

**PUBLIC MINUTES OF CENTRAL HAWKES BAY DISTRICT  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON THURSDAY, 5 APRIL 2018 AT 9.00 AM**

**PRESENT:** Cr Ian Sharp (Deputy Mayor)  
Cr Shelley Burne-Field  
Cr Kelly Annand  
Cr Tim Aitken  
Cr Tim Chote  
Cr Gerard Minehan  
Cr Brent Mugeridge  
Cr David Tennent

**IN ATTENDANCE:** Joshua Lloyd (Group Manager, Community Infrastructure and Development),  
Bronda Smith (Group Manager, Corporate Support and Services)  
Doug Tate (Group Manager, Customer and Community Partnerships)  
Lisa Harrison (Organisation Transformation Lead)  
Leigh Collecutt (Governance and Support Officer)  
Ross Munro (Land Transport Services Officer)  
Gina McGrath (Customer Experience Lead)

**1 PRAYER**

**2 APOLOGIES**

**APOLOGY**

**RESOLVED: 18.39**

Moved: Cr Ian Sharp  
Seconded: Cr David Tennent

That the apology received from Her Worship the Mayor be accepted and leave of absence granted.

**CARRIED**

**3 DECLARATIONS OF CONFLICTS OF INTEREST**

NIL

**4 STANDING ORDERS**

**RESOLVED: 18.40**

Moved: Cr Ian Sharp  
Seconded: Cr David Tennent

THAT the following standing orders are suspended for the duration of the meeting:

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers

**CARRIED**

**RESOLVED: 18.41**

Moved: Cr Ian Sharp  
Seconded: Cr David Tennent

THAT 21.4 Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

**CARRIED**

**5 CONFIRMATION OF MINUTES**

**RESOLVED: 18.42**

Moved: Cr Kelly Annand  
Seconded: Cr Shelley Burne-Field

That the minutes of the Ordinary Council Meeting held on 22 February 2018 as circulated, be confirmed as true and correct.

**CARRIED**

- Cr Chote joined the meeting at 9.01am.

**6 LOCAL GOVERNMENT ACT COMPLIANCE – PLANNING, DECISION MAKING AND ACCOUNTABILITY**

Council is required to make decisions in accordance with the requirements of Part 6 Subpart 1 of the Local Government Act 2002.

**RESOLVED: 18.43**

Moved: Cr Ian Sharp  
Seconded: Cr David Tennent

THAT Council has read the reports associated with items 6A, 7.1, 8.1M 8.2, 8.3, 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9 and 10.1 and considers in its discretion under Section 79(1)(a) that sufficient consultation has taken place in addition to the Councillors knowledge of the items to meet the requirements of Section 82(3) in such a manner that it is appropriate for decisions to be made during the course of this meeting.

**CARRIED**

## **6A MAYOR'S REPORT**

### **MAYORAL UPDATE**

#### **RESOLVED: 18.44**

Moved: Cr Gerard Minehan  
Seconded: Cr Shelley Burne-Field

That the Mayor's report dated 5<sup>th</sup> April 2018 be noted.

**CARRIED**

- Deputy Mayor read the report.

## **7 CHIEF EXECUTIVE REPORT**

### **7.1 CHIEF EXECUTIVE REPORT**

#### **PURPOSE**

The purpose of this report is for the Chief Executive to update Council on key priorities and their progress where a report has not already addressed it. This report does not seek any decisions, but to keep Council informed.

#### **RECOMMENDATION**

That, having considered all matters raised in the report, the report be noted.

- CEO spoke to the report.
- Cr Tennent advised due to being on leave in the coming month he will no longer be able to be the Council Representative on the Facilities Management Contract discussion and has asked that Cr Muggeridge (who was formally an observer in this process) is now the Council Representative with voting rights.
- Cr Tennent would like it noted that he would like to thank all of the staff involved in the LTP consultation phase. He was very impressed with the way the staff portrayed themselves to the ratepayers/citizens.
- Cr Annand asked how the elected members could help in regards to the growth fund. CEO advised this item will be brought back to Council for discussion and input from elected members.
- Cr Minehan requested that a meeting be set up with the retailers in regards to the trees in the main street. CEO advised she would look into this.

