



# Ordinary Meeting of Council

## AGENDA

**10.00am Tuesday 26 April 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)

For further information please contact us 06 838 7309 or by email [info@wairoadc.govt.nz](mailto:info@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. Karakia	
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. Minutes of the Previous Meeting	<b>4-13</b>
<b>General Items</b>	
8. QRS Statement of Intent 2016/17	<b>14-27</b>
A Morton – Chief Financial Officer	
9. QRS Six-monthly report December 2015	<b>28-48</b>
A Morton – Chief Financial Officer	
10. Approval of an Easement over Reserve Land	<b>49-66</b>
S Johansen – District Planner	
11. Remuneration Authority Submission	<b>67-76</b>
C McGimpsey – Governance Advisor & Policy Strategist	
12. Outcome of the review of Council's fire appliances	<b>77-83</b>
H Montgomery – Chief Operating Officer	

<b>13.</b>	<b>S17a review update</b> C McGimpsey – Governance Advisor & Policy Strategist	<b>84-85</b>
<b>14.</b>	<b>Wairoa Wi-Fi Feasibility Study update</b> R McCracken – GIS Coordinator	<b>86-89</b>
<b>15.</b>	<b>HB LASS Statement of Intent 2016/17</b> F Power – Chief Executive Officer	<b>90-101</b>
<b>16.</b>	<b>Maori Standing Committee recommendation: Maori Policy</b> D Tipoki – Maori Relationships Manager	<b>102-112</b>
<b>Receipt of Minutes from Committees/Action Sheets</b>		
<b>17.</b>	<b>Council Action Sheet</b>	<b>113-126</b>
<b>18.</b>	<b>Maori Standing Committee</b>	<b>127-129</b>
<b>19.</b>	<b>Economic Development Committee</b> Confirmed – 3 February 2016 Unconfirmed – 4 April 2016	<b>130-145</b>
<b>Public-Excluded Items</b>		
<b>20.</b>	<b>Resolution to exclude the public</b> This contains information on the general subject matter of confidential items and why they are being conducted without the public present.	<b>137-138</b>
<b>21.</b>	<b>Confidential Minutes</b>	<b>139-140</b>
<b>22.</b>	<b>Confidential Action Sheet</b>	<b>141-142</b>
<b>23.</b>	<b>Confidential Minutes Economic Development Committee 4 April 2016</b>	<b>143-144</b>



## Minutes of an Ordinary Meeting of Council

10.00am Tuesday 22 March 2016 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.

P Kelly (Māori Standing Committee Representative)  
F Power (Chief Executive Officer)  
H Montgomery (Chief Operating Officer)  
J Cox (Engineering Manager)  
J Baty (Corporate Services Manager)  
C McGimpsey (Governance Advisor & Policy Strategist)  
A Morton (Chief Financial Officer)  
K Tipuna (Communications Strategist)

### Procedural Items

**1. Civic Prayer**

The karakia was given by Mr Baty.

**2. Apologies for absence**

Councillor Johansen and Maori Standing Committee Chairman Mr Symes.

**3. Declarations of Conflict of Interest**

Councillor Harker declared an interest on item 11 as he is an employee of a Wairoa District Council CCO.

**4. Chairman's Announcements**

The recent TrustPower awards in Dunedin – attended along with the representatives from the Pa Haka committee and although they did not win any awards there were many comments about how great their presentation was and the importance of their work.

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

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## 6. Public Participation

Mrs L Battes spoke on agenda item 17  
 Mrs J Krzanich spoke on agenda item 17  
 Mr A Pearce spoke on agenda item 17  
 Mr A Bowen spoke on agenda item 17  
 Mr G Preston spoke on agenda items 9 & 18

## 17. Mahanga Update

<b><u>Resolved:</u></b> <i>That agenda item 17 is taken out of order and brought forward.</i>	<b><i>Eaglesome-Karekare/Flood</i></b>
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The Engineering Manager presented the report.

Points of clarity were sought regarding:

- Status of the consent
- Sustainability of the water supply at Mahanga if upgraded
- Test results showing contamination of the supply

Councillors discussed:

- Ability of homes to connect to the water supply until a decision is made regarding the upgrade
- Sustainability of the water supply
- Current regulations under the Council's Water Supply Bylaw
- Current measures to notify users of contaminated water supply

<b><u>Resolved:</u></b> <i>That the report be received and the information and papers from members of the public be passed on to Council's legal counsel.</i>	<b><i>Little/Flood</i></b>
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## 7. Information Pack

<b><u>Resolved:</u></b> <i>That the March 2016 Information Pack is received.</i>	<b><i>Little/Eaglesome-Karekare</i></b>
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## 8. Confirmation of Minutes of the Previous Meeting

<b><u>Resolved:</u></b> <i>That the minutes of the Ordinary Meeting of Council held on 23 February 2016 be confirmed as a correct record of the proceedings.</i>	<b><i>Eaglesome-Karekare /Cairns</i></b>
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## 9. Monthly Update Report

The Chief Executive Officer presented his report.

Councillors discussed the following:

- Timing and possibility of rocket manufacture in the district
- Content and structure of the report
- Chief Executive Review Committee and bringing a report to Council regarding the Chief Executive's KPIs

Councillor Eaglesome-Karekare left the meeting at 11.28am

Councillor Cairns left the meeting at 11.30am

Councillor Eaglesome-Karekare entered the meeting at 11.31am

Councillor Cairns entered the meeting at 11.32am

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

*Little/Harker*

As per Standing Orders 3.3.2 and 3.14.1 Councillors Cairns and Eaglesome-Karekare did not take part in the vote.

#### **General items**

#### **10. Review of Election Hoardings Policy**

The Chief Operating Officer presented the report.

**Resolved:**      *That Council adopt the updated Election Hoardings Policy.*

*Cairns/Eaglesome-Karekare*

#### **11. Appointment and Remuneration Policy for Directors of Council Controlled Organisations (CCOs)**

Councillor Harker had previously declared an interest on this item and left the meeting at 11.37am

The Governance Advisor & Policy Strategist presented the report.

Councillors discussed:

- Minor amendments to the policy
- Board intern programme and building local capacity on the board

**Resolved:**      *That Council:*

1. *Adopt the revised Appointment and Remuneration Policy for Directors of Council Controlled Organisations with amendments;*  
*and,*

2. *A joint workshop is held with the QRS Board on the idea of a board intern programme.*

***Flood/Harker***

## **12. Revised Information Pack reporting structure**

Councillor Harker entered the meeting at 12.10pm

The Corporate Services Manager presented the report.

Councillors discussed:

- Frequency and content of departmental reports

**Resolved:**

*That:*

1. *The proposed new Council information document is distributed on the website, Hub and at reception;*
2. *Any ad hoc documents previously included in the Information Pack are uploaded to the Hub and, if appropriate, published on the website;*
3. *Production of the Information Pack ceases; and,*
4. *Departmental reports are produced quarterly and distributed on the Hub.*

***Flood/Harker***

**ADJOURNED: 12.26pm**

**RE-CONVENED: 12.54pm**

Councillor Flood left the meeting at 12.54pm

Councillor Bird left the meeting at 12.54pm

## **13. Net Promoter Score**

Councillor Bird entered the meeting at 12.55pm

The Corporate Services Manager presented the report.

Councillors discussed:

- Target audience of survey
- Purpose of the survey
- Ability to capture and analysis existing survey data

**Resolved:**

*That Council adopts the Net Promoter Score (NPS) framework as outlined in*

*Appendix 1 of the report and that a budget of \$15,000 funded from rates be included in the 2016/17 Annual Plan.*

**Cairns/Bird**

#### **14. Review of Smoke-free Environments Policy**

Councillor Flood entered the meeting at 1.08pm

The Governance Advisor & Policy Strategist presented the report and gave an update on additional feedback from the Hawke's Bay District Health Board regarding having a 10m smoke-free zone around bus stops.

Councillors discussed:

- Feedback from the Hawke's Bay District Health Board
- Smoke-free 2025 and government initiatives

**Resolved:** *That Council adopt the revised Wairoa District Council Smoke-free Environments Policy.*

**Cairns/Eaglesome-Karekare**

#### **15. 2016 Local Body Elections**

The Corporate Services Manager (Electoral Officer) presented the report and gave an update that the costs associated with randomisation of ballot papers have reduced with new technology.

**Resolved:** *That:*

- 1. The report be received*
- 2. Council adopt postal voting as its voting method*
- 3. That the names of the candidates for the 2016 Wairoa District Council triennial elections be arranged on the voting documents in alphabetical order of surname.*

**Eaglesome-Karekare /Flood**

#### **16. Delegations – Warrant to Act**

The Corporate Services Manager presented the report and gave an update on the status of the legal review of the entire delegations manual.

**Resolved:** *That:*

- 1. The report be received*
- 2. The delegations and appointments as scheduled in the Schedule of Delegations be approved with immediate effect.*



**NAME**  
Jared  
Olsen

**DELEGATION/AUTHORITY**

This warrant is issued under sections 174 and 177 and clause 32 of schedule 7 of the Local Government Act 2002 ( and section 371B of the Building Act 2004) as evidence that Wairoa District Council has authorised Jared Olsen, an officer of the Council, as an enforcement officer with the following responsibilities and powers:

**A) Under the Building Act 2004:**

- Section 90 – Inspections by Building Consent Authorities.
- Section 111 – Inspections by territorial authority.
- Section 124 – To deem a building to be dangerous, insanitary or earthquake-prone.
- Section 126 – to carry out work.
- Section 129 – To take measures to avert immediate danger or rectify insanitary conditions of the Act.
- Section 164 – Issue Notice to Fix.
- Section 167 – Inspection of building work under notice to fix.
- Section 220 – To carry out building work on default.
- Section 222 – Inspections by territorial authority.
- Section 371A – Authorised to issue infringement notices.
- Section 372 – Issue of infringement notices.

**B) Under the Local Government Act 2002:**

- Section 164 – Seizure of property not on private land.
- Section 171 – general power of entry.
- Section 172 – Power of entry for enforcement purposes.
- Section 173 – Power of Entry I cases of emergency.

**C) Under the Fencing of Swimming Pools**

**act 1987:**

- Section 11 – Power of entry for territorial authority officers.

**D) Under the Resource Management Act****1991:**

- Section 38 – Authority & Responsibility of Enforcement Officers

**E) Under the Civil Defence Emergency****Management Act 2002:**

- Inspect buildings to prevent or limit the extent of the emergency.
- Issue signs (placards) to prevent or limit the state of emergency.
- Secure or otherwise make safe dangerous structures and materials.
- Evacuate premises or exclude people (hoardings and cordoning) if necessary for the preservation of human life.
- Restrict public access to roads and public places (cordoning) to prevent or limit the extent of the emergency.

*Little/Flood***18. FAR Committee recommendation: Monthly Financial Report to 31 January 2016**

Councillor Harker and the Chief Financial Officer presented the report.

Councillors discussed:

- The Committee's recommendations for future reports
- Smoke-free 2025 and government initiatives
- Layout and information contained in the report

**Resolved:***That Council:*

1. *Receive and adopt the financial reports ending 31 January 2016; and,*
2. *Notes that the reporting regime established with this report is a work in progress*

*Harker/Little***Receipt of Minutes from Committees/Action Sheets****19. Council Action Sheet**

An update was given on action 247.

## 20. Maori Standing Committee

Councillors discussed:

- The resolution regarding the Lake Waikaremoana sign and engagement with tangata whenua

**Resolved:** *That Council receive the Maori Standing Committee minutes from their meeting on the 11 March 2016.*

***Flood/Harker***

## 21. Matters Arising from Forum

Councillors discussed:

- Progress on Waihi Dam
- Youth Council and Youth Policy

Councillor Cairns left the meeting at 2.07pm

## 22. Finance, Audit & Risk Committee

**Resolved:** *That Council receive the Finance, Audit & Risk Committee minutes from their meeting on the 1 March 2016.*

***Little/Eaglesome-Karekare***

## Public-excluded items

### 23. Resolution to exclude the public

Councillor Cairns entered the meeting at 2.10pm

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

1. Confidential Minutes of Previous Council Meeting
2. Confidential Action Sheet
3. Confidential Minutes FAR Committee 1 March 2016

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>
	That the public conduct of the whole or the relevant part of the proceedings of the meeting	48(1)(a) That the public conduct of the whole or the relevant part of the

	would be likely to result in the disclosure of information where the withholding of the information is necessary to:	proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:
Confidential Minutes of Previous Council Meeting	<p>Section 7 (2)</p> <p>(a) protect the privacy of natural persons, including that of deceased natural persons</p> <p>(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</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]
Confidential Action Sheet	<p>Section 7 (2)</p> <p>(a) protect the privacy of natural persons, including that of deceased natural persons</p> <p>(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</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]
Confidential Minutes FAR Committee 1 March 2016	<p>Section 7 (2)</p> <p>(c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide</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

		<p>under the authority of any enactment, where the making available of the information—</p> <p>(i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or</p> <p>(ii) would be likely otherwise to damage the public interest; or</p> <p>(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;</p> <p>(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>Official Information and Meetings Act 1987]</p>
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*Little/Flood*

**PUBLIC EXCLUDED: 2.09pm**

**RE-ADMITTED: 2.22pm**

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

**CLOSED:** The meeting closed at **2.23pm.**

.....  
Chair



## Quality Roding and Services (Wairoa) Limited – Statement of Intent 2016/2017

<b>Department</b>	Finance
<b>Author &amp; contact officer</b>	Andrew Morton – Chief Financial Officer
<b>1. Purpose</b>	1.1 To review the Draft QRS Statement of Intent 2016-2017 covering the periods ending 30 June 2016 to 2018.
<b>Recommendation</b>	The Chief Financial Officer RECOMMENDS that the Draft QRS Statement of Intent 2016-2017 attached as Appendix 1 be endorsed.
<b>2. Background</b>	<p>2.1 The Local Government Act 2002 (Schedule 8, paragraph 2) requires a Council Controlled Organisation (CCO) to deliver to its shareholders a Draft Statement of Intent on or before 1<sup>st</sup> March each year.</p> <p>2.2 Having received a Draft Statement of Intent, Council are required to comment, if it chooses to do so, within two months of 1<sup>st</sup> March. (LGA 2002 (Sch. 8 para.3)).</p> <p>2.3 The Draft Statement of Intent sets out the overall activities and intentions of QRS for the financial year 1 July 2015 to 30 June 2016 and the two succeeding years.</p>
<b>3. Options</b>	<p>3.1 The options identified are:</p> <ol style="list-style-type: none"><li>Accept the Draft Statement of Intent 2016-2017 as presented.</li><li>Comment on and request changes to the Draft Statement of Intent 2016-2017.</li></ol> <p>3.2 The QRS draft statement of intent covering the periods ending 30 June 2016 to 2018 is consistent with the prior statement of intent except for the following;</p> <ul style="list-style-type: none"><li>The net profit performance target for all years (2017 through 2019) has been reduced from 9% before tax to 7% for each year.</li></ul> <p>3.3 The preferred option is Option A, this meets the purpose of local government as it will help meet the current and future needs of communities for good-quality infrastructure and local public services in a way that is most cost-effective for households and businesses.</p>
<b>4. Conclusion</b>	4.1 Whilst there is intended a reduction of 2% (down from 9% to 7%) of net profit before tax as a percentage of opening shareholder funds, this is still in advance of what Council is currently able to achieve for its Investments elsewhere

(Recent long term investments have been quoted at 5.45% coupon whilst short to medium Term Deposits are currently returning 3.25% interest).

**5. Corporate Considerations  
Compliance with legislation and Council Policy  
What is the cost?  
Who has been consulted?  
Maori Standing Committee  
6. Significance**

5.1 The Draft Statement of Intent 2016-2017 (Covering the periods ending 30 June 2016 to 2018) is compliant with the LGA 2002 Section 8.

5.2 No costs will be incurred.

5.3 Consultation is not required on this matter.

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

6.1 The decision can be changed by using LGA 2002 Section 8 paragraph 5(1) which allows for shareholders by resolution to require the CCO Board to modify a statement of intent after due consultation with the Board.

**Further Information  
Appendices**

None

Appendix 1: Quality Roding and Services (Wairoa) Limited Draft Statement of Intent 2016-2017 (covering periods ending 30 June 2016 to 2018)

**Background Papers**

None

**Confirmation of statutory compliance**

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.

**Signatories**

Author: A Morton



Approved by: F Power



# ***DRAFT***

## **QRS** **Quality Roothing and Services (Wairoa) Limited** **STATEMENT OF INTENT**

**2016-2017**  
**(covering periods ending 30 June 2016 to 2018)**

Quality Roothing and Services (Wairoa) Limited (“QRS”) is incorporated and domiciled in NZ and is wholly owned by the Wairoa District Council. QRS is a Council Controlled Trading Organisation as defined in Section 6 of the Local Government Act 2002.

This Statement of Intent sets out the overall activities and intentions of QRS for the financial year 1 July 2015 to 30 June 2016 and the two succeeding financial years. It also states the objectives to which those activities will contribute.

### **1. NATURE AND SCOPE OF ACTIVITIES OF THE COMPANY**

The principal activities for the company are Roothing Maintenance and Construction, Reserves Maintenance, Quarrying, Heavy Transport, Civil Construction, and Utility Services within the Wairoa District and wider East Coast Region.

### **2. VISION**

To grow and sustain a profitable and locally valuable business on a foundation of safety and quality.

### **3. OBJECTIVES**

To achieve this overall vision, the Company will focus on:

- Retention of key contracts.
- People
  - Having the right people doing the right job, now and in the future as the business and technology changes.
- Health and Safety
  - Develop a business culture that achieves zero harm and where employee participation is encouraged.
  - Understand risks and hazards.
  - Have effective reporting systems in place.
  - Ensure compliance with relevant legislation and company standards are achieved.



- Quarries
  - QRS to grow aggregate supply beyond local district.
- Growth
  - Identify new business opportunities and develop strategic and commercial relationships.
  - Expand client base both locally and regionally.

#### **4. GOVERNANCE**

The role of the Board is to effectively represent and promote the interests of the shareholder, by ensuring shareholder value is enhanced while meeting the needs and expectations of customers, and maintaining the long term financial success of the company.

The Board will regularly review and monitor the management of the business and affairs of the company by:

- Ensuring that the company goals are clearly established, and that strategies are in place for achieving them (such strategies initiated by management);
- Ensure that management is proactively seeking to build the business through innovation, initiative, technology, new products and the development of its business capital;
- Appointing the CEO, setting the terms of the CEO's employment contract and, where necessary, terminating the CEO's employment with the company;
- Regularly monitoring the performance of the Chief Executive Officer;
- Ratifying the appointment of CFO and members of the senior executive team;
- Taking appropriate steps as necessary to protect the company's financial position and the ability to meet its debts and other obligations when they fall due;
- Ensuring that the company's financial statements are true and fair and otherwise conform with law;
- Approving and fostering a corporate culture which requires the board, management and every employee to operate to a high level of ethical and professional behaviour;
- Reviewing and adopting the Statement of Intent;
- Ensuring that the company has appropriate risk management/regulatory compliance policies in place.

Day to day management of the company will be delegated to the Chief Executive Officer.

#### **5. RATIO OF SHAREHOLDER FUNDS TO TOTAL ASSETS**

To provide the company with the capacity to grow, whilst maintaining an efficient capital structure that minimizes risk, QRS will target the ratio of shareholder funds to total assets for each year at not less than 45%. The shareholder funds and total assets are defined as disclosed in the Audited statement of financial position as at 30 June.

## 6. ACCOUNTING POLICIES

The Company's accounting policies comply with the requirements of the Financial Reporting Act 1993 and are consistent with generally accepted accounting principles.

Details of the accounting policies and their application are contained in the appendix.

## 7. PERFORMANCE TARGETS

The following performance targets are the measures by which the Company's performance will be judged:

	2017	2018	2019
Net profit pre tax as a percentage of opening shareholder funds	7%	7%	7%
Total cost of public debt servicing not to exceed 20% of operating revenue	20%	20%	20%
Ratio of shareholder funds to total assets - not less than	45%	45%	45%
Local permanent workforce	>60	>60	>60

*Please note Net Profit pre tax as a percentage of opening shareholder funds is on the assumption that current contracts are retained when re-tendered in 2016.*

## 8. REPORTS TO SHAREHOLDER

### 8.1 General

The company will disclose sufficient information on its operations as is necessary to enable the shareholder to make an informed assessment of the performance of the company.

### 8.2 Draft Statement of Intent

The Directors will deliver on or before the 1<sup>st</sup> of March in the year prior to commencement of the year of the draft Statement of Intent including indicative Performance Targets.

### 8.3 Completed Statement of Intent

The board must –

- (a) Consider any comments on the draft statement of intent that are made to it within two months of 1 March by the shareholder; and
- (b) Deliver the completed statement of intent to the shareholder on or before 30 June each year.

### 8.4 Half Year Report

The directors will by 28 February each year, deliver to the Shareholder the following information:

- Unaudited financial statements consisting of a Statement of Financial Position, Statement of Financial Performance and Cash Flow Statement for the six months to 31 December, together with statements of explanation and accounting policies upon which the financial statements are based.
- A written report by the directors on operations of the company during the period, and the amount of any interim dividend, that is recommended and the outlook for the next six months, including any significant changes to previous forecasts or reports.
- The company to make formal presentation of the report at a meeting called by the shareholder. This meeting will be a formally constituted meeting of the Wairoa District Council called in terms of the Local Government Act 2002.

### **8.5 Annual Report**

The company will make available to the shareholder and public, audited Financial Statements in accordance with Section 67 of the Local government Act 2002 within three months after the end of each financial year being 30 September.

The AGM of the company will be held no later than 21 days after the delivery of the Annual Report to the Shareholder.

The Company will make a formal presentation of the report to a meeting called by the shareholder. This meeting will be a formally constituted meeting of the Wairoa District Council called in terms of the Local Government Act 2002.

## **9. CONSENT FOR SHAREHOLDING**

Notwithstanding anything else contained in the Constitution or the Act, the Board may not subscribe for, purchase, or otherwise acquire shares in any other company or other person without the prior written approval of the Shareholder.

## **10. ESTIMATE OF COMMERCIAL VALUE OF THE SHAREHOLDERS' INVESTMENTS**

The Directors will make an estimate of the commercial value of the company each year. An independent valuation will be performed three yearly. The shareholder will be advised of the value of their investment accordingly.

## **11. PROFIT DISTRIBUTION POLICY**

### **Dividend Payments**

The Company will pay the shareholder a minimum annual dividend of 40% of the audited tax paid profit and may pay an interim dividend after the six monthly result, subject to the Directors signing a solvency certificate.

In arriving at a recommendation in respect to a dividend the Directors will have regard to:

- The company's vision and objectives.
- The company's financial performance for the past financial year taking regard for the future commercial environment.
- The company's ability to meet financial commitments.
- The company's investment proposals and profitability thereof.
- The company's ability to secure suitable financial arrangements.
- The company's requirements to reinvest in renewal of assets.
- Shareholder expectations with respect to overall performance of the company's commercial outcomes.

NOTE: The Company may declare dividends but no dividend shall exceed the amount recommended by the directors. The directors may from time to time recommend the payment of dividends in addition to those contained within this Statement of Intent.

## **12. TREASURY POLICY**

### **Corporate Objectives**

Ensure the company is able to meet its future commitments as they fall due in both the short term and the long term through active liquidity management.

1. Reduce company cost of borrowing through effective control and management of its interest rate and to maintain the company's exposure to interest rate risk within acceptable levels.
2. Ensure the selection of the best available methods for long term financing requirements among the various financial alternatives.
3. Manage the company's return on funds invested through the effective control and management of its interest risk and to maintain company exposure to interest risk within acceptable levels.
4. Maintain adequate internal controls to ensure that funds are invested and borrowed in accordance with Company Policy.
5. Company assets can be given as security. The use of long-term funds will be restricted to development and establishment of capital assets and the repayment of equity.

## **13. INVESTMENT POLICY**

The Directors acknowledge that QRS, as a CCTO, differs from a private sector company in that the shareholding investment by the Wairoa District Council is on behalf of all its ratepayers. Furthermore, as those ratepayers do not have any direct involvement with how that investment is determined, the Directors owe a special duty of care to how that investment is managed.

As an overall investment policy, and having regard to the special duty of care referred to, the Company will endeavour to maximise the return on investments whilst acting within legislative parameters, maintaining investment risk within acceptable limits and ensuring the company's funds are properly safeguarded.

## APPENDIX

### ACCOUNTING POLICIES

The Company's accounting policies comply with the requirements of the Financial Reporting Act 1993 and are consistent with generally accepted accounting principles.

The general accounting principles recognised as appropriate for the measurement and reporting of results and financial position on a historical cost basis have been followed.

The following particular accounting policies which materially affect the measurement of results and financial position have been applied:

#### **1. Revenue Recognition**

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the company and the revenue can be reliably measured. Specifically, revenue on contracts is recognised progressively over the period of each contract. The amount included in the Statement of Comprehensive Income, and the value of the contract work in progress, are established by assessment of individual contracts taking into account the proportion of work completed, cost analysis and estimated final results.

Where the contract outcome cannot be reliably measured, revenue is recognised only to the extent of the expenses recognised which are recoverable.

