

# Agenda

**Notice is hereby given of  
an Ordinary Council Meeting**

**Tuesday 7 October 2025**

**10:15am**

**Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate**

[www.waimatedc.govt.nz](http://www.waimatedc.govt.nz)

Notice is hereby given that a meeting of the Council will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 7 October 2025, commencing at 10:15am.

### Elected Members

|                 |              |
|-----------------|--------------|
| Craig Rowley    | Chairperson  |
| Sharyn Cain     | Deputy Mayor |
| John Begg       | Councillor   |
| Peter Collins   | Councillor   |
| Sandy McAlwee   | Councillor   |
| Colin Pankhurst | Councillor   |
| Lisa Small      | Councillor   |
| Rick Stevens    | Councillor   |
| Vacant          | Councillor   |

Quorum – no less than five members

### Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

### Decision Making

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan  
Chief Executive

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Nil

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## OPENING

### 1 MEETING OPENING

Cr John Begg will open the Council Meeting.

### 2 PUBLIC FORUM

### 3 APOLOGIES

The Chair will call for any apologies.

### 4 VISITORS

10.30am: Tuia Mentorship Programme Presentation

### 5 CONFLICTS OF INTEREST

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

**Local Authorities (Members' Interests) Act 1968**

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

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

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

- a. **Standing Orders 3.7.5 – Major Items**

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
    - ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

- b. **Standing Orders 3.7.6 – Minor Items**

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
    - ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
    - iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

**MINUTES****7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 16 SEPTEMBER 2025**

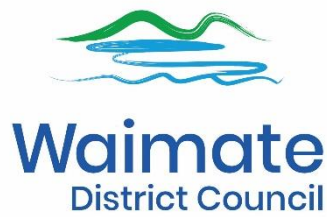
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Acting Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Council Meeting held on 16 September 2025

**PURPOSE**

To present the unconfirmed Minutes of the Council Meeting held on 16 September 2025 for confirmation.

**RECOMMENDATION**

That the Minutes of the Council Meeting held on 16 September 2025 be adopted as a true and correct record.



# **MINUTES**

**Ordinary Council Meeting**

**16 September 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 16 SEPTEMBER 2025, COMMENCING AT 10:15AM**

**PRESENT:** Mayor Craig Rowley (Chair), Deputy Mayor Sharyn Cain, Cr John Begg, Cr Peter Collins, Cr Sandy McAlwee, Cr Colin Pankhurst, Cr Lisa Small, Cr Rick Stevens

**IN ATTENDANCE:** Dylan Murray (Acting Chief Executive/Regulatory and Compliance Group Manager), Rachel Holley-Dellow (Human Resources Manager), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager)  
Karalyn Reid (Committee Secretary), Aleisha Macpherson (Corporate Services Assistant)

**PARTIAL ATTENDANCE:** Alex Macdonald (Senior Planner), Esteniley Daminar (Rates Officer)

## **OPENING**

### **1 MEETING OPENING**

Cr Colin Pankhurst opened the Council Meeting with quote by American Football Coach Vince Lombardi about the importance of working as a team. He also implored the incoming Council to focus on core infrastructure.

### **2 PUBLIC FORUM**

There were no speakers at the Public Forum.

### **3 APOLOGIES**

Council noted the Chief Executive was absent due to illness, and that Regulatory and Compliance Group Manager was Acting Chief Executive for this meeting.

### **4 VISITORS**

11.30am: Quotable Value

### **5 CONFLICTS OF INTEREST**

The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified.

### **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 19 AUGUST 2025

##### RESOLUTION 2025/91

Moved: Cr Sandy McAlwee

Seconded: Cr Rick Stevens

That the Minutes of the Council Meeting held on 19 August 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 2025/92

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 2025/93

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the Deputy Mayor's Report is accepted.

**CARRIED**

##### Note:

Correction: 11 August 2025: Meeting with Cr Small and Russell Wallace about the Abbeyfield Development Project.

Council discussed the recent Environment Canterbury facilitated meeting at Glenavy, noting it was disappointing in that the content was centered around land use, and it was not well publicised.

## 11 COUNCILLORS' REPORT

### 11.1 COUNCILLORS' REPORT

#### RESOLUTION 2025/94

Moved: Cr Rick Stevens

Seconded: Deputy Mayor Sharyn Cain

That the Councillors' Report is accepted.

**CARRIED**

## 12 CHIEF EXECUTIVE'S REPORT

### 12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT

#### RESOLUTION 2025/95

Moved: Mayor Craig Rowley

Seconded: Cr Lisa Small

That the Chief Executive's Activity Report is accepted.

**CARRIED**

## 13 COUNCIL ACTIONS REPORT

### 13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC

#### RESOLUTION 2025/96

Moved: Cr John Begg

Seconded: Cr Rick Stevens

That the Outstanding Council Actions Report – Public is accepted.

**CARRIED**

#### Note:

Council discussed the outstanding action 'Licence to use Response Assets' and asked for the Mayor to follow up through governance channels, should there still be no resolution.

## 14 HUMAN RESOURCES REPORT

### 14.1 HUMAN RESOURCES REPORT

#### RESOLUTION 2025/97

Moved: Cr Peter Collins

Seconded: Deputy Mayor Sharyn Cain

That the Human Resources Manager's report is accepted.

**CARRIED**

**Note:**

Council noted the recruitment of aquatic staff is required to occur in a timely fashion to ensure the Norman Kirk Memorial Pool opens on the date advertised.

Council asked for clarification and further explanation around terms such as reutilisation and re-worked budget for new and replacement positions.

**15 AUDIT AND RISK COMMITTEE REPORT****15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT - DAVID WARD****RESOLUTION 2025/98**

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

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

**CARRIED****16 GENERAL REPORTS****16.1 LOCAL GOVERNMENT FUNDING AGENCY ANNUAL REPORT TO 30 JUNE 2025**

The Local Government Funding Agency (LGFA) Annual Report to 30 June 2025 and cover letter was presented for the information of Council.

**RESOLUTION 2025/99**

Moved: Cr Rick Stevens

Seconded: Deputy Mayor Sharyn Cain

That the Local Government Funding Agency Annual Report to 30 June 2025 report is accepted.

**CARRIED****Note:**

Council suggested it would be useful for staff to provide communications around LGFA funding to allay public misconceptions around security for funding.

**16.2 DISCHARGE OF CANTERBURY WATER MANAGEMENT STRATEGY WATER ZONE COMMITTEES**

Council considered the discharge of all Canterbury Water Management Strategy (CWMS) Zone Committees at the end of the Council triennium in October 2025.

**RESOLUTION 2025/100**

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Discharge of Canterbury Water Management Strategy Water Zone Committees report is accepted; and
2. That Council approves the discharge at the end of the 2022-2025 Council triennium.

**CARRIED**

**Note:**

Council agreed that the incoming Council should have the opportunity to consider Council support of the replacement model of 'Local Leadership Groups'.

**16.3 DOG CONTROL ANNUAL REPORT 2024/2025**

Council were presented with a report of dog control activities during the period 1 July 2024 to 30 June 2025.

**RESOLUTION 2025/101**

Moved: Cr Lisa Small

Seconded: Cr John Begg

1. That the Dog Control Annual Report 2024/25 be accepted; and
2. That, as required by the Dog Control Act 1996, Council adopts and publicly notifies the report.

**CARRIED**

**Note:**

Council discussed the decline of wandering dogs service request, noting that the report may not be correctly reporting the true figures, as many people capture and retain dogs on their property and advertise on social media for the owner rather than reporting to Animal Control.

**16.4 OPERATIVE DISTRICT PLAN MINOR CORRECTION - DESIGNATION BOUNDARIES**

Council considered a minor correction to the operative Waimate District Plan (the Plan).

**RESOLUTION 2025/102**

Moved: Cr Colin Pankhurst

Seconded: Cr Lisa Small

1. That the Operative District Plan Minor Correction: Clause 20a - Designation Boundaries report is accepted; and
2. That Council note that the boundary of Designation 3 on the planning maps of the Waimate District Plan does not match the legal boundary of State Highway 1 or State Highway 82; and
3. That Council authorise the Regulatory and Compliance Group Manager to make a correction to the Waimate District Plan, under Clause 20A of Schedule 1 of the Resource Management Act, to align the boundaries of Designation 3 to the legal boundaries of State Highway 1 and 82.

