

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON THURSDAY, 31 MAY 2018 AT 9.00AM**

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

**IN ATTENDANCE:** Monique Davidson (Chief Executive)  
Bronnda Smith (Group Manager, Corporate Support and Services)  
Doug Tate (Group Manager, Customer and Community Partnerships)  
Nicola Bousfield (People and Capability Manager)  
Gina McGrath (Customer Experience Lead)  
Harry Robinson (Utilities Engineer)  
Karen Bothwell (Wastewater Engineer)  
Lizz Jenkins (Governance and Support Officer)  
Dr Roger Maaka (Maori Consultative Representative)

**1 PRAYER**

Roger Maaka led Council in prayer

**2 APOLOGIES**

NIL

**3 DECLARATIONS OF CONFLICTS OF INTEREST**

NIL

**4 STANDING ORDERS**

**RESOLVED: 18.20**

Moved: Cr Ian Sharp

Seconded: Cr Gerard Minehan

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
- 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: 18.21

Moved: Cr Tim Aitken

Seconded: Cr Kelly Annand

That the minutes of the Ordinary Council Meeting held on 3 May 2018 as circulated, be confirmed as true and corrections noted.

**CARRIED**

Amendments noted and corrected. Recordings provide confirmation of discussion.

## 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: 18.22

Moved: Cr Brent Muggeridge

Seconded: Cr Tim Chote

THAT Council has read the reports associated with items 7.1, 7.2, 8.1, 8.2, 8.3, 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 10.1 and 10.2 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**

## 7 CHIEF EXECUTIVE REPORT

### 7.1 CHIEF EXECUTIVE REPORT - APRIL/MAY 2018

#### PURPOSE

The purpose of this report is to present to Council the monthly Chief Executive report.

### RESOLVED: 18.23

Moved: Cr Ian Sharp

Seconded: Cr Tim Aitken

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

That Council authorises Mayor Walker, Councillor Annand and Councillor Chote to attend the Local Government New Zealand Conference to be held in Christchurch in July 2018.

That Council nominates Councillor Annand as the alternative to exercise Council's voting rights, should the Mayor not be in attendance at the Annual General Meeting of Local Government New Zealand in July 2018.

**CARRIED**

## **7.2 NOTICE OF MOTION - BIODIVERSITY AND CENTRAL HAWKE'S BAY**

### **PURPOSE**

The purpose of this report is to present to Council a Notice of Motion that was received by Her Worship the Mayor and Councillor Tim Aitken seeking consideration of a financial contribution from Central Hawke's Bay District Council to Biodiversity Hawke's Bay.

### **RESOLVED: 18.24**

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

In Favour: Crs Alex Walker, Ian Sharp, Shelley Burne-Field, Kelly Annand, Tim Aitken, Brent Muggeridge and David Tennent

Against: Crs Tim Chote and Gerard Minehan

**CARRIED 7/2**

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

That \$10,000 from the rural fire fund is allocated for Year 1 of the Long Term Plan to support activities for protection and promotion of Biodiversity in Hawke's Bay through the Biodiversity Foundation.

That Central Hawke's Bay District Council become financial guardians of the Biodiversity foundation, which is \$1,000.00, to be funded out of existing budgets.

That financial commitment from rates, for this activity, is reconsidered during the Annual Plan 2018/2019.

**CARRIED**

- Mayor Walker spoke to the motion outlining responsibilities under RMA and the need to signal more intent. Importance of discussing concept further as we are in a Red Zone regarding Biodiversity intent with less than 10% cover.
- Councillors shared their views while clarifying points of original request and proposed support to be provided.
- Cr Sharp stated "we have an obligation.....we cannot bleat if we don't contribute"
- Cr Tennant advised "There needs to be more of a focus on what they want to achieve and does not duplicate Regional Council."
- Cr Chote is worried about costs and we end up with nothing. He is also worried about taking funds from reserves.
- Cr Annand questioned how Council staff connect to it and would like Biodiversity work to link with Enviro schools.