**8 REPORTS FROM COMMITTEES**

**8.1 MINUTES OF THE FINANCE AND PLANNING COMMITTEE MEETING HELD ON 22 MARCH 2018**

**RESOLVED: 18.45**

Moved: Cr David Tennent  
Seconded: Cr Tim Chote

1. That the minutes of the meeting of the Finance and Planning Committee held on 22 March 2018 be received.

**CARRIED**

**8.1.1 HAWKE'S BAY DRINKING WATER JOINT GOVERNANCE COMMITTEE TERMS OF REFERENCE**

**RESOLVED: 18.46**

Moved: Cr Shelley Burne-Field  
Seconded: Cr Kelly Annand

1. That the updated Terms of Reference for the Hawke's Bay Drinking Water Governance Joint Committee be adopted.

**CARRIED**

**8.2 MINUTES OF THE RISK AND AUDIT COMMITTEE MEETING HELD ON 22 MARCH 2018**

**RESOLVED: 18.47**

Moved: Cr Tim Aitken  
Seconded: Cr Gerard Minehan

1. That the minutes of the meeting of the Risk and Audit Committee held on 22 March 2018 be received.

**CARRIED**

**8.3 MINUTES OF THE ENVIRONMENT AND REGULATORY COMMITTEE MEETING HELD ON 22 MARCH 2018**

**RESOLVED: 18.48**

Moved: Cr Brent Muggeridge  
Seconded: Cr David Tennent

1. That the minutes of the meeting of the Environment and Regulatory Committee held on 22 March 2018 be received.

**CARRIED**

- Cr Tennent noted that Her Worship the Mayor was not present at this meeting. Minor amendment to the minutes required.

## **9 REPORT SECTION**

### **9.1 DELEGATION OF SECRETARY OF DISTRICT LICENSING COMMITTEE**

#### **PURPOSE**

The purpose of this report is to seek authorisation from Council for the Chief Executive to delegate the role of Secretary of the District Licensing Committee under the Sale and Supply of Alcohol Act 2012.

#### **RESOLVED: 18.49**

Moved: Cr Shelley Burne-Field

Seconded: Cr David Tennent

That Council under section 198 of the Sale and Supply of Alcohol Act 2012 authorises the Chief Executive to delegate the role of Secretary of the District Licensing Committee under section 196 of this Act to the Customer Experience Lead.

**CARRIED**

- Customer Experience Lead spoke to the report.

### **9.2 ANIMAL CONTROL FEES**

#### **PURPOSE**

The purpose of this report is to have Council adopt the Animal Control fees to apply from 1 July 2018.

#### **RESOLVED: 18.50**

Moved: Cr Kelly Annand

Seconded: Cr Tim Chote

A) That the report of the Customer Experience Lead titled "Animal Control Fees" dated 22/03/2018 be received.

B) That the Animal Control fees for the financial year dated 2018/19, as set out in Attachment A of this report, are approved.

**CARRIED**

- Customer Experience Lead spoke to the report.

**9.3 AMENDMENT TO SCHEDULE OF LIVESTOCK MOVEMENTS AND ANIMALS IN PUBLIC PLACES BYLAW 2008**

**PURPOSE**

The purpose of this report is to seek approval from Council to make changes to Schedule 3 (“Conditions for the Temporary Grazing of Livestock On or Adjacent to a Road Berm”) of the Livestock Movements and Animals in Public Places in Bylaw 2018.

**RESOLVED: 18.51**

Moved: Cr David Tennent

Seconded: Cr Gerard Minehan

That the proposed amendment to Schedule 3 (“Conditions for the Temporary Grazing of Livestock On or Adjacent to a Road Berm”) of the Livestock Movements and Animals in Public Places in Bylaw 2018 is approved.

**CARRIED**

- Land Transport Services Officer spoke to the report.
- Cr Tennent would like to see warratahs being removed from use. The Land Transport Services Officer advised that this is the case and any future use would not be allowed as an alternative product can be used which is much safer.
- Cr Tennent would like to see the word fettered replaced with confined. The Land Transport Services Officer to update the wording.

#### **9.4 HAWKES BAY LOCAL AUTHORITY SHARED SERVICES - PROPOSED CHANGE IN STRUCTURE**

##### **PURPOSE**

The matter for consideration by the Council is to make a decision on a proposal to make the Hawke's Bay Local Authority Shared Services Limited (HBLAS) dormant in order to focus attention and resources on further collaboration and reduce compliance costs for all the councils.

##### **RESOLVED: 18.52**

Moved: Cr Ian Sharp

Seconded: Cr David Tennent

##### **That the Council:**

- a) Agree HBLASS, as a legal entity will be dormant in the short term; with the ability for the legal entity able to be reactivated in the future.
- b) Note that the dormant status of HBLASS is effective on receipt of agreement by all members of the Board.
- c) Note that the decision on the dormant status of HBLASS will be determined by the majority of councils.
- d) Note that each Council will continue its participation in a Collaborative approach that has proven effective in a pilot: Hawke's Bay Councils delivering Service and Value.
- e) That the Councils approve the exemption of HBLASS from the Council Controlled Organisation requirements (Local Government Act Section 7(3))
- f) Note that each Council will actively support shared and common goal setting, decision-making, resourcing including financial contribution, staff and communication.

**CARRIED**

- CEO spoke to the report.
- Cr Tennent is very happy with this report and the recommendations.

#### **9.5 REPRESENTATION REVIEW PRE CONSULTATION**

##### **PURPOSE**

The purpose of this report is to:

1. Update Council on the electoral system to be used for the next Central Hawke's Bay local body elections
2. Update Council on the timeline and process for the upcoming representation review

##### **RESOLVED: 18.53**

Moved: Cr Tim Aitken

Seconded: Cr Gerard Minehan

That, having considered all matters raised in the report, the report be noted.