**CARRIED**

**16.5 APPOINTMENT OF CIVIL DEFENCE EMERGENCY MANAGEMENT LOCAL CONTROLLER**

Council considered the appointment of Peter Mark Winnington as an additional Local Controller.

**RESOLUTION 2025/103**

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the Appointment of a Civil Defence Emergency Management Local Controller report be accepted, and
2. That Council approves the appointment of Peter Mark Winnington as Civil Defence Emergency Management Local Controller.

**CARRIED**

**Note:**

Council requested for Mr Winnington to be invited to meet with Council in the near future.

**16.6 WAIMATE DISTRICT CLIMATE RESILIENCE STRATEGY REVIEW**

Council reviewed Waimate District's Climate Resilience Strategy, with a view to separating the Climate Resilience Strategy from the Climate Resilience Action Plan section, including other minor changes.

**RESOLUTION 2025/104**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Sandy McAlwee

1. That the Waimate District Climate Resilience Strategy Review report is accepted; and
2. That Council adopts Option 1 to separate the Climate Resilience Strategy from the Climate Resilience Action Plans including the minor alterations on page 14 and 18 of the strategy section.

**CARRIED**

Cr Small voted AGAINST the motion

Cr Collins and Cr Pankhurst ASBSTAINED from voting on the motion.

**Note:**

Council agreed it was important for the incoming Council to have the opportunity to review the Waimate District Climate Resilience Strategy action points and the budgetary implications.

Item - 16.7 Quotable Value Presentation & Discussion - 11.30am - has been moved to another part of the document.

**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

Item - Recommendation to close the meeting - has been moved to another part of the document.

**RESOLUTION 2025/105**

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                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>18.1 - Public Excluded Minutes of the Council Meeting held on 19 August 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<br><br>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities<br><br>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 - Recommendations from Chief Executive's Performance Review Committee</b>   | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons<br><br>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 |

**CARRIED**

**19 RE-ADMITTANCE OF THE PUBLIC REPORT****RESOLUTION 2025/106**

Moved: Mayor Craig Rowley

Seconded: Cr Sandy McAlwee

That Council moves out of Closed Council into Open Council.

**CARRIED****16.7 QUOTABLE VALUE PRESENTATION & DISCUSSION - 11.30AM**

Jeremy Clayton, and Brendan Tancredi of the Quotable Value South Island Revaluation Team, presented to Council on the latest Quotable Valuations for the Waimate District.

**RESOLUTION 2025/107**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That Council receives a presentation from Quotable Value.

**CARRIED****Note:**

Council noted QV provided a media release through Council's communications team of key dates, and how ratepayers can contact QV around their property values.

Council moved back into Public Excluded to continue discussions on Item: 18.3  
Recommendations from the Chief Executive's Performance Review Committee.

**PUBLIC EXCLUDED****EXCLUSION OF THE PUBLIC REPORT****RESOLUTION 2025/108**

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

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>18.3 - Recommendations from Chief Executive's Performance Review Committee</b> | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons | 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 |

|         |                                                                                                                                 |  |
|---------|---------------------------------------------------------------------------------------------------------------------------------|--|
|         | s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority |  |
| CARRIED |                                                                                                                                 |  |

## RE-ADMITTANCE OF THE PUBLIC REPORT

|                                                                                                                                                 |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>RESOLUTION 2025/109</b><br>Moved: Cr Sandy McAlwee<br>Seconded: Cr Lisa Small<br>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 12.34pm.

The Minutes of this meeting are to be confirmed at the final Ordinary Council Meeting of this term of Council, scheduled on 7 October 2025.

.....  
CHAIRPERSON

**7.2 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 9 SEPTEMBER 2025**

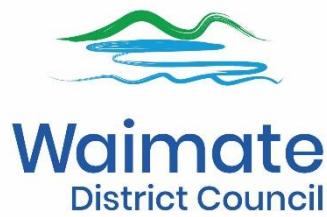
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Acting Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Audit and Risk Committee Meeting held on 9 September 2025

**PURPOSE**

To present the unconfirmed Minutes of the Audit and Risk Committee meeting held on 9 September 2025 for confirmation.

**RECOMMENDATION**

That the Minutes of the Audit and Risk Committee Meeting held on 9 September 2025 be adopted as a true and correct record.



# **MINUTES**

## **Audit and Risk Committee Meeting**

**9 September 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 9 SEPTEMBER 2025, COMMENCING AT 9.30AM**

**PRESENT:** Chair David Ward, Deputy Mayor Sharyn Cain, Mayor Craig Rowley,  
Cr Rick Stevens

**IN ATTENDANCE:** Cr Peter Collins, Cr Sandy McAlwee, Cr Colin Pankhurst, Cr Lisa Small  
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)  
via Microsoft teams, Nicole Timney (Community and Strategy Group Manager)  
Karalyn Reid (Committee Secretary), Aleisha Macpherson (Corporate  
Services Assistant)

**PARTIAL ATTENDANCE:** Shey Taylor (Strategic Planner/Policy Analyst), Stu Chapman  
(Building Control Manager)

## **OPENING**

### **1 APOLOGIES**

Nil

### **2 VISITORS**

11:00am – Audit NZ

11.30am – Insurance Presentation (Marsh)

### **3 CONFLICTS OF INTEREST**

Nil

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

Nil

## MINUTES

### 5 CONFIRMATION OF MINUTES

#### 5.1 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 10 JUNE 2025

##### COMMITTEE RESOLUTION 2025/18

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the Minutes of the Audit and Risk Committee Meeting held on 10 June 2025 be adopted as a true and correct record.

**CARRIED**

##### Note:

The Chair noted the sad passing of Cr Tom O'Connor, former member of the Audit and Risk Committee.

## REPORTS

### 6 GENERAL REPORTS

#### 6.1 OUTSTANDING AUDIT AND RISK COMMITTEE ACTIONS REPORT - PUBLIC

##### COMMITTEE RESOLUTION 2025/19

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That the Outstanding Audit and Risk Committee Actions Report – Public is accepted.

**CARRIED**

#### 6.2 AUDIT AND RISK CHAIR'S REPORT BY DAVID WARD - SEPTEMBER 2025

##### COMMITTEE RESOLUTION 2025/20

Moved: Chair David Ward

Seconded: Deputy Mayor Sharyn Cain

That that the Audit and Risk Committee receives the Chair's Report.

**CARRIED**

**6.3 HUMAN RESOURCES REPORT****COMMITTEE RESOLUTION 2025/21**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

**RECOMENDATION**

That the Human Resources Manager's report is accepted.

**CARRIED****Note:**

The Committee noted a recent lunch time closure of Customer Services due to staff absences, and discussed the risk that staff leave, and sickness has on usual operations.

**6.4 HEALTH AND SAFETY REPORT****COMMITTEE RESOLUTION 2025/22**

Moved: Cr Rick Stevens

Seconded: Mayor Craig Rowley

That the Health and Safety Report is accepted.

**CARRIED****6.5 IANZ BCA ACCREDITATION REPORT**

The Audit and Risk Committee were presented with the Building Consent Authority Accreditation report.

Council's Building Manager was in attendance for this report.

**COMMITTEE RESOLUTION 2025/23**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the IANZ BCA Accreditation report June 2025 is accepted.

**CARRIED**

**6.6 LEGISLATIVE REFORM RISK REPORT**

Council's Strategic Planning/Policy Advisor presented the Committee with a new report template designed to track Central Government reforms and proposed legislative changes, mapping them to Council activities, assessing implications and risk, and providing general mitigation strategies.

**COMMITTEE RESOLUTION 2025/24**

Moved: Chair David Ward

Seconded: Mayor Craig Rowley

1. That the Audit and Risk Committee accepts the Legislative Reform Risk report; and
2. That the Audit and Risk Committee provides feedback and direction.

**CARRIED**

**Note:**

The Committee thanked staff for the report, noting the report will be in future colour coded, similar to the risk register, with a column to indicate any known cost of compliance, and implications of any work streams/resourcing.