- CEO advised that a senior staff member, Mrs O'Shaughnessy, has been in role of guardian. Discussion has occurred regarding CHB initiatives, forums ensuring the right level of conversation has been occurring.
- Cr Minehan is worried about double up of some actions and CHB specific issues being overlooked.
- Cr Burne-Field understands concerns regarding doubling up on bureaucracy. This action cements our place as a progressive council.
- Mayor Walker thanked everyone for their views. Invited councillors to consider finding people to apply to fill 2 vacant seats on Trust board. CHB residents already working with the Trust. This is not about them (Regional Council) or us, it is about mandating and collectively doing this as a region.

## **8 REPORTS FROM COMMITTEES**

### **8.1 MINUTES OF THE COUNCIL MEETING HELD ON 5 APRIL 2018**

#### **RESOLVED: 18.25**

Moved: Cr Shelley Burne-Field

Seconded: Cr Tim Aitken

1. That the minutes of the meeting of the Council held on 5 April 2018 are a true and accurate record.

**CARRIED**

### **8.2 MINUTES OF THE COUNCIL MEETING HELD ON 26 APRIL 2018**

#### **RESOLVED: 18.26**

Moved: Cr Tim Chote

Seconded: Cr Gerard Minehan

1. That the minutes of the meeting of the Council held on 26 April 2018 are a true and accurate record.

**CARRIED**

Corrections noted. (Item 5 and Page 46)

### **8.3 MINUTES OF THE DISTRICT PLAN SUBCOMMITTEE MEETING HELD ON 28 MARCH 2018**

#### **RESOLVED: 18.27**

Moved: Cr Shelley Burne-Field

Seconded: Cr David Tennent

1. That the minutes of the meeting of the District Plan Subcommittee held on 28 March 2018 be received.

**CARRIED**

**9 REPORT SECTION****9.1 HB DRINKING WATER GOVERNANCE JOINT COMMITTEE MEETING MINUTES 10 MAY 2018****PURPOSE**

The purpose of this report is to receive the minutes from the HB Drinking Water Governance Joint Committee dated 10 May 2018.

**RESOLVED: 18.28**

Moved: Cr Ian Sharp  
Seconded: Cr Kelly Annand

That, having considered all matters raised in the report, the report is received.

**CARRIED****9.2 MAYORAL UPDATE****RESOLVED: 18.29**

Moved: Cr David Tennent  
Seconded: Cr Brent Muggeridge

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

**CARRIED**

- Mayor Walker spoke to the update.
- Cr Burne-Field asked for clarification for the process to select the mayor and acting mayor.
- Mayor Walker advised that the delegation flows from the Civil Defence Emergency Plan. There is no wider legal requirement but if it had been for a longer period there would need to be the conversation for leave of absence.
- Mayor Walker thanked Cr Muggeridge and Cr Sharp.

### 9.3 ADOPTION OF THE LONG TERM PLAN 2018-28

#### PURPOSE

The matter for consideration by the Council is the adoption of the Long Term Plan 2018-28.

#### RESOLVED: 18.30

Moved: Mayor Alex Walker

Seconded: Cr Ian Sharp

That having considered all matters raised in the report:

- a) Adopt the Financial Strategy in accordance with section 101(A) of the Local Government Act 2002
- b) Adopt the Infrastructure Strategy in accordance with section 101(B) of the Local Government Act 2002
- c) Adopt the Revenue and Financing Policy in accordance with section 102(1) of the Local Government Act 2002.
- d) Adopt the Significance and Engagement Policy in accordance with section 76AA of the Local Government Act 2002.
- e) Adopt the Statement on Maori Decision Making Policy in accordance with section 81 of the Local Government Act 2002.
- f) In accordance with Section 100 of the Local Government Act 2002, Council resolve that in 5 years of the Long Term Plan it is financially prudent to set projected operating revenue at a different level from operating expenses taking into account achieving and maintaining level of service provision, maintenance of assets and facilities and affordability.
- g) Adopt the Long Term Plan 2018-28 in accordance with section 93 of the Local Government Act 2002.
- h) Delegate responsibility to the Chief Executive and Group Manager – Corporate Support and Services to approve the final edits, including minor changes from the audit process, required to the Long Term Plan in order to finalise the documents for printing and distribution.

