

UNCONFIRMED MINUTES

**OF THE COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR, OFFICE OF THE WAITAKI DISTRICT
COUNCIL , 20 THAMES STREET, OAMARU
ON TUESDAY, 9 DECEMBER 2025 AT 11:00 AM**

PRESENT: Mayor Melanie Tavendale, Cr Rebecca Ryan, Cr John McCone, Cr Jeremy Holding, Cr Brent Cowles, Cr Sven Thelning, Cr Dan Lewis, Cr Frans Schlack, Cr Mata'aga Hana Fanene-Taiti, Cr Courtney Linwood

IN ATTENDANCE: Simon Neale (Chair, Performance Audit and Risk Committee)
Alex Parmley (Chief Executive)
Roger Cook (Director Natural and Built Environment)
Paul Hope (Director, Support Services)
Joanne O'Neill (Director, Strategy, Performance & Design)
Lisa Baillie (Director, Community Engagement and Experience)
Louise van der Voort (Transition Manager)
Jason Lilley (Livestream Support)
Arlene Goss (Governance Services Lead/Minutes)
Ally Woock (Governance Services Officer)
Helen Pickering (Communications Manager)
John Palethorpe (Media and Communications Specialist)
Andrew Ashton (Otago Daily Times/Oamaru Mail)

IN ATTENDANCE FOR SPECIFIC AGENDA ITEMS:

Amy Adams (Crown Facilitator)
Ray Henderson (public forum)
Sene Naopu (North Otago Rugby Football Union - public forum)
Kevin Malcolm (Chair Event Centre Trust – public forum)
Adair Craik (Event Centre Trust – public forum)
And multiple staff

This meeting was livestreamed and can be viewed at
<https://www.youtube.com/live/b6Ngvf2w4gg?si=oNQSqRIbeVN-ul0o>

The Mayor declared the meeting open at **11am** and welcomed everyone present.

1 APOLOGIES

RESOLVED WDC 2025/126

Moved: Cr Jeremy Holding

Seconded: Cr Rebecca Ryan

That the apology received from Cr Jim Hopkins be accepted.

CARRIED

2 DECLARATION OF INTEREST

Cr Mata'aga Hana Fanene-Taiti declared a conflict of interest in item 5.3. She said she would take part in the discussion but abstain from voting.

3 PUBLIC FORUM

[1.52](#) Ray Henderson joined the meeting. He was concerned about the ratepayers taking on debt for the Event Centre, as outlined in Item 5.3 on the agenda. He outlined the history of this matter and referred to a council resolution in December 2023 which limited the amount to a \$10 million loan. He said any unspent contingency funding should not go towards Stage 2, but should be applied against the amount borrowed to decrease debt for the ratepayer. He does not trust the Council to do the right thing. People are living in financially constrained times and he asked councillors to take this into consideration.

[7.16](#) Sene Naopu from North Otago Rugby Football Union then came to the table and read from a prepared statement encouraging the council to commit to stage 2 of the Event Centre project.

[19.39](#) Kevin Malcolm, chair of the Events Centre fundraising effort then spoke in support of a letter that was circulated to councillors in advance of the meeting. He was seeking assurance from Council that its commitment would not be reduced. He was confident that the trust would be able to complete Stage 2 without seeking further financial support from Council.

[24.10](#) Andrea Naylor from the Oamaru Squash and Badminton Club spoke in support of the recommendation in Item 5.5 of the agenda. She spoke about the current situation with the car park at the club. She said revenue from parking was necessary for the maintenance of the historic building. With the community using their land to park, she felt it was appropriate to collect revenue with parking meters.

All the public forum speakers were thanked for attending.

The next item was brought forward in the agenda to suit visitors to the meeting.

5.10 TOURISM WAITAKI ANNUAL REPORT

[28.58](#) The purpose of this report was to formally receive the audited Tourism Waitaki Limited 2024-2025 Annual Report.