**6.7 COUNCIL'S POLICY STATUS**

Council's Strategic Planning/Policy Advisor spoke to the report.

**COMMITTEE RESOLUTION 2025/25**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the Council's Policy Status report is accepted.

**CARRIED**

**Note:**

The Committee agreed the Delegations Policy is a priority to ensure that Council had no areas of risk.

**6.8 MAJOR PROJECTS REPORT**

Council's Asset Group Manager spoke to the report and answered questions.

**COMMITTEE RESOLUTION 2025/26**

Moved: Cr Rick Stevens

Seconded: Mayor Craig Rowley

That the Major Projects report be accepted.

**CARRIED**

**Note:**

The Committee asked for a budget update on the reception area upgrade which is currently on hold, and this will be provided out of session.

**6.9 RISK REGISTER****COMMITTEE RESOLUTION 2025/27**

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That the Risk Register Report is accepted.

**CARRIED****Note:**

The Committee asked for the 3 Waters risk to be updated to reflect recent changes, and following the election an update on the BCA Reform once more certainty is received.

The meeting was adjourned at 10.46am for morning tea.

The meeting reconvened at 11:00am.

**6.10 AUDIT NEW ZEALAND - AUDIT REPORT LONG TERM PLAN 2025 - 2034**

The Audit and Risk Committee were provided with the Audit NZ report on the audit of Council's Long-Term Plan (LTP) for the period 1 July 2025 to 30 June 2034.

Audit NZ Director Rudie Tomlinson was in attendance via Microsoft teams.

**COMMITTEE RESOLUTION 2025/28**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

1. That the Audit New Zealand Audit Report Long Term Plan 2025-2034 is received; and
2. That the Audit and Risk Committee provides feedback and direction to staff.

**CARRIED****Note:**

The Committee noted the ongoing cost to Council over Alpine Energy Limited delays for valuations and financials.

**6.11 EXTERNAL AUDIT RECOMMENDATIONS PROGRESS REPORT TO SEPTEMBER 2025****COMMITTEE RESOLUTION 2025/29**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That the External Audit Recommendations Progress Report to September 2025 Report is accepted.

**CARRIED**

## 6.12 AUDIT NEW ZEALAND ADDITIONAL FEE RECOVERY FOR THE AUDIT OF THE 2025-34 LONG TERM PLAN

### COMMITTEE RESOLUTION 2025/30

Moved: Cr Rick Stevens

Seconded: Mayor Craig Rowley

1. That the Audit New Zealand Additional Fee Recovery for the audit of the 2025-34 Long Term Plan report is received; and
2. That the Audit and Risk Committee approves the recovery of additional audit fees up to \$64,076 plus GST; and
3. That the Audit and Risk Committee request a staff report identifying audit overruns and how these can be mitigated for future audits.

**CARRIED**

#### Note:

The Auditor agreed to approach the Office of the Auditor General requesting a review on how they set their fee structure in order to try and avoid unbudgeted additional fee recoveries in the future.

## PUBLIC EXCLUDED

### 7 EXCLUSION OF THE PUBLIC REPORT

#### RESOLUTION TO EXCLUDE THE PUBLIC

### COMMITTEE RESOLUTION 2025/31

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                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7.1 - Public Excluded Minutes of the Audit and Risk Committee Meeting held on 10 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>7.2 - Presentation: Insurance Renewals - Marsh 11.30AM</b>                                     | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons                                                           | 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                                                          |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
|                | <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)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p> | <p>for withholding would exist under section 6 or section 7</p> |
| <b>CARRIED</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                 |

## 8 RE-ADMITTANCE OF THE PUBLIC REPORT

### COMMITTEE RESOLUTION 2025/32

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

That Council moves out of Closed Council into Open Council.

**CARRIED**

## MEETING CLOSURE

There being no further business, the Chair closed the meeting at 12.20pm.

The Chair noted the next meeting of the Audit and Risk Committee for the 2025-2028 triennium where new members will consider content, structure, timing etc of the Audit and Risk Committee.

The Minutes of this meeting are to be confirmed at the final Council Meeting of the triennium, being Tuesday 7 October 2025.

.....  
**CHAIRPERSON**

**7.3 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 9 SEPTEMBER 2025**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Rachel Holley-Dellow, Human Resources Manager

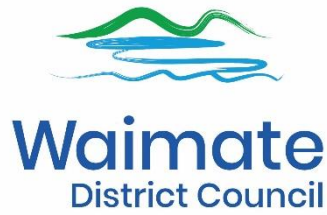
**Attachments:** 1. Minutes of the Chief Executive's Performance Review Committee Meeting held on 9 September 2025

**PURPOSE**

To present the unconfirmed Minutes of the Chief Executive's Performance Review Committee meeting held on 9 September 2025 for confirmation.

**RECOMMENDATION**

That the Minutes of the Chief Executive's Performance Review Committee Meeting held on 9 September 2025 be adopted as a true and correct record.



# **MINUTES**

## **Chief Executive's Performance Review Committee Meeting**

**9 September 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 9 SEPTEMBER 2025, COMMENCING AT 1.30PM**

**PRESENT:** Deputy Mayor Sharyn Cain (Chair), Mayor Craig Rowley, Cr Sandy McAlwee,  
Cr Colin Pankhurst

**IN ATTENDANCE:** Andrea Bankier, Sheffield (via Microsoft teams)  
Karalyn Reid (Committee Secretary)

## **OPENING**

The Chair welcomed members to the meeting, and outlined the format of the meeting.

### **1 PUBLIC FORUM**

There was no public forum held at this Committee of Council

### **2 APOLOGIES**

Nil

### **3 VISITORS**

Nil

### **4 CONFLICTS OF INTEREST**

The Chair asked if members had any conflict of interest in any item on the agenda. There were no Conflicts of Interest declared.

The Chair read the below for the information of the Committee:

#### **Confidentiality Reminder**

*This Committee is meeting to undertake the substantive process for the Chief Executive's Performance Review and Annual Remuneration Review. As this process is related to the Chief Executive's employment, these conversations and processes are private and confidential. Nothing directly or indirectly related to this process and meetings can be divulged outside of this room, unless it is a Committee member's seeking the advice of the consultant's contracted to provide them with assistance, or the Human Resources Manager. If anyone is found to breach the privacy and confidentiality, this will be taken very seriously, with the Chief Executive informed of the breach and having the ability to raise a personal grievance against those responsible, noting that it would also be grounds to investigate the elected member for a code of conduct breach.*

*The only information that can be released, occurs by agreement with the Chief Executive, following the outcome of Council resolutions regarding the committee's recommendations, and as per legislative requirements.*

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

Nil

## **REPORTS**

### **6 GENERAL REPORTS**

#### **6.1 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 25 MARCH 2025**

##### **COMMITTEE RESOLUTION 2025/6**

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

That the Minutes of the Chief Executive's Performance Review Committee Meeting held on 25 March 2025 be adopted as a true and correct record.

**CARRIED**

#### **6.2 APPOINTMENT TO CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE**

##### **COMMITTEE RESOLUTION 2025/7**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Colin Pankhurst

1. That the Appointment to Chief Executive's Performance Review Committee report is accepted, and
2. That the Chief Executive's Performance Review Committee notes the new member appointed by Council, Cr Sandy McAlwee.

**CARRIED**

## PUBLIC EXCLUDED

### 7 EXCLUSION OF THE PUBLIC REPORT

#### RESOLUTION TO EXCLUDE THE PUBLIC

##### COMMITTEE RESOLUTION 2025/8

Moved: Mayor Craig Rowley

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                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7.1 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 25 March 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>7.2 - Chief Executive's Performance Review</b>                                                                        | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons<br><br>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 |

**CARRIED**

### 8 RE-ADMITTANCE OF THE PUBLIC REPORT

##### COMMITTEE RESOLUTION 2025/9

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That Council moves out of Closed Council into Open Council.

**CARRIED**

## MEETING CLOSURE

There being no further business, the Chair closed the meeting at 4.30pm.

The Minutes of this meeting are to be confirmed at the final Council Meeting of the triennium, being Tuesday 7 October 2025.

