



# Ordinary Meeting of Council

## AGENDA

**10.00am Tuesday 23 February 2016**

**Council Chamber, Wairoa District Council, Coronation  
Square, Wairoa.**

The agenda and associated papers are also available on our website: [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

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# Agenda

**Chairman:** His Worship the Mayor Mr C Little

**Councillors:** D. Eaglesome-Karekare (Deputy Mayor), M Bird, B Cairns, H Flood, J Harker, M Johansen.

	<b>Pages</b>
<b>Procedural Items</b>	
1. Civic Prayer	
2. Apologies for Absence	
3. Declarations of Conflict of Interest	
4. Chairman's Announcements	
5. Items of Urgent Business not on the Agenda	
6. Public Participation	
A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 3 minutes per person is allowed.	
7. Information Pack	
The purpose of this item is to receive the monthly Information Pack	
8. Minutes of Previous Meeting	<b>4-13</b>
<ul style="list-style-type: none"> <li>• Ordinary meeting 8 December 2015</li> <li>• Extraordinary meeting 18 December 2015</li> </ul>	
9. Monthly Update Report	<b>14-19</b>
F Power – Chief Executive Officer	
<b>General Items</b>	
10. Representatives on the Wairoa District Heritage and Museum Trust	<b>20-21</b>
C McGimpsey – Governance Advisor & Policy Strategist	

<b>11. Change to meeting schedule</b>	<b>22-23</b>
C McGimpsey – Governance Advisor & Policy Strategist	
<b>12. District Plan Review Update</b>	<b>24-28</b>
H Viriaere – Policy Planner	
<b>13. Election Timings</b>	<b>29-30</b>
J Baty – Corporate Services Manager	
<b>14. Net Promoter Score</b>	<b>31-46</b>
J Baty – Corporate Services Manager	
<b>15. Update on 2016/17 Annual Plan Framework</b>	<b>47-53</b>
C Hankey – Financial Planning Manager	

#### **Receipt of Minutes from Committees/Action Sheets**

<b>16. Council Action Sheet</b>	<b>54-64</b>
<b>17. Maori Standing Committee</b>	<b>65-66</b>
<ul style="list-style-type: none"> <li>Confirmed minutes 22 January 2016</li> </ul>	

#### **Public-Excluded Items**

<b>18. Resolution to exclude the public</b>	<b>67</b>
This contains information on the general subject matter of confidential items and why they are being conducted without the public present.	
<b>19. Confidential Minutes</b>	<b>68-70</b>
<ul style="list-style-type: none"> <li>8 December 2015</li> </ul>	
<b>20. Confidential Action Sheet</b>	<b>71-72</b>
<b>21. Te Tira Whakaemi o Te Wairoa Treaty Settlement Documentation</b>	<b>73-93</b>



## Minutes of an Ordinary Meeting of Council

9.00am Tuesday 8 December 2015 held in the Council Chamber, Wairoa District Council, Coronation Square, Wairoa.

**Present:** His Worship the Mayor Mr C Little (Chairman)

Councillors: M Bird, B Cairns, D Eaglesome-Karekare, H Flood, J Harker.

G Symes (Māori Standing Committee Chairman)  
 P Kelly (Māori Standing Committee Representative)  
 F Power (Chief Executive Officer)  
 H Montgomery (Regulatory Manager)  
 J Cox (Engineering Manager)  
 J Baty (Corporate Services Manager)  
 C McGimpsey (Governance Advisor & Policy Strategist)  
 R Matthews (Transformation Manager)

### Procedural Items

#### 1. Civic Prayer

The karakia was given by Maori Standing Committee Representative Mr Kelly.

#### 2. Apologies for absence

Apologies were received from Councillor Johansen.

#### 3. Declarations of Conflict of Interest

Councillor Harker declared a pecuniary interest for agenda item 9 – QRS Director Vacancies, as he is an employee of QRS.

#### 4. Chairman's Announcements

None.

#### 5. Items of Urgent Business not on the Agenda

None.

#### 6. Public Participation

Mr G Preston spoke on item 7 – Minutes of the previous meeting, and item 8 – Monthly Update report.

### 7. Confirmation of Minutes of the Previous Meeting

<b><u>Resolved:</u></b>	<i>That the minutes of the Extraordinary Meeting of Council held on 10 November 2015 be confirmed as a correct record of the proceedings.</i>
	<b><i>Eaglesome-Karekare /Harker</i></b>

<b><u>Resolved:</u></b>	<i>That the minutes of the Ordinary Meeting of Council held on 24 November 2015 be confirmed as a correct record of the proceedings.</i>
	<b><i>Flood/Cairns</i></b>

### 8. Monthly Update Report

The Chief Executive Officer presented his report.

Councillors discussed the following:

- Expected date for the completion of the Annual Report
- Request for feedback on the recently released Controller & Auditor-General report on the LTP process across the country
- Budget for staff and the staff structure
- Future content of the report

<b><u>Resolved:</u></b>	<i>That:</i>
	<i>1) The report be received.</i>
	<b><i>Little/Harker</i></b>

### 10. Alteration of prior resolution on CCTV Implementation

The Engineering Manager presented the report.

Senior Sergeant Tony Battes gave an overview of the local system with monitoring by volunteers that is used in Gisborne.

Points of clarity were sought on:

- Advantage of having a mobile camera
- Police vetting and management of volunteers
- The plan regarding the security of hard drives
- Possibility of a memorandum of commitment between local police and the Council
- Wording of the original resolution and how this hinders considering best options for the community

An amendment to the recommendation in the report was proposed.

Councillors discussed the ability for the altered resolution to allow the Engineering Manager the ability to consider a wider range of options to determine the best option for the community.

**Resolved:**

*That:*

1. *The report be received; and*
2. *That the resolution of 28 July 2015 relating to CCTV installation in the Wairoa urban area be altered to: "That Council enter into a CCTV camera lease and implement a suitable monitoring process to meet necessary requirements and install as appropriate a number of flexible battery-operated infrared cameras to monitor isolated crime spots"*

***Cairns/Eaglesome-Karekare***

**9. QRS Director Vacancies**

Councillor Harker had declared an interest and left the meeting at 9.46am.

The Chief Executive Officer presented the report.

Councillors discussed advertising the position and the timeframes of the director appointments.

Councillors requested to see the policy of director appointments to CCOs before making a final decision.

Councillor Harker re-entered the meeting at 9.53am

**11. Briefing paper – Resource Legislation Amendment Bill**

The Regulatory Manager presented the report.

Councillors discussed concerns regarding resources if shorter timeframes were introduced as proposed.

**Resolved:**

*That the report be received.*

***Eaglesome-Karekare/Harker***

**9. QRS Director Vacancies**

Councillor Harker had declared an interest and left the meeting at 10.03am.

The policy was discussed and the ability of the current timeframe to allow for a robust process.

<b><u>Resolved:</u></b>	<p><i>That:</i></p> <ol style="list-style-type: none"> <li>1. <i>The report be received;</i></li> <li>2. <i>The 2 directors be reappointed until 30 June 2016;</i></li> <li>3. <i>Council proceed to advertise the two QRS Wairoa Ltd Director positions</i></li> <li>4. <i>The Policy on the Appointment and Remuneration of Directors and Trustees for Council Organisations (CO) is reviewed</i></li> </ol> <p style="text-align: right;"><b><i>Bird/Flood</i></b></p>
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Councillor Harker re-entered the meeting at 10.12am

## 12. Council Action Sheet

Councillors requested additional information on the following items:

- Action 453 – clarity on wording on signs regarding issuing of fines

## 13. Resolution to exclude the public

<b><u>Resolved:</u></b>	<p>That the public be excluded from the following parts of the proceedings of this meeting, namely:</p> <ol style="list-style-type: none"> <li>1. Treaty Settlement Negotiations</li> </ol> <p>The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each 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:</p>	
	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>
	<b>Ground(s) under section 48(1) to the passing of this resolution</b>	
	Treaty Settlement Negotiations	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:</p> <p>Section 7 (2) (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p>
		<p>48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:</p> <p>(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]</p>

**Eaglesome-Karekare/Harker****PUBLIC EXCLUDED: 10.18am****RE-ADMITTED: 10.22am****16. Treaty Settlement Negotiations**

The Chief Executive Officer presented the report.

Councillors discussed the report and the information that needed to be considered prior to making a decision to go out for public consultation including:

- Impact on Reserve Management Plans
- Examples of this type of arrangement in other areas of the country and how it worked
- Further information from the Office of Treaty Settlements including a final proposal

**Resolved:**      *That the report be received.*

**Eaglesome-Karekare/Harker****13. Resolution to exclude the public**

**Resolved:**      That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Confidential Minutes of the Previous Meeting
2. Confidential Action Sheet

The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) to the passing of this resolution</b>
Confidential Minutes of	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:
	Section 7 (2) (a) protect the privacy of	(i) where the local authority is named or



	Previous Council Meeting	natural persons, including that of deceased natural persons (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]
	Confidential Action Sheet	Section 7 (2) (a) protect the privacy of natural persons, including that of deceased natural persons (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]

*Eaglesome-Karekare/Little*

**PUBLIC EXCLUDED: 10.40am**

**RE-ADMITTED: 11.28am**

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

**CLOSED:** The meeting closed at **11.28am.**

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Chair



## Minutes of an Extraordinary Meeting of Council

1pm Friday 18 December 2015 held in the Council Chamber, Wairoa District Council, Coronation Square, Wairoa.

**Present:** His Worship the Mayor Mr C Little (Chairman)

Councillors: M Bird, H Flood, J Harker, M Johansen.

G Symes (Maori Standing Committee Chairman)  
 P Kelly (Maori Standing Committee Representative)  
 F Power (Chief Executive Officer)  
 A Morton (Chief Financial Officer)  
 J Baty (Corporate Services Manager)  
 K Tipuna (Communications Strategist)  
 C McGimpsey (Governance Advisor & Policy Strategist)

### Procedural Items

**1. Civic Prayer**

Mr Symes (Maori Standing Committee Chairman) gave the karakia.

**2. Apologies for absence**

Apologies were received from Councillor Cairns and Councillor Eaglesome-Karekare

**3. Declarations of Conflict of Interest**

None

**4. Public Participation**

None.

**5. Adoption of 2014-15 Annual Report**

The Chief Financial Officer presented the report and stated that the Council would receive an unqualified audit opinion upon adoption.

Councillor Bird entered the meeting at 1.01pm.

Councillors discussed:

- Having a workshop on the report in early 2016
  - Audit process
  - Factors for the delay in adoption
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<b><u>Resolved:</u></b>	<p><i>That:</i></p> <ol style="list-style-type: none"> <li>1. <i>Council receive and adopt the 2014-15 Wairoa District Council Annual Report</i></li> <li>2. <i>Council note that late adoption of the Annual Report was a result of the compounding effect of a change in accounting practices and LGA legislation changes to the LTP process.</i></li> </ol> <p style="text-align: right;"><b><i>Flood/Harker</i></b></p>
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## **6. Carry over of approved capital scheme expenditure**

The Chief Financial Officer presented the report.

Councillors discussed:

- Asset management and timely renewal of assets
- Phasing of budgets for asset renewal
- Financial reporting being more regular rather than at the end of the year
- Factors impacting the budgets not to be spent in the 2014/2015 budget year
- Process for setting budgets through the annual plan
- Process for how depreciation reserves are accumulated and spent
- Process for carrying over unspent capital scheme expenditure

<b><u>Resolved:</u></b>	<p><i>That</i></p> <ol style="list-style-type: none"> <li>1. <i>Council receive this report</i></li> <li>2. <i>Council confirm that the spending approval provided within the Annual Plan 2014/2015 is carried forward for expenditure incurred, to a limit of \$3.7m, on the Capital Projects listed within Appendix1 to the minutes for the 2015/2016 financial year.</i></li> </ol> <p style="text-align: right;"><b><i>Johansen/Harker</i></b> <b><i>AGAINST: Flood</i></b> <b><i>Motion Carried</i></b></p>
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There being no further General Business His Worship the Mayor declared the meeting closed.

**CLOSED:** The meeting closed at **1.55pm.**

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Chair

## List of Carried Over Capital Schemes

### Loan Funded Capital

Project	Annual Plan 2014/15 (Approved Spend)	2014/2015 Actual Spend	Approval to Confirm Spends
Future Office Accommodation	300,000.00	145,448.61	154,551.39
Fitting out I site	40,000.00	0.00	40,000.00
Centre Remedial Works	350,000.00	64,580.07	285,419.93
Relocate Gym Upstairs	40,000.00	0.00	40,000.00
CapEx - Stormwater	30,000.00	10,600.00	19,400.00
Fibre Optic Cable Library	5,325.00	1,555.64	3,769.36
Signage	80,000.00	0.00	80,000.00
Whakamahi Beach Project	250,000.00	0.00	250,000.00
Main Street Toilets Project	250,000.00	0.00	250,000.00
	<b>1,345,325.00</b>	<b>222,184.32</b>	<b>1,123,140.68</b>

Note: The Future Office Accommodation item includes the 2014/2015 over-run on the Exchange Building Fit-out approved budget.

