



MINUTES

Ordinary Council Meeting

18 March 2025

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE
ON TUESDAY 18 MARCH 2025, COMMENCING AT 9:30 AM**

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), Dan Mitchell (Asset Group Manager), Dylan Murray (Regulatory and Compliance Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

OPENING

1 OPENING

Cr Tom O'Connor opened the Council Meeting, highlighting his thoughts that the restrictions and controls in a democratic society are essential for an orderly society, and the sacred trust between those making the decisions should be guarded and respected while they are in office.

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 any Conflicts of Interests:

Cr Rick Stevens declared a non-pecuniary conflict of interest, as Council's representative on Waimate Historical Society, and that he would not be participating in 16.6 Heritage Grant Application – Waimate Historical Society.

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

An item 'Remedial Works of the Gym and Squash Court Areas of the Waimate Event Centre Report' was identified as a major item.

The reason it wasn't on the agenda was because the report has just become available and it cannot be delayed until the next meeting because of urgency to award the rebuild contract to ensure the Waimate Event Centre opens as quickly as possible.

This item needs to be taken at the end of the public excluded section of the meeting because:

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:

- a. 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; and
- b. s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities; and
- c. 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).

IDENTIFICATION OF MAJOR/MINOR ITEM NOT ON THE AGENDA**RESOLUTION 2025/24**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Tom O'Connor

That the Major/Minor item 'Remedial Works of the Gym and Squash Court Areas of the Waimate Event Centre Report' is taken at the end of the closed (public excluded) section of the meeting.

CARRIED

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 18 FEBRUARY 2025****RESOLUTION 2025/25**

Moved: Cr John Begg

Seconded: Cr Rick Stevens

That the Minutes of the Council Meeting held on 18 February 2025 be adopted as a true and correct record.

CARRIED

8 RECEIPT OF MINUTES**8.1 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 3 FEBRUARY 2025****RESOLUTION 2025/26**

Moved: Cr Lisa Small

Seconded: Cr Tom O'Connor

That the unconfirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 3 February 2025 be received.

CARRIED

Note:

Deputy Mayor Sharyn Cain noted she wasn't able to attend this brief meeting despite requesting a team's link to Timaru District Council staff.

**8.2 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 3 MARCH 2025****RESOLUTION 2025/27**

Moved: Mayor Craig Rowley

Seconded: Cr Lisa Small

That the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 3 March 2025 be received.

CARRIED**8.3 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE
COMMITTEE MEETING HELD ON 10 FEBRUARY 2025****RESOLUTION 2025/28**

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the unconfirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 10 February 2025 be received.

CARRIED**REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2025/29**

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 2025/30**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Lisa Small

That the Deputy Mayor's Report is accepted.

CARRIED

11 COUNCILLORS' REPORT

11.1 COUNCILLORS' REPORT

RESOLUTION 2025/31

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the Councillors' Report is accepted.

CARRIED

Note:

Council discussed the talk Climate Change Evidence Talk with Ian McIntosh held in Timaru on 19 February and that he had presented to several other Councils, and suggested it may be useful that he be invited to present his views to Council at a suitable forum.

12 CHIEF EXECUTIVE'S REPORT

12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT

RESOLUTION 2025/32

Moved: Mayor Craig Rowley

Seconded: Cr Peter Collins

That the Chief Executive's Activity Report is accepted.

CARRIED

Correction:

The Chief Executive did not attend the zoom meeting with South Island Minister James Meager on 17 February 2025.

13 COUNCIL ACTIONS REPORT

13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC

RESOLUTION 2025/33

Moved: Cr John Begg

Seconded: Cr Lisa Small

That the Outstanding Council Actions Report – Public is accepted.

CARRIED

14 HUMAN RESOURCES REPORT

14.1 HUMAN RESOURCES REPORT

RESOLUTION 2025/34

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Human Resources Manager's report is accepted.

CARRIED

15 AUDIT AND RISK COMMITTEE REPORT**15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT****RESOLUTION 2025/35**

Moved: Cr Lisa Small

Seconded: Cr Rick Stevens

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

CARRIED**16 GENERAL REPORTS****16.1 RISK TOLERANCE REVIEW****RESOLUTION 2025/36**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

1. That the Risk Tolerance Review report is accepted; and
2. That Council approves the Risk Appetite Statement, as presented.

