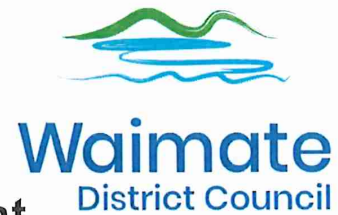

Craig Rowley
MAYOR


Stuart Duncan
Chief Executive

Stuart Duncan
CHIEF EXECUTIVE



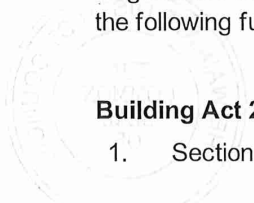
Provided that this warrant is only valid while the officer is employed by Timaru District Council.



Warrant of Appointment

Name: Anthony Milward
 Designation: Building Control Officer
 Dated at Waimate: 29 January 2025

This is to certify that the above named officer is hereby appointed by the Waimate District Council under the Building Act 2004, the Local Government Act 2002, the Amusement Devices Regulations 1978, the Resource Management Act 1991, and the Health Act 1956 to carry out the following functions and powers of an Authorised Officer under that Act:



Chief Executive
 Stuart Duncan

Building Act 2004

1. Section 90 Authority to enter onto land and into buildings to undertake inspections of building work
2. Section 111 Inspections by territorial authority for the purpose of inspections
3. Section 124 Authority to exercise the powers of the Council in respect of buildings deemed to be dangerous, affected or insanitary under sections 121-123A of the Act.
4. Section 164 Authority to issue notices to fix.
5. Section 167 Authority to revoke or refuse to revoke a notice to fix.
6. Section 222 Authority to carry out inspections and to enter land on which building work is being carried out, and building work carried out on or off building site, and enter any building and any residential pool or immediate pool area and to enter premises to inspect the premises or building.
7. Section 372 Issue of infringement notices

Local Government Act 2002

1. Section 171 General power of entry
2. Section 172 General power of entry – enforcement purposes
3. Section 173 Power of entry in cases of emergency
4. Section 174 Authority to act (power of entry)

Amusement Devices Regulations 1978

1. Regulation 23 Powers of entry

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Resource Management Act 1991

- 1. Section 332 Power of entry for inspection

Health Act 1956

- 1. Section 128 Power of entry and inspection

Waimate District Council Bylaws

- 1. Power to administer and enforce relevant Bylaws of the Waimate District Council.

Dated at Waimate this 29 January 2025

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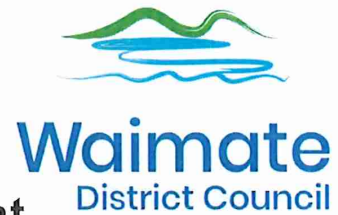

Craig Rowley
MAYOR


Stuart Duncan
Chief Executive

Stuart Duncan
CHIEF EXECUTIVE



Provided that this warrant is only valid while the officer is employed by Timaru District Council.



Warrant of Appointment

Name: Murray Winwall
 Designation: Building Control Officer
 Dated at Waimate: 29 January 2025

This is to certify that the above named officer is hereby appointed by the Waimate District Council under the Building Act 2004, the Local Government Act 2002, the Amusement Devices Regulations 1978, the Resource Management Act 1991, and the Health Act 1956 to carry out the following functions and powers of an Authorised Officer under that Act:

Building Act 2004

1. Section 90 Authority to enter onto land and into buildings to undertake inspections of building work
2. Section 111 Inspections by territorial authority for the purpose of inspections
3. Section 124 Authority to exercise the powers of the Council in respect of buildings deemed to be dangerous, affected or insanitary under sections 121-123A of the Act.
4. Section 164 Authority to issue notices to fix.
5. Section 167 Authority to revoke or refuse to revoke a notice to fix.
6. Section 222 Authority to carry out inspections and to enter land on which building work is being carried out, and building work carried out on or off building site, and enter any building and any residential pool or immediate pool area and to enter premises to inspect the premises or building.
7. Section 372 Issue of infringement notices

Local Government Act 2002

1. Section 171 General power of entry
2. Section 172 General power of entry – enforcement purposes
3. Section 173 Power of entry in cases of emergency
4. Section 174 Authority to act (power of entry)

Amusement Devices Regulations 1978

1. Regulation 23 Powers of entry

Resource Management Act 1991

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- 1. Section 332 Power of entry for inspection

Health Act 1956

- 1. Section 128 Power of entry and inspection

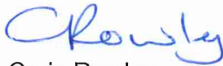
Waimate District Council Bylaws

- 1. Power to administer and enforce relevant Bylaws of the Waimate District Council.

Dated at Waimate this 29 January 2025

The Common Seal of the Waimate District Council was hereto affixed in the presence of:

Stuart Duncan
Chief Executive



Craig Rowley
MAYOR

Stuart Duncan
CHIEF EXECUTIVE

Provided that this warrant is only valid while the officer is employed by Timaru District Council.

Dated 11th Day of February 2025

**DEED OF GRANT FOR STOCK
UNDERPASS ON FITZMAURICE
ROAD**

WAIMATE DISTRICT COUNCIL
the Council

Kirk Farming Ltd
the Grantee

DEED OF GRANT

DATED

11th of February 2025

PARTIES

- (1) **WAIMATE DISTRICT COUNCIL** ("the Council")
- (2) **Kirk Farming Limited.** ("the Grantee")

BACKGROUND

Pursuant to Section 341 of the Local Government Act 1974, the Council has agreed to grant to the Company rights use a Stock Underpass across **FITZMAURICE ROAD** at Route Position 1136

TERMS OF THIS DEED

1. Definitions:

1.1 Where the context requires or admits in this Deed:

"Annual Charge" means an annual charge of \$Nil plus GST payable by the Grantee pursuant to clause 4.

"Default Interest Rate" means a rate of interest equal to the Bank of New Zealand Base Rate at the date of default, plus 5%.

"Roads" means the roads within the Council's district.

"Stock Underpass" means a concrete structure installed under and across the road for the specific purpose on giving access to stock moving across the road.

"Working Day" means any day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, Labour Day, New Zealand's anniversary day and Canterbury Anniversary Day; and
- (b) A day in the period commencing with the 24th day of December in any year and ending with the 5th day of January in the following year.