**CARRIED**

- Group Manager, Corporate Support and Services spoke to the report.
- Rates review and timing of such was discussed so not to hinder waste water price and to ensure ratepayers are paying the correct level of rates.
- Mayor Walker confirmed that people are paying the right rate as asked by Council.
- Cr Tennent advised that Rate Review was a holistic approach. Rates are reviewed 3 yearly, which then affects valuations which then impacts on rates. Require up to date valuations and provides a good idea of infrastructure spend.
- Cr Tennent asked for clarification for increase from \$850k to \$900k for Waipawa Pool and where are funds coming from.
- Group Manager, Corporate Support and Services advised that \$850k figure did not include insurances. Council contribution is \$650k.
- CEO advised money for community share is already coming in. \$120k has been approved by Community Trust.
- Cr Annand if the savings from the pool not being in use this year will be utilised.
- CEO confirmed yes, along with excess paint that will be sold. These funds will stay with Waipawa pool.
- Cr Tennent suggested developing a business case to grow retirement housing portfolio.

- CEO advised that a resolution has already been passed for a business case. This has been included in work programme and will be reported on quarterly.
- Mayor Walker thanked all for their patience in the process. It started in 2016 when elected and has been challenging for all. Now have a platform which is multi dimensional. Thanked Mrs Smith for her work. This is a project that everyone has bought in to.
- Cr Sharp congratulated staff and those around table. This is the most comprehensive LTP he has been involved with.
- Cr Burne-Field suggested that the front picture on the LTP should a cross roads. It is a visionary document, a bold way forward. She asked that congratulations be passed on to staff.
- Mayor Walker advised in summary. Direction has been set. Congratulations for being the first TLA in New Zealand to complete their LTP.
- Cr Burne-Field asked it be noted – “Thank you Monique. New change. Love you to bits.”

## 9.4 SETTING OF RATE FOR 2018/19

### PURPOSE

The matter for consideration by the Council is the setting of the rates for 2018/19.

### RESOLVED: 18.31

Moved: Cr David Tennent  
Seconded: Mayor Alex Walker

That having considered all matters raised in the report:

- a) Pursuant to Section 23(1) of the Local Government (Rating) Act 2002, the Central Hawke's Bay District Council resolves to set the rates, due dates and penalties regime for the 2018/19 year.

#### 1. General Rate

A general rate set under section 13 of the Local Government (Rating) Act 2002 for the purposes of providing all or some of the cost of:

- All regulatory activities, including district planning, land use and subdivision consent costs, building control, public health, animal control, and compliance.
- Solid waste
- Parks and reserves, public toilets, theatres and halls, cemeteries, and miscellaneous property costs

For the 2018/19 year, this rate will be 0.11738 cents per dollar (including GST) based on the rateable capital value of all rateable land within the District.

#### 2. Uniform Annual General Charge

A rate set under section 15 of the Local Government (Rating) Act 2002 on each separately used or inhabited part of a rating unit within the District. See definition below. This rate is for the purpose of providing:

- Community leadership, including administration, cost of democracy, community voluntary support grants, and economic and social development.
- A portion of the cost of solid waste
- Libraries and swimming facilities

For the 2018/19 year, this rate will be \$383.51 (including GST).

### Targeted Rates

#### 3. District Land Transport Rate

A rate for the Council's land transport facilities set under section 16 of the Local Government (Rating) Act 2002. This rate is set for the purpose of funding the operation and maintenance of the land transport system.

For the 2018/19 year, this rate will be 0.27889 cents per dollar (including GST) based on the



land value of all rateable land in the district.

### **Separately Used or Inhabited Parts of a Rating Unit**

Definition – for the purposes of the Uniform Annual General Charge and the targeted rates above, a separately used or inhabited part of a rating unit is defined as –

A separately used or inhabited part of a rating unit includes any portion inhabited or used by [the owner/a person other than the owner], and who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement.

This definition includes separately used parts, whether or not actually occupied at any time, which are used by the owner for occupation on an occasional or long term basis by someone other than he owner.

Examples of separately used or inhabited parts of a rating unit include:

- For residential rating units, each self-contained household unit is considered a separately used or inhabited part. Each situation is assessed on its merits, but factors considered in determining whether an area is self-contained would include the provision of independent facilities such as cooking/kitchen or bathroom, and its own separate entrance.
- Residential properties, where a separate area is used for the purpose of operating a business, such as a medical or dental practice. The business area is considered a separately used or inhabited part.

