



## Minutes of an Ordinary Meeting of Council

10.10am Tuesday 22 November 2016 held in the Council Chamber, Wairoa District Council, Queen Street, Wairoa.

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

Councillors: M Bird, D Eaglesome-Karekare, H Flood, J Harker, M Johansen, C Lambert.

F Power (Chief Executive Officer)  
H Montgomery (Chief Operating Officer)  
J Cox (Engineering Manager)  
J Baty (Corporate Services Manager)  
A Morton (Chief Financial Officer)  
K Tipuna (Communications Strategist)  
C Knight (Governance Advisor & Policy Strategist)

### Procedural Items

**1. Karakia**

The karakia was given by the Corporate Services Manager.

**2. Apologies for Absence**

Councillor Bird entered the meeting at 10.11am

None

**3. Declarations of Conflict of Interest**

None.

**4. Chairman's Announcements**

None.

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

- Mahanga Road – land swap
  - Glendining Road
  - Confidential – Mayoral Vehicle
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- Confidential – Water
- Confidential – Postage

## 6. Public Participation

None.

## 7. Minutes of the Previous Meeting

**Resolved:** *That the minutes of the Ordinary Meeting of Council held on 25 October 2016 be confirmed as a correct record of the proceedings.*

***Eaglesome-Karekare/Flood***

## 8. CEO Monthly Report

The Chief Executive Officer presented his report. An update was given on 3.4.1 – Council has received a donation of \$5000 from Skyline Aviation towards airport upgrades.

Council discussed:

- Airport upgrade
- Kaikoura Earthquake

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

***Little/Eaglesome-Karekare***

## General Items

### 9. Council Forum – Petitions Received

The Governance Advisor & Policy Strategist presented the report.

**Resolved:** *That Council:*

- Receive the attached petitions*
- Request a report comes back to December Council on: the costs of sealing Kiwi Road, and the dust nuisance prioritization list; and, the Council's responsibilities re Ormond Reserve.*

***Harker/Eaglesome-Karekare***

### 10. Regional Multi-Sport Hub

Presentation will be given at 6<sup>th</sup> December 2016 meeting.

### 11. Financial Delegations

The Chief Financial Officer presented the report.

**Resolved:** *That Council:*

1. *Receives the report.*
2. *Approves the Chief Executive Officer to commit or authorise expenditure up to a Financial Delegation level of \$100,000 in any single transaction.*
3. *In respect of the above delegation, the Chief Executive Officer may delegate authority to other officers of Council initially as per the attached Appendix 1(with amendment regarding Business Support Officer & Casual Business Support Officer) – Proposed Financial Delegation Limits, subject to change, but always within the maximum of the Chief Executive Officer’s own delegation level.*
4. *The Chief Executive Officer is approved to withdraw and or amend Financial Delegations held by officers at any time.*
5. *All Purchases above the Chief Executive Officers Financial delegation of \$100,000 are to be referred to the Finance Audit and Risk Committee for approval prior to the expenditure being committed.*

***Harker/Flood***

**ADJOURNED: 10.47AM**

**RECONVENED: 10.52AM**

## **12. Meeting Schedule**

The Governance Advisor & Policy Strategist presented the report.

Council discussed:

- Start time of meetings

**Resolved:** *That the following meeting schedule be adopted for 2017:*

**Council**

6 weekly meetings

Tuesday 1.30pm

Agenda closes 5 working days before the meeting date

<b>Meeting Date</b>	<b>Agenda closes</b>
<b>14<sup>th</sup> February 2017</b>	Friday 3 <sup>rd</sup> February 2017
<b>28<sup>th</sup> March 2017</b>	Monday 20 <sup>th</sup> March 2017
<b>9<sup>th</sup> May 2017</b>	Monday 1 <sup>st</sup> May 2017
<b>20<sup>th</sup> June 2017 Annual Plan Adoption</b>	Monday 12 <sup>th</sup> June 2017
<b>1<sup>st</sup> August 2017</b>	Monday 24 <sup>th</sup> July 2017
<b>12<sup>th</sup> September 2017</b>	Monday 4 <sup>th</sup> September 2017
<b>24<sup>th</sup> October 2017 Annual Report Adoption</b>	Friday 13 <sup>th</sup> October 2017
<b>5<sup>th</sup> December 2017</b>	Monday 27 <sup>th</sup> November 2017