1.2 Interpretations

- (a) Words importing the singular shall include the plural. Words importing the masculine gender shall include the feminine or neuter and vice versa. Words importing persons shall include companies.
- (b) Any covenant or agreement on the part of two or more persons shall be deemed to bind them jointly and severally.
- (c) Any reference to the Grantee in this Deed includes any receiver, liquidator, statutory manager, assignee in bankruptcy or successor in title of the Grantee and includes the Grantee's employees, workmen, contractors, invitees, agents and inspectors.

Page 1

- (d) Any covenant or agreement on the part of the Grantee includes a covenant to also ensure compliance by the Grantee's servants, agents, visitors and other permitted invitees, workmen and contractors.
- (e) The Table of Contents and any headings and marginal notations in this Deed have been inserted for convenience only and shall not limit or govern the construction of the terms of this Deed.
- (f) Any reference in this Deed to any statute or regulation is deemed to include all amendments and revisions made from time to time to that statute or regulation and any re-enactments thereof.
- (g) Where the Council's consent or approval is required pursuant to any provision of this Deed such consent or approval shall be required for each separate occasion notwithstanding any prior consent or approval obtained for the like purpose on a prior occasion.

2. Grant

- 2.1 In consideration of the payment of the Annual Charge to the Council and subject to always complying with the covenants set out in this Deed the Council grants to the Grantee pursuant to section 341 of the Local Government Act 1974, the right to install, use and maintain a Stock Underpass under the Road for the purposes of giving access to stock moving across the Road.

3. Term

- 3.1 **Initial Term:** The term of this Deed will commence on 1 February 2025 and expire on 31 January 2075.

4. Charges

- 4.1 **Initial Fee.** The Grantee agrees to pay \$Nil plus GST and thereafter an annual charge of Nil.

5. Council's Covenants:

- 5.1 The Council covenants with the Grantee that it will permit the Grantee
 - (a) To convey stock under the Road by way of the Stock Underpass in a free and unimpeded manner for farming purposes.
 - (b) With or without workmen, vehicles or equipment to have access to the Roads for the purposes of installing the Stock Underpass or inspecting, maintaining, repairing, or renewing the Stock Underpass.
 - (c) For the purposes of performing any duty or in the exercise of any of the rights conferred under this Deed, the Company may enter upon and remain on the Roads for a reasonable time for the sole purpose of completing any such work.
- 5.2 For the purposes of clause 5.1, the words "convey stock" includes the right for the Grantee at all times to lead and convey stock without interruption or impediment through the Stock Underpass

under the Road with or without vehicles, tools, equipment, machinery or materials. The right to lead and convey stock without interruption or impediment is limited to the extent required by any period necessary for cleaning, maintaining and repairing of the Stock Underpass.

6. **Grantees Covenants:**

- 6.1 The Grantee will keep and maintain the Stock Underpass in good serviceable repair and will not permit the same to fall into disrepair, do damage of any kind nor becomes a nuisance by any other cause.
- 6.2 In performing any duty or in the exercise of any rights conferred by this Deed, the Grantee will:
- (a) Give the Council 10 working days written notice prior to commencing any works, such notice to specify the location, scope and time period for the completion of the works.
 - (b) Ensure temporary traffic control is approved by Council.
 - (c) Ensure all work is performed in an approved and workmanlike manner.
 - (d) Ensure that all work is completed promptly.
 - (e) Liaise with service authorities to determine service locations and relocations.
 - (f) Comply with the Building Act 2004 and the Building regulations 1992.
 - (g) Ensure the structure is assembled and installed according to the manufacturer's specification, under the supervision of a registered engineer.
 - (h) Ensure that reinstatement of the pavement, road markings, and signs shall be to National Code of Practice for Utility Operators access to Transport Corridors.
 - (i) Be responsible for the structural integrity of the underpass and any damage which it may cause to public utilities or the road pavement.
 - (j) The work shall be carried out by a competent Contractor, experienced in the type of work being undertaken. The Contractor shall meet all their obligations under the current version of the Health and Safety in Employment Act. All underground services shall be located before any excavation commences. Any work on the road will require an approved Temporary Traffic Management Plan.
 - (k) The contractor shall submit a Corridor Access Request (CAR) to Council's Roading Unit for approval.
- 6.3 The Grantee will be responsible for and will keep the Council indemnified against any damage or injury that may occur to the Roads or any person using the Roads or to the property of any person using the Roads arising directly or indirectly as a consequence of the existence of the Stock Underpass on the Road or the exercise by the Grantee of any of its rights under this Deed. The grantee will hold public liability insurance for an amount of **\$1,000,000** to indemnify the Council from any claim against the Council arising directly or indirectly as a result of the Grantees actions.

Dec 24

- 6.4 The Grantee will comply with all statutes, regulations and bylaws affecting the installing and use of the Stock Underpass made or imposed on it by any Authority. Without limiting the generality of the foregoing, the Grantee will ensure that it complies with the provisions of the Health and Safety at Work Act 2015 and that it has a Health and Safety Management Plan in place at all times during the term of this Deed.
- 6.5 It is acknowledged by the Grantee that any laying, inspecting, cleansing, repairing, maintaining, renewing and use of the Stock Underpass will be at the Grantee's sole risk in all respects, including without limitation.
- (a) any risk of contamination arising from any contaminant or hazardous substances present on the Roads; and
 - (b) any contaminants or hazardous substances entering the Stock Underpass as a consequence directly or indirectly of any works undertaken by the Council on the Roads.

And that the Grantee shall not be entitled to make any claims against the Council in respect of such matters.

- 6.6 The Stock Underpass or any other structures, plant or equipment erected or installed by the Grantee near or on the Stock Underpass shall be the property of the Grantee.

7. **Default**

- 7.1 If:
- (a) Any Annual Charges or other money payable by the Grantee under this Deed is in arrears for 10 Working Days after the same has become due or demanded: or
 - (b) The Grantee defaults in the performance or observance of any of the covenants or conditions contained in this Deed and the Council has given notice to the Grantee specifying the particulars of the alleged default and requiring the Grantee to remedy the same and the alleged default has not been remedied by the Grantee within a reasonable time having due regard to the nature of the default after the notice has been given;

then notwithstanding any prior waiver or failure to take action by the Council or indulgence granted by the Council to the Grantee in respect of any such matter or default whether past or continuing the Council may cancel this Deed but such cancellation shall not release the Grantee from any liability in respect of any antecedent breach of this Deed.

