



MINUTES

Ordinary Council Meeting

19 August 2025

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 19 AUGUST 2025, COMMENCING AT 10:15AM**

PRESENT: Mayor Craig Rowley (Chair), Deputy Mayor Sharyn Cain, Cr John Begg (via Microsoft teams), Cr Peter Collins, Cr Sandy McAlwee, 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), Dylan Murray (Regulatory and Compliance Group Manager), Tina Stevenson (Corporate Services Group Manager), Nicole Timney (Community and Strategy Group Manager), Karalyn Reid (Committee Secretary)
Shey Taylor (Strategic Planner/Policy Advisor)

OPENING

1 MEETING OPENING

Cr Rick Stevens opened the Council Meeting by reciting a poem of farewell by Mark Twain 'To Jennie', referencing the late Cr Tom O'Connor.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

Nil

4 VISITORS

Philip Simpson from Martin-Jenkins will join the meeting via Microsoft Teams for Item: 16.4 Local Water Done Well.

5 CONFLICTS OF INTEREST

The Chair called for Conflicts of Interests.

Cr Rick Stevens declared he was employed in the hospitality business and may have a received conflict in relation to 16:11 Annual Report to the Alcohol Regulatory and Licensing Authority but it was decided he had no real conflict.

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 22 JULY 2025

RESOLUTION 2025/87

Moved: Cr Rick Stevens

Seconded: Cr Lisa Small

That the Minutes of the Council Meeting held on 22 July 2025 be adopted as a true and correct record.

CARRIED

Note:

The Deputy Mayor asked for staff to follow up on the possibility of the Infometrics team offering the Waimate community a remote session.

8 RECEIPT OF MINUTES

8.1 MINUTES OF THE DOWNLANDS JOINT STANDING COMMITTEE MEETING HELD ON 14 JULY 2025

RESOLUTION 2025/88

Moved: Cr Sandy McAlwee

Seconded: Mayor Craig Rowley

That the unconfirmed Minutes of the Downlands Joint Standing Committee Meeting held on 14 July 2025 be received.

CARRIED

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

RESOLUTION 2025/89

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Mayor's Report is accepted.

CARRIED

10 DEPUTY MAYOR'S REPORT

10.1 DEPUTY MAYOR'S REPORT

RESOLUTION 2025/90

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Lisa Small

That the Deputy Mayor's Report is accepted.

CARRIED

Note:

The Deputy Mayor suggested it would be useful for other Councillors to watch the Local Government New Zealand: Hitting Reset the Systems Improvements Bill Explained (23 July) and asked staff to circulate if it has been recorded.

11 COUNCILLORS' REPORT

11.1 COUNCILLORS' REPORT

RESOLUTION 2025/91

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

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 2025/92

Moved: Cr Colin Pankhurst

Seconded: Cr Peter Collins

That the Outstanding Council Actions Report – Public is accepted.

CARRIED

Note:

Council noted it was disappointing there has been no further progress with Fire & Emergency NZ in relation to the transfer of assets. The Mayor agreed if the Chief Executive still does not achieve a resolution that he would write to the Waitaki and Rangitata Member of Parliaments to lobby the Minister of Internal Affairs.

14 HUMAN RESOURCES REPORT

Nil

15 AUDIT AND RISK COMMITTEE REPORT

Nil

16 GENERAL REPORTS**16.1 MINUTE OF APPRECIATION FOR THE LATE CR TOM O'CONNOR**

Councillors and staff verbally acknowledged the late Cr Tom O'Connor and the contribution he had made to the Waimate District and finished with a minute's silence.

RESOLUTION 2025/93

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Minute of Appreciation for the late Cr Tom O'Connor report is received; and
2. That Council receives and notes the remarks of Mayor Craig Rowley, Councillors and staff.

