

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON THURSDAY, 9 AUGUST 2018 AT 9.00 AM**

**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)  
Joshua Lloyd (Group Manager, Community Infrastructure and Development)  
Bronnda Smith (Group Manager, Corporate Support and Services)  
Doug Tate (Group Manager, Customer and Community Partnerships)  
Nicola Bousfield (People and Capability Manager)  
Darren de Klerk (3 Waters Programme Manager)  
Christine Renata (Community Development Co-ordinator)  
Karen Bothwell (Wastewater Engineer)  
Gina McGrath (Customer Experience Lead)  
Lizz Jenkins (Governance and Support Officer)

**1 PRAYER**

Roger opened the meeting with a karakia.

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF CONFLICTS OF INTEREST**

Nil

**4 STANDING ORDERS**

**RESOLVED: 18.50**

Moved: Cr Ian Sharp  
Seconded: Cr Tim Aitken

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: 18.51**

Moved: Cr Gerard Minehan  
Seconded: Cr Kelly Annand

That the minutes of the Ordinary Council Meeting held on 28 June 2018 as circulated, be confirmed as true and correct.

**CARRIED****RESOLVED: 18.52**

Moved: Cr Tim Aitken  
Seconded: Cr Ian Sharp

That the minutes of the Extraordinary Council Meeting held on 26 July 2018 as amended, be confirmed as true and correct.

**.CARRIED****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: 18.53**

Moved: Cr Ian Sharp  
Seconded: Cr Shelley Burne-Field

THAT Council has read the reports associated with items 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 9.1, 10.1, 10.2, 10.3, 10.4, 10.5, 11.1, 11.2, 11.3 and 11.4 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 REPORTS FROM COMMITTEES**

**7.1 PROCEEDINGS OF RISK & AUDIT COMMITTEE****PURPOSE**

Attached are the minutes of the Risk & Audit Committee Meeting held on the 26<sup>th</sup> of July 2018

**RESOLVED: 18.54**

Moved: Cr Shelley Burne-Field

Seconded: Cr Ian Sharp

That, the minutes of the Risk & Audit Committee Meeting held on the 26<sup>th</sup> of July 2018 be received.

**CARRIED**

**7.2 PROCEEDINGS OF FINANCE & PLANNING COMMITTEE****PURPOSE**

Attached are the minutes of the Finance & Planning Committee Meeting held on the 26<sup>th</sup> of July 2018.

**RESOLVED: 18.55**

Moved: Cr Gerard Minehan

Seconded: Cr Tim Chote

That the minutes of the Finance & Planning Committee Meeting held on the 26<sup>th</sup> of July 2018 be received.

**CARRIED**

**7.3 PROCEEDINGS OF COMMUNITY DEVELOPMENT COMMITTEE****PURPOSE**

Attached are the minutes of the Community Development Committee Meeting held on the 26<sup>th</sup> of July 2018.

**RESOLVED: 18.56**

Moved: Cr Ian Sharp

Seconded: Cr Tim Aitken

That the minutes of the Community Development Committee Meeting held on the 26<sup>th</sup> of July 2018 be received.

**CARRIED**

**8 MAYOR'S REPORT****MAYORAL UPDATE**

**RESOLVED: 18.57**

Moved: Cr David Tennent

Seconded: Cr Gerard Minehan

That the Mayor's report dated 9 August 2018 be noted

**CARRIED**

- Record amended to show that Mayor Walker did not attend 3-Waters Discussion with Minister Mahuta in Napier. Cr Annand attended the meeting which she found to be very successful and was encouraged by the Minister's comments. Cr Annand congratulated the four Mayors for their work.
- Cr Tennent asked following the CHB Consumer Power Trust meeting, what is the direction for Centralines.
- Mayor Walker advised that while attendance at the AGM was small, there was a lot of support for the Trust. Election for Trust will occur in September. Suggestion made that Council representative meet with Council after the elections.
- Discussion regarding the Landfill Consent Committee.
- Clarification that Police interviews the Mayor attended on the 1<sup>st</sup> of August were as being on the recruitment panel for the OC role.