8. **Removal of Stock Underpass**

- 8.1 Upon the expiry or earlier termination of this Deed or in the event that the Stock Underpass is no longer in use and required by the Grantee, the Grantee will at its own cost in all respects remove the Stock Underpass and following such removal works restore the surface of the Roads as nearly as possible to their former condition.

9. **Miscellaneous**

2025

- 9.1 **No Partnership:** Nothing in this Deed shall create or be deemed to create the relationship of partnership between the parties.
- 9.2 **Waiver:** No waiver of any breach of any term of this Deed shall be effective unless in writing signed by the Council and no such waiver shall be construed as a waiver of any subsequent breach.
- 9.3 **Variation of agreement:** This Deed shall not be cancelled, nullified, amended or modified by any means, unless the fact of cancellation, nullification, amendment or modification as the case may be is expressed in writing signed by duly authorised representatives of the parties, or occurs in accordance with express provisions of this Deed.
- 9.4 **Non reliance:** The Grantee acknowledges that it has relied on its own judgment in respect of all matters under this Deed.
- 9.5 **Force majeure:** No party shall be liable for any delay or default due to natural calamities, acts or demands of governments or any government agency, wars, riots, strikes, fires, floods, accidents or other unforeseen causes beyond its control and not due to its fault or neglect.
- 9.6 **Severance:** If any provision of this Deed, or part thereof, is rendered void, illegal or unenforceable by any legislation or law to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and no further.
- 9.7 **Release and indulgence:** Any liability to any of the parties hereunder may in whole or in part be released, compounded or compromised by time or indulgence given by the other parties in their absolute discretion without in any way prejudicing or affecting their rights against that party.
- 9.8 **Council acting as territorial authority:** The Grantee acknowledges that:
- (a) The Council, in its capacity as a territorial authority, is required to carry out its statutory consent functions under the Resource Management Act 1991 in accordance with the provisions of that statute.
 - (b) The granting by the Council of any consent or approval by the Council as territorial authority under that Act shall not of itself be deemed to be a consent or approval by the Council under this Deed.
 - (c) The Council is bound by statutory obligations to exercise its powers, including discretionary powers, and duties under that Act without regard to any relationship it may have with the Company under this Deed.
- 9.9 **Access Restriction:** The Grantee acknowledges that the permission to install a Stock Underpass revokes any previous licences issued by the Council for a Stock crossing at the same location and that Council will not issue a Stock crossing licence for any other site on **FITZMAURICE ROAD** or in the near vicinity.
10. **Mediation and Arbitration**
- 10.1 All disputes and questions relating to or arising from the interpretation and implementation of the terms of this Deed shall, if they cannot be resolved by the parties, be referred to mediation and

① 2025
Page 5

failing resolution to a single arbitrator agreed upon by the parties within 10 Working Days and if one cannot be agreed upon then by a single arbitrator appointed by the President of the Otago District Law Society in accordance with and subject to the provisions of the Arbitration Act 1996 or any statutory modification thereof for the time being in force. The decision of the arbitrator to whom any dispute or question is referred shall be final and binding.

11 **Assignment.** The rights of the Grantee shall not be assigned under this agreement without prior written consent of the Council which shall not be unreasonably held.

11. Notices

11.1 Any notice under this Deed may be given as provided in the Property Law Act 1952 and in any event shall be deemed sufficiently served if:

- (a) it is actually received by the addressee or its authorised representative; or
- (b) sent by post or fax to the addressee's last known service address in New Zealand; or
- (c) in the case of a body corporate, sent to its registered office.

Any notice sent by post shall be deemed to have been served three days following the posting.

12. Location

12.1 The Stock Underpass is located on **FITZMAURICE ROAD** at Route Position 1134

EC 14

THE COMMON SEAL of THE)
WAIMATE DISTRICT COUNCIL)
was hereto affixed by and in the)
presence of:)



Chowley Mayor/Councillor

Stuart Duncan
Chief Executive *[Signature]* Authorised Officer

SIGNED
KIRK FARMING LIMITED

in the presence of



Witness signature

Andrea Meyer


Full name

183 d'Auvergnés Road, Wainmate

Address

Accounting Technician

Occupation

)
)
)
)
_____ 

Note: If two directors sign, no witness is necessary. If a director and authorised signatory sign, both signatures are to be witnessed. If the director and authorised signatory are not signing together, a separate witness will be necessary for each signature.

13 COUNCIL ACTIONS REPORT**13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Outstanding Council Actions Report - Public [↓](#) 

PURPOSE

For the Outstanding Council Actions Report – Public to be presented for the information of Council.

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 23-Apr-24	Mitchell, Dan	General Reports	Licence to use Response Assets (Fire and Emergency New Zealand)
RESOLUTION 2024/52			
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			
Note:			
22 Jan 2025: Currently under negotiation by the Chief Executive			

Meeting	Officer/Director	Section	Subject
Council 28-Jan-25	White, Stacey	General Reports	St Andrews Closed Landfill Assessment of Remedial Options
RESOLUTION 2025/20			
1. That the St Andrews Closed Landfill Assessment of Remedial Options report, together with the St Andrews Assessment of Remedial Options Report (under separate cover) is accepted for finalisation by Environment Canterbury, as presented; and			
2. That Council seeks advice and information on the implications of the report and agrees that staff seek joint conversations with all stakeholders on possible remediation options.			
CARRIED			
Note:			
12 Feb 2025: Environment Canterbury informed Draft St Andrews Assessment of Remedial Options Report was accepted for finalisation, as presented., Advice and information on the implications of the report being sought, as well as joint conversations with stakeholders on possible remediation options.			

