



MINUTES

Extraordinary Council Meeting

27 May 2025

**MINUTES OF WAIMATE DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 27 MAY 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 (until 12.20pm), Cr Colin Pankhurst, Cr Lisa Small (from 10.40am), Cr Rick Stevens

APOLOGIES: (for lateness) Cr Lisa Small

IN ATTENDANCE: Stuart Duncan (Chief Executive), Rachel Holley-Dellow (Human Resources Manager), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Nicole Timney (Community Services and Strategy Group Manager)

Shey Taylor (Policy Analyst/Strategy Advisor), Karalyn Reid (Committee Secretary)

via Microsoft Teams: Gareth Oudemans (Acting Regulatory and Compliance Group Manager), Riddhish Parekh (Communications Officer)

OPENING

1 OPENING MEETING

There was no formal Opening of this Extraordinary meeting of Council.

2 PUBLIC FORUM

THERE WAS NO PUBLIC FORUM OFFERED AT THIS EXTRAORDINARY MEETING OF COUNCIL.

3 APOLOGIES

APOLOGY

RESOLUTION 2025/58

Moved: Cr Sandy McAlwee

Seconded: Cr Tom O'Connor

That an apology for lateness received from Cr Lisa Small be accepted.

CARRIED

4 VISITORS

Nil.

5 CONFLICTS OF INTEREST

The Chair called for conflicts of interests.

- Cr Peter Collins declared a conflict of interest due to his submission. The Chair challenged Cr Collins on perceived predetermination and asked Cr Collins to step away from the Council table for matters relating to the Long Term Plan, but that he would have been able to be included for any discussion or decisions that are not in the consultation document. Cr Collins left the table at 9.39am.
- Cr John Begg noted that his spouse was a member of Waimate2gether and may have a perceived conflict with the Key Consultation Item: Track Funding, and he would not participate in the discussion or decision for that item.
- Cr Rick Stevens noted that being employed at a food business he may have a perceived conflict with Key Consultation Item: 4 Fees and Charges (Food Act 2014), and he would not participate in the discussion or decision for that item.
- Cr Rick Stevens noted that he was the Councillor representative on Waimate2gether however it was a non-voting role and may have a perceived conflict.

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

There was no Identification of Major (Urgent) or Minor Items not on the Agenda offered at this Extraordinary meeting of Council.

REPORTS

7 GENERAL REPORTS

7.1 DRAFT LONG TERM PLAN 2025-2034 CONSULTATION DECISIONS

Council considered the Draft Long Term Plan 2025-2034 and for Council to make decisions on submissions, following the hearings on 26 May 2025.

Council's Community and Strategy Manager introduced the Long Term Plan, and thanked Leadership Team and tabled Decisions Document with Manager's comments.

Cr Peter Collins did not participate in the discussion or decisions on the key consultation items.

Cr Lisa Small entered the meeting at 10.40am.

The Chair adjourned the meeting for morning tea at 10.53am.

The meeting was reconvened at 11.08am.

The Chair adjourned the meeting for lunch at 12.16pm.

Cr Tom O'Connor left the meeting at 12.20pm.

The meeting was reconvened at 12.35pm.

No	Decision Item	Relevant Submissions	Council Decision	Reason
Key Consultation Items				
1	Managing the impact on rates Question: Which rates option do you prefer?	All	Option 1: No additional borrowing or interest costs. Moved: Mayor Craig Rowley Seconded: Cr Tom O'Connor CARRIED	This is the lowest overall cost to Council to fund this budget and has the highest public support.
2	Roading funding shortfall Question: How should we proceed with our roading budget?	All	Option 1: Includes \$952,475 of additional rates. Moved: Cr Sandy McAlwee Seconded: Cr Colin Pankhurst CARRIED	Option 1 was the most preferred option. Due to the current financial pressures and changes in the scope of NZTA funding, this is the most pragmatic option for this budget.
3	Track Funding Question: Do you support the additional funding Council has proposed?	All	Option 1: Council contributes the full proposed amount of \$150,000 from the Subdivision Recreation Reserve. Moved: Cr Rick Stevens Seconded: Cr Colin Pankhurst CARRIED Note: Cr John Begg did not participate or vote on this item.	This was the most preferred option. This project is seen as having a positive future impact for the Waimate District as part of the Economic Development Strategy, with a minimum impact on rates. Funding for this activity is collected via the Subdivision Recreation Reserve mechanism and utilised for projects of this type.

