

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON WEDNESDAY, 14 NOVEMBER 2019 AT 9.00AM**

PRESENT: Mayor Alex Walker
Deputy Mayor Kelly Annand
Cr Tim Aitken
Cr Tim Chote
Cr Gerard Minehan
Cr Brent Muggeridge
Dr Roger Maaka
Cr Jerry Greer
Cr Kate Taylor
Cr Exham Wichman

IN ATTENDANCE: Monique Davidson (Chief Executive)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (People and Capability Manager)
Bridget Gibson (Governance Support Officer)

1 PRAYER

Karakia led by Dr. Maaka

2 APOLOGIES

Nil

3 DECLARATIONS OF CONFLICTS OF INTEREST

Nil

4 STANDING ORDERS

RESOLVED: 19.66

Moved: Cr Gerard Minehan

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

And that Option C under section 21 general procedures for speaking and moving motions be used for the meeting.

Standing orders are recommended to be suspended to enable members to engage in discussion in a free and frank manner **.CARRIED**

5 CONFIRMATION OF MINUTES

RESOLVED: 19.67

Moved: Cr Tim Chote

Seconded: Deputy Mayor Kelly Annand

That the minutes of the Ordinary Council Meeting held on 31 October 2019 as circulated, be confirmed as true and correct.

CARRIED

6 REPORTS FROM COMMITTEES

Nil

7 REPORT SECTION

7.1 ADOPTION OF STANDING ORDERS

PURPOSE

The purpose of this report is for Council to consider the adoption of Standing Orders.

RESOLVED: 19.68

Moved: Cr Tim Chote

Seconded: Deputy Mayor Kelly Annand

That having considered all matters raised in the report:

1. That the adoption of standing orders report be received.
2. That Council agree to adopt the draft Standing Orders (Section 18.3) and to include
 - 2.a. Chairperson does have a casting vote
 - 3.a. Public Forum
4. That in accordance with clause 27, Schedule 7 of the Local Government Act 2002, with effect from 3 November 2016 the Central Hawke's Bay District Council, its Committees and Subcommittees adopts the attached Standing Orders as amended.
5. That Council in adopting the Standing Orders, agree to delete the Standing Order Policy.

CARRIED

Councillors discussed the options under the Standing Orders recommendation for adoption. Councillors received the report and after deliberation unanimously agreed to adopt the following options:

2. a. Chairperson does have a casting vote.
3. a. Public Forum

7.2 ADOPTION OF CODE OF CONDUCT**PURPOSE**

The purpose of this report is for Council to consider the adoption of the Central Hawke's Bay District Council Code of Conduct, and to identify any areas for amendment at the beginning of the new triennium.

RESOLVED: 19.69

Moved: Cr Kate Taylor

Seconded: Cr Gerard Minehan

That having considered all matters raised in the report:

- 1. That the Adoption of Code of Conduct report be received.**
- 2. That Council adopts the Code of Conduct November 2019 - 2022**

CARRIED

7.3 ESTABLISHMENT AND APPOINTMENT OF COMMITTEES

PURPOSE

The purpose of this report is to present to Council the Terms of Reference for the establishment and appointments of committee.

RESOLVED: 19.70

Moved: Cr Tim Aitken

Seconded: Cr Jerry Greer

That having considered all matters raised in the report:

- a) That the Establishment and Appointment of Committees report be received.**
- b) That Council notes Her Worship the Mayors intention to establish the following committee structure under powers pursuant to Section 41A of the Local Government Act 2002 Amendment Act 2012:**
 - 1. Strategy and Wellbeing Committee**
 - 2. Finance and Infrastructure Committee**
 - 3. Chief Executive Employment and Performance Committee**
 - 4. Regulatory Hearings Panel**
 - 5. Risk and Assurance Committee**
- c) That Council note the Committee Structure and in noting it also note the appointments of Chair, Deputy Chair and members of all committees be adopted as outlined in Attachment 1 of the report.**
- d) That the Terms of Reference including delegations for these committees be adopted as outlined in Attachment 1 of the report.**

CARRIED

Mayor Walker noted for the record that Cr Minehan's named had been omitted from the Risk and Assurance Committee in version one of the agenda that was subsequently amended to include Cr Minehan on the Risk and Assurance Committee in version two of the Agenda as published to the public and circulated.