**CARRIED**

- Governance and Support Officer spoke to the report.

## **9.6 2018 LOCAL GOVERNMENT NEW ZEALAND ANNUAL GENERAL MEETING, CONFERENCE REMIT PROCESS**

### **PURPOSE**

The purpose of this report is to advise on the process for submitting proposed remits for consideration at the Local Government New Zealand (LGNZ) Annual General Meeting (AGM)

### **RESOLVED: 18.54**

Moved: Cr Shelley Burne-Field

Seconded: Cr Tim Aitken

That the 2018 Local Government New Zealand Annual General Meeting conference remit process be noted.

**CARRIED**

- CEO spoke to the report.
- Cr Annand asked if there was any direction from staff on what we may like to consider for a remit. CEO advised that it is up to the elected members on what they deemed to be of importance.
- Cr Burne-Field would like to explore funding for social housing and/or rates rebates as a possible remit. CEO to advise Cr Burne-Field on the process.

## **9.7 COMMUNITY WELLBEING STRATEGY UPDATE**

### **PURPOSE**

The purpose of this report is to update Council on the Community Wellbeing Strategy and the development of the associated four Action Plans for implementation.

### **RESOLVED: 18.55**

Moved: Cr Kelly Annand

Seconded: Cr Gerard Minehan

That, council endorses the four Action Plans associated with the Community Wellbeing Strategy for implementation.

That the Chief Executive is delegated authority to make minor layout and wording changes to the four Community Wellbeing Strategy Action Plans.

**CARRIED**

- Group Manager of Customer and Community Partnership spoke to the report and requested an additional recommendation be tabled.
- Cr Annand would like to thank staff for their hard work in developing the Community Wellbeing Strategy.



## **9.8 APPOINTMENT OF COUNCIL REPRESENTATIVE - CHB DISTRICT COMMUNITY TRUST**

### **PURPOSE**

The purpose of this report is for Council to determine its process for the appointment of the Council representative on the CHB District Community Trust.

### **RESOLVED: 18.56**

Moved: Cr David Tennent

Seconded: Cr Shelley Burne-Field

That this report be received.

That Council approves the process and appoints Her Worship the Mayor and Councillor Annand to lead the process and report back to Council with a recommendation.

**CARRIED**

- CEO spoke to the report.
- Cr Annand expressed an interest in being the council appointee.
- Cr Tennent would like to see the Council Representatives formally present to Council.
- Cr Aitken would like a formal policy adopted on all appointments for council representation going forward. CEO advised that an appointments policy will be developed.

## **9.9 WASTE WATER PROJECT TERMS OF REFERENCE**

### **PURPOSE**

The purpose of this report is to seek approval from Council on the adoption of the Terms of Reference for the project that will seek a fit for purpose solution for the Waipawa and Waipukurau waste water treatment plants, and to look wider at CHBDCs waste water networks and treatment processes.

### **RESOLVED: 18.57**

Moved: Cr Kelly Annand

Seconded: Cr David Tennent

That, having considered all matters raised in the report Council resolves:

That the Terms of Reference for the Waipawa and Waipukurau Waste Water Project be approved.

That Council supports the establishment of a Wastewater Project Reference Group to work with management in seeking a solution.

That the Chair of the Environment and Regulatory committee and Chair of Finance and Planning committee sit on the Wastewater Project Reference Group

That progress reporting on this project is reported back to the Environment and Regulatory Committee on a regular basis.

That Council note no decision on a solution or funding of that solution will be done first without formal consultation with the community and decision by Council.

**CARRIED**

- Group Manager, Community Infrastructure and Development spoke to the report.
- Cr Aitken would like to look at all waste water plants.
- CEO explained why the report was focused on Waipukurau and Waipawa.
- Cr Burne-Field would like to see the Project Thrive objectives at the forefront of all of our decision making.

**10 PUBLIC EXCLUDED BUSINESS**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLVED: 18.58**

Moved: Cr David Tennent  
 Seconded: Cr Shelley Burne-Field

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 Electricity Supply	S7(2)(b)(ii) the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonable to prejudice the commercial position of the person who supplied or who is the subject of the information.	S48(1)(a)(i) – the public conduct of 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 under section 6 or section 7.

**CARRIED**

**RESOLVED: 18.59**

Moved: Cr David Tennent  
 Seconded: Cr Shelley Burne-Field

That Council moves out of Closed Council into Open Council.

**CARRIED**

**11 DATE OF NEXT MEETING**

**RESOLVED: 18.60**

Moved: Cr Kelly Annand

Seconded: Cr Tim Aitken

That the next meeting of the Central Hawke's Bay District Council be held on 17 May 2018.

**CARRIED**

**12 TIME OF CLOSURE**

**The Meeting closed at 10.22am.**

**The minutes of this meeting were confirmed at the Council Meeting held on 26 April 2018.**

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**CHAIRPERSON**