At 11.30am, Rick Ramsay and Dr Philippa Agnew from Tourism Waitaki joined the table and presented their annual report. The Mayor congratulated Tourism Waitaki on a good annual report.

Dr Agnew spoke about the new discovery centre at the penguin colony. This was prompting an increase in daytime visitors. On the day of the Santa Parade and train visit, they had 476 visitors to the discovery centre. She invited the councillors to visit and view it for themselves.

Cr Cowles asked for an update on the staff restructure at Tourism Waitaki. Two new staff members were present at the meeting and were introduced. Some of the work currently underway at the penguin colony was putting them on the map internationally.

Cr Lewis asked about international visitors. In the last six months the number of international visitors to the district was up 17%, with the rest of the country up 6%.

RESOLVED WDC 2025/127

Moved: Cr Jeremy Holding

Seconded: Cr Brent Cowles

That Council:

1. Formally **receives** the audited Tourism Waitaki Limited 2024-2025 Annual Report included as Attachment 1; and
2. **Authorises** the Mayor and Chief Executive to sign the resolutions (below) pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Tourism Waitaki Limited -

That the annual accounts for the year ended 30 June 2025, as presented by the directors, be approved and that the same be and are hereby adopted.

That, in accordance with clause 13.7 of the company's constitution and with section 70 of the Local Government Act 2002, it is noted that the Office of the Auditor-General continues in office as auditors of Tourism Waitaki Ltd.

CARRIED UNANIMOUSLY

4 LEADERSHIP REPORTS

4.1 MAYOR'S REPORT

[38.30](#) The Mayor spoke about a busy start to the triennium that included the appointment of a Crown Facilitator to assist with the Water Services Delivery Plan and the government's announcement regarding regional councils.

RESOLVED WDC 2025/128

Moved: Mayor Mel Tavendale

Seconded: Cr Brent Cowles

That Council receives and notes the information

CARRIED UNANIMOUSLY

The next item was brought forward in the agenda to suit visitors to the meeting.

5.9 WHITESTONE CONTRACTING ANNUAL REPORT

[40.24](#) The purpose of this report was to formally receive the audited Whitestone Contracting Limited 2024-2025 Annual Report.

At 11.45am the following representatives of Whitestone Contracting Ltd attended the meeting - Director George Kelcher, Executive Manager Corporate Services Tony Read, and newly appointed Chief Executive Bruce Muldrew.

Mr Kelcher recognised former chief executive Paul Bisset and introduced his replacement Bruce Muldrew. They noted a \$1.15 million surplus during very challenging times. This releases a \$400,000 distribution to Council as shareholder. He then outlined the highlights of the 24-25 financial year.

Cr McCone congratulated them on a sound financial position in a tough year. Cr Schlack asked about their target for community projects. It was \$85,000 this year.

Further questions were asked about information technology initiatives, training, asset sales and operations at Cameron's Pit.

The Mayor thanked them for attending.

RESOLVED WDC 2025/129

Moved: Cr Dan Lewis

Seconded: Cr Frans Schlack

That Council:

1. Formally receives the audited Whitestone Contracting Limited 2024-2025 Annual Report included as Attachment 1; and
2. Authorises the Mayor and Chief Executive to sign the resolutions (below) pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Whitestone Contracting Limited -

That the annual accounts for the year ended 30 June 2025, as presented by the directors, be approved and that the same be and are hereby adopted.

That, in accordance with clause 13.7 of the company's constitution and with section 70 of the Local Government Act 2002, it is noted that the Office of the Auditor-General continues in office as auditors of Whitestone Contracting Ltd.

CARRIED UNANIMOUSLY

4.2 CHIEF EXECUTIVE'S REPORT

[52.46](#) This report was provided to bring the Governance Team up to date on progress with delivery of the Key Performance Indicators (KPIs) set by Council for the organisation and Chief Executive for the year ending 30 June 2026, together with other matters.