**9 CHIEF EXECUTIVE REPORT****9.1 CHIEF EXECUTIVE - ORGANISATION REPORT JUNE/JULY 2018****PURPOSE**

The purpose of this report is to present the June/July Organisation Report.

**RESOLVED: 18.58**

Moved: Cr Kelly Annand

Seconded: Cr Tim Chote

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

**CARRIED**

- CE, spoke to the report.
- CE explained that while the report will evolve over the year it will capture the story of our progress. It will provide a operational or strategy based history of the year.
- Mayor Walker noted positive increase in building consents by 40% and that within drinking water we are meeting the required timelines.

## 10 REPORT SECTION

### 10.1 REQUEST TO REALLOCATE FUNDING - PORANGAHAU HALL WAR MEMORIAL PROJECT

#### PURPOSE

The purpose of this report is to seek the approval of the Elected Council to reallocate funding from the Longest Place name project to the Porangahau Hall War Memorial Project.

#### RESOLVED: 18.59

Moved: Cr Shelley Burne-Field

Seconded: Cr Gerard Minehan

**That having considered all matters raised in the report:**

- a) **That Council approve the reallocation of funding of \$20,000 from the Longest Place Name Project to a new project being the Porangahau Hall War Memorial Project.**

**CARRIED**

- Group Manager, Customer and Community Partnerships presented the report and confirmed that the Project Committee are asking that the funds be redistributed.
- Cr Burne-Field advised that the community is saying to use the funds in Stage 1 being the Hall refurbishment and the Longest Place Name Tourist Project will be completed in Stage 2.
- Dr Maaka reminded Council that as this is a Heritage site it must come within the agreed strategy which is still being developed. This action should not occur in isolation.
- Cr Minehan advised that the Committee has acknowledged that they were consulted.

### 10.2 REPRESENTATION REVIEW INITIAL PROPOSAL

#### PURPOSE

The purpose of this report is for Council to determine the initial proposal for representation arrangements for the 2019 and 2022 elections

#### RECOMMENDATION FOR CONSIDERATION

**That having considered all matters raised in the report:**

In Favour: Crs Alex Walker, Ian Sharp, Kelly Annand, Tim Aitken, Tim Chote, Gerard Minehan and Brent Muggeridge

Against: Crs Shelley Burne-Field and David Tennent

**CARRIED 7/2**

- a) **Council adopt the status quo for representation arrangements with 4 members for the Aramoana-Ruahine ward and 4 members for the Ruahine ward and no community boards are established and to advertise via public notice the initial proposal of the representation arrangements for the 2019 election.**
- b) **The consultation includes commentary about why this proposal is being put forward.**

- Group Manager, Corporate Support and Services spoke to the report.
- Consultation process and suggested amended wording / format of submission document discussed. All agree on the importance of community providing guidance on this matter.

### **10.3 EQUAL EMPLOYMENT OPPORTUNITIES REPORT**

#### **PURPOSE**

The purpose of this report is to update the Council on Equal Employment Opportunities (EEO).

#### **RESOLVED: 18.60**

Moved: Cr Shelley Burne-Field

Seconded: Cr Brent Muggeridge

This report is for information only; it is recommended that the EEO report for the 2017/18 financial year be received by Council.

**CARRIED**

- People and Capability Manager spoke to this report.
- Cr Annand asked 'how can we reflect Equal Employment Opportunities in pay for women?' and was also interested to know the ethnic balance of this organisation.
- People and Capability Manager advised that gender is not included in the salary bands and that she will research ethnicity question.
- Cr Tennent advised that the trend has changed and wondered what it would look like in 10 years time.
- Cr Burne-Field congratulated Council for being very progressive.
- Mayor Walker acknowledged report, noting the change in split of age and seeing a very controlled headcount.

### **10.4 ADOPTION OF COMMUNITY FUNDING POLICY**

#### **PURPOSE**

The matter for consideration by the Council is for Council to consider the adoption a new Community Pride and Vibrancy Fund Policy as part of a new Single Community Funding Policy.

