



# **MINUTES**

**Ordinary Council Meeting**

**22 March 2022**

DRAFT UNSUBMITTED

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD VIA ZOOM  
ON TUESDAY 22 MARCH 2022, 9:35M**

**PRESENT:** Chair Craig Rowley, Deputy Mayor Sharyn Cain, Cr Fabia Fox, Cr Sandy McAlwee, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Colin Pankhurst, Cr Sheila Paul

**APOLOGIES:** Nil

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Fiona Hester-Smith (Human Resources Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Jonts McKerrow (Regulatory and Compliance Group Manager), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

**PARTIAL ATTENDANCE:** Kevin Tiffen (Senior Planner), Emma Bush (Planner)

## OPENING

Mayor Craig Rowley opened the Council Meeting and welcomed Councillors, staff, media, members of the public and explained that the public section of the meeting was being recorded.

### 1 COUNCIL PRAYER

Paul Kuriger, of Connect Church, opened the Council Meeting with a prayer. He introduced new Team Pastors Matt and Jacqui Davis, and informed Council he and Jo are relocating to a new position in Dunedin. The Chair welcomed Matt and Jacqui, and thanked Paul and Jo for their contribution to the district and to Council over the past few years.

### 2 PUBLIC FORUM

The Chief Executive announced to Council the Leadership Team has reviewed the vaccine pass requirement to enter all Council-owned buildings and decided to lift the vaccine pass requirements to the Local Government Centre and library from Monday 28 March.

There was two speakers at the Public Forum, both disapproving Council's implementing vaccine passes for Council owned buildings:

- Sue Arthur read her letter (which had been circulated prior to the meeting) and stated she welcomed the Chief Executive's decision to lift the requirement from Monday.
- Sara Lightfoot stated that Council are democratically elected to represent the people and needed to listen to members of the public.

The Chair thanked the public forum speakers and assured them that Council do listen to the people they represent.

### 3 APOLOGIES

Nil

### 4 VISITORS

11:00am: 17.7 Presentation: Carbon/Forestry Land Use Project

## 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 15 FEBRUARY 2022

##### RESOLUTION 2022/12

Moved: Cr Fabia Fox  
Seconded: Cr Miriam Morton

That the Minutes of the Council Meeting held on 15 February 2022 be adopted as a true and correct record, with the below amendment.

##### Amendment:

That the time Council reconvened after morning tea be added as 10.30am.

**CARRIED**

### 8 RECEIPT OF MINUTES

#### 8.1 MINUTES OF THE DOWNLANDS JOINT STANDING COMMITTEE MEETING HELD ON 12 JULY 2021

##### RESOLUTION 2022/13

Moved: Cr Sandy McAlwee  
Seconded: Deputy Mayor Sharyn Cain

That the unconfirmed minutes of the Downlands Joint Standing Committee Meeting held on 12 July 2021 be received.

**CARRIED**

#### 8.2 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 20 OCTOBER 2021

##### RESOLUTION 2022/14

Moved: Cr Fabia Fox  
Seconded: Cr Miriam Morton

That the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 20 October 2021 be received.

**CARRIED**

**8.3 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING HELD ON 1 NOVEMBER 2021****RESOLUTION 2022/15**

Moved: Cr Tom O'Connor  
Seconded: Cr Colin Pankhurst

That the confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 1 November 2021 be received.

**CARRIED****8.4 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 19 OCTOBER 2021****RESOLUTION 2022/16**

Moved: Chair Craig Rowley  
Seconded: Cr Miriam Morton

That the confirmed minutes of the Waimate Community ANZAC Group Meeting held on 19 October 2021 be received.

**CARRIED****Note:**

The Chair commented that the National RSA have decreed there will be no advertised public ANZAC services or parades this year on 25 April, but members of the public will be able to leave poppies at cenotaphs during the day.

**8.5 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING HELD ON 20 DECEMBER 2021****RESOLUTION 2022/17**

Moved: Cr Miriam Morton  
Seconded: Cr David Owen

That the confirmed minutes of the Waimate District Civic Awards Committee Meeting held on 20 December 2021 be received.

**CARRIED****8.6 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING HELD ON 26 JANUARY 2022****RESOLUTION 2022/18**

Moved: Chair Craig Rowley  
Seconded: Cr Miriam Morton

That the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 26 January 2022 be received.

**CARRIED**

## REPORTS

### 9 MAYOR'S REPORT

#### 9.1 MAYOR'S REPORT

##### RESOLUTION 2022/19

Moved: Chair Craig Rowley  
Seconded: Cr Tom O'Connor

That the Mayor's Report is accepted.