#### **2. Expenses**

Expenses shown in the Statement of Comprehensive Income comprise the amounts paid and payable by the Company for completed contracts for the supply from suppliers of goods and services in the ordinary course of business. Borrowing costs are recognised as an expense when incurred.

#### **3. Goods and Services Tax**

The Financial Statements have been prepared exclusive of goods and services tax (GST) with the exception of receivables and payables which are stated with GST included. Where GST is irrecoverable as an input tax, it is recognised as part of the related asset or expense.

#### **4. Employee Benefits**

Provision is made in respect of the Company's liability for annual leave, sick leave, long service leave and retirement gratuities.

The provision for sick leave is based on the additional amount that the Company expects to pay as a result of the unused entitlement that has accumulated at balance date.

The provision for gratuities is based on the number of weeks the employee will be paid at retirement, the expected pay rate along with the probability of the employee still being employed by QRS at retirement age.

The provision for long service leave is the amount of future benefit that employees have earned in return for their service in the current and prior periods.

Expected future payments for gratuities and long service leave are discounted using market yields at the reporting date.

Defined Contribution Pension Plan obligations are recognized as an expense in the Statement of Comprehensive Income as incurred.

## **5. Differential Reporting**

QRS qualifies for differential reporting under NZ IFRS as it is not publicly accountable and not large.

All available differential reporting exemptions under the Framework for Differential Reporting for Entities Applying New Zealand Equivalents to IFRS Reporting Regime have been applied, except for NZ IAS 7 Statement of Cash Flows and NZ IAS 12 Income Taxes.

## **6. Provisions**

Provisions are recognised when the Company has a present obligation (legal or constructive) as a result of a past result, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Where material, provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and, where appropriate, the risks specific to the liability.

Where discounting is used, the increase in the provision due to the passage of time is recognised as a financing cost.

## **7. Taxation**

Current tax assets and liabilities for the current and prior periods are measured at the amount expected to be recovered from or paid to the taxation authorities based on the current period's taxable income. The tax rates and tax laws used to compute the amount are those that are enacted or substantively enacted by the balance sheet date.

Deferred income tax is provided on all temporary differences at the balance sheet date between the tax bases of assets and liabilities and their carrying amounts for financial reporting purposes.

Deferred income tax liabilities are recognised for all taxable temporary differences except when the deferred income tax liability arises from the initial recognition of goodwill or of an asset or liability in a transaction that is not a business combination and that, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss.

Deferred income tax assets are recognised for all deductible temporary differences, carry-forward of unused tax credits and unused tax losses, to the extent that it is probable that taxable profit will be available against which the deductible temporary differences and the carry-forward of unused tax credits and unused tax losses can be utilised, except when the deferred income tax asset relating to the deductible temporary difference arised from the initial recognition of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss.

The carrying amount of deferred income tax assets is reviewed at each balance sheet date and reduced to the extent that it is no longer probable that sufficient taxable profit will be available to allow all or part of the deferred income tax asset to be utilised.

Unrecognised deferred income tax assets are reassessed at each balance sheet date and are recognised to the extent that it has become probable that future taxable profit will allow the deferred tax asset to be recovered.

Deferred income tax assets and liabilities are measured at the tax rates that are expected to apply to the year when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at the balance sheet date.

Income taxes relating to items recognised directly in equity are recognised in equity and not in profit or loss.

Deferred tax assets and deferred tax liabilities are offset only if a legally enforceable right exists to set off current tax assets against current tax liabilities and the deferred tax assets and liabilities relate to the same taxable entity and the same taxation authority.

### **8. Accounts Receivable**

Accounts Receivable are recognised and carried at original invoice amount less an allowance for any uncollectable amounts.

An estimate for doubtful debts is made when collection of the amount is no longer probable. Bad debts are written off when identified.

### **9. Cash and Cash Equivalents**

Cash and short-term deposits in the Statement of Financial Position comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less.

### **10. Inventories**

Inventories are valued on the basis of the lower of cost, determined on a first-in, first-out basis, and net realisable value.

### **11. Property, Plant and Equipment**

Property, plant and equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses. Such cost includes the cost of replacing parts that are eligible for capitalisation when the cost of replacing the parts is incurred. Similarly, when each major inspection is performed, its cost is recognised in the carrying amount of the property, plant and equipment as a replacement only if it is eligible for capitalisation. All other repairs and maintenance are recognised in profit or loss as incurred.

There are six classes of property, plant and equipment:

- Freehold Land
- Quarries
- Freehold Buildings
- Plant, Equipment and Motor Vehicles
- Office Equipment and Furniture

## Computer Hardware

The carrying values of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable.

For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs.

If any such indication exists where the carrying values exceed the estimated recoverable amount, the assets or cash-generating units are written down to their recoverable amount.

The recoverable amount of property, plant and equipment is the greater of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset or cash generating unit.

Impairment losses are recognised in the Statement of Comprehensive Income in other operating expenses.

### **12. Depreciation**

Depreciation is provided on a straight line basis on freehold buildings and quarries. Freehold land is not depreciated.

Plant, equipment and motor vehicles, office equipment and furniture, and computer hardware are depreciated at rates calculated to allocate the assets cost less estimated residual value over their estimated useful lives. The rates for major classes of assets have been estimated as follows:

Quarries	3.3% Straight Line
Freehold Buildings	3.3% Straight Line
Plant, Equipment & Motor Vehicles	20% Diminishing Value
Office Equipment and Furniture	20% Diminishing Value
Computer Hardware	48% Diminishing Value

Depreciation is calculated on a monthly basis from the date of acquisition.

### **13. Intangible Assets**

Intangible assets acquired separately are capitalized at cost. Following initial recognition, the cost model is applied to all classes of intangible assets.

The useful lives of all intangible assets are assessed to be either finite or indefinite. Intangible assets with finite lives are amortised over the useful life and tested for impairment whenever there is an indication that the intangible asset may be impaired. The amortisation period and the amortisation method for an intangible asset with a finite useful life is reviewed at least at each financial year-end. Changes in the expected useful life or the expected pattern of consumption of future economic benefits embodied in the asset are accounted for prospectively by changing the



amortisation period or method, as appropriate, which is a change in accounting estimate. The amortisation expense on intangible assets with finite lives is recognised in profit or loss in the expense category consistent with the function of the intangible asset.

Gains or losses from derecognition of an intangible asset are measured as the difference between the net disposal proceeds and the carrying amount of the asset and are recognised in the Statement of Comprehensive Income when the asset is derecognised. The amortisation of the software class of intangible assets is estimated at 20%-48% diminishing value, depending on the nature of the software.

#### **14. Statement of Cash Flows**

Operating activities include cash received from all income sources of the Company and records the cash payments made for the supply of goods and services.

Investing activities are those activities relating to the acquisition and disposal of non-current assets.

Financing activities comprise the change in equity and debt capital structure of the Company.

#### **15. Interest-Bearing Loans and Borrowings**

All loans and borrowings are initially recognised at cost, being the fair value of the consideration received net of issue costs associated with the borrowing.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Amortised cost is calculated by taking into account any issue costs, and any discount or premium on settlement.

Gains and losses are recognised in the Statement of Comprehensive Income when the liabilities are derecognised and as well as through the amortisation process.

#### **16. Trade and Other Payables**

Trade payables and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the end of the financial year that are unpaid and arise when QRS becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

#### **17. Financial Instruments**

Financial instruments are recognised in the Balance Sheet when the group becomes party to a financial contract. They include cash balances, bank overdrafts, receivables, payables and term borrowings. All revenues and expenses in relation to the financial instruments are recognised in the Statement of Comprehensive Income.

#### **18. Leases**

Operating lease payments, where the lessors effectively retain substantially all the risks and benefits of ownership of the leased items, are included in the determination of the operating surplus in equal instalments over the lease term.

## **19. Significant Accounting Judgements, Estimates and Assumptions Quarry Aftercare Make Good Provisions**

A provision has been made for the present value of anticipated costs of future restoration of quarry sites. The provision includes future cost estimates associated with quarry aftercare. The calculation of this provision requires assumptions such as application of environmental legislation and life of metal extraction from each quarry site. These uncertainties may result in future actual expenditure differing from the amounts currently provided. The provision recognised for each site is periodically reviewed and updated based on the facts and circumstances available at the time. Changes to the estimated future costs for sites are recognised in the statement of financial position by adjusting both the expense or asset (if applicable) and provision.

## **20. New Accounting Standards and Interpretations**

The accounting policies adopted are consistent with those in the previous financial year. The company has elected not to early adopt any new standards or interpretations, which have been issued but are not yet effective, including the improvements to NZ IFRSs effective 1 July 2011 or 1 January 2012. There are no new or revised standards that had a material impact on the financial statements.





## Quality Roding and Services (Wairoa) Limited – Six Monthly Report to 31<sup>st</sup> December 2015

<b>Department</b>	Finance
<b>Author &amp; contact officer</b>	Andrew Morton – Chief Financial Officer
<b>1. Purpose</b>	1.1 To receive the QRS Six Monthly Report for the period ended 31 <sup>st</sup> December 2015.
<b>Recommendation</b>	The Chief Financial Officer RECOMMENDS that the QRS Six Monthly Report for the period ended 31 <sup>st</sup> December 2015 be received.
<b>Executive summary</b>	<p>The QRS Six Monthly Report for the period ending 31<sup>st</sup> December 2015 records a pre-tax profit of \$230k (2014: loss \$120k) and the Directors have resolved to pay an Interim Dividend of \$50k. (2014: \$50k).</p> <p>The draft QRS Statement of Intent includes the following performance targets:</p> <ul style="list-style-type: none"><li>• Net Profit before tax of 7% (achieved – six monthly result indicates 8% provided that the second six month profit performance is equal to or better than the first six month profit performance).</li><li>• The cost of public debt servicing not to exceed 20% of operating revenue (achieved – six monthly result indicates 1%).</li><li>• Ratio of shareholder funds to total assets not less than 45% (achieved – 65.7%)</li><li>• Local permanent workforce greater than 60 (achieved – 94 full time permanent contracts).</li></ul>
<b>2. Background</b>	<p>2.1 QRS is 100% owned by the Wairoa District Council and by virtue of that shareholding, QRS is a Council Controlled Organisation (CCO). Notwithstanding the above, the Management and Operations of QRS are independent of Council.</p> <p>2.2 The Wairoa District Council equity (“shareholder funds”) in QRS as at 31 December 2015 totalled \$5.9m. This includes an initial Wairoa District Council investment of \$1.25m with the balance being made up of retained earnings.</p>
<b>3. Options</b>	<p>3.1 The options identified are:</p> <ol style="list-style-type: none"><li>a. Accept the QRS Six Monthly Report for the period ended 31<sup>st</sup> December 2015.</li><li>b. Do not accept the QRS Six Monthly Report for the period ended 31<sup>st</sup> December 2015.</li></ol>

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

**Who has been consulted? Maori Standing Committee**

**Further Information Appendices**

**Background Papers Confirmation of statutory compliance**

**Signatories**

3.2 The preferred option is Option A.

4.1 The QRS Six Monthly Report for the period ended 31<sup>st</sup> December 2015 whilst not being subject to audit have however been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP). They comply with New Zealand equivalents to IFRSs and other applicable Financial Reporting Standards, as appropriate for profit oriented entities that qualify for and apply differential reporting concessions.

4.2 Consultation is not required on this matter.

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

None

Appendix 1: Quality Roding and Services (Wairoa) Limited Six Monthly Report for the period ended 31 December 2015.

None

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: A Morton



Approved by: F Power





# **SIX MONTHLY REPORT**

**For the Period Ended 31 December 2015**

QUALITY ROADING AND SERVICES (WAIROA) LIMITED

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## QUALITY ROADING AND SERVICES (WAIROA) LIMITED

### DIRECTORY

#### Directors

Mr Chris Torrie (Chairman)  
Mr Mike Jarvis  
Mr Guy Gaddum  
Mrs Wendie Harvey

#### Registered Office

Kaimoana Road  
Wairoa

#### Postal Address

P O Box 83  
Wairoa

Phone: (06) 838 9030  
Fax: (06) 838 9049

#### Auditor

Grant Taylor of Ernst & Young on behalf of the Office of the Auditor General

#### Bankers

ANZ Banking Group  
Wairoa

#### Solicitors

Mr Ian McDonald  
Wairoa



## Chairman's Six Month Report 2015

For the six-month period to December 2015

The QRS Directors declare a pre-tax profit of \$230,000 which is ahead of budget for the first six months of the 2016 financial year and turns around a loss reported for the first six months of the 2015 financial year (2014 was loss: \$120,000).

The Company has reported revenue to 31 December 2015 of \$5,200,000 incurring expenses of \$4,970,000.

	31/12/13	31/12/14	31/12/15
REVENUE	6,410,000	5,500,000	5,200,000
EXPENSES	6,172,000	5,620,000	4,970,000
SURPLUS/(DEFICIT)	238,000	(120,000)	230,000

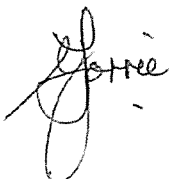
The first six months of the financial year have been very busy for the company. The storm that hit the region earlier in the year has resulted in a significant amount of work for the company outside of the normal road maintenance contracts. In addition to this we have been successful in winning some private work which has assisted with profitability.

Management have been very active in tendering the company's services. We were an active party in the recently tendered Hawkes Bay NOC contract round providing input into a number of the interested parties tenders as a sub contractor. Management are now working to see what opportunities may become available to QRS with the preferred contractor.

The board continue to work with management on health and safety systems. There has been some very positive changes being made in this regard. Our aim is to keep everyone safe at work. This requires a combination of education, a positive culture and a willingness by everyone to take responsibility for their and their work mates safety. Current staff levels are 99 (2014: 97), with 95% on full time permanent contracts.

The Directors have resolved to pay an interim dividend of \$50,000 (2014: \$50,000) for the six month period.

The Directors thank CEO Mark Browne and his QRS team for their dedication to the company.



Chris Torrie  
Chairman  
Quality Roading and Services (Wairoa) Limited  
16 February 2015

QUALITY ROADING AND SERVICES (WAIROA) LIMITED  
 STATEMENT OF COMPREHENSIVE INCOME  
 FOR THE SIX MONTHS ENDED 31 DECEMBER 2015



	Notes	6 mnths to 31/12/2015	6 mnths to 31/12/2014	12 mnths to 30/06/2015
Revenue		5,245,702	5,501,334	12,100,182
Cost of Sales		1,380,840	2,103,155	5,164,079
<b>Gross Profit</b>		<b>3,864,862</b>	<b>3,398,179</b>	<b>6,936,103</b>
Personnel Expenses	2	2,765,018	2,633,288	5,169,801
Depreciation Expense	12	438,278	387,863	864,086
Administrative Expenses		320,357	299,237	575,432
Other Operating Expenses	1	59,616	70,280	164,426
		<b>3,583,269</b>	<b>3,390,668</b>	<b>6,773,745</b>
<b>Operating Profit Before Financing Costs</b>		<b>281,593</b>	<b>7,511</b>	<b>162,358</b>
Financing Income		2,117	7,551	12,615
Financing Expenses		(54,081)	(13,561)	(61,668)
<b>Net Financing Costs</b>		<b>(51,964)</b>	<b>(6,010)</b>	<b>(49,053)</b>
<b>Profit/(Loss) Before Tax</b>		<b>229,629</b>	<b>(120,499)</b>	<b>113,305</b>
Income Tax Expense	10	(64,296)	-	(34,003)
<b>Profit/(Loss) For The Period</b>		<b>165,333</b>	<b>(120,499)</b>	<b>79,302</b>
<b>Other Comprehensive Income</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Comprehensive Income/(Loss) for the Period</b>		<b>165,333</b>	<b>(120,499)</b>	<b>79,302</b>

The accompanying accounting policies and notes form part of these financial statements.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED  
 STATEMENT OF CHANGES IN EQUITY  
 FOR THE SIX MONTHS ENDED 31 DECEMBER 2015



	Notes	6 mnts to 31/12/2015	6 mnts to 31/12/2014	12 mnts to 30/06/2015
EQUITY AT BEGINNING OF THE YEAR		5,763,066	5,828,764	5,828,764
Profit for the period		165,333	(120,499)	79,302
<b>Total recognised revenues and expenses for the period</b>		<b>165,333</b>	<b>(120,499)</b>	<b>79,302</b>
Other comprehensive income		-	-	-
<b>Total comprehensive income for the period</b>		<b>-</b>	<b>-</b>	<b>-</b>
Transactions with owners in their capacity as owners:		-	-	-
Dividends Paid	11	-	(95,000)	(145,000)
<b>EQUITY AT THE END OF THE PERIOD</b>		<b>5,928,399</b>	<b>5,613,265</b>	<b>5,763,066</b>

*The accompanying accounting policies and notes form part of these financial statements.*

**QUALITY ROADING AND SERVICES (WAIROA) LIMITED**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE SIX MONTHS ENDED 31 DECEMBER 2015**



	Notes	6 mnths to 31/12/2015	6 mnths to 31/12/2014	12 mnths to 30/06/2015
<b>ASSETS:</b>				
<b>Current Assets</b>				
Bank		936,471	596,027	760,270
Trade and Other Receivables	5	1,970,516	1,941,937	2,541,981
Taxation Refundable		622	62,711	113,497
Inventories	4	1,294,388	1,040,793	925,944
<b>Total Current Assets</b>		<b>4,201,997</b>	<b>3,641,468</b>	<b>4,341,692</b>
<b>Non Current Assets</b>				
Deferred Tax	9	255,796	289,799	255,796
Intangible Assets	14	104,150	129,877	118,192
Property, Plant and Equipment	12	4,463,653	4,198,511	4,596,063
<b>Total Non Current Assets</b>		<b>4,823,599</b>	<b>4,618,187</b>	<b>4,970,051</b>
<b>TOTAL ASSETS</b>		<b>9,025,596</b>	<b>8,259,655</b>	<b>9,311,743</b>
<b>EQUITY:</b>				
Share Capital	10	1,250,000	1,250,000	1,250,000
Retained Earnings	10	4,678,399	4,363,265	4,513,066
<b>TOTAL EQUITY</b>		<b>5,928,399</b>	<b>5,613,265</b>	<b>5,763,066</b>
<b>LIABILITIES:</b>				
<b>Current Liabilities</b>				
GST Payable		147,640	63,403	158,291
Trade and Other Payables	6	794,366	841,613	1,103,424
Employee Benefits	8	488,766	504,719	651,219
Interest-Bearing Loans and Borrowings	7	787,320	711,233	900,191
Taxation Payable		-	-	-
<b>Total Current Liabilities</b>		<b>2,218,092</b>	<b>2,120,968</b>	<b>2,813,125</b>
<b>Non Current Liabilities</b>				
Employee Benefits	8	67,084	71,907	70,026
Quarry Aftercare Provision	15	148,849	161,354	146,324
Interest-Bearing Loans and Borrowings	7	663,172	292,161	519,202
<b>Total Non Current Liabilities</b>		<b>879,105</b>	<b>525,422</b>	<b>735,552</b>
<b>TOTAL LIABILITIES</b>		<b>3,097,197</b>	<b>2,646,390</b>	<b>3,548,677</b>
<b>TOTAL EQUITY AND LIABILITIES</b>		<b>9,025,596</b>	<b>8,259,655</b>	<b>9,311,743</b>

For and on behalf of the Board, who authorised the issue of these financial statements on 16th February 2015

Director

Director

The accompanying accounting policies and notes form part of these financial statements.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED  
STATEMENT OF CASH FLOW  
FOR THE SIX MONTHS ENDED 31 DECEMBER 2015



	Notes	6 mths to 31/12/2015	6 mths to 31/12/2014	12 mths to 30/06/2015
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Cash was provided from:</b>				
Receipts from Customers		5,817,167	5,633,179	11,631,983
Financing Income		2,117	7,551	12,615
		<u>5,819,284</u>	<u>5,640,730</u>	<u>11,644,598</u>
<b>Cash was disbursed to:</b>				
Payments to Suppliers		2,686,366	3,528,031	6,229,676
Payments to Employees		2,716,902	2,563,743	5,089,695
Taxes Paid		(48,579)	73,663	124,449
Financing Expense		54,081	13,561	61,668
		<u>5,408,770</u>	<u>6,178,998</u>	<u>11,505,488</u>
Net Cash Inflow/(Outflow) from Operating Activities	13	<u>410,514</u>	<u>(538,268)</u>	<u>139,110</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
<b>Cash was provided from:</b>				
Proceeds from Sale of Property, Plant and Equipment		73,848	116,435	131,217
		<u>73,848</u>	<u>116,435</u>	<u>131,217</u>
<b>Cash was applied to:</b>				
Purchase of Property, Plant and Equipment		339,260	974,009	1,859,895
Purchase of Intangibles		-	-	8,030
		<u>339,260</u>	<u>974,009</u>	<u>1,867,925</u>
Net cash Inflow/(Outflow) from Investing Activities		<u>(265,412)</u>	<u>(857,574)</u>	<u>(1,736,708)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
<b>Cash was provided from:</b>				
Loans and Borrowings		325,453	733,568	1,331,169
		<u>325,453</u>	<u>733,568</u>	<u>1,331,169</u>
<b>Cash was applied to:</b>				
Payment of Dividends		-	95,000	145,000
Loans and Borrowings		294,354	131,080	312,682
		<u>294,354</u>	<u>226,080</u>	<u>457,682</u>
Net Cash Inflow/(Outflow) from Financing Activities		<u>31,099</u>	<u>507,488</u>	<u>873,487</u>
<b>Net Increase / (Decrease) in Cash Held</b>		<u>176,201</u>	<u>(888,354)</u>	<u>(724,111)</u>
Add Opening Cash and Cash Equivalents		760,270	1,484,381	1,484,381
<b>Closing Cash and Cash Equivalents</b>		<u>936,471</u>	<u>596,027</u>	<u>760,270</u>
<b>Cash Balances in the Statement of Financial Position</b>				
Cash / (Overdraft)		936,471	596,027	760,270
<b>CLOSING CASH AND CASH EQUIVALENTS</b>		<u>936,471</u>	<u>596,027</u>	<u>760,270</u>

The accompanying accounting policies and notes form part of these financial statements.



### **Reporting Entity**

Quality Roding and Services (Wairoa) Limited ("QRS") is incorporated and domiciled in NZ and is wholly owned by the Wairoa District Council. The Company is a Council Controlled Trading Organisation as defined in Section 6 of the Local Government Act 2002.

The principal activities for the company are Roding Maintenance and Construction, Reserves Maintenance, Quarrying, Heavy Transport, Civil Construction, Lime Production and Utility Services within the Wairoa District and wider East Coast Region.

### **Basis of preparation**

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP) and the requirements of the Companies Act 1993 and the Financial Reporting Act 1993. The financial statements have also been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars.

### **Statement of compliance**

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP). They comply with New Zealand equivalents to IFRSs and other applicable Financial Reporting Standards, as appropriate for profit-oriented entities that qualify for and apply differential reporting concessions.

### **Accounting Policies**

The following particular accounting policies which materially affect the measurement of results and financial position have been applied.

#### **a) Revenue Recognition**

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the company and the revenue can be reliably measured. Specifically, revenue on contracts is recognised progressively over the period of each contract. The amount included in the Statement of Comprehensive Income, and the value of the contract work in progress, are established by assessment of individual contracts taking into account the proportion of work completed, cost analysis and estimated final results.

Where the contract outcome cannot be reliably measured, revenue is recognised only to the extent of the expenses recognised which are recoverable.

#### **b) Expenses**

Expenses shown in the Statement of Comprehensive Income comprise the amounts paid and payable by the Company for completed contracts for the supply from suppliers of goods and services in the ordinary course of business.

#### **c) Borrowing costs**

Borrowing costs are recognised as an expense when incurred.



**d) Goods and Services Tax**

The Financial Statements have been prepared exclusive of goods and services tax (GST) with the exception of receivables and payables which are stated with GST included. Where GST is irrecoverable as an input tax, it is recognised as part of the related asset or expense.

**e) Employee Benefits**

Provision is made in respect of the Company's liability for annual leave, sick leave, long service leave and retirement gratuities.

The provision for sick leave is based on the additional amount that the company expects to pay as a result of the unused entitlement that has accumulated at balance date.

The provision for gratuities is based on the number of weeks the employee will be paid at retirement, the expected pay rate along with the probability of the employee still being employed by QRS at retirement age.

The provision for long service leave is the amount of future benefit that employees have earned in return for their service in the current and prior periods.

Expected future payments for gratuities and long service leave are discounted using market yields at the reporting date.

Defined Contribution Pension Plan obligations are recognised as an expense in the Statement of Comprehensive Income as incurred.

**f) Differential Reporting**

QRS qualifies for differential reporting under NZ IFRS as it is not publicly accountable and not large.

All available differential reporting exemptions under the Framework for Differential Reporting for Entities Applying New Zealand Equivalents to IFRS Reporting Regime have been applied, except for NZ IAS 7 Statement of Cash Flows and NZ IAS 12 Income Taxes.

**g) Provisions**

Provisions are recognised when the Company has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Where material, provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and, where appropriate, the risks specific to the liability.

While discounting is used, the increase in the provision due to the passage of time is recognised as a financing cost.