**Council Forum**

6 weekly meetings

Tuesday 1.30pm

Agenda closes 2 weeks before the meeting date

<b>Meeting Date</b>	<b>Agenda closes</b>
<b>7<sup>th</sup> March 2017</b>	Monday 20 <sup>th</sup> February 2017
<b>18<sup>th</sup> April 2017</b>	Monday 3 <sup>rd</sup> April 2017
<b>30<sup>th</sup> May 2017</b>	Monday 15 <sup>th</sup> May 2017
<b>11<sup>th</sup> July 2017</b>	Monday 26 <sup>th</sup> June 2017
<b>22<sup>nd</sup> August 2017</b>	Monday 7 <sup>th</sup> August 2017
<b>3<sup>rd</sup> October 2017</b>	Monday 18 <sup>th</sup> September 2017
<b>14<sup>th</sup> November 2017</b>	Monday 30 <sup>th</sup> November 2017

**Finance, Audit & Risk Committee**

6 weekly meetings

Tuesday 1.30pm

Agenda closes 5 working days before the meeting date

<b>Meeting Date</b>	<b>Agenda closes</b>
<b>28<sup>th</sup> February 2017</b>	Monday 20 <sup>th</sup> February 2017
<b>11<sup>th</sup> April 2017</b>	Monday 3 <sup>rd</sup> April 2017
<b>23<sup>rd</sup> May 2017</b>	Monday 15 <sup>th</sup> May 2017
<b>4<sup>th</sup> July 2017</b>	Monday 26 <sup>th</sup> June 2017
<b>15<sup>th</sup> August 2017</b>	Monday 7 <sup>th</sup> August 2017
<b>26<sup>th</sup> September 2017</b>	Monday 18 <sup>th</sup> September 2017
<b>7<sup>th</sup> November 2017</b>	Monday 30 <sup>th</sup> October 2017

**Economic Development Committee**

6 weekly meetings

Tuesday 1.30pm

Agenda closes 5 working days before the meeting date

<b>Meeting Date</b>	<b>Agenda closes</b>
<b>21<sup>st</sup> February 2017</b>	Monday 13 <sup>th</sup> February 2017
<b>4<sup>th</sup> April 2017</b>	Monday 27 <sup>th</sup> March 2017
<b>27<sup>th</sup> June 2017</b>	Monday 19 <sup>th</sup> June 2017
<b>8<sup>th</sup> August 2017</b>	Monday 31 <sup>st</sup> July 2017
<b>19<sup>th</sup> September 2017</b>	Monday 11 <sup>th</sup> September 2017
<b>31<sup>st</sup> October 2017</b>	Friday 20 <sup>th</sup> October 2017

**Conduct Review Committee**

As required

*Flood/Eaglesome-Karekare*

### 13. Committee Structure

The Governance Advisor & Policy Strategist presented the report.

Council discussed:

- Type and number of committees

<b><u>Resolved:</u></b>	<p><i>That Council convenes the following committees (in addition to Maori Standing Committee – as already convened on 25<sup>th</sup> October):</i></p> <ul style="list-style-type: none"> <li>• <i>Asset &amp; Activity – terms of reference as per Appendix 1. Workshop to discuss Terms of reference to be arranged</i></li> <li>• <i>Finance, Audit &amp; Risk – terms of reference as per Appendix 1</i></li> <li>• <i>Conduct Review – terms of reference as per Appendix 1</i></li> <li>• <i>Chief Executive Performance Review – terms of reference as per Appendix 1</i></li> <li>• <i>Economic Development – terms of reference as per Appendix 1</i></li> <li>• <i>Community Partnership – terms of reference to be discussed at a workshop</i></li> </ul> <p><i>Committees (with exceptions stated above) will review their terms of reference at their inaugural meetings and make recommendations to Council if changes are required.</i></p> <p style="text-align: right;"><b><i>Eaglesome-Karekare/Harker</i></b></p>
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### 14. Delegations – Warrant to Act

The Corporate Services Manger presented the report.