AM Report – Carryover Approved Capital Scheme Expenditure

**Reserve Funded Capital**

Project	Annual Plan 2014/15 (Approved Spend)	2014/2015 Actual Spend	Approval to Confirm Spends
Student Computers	9,000.00	2,339.00	6,661.00
Learners Pool	1,755,000.00	435,680.90	1,319,319.10
Exterior Repaint	10,000.00	3,300.00	6,700.00
Renewal Maintenance	50,000.00	9,973.95	40,026.05
New Public Toilets Raupunga	10,000.00	2,311.69	7,688.31
Mokotahi Toilets	50,000.00	6,263.00	43,737.00
Rural Fire Signage	7,000.00	1,071.86	5,928.14
New Footpath	110,000.00	42,217.63	67,782.37
Marine Parade Upgrade	100,000.00	86,691.36	13,308.64
Swampfox Telemetry	30,000.00	18,301.91	11,698.09
Landfill Diversion Infrastructure	50,000.00	37,790.35	12,209.65
PACL Investigation & Installation	259,750.00	209,993.54	49,756.46
Safety Improvement	10,000.00	4,346.26	5,653.74
Replacement of Intake Valves	50,000.00	33,944.50	16,055.50
Renew Pool Heat Pump	15,000.00	0.00	15,000.00
Councillor's Tablets	7,000.00	0.00	7,000.00
Civil Defence Signage	2,500.00	0.00	2,500.00
Welfare Registration Kits	1,500.00	0.00	1,500.00
PC's for EOC Civil Defence	5,000.00	0.00	5,000.00
Tsunami Signs	3,000.00	0.00	3,000.00
Cemetery Database	5,000.00	0.00	5,000.00
Repaint TV Room	3,667.00	0.00	3,667.00
Purchase Record Management Software	8,000.00	0.00	8,000.00
Lighting Renewal	4,000.00	0.00	4,000.00
Improve Boat Ramp	5,160.00	0.00	5,160.00
Develop Boat Park	5,160.00	0.00	5,160.00
Traffic Control structures	10,000.00	0.00	10,000.00
Mokotahi Picnic Area Enhancement	10,000.00	0.00	10,000.00
Fire Equipment Forestry Packs	7,500.00	0.00	7,500.00
Upgrade Road Stormwater Runoff Outlets	32,500.00	0.00	32,500.00
C/way Lighting - Replace/New	15,000.00	0.00	15,000.00
Urewera Rainforest Route Upgrade Feasibility	50,000.00	0.00	50,000.00
Consent	25,000.00	0.00	25,000.00
Magnaflux Transducers	40,000.00	0.00	40,000.00
Larger Pumps North Clyde	30,000.00	0.00	30,000.00
Replace Kopu Road Line	200,000.00	0.00	200,000.00
WWTP Solids Filter	120,000.00	0.00	120,000.00
Infiltration Tests	20,000.00	0.00	20,000.00
Tuai Sand Filters	80,000.00	0.00	80,000.00
Cons - New Cell Construction	30,000.00	0.00	30,000.00
Construction - New Cell	15,000.00	0.00	15,000.00
Cover Wairoa Landfill	30,000.00	0.00	30,000.00
Asset Management Modelling Design	20,000.00	0.00	20,000.00
Purchase Computer	3,000.00	0.00	3,000.00
Clarifiers	20,000.00	0.00	20,000.00
Cleaning Inspection Reservoir	15,000.00	0.00	15,000.00
Resilience Earthquake Valves and Bore Investigations	50,000.00	0.00	50,000.00
	<b>3,388,737.00</b>	<b>894,225.95</b>	<b>2,494,511.05</b>



## Council

23 February 2016

### Chief Executive Officer's Monthly Report

<b>Department</b>	Office of the Chief Executive
<b>Author</b>	Chief Executive Officer – F Power
<b>Contact Officer</b>	As above
<b>1. Purpose</b>	1.1 To update Councillors on significant matters attended to by the CEO in the interval since the last report – 8 December 2016.
<b>Recommendation</b>	<i>The Chief Executive Officer RECOMMENDS that Council receive this report.</i>
<b>2. Staff movements</b>	<p>2.1 Roger Matthews (Transformation Manager) has resigned to be closer to family in Auckland.</p> <p>2.2 I am delighted to be able to advise that Shauna-Lee Jane has been appointed Business Support Officer, commencing duties on 05 January 2016, and allowing Charlotte McGimpsey (Governance Advisor and Policy Strategist) to concentrate on strategic policy matters (a recommendation arising from the 2014 Functional Review) and the significant workload associated with coordinating and project managing our s17A LGA review of service delivery.</p> <p>2.3 Helen Montgomery has been appointed Chief Operating Officer, and assumes responsibility for the Economic Development function, of which tourism is a part. Helen has assumed the management of the ED function immediately, and will assume responsibility for tourism/i-Site operation in April.</p>
<b>3. Environmental issues</b>	<p><i>Forestry slash</i></p> <p>3.1 On 11 December 2015 His Worship and I attended an on-site meeting with Hawke's Bay Forestry Group representatives at Taylors Beach, Mahia, to discuss the forestry slash issue, impacts on popular swimming/kai moana areas, and the urgent need for action prior to the busy summer period.</p> <p>3.2 The cost of forestry slash/woody debris cleanup amounted to approximately \$43,000. HBRC has advised that they will contribute \$2,000 to the cost of this remedial work, leaving a shortfall of \$41,000.</p> <p><i>Waihi Dam</i></p>



- 3.3 Around November/December 2015, Eastland Group became aware that it had lost control of the Waihi Dam. An ongoing massive sediment discharge caused catastrophic damage to the Waihi Stream, the Waiau River (source of the water supply for the township of Wairoa), and impacted upon the Wairoa River itself.
- 3.4 Discharges from the Waihi Dam are regulated by the HBRC.
- 3.5 Sediment levels approximately 1,000% higher than normal were detected in Waiau River water by Wairoa District Council staff managing the Water Treatment Plant. The HBRC was contacted and investigations confirmed the dominant source of the excessive contamination of the Waiau River as being the structural failure of the sluice gates of the Waihi Dam.
- 3.6 Council has a direct interest in this matter as a result of the impact of this event on our community, and due to the fact that the municipal water intake for the township of Wairoa is located downstream of the dam. The impact on our water supply purification process has been costly, with increased expenditure being necessary to ensure a drinkable water supply of adequate standard for the community.
- 3.7 Regrettably, Eastland Group did not immediately alert Wairoa District Council to the fact that it had lost control of the dam, and that massive sediment discharges to the Waihi Stream would inevitably impact upon Wairoa's water supply, as well as upon recreational use of the rivers. The company refused to supply Council with even the most rudimentary information related to this event, such as a copy of the notification of the event as provided to the HBRC.
- 3.8 On 04 February 2016, Nelson Cull (Chairman, Eastland Group), Tony Gray (Director, Eastland Group) and Brent Stewart (General Manager Networks, Eastland Group) met with His Worship and me to outline the steps being taken by Eastland Group to regain control of the dam.
- 3.9 It appears that management and directors of Eastland

#### 4. Events and meetings

Group initially failed to appreciate the scale and seriousness of the environmental damage caused by this event.

##### *Lunch Time Jamms*

4.1 In December 2015, three 'Lunchtime Jamms' were organised by Council, with musicians providing entertainment on the Village Green (Manukanui). These were very well received and further Lunchtime Jamms have been scheduled for January/February.

##### *SH38*

4.2 On 18 December 2015, His Worship the Mayor, Engineering Manager Jamie Cox and I attended the inaugural meeting of Tuhoe, NZTA, and the Mayors, CEOs and roading managers of Wairoa and Whakatane District Councils.

##### *Organisational values workshop*

4.3 An organisational values workshop was held for staff on 26 January 2016. This was highly successful and a process is in place to finalise values and ensure their consistent application across the organisation.

##### *Long River Jazz/Swing Concert*

4.4 The Long River Jazz/Swing Concert on 23 January 2016 was well received, with the musicians (David Paquette and his Jazz trio, and 'Twistin the Swing') receiving a standing ovation at the conclusion of the concert.



##### *Strategic Business Planning*

4.5 From 27-29 January 2016 the Senior Leadership Team attended a strategic business planning workshop facilitated by Blanchard International. This was also highly successful



and the SLT is currently finalising departmental elements of the Strategic Business Plan. The vision for what the SLT wishes to see achieved by 2021 (5 years on) is articulated in Appendix 1.

*Regional Economic Development*

4.6 On 29 January 2016 I and other members of the REDS Governance Group met with the Hon Steven Joyce (Minister for Economic Development). Members reported to the Minister on selected matters, including the Marae-based Wi-Fi broadband initiative, and the Minister will shortly receive a detailed proposal in relation to this from the REDS Group.

*HB Intersectoral Leadership Meeting*

4.7 The first HBIL meeting for 2016 was held on 01 February 2016, resulting in a decision to separate out governance and executive functions.

*Treaty of Waitangi 'Tatou Tatou' Evening Jamm*

4.8 This Council-organised evening musical event was held on a perfect summer's evening at the Village Green (Manukanui) on 03 February 2016, included food stalls, and was very well received.

**Further  
Information  
Appendices  
Background  
Papers  
Signatories**

None.

Appendix 1 – SLT Vision 2021

None.

Author: F Power



## APPENDIX 1

### 1. Why Are We Here?

*“Connected Communities – Desirable Lifestyles – Treasured Environments”*

### 2. Where Are We Heading?

*“It is June 2021.*

*We, the Senior Leadership Team of the Wairoa District Council, are pleased to reflect on our successful path over the previous five years.*

*Responding to economic necessity, our enterprise projects, including Rocket Lab USA and Starkraving ventures, have been well-supported and successful. Our community trusts Council to do a professional job as we actively increase economic development through Council led (or joint partnerships) initiatives to improve the economic performance of Wairoa District. We have supported the establishment of a milk processing plant/dairy industry, the maximisation of rail corridor-related and tourism opportunities, an increase in forestry employment opportunities, and the overall increased economic well-being and job creation in Wairoa.*

*Our Delivery of Services Review is complete and effective and efficient drivers and indicators across the board have been developed and implemented (DOSR, s17A, LGA 2002).*

*Our statutory compliance and enforcement has been timely, effective, and fair, and accreditation requirements and Council’s legal obligations have all been met. We have implemented an integrated approach in the area of statutory and regulatory compliance that offers service benefits such as increased productivity, flexibility of workforce and cost savings to households and businesses.*

*Our asset management and works programme has met audit requirements. Infrastructure is perceived as robust and resilient. We have consistently delivered the required levels of service, including physical services that have reflected the needs of the community. We maintain and develop sound infrastructure and core services.*

*Our financial management reports are in place, and the cost of service delivery has been reducing in real terms over time. We produce monthly and Quarterly Financial Reports by deadline each period, and Council remains within its set financial targets. Producing financial information has become routine – not exceptional – and rolling financial planning has been developed. Linkages are created between financial reporting and key performance indicators, and overall we have implemented professional financial management reporting and information systems.*

*Our Annual Plans, Long Term Plans and associated reports are completed a month in advance of statutory deadlines. We have re-designed our Annual Report which now emphasises and celebrates community successes. We are well-served by informed Councillors who provide clear strategic direction to the organisation at a governance level, and Council is a major contributor to the successful regeneration of the district.*

*The profile of Te Wairoa has increased and improved (including our ‘green carpet’ facilitative zone reputation). We have a rejuvenated Te Wairoa, showing economic and population growth. There is increased confidence in the sustainability of the district. Tangata whenua have worked closely with Council, and we have developed effective working relationships with Post-Settlement Governance Entities/Tangata Whenua following Treaty Settlements. We enjoy community prosperity, treasured environments and an enhanced brand and reputation of Te Wairoa, which is seen as a great place to raise a family. We have successfully cultivated Te Wairoa’s image, as we celebrate community values profiling the image of Te Wairoa – telling the story of place, culture and heritage that align with the Council vision and strategic direction. Our enhanced website is functional, user-friendly and exceeds the needs of our stakeholders. Our digital footprint is disproportionately large and reflects our increased attractiveness.*

*Our reviewed District Plan has been implemented, and we continue to provide information and reporting on a wide range of resource management issues and activities through the collation and presentation of timely and relevant information to enable Council to meet its responsibilities and plan for the future.*

*Our rating review has been completed with a more equitable allocation of tax burden on the community, with education being provided to the community informing about Council's functions.*

*Our organisational structure is fit-for-purpose. We enjoy great and varied staff resource, and employees feel positive and proud to work for the Council. Councillors trust the CE and SLT to undertake the management of the organisation. All staff are provided with the tools and support needed to be successful, and to provide customer-focused provision of services. Staff feel enabled to be problem solvers. We have developed a clear vision and direction underpinned by empowering strategic leadership, and we manage, motivate and persuade staff to share that same vision and direction. We have implemented successful personal performance appraisal aligned to best practice, measured against standard indicators of effectiveness, efficiency and environmental responsibility. Staff have continual development aligned to operational requirements. We continue to meet and exceed customers' expectations by being competent, attentive, friendly and professional.*

*We have an organisational culture which is innovative, responsive, solutions-focused and works in partnership with the community."*



## Council

23 February 2016



### Representatives on the Wairoa District Heritage and Museum Trust

<b>Department</b>	Office of the Chief Executive
<b>Author</b>	Governance Advisor & Policy Strategist – C McGimpsey
<b>Contact Officer</b>	As above
<b>1. Purpose</b>	1.1 For Council to consider appointing 2 representatives to the Wairoa District Heritage and Museum Trust.
<b>Recommendation</b>	The Governance Advisor & Policy Strategist RECOMMENDS that Council appoint 2 representatives to the Wairoa District Heritage and Museum Trust.
<b>2. Background</b>	<p>2.1 Part 15(1) of the Wairoa District Heritage and Museum Trust's constitution states that: "The Wairoa District Council [is] to appoint 2 members for a term of 3 years within 3 months following Local Body elections".</p> <p>2.2 For this triennium the 2 representatives have not been appointed.</p> <p>2.3 Council's Archivist Mr Ross Harrison Snow has indicated that he would be interested in being a Council representative on the Wairoa District Heritage and Museum Trust board.</p>
<b>3. Options</b>	<p>3.1 The options identified are:</p> <ol style="list-style-type: none"> <li>Status quo – do not appoint any representatives</li> <li>Appoint 2 representative to the Wairoa District Heritage and Museum Trust board</li> </ol> <p>3.2 Option A – the board has not had 2 Council representatives since the beginning of the triennium. The next triennium begins in October 2016, Council will be asked to appoint 2 representatives for a 3 year term by February 2017.</p> <p>3.3 Option B – It is important for Council to ensure that their interests are well represented on this board as the museum and the services the staff and volunteers provide are important for this district.</p> <p>3.4 The preferred option is option B.</p>
<b>4. Conclusion</b>	4.1 Council is asked to appoint 2 representatives to the Wairoa District Heritage and Museum Trust.
<b>5. Corporate Considerations What is the change?</b>	5.1 Council will have 2 representatives on the Wairoa District Heritage and Museum Trust board.

