

**MINUTES OF AN ORDINARY MEETING OF THE  
SELWYN DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBERS,  
2 NORMAN KIRK DRIVE, ROLLESTON  
ON WEDNESDAY 25 MARCH 2020 COMMENCING AT 9am**

**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 and G S F Miller

Linked in via Zoom: Councillors R H Mugford and N C Reid

**IN ATTENDANCE**

Messrs. D Ward (Chief Executive), R Raymond (Communications Advisor), Mrs. N Smith (Executive Assistant) and Ms T Davel (Governance Coordinator)

**Media:**

Mr J Leask (Selwyn App)

**APOLOGIES**

None.

**IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS**

An update on COVID-19 from the Chief Executive.

**CONFLICTS OF INTEREST**

None.

**PUBLIC FORUM**

Due to the COVID-19 situation, public forum was cancelled but it was acknowledged that the Solid Waste Manager would be contacting Mr Jarvie to explain his options in relation to recycling bin size options.

The Mayor opened the meeting, thanking Councillors for making themselves available and especially those joining via Zoom, from home. He added the meeting will be livestreamed on Council's Facebook page, the first Council meeting being livestreamed.

## CONFIRMATION OF MINUTES

### 1. Minutes of an Ordinary meeting of the Selwyn District Council held in the Council Chambers, on Wednesday 11 March 2020

**Moved** – Councillor Alexander / **Seconded** – Councillor Hasson

*'That the Council confirms the minutes of the ordinary meeting of the Selwyn District Council held on Wednesday 11 March 2020.'*

**CARRIED**

## CURRENT MATTERS REQUIRING ATTENTION

Item	Meeting referred from	Action required	Report Date / Action
<del>Te Ara Atea</del>	<del>11 September 2019</del>	<del>Analysis for facilities in Selwyn Central available for future use by users of the Rolleston Community Centre</del>	<del>25 March 2020</del>
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	8 April 2020

## REPORTS

### 1. Chief Executive

#### *Executive Committee Delegations*

The Chief Executive explained that appointing an Executive Committee would enable Council to continue doing its work. He added that should legislation change, which is expected to happen, there will be no need for an Executive Committee and full Council would be able to meet via audio-visual means.

He said in the interim, the Executive Committee will meet once a week, often with only 24 hours' notice. He added that delegations to Committees and Subcommittees are now back with full Council / Executive Committee. Funding will not be lost to any discretionary funds committee as it will be held over. The administration for meetings will be done by the Chief Executive and his direct support staff and once the lockdown is over a resolution will be taken to return to normal practice.

The Chief Executive referred to recommendation (f) which was amended by the legal team to include the words 'subject to the restrictions set out in clause 32(1)(c) of schedule 7 of the Local Government Act 2002.

In response to a question about the Malvern Community Board and its discretionary funding delegations, it was commented that the same should apply to the Board. Council agreed to amend Recommendation (h) to include the funding applications of the Malvern Community Board.

**Moved** (as amended) – Councillor Lemon / **Seconded** – Councillor Alexander

*'That Council:*

- a) *delegates the power to make urgent decisions on behalf of the Council and its committees, to the Executive Committee;*
- b) *notes that the above delegation will only be used for decisions which:*
  - i. *are urgent,*
  - ii. *are recommended to decision-makers by the Chief Executive,*
  - iii. *are to be made in a period where it is difficult to convene a physical or electronic Council meeting due to the COVID-19 situation*
  - iv. *Council is statutorily able to delegate*
- c) *agendas for all Executive Committee meetings will be shared with all Councillors prior to meeting commencing;*
- d) *notes that when the urgent decision-making process is exercised, instances will be reported to the first subsequent Council or relevant committee meeting;*
- e) *notes that where statute states that decision-making cannot be delegated, arrangements will be made to delay the decision until a Council meeting can be convened in a manner that ensures the health and wellbeing of people involved;*

- f) *approves an unbudgeted financial delegation of up to \$100,000 (subject to the restrictions set out in clause 32(1)(c) of schedule 7 of the Local Government Act 2002) for the Chief Executive to ensure efficient management of unforeseen operational expenses due to COVID-19;*
- g) *agrees that all delegations will remain in force until the pandemic is declared over by central Government or advice is received from the central Government instructing all government agencies and authorities to return to normal business status;*
- h) *amends the Terms of Reference of the Executive Committee who will now have all of the delegated powers, duties and functions of the Council, except those specified in the Local Government Act 2002, together with those delegated powers to the Audit and Risk Subcommittee; the Selwyn Central Discretionary Fund Committee; and the Springs Ellesmere Committee Discretionary Fund meeting (~~excluding~~ including funding applications for the Malvern Community Board Discretionary Fund) as contained within the Terms of Reference for those committees;*
- i) *all meetings of the Executive Committee are to be conducted via electronic means from remote locations where necessary;*
- j) *resolves, with immediate effect, that meetings of Council's other committees and other decision making bodies are suspended until further notice, and decisions that otherwise would have been considered by those decision making bodies will be referred to the Executive Committee for decision, unless the Committee resolves to alter the delegations provided to the Chief Executive and staff.'*

**CARRIED**

## **2. Chief Executive**

### *Chief Executive's Report*

There were a number of comments around the table that the recent flooding letter caused confusion and anxiety amongst people who found that their properties were identified on the LIM that it would be flood prone. It was suggested to do more investigation before consulting with ratepayers so that some assurance might be given to ratepayers.