Meeting	Officer/Director	Section	Subject
Council 28-Jan-25	Reid, Karalyn	General Reports	Review of Council Representatives on External Groups and Organisations
RESOLUTION 2025/18			
1. That the Review of Council Representatives on External Groups and Organisations report is accepted; and			
2. That Council removes Council representation from the below list of External Groups and Organisations, being			
a. Elephant Hill Drainage Committee;			
b. Lower Waihao Rural Water Committee			
c. Sport Canterbury Spaces & Places Plan Governance Group			
d. Pareora Catchment Committee			
e. Waimate Total Mobility Group (noting that Cr Begg requests that Community Link and the Waimate Community Vehicle Trust continue to lobby for the total mobility funding)			
f. St Andrews Recreation Reserve Committee;			
g. Waihao-Wainono River Rating Liaison Group			
h. Climate Change Steering Group; and			

3. That Council approaches Waimate2gether (Project Waimate) regarding an offer to provide a Council Representative, if appropriate, and
3. For the rest of the current term of Local Government, Cr Peter Collins be Council's representative on the Anzac Group, and Cr Colin Pankhurst on the Waitaki Lakes Shorelines Authorities Committee.

CARRIED**Note:**

12 Feb 2025: To be completed

Meeting	Officer/ Director	Section	Subject
Council 28-Jan-25	Reid, Karalyn	General Reports	Resignation of Council's Joint Representative on Downlands Joint Standing Committee
RESOLUTION 2025/17			
<ol style="list-style-type: none"> 1. That the Resignation of Council's Joint Representative on the Downlands Joint Standing Committee report is accepted; and 2. That Council consults with Mackenzie District Council on a replacement on this Committee accordingly. 			
			CARRIED
Note:			
12 Feb 2025: Thank you letter from Mayor sent, consultation with MDC yet to occur.			

14 HUMAN RESOURCES REPORT

Nil

15 AUDIT AND RISK COMMITTEE REPORT

Nil

16 GENERAL REPORTS

16.1 FINANCE REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2024

Author: Jacqueline Michael, Accounting Assistant
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: Nil

PURPOSE

- To present the Finance Report to Council.

Waimate District Council Statement of Financial Performance For the 6 months ended 31 December 2024

	Variance Note	Actual \$000	Year to date Budget \$000	Variance \$000	% Var.	Full Year Budget Including carry forwards
Operating Revenue						
Rates (net of remissions)		7,786	7,787	(1)	(0%)	16,004
Development and Financial Contributions	3	62	33	29	88%	66
Waka Kotahi NZ Transport Agency Subsidy	4	1,330	1,601	(271)	(17%)	4,963
Fees and Charges	5	788	821	(33)	(4%)	1,480
Interest Revenue		49	40	9	23%	83
Transitional & Better Off Funding - 3Waters		400	-	400	100%	-
Other Revenue		918	1,322	(404)	(31%)	4,223
Total Operating Revenue		\$ 11,333	\$ 11,604	\$ (271)	(2%)	\$ 26,819
Operating Expenditure						
Employment Benefit Expenses	6	3,188	3,382	194	6%	6,755
Depreciation and Amortisation (Estimated)	7	3,442	3,772	330	9%	7,543
Roading Expenses	8	1,560	1,716	156	9%	3,662
Finance Costs		80	90	9	10%	428
Other Expenses	9	4,058	3,862	(196)	(5%)	9,821
Total Operating Expenditure		12,328	12,822	493	4%	28,209
Total Surplus/(Deficit)		\$ (995)	\$ (1,218)	\$ 222	(18%)	\$ (1,390)

- For the 6 months ended 31 December 2024, Council recorded a deficit of \$0.995M, compared to a budgeted deficit of \$1.218M; therefore, Council is tracking \$0.222M favourable to budget.

MAJOR VARIANCES TO BUDGET

- Contribution towards water and sewer activities has been recognised this financial year for subdivisions.
- Subsidies from Waka Kotahi NZ Transport Agency are below budget due to reduced operational spends (as noted below in point 8) compared to budget.
- Fees and charges are unfavourable to budget mainly in relation to reduced Building Control activity below budget by \$41,994. The decrease in building consent income is the result of a corresponding reduction in building consent applications being lodged with Council. Camping Fees are also below budget by \$13,966 mainly at the Victoria Park and Knottingley Park campsites due to a reduction in the number of long term residents. The Waitaki Lakes income has recovered as anticipated.
- Employment benefit expenses remain below budget overall due to some staff vacancies.

7. The monthly property, plant and equipment processes have been completed to October 2024, therefore depreciation and amortisation expenses have been estimated for November and December 2024.
8. The Roothing Expenses are below budget due to reduced spends in the area of Drainage below budget by \$128,905 and structure maintenance below budget by \$37,358.
9. Other expenses are above budget mainly due to roading professional services recoveries yet to be processed. (Actual: Nil Budget: \$272,340).

