



MINUTES

Ordinary Council Meeting

15 April 2025

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, 15 PAUL STREET, WAIMATE
ON TUESDAY 15 APRIL 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: 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 MEETING OPENING

Cr Sandy McAlwee opened the Council Meeting with three statements from well-known American economist, Thomas Sowell.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

There were no apologies. The Chief Executive was absent from the meeting due to illness.

4 VISITORS

Item 16.5 Downlands Water Scheme Committee Joint Council Appointment: It was noted that Mr Jamie Eggleton was invited to join Council for morning tea, however may not be able to attend due to other commitments.

5 CONFLICTS OF INTEREST

The Chair called for Conflicts of Interests.

Item 16.6 Heritage Grant Application – Waimate Historical Society: Cr Rick Stevens declared a possible conflict of interest, as Council's representative on Waimate Historical Society, and that he would not be participating in the discussion or voting for this item.

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 18 MARCH 2025

RESOLUTION 2025/46

Moved: Cr Rick Stevens

Seconded: Cr John Begg

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

CARRIED

7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 1 APRIL 2025

RESOLUTION 2025/47

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Lisa Small

That the Minutes of the Extraordinary Council Meeting held on 1 April 2025 be adopted as a true and correct record.

CARRIED

8 RECEIPT OF MINUTES

8.1 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 20 MARCH 2025

RESOLUTION 2025/48

Moved: Mayor Craig Rowley

Seconded: Cr Lisa Small

That the unconfirmed Minutes of the Waimate Community ANZAC Group Meeting held on 20 March 2025 be received.

CARRIED

8.2 MINUTES OF THE DOWNLANDS JOINT STANDING COMMITTEE MEETING HELD ON 17 MARCH 2025

RESOLUTION 2025/49

Moved: Cr Sandy McAlwee

Seconded: Mayor Craig Rowley

That the unconfirmed Minutes of the Downlands Joint Standing Committee Meeting held on 17 March 2025 be received.

CARRIED

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

RESOLUTION 2025/50

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 2025/51

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That the Deputy Mayor's Report is accepted.

CARRIED

11 COUNCILLORS' REPORT

11.1 COUNCILLORS' REPORT

RESOLUTION 2025/52

Moved: Cr Lisa Small

Seconded: Cr Rick Stevens

That the Councillors' Report is accepted.

CARRIED

12 CHIEF EXECUTIVE'S REPORT

12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT

RESOLUTION 2025/53

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

That the Chief Executive's Activity Report is accepted.

CARRIED

13 COUNCIL ACTIONS REPORT**13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2025/54**

Moved: Cr Peter Collins

Seconded: Cr Sandy McAlwee

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 FINANCE REPORT FOR THE 8 MONTHS ENDED 28 FEBRUARY 2025****RESOLUTION 2025/55**

Moved: Cr Lisa Small

Seconded: Cr Rick Stevens

That the Finance Report for the 8 months ended 28 February 2025 is accepted.

CARRIED**Note:**

Council were asked by the Corporate Services Group Manager if this report could be presented quarterly, to avoid the repetitive nature of some items. Council agreed to consider the request and respond accordingly.

16.2 LOCAL AUTHORITY PROTECTION PROGRAMME ANNUAL REPORT 31 OCTOBER 2024**RESOLUTION 2025/56**

Moved: Cr Colin Pankhurst

Seconded: Deputy Mayor Sharyn Cain

That the Local Authority Protection Programme (LAPP) Annual Report – 31 October 2024 is received and noted.

CARRIED

16.3 REQUEST FOR COUNCIL REPRESENTATION - WAIMATE2GETHER

Council considered Waimate2gether's request for a Council Representative.

Cr Peter Collins was promoted by the Chair and declared a Conflict of Interest as Chair of Waimate2gether and did not participate in the discussion.

RESOLUTION 2025/57

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Request for Council Representation – Waimate2gether report is accepted, and
2. That Council appoints Cr Rick Stevens as Council's representative on Waimate2gether until the new Council reviews Council representatives at the upcoming Local Body Elections in October, and advises the group accordingly.

CARRIED**16.4 RECONSIDERATION OF HERITAGE GRANT APPLICATION - WAIMATE HISTORICAL SOCIETY**

Council reconsidered the heritage grant funding application from the Waimate Historical Society to purchase storage materials for the safe and secure storage of records and objects within the collection, as well as borer bombs to help prevent and control insects within the complex.