These examples are not considered inclusive of all situations.

## **5. Water Supply Rates**

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for water supply operations of a fixed amount per separately used or inhabited part of a rating unit. The purpose of this rate is to fund water supplies for Otane, Takapau, Waipukurau, Waipawa, Kairakau, Porangahau and Te Paerahi.

The purpose of this rate is to fund the maintenance, operation and capital upgrades of water supplies and treatment in those parts of the District where these systems are provided.

The rate is subject to differentials as follows:

- (a) a charge of per separately used or inhabited part of a rating unit connected in the Otane, Takapau, Waipukurau, Waipawa, Kairakau, Porangahau, and Te Paerahi Beach communities.
- (b) a half charge per separately used or inhabited part of a rating unit which is serviceable for the above locations.

For this rate:

- "Connected" means a rating unit to which water is supplied.
- "Serviceable" means a rating unit to which water is not being supplied, but the property it is situated within 100 metres of the water supply.

For the 2018/19 year these rates will be:

	<b>Charge</b>	<b>Water Rate ( incl GST)</b>
a	Connected	\$668.40
b	Serviceable, not connected	\$334.20

## 6. Metered Water Rate

A targeted rate under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water supplied, as measured by cubic metre, over 300 cubic metres per year. This is applied to water users deemed 'Extraordinary' where payment of the Water Supply rate above entitles extraordinary users to the first 300 cubic metres of water without additional charge.

The rate is subject to differentials as follows:

- (a) a rate per cubic metre of water, for users consuming below 40,000 cubic metres
  - (i)
- (b) A rate per cubic metre of water, for users above 40,000 cubic metres, and where the land use category in the valuation database is not 'industrial'
- (c) a rate of per cubic metre of water, for users consuming above 40,000 cubic metres, and where the land use category in the valuation database is 'industrial'

For the 2018/19 year these rates will be:

	<b>Volume of water (cubic metres)</b>	<b>Rate per cubic metre (incl GST)</b>
a	Below 40,000	\$2.44
b	Above 40,000, non- industrial	\$2.44
c	Above 40,000, industrial	\$1.85

## 7 Sewerage Rates

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the Council's sewage disposal function of fixed amounts in relation to all land in the district to which the Council's sewage disposal service is provided or available, as follows:

- (a) a charge per rating unit connected.

- (b) a charge per pan within the rating unit, after the first one.
- (c) a charge per rating unit which is serviceable.

The rate is subject to differentials as follows:

- "Connected" means the rating unit is connected to a public sewerage system.
- "Serviceable" means the rating unit is not connected to a public sewerage drain but is within 30 metres of such a drain.
- A rating unit used primarily as a residence for one household is treated as not having more than one pan.
- For commercial accommodation providers, each subsequent pan will be rated at 50% of the charge.
- For those Clubs who qualify for a rebate of their General Rates under Council's Community Contribution and Club Rebate Remission Policy, and who are connected to the sewerage network, each subsequent pan will be rated at 50% of the Sewerage Charge.

The purpose of this rate is to fund the maintenance, operation and capital upgrades of sewerage collection, treatment and disposal systems in those parts of the District where these systems are provided.

For the 2018/19 year these rates will be:

	<b>Charge</b>	<b>Sewerage Rate (incl GST)</b>
a	First charge per separately used or inhabited part of a rating unit connected	\$894.62
b	Additional charge per pan after the first	\$894.62
c	Serviceable, not connected, per separately used or inhabited part of a rating unit	\$447.31
d	Additional charge per pan after the first – commercial accommodation provider, qualifying club	\$447.31

(ii)

## 9. Stormwater Rates

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the purpose of funding operations and maintenance, plus improvements and loan charges on the stormwater drainage network as follows:

A uniform targeted rate on the capital value of all rateable land in the Waipukurau and Waipawa Stormwater Catchment Areas.

(iii)

For the 2018/19 year, this rate will be 0.14052 cents per dollar (including GST).