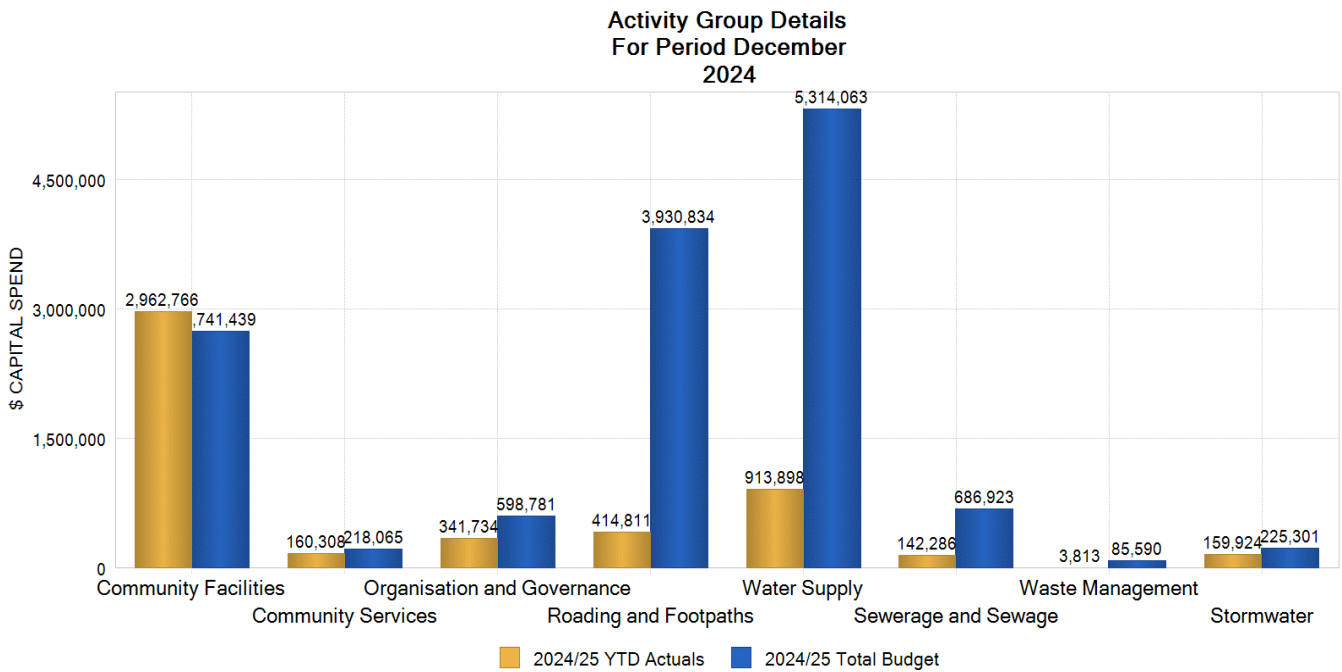
Statement of Financial Position

As at 31 December 2024

	Movement Note	Actual 31 December 2024 \$000	Actual 30 June 2024 \$000	Movement \$000
Assets				
Current Assets				
Cash and cash equivalents	10	3,709	1,468	2,242
Trade and other receivables	11	1,177	3,721	(2,544)
Inventories		275	234	41
Other financial assets		-	-	-
Total Current Assets		5,162	5,423	(262)
Non Current Assets				
Property, plant and equipment		508,543	509,213	(670)
Forestry assets		2,186	2,186	-
Intangible assets		1,358	1,378	(20)
Other financial assets		22,534	22,460	74
Total Non Current Assets		534,621	535,237	(616)
Total Assets		539,783	540,660	(877)
Liabilities				
Current Liabilities				
Trade and other payables		1,768	3,181	(1,414)
Borrowings		3,019	3,019	-
Provisions		-	10	(10)
Employment Benefit Expenses		780	689	91
Derivative financial instruments		-	-	-
Total Current Liabilities		5,566	6,900	(1,333)
Non Current Liabilities				
Provisions		83	83	-
Borrowings	12	4,470	2,970	1,500
Total Non Current Liabilities		4,553	3,053	1,500
Equity				
Public Equity		95,924	96,838	(915)
Reserves		433,740	433,870	(130)
Total Equity		529,664	530,708	(1,045)
Total Liabilities and Equity		539,783	540,660	(877)

10. Cash and Cash equivalents have increased mainly due to the timing of capital expenditure.
11. Trade and other receivables have reduced from 30 June 2024 to 31 December 2024, largely due to movements in payments owed to Council, GST and movements in balance day adjustments.
12. Borrowings increased due to increase in term loans from Local Government Funding Agency.

TOTAL CAPITAL EXPENDITURE BY GROUP



Note: Year to date Actuals (yellow) includes capital work in progress on 30 June 2024. The Total Budget (blue) includes Downlands Rural Water Scheme 14% share of capital projects \$168,000.

13. Totals:	Spend to date (including WIP at 30 June 2024)	\$ 5,099,538
	WIP carried forward from 30 June 2024 (Water Supply)	\$ -551,773
	WIP carried forward from 30 June 2024 (Sewerage)	\$ -
	WIP carried forward from 30 June 2024 (Stormwater)	\$ -68,251
	WIP carried forward from 30 June 2024 (Roding)	\$ -11,020
	WIP carried forward from 30 June 2024 (Operational)	\$ <u>-1,647,322</u>
	Total spends to 31 December 2024	\$ 2,821,172
	 Total 2024/2025 Budget (excluding carry forwards)	 \$ 9,484,082
	% of total budget available spent	30%
	 Total 2024/25 Budget (Including Carry forward)	 \$ 13,800,984
	% of total budget available spent	20%

Further detail on capital spends are as follows:

The Council has approved Capital Carry forward budget of \$4,316,902 which is incorporated into the total budget for the 2024-25 financial year.

Project	Total Spends		2024/25 Budget (Includes Carry Forward)	Remaining Budget
	1 Jul 24 to 31			
	Dec 2024			
Community Facilities				
Local Govt Centre - Library / LGC Extension	799,757		807,066	7,309
Local Govt Centre - Emergency generator	10,033		-	(10,033)
Public toilets - Waimate Town (New Toilets)	294,797		445,150	150,353
Public Toilets - Glenavy & St.Andrews facilities BOF	-		448,800	448,800
Public Toilets - Security Cameras	9,961		-	
Waimate Lakes Camping - KiwiCash facilities	11,807		-	(11,807)
Morven Reserve - Irrigation upgrade (non rate funded)	165,239		284,790	119,551
Swimming Pool - Replace Pool Covers	30,620		31,000	380
Swimming Pool - PVC membrane lining	42,573		42,708	135
Property - Court House Upgrade / Roof etc	-		67,469	67,469
Morven Reserve - Hall painting (non rate funded)	-		80,000	80,000
Community Facilities - Other Projects	94,571		534,455	439,884
Total - Community Facilities	1,459,359		2,741,438	1,292,041
Community Services				
Emergency Management - Equipment renew als	-		48,200	48,200
Promotions - Community Xmas Tree	-		31,000	31,000
Promotions - District signage	21,713		74,148	52,436
Library - Books & Furniture and fittings	124,560		64,717	(59,843)
Total - Community Services	146,273		218,065	71,792
Organisation and Governance				
Investment - Gorge Road Premises	33,952		-	(33,952)
Investment Property - Furniture & Fittings	13,272		15,000	1,728
Governance - AV Conferencing system for Council Chambers	21,324		75,000	53,677
Corporate Services - Cleaners Vehicle	-		40,000	40,000
Corporate Services - Magiq Upgrades	-		70,000	70,000
Utilities - Vehicle Replacement	58,470		60,000	1,530
Utilities - Vehicle replacement	-		60,000	60,000
Asset Management - SCADA	-		58,000	58,000
Asset Management - Vehicle replacement	42,153		-	(42,153)
Organisation and Governance - Other Projects	42,684		220,780	178,096
Total - Organisation and Governance	211,854		598,780	386,926
Roading and Footpaths				
Resealing	-		1,296,922	1,296,922
Drainage Construction	87,223		172,395	85,172
Culvert Replacement	60,884		193,132	132,248
Kerb and channel renewal	42,237		292,850	250,613
Concrete ford renewal	11,089		45,000	33,911
Pavement rehabilitation	112,979		817,900	704,921
Structures component	29,239		202,850	173,611
Sign renewal	29,035		69,731	40,696
Minor improvements	1,105		390,000	388,895
Footpath renewal	28,431		290,054	261,623
Minor improv. (non-sub)	1,570		50,000	48,430
Seal Extensions	-		60,000	60,000
Development	-		50,000	50,000
Total - Roding and Footpaths	403,791		3,930,834	3,527,043