**CARRIED**

##### Note:

The Mayor gave a brief update on current Three Waters Reform status, and asked the Chief Executive to comment on the heavy workload for councils resulting from the DIA's requirements for data and information.

The Mayor indicated he will be communicating to LGNZ that smaller Councils do not currently have the resources to comply with the DIA's requirements in the stated timeframes, and calling for a pause in the transition period.

### 10 DEPUTY MAYOR'S REPORT

#### 10.1 DEPUTY MAYOR'S REPORT

##### RESOLUTION 2022/20

Moved: Deputy Mayor Sharyn Cain  
Seconded: Chair Craig Rowley

That the Deputy Mayor's Report is accepted.

**CARRIED**

##### Note:

The Deputy Mayor noted she, the Mayor and Chief Executive had a very encouraging meeting at the Waihao Marae on Sunday 19 March.

### 11 COUNCILLORS' REPORTS

#### 11.1 COUNCILLORS' REPORT

##### RESOLUTION 2022/21

Moved: Deputy Mayor Sharyn Cain  
Seconded: Cr Miriam Morton

That the Councillors' Report is accepted.

**CARRIED**

**Note:**

Cr Miriam Morton reported CentreCare Waimate are still offering their counsellor services just not in person.

Cr Fabia Fox reported the beach clean-up at the Waihao Box Reserve was very successful, with a turnout of around 30 members of the public and Environment Canterbury staff. She also commended Community Link on their responsive approach to offering newly identified services to the community.

Cr Tom O'Connor had previously circulated his notes on a Regional Climate Change Councillor Workshop he attended on Friday 18 March.

**12 CHIEF EXECUTIVE'S REPORT****12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT****RESOLUTION 2022/22**

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

That the Chief Executive's Activity Report is accepted.

**CARRIED****Note:**

The Chief Executive advised that following a meeting with the Partnerships Director Local Government Branch Department of Internal Affairs he had been asked and accepted as a member of the Auditor General's Local Government Advisory Group.

Council noted the heavy workload resulting from Central Government over Future of Local Government information workshops.

**12.2 AFFIXING OF THE COMMON SEAL****RESOLUTION 2022/23**

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Affixing of the Common Seal report be accepted; and
2. That the following document be executed under the Common Seal of Council:
  - a. Deed of Grant for Underground Pipe & Power under Morris Road between Waimate District Council and Douglas McIntyre dated 2 February 2022.

**CARRIED**

### 13 COUNCIL ACTIONS REPORT

#### 13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC

##### RESOLUTION 2022/24

Moved: Cr Colin Pankhurst

Seconded: Cr Tom O'Connor

That the Outstanding Council Actions Report – Public is accepted.

**CARRIED**

### 14 HUMAN RESOURCES REPORT

#### 14.1 HUMAN RESOURCES REPORT

##### RESOLUTION 2022/25

Moved: Cr Miriam Morton

Seconded: Cr Tom O'Connor

That the Human Resources Manager's report is accepted.

**CARRIED**

##### Note:

The Human Resources Manager explained the difficulty recruiting staff members for current vacancies, particularly for the Building Control Officer because of the high demand amongst other councils for qualified building control officers, and the level of skills needed. Council is also looking at the possibility of a shared building control service across the neighbouring councils.

The Chief Executive thanked the Human Resources Manager who is leaving after 20 years at Council. The Mayor also acknowledged her long service to Council.

The meeting was adjourned at 10.37am.

The meeting was reconvened at 10.45am.

### 15 HEALTH AND SAFETY REPORT

Nil

### 16 AUDIT AND RISK COMMITTEE REPORT

#### 16.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT

##### RESOLUTION 2022/26

Moved: Chair Craig Rowley

Seconded: Cr Sheila Paul

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

**CARRIED**

**17 GENERAL REPORTS****17.1 FINANCE REPORT - FOR THE 7 MONTHS ENDED 31 JANUARY 2022****RESOLUTION 2022/27**

Moved: Cr Miriam Morton  
Seconded: Cr Tom O'Connor

That the Finance Report for the 7 months ended 31 January 2022 be accepted.

**Note:**

Council noted that some Stimulus Fund Delivery Plan significant spends are still evolving due to resourcing issues and supply chain issues, as well as the effects of illness affecting contractors fulfilling work contracts. Council asked for ratepayers to be kept informed.