<b>Compliance with legislation and Council Policy</b>	5.2 Not applicable.
<b>What are the key benefits?</b>	5.3 Council will be adequately represented at the Wairoa District Heritage and Museum Trust board.
<b>What is the cost?</b>	5.4 No cost as a result of this decision.
<b>What is the saving?</b>	5.5 Not applicable.
<b>Who has been consulted?</b>	5.6 There has been no consultation and this decision does not trigger consultation under the Significance & Engagement Policy.
<b>Service delivery review</b>	5.7 Not applicable.
<b>Maori Standing Committee</b>	5.8 This has not been referred to the committee.
<b>8. Significance</b>	6.1 There is no impact on council budget, capacity, strategic assets, and service levels. 6.2 This decision could be reversed if Council wished to do so
<b>9. Risk Management</b>	9.1 No strategic risks have been identified.
<b>Further Information</b>	None.
<b>Appendices</b>	None.
<b>Background Papers</b>	None.
<b>References (to or from other Committees)</b>	None.
<b>Confirmation of statutory compliance</b>	In accordance with section 76 of the Local Government Act 2002, this report is approved as: a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.
<b>Signatories</b>	Author: C McGimpsey  Approved by: F Power 



## Council

23 February 2016

### Change to meeting schedule

<b>Department</b>	Office of the Chief Executive
<b>Author</b>	Governance Advisor & Policy Strategist – C McGimpsey
<b>Contact Officer</b>	As above
<b>1. Purpose</b>	1.1 For Council to consider an amendment to the meeting schedule for the July Council meeting due to the LGNZ annual conference being held at the same time as the currently scheduled meeting.
<b>Recommendation</b>	The Governance Advisor & Policy Strategist RECOMMENDS that Council amend the meeting schedule so that the July Council meeting is Tuesday 19 <sup>th</sup> July.
<b>2. Background</b>	2.1 After the Council had adopted their meeting schedule at their meeting on 24 November 2016, LGNZ has since released their 2016 meeting schedule. The Council meeting in July is the same day as day 2 of the LGNZ annual conference attended by the Chief Executive and elected members of Wairoa District Council.
<b>3. Options</b>	<p>3.1 The options identified are:</p> <ol style="list-style-type: none"> <li>Status quo – keep the July Council meeting as 26 July</li> <li>Change the July Council date to avoid a clash with the LGNZ annual conference.</li> </ol> <p>3.2 Option A – typically the chief executive officer and 3 elected members attend the annual conference as part of their ongoing development. The LGNZ AGM is also held at this conference where remits etc. are discussed and approved. This leaves 4 elected members which would satisfy quorum (this is 4); however, this does not allow much scope to accommodate other clashes or unexpected circumstances that these elected members may have with the 26<sup>th</sup> July Council meeting date.</p> <p>3.3 Option B – changing the date now ensures that there is a lower risk of quorum not being met at the 26<sup>th</sup> July meeting and it also gives the public plenty of notice about the exception to the meeting pattern of Council.</p> <p>3.4 The preferred option is option B.</p>
<b>4. Conclusion</b>	4.1 Council is asked to consider changing the proposed July Council meeting date to avoid a clash with the LGNZ annual conference.

## 5. Corporate Considerations

**What is the change?**

**Compliance with legislation and Council Policy**

**What are the key benefits?**

**What is the cost?**

**What is the saving?**

**Who has been consulted?**

**Service delivery review**

**Maori Standing Committee**

**8. Significance**

**9. Risk Management**

**Further Information Appendices Background Papers**

**References (to or from other Committees)**

**Confirmation of statutory compliance**

**Signatories**

5.1 The July meeting would be Tuesday 19<sup>th</sup> July instead of Tuesday 26<sup>th</sup> July.

5.2 This decision complies with the legislation regarding calling meetings and adopting meeting schedules.

5.3 Council will be adequately represented at the LGNZ AGM and annual conference to advocate for issues affecting our community which require changes at a national level.

5.4 No cost as a result of this decision.

5.5 Not applicable.

5.6 There has been no consultation and this decision does not trigger consultation under the Significance & Engagement Policy.

5.7 Not applicable.

5.8 This has not been referred to the committee.

6.1 There is no impact on council budget, capacity, strategic assets, and service levels.

6.2 This decision could be reversed if Council wished to do so

9.1 No strategic risks have been identified.

None.

None.

None.

Council 24 November 2015 – Proposed Meeting Schedule

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,

b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Author: C McGimpsey

Approved by: F Power




## Council

23 February 2016



### District Plan Review Update

<b>Department</b>	Operations
<b>Author</b>	Policy Planner – H Viriaere
<b>Contact Officer</b>	Chief Operating Officer – H Montgomery
<b>1. Purpose</b>	1.1 To provide an update and overview on the strategy, timing and resourcing of the Wairoa District Plan Review.
<b>Recommendation</b>	<i>The Chief Operating Officer RECOMMENDS that Council receive this report.</i>
<b>2. Background</b>	<p><b>2.1 District Plan Preview: Strategy going forward</b>  Under Section 73 of the Resource Management Act 1991 (RMA), every territorial authority must have a District Plan. The procedures for District Plan changes are set out in the First Schedule of the RMA. The District Plan sets out the manner in which the Council carries out its functions under the RMA. The District Plan is a legal document which is binding on all persons within the District, including government bodies (including the District Council).  The District Plan describes the resource management issues in the District, and outlines objectives, policies and methods to address these issues. One of these methods is rules. Rules have the power of regulations under statute (they are legally binding). The District Plan manages all land use and subdivision activities in the District, controlling what land use activities are allowed and where.</p> <p>2.2 A mandatory requirement under the RMA s79 is that within a ten year period following a District Plan becoming operative, it must be reviewed. The Wairoa District Plan (WDP) was made operative in 2005 and therefore, the review of the Wairoa District Plan commenced in 2015. Policy planner Hinetākoha Viriaere was hired at the end of July 2015 to start working on the review.</p> <p>2.3 Since the WDP became operative the district has changed and developed, people's expectations and levels of interest in the environment around them has also changed. The District Plan Review is an opportunity to reconsider everything in the District Plan and to ensure it is up to date with the districts direction and to incorporate recent changes to legislation and national and regional policies.</p> <p>2.4 The WDP is currently under review and this report provides a summary of progress to date, the work programme going</p>



forward and a draft outline of the budget (already allocated in the LTP).

2.5 The District Plan review is being carried out in stages. The initial stage of the review has focused on ensuring we have identified the right issues and options to help us focus the plan review on what is important to our community. Therefore, the initial stage is an information and fact finding exercise that includes the preparation of a State of the Environment and District Plan Effectiveness Monitoring Report. This report is to include a comprehensive analysis of resource consents issued by the Wairoa District Council Planning Department from 2005-2015. A presentation of this information to council is likely to be made in May 2016 to summarise the findings of this report.

2.6 In conjunction with finalising the report we have begun to plan the consultation with various community stakeholders such as iwi/hapū, special interest groups and government organisations. Consulting with technical experts, requiring authorities, consultants and internal staff will also form part of helping us to draft our second generation district plan. The next stage will consist of preparing and notifying a proposed second generation District Plan, releasing it to the public for the formal submissions process which will lead into the hearing and appeal processes.

2.7 The WDP sets out rules for how people can use and develop land and how to best manage and protect the district's natural assets. As such WDP contributes to the Wairoa District Council Vision that includes Connected Communities, Desirable Lifestyles and Treasured Environments.

### 3. Options

3.1 This paper has been provided for information purposes, Council has already committed to conducting the WDP review in accordance with relevant legislation.

### 6. Conclusion

4.1 Over the last few years some amendments and changes have been made to the WDP. We are now focussing on a more comprehensive review of the WDP, which will look at all parts of the plan and ensure its compliance with legalisation and that it is an accurate reflection of the communities desire for the district whilst balancing Councils responsibility to be a care taker for our district resources. We will be using the existing WDP as a starting point. Conducting analysis, research into best practice and community consultation to ensure that the most appropriate approach is taken to the use of our districts resources. If the review finds we need to completely reconsider our approach to a particular issue that will be done. The review process is set out in the first schedule of the RMA.

4.2 Overall, we estimate the review will be carried out in stages and will take approximately 3-5 five years to complete (depending on resource allocation). It is important to note proposed RMA reforms may affect this timeframe. We have

## 5. Corporate Considerations

**What is the change?**

**Compliance with legislation and Council Policy**

been working of developing a project plan, the draft of which is attached as Appendix 1.

5.1 Not applicable

5.2 Annual Plan & Long Term Plan 2015-2025 – District Plan review process is separate to the Annual Plan and the Council's Long Term Plan. However, the District Plan Review will incorporate the priorities that are included in other Council plans such as asset management plans, and the Long Term Plan (LTP). It is important to note that the budget for the District Plan Review is included in the LTP.

**What are the key benefits?**

**What is the cost?**

5.3 An updated District Plan will better reflect the current and anticipated needs of the District over the next ten years, and will ensure ongoing compliance with relevant legislation.

5.4 The District Plan Review has been allocated a budget of 1.2m over three years. An initial draft budget overview for that period is below.

Specialist Planning input – \$560,000

Specialist Consultants input (landscape, ecological, hazard etc) - \$200,000

Consultation (general public, special interest groups etc) - \$140,000

Legal fees - \$300,000

**What is the saving?**

**Who has been consulted?**

5.5 Not applicable.

5.6 No consultation has been required at this stage; however, the Council is statutorily bound to consult with the public in the drafting and finalising of the District Plan Review.

**Service delivery review  
Maori Standing Committee**

5.7 Not applicable.



5.8 No consultation has been undertaken at this stage in the review; however, consultation with the committee is scheduled to begin later this year to discuss drafting tangata whenua provisions in the 2nd generation Wairoa District Plan.

## 6. Significance

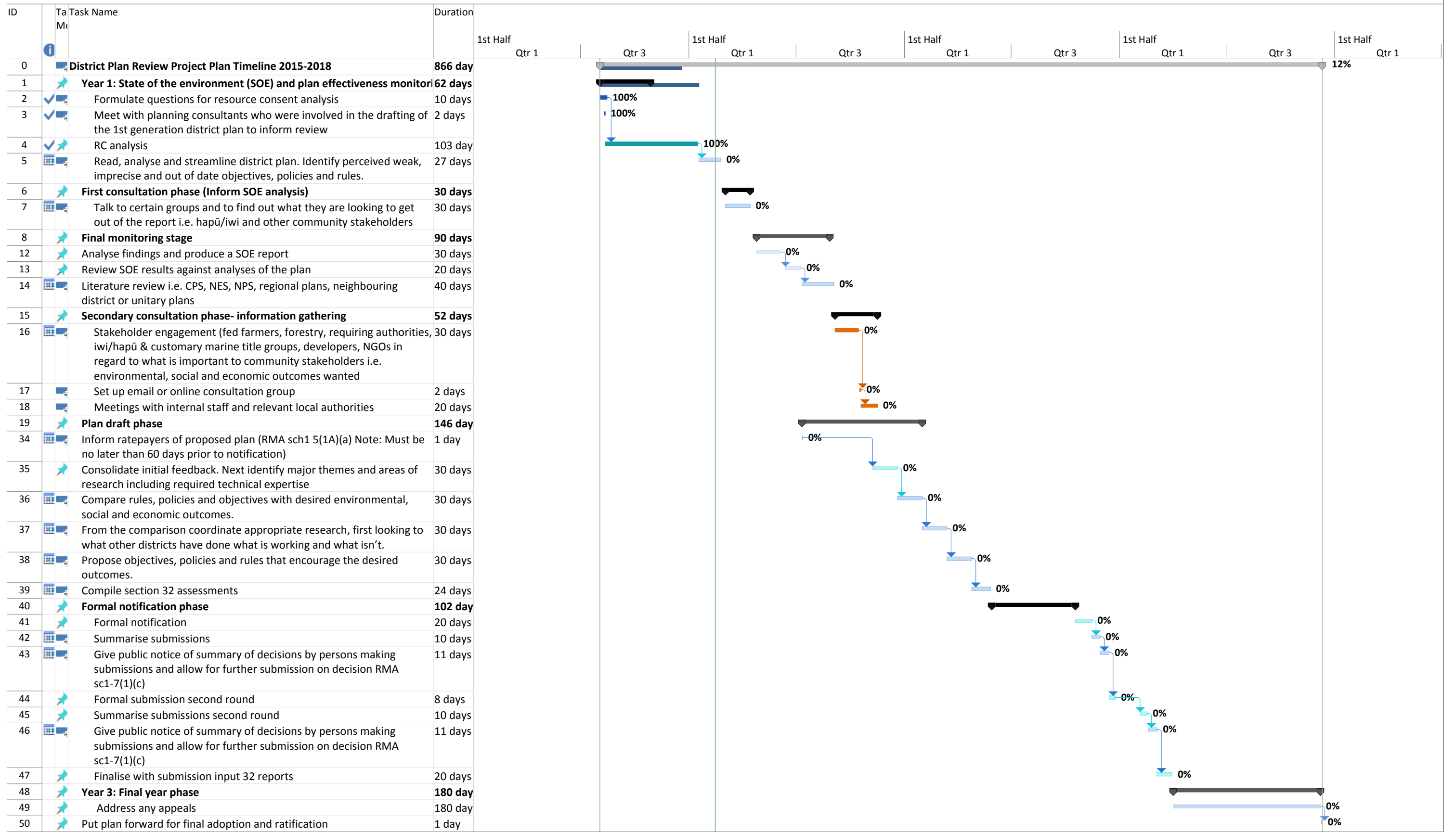
6.1 The 2nd generation WDP is of significance to the community as it will help to guide the development of the district for the next 10 years, affecting what residents and ratepayers can and cannot do with their properties.

6.2 Therefore, it is vital that the public are consulted during the review and formation of the 2nd generation plan. Further, Council has statutory obligations to consult with the public and tangata whenua during the District Plan Review.