Project	Total Spends 1 Jul 24 to 31 Dec 2024	2024/25 Budget (Includes Carry Forward)	Remaining Budget
Water Supply			
Hook / Waituna - Drinking Water Intake/Plant Compliance Upgr	72,710	109,100	36,390
Low er Waihao - Glenavy line renew al	1,231	145,100	143,869
Water Supply Schemes - Capital	-	168,000	168,000
Urban Water - Rising Main Renew als	18,133	469,233	451,100
Urban Water - Waimate Reservoir Cover Replacement	-	100,000	100,000
Urban Water - Extension Bakers/Court/Hunts/Fitzmaurice Roads	1,231	540,000	538,769
Urban Water - Te Kiteroa Main, Booster and Reservoir	18,985	1,499,913	1,480,929
Urban Water - Manchester's treatment plant generator	82,385	108,000	25,615
Otaio / Makikihi - New Bore Redundancy	8,947	-	(8,947)
Hook / Waituna - Line renew al Manchesters and Molloys Rd	-	36,000	36,000
Urban Water - AC Water Main Renew als	38,889	190,828	151,939
Otaio / Makikihi - Source / WTP generator	-	51,000	51,000
Urban Water - Timaru Road pump renew als	3,125	68,850	65,725
Hook / Waituna - Source / WTP generator	-	51,000	51,000
Low er Waihao - Renew als	-	28,000	28,000
Low er Waihao - Telemetry - Low er Waihao Boost Renew al	-	38,000	38,000
Waihaorunga - Pump replacements	4,053	29,000	24,947
Waikakahi - Renew als	33,904	35,000	1,096
Urban Water - Lateral Renew als	3,118	117,085	113,967
Urban Water - Booster Bakers/Court/Hunts/Fitzmaurice Roads	-	310,736	310,736
Low er Waihao - Denitrification	25,251	678,243	652,992
Water Supply - Other Projects	50,163	540,968	490,805
Total - Water Supply	362,125	5,314,056	4,951,931
Sewerage and Sewage			
Sew er - Waimate Urban Renew als	12,810	444,880	432,070
Sew er - WWTP various equipment	7,884	14,568	6,684
Sew er - Garlands Road low pressure sew er extension	121,592	198,255	76,663
Sew erage and Sew age - Other Projects	-	29,218	29,218
Total - Sewerage and Sewage	142,286	686,921	544,635
Waste Management			
Waste Management - Wheelie Bin Replacements	3,813	8,500	4,687
Waste Management - Miscellaneous Capital	-	1,000	1,000
Waste Management - Extend seal at RRP	-	76,090	76,090
Total - Waste Management	3,813	85,590	81,777
Stormwater			
Stormw ater - Manhole replacements	-	9,000	9,000
Stormw ater - Belt Street main renew al	-	12,200	12,200
Stormw ater - Rapid soakage devices	-	50,000	50,000
Stormw ater - Park Road catchment investigation	91,673	154,100	62,427
Stormw ater - LGC overland flow renew al	-	-	-
Total - Waste Management	91,673	225,300	133,627
Grand Total	2,821,172	13,800,984	10,989,773

14. There are a number of projects carried over from previous financial years which are within the procurement plan. The Garlands Low Pressure Sewer Extension Project is now complete (Actual \$121,592 Budget \$198,255) alongside the development of a new (second) bore at Otaio. The majority of the Online Analysers have now been purchased and will be installed over the coming months. One of the online analysers is being utilised at the potential new source for Lower Waihao Rural Water Supply.
15. Optioneering for the upgrade of the Cannington, Waihaorunga and Waikakahi Rural Water supplies is complete with the projects being re-budgeted in the 2024-34 Enhanced Annual Plan/Long Term Plan. Staff are investigating further options for both short term and long term solutions for Lower Waihao.

RECOMMENDATION

That the Finance Report for the 6 months ended 31 December 2024 is accepted.

16.2 EXPENDITURE VARIATION REPORT FOR THE 6 MONTHS ENDED 31ST DECEMBER 2024

Author: Aleisha Macpherson, Corporate Services Assistant

Authoriser: Stuart Duncan, Chief Executive

Attachments: Nil

PURPOSE

1. The following analysis of expenditure variation is provided for Council's information.
2. The Expenditure Variation Report for the quarter ended 30 September 2024 was received by Council in December 2024. As some additional items of expenditure relating to Quarter 1 have now been identified, we have tagged those new items with an asterisk (*) in order that the new items now being reported can clearly be distinguished.
3. These expenditure variation items are funded from each activity reserve, unless otherwise stated.

EXPENDITURE VARIATIONS

Description	Quarter 1 to September 2024	Quarter 2 to Dec 2024	Total Spend
Items approved by the Chief Executive			
4. Lower Waihao Water – Nitrate Response Quarter 1: Drinking water sampling, bulk water deliveries and denitrification report, review & hui. Quarter 2: Costs associated with responding to elevated nitrates within the Lower Waihao Water Scheme.	\$ 3,600	\$ 57,700	\$ 61,300
5. Asset Management Plan Support Quarter 1: Consultancy - Three Waters and Parks asset management plans and related software licences. Quarter 2: Consultancy support in lieu of appropriate resource availability and / or workload (staff vacancies, unpredicted workload surrounding reform).	\$ 32,800	\$ 11,300	\$ 44,100
6. Health & Safety – General Expenses Test and tag electrical items.	\$ 5,400	\$ -	\$ 5,400
7. Local Government Centre – Heat Pumps Replace heat pump/air conditioning unit in back office.	\$ 8,500	\$ -	\$ 8,500