The chief executive took his report as read and outlined the reasons for reporting against his KPIs in a transparent way. He noted this was the first report on the KPIs set by the previous council last September.

He said staff were struggling to take leave due to the high workload, impacted by work that came from central government and things like the audit process taking longer than expected.

Councillors provided feedback on the report and asked why the number of employees had grown. This was the headcount figure, but the FTE numbers had decreased as reported in the annual report.

RESOLVED WDC 2025/130

Moved: Mayor Mel Tavendale

Seconded: Cr Hana Fanene-Taiti

That Council receives and notes the information.

CARRIED UNANIMOUSLY

5 DECISION REPORTS

5.1 WATER SERVICES DELIVERY PLAN - FURTHER DEVELOPMENT

[1.00.18](#) The chief executive introduce this report and Crown Facilitator Amy Adams joined the meeting on Zoom at 12pm.

The Mayor welcomed Ms Adams.

Paul Hope spoke about the reports attached to the agenda, including the Stage 2 Scope of Works which has been circulated and was tabled at the meeting.

Following discussion the budget mentioned in the staff recommendation was increased from \$250,000 to \$300,000.

Discussion also included the following matters:

- It was noted that councillors knew a whole lot more now than they did previously about local government reform.
- Will need some discussions on how to talk to the community. Noted that the district council straddled two regions and this created a burden, in that stepping in either direction now felt like a more loaded decision than it did in the past.
- Should Council be taking a wider view than just water? There hasn't been time to analyse this. Will not resolve this before needing to make a decision on water.
- Need to be in one region going forward rather than two. Not possible to know what this will look like going forward.
- This council needs to have a future say in the management of water from the Waitaki River, as this was critical to the local economy.
- Timaru District Council was electing to keep stormwater in house. This would not have as big an impact as thought because it was possible to manage two waters in some districts and three waters in others.
- Noted that rural and provincial areas had stock water schemes and these needed to be considered.

RESOLVED WDC 2025/131

Moved: Cr Brent Cowles

Seconded: Cr Courtney Linwood

That Council:

1. **Receives** the following information:
 - The detailed Water Service Delivery Plan assessment report – attachment 1
 - The Stage 1 condition assessment report of water networks – attachment 2
 - Stage 2 scope of works for improving confidence in the condition of critical water networks assets – attachment 3
2. **Approves** stage two of the asset condition assessment project with a maximum budget of \$300,000 to be funded from loans as indicated in the Long-Term Plan.

CARRIED UNANIMOUSLY

RESOLVED WDC 2025/132

Moved: Mayor Mel Tavendale

Seconded: Cr Rebecca Ryan

3. **Agrees** to conduct further investigations of alternative service delivery models with a focus on a Timaru/Waitaki based arrangement and rejoining the Southern Water collaboration.

CARRIED UNANIMOUSLY

The meeting adjourned for lunch at 12.40pm and reconvened at 1.05pm.

5.11 OMARAMA AIRFIELD ANNUAL REPORT

[2.05.00](#) The purpose of this report was to formally receive the audited Omarama Limited 2024-2025 Annual Report.

At 1.00pm on December 9, Clive Geddes from Omarama Airfield attended the council meeting to answer questions from councillors. He introduced himself as the chair of Omarama Airfield Ltd. Council has a 50% shareholding in the airfield. He presented the annual report and spoke about activity at the airfield.

Mr Geddes said the support Council had given the company over the last few years had been extraordinary and this was appreciated by the board and articulated to all of the airfield users.

RESOLVED WDC 2025/133

Moved: Cr Brent Cowles

Seconded: Cr Sven Thelning

That Council:

1. Formally receives the audited Omarama Airfield Limited 2024-2025 Annual Report included as Attachment 1; and
2. Authorises the Mayor and Chief Executive to sign the resolutions (below) pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Omarama Airfield Limited -

That the annual accounts for the year ended 30 June 2025, as presented by the directors, be approved and that the same be and are hereby adopted.