6.3 As such the district plan review will be carried out in accord with the Council's Significance and Engagement Policy, which meets the requirements of the Local Government Act 2002 (LGA 2002).

<b>7. Risk Management</b>	7.1 The District Plan Review is mandatory under the RMA. If the correct procedures in regards to the review are not carried out, in accord with the first schedule of the RMA, ministerial intervention may result. Therefore correct processes and procedures will be followed to ensure the risk is managed.
<b>Further Information</b>	RMA requirements: <a href="http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html">http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html</a>
<b>Appendices</b>	District Plan general information: <a href="http://www.qualityplanning.org.nz/">http://www.qualityplanning.org.nz/</a> Appendix 1: Draft District Plan Review Project Timeline
<b>Background Papers</b>	None.
<b>References (to or from other Committees)</b>	None.
<b>Confirmation of statutory compliance</b>	In accordance with section 76 of the Local Government Act 2002, this report is approved as: a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and, b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.
<b>Signatories</b>	Author: H Viriaere Approved by: H Montgomery   

Draft District Plan Review Project Plan Timeline 2015-2018



Critical		Split		Finish-only		Baseline Milestone		Manual Summary		Inactive Task	
Critical Split		Task Progress		Duration-only		Milestone		Project Summary		Inactive Milestone	
Critical Progress		Manual Task		Baseline		Summary Progress		External Tasks		Inactive Summary	
Task		Start-only		Baseline Split		Summary		External Milestone		Deadline	



## Council

23 February 2016

### 2016 Local Body Elections

<b>Department</b>	Corporate Services				
<b>Author &amp; contact officer</b>	James Baty – Electoral Officer				
<b>1. Purpose</b>	1.1 The purpose of this report is to inform Council of the 2016 Local Body Elections.				
<b>Recommendation</b>	<i>The Electoral Officer RECOMMENDS that Council receives this report.</i>				
<b>2. Background</b>	<p>2.1 Council resolved at its Ordinary Meeting of 9 September 2014 to maintain the status quo of First Past the Post (FPP)</p> <p>2.2 Following a Representation Review conducted in 2015 Wairoa District Council has maintained the status quo of no wards and comprises of six Councillors (plus the Mayor), elected at large. Community boards are not currently constituted in the district.</p> <p>2.3 This initiative contributes to Council's vision of 'Connected Communities; Desirable Lifestyles; Treasured Environments', is also contributes to the following community outcomes:</p> <ul style="list-style-type: none"> <li>• Strong district leadership and a sense of belonging.</li> </ul>				
<b>3. Current situation</b>	<p>3.1 Elections of members of local authorities are held once every three years, on the second Saturday in October. The next elections will be held on 8 October 2016. Some local polls may also be held in conjunction with elections. By-elections are held when a vacancy occurs.</p> <p>3.2 Electoral functions, including the processing function, will be undertaken by Elections Services out of Auckland and Council's electoral staff at the Wairoa District Council, Coronation Square, 97-103 Queen Street, Wairoa.</p> <p>3.3 The following key timetable applies for the 2016 triennial elections:</p> <table border="1"> <tr> <td><b>1 July 2016</b></td> <td>Electoral Enrolment Centre enrolment campaign starts.</td> </tr> <tr> <td><b>15 July 2016</b></td> <td>Nominations open for candidates. Nominations have to be sent to the electoral officer for the council, district health board or licensing trust. Rolls open for inspection at council offices and other sites locally.</td> </tr> </table>	<b>1 July 2016</b>	Electoral Enrolment Centre enrolment campaign starts.	<b>15 July 2016</b>	Nominations open for candidates. Nominations have to be sent to the electoral officer for the council, district health board or licensing trust. Rolls open for inspection at council offices and other sites locally.
<b>1 July 2016</b>	Electoral Enrolment Centre enrolment campaign starts.				
<b>15 July 2016</b>	Nominations open for candidates. Nominations have to be sent to the electoral officer for the council, district health board or licensing trust. Rolls open for inspection at council offices and other sites locally.				

<b>12 August 2016</b>	Nominations close at 12 noon. Rolls close. After this date, anyone who is entitled to vote and who is not enrolled as an elector, or whose details are incorrectly recorded on the roll, will have to cast a 'special vote'.
<b>17 August 2016</b>	Election date and candidates' names publicised by electoral officers.
<b>16-21 September 2016</b>	Voting documents delivered to households. Electors can post the documents back to electoral officers as soon as they have voted.
<b>8 October 2016</b>	Polling day — The voting documents must be at the council before voting closes at 12 noon. Preliminary results (i.e. once all 'ordinary' votes are counted) will be available as soon as possible afterwards.
<b>13-19 October 2016 (or as soon as practicable)</b>	Official results (including all valid ordinary and special votes) declared.

#### **4. Corporate Considerations Compliance with legislation and Council Policy**

- 4.1 Annual Plan – costs associated with the elections process are covered in the current Annual Plan.
- 4.2 Long Term Plan 2015-2025 – costs associated with this and future elections are covered in the LTP.
- 4.3 Relevant legislation – Local Electoral Act 2001  
<http://www.legislation.govt.nz/act/public/2001/0035/latest/DLM93301.html>

#### **Further Information**

[http://www.localcouncils.govt.nz/lqip.nsf/wpg\\_url/About-Local-Government-Participate-in-Local-Government-About-your-2016-local-elections](http://www.localcouncils.govt.nz/lqip.nsf/wpg_url/About-Local-Government-Participate-in-Local-Government-About-your-2016-local-elections)

#### **Signatories**

Author: J Baty



Approved by: F Power





## Council

23 February 2016

### Net Promoter Score (NPS) Framework

<b>Department</b>	Corporate Services
<b>Author &amp; contact officer</b>	James Baty - Corporate Services Manager
<b>1. Purpose</b>	1.1 The purpose of this report is for Council to consider and adopt the Net Promoter Score (NPS) framework to assess and improve visitor's views on Te Wairoa in preparation for consideration of budgetary provision in the 2016/17 Annual Plan.
<b>Recommendation</b>	<i>The Corporate Services Manager RECOMMENDS that Council adopts the Net Promoter Score (NPS) framework to assess and improve visitor's views on Te Wairoa.</i>
<b>2. Background</b>	<p>2.1 As a critical success factor Council has a wider goal of "Cultivating Wairoa's Image and Celebration of Community Values". Beneath this sits a number of key actions.</p> <p>2.2 Council has requested that officer's prepare a framework to assess and improve visitor's and resident's views on Te Wairoa and Council, as feedback to Council by 31 March 2016 in preparation for consideration of budgetary provision in the 2016/17 Annual Plan.</p> <p>2.3 This report focuses on assessing and improving visitor's views of Te Wairoa. However, this framework could be rolled out to include resident's views of Te Wairoa and Council as an addition to the annual Communitrak Survey that Council currently undertakes.</p> <p>2.4 This initiative contributes to Council's vision of 'Connected Communities; Desirable Lifestyles; Treasured Environments', is also contributes to the following community outcomes:</p> <ul style="list-style-type: none"> <li>• A strong prosperous and thriving economy.</li> <li>• Strong district leadership and a sense of belonging.</li> <li>• A community that values and promotes its culture and heritage.</li> </ul>
<b>3. NPS</b>	<p>3.1 The NPS is an index ranging from -100 to 100 that measures the willingness of customers to recommend an organisation's products or services to others. It is used as a proxy for gauging the customer's overall satisfaction with an organisation's product or service and the customer's loyalty to the brand.</p> <p>3.2 Generally speaking customers are surveyed on one single question. They are asked to rate on an 11-point scale the likelihood of recommending the organisation or brand to a friend or colleague. E.g. "On a scale of 0 to 10, how likely</p>

#### 4. Purpose of Ancillary Question

#### 5. Options

are you to recommend Wairoa as a place to visit and stay to a friend or a colleague?” An ancillary question could be “What is the one thing more than anything else that would improve the score you have given?”

3.3 Based on their rating, customers are then classified into 3 categories: detractors, passives and promoters.

#### 3.4 DETRACTORS

‘Detractors’ gave a score lower or equal to 6. They are not particularly thrilled by the product or the service. They, with all likelihood, won’t purchase again and could potentially damage the organisation’s reputation through negative word-of-mouth or negative social media for example.

#### 3.5 PASSIVES

‘Passives’ gave a score of 7 or 8. They are somewhat satisfied but could easily switch to a competitor’s offering if given the opportunity. They probably wouldn’t spread any negative word-of-mouth, but are not enthusiastic enough about your products or services to actually promote them.

#### 3.6 PROMOTERS

‘Promoters’ answered 9 or 10. They love the organisation’s products and services. They are the repeat buyers, are the enthusiastic evangelist who recommend the organisation’s products and services to other potential buyers.

3.7 The NPS is determined by subtracting the percentage of customers who are detractors from the percentage who are promoters. What is generated is a score between -100 and 100 called the NPS. At one end of the spectrum, if when surveyed, all of the customers gave a score lower or equal to 6, this would lead to a NPS of -100. On the other end of the spectrum, if all of the customers were answering the question with a 9 or 10, then the total NPS would be 100.

3.8 The basic construct of a NPS is easy to understand, hence its popularity and widespread usage. If an organisation has more detractors than promoters the score will be negative and vice versa. A NPS provides organisations with a simple and straightforward metric that can be shared with stakeholders and others to improve future NPS results. The ultimate objective here is to convert customers who were less than happy or unimpressed into promoters who will put the word out and allow for increased positive results.

4.1 Responses to the ancillary question could be grouped by officers into a number of categories/themes to determine what Council and others can influence, and where Council and others need to concentrate efforts/resources to improve future NPS results.

5.1 The options identified are:

- a. Do nothing (status quo)
- b. Adopt the NPS framework



	<p>c. Research and consider an alternative framework</p> <p>5.2 Option A – this is a possibility. However, this option is contrary to one of Council’s critical success factors, namely, “Cultivating Wairoa’s Image and Celebration of Community Values”. It will also mean that Council continues to have no credible data for forward planning in this space.</p> <p>5.3 Option C – if Council wish they could direct officers to research alternative frameworks. A lot of work has been done in the background to arrive at recommending this framework and officers believe this method provides the best way forward.</p> <p>5.4 The preferred option is Option B. This meets the purpose of local government as it will help meet the current and future needs of communities for local public services in a way that is most cost-effective for households and businesses. It works towards one of Council’s critical success factors as indicated above and will assist with future planning.</p>
<b>6. Conclusion</b>	<p>6.1 Currently there is a distinct lack of data relating to visitor’s views on Te Wairoa.</p> <p>6.2 The NPS framework provides a user-friendly way (1-2 questions) to assess visitor’s views on Te Wairoa.</p> <p>6.3 The results could be tremendously valuable in terms of forward planning.</p>
<b>7. Corporate Considerations What is the change?</b>	<p>7.1 Adopting and implementing the NPS framework could change aspects of Council’s policy direction in the future but this will ultimately depend on the results. The focus of some operations could also be impacted but at this point in time these are unquantifiable.</p> <p>7.2 Adoption and implementation of the NPS framework will not trigger a s17a review.</p>
<b>Compliance with legislation and Council Policy</b>	<p>7.3 Annual Plan – consideration of budgetary provision in the 2016/17 Annual Plan required.</p> <p>7.4 Long Term Plan 2015-2025 – this framework and its associated costs are not included in the current LTP. If Council wishes to conduct this survey into the future costs will need to be included in the next LTP. In the meantime budget provision can be managed through intervening Annual Plans.</p> <p>7.5 District Plan – there are no anticipated impacts on the District Plan.</p> <p>7.6 Economic Development Strategy – this strategy is being developed currently and it is anticipated that the results of the NPS will assist in driving some aspects of this strategy.</p> <p>7.7 Other Council Policies – no changes/impact identified.</p> <p>7.8 Relevant legislation – this complies with current legislation.</p>

<b>What are the key benefits?</b>	7.9 In the absence of any current data, Council and the community will have a clearer picture of how visitors perceive Te Wairoa and what Council and others can do to improve this perception.
<b>What is the cost?</b>	<p>7.10 The results of the NPS will contribute to current and forward planning.</p> <p>7.11 Council currently has no budget for this but in terms of budgetary provision in the 2016/17 Annual Plan the following costs are contemplated:</p> <p>7.12 Annual reporting (one report a year) \$7,500 plus GST</p> <p>7.13 Bi-annual reporting (2 or more reports per year) \$6,500 plus GST for first report, \$3,500 plus GST for each report thereafter.</p> <p>7.14 These cost cover online collection and text to cell collection. Text to cell \$1 per text sent</p> <p>7.15 Additional costs postal collection: design and printing for postcards plus \$1 per received freepost post card survey. If necessary, consulting to assist Wairoa District Council to set up collection systems \$100 plus GST per hour.</p> <p>7.16 There has been no communication or consultation to date by Council.</p> <p>7.17 Adoption and implementation of the NPS framework does not trigger a requirement to consult under the Significance &amp; Engagement Policy; however, Council may wish to have a month-long consultation period in order to gain feedback from the wider public on the NPS framework.</p> <p>7.18 Tanagta whenua have not been consulted on this framework.</p>
<b>Who has been consulted? (please refer to significance and engagement policy)</b>	7.19 This matter has not been referred to the committee.
<b>Maori Standing Committee</b>	
<b>8. Significance</b>	<p>8.1 This has a low impact as there is no significant deviation from current practices or policy direction, although, as noted earlier in this report, the results of the survey could impact future practice and/or policy direction.</p> <p>8.2 The main financial impact is the resourcing of the framework.</p> <p>8.3 This framework implementation can be cancelled if no longer required.</p> <p>8.4 There is no alteration of service levels of any council significant activities.</p> <p>8.5 There is no impact on any council strategic assets.</p> <p>8.6 This decision does not change the way any significant activities are delivered.</p>
<b>9. Risk Management</b>	9.1 No strategic risks have been identified in the implementation of the proposed recommendation
<b>Further Information</b>	<ul style="list-style-type: none"> <li>• <a href="https://en.wikipedia.org/wiki/Net_Promoter">https://en.wikipedia.org/wiki/Net_Promoter</a></li> <li>• <a href="http://www.medallia.com/net-promoter-score/">http://www.medallia.com/net-promoter-score/</a></li> </ul>

**Appendices****Background  
Papers****Confirmation of  
statutory  
compliance****Signatories**

- <https://www.youtube.com/watch?v=bH242Nc5GHA>
- <https://www.youtube.com/watch?v=6uxV32LXeVE>

Appendix 1 - Local Government Net Promoter Score (NPS)  
Business Community Survey, September, 2015

As above.

