



# **MINUTES**

## **Ordinary Council Meeting**

**22 July 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 22 JULY 2025, COMMENCING AT 10.15AM**

**PRESENT:** Mayor Craig Rowley (Chair), Deputy Mayor Sharyn Cain (via Microsoft teams), 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), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager), Dylan Murray (Regulatory and Compliance Group Manager), Nicole Timney (Community and Strategy Group Manager)  
Shey Taylor (Strategic Planner/Policy Advisor)

## **OPENING**

### **1 MEETING OPENING**

Cr Lisa Small invited students from Waituna Creek School to open the Council Meeting with the National Anthem followed by their school song.

### **2 PUBLIC FORUM**

Two Waituna Creek School students thanked Council for their new school signage that has been erected at the intersection of School Road and Hunter Valley Road.

### **3 APOLOGIES**

Nil

### **4 VISITORS**

Nil

### **5 CONFLICTS OF INTEREST**

The Chair called for Conflicts of Interests.

18.3 Waimate District Civic Awards Committee Refresh: Mayor Rowley declared a perceived conflict in that Mayoress Lyn Stringer was one of the applicants for one of the community vacancies.

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

An item 'Appointment of Independent Chairperson of the Audit and Risk Committee' was taken as an major (urgent) item in the public excluded section of the meeting.

The reason it was not on the agenda was timing, as Council is required to approve the appointment before the next Audit and Risk Committee meeting.

This item needs to be taken in public excluded with the reason being: s7(2)(a) the withholding of the information in necessary to protect the privacy of natural persons, including that of deceased natural persons; and s7(2)(f)(i) a free and frank expression of opinions by or between or to members of or officers or employees of any local authority.

The late item report was circulated and is attached to these minutes.

**IDENTIFICATION OF MAJOR/MINOR ITEM NOT ON THE AGENDA****RESOLUTION 2025/70**

Moved: Cr Tom O'Connor

Seconded: Cr Rick Stevens

That the Major/Minor item 'Appointment of Independent Chair of the Audit and Risk Committee' is taken at the end of the public excluded section of the meeting.

**CARRIED****MINUTES****7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 17 JUNE 2025****RESOLUTION 2025/71**

Moved: Cr John Begg

Seconded: Cr Lisa Small

That the Minutes of the Council Meeting held on 17 June 2025 be adopted as a true and correct record.

**CARRIED****7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 30 JUNE 2025****RESOLUTION 2025/72**

Moved: Cr Peter Collins

Seconded: Cr Colin Pankhurst

That the Minutes of the Extraordinary Council Meeting held on 30 June 2025 be adopted as a true and correct record.

**CARRIED****7.3 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 1 JULY 2025****RESOLUTION 2025/73**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

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

**CARRIED**

## 8 RECEIPT OF MINUTES

Nil

## REPORTS

## 9 MAYOR'S REPORT

### 9.1 MAYOR'S REPORT

#### RESOLUTION 2025/74

Moved: Mayor Craig Rowley

Seconded: Cr Lisa Small

That the Mayor's Report is accepted.

**CARRIED**

#### Note:

Mayor updated Council on his conversation with the Zone Committee Facilitator where he reiterated the targeted funding needs to be allocated to catchment groups and will follow up once more details are known on the new groups.

## 10 DEPUTY MAYOR'S REPORT

### 10.1 DEPUTY MAYOR'S REPORT

#### RESOLUTION 2025/75

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the Deputy Mayor's Report is accepted.

**CARRIED**

#### Note:

The Deputy Mayor noted the Infometrics Session was interesting and informative, and suggested staff look into providing a similar forum possibly offered remotely from the Infometrics team to the public.

## 11 COUNCILLORS' REPORT

### 11.1 COUNCILLORS' REPORT

#### RESOLUTION 2025/76

Moved: Cr Colin Pankhurst

Seconded: Cr Peter Collins

That the Councillors' Report is accepted.

**CARRIED**

**Note:**

Council discussed the progression of an earthquake prone assessment on the Waimate Museum building. The Chief Executive updated Council on progress, with the results and costs to be first discussed with the Waimate Historical Society before any public consultation takes place.

**12 CHIEF EXECUTIVE'S REPORT****12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT****RESOLUTION 2025/77**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Chief Executive's Activity Report is accepted.

**CARRIED****Note:**

The Chief Executive noted he is currently meeting with the district's largest employers to establish feedback on employment and economics, and also with the Chamber of Commerce and Venture Timaru in order to prepare a report on what the private sector sees for the future of the Waimate District.

**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2025/78**

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 2025/79**

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

That the Human Resources Manager's report is accepted.

**CARRIED**

**Note:**

Council discussed the new part-time Health & Safety Advisor role, with the Chief Executive agreeing to send details on the position out-of-session, and to the next Audit and Risk Committee Meeting.

Council also asked for the report in the future to clarify the roles being recruited as new or replacement roles, and clarification to the seasonal staffing requirements in regards to temporary positions, etc, which will help with the public to understand staffing requirements.