That, in accordance with clause 13.7 of the company's constitution and with section 70 of the Local Government Act 2002, it is noted that the Office of the Auditor-General continues in office as auditors of Omarama Airfield Ltd.

CARRIED UNANIMOUSLY

Cr Cowles left the room in person at 1.20pm and attended online for the rest of the meeting.

5.2 COUNCIL FEEDBACK REQUIRED FOR PROJECT PROCUREMENT PLANS (EXCEEDING \$1.5 MILLION IN VALUE)

[2.19.49](#) The purpose of this report was to seek Council feedback on the proposed procurement plans for projects exceeding \$1.5 million, including confirmation of the procurement approach and the weightings for price and non-price attributes. This is in accordance with Waitaki District Council's Procurement Policy.

Mark Renalson and Elliott Ball, Contacts and Procurement Specialist, joined the table and this report was introduced by Paul Hope.

It was noted that the purpose of this report was to seek approval of the proposed procurement plan and, if approved, the projects would go to market.

RESOLVED WDC 2025/134

Moved: Cr Courtney Linwood

Seconded: Cr Dan Lewis

That Council:

Provides feedback on the following procurement plans, regarding the proposed procurement approach, specifically the weightings for price and non-price attributes, as per the WDC Procurement Policy, which requires this feedback on projects exceeding \$1.5 million in value.

Requiring Approval

1080 Oamaru Wastewater Main Renewals – Four year-package project focused on renewing and upgrading the aging Oamaru wastewater mains to extend asset service life and reduce the increasing costs of reactive maintenance.

CARRIED

Cr Schlack abstained. All others voted in favour.

RESOLVED WDC 2025/135

Moved: Cr John McCone
Seconded: Cr Sven Thelning

2470 Corriedale Water Quality Upgrade – Upgrade of four rural water schemes (Awamoko, Kauru Hill, Windsor and Tokarahi) to meet Taumata Arowai drinking water standards through installation of standardised end-point treatment units, ensuring safe and compliant water supply for these rural communities.

CARRIED UNANIMOUSLY

RESOLVED WDC 2025/136

Moved: Cr Dan Lewis
Seconded: Cr Courtney Linwood

2489 Sealed Pavement Rehabilitation (financially assisted)- Involves restoring the existing pavement to improve structural capacity, ride quality and overall safety for road users. The activities include pavement repairs, surface renewal, drainage improvements and associated signage and road markings upgrades.

CARRIED UNANIMOUSLY

RESOLVED WDC 2025/137

Moved: Cr Courtney Linwood
Seconded: Cr Hana Fanene-Taiti

4440 Coastal Resilience Project – Installation of engineered rock bags and / or traditional rock armour (or alternative) to provide short to medium term protection of the southern end Beach Road and Waianakarua Road from coastal erosion and to provide time for the development of a strategic Coastal Protection Strategy.

CARRIED

*Cr McCone voted against the motion.
Cr Schlack abstained.
All others voted in favour of the motion.*

RESOLVED WDC 2025/138

Moved: Cr Hana Fanene-Taiti
Seconded: Cr Rebecca Ryan

4441 Oamaru Rural Water Main Renewals – Renewal and Upgrade of the existing small diameter AC pipes in Oamaru rural setup, to address the frequent failure rates and deteriorating condition of the existing pipe network causing reduced level of service disruptions, and maintenance cost. The renewal and upgrade of three sections (Hampden-Moeraki Road section, Airedale road section and Round Hill Road section) will improve level of service, address aging network, and the upgrade to allow for future growth and reliability.

CARRIED

*Cr McCone voted against the motion
All others voted in favour*

RESOLVED WDC 2025/139

Moved: Cr Frans Schlack
Seconded: Cr Courtney Linwood

Requiring Retrospective Approval

1096 Oamaru Breakwater Maintenance Project – Fabrication and placement of concrete tetrapods (or alternative) to reinforce the historic Oamaru Breakwater.