CARRIED**16.2 WAIMATE DISTRICT COUNCIL EXTRAORDINARY VACANCY: PAREORA-OTAIO-MAKIKIHI WARD COUNCILLOR**

Council considered appointing a replacement Councillor for the Pareora-Otaio-Makikihi Ward for the remainder of the Council term.

RESOLUTION 2025/94

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

1. That the Waimate District Council Extraordinary Vacancy: Pareora-Otaio-Makikihi Ward Councillor report is accepted; and
2. Council receives and notes the formal advice of the creation of an extraordinary vacancy on the Waimate District Council following the death of Cr Tom O'Connor on 6 August 2025, as required under section 117(2) of the Local Electoral Act 2001; and
3. That Council decides that the vacancy is not to be filled and the position remains vacant until the upcoming triennial general elections on Saturday 11 October 2025; and
4. Notes that the decision will be publicly notified immediately after the meeting in accordance with legislative requirements.

CARRIED

16.3 APPOINTMENT OF CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEMBER

Chair of the CEPRC, Deputy Mayor Sharyn Cain asked Council to consider a replacement member on the Chief Executive's Performance Review Committee (CEPRC) for the remainder of the Council term.

RESOLUTION 2025/95

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the Appointment of Chief Executive's Performance Review Committee Member report is accepted; and
2. That Council duly appoints a new member to the Chief Executive's Performance Review Committee Member; being Councillor Sandy McAlwee.

CARRIED**16.4 LOCAL WATER DONE WELL - SUBMISSION OF THE WATER SERVICES DELIVERY PLAN**

Council were presented with the Water Services Delivery Plan (WSDP) to be submitted to the Department of Internal Affairs (DIA) for approval on behalf of the Secretary for Local Government.

The Chief Executive spoke to the plan and gave a verbal background and explanation of the WSDP.

Philip Simpson of Martin Jenkins attended the meeting via Microsoft teams.

RESOLUTION 2025/96

Moved: Mayor Craig Rowley

Seconded: Cr Lisa Small

1. That the Local Water Done Well – Submission of the Water Services Delivery Plan report is accepted; and
2. That Council approves the submission of the Water Services Delivery Plan to the Department of Internal Affairs for review and approval; and
3. That Council delegates authority to the Chief Executive to finalise the Water Services Delivery Plan, with minor amendments, and to certify that the Water Services Delivery Plan complies with the Local Government (Water Services Preliminary Arrangements) Act 2024 and that the Water Services Delivery Plan is true and accurate.

CARRIED**Note:**

Council discussed the membership of the Water Services Committee and highlighted the need for members to be appointed as having local and specific expertise.

Council were assured the Water Services Delivery Plan was presented to meet all the legislative requirements to seek approval from DIA, with opportunities to review and develop within the transition period (2 years) and regular reports to the incoming Council.

16.5 INTERIM FINANCE REPORT FOR THE 12 MONTHS ENDED 30 JUNE 2025**RESOLUTION 2025/97**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the Interim Finance Report for the 12 months ended 30 June 2025 is accepted.

CARRIED

Note:

Council asked for further clarification on budget underspend in the roading area and carry forwards and for a breakdown on budget for library book purchases.

Staff will identify through the Audit and Risk Committee budget carry forward report projects that were completed under budget in order for Council discussion and possible review.

16.6 EXPENDITURE VARIATION REPORT FOR THE 12 MONTHS ENDED 30TH JUNE 2025**RESOLUTION 2025/98**

Moved: Mayor Craig Rowley

Seconded: Cr Sandy McAlwee

That the Expenditure Variation Report for the 12 months ended 30 June 2025 is accepted.

CARRIED

Note:

Page 51: 24 Building Control – Legal Fees: Council asked for an update outside of the public meeting.

Page 54: Items approved by Council (not the Chief Executive)

16.7 QUARTERLY TREASURY DASHBOARD REPORT 30 JUNE 2025

Council received the Quarterly Treasury Dashboard for the period ended 30 June 2025.