**h) Taxation**

Current tax assets and liabilities for the current and prior periods are measured at the amount expected to be recovered from or paid to the taxation authorities based on the current period's taxable income. The tax rates and tax laws used to compute the amount are those that are enacted or substantively enacted by the balance sheet date.

Deferred income tax is provided on all temporary differences at the balance sheet date between the tax bases of assets and liabilities and their carrying amounts for financial reporting purposes.

Deferred income tax liabilities are recognised for all taxable temporary differences except when the deferred income tax liability arises from the initial recognition of goodwill or of an asset or liability in a transaction that is not a business combination and that, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss.

Deferred income tax assets are recognised for all deductible temporary differences, carry-forward of unused tax credits and unused tax losses, to the extent that it is probable that taxable profit will be available against which the deductible temporary differences and the carry-forward of unused tax credits and unused tax losses can be utilised, except when the deferred income tax asset relating to the deductible temporary difference arises from the initial recognition of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss.

The carrying amount of deferred income tax assets is reviewed at each balance sheet date and reduced to the extent that it is no longer probable that sufficient taxable profit will be available to allow all or part of the deferred income tax asset to be utilised.

Unrecognised deferred income tax assets are reassessed at each balance sheet date and are recognised to the extent that it has become probable that future taxable profit will allow the deferred tax asset to be recovered.

Deferred income tax assets and liabilities are measured at the tax rates that are expected to apply to the year when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at the balance sheet date.

Income taxes relating to items recognised directly in equity are recognised in equity and not in profit or loss.

Deferred tax assets and deferred tax liabilities are offset only if a legally enforceable right exists to set off current tax assets against current tax liabilities and the deferred tax assets and liabilities relate to the same taxable entity and the same taxation authority.

**i) Accounts Receivable**

Accounts Receivable are recognised and carried at original invoice amount less an allowance for any uncollectable amounts.

An estimate for doubtful debts is made when collection of the amount is no longer probable. Bad debts are written off when identified.

**j) Cash and Cash Equivalents**

Cash and short-term deposits in the Statement of Financial Position comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less.





**k) Inventories**

Inventories are valued on the basis of the lower of cost, determined on a first-in, first-out basis, and net realisable value.

**l) Property, Plant and Equipment**

Property, Plant and Equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses. Such cost includes the cost of replacing parts that are eligible for capitalisation when the cost of replacing the parts is incurred. Similarly, when each major inspection is performed, its cost is recognised in the carrying amount of the property plant and equipment as a replacement only if it is eligible for capitalisation. All other repairs and maintenance are recognised in profit or loss as incurred. There are six classes of Property, Plant and Equipment:

- a.) Freehold Land
- b.) Quarries
- c.) Freehold Buildings
- d.) Plant, Equipment and Motor Vehicles
- e.) Office Equipment and Furniture
- f.) Computer Hardware

The carrying values of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable.

For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs.

If any such indication exists where the carrying values exceed the estimated recoverable amount, the assets or cash-generating units are written down to their recoverable amount.

The recoverable amount of property, plant and equipment is the greater of the fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset or cash generating unit.

Impairment losses are recognised in the Income Statement in other operating expenses.

**m) Depreciation**

Depreciation is provided on a straight line basis on Freehold Buildings and Quarries. Freehold Land is not depreciated.

Plant, Equipment and Motor Vehicles, Office Equipment and Furniture, and Computer Hardware are depreciated at rates calculated to allocate the assets cost less estimated residual value over their estimated useful lives.

The rates for major classes of assets have been estimated as follows:



a.) Quarries	(3.3 % Straight Line)
b.) Freehold Buildings	(3.3 % Straight Line)
c.) Plant, Equipment & Motor Vehicles	(20 % Diminishing Value)
d.) Office Equipment and Furniture	(20 % Diminishing Value)
e.) Computer Hardware	(48 % Diminishing Value)

Depreciation is calculated on a monthly basis from the date of acquisition.

**n) Intangible Assets**

Intangible assets acquired separately are capitalised at cost. Following initial recognition, the cost model is applied to all classes of intangible assets.

The useful lives of intangible assets are assessed to be either finite or indefinite. Intangible assets with finite lives are amortised over the useful life and tested for impairment whenever there is an indication that the intangible asset may be impaired. The amortisation period and the amortisation method for an intangible asset with a finite useful life is reviewed at least at each financial year-end. Changes in the expected useful life or the expected pattern of consumption of future economic benefits embodied in the asset are accounted for prospectively by changing the amortisation period or method, as appropriate, which is a change in accounting estimate. The amortisation expense on intangible assets with finite lives is recognised in profit or loss in the expense category consistent with the function of the intangible asset.

Gains or losses arising from derecognition of an intangible asset are measured as the difference between the net disposal proceeds and the carrying amount of the asset and are recognised in the income statement when the asset is derecognised.

The amortisation of the software class of intangible assets has been estimated at 20%-48% diminishing value, depending on the nature of the software.

**o) Statement of Cash Flows**

Operating activities include cash received from all income sources of the Company and records the cash payments made for the supply of goods and services.

Investing activities are those activities relating to the acquisition and disposal of non-current assets.

Financing activities comprise the change in equity and debt capital structure of the Company.

**p) Interest-Bearing Loans and Borrowings**

All loans and borrowings are initially recognised at cost, being the fair value of the consideration received net of issue costs associated with the borrowing.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Amortised cost is calculated by taking into account any issue costs, and any discount or premium on settlement.

Gains and losses are recognised in the income statement when the liabilities are derecognised and as well as through the amortisation process.



**q) Trade and Other Payables**

Trade payables and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the end of the financial year that are unpaid and arise when QRS becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**r) Financial Instruments**

Financial instruments are recognised in the Balance Sheet when the group becomes party to a financial contract. They include cash balances, bank overdrafts, receivables, payables and term borrowings. All revenues and expenses in relation to the financial instruments are recognised in the Income Statement.

**s) Leases**

Operating lease payments, where the lessors effectively retain substantially all the risks and benefits of ownership of the leased items, are included in the determination of the operating surplus in equal instalments over the lease term.

**t) Significant Accounting Judgements, Estimates and Assumptions**

**Quarry Aftercare Make good provisions**

A provision has been made for the present value of anticipated costs of future restoration of quarry sites. The provision includes future cost estimates associated with quarry aftercare. The calculation of this provision requires assumptions such as application of environmental legislation and life of metal extraction from each quarry site. These uncertainties may result in future actual expenditure differing from the amounts currently provided. The provision recognised for each site is periodically reviewed and updated based on the facts and circumstances available at the time. Changes to the estimated future costs for sites are recognised in the statement of financial position by adjusting both the expense or asset (if applicable) and provision.

**u) New Accounting Standards and Interpretations**

The accounting policies adopted are consistent with those in the previous financial year. The company has elected not to early adopt any new standards or interpretations, which have been issued but are not yet effective, including the improvements to NZ IFRSs effective 1 July 2011 or 1 January 2012. There are no new or revised standards that had a material impact on the financial statements.



	6 mths to 31/12/2015	6 mths to 31/12/2014	12 mths to 30/06/2015
<b>1 OTHER OPERATING EXPENSES</b>			
Auditors remuneration	26,661	35,677	64,345
Directors fees	42,209	43,421	85,342
Impairment of trade receivables (bad and doubtful debts)	1,552	(161)	514
Loss on disposal of property plant and equipment	24	1,246	2,579
Gain on disposal of property plant and equipment	(40,480)	(49,474)	(53,477)
Amortisation of intangibles	14,042	19,180	38,896
lease payments - operating lease	5,373	14,359	14,300
- rental costs	10,235	6,032	11,927
	<b>59,616</b>	<b>70,280</b>	<b>164,426</b>
<b>2 PERSONNEL EXPENSES</b>			
Wages and salaries	2,716,902	2,563,743	5,089,695
Liability for long-service leave	(3,536)	889	(2,431)
Liability for sick leave	5,233	3,774	(22,101)
Liability for gratuities	(16,720)	9,695	9,355
Contribution to defined contribution plans	63,138	55,187	95,283
	<b>2,765,018</b>	<b>2,633,288</b>	<b>5,169,801</b>
<b>3 OPERATING LEASES</b>			
<b>Leases as lessee</b>			
Non-cancellable operating lease rentals are payable as follows:			
Not later than one year	12,752	5,707	12,752
Later than one year and not later than five years	1,344	-	4,365
	<b>14,096</b>	<b>5,707</b>	<b>17,117</b>
<b>4 INVENTORIES</b>			
Metal Stocks	761,446	590,491	685,025
Other Supplies	86,787	93,007	108,376
Work in Progress	446,155	357,295	132,543
	<b>1,294,388</b>	<b>1,040,793</b>	<b>925,944</b>
Some inventories are subject to retention of title clauses. Work in progress is held at cost.			
<b>5 TRADE AND OTHER RECEIVABLES</b>			
Trade Debtors	683,576	480,095	1,160,354
Wairoa District Council	777,782	873,227	781,560
Provision for Doubtful Debts	(1,552)	(508)	(2,173)
Tender Deposits	-	-	1,000
Retentions	385,799	483,156	561,585
Prepayments	124,911	105,967	39,655
	<b>1,970,516</b>	<b>1,941,937</b>	<b>2,541,981</b>
<b>6 TRADE AND OTHER PAYABLES</b>			
Trade Creditors	587,633	474,202	713,213
Other	206,733	367,411	390,211
	<b>794,366</b>	<b>841,613</b>	<b>1,103,424</b>



	6 mnths to 31/12/2015	6 mnths to 31/12/2014	12 mnths to 30/06/2015
<b>7 INTEREST BEARING LOANS AND BORROWINGS</b>			
<b>UDC Term Loan</b>	96,341	-	130,487
Less Current portion	(36,445)	-	(52,013)
	<u>59,896</u>	<u>-</u>	<u>78,474</u>
<b>Interest Rate</b>			
UDC Term Loan	6.25%	0.00%	7.15%
<b>Repayment Terms</b>			
One to two years	39,216	-	37,840
Two to five years	20,680	-	40,634
	<u>59,896</u>	<u>-</u>	<u>78,474</u>
<b>UDC Term Loan</b>	317,891	-	-
Less Current portion	(92,459)	-	-
	<u>225,432</u>	<u>-</u>	<u>-</u>
<b>Interest Rate</b>			
UDC Term Loan	6.40%	0.00%	0.00%
<b>Repayment Terms</b>			
One to two years	53,601	-	-
Two to five years	171,831	-	-
	<u>225,432</u>	<u>-</u>	<u>-</u>
<b>UDC Current Account</b>	537,730	372,737	627,737
Less Current Portion	(537,730)	(372,737)	(627,737)
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Porter Finance Limited</b>	196,596	-	206,605
Less Current Portion	(20,931)	-	(18,957)
	<u>175,665</u>	<u>-</u>	<u>187,648</u>
<b>Interest Rate</b>			
UDC Term Loan	6.90%	0.00%	6.90%
<b>Repayment Terms</b>			
One to two years	25,581	-	23,169
Two to five years	150,084	-	163,479
	<u>175,665</u>	<u>-</u>	<u>186,648</u>
<b>ANZ Term Loan</b>	-	237,765	109,134
Less Current portion	-	(237,765)	(109,134)
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Interest Rate</b>			
ANZ Term Loan	0.00%	6.26%	6.26%
<b>ANZ Term Loan</b>	301,934	392,892	346,430
Less Current portion	(99,755)	(100,731)	(92,350)
	<u>202,179</u>	<u>292,161</u>	<u>254,080</u>
<b>Interest Rate</b>			
ANZ Term Loan	5.55%	5.55%	5.55%
<b>Repayment Terms</b>			
One to two years	105,434	106,467	100,507
Two to five years	96,745	185,694	153,573
	<u>202,179</u>	<u>292,161</u>	<u>254,080</u>
<b>Made up of:</b>			
Current	787,320	711,233	900,191
Non-Current	663,172	292,161	519,202
	<u>1,450,492</u>	<u>1,003,394</u>	<u>1,419,393</u>



	6 mnths to 31/12/2015	6 mnths to 31/12/2014	12 mnths to 30/06/2015
<b>8 EMPLOYEE BENEFITS</b>			
Long-service Leave	30,770	35,847	34,306
Annual Leave	357,688	308,661	361,781
Sick Leave	10,053	18,807	4,820
Gratuities	70,334	87,394	87,054
Time In Lieu	62,891	49,698	88,023
Accrued Pay	24,114	76,219	145,261
	<u>555,850</u>	<u>576,626</u>	<u>721,245</u>
<b>Made up of:-</b>			
Current	488,766	504,719	651,219
Non-current	67,084	71,907	70,026
	<u>555,850</u>	<u>576,626</u>	<u>721,245</u>
<b>9 TAXATION</b>			
Profit/(Deficit) before taxation	229,629	(120,499)	113,305
Prima facie taxation 28%	64,296	-	31,725
Plus taxation effect of permanent differences:			
- Non deductible expenses	-	-	2,278
	<u>64,296</u>	<u>-</u>	<u>34,003</u>
Income tax expense at effective tax rate of 28%			
<b>Major components of taxation expense are:</b>			
Current taxation			-
Deferred taxation			
Origination and reversal of temporary differences	-	-	39,761
Recognised tax losses	-	-	(5,758)
	<u>-</u>	<u>-</u>	<u>34,003</u>
<b>Imputation Credit Account</b>			
Closing Balance	2,435,686	2,517,204	2,435,051
<b>10 EQUITY</b>			
<b>(a) Share Capital</b>			
Opening balance	1,250,000	1,250,000	1,250,000
<b>Closing Balance</b>	<u>1,250,000</u>	<u>1,250,000</u>	<u>1,250,000</u>
At 31 December the company had issued 1,250,000 shares which are fully paid. All shares carry equal voting rights and the right to share in any surplus on winding up the company. None of the shares carry fixed dividend rights. The shares do not have a par value.			
<b>(b) Retained Earnings</b>			
Retained earnings at 1 July	4,513,066	4,578,764	4,578,764
Net operating surplus/deficit	165,333	(120,499)	79,302
Final Dividend \$0.0 per share	-	(95,000)	(95,000)
Interim Dividend \$0.0 per share	-	-	(50,000)
<b>Retained earnings at 31 December</b>	<u>4,678,399</u>	<u>4,363,265</u>	<u>4,513,066</u>
<b>11 BANK FACILITY</b>			

A bank facility is available at the ANZ Bank, and is secured by a fixed and floating charge over the company's assets. The facility available totals \$200,000 (2014: \$750,000). The current interest rate is 6.95% (2014: 11.70%). No advances have been drawn down against this facility.



12 PROPERTY, PLANT AND EQUIPMENT

	Cost	Current year depreciation	Current year impairment loss	Accumulated depreciation	Carrying value
<b>December 2015</b>					
Land	266,240	-	-	-	266,240
Quarries	12,223	202	-	8,675	3,548
Buildings	519,130	7,762	-	296,054	223,075
Plant and Machinery	12,538,362	391,626	-	8,880,796	3,657,566
Fixtures, fittings and equipment	462,227	30,083	-	182,053	280,174
Computer Hardware	332,064	8,605	-	299,014	33,050
	<b>14,130,246</b>	<b>438,278</b>	<b>-</b>	<b>9,666,592</b>	<b>4,463,653</b>
<b>December 2014</b>					
Land	29,433	-	-	-	29,433
Quarries	12,223	202	-	8,272	3,951
Buildings	519,130	7,762	-	280,532	238,598
Plant and Machinery	12,264,221	364,716	-	8,427,421	3,836,800
Fixtures, fittings and equipment	171,401	3,927	-	129,817	41,584
Computer Hardware	325,857	11,256	-	277,712	48,145
	<b>13,322,265</b>	<b>387,863</b>	<b>-</b>	<b>9,123,754</b>	<b>4,198,511</b>
<b>June 2015</b>					
Land	266,240	-	-	-	266,240
Quarries	12,223	404	-	8,473	3,750
Buildings	519,130	15,523	-	288,293	230,837
Plant and Machinery	12,571,547	798,126	-	8,797,726	3,773,821
Fixtures, fittings and equipment	436,183	26,081	-	151,971	284,212
Computer Hardware	327,614	23,952	-	290,411	37,203
	<b>14,132,937</b>	<b>864,086</b>	<b>-</b>	<b>9,536,874</b>	<b>4,596,063</b>

**Capital Commitments**

At 31 December 2015, the company had no capital commitments (2014: Nil)

13 RECONCILIATION OF NET OPERATING PROFIT AFTER TAXATION WITH CASH INFLOW FROM OPERATING ACTIVITIES

	6 mnts to 31/12/2015	6 mnts to 31/12/2014	12 mnts to 30/06/2015
Reported net operating profit after taxation	165,333	(120,499)	79,302
Add back non-cash items:			
Depreciation	438,278	387,863	864,086
Amortisation	14,042	19,181	38,896
(Increase)/Decrease in Deferred Taxation	-	-	34,003
Increase/(Decrease) in Employee Benefits	(2,942)	(11,691)	(13,572)
Increase/(Decrease) in Quarry Aftercare Provision	2,525	1,539	(13,491)
	<b>617,236</b>	<b>276,393</b>	<b>989,224</b>
<b>Add back items classified as investment activities:</b>			
Net loss on sale of Property, Plant and Equipment	24	1,246	2,579
Gain on sale of Property, Plant and Equipment	(40,480)	(49,474)	(53,477)
	<b>(40,456)</b>	<b>(48,228)</b>	<b>(50,898)</b>
Movements in Working Capital:			
(Increase)/Decrease in Receivables & Prepayments	571,465	131,845	(468,199)
(Increase)/Decrease in Inventories	(368,444)	(106,240)	8,609
Increase/(Decrease) in Trade and Other Payables and GST	(319,709)	(615,021)	(258,322)
Increase/(Decrease) in Employee Benefits	(162,453)	(103,354)	43,145
(Increase)/Decrease in Tax Payable/Receivable	112,875	(73,663)	(124,449)
	<b>(206,722)</b>	<b>(814,661)</b>	<b>(850,114)</b>
Net Cash (outflow)/inflow from Operating Activities	<b>410,514</b>	<b>(538,268)</b>	<b>139,110</b>



	6 mnths to 31/12/2015	6 mnths to 31/12/2014	12 mnths to 30/06/2015
<b>14 INTANGIBLE ASSETS</b>			
<b>Software</b>			
Cost (gross carrying amount)	446,595	438,564	446,595
Accumulated amortisation and impairment	(342,445)	(308,687)	(328,403)
Net carrying amount	<u>104,150</u>	<u>129,877</u>	<u>118,192</u>
<b>15 OTHER PROVISIONS</b>			
<b>QUARRY AFTERCARE PROVISION</b>			
Balance at beginning of the year	146,324	159,815	159,815
Provided for during the year	2,525	5,036	11,246
Expenditure during the year	-	(3,497)	(24,737)
Balance at the end of the year	<u>148,849</u>	<u>161,354</u>	<u>146,324</u>

A provision is recognised for expected Quarry reinstatement costs based on past experience of the level of metal extraction.



## Council

26 April 2016



### Approval of an Easement over Reserve Land

<b>Department</b>	Regulatory
<b>Author</b>	S Johansen – District Planner
<b>Contact Officer</b>	Sarah Johansen <a href="mailto:sarahj@wairoadc.govt.nz">sarahj@wairoadc.govt.nz</a>
<b>1. Purpose</b>	1.1 To grant approval for a Right of Way (RoW) easement over a council owned Reserve
<b>Recommendation</b>	The District Planner RECOMMENDS that Council resolves: a. that the right of way easement is granted across Lot 4 DP 7871 in favour of proposed Lot 1 as shown in appendix 1. b. that all costs associated with creating these easements are to be met by the applicant.
<b>2. Background</b>	2.1 Council received a subdivision application on the 24 <sup>th</sup> of August 2015 for a subdivision from Forestry New Zealand as outlined in appendix 1. Section 106 of the Resource Management Act (RMA) requires legal and physical access to be provided to every allotment. Therefore as part of any subdivision application legal access to the site must be established, in this case it is proposed as a Right of Way (RoW) over two separate allotments of land. The applicant has permission from the land owners of neighbouring Lot 2 DP 7871 to have RoW over their land. The RoW would then need to cross over a piece of land which is listed as local purpose reserve (Esplanade) and owned by the Wairoa District Council to provide legal access to each lot of the subdivision. 2.2 The reserve is approximately 22m wide at the point of the proposed RoW. 2.3 In June 2013 the Department of Conservation delegated a number of the responsibilities of the Minister of Conservation detailed in the Reserves Act 1977 to Local Authorities. There is no ability for Local Authorities to sub-delegate those decisions to Committees or Officers so these decisions must now be made at Council meetings. 2.4 In this case, the approval for a RoW. It is noted that the Reserves Act 1977 does not require easements to be publicly notified if they do not impact the public's ability to use the reserve or will not have a long term impact on the

reserve.

2.5 The Wairoa District Council does not currently have an Easement Policy to use as a reference when considering these types of applications and therefore must view each application on its individual merits.

2.6 Following a site visit it became apparent that due to the topography of the surrounding land the applicant has very limited ability to use another form of access and this is the most practical solution for the applicants to gain access to their site.

2.7 Council's Engineering Manager has also carried out a separate site visit and whilst initially not keen on an easement over councils land has reconsidered this position and in an email sent on the 23<sup>rd</sup> of February 2016 he stated that *"from a reserve management perspective the risks associated with the easement are not significant whereas the opportunity is positive for the district. A thorough site visit lead me to this recommendation"*

### **3. Options**

3.1 The options identified are:

- a. To accept the proposal as outlined
- b. To decline or amend the proposal

3.2 If the proposed easement is accepted by Council then the proposed subdivision will have legal access to all lots and the processing of the subdivision can continue. If the proposal is declined then under s106(1)(a) of the Resource Management Act the application can be refused as there has not been sufficient provision made for legal and physical access to each allotment.

3.3 The preferred option is to accept the proposal and allow the easement as part of the subdivision application; this meets the purpose of local government as it will help meet the current and future needs of communities for the performance of regulatory functions in a way that is most cost-effective for households and businesses.

### **4. Conclusion**

4.1 This application is currently on hold until a decision is made in this meeting by council to grant or decline the RoW. A site visit has been carried out by the Engineering Manager and he has no issues with the easement being put in place.

### **5. Corporate Considerations What is the change?**

5.1 This decision will not trigger a s17 review as it is not conflicting with or changing any Reserve Management Plan.

<b>Compliance with legislation and Council Policy</b>	5.2 District Plan – Chapter 27.7.4 5.3 Relevant legislation – Reserves Act 1977 Resource Management Act s106(1)(a)
<b>What are the key benefits?</b>	5.4 A new land parcel will be able to be created through a subdivision consent process.
<b>What is the cost?</b>	5.5 There is no financial cost to Council as a result of the application for a RoW.
<b>Maori Standing Committee</b>	5.6 This matter has not been brought before the MSC.
<b>8. Significance</b>	6.1 No impact on council budget 6.2 The decision cannot be reversed 6.3 There will be no impact on Councils strategic assets 6.4 This is not a significant decision
<b>Further Information</b>	Reserves Act 1977 - <a href="http://www.legislation.govt.nz/act/public/1977/0066/latest/DLM444305.html?src=qs">http://www.legislation.govt.nz/act/public/1977/0066/latest/DLM444305.html?src=qs</a> Resource Management Act - <a href="http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html?src=qs">http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html?src=qs</a> Wairoa District Council Operative District Plan (Subdivision Chapter)- <a href="http://www.wairoadc.govt.nz/docs/council_services/operative_district_plans/part_d/27subdivision.pdf">http://www.wairoadc.govt.nz/docs/council_services/operative_district_plans/part_d/27subdivision.pdf</a>
<b>Appendices Background Papers</b>	Application for Resource Consent - Appendix 1 Reserves Act 1977 - <a href="http://www.legislation.govt.nz/act/public/1977/0066/latest/DLM444305.html?src=qs">http://www.legislation.govt.nz/act/public/1977/0066/latest/DLM444305.html?src=qs</a> Resource Management Act - <a href="http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html?src=qs">http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html?src=qs</a> Wairoa District Council Operative District Plan (Subdivision Chapter)- <a href="http://www.wairoadc.govt.nz/docs/council_services/operative_district_plans/part_d/27subdivision.pdf">http://www.wairoadc.govt.nz/docs/council_services/operative_district_plans/part_d/27subdivision.pdf</a>
<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

**Signatories**

decision.  
Author: S Johansen



Approved by: H Montgomery



**APPLICATION FOR A RESOURCE CONSENT  
PURSUANT TO SECTION 88 OF THE RESOURCE MANAGEMENT ACT 1991  
(Form 9, Resource Management Regulations 2003)**

1. To: Wairoa District Council, P O Box 54, Wairoa.
2. I: Christopher Garry Bone, Licensed Cadastral Surveyor on behalf of Forestry NZ Limited apply for a Resource Consent described below:

– Resource Consent is sought to subdivide Lot 3 DP 9670.

3. Owner of any land to which the application relates:  
NZ Forestry Limited, P O Box 18, Gisborne 4040.

The property in question is bare land used for the shared purposes of forestry and extensive pastoral farming.

