

**MINUTES OF AN ORDINARY MEETING OF THE  
SELWYN DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON WEDNESDAY 11 SEPTEMBER 2024 COMMENCING AT 1.00PM**

**PRESENT**

Mayor S T Broughton; Councillors M B Lyall, P M Dean, D Hasson, S G McInnes, E S Mundt, and N C Reid; and Ms M McKay

**IN ATTENDANCE**

Mrs S Mason (Chief Executive); Messrs. S Gibling (Executive Director People, Culture & Capability), R Love (Executive Director Development & Growth), L Thomas (Project Manager Capital Works), R Allen (Head of Acquisitions, Disposals & Leasing), A Spanton (Environmental Team Leader), D Hayes (Strategic Open Spaces Lead), C Lammers (Senior Communications Advisor), R Raymond (Acting Communications Manager), W Ngā Mōrehu Elkington (Kaitohu); Mesdames D Kidd (Executive Director Community Services & Facilities), S Carnoutsos (Head of Marketing & Communications), J BarnsGraham (Community Policy Analyst), C Quirke (Head of Community & Economic Development), S Banbury (Senior Advisor Community Funding), M Clayton (Kaitohu Matu), J Beker (Planning & Performance Specialist), N Sutton (Head of Community Policy & Strategy), S Robinson (Principal Advisor Economic Development), C Quirke (Head of Community & Economic Development), H Eddy (Community Policy Advisor), D Prendergast (PA to ED Infrastructure & Property); and C Bennet (Governance Coordinator)

*The meeting was livestreamed.*

**APOLOGIES**

Apologies were received in respect of Councillors Miller, Gliddon and Epiha.

**Moved** – Councillor Mugford / **Seconded** – Councillor Hasson

*‘That the Council receives the apologies of Councillor Miller, Gliddon and Epiha, as notified.’*

**CARRIED**

**IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS**

None.

**CONFLICTS OF INTEREST**

None.

## DEPUTATION

### **Mrs Kathryn Jones**

*Laura Fergusson Brain Injury Trust*

Mrs Kathryn Jones, Laura Fergusson Brain Injury Trust Chief Executive, presented to Council.

She provided an overview of the work that the Trust does in the community and the unique range of services they provide. An audio-visual presentation to support her deputation was played. Mrs Jones explained to Councillors that the Trust is funded by a mix of government contracts from different agencies. They strategically spread their risk across a range of contracts, so the impact of the recent central government funding freeze has been minor. The Trust provides support across the South Island with the majority being in the Canterbury region. The Mayor thanked Mrs Jones for coming and speaking.

## PUBLIC FORUM

### **Frankie Hindson**

*Speaking 4 the Planet 2024 – Public Transport in Selwyn*

11-year-old Frankie Hindson, a student from Tai Tapu Primary School, addressed the Councillors. Frankie started by giving the speech she made at Speaking for the Planet 2024 where she was placed second. Her speech focused on climate change and the sustainable benefits of public transport. She then shared her own experiences of living in Tai Tapu and having to rely on her parents to transport her to after school and weekend activities. She noted that developing independence when growing up is important and having reliable public transport would encourage this.

The Councillors were impressed with her thoughtful speech and thanked her for coming to speak to them. It was noted that ECan are the main provider of public transport in the district. The Mayor encouraged Frankie to share her message with ECan and he suggested she join him when they next call for public submissions.

## CONFIRMATION OF MINUTES

- 1. Minutes of the ordinary meeting of the Selwyn District Council held in the Council Chamber on Wednesday 14 August 2024.**

**Moved** – Councillor Dean / **Seconded** – Councillor Lyall

*'That the Council confirms the minutes of the ordinary meeting of the Selwyn District Council held on Wednesday 14 August 2024.'*

**CARRIED**

## MATTERS REQUIRING ATTENTION

None.

## REPORTS

### 1. Mayor

#### *Mayor's Report*

The Mayor thanked those Councillors who stood in for him while he was absent, in particular Councillor Lyall in the role of Acting Mayor. He acknowledged the disappointing news recently received from Waka Kotahi regarding the co-funding of some major projects, especially those that have been well supported by the community.

**Moved** – Mayor Broughton / **Seconded** – Councillor Lyall

*'That Council receives the Mayor's Report for August 2024 information.'*

**CARRIED**

### 2. Chief Executive

#### *Chief Executive's Report*

A recent article in The Press was factually incorrect and the Chief Executive was pleased with how this had been handled by Audit NZ. The hard work being done by staff around Local Water Done Well was acknowledged.