No	Decision Item	Relevant Submissions	Council Decision	Reason
4	Fees and Charges Question: Do you support the changes to the fees and charges including the Resource Management Act 1991 and Food Act 2014?	All	Council supports the proposed changes to Fees and Charges including the Resource Management Act 1991 and Food Act 2014. Moved: Mayor Craig Rowley Seconded: Cr John Begg CARRIED Note: Cr Rick Stevens did not participate or vote on this item	This is the most preferred option, being cost recovery. Council is keen to work with business in accessing options for a greater range of fees. This decision strikes the balance between user pays and rates funded.
5	Annual Grants Question: Do you support the continued application of our Community Support Grants to existing recipients?	All	Council supports the continued applications of Community Support Grants to existing recipients. Moved: Mayor Craig Rowley Seconded: Cr John Begg CARRIED	Council sees these as essential services for the wellbeing of the community and for the small investment we believe there is significant benefit to the community. We are fully aware the grants given are a very small percentage of the organisations operating budgets. Council agrees to undertake a review of all community grant recipients and the terms of reference for grant funding.
6	Annual Grants (Bushtown) Question: Do you support additional grant funding of \$1000 per annum to Bushtown Waimate Inc.?	All	Council supports the additional grant funding of \$1,000 per annum to Bushtown Waimate Inc. Moved: Cr Colin Pankhurst Seconded: Cr Tom O'Connor CARRIED	Council agrees to support Waimate Bushtown with this additional grant funding. As above, Council agrees to undertake a review of all community grant recipients and the terms of reference for grant funding. There was clear support from the community for Council to support Bushtown.

No	Decision Item	Relevant Submissions	Council Decision	Reason
7	Let's talk policy Question: Do you agree with the proposed changes to the Rates Remission and Postponement Policy?	All	Council agrees with the proposed changes to the Rates Remission and Postponement Policy. Moved: Cr Rick Stevens Seconded: Cr Tom O'Connor CARRIED	A statement regarding rates remission on Maori freehold land is a legislative requirement. This was the most preferred option. The removal of the rates remission on the community housing is in line with Council's direction in having community housing moving towards being self-sustaining.
Additional Items				
1	Request for higher fines for unlawful behaviour i.e. littering, dogs in restricted areas, unregistered dogs, illegal parking.	11	Maintain the status quo.	Fines for litter are currently at the maximum allowable limits. Litter infringements are limited by the Litter Act 1979 (\$400 maximum). Fines for Dog Control breaches are sufficient and rarely issued, as Council prefers a graduated response on a case-by-case basis. Council does not have provision for infringing illegal parking. If parking is a safety issue, that is a matter referred to NZ Police.
2	Request for Pay-per-use public toilets. Revenue used to fund security measures e.g. external cameras and alarms.	11	Maintain the status quo.	The demographic of the Waimate District tends to be locally based unlike other tourist areas and Council feels it would be double-dipping asking ratepayers to pay for using facilities which are funded from the rate take. Also, Council believes the cost of a pay-per-use system would outweigh the benefits.
3	Request for increased funding support for the development of Kurow Island.	13, 66, 72	Maintain the status quo.	Council already supports Kurow Island by way of a small amount of funding. Currently Council does not have additional budget to allocate. There may be an opportunity for the group to apply for other contestable grants.
4	Request to change all grants to CPI adjusted	15	Maintain the status quo.	This is a subject that needs to be covered off in a review of the terms of reference for all Council grants.