#### **8. Kerbside Recycling Rate**

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the Council's collection of household recyclables for Waipukurau and Waipawa on each separately used or inhabited part of a rating unit to which the Council provides the service.

For the 2018/19 year, this rate will be \$69.01 (including GST).

#### **9. Refuse Collection Rate**

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the collection of household and commercial refuse for Otane, Onga Onga, Takapau, Tikokino, Waipukurau, Waipawa, Porangahau, Te Paerahi, Blackhead Beach, Kairakau, Mangakuri, Aramoana and Pourerere Beach on each separately used or inhabited part of a rating unit to which the Council provides the service.

For the 2018/19 year, this rate will be \$15.16 (including GST).

#### **10. Te Aute Drainage Rate**

Te Aute Drainage rates are set on all rateable area of rateable property within the designated area subject to a graduated scale for the purpose of funding the operations, loan charges and the repayment of loans for the Te Aute Drainage Scheme area.

The amount required and the classification is set by the Te Aute Drainage Committee.

Each hectare of land in each property is classified according to the susceptibility of that hectare to flooding as follows:

A (100 points), B (80 points), C (15 points), F (3 points), and G (0 points).

The total number of points is 73614. The total amount of funding required each year determines how much each of these points are worth. In this way, the total amount required is apportioned on a pro rata basis using the weightings on each hectare.

The total amount of funding required for 2018/19 is \$16,767

The amount per point is 23.433 cents including GST.

The Te Aute drainage scheme area is defined by reference to the classification list establishing the graduated scale.

Valuation Number	Hectares in each classification				Total Points	Amount
	A (100pts)	B (80pts)	C (15pts)	F (3pts)		
1092000300	0	11.3	8.15	31.63	1,121	\$255.33
1092000800	0	32.83	74.69	23.42	3,817	\$869.39
1092001001	77.96	39.78	50.27	51.27	11,886	\$2,707.26
1092001100	78.22	0	15.28	39.73	8,171	\$1,861.03
1092001107	0	0	10.00	61.44	334	\$76.15
1092001400	0	0	0	14.16	42	\$9.57
1092001600	0	0	0	10.12	30	\$6.83
1092001700	38.74	51.06	36.24	45.12	8,638	\$1,967.47
1092002100	188.81	0	0	23.93	18,953	\$4,316.91
1092002300	125.04	9.34	21.59	29.25	13,663	\$3,111.96
1092002900	0	0	0	0.81	2	\$0.46
1092003400	0	0	8.02	6.6	140	\$31.89
1092005800	0	18.63	0	4.93	1,505	\$342.79
1092006100	0	65.81	0	15.84	5,312	\$1,209.91
<b>Total</b>	<b>508.77</b>	<b>228.75</b>	<b>224.24</b>	<b>358.25</b>	<b>73,614</b>	<b>\$16,767.00</b>

### Approach to Rating

Rates are set and assessed under the Local Government (Rating) Act 2002 on all rateable rating units on the value of the land and improvements as supplied by Quotable Value New Zealand Limited. The last revaluation was carried out effective from 1 July 2016.

The objectives of the council's rating policy is to:

- (i) spread the incidence of rates as fairly as possible
- (ii) be consistent in charging rates
- (iii) ensure all ratepayers pay their fair share for council services
- (iv) provide the income needed to meet the council's goals.

The Central Hawke's Bay District Council rating system provides for all user charges and other income to be taken into account first, with the rates providing the balance needed to meet the council's objectives.

### Rating Base

The rating base will be the database determined by the contracted rating service provider. Because this database is constantly changing due to change of ownership, subdivision, regular revaluations, change of status from rateable to non-rateable (and reverse), the rating base is not described in detail in this policy.

### Due Dates for Rate Payments

Pursuant to Section 24 of the Local Government (Rating) Act 2002, the following dates are proposed to apply for assessing the amount of each instalment of rates excluding metered water rates for the year 1 July 2018 to 30 June 2019. Each instalment will be assessed in four equal amounts, rounded.