CARRIED UNANIMOUSLY

RESOLVED WDC 2025/140

Moved: Cr Dan Lewis
Seconded: Cr Frans Schlack

Delegates the Chief Executive to award contracts subject to this being within budget.

CARRIED UNANIMOUSLY

5.3 EVENT CENTRE

[2.56.37](#) The purpose of this report was to consider changes to the previously approved funding of Phase 1 of the Network Waitaki Events Centre project, and to formally decide whether to complete Phase 2 of the project.

Phase 2 comprises of replacement grandstand seating, office space suitable for North Otago Rugby, storage and public toilets for field sports, and additional changing facilities to enable both field sports and Event Centre activities to occur concurrently.

Kevin Malcolm from the Event Centre Trust were invited to the table to contribute to this discussion. Finance Manager Amanda Nicholls also joined the meeting. The chief executive introduced the report and provided background information regarding the project to date.

Operating costs for the Event Centre have been budgeted for in the Long Term Plan.

The Mayor said this conversation was moving away from a decision made by the last council and this was not an easy discussion. Councillors asked questions and a full discussion took place.

Changes to the original recommendations from staff were suggested and the meeting was adjourned at 2.30pm to allow an updated set of recommendations to be drafted. The meeting reconvened at 2.43pm and the recommendations outlined below were carried.

RESOLVED WDC 2025/141

Moved: Cr Sven Thelning
Seconded: Cr Courtney Linwood

That Council:

1. Approves the Network Waitaki Events Centre Phase 1 project funding changes, specifically the change in Council funding requirements and timing differences.
2. Based on achieving the fundraising target of \$32 million, approves the reallocation of \$500,000 contingency funds from Phase 1 to Phase 2, noting that any additional cost savings or fundraising and the remaining unspent contingency funds be applied to Council's borrowing costs and reducing the capital cost to the ratepayer.
3. Approves Phase 2 of the project, in relation to the Grandstand, subject to funds being put in place by the Waitaki Events Centre Trust and North Otago Rugby Football Union.
4. Subject to agreement of 3 above, agrees to amend the terms of reference to add a representative from North Otago Rugby Football Union to the Project Board.
5. Delegates to the Chief Executive the authority to enter into agreement with the Waitaki Events Centre Trust and North Otago Rugby Football Union to progress Phase 2.
6. Delegates to the Chief Executive the authority to procure Phase 2 works subject to the provisions and financials set out in this report, including that there will be no additional cost to the Council, beyond that already committed in Phase 1.

CARRIED

Cr Fanene-Taiti declared an interest and did not vote.

5.4 APPROVAL OF DELEGATIONS UNDER RESOURCE MANAGEMENT (CONSENTING AND OTHER SYSTEM CHANGES) AMENDMENT ACT 2025 AND RESOURCE MANAGEMENT ACT 1991

[3.54.43](#) The purpose of this report was to seek Council delegation of specific functions and powers under the Resource Management (Consenting and Other System Changes) Amendment Act 2025 and the Resource Management Act 1991 to designated staff roles, in accordance with the requirements of the Resource Management Act 1991, which prohibits sub delegation.

David Campbell and Charlotte Weston joined the table and Jo O'Neill introduced the report. It was noted that these were delegations made under current legislation and were not related to upcoming changes, making this an administrative matter.

RESOLVED WDC 2025/142

Moved: Cr Sven Thelning
Seconded: Cr Dan Lewis

That Council:

1. **Delegates** the relevant functions and powers under the Resource Management (Consenting and Other System Changes) Amendment Act 2025 to specified staff roles, as outlined in Attachment 1, to ensure operational efficiency and compliance with legislative requirements.
2. **Notes** that under section 34A of the Resource Management Act 1991, sub delegation is not permitted, and therefore these delegations must be approved directly by Council.
3. **Approves** the extension of delegations to the Cadet Planner role, aligning them with those currently held by a Resource Management Planner.

