

**MINUTES OF AN ORDINARY MEETING OF THE  
SELWYN DISTRICT COUNCIL  
HELD VIA ZOOM  
ON WEDNESDAY 15 APRIL 2020 COMMENCING AT 2PM**

*Due to the current COVID-19 situation Councillors linked into the meeting via Zoom.*

**PRESENT**

Mayor (S T Broughton), Councillors, M A Alexander, J B Bland, S Epiha, J A Gallagher, D Hasson, M P Lemon, M B Lyall, S G McInnes, G S F Miller, R H Mugford and N C Reid

**IN ATTENDANCE**

Messrs. D Ward (Chief Executive), D Marshall (Group Manager Property), T Harris (Environmental and Regulatory Services), G Bell (Group Manager Corporate Services), C Colenutt (Management Accountant), C Moody (Accounting Manager), S Hill (Group Manager Communication and Customers), S Tully (Advisor), R Raymond (Communications Advisor), N Cookeson (Information Services Manager), Mrs N Smith (Executive Assistant), Ms S Murphy (Communications Assistant), Ms B Ryan (Personal Assistant) and Ms T Davel (Governance Coordinator)

The Mayor welcomed everyone to the meeting, especially Michelle Jones, public forum speaker. The Mayor specifically thanked Councillors for their support of their communities during the period of lockdown so far.

**APOLOGIES**

None.

**IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS**

None.

**CONFLICTS OF INTEREST**

None.

## PUBLIC FORUM

### Michelle Jones, ANZAC Service Options.

Michelle Jones, Chair of the Rolleston Residents Association thanked Council for allowing her to speak. She told Council of the local ANZAC Service which, due to the current circumstances, can't be run this year.

She said they were putting together a plan of how the event could be hosted on line and were hoping to get Council staff to assist them to do so. Michelle added they were hoping to edit a pre-recorded service and have approached choirs and dignitaries to participate. The idea was then to live stream it at the traditional time of 11am on ANZAC Day.

Councillor Alexander said he had photos from a previous event which he would share with Michelle. Councillor Hasson asked whether it would be possible for people to pick flowers from their own gardens to put down at cenotaphs close by. Michelle said she did not think that would be allowed but was not sure.

The Mayor thanked Michelle for her time and said the Council would touch base with her about a way forward, after today's Council meeting.

## CONFIRMATION OF MINUTES

### 1. Minutes of an Ordinary meeting of the Selwyn District Council held via Zoom on Wednesday 8 April 2020

Councillor Alexander noted he had sent through some amendments for clarification to include in the final minutes.

**Moved** – Councillor Alexander / **Seconded** – Councillor Bland

*'That the Council confirms the minutes of the ordinary meeting of the Selwyn District Council held on Wednesday 8 April 2020.'*

**CARRIED**

## CURRENT MATTERS REQUIRING ATTENTION

Item	Meeting referred from	Action required	Report Date / Action
Implementation of District Wide Rates for community centres, halls and reserves and the introduction of online centralized bookings	11 September 2019	Review effectiveness post-implementation	<b><i>On hold.</i></b>



## REPORTS

### 1. Mayor

#### *Mayor's (Verbal) Report on COVID-19*

The Mayor said he had asked Al Lawn (Civil Defence Manager) along for an update.

The Mayor said his Easter was different than usual. He was often involved with camps and large groups of people but this year, he stayed home with his family and watched church on line.

As far as Council matters are concerned the Mayor spoke about the upcoming governance meeting with Environment Canterbury in a couple of weeks' time. He added it would be good to connect as we have not had a collective meeting since the elections. The Mayor also told Council he received election forms for LGNZ president and vice president and asked that Councillors think about nominating someone, or taking on the positions themselves. He said it would be discussed in due course.

The Canterbury Mayoral Forum wrote letters of support to Canterbury projects and the support was not focused on putting one project ahead of another, but rather to put Canterbury's best foot forward.

The Mayor said that farmers have not had a break at all and were working hard to bring us food. Essential services staff in pharmacies, hospitals and supermarkets are all acknowledged but he wanted to mention the hidden champions who are also toiling in the background – a shout out for those in the agriculture sector.

Civil Defence Manager Al Lawn next told Council that people should be reminded that this was a national health emergency, led by Health. It was important that we made sure we support locals supporting locals. He said many of the calls coming to their 0800 number were normally MSD customers but who are currently struggling to get through to MSD.

He said they had daily meetings with the Selwyn Police and recently did a 2000 mail drop specifically targeted to reach those with limited English, solo parents, the elderly and others who may be vulnerable. He said there were around 99 freedom campers still in the District in camping locations.

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

*'That Council receives the Mayor's (Verbal) Report on COVID-19, for information.'*

**CARRIED**

## 2. Chief Executive

### *Chief Executive's (Verbal) Report on COVID-19*

The Chief Executives said the response team continues to meet twice daily and are now looking at what the next levels will be like for the organisation. In particular around transitioning back into offices and opening community facilities. He said Council would receive a District recovery plan at its next meeting which will reflect on some of the packages recently discussed. He added Council recognised its role in reigniting the economy in the District and said ongoing and clear communication remained crucial.

