

WAIROA DISTRICT COUNCIL
ORDINARY MEETING OF COUNCIL

Minutes of a meeting of Council held in the Council Chambers, Coronation Square, Wairoa on Tuesday, 11 August 2009 at 10.00am.

PRESENT: His Worship the Mayor Mr L Probert (Chairman)
(arrived at 10.23 am)

COUNCILLORS

D Caves, D Eaglesome, J Heron, D Evans, B Cairns, B McKinnon

IN ATTENDANCE: P J Freeman (Chief Executive Officer)
N Cook (Engineering Manager)
R Snow (Finance Manager)
J Baty (Administration Manager)

CIVIC PRAYER

The civic prayer was given by Councillor Heron.

APOLOGIES: Nil

CALLS FOR CONFLICTS OF INTEREST: Nil

CALLS FOR ITEMS OF URGENT GENERAL BUSINESS NOT INCLUDED IN THE AGENDA AND NOTICES:

1. Frasertown and Wairoa Peri Urban Water Supply Rates (Finance Manager)
2. Walkway Damage (Cr Eaglesome)
3. Stakeboard Bowl (Cr Eaglesome)
4. Ormond Dr. – Ruawharawhara Urupa Deviation Update (Engineering Manager)
5. Mahia Community Wastewater Scheme Update (Engineering Manager)
6. Opoutama Community Wastewater Scheme Update (Engineering Manager)
7. The Hazardous Activities and Industries List (HAIL) (Chief Executive Officer)
8. Request - Fundraising Committee Raupunga Te Huki Marae (Chief Executive Officer)

General Items

MEMORANDUM OF UNDERSTANDING WAIROA COMMUNITY CENTRE **D03.100**

The Chief Executive Officer presented for Council's approval a Draft Memorandum of Understanding for the Wairoa Community Centre.

The Memorandum of Understanding outlines the relationship between the Wairoa District Council and Wairoa Community Centre Trust.

The Chief Executive Officer outlined the Memorandum of Understanding being the Background, Objectives, Reporting, Facilities, Management, Compliance, Revenues, Public Hours, Maintenance, Staffing, Finance, Insurances, Environmental Conditions, Term of Agreement and Termination for the Memorandum of Understanding.

Councillor Caves suggested some minor amendments such as adding specific dates to the reporting timeframes. He also commented on some of the wording in the 'Staffing' section of the Memorandum of Understanding. However, after discussion it was decided that this section remain as is.

Resolved:	<i>That the report be received.</i>	Caves/Evans
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Resolved:	<i>That Council approve the Memorandum of Understanding for the Wairoa Community Centre.</i>	Heron/Cairns
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ENGINEERING CADETSHIP

B26.01

The Engineering Manager presented a report to establish Council's policy position on the selection process to be undertaken with respect to Council's agreed involvement in a Rotational Cadetship Programme which will involve two other employer organisations (Opus International Consultants and QRS), with Wairoa College integral to the process in a partnership role.

The Engineering Manager noted that this matter was discussed at length during Council's previous Ordinary Meeting. As such, Council was familiar with the programme and he called for questions arising from Council's previous discussion and his current report.

Councillor Cairns enquired as to how formalised the WINZ subsidy was. The Engineering Manager noted that they had received some indication of the funding and that this was more involved in the employment stage of the programme.

His Worship the Mayor joined the meeting at 10.23am

Councillor Eaglesome noted that the cadetship was likely to be funded by the WINZ subsidy scheme and she was unsure as to whether this funding would be available to people who are not at Wairoa College. Council felt that confirmation of this would be important.

The report states "The model presented to Council envisaged obtaining subsidy from WINZ for part of the first year's salary for the successful candidate. This is a local initiative established between WINZ and Wairoa College. The subsidy (\$16k allowed for in the model proposed to Council) may not be available if the candidate is not from Wairoa College. Council will need to consider the significance of this within the context of a commitment that is in the order of \$200,000 over 5 years (assuming continued employment in the year after qualification)."

Councillor Heron noted that the report says that the subsidy "may" be affected which is not a certainty.

Councillor Caves emphasised a point he had made in the past, namely that Wairoa students who live but are not educated locally should also benefit from this programme as Council's financial contribution was from rates and included parents of such students.