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

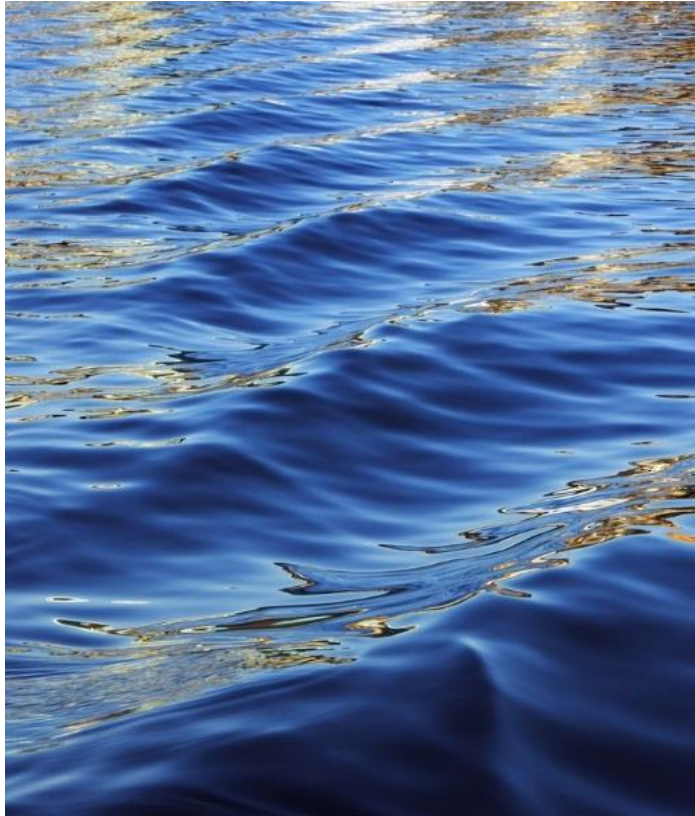



- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Author: J Baty



Approved by: F Power





# Local Government Net Promoter Score (NPS) Business Community Survey September, 2015

Prepared by Dr Virgil Troy © SIL Research 2015

p: 06 834 1996, e: [virgiltroy@silresearch.co.nz](mailto:virgiltroy@silresearch.co.nz)

Research is undertaken to the highest possible standards and in accord with the principles detailed in the Research Association of New Zealand (formerly MRSNZ) Code of Practice which is based on the ESOMAR Code of Conduct for Market Research. All research processes, methodologies, technologies and intellectual properties pertaining to this project are copyright and remain the property of SIL Research.

# The Net Promoter Score (NPS\*) Survey

- From the perspective of Economic and Regional Development, local Councils need to concentrate their efforts and resources on the most important issues facing their business community; to achieve this such issues need to be **clearly** identified.
- The SIL Research NPS Survey has been specifically designed with this in mind. The survey is concise and, unlike the overly-long surveys traditionally used, our NPS survey has the ability to get feedback quickly and in real time.
- We believe, any business feedback survey should be viewed not as 'market research' but as an 'operating management tool' that will allow councils to provide the best possible solutions and services to the businesses operating in their area.
- The NPS survey categorises business customers based on their 0-10 NPS scores into three groups:
  - Promoters: (score 9-10) are loyal enthusiasts who will speak positively about the area and refer others, fuelling growth.
  - Passives: (score 7-8) are satisfied but unenthusiastic businesses that are neither advocates or opponents of the area.
  - Detractors: (score 0-6) are unhappy businesses who can damage your brand and impede area growth through negative word-of-mouth.
- Over the next few pages we present a sample of our NPS survey report as it may apply to your council.

*\*About NPS: The NPS concept was originally published in the Harvard Business review in 2003 and since then has become a standard customer service measure in business; the New Zealand Local Government Commission employs a version of the NPS in its surveys and similar NPS measures are employed by the New Zealand Parliamentary Service.*

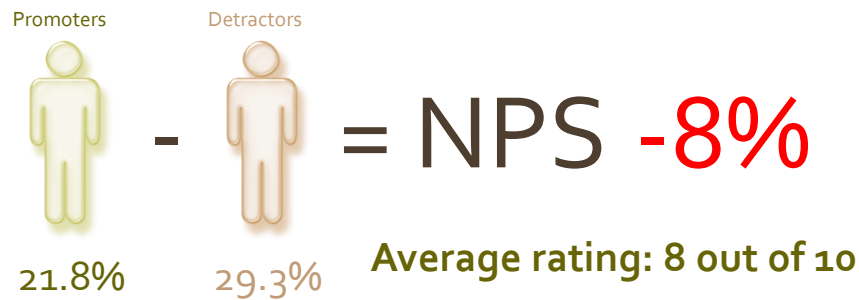
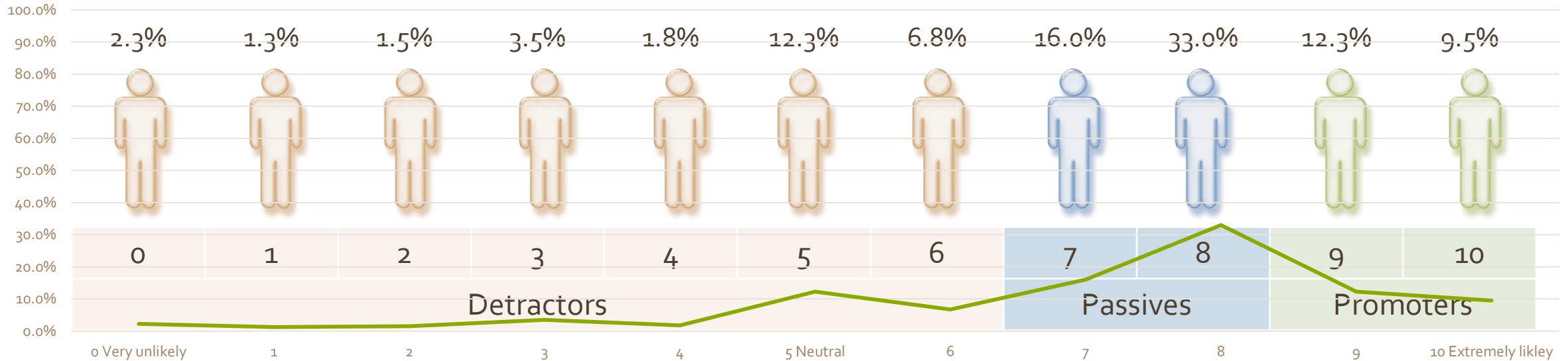
# Project Overview

- **Project Objectives:** To set up and complete a NPS survey of businesses operating in your council's territorial areas.
- **Methodology:** A minimum number of 400 surveys\* will be collected for the survey weighted across Council wards, with data collected by phone and online over a two week period.
- **Findings:** Using the 0-10 scale (*where 0 = not at all likely and 10 = extremely likely*), the District will be rated as a place where business owners would recommend a colleague or friend to do business. Businesses will be separated out as 'detractors', 'passives' or 'promoters' yielding the District a percentage Net Promoter Score.
- **NPS Percentage Score:** This score provides a strong success indication of your council's economic policies and corresponding business environment.
- **Reliability:** Based on n=400 sample size of commercial entities within the district, overall results can be reported on with a 95% confidence level +/- 5%.

\* Sample size may need to vary depending on Council areas and ward distributions

# Example of results - Net Promoter Score (NPS)

"On a scale of 0-10 where 0= not at all likely and 10=extremely likely, how likely is it that you would recommend the District as a place to do business to a friend or colleague?"



NPS by Ward	Detractors		Passives		Promoters		NPS
	Count	Row N %	Count	Row N %	Count	Row N %	%
Ward 1	3	13.60%	12	54.50%	7	31.80%	18%
Ward 2	5	20.80%	12	50.00%	7	29.20%	8%
Ward 3	11	29.70%	17	45.90%	9	24.30%	-5%
Ward 4	13	32.50%	21	52.50%	6	15.00%	-18%
Ward 5	5	23.80%	10	47.60%	6	28.60%	5%
Ward 6	21	44.70%	18	38.30%	8	17.00%	-28%
Ward 7	10	29.40%	18	52.90%	6	17.60%	-12%
Ward 8	18	29.50%	25	41.00%	18	29.50%	0%
Ward 9	13	28.30%	28	60.90%	5	10.90%	-17%
Ward 10	18	26.50%	35	51.50%	15	22.10%	-4%
<b>Total</b>	<b>117</b>	<b>29.3%</b>	<b>196</b>	<b>49.0%</b>	<b>87</b>	<b>21.8%</b>	<b>-8%</b>

© SIL Research: 2015 'SAMPLE' District Business Net Promoter Score.  
 n=400 businesses weighted across 10 Council wards, surveyed 2<sup>nd</sup>-11<sup>th</sup> November 2015.  
 Reliability: Based on sample size for the 9,999 commercial entities within the district,  
 overall results are reported on with a 95% confidence level +/- 5%.

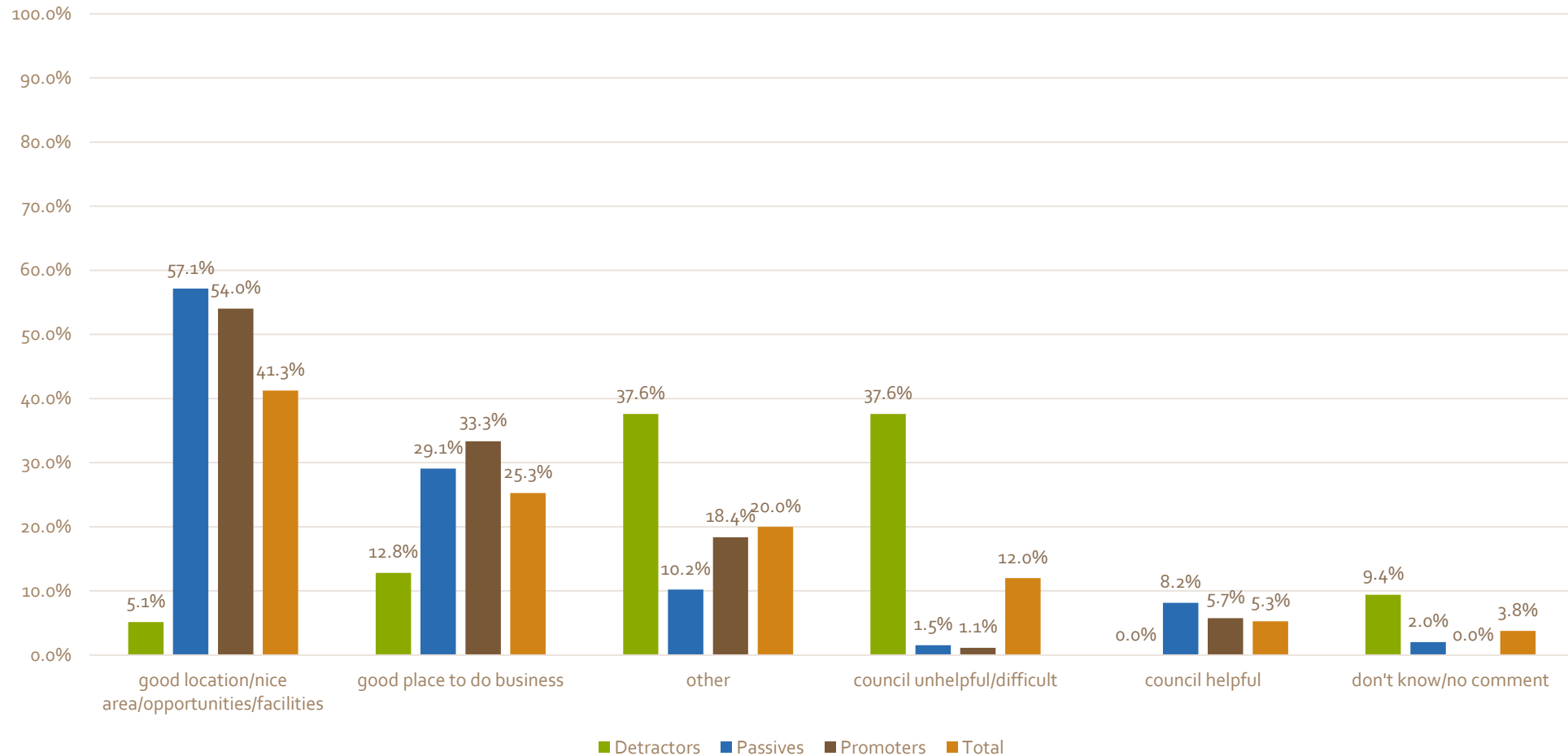
© SIL Research 2015 – Council-Business Net Promoter Score (NPS) Survey