4. The location of the proposed activity is as follows:

Physical Address: Although not seemingly provided with a rapid road number, the property is located directly across the road from 1347 Tiniroto Road, and extending as far eastward as the intersection of Tiniroto & Kotare Roads.

Legal Description: Lot 3 DP 9670 held together with Lot 2 DP 9540, Lot 2 DP 9670 and Lot 3 DP 446041 in CFR 561693

District Plan: Wairoa District Plan

Zoning: Rural

5. No additional Resource Consents are needed for the proposed activity.
6. I attach, in accordance with the Fourth Schedule of the Resource Management Act 1991, an assessment of the environmental effects in the detail that corresponds with the scale and significance of the effects that the proposed activity may have on the environment.
7. I attach any information required to be included in this application by the District Plan, the Regional Plan, the Resource Management Act 1991, or any regulations made under that Act.

List of Documents attached:

- I) Assessment of Effects
- II) Resource Consent Application Plan (2 Sheets)
- III) Certificates of Title CFR 561693 (Subdivision) and CFR 271710 (Right of Way)

Signed: \_\_\_\_\_  
(On behalf of Applicant)

Date: 19/8/2015

**SUBDIVISION APPLICATION FOR  
FORESTRY NZ LIMITED – TINIROTO ROAD - MARUMARU**

**PURSUANT TO SECTION 88 OF  
THE RESOURCE MANAGEMENT ACT 1991**

**APPLICATION**

I, Christopher Garry Bone on behalf of my clients Forestry NZ Limited hereby apply pursuant to Section 88 of the Resource Management Act 1991, for the following Resource Consent from the Wairoa District Council.

**Subdivision Consent** to subdivide Lot 3 DP 9670, being a parcel of land held together with Lot 2 DP 9540, Lot 2 DP 9670 and Lot 3 DP 446041 in CFR 561693.

This assessment has been prepared in accordance with those matters set out in Section 88 and the Fourth Schedule of the Resource Management Act 1991 (RMA).

This assessment concludes that the proposal is consistent with the purpose and principles of the Resource Management Act 1991 and is not in conflict with the objectives, policies and performance standards of the District Plan.

**SITE DESCRIPTION:**

Lot 3 DP 9670 is recorded as containing an area in the order of 996.7613 hectares, and is held together with three other parcels, Lot 2 DP 9540 (35.1790 ha), Lot 2 DP 9670 (5.5900 ha) and Lot 3 DP 446041 (9.0243 ha) in CFR 561693.

The subject property has been identified as being located within the Wairoa District's Rural Zone as indicated on Map 17 of the Operative District Planning Maps.

The contour of the subject land could best be described as being a mix of steep to rolling gradient, with isolated areas of flat ground primarily at the bottom of gullies or along ridge tops.

I am informed that the property is clear of all structures including residences, sheds and airfields.

Regarding existing vegetation, while the proposed Lot 1 contains areas of scrub, to all intents and purposes the parcel is considered to be bare pasture land.

The majority of the proposed Lot 2 was planted in pine trees in 2011 under a Wairoa District Council Resource Consent.

QE II Covenants:

In addition Lot 2 contains two small areas of land held in QE II covenants along its south-eastern boundary, being parcels of 0.7 hectares and 2.01 hectares respectively.

Water Courses:

Flowing through the property are a number of non-descript, narrow, semi-permanent unnamed water courses, which generally discharge into the Mangaone Stream, whose left bank defines the eastern edge of Lot 3 DP 9670.

Archaeological Sites:

Map 17 of the Operative District Planning Maps indicates that the property contains two recorded archaeological sites within its boundaries, being A152 – Pa/Pits and A153 – House Floor/Platform/Terraces.

Both sites are located along the northern edge of the proposed Lot 2, and will remain undisturbed as a result of an activity likely to occur as a result of this subdivision.

Existing Easements:

Located on the proposed Lot 2, adjacent to the common boundary with Lot 3 DP 446041 is an existing Water Easement, registered by document EI 8899002.2.

This easement is to remain unaffected by the subdivision and will simply drop down onto any new title that issues as a result of this survey.

**PARCEL AREAS:**

Prior to expanding on my client's proposal, having already completed the Field Survey for this proposed subdivision, I have determined that the total area shown for the underlying parcel Lot 3 DP 9670, is in actual fact only 984.51 hectares. This being 12.25 hectares less than the 996.7613 hectare figure recorded on underlying records.

This shortage being more than likely as a result of inaccuracies in very early survey work over very challenging terrain.

**PROPOSAL:**

My clients wish to separate and sell an area of land containing in the order of 51.24 hectares to an adjoining property owner, all as shown on the attached Resource Consent plan, drawn to a scale of 1:25,000.

Left in their ownership will be a residue parcel, identified as Lot 2 on the Resource Consent plan, with an area of 933.27 hectares.

Access:

Lot 1 is without frontage to a formed public road.

Access to this parcel is proposed to be by Right of Way from the metaled Kotare Road, over Lot 2 DP 7871.

Lot 2 DP 7871 is separated from Lot 1 by Lot 4 DP 7871, a Local Purpose Esplanade Reserve and the Mangaone Stream, a water course varying in width in this location between 2.5 and 4 metres.

Easement Terrain:

Lot 2 DP 7871 is currently in well grassed pasture over which the proposed Right of Way crosses to a position where a formed farm track proceeds down a bank to Lot 4 DP 7871, and onto the existing shallow ford across the Mangaone Stream.

Given the nature of this proposal it is understood that this application will be dealt with by Council as a Controlled Activity as defined by Section 27.6.4 of the District Plan.

Amalgamation Condition:

This proposed subdivision will require the implementation of the Amalgamation Condition, as it involves only part of the underlying Title CFR 561693 (Lot 3 DP 9670).

As there are three residue parts of CFR 561693 (Lot 2 DP 9540, Lot 2 DP 9670 and Lot 3 DP 446041), these parcels will require to be amalgamated with Lot 2.

Subdivision Standards:

In light of each subdivision presented to the Wairoa District Council requiring to be assessed against the prescribed Performance Standards for Controlled Activities as detailed in Section 27.7 of the District Plan I supply the following detail:

Site Suitability:

Both of the proposed Lots are viewed as being large enough to adequately comply with the provisions of the District Plan concerned with providing compliant 15 metre by 10 metre building platforms.

Natural Hazards:

To the best of my knowledge no areas of land contained within either of the proposed parcels should incur increased risk from any anticipated natural hazard, as a direct result of any activity related to this subdivision.

Primarily, “natural hazards” are accepted as being flooding, erosion, subsidence or slippage.

Access:

Lot 1 – As stated previously Lot 1 is without frontage to a formed legal road, and will therefore require to have a Right of Way registered across Lot 2 DP 7871, a parcel of land held together with Lot 1 DP 8823 in CFR 271710.

In order to access Lot 1 from CFR 271710, both Lot 4 DP 7871 and the Mangaone Stream are required to be crossed along a well established farm track.



Lot 2 - Primary road access onto the proposed Lot 2 is from Tiniroto Road across a metaled driveway. It is my understanding that a secondary metaled entrance is also available for Lot 2 from the gravel Kotare Road.

Site Services:

Both of the proposed Lots 1 & 2 are large rural parcels of land without residential dwellings.

Should the future need arise, it is understood that reticulated power is available from Tiniroto Road via an overhead supply.

Both parcels are sufficiently large enough to accommodate effluent soakage fields if ever required in the future.

It is anticipated that any need for a potable water supply would be satisfied from roof top collection.

Esplanades:

As both of the proposed Lots 1 & 2 exceed 4.0 hectares in size, I believe this exempts both from any Esplanade requirements.

Roads:

There is no intention to create any new roads in this subdivision.

High Voltage Transmission Lines:

It is my understanding that there are no High Voltage Transmission Lines located on the underlying property.

Activity Status:

I believe that the application to subdivide should be processed as a Controlled Activity.

Hazardous Activities and Industries List (HAIL) Activity on Site:

Having consulted with my client over the possibility of any HAIL activity occurring on site, I was informed that to the best of their knowledge, no activity described on the HAIL list has been undertaken on the property in question.

Therefore:

“I believe that there has never been any activity described in the Hazardous Activities and Industries List engaged on the property in question.”

**Assessment of Effects on the Environment**

In keeping with the obligations required of a party submitting a Resource Consent, under Section 88 Schedule 4, I supply the following response to stipulated items raised in this Schedule:

**1. Matters that should be included in an assessment of effects on the environment.**

(a) *a description of the proposal* – See Report

(b) *where it is likely that an activity will result in any significant adverse effect on the environment, a description of any possible alternative locations or methods for undertaking the activity* – No new adverse effects on the environment is likely to occur on being granted a Resource Consent to subdivide.

(c.) *[Repealed]*

(d) *an assessment of the actual or potential effect on the environment of the proposed activity* – The likely effects to the environment of the continuation of current land use activities on site are considered to be minor.

(e) *Does the activity include the use of hazardous substances and installations, or need an assessment of any risks to the environment* – No.

(f) *Does the activity include the discharge of any contaminant* – No.

(g) *A description of the mitigation measures to be undertaken to help prevent or reduce the actual or potential effect to the environment.* - Any actual or potential effects on the environment created by granting this subdivision consent are believed to be insignificant.

(h) *Identification of the persons affected by the proposal, the consultation undertaken, if any, and and response to the views of any person consulted.*- It is believed that there are no outside agencies or third parties envisaged to be sufficiently affected by this proposal to require either full or limited notification.

(i.) *Is monitoring required?* - No

**1A Matters that must be included in an assessment of effect on the environment under Section 88 Schedule 4.**

See report for assessment of effects on the environment.

No outside party/ agency is expected to be materially affected by this subdivision proposal.

**2 Matters that should be considered when preparing an assessment of the effects on the environment:**

Has the environmental impact on the following parties been considered.

(a) *the Neighbourhood & wider community* - Yes, however the scale and significance of the effects on the general neighbourhood and wider community from this Resource Consent application are considered minor.

(b) *the Physical landscape* - Yes, however the perceived effects on the physical landscape are also considered to be minor.

(c.) *the Wider natural ecosystem* - Yes, however any perceived effects on the wider natural and physical environment from this minor subdivision are considered negligible.

(d) *the Wider natural & physical resources* - Yes, however any perceived effects on the wider natural and physical environment from this minor subdivision are also considered negligible.

(e) *Are there discharge of contaminants into the environment* - No.

(f) *Is there any risk to the neighbourhood, the wider community or the environment through natural hazards or the use of hazardous substances or hazardous installations likely to arise as a result of approval of this Resource Consent application.* - No

**Activity Status:**

I believe that the application for a Resource Consent to subdivide should be processed as a Discretionary Activity.

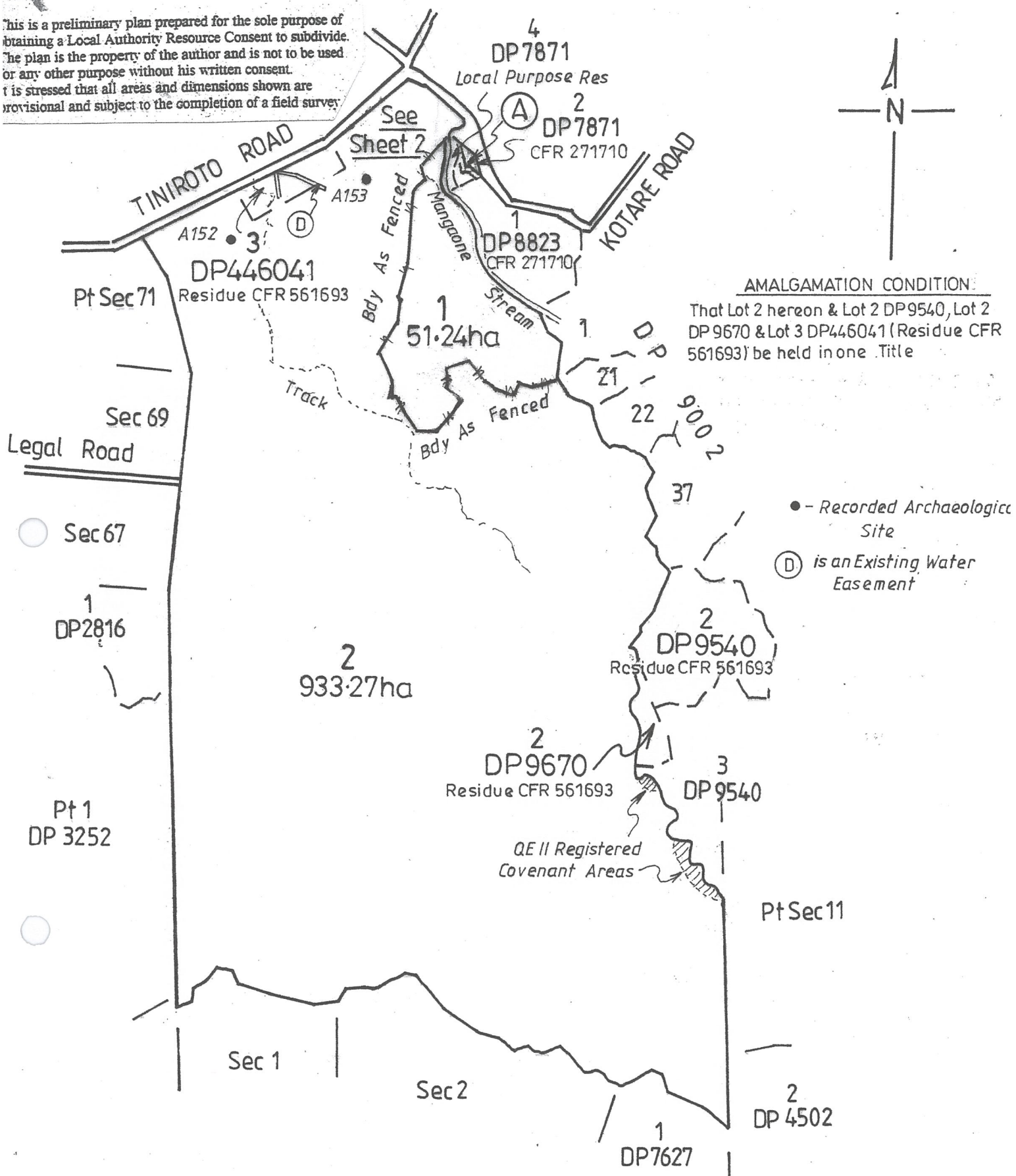
**Conclusion:**

I believe that this proposed subdivision is of a minor nature and therefore this application should be considered on a non-notified basis, and duly approved.



C G Bone - 19<sup>th</sup> August 2015

This is a preliminary plan prepared for the sole purpose of obtaining a Local Authority Resource Consent to subdivide. The plan is the property of the author and is not to be used for any other purpose without his written consent. It is stressed that all areas and dimensions shown are provisional and subject to the completion of a field survey.



**AMALGAMATION CONDITION:**  
That Lot 2 hereon & Lot 2 DP9540, Lot 2 DP9670 & Lot 3 DP446041 (Residue CFR 561693) be held in one Title

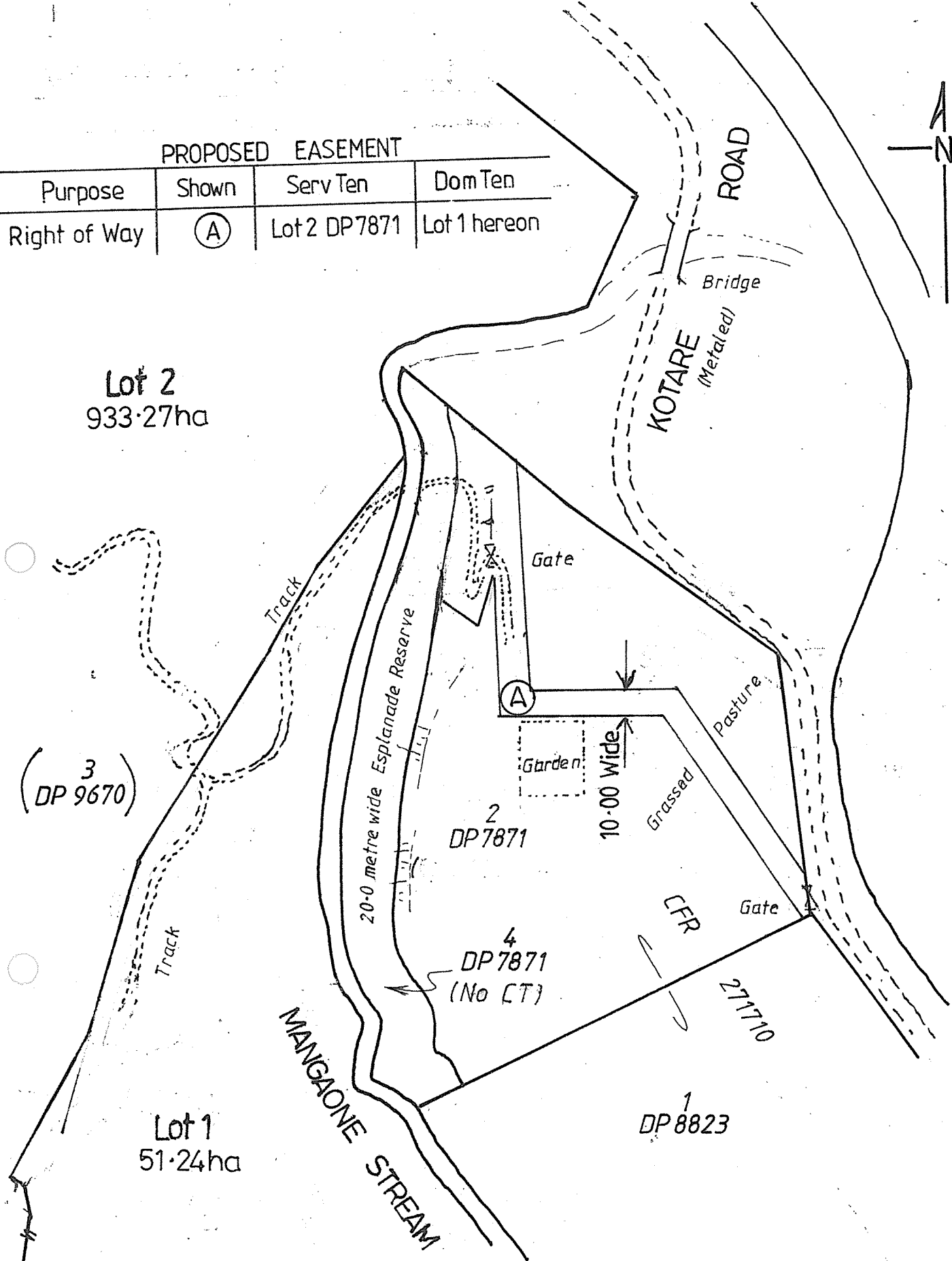
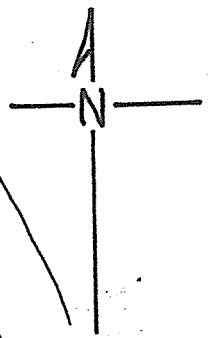
**PROPOSED SUBDIVISION OF LOT 3 DP9670**

Forestry NZ Limited - owners  
Prepared by: C.G. Bone  
Land Surveyor  
Dannevirke

Scale - 1: 25,000  
CFR 561693  
Wairoa District Council

*[Signature]*  
August 2015

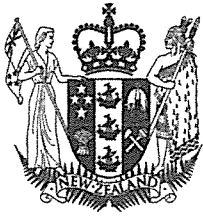
PROPOSED EASEMENT			
Purpose	Shown	Serv Ten	Dom Ten
Right of Way	(A)	Lot 2 DP7871	Lot 1 hereon



**PROPOSED RIGHT OF WAY OVER LOT 2 DP7871**

Prepared by C G Bone  
Land Surveyor  
Dannevirke

Scale 1:2000  
CFR 271710  
Wairoa District Council



# COMPUTER FREEHOLD REGISTER UNDER LAND TRANSFER ACT 1952



R. W. Muir  
Registrar-General  
of Land

## Search Copy

**Identifier** 561693  
**Land Registration District** Gisborne  
**Date Issued** 28 October 2011

### Prior References

GS2B/1319 GS6C/978

---

**Estate** Fee Simple  
**Area** 1046.5546 hectares more or less  
**Legal Description** Lot 2 Deposited Plan 9540 and Lot 2-3  
Deposited Plan 9670 and Lot 3 Deposited  
Plan 446041

### Proprietors

Craigmore Forestry Limited

### Interests

Appurtenant to Lot 2 DP 9540 are rights of way specified in Easement Certificate 215767.4 - 29.5.1997 at 11:16 am  
Some of the easements specified in Easement Certificate 215767.4 are subject to Section 243 (a) Resource  
Management Act 1991 - (see DP 9002)

223672.1 Consent Notice pursuant to Section 221 Resource Management Act 1991 by The Wairoa District  
Council - 9.2.1999 at 2.33 pm - (Affects Lot 2 DP 9540)

Appurtenant to Lot 2 DP 9540 are rights of way specified in Easement Certificate 223672.3 - 9.2.1999 at 2.33 pm  
The easements specified in Easement Certificate 223672.3 are subject to Section 243 (a) Resource Management  
Act 1991

Appurtenant to Lot 2 DP 9540 and Lot 2-3 DP 9670 is a right of way specified in Easement Certificate 228006.10 -  
21.1.2000 at 3.50 pm

The easements specified in Easement Certificate 228006.10 are subject to Section 243 (a) Resource Management  
Act 1991

7749960.1 Open Space Covenant pursuant to Section 22 Queen Elizabeth The Second National Trust Act 1977 -  
14.3.2008 at 9:00 am.(Affects Lot 3 DP 9670)

8464269.1 Variation of Covenant 7749960.1 - 13.4.2010 at 9:00 am

8765911.5 Mortgage to Westpac New Zealand Limited - 31.5.2011 at 11:27 am

Appurtenant hereto is a right to emit noise, dust and smoke created by Easement Instrument 8779966.1 -  
10.6.2011 at 2:29 pm

Subject to Section 241(2) Resource Management Act 1991 (affects DP 446041 and DP 9540)

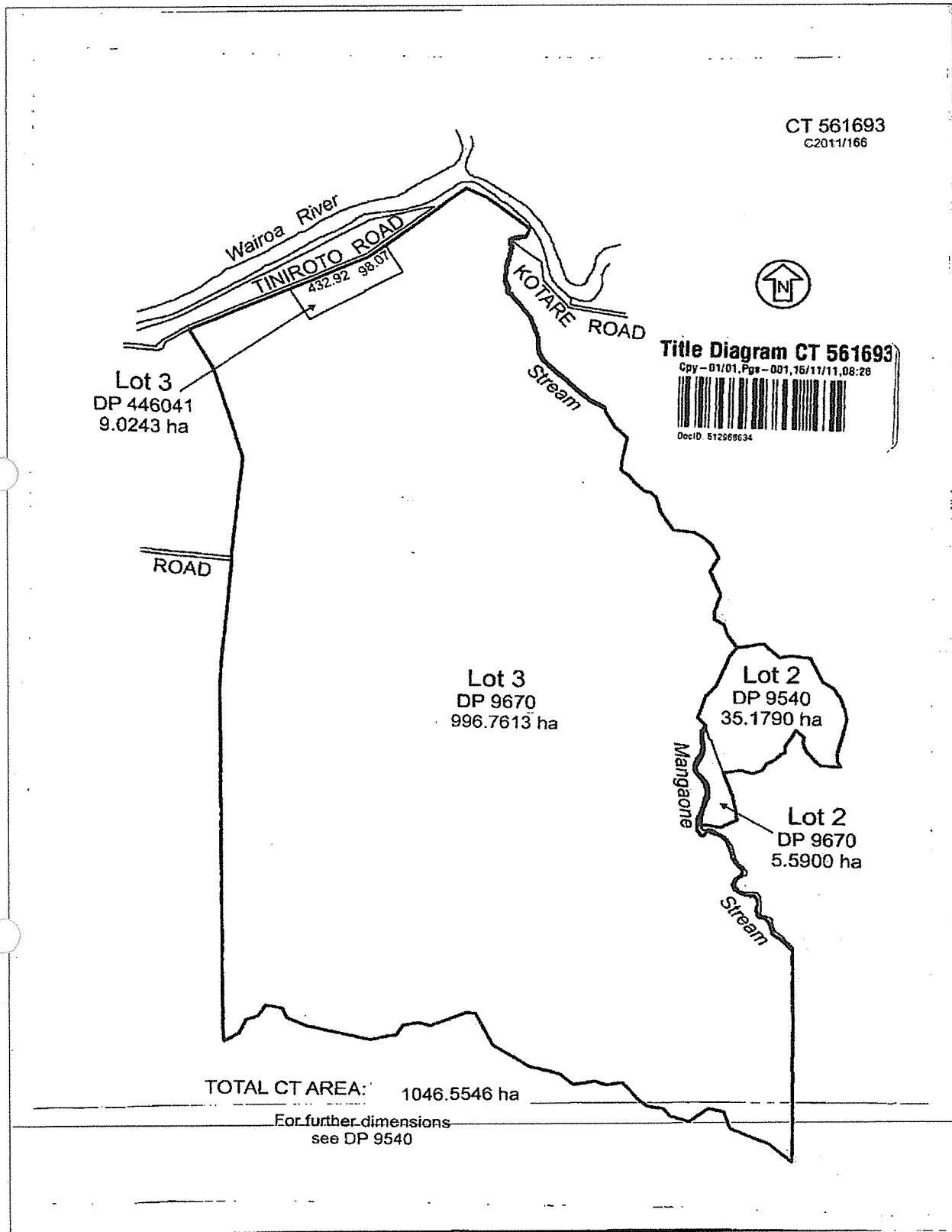
Subject to a right to convey water over Lot 3 DP 446041 marked C on DP 446041 and over Lot 3 DP 9670 marked  
D on DP 446041 created by Easement Instrument 8899002.2 - 28.10.2011 at 3:24 pm