**Moved** – Councillor Mugford / **Seconded** – Councillor McInnes

*'That Council receives the Chief Executive's (Verbal) Report on COVID-19, for information.'*

**CARRIED**

## 3. Management Accountant

### *Financial Forecast to 30 June 2020*

The Group Manager Corporate Services referred Council to the forecast until end of June. Capex was falling a little behind but the good news was that there are projects ready to go, which will mean capex will pick up. He said Council could be confident it would maintain a strong financial position for the year.

**Moved** – Councillor Lemon / **Seconded** – Councillor Reid

*'That the Council receives the financial report for the period ending 30 June 2020, for information.'*

**CARRIED**

## 4. Accounting Manager

### *Council Controlled Organisation Statements of Intent for the Year Ending 30 June 2021*

The Accounting Manager briefly outlined his report. He read out the objective and performance targets for each of the three CCO's under discussion today. They were consistent with previous years. In terms of the Local Government Funding Agency the Accounting Manager reflected on the recent Reserve Bank announcement and said that the LGFA is in a strong financial position. The recent Reserve Bank of New Zealand (RBNZ) announcement has committed the RBNZ to buy up to \$3 billion of Local Government Funding Agency (LGFA) bonds to support the liquidity and keep interest rates low for the sector. This represents about 30% of LGFA bonds on offer.

He added that the announcement should give councillors some reassurance that the council's access to funding will continue into the foreseeable future and at largely competitive interest rates.

**Moved** – Councillor Lyall / **Seconded** – Councillor Bland

*'That the Council receives draft Statements of Intent for the following Council Controlled Organisations\*:*

- (a) Selwyn District Charitable Trust*
- (b) Tramway Reserve Trust*
- (c) Local Government Funding Agency'*

*\*Noting that Statements of Intent for Sicon Ltd and Central Plains Water Trust are still subject to discussion with these bodies and will be presented later this month.*

**CARRIED**

## **5. Chief Executive**

*Consideration of the content of Council's Draft Annual Plan 2020 / 2021*

Councillor Alexander moved the recommendation and spoke in support. Councillor Alexander's notes are quoted below in full for ease of reference.

*Let me start by saying on the whole I support this document. That's not to overlook that there are areas that I am concerned with, areas that could be improved.*

*The commentary in the consultation document is focused exclusively on the percentage of the rate increases. While this is important it doesn't tell the whole story of the impact upon our community.*

*I have focused my attention on our urban ratepayers as they are the largest (by number) group of our ratepayers. I've used our Rolleston Residential Rating example as my example.*

*3 weeks ago we adopted a Draft Annual Plan with a 3.5% rate increase for this rating example, an increase of \$118 per year, \$2.27 per week, about ½ a cup of café coffee per week. The capital value of this rating example is \$665,000.*

*The proposed increase targeted rates for this property is \$78, this doesn't change as the CV changes.*

*If one extrapolates this across a wider range of capital values the figures are interesting*

<i>\$400K</i>	<i>\$102/year</i>	<i>\$1.96/week</i>
<i>\$600K</i>	<i>\$114/year</i>	<i>\$2.19</i>
<i>\$800K</i>	<i>\$125/year</i>	<i>\$2.40</i>
<i>\$1M</i>	<i>\$137/year</i>	<i>\$2.63</i>
<i>\$1.5M</i>	<i>\$167/year</i>	<i>\$3.21</i>

*This shows that the impact of a 3.5% increase for a range of urban properties is less than a coffee/week.*

*The rating increase is higher for rural properties – as a percentage as they don't pay as many targeted rates, and/or their capital value is much higher. My own property has a 4.4% increase, the third year in a row where my increase is greater than the average, but the dollar value is only \$74/year or \$1.42/week.*

*I think we need to include the change in the dollar value of the rate example tables on P19 the latest draft consultation document as this provides better context for discussing changes, There is, in my view, room in the table and on the page to add an additional column.*

*Some of our neighbouring councils are aiming for a zero rate rise, some are not. Ashburton District Council, for example, has reduced their rate rise to 2.5% no 0%. I would suggest we are more like Ashburton, a mixed rural urban district and that we might follow their example.*

*We will face reduced income and dividends in the 2020/21 financial year. We need to ensure that the rates will be set appropriately and I am concerned that promoting a “rates freeze” in this environment isn’t sensible.*

*To continue with our proposed programme of works and projects if we have a rates freeze is like adding the cost of the groceries to the mortgage, sure you can do it but is it fiscally prudent or wise?*

*If we, council, increase our borrowings to make up a shortfall of income while maintaining our expenditure we are transferring that cost from today’s ratepayer to tomorrow’s ratepayer. That’s sensible for capital expenditure projects, but not prudent nor responsible for operating expenditure.*

*How will council fund economic recovery activities if there is no provision in the Annual Plan? With more borrowing?*

Councillor Mugford reminded Council that communities will comment on the consultation document and Council will then know what they think. The Group Manager Communication and Customers said the commentary on page 1 of the document sets the context and makes a call for communities to consider how they want Council to move forward.