#### **RESOLVED: 18.61**

Moved: Cr Kelly Annand

Seconded: Cr Gerard Minehan

**That having considered all matters raised in the report:**

- a) **That Council adopt the new Community Funding Policy as amended.**

**CARRIED**

- Community Development Co-ordinator spoke to this report. Group Manager, Customer and Community Partnerships responded to some of the questions raised.

- Discussion on delegation of authority, funding limits, six weekly reporting as a management of risk and general understanding of process. Discussion as to which groups may apply to access funds, positive that it is open to many but aware of the implications of groups not being GST registered.

## **10.5 ADOPTION OF CENTRAL HAWKE'S BAY DISTRICT SOCIAL HOUSING STRATEGY PROJECT CHARTER**

### **PURPOSE**

The matter for consideration by the Council is to adopt the Project Charter to initiate a project to develop a Social Housing Strategy for Central Hawke's Bay District.

### **RESOLVED: 18.62**

Moved: Cr David Tennent

Seconded: Cr Tim Aitken

**That having considered all matters raised in the report:**

- a) **That Council approve the Project Charter to initiate the Social Housing Strategy project.**

**CARRIED**

**MEETING SUSPENDED AT 10.45AM**

**MEETING RESUMED 11.07AM**

## **10.6 QUARTERLY ACTIVITY REPORTING - APRIL TO JUNE 2018**

### **PURPOSE**

Provide Council with a summary of Council's quarter activity reporting for period 1 April to 30 June 2018

### **RESOLVED: 18.63**

Moved: Cr Tim Chote

Seconded: Cr Shelley Burne-Field

That the quarterly activity reporting from 1 April to 30 June 2018 be received.

**CARRIED**

- CE spoke to this report with the following points noted.
- Cr Sharp congratulated staff on the Water Treatment Quality.
- Weather changes and patterns have impacted on Water systems.
- Cr Aitken asked if the issues for Animal Control come from the same people about the same animals and animal owners.
- Customer Experience Lead advised there are difficulties regarding fencing. Housing NZ allows tenants to have animals with no fencing.
- Solid waste data shows non collection of rubbish only, it does not include late collections. Advertising has started for a new contractor.

- Cr Burne-Field asked how handover to new Water Supply contractor will proceed.
- Group Manager, Community Infrastructure and Development advised that contractor has started recruitment process and is looking to secure knowledgeable staff.
- Cr Burne-Field complimented cleanliness and tidy exterior of Takapu Public Toilets. This positive feedback will be passed on to Higgins.
- Cr Annand asked what was the process to apply for CHBDC retirement housing. Members of the public can contact Council direct.
- Mayor Walker acknowledged the 'Thumbs Up' the cemeteries received in the local paper.
- Cr Aitken asked if all properties owned by Council were known with current lease values.
- CE advised that Council has a full registers of all our land holdings.
- Mayor Walker remaindered that a workshop of leasing has still to occur.
- Cr Tennent asked for further information regarding two LGOIMA requests. This information will be forwarded to Councillors after the meeting.
- CE advised that in the future all LGOIMA's and replies will be available via our website.
- Mayor Walker acknowledged that this will be last time the report is presented in this format.

## 11 PUBLIC EXCLUDED BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### RESOLVED: 18.64

Moved: Cr David Tennent

Seconded: Cr Brent Muggeridge

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
<b>11.1 - Professional Services Procurement Approach</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  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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>11.2 - Proceedings of Public Excluded Finance &amp; Planning Committee</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would



	<p>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)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<b>11.3 - Proceedings of District Plan Committee</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)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	<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</p>
<b>11.4 - Public Excluded Minutes of the CE Employment and Performance Committee Meeting held on 27 June 2018</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>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</p>

**CARRIED**

## 12 DATE OF NEXT MEETING

### RECOMMENDATION

THAT the next meeting of the Central Hawke's Bay District Council be held on 20 September 2018.

## 13 TIME OF CLOSURE

The Meeting closed at **enter time**.

The minutes of this meeting were confirmed at the Council Meeting held on 20 September 2018.

.....  
**CHAIRPERSON**