The easements created by Easement Instrument 8899002.2 are subject to Section 243 (a) Resource Management  
Act 1991

9117421.1 Notice pursuant to Section 195(2) Climate Change Response Act 2002 - - 6.7.2012 at 4:30 pm

Identifier

561693





COMPUTER FREEHOLD REGISTER  
UNDER LAND TRANSFER ACT 1952



Search Copy

  
R.W. Muir  
Registrar-General  
of Land

**Identifier** 271710  
**Land Registration District** Gisborne  
**Date Issued** 24 February 2006

**Prior References**

GS5B/1404 GS6A/664

---

**Estate** Fee Simple  
**Area** 25.6113 hectares more or less  
**Legal Description** Lot 2 Deposited Plan 7871 and Lot 1  
Deposited Plan 8823

**Proprietors**

Kotare Community Land Trust

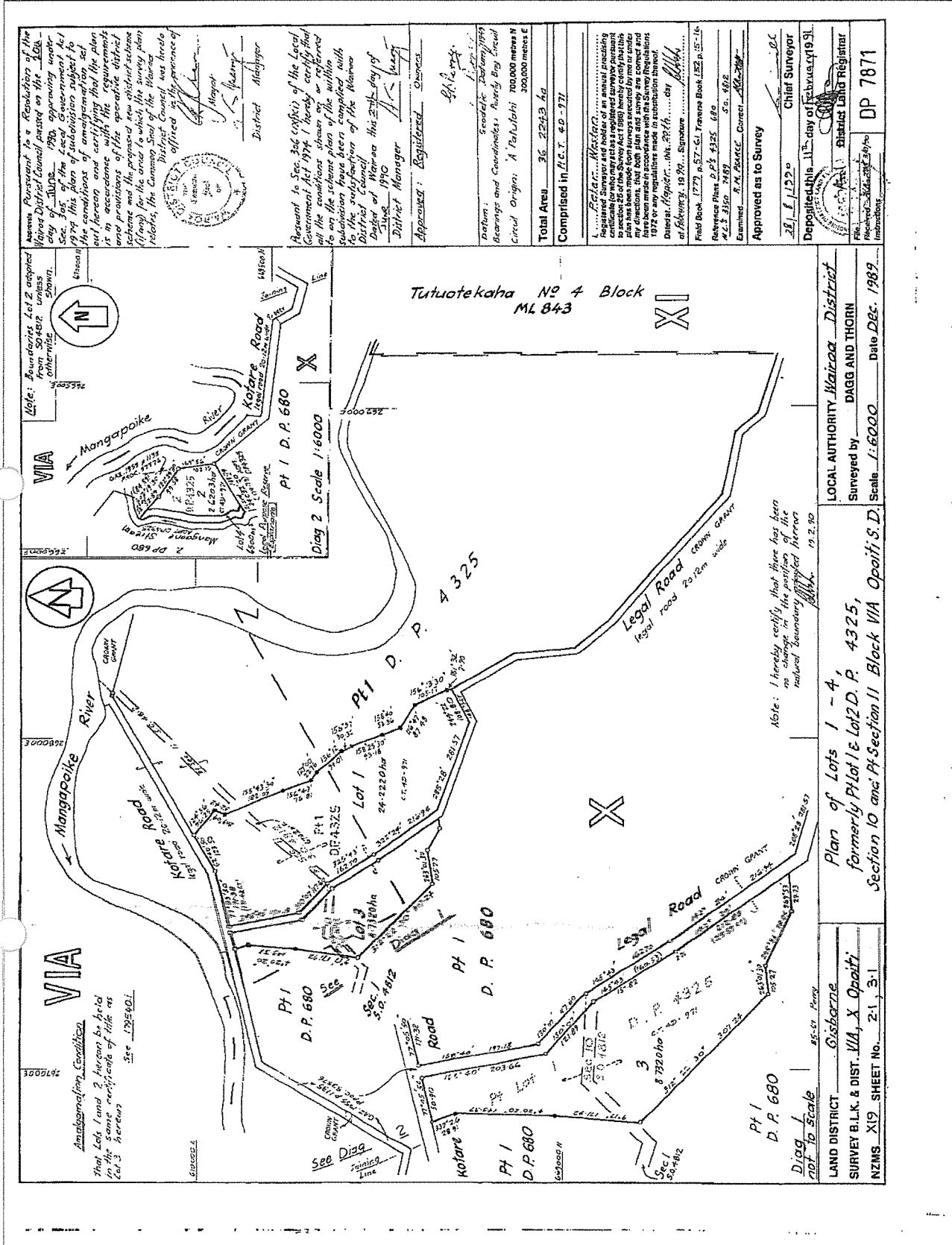
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**Interests**

Appurtenant hereto is a right of way created by Transfer 209492.3 - 12.4.1996 at 11.05 am (affects the part formerly in CT GS6A/664)

Subject to a right to emit noise, dust and smoke over the within land created by Easement Instrument 8779966.1 - 10.6.2011 at 2:29 pm





Means Pursuant to a Resolution of the Waikato District Council passed on the 10th day of August 1988, approving under Section 223 of the Resource Management Act 1976 this plan of subdivision subject to the conditions of amalgamation set out hereon and certifying that the plan is in accordance with the requirements and provisions of the operative district scheme and the proposed new district scheme (Plans) for the area to which the survey plan relates, the Common Seal of the Waikato District Council was hereon affixed in the presence of

*[Signature]*  
Mayor

*[Signature]*  
District Manager

Request to Sec. 306 (offici) of the Local Government Act 1974 I hereby certify that all the conditions shown on or referred to on the scheme plan of the within subdivision have been complied with to the satisfaction of the Waikato District Council

District Manager  
District Manager

Approved: Registered Surveyor

*[Signature]*  
R. M. Parker

Date: 20/08/1989

Bearings and Coordinates: Survey by Local

Circular Origin: A Puhuhu 700,000 metres N 300,000 metres E

Total Area 36,224.3 ha

Comprised in N.C.T. #D-977

Registered Surveyor and holder of an annual practicing certificate for who practices a registered surveyor pursuant to the provisions of the Survey Act 1976 and whose plan has been made from surveys conducted in total or in part in my direction, that both plan and survey are correct and 1976 amendments in accordance with the Survey Regulations 1976 and that the survey plan is a true and correct copy of the original plan and survey as submitted to me by the District Manager.

District Manager  
District Manager

Field Book: 1779 p. 57 - 61, Traverse Book: 182 p. 15 - 16

Reference: D.P. 5 4325 680

M.C.S. 1989 2489

Examined: R. M. Parker - Correct

Approved as to Survey

Chief Surveyor

Deposited this 11th day of February 1989.

*[Signature]*  
District Land Registrar

DP 7871

**Plan of Lots 1 - 4, formerly Pt Lot 1 & Lot 2, D.P. 4325, Section 10 and Pt Section 11 Block VIA Opaoti S.D.**

**Tutuotekaha No 4 Block ML 843**

**VIA**

**Kotare Road**

**Legal Road**

**Mangapoike River**

**Diagram Scale 1:6000**

**Diag 2 Scale 1:6000**

**D.P. 680**

**D.P. 4325**

**Pt 1**

**Pt 2**

**Pt 3**

**Pt 4**

**Pt 5**

**Pt 6**

**Pt 7**

**Pt 8**

**Pt 9**

**Pt 10**

**Pt 11**

**Pt 12**

**Pt 13**

**Pt 14**

**Pt 15**

**Pt 16**

**Pt 17**

**Pt 18**

**Pt 19**

**Pt 20**

**Pt 21**

**Pt 22**

**Pt 23**

**Pt 24**

**Pt 25**

**Pt 26**

**Pt 27**

**Pt 28**

**Pt 29**

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**Pt 32**

**Pt 33**

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**Pt 35**

**Pt 36**

**Pt 37**

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**Pt 70**

**Pt 71**

**Pt 72**

**Pt 73**

**Pt 74**

**Pt 75**

**Pt 76**

**Pt 77**

**Pt 78**

**Pt 79**

**Pt 80**

**Pt 81**

**Pt 82**

**Pt 83**

**Pt 84**

**Pt 85**

**Pt 86**

**Pt 87**

**Pt 88**

**Pt 89**

**Pt 90**

**Pt 91**

**Pt 92**

**Pt 93**

**Pt 94**

**Pt 95**

**Pt 96**

**Pt 97**

**Pt 98**

**Pt 99**

**Pt 100**

**LOCAL AUTHORITY: Waikato District**

**Surveyed by: DAGG AND THORN**

**Scale: 1:6000**

**Date: 28.1.1989**

**Plan of Lots 1 - 4, formerly Pt Lot 1 & Lot 2, D.P. 4325, Section 10 and Pt Section 11 Block VIA Opaoti S.D.**

**D.P. 680**

**Diag 1 to Scale 1:6000**

**LAND DISTRICT: Gisborne**

**SURVEY B.L.K. & DIST. VIA, X Opaoti**

**N.Z.M.S. X19 SHEET NO. 21, 3-1**

Note: I hereby certify that this has been duly surveyed and approved in accordance with the Survey Act 1976 and the Survey Regulations 1976.

19.2.90

**APPROVED REGISTERED SURVEY**  
 A.G.O. OFFICER: *John Cook*  
 APPROVED PURSUANT TO SECTION 277 OF THE RESOURCE MANAGEMENT ACT ON THE 17th DAY OF JUNE 1995  
 THE COMMISSIONER OF THE TERRITORIAL AUTHORITY OF THE WAIROA DISTRICT COUNCIL IS ADVISED HEREBY IN THE PRESENCE OF:

THE TERRITORIAL AUTHORITY OF THE WAIROA DISTRICT COUNCIL  
 17th Floor  
 100 Market Street  
 Wairoa

**SCHEDULE OF EASEMENTS**

TYPE	FROM	TO	DATE
1	6A/664	3	6A/666
2	6A/665		

THE SURVEYOR CERTIFIES THAT THERE HAS BEEN NO CHANGE IN THE BOUNDARY POSITION SINCE THE DATE OF THE ORIGINAL SURVEY.

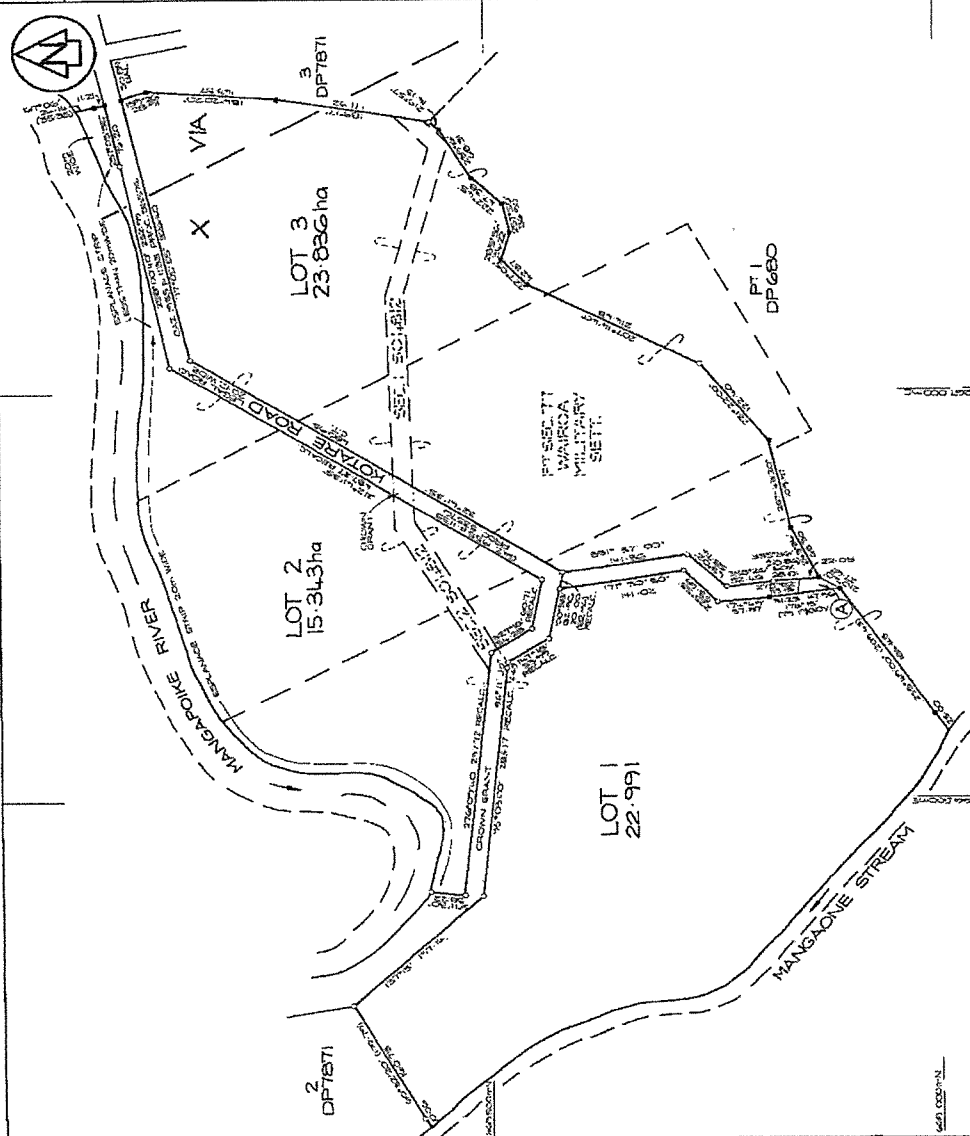
REGISTERED SURVEY  
 25/11/1995

Total Area 62.170 ha  
 Comprised in C.T. 15/300 (P)

APPROVED AS TO SURVEY BY: *John Cook*  
 8.1.1995  
 Chief Surveyor

DEPOSITED THIS 23rd DAY OF JULY 1995  
 In the Public Land Register  
 DP 8823

DAVID JOHN DICK APPROVED (S14) 1995



LAND DISTRICT: GIBBORNE  
 SURVEY BLK. & DIST. VIA X. OROKI  
 NZMS 261 SH. X19 RECORD MAP No 21.3.1

LOTS 1-3 FORMERLY PART SECTION 71 WAIROA MILITARY SETTLEMENT AND SECTIONS AND 2 BLOCK X OROKI SURVEY DISTRICT AND PART LOT 1 DP 680 AND EASEMENT OVER PART LOT 1 DP 680

TERRITORIAL AUTHORITY WAIROA DISTRICT  
 Surveyed by GRANT and COOKE  
 Sd. 1:3000 Date JULY, 1995

## Council

26 April 2016



### Elected Members' Remuneration from 1 July 2016

<b>Department</b>	Office of the Chief Executive
<b>Author &amp; contact officer</b>	Governance Advisor & Policy Strategist – C McGimpsey 838 7309
<b>1. Purpose</b>	1.1 To provide Council with an opportunity to make changes to the proposed submission to the Remuneration Authority for elected members' remuneration from 1 July 2016.
<b>Recommendation</b>	The Governance Advisor & Policy Strategist RECOMMENDS that Council approve the submission material attached as Appendix 1.
<b>2. Background</b>	<p>2.1 At the beginning of each election year, the Remuneration Authority sets the base councillor salary and the mayoral/chair remuneration (excluding reduction for the provision of a car) for each council. The base councillor salary and the mayoral/chair remuneration are based on the council's size index, which will be derived from population size and council expenditure. Council has received a letter requesting certain information as part of this process.</p> <p>2.2 Currently Council's remuneration and allowance and reimbursements policies are based on the July 2015 determination. The attached submission material in Appendix 1 is reflective of the current arrangements whilst taking into account the proposed increase to 2016/17 remuneration. The Remuneration Authority have asked for submissions to be returned no later than the 16 May.</p> <p>2.3 The Authority's decisions on remuneration, both for groups and individuals, are final. This is to ensure the decisions are independent of Government.</p> <p>2.4 The Authority is not required to consider budgetary issues within agencies when establishing remuneration, although the requirement to consider prevailing economic conditions inevitably causes the Authority to consider the impact of its determination on the sector more widely.</p> <p>2.5 Remuneration Authority determinations are not considered or confirmed by Ministers or Parliament, reflecting the Authority's independence. The Authority's decisions are binding on organisations and individuals.</p>
<b>3. Mayoral vehicle</b>	<p>3.1 As part of the Long Term Plan process the budget for a Mayoral Vehicle was removed. The "Council Mayor or Chair Vehicle Information Form" has been filled in accordingly to reflect this decision.</p> <p>3.2 As explained on the form, the provision of a car for the</p>

**4. Additional payments for positions form & information about these positions**

Mayor would result in a deduction from their salary. If Council wished to include provision for a Mayoral Vehicle for 2016/17 in the budget then this would need to go through the appropriate process – Annual Plan.

- 4.1 The “Proposed positions and remuneration” form (Form A) has been filled out to reflect the current committee structure.
- 4.2 After the elections the committee structure has the potential to change dependent on the wishes of the new Council – this would potentially require an amended determination from the Remuneration Authority (dependent on the changes made by the new Council).
- 4.3 The “Information about each position recommended for additional payments” form (Form B) has been filled out to reflect the 2 positions identified on Form A.
- 4.4 Any changes to Form A may require changes to Form B.
- 4.5 Note that as per the letter the maximum amount available to supplement base remuneration is \$43,260. This has increased from 150% of councillor remuneration to 200%.
- 4.6 Currently the remuneration levels are:

Position	Salary
Mayor	\$69,850
Deputy Mayor	\$29,400
Committee Chair (x3)	\$23,000
Councillor	\$21,000

- 4.7 Council can decide how it wants to determine additional payments for positions with additional responsibilities.
- 4.8 The levels in Form A, based on the current ratios are:

Position	Salary
Mayor	\$71,946
Deputy Mayor	\$30,282 (40%)
Committee Chair (x3)	\$23,690 (9.5%)
Councillor	\$21,630

**5. Options**

- 5.1 The options identified are:
  - a. Do not make a submission to the Remuneration Authority
  - b. Make the submission attached as Appendix 1
  - c. Make an alternate submission
- 5.2 Option A: If Council do not make a submission then the Remuneration Authority will still make a determination. It is likely that this will just include the Mayoral salary and the base salary and no additional positions.
- 5.3 Option C: Council can amend Forms A & B to reflect what changes they wish to make regarding committees. This would require an additional decision regarding the committee structure. If Council wish to state that a Mayoral vehicle will be provided then this decision relating to remuneration would need to be made through the Annual Plan process.

**6. Corporate Considerations**  
**What is the change?**

5.4 The preferred option is Option B, the submission is based on the status quo whilst taking into account the proposed 2016/17 remuneration levels from the Remuneration Authority.

6.1 The Remuneration Authority determination will change the remuneration of the Mayor and Councillors.

6.2 This decision enables Council to be a part of the Remuneration Authority's process.

**What is the cost?**

6.3 2016/17 budget as per the Long Term Plan for Mayoral Allowance is \$70,193, and for Councillor Remuneration is \$152,191.

6.4 If Council chose the levels described in paragraph 4.8 the impact on the budget would be: Councillor Remuneration \$144,612, and Mayoral Allowance \$71,946.

**Who has been consulted?**

6.5 There has been no consultation undertaken by Council.

**7. Significance**

7.1 There is a low impact as per the Significance & Engagement Policy.

7.2 This topic is likely to attract public interest.

**Further Information**  
**Appendices**  
**Background Papers**  
**References (to or from other Committees)**  
**Confirmation of statutory compliance**

Remuneration Authority website <http://remauthority.govt.nz/>

Appendix 1 – Proposed submission to Remuneration Authority  
None.

None.

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.

**Signatories**

Author: C McGimpsey

Approved by: F Power



17 March 2016

Mr Craig Little  
Mayor  
Wairoa District Council  
PO Box 54  
WAIROA 4160

Dear Mayor Little

### **Elected Members' Remuneration from 1 July 2016**

This letter provides information about your elected members' base remuneration for the period from 1 July 2016 to 30 June 2017, and it follows the letter sent by this Authority to your Chief Executive on 1 December 2015 setting out the process the Authority will follow this year in setting remuneration for elected members. In that letter we also included a copy of a report we issued in 2012 entitled "Remuneration setting proposals for local authorities: 2013 and beyond". You can access that report at <http://remauthority.govt.nz/clients-remuneration/remuneration-for-local-government-elected-officials/>.

This letter also requires your action. It is necessary for you to provide additional information to the Authority, on the forms provided with this letter, in order for the Authority to make an accurate determination for your Council for the 2016/17 year. That information is required by Monday 16 May at the latest.

### **Background**

In addition to the 2012 report, during 2015 the Authority commissioned HayGroup to review a sample group of councils and establish both the size and changing nature of local representation. In undertaking this work the Authority obtained information that gave it some confidence in the size of the job of elected members and the increasing demands on them.

It also received feedback on the ability of a council to recognise the additional responsibilities undertaken by some members and it has taken this into consideration in its decision making.

There were two areas in which the Authority did not get sufficient information to have confidence in the scope of elected members' undertakings. The first is the time commitment required to effectively fulfil council responsibilities and the second is the additional time commitment and responsibilities that flow from the district or regional plan hearing process.

The remuneration element of the review that the Authority undertook in 2012 was only partially implemented due to the significant increases, and occasional decreases, that would have resulted. The Authority assessed that such a change would not have been acceptable to

communities at a time when both urban and rural New Zealanders faced rating and financial challenges and most working people received only modest increases in remuneration.

Given the Authority's continuing concern regarding aspects of the information available to it this year, we are again deferring full implementation whilst a new review of the remuneration framework is undertaken. This work will take place over the coming year and, as proposals develop, the Authority will engage further with local government.

For this year the Authority has decided to implement increases between 1.5% and 3%, phased in bands, with the larger metropolitan areas receiving 1.5% and those councils with more modest current remuneration being increased up to 3%. This has been introduced in four bands based on the Authority's size index.

### **Base Remuneration 2016/2017 Mayor and Councillors**

Under this approach the following will be the **base** remuneration for you and your elected members.

<b>Role</b>	<b>2015/16 remuneration</b>	<b>2016/17 remuneration</b>
Mayor	\$69,850	\$71,946
Councillor	\$21,000	\$21,630

### **Payment for additional duties**

To recognise the concerns reflected in our review about the ability to appropriately address the additional duties of some elected members, the Authority has decided to increase the amount available to supplement base remuneration from 150% of the councillor remuneration to 200%. Therefore the maximum amount available for your council for this purpose is \$43,260. The Authority has also decided to respond to concerns raised by councils by removing the 40% and 25% caps on the payment to individual councillors for additional duties.

The Authority is not making any changes to the provisions for payment for elected members participating in district or regional planning hearing processes in this determination, but we have agreed with LGNZ to set up a working group to find a solution that will be permitted under the legislation. We anticipate that the Authority's 2017/18 determination will address the matter.

### **What you need to do now**

Attached to this letter are three forms for completion. The first two are compulsory. Form B is for use when it is relevant to your council.

1. The Mayor's **vehicle information form** will enable the Authority to make the correct adjustment to the Mayor's remuneration where necessary. *You must submit this form even if the Mayor will not be provided with a vehicle.*
2. Form A is a schedule of your **proposed positions and remuneration**. You must complete and submit this form.

3. Form B is the information required for each position that the council wishes to recommend for **additional payments**. Please note that the description needs to apply to all the positions a member holds. For example, if the deputy mayor also chairs a committee, one additional payment should be proposed to cover all the duties.

As in previous years, councils are not required to allocate the total amount of funds available.

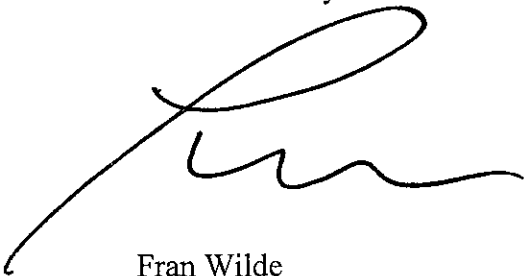
The forms are also available as Word documents on the Authority's website at this address <http://remauthority.govt.nz/local-government/>.

In order for the Authority to release its determination prior to 1 July 2016, we require these returns no later than Monday 16 May, so we would appreciate hearing from you as soon as possible.

We consider that the most efficient way for you to return the forms would be to scan your set into a pdf file and attach to an email to [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz).

If you have any questions regarding the above information please forward them by email to [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz).

Yours sincerely



Fran Wilde  
**Chair**

cc Chief Executive, Wairoa District Council

**Enclosures**

1. Mayor's car information form
2. Positions form (Form A)
3. Additional payments for positions form (Form B)





**Council Mayor or Chair Vehicle Information Form**

Councils decide whether or not a car is to be supplied and on what basis. The determinant is what is most cost effective for Council and ratepayers.