He said consultation was scheduled to begin on 3 April, but was deferred so the Council could consider the impacts of COVID-19 on the community and review its priorities and rating requirements. The Consultation Document originally proposed an average 3.5% rate increase, in line with the 2018-2028 Long Term Plan, but the Council will now seek public feedback on options to reduce this.

Options will include a rates freeze, with 2020/21 rates held at the same level as the current year, or an increase somewhere between 0% and 3.5%, depending on savings that can be identified.

The rest of the items for consultation were essentially the same as what had been previously adopted.

The other major change was the proposal to proceed with the planning of retail development in relation to the Rolleston Town Centre. Although it had been removed as a major issue for consultation it was noted the background work will continue.

He further added that while the consultation programme outlines the ideal situation Council recognises we are in a different situation and some of our normal activities aren't able to continue now. He said Council will engage as extensively as possible with communities.

The Chief Executive thanked the Group Manager Communication and Customers and his team for the extraordinary work put in to turn the document around this quickly. He added we don't know what the economic climate will be like in two months when we are deliberating on submissions.

Regarding a question from Councillor Hasson on adding a paragraph focused on Selwyn Huts residents, staff said there would be a letter sent to Selwyn Huts residents on which they can comment. They didn't consider it prudent to add something specifically to that community.

Councillor Lemon had notes prepared which he read (for ease of reference it is quoted here in full).

*The Annual Plan was a snapshot in time and it largely reflects circumstances pre Covid-19. Information was changing rapidly and will continue to do so. The Plan was a holding patterns that with hindsight might be right for now, but not necessarily for the future. The more crucial document for Council would be the Long Term Plan. There will be more concise information on Central Government's response, the support to Local Government, Business and the economy overall. Council will have more data on the effects of our non-rated revenue from services, leases, dividends and we will know if the rhetoric around Economic stimulus for "Shovel ready " projects at Regional level will attract Central Government funding. Only then will we know what role Selwyn District will have in stimulating the Selwyn Economy.*

*There will be increased pressure upon the Chief Executive and Group Managers to ensure efficiency, prudence and quality with all expenditure. I expect that the community will guide Council on the level of service they expect and the projects they see are needed. I encourage people to engage in the submission process and look forward to hearing their views. That said, Council will have hard decisions to make.*

Councillor Reid said this was the third time Council considered the document so it would be clear to people that staff had done a lot of work on this.

Councillor Epiha thanked staff for the document and said it was important to him to have engagement with Runanga and iwi. Councillor McInnes said she was glad Council did not release the document prior to Covid-19 and said there would hopefully be broader feedback as a result. She spoke in support of Councillor Alexander's call for adding dollar figures as that brings it back home to people – to see what they might need to give up.

The Mayor said he was looking forward to feedback and asked where Councillors were already receiving comments these can be sent through for inclusion.

Councillor Alexander commented that the Selwyn Times was printing again and that it was a good tool to use for getting the message out there.

**Moved** – Councillor Alexander / **Seconded** – Councillor Mugford



*‘That the Council adopts the Annual Plan 2020/21 Consultation Document, including proposed amendments to the Development Contributions Policy and incorporating the changes arising from the review of previously adopted Consultation Document at the 8<sup>th</sup> April 2020 Council Meeting, for public consultation.’*

**CARRIED**

## **EXTRAORDINARY BUSINESS**

None.

## **DISCUSSION OF PUBLIC FORUM**

Councillor Bland said he would be pleased to share details of the Templeton RSA with staff. Councillor Lyall reminded Council that individual communities had their own ceremonies usually and if you have a specific event for Rolleston there may be the risk of alienating other communities. Councillor McInnes mentioned there would be a broadcast on radio that morning and that would also be something people can be reminded of.

The Mayor said it had already been discussed that staff will be in contact with Michelle Jones after the meeting to decide a way forward.

## **RESOLUTION TO EXCLUDE THE PUBLIC**

**Moved** – Councillor Reid / **Seconded** – Councillor Gallagher

*‘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 report can be released
1.	Public Excluded Minutes	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	
2.	COVID-19 Updates			
3.	Recruitment Update			<i>Upon signing of employment contract</i>

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

2. *that appropriate officers remain to provide advice to the Committee.'*

**CARRIED**

The public meeting ended at 3.10pm for a 15 minute break before moving into Public Excluded at 3.10pm.

The meeting resumed in open meeting at 3.31pm.

The meeting closed 3.31pm

DATED this 22<sup>nd</sup> day of April 2020




---

**MAYOR**