Instalment number	Instalment Start Date	Last day of payment without additional charge	Penalty date
1	1 July 2018	20 August 2018	21 August 2018
2	1 October 2018	20 November 2018	21 November 2018
3	1 January 2019	20 February 2019	21 February 2019
4	1 April 2019	20 May 2019	21 May 2019

### Due Dates for Metered Water Rates

Pursuant to Section 24 of the Local Government (Rating) Act 2002, the following dates are proposed to apply for assessing the amount of metered water rates for the year 1 July 2018 to 30 June 2019. The assessment is applied to water users after the first 300 cubic metres of water without additional charge has been used as part of the Water Supply Rate.

Area/Users	Water Meters read during	Last day of payment
High Users	Monthly	20th month following
Waipukurau Takapau	Sep-18	20-Oct-18
	Dec-18	20-Jan-19
	Mar-19	20-Apr-19
	Jun-19	20-Jul-19
Waipawa Otane Kairakau Porangahau/Te Paerahi	Aug-18	20-Sep-18
	Nov-18	20-Dec-18
	Feb-19	20-Mar-19
	May-19	20-Jun-19

### Penalty Charges

#### (Additional Charges on Unpaid Rates)

Pursuant to Section 58(1)(a) of the Local Government (Rating) Act 2002, an additional charge of 10% will be added on the penalty date above, to all amounts remaining unpaid for each instalment excluding metered water rates.

Pursuant to Section 58(1)(b) of the Local Government (Rating) Act, a further additional charge of 10% will be added on 1 July 2019 to the amount of rates assessed in previous financial years and remaining unpaid as at 30 June 2018 (Section 58(1)(b)) excluding metered water rates.

**CARRIED**

- Group Manager, Corporate Support and Services was available to answer questions. LTP must be adopted before the Setting of Rates could be confirmed.
- Clarification was provided regarding the rating unit for residential pans being different for business. This may need to be further reviewed due to AirBnB and blurring between private and business activities.
- Cr Muggeridge highlighted difference between water, wastewater and industrial use. Consistency is required between urban, rural, industrial including pools. There should be one rate for metered water.
- Discussion as to whether a rate change could occur today for metered water.
- CEO advised that technically they could choose to change. In absence of paper around this, at present the industrial rate of \$1.85 applies to one business only.

#### **9.10 bought forward to follow Setting of Rate 2018/19**

#### **9.10 FEES AND CHARGES 2018/19**

##### **PURPOSE**

The matter for consideration by the Council is the adoption of the Fees and Charges for 2018/19

##### **RESOLVED: 18.32**

Moved: Cr Brent Muggeridge

Seconded: Cr Tim Aitken

That having considered all matters raised in the report:

- a) That the Fees and Charges for the financial year dated 2018/19 as set out in Attachment A excluding Animal Control Fees be approved.
- b) That Council give notice pursuant to Section 103 of the Local Government Act 2002 of its intention to prescribe the fees payable for the period 1 July 2018 to 30 June 2019 in respect of certificates, authorities, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke's Bay District Council Bylaws as set out in the Fees and Charges Schedule 2018/19.

**CARRIED**

- Group Manager, Corporate Support and Services advised that Dog Fees have not been included as they have previously been adopted.
- Discussion on dog fee process allowing for discount if paid by 30 June, normal fee 1 July to 31 July and fee with late penalty from 1 August. Early payment of fees to receive discount will be accounted for. Excellent response from public.

**Break for morning tea 10.38am  
Resumed 11am**

## **9.5 LOCAL ALCOHOL POLICY UPDATE**

### **PURPOSE**

The Central Hawke's Bay District Council has a Provisional Local Alcohol Policy (PLAP) in place. This report provides you with an update on our progress to finalise the policy so it the District Licensing Committee (DLC) can consider it in its decision-making process.

### **RESOLVED: 18.33**

Moved: Cr Ian Sharp

Seconded: Cr Gerard Minehan

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

**CARRIED**

- Customer Experience Lead spoke to this update
- Cr Burne-Field thanked Gina and Chase for their work
- Cr Annand stated that it is not fair for Central Government to pass on costs to rate payers.
- Cr Sharp agreed, Government pass it down with lots of their rules.

## **9.6 DISTRICT LICENSING COMMITTEE UPDATE**

### **PURPOSE**

This report provides Council with an update on the activity of the District Licensing Committee (DLC), and trends that have been identified in licensing at this stage of the financial year.