Mayor Walker requested that the Risk and Assurance Committee, historically referred to as the Risk and Audit Committee, be uniformly referred to as the Risk and Assurance Committee in all documentation and reference going forward. Furthermore, that the Chief Executive Employment and Performance Committee be uniformly referred to as the Chief Executive Employment and Performance Committee throughout the documentation and in reference going forward.

7.4 DISTRICT LICENSING COMMITTEE APPOINTMENTS

PURPOSE

The matter for consideration by the Council is confirmation of new arrangements for the District Licensing Committee for the new triennium.

RESOLVED: 19.71

Moved: Cr Brent Muggeridge

Seconded: Deputy Mayor Kelly Annand

That having considered all matters raised in the report:

- 1. That Councillor Tim Chote be reappointed as Chair of the District Licensing Committee and that Councillor Gerard Minehan be reappointed as Deputy Chair of the Licensing Committee.**
- 2. That Council reappoint the following members of the District Licensing Committee:**
 - **Sally Butler**
 - **Mark Williams**
- 3. That the District Licencing Appointment of Members Policy (2.15) be deleted from our Policy Manual.**

CARRIED

Councillors discussed the process of committee member appointment.

Cr. Minehan and Cr., Chote accepted their appointment to the District Licensing Committee.

7.5 APPOINTMENT OF CHAIR OF RISK AND ASSURANCE COMMITTEE

PURPOSE

The purpose of this report is for Council to approve the process for appointing an independent Chair of the Risk and Assurance Committee.

RESOLVED: 19.72

Moved: Cr Tim Aitken

Seconded: Cr Exham Wichman

That having considered all matters raised in the report:

- 1. That Council receive the Appointment of Risk and Assurance Committee Chair Report.**
- 2. That Council approve the process calling for expressions of interest for the Risk and Assurance Committee Chair role.**
- 3. That members of Risk and Assurance Committee including the Chief Executive sit on a panel to interview applicants before making a recommendation back to Council for appointment.**

CARRIED

Mrs Davidson informed that the Chair's remuneration was drawn from the operations budget.

Councillors discussed the added value of appointing an independent chair and after deliberation Councillor's unanimously approved the recommendation.

7.6 APPROVAL OF TERMS OF REFERENCE - DISTRICT PLAN COMMITTEE

PURPOSE

The purpose of this report is to seek the approval of Council on the draft Terms of Reference for the District Plan Committee.

RESOLVED: 19.73

Moved: Cr Tim Chote

Seconded: Cr Jerry Greer

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- 1. That Council adopt the proposed Terms of Reference for the District Plan Committee, including the independent Chair, as attached to this report.**

CARRIED

The different roles of the Regulatory Hearings Panel and the District Plan Committee were defined.

Officers confirmed that Councillors who are non-committee members are encouraged to attend the District Plan hearings.

Ordered that the committee be referred to consistently as the District Plan Committee in the Terms of Reference and also the policy.

It was confirmed by Officers that Committee members not present at the Council meeting were aware of changes to the dates that the District Plan hearings were to be held.

7.7 ELECTED MEMBER REMUNERATION FRAMEWORK

PURPOSE

The purpose of this report is to seek agreement from Council to submit to the Remuneration Authority, Elected Members' Remuneration for the period October 2019 to 30 June 2020.

RESOLVED: 19.74

Moved: Cr Tim Aitken

Seconded: Cr Brent Muggeridge

That having considered all matters raised in the report:

- 1. That the Elected Member Remuneration report be received.**
- 2. That Council submits to the Remuneration Authority that the allocation of the reviewed 2019/2020 remuneration pool be as set out in the report.**

CARRIED

A data error was made in the table on page 146 of the agenda incorrectly presenting the base councillor pay rate to be \$24,437. The error would be amended to state base salary at \$26,408 .