Description	Quarter 1 to September 2024	Quarter 2 to Dec 2024	Total Spend
8. Gorge Road Property Additional costs associated with the requirement for a building consent, specified systems to be installed and increased requirements as a result of the fire report. Total spends to date \$154,500 compared to the 2024 Annual Plan Budget of \$84,500.	\$ 14,200	\$ 19,800	\$ 34,000
9. Lower Waihao Water – Drinking Water Intake/Plant Compliance Upgrade Quarter 1: Legal fees for land purchase. Quarter 2: Two pump drives replaced due to lightning strike, original pump drives repaired and to be utilised in future pump station upgrades.	\$ 3,700	\$ 17,600	\$ 21,300
10. Asset Management – Motor Vehicles Additional vehicle for Water Compliance – Toyota RAV4 Hybrid.	\$ 41,500	\$ -	\$ 41,500
11. Waimate Lakes Camping – Kiwi Cash Facilities Kiwi cash facilities at Fisherman’s Bend system.	\$ 11,900	\$ -	\$ 11,900
12. Victoria Park Gardens – Equipment Purchases Purchase of replacement water blaster.	\$ -	\$ 1,100	\$ 1,100
13. St Andrews Camping – Plant & Machinery Purchase of new mower for St Andrews camp.	\$ 4,600	\$ -	\$ 4,600
14. Morven Recreational Reserve – Grounds Maintenance Burning of stumps & removing dam’s culverts on farm block. This is a non-rateable activity and does not affect rates.	\$ 12,300	\$ -	\$ 12,300
15. Knottingley Park – Repairs & Maintenance Settlers Hut Renovation. Repurposed budget (Knottingley Park – BBQ & Cover Annual Plan 2023 \$15,000 less \$1,000 spent on water drinking fountain, left budget of \$14,000).	\$ 20,800	\$ 400	\$ 21,200
16. Utilities – Fringe Benefit Tax Fringe benefit tax for private use of Council motor vehicle.	\$ 2,100	\$ -	\$ 2,100

Description	Quarter 1 to September 2024	Quarter 2 to Dec 2024	Total Spend
17. Waimate Lakes Camping – Grounds Maintenance Major tree clearing along lakes edges. Funded from Te Aka Recreational Reserve fund.	\$ 86,200*	\$ -	\$ 86,200
18. Audit Fees – Annual Report Additional audit fees for the 2024 Annual Report, as discussed by the Audit & Risk Committee.	\$ -	\$ 25,000	\$ 25,000
19. Local Government Centre - Repairs & Maintenance Insurance valuation for upgraded Local Government Centre including library extension.	\$ -	\$ 2,200	\$ 2,200
20. Victoria Park Gardens – Pergola Replacement Engaging a contractor for new pergola in Victoria park made with salvaged materials from tree removals. Note these costs are in addition to \$5,000 cost of timber processing incurred during 2022. Total project costs \$35,500 compared to budget of \$20,600.	\$ 7,000*	\$ 23,500	\$ 30,500
21. Public Toilets – Cleaning Engaging a contractor for cleaning of public toilets during weekends. Staff time was budgeted and will be underspent as a result.	\$ -	\$ 13,300	\$ 13,300
Items approved by Council:			
22. Urban Reserves – Courts Resealing Resurfacing of John Street Tennis Courts. Council resolution to fund up to \$52,000 from the Subdivision Contribution Reserve Fund.	\$ -	\$ 44,000	\$ 44,000
Three Waters Transition Funding			
23. Transitional Funding Expenditure Revaluation of Three Waters assets, strategic and operational backfill and Local Water Done Well assistance. To be funded from transitional funding income.	\$ 24,900	\$ 10,800	\$ 35,700

Better Off Funding			
24. Urban Parks & Reserves - General Expenses Learn to Ride – Preparation of detailed design and concept plans.	\$ 4,300	\$ -	\$ 4,300
25. Local Government Centre – Emergency Generator Cabling & ducting for emergency generator at Local Government Centre, additional spend to \$49,000 Better Off Funding budget spent last year.	\$ -	\$ 10,000	\$ 10,000

Note: This report excludes revenue variations to budget, any expenditure identified as within budget (including carry forward budgets), budget over runs, depreciation and employment benefit expense variations and all internal revenue and expenditure.

RECOMMENDATION

That the Expenditure Variation Report for the 6 months ended 31 December 2024 is accepted

16.3 ANIMAL WELFARE ACT 1999: TERRITORIAL AUTHORITY NOMINATION FOR WAIMATE ETHICS COMMITTEE REPRESENTATIVE

Author: Dylan Murray, Regulatory and Compliance Group Manager

Authoriser: Dylan Murray, Regulatory and Compliance Group Manager

Attachments: 1. Tika Ethics Ltd Waimate Committee  

PURPOSE

1. For Council to formally nominate an appropriate local person to the Tika Ethics Ltd 'Waimate Committee'.

BACKGROUND

2. Council considered the request from Epivets Ltd to provide a nomination as per the Animal Welfare Act 1999 to a Waimate Ethics Committee during the Council Open Workshop held on 4 February 2025.
3. Emma Cuttance, Epidemiologist and Managing Director of Epivets Ltd was available on Microsoft Teams to answer any questions during that meeting
4. The note (informal minutes) from the Open Workshop item is provided below:

1.1 ANIMAL WELFARE ACT 1999: TERRITORIAL AUTHORITY NOMINATION FOR REPRESENTATIVE - 9:30AM

Epivets Ltd Epidemiologist and Managing Director, Emma Cuttance gave background and answered questions of the request for a lay person with a practical farming background to be nominated on to a local Ethics Committee in Waimate.

Council noted that there has been a suggested representative which will come to the February Council Meeting (in public excluded), along with any other suggested applicants for ratification.

5. Council further considered who they would recommend at a Governance Workshop held on 10 February 2025.
6. Local veterinarian Ryan Luckman advised of a proposal to establish an Ethics Committee (Tika Ethics Ltd) in the 'Waimate Zone' on 2 December 2024, and informed Council of the name of a suitably skilled and willing person to undertake this role upon Council's approval.
7. That person is Mark Hurst, dairy farmer and business owner of Ikawai.
8. Mark has been approached, and is available to attend the meeting and meet with Council.
9. In summary: Epivets Ltd is a research and epidemiology business based in Te Awamutu. There are 4 main engines of the Epivets Ltd business:
 - Regulatory – supporting business to navigate the product registration process.
 - Research – trials on farms with production animals. Welfare-based studies, product registration studies, existing product research extension.
 - Epidemiology (statistical analysis) – building databases and carrying out machine-learning projects on colossal data sets.
 - Epidemiology (disease modelling) – modelling the outbreaks or outcomes of exotic diseases.
10. Tika Ethics Ltd is a wholly owned subsidiary of EpiVets Ltd.