Queries: Dr Virgil Troy p:06 834 1996, e: virgiltroy@silresearch.co.nz





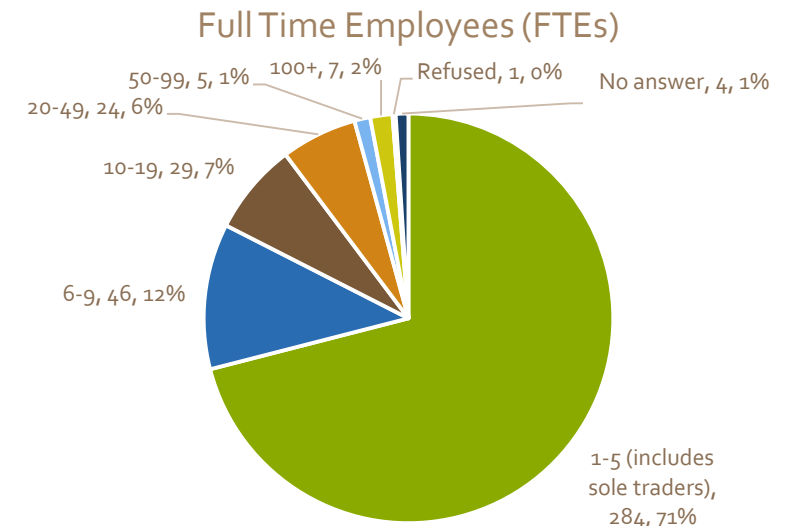
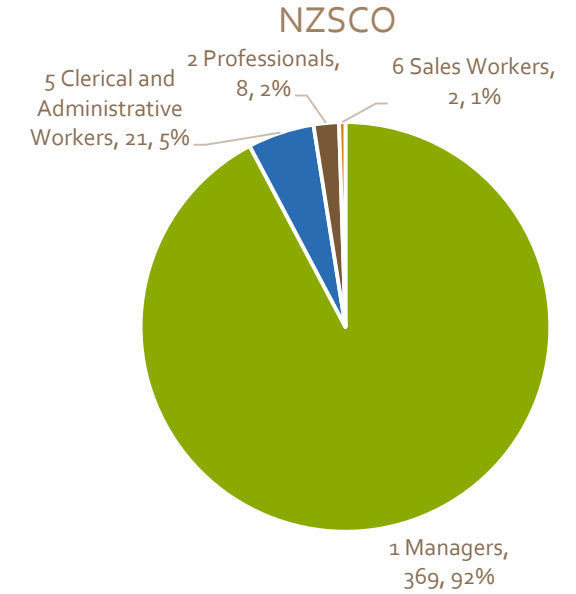
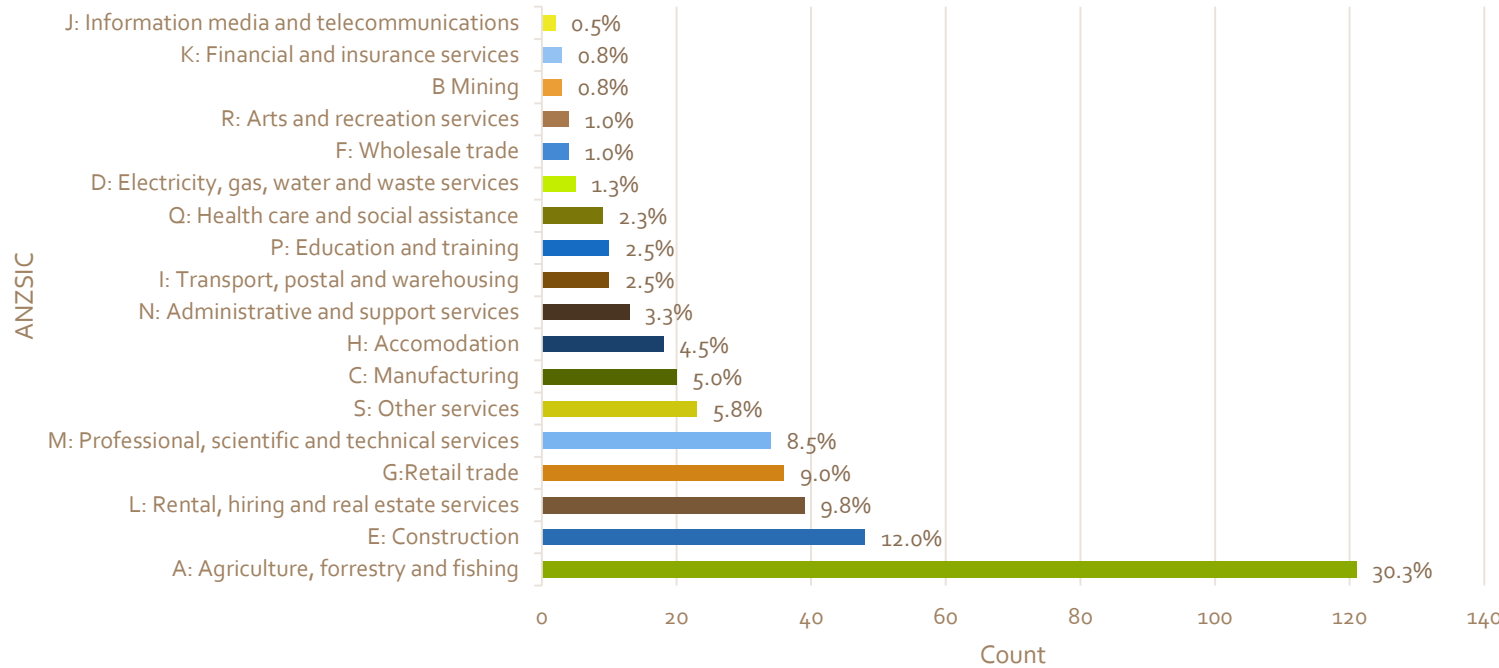
# Reasons for NPS rating *(categorised open-ended responses)*



Passives and Promoters cited “good location/ nice area/ opportunities/ facilities” along side “good place to do businesses” as reasons for giving a 7 or higher NPS rating. Detractors had either specific “other” issues or negative comments relating to working with the Council as their reasons for giving a 6 or less NPS rating.



# Example Demographics (who was interviewed)



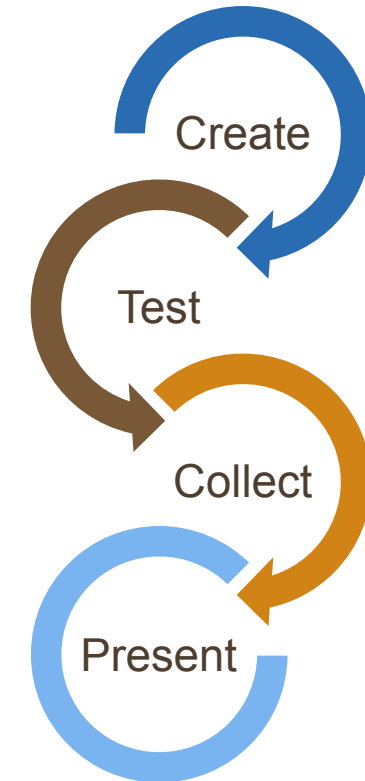
- Top three industries surveyed consisted of 30% within the agriculture, forestry or fishing sectors, 12% in construction and 10% in rental, hiring or real estate services.
- Most respondents either owned the business or were senior managers.
- 71% of business were SMEs with 1-5 Full Time Employees, 12% 6-9 FTEs, 7% 10-19 FTEs and 6% 20.49 FTEs.



# Research Process

## SIL Research would use a four step approach to undertake this research.

- **Create:** Create a survey instrument to collect the net promoter rating score across a minimum of 400 businesses. The survey will include the net promoter rating, ANZSIC, NZSCO and FTE size questions along with a request for participating businesses to complete the same survey again in 2016, 2017 & 2018.
- **Test:** The questionnaire will be tested to ensure it meets the objectives and issues identified. This will also happen prior to deployment in subsequent tracking cycles.
- **Collect:** Once the questionnaire is finalised, data will be collected via CATI and / or online survey within the agreed time frame.
- **Present:** Once collected, data is cleaned, processed, analysed using SPSS, interpreted and presented in the agreed format (similar to that presented in this document).



# Net Promoter Score tracking survey

- For the purpose of establishing and tracking a net promoter score, SIL Research recommends the use of a six monthly tracking survey.
- Tracking research is carried out twice a year with a minimum of 400 surveys collected in each survey cycle.
- A panel of respondents is created at the commencement of the first cycle and this panel is then invited to participate in subsequent cycles; completing an online version of the survey. After the first survey, each subsequent year comprises of a mixture of panel respondents and freshly recruited participants. The freshly recruited respondents are also invited to participate in the next cycle's panel, with the ability to opt-out at any time to reduce the possibility of 'over-surveying' businesses.
- Tracking research provides real-time annual trends and variations allowing for timely results and up-to-date findings for decision making, planning and ongoing tactical monitoring purposes.
- Respondent demographic data is collected in each cycle; including-Ward, FTEs (Full Time Equivalent – employees), NZSCO (New Zealand Standard Classification of Occupations – who completes the survey) and ANZSIC (Australian and New Zealand Standard Industry Classifications – what industries are represented in the survey). This allows for data slicing and ward comparisons.
- Data is collected and weighted by ward, where possible to ensure representation across the council's territorial area.

# About SIL Research

- SIL Research is a full service research company, located in Napier, Hawke's Bay. We offer both quantitative and qualitative research throughout New Zealand.
- Our primary focus is the delivery of intelligent business research to assist organisations in making informed strategic, tactical and day-to-day decisions.
- Our research areas include the following:
  - Local Government, LTCCP and LOS Research (Transport, Infrastructure, Ratepayer surveys, Environment, Civil defence, Core Recreational Facilities Research)
  - General and Specific Customer Satisfaction and Opinion Research
  - Secondary and Tertiary Education Sector Research
  - Electricity Industry Sector Research
  - Primary Industries Sector Research
  - Banking, Building Society Sector Research
  - Media and Marketing Communications Research
  - Business To Business (B2B) and Business To Consumer (B2C) Research.
- Operating a 'dynamic' field force we are able to create specialised teams of researchers to undertake data collection using a wide variety of methodologies (telephone, in-depth interviews, surveys, online, focus groups etc.) to meet the specific research needs of our clients.
- Whether you're looking to better understand your customers, identify improved ways to do business or research how your organisation can achieve world class status, SIL Research can assist you with an intelligent approach to research-based problem solving.
- SIL Research is a member of the Research Association of New Zealand (RANZ). Research is undertaken to the highest possible standards and in accord with the principles detailed in the RANZ Code of Practice which is based on the ESOMAR Code of Conduct for Market Research.



# The SIL Research Team

- **Principal Researcher: Dr Virgil Troy BSc, MBA (Distinction) PhD**
  - Virgil's diverse work experience includes 15 years in broadcasting and 12 years as a Management Consultant working in a variety of industries and sectors and the most recently 10 years working in customer engagement within the Aotearoa New Zealand electricity lines industry, local government, banking and education sectors.
  - Underpinning the hands-on, practical application of business research is Virgil's academic background which includes a Bachelors Degree in Broadcasting Communications (BSc) and a Masters Degree in Business Administration (MBA with Distinction) majoring in Marketing and International Business.
  - Virgil's expertise is in CRM having completed a PhD in the subject. He currently undertakes customer engagement research for the electricity, banking, local government, education and banking sectors. His research background includes comparative analysis of industries Customer Relationship Management processes. Virgil periodically lectures in Consumer Behaviour and Communications strategies as well as 700 level Marketing Research Methods at EIT Hawke's Bay.
- **Research Analyst: Evan Jones BSc, MA Ed (Mathematics)**
  - Evan has an extensive background in statistics and mathematics in the Tertiary Education sector.
- **Contributing Research Statistician: Dr Nigel Grigg BSc (Hons), MSc, PhD**
  - Nigel's research interests centre on process management, including the use of statistical thinking and statistical methods within the process knowledge development and improvement cycle. Nigel holds degrees in applied mathematics and quality management, and completed his PhD on developing statistical thinking. He is a Chartered Mathematician and Member of the Institute of Mathematics and its applications, the Institute of Quality Assurance, the Institute of Learning and Teaching, and the Aotearoa New Zealand Statistical Association.
  - Nigel research is well published in highly respected academic journals; his work includes published papers on the use of Benchmarking in creating world class Aotearoa New Zealand organisations, Business excellence models and Multimedia Marketing.
- **Contributing Project Statistician: Dr Nihal Jayamaha BSc, MEng, MBA, PhD**
  - Nihal research interests include performance excellence (TQM and business excellence practices, tools and techniques) in the non-profit sector, particularly performance measurement issues and theory development. He also has interests in performance excellence in the healthcare sector and collaborative research involving biostatistics applications.
  - Nihal holds a BSc in Electrical Engineering, a MBA, a MEng Masters of Energy Management and a PhD in Technology. Nihal has worked extensively over a 20 year period in the electrical utility industry (in Sri Lanka and United Arab Emirates).

# Important Information

## Research Association of New Zealand [RANZ] Code of Practice

- SIL Research is a member of the RANZ and therefore is obliged to comply with the RANZ Code of Practice. A copy of the Code is available from the Executive Secretary or the Complaints Officer of the Society.
- Confidentiality
  - Reports and other records relevant to a Market Research project and provided by the Researcher shall normally be for use solely by the Client and the Client's consultants or advisers.
- Research Information
  - Article 25 of the RANZ Code states:
    - The research technique and methods used in a Marketing Research project do not become the property of the Client, who has no exclusive right to their use.
    - Marketing research proposals, discussion papers and quotations, unless these have been paid for by the client, remain the property of the Researcher.
    - They must not be disclosed by the Client to any third party, other than to a consultant working for a Client on that project. In particular, they must not be used by the Client to influence proposals or cost quotations from other researchers.
- Publication of a Research Project
  - Article 31 of the RANZ Code states:
    - Where a client publishes any of the findings of a research project the client has a responsibility to ensure these are not misleading. The Researcher must be consulted and agree in advance to the form and content for publication. Where this does not happen the Researcher is entitled to:
      - Refuse permission for their name to be quoted in connection with the published findings
      - Publish the appropriate details of the project
      - Correct any misleading aspects of the published presentation of the findings
- Electronic Copies
  - Electronic copies of reports, presentations, proposals and other documents must not be altered or amended if that document is still identified as a SIL Research document. The authorised original of all electronic copies and hard copies derived from these are held to be that retained by SIL Research.