The Corporate Services Group Manager advised Council will have the opportunity to look at the potential impact on the annual plan at a budgeting workshop scheduled for Tuesday 29 March.

**CARRIED****17.2 EXPENDITURE VARIATION REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2021****RESOLUTION 2022/28**

Moved: Cr Fabia Fox  
Seconded: Cr Sheila Paul

That the Expenditure Variation Report for the 6 months ended 31 December 2021 is accepted.

**Note:**

9: Property – Assessment (Courthouse building): Council recognised the large piece of work to be undertaken around the Waimate Museum building and services, including archiving, which will involve considerable input and community consultation. It is important to schedule the work in order for it to be progressed.

**CARRIED****17.7 PRESENTATION: CARBON/FORESTRY LAND USE PROJECT - 11:00AM**

Lawrence Yule spoke to Council on the Forestry – Land Use Change Project and the status of the project he is doing on behalf of 14 councils, LGNZ and Beef and Lamb NZ on the rapid change in land use around forestry.

He advised there is a further webinar scheduled for Wednesday 30 March, with a submission to be prepared in response to the Government's discussion paper.

The Mayor thanked Lawrence for his presentation, stating it is a critical piece of work and has implications for all councils.



**17.3 RISK MANAGEMENT POLICY 302**

Council considered the adoption of the Draft Risk Management Policy 302, as presented.

**RESOLUTION 2022/29**

Moved: Cr Tom O'Connor

Seconded: Deputy Mayor Sharyn Cain

1. That the Risk Management Policy 302 report be accepted, and
2. That Council adopt the Risk Management Policy 302, as presented.

**CARRIED****17.4 COMMUNITY HOUSING POLICY 324**

Council considered the adoption of the Draft Community Housing Policy 324, as presented.

**RESOLUTION 2022/30**

Moved: Cr Fabia Fox

Seconded: Cr Miriam Morton

1. That the Draft Community Housing Policy 324 report be accepted, and
2. That Council adopt the Community Housing Policy 324, as presented.

**CARRIED****Note:**

Council noted that meeting the needs of the community with community housing will be one of the key topics of consulting on the Future for Local Government initiative and acknowledged there is a big piece of work to be undertaken.

**17.5 RECREATIONAL TRACK GRANT APPLICATION**

Council considered the funding application from Whitehorse MTB Riders Inc.

**RESOLUTION 2022/31**

Moved: Chair Craig Rowley

Seconded: Cr David Owen

1. That the Recreational Track Grant Application report is accepted; and
2. That Council approves the funding application from Whitehorse MTB Riders Inc to build a 'link trail' to join two existing bike track sections 'The Pentagon' and 'Twisted Monster' of \$10,000 from the Recreational Track Grant Fund.

**CARRIED**

**17.6 ECONOMIC DEVELOPMENT STRATEGY ACTION PLANS PROGRESS REPORT 2020 & 2021**

An apology was received from Chair of the Economic Development Strategy Group, Ian Moore.

**RESOLUTION 2022/32**

Moved: Cr Miriam Morton

Seconded: Cr Colin Pankhurst

That the Economic Development Strategy Action Plans Progress Report 2020 & 2021 is accepted.

**CARRIED****Note:**

Council asked for clarification with the commentary on key deliverables

The Executive Support Manager confirmed work is scheduled to commence next year to align with the Long Term Plan review on an Economic Development Strategy.

Council noted disapproval with promoting wallabies because of the destruction they make, while acknowledging Waimate's iconic wallabies are also a tourism attraction and part of Waimate's heritage.

Item - 17.7 Presentation: Carbon/Forestry Land Use Project - 11:00am (via zoom) – was taken earlier in the agenda.

The meeting adjourned at 12.13pm.

The meeting reconvened at 12.18pm.

**18 CONSIDERATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA**

Nil

## PUBLIC EXCLUDED

## 19 EXCLUSION OF THE PUBLIC REPORT

## RESOLUTION TO EXCLUDE THE PUBLIC

**RESOLUTION 2022/33**

Moved: Deputy Mayor Sharyn Cain

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>19.1 - Public Excluded Minutes of the Council Meeting held on 15 February 2022</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>19.2 - Outstanding Council Actions Report - Public Excluded</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(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>19.3 - Alpine Energy Shareholders Reports - December 2021 and January 2022</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

**20 RE-ADMITTANCE OF THE PUBLIC REPORT****RESOLUTION 2022/34**

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

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 12.25pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 26 April 2022.

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**CHAIRPERSON**

DRAFT UNCONFIRMED