5	Request for increased contractor liability/accountability for roading repairs.	16, 26, 35, 48	Feedback has been noted.	<p>Under our current contract, Council pays a monthly lump sum to the contractor for road patrols and pothole repairs. This includes repeat repairs, if required. For more significant pavement failures, i.e., where a dig-out or pavement overlay is necessary interim maintenance is carried out at the Council's cost until a permanent repair can be completed.</p> <p>The majority of Council's maintenance work is delivered under unit rate contracts. If a unit rate repair fails and rework is required, the contractor is responsible for the cost of that rework. This structure provides a strong incentive for contractors to deliver high-quality work efficiently.</p> <p>Council acknowledges that increasing contractor liability could further encourage diligence and higher standards in workmanship and materials. However, it is important to note that doing so also increases financial risk for the contractor. This can result in higher pricing to offset the additional risk, potentially increasing overall maintenance costs for the Council.</p> <p>Additionally, a shift toward greater contractor liability could lead to more frequent disputes, particularly when determining whether deterioration is due to contractor error, environmental conditions, or delayed Council approval.</p> <p>Council continues to review and refine its maintenance contracts to balance quality, efficiency, and cost-effectiveness while ensuring a safe and reliable road network for all users.</p> <p>Co-funding is sought via NZTA at a whole-of-network level. Rates funding is derived through a series of targeted rates to fairly distribute the local share. Programmed works are prioritised at the whole-of-network level and must take into account limited funding availability. In dollar terms, the Hakataramea Ward total roading rate contribution is generally expended within the ward.</p>
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No	Decision Item	Relevant Submissions	Council Decision	Reason
6	Request for additional spraying of weeds along roadside.	16	Feedback has been noted.	<p>Council undertakes spraying along rural roads to ensure clear driver visibility of traffic signs and markers. This service is delivered as a lump sum item under the road maintenance contract. Plant pests are controlled by the adjoining landowner.</p> <p>Staff will clarify with the submitter on the actual issue, and look into possible remediation.</p>
7	Request for Food Act Fees and Charges to scale down for small businesses.	16	Feedback has been noted.	Council is keen to work with business in accessing options for a greater range of fees. This decision strikes the balance between user pays and rates funded.
8	Request to re-evaluate Sport South Canterbury Community Grant.	17	Feedback has been noted.	Council agrees to undertake a review of all community grant recipients and the terms of reference for grant funding.
9	Request for evaluation of how volunteer groups can work closer with Council to reduce spending.	17	Feedback has been noted.	<p>Volunteer groups are critically important to community development and often driven by passionate individuals, but their capacity and availability fluctuates over the lifetime of the projects. Relying heavily on volunteers for ongoing projects can and does lead to inconsistencies in service delivery if volunteers move on, have competing commitments, or if the initial enthusiasm wanes. Councils and communities need a level of guaranteed service, which can be harder to ensure with a purely volunteer model when history proves, that ownership for most, if not all the projects end up with council to own, upkeep and maintain into perpetuity.</p> <p>Council believes a series of workshops will be required to evaluate methods of future rating and rate reduction, including better use of Council volunteer collaboration.</p>

No	Decision Item	Relevant Submissions	Council Decision	Reason
10	Request for expected lifespan of water supply, wastewater, and sewerage upgrades.	21	No decision is required.	Submitter to be directed to the information requested.
11	Request for information relating to developers contributing to the cost of water mains and sewerage extensions to new subdivisions.	21	No decision is required.	Submitter to be directed to the information requested.
12	Request for information relating to funding Glenavy nitrate reduction.	24	No decision is required.	Staff are currently working to develop and consent a new water take near Bells Pond. This includes a significant pipeline to convey the water back to the existing water treatment plant for final treatment. There is an existing budget (\$700,000) in place to install a denitrification process and this budget has been transferred to the new water take project.
13	Request for additional communication/consultation with Hakataramea Valley regarding roading funding.	26, 35, 40, 48, 54, 76, 77	Request is noted.	<p>The Chief Executive to look at how communication can be improved across the district in relation to understanding roading programmes, including contractor performance and collaboration.</p> <p>A greater emphasis on elected members to also support communication with ratepayers.</p>
14	Request for additional communication of Council events and meetings via Kurow Bugle and Hakataramea Sustainability Collective.	26, 35, 48	Request is noted.	Request to be considered using the Kurow Bugle for communications when appropriate.

No	Decision Item	Relevant Submissions	Council Decision	Reason
15	Request to outsource council economic development and promotion.	28, 59	Request is noted.	The submitters to be invited to give a presentation at a Council Workshop.
16	Request to add a Biodiversity grant or biodiversity as a desired aspect/outcome of the recreation grant.	37	Request is noted.	<p>This forms one part of the wider discussion required around community grants in all areas.</p> <p>Council agrees to undertake a review of all community grant recipients and the terms of reference for grant funding.</p>
17	Request for information on why schools are included in the rates remission and postponement policy.	37	Request is noted.	Remission of school sewerage charges are included in Council's Rates Remission Policy to provide alignment to previous rating legislation ('the Donnelly Act') to ensure schools do not pay any more for sewerage charges as the legislation previously provided. With application of the remission criteria, school sewerage charges are based on numbers of pupils and staff, rather than the number of water closets and urinals that forms the basis of Council's rating policy. Rates remissions are provided by Councils – not Central Government.

