



## **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

**Resolved:**      *That agenda item 17 is taken out of order and brought forward.*  
***Eaglesome-Karekare/Flood***

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

**Resolved:**      *That the report be received and the information and papers from members of the public be passed on to Council's legal counsel.*  
***Little/Flood***

## 7. Information Pack

**Resolved:**      *That the March 2016 Information Pack is received.*  
***Little/Eaglesome-Karekare***

## 8. Confirmation of Minutes of the Previous Meeting

**Resolved:**      *That the minutes of the Ordinary Meeting of Council held on 23 February 2016 be confirmed as a correct record of the proceedings.*  
***Eaglesome-Karekare /Cairns***

## 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.*

***Eaglesome-Karekare /Flood***

## **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/Eagelsome-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.**

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Chair