4. **Approves** the extension of delegations currently held by the Senior Resource Management Planner to also apply to the Resource Management Planning Lead role.

CARRIED UNANIMOUSLY

5.5 OPTIONS FOR SUPPORTING THE BADMINTON AND SQUASH CLUB AND SCOTTISH HALL THROUGH CAR PARK LEASING

[4.02.54](#) The purpose of this report was for Council to decide whether to re-establish the car park lease with Oamaru Squash and Badminton Club and Otago Scottish Society, located at 10 – 12 Tyne Street, and to determine the funding mechanism for the lease costs.

Regulatory and Compliance Manager Andrew Bardsley joined the meeting. Roger Cook provided background. It was noted that the previous council asked staff to investigate cost sharing as way to save costs during the Long Term Plan process.

Questions included:

At what point would Council earn enough from the meters to cover the costs of installing parking meters? This was hard to estimate and would depend on use of the parking area.

What is council's liability regarding maintenance of the area and liability for damage or injury? This would be negotiated in the lease if it went ahead.

Does council want to go back into a lease arrangement? This was questioned.

Does this create any benefit to ratepayers or just to the groups involved? Councillors felt that ratepayers needs were met by other free parking in the area.

What sort of parking congestion is there in that area? There was an abundance of free parking in the area.

Following the discussion the councillors vote to not re-establish the car park lease.

RESOLVED WDC 2025/143

Moved: Cr Frans Schlack

Seconded: Cr Dan Lewis

That Council:

1. Does not approve the re-establishment of the car park lease.

CARRIED

Cr Ryan abstained.

Cr John McCone left the meeting at 3.23pm.

5.6 GOVERNANCE STRUCTURE AND REMUNERATION PROPOSAL FOR 2025-2028 TRIENNIUM - STAGE 2

[4.22.17](#) The purpose of this report was to enable Council to establish stage two of the new governance structure for the 2025-2028 triennium.

RESOLVED WDC 2025/144

Moved: Cr Hana Fanene-Taiti

Seconded: Cr Jeremy Holding

That Council:

1. **Agrees** to establish “stage two” of the committee structure as attached, pursuant to Section 41A(3)(b) and (c) of the Local Government Act 2002.
2. **Appoints** the following councillors as chairs, deputy chairs, and members to the additional committees:
 - a) Assets and Infrastructure Committee:
 - i. Chair: Cr Cowles
 - ii. Deputy Chair: Cr Schlack
 - iii. Members: Cr Holding, Linwood, McCone, Hopkins.
 - b) Strategy and Advocacy Committee:
 - i. Chair: Cr Fanene-Taiti
 - ii. Deputy Chair: Cr Holding
 - iii. Members: Cr Cowles, Ryan, Thelning, Linwood.
 - c) Oamaru Committee:
 - i. Chair: Cr Holding
 - ii. Deputy Chair: Cr Lewis
 - iii. Members: Cr Linwood, Fanene-Taiti, Hopkins, Ryan and independent members Graeme Clark, Kevin Murdoch, George Kelcher, and a representative from the Oamaru central business district.
 - d) Waitaki Youth Council (informal committee, not under Standing Orders):
 - i. Chair: to be elected by members
 - ii. Deputy Chair: to be elected by members
 - iii. Members: Cr Ryan, Cr Linwood, and youth representatives from local high schools
3. **Appoints** the following councillors as portfolio holders:
 - I. Corriedale Portfolio – Cr McCone, Cr Thelning
 - II. Communications Portfolio – Cr Ryan, Mayor Tavendale
4. **Notes** that the Mayor is a member of all committees and community boards with full voting rights pursuant to Clause 41A(5) of the Local Government Act 2002 (LGA).
5. **Appoints** the following to external groups:

Oamaru Whitestone Civic Trust: Graeme Clark and Tim Blackler (independent members)

Waitaki/Waihao Leadership Group (Environment Canterbury): Cr Cowles
6. **Rescinds** the following resolution passed by Council on November 4, 2025, “That Council agrees that council meetings will be held once a month on Tuesdays, or on the alternate meeting day, which will be Monday.”