CARRIED**16.2 FINANCE REPORT FOR THE 7 MONTHS ENDED 31 JANUARY 2025****RESOLUTION 2025/37**

Moved: Cr Tom O'Connor

Seconded: Cr John Begg

That the Finance Report for the 7 months ended 31 January 2025 is accepted.

CARRIED**Note:**

Council requested clarification on the 'Other Projects' in the Capital Spends Projects Community Facilities table, and asked for the Corporate Services Group Manager to circulate additional details, and for future reports to contain more detail.

16.3 DELEGATIONS POLICY 308 AMENDMENTS

Council considered the reviewed 308 Delegations Policy amendment for adoption.

RESOLUTION 2025/38

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

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

CARRIED

16.4 324 COMMUNITY HOUSING POLICY

Council considered the draft 324 Community Housing Policy for adoption.

RESOLUTION 2025/39

Moved: Mayor Craig Rowley

Seconded: Cr Lisa Small

1. That the 324 Community Housing Policy report is accepted; and
2. Council adopt the 324 Community Housing Policy, with minor amendments below:
 - a. 7.3 that 'or vaping' be added to the wording.
 - b. 4.9 (and 6.2a) that the wording be consistent that it be the appropriate Council Staff Member, not WDC when processing and determining applications.

CARRIED

16.5 314 LOCAL APPROVED PRODUCTS POLICY

Council considered the draft 314 Local Approved Products Policy for adoption.

RESOLUTION 2025/40

Moved: Cr Rick Stevens

Seconded: Cr Sandy McAlwee

1. That the 314 Local Approved Products Policy report is accepted; and
2. That Council adopts the 314 Local Approved Products Policy with the minor amendment below:
 - a. 4.1 Sensitive Site: that 'other community facilities' be defined to include specific facilities in the Waimate District that offer medical or mental health or addiction services.

CARRIED

16.6 HERITAGE GRANT APPLICATION - WAIMATE HISTORICAL SOCIETY

Council considered the Heritage Grant funding application from the Waimate Historical Society, however requested this be deferred until the 15 April Council Meeting in order for the applicant to provide a second quote, and that it be clarified that under the Heritage Grant Criteria, only 50% of the total cost of a project will be granted up to a maximum of \$1,000.

Cr Rick Stevens as Council's representative on Waimate Historical Society did not participate in the discussion for this item.

16.7 RECREATIONAL TRACK GRANT APPLICATION - WHITEHORSE MTB RIDERS INC

Council considered the Recreational Track Grant funding application from the Whitehorse MTB Riders Inc.

RESOLUTION 2025/41

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the Recreational Track Grant Application - Whitehorse MTB Riders Inc report is accepted; and
2. That Council approves the Recreational Track Grant funding application from Whitehorse MTB Riders Inc for \$10,000, GST exclusive.

CARRIED**16.8 LOCAL GOVERNMENT NEW ZEALAND FOUR MONTHLY REPORT - NOVEMBER 2024 TO FEBRUARY 2025****RESOLUTION 2025/42**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the Local Government New Zealand Four Monthly Report is received.

CARRIED**16.9 LOCAL GOVERNMENT NEW ZEALAND (ANNUAL GENERAL MEETING) SUBMISSION OF REMITS**

Council agreed to hold over this report until the 15 April 2025 Council Meeting, in order for Councillors to consider any further potential topics, and also for the Deputy Mayor to hold conversations at the upcoming LGNZ Zone 5 & 6 Meeting in Christchurch (10-11 April 2025) on potential topics and likely support from South Island councils.

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 2025/43

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 18 February 2025	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 - Alpine Energy Limited - Shareholders Letter of Expectations and Chair's Response	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

19 RE-ADMITTANCE OF THE PUBLIC REPORT**RESOLUTION 2025/44**

Moved: Cr Lisa Small

Seconded: Cr Tom O'Connor

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 10.45am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 15 April 2025.

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CHAIRPERSON