The Engineering Manager noted that this was not currently contemplated in his report but this was something for debate and discussion by Council.

Councillor Eaglesome supported that the programme be Wairoa based and suggested that perhaps Wairoa College students have first preference and that the programme be opened to others thereafter.

Councillor Heron supported the programme being available to others in so much as he believes that the best people should be appointed to the cadetship.

His Worship the Mayor supported the programme being available to students at Wairoa College. He noted that there are various scholarships only available to specific schools and this was an example of something specific for Wairoa College and he believed it was important for Council to support its local secondary school.

Councillor Caves noted that some students are not educated locally for reasons beyond their control such as rurality and travel and this was something Council should consider before making a concrete decision on the matter.

Councillor Cairns, in noting that her view had changed since Council's previous meeting, supported that the cadetship remain within Wairoa College. She noted that the programme would be readily

available and that access to the cadetship should be through the College. She commented that many people move to go to other educational institutions in furtherance of their education and this programme could perhaps be another example of this. As such, if people are attracted to the cadetship they have the option of going to the College to access it. Hence, the choice exists.

Councillor McKinnon preferred a more staggered cadetship programme as opposed to taking on three students in one year.

Councillor Caves repeated that he believed that the programme should be available to the whole district because the funding is provided from the district as a whole.

Councillor Eaglesome questioned Council's faith in the College in terms of producing suitable cadets for the programme.

His Worship the Mayor called the matter to a close and asked for final comments and a motion.

- Resolved:**
1. *That the report be received.*
 2. *Council adopt the proposal for eligibility and selection as outlined below as Council Policy for the purposes of the Rotational Cadetship and that Wairoa College students be given first preference for the programme.*

Stage 1: Initial Recommendations

Wairoa College will develop and manage a process to invite interested students who meet the eligibility criteria to be put forward for consideration. It is expected that the initial invitation be to as wide a group as possible whilst not raising unrealistic expectations in students who do not possess the necessary academic ability to succeed at Diploma level studies. The Principal of Wairoa College will formally advise the Cadetship Steering Committee of the names of students who are nominated to proceed to the next stage of the selection process.

Stage 2: Shortlist

The extent of this stage will obviously be dependent on the number students put forward after Stage 1.

Students nominated in Stage 1 will be invited to submit a CV, reference, letter of parental or family support and covering letter outlining their ambitions for the cadetship, their goals for the future and some discussion on why they should be considered for selection. It would be expected at this stage that candidates will provide some indication of their preferred 'sector' for employment whether that be Contractor, Consultant or Council.

The Cadetship Steering Committee will shortlist as many of the nominated students as they see fit to progress to Stage 3. This Stage 2 of the process may involve an initial interview of prospective cadets at the discretion of the Steering Committee.

Stage 3: Formalised Aptitude Testing

It is acknowledged throughout this report that the commitment from all parties to this process is significant. Opus International Consultants have observed and studied within their national cadetship programme those traits in cadets that are most conducive to contributing to that cadet's success. The testing process will be used to help guide the Steering Committee in their final selection processes.

Shortlisted candidates will be invited to undertake an Aptitude Test to be run in Wairoa under the direction of Opus International Consultants Human Resources personnel.

Stage 4: Shortlist for Selection Interview

Results of aptitude testing will be provided to the Steering Committee and will be considered in creating a shortlist for final interview. As with Stage 2 it is entirely at the discretion of the Steering Committee as to whether they include a candidate on the shortlist or not, having taken into account all the information available to them.

Resolution: (Cont'd)

Stage 5: Selection Interview

The Steering Committee will convene to interview those candidates shortlisted in Stage 4. It is expected that this interview process will result in a preferred candidate for each employer.

Stage 6: Employment (Final) Interview

There will be an option at this time as to whether a further stage is required or whether sufficient understanding has been reached between candidates and employers and within the Steering Committee itself to skip this stage. For instance it may be that one of the parties wishes to introduce the candidate to other managers within the employing organisation prior to making the final decision.

If a final interview is required it will be undertaken by the proposed Employer using whatever processes they deem necessary.

Stage 7:

Offer of employment

Eaglesome/Cairns

AGAINST: Caves/Heron

INVESTMENTS AS AT 30 JUNE 2009

F02.10.01

The Finance Manager reported on the Schedule of Investments as at 30 June 2009.