.....  
**CHAIRPERSON**

**8 RECEIPT OF MINUTES**

Nil

**REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Acting Corporate Services Group Manager  
**Attachments:** Nil

**CANTERBURY MAYORAL FORUM**

1. The Mayoral Forum met at the Commodore Hotel in Christchurch on 22 August 2025.

**Agenda items included:**

2. An update from Business Canterbury on the private sector led Canterbury Ambition which centres around innovation, environment and lifestyle and identifies three priorities – investing ahead of demand, protecting and advancing Canterbury's competitive advantage and ensuring regulation is fit for the future.
3. A discussion on the draft Waitaha Canterbury world-stage ready key pillars for Canterbury's Regional Deal proposal.
4. A progress report on the implementation of the Canterbury Climate Partnership Plan.
5. Approval of the Waitaha Canterbury Regional Housing Strategic Plan.
6. Updates on the April to June 2025 region wide work underway to implement the Canterbury Water Management Strategy, and support for the proposed approach for the Canterbury Regional Council to assess the future CWMS update reporting requirements, following the local government elections and establishment of local leadership groups.
7. Preparation for the new triennium for 2026-2028, including approval of documents to brief incoming members of the Canterbury Mayoral Forum.
8. An update from the Regional Public Service Commissioner.
9. An update on the work of the Greater Christchurch Partnership.
10. Discussion on the recently released Canterbury Policing proposal and a decision to meet with the Police Commissioner to discuss Canterbury councils' concerns.
11. Reflections on the 2022-2025 triennium and acknowledgement of members who are not standing for re-election.

**EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR**

To present for the information of Council a register of external meetings and functions attended by Mayor outside of Waimate District Council meetings and general business from 6 September to 26 September 2025.

| Date              | Meetings and Functions                                                                              |
|-------------------|-----------------------------------------------------------------------------------------------------|
| 8 September 2025  | Monday Morning Meeting with Chief Executive and Deputy Mayor – Council                              |
| 9 September 2025  | Audit and Risk Committee Meeting – Council                                                          |
| 9 September 2025  | Chief Executive's Performance Review Committee Meeting – Council                                    |
| 11 September 2025 | Canterbury Mayoral Update on Canterbury Ambition and Canterbury's Regional Deal Proposal – via zoom |
| 12 September 2025 | Mayoral Musing on The Breeze – via cell phone                                                       |
| 15 September 2025 | Discussion with Waimate2gether and Chief Executive – Council                                        |
| 15 September 2025 | Monday Morning Meeting with Chief Executive and Deputy Mayor – Council                              |
| 15 September 2025 | Canterbury Mayoral Forum Meeting with Police Commissioner – via Microsoft teams                     |
| 17 September 2025 | Webinar: Navigating Economic Regulation for Water Services – Council                                |
| 23 September 2025 | Environment Canterbury facilitated Local Leadership Group Hui – via Microsoft teams                 |

**RECOMMENDATION**

That the Mayor's Report is accepted.

**9.2 PRESENTATION: TUIA MENTORSHIP PROGRAMME**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Acting Corporate Services Group Manager  
**Attachments:** Nil

**PURPOSE**

1. To update Council on the Tuia Mentorship Programme.

**BACKGROUND**

2. Arlin was informed he was selected as Council's Tuia representative and has attended the below wānangas:
  - a. Tuia i Runga: 14 to 16 March 2025 – Hamilton
  - b. Tuia I Raro: 2 to 4 May 2025 – Rotorua
  - c. Tuia I Roto: 4 to 7 July – Nelson (was rescheduled to Picton on 1 to 4 August because of major flooding in the region at that time)
  - d. Tuia I Waho: 19 to 21 September – Napier; and coming up
  - e. Tuia Te Here Tāngata: 30 October to 2 November – Wellington
3. Arlin met with the Mayor and Deputy Mayor several times this year as joint mentors, to talk about the programme and leadership.
4. As part of the Tuia Programme, rangatahi are asked to work in the community, taking on a project of interest.
5. Arlin will attend the meeting to update Council.



**RECOMMENDATION**

That the Presentation: Tuia Mentorship Programme report is accepted.

**10 DEPUTY MAYOR'S REPORT****10.1 DEPUTY MAYOR'S REPORT**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Acting Corporate Services Group Manager  
**Attachments:** Nil



*New sandpit at Centennial School*

**EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE DEPUTY MAYOR**

To present for the information of Council a register of external meetings and functions attended by the Deputy Mayor outside of Waimate District Council meetings and general business from 6 September to 26 September 2025.

| Date              | Meetings and Functions                                                                              |
|-------------------|-----------------------------------------------------------------------------------------------------|
| 8 September 2025  | Monday Morning Meeting with Chief Executive and Mayor – via phone                                   |
| 9 September 2025  | Audit and Risk Committee Meeting – Council                                                          |
| 9 September 2025  | Chief Executive's Performance Review Committee (CEPRC) Meeting – Council                            |
| 10 September 2025 | CEPRC meeting with Human Resources Manager – Council                                                |
| 11 September 2025 | Canterbury Mayoral Update on Canterbury Ambition and Canterbury's Regional Deal Proposal – via zoom |
| 12 September 2025 | CEPRC meeting with Human Resources Manager – Council                                                |
| 15 September 2025 | Monday Morning Meeting with Chief Executive and Mayor – Council                                     |
| 17 September 2025 | Webinar: Navigating Economic Regulation for Water Services – Council                                |
| 19 September 2025 | Opening of new sandpit at Centennial School – Waimate                                               |
| 23 September 2025 | CEPRC meeting with Chief Executive – Waimate                                                        |
| 26 September 2025 | CEPRC meeting with Human Resources Manager – Council                                                |

**RECOMMENDATION**

That the Deputy Mayor's Report is accepted.

**11 COUNCILLORS' REPORT****11.1 COUNCILLORS' REPORT**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Acting Corporate Services Group Manager  
**Attachments:** Nil

**PURPOSE**

To present for the information of Council a register of external meetings and functions attended by Councillors outside of Waimate District Council meetings and general business from 6 September to 26 September 2025.

| <b>Cr John Begg</b> |                                                                                                     |
|---------------------|-----------------------------------------------------------------------------------------------------|
| <b>Date</b>         | <b>Meetings and Functions</b>                                                                       |
| 11 September 2025   | Canterbury Mayoral Update on Canterbury Ambition and Canterbury's Regional Deal Proposal – via zoom |
| 29 September 2025   | Environment Canterbury Biosecurity Group Meeting – Rolleston                                        |

| <b>Cr Sandy McAlwee</b> |                                                                      |
|-------------------------|----------------------------------------------------------------------|
| <b>Date</b>             | <b>Meetings and Functions</b>                                        |
| 9 September 2025        | Audit and Risk Committee Meeting (as observer) – Council             |
| 9 September 2025        | Chief Executive Performance Review – Council                         |
| 17 September 2025       | Webinar: Navigating Economic Regulation for Water Services – Council |
| 24 September 2025       | St Andrews Hall Committee Meeting – St Andrews                       |

| <b>Cr Lisa Small</b> |                                                                                                     |
|----------------------|-----------------------------------------------------------------------------------------------------|
| <b>Date</b>          | <b>Meetings and Functions</b>                                                                       |
| 8 September 2025     | Waimate Biodiversity Action Group Stakeholder Meeting – Council                                     |
| 9 September 2025     | Audit and Risk Committee Meeting (as observer) – Council                                            |
| 9 September 2025     | Chief Executive Performance Review (as observer) – Council                                          |
| 11 September 2025    | Canterbury Mayoral Update on Canterbury Ambition and Canterbury's Regional Deal Proposal – via zoom |
| 17 September 2025    | Webinar: Navigating Economic Regulation for Water Services – Council                                |

| Cr Rick Stevens   |                                                                      |
|-------------------|----------------------------------------------------------------------|
| Date              | Meetings and Functions                                               |
| 9 September 2025  | Audit and Risk Committee Meeting – Council                           |
| 9 September 2025  | Chief Executive Performance Review (as observer) – Council           |
| 9 September 2025  | Waimate Historical Society Board Meeting – Waimate                   |
| 17 September 2025 | Webinar: Navigating Economic Regulation for Water Services – Council |
| 24 September 2025 | Waimate2gether Board Meeting – Waimate                               |

**RECOMMENDATION**

That the Councillors' Report is accepted.