11. Epivets Ltd wishes to set up a local, 'arms-length' Ethics Committee (Tika Ethics Ltd) that will use their expertise and common sense to ensure any planned study by Epivets Ltd has value, mitigates animal welfare issues, and minimises any manipulations.
12. As per Section 101 of the Animal Welfare Act 1999, this Ethics Committee is required to have at least 4 members including a veterinarian nominated by the New Zealand Veterinary Association; a person from the NZSPCA and a lay person nominated by a territorial authority or regional council.

Legislation

11. Section 101 Animal Welfare Act 1999:

101 Membership

- (1) Each animal ethics committee is to consist of at least 4 members.
- (8) One member must be a person appointed by the code holder on the nomination of a territorial authority or regional council.
- (9) The person appointed under subsection (8) must not be—
 - (a) a person who is in the employ of, or is otherwise associated with, the code holder; or
 - (b) a person who is associated with the scientific community or an animal welfare agency.

RISK

12. Complying with legislative requirements is considered low risk.

FINANCIAL

13. There are no financial implications for Council.

RECOMMENDATION

1. That the Animal Welfare Act 1999: Territorial Authority Nomination for Waimate Ethics Committee Representative report is accepted; and
2. That Council advises Epivets Ltd that Mark Hurst of Ikawai is Council's nomination to the Tika Ethics Ltd Animal Ethics Committee; or
3. That Council advises Epivets Ltd that another suitable person is Council's nomination to the Tika Ethics Ltd Animal Ethics Committee; or
4. That Council does not appoint a representative to the Tika Ethics Ltd Animal Ethics Committee at this time.



Tika Ethics committee

Background

Tika Ethics Ltd is a wholly owned subsidiary of EpiVets Ltd. EpiVets is a research and epidemiology business based in Te Awamutu. We have four main engines of our business:

1. **Regulatory** – We have a team of people who help businesses navigate through the process of getting products registered through the ACVM (Agricultural Compounds and Veterinary Medicines). Sometimes this can be coming up with a full regulatory pathway for them, other times it may be doing data assessment of products that have been submitted for registration.
2. **Research** – This is the largest part of our business. We have five veterinary epidemiologists in our business. Two of them used to work locally in the Waipa as production animal veterinarians. Alongside a team of technicians, we carry out a large number of trials on farms around the area with production animals. These can be welfare-based studies (e.g. the prevalence of lameness nationally), product registration studies (e.g. a new teat seal, methane mitigation products) or sometimes there is an existing product that needs some more research (e.g. pain relief used for disbudding cattle. We would carry out approximately 30 trials a year.
3. **Epidemiology (Statistical analysis)** – We carry out analysis on all sorts of data from children to chickens, cattle to horses, sheep to deer, and bees to plants. We build databases and carry out machine-learning projects on colossal data sets.
4. **Epidemiology (Disease modelling)** – Here we get involved in exotic diseases and are involved in modelling the outbreaks or outcomes of these (e.g. foot and mouth disease in Indonesia).

It has been decided recently that due to the volume of studies we do, we would like to set up our own ethics committee but keep it at arm's length. This means we have set up Tika Ethics Ltd and the committee that will run and assess applications will not be employees of EpiVets Ltd.

To set up your own committee you have to write a code of ethical conduct that gets submitted to MPI for assessment and create a committee that is required to have:

- a. A Veterinarian nominated by the New Zealand Veterinary Association
- b. A person from the SPCA
- c. A lay person nominated by a territorial authority or regional council.

What we are doing

We are creating two ethics committees that will be headed by Ali Cullum – a very experienced, veterinarian, researcher and ethics committee member. She will be the chairperson of the committee.

What we are asking the Waimate District Council for is to nominate someone to go on one of our ethics committees.

Ideally, this candidate needs to:

- a. Be familiar with production animals and farming (ideally a farmer or from a farming background)
- b. Willing to meet online every fortnight (maximum) and partake in email correspondence if required in between (if the application is urgent or requires some changes).
- c. Be willing to speak up and always consider the welfare of animals in the project, but keep in mind the big picture of what the industry is trying to achieve.



- d. Be willing to attend some training days before the start of the committee duties.
- e. Be willing to use Word documents, shared documents and tracked changes.
- f. Someone who is passionate about the agricultural industry.

Other points:

- This person will be paid \$80/hour to be involved in the committee.
- We expect each application to take approximately 1 hour to review and then a 1-hour fortnightly meeting, depending on how many applications come through.
- It is possible that other businesses will get parented under this ethics committee which means that other businesses may apply for animal ethics applications over time as well.
- It is not this individual's role to be an animal welfare expert and research expert. We have other people for those roles.
- For more information on our business please visit www.epivets.co.nz
- Tika Ethics is a wholly owned subsidiary of EpiVets Ltd and will run separately so the individuals submitting applications and running studies will have no involvement in the animal ethics assessment.
- The term of employment is ideally one year at a time, after which we assess where the individual is and if they would like to continue. It is ideal to have someone quite familiar with the process rather than rotating people.
- There is no expectation for council involvement beyond a nomination. From this point, the individual will be employed or subcontracted by Tika Ethics Ltd and will be bound by confidentiality to what they are doing.

For further information please contact

Emma Cuttance
Managing Director
EpiVets Ltd
emma@epivets.co.nz

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

RECOMMENDATION

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
<p>18.1 - Public Excluded Minutes of the Council Meeting held on 28 January 2025</p>	<p>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</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>18.2 - Outstanding Council Actions Report - Public Excluded</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)(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>18.3 - Alpine Energy Limited Statement of Performance - Quarter 3 of the 2025 financial year</p>	<p>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</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>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>

**19 RE-ADMITTANCE OF THE PUBLIC REPORT
MEETING CLOSURE**