No	Decision Item	Relevant Submissions	Council Decision	Reason
18	Request to increase road tax on heavy vehicles.	41	Request is noted.	<p>Whilst heavy vehicles do consume the road asset at a faster rate, they do already contribute at a higher rate. It should be noted that new axle configurations result in lower impact on roads overall. Some of the Waimate District Council network is of light construction with limited funding for overlays to increase the strength of the pavement. Council utilises factors such as vehicles per day to increase available funding for repairs and maintenance.</p> <p>Council supports the work of a dedicated Local Government New Zealand transport group lobbying Government around the fairness of user pays, which includes road tax.</p>
19	Request for maintenance on Farm Road Bridge	54	Request is noted.	The Farm Road Bridge will be upgraded using a refurbished superstructure and piles recovered from the Waitaki Bridges. Design, resource consenting, and procurement have been completed, with on-site work scheduled to begin in June 2025
20	Request for “point of entry” treatment of rural water schemes to potable drinking water standards.	57	Request is noted.	Taumata Arowai is currently consulting on significant changes to the Acceptable Solution for Mixed-Use Rural Water Supplies. The proposed changes reduce the significant compliance burden and are likely to manifest in the selection of Point-of-Entry treatment for three supplies. Current modelling for Local Water Done Well actually assumes the adoption of Point-of-Entry treatment.
21	Request for information regarding fluctuations in capital expenditure spending year to year.	61	Request is noted.	The 2026 capital programme includes a number of previously budgeted projects from prior periods that have been delayed to allow time to ensure the best and most economical solution can be identified and implemented. The forecast spends are primarily due to meeting legislated requirements so are effectively mandatory. Council is therefore unable to delay these projects further, if it is to comply.

No	Decision Item	Relevant Submissions	Council Decision	Reason
22	Request for information regarding categorisation of roading activities as “essential”	61	Request is noted.	<p>Generally, only a portion of planned activities not funded by NZTA. In this scenario the planned works need to be prioritised with the lower priority works being delayed until the next funding round. Alternatively, the consultation document presents options where the local share is retained to reduce the amount of delayed works, noting that the local share represents only 32% of the funding.</p> <p>Council intends on reviewing the presentation of future documents identifying legislative requirements to be clearer.</p>
23	Request for information regarding security attached to Council borrowing.	61	Request is noted.	<p>Council’s proposed borrowing is intended to be undertaken with the Local Government Funding Agency (LGFA). Council borrowings from the LGFA are secured against rates of the Council under a debenture trust deed.</p> <p>Public consultation was undertaken in 2022 prior to the Council joining the LGFA.</p>
24	Request for inclusion of equestrians in future planning.	65, 85, 89	Request is noted.	Council will meet with the equestrian groups to discuss appropriate requests and expectations in order to work closer together, together with relevant public communication and signage.
25	Request for information regarding road access	65	Request is noted.	Access to Unformed legal Roads cannot be blocked. If the specifics can be provided, staff can look into this matter. It’s important to note that access in this situation is walking access and not vehicular access.

No	Decision Item	Relevant Submissions	Council Decision	Reason
26	Request for expanded hours for event centre activities. (Climbing wall availability)	65	Request is noted.	<p>The climbing wall is operated by the Waimate Climbing Club who supply qualified belayers. On a Tuesday evening they run a public climbing session. Through the Event Centre climbing is also available at other times to groups and individuals including birthday parties, at a charge dependent on numbers. These prices are reflected in WDC fees and charges.</p> <p>Currently there is no intention to extend hours due to budget restrictions.</p>
27	Request for amendment to the Long Term Plan financials regarding the Downland Water Scheme	67	Request is noted.	<p>The amendments are required in order for Council to align its financial reporting with Timaru District Council's (TDC) draft Annual Plan, and that correct and required Downlands Water Scheme (DWS) rates are collected, on TDC's behalf. We are obligated to reflect the most current information available to Council.</p> <p>Note the detail of the submission quantifies the increase in DWS rates would increase Council's proposed overall rates increase of 9.2% (as consulted on) to 10.0%, without any other changes.</p> <p>This will be noted in the Draft Long Term Plan 2025-34 recommendation.</p>