## Council

23 February 2016

### Update on 2016/17 Annual Plan Framework

<b>Department</b>	Finance
<b>Author</b>	Financial Planning Manager
<b>Contact Officer</b>	Chief Financial Officer
<b>1. Purpose</b>	1.1 To update Council on the present planning framework for the development and adoption of the 2016/17 Annual Plan
<b>Recommendation</b>	<p><i>The Financial Planning Manager RECOMMENDS that Council:</i></p> <ol style="list-style-type: none"> <li>1. <b>APPROVES</b> the timetable for the presentation of the draft 2016/17 Annual Plan to Council as indicated at Appendix 1,</li> <li>2. <b>APPROVES</b> that the Year 2 budget of the 2015/25 Long Term Plan (Yr2 LTP) be used as the starting point, or baseline, for the development of the 2016/17 Annual Plan,</li> <li>3. <b>NOTES</b> the statutory timetable for the adoption of the Annual Plan is 30 June 2016 (S 95(3) of the LG Act)</li> <li>4. <b>NOTES</b> that the planning intention is that there is no requirement for additional public consultation under s 95 (2A) of the LG Act, however sufficient time has been allowed for consultation in the timetable provided if Council wishes to do so.</li> </ol>
<b>Executive summary</b>	<ul style="list-style-type: none"> <li>• Preparation of the 2016/17 Draft Annual Plan has begun, with Cost Centre Managers currently considering Cost Centre needs, due for return to Finance by 15 March 2016.</li> <li>• Year 2 of the 2015/25 LTP has been used as the starting point for the Cost Centre Managers 2016/17 budget preparation.</li> <li>• Cost Centre Managers have been asked to provide detailed justification for any increase required from budget levels contained within the 2015/25 LTP.</li> <li>• Expectations are that a Draft Annual Plan will be presented to Council for consideration at the meeting planned for 26 April 2016. This will permit sufficient time for any changes to be implemented and/or consultation to occur (if needed).</li> </ul>

## 2. Background

- 2.1 The adoption of an Annual Plan for each District is a statutory requirement under S95 of the Local Government Act 2002. Section 95(3) states that the “Annual Plan must be adopted before the commencement of the year to which it relates”.
- 2.2 No formalised or adopted Annual Plan currently exists for the 2016/17 Financial Year. This is the normal situation for Councils at this time of the calendar year.
- 2.3 There have been no previous resolutions by Council on this matter.
- 2.4 The Annual Plan is the statement of the desired Council Vision and Outcomes for the upcoming Financial Year in both financial and non-financial terms.

## 3. Framework

- 3.1 A number of preparation options were considered by the Finance Team at the start of the process in order to determine a methodology to be used in building the Annual Plan. These included:
  - a. Carry forward the 2015/16 annual plan into 2016/17 with capital projects and expenditure based on Yr2 LTP Capital indications.
  - b. Using the Year 2 budget of the 2015/25 Long Term Plan (Yr2 LTP) as the starting or baseline budget for the 2016/17 plan with Cost Centre Managers provided with the opportunity to review these numbers for reasonableness and any changes that may be needed. This review includes Income, OpEx, ManEx and all Capital Projects.
  - c. Use Yr2 LTP as the Budget with no alterations.
  - d. Build a budget from a Zero base.
- 3.2 The process applied has been to utilise the Year 2 budget of the 2015/25 Long Term Plan (Yr2 LTP) as a starting baseline for the development of the 2016/17 Annual Plan for Income, OpEx, ManEx, and all Capital requirements.
- 3.3 Public Consultation has already been undertaken on the 2015/25 LTP so, should no significant change to this budgetary requirement occur, there should be no requirement for public consultation in the adoption process for this Annual Plan (s 95(2A) LGA 2002).
- 3.4 Cost Centre Managers have been asked to review their existing Yr2 LTP line items for any required changes and have been advised that a net nil movements or reduction in Unit budgetary requirements is the desired outcome of their review process.
- 3.5 Unit Managers have been asked to review uncompleted Capital projects for the 2015/16 year for any slippage that may have occurred and whether this slippage would have any impact on the budgets to be established for the



2016/17 year. As these are predominately Reserve or Loan funded items, no impact on the annual rates requirement is expected at this time.

3.6 The target date for completion of Cost Centre Managers review of the budgets is 15 March 2016.

3.7 Finance believes that it is appropriate to present the proposed plan to the Council for your consideration no later than the 26 April 2016 meeting. With two months between this date and the statutory deadline, it is considered to have sufficient time for the Council to have the opportunity to have input into the process and retain the ability to meet the statutory deadline.

3.8 The late adoption of the LTP was noted by the office of the Auditor General and it is also noted that the 2014/15 Annual Plan was also adopted late, i.e. 17<sup>th</sup> July 2014. It is intended with this framework and timetable plan that WDC will meet the statutory deadline for this coming year.

#### 4. Options

4.1 The options identified with respect to the presentation of the Annual Plan for review are:

- a. Finance, Audit and Risk Committee (FARC) review of the Proposed Annual Plan prior to Council Review.
- b. Council Review the Proposed Annual Plan with no public consultation should there be no significant movement from Yr2 of LTP, nor voluntary consultation required.
- c. If Public Consultation is required, a combination of Council and FARC review with Consultation timing TBC.

4.2 The current planned meeting of the Finance, Audit and Risk Committee of 11 May 2016, does not provide an appropriate opportunity for their consideration of the proposed budget in such a timely manner as to allow sufficient time for a Council review and changes with any potential consultation period prior to the statutory deadline.

4.3 Full Council review of the budget is an integral part of the planning process. This is recommended for the 26<sup>th</sup> April 2016 meeting and dependant on the requirement to proceed to a Public Consultation process, should provide sufficient time for changes requested by Council to be implemented for the next meeting.

4.4 If a public consultation is required, or considered necessary by Council, then reconsideration of the proposed timetable will be presented at the first available opportunity.

4.5 The preferred option is option b (above), this meets the purpose of local government planning to adhere to

	<p>statutory requirements and best practice for developing the Annual Plan to meet the current and future needs of communities for good-quality infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.</p>
<b>5. Conclusion</b>	<p>5.1 WDC has failed to meet Statutory Deadlines for the adoption of Annual and Long Term Plans for the last two years.</p> <p>5.2 Preparation of the 2016/17 Draft Annual Plan has commenced.</p> <p>5.3 The starting point for the 2016/17 Annual Plan is the second year of the current 2015/25 LTP, which has already gone through the Consultation Process.</p> <p>5.4 The timetable for the Annual Plan has a first draft available for Council Consideration at the 26 April 2016 Meeting.</p>
<b>6. Corporate Considerations</b>	
<b>What is the change?</b>	<p>6.1 No changes in operations, policy or direction will occur as a result of this decision</p> <p>6.2 This activity will not trigger a s17a review.</p>
<b>Compliance with legislation and Council Policy</b>	
<b>What are the key benefits?</b>	<p>6.3 Annual Plan – 2016/17 – s 95 Local Government Act 2002</p> <p>6.4 Delivery of the Annual Plan for the 2016/17 Financial Year by statutory deadline.</p>
<b>What is the cost?</b>	<p>6.5 \$5,000 has been allowed for in the 2015/16 Annual Plan for the marginal costs of preparing the 2016/17 Plan, including printing and consultation costs etc. Sunk costs include Staff costs for time involved in the preparation of the Annual Plan.</p>
<b>What is the saving?</b>	Not Applicable
<b>Who has been consulted?</b>	<p>6.6 The baseline used in this process is the second year of the 2015/25 Long Term Plan, having been subject to public consultation within the past 12 months.</p> <p>6.7 The whole Community is effected by this process, however as consultation on the 2015/25 LTP has already been undertaken, no additional consultation is required if no significant change results from this Annual Plan process (s 95(2A) LG Act 2002).</p> <p>6.8 Tanagta whenua, have not been separately consulted to date on this project.</p>
<b>Service delivery review</b>	<p>6.9 Not Applicable, This is the process for the Annual Plan preparation, not the Annual Plan itself.</p>

**Maori Standing Committee**

6.10 This matter has not been referred to the Maori Standing Committee.

**7. Significance**

7.1 Impact – Low – Expectations of a Nil or reduced cost of service.

7.2 History of public interest – Medium/High – The public has commented on Annual Plans and resulting expenditure in the past. There is a Low risk assessment for the process itself which this report represents, however the potential impact of any interest in the Annual Plan could result in a differing timetable being required. (i.e. a Public Consultation Period)

7.3 Council's decision may be reversed at a later time should Council so wish, however it would put at risk the ability to adopt an Annual Plan within the statutory deadlines.

7.4 There is no expectation of changes to service levels of any significant council activity.

7.5 There is no impact on any council strategic assets

7.6 There is no change in the way in which a significant activity is delivered as a result of this decision.

7.7 This is not a significant decision, nor is there any impact on the relationship of Maori to ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.

**8. Risk Management**



8.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10 and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:

a. There is a public perception risk, in that if a public consultation is not required, that the Council is not permitting public input to the process, and that Council could be seeking to raise rates payable by the community disregarding the impact on the rate payers. It is noted that the starting point of this process has been through the consultation process as part of the LTP delivery.

b. Late adoption of Annual and Long Term Plans has been noted by the Office of the Auditor General and has been the situation for the last two years. Continued failure to meet the statutory requirements presents a risk that additional costly audit, or other Governmental attention may be given to Council. This plan seeks adoption of 2016/17 Annual Plan within the Statutory Deadlines.

**Further Information**

None.

<b>Appendices</b>	Appendix 1 – Proposed Timetable
<b>Background Papers</b>	Not Applicable
<b>References (to or from other Committees)</b>	There are no other instances of this report or previous reports on this topic having gone to Council/Committees.
<b>Confirmation of statutory compliance</b>	<p>In accordance with section 76 of the Local Government Act 2002, this report is approved as:</p> <p>a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,</p> <p>b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.</p>
<b>Signatories</b>	<p>Author: C Hankey</p>  <p>Approved by: A Morton</p> 

## Appendix 1: Proposed Timetable for 2016/17 Annual Plan – Council Review

In order to provide a sufficient timeframe to prepare the 2016/17 Annual Plan the following timetable is proposed:

Version	Activity	Completion Planning Date	Responsible Person(s)
	Preparation of CCM Response Workbooks	20 Jan	FPM
	Senior Leadership Team Planning Workshop Review	27/28 Jan	SLT
	Changes required from Workshop	5 Feb	FPM
	CFO Final Review and Approval to Issue to CCM's	10 Feb	CFO
	Issue Workbook to CCM's	10 Feb	FPM
	Finalisation of Consolidation Workbook	5 Mar	FPM
	KPI Review and Confirmation	15 Mar	CEO
	Return of CC Responses	15 Mar	CCM's
	Consolidation of Responses, preparation of 1 <sup>st</sup> Draft	15 Apr	FPM
1 <sup>st</sup> Draft	Available for CEO/CFO Review & Changes (1 <sup>st</sup> Draft)	16 Apr	CFO/CEO
	CEO/CFO Changes to 1 <sup>st</sup> Draft completed by	21 Apr	FPM
	CEO Endorsement of 1 <sup>st</sup> Draft for Council Review	22 Apr	CEO
	Council Review for Changes or Adoption	26 Apr	Council
	Preparation of Response to Council Changes Completed	19 May	FPM/CCM
2 <sup>nd</sup> Draft	Preparation of Response to Council Changes Available for CEO/CFO Review (2 <sup>nd</sup> Draft)	20 May	CFO/CEO
	Council Review for Changes or Adoption	24 May	Council
	Preparation of Response to Council Changes Completed	13 Jun	FPM/CCM
Final	Available for CEO/CFO Review of Final Plan	14 Jun	CFO/CEO
	Presentation to Council for Adoption	28 June	Council
	Statutory Adoption Deadline	30 June	Council
	Loading to General Ledger	1 July	IT

Note: it is hoped that the Council will not require a second round of changes, however flexibility will be applied to the Completion Planning Dates for this process as required.

### **Abbreviations:**

FPM	Financial Planning Manager
SLT	Senior Leadership Team
CFO	Chief Financial Officer
CEO	Chief Executive Officer
CCM	Cost Centre Manager
IT	Information Services

**ACTIONS FOR THE SPECIAL MEETING OF WAIROA DISTRICT COUNCIL HEARING/DELIBERATIONS LONG-TERM PLAN SUBMISSIONS HELD ON TUESDAY 14 AUGUST 2012**

Item	Title	Description	Who	Timeframes	Status
192.	MARINE PARADE – UPGRADE PROPOSALS	That: 1. The report be received. 2. Council defer the construction of new footpaths programme for year 1 (2012-2013) of the LTP 2012-2022 and redirect this funding of \$110,000 to the Marine Parade Gardens Upgrade and that the other components of the beautification project be deferred until further notice.	Engineering Finance	Awaiting VIP input	Remaining budget available for roundabout.

**ACTIONS FOR THE SPECIAL MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 12 FEBRUARY 2013**

Item	Title	Description	Who	Timeframes	Status
220.	WAIKOKOPU RESERVES MANAGEMENT PLAN	Council adopt the Draft Waikokopu Reserve Management Plan for consultation.	Engineering	Immediate	RMP complete, ready for consultation.

**ACTIONS FOR THE SPECIAL MEETING OF WAIROA DISTRICT COUNCIL HELD ON THURSDAY 20 JUNE 2013**

Item	Title	Description	Who	Timeframes	Status
241.	MAHANGA WATER SUPPLY	That the upgrade of the Mahanga Water Supply be referred to a formal referendum and that the cost of this process be funded from reserves.	Engineering Corporate Services	Immediate	See action 427.

**RECOMMENDATIONS FOR THE SPECIAL MEETING OF WAIROA DISTRICT COUNCIL HELD ON THURSDAY 20 JUNE 2013**

Item	Title	Description	Who	Who	Timeframes	Status
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Item	Title	Description	Who	Who	Timeframes	Status
247	JOE HEDLEY	Mokotahi Reserve public toilets Tidying and sealing the trailer park at Mokotahi	That this matter be referred to the Reserve Management Plan process. Work with the Fishing Club to draft up an appropriate proposal and investigate funding options.	Engineering	June 2016	RMP has not been updated. Public toilets funding is approved in LTP- Work to be completed pre-Christmas
259	D CAVES	Establishment of a public cemetery for Mahia	That Council continue the process of finding the most appropriate location for a public cemetery at Mahia.	Engineering	June 2016	Continue to search for land. No funding available.