**15 AUDIT AND RISK COMMITTEE REPORT**

Nil

**16 GENERAL REPORTS****16.1 APPOINTMENT OF CIVIL DEFENCE EMERGENCY MANAGEMENT RECOVERY MANAGERS**

Council considered the appointment of Nicole Timney and Dylan Murray as Civil Defence Emergency Management Recovery Managers.

**RESOLUTION 2025/80**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Appointment of a Civil Defence Emergency Management Local Recovery Manager report be accepted, and
2. That Council approves the appointment of Nicole Timney and Dylan Murray as Civil Defence Emergency Management Local Recovery Managers.

**CARRIED**

**16.2 WAIMATE DISTRICT CLIMATE RESILIENCE STRATEGY**

Council considered the adoption of the draft Waimate District's Climate Resilience Strategy.

An updated Climate Resilience Strategy was circulated prior to the meeting and tabled and is attached to these minutes.

**RESOLUTION 2025/81**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

1. That the Waimate District Climate Resilience Strategy report is accepted; and
2. That the draft Waimate District Climate Resilience Strategy is adopted with the Chief Executive having the ability to amend grammatical and minor amendment changes; and
3. That Council agreed to look at establishing a Climate Resilience Action Group tasked with addressing the various action points within the six Action Plans of the strategy document.

**CARRIED**

Councillors Colin Pankhurst, Peter Collins and Lisa Small voted AGAINST the motion.

**Note:**

Council thanked Council's Climate Change Officer for his work on providing a localised strategy based around resiliency, and noted the valuable input from members of the community.

**Attachments**

- 1 WDC Climate Resilience Strategy (updated copy)

**16.3 DELEGATION TO CONSIDER AN OBJECTION UNDER SECTION 357A OF THE RESOURCE MANAGEMENT ACT**

Council considered an objection to resource consent conditions that has been received under section 357A of the Resource Management Act.

**RESOLUTION 2025/82**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Delegation to consider an objection under section 357A of the Resource Management Act report is accepted; and
2. That Council delegate to the Chief Executive, using the power of delegation in s34A of the Resource Management Act, the power to either:
  - a. Consider, and make a decision on, the objection to RM250034 (under sections 357A and 357D of the Resource Management Act), in the event a hearing is not required, or
  - b. Appoint a hearing commissioner for this matter, with Council authorising the hearing commissioner appointed to make the decision on the objection to RM250034 (under sections 357A and 357D of the Resource Management Act). This delegation includes:
    - i. Any necessary powers consequential to the exercise of this power, including powers related to hearings, and the specific powers under 357CA, and
    - ii. The power to waive or extend a timeframe in relation to this matter under 37 and 37A.

**CARRIED****16.4 SUBMISSION ON RMA NATIONAL DIRECTION CONSULTATIONS**

Council's considered a submission to the Government's proposed changes to the RMA National Direction<sup>1</sup> prior to consultation closing on 27 July 2025.

**RESOLUTION 2025/83**

Moved: Cr John Begg

Seconded: Cr Sandy McAlwee

1. That the Submission on RMA National Direction Consultations report is accepted; and
2. Council authorises the lodgement of the attached submission to the proposed National Direction Consultation, subject to any minor or editorial changes; and
3. That, if required, the Chief Executive be authorised to approve any minor or editorial changes in accordance with Recommendation 1 above.

**CARRIED**

<sup>1</sup> National direction is the term for Resource Management Act (RMA) regulations and policy that must be implemented by council.

## 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 2025/84

Moved: Cr Colin Pankhurst

Seconded: Cr Tom O'Connor

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>18.1 - Public Excluded Minutes of the Council Meeting held on 17 June 2025</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>18.2 - Outstanding Council Actions Report - Public Excluded</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>18.3 - Waimate District Civic Awards Committee Member Refresh</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7



<b>18.4 - Request to Construct and Maintain an Aircraft Hangar at the Waimate Aerodrome</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>18.5 - Alpine Energy Limited Statement of Corporate Intent 2026-2028, Annual Report, Letter to Shareholders and slides from their Annual General Meeting.</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>CARRIED</b>		

## 19 RE-ADMITTANCE OF THE PUBLIC REPORT

### RESOLUTION 2025/85

Moved: Cr Sandy McAlwee

Seconded: Cr Rick Stevens

That Council moves out of Closed Council into Open Council.

**CARRIED**

## ITEMS RELEASED FROM THE PUBLIC EXCLUDED SECTION OF THE MEETING

### 18.4 REQUEST TO CONSTRUCT AND MAINTAIN AN AIRCRAFT HANGAR AT THE WAIMATE AERODROME

Council considered approving an application to construct an aircraft hangar at the Waimate Aerodrome.

### RESOLUTION 2025/86

Moved: Mayor Craig Rowley

Seconded: Cr Peter Collins

1. That the Request to Construct and Maintain an Aircraft Hangar at the Waimate Aerodrome report is accepted; and
2. That Council approves, in principle, the construction of an aircraft hangar as presented, subject to successful negotiation of acceptable lease arrangements; and
3. That Council notes that lease conditions are required to be pre-approved by the Chief Executive Officer and the Mayor; and
4. That the decision is released into the public section of the meeting.

**CARRIED**

**MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 11.55am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 19 August 2025.

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**CHAIRPERSON**