**12 CHIEF EXECUTIVE'S REPORT****12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT**

**Author:** Stuart Duncan, Chief Executive

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:** Nil

**PURPOSE**

1. To inform the Council of the Chief Executive's activities.

**MEETINGS AND FUNCTIONS ATTENDED**

2. Meetings and functions attended by the Chief Executive from 6 September to 26 September 2025:

| Date              | Meetings and Functions                                          |
|-------------------|-----------------------------------------------------------------|
| 8 September 2025  | Canterbury Operations Forum – via Microsoft teams               |
| 10 September 2025 | Meeting with Te Runanga o Waihao – Waimate                      |
| 10 September 2025 | Meeting with Squash Club – Council                              |
| 15 September 2025 | Meeting with Waimate2gether – Council                           |
| 17 September 2025 | PWC webinar – Navigating Economic Regulation for Water Services |

**RECOMMENDATION**

That the Chief Executive's Activity Report is accepted.

**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Acting Corporate Services Group Manager  
**Attachments:** 1. Outstanding Council Actions Report - Public 

**PURPOSE**

For the Outstanding Council Actions Report – Public to be presented for the information of Council.

**RECOMMENDATION**

That the Outstanding Council Actions Report – Public is accepted.

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                          | Officer/Director | Section         | Subject                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----------------------------------------------------------------|
| Council 23-Apr-24                                                                                                                                                                                                                                                                                                                                                                                                                | Duncan, Stuart   | General Reports | Licence to use Response Assets (Fire and Emergency New Zealand) |
| <b>RESOLUTION 2024/52</b>                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                 |                                                                 |
| <ol style="list-style-type: none"> <li>1. That the License to Use Response Assets (Fire and Emergency New Zealand) report is accepted; and</li> <li>2. That Council recommends that the Chief Executive negotiate the transfer of debt and that the appliance remains in community if possible; and</li> <li>3. That Council delegates the Chief Executive to negotiate directly with Fire and Emergency New Zealand.</li> </ol> |                  |                 |                                                                 |
| <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                 |                                                                 |
| <b>Note:</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                 |                                                                 |
| 25 Sep 2025: Follow up email sent 25/09/25 from Chief Executive                                                                                                                                                                                                                                                                                                                                                                  |                  |                 |                                                                 |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer/Director | Section         | Subject                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----------------------------------------------------------|
| Council 28-Jan-25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | White, Stacey    | General Reports | St Andrews Closed Landfill Assessment of Remedial Options |
| <b>RESOLUTION 2025/20</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                 |                                                           |
| <ol style="list-style-type: none"> <li>1. That the St Andrews Closed Landfill Assessment of Remedial Options report, together with the St Andrews Assessment of Remedial Options Report (under separate cover) is accepted for finalisation by Environment Canterbury, as presented; and</li> <li>2. That Council seeks advice and information on the implications of the report and agrees that staff seek joint conversations with all stakeholders on possible remediation options.</li> </ol> |                  |                 |                                                           |
| <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                 |                                                           |
| <b>Note:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                 |                                                           |
| 29 Sep 2025: Waimate District Council has requested a proposal letter from Tonkin + Taylor summarising the investigation information and remedial options for the St Andrews historic landfill and a table detailing, at a high level, the next steps and tasks involved in undertaking remediation and reinstatement of the site. There is potential to secure funding through the Contaminated Sites and Vulnerable Landfills Fund.                                                             |                  |                 |                                                           |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Officer/Director | Section         | Subject                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|---------------------------------------------------------------------------------------|
| Council 22-Jul-25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Macdonald, Alex  | General Reports | Delegation to consider an objection under section 357A of the Resource Management Act |
| <b>RESOLUTION 2025/82</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                 |                                                                                       |
| <ol style="list-style-type: none"> <li>1. That the Delegation to consider an objection under section 357A of the Resource Management Act report is accepted; and</li> <li>2. That Council delegate to the Chief Executive, using the power of delegation in s34A of the Resource Management Act, the power to either: <ol style="list-style-type: none"> <li>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</li> <li>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: <ol style="list-style-type: none"> <li>i. Any necessary powers consequential to the exercise of this power, including powers related to hearings, and the specific powers under 357CA, and</li> <li>ii. The power to waive or extend a timeframe in relation to this matter under 37 and 37A.</li> </ol> </li> </ol> </li> </ol> |                  |                 |                                                                                       |
| <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  |                 |                                                                                       |
| <b>Note:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                 |                                                                                       |
| 10 Sep 2025: Objection is on s37 extension, waiting for objector to provide information. Once information provided either objection will be resolved (under CE authority) or appointment and decision completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                 |                                                                                       |

| Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Officer/Director | Section         | Subject                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-------------------------------------------------------------------|
| Council 16-Sep-25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Macdonald, Alex  | General Reports | Operative District Plan Minor Correction - Designation Boundaries |
| <b>RESOLUTION 2025/102</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                 |                                                                   |
| <ol style="list-style-type: none"> <li>1. That the Operative District Plan Minor Correction: Clause 20a - Designation Boundaries report is accepted; and</li> <li>2. That Council note that the boundary of Designation 3 on the planning maps of the Waimate District Plan does not match the legal boundary of State Highway 1 or State Highway 82; and</li> <li>3. That Council authorise the Regulatory and Compliance Group Manager to make a correction to the Waimate District Plan, under Clause 20A of Schedule 1 of the Resource Management Act, to align the boundaries of Designation 3 to the legal boundaries of State Highway 1 and 82.</li> </ol> |                  |                 |                                                                   |
| <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                 |                                                                   |
| <b>Note:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                 |                                                                   |
| 30 Sep 2025: Council's GIS officer is currently completing updated maps in accordance with this motion. Due to the complexity of this project we expect the completion of maps at the end of October, with an updated plan fixing error formally issued shortly afterward.                                                                                                                                                                                                                                                                                                                                                                                        |                  |                 |                                                                   |

| Meeting                                                                                                                                                 | Officer/Director | Section         | Subject                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|------------------------------------------------------------------|
| Council 16-Sep-25                                                                                                                                       | Jones, Michelle  | General Reports | Local Government Funding Agency<br>Annual Report to 30 June 2025 |
| <b>RESOLUTION 2025/99</b>                                                                                                                               |                  |                 |                                                                  |
| That the Local Government Funding Agency Annual Report to 30 June 2025 report is accepted.                                                              |                  |                 |                                                                  |
|                                                                                                                                                         |                  |                 | CARRIED                                                          |
| <b>Note:</b>                                                                                                                                            |                  |                 |                                                                  |
| 25 Sep 2025: Paper is being drafted by the Chief Executive and will be circulated to elected members via email. Comms to follow once feedback received. |                  |                 |                                                                  |

## 14 HUMAN RESOURCES REPORT

### 14.1 HUMAN RESOURCES REPORT

**Author:** Rachel Holley-Dellow, Human Resources Manager

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:** Nil

#### PURPOSE

1. For the Human Resources Manager to update Council.

#### RECRUITMENT

2. Since the last report, we are actively recruiting for a Finance Support Team Leader, noting that this position replaces a previous role (Business Administration Team Leader), with more of an emphasis on essential components of direct report's duties (for example, the Rates Officer), to ensure business continuity during staff absences, especially critical periods.
3. As advised at the previous Ordinary Council Meeting, the Parks and Reserves Manager advised the Human Resources Manager that the opening period to the public for the Norman Kirk Memorial Pool is Tuesday 28 October 2025 to 15 March 2026.
4. Human Resources is currently working through the recruitment proposal that they have received from the Parks and Reserves Manager for the Aquatics Team, which includes re-employing most of the previous team members from last season.
5. One position has been advertised, either a Trainee Lifeguard or Lifeguard to fill a small number of hours per week.
6. Once the rest of the proposal is completed (in relation to the terms and conditions for re-employing staff previously employed), the Human Resources Manager will provide the information to the Chief Executive for approval.
7. Then the Human Resources Manager will complete the contractual work in conjunction with the Human Resources Advisor, and provide all documentation to the prospective employees promptly.
8. The following staff headcount is based on currently employed staff as at 7 October 2025 but does not include staff who have been offered and accepted a position with us but not yet started, nor any vacancies we are or will be recruiting for.