Please use this form to confirm or reconfirm car provision details.

Name of Council: Waioa District Council

Does the Council supply a vehicle to the Chair or Mayor? YES /  NO

If "yes" please complete the table below.

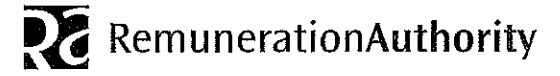
Make and model	N/A
Date of Purchase	N/A
Total on the road cost to Council on purchase GST inclusive	\$ N/A
Is the car for Chair/Mayoral use only?  <i>"Chair/Mayoral use only" means that the car can be used by other officers, can be driven home and garaged by the Chair/Mayor but does not permit any private use.</i>	YES / NO      N/A
If "no" above then please confirm percentage of private use.  <i>"Full private use" is normally assessed by the Authority at 20%. Where a larger or smaller usage is claimed supporting information is required (such as log books).</i>	%      N/A

**Car value deduction calculation example:**

If value of car = \$38,000 incl. GST and  
% of private use = 20%

$\$38,000 \times 41\% \times 20\% = \$3,116$  This is the amount to be deducted from the Chair's/Mayor's salary.

**FORM A**  
**Proposed positions and remuneration**



Name of Council: WAIRAKI DISTRICT COUNCIL

Please complete this form listing all the positions you propose, and attach a completed Form B for each position with additional responsibilities

Name of Position	Number of positions	\$ amount for additional responsibilities	Total remuneration per position
Mayor or Chair	1	\$	\$ 71,946
Deputy Mayor	1	\$ 8,652	\$ 30,282
Committee Chair	3	\$ 2060	\$ 23,690

**FORM B****Information about each position recommended for additional payments**

<b>NAME OF COUNCIL</b>	WAIROA DISTRICT COUNCIL
<b>POSITION TITLE</b>	COMMITTEE CHAIR
<b>NUMBER OF POSITIONS WITH THAT TITLE</b>	3
<b>POSITION DESCRIPTION</b> <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	Chair Council committee/s as appointed Report to Council on committee recommendations
<b>ADDITIONAL TIME</b> <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	3 hours per meeting
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council	\$ 21,630
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay	\$ 2,060
<b>TOTAL REMUNERATION</b>	\$ 23,690

**FORM B****Information about each position recommended for additional payments**

<b>NAME OF COUNCIL</b>	WAIROA DISTRICT COUNCIL
<b>POSITION TITLE</b>	DEPUTY MAYOR
<b>NUMBER OF POSITIONS WITH THAT TITLE</b>	1
<b>POSITION DESCRIPTION</b> <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	Chair of Council meetings when Mayor absent Attend functions in place of Mayor when absent or unavailable Chair Council committee(s) as appointed
<b>ADDITIONAL TIME</b> <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	5-10 hours a week
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council	\$ 21,630
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay	\$ 8,652
<b>TOTAL REMUNERATION</b>	\$ 30,282

## Council

26 April 2016



## Outcome of the review of Council's fire appliances

<b>Department</b>	Operations
<b>Author and contact officer</b>	Chief Operating Officer – H Montgomery
<b>1. Purpose</b>	1.1 To provide Council with the outcome of the requested review of the Council's fire appliances as part of the 2015-2025 Long Term Plan process.
<b>Recommendation</b>	The Chief Operating Officer RECOMMENDS that Council: <ol style="list-style-type: none"><li>1. Receive the report;</li><li>2. Replacements are deferred for 3 years when the service will be taken over by the national fire service under the new legislation; and,</li><li>3. Given the timeframes, the associated actions are removed from the Action Sheet.</li></ol>
<b>2. Background</b>	<p>2.1 As part of their deliberations and decisions relating to the 2015-2025 Long Term Plan, Council requested a report on the current condition of the Council's fire appliances.</p> <p>2.2 In November 2015, the government announced that urban and rural fire services will be unified under one fire services organisation. The new organisation will have regional committees that will ensure the particular interests of the regions are taken into account. Funding decisions are still to be made and are likely to be announced on the 29<sup>th</sup> of April 2016. Therefore, Council will no longer be the provider of rural fire services. An overview from the Department of Internal Affairs on this matter is attached as Appendix 2.</p>
<b>3. Options</b>	<p>3.1 The options identified are:</p> <ol style="list-style-type: none"><li>a. Status quo</li><li>b. Replace certain fire appliances</li><li>c. Replace all fire appliances</li></ol> <p>3.2 Option B: Council could choose to replace the appliances identified in the report as needing replaced in the next 5 years. However, the service is to be taken over by the new national structure in the next 3 years. The design and transition to this new structure is not yet known. It would be prudent for Council to await this information rather than replacing any of the fire appliances.</p> <p>3.3 Option C: As identified in the report, only some of the fire appliances need to be replaced in the next 5 years.</p> <p>3.4 The preferred option is Option A, this meets the purpose of local government as it will help meet the current and future needs of communities for performance of rural fire functions</p>

**4. Corporate Considerations**  
**What is the change?**  
**Compliance with legislation and Council Policy**  
**Who has been consulted?**

**Maori Standing Committee**  
**5. Significance**

**6 Risk Management**

**Further Information Appendices**

**References (to or from other Committees)**  
**Confirmation of statutory compliance**

**Signatories**

in a way that is most cost-effective for households and businesses.

4.1 No change.

4.2 Long Term Plan 2015-2025 – this report fulfils the resolution regarding fire appliances as part of the LTP process.

4.3 The community was previously consulted on this issue as part of the Long Term Plan process.

4.4 No further consultation is required.

4.5 This matter has not been referred to the committee.

5.1 Low impact

5.2 No impact on the council budget or capacity

5.3 The decision can be reversed

6.1 The strategic risks identified in the implementation of the recommendations made are as follows:

- a. There is the potential for increasing maintenance costs associated with the older plant, however this is a finite risk as the plant is likely to come under the control of the new fire service in approximately mid-2017.
- b. There is a risk that the older plant may fail to respond to a fire in the intervening period while council is still responsible for rural fire responses.
- c. It is considered that the time period over which these risks exist makes them acceptable.

DIA Fire Services Review <https://www.dia.govt.nz/Fire-Services-Review>

Appendix 1 – Review of Council’s fire appliances report.

Appendix 2 – Local Government’s role in fire services.

Council – 23 June 2015: Deliberations – Draft Long Term Plan 2015-25 Fire Appliances.

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: H Montgomery

Approved by: F Power





Professional Fire & Fleet Maintenance Ltd  
P O Box 1253  
86 Kahutia St  
Gisborne 4040

Ph (06) 8688608  
Fax (06) 8685609  
E Mail pffmltd@xtra.co.nz

Mr Don Scott  
PRFO  
Wairoa District Council  
PO Box 54  
Wairoa

11<sup>th</sup> March 2016

Dear Don,

I have inspected the Fire Appliances operated by the Wairoa District Council and have compiled a report with the following references,

Physical Status

COF  
Registration  
Hubo and RUC.

Mechanical Status

Mechanical Condition  
Body condition  
Upcoming maintenance  
Equipment stowage

Economic and Operational Life Span.

Tuai

Physical Status

Isuzu NPR 2006  
Registration DJR302  
Registration Expires 14/6/16  
COF expires 18/6/16  
Speedo 7439 Km  
Hubo 4638 Km  
RUC 5000 Km

Mechanical Status

This machine is comparatively modern and has travel very low Km,s.  
The body work, lockers and pump set up are all in very good condition.  
The only upcoming maintenance will be the replacement of the batteries which are now over 3 years old.  
The stowage of the equipment is poor and needs rationalisation.

## Economic and Operational Life Span.

This appliance is in very good condition, and with its current work rate would be perfectly operation for at least another 20 years provided it continues with its regular maintenance schedule.

## Wairoa

### Physical Status

Fuso 1989  
Registration AFH628  
Registration Expires 4/3/17  
COF expires 29/3/16  
Speedo 279640Km  
Hubo 22901 Km  
RUC 30000 Km

### Mechanical Status

This appliance appears in sound mechanical condition.  
There are no obvious signs of rust and the body appears in sound general condition.  
However I am aware that it has had a number of repairs over the years.  
There is a minor oil leak at the power steering box which may need attention at the next COF.  
There is a minor air leak which can be addressed at the next COF.  
The brakes have passed COF inspection and testing at every inspection, and the brake fluid has been changed on a regular basis as part of our maintenance programme. However I believe it would be prudent to remove all wheels and carry out a full inspection of the brakes at the COF which is this month.

## Economic and Operational Life Span.

This machine is now 27 years old and although it is sound mechanical condition there must be some consideration given to programming a replacement. The age of the machine means that if it does require mechanical repair there may be some delay in procuring parts, or may necessitate sourcing second hand components.

## Mahia Tanker

### Physical Status

Nissan UD 1998  
Registration EFA479  
Registration Expires 8/5/16  
COF expires 16/5/16  
Speedo 114344 Km  
Hubo 9073 Km  
RUC 17000 Km

### Mechanical Status

This appliance appears in sound mechanical condition.  
There are no obvious signs of rust and the body appears in sound general condition.

## Economic and Operational Life Span.

This machine is now 18 years old and I believe would have at least another 7 years of operational life providing if its current maintenance schedule is continued.



## Mahia Hino

### Physical Status

Hino 1987  
Registration NQ4810  
Registration Expires 1/7/16  
COF expires 2/4/16  
Speedo 30696 Km  
Hubo 10185 Km  
RUC 11227 Km

### Mechanical Status

This machine is in sound mechanical condition.  
There have been several rust repairs that I am aware of and there is fresh signs of rust in and around the front windscreen which will need attention before the next COF.  
There is some minor corrosion around the water tank area of the chassis which I recommend needs treating before it becomes an issue.  
The left front door needs attention as it has been over extended and is sprung. This will need attention before the next COF.

### Economic and Operational Life Span.

This machine is 29 years old, and while it is in sound mechanical condition the body work and chassis are showing their age. The same applies to this machine as the Wairoa Fuso in that parts are getting harder to get and there may be time delays in procurement. I would recommend that a replacement be considered within the next 5 years.

## Ruakituri

### Physical Status

Isuzu NPR 2005  
Registration CRC99  
Registration Expires 3/5/16  
COF expires 9/5/16  
Speedo 6895 Km  
Hubo 5724 Km  
RUC 15000 Km

### Mechanical Status

This machine is comparatively modern and has travel very low Km,s.  
The body work, lockers and pump set up are all in very good condition.  
The stowage of the equipment is poor and needs attention.

### Economic and Operational Life Span.

This appliance is in very good condition, and with its current work rate would be perfectly operation for at least another 20 years provided it continues with its regular maintenance schedule.

## Gisborne

### Physical Status

Bedford MLR 1979  
Registration JK7031  
Registration Expires 1/7/16  
COF expires 27/5/16  
Speedo 26106 Km  
Hubo 26065 Km  
RUC 27435 Km

### Mechanical Status

This machine is in good mechanical condition for its age. There will be ongoing issues with rust in this machine, one area of which needs attention before the next COF.  
There are some minor oil leaks which will also be ongoing and are typical of this model of machine.  
Diesel leaks may also be an ongoing issue.  
The paintwork is in below average condition.  
The floor mats and pedal rubbers are worn out.  
The main pump is in operational condition and passes test however, operationally the original high pressure hose reel is now only a low pressure hose reel.  
The machine is not equipped with any communication system.

### Economic and Operational Life Span.

This machine is 37 years and needs to be programmed for replacement as soon as is practically possible. There are ongoing issues with rust, oil leaks, diesel leaks, and parts procurement.

### Over View

In general terms the Wairoa District Council Rural Fire appliances are all in sound mechanical condition. The future issues are mainly relative to the age of the machinery.

I would suggest that if the Council wanted to retain an appliance in Gisborne then you could replace the Mahia appliance, and then move that machine to Gisborne and dispose of the Bedford.

The Wairoa Tanker is not an urgent item but does require some consideration for future replacement.

If you require further information or wish to discuss the contents of this report please feel free to contact me.

Ralph Scott



# Background – Local Government’s role in fire services

## Local Government plays a large role in rural fire services

New Zealand’s fire services are organised in urban and rural sectors. The table below shows that, currently, local government is a key player in delivering and funding rural fire services.

Service	Operated by	Funded from
Urban fire services	<ul style="list-style-type: none"> <li>Operated by the New Zealand Fire Service (NZFS) Commission, with paid and volunteer brigades.</li> </ul>	<ul style="list-style-type: none"> <li>The fire service levy (a levy calculated on property and motor vehicle insurance).</li> </ul>
Rural fire services	<ul style="list-style-type: none"> <li>52 Rural Fire Authorities (mostly councils and the Minister of Conservation). This includes Enlarged Rural Fire Districts (which are amalgamated Rural Fire Authorities and include councils as a stakeholder and funder).</li> <li>Rural Fire Authorities have paid staff and volunteers.</li> <li>National Rural Fire Authority (part of the New Zealand Fire Service Commission) coordinates rural fire.</li> </ul>	<ul style="list-style-type: none"> <li>Local Government through rates.</li> <li>Rural Fire Fighting Fund (contributions from the NZFS Commission from the fire service levy and the Department of Conservation).</li> <li>Department of Conservation.</li> <li>Forest owners and land holders through levies.</li> <li>Cost recovery from person responsible for rural fires.</li> </ul>

## New unified fire services means local government will no longer operate rural fire services

New Zealand’s urban and rural fire services are going to be unified from mid-2017 into one new fire services organisation with regional committees. This means local government will no longer operate rural fire services.

Local government will remain involved with the fire services as members of the regional committees. The regional committee members will be appointed by the new fire service organisation’s Board and would include other stakeholders such as the Department of Conservation. The new organisation will decide how many committees there will be and their boundaries.

Local government will also remain involved in rural fire through their civil defence and resource management functions.

## The change will deliver 21st century fire services for New Zealand.

New Zealand’s fire services have not fundamentally changed since the 1940s. The intent of this change is to set up:

- “fit-for-purpose” 21st century fire services that are flexible, modern and efficient; and
- fire services that work well, are funded appropriately and that value the workforce and volunteers.

## Council

26 April 2016



### S17a Update

**Department  
Author & Contact  
Officer**

Office of the Chief Executive  
Governance Advisor & Policy Strategist – C McGimpsey

#### 1. Purpose

- 1.1 This report provides information for Council on the progress of the s17a work being undertaken. No decisions are required by Council at this stage.
- 1.2 This report has come to Council as an information-only report as part of the project plan to keep the Council informed of progress in this space.

#### Recommendation

*The Governance Advisor & Policy Strategist RECOMMENDS that Council receive the report.*

#### 2. Background

- 2.1 Section 17a of the Local Government Act 2002 requires councils to undertake a service delivery review to identify if there is a more cost-effective structure for delivering a service to their communities e.g. Council Controlled Organisation, shared service, etc.
- 2.2 To date a project plan has been completed and work has begun on stage 1 of the Engineering services Council provides.
- 2.3 As part of the Long Term Plan Council included a budget in the 2015/16 budget year for service delivery reviews. Due to phasing, the carry-over of the remainder of this budget has been included in the 2016/17 Annual Plan process.
- 2.4 The reviews contribute to the Council's vision and all community outcomes.

#### 3. Project plan

- 3.1 To ensure that different departments maintain a coordinated approach to s17a reviews, an operational framework has been agreed to by the Senior Leadership Team. This framework identifies the project management structure, summary of legislative requirements, and the forward programme process for reviews.
- 3.2 Due to the legislative requirements this project will be ongoing until such time as it is repealed by the government. It is important to note that the first reviews are due by 8 August 2017, and that each review has a life of 6 years (maximum), unless a requirement to review is triggered e.g. contract expiry. Going forward after the initial reviews it is important that Council provide strategic direction on the forward plan, and the inclusion of any other elements into the work programme.
- 3.3 As part of the CEO's KPIs a deadline of March 2017 has been identified for officers to report to Council on the initial

**4. Stage 1 - Engineering**

review cycle undertaken. Currently officers are on track to meet this deadline.

3.4 It is important to note that a regional approach to s17a reviews is still being discussed, but there has been little progress to date. Each Council appears to want different things from the first round of reviews; some are taking the opportunity to go beyond what the legislation requires, and others are sticking to the legislative requirements.

4.1 The engineering services that Council provides make up a significant portion of Council's total budget.

4.2 The groupings for the reviews are:

- Roading
- Water (treatment/supply & delivery)
- Waste water (treatment & reticulation)
- Stormwater
- Waste Management
- Property (including airport, cemeteries, parks & reserves)

4.3 After stage 1, Council will receive a report with recommendations on what services should have a full s17a review, and which services meet one of the out clauses under the legislation.

**5. Conclusion**

5.1 Background information and templates have been made available to Council via the Hub. Going forward there will be further reports asking for Council's input into the strategic direction for this project.

5.2 Officers are on track to meet Council's deadline for the initial reviews of March 2017. Further progress reports can be circulated at the request of the Council.

**Further Information**

Local Government Act

2002 <http://www.legislation.govt.nz/act/public/2002/0084/latest/DLM170873.html?src=qs>

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

None.

None.

Author: C McGimpsey

Approved by: F Power



## Council

26 April 2016



## Wairoa Wi-Fi Feasibility Study Update

<b>Department</b>	Corporate Services
<b>Author &amp; contact officer</b>	R McCracken – GIS Coordinator
<b>1. Purpose</b>	<p>1.1 To provide Council with a requested update on the Wairoa Wi-Fi feasibility study to date.</p> <p>1.2 Council are requested to make a decision on whether to proceed with the final stage of the Wairoa Wi-Fi feasibility study, or consider other alternative options for the remaining Wi-Fi study hardware and residual funds.</p>
<b>Recommendation</b>	The GIS Coordinator <b>RECOMMENDS</b> that Council receives this report, and considers the options as identified in this report.
<b>2. Background</b>	<p>2.1 Council requested at their meeting on 8 December 2015 that an update report was to be provided on the Wairoa Wi-Fi Feasibility Study.</p> <p>2.2 The Wairoa Wi-Fi Feasibility Study is comprised of three distinct sections. Section one being the Feasibility study, produced by Z Wimpfer, completed March 2015. Section two being the Purchase and installation of the Wi-Fi hardware in a pilot area, completed. The final third section, is the undertaking of a 6 to 12 month targeted usage survey of the residence within the pilot site.</p> <p>2.3 The initial pilot site was identified as being a group of approximately 30 residence in Chamberlain Avenue. The Wi-Fi Repeater was to have been erected on an existing street light. Due to technical difficulties, with installation and the associated project time lag, it was decided to relocate the Wi-Fi repeater to an alternate location in Wairoa with a similar socio economic make up.</p> <p>2.4 Churchill Avenue was identified as most closely meeting the pilot area requirements initially identified in Chamberlain Avenue. A two storeyed residential property was identified in Queen Street (North) as being ideal for locating the pilot Wi-Fi repeater for the pilot area. The Resident/ Owner was approached, and agreed to allow the Wi-Fi hardware to be installed on their roof for the duration of the pilot (6-12 months).</p> <p>2.5 Stage Three will involve the monitoring and surveying of the residences within the coverage area, for approximately 6-12 months by Z Wimpfer. At the completion of this period, results will be analysed and the associated data collated and provided in the final Feasibility Study to be submitted to council.</p>

### 3. Options

- 3.1 The options identified are:
- a. Complete the final, third stage of the Wairoa Wi-Fi Feasibility study.
  - b. Halt the Wairoa Wi-Fi Feasibility study at the current point (end of stage two). Relocate the study area Wi-Fi repeater from Queen Street to another site in the Wairoa Township which will be added into the current “Wairoa Free Wi-Fi” to enhance and extend the current broadcast area. Residual funds will be returned to Council reserves.
  - c. Halt the Wairoa Wi-Fi Feasibility study at the current point (end of stage two). Relocate the study area Wi-Fi repeater from Queen Street to another site in the Wairoa Township and purchase additional Wi-Fi repeaters which will be added into the current “Wairoa Free Wi-Fi”, to enhance and extend the current broadcast area. Funding for this work would be from the residual funds remaining from the Wairoa Wi-Fi Feasibility study.
- 3.2 The preferred option is option (c), this meets the purpose of local government as it will help meet the current and future needs of communities for good-quality infrastructure, local public services, in a way that is most cost-effective for households and businesses.

### 4. Conclusion

- 4.1 After consultation, hearings and deliberations the Council adopted not to provide for the Wairoa Wi-Fi proposal in the 2015-2025 Long Term Plan.
- 4.2 Continuation of section 3 of the Wairoa Wi-Fi Feasibility study would not be consistent with Council’s decision on the 2015-2025 Long Term Plan with regards to the Wairoa Wi-Fi proposal.
- 4.3 Repurposing the existing Wi-Fi hardware and adding additional Wi-Fi resources to the current “Wairoa Free Wi-Fi” would add tremendous value to the Council’s current established public asset.

### 5. Corporate Considerations What is the change?

- 5.1 Halting Stage three of the Wairoa Wi-Fi feasibility study will not change any aspects of Council policies, but will be in line, and consistent with Council’s decision on the 2015-2025 Long Term Plan with regards to the Wairoa Wi-Fi proposal.
- 5.2 Utilisation of the residual funds from the Wairoa Wi-Fi feasibility study will not have an effect on budgets or rates, as this funding has been planned and approved in the current 2015/16 financial year.
- 5.3 Halting Stage three of the Wairoa Wi-Fi feasibility study, or

**Compliance with legislation and Council Policy**

The utilisation of the residual funds from the Wairoa Wi-Fi feasibility study for Wi-Fi use on additional hardware for the Wairoa Free Wi-Fi will not trigger a s17a review.

**What are the key benefits?**

- 5.4 Annual Plan – consideration of budgetary provision in the 2016/17 Annual Plan will be required for possible minor increases to Wi-Fi Provider costs.
- 5.5 Long Term Plan 2015-2025 – The provision of Wi-Fi to Wairoa Urban rate payers was not provide for in the Long term Plan
- 5.6 District Plan – there are no anticipated impacts on the District Plan.
- 5.7 Economic Development Strategy – this strategy is being developed currently and it is anticipated that the addition of enhanced Wi-Fi capability to the Wairoa Free Wi-Fi will assist in driving some aspects of this strategy.

**What is the cost?**

- 5.8 Other Council Policies – no changes/impact identified.
- 5.9 Relevant legislation – this complies with current legislation.
- 5.10 Based upon the options approved by council. The repurposing of the current study area Wi-Fi hardware, or purchase of additional hardware will help to enhance and extend the current “Wairoa Free Wi-Fi”, to strengthen or add currently unsupported areas within the Wairoa Township with additional “Wi-Fi Hotspots”. This will be beneficial to both the Travelling public/Tourists and Wairoa general public.
- 5.11 \$31,000.00 was allocated out of Council reserves to undertake the Wairoa Wi-Fi Feasibility Study. Just under half of this amount remains, \$15,000.00 at the end of Stage two.
- 5.12 Option (b) will have an estimated cost of \$1,000 to \$2,000, dependent on the relocation point for the Wi-Fi Repeater. Remaining funds would be returned to Council’s general reserves.
- 5.13 Option (c) will utilise all the remaining \$15,000.00 from the Wairoa Wi-Fi Feasibility Study.

**What is the saving?**

- 5.14 Option (b) will result in a saving of approximately \$13,000, by returning residual Study funds back to Council’s general reserves.

**Who has been consulted?**

- 5.15 Council has already consulted with the public over the Wairoa Wi-Fi proposal, Council’s decision was not to proceed further with this proposal.
- 5.16 Adoption and implementation of the repurposing of existing Wi-Fi hardware, or utilising residual funds for the existing Wairoa Free Wi-Fi does not trigger a requirement to consult under the Significance & Engagement Policy.
- 5.17 No Further consultation is required
- 5.18 Tanagta whenua have not been consulted on this proposal



**Maori Standing  
Committee  
6. Significance**

5.19 This matter has not been referred to the committee

6.1 This has a low impact as there is no significant deviation from current practices or policy direction

6.2 There will be no impact on the council budget or capacity

6.3 The Wi-Fi Service can be stopped or reduced in service area if required.

6.4 There is no alteration of service levels of any council significant activities.

6.5 There is no impact on any council strategic assets.

6.6 This decision does not change the way any significant activities are delivered.

**7. Risk  
Management  
Further  
Information  
Appendices  
Signatories**

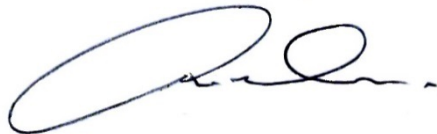
No strategic risks have been identified in the implementation of the proposed recommendation

None.

None.