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

*'That Council*

- a) receives the Chief Executive's Report for information; and*
- b) adopts the recommended changes to the Delegations Manual.'*

**CARRIED**

### 3. Accounting Manager

#### *Adoption of supporting Information for the Council's Annual Plan Consultation Document*

The Chief Executive noted that two of his finance team were dedicated to develop models on 'what-if' scenarios as it was unclear for everybody what the situation would be after 4 weeks.

The Mayor read a letter which will be sent out with the consultation information.

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

*'That the Council adopts the Draft Annual Plan 2020/2021 as the supporting information for the Annual Plan consultation document.'*

**CARRIED**

### 4. Group Manager Corporate Services and Group Manager Communication and Customers

#### *Annual Plan 2020/21 Consultation Document*

Councillor Alexander said he would not support the recommendation today. He supports the document except for 8 words where it relates to 'rates paid by the wider Selwyn District.' He said it gives false hope that other ratepayers across the District would help pay for the proposed Darfield reticulated wastewater scheme and that was not something that had ever been done before.

Councillor Hasson and Lyall spoke in support of Councillor Alexander's view. Councillor Hasson noted that with regard to Selwyn Huts a previous annual plan consultation document was also not clear and residents there thought their scheme would be picked up by the district wide rate. Councillor Lyall said people will still have the same debate, but he agreed the wording should change.

Councillor Lemon and McInnes had a different view and noted there will be feedback and definitely a large number of submissions. It was incumbent on Council to consult and ensure it gets those views expressed. Councillor Lemon said he did not want to predetermine his response to the matter and that the wording should stay as is. Councillor McInnes said that just because it hadn't been done in the past, didn't mean it could be done in future. There was a much larger population now and it had already taken a long time to get to this point.

The Chief Executive added that the wording clearly indicate these were simply options, four of many other options. Councillor Miller reminded Council this was a discussion document and these are the options on the table. There may very well be other options but the document is merely stating these are some of those options.

It was agreed to keep the wording as is, but rearrange it to provide more clarity. This would mean that the wording will change as follows:

Directly after the 1<sup>st</sup> sentence in the paragraph reading "*There are a range of funding options to pay for the initial construction of the scheme, (including:)*", add the following bullet points from the end of the paragraph:

Local loan rate and / or lump sum payments  
From existing....  
Other grants...  
Other options such as...'

The paragraph will then continue on from 'The funding will depend on a number .....

Councillor Alexander noted he would vote against the recommendation and wanted his vote recorded as such.

**Moved** (as amended) – Councillor Lemon / **Seconded** – Councillor McInnes

*'That the Council adopts the Annual Plan 2020/21 Consultation Document, including proposed amendments to the Development Contributions Policy, for public consultation, and provided wording changes as agreed in the meeting are included.'*

**CARRIED**

*Councillor Alexander voted against*

## **5. Manager Open Space and Strategy**

### *Rolleston Community Centre Future Use Proposal*

Councillor Alexander said he had been asked by a number of Rolleston residents that Council consider leaving the report on the table as they had been meaning to come and talk to Council about it. He said while the Chief Executive was correct that the matter will be consulted on in the next year's long-term plan he added the residents had issues with the content of some parts of the report and wanted an opportunity air that.

A number of councillors agreed, saying this could wait for 6 weeks or longer as Council wouldn't lose anything. In fact, it was said that Council might be seen to be more transparent and open.

Councillors who spoke in favour of the recommendation said the public would have adequate time to make the points they wanted to. The Mayor said letting the report lie on the table would not serve the community.

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

*'That the Council:*

- i. Receives the report 'Rolleston Community Centre Future Use Proposal' for information including the document entitled 'Rolleston Community Centre Future Use Assessment' prepared by Global Leisure Group.*
- ii. Supports in principle the proposal to repurpose the Rolleston Community Centre building as a district centre for arts while retaining some space for community-delivered recreation and public gatherings.*
- iii. Supports staff in continuing work to understand and define the cost implications of redeveloping and operating the building to provide fit for purpose arts spaces.*

- iv. *Seeks confirmation on the cost for strengthening the building and addressing any other building compliance matters to ensure they are fully understood and considered as part of the future investment package of works for this building.*
- v. *Consults with the community on the future use, capital investment requirements and operating cost implications of the Rolleston Community Centre building as part of the 2021-31 Long Term Plan process subject to being satisfied with the financial implications to be defined in iii and iv above."*

**CARRIED**

## **6. Group Manager Property**

*Selwyn Huts Licence and other Charges Fee Review from 1 July 2020*

The Chief Executive confirmed the increase had been discussed with the community and they do understand the need for an increase. They were encouraged to contact Council if they had any specific concerns.