#### Staff Headcount

| Date            | Total Headcount | Parental Leave | Permanent Full Time* | Permanent Part Time** | Fixed Term | Casual |
|-----------------|-----------------|----------------|----------------------|-----------------------|------------|--------|
| As at 18/6/2024 | 80              | 0              | 50                   | 21                    | 5          | 4      |
| 18/3/2025       | 89              | 1              | 54                   | 23                    | 7          | 4      |
| 22/7/2025       | 82              | 0              | 51                   | 22                    | 4          | 5      |
| 14/9/2025       | 83              | 0              | 53                   | 22                    | 6          | 2      |
| 7/10/2025       | 82              | 0              | 53                   | 23                    | 5          | 1      |

\* 37.5 hours per week or more \*\* Less than 37.5 hours per week

#### RECOMMENDATION

That the Human Resources Manager's report is accepted.

**15     AUDIT AND RISK COMMITTEE REPORT**

Nil

**16 GENERAL REPORTS****16.1 RECONSIDERATION OF WAIMATE2GETHER FUNDING ALLOCATION: WAIMATE TRAIL \$150,000**

**Author:** Dan Mitchell, Asset Group Manager

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:** Nil

**PURPOSE**

1. For Council to consider the early release of the Cycle Trail \$150,000 funding known as Waimate Trails – Waihao Forks Cycle Trail.

**BACKGROUND**

2. At the Council Meeting of 23 July 2024, Council considered the funding request from Waimate2gether for the Waimate to Waihao Forks Cycle Trail and made the following resolution:

**RESOLUTION 2024/116**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

1. That the Waimate to Waihao Forks Cycle Trail - Funding Request report be received; and
2. That Council considered the funding request from Waimate2gether for \$500,000; and
  - a) Agrees to a funding commitment from the Subdivision Contribution Reserve Fund of \$100,000 subject to Waimate2gether securing the total estimated budget, to be reviewed after a 24 month period if required; and
  - b) Proposes to further funding of \$150,000 from the Subdivision Contribution Reserve Fund, subject to the outcome of the Long Term Plan consultation; and
  - c) That the Mayor, on behalf of Council, provide letters of support to Waimate2gether for any other funding applications as requested.

**CARRIED**

3. Waimate2gether approached Council and requested the \$100,000 funding be released before the total amount of funds for Stage 1 were received. Waimate2gether modified their development plan for the Waimate Trail, splitting Stage1 into four sections.
4. Project Manager, Jo Sutherland, attended the meeting to speak to the request.
5. Council gave due consideration to modifying the resolution, from the 23 July 2024 Council Meeting.
6. Council approved the request from Waimate2gether to receive the \$100,000 from the Subdivision Contribution Reserve Fund before securing the total estimated budget for Stage1 and on 19 November 2024 subsequently rescinded the original resolution of 23 July 2024 to make a new resolution as follows.

**16.3 RECONSIDERATION WAIMATE2GETHER FUNDING ALLOCATION: WAIMATE TRAIL**

Council reconsidered the resolution of Waimate2gether Funding Allocation of \$100,000 from the Waimate District Council (WDC) Subdivision Contribution Reserve Fund.

Waimate2gether are now requesting the \$100,000 funding that has been approved by Council from the Subdivision Contribution Reserve Fund be released before the total amount of funds for Stage 1 is completed, due to a modification of their development plan for the Waimate Trail, splitting Stage 1 into four sections.

Cr Peter Collins declared an interest, being Chair of Waimate2gether and stepped away from the Council table.

Cr John Begg stated his spouse is on the Committee of Waimate2gether and could have a perceived interest and removed himself from the Council table.

Waimate2gether Project Manager Jo Sutherland was in attendance for this item.

**RESOLUTION 2024/181**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

1. That the Reconsideration Waimate2gether Funding Allocation: Waimate Trail report be received, and
2. That Council rescinds Resolution 2024/116 from the 23 July 2024 Council Meeting (as below).

**RESOLUTION 2024/116**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

1. That the Waimate to Waihao Forks Cycle Trail - Funding Request report be received; and
2. That Council considered the funding request from Waimate2gether for \$500,000; and
  - a) Agrees to a funding commitment from the Subdivision Contribution Reserve Fund of \$100,000 subject to Waimate2gether securing the total estimated budget, to be reviewed after a 24 month period if required; and
  - b) Proposes to further funding of \$150,000 from the Subdivision Contribution Reserve Fund, subject to the outcome of the Long Term Plan consultation; and
  - c) That the Mayor, on behalf of Council, provide letters of support to Waimate2gether for any other funding applications as requested.

**CARRIED**

**CARRIED**

**NEW MOTION: RECONSIDERATION WAIMATE2GETHER FUNDING ALLOCATION:  
WAIMATE TRAIL****RESOLUTION 2024/182**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Rick Stevens

1. That Council agrees to a funding commitment of \$100,000 towards Stage 1A and 1B from the Subdivision Contribution Reserve Fund; with the funds released when Waimate2gether secures full funding for both these stages, to be reviewed after a 24 month period, and
2. Proposes to further fund \$150,000 towards Stage 1C and 1D from the Subdivision Reserve Fund, subject to Waimate2gether securing full funding for both these stages; to be reviewed after a 24 month period and after community consultation within the Long Term Plan 2025/2034 process; and
3. That Council releases the funds, subject to the approval of the Chief Executive

**CARRIED**

7. On 10 September 2025, Council received a letter from Waimate2gether requesting release of the \$150,000 track funding consulted on and conditionally approved during the Long Term Plan process.
8. On review of the new request by Waimate2gether and reviewing the subsequent budget and project scope, Mayor Rowley wrote to Waimate2gether highlighting some concerns, as follows:

*Thank you for your recent correspondence requesting the release of the approved \$150,000 for Stages 1C and 1D of the Waimate Trail.*

*Council acknowledges the significant progress made and the strong community support for the project.*

*However, after reviewing the attached documents, the original feasibility study, the business case, and your recent funding request, I need to highlight a material concern regarding the evolution of the project budget and scope. When Council made its funding decision, it relied upon the original budget and project scope as presented in the feasibility study and business case (with exceptions to minor variations). These documents included not only the completion of the trail but also critical infrastructure such as the bridge, toilets, car parking, and information boards, which were integral to delivering the full community and economic benefits envisioned for the Waimate Trail.*

*Your current request seeks the release of funds to complete the trail itself, with several key elements now deferred to a future phase due to funding pressures. This represents a material change from the original budget and scope that Council relied upon when approving funding. The immediate deliverables have been reduced, and the total available funding is significantly below the latest business case estimate for Stage 1.*

*I hold a concern that this change may impact the realisation of the full benefits anticipated and may result in further funding requests to complete the deferred elements. Council will need clarification on the revised timeline and funding strategy for these critical components and request an updated budget breakdown that reflects the current scope and future phases. As you will appreciate, we consulted the public based on our understanding of the budget presented by you at the time.*

*Council appreciates your ongoing commitment and looks forward to working together to ensure the successful completion of the Waimate Trail in a manner consistent with the conditions of WDC funding.*

9. Waimate2gether replied to the above letter which included detailed information from the trail engineer (consultant / contractor) who assisted with the indicative prices for the original business case.
10. Waimate2gether Committee members met with Mayor Rowley, the Chief Executive and the Asset Group Manager on 15 September 2025 to highlight the achievements of the project to-date and explain why the scope of the project and related budget had been adjusted to ensure the successful completion of Waimate Trail Stage 1.
11. The track now connects the Studholme (Waimate Gorge) carpark to Arno Hall with parts 1B and 1C completed. The remaining section 1D is a 3.6km stretch through the limestone rock formations to the Waihao Forks Hotel. Part 1A has had minimal improvements including improving the existing bridges for cycle access and will require additional investment in the future.
12. Waimate2gether have adapted the construction plan to ensure the successful delivery of Stage 1 with needing to defer some elements of the original \$1.4m design including bridge, toilets, some plantings, car parking and some information boards (all information boards relating to health and safety will be installed).
13. The Waimate Trail continues to represent a positive and forward-looking community initiative. Despite recent adjustments to the project's scope and budget, the trail remains an important addition to our recreational infrastructure, promoting active lifestyles, and supporting tourism.
14. As a reminder, Council has already committed to holding title for the land easements associated with the Waimate Trail. This commitment was formalised through the approval of both the Easement Agreement and Easement Instrument, with Council named as the Grantee. These documents establish Council's role as the controlling authority, ensuring long-term stewardship and maintenance of the trail corridor. The agreements also enable scalable maintenance options through third-party arrangements or in-house operations and align with funding requirements from both the Department of Internal Affairs and NZ Transport Agency. This legal framework reinforces Council's commitment in working with external groups delivering recreational benefit to our community.