Councillor Heron enquired as to any possible consequences the investments would have on the decisions reached in the LTCCP process.

The Finance Manager noted that Council would be in a slightly better position than what was forecasted in the plan.

Resolved: *That the report be received.*

Heron/McKinnon

DOCUMENTS SEALED FOR THE PERIOD 3 JULY 2009

The Schedule of Documents sealed for the period 3 July 2009 was presented.

Resolved: *That the report be received.*

Caves/Evans

Public Forum

PRESENTATION TO: Wairoa Rugby Junior Advisory Board

His Worship the Mayor thanked the public for attending.

He presented a cheque for \$6000 to Wairoa Ross Shield Manager Pauline Symes for Wairoa Rugby Junior Advisory Board. She was accompanied by two Wairoa players from last year's tournament, Henare Hadfield and Tyrone Te Amo.

Wairoa Rugby Junior Advisory Board forwarded a submission to Council for funding to help run the tournament during the Long-Term Council Community Plan's (LTCCP) submissions' process. As well as benefiting Wairoa rugby the funding would be of value to the whole community, Mrs Symes said and the influx of visitors to Wairoa would be of great benefit to the district.

The event will see junior teams from throughout the Hawke's Bay region in the district for the week long tournament that will be held at Wairoa's home of rugby, Lambton Square, from September 27 to October 2, 2009.

Mrs Symes thanked Council for the financial contribution. She was impressed by the work Council has done and appreciated the funding, that will enable them to make this event the spectacle that the community expect it to be.

Receipt/Confirmation of Minutes of Previous Council Meetings

SPECIAL MEETING OF COUNCIL HELD 18 JUNE 2009

The minutes of a Special Meeting of Council held on 18 June 2009 were presented.

<u>Resolved:</u>	<i>That the minutes of a Special Meeting of Council held on 18 June 2009 be confirmed as correct.</i>	Heron/Cairns
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SPECIAL MEETING OF COUNCIL HELD 23 JUNE 2009

The minutes of a Special Meeting of Council held on 23 June 2009 were presented.

<u>Resolved:</u>	<i>That the minutes of a Special Meeting of Council held on 23 June 2009 be confirmed as correct.</i>	Heron/Cairns
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ORDINARY MEETING OF COUNCIL HELD 14 JULY 2009

The minutes of an Ordinary Meeting of Council held on 14 July 2009 were presented.

<u>Resolved:</u>	<i>That the minutes of an Ordinary Meeting of Council held on 14 July 2009 be confirmed as correct.</i>	Heron/Cairns
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SPECIAL MEETING OF COUNCIL HELD 23 JULY 2009

The minutes of a Special Meeting of Council held on 23 July 2009 were presented.

Whilst no amendments were requested, the Chief Executive noted the unintended consequences of Council's decision in relation to the setting of rates. Specifically, issues arising from water rates in the Frasertown and Wairoa Peri Urban wards, for example the application of a half charge on properties to maintain the line (water supply). He noted that Council aspired through their decision to create equity however in some cases this decision may have had the opposite effect. He suggested that the Finance Manager prepare an update on this matter for the forthcoming Council Forum on 25 August 2009.

<u>Resolved:</u>	<i>That the minutes of a Special Meeting of Council held on 23 July 2009 be confirmed as correct.</i>	Heron/Cairns
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<u>Resolved:</u>	<i>That the Finance Manager prepares an update on the water rates issue in the Frasertown and Wairoa Peri Urban wards for the Council Forum on 25 August 2009.</i>	Cairns/Eaglesome
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General Business

FRASERTOWN AND WAIROA PERI URBAN WATER SUPPLY RATES **F09.01**

Completed above.

WALKWAY DAMAGE **B03.03.02.01**

Councillor Eaglesome brought to the attention of the Engineering Manager that cracks are appearing in the Wairoa Township River Walkway and Cycleway.

STAKEBOARD BOWL

B24.03

Councillor Eaglesome enquired as to who is looking after the cleaning and maintenance of the Skateboard Bowl. She noted that broken glass was a continual issue at the bowl.

The Engineering Manager noted the comments and advised that the bowl is an area the Council struggles with in terms of ongoing vandalism and damage.