Author: R McCracken

Approved by: J Baty



## Council

26 April 2016



## Draft Statement of Intent for Hawke's Bay Local Authority Shared Services

<b>Department</b>	Office of the Chief Executive
<b>Author &amp; Contact Officer</b>	Chief Executive Officer – F Power
<b>1. Purpose</b>	1.1 To present to Council for comment and approval the draft 2016/17 Statement of Intent for Hawke's Bay Local Authority Shared Services (HB LASS Ltd)
<b>Recommendation</b>	<i>The Chief Executive Officer RECOMMENDS that Council approves the HB LASS Ltd Statement of Intent for the 2016/17 financial year.</i>
<b>2. Background</b>	2.1 Since 2012 the Wairoa District Council with the other councils in the Region have cooperated in a Hawke's Bay Local Government Council Controlled Organisation (CCO) known as HB LASS Ltd., which is tasked to seek out, investigate, and where appropriate, implement shared services initiatives. 2.2 The Statement of Intent must contain certain information as prescribed by the Local Government Act 2002.
<b>3. Options</b>	3.1 The options identified are: a. Do not approve the Statement of Intent b. Approve the Statement of Intent  3.2 Option A – As per the legislation the CCO must consider any comments received within 2 months of the issuing of the statement of intent. Council may choose to 3.3 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 good-quality infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
<b>4. Corporate Considerations Compliance with legislation and Council Policy Further Information Appendices</b>	4.1 Relevant legislation – Local Government Act 2002  HB LASS website  Appendix 1 – Draft Statement of Intent 2016/17

**Confirmation of  
statutory  
compliance**

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.

**Signatories**

Author: F Power

A handwritten signature in black ink, appearing to be the initials 'F Power' written in a cursive style.



**HB LASS Ltd**  
**Statement of Intent for 2016-17**

DRAFT

**18 March 2016**

Hawke's Bay Councils Delivering Value and Service



## HB LASS Introduction

This Statement of Intent (SOI), developed under schedule 8 of the Local Government Act 2002, is:

- A public declaration of the activities and intentions of HB LASS Ltd and the objectives to which those activities will contribute.
- Provides an opportunity for the shareholders to influence the direction of HB LASS Ltd, and
- Provides a basis for the accountability of the directors to the shareholders for the performance of HB LASS Ltd.

This Statement of Intent covers HB LASS Ltd and any subsidiary company established in pursuance of the objectives herein.

## Background

The Councils that operate within the Hawke's Bay have formed a CCO to investigate, develop and deliver shared services, where and when that can be done more effectively for any combinations of some or all of the councils.

The expected benefits that can be achieved through shared services are:

- improved levels and quality of service;
- a co-ordinated and consistent approach to the provision of services;
- reductions in the cost of support and administrative services;
- opportunities to develop new initiatives;
- economies of scale resulting from a single entity representing many councils in procurement.

These benefits and opportunities can apply to all Councils irrespective of location or size.

In essence the Council Shareholders have established HB LASS Ltd as a means to develop opportunities to address the "most cost effective" elements of the Purpose of Local Government as set out in Section 10 of the Local Government Act 2002.

## Our Vision

***"HAWKE'S BAY COUNCILS DELIVERING VALUE AND SERVICE"***

## Objectives of HB LASS Ltd

Working together with the full support and involvement of staff, we will provide benefit to Councils and their stakeholders through improved levels of service, reduced costs, improved efficiency and/or increased value through innovation.

These will be achieved primarily through:

### **Joint Procurement**

Being the procurement of services or products by two or more Councils from an external provider regardless of whether the service is paid for through HB LASS Ltd or individually by participating Councils.

### **Shared Services**

For HB LASS Ltd “shared services” means the provision of a service or activities (including procurement and service harmonisation) through a jointly owned provider or where one Council or more together performs the service for the other/s.

*It is noted that the implementation of any Shared Service proposal will require the agreement of the individual Councils who wish to participate in the relevant proposal.*

## Nature and Scope of Activities

The principal nature and scope of the activities of HB LASS Ltd is to:

- *Use Joint Procurement to add value to goods and services sourced for its constituent Councils.*
- *Facilitate Shared Services that benefit Councils and their stakeholders through improved levels of service, reduced costs, improved efficiency, innovation and/or increased value.*
- *Pursue best practice in the management of all activities to obtain best value and minimise risk.*
- *Demonstrate fiduciary responsibility by ensuring that its activities are adequately funded from savings achieved, levies, Council contributions, or Government funding where available.*

- *Allow other Councils or organisations to participate in its activities where this will benefit its constituent councils directly or indirectly.*
- *Represent the collective views of its shareholders in matters with which it is associated.*

## Governance

HB LASS Ltd will conduct itself in accordance with its Constitution, its annual Statement of Intent, and the provisions of the Companies Act 1993 and the Local Government Act 2002.

The Company is governed by its directors. To ensure total synergy between the Company's activities and its council shareholders' activities, the directors are also the Chief Executives of their respective shareholding Councils. The dual roles recognise the interdependence of HB LASS and its Councils in the undertaking of its activities. It is noted that Elizabeth Lambert has been appointed by the Hawke's Bay Regional Council by delegation the standing of Chief Executive for the purposes "as the Council's appointee on the Board of Directors of HB LASS Ltd."

The Directors representing the shareholding Councils are:

<b>Shareholder</b>	<b>Director</b>
Central Hawke's Bay District Council	John Freeman
Hastings District Council	Ross McLeod
Hawke's Bay Regional Council	Elizabeth Lambert
Napier City Council	Wayne Jack
Wairoa District Council	Fergus Power

In addition, in accordance with the Constitution the Board has re-appointed an Independent Director Mr Craig Waterhouse as Chairman.

In addition, the Board may appoint up to three Independent Directors to supplement the Directors/Chief Executives' expertise.

At an operational level, each activity or project is managed by an Advisory Group, nominated by the shareholding councils in that particular service. The Board retains the right to approve nominations to the Advisory Groups and all of their material decisions.

Each shared service will be subject to a formal service level agreement between HB LASS Ltd and the participating Councils, outlining the services and activities provided, where, when and how they are provided; and reflecting the capital and operational costs being met by each service shareholder.

Joint Procurement initiatives consistent with their nominated role may be undertaken by any Advisory Group as approved by the Directors. Such initiatives will not require the setting up of a separate business unit unless the administration requirements of the procurement process require it.

Subject to the approval of shareholders in accordance with the shareholder agreement the directors may decide that a particular activity is best managed as a subsidiary company and, subject to meeting legislative requirements, proceed accordingly.

As provided in Section 64(5)(b) of the Local Government Act 2002 this Statement of Intent shall apply to any subsidiary company whose objectives are in accordance with the objectives set out in this Statement of Intent. Such subsidiary companies shall not be required to have a separate Statement of Intent.

## **Future Developments**

HB LASS Ltd will continue to work on business cases for Joint Procurement and Shared Services that may be provided in the region. Current feasibility studies for shared services that are being implemented are:

- Information Management
- Legal Services
- Internal Audit Services

HB LASS Ltd Draft Statement of Intent 2016/17



- Archives and
- Records Management

Current feasibility studies for shared services that are on hold but will be reconsidered in 2016/17 are:

- Regional Call Centre
- Rates services (debt management, advisory etc)

Current feasibility studies for shared services that are under action or being prepared for consideration are:

- Asset Management Services

Other shared services may be provided after the Board has considered each individual business case and formally agreed to take on and deliver (or host/procure etc.) the shared service. The Board has identified a range of other activities that will be investigated as the contributing Councils have resources available to support the investigations.

Joint procurement initiatives will be considered by the Board and/or its advisory groups where there is demonstrated support from two or more member Councils.

HB LASS Ltd will also proactively explore opportunities to partner with other local authorities and shared services organisations within NZ where they are either developing or considering developing cost effective shared services and products that are of value to the Hawke's Bay Councils.

The Board has identified an opportunity for HB LASS to become a vehicle that can assist all the shareholding Councils in meeting the obligations for Service Delivery Reviews that are required to be undertaken under Section 17A of the Local Government Act 2002. It will maintain a watching brief over developments in this area.

The Board has identified that there is a need to become more actively engaged with staff of each of the Councils and that a greater level of activity will require additional administrative support. To this end there will be a need for higher levels

of financial input from the shareholders. A Strategy is in development that will identify more clearly the pathway forward to greater adoption of Shared Services within the shareholding councils.

That strategy is designed so as to bring to consideration the findings from the Asset Management services project together with development of initiatives to look at Financial Services and Human Resources activities during the next twelve months.

## **Performance Targets**

To ensure the Company continues to operate effectively in both governance and management terms over the next three years, the targets are to:

- Initiate at least one shared service each year and no less than two shared services successfully implemented within the following three years;
- Implement Shared Services demonstrating best practice and added value to participating councils and stakeholders;
- Explore Joint Procurement initiatives for goods and services from sources offering best value, service, and/or continuity of supply;
- Publish a newsletter setting out the Companies activities at least quarterly;
- Ensure sufficient income is available from activities to sustain a viable company;
- Operate in a manner that conforms with any applicable regulatory requirements.

## **9 Statement of Financial Position**

The Local Government Act 2002 requires the SOI to include the projected ratio of shareholders' funds to total assets within the Forecast Statement of Financial Position. As HB LASS Ltd has minimal capital (\$5,000 of paid up capital), and does not expect to acquire any material assets, the Board believes that this ratio does not add any value to the SOI and is therefore not included at this time.

As asset owning shared services are approved, the Board will, if appropriate, provide a mechanism for the recognition of each Council's contribution.

## **10 Accounting Policies**

The Company will maintain accounting records in accordance with the Companies Act 1993 and the Local Government Act 2002 as applies to Council Controlled Organisations.

The financial statements of the Company will be prepared in accordance with the New Zealand equivalent to the International Financial Reporting Standards (NZ IFRS) as prescribed by the Institute of Chartered Accountants of New Zealand. The accounting policies will be determined in consultation with the Company's accountants and the auditors prior to preparation of the 2016/17 financial statements.

## **11 Distributions to Shareholders**

The Company is not expected to make profits that would ordinarily be distributed by way of dividends. Any surplus funds are expected to be retained in the business.

## **12 Information to be Provided to Shareholders**

The Company will deliver the following statements to shareholders:

- Within two months of the end of the first half of the financial year: Financial Performance, Movements in Equity, Financial Position and Statement of Service Performance.
- Within three months of the end of the financial year the following audited statements: Statement of Financial Performance, Movements in Equity, Statement of Financial Position, Statement of Service Performance plus a summary of how the company has fared against its objectives and prospects for the next financial year, and a report on the Company's medium to long term plans.
- Regular summaries of activities and achievements.

### 13 Procedures for the Purchase and Acquisition of Shares

The Board will give approval before HB LASS Ltd subscribes for, purchases or otherwise acquires shares in any company or other organisation which is external to the group.

### 14 Activities for Which the Board Seeks Compensation

The ongoing activities to identify, develop, procure shared services will be budgeted for in advance, subject to a business case, and either funded by individual Councils without HB LASS Ltd involvement; or agreed by the Board to be funded by HB LASS Ltd with consequent recovery from participating Councils.

Shareholding Councils will make a contribution to the operational costs of the company on an annually agreed basis. Contributions required from the shareholding councils to cover administration charges are as follows:

<b>Central Hawke's Bay District Council</b>	<b>\$ 9,058.50</b>
<b>Hastings District Council</b>	<b>\$ 21,411.00</b>
<b>Hawke's Bay Regional Council</b>	<b>\$ 21,411.00</b>
<b>Napier City Council</b>	<b>\$ 21,411.00</b>
<b>Wairoa District Council</b>	<b>\$ 9,058.50</b>

The Company will also seek contributions by way of a levy or administration charges on services provided or administered. In determining an appropriate charge the directors may take into account the cost of running the company, its future operational requirements, the nature and cost of the service provided, benefits achieved and Councils' ability to pay.

The Company may provide services (at a cost recovery or a cost plus basis) to other non-shareholding councils within or beyond the region. Any surplus from such activity will be used to either reduce service costs and/or, invest in further developing that or other services, as agreed by the Advisory Group and by the Board.

### 15 Value of Shareholders' Investment

The Directors estimate that at this stage, HB LASS Ltd has little or no commercial value. As each shareholder's investment in HB LASS Ltd is only \$1,000 initially, the Board believes that that fairly represents the value of their investment.

The Directors will reassess the value of this shareholding on or about the 1<sup>st</sup> of March each year.

DRAFT

## Council

26 April 2016



### Māori Policy review

<b>Department</b>	Office of the Chief Executive
<b>Committee Chair</b>	Māori Standing Committee Chairman – Mr G Symes
<b>Contact Officer</b>	Māori Relationships Manager – D Tipoki
<b>1. Purpose</b>	1.1 To consider the proposed revisions from the Māori Standing Committee and adopt the revised Māori Policy.
<b>Recommendation</b>	The Māori Standing Committee RECOMMENDS that Council accepts and adopts the Māori Policy as reviewed by the MSC attached as Appendix 1 for public consultation.
<b>2. Background</b>	<p>2.1 The Māori Policy was adopted 13 November 2012. The Māori Standing Committee was tasked with reviewing the policy and making recommendations to Council on any alterations.</p> <p>2.2 The policy is reviewed on a regular basis and a formal review of this policy started off with a Māori Standing Committee workshop on 28 October 2015.</p> <p>2.3 This policy links into the Council's Significance &amp; Engagement Policy and addresses Section 81 of the Local Government Act, thereby enhancing decision making taking into consideration of the principles of the Treaty of Waitangi.</p>
<b>3. 2015 Workshop outline</b>	<p>3.1 Committee members and Councillors were invited to a workshop at Huramua Marae on 28 October 2015. Those present discussed specific elements of the policy with a view to: updating it; making it easy for members of the public to understand; using Maori names where appropriate; and, using a local proverb.</p> <p>3.2 The notes of the previous workshop held in 2014 were reviewed at this workshop, and points raised at this workshop were incorporated into the proposed changes.</p> <p>3.3 The proposed changes include:</p> <ul style="list-style-type: none"><li>• Updating information to reflect updated Census data</li><li>• Using a Wairoa-specific opening proverb (exact proverb to be confirmed)</li><li>• Inclusion of a definition of takiwa</li><li>• Revision of the working together principles (suggestions and topics for discussion on this element are attached as Appendix B)</li><li>• Amendments to various sections in order to provide a clear, easy-to-read document</li><li>• Removal of specific outcomes to be included in a separate action plan to be formulated after the policy is adopted</li><li>• Inclusion of a reference to the tangata whenua provisions of</li></ul>

#### Standing Orders of Council

- Effective Consultation section replaced with a reference to the Significance & Engagement Policy
- Amendments to the Advocacy section
- Amendment from Kaumatua to Pakeke
- Amendment to how the policy is reviewed
- Removal of specific appendices as it is more appropriate for these to be included on the Council's website as these change frequently
- Amendments to the Working Together principles
- Revision of Maori Standing Committee terms of reference

## 4. Options

### 4.1 The options identified are:

- a. Status quo – make no changes to the policy
- b. Adopt the changes for public consultation as outlined in Appendix 1
- c. Adopt alternative and/or additional changes (dependent on these changes consultation may or may not be required)

4.2 Option A: there is no requirement to make changes to a policy as part of a review process. A new review date is identified and the policy remains the same. However, there are references to data and other documents that need to be updated to reflect the current situation – such as Census Data, Standing Orders and the Significance & Engagement Policy.

4.3 Option C: Council can make additional or alternative changes. Dependent on these changes consultation may or may not be required.

4.4 The preferred option is Option B, the Māori Standing Committee have spent a lot of time reviewing the policy. Part of their recommendation is that it goes out for public consultation in order to ascertain the views of the wider public. Council will need to provide some direction on the type of consultation process they would like to run.

## 5. Corporate Considerations

### What is the change?

### Compliance with legislation and Council Policy

### What are the key benefits?

### Who has been consulted?

5.1 The changes identified in paragraph 3.3 will have some impact on operations across the Council to varying degrees (depending on current practice).

5.2 Other Council Policies – this policy links to the Significance & Engagement Policy

5.3 Relevant legislation – Local Government Act 2002

5.4 The key benefit is greater enhancement in engaging with Māori.

5.5 There has been no wide community consultation on this matter.

5.6 Consultation has only been with the Māori Standing Committee.

**Maori Standing Committee**

**6. Significance**

**7. Risk Management Further Information Appendices Background Papers References (to or from other Committees) Confirmation of statutory compliance**

**Signatories**

5.7 Further consultation is not considered necessary; however, the committee has recommended that a consultation is run.  
5.8 This policy impacts on tangata whenua.  
5.9 The MSC has met and workshopped this policy over a number of months since October 2015.

6.1 Impact is high – affects 59% of district population  
6.2 History of public interest is considered high  
6.3 No impact on the council budget or capacity  
6.4 The policy can be informally reviewed every 12 months and formally every three years  
6.5 This decision enhances the way in which significant activities are delivered  
6.6 This is a significant decision, taking into account the relationship of Māori to ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga  
7.1 No strategic risks were identified.

None.

Appendix 1: Māori Policy

None

Māori Standing Committee (11 March 2016, 13 November 2015)

Council (adopted 13 November 2012)

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: D Tipoki



Approved by: F Power







<i>Māori Policy</i>	Department	ADMINISTRATION
	Adopted	26 April 2016
	Last Review	
	Next Review	26 April 2019

## Te Wairoa Hōpūpū Hōnengenenge Mātangirau Te Wairoa Tāpoko Rau

### 1. STATEMENT OF INTENT

#### 1.1 Context

The Wairoa District has the highest proportion of Māori of any local authority area in the country – approximately 59%<sup>1</sup> of the district's 7890 people.

Section 81 of the Local Government Act 2002 requires Council to:

- (a) *establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of [Council]; and*
- (b) *consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of [Council], and*
- (c) *provide relevant information to Māori for the purposes of paragraphs (a) and (b).*

This gives Wairoa District Council the ability to facilitate enhanced opportunities for Māori to contribute to Council's decision-making processes.

The Māori policy outlines the collaborative approach of Council's decision-making processes that is within the spirit of Te Tiriti o Waitangi<sup>2</sup>.

**This policy does not prevent any individual, *whānau*, *hapū* or *iwi* from dealing directly with the Council concerning any issue that may affect them.**

#### 1.2 Scope

This policy provides a foundation for establishing processes that provide for tangata whenua to contribute to Council's decision-making responsibilities.

#### 1.3 Definitions

- **Council** refers to Wairoa District Council – elected representatives and staff.
- **District** refers to the territorial authority area of the Wairoa District Council.

<sup>1</sup> Statistics New Zealand – Census data 2013

<sup>2</sup> <http://www.treaty2u.govt.nz/>

- **Tangata whenua** refers to *whānau*, *hapū*, and *iwi* who whakapapa to *whenua* in the Wairoa district and is inclusive of Māori organisations and *taurahere* who have chosen to live in the district and be a part of the wider Māori community.
- **Takiwā** refers to ward areas for the purpose of having a set number of areas and therefore independent members as representatives on the Māori Standing Committee
- **Māori Standing Committee Member** refers to members selected by their takiwā, each of whom bears an obligation to faithfully represent the views of their takiwā and, collectively as a committee, the interests of all Māori in the district.

#### 1.4 Purpose

The purpose of this policy is to:

- provide a framework for relationships between *tangata whenua* and Wairoa District Council to achieve mutually beneficial outcomes for the community of Wairoa
- ensure the provision of processes and procedures that facilitate effective communication between *tangata whenua* and Wairoa District Council
- enable Māori views to be incorporated into local government decision making, policies and procedures
- Promote and facilitate Māori participation in Council activities.

## 2. WORKING TOGETHER

The following principles underpin **how** Council will interact and work with *tangata whenua*. The Chief Executive Officer and senior managers (Corporate Services, Finance, Engineering and Regulatory) are responsible for ensuring that the day-to-day operations of Council are carried out in accordance with these principles.

i. Tika

A shared commitment to “do the right thing” – morally and ethically – by making certain that everyone is treated with equal respect and fairness.

ii. Pono

A shared commitment to ensure informed decision-making is underpinned by, and made with, honesty, integrity and good faith.

iii. Manaakitanga

The mutual elevation of *mana* in encounters and when engaged in discourse as a means of seeking shared understanding based on the spirit of respect and dignity.

iv. Rangatiratanga

The duty of Council to accept and support *tangata whenua* in fulfilling their role as *manawhenua* over lands, resources and other *taonga tuku iho* within the local authority boundaries.

v. Kaitiakitanga

The duty of Council to recognise and support *tangata whenua* in fulfilling their duty as *kaitiaki* of air, land, water and all other *taonga tuku iho*.

vi. Whakapapa

Mutual acknowledgement that Council and *tangata whenua* share a common history in their duty of care for the area that is defined as the Wairoa district.

vii. Kete Mātauranga

Council recognises that *tangata whenua* have an embodied set of expertise and skills in providing a Māori world view.

viii. Kawenga

Council and *tangata whenua* share a strong sense of responsibility and reciprocal obligation toward *taonga* as all *taonga* are inter-related, inter-connected and inter-dependent.

ix. Tiriti o Waitangi

Tiriti o Waitangi is the founding document of New Zealand. Council accepts the great importance of this living, dynamic document, and is committed to upholding the spirit of Tiriti o Waitangi/Treaty of Waitangi principles.

x. Kotahitanga

Mutual respect of the unity of all things tangible and intangible.

xi. Whai Mōhiotanga

Mutual acceptance by Council of the importance of *whai* within the *rohe* in offering cultural knowledge, expertise, guidance and advice.

xii. Te Reo Māori

Council encourages, supports and promotes the use of Te Reo Māori in the district.

### 3. REPRESENTATION

Representation refers to the mechanisms which provide for individuals and groups authorised to speak for *tangata whenua* to participate in Council decision-making processes. *Tangata whenua* representation can be undertaken through a variety of mechanisms. These mechanisms take into account all of the Principles of Working Together and the diversity of *tangata whenua* in the district.

### **3.1 Tangata whenua provision in Standing Orders of Council**

Appendix G of the Council's standing orders outlines "Additional provisions for tangata whenua". This appendix outlines the process for tangata whenua representatives in attending and speaking at meetings as part of their representation roles. These provisions are in addition to members of the public being able to speak/attend Council meetings as outlined in Appendix F (Public Forum) and Section 2.15 of standing orders (Public at meetings, access to agendas etc.). These provisions apply at Council and committee meetings (including the Māori Standing Committee) as defined on pg 8 of the Council's standing orders.

### **3.2 Māori Standing Committee**

The Māori Standing Committee is a committee of the Council. The Māori Standing Committee acts as a check and balance on Council processes, especially on those matters requiring a Māori perspective, as well as an advisory body for Council on matters requiring a Māori perspective. This includes the development and revision of Council policies and strategies. Tangata whenua can take issues to their takiwā representative or the Māori Standing Committee, who can then advocate for the tangata whenua to Council or to other bodies (if appropriate). Recommendations from the Māori Standing Committee will be communicated through a report from the Chair and will be given due consideration by the Council when making decisions that directly impact on Māori and on all matters that require the perspective of *te Ao Māori*.

## **4. SIGNIFICANCE AND ENGAGEMENT**

The Council's Significance and Engagement Policy lets both Council and the communities identify the degree of significance attached to particular decisions, to understand when the community can expect to be engaged in Council's decision making processes, and know how this engagement is likely to take place. This provides Council with a tool that clearly guides the assessment of significance during decision-making and provides direction on the consideration of community views and the level of community engagement that might be desirable to enable Council to develop a clearer understanding of community views and preferences on an issue or proposal. This policy includes a specific section about 'Engagement with Māori'.

## **5. ADVOCACY**

There are a number of decision-making processes that lie outside the scope of Council and are undertaken at a regional or national level.

It is expected that interaction and advocacy with external agencies on behalf of Council either by Councillors or Māori Standing Committee members would be with the full knowledge of Council. This does not prevent individuals (whether on the Māori Standing Committee or Council) from advocating on behalf of their own *hapū* or group as long as there is a declaration that they are not acting on behalf of Council.

An important role for the Māori Standing Committee is as an advocate for *tangata whenua* perspectives and issues to local, regional and national bodies..

**6. PAKEKE**

There are occasions where it will be appropriate for Council-run activities to have *Pakeke* in attendance – for *pōwhiri*, *tangihanga*, *hui*. This is particularly important in giving due respect to *tikanga* where a *whaikōrero/karanga/karakia* is appropriate.

**7. KAITAKAWAENGA MĀORI – MĀORI RELATIONSHIPS MANAGER**

Underpinning Council's commitment to the effective facilitation of Māori in decision making is the provision of dedicated staff and other resources. The aim of this is to increase Māori influence in the Council and foster greater understanding of Māori issues.

The position of *Kaitakawaenga Māori*/Māori Relationships Manager, has been established by Council as a means of facilitating and enhancing Māori involvement in decision making. The purpose of the position is to provide advice to, and liaise with, Council and its committees, Council staff and the community in respect to their relationship with, and impact on, *tangata whenua*.

**8. MONITORING AND REVIEW**

This policy will be monitored on an annual basis and an informal review will be undertaken each year by the Māori Standing Committee to assess its relevance and effectiveness.

A formal review of this policy will be undertaken at least every three years.