## PROPOSAL

15. For Council to approve the early release of the \$150,000, noting Council has previously committed \$100,000 from the Subdivision Recreation Reserve Fund towards the development of the Waimate Trail.

## Options

16. Council approves the request by Waimate2gether to the early release of the \$150,000 by rescinding resolution 2024/182 and agrees to a new resolution giving authority to the Chief Executive to release the funds; or
17. Council approves the request by Waimate2gether to the early release of the \$150,000 by rescinding resolution 2024/182 and agreeing to a new resolution with new conditions giving authority to the Chief Executive to release the funds once the new conditions are satisfied; or
18. Council upholds its existing resolution 2024/182.

## ASSESSMENT OF SIGNIFICANCE

19. This matter is not deemed significant under the Council's Significance and Engagement Policy.

**CONSIDERATIONS**

20. When multiple funding providers impose conditions that their contributions are contingent on others releasing their funds first, project managers like Waimate2gether can find themselves in a frustrating stalemate. This circular dependency creates a deadlock where no funds are accessible, delaying project initiation and jeopardising timelines and budgets. It places undue pressure on funding recipients to negotiate and coordinate across funders, often without the leverage to break the impasse, ultimately risking the viability of the entire project.
21. Given the positive community response and the project's alignment with our Economic Development Strategy, management recommends Council consider the early release of the remaining \$150,000 to enable timely progress. This funding mechanism has minimal impact on rates and supports a project that enhances recreational infrastructure, promotes active lifestyles, and strengthens community engagement.

**RISK**

22. As mentioned above, the Waimate Trail project currently faces a circular dependency in its funding structure, with other external funders requiring confirmation of other contributions before releasing their own. To move forward, Council may need to accept a degree of risk that Waimate2gether may not secure all anticipated funding from these sources. While this could result in a longer project timeline or necessitate additional fundraising efforts, the potential benefits of progressing now, maintaining momentum, leveraging existing community support, and demonstrating Council's leadership potentially outweigh the risks. A proactive stance will help unlock stalled funding pathways.
23. Declining the request at this stage may result in delays, jeopardise external funding opportunities, and undermine the momentum built through strong public support and stakeholder collaboration.

**FINANCIAL**

24. Council has already approved a contribution of \$150,000 in the 2027 year through the recent Long Term Plan process to support Waimate Trail Stage 1.

**Budget**

25. Funds are drawn from the Subdivision Contribution Reserve Fund. Draw down will result in an estimated reserve balance of \$430,202, if agreed upon now as opposed to 2027, there would be minimal impact. Given the reserve is dependent on economic activity, and committed funding of other activities, it is difficult to accurately predict the reserve balance in the future.

**COST-EFFECTIVENESS**

26. The Waimate Trail Stage 1 demonstrates strong alignment with Council's cost-effectiveness principles as outlined in the Revenue and Financing Policy of the Long Term Plan 2025-2034. The project leverages external funding reducing reliance on rates.

**RECOMMENDATION**

1. That the Reconsideration of Waimate2gether Funding Allocation: Waimate Trail \$150,000 report is accepted; and
2. That Council approves the request by Waimate2gether to the early release of the \$150,000 by rescinding resolution 2024/182 and agrees to a new resolution giving authority to the Chief Executive to release the funds; or
3. That Council approves the request by Waimate2gether to the early release of the \$150,000 by rescinding resolution 2024/182 and agreeing to a new resolution with new conditions giving authority to the Chief Executive to release the funds once the new conditions are satisfied; or
4. Council upholds its existing resolution 2024/182 and makes no changes at this time.

**16.2 DELEGATION OF RESPONSIBILITY TO CHIEF EXECUTIVE FOR INTERREGNUM PERIOD**

**Author:** Shey Taylor, Strategic Planner/Policy Advisor

**Authoriser:** Nicole Timney, Community Services and Strategy Group Manager

**Attachments:** Nil

**PURPOSE**

1. The period of the discharge of the current Council and the swearing in of the new Council is called the interregnum period. This will occur between 17 October 2025 until 28 October 2025.
2. Legislation allows for the delegation of responsibility for urgent decisions to be assigned to the Chief Executive (in consultation with the Mayor-elect if appointed) during this period.

**BACKGROUND**

3. Elected members and Committees (that have not been constituted to survive the triennium) are discharged from office from the date that the Returning Officer publicises the official results of the elections, with final results expected on Thursday 16 October 2025.
4. Councillors of the 2025-2028 triennium will commence office Friday 17 October 2025, being the day after the date of the Electoral Officer's expected declaration (though they may not act as Councillors until they have made their declaration at the Swearing in Ceremony, Tuesday 28 October 2025).
5. Councillors of the 2022-2025 triennium will vacate office on Thursday 16 October 2025.
6. Unless resolved otherwise, under schedule 7 clause 30(7) of the Local Government Act 2002, all committees and subordinate decision-making bodies are deemed to be discharged on the coming into office of the new Council.
7. Renumeration for current Councillors continues up to and including Thursday 16 October 2025: the day the results are formally declared. From that date, the Renumeration Authority's determination for renumeration to take effect after the election (from Friday 17 October 2025 to 30 June 2026) will apply to all members of the new Council – until such time as the new Council has had the opportunity to consider both its governance structure and whether it wished to renumerate Councillors for positions of additional responsibility and then seeks approval by the Renumeration Authority.
8. The Council must provide for the effective and efficient conduct of the Council's business during the interregnum, and various delegations and arrangements are required.
9. It is proposed that delegations to the Chief Executive Officer be put in place from 17 October 2025 and through the interregnum period until 28 October 2025.
10. The definition of "urgent decisions" in the legislation relates to emergency events, earthquakes, pandemics and the like, not business as usual.
11. The Chief Executive to report any such decisions made during the Interregnum to the incoming Council at the first appropriate opportunity.
12. The Civil Defence Emergency Management Group continues during the interregnum (section 25 Clause (5) of the Civil Defence Emergency Management Act 2002); therefore, no delegations are required for the interregnum.

**PROPOSAL****Options**

13. It is proposed that from 17 October 2025 until the Swearing in Ceremony meeting of the Council on 28 October 2025, the Chief Executive is delegated all Council's responsibilities, duties and powers to act on any matter except those reserved to the Council under clause 32 to Schedule 7 of the Local Government Act 2002. If a Mayor Elect is confirmed, this will be in consultation with the Mayor Elect.
14. Further options are not presented as the Council must provide for the effective and efficient conduct of the Council's business during the interregnum and provide for the various delegations and arrangements required to give effect to these obligations.