**Moved** – Councillor Dean / **Seconded** – Councillor Reid

*'That Council receives the Chief Executive's report for information.'*

**CARRIED**

### 3. Proposed New Financial Delegation Limits

#### *Chief Executive*

The Chief Executive began by giving a brief overview of the report. Staff explained that the delegations are clear and intentional to ensure that they flow back through the procurement process. The Mayor supported the report, he said it will allow projects that have already been approved in the Long-Term Plan to proceed without unnecessary delay. There was a discussion about maximum limits and staff reassured Councillors that most contracts would not reach these limits. Financial limits have been clearly defined and the maximum limit would not be used just because it was there.

**Moved** – Councillor Dean / **Seconded** – Councillor Lyall

*'That Council:*

- a) Receives the report "Proposed New Financial Delegation Limits";*
- b) Adopts the proposed financial authority structure based on the responsive and flexible model;*
- c) Approves the proposed financial authority limits for the Chief Executive as proposed in Appendix 3;*
- d) Delegates authority to the Chief Executive to set both financial delegation limits for roles within the management level and make minor amendments to the financial delegation limits subject to the conditions outlined in this paper;*
- e) Notes that the Chief Executive will bring revised financial delegation limits for her team to the October Council meeting for information.'*

**CARRIED**



#### 4. Endorsement of Piki Amokura Youth Strategy & Te Paepae Ageing Well Strategy *Head of Community & Economic Development*

Staff acknowledged Councillors' concerns regarding how information included in the strategy document will be made available to the community, especially those who do not have access to technology or are in remote areas. The Community Engagement Team are working on a plan to ensure the information is shared effectively. Staff were congratulated on the excellent work undertaken to engage with and include Māori and the mana whenua voice.

**Moved** – Councillor McInnes / **Seconded** – Councillor Mundt

*'That the Council:*

- a) **endorses** the content of Te Paepae | Ageing Well Strategy.
- b) **endorses** the content of Piki Amokura | Youth Strategy.
- c) **notes** that the final design work of the strategy documents is underway and will incorporate cultural design elements that align with Waikirikiri Ki Tua Future Selwyn and Te Rautaki Tikaka Rua (Council's Bicultural Strategy).'

**CARRIED**

#### 5. Community Funding Report *Head of Community Strategy & Policy*

One Councillor from each Ward put their names forward as an appointee to the Assessment Panel. The Mayor has been advised of a potential conflict of interest for one Councillor, this will be managed as appropriate should it arise in a meeting. Members of the Assessment Panel will decide the dates and times of the meetings. It was accepted that not every meeting time would suit everyone.

There was a discussion on the impact of the funding community groups and how often they can apply to the panel. Staff advised the application form will be designed to capture information about when the applicant last applied. The assessment criteria will be robust so that activities or projects that take place in, or benefit, Selwyn are selected for consideration for funding.

The proposed use of the Ellesmere Reserves Board Reserve Fund was discussed. Staff will seek advice on using the fund to support Waihora Whata Rau. Questions were raised around the use of the reserve and if the fund would support sports played specifically inside a building rather than on a reserve. Councillors agreed to amend point 8 of the recommendation to support it in principle.

Staff will investigate what would be the implications where Councillors' family members apply to the fund.