RESOLUTION 2025/99

Moved: Cr Peter Collins

Seconded: Cr Lisa Small

That the Quarterly Treasury Dashboard Report for the period ended 30 June 2025 is received.

CARRIED

16.8 PROPOSED AMENDMENTS TO FEES AND CHARGES 2025/26

Council considered adopting the proposed amendments to Waimate District Council Fees and Charges for 2025/26.

RESOLUTION 2025/100

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That Council accepts the Proposed Amendments to Fees and Charges 2025/26 report; and
2. That Council adopts the proposed amendments to Fees and Charges for 2025/26, effective 19 August 2025, being:
 - (a) Building – Amendment Applications: An update from \$1-\$124,999 to \$0-\$124,999 has taken place so that a fee can be applied in the event that an amendment application of nil value is submitted.

CARRIED

Note:

Council discussed the Cemetery Additional Charges – Interments and agreed to retain after 4pm from October to April on Saturdays, Sundays or Statutory Holidays.

16.9 RISKPOOL: UPDATE AND CALL TO MEMBERS

Council received an update regarding the winding up of Riskpool and proposed member consultation.

RESOLUTION 2025/101

Moved: Mayor Craig Rowley

Seconded: Cr Peter Collins

That the Riskpool: Update and Call to Members report is received.

CARRIED

16.10 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS REPORT 1 JULY 2024 TO 30 JUNE 2025**RESOLUTION 2025/102**

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the Local Government Official Information and Meetings Act Requests report is accepted.

CARRIED

Note:

Council discussed calculating staff time across the organisation to undertake information requests and agreed this was the cost of democracy and requirement to be transparent and accountable to the public.

16.11 ANNUAL REPORT TO THE ALCOHOL REGULATORY AND LICENSING AUTHORITY 2024-25

Council were informed on liquor licensing matters, and to retrospectively seek endorsement of the Annual Report to the Alcohol Regulatory and Licensing Authority (ARLA).

RESOLUTION 2025/103

Moved: Cr Lisa Small

Seconded: Cr Rick Stevens

1. That the Annual Report to the Alcohol Regulatory and Licensing Authority 2024-25 report is accepted; and
2. That Council receives and adopts the Annual Report to the Alcohol Regulatory and Licensing Authority.

CARRIED

Note:

Council noted the report in error states Deputy Mayor Sharyn Cain, instead of her title being Commissioner, which is unrelated to her role at Waimate District Council.

16.12 RECREATIONAL TRACK GRANT APPLICATION - WHITEHORSE MTB RIDERS INC.

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

RESOLUTION 2025/104

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Peter Collins

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

CARRIED

16.13 WAIMATE DISTRICT COUNCIL PERFORMANCE MEASUREMENTS REPORT 2024-2025

Council received performance measure reporting for Quarter 4, March 2025 to June 2025, and accumulative annual data from July 2024 to June 2025.

RESOLUTION 2025/105

Moved: Mayor Craig Rowley

Seconded: Cr Lisa Small

1. That the Performance Measure Reporting July 2024 to June 2025 which includes Quarter 4 measures be accepted; and
2. That Council accepts the Performance Reporting as presented.

CARRIED**Note:**

The new Council will undertake a deeper dive into the purpose of and review current performance measures.

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 2025/106**

Moved: Cr Rick Stevens

Seconded: Deputy Mayor Sharyn Cain

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 22 July 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	<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>	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 Shareholder Dashboard - Quarter 1 of the 2026 Financial Year	<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>	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 - Chief Executive's Performance Review	<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)(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>	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

<p>RESOLUTION 2025/107</p> <p>Moved: Cr Rick Stevens</p> <p>Seconded: Cr Lisa Small</p> <p>That Council moves out of Closed Council into Open Council.</p> <p style="text-align: right;">CARRIED</p>
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MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 1.50pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 16 September 2025.

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CHAIRPERSON