### **RESOLVED: 18.34**

Moved: Cr Kelly Annand

Seconded: Cr Tim Chote

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

**CARRIED**

- Customer Experience Lead spoke to this update
- Cr Annand queried the possibility of online applications
- Customer Experience Lead confirmed that new website will have this capability.
- Cr Burne-Field advised as District Licencing Committee chair do not question the morality of alcohol. Gina and Chase do good work. Thanks to Monique. Ministry of Health position on having alcohol in schools. E.g. fundraising events.



**9.7 QUARTERLY FINANCIAL REPORTING FOR MARCH 2018****PURPOSE**

Provide Council with a summary of Council's Third Quarter financial performance for the 2017/18 financial year.

**RESOLVED: 18.35**

Moved: Cr Tim Aitken

Seconded: Cr Ian Sharp

That, having considered all matters raised in the report, the report on Council's Third Quarter financial performance for the 2017/18 financial year be noted.

**CARRIED**

- Group Manager, Corporate Support and Services spoke to the report.
- Cr Muggeridge asked why no project update on roading.
- CEO advised report completed but was not attached.
- Cr Aitken questioned page 355, transformer to be replaced. Who owns them?
- GM, Corporate Support and Services advised transformers are owned by Centralines. We pay for maintenance.
- Cr Aitken noted that Maori land was missing from the pie graph on page 369.
- GM, Corporate Support and Services advised that it will be added back, however do not have the same abilities to collect this data. Forecasting will occur 2 – 3 times per year and will be referred to Council.
- Mayor Walker requested review increase from fees and charges particularly building, waste water and solid waste.

**9.8 QUARTERLY ACTIVITY REPORTING - JANUARY TO MARCH 2018****PURPOSE**

Provide Council with a summary of Council's quarterly activity reporting for the period of 1 January to 31 March 2018.

**RESOLVED: 18.36**

Moved: Cr Shelley Burne-Field

Seconded: Cr Gerard Minehan

That the quarterly activity reporting from 1 January to 31 March 2018 be received.

**CARRIED**

- CEO spoke to this report. Format of report will change

**At 11:20 am, Mayor Alex Walker left the meeting.**

**Cr Sharp took the chair.**

- Cr Burne-Field noted that it was great to see an increase in the number of submissions received.

- CEO acknowledged Building Consent Team. All of their work is now completed inhouse.
- Cr Sharp noted 10 new builds in last quarter. This shows the buoyancy and vibrancy of community. Asked CEO to pass on his thanks to the team.
- Cr Annand advised that it would be nice to visit the team.
- Cr Burne-Field received an out of region compliment regarding taste of water in Takapau. Thank you Harry.
- Cr Sharp congratulated Waste Water team. Unaware of any smell.
- CEO advised that the Team are doing a good job.
- Cr Aitken asked if misters were still required.
- Karen Bothwell advised that it is beneficial to keep the misters going.
- Cr Aitken noted a couple of days of increased figures.
- Karen Bothwell advised that the stats were affected by high rain in the past. Currently they have a clean slate.
- Cr Burne-Field noted good results for testing wastewater.
- CEO advised the focus is on solutions. Consent is being pursued for extension.
- Karen Bothwell advised Regional Council want more time but expects a response shortly.

**At 11:33 am, Mayor Alex Walker returned to the meeting and resumed chair.**

- Cr Burne-Field noted no mention of Waipukurau or Waipawa.
- CEO advised this quarterly report covers the period to 31 March 2018. Waipukurau and Waipawa resolutions were adopted at the beginning of April.
- Mayor Walker noted that the Libraries have been very active.
- Cr Annand queried no data provided for film.
- GM, Customer and Community Partnerships advised they have the information and he will make it available.
- Cr Annand noted that heating of theatre was still in solutions option and asked what is the expected timeframe for results.
- GM, Customer and Community Partnerships advised still investigating, expected timeframe 6 – 8 weeks.
- Mayor Walker noted 55% completion statistic for cemeteries.
- CEO advised that Council are using raw data which may not be accurate.
- Cr Burne-Field noted that the St John Building has not been leased out.
- Compliments and Complaints noted by Mayor Walker.
- CEO advised recording system is being reviewed. The comments noted are not the only ones received.