<b><u>Resolve</u></b>	<b><i>That:</i></b>				
<b><u>d:</u></b>	<ol style="list-style-type: none"> <li><i>The report be received.</i></li> <li><i>The delegations and appointments as scheduled in the Schedule of Delegations be approved with immediate effect:</i></li> </ol> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><b><i>NAME</i></b></th> <th style="text-align: left;"><b><i>DELEGATION/AUTHORITY</i></b></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"><b><i>Peter Robson</i></b></td> <td> <ol style="list-style-type: none"> <li><i>An “enforcement officer” appointed under Section 177 of the Local Government Act 2002 for the enforcement of bylaws and regulations.</i></li> <li><i>“Enforcement Officer” Under Section 38 of the Resource Management Act 1991.</i></li> <li><i>A “Dog Control Officer” under Section 11 of the Dog Control Act 1996.</i></li> <li><i>A “Pound keeper and Ranger” under Section 8 of the Impounding Act 1955.</i></li> </ol> </td> </tr> </tbody> </table> <p style="text-align: right;"><b><i>Eaglesome-Karekare/Johansen</i></b></p>	<b><i>NAME</i></b>	<b><i>DELEGATION/AUTHORITY</i></b>	<b><i>Peter Robson</i></b>	<ol style="list-style-type: none"> <li><i>An “enforcement officer” appointed under Section 177 of the Local Government Act 2002 for the enforcement of bylaws and regulations.</i></li> <li><i>“Enforcement Officer” Under Section 38 of the Resource Management Act 1991.</i></li> <li><i>A “Dog Control Officer” under Section 11 of the Dog Control Act 1996.</i></li> <li><i>A “Pound keeper and Ranger” under Section 8 of the Impounding Act 1955.</i></li> </ol>
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### Late items – Glendining legal road reserve realignment; and, Mahanga Road land swap

**Resolved:** *That in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act 1987 the items **Glendining legal road reserve realignment; and, Mahanga Road land swap** be considered given the item had not come to hand at the time of Agenda compilation and consideration of this matter is required now in order to respond within the timeframe allowed.*

**Harker/Flood**

Council discussed:

- Details of each transaction

**Resolved:**

- *That Council receives this information.*
- *That Council resolves to submit the information to the Minister of Lands for the purposes of declaring those parts of the subject land on which the road is currently constructed outside of the Legal Road Reserve to be road pursuant to section 114 of the Public Works Act 1981.*
- *That Council resolves to submit the information to the Minister of Lands for the purposes of declaring those parts of the subject land that are currently Legal Road Reserve but where the road is not currently constructed to be stopped pursuant to section 116 of the Public Works Act*
- *That Council undertakes all necessary steps for the purposes of giving effect to the Land Exchange Agreement between Wairoa District Council and William John Sidney Bowen dated 14 September 2005.*
- *That the Engineering Manager be delegated the role and all necessary powers for the purposes of advancing this application with the Minister of Lands.*

**Johansen/Lambert**

**Resolved:**

- *That Council receives this information.*
- *That Council resolves to submit the information to the Minister of Lands for the purposes of declaring Section 1 SO 487977 to be legal road reserve pursuant to section 114 of the Public Works Act 1981.*
- *That Council resolves to submit the information to the Minister of Lands for the purposes of declaring Section 3 SO 487977 to be stopped pursuant to section 116 of the Public Works Act*
- *That Council undertakes all necessary steps for the purposes of giving effect to the realignment of the legal road reserve.*
- *That the Engineering Manager be delegated the role and all necessary powers for the purposes of advancing this application with the*

*Minister of Lands.*

**Harker/Lambert**

### 15. Resolution to Exclude the Public

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

1. Confidential Minutes of Previous Council Meeting
2. Rates remissions
3. HBLASS Evolution
4. Late item – Mayoral Vehicle
5. Late item – Postage
6. Late item – Water

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 would be likely to result in the disclosure of information where the withholding of the information is necessary to:	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:
Confidential Minutes of Previous Council Meeting	Section 7 (2) (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	(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]
Rates remissions	Section 7 (2) (a) protect the privacy of natural persons, including that of deceased natural persons	(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]
HBLASS Evolution	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]
Late item – Mayoral Vehicle	Section 7 (2) (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)		(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]
Late item – Postage	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]
Late item – Water	Section 7 (2) (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)		(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]

*Johansen/Eaglesome-Karekare*

**PUBLIC EXCLUDED: 12PM**

**READMITTED: 2.44PM**

Cr Harker gave a closing karakia.

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

**CLOSED:**            The meeting closed at **2.45pm.**

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Chair