**ASSESSMENT OF SIGNIFICANCE**

15. This matter is not significant under Council's Significance and Engagement Policy.

**CONSIDERATIONS****First Council Meeting**

16. The first meeting of a local authority following a triennial election must be called by the Chief Executive as soon as practicable after the official results of the election are known (as per schedule 7 clause 21 of the Local Government Act 2002). The Chief Executive must give the persons elected not less than seven days' notice of the meeting unless an emergency exists, in which case the Chief Executive may give notice of the meeting as soon as practicable. It is expected that the Electoral Officer's declaration will be made on 16 October 2025, and Swearing in Ceremony for attestation of the members' declarations will be made on Tuesday 28 October 2025. This will be followed with the Inaugural Meeting of Council on Friday 31 October 2025.
17. The business that must be conducted at the Swearing in Ceremony on Tuesday 28 October 2025 is set out at schedule 7 clause 21(5) of the Local Government Act 2002 and includes:
  - a. The making and attestation of the members' declarations.
18. The business that must be conducted at the Inaugural Meeting on 31 October 2025 is set out at schedule 7 clause 21(5) of the Local Government Act 2002 and includes:
  - a. The election of the Deputy Mayor and committee Chairs if appropriate
  - b. A general explanation of the Local Government Official Information and Meetings Act 1987
  - c. A general explanation of other laws affecting members including the appropriate provisions of the Local Authorities (Members Interests') Act 1968
  - d. Confirming the date and time of the first ordinary Council meeting, scheduled for Tuesday 18 November 2025.

**Legislation**

19. Schedule 7 of the Local Government Act 2002.

**Risk**

20. If no delegations are made, then the Chief Executive Officer will be required to call an extraordinary Council meeting at 72 hours' notice if there are matters that require urgent decisions during the interregnum. This would not be effective or efficient, as the Mayor elect and Councillors elect would not yet be sworn in, and this too would need to be done under urgency.

**FINANCIAL**

21. There are no known financial implications.

**Cost-effectiveness**

22. Cost-effectiveness is not applicable.

**RECOMMENDATION**

1. That the Delegation of Responsibility to Chief Executive for Interregnum Period report is accepted; and
2. That from 17 October 2025 until the Swearing in Ceremony meeting of the Council on 28 October 2025, the Chief Executive is delegated all Council's responsibilities, duties and powers to act on any matter except those reserved to the Council under clause 32 to Schedule 7 of the Local Government Act 2002. Where the Mayor elect is known, this will be in consultation with Mayor elect; and
3. That on 28 October 2025 the Chief Executive's delegations return to those outlined in Council's Delegation Policy; and
4. That in the event of an emergency, the Chief Executive Officer (or acting Chief Executive Officer) is delegated all the powers and functions of the local authority (other than those which may not be delegated).

**16.3 WDC COMMUNITY SURVEY 2025 AND BENCHMARKING REPORT**

**Author:** Shey Taylor, Strategic Planner/Policy Advisor  
**Authoriser:** Nicole Timney, Community Services and Strategy Group Manager  
**Attachments:** 1. WDC Residents Survey 2025 Benchmarking Report (under separate cover)   
2. WDC Residents Survey 2025 (under separate cover) 

**PURPOSE**

1. For Council to receive and discuss the WDC Residents Survey 2025 Benchmarking Report and the WDC Residents Survey 2025.

**BACKGROUND**

2. The Waimate District Council has an ongoing need to measure how satisfied residents are with resources, facilities and services provided by the Council, and to prioritise improvement opportunities that will be valued by the community.
3. The WDC Residents Survey 2025 Benchmarking Report and WDC Residents Survey 2025 are provided for the information of Council under separate cover.
4. Council is part of a collective of councils who subscribe to the same set of questions and are then able to benchmark against each other for performance.
5. Research Objectives of each Report
  - a. To understand resident's satisfaction with services and facilities provided by councils across New Zealand.
  - b. To benchmark the key performance indicators against other councils.
  - c. To provide a robust measure of satisfaction with Council's performance in relation to service delivery.
  - d. To establish perceptions of various services, infrastructure and facilities provided by Council.
  - e. To provide insights into how Council can best invest its resources to improve residents' satisfaction with its overall performance.
6. Method for Benchmarking Survey
  - a. Surveys are undertaken with 21 different councils across New Zealand in 2024/2025, including 18 district councils and 3 city councils.
  - b. Respondents were selected at random from the electoral roll, ratepayer's database, and/or email contacts collected through previous years' surveys.
  - c. At an aggregate level the surveys have an expected 95% confidence interval (margin of error) of between +/- 3.2% and +/- 4.8%. Maximum, minimum and average scores for key performance indicators are shown and benchmarked based on 21 Council's performances. Questions used are either identical or closely related, allowing for comparison.
  - d. Post data collection, the samples were weighted to be exactly representative of key population demographics for each area based on the 2023 Census.

7. Method for Biennial Survey
  - a. A mixed method of data collection is used consisting of a postal invitation to an online survey, with a hard copy survey back up. Sample selection is based on a random selection from the electoral roll since this conforms most closely with the ideal of each member within the population having an equal probability of selection, thereby minimising the opportunity for bias. The invite was sent to a random selection of 5,000 residents aged 18 years or older across the Waimate District. Paper survey questionnaires were made available on demand.
  - b. Data collection was undertaken from 18 February 2025 to 23 March 2025. The sample achieved was n=405 responses were collected, with a response rate 8%.
  - c. At an aggregate level, the sample has an expected 95% confidence interval (margin of error) of  $\pm 4.86\%$ . The margins of error associated with subgroups will be larger than this as the results become less precise as the sample size shrinks. Thus, results associated with particularly small sample sizes should be read with caution.
  - d. Post data collection the sample has been weighted so it is aligned with known population distributions for the Waimate District Council area, as per the Census 2023 results, based on age, gender, ward and ethnicity.
8. When benchmarked against other Councils as noted in the ARS Benchmarking 2024-2025 Waimate District Council Report, Waimate District Council scores highly with an improvement from the last report.

## 9. The Executive Summary of the WDC 2025 Community Survey Benchmark Report notes:

- The Council's **Overall performance** (59%) has improved by 4% points since 2023 (55%). The proportion of 'very satisfied' residents has significantly increased, while the proportion of 'neutral' residents has significantly declined, indicating a positive shift in residents' perceptions.
- Perceptions of the Council's **Image and reputation** remain the most impactful driver of overall performance, with an impact score of 62%. This highlights opportunities for improvement in key areas such as *Trust, Being prepared for the future, and Leadership*.
- Aspects related to **Value for money** were also identified as areas for improvement, particularly *Annual property and water rates being fair and reasonable*.
- Waimate District Council's **Reputation benchmark** falls within the 'Acceptable' range. Residents aged 65 or above continue to have an 'Excellent' (84) reputation benchmark. This group are the most likely to be identified as 'Champions' (60%).
- **Core services** also show an improvement, increasing from 65% in 2023 to 67% in 2025. A significant increase in the proportion of residents stating they are 'very satisfied' has been recorded.
- Among all facilities, **Parks, reserves, and gardens** received the highest rating from residents, with 87% expressing satisfaction.
- Residents' perception of their **Quality of life** remains high at 85%, only slightly lower than the 88% recorded in 2023.

**Areas of best performance (% 7 to 10)**

1. Parks, reserves and gardens (87%)
2. Sewerage system and service (86%)
3. Feeling safe at home (86%)
4. Overall quality of your life (85%)
5. Waste management services - Regular rubbish collection services (85%)

**Areas of worst performance (% 1 to 4)**

1. The level of influence you have over Council's decision-making process (40%)
2. Annual property rates being fair and reasonable (38%)
3. Financial management (32%)
4. Quality and level of community engagement in the Waimate District (31%)
5. Water rates are fair and reasonable (30%)

**RECOMMENDATION**

That the WDC Community Survey 2025 and Benchmarking Report is received.

**16.4 END OF TRIENNIUM ACKNOWLEDGEMENTS**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Acting Corporate Services Group Manager  
**Attachments:** Nil

**PURPOSE**

1. For the Mayor to acknowledge and thank retiring Councillors:
  - a. Peter Collins (2022 to 2025)
  - b. Colin Pankhurst (2019 to 2025).
2. All Councillors will have the opportunity to give a valedictory speech with a light lunch to follow.



**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

**RECOMMENDATION**

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 16 September 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 - Public Excluded Minutes of the Audit and Risk Committee Meeting held on 9 September 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>18.3 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 9 September 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>18.4 - 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<br>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities<br>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>18.5 - Recommendations from Chief Executive's Performance Review Committee</b>                                            | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons<br>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 |

**19 RE-ADMITTANCE OF THE PUBLIC REPORT**  
**MEETING CLOSURE**