ORMOND DR. – RUAWHARAWHARA URUPA DEVIATION UPDATE

B03.02.06.15 & F01.25

The Engineering Manager advised that discussions regarding archaeological work had been undertaken.

Council's Operations Manager was looking into the subsidy funding.

The Chief Executive Officer met with the Ruawharawhara Urupa Trustees and a one year conditional lease had been offered.

MAHIA COMMUNITY WASTEWATER SCHEME UPDATE

B01.08 & F01.25

The Engineering Manager gave an overview of the consultant's project plan.

Land acquisition was still being investigated.

The Engineering Manager emphasised that there was a definite risk involved in terms of the costs and timeframes. In this regard, he made the point that Council would need to maintain its commitment to the process given the tight timeframes and that flexibility may be necessary from time to time.

OPOUTAMA COMMUNITY WASTEWATER SCHEME UPDATE

B01.08 & F01.25

The Engineering Manager and Maori Liaison Officer met with the people of Opoutama regarding the community wastewater scheme.

The Engineering Manager outlined the letter received from the Minister of Health regarding the requirement to file full resource consents by December 2009.

A number of options were discussed including retaining the current situation of onsite treatment, moving to a full centralised system or implementing a decentralised system with collection and offsite disposal. They also continue to discuss a worm based system as a possible option.

The option of using the existing infrastructure at Blue Bay was discussed. This option was the most likely to meet the timeframe. However, the consultation required to get consensus for this was a concern. There was generally little support for using the infrastructure at Blue Bay. Those in attendance had a number of concerns, for example, there was a feeling that any public asset on this site may prevent the return of the land as part of a treaty settlement. More generally, people believed that any involvement with Blue Bay would legitimise the development there.

The Engineering Manager concluded by outlining the two points that were reached at the meeting:

- Request Council to work towards implementing a decentralised community wastewater scheme for Opoutama.
- Community understands that costs will be incurred from this point which may be borne by them.

Resolved: *That \$100,000 as an advance from the District Development Fund be made available to progress the Opoutama Community Wastewater Scheme to enable the Engineering Manager to meet the timeframe stipulated by the Minister of Health. This amount being recovered from the project funds if the scheme proceeds or the applicable ratepayers in the event that the scheme does not proceed.*
Heron/His Worship the Mayor

THE HAZARDOUS ACTIVITIES AND INDUSTRIES LIST (HAIL)

A06.08.02

The Chief Executive Officer noted recent correspondence in relation to the Hazardous Activities and Industries List (HAIL) which is a compilation of activities and industries that are considered likely to cause land contamination resulting from hazardous substance use, storage or disposal. He noted that a key site in Wairoa is the old Hedley Saw Mill.

Questions as to whether this information is or should be available as part of a Land Information Memorandum (LIM) or a section 10 request under the Local Government Official Information and Meetings Act 1987 (LGOIMA).

As an aside the Chief Executive Officer noted that fault lines are being investigated in the Wairoa district.

REQUEST - FUNDRAISING COMMITTEE RAUPUNGA TE HUKI MARAE

F07.02

The Chief Executive Officer noted a letter that had been received from the Fundraising Committee of Raupunga Te Huki Marae request financial assistance.

Council discussed the correspondence.

Unfortunately, the timing of the letter comes after Council's Long Term Council Community Plan process in which budgets are set. As such Council was not able to commit any finances to this cause.

The Chief Executive highlighted that Council is working with Sandy Adsett on an arts related initiative in relation to the Marae rebuilding project.

This matter was referred to the Administration Manager who would reply to the Fundraising Committee.

ADJOURNED: 11:25 PM
RECONVENED: 12.05 PM

Exclusion of the Public

Resolved: *That pursuant to Section 48 (1) of the Local Government Information and Meetings Act 1987, the public be excluded on the following grounds:*

That the exclusion of the public from the whole or relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in:

S7 (2)(b) Protect information where the making available of the information-

- (i) Would disclose a trade secret; or*
- (ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;*

Heron/Eaglesome

RE-ADMITTED: 12.05 PM

RELEASE OF CONFIDENTIAL ITEMS

A06.09

NIL

There being no further General Business, His Worship the Mayor, declared the meeting closed:

CLOSED: The meeting closed at **12.07pm**

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Chair