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 10 SEPTEMBER 2013**

Item	Title	Description	Who	Timeframes	Status
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<b>Item</b>	<b>Title</b>	<b>Description</b>	<b>Who</b>	<b>Timeframes</b>	<b>Status</b>
291.	PSYCHOACTIVE SUBSTANCES	That Council instruct staff to include discussion on location and hours of retailing of psychoactive substances with the community consultation on retailing of alcohol.	Regulatory	Consultation is dependent on the availability of all parties and can take some time but initial consultation should be complete by May 2016. A draft will then be prepared and provided to Council for comment before being put out for public consultation.	Draft prepared. Undergoing internal review. Initial consultation is being undertaken with the relevant statutory bodies.

**ACTIONS FOR THE EXTRAORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON THURSDAY 28 NOVEMBER 2013**

<b>Item</b>	<b>Title</b>	<b>Description</b>	<b>Who</b>	<b>Timeframes</b>	<b>Status</b>
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<b>Item</b>	<b>Title</b>	<b>Description</b>	<b>Who</b>	<b>Timeframes</b>	<b>Status</b>
310.	LOCAL ALCOHOL & LOCAL APPROVED SUBSTANCES POLICIES	<p>1. Council commence consultation on the formation of a Local Alcohol Policy and a Local Approved Products Policy separately but during the same time frame i.e. two separate surveys; and further</p> <p>2. Council use the surveys attached to this report as the basis of its initial community consultation and direct staff to formulate an online survey taking the best questions from the template survey provided by the Health Promotion Agency and leave the matter of psychoactive substances as a standalone issue.</p>	Regulatory	Consultation is dependent on the availability of all parties and can take some time but initial consultation should be complete by May 2016. A draft will then be prepared and provided to Council for comment before being put out for public consultation.	Drafted and initial consultation being undertaken with relevant statutory bodies.

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 10 DECEMBER 2013**

<b>Item</b>	<b>Title</b>	<b>Description</b>	<b>Who</b>	<b>Timeframes</b>	<b>Status</b>
317.	LANDFILL UTILISATION	<p>That:</p> <p>1. Council receive the report.</p> <p>2. Council trial the acceptance of up to 1000 tonne per annum of out of district domestic waste through the current system for commercial operators</p> <p>3. Council investigate the options associated with providing a controlled regional waste management service and direct further research as required.</p>	Engineering	Immediate	Out of district waste accepted as per trial. Proposal to accept GDC waste was rejected by GDC. WDC has been included in HB waste futures

Item	Title	Description	Who	Timeframes	Status
					study.

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 24 FEBRUARY 2015**

Item	Title	Description	Who	Timeframes	Status
404.	DRAFT WAIROA DISTRICT COUNCIL OFFICER DELEGATIONS MANUAL	That: 1. The report be received. 2. Council refer the Draft Wairoa District Council Officer Delegations Manual to the Community Partnership Committee (once formed) for review and reporting to Council, noting that Council Officers will continue to work on the manual in the meantime.	Regulatory	There is no timeframe on this project and given current workload it may be beneficial to have a legal consultant undertake the first review.	Awaiting review by Regulatory Manager or legal consultant.

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 23 JUNE 2015**

Item	Title	Description	Who	Timeframes	Status
426.	DELIBERATIONS – DRAFT LONG TERM PLAN 2015-25 FIRE APPLIANCES	That Council defer the decision to the 2016/17 Annual Plan. Carry out a thorough appraisal of the current appliances and equipment to ensure the Council meet the needs of our community. \$10,000 for the appraisal to be funded from rates.	Regulatory Finance	Immediate	Contractor engaged to do review. Report expected from contractor in March 2016.
427.	DELIBERATIONS – DRAFT LONG TERM PLAN 2015-25 MAHANGA WATER SUPPLY	That a referendum on decommissioning the supply will be held after the re-organisation poll for affected ratepayers. An information sheet will be sent to affected ratepayers. The budgetary provision remains in the plan, spending of this conditional to the result of the referendum.	Engineering Finance	Immediate	On hold pending further information see action 452

Item	Title	Description	Who	Timeframes	Status
428.	DELIBERATIONS – DRAFT LONG TERM PLAN 2015-25 HAPPY JACKS ROAD PROPOSED WORKS	That this issue is added as an additional question to the Mahanga water supply referendum. A report on the referendum will be presented to Council after the reorganisation poll.	Engineering Finance	Immediate	On hold pending further information see action 452
430.	DELIBERATIONS – DRAFT LONG TERM PLAN 2015-25 ROADING & RATES:	That Council await the outcome of the rates review and a report is presented to Council on the work of the Engineering Manager's forestry special interest group.	Engineering Finance	Immediate	Awaiting outcome of rating review. Last councillor workshop in March 2016.
433.	DELIBERATIONS – DRAFT LONG TERM PLAN 2015-25 INTERNSHIPS	That Council support the existing internship programme. An ongoing benefit-cost analysis will be reported back to Council.	Office of the Chief Executive Finance	Immediate	Benefit-cost analysis scheduled for Council meeting in December 2016.

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 28 JULY 2015**

Item	Title	Description	Who	Timeframes	Status
443.	CCTV STRATEGY	That Council enter into a CCTV camera lease and professional monitoring agreement and implement as appropriate a number of flexible battery-operated infrared cameras to monitor isolated crime spots.	Engineering	Immediate	See action 458

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 25 AUGUST 2015**

Item	Title	Description	Who	Timeframes	Status
448.	DRAFT POLICY ON ELECTED MEMBERS' ALLOWANCES AND RECOVERY OF EXPENSES	That: 1. Council receives the report. 2. Council adopts the Policy on Elected Members' Allowances and Recovery of Expenses with amendments if necessary and submits to the Remuneration Authority for	Corporate Services	Immediate	With Remuneration Authority awaiting approval

Item	Title	Description	Who	Timeframes	Status
		approval.  NB: It is possible that the Remuneration Authority may require amendments.			
450.	DEVELOPMENT OF A JOINT BUSINESS CASE: OPPORTUNITIES FROM INCREASED INVESTMENT IN TE UREWERA ROAD	That Council commit to being part of this collaborative project with Whakatane District Council, NZTA and Tūhoe Te Uru Taumatua and endorse the signing of the draft letter.	Office of the Chief Executive	Letter – complete Meeting with NZTA December 2015	Complete

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 27 OCTOBER 2015**

Item	Title	Description	Who	Timeframes	Status
452.	REFERENDUM – MAHANGA WATER SUPPLY	That the item be deferred to the next meeting of Council.	Engineering	Legal opinion received	Awaiting MoH determination

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 24 NOVEMBER 2015**

Item	Title	Description	Who	Timeframes	Status
454.	ECONOMIC DEVELOPMENT STRATEGY	That a workshop on the Draft Economic Development Strategy be included on the next Forum agenda.	Office of the Chief Executive	Workshop tentatively scheduled for before March Forum	Initial feedback sought from elected members

Item	Title	Description	Who	Timeframes	Status
455.	WAIROA DISTRICT COUNCIL'S GOVERNANCE WORKSHOP REPORT	<ul style="list-style-type: none"> <li>• That the notes of the Governance Workshop be received and accepted as an accurate record of the Council discussion.</li> <li>• That Ms McGimpsey and Mr Baty will follow through these changes in consultation with the Chief Executive.</li> <li>• That the Report Template for Agenda Items (open and confidential) go to Council for their approval.</li> <li>• That Council undertake a technological support and training day with elected members in February 2016.</li> </ul>	Office of the Chief Executive Corporate Services	To be confirmed at the February meeting	Report templates adopted subject to review period. Technological support and training day to be scheduled.
456.	COUNCIL REPORTING TEMPLATES	<p>That:</p> <ol style="list-style-type: none"> <li>1. Council adopt the report templates as attached in Appendix A and Appendix B; and</li> <li>2. There is a review period of 3 months as this is an evolving process and subject to change.</li> </ol>	Office of the Chief Executive	Implementation at February 2016 meeting Review at April 2016 meeting	To be reviewed at Council in April

Item	Title	Description	Who	Timeframes	Status
457.	DISCUSSION OF MEETING WITH HBRC	<p>That:</p> <ol style="list-style-type: none"> <li>1. The CEs of WDC and HBRC work together on formulating a plan around the river in flooding and normal conditions;</li> <li>2. Council request HBRC add an additional monitoring system on the Wairoa Bridge;</li> <li>3. The CEs of WDC and HBRC work together to clean up beaches and public areas affected by forestry slash and formulate a plan going forward;</li> <li>4. Council considers litigation options in relation to forestry slash; and</li> <li>5. WDC officers seek clarity from HBRC on their commitment to clear debris out of the river for kai gathering.</li> </ol>	Office of the Chief Executive Engineering	To be confirmed with HBRC	Forestry slash clean-up of logs in the Taylors Bay area complete

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 8 DECEMBER 2015**

Item	Title	Description	Who	Timeframes	Status
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Item	Title	Description	Who	Timeframes	Status
458.	Alteration of prior resolution on CCTV implementation	That: 1. The report be received; and 2. That the resolution of 28 July 2015 relating to CCTV installation in the Wairoa urban area be altered to: "That Council enter into a CCTV camera lease and implement a suitable monitoring process to meet necessary requirements and install as appropriate a number of flexible battery-operated infrared cameras to monitor isolated crime spots"	Engineering	Immediate	Design issues are to be resolved
459.	QRS Director vacancies	That: 1. The report be received; 2. The 2 directors be reappointed until 30 June 2016; 3. Council proceed to advertise the two QRS Wairoa Ltd Director positions 4. The Policy on the Appointment and Remuneration of Directors and Trustees for Council Organisations (CO) is reviewed	Office of the Chief Executive	Advertising in relation to the 2 directors to commence in March, terminate April.  Policy to be reviewed in April 2016.	In progress

**ACTIONS FOR THE EXTRAORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON FRIDAY 18 DECEMBER 2015**

Item	Title	Description	Who	Timeframes	Status
460.	Adoption of 2014-15 Annual Report	That: 1. Council receive and adopt the 2014-15 Wairoa District Council Annual Report 2. Council note that late adoption of the Annual Report was a result of the compounding effect of a change in accounting practices and LGA legislation changes to the LTP process.	Finance		Complete

<b>Item</b>	<b>Title</b>	<b>Description</b>	<b>Who</b>	<b>Timeframes</b>	<b>Status</b>
461.	Carry over of approved capital scheme expenditure	That 1. Council receive this report 2. Council confirm that the spending approval provided within the Annual Plan 2014/2015 is carried forward for expenditure incurred, to a limit of \$3.7m, on the Capital Projects listed within Appendix1 to the minutes for the 2015/2016 financial year.	Finance		Complete





## Minutes of an Extraordinary Meeting of Maori Standing Committee

12.30pm Friday 22 January 2016 held in the Council Chamber, Wairoa District Council, Coronation Square, Wairoa.

**Present:** Graeme Symes (Chairman) (Rakaipaaka)

E Foster (Wairoa Honengenenge), K Hammond (Wairoa Hopupu), G Hawkins (Pahauwera), P Kelly (Wairoa Matangirau), S Jury (Wairoa Whanui), H Nissen (Ruakituri), P Whaanga (Mahia Mai Tawhiti)  
Councillors: M Bird & H Flood.

C McGimpsey (Governance Advisor and Policy Strategist)  
S Jane (Business Support Officer)  
D Tipoki (Maori Relationships Manager)

### Procedural Items

**1. Karakia**

The karakia was given by Mr K Hammond.

**2. Apologies for absence**

His Worship the Mayor C Little

**3. Declarations of Conflict of Interest**

None.

<p><b><u>Resolved:</u></b> <i>That the standing orders be suspended for the duration of the meeting.</i></p>
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***Symes/Nissen***

**4. Items of Urgent Business not on the Agenda**

None

**5. Public Participation**

None.

### General Items

**6. Report on Draft Maori Policy**

Ms E Foster entered the meeting at 12.35pm

Committee members discussed comments and amendments to the Working Together Principles proposed under Appendix B.

Changes were made to the following principles:

- Pono

- Tohungatanga
- Whakawhanaungatanga
- Te Tiriti/Treaty
- Kotahitanga
- Principle of Kaumatuatanga – Elder Knowledge
- Ko te Reo Maori

Committee members discussed the proposed amendments to the Maori Policy attached as Appendix A to the report.

Additional changes were made to Appendix A:

- Selection of a local proverb
- Amendment to definition of “takiwa” in section 1.3
- Amended Working together principles section (as outlined above in reference to Appendix B)
- Amendment to Section 6
- Amendment to “whakapapa” in the glossary
- Inclusion of “kawenga” in the glossary
- Inclusion of macrons as required throughout the document

Officers were asked to include the changes in the policy and to circulate this document to committee members once completed.

Councillor Flood left the meeting at 2.11pm.

The Maori Relationships Manager gave an update on the Waihi Dam and asked if the Committee would like to be an advocate on this issue.

Mr P Whaanga gave an update on forestry slash on the Mahia Peninsula and a meeting he had attended at Taylors Beach.

There being no further General Business Mr Symes declared the meeting closed.

**CLOSED:**           The meeting closed at **2.39pm.**

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Chair

RESOLUTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Confidential Minutes of Previous Council Meeting (8 December 2015)
2. Confidential Action Sheet
3. Te Tira Whakaemi o Te Wairoa Treaty Settlement Documentation

The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) to the passing of this resolution</b>
Confidential Minutes of Previous Council Meeting	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:</p> <p>Section 7 (2)            (a) protect the privacy of natural persons, including that of deceased natural persons            (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:</p> <p>(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]</p>
Confidential Action Sheet	<p>Section 7 (2)            (a) protect the privacy of natural persons, including that of deceased natural persons            (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]</p>
Te Tira Whakaemi o Te Wairoa Treaty Settlement Documentation	<p>Section 7 (2)            (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p>	<p>(i) where the local authority is named or specified in the Schedule 1 to this Act, under section 6 or section 7 (except section 7(2)(f)(i)) [of the Local Government Official Information and Meetings Act 1987]</p>