No	Decision Item	Relevant Submissions	Council Decision	Reason
28	Request to allow dogs on leashes in Seddon Square during the Community Market	68	Request is noted.	<p>Council considered dog control boundaries in 2023 in the review of the bylaw/policy.</p> <p>Seddon Square and Boland Park were identified as spaces where people could access green space without the concern of dogs. Exemptions for dogs during the community market were considered but ultimately declined in favour of consistent application of dog restricted zones. Changes to the policy/bylaw regarding a "Prohibited Public Place" would require special consultation under Section 10(8) of the Dog Control Act 1996.</p> <p>The Chief Executive will work with Council staff to look at the education and enforcement of the bylaw, and the Community Market is to be encouraged to promote Council's bylaw to members.</p> <p>The policy is due for review in 2026 and will be an opportunity to assess the current bylaws.</p>
29	Request for information on use of Subdivision Recreation Fund in Hakataramea Valley	77	Request is noted.	<p>Payments into the fund are made when a Financial Contribution for open space and recreation is required by the Waimate District Plan. The specifics of whether a developer is required to pay a contribution depend on the nature of the proposal and whether it triggers the requirements in the District Plan.</p> <p>Council approves payments from the Subdivision Recreation Reserve Contribution Fund through adoption of Long Term or Annual Plans and/or independent agenda items considered by Council. Staff could compile a list of the spends from the fund for consideration by Council in an open (to the public) workshop, however detailed analysis would be required to determine the areas where the fund has been spent, noting some spends are of benefit to the entire district.</p>

No	Decision Item	Relevant Submissions	Council Decision	Reason
30	Request for expansion of grants to assist the maintenance of heritage properties.	83	Maintain the status quo.	Council currently provides \$5,000 per annum, via a heritage grant which is often not fully utilised.
30 a	Request for expansion of grants to assist the maintenance of heritage properties.	83	Maintain the status quo.	<p>Council already offers “first 30 minutes free” for information requests. The District Plan already allows for the waiving of consent application charges for heritage properties.</p> <p>Council is aware that any relief given to one group of users is picked up by other ratepayers.</p>
31	Request for information regarding percentage of rates revenue derived from downland water scheme	86	Request is noted.	Of the total 2025/26 rates revenue of \$17,541,789, \$543,168 relates to the Downlands Water Scheme (DWS). The DWS rates are therefore 3.10% of Council's total rates revenue. Please note these figures are GST exclusive.
32	Request for additional messaging and signage for equestrian road safety.	85, 87, 89	Request is noted.	<p>Council's Road Safety Promotion is delivered in partnership with Timaru and Mackenzie District Councils through the South Canterbury Road Safety. This team is currently developing improved messaging to educate drivers on the importance of passing horses wide and slow.</p> <p>Council will assess the feasibility of installing signage to remind drivers to slow down and give horses a wide berth. Any decision would consider the volume and frequency of horse traffic on specific roads. Currently there is no specific budget.</p> <p>The District also has several formed tracks on legal roads with low traffic volumes, which offer safer riding alternatives for equestrians. For example, Poingdestres Road to the beach at Studholme provides a suitable and low risk riding route.</p>

No	Decision Item	Relevant Submissions	Council Decision	Reason
33	Request for Council to hold a workshop to discuss efforts in fostering long-term philanthropy	88	Request is noted.	Council agrees to facilitate an initial discussion amongst residents, charitable or larger private organisations in fostering long-term philanthropy.

RESOLUTION 2025/59

Moved: Cr Rick Stevens

Seconded: Cr John Begg

That the above decisions (1 to 33 Additional Items) be approved.

CARRIED

RESOLUTION 2025/60

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Draft Long Term Plan 2025-2034 Consultation Decisions report is accepted; and
2. That submissions to the Draft Long Term Plan 2025-2034 be received and noted; and
3. That changes to the Draft Long Term Plan 2025-2034 were identified and will be incorporated in the final Long Term Plan to be adopted on 30 June 2025; and
4. That the Chief Executive be authorised to make any minor and non-material corrections, and any financial updates to the Long Term Plan final draft for audit.

CARRIED**MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 2.30pm.

The minutes of this meeting will be confirmed at the Ordinary Council Meeting scheduled for 17 June 2025.

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CHAIRPERSON