And Replaces that resolution with the following:

That Council agrees that council meetings will be held once every six weeks on Tuesdays, or on the alternate meeting day, which will be Monday.
7. **Rescinds** the following resolution passed by Council on November 4, 2025, “That Council appoints the following members to the Audit and Risk Committee – Cr Thelning (deputy chair), and members Cr McCone, Cr Hopkins, Cr Schlack, and Cr Cowles.”

And Replaces that resolution with the following:

That Council appoints the following members to the Audit and Risk Committee – Independent Chair, Cr Thelning (deputy chair), and members Cr McCone, Cr Hopkins, Cr Schlack, Cr Lewis and Cr Ryan.

8. **Rescinds** the following resolution passed by Council on November 4, 2025, “That Council appoints the following members to the Chief Executive’s Employment Committee – Chair Mayor Tavendale, Deputy Chair Cr Cowles, Members Cr Lewis, Cr Holding, Cr Fanene-Taiti.”

And Replaces that resolution with the following:

“That Council appoints the following members to the Chief Executive’s Employment Committee – Chair Mayor Tavendale, Deputy Chair Cr Ryan, Members Cr Lewis, Cr Thelning, Cr Holding and Cr Fanene-Taiti.”

9. **Rescinds** the following resolution passed by Council on November 4, 2025, “That Council appoints the following members to the District Licencing Committee – Chair Cr Hopkins, Deputy Chair Cr Holding, Members Barry McDonald (independent) Kelli Williams (independent).”

And Replaces that resolution with the following:

“That Council appoints the following members to the District Licencing Committee – Chair Cr Hopkins, Deputy Chair Cr Holding, Members Barry McDonald (independent) Kelli Williams (independent), and Guy Percival (independent).”

10. **Approves** the “Proposed Remuneration for Councillors” as attached, reflecting the governance structure outlined in the recommendations above as the basis for a submission to the Remuneration Authority to amend the remuneration determination for Waitaki District Council.
11. **Notes** that further advice on delegations and draft terms of reference for the new council committees will be presented to Council at a future meeting.

CARRIED UNANIMOUSLY

5.7 COMMITTEE TERMS OF REFERENCE

This report was for Council to consider and adopt the draft Terms of Reference for committees established at the November 4, 2025, council meeting under stage 1 of the governance structure review.

The following changes were requested to the terms of reference of the Performance, Audit and Risk Committee (PAR) – Policies in the areas of audit and finance will go to this committee, and Other policies will go to the new Strategy and Advocacy Committee. Health and Safety reporting will also go to the PAR committee

RESOLVED WDC 2025/145

Moved: Cr Frans Schlack

Seconded: Cr Sven Thelning

That Council:

1. **Adopts** the attached Terms of Reference for the Audit and Risk Committee.
2. **Adopts** the attached Terms of Reference for the District Licensing Committee.
3. **Adopts** the attached Terms of Reference for the Chief Executive’s Employment Committee.
4. **Adopts** the attached Terms of Reference for the Grants and Awards Committee.

5. **Adopts** the attached Terms of Reference for the Hearings Panel, noting that a legal review will be undertaken and any major changes will come back to council.

CARRIED UNANIMOUSLY

Cr John McCone returned to the meeting at 3.30pm.

5.8 2026 SCHEDULE OF MEETINGS

[4.26.58](#) Governance Services Officer Allyson Woock took the report as read and asked for any questions. She noted that the meeting cycle has changed from monthly to six weekly. It was still possible to hold additional meetings if required.