## GLOSSARY OF MĀORI TERMS

<i>ahi kaa</i>	The continuous unbroken occupation of land by <i>whānau</i> , <i>hapū</i> or <i>iwi</i> over successive generations.
<i>hapū</i>	Sub-tribe
<i>hui</i>	Gathering
<i>iwi</i>	Tribe
<i>kaitiaki</i>	<i>Whānau</i> , <i>hapū</i> or <i>iwi</i> given the responsibility to care, maintain, manage and protect <i>taonga tuku iho</i> (tangible and intangible) within their territorial domain.
<i>karakia</i>	Prayer
<i>karakia (whakanoa)</i>	Prayer to remove <i>tapu</i>
<i>karanga</i>	Ceremonial calling of visitors
<i>kawa</i>	The specific protocols and processes that particular <i>hapū</i> or <i>iwi</i> engage to formalise encounters with others. <i>Kawa</i> varies amongst <i>hapū</i> and <i>iwi</i> , however the <i>kawa</i> of the hosts will take precedence and will govern proceedings
<i>kawenga</i>	Duties incumbent on someone to fulfill responsibilities
<i>manaakitanga</i>	The expression and responsibility inherent to the <i>mana</i> of encounter or engagement as in the reciprocal relationships between host and visitor
<i>manawhenua</i>	The acknowledged authority, that a particular <i>whānau</i> , <i>hapū</i> or <i>iwi</i> has over a particular area. This authority affords <i>whānau</i> , <i>hapū</i> and <i>iwi</i> rights as <i>kaitiaki</i> and obligations to <i>manaaki</i> . It also infers the obligation of other groups to negotiate or consult for access rights to land and resources
<i>pōwhiri</i>	Welcoming ceremony
<i>tangihanga</i>	Funeral
<i>taonga tuku iho</i>	The tangible and intangible resources or treasures that are important to the cultural heritage of <i>tangata whenua</i> , <i>taurahere</i> , and the wider community
<i>tapu</i>	Sacred restriction
<i>taurahere</i>	The association of Māori individuals or groups who join together to fulfil a common purpose or goal, that share similar aspirations and who live outside their tribal area
<i>waahi tapu</i>	Sacred place
<i>whaikōrero</i>	Oratory
<i>whakapapa</i>	Relates to the genealogy, not only of people but all things. It is the relationships to and between all elements, tangible and intangible, such as matter and energy, the universe, the gods, people, mokopuna and other forms of life
<i>whenua</i>	Land

## Appendix 1.

### Māori Standing Committee

#### Terms of Reference

#### 1. STATUS

The Māori Standing Committee is a committee under clause 30(1)(a) of Schedule 7 to the Local Government Act.

#### 2. PURPOSE

The purpose of the Māori Standing Committee is to:

- Advocate on behalf of tangata whenua to local, regional and national bodies as appropriate
- Consider governance issues relating to Council obligations to *tangata whenua*
- Investigate and report to the Council on any issues that the Māori Standing Committee considers necessary that may have an implication for *tangata whenua*.

#### 3. MEMBERSHIP

- Māori Standing Committee members term of office shall expire at the end of the year in which the triennial local body elections are held.
- Independent members of the Māori Standing Committee shall be determined at series of district- wide *hui of hapū of takiwā*, held after the triennial elections, whereby those present will endorse representatives to the Committee.
- 9 takiwā representatives – 1 representative per takiwā (takiwā areas as defined by Council)
- 1 representative (Wairoa Whānui) to represent Māori who whakapapa back to hapū/iwi outside of Wairoa
- The Māori Standing Committee shall consist of:
  - ten (10) independent members (with a minimum of seven (7) members)
  - His/Her Worship the Mayor ex-officio
  - two (2) Councillors – to be nominated by the Māori Standing Committee and confirmed by Council.
- If the Māori Standing Committee has less than seven (7) independent members, the Māori Standing Committee shall have the power to co-opt. Co-opted members will have equal membership rights with all other members of the Māori Standing Committee.

#### 4. RESPONSIBILITIES

- The Māori Standing Committee shall nominate two (2) members of whom one will be Chair, to attend every scheduled ordinary, and extraordinary public meeting of full Council. These representatives will have speaking rights.
- The Māori Standing Committee shall nominate members as representatives at committees as indicated in the terms of reference of these committees.
- There is an expectation that members will make every effort to attend all Māori Standing Committee meetings.
- The unconfirmed/confirmed minutes and all recommendations made by the Committee will be included in the next ordinary Council meeting agenda.
- The Māori Standing Committee has full responsibility to make decisions regarding the expenditure of its budget.

## **5. DELEGATED AUTHORITIES**

The Māori Standing Committee has the authority to:

- delegate to any subcommittee of the Māori Standing Committee any authorities that have been delegated by Council to the committee and to appoint members
- make recommendations to Council on all governance issues relating to the statutory functions, powers and duties within its terms of reference
- make recommendations on professional development opportunities which will enable members of the Māori Standing Committee to better contribute to its decision-making processes
- review and determine how the steps that Council will take to develop Māori capacity to contribute to decision-making processes should be described, planned and monitored in the draft and final Council Long-term Plan
- make submissions on Māori-related matters in conjunction with Council.

## **6. MEETINGS**

- The Māori Standing Committee shall hold all meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and powers delegated under the Terms of Reference.

## **7. ELECTION YEAR TRANSITION**

- In a local government election year, the Māori Standing Committee shall schedule district-wide *hui* for the selection process to decide the membership of the next Māori Standing Committee by the end of November.
- The next Māori Standing Committee shall be sworn in by the newly elected Council by February.
- The incumbent Māori Standing Committee shall remain in office until the succeeding Māori Standing Committee are sworn in by the newly elected Council.
- A robust introduction process will be in place for all incoming members of the Wairoa District Council's Māori Standing Committee.

## **8. BUDGET**

- The Māori Standing Committee shall be responsible for its own budget as set through the Annual Plan process.
- Members of the Committee are allocated a budget for the financial year ending 30 June – the budget shall cover the following items:
  - fair remuneration for Committee duties undertaken on behalf of the Council
  - travel allowance for members attending Committee meetings
  - the commission of expertise for advice, training and workshops
  - administration expenses including (but not limited to): materials, venue hire, catering.

## **9. Servicing**

- The Māori Relationships Manager will be the primary contact for the Māori Standing Committee.



**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.

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

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 has been completed
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**

<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		Consultant has been engaged to review the manual.

**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		Complete
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
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

Item	Title	Description	Who	Timeframes	Status
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 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
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<b>Item</b>	<b>Title</b>	<b>Description</b>	<b>Who</b>	<b>Timeframes</b>	<b>Status</b>
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	TBC	Redrafting being undertaken after was taken to ED Committee for feedback.
456.	COUNCIL REPORTING TEMPLATES	That: <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	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 ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 23 FEBRUARY 2016**

Item	Title	Description	Who	Timeframes	Status
462.	Representatives on the Wairoa District Heritage and Museum Trust	<i>That:</i>  1. <i>The report be received;</i>  2. <i>The Mayor meet with the Trust to discuss appointments; and,</i>  3. <i>The Mayor takes the matter to the next Maori Standing Committee meeting.</i>	Mayor	TBC	TBC



Item	Title	Description	Who	Timeframes	Status
463.	Net Promoter Score (NPS) Framework	<i>That Council adopt the Net Promoter Score Framework to assess and improve visitors' and residents' views on Te Wairoa, with a more detailed report to come to the March Council meeting on the processes and survey methods using this framework.</i>	Corporate Services	Report to March Council	Complete
464.	Update on 2016/17 Annual Plan Framework	<p><i>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 there are significant or material changes or if Council wishes to do so.</li> </ol>	Finance		

**ACTIONS FOR THE ORDINARY MEETING OF WAIROA DISTRICT COUNCIL HELD ON TUESDAY 22 MARCH 2016**

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>
465.	Mahanga Update	That the report be received and the information and papers from members of the public be passed on to Council's legal counsel.	Engineering	To be confirmed	Papers forwarded to legal counsel
466.	Review of Election Hoardings Policy	That Council adopt the updated Election Hoardings Policy.	Operations		Complete
467.	Appointment and Remuneration Policy for Directors of Council Controlled Organisations (CCOs)	That Council: <ol style="list-style-type: none"> <li>1. Adopt the revised Appointment and Remuneration Policy for Directors of Council Controlled Organisations with amendments; and,</li> <li>2. A joint workshop is held with the QRS Board on the idea of a board intern programme.</li> </ol>	Office of the Chief Executive	Workshop arranged for June 2016	Complete

Item	Title	Description	Who	Timeframes	Status
468.	Revised Information Pack reporting structure	<p>That:</p> <ol style="list-style-type: none"> <li>1. The proposed new Council information document is distributed on the website, Hub and at reception;</li> <li>2. Any ad hoc documents previously included in the Information Pack are uploaded to the Hub and, if appropriate, published on the website;</li> <li>3. Production of the Information Pack ceases; and,</li> <li>4. Departmental reports are produced quarterly and distributed on the Hub.</li> </ol>	Office of the Chief Executive Corporate Services	<p>First departmental report using new format due June 2016</p> <p>Council information document being designed and information collated due June 2016</p>	Expected to be complete prior to June 2016
469.	Net Promoter Score	That Council adopts the Net Promoter Score (NPS) framework as outlined in Appendix 1 of the report and that a budget of \$15,000 funded from rates be included in the 2016/17 Annual Plan.	Corporate Services	As per Annual Plan timeframes	Complete
470.	Review of Smoke-free Environments Policy	That Council adopt the revised Wairoa District Council Smoke-free Environments Policy.	Office of the Chief Executive		Complete

Item	Title	Description	Who	Timeframes	Status
471.	2016 Local Body Elections	<p>That:</p> <ol style="list-style-type: none"> <li>1. The report be received</li> <li>2. Council adopt postal voting as its voting method</li> <li>3. That the names of the candidates for the 2016 Wairoa District Council triennial elections be arranged on the voting documents in alphabetical order of surname.</li> </ol>	Corporate Services		Complete
472.	Delegations – Warrant to Act	<p><i>That:</i></p> <ol style="list-style-type: none"> <li>1. <i>The report be received</i></li> <li>2. <i>The delegations and appointments as scheduled in the Schedule of Delegations be approved with immediate effect.</i></li> </ol> <p><b>NAME            DELEGATION/AUTHORITY</b></p> <p><i>Jared Olsen</i>            This warrant is issued under sections 11 and clause 32 of schedule 7 of the Resource Management Act 2002 ( and section 3 of the Building Act 2004) as evidence that Wairoa District Council has authorised Jared Olsen, an elected member of the Council, as an enforcement officer with the following responsibilities and powers:</p> <p><b>A) Under the Building Act 2004:</b></p> <ul style="list-style-type: none"> <li>• Section 90 – Inspections by Building Consent Authorities.</li> </ul>	Operations		Complete

Item	Title	Description	Who	Timeframes	Status
		<ul style="list-style-type: none"> <li>• Section 111 – Inspections by territorial authority.</li> <li>• Section 124 – To deem a building to be dangerous, insanitary or earthquake-prone.</li> <li>• Section 126 – to carry out work.</li> <li>• Section 129 – To take measures to avert immediate danger or rectify insanitary conditions of the Act.</li> <li>• Section 164 – Issue Notice to Fix.</li> <li>• Section 167 – Inspection of building work under notice to fix.</li> <li>• Section 220 – To carry out building work on default.</li> <li>• Section 222 – Inspections by territorial authority.</li> <li>• Section 371A – Authorised to issue infringement notices.</li> <li>• Section 372 – Issue of infringement notices.</li> </ul> <p><b>B) Under the Local Government Act 2002:</b></p> <ul style="list-style-type: none"> <li>• Section 164 – Seizure of property not on private land.</li> <li>• Section 171 – general power of entry.</li> <li>• Section 172 – Power of entry for enforcement purposes.</li> <li>• Section 173 – Power of Entry I cases of emergency.</li> </ul> <p><b>C) Under the Fencing of Swimming Pools act 1987:</b></p> <ul style="list-style-type: none"> <li>• Section 11 – Power of entry for territorial authority officers.</li> </ul> <p><b>D) Under the Resource Management Act 1991:</b></p> <ul style="list-style-type: none"> <li>• Section 38 – Authority &amp; Responsibility of Enforcement Officers</li> </ul>			

Item	Title	Description	Who	Timeframes	Status
		<p style="text-align: center;"><b>E) Under the Civil Defence Emergency Management Act 2002:</b></p> <ul style="list-style-type: none"> <li>• Inspect buildings to prevent or limit the extent of the emergency.</li> <li>• Issue signs (placards) to prevent or limit the state of emergency.</li> <li>• Secure or otherwise make safe dangerous structures and materials.</li> <li>• Evacuate premises or exclude people (hoardings and cordoning) if necessary for the preservation of human life.</li> <li>• Restrict public access to roads and public places (cordoning) to prevent or limit the extent of the emergency.</li> </ul>			
473.	FAR Committee recommendation: Monthly Financial Report to 31 January 2016	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receive and adopt the financial reports ending 31 January 2016; and,</li> <li>2. Notes that the reporting regime established with this report is a work in progress</li> </ol>	Finance		Complete

**WAIROA DISTRICT COUNCIL**

**MĀORI STANDING COMMITTEE**

Minutes of the Māori Standing Committee held at the Waihua Marae, State Highway 2, Waihua on Friday, 8 April 2016 at 12.16pm.

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**Present:**

E Foster (Wairoa Hōnengenenge), K Hammond (Wairoa Hōpūpū), G Hawkins (Pāhauwera), P Kelly (Wairoa Matangirau), H Nissen (Ruakituri), P Whaanga (Māhia Mai Tawhiti)  
Councillor H Flood

C McGimpsey (Governance Advisor and Policy Strategist)  
D Tipoki (Māori Relationships Manager)

<b><u>Resolved:</u></b>	<i>That in the absence of the committee's chairman that Mr P Kelly chair the meeting.</i>	<b><i>Whaanga/Hawkins</i></b>
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**APOLOGIES**

Apologies were received from His Worship the Mayor, C Little, F Power (WDC's CEO), Councillor Bird G Symes (Chairman) (Rakaipaaka), and S Jury (Wairoa Whānui).

<b><u>Resolved:</u></b>	<i>That the apologies received from His Worship the Mayor, C Little, F Power (WDC's CEO), Councillor Bird G Symes (Chairman) (Rakaipaaka), and S Jury (Wairoa Whānui) be accepted.</i>	<b><i>Flood/Foster</i></b>
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**CALLS FOR CONFLICT OF INTEREST**

**CALL FOR ITEMS OF URGENT GENERAL BUSINESS NOT INCLUDED IN THE AGENDA AND NOTICES**

Waihi Dam & ED Committee  
Forestry Slash

P Kelly  
P Whaanga

**SUSPENSION OF MODEL STANDING ORDERS**

<b><u>Resolved:</u></b>	<i>That the Māori Standing Committee suspend standing orders for the duration of the meeting</i>	<b><i>Hawkins/Whaanga</i></b>
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**General Items**

**MĀORI WARDS**

The Corporate Services Manager presented his report.

<b><u>Resolved:</u></b>	<i>That the report be received.</i>	<b><i>Nissen/Whaanga</i></b>
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The Committee requested a wānanga on the issue.

Mr K Hammond arrived 12.34pm

The Committee discussed:

- Need input from their respective marae prior to the wānanga
- Latest date to make a recommendation to Council
- Location and size of the wards

Further clarity was requested regarding:

- What the wards would look like?
- How could they look if they were split across the district?
- How many wards would there be?

## PUBLIC FORUM

Fred McRoberts asked about the process for having a piece of land designated as an urupa

The Committee suggested that Mr McRoberts go through the Māori Land Court as others have done in the past. Mr P Kelly will investigate the Council process.

## Confirmation of Minutes

### **MĀORI STANDING COMMITTEE ORDINARY MEETING HELD 11 March 2016**

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Minutes of an Ordinary Meeting of the Māori Standing Committee held on Friday, 11 March 2016 were presented.

<b><u>Resolved:</u></b>	<i>That the minutes of an Ordinary Meeting of the Māori Standing Committee held on Friday, 11 March 2016 be accepted as the true and correct record of the proceedings.</i>	<b><i>Hammond/Flood</i></b>
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The Committee discussed:

- Councillor Flood's research on the HBRC Māori Committee structure
- Update regarding the Waikaremoana sign and application of Māori Policy internally
- Contractors' requirements regarding the Māori Policy

ADJOURNED: 1:13pm

RECONVENED: 1:21pm

The Committee discussed:

- Feedback from Ruawharo Marae regarding the naming of the reserve – the Māori Relationships Manager will investigate the process and Mr P Whaanga will come back to the May committee meeting with a map identifying the precise location of the reserve and details regarding ownership and use
- Progress with the street names issue

## General Items

### **MĀORI RELATIONSHIPS MANAGER'S REPORT**

**A 28.01**

The Māori Relationships Manager presented his report and gave a verbal update regarding the Māori Film Festival being held in June.

<b><u>Resolved:</u></b>	<i>That the report be received.</i>	<b><i>Kelly/Hawkins</i></b>
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The Committee discussed:

- The Next steps for Freshwater consultation document attached to the Māori Relationships Manager's report and having a wānanga to discuss a potential submission including key points – not satisfied with the condition of the water or how it is being looked after, involvement of kaitiaki in the process
- Forestry slash throughout the district



**Action:** Mr P Whaanga will report to the May meeting, including recommendations, on his recent meeting with JNL regarding the forestry slash

**Late item: Waihi Dam & Economic Development Committee**

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Mr P Kelly gave an overview of 3 visitors that had come to Wairoa to visit the Waihi Dam, he had been part of the group who had showed them some of the environmental issues the district faces currently.

**Action:** Mr P Kelly will present a written report, including recommendations, to the May committee meeting.

Mr P Kelly gave an update of the recent Economic Development Committee meeting.

**Action:** A standing item is added to the agenda entitled "Economic Development Issues"

**Late item: OHANGA O TAKITIMU**

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Mr K Hammond updated the committee on a recent conference he had attended as part of his work for Te Ohanga o Takitimu.

**Action:** Mr K Hammond will report back to the committee when ideas had been advanced further.

Ms E Foster will bring an item to the next meeting regarding land at Apatu Street

Mr P Whaanga will bring the May committee meeting some background to a land issue that will be raised at the June meeting.

**CLOSED:** The meeting closed with a karakia by the Māori Relationships Manager at 3.04pm.



## Minutes of an Ordinary Meeting of Economic Development Committee

10.00am Wednesday 3 February 2016 held in the Council Chamber, Wairoa District Council, Coronation Square, Wairoa.

**Present:** Councillor D Eaglesome-Karekare (Chair)

His Worship the Mayor Mr C Little, Councillor Harker

B Kenyon (Chairman of Te Matarae o Te Wairoa Trust)

F Power (Chief Executive Officer)

J Cox (Engineering Manager)

H Montgomery (Chief Operating Officer)

J Baty (Corporate Services Manager)

R Thomas (Economic Development Officer)

K Bowen (Economic Development Officer)

J George (Tourism Manager)

C McGimpsey (Governance Advisor and Policy Strategist)

### Procedural Items

#### 1. Election of Chairman

**Resolved:** *That Councillor D Eaglesome-Karekare be elected as Chair of the Economic Development Committee*

*Little/Harker*

#### 2. Election of Deputy Chairman

**Resolved:** *That Councillor Harker be elected as Deputy Chairman of the Economic Development Committee*

*Little/Eaglesome-Karekare*

#### 3. Civic Prayer

The civic prayer was given by the Corporate Services Manager

#### 4. Apologies for Absence

Apologies were received from Maori Standing Committee Representative Mr P Kelly.

#### 5. Declarations of Conflict of Interest

None.

#### 6. Chairman's Announcements

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None

#### **7. Items of Urgent Business not on the Agenda**

None

#### **8. Public Participation**

None

#### **9. Terms of Reference & Membership of the Committee**

The Maori Standing Committee have nominated Mr P Kelly as their representative.

The Te Mataarae o Te Wairoa Trust have not formally nominated a representative at a Trust meeting. The Trust will advise the committee when this has taken place.

The committee discussed the options for co-opting members and iwi participation in the committee.

<b><u>Resolved:</u></b>	<i>That the Maori Standing Committee Representative on the Committee is Mr P Kelly and that the Te Mataarae o Te Wairoa Trust representative is the Chairman of the Trust.</i>
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***Eaglesome-Karekare/Little***

#### **10. Te Mataarae o Te Wairoa Trust update**

The Chairman of Te Mataarae o Te Wairoa Trust gave an overview to the Committee of the projects the Trust was currently working on.

- Main focus has been running the Gaiety Theatre – the Long River Swing concert was successful
- They have been involved in helping the HBRC on a study about iwi and land use in the district
- Biggest success story - business mentoring programme (Icehouse)
- The Trust is looking to extend its membership in the next 6 months to include an additional 2 trustees as part of succession planning

#### **11. Workshop: Draft Economic Development Strategy**

The Economic Development Officers gave an overview of the draft Economic Development Strategy, including the data included in the strategy from Infometrics.

The committee discussed:

- Boundary signs
- Increased HBRC economic development budget – Wairoa currently do not benefit from this
- Wairoa Airport
- Relationship with Tourism Eastland
- Infrastructure requirements to meet desired outcomes

- Lobbying central government to provide funding for projects and basic requirements e.g. adequate health care facilities
- How could support “Fit-to-Work” initiatives
- Business Hub in Napier
- Wairoa’s contribution to GDP - \$360million

**12. Workshop: Draft Tourism Strategy**

The Economic Development Officers gave an overview of the draft Tourism Strategy.

The committee discussed:

- Bilingual signage and translation issues
- Consistency of signage throughout district
- Importance of tourism to New Zealand’s economy
- Including the job numbers associated with tourism and the projected growth
- Potential of the Wairoa County Club

There being no further General Business Councillor Eaglesome-Karekare declared the meeting closed.

**CLOSED:**            The meeting closed at **11.52am.**

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Chair



## **Minutes of an Ordinary Meeting of Economic Development Committee**

2.00pm Monday 4 April 2016 held in the Council Chamber, Wairoa District Council, Coronation Square, Wairoa.

**Present:** Councillor D Eaglesome-Karekare (Chair)

His Worship the Mayor Mr C Little, Councillor J Harker, K Burger (Chairman of Te Matarae o Te Wairoa Trust), P Kelly (Maori Standing Committee representative).

F Power (Chief Executive Officer)  
J Cox (Engineering Manager)  
H Montgomery (Chief Operating Officer)  
K Tipuna (Communications Strategist)  
R Thomas (Economic Development Officer)  
K Bowen (Economic Development Officer)  
J George (Tourism Manager)  
C McGimpsey (Governance Advisor and Policy Strategist)

### **Procedural Items**

#### **1. Karakia**

Mr P Kelly gave the karakia.

#### **2. Apologies for Absence**

None.

#### **3. Declarations of Conflict of Interest**

Councillor Harker declared an interest on agenda item 13, as he is an employee of Quality Roding Services Limited.

Mrs K Burger declared an interest on agenda item 13, as she is an employee of Quality Roding Services Limited.

#### **4. Chairman's Announcements**

None

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

Minor item (for discussion only) – Membership of the Committee

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## 6. Public Participation

None.

## 7. Minutes of the Previous Meeting

His Worship the Mayor entered the meeting at 2.01pm.

**Resolved:** *That the minutes of the Ordinary Meeting of the Economic Development Committee held on 3 February 2016 be confirmed as a correct record of the proceedings.*

***Harker/Little***

## 8. Te Matarae o Te Wairoa Trust update

The Chair of Te Matarae o Te Wairoa Trust informed the committee that the previous Chairman had resigned and thanked the previous Chair for their work on the Trust.

She gave an overview to the Committee of the projects the Trust was currently working on.

- Main focus has been running the Gaiety Theatre – going forward the Manager is investigating new ideas for the Gaiety
- Recent contract growers workshop looking at cash crops (specifically avocados, feijoas, limes and olives) and being able to provide support for Maori land owners to be able to participate in this initiative
- The Trust is working on a Strategic Plan focusing on:
  - The Gaiety Theatre
  - Business Support
  - Agriculture and horticulture
  - Expiry of the Vision Projects contract in July 2016

The committee discussed:

- Maori land – inclusion of Te Puni Kokiri in the project
- Success of the Gaiety

## 9. Issues from the Maori Standing Committee

None.

## General Items

### 10. Presentation: Visual Identity Project

The Economic Development Officers gave an overview of the draft Community Kete and the ongoing work associated with the project.

The committee discussed:

- “Te Wairoa” and the use of it
- Engagement with locals and visitors
- Consultation with iwi and hapu

### 11. Presentation: Regional Economic Development Strategy

Due to the unavailability of the presenter, this item was deferred to the next committee meeting.

### 12. Resolution to Exclude the Public

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

1. Presentation: Rocket Lab – possibility of manufacturing in Wairoa District

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>
Presentation: Rocket Lab – possibility of manufacturing in Wairoa District	Section 7 (2) (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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:  (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]

*Harker/Little*

**PUBLIC EXCLUDED: 2.36pm**

**PUBLIC READMITTED: 4.33pm**

There being no further General Business Councillor Eaglesome-Karekare declared the meeting closed.

**CLOSED:**            The meeting closed at **4.34pm.**

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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
2. Confidential Action Sheet
3. Confidential Minutes Economic Development Committee 4 April 2016

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)</p> <p>(a) protect the privacy of natural persons, including that of deceased natural persons</p> <p>(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>(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>
Confidential Action Sheet	<p>Section 7 (2)</p> <p>(a) protect the privacy of natural persons, including that of deceased natural persons</p> <p>(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>(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>

Confidential Minutes Economic Development Committee	Section 7 (2) (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]
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