This item was deferred from the 15 April Council Meeting in order for the applicant to provide a second quote on the borer bomb purchase, 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, or voting for this item.

RESOLUTION 2025/58

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Reconsideration of Heritage Grant Application – Waimate Historical Society report is accepted; and
2. That Council approves the Heritage Grant application from the Waimate Historical Society of \$337.64, exclusive of GST.

CARRIED

16.5 DOWNLANDS WATER SCHEME COMMITTEE JOINT COUNCIL APPOINTMENT - MR JAMIE EGGLETON

Council considered appointing a new Waimate and Mackenzie District Joint Council Representative on the Downlands Water Scheme Joint Committee.

RESOLUTION 2025/59

Moved: Cr Sandy McAlwee

Seconded: Deputy Mayor Sharyn Cain

1. That the Downlands Water Scheme Committee Joint Council appointment – Mr Jamie Eggleton report is received; and
2. That Council ratifies Mr Jamie Eggleton as Waimate and Mackenzie District Council's Joint Representative on the Downlands Water Scheme Joint Committee, and that Timaru District Council is advised accordingly.

CARRIED

Note:

Council discussed travel reimbursement (potentially funded from governance activity) for non-remunerated Council representatives, and agreed that the Mayor request feedback from the Acting Mayor of the Mackenzie District Council.

16.6 RECONSIDERATION OF SUBMISSION OF REMITS - LOCAL GOVERNMENT NEW ZEALAND ANNUAL GENERAL MEETING

Council considered forwarding any remits for the Local Government New Zealand (LGNZ) Annual General Meeting (AGM).

Cr John Begg attended the LGNZ Zone 5 & 6 Meeting but did not get the opportunity to discuss remits with other councils.

RESOLUTION 2025/60

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Reconsideration of Submission of Remits - Local Government New Zealand Annual General Meeting report is accepted; and
2. That Council agree that the Mayor and Deputy Mayor via email and other means, lobby other councils to gain support on Council submitting the below two remit/remits:
 - a. Supporting Canterbury District RSA's request to Local Government New Zealand to consider a way to have a more consistent approach across the country around the cost of road closures for Anzac civic services; and
 - b. To object to Audit New Zealand's 'over-reach' when undertaking council audits.
3. That Council then, subject to support, forwards one or both remits for consideration at the LGNZ AGM by Tuesday 13 May 2025.

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 2025/61

Moved: Cr Tom O'Connor

Seconded: Cr Colin Pankhurst

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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 March 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 - Common Seal 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)(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

18.4 - Procurement Recommendation for Remedial Works at the Waimate Event Centre	<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>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>
18.5 - Recommendations from Chief Executive's Performance Review Committee Meeting	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
CARRIED		

19 RE-ADMITTANCE OF THE PUBLIC REPORT

RESOLUTION 2025/62
<p>Moved: Cr Tom O'Connor Seconded: Cr Colin Pankhurst</p>
<p>That Council moves out of Closed Council into Open Council.</p>
CARRIED

18.3 COMMON SEAL REPORT - PUBLIC EXCLUDED
RESOLUTION 2025/63
<p>Moved: Mayor Craig Rowley Seconded: Deputy Mayor Sharyn Cain</p>
<ol style="list-style-type: none"> 1. That the following document is executed under the Common Seal of the Council: <ol style="list-style-type: none"> a. Deed of Licence: Walton Park Dairies Ltd / Waimate District Council 31 March 2025; and 2. That the resolution from the Common Seal Report is released into the public section of this meeting.
CARRIED

Note:

Council asked staff to continually review Council's overheads to ensure that staff costs and resources are adequately covered for the administration of reserves for the Morven and any other Council administrated reserves.

18.4 PROCUREMENT RECOMMENDATION FOR REMEDIAL WORKS AT THE WAIMATE EVENT CENTRE

Council considered the procurement process for the Waimate Event Centre remedial works to repair fire damage and to bring the resolution into the open meeting.

RESOLUTION 2025/64

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

1. That the Procurement Recommendation for Remedial Works at the Waimate Event Centre report is accepted; and
2. That Resolution 2025/44 comes out into Open Meeting.

CARRIED**MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 11.27am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 20 May 2025.

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CHAIRPERSON