Cr McCone said he would go with this meeting schedule on a trial basis and would like to review it near the end of the year. Councillors were also wanting to review the terms of reference.

Cr Schlack suggested adding “with additional extraordinary meetings as required”, but the mayor said this was a given and did not need to be added to the resolution.

Cr Fanene-Taiti noted the need to make quality decisions and give staff time to package good quality reports.

The Mayor asked whether the PAR meeting should continue to be held on the same day as council meetings. Discussion took place on whether this should move to the Monday before the council meeting. There was general agreement with PAR remaining on the same day as council.

RESOLVED WDC 2025/146

Moved: Mayor Mel Tavendale

Seconded: Cr Rebecca Ryan

That Council:

1. **Adopts** the proposed 2026 Schedule of Meetings as attached; and
2. **Notes** that the 2026 Schedule of Meetings, once adopted, will be populated into the calendars of elected members and staff, and published on Council’s website in the ‘Meetings Calendar’.
3. **Notes** that the 2026 Schedule of Meetings, as attached, remains subject to change and can be amended as required.

CARRIED UNANIMOUSLY

5.12 ADOPTION OF ANNUAL REPORT - FINANCIAL YEAR 2024-2025

This was to adopt the Annual Report for the Year Ended 30 June 2025 in accordance with the requirements of the Local Government Act 2002.

The chief executive introduced this item and Amanda Nicholls and Mandy McIntosh joined the table. A summary of the annual report was provided by Ms Nicholls. The annual report was then adopted unanimously.

RESOLVED WDC 2025/147

Moved: Cr John McCone

Seconded: Cr Courtney Linwood

That Council:

1. Adopts the Annual Report for the year ended 30 June 2025 in accordance with section 98 of the Local Government Act 2002; and
2. Receives the draft audit opinion from Audit New Zealand; and
3. Delegates to the Mayor to sign the Representation Letter for Audit New Zealand on behalf of those charged with governance for Waitaki District Council.
4. Notes the Summary Annual Report for the year ended 30 June 2025 will be made publicly available alongside the Annual Report, also in accordance with section 98 of the Local Government Act 2002.

CARRIED UNANIMOUSLY

6 RECOMMENDATIONS FROM COMMITTEES REPORTS

6.1 RECOMMENDATIONS FROM THE AHURIRI COMMUNITY BOARD MEETING ON 10 NOVEMBER 2025

Jo O'Neill and Suzanne Clark introduced this report and this project was viewed as a positive one for the community.

RESOLVED WDC 2025/148

Moved: Cr Brent Cowles
Seconded: Cr Jeremy Holding

That Council:

- 1) Resolves, pursuant to Section 24(1)(b) of the Reserves Act 1977, to reclassify Part Lot 2 Deposited Plan 7534 and Lot 1 Deposited Plan 8706 from 'Recreation Reserve' to 'Historic Reserve' subject to the completion of all statutory processes.
- 2) Authorises officers to publicly notify the reclassification in accordance with statutory requirements.
- 3) Resolves to transfer ownership of the former Kurow School building and storage shed to the South Star School Trust by way of gift and grant a peppercorn ground lease subject to public notification in accordance with statutory requirements.
- 4) Resolves a grant of \$12,000 to the South Star School Charitable Trust for startup and early-stage administrative costs from the Ahuriri General Community Grants Fund and requests an accountability report be returned to Council within a year of the funds being uplifted.
- 5) Resolves that the Ahuriri Community Board funds the required statutory notification and gazettal, estimated to cost up to \$800 plus GST.

CARRIED UNANIMOUSLY

7 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON 4 NOVEMBER 2025

RESOLVED WDC 2025/149

Moved: Cr Jeremy Holding
Seconded: Cr Courtney Linwood

That the Council confirms the Public minutes of the Council Meeting held on 4 November 2025, as circulated, as a true and correct record of that meeting.

.CARRIED

8 MEETING CLOSE

The Mayor declared the meeting closed at 3.56pm.