## 9.9 ADOPTION OF THE DELEGATIONS REGISTER

### PURPOSE

The matter for consideration by the Council is adoption of the Delegations Register.

### RESOLVED: 18.37

Moved: Cr Tim Aitken

Seconded: Cr Kelly Annand

That having considered all matters raised in the report:

- a) That Council adopt the Delegations Register dated 31 May 2018.

**CARRIED**

- GM, Corporate Support and Services spoke to this report.
- CEO advised that the Council needs to agree on CE delegations. Officer delegations follow on from CE.
- Mayor Walker advised that previous delegations to CE were very open. The new delegations provide boundaries. They are useful to herself as they identify potential.
- Cr Sharp advised the important list is of what Council will not delegate. (page 441)
- Cr Tennent wants to clarify if this applies to management.
- CEO confirmed yes. Manual dictates delegations or sub delegation.
- Mayor Walker congratulated and thanked GM, Corporate Support and Services for work. Also asked what is the schedule of review for this document.
- GM, Corporate Support and Services advised reviewed 3 yearly or come back with best practice.
- Mayor Walker suggested get some advice on this.
- Cr Muggeridge queried write off limits.
- CEO advised have utilised best practice around Sector. Has not been discussed.
- Cr Burne-Field commented that the document requires an element of trust and that she is happy to support.
- Mayor Walker agreed. Responsibilities of Audit and Risk regarding CE Performance.

## REQUEST TO GRANT EASEMENT - RUSSELL PARK, WAIPUKURAU

### PURPOSE

To seek Council approval as the administering body and under delegated authority from the Minister of Conservation, to approve the granting of two easements at Russell Park in favour of Centralines Limited, for the installation of power to the Centralines Multisport Turf and upgrading of power to the AW Parsons Pool in accordance with the Reserves Act 1977.

### RESOLVED: 18.38

Moved: Cr Tim Chote

Seconded: Cr Ian Sharp

That having considered all matters raised in the report:

- a) That Council approve the granting of two easements in favour of Centralines Limited as set out in Attachment A on Lot 1 Deposited Plan 8652 and Lot 2 Deposited Plan 17698 - commonly known as Russell Park, in accordance with Section 48(1)d of the Reserves Act 1977, as the administering body of the Reserve;
- b) That Council approve the granting of two easements in favour of Centralines Limited as set out in Attachment A on Lot 1 Deposited Plan 8652 and Lot 2 Deposited Plan 17698 - commonly known as Russell Park, in accordance with Section 48(1)d of the Reserves Act, under delegated authority from the Minister of Conservation.
- c) That the Chief Executive be delegated authority to negotiate the specific details of the easement agreements with Centralines Limited.

**CARRIED**

Group Manager, Customer and Community Partnerships spoke to this report.

Cr Aitken asked if power lines will be above or below ground.

GM, Customer and Community Partnerships advised they will be below ground. Transformers will be above ground.

Cr Muggerridge declared a conflict of interest. However thought we should have known power would be required from the start.

CEO advised that the matter was in the hands of the Community Trust. Without dialogue there has been an assumption that this work would be done.

Cr Tennent asked for explanation of plan which was provided.

Cr Chote advised that we have got to do it.

## 10 PUBLIC EXCLUDED BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### RESOLVED: 18.39

Moved: Cr Kelly Annand

Seconded: Cr David Tennent

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:

<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 for the passing of this resolution</b>
<b>10.1 - Waipawa and District Centennial Memorial Pool Redevelopment - Approval</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably 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
<b>10.2 - Ruataniwha Water Storage Scheme Intellectual Property</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	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: 18.40**

Moved: Cr Tim Aitken

Seconded: Cr Gerard Minehan

That Council moves out of Closed Council into Open Council.

**CARRIED**

**11 DATE OF NEXT MEETING**

**RESOLVED: 18.41**

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

THAT the next meeting of the Central Hawke's Bay District Council be held on 28 June 2018.

**CARRIED**

**12 TIME OF CLOSURE**

The Meeting closed at 1.29pm.

The minutes of this meeting were confirmed at the Council Meeting held on 28 June 2018.

.....  
**CHAIRPERSON**