**Moved (as amended)** – Councillor Hasson / **Seconded** – Councillor Lyall

*'That the Council:*

1. **approve** the inclusion of clause 7.4.4 in the C213 Community Funding Policy which enables the appointment of 1-2 independent members on the Assessment Panel. (refer page 23 of this report)
2. **approve** the revised C213 Community Funding Policy for implementation from 1 October 2024, noting that minor changes will be made to the policy, if required, to reflect the Council's decision on recommendation 1 above. (refer section 3.1 of this report)
3. **approve** the Terms of Reference for the Community Funding Assessment Panel ("Assessment Panel") noting that the inclusion of independent member/s depends on the outcome of recommendation 1 above. (refer section 3.2 of this report)
4. **appoint** four Councillors - one from each Ward - to the Community Funding Assessment Panel. The Councillors shall be **Councillor Epiha** from Ellesmere Ward, **Councillor Mugford** from Malvern Ward, **Councillor McInnes** from Rolleston Ward, and **Councillor Hasson** from Springs Ward. The term of the appointment will end when the Council committees are disestablished at the end of the triennium. (refer section 3.3 of this report)
5. **repeal** the policy titled C211 – Ward Discretionary Fund Policy. (refer section 3.4 of this report)
6. **agree** that the Residents Group Fund remain as a \$24k/annum non-contestable fund, allocated as equal grants (up to a maximum of \$1k/group), to recognised Residents Groups that meet the Council's criteria for a recognised group. The grant is a contribution towards operating costs and community initiatives delivered by the Residents Group. (refer section 3.5 of this report)
7. **agree** that the Meet Your Street Fund retain its name and that dinners of Selwyn events be supported through the Community Fund. (refer section 3.6 of this report)
8. **agree** that funds from the Ellesmere Reserves Board Reserve Fund for 2024-25 be made available according to the purposes and outcomes of the fund as stated in C213 Community Funding Policy. The funds will be used to:
  - support **in principle** the Leeston Park renewal **and Waihora Whata Rau** programme being carried out by Council
  - support the Ellesmere community by funding up to a total of \$50,000 for grants to enable community sport and recreation initiatives for the enjoyment and benefit of residents and/or maintain the reserves. Grants will be allocated by the Assessment Panel following a publicly advertised contestable funding round that is open for six weeks in September/October 2024. (refer section 3.7 of this report)
9. **agree** to complete a formal evaluation of the community funding programme by September 2026 (as per clause 1.15 of the revised C213 Community Funding Policy) so that the evaluation can inform the 2027-37 Long Term Plan. (refer section 3.8 of this report)

**CARRIED**

## **6. Adoption of the Castle Hill Village Reserves Management Plan** *Strategic Open Space Lead*

Staff thanked Councillors who had played such an active role in working with staff and the community to get the plan completed. It has been a large and complex piece of work. It



was noted that staff presented the plan at the Malvern Community Board meeting held in August when the members resolved to recommend to Council that the plan be adopted. There was a short discussion regarding landmark trees and staff advised that the planting list has been updated.

**Moved** – Councillor Dean / **Seconded** – Councillor Lyall

*‘That the Council:*

- a) Receives the report; and,*
- b) Resolves to adopt the Castle Hill Village Reserves Management Plan as recommended by the Hearing Panel and the Malvern Community Board; and,*
- c) Delegates authority to the Panel Chairperson, Councillor McInnes to approve any minor edits or changes to the Plan, prior to public distribution.’*

**CARRIED**

## **7. Amendment to Standing Orders – Members Joining Remotely Counting as Quorum** *Chief Executive*

Spelling errors were noted in Appendix 1.

**Moved** – Councillor Lyall / **Seconded** – Councillor Hasson

*‘That the Council:*

- (a) Receives the report;*
- (b) Agrees to amend the Standing Orders as indicated in Appendix 1 of the report to allow remote participants to be counted as quorum;*
- (c) Adopts the updated Standing Orders for Council;*
- (d) Notes the updated Standing Orders for Council will come into force on 12 September 2024.’*

**CARRIED**

## **GENERAL BUSINESS**

None.

## **MATTERS RAISED IN PUBLIC FORUM**

None.

## **RESOLUTION TO EXCLUDE THE PUBLIC**

**Moved** – Councillor Reid / **Seconded** – Councillor Mugford

*‘That the public be excluded from the following proceedings of this meeting. The general subject matter to be considered while the public is excluded, the reason of passing this resolution in relation to the matter, and the specific grounds under Section 48(1) 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		Reasons for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Date information can be released
1	Minutes	<i>Good reason to withhold exists under Section 7</i>	Section 48(1)(a)	At a date to be determined
2	CORDE Director Appointment			At a date to be determined
3	Disposal of Land – Creyke Road to Orion			Only at the approval of the Executive Director Property & Infrastructure or an officer of equivalent seniority within the Council
4	Property Purchase – 11 Gerald Street, Lincoln			On settlement of the purchase
5	Emergency Services Campus			Agree to the public release of decisions as appropriate
6	Chief Executive Performance Feedback			At a date to be determined

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

1, 3, 4 & 5	Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	Section 7(2)(h)
1, 2 & 6	Protect the privacy of the natural persons, including that of deceased natural persons;	Section 7(2)(a)

3, 4 & 5	Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or	Section 7(2)(i)
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*that appropriate officers remain to provide advice to the Committee.'*

**CARRIED**

The meeting adjourned between 2.27pm – 2.42pm.

The public meeting moved into Public Excluded at 2.42pm. The meeting resumed in open meeting at 4.45pm.

With no further business being discussed, the meeting closed at 4.45pm.

DATED this 23 day of October 2024

  
 CHAIRPERSON