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

*'That Council;*

- a) *receives the report on the Selwyn Huts Licence and Other Charges Fee Review from 1 July 2020 for information.*
- b) *approves that Selwyn Huts licence fee and other charges be increased to \$977 (incl GST) per hut from 1 July 2020.'*

**CARRIED**

## **7. Group Manager Property**

*Upper Selwyn Huts – Deed of Licence Renewal*

In response to a question about whether the consultation timeframes can be met and whether there was some flexibility around it, the Chief Executive confirmed that staff were in constant contact with the residents and the timeframe will be flexible.

**Moved** – Councillor Lyall / **Seconded** – Councillor Mugford

*'That Council agrees to:*

- a) *circulate to all Selwyn Huts hut owners the revised 'draft' Deed of Licence for engagement, with comments being received no later than 14 May 2020.*
- b) *undertake engagement with the hut owners, and present to Council the final Deed of Licence for adoption at its meeting on 27 May 2020.*

- c) *send to all hut owners the final approved Deed of Licence for signing and returning to Council by 30 June 2020.'*

**CARRIED**

**8. Community Road Safety Coordinator**

*Community Road Safety Fund – Delegate Authority to Approve Grant*

The Chief Executive would follow up and report back on whether, with the adoption of this delegation, there may be previous requests where funds have not yet been granted.

**Moved** – Councillor Alexander / **Seconded** – Councillor McInnes

*'That Council delegates the ability to approve a grant from the Community Road Safety Fund, to the Group Manager Infrastructure.'*

**CARRIED**

**9. Team Leader Transportation**

*Stock Droving Bylaw Review 2019Financial Report to 31 January 2020*

Councillor Miller noted the hearing went very well with 3 submitters wanting to be heard. He thanked Councillor Lemon for attending. Councillor Hasson raised a concern about enforcement where the road crossing needed maintenance after stock droving and Councillor Miller said this was raised but the current modern droving now generally takes place via underpasses on larger dairy farms.

**Moved** – Councillor Miller / **Seconded** – Councillor Lemon

*'That the Council adopt the amended Selwyn District Council Stock Droving Bylaw 2008.'*

**CARRIED**

**10. Solid Waste Manager**

*Solid Waste Monthly Update*

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

*'That the Council receives the report "Solid Waste Monthly Update" for information.'*

**CARRIED**



## **11. Asset Manager Transportation and Team Leader Transportation**

### *Transportation Monthly Update*

Councillor Miller said that the assessment around unsealed roads would indicate that Council was not holding its word, and added that the least Council could do was maintain roads to a suitable level.

Councillor Lemon asked the Chief Executive whether affected parties would be communicated with as soon as possible where projects are not to continue due to the lockdown. The Chief Executive confirmed Council staff would.

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

*‘That the Council receives the report “Transportation Monthly Update” for information.’*

**CARRIED**

## **12. Group Manager Property**

### *Property Transaction Update – 29 February 2020*

**Moved** – Councillor Lyall / **Seconded** – Councillor Gallagher

*‘That the update on property projects as at 25 March 2020 be received for information.’*

**CARRIED**

## **EXTRAORDINARY BUSINESS**

The Chief Executive told Council that there were two groups currently running the Pandemic Management Plan and they rotate weekly. He said as of Tuesday this week, staff were identified as being in one of four groups.

The Chief Executive said there was an extensive database of all staff and there was, and would continue to be, daily communication with all staff.

There was a skeleton staff who would continue to work in customer services and the Chief Executive will work in the office intermittently. He was confident that staff were responding in a manner that Council could be proud of. Staff understood and were responding to, essential services. He added there were also a number of queries coming through about Council services which are being responded to.

## **RESOLUTION TO EXCLUDE THE PUBLIC**

**Moved** – Councillor Reid / **Seconded** – Councillor McInnes

*'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.	Property Transaction Update 29 February 2020			
3.	Te Ara Atea Storytelling and Museum Experience - Procurement			<i>5 May 2020</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, 3	Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	Section 7(2)(h)
1, 2, 3	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)

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

**CARRIED**

*Morning tea break 10.20am – 10.30am*

The meeting moved into Public Excluded at 10.30am and resumed in open meeting at 11.09am

The meeting closed at 11.09am.

DATED this 1<sup>st</sup> day of April 2020

A handwritten signature in black ink, consisting of a stylized 'C' followed by a series of loops and a long horizontal stroke.

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**MAYOR**