Mayor Walker discussed the strategy behind appointing councillors to specific roles with attention to the appointment of a Lead Urban Councillor and a Lead Rural Councillor.

Cr Chote requested that his vote against the recommendation be recorded.

7.8 ADOPTION OF ELECTED MEMBERS REMUNERATION AND EXPENSES POLICY

PURPOSE

The purpose of this report is for Council to consider the adoption of the Elected Members Remuneration and Expenses Policy.

RESOLVED: 19.75

Moved: Cr Gerard Minehan

Seconded: Cr Tim Chote

THAT HAVING CONSIDERED ALL MATTERS RAISED IN THE REPORT:

- 1. That Council receive the Adoption of Elected Members Remuneration and Expenses Policy report.**
- 2. That Council adopts the Elected Member Remuneration and Expenses Policy as attached.**
- 3. That Council note the deletion of the Attendance at Seminars and Conferences Policy, Elected Member Remuneration Policy and the Elected Members Expenses and Allowance Policy.**

CARRIED

Councillors discussed the implications of and expressed opinion on the addition of the childcare allowance provision as outlined in Option 2 of the report's option analysis to the Elected Members Remuneration and Expenses Policy.

Cr Aitken voted against the recommendation.

Mayor Walker voted against the recommendation to choose option 1 in the interest of having option 2 and the Childcare Allowance Policy considered at a later date.

Cr Aitken moved for a motion that the council review the elected members' remuneration policy including the childcare provision and its content before the next triennium.

Dr Maaka recommended that a discussion around the barriers that exist to people running for Council should be tabled at a later date.

MOTION

RESOLVED: 19.76

Moved: Cr Tim Aitken

Seconded: Cr Kate Taylor

That the council review the Elected Members' Remuneration and Expenses Policy including the childcare provision and its content before the next triennium.

CARRIED

Cr Taylor spoke to the motion and asked that a review of the Elected Member's Remuneration Policy occur well before the next triennium.

Meeting adjourned 10.50am for morning tea.

Meeting resumed 11:14am.

7.9 PROCESS FOR APPOINTING COUNCIL REPRESENTATION ON COMMUNITY ORGANISATIONS.

PURPOSE

The purpose of this report is for Council to confirm the adoption of the Appointment of Council Representation Policy and in doing that call for Expressions of Interest for Council appointments.

RESOLVED: 19.77

Moved: Cr Jerry Greer

Seconded: Deputy Mayor Kelly Annand

That having considered all matters raised in the report:

- 1. That Council receive the Appointments for Representation report.**
- 2. That Council adopt the current Appointment of Council Representation Policy**
- 3. That Council note the commencement of the process seeking expressions of interest for appointment to the CHB Community Trust.**
- 4. That Council appoints Councillor Taylor, Councillor Minehan and Councillor Wichman to form a panel to consider applicants before making recommendations to Council.**

CARRIED

Councillors agreed at the recommendation of Mrs Davidson that Item 4 of the recommendation be parked to be discussed and deliberated at Council Meeting at a later date.

Cr Taylor, Cr Minehan, Cr Wichman volunteered for appointment to the panel.

7.10 QUARTERLY FINANCIAL REPORTING FOR SEPTEMBER 2019

PURPOSE

The purpose of this report is to provide Council with a summary of Council's first quarter financial performance for the 2019/20 financial year.

RESOLVED: 19.78

Moved: Cr Gerard Minehan

Seconded: Cr Brent Muggeridge

- 1. That, having considered all matters raised in the report, the report on Council's first quarter financial performance for the 2019/20 financial year be received. CARRIED**

7.11 QUARTERLY NON FINANCIAL PERFORMANCE REPORT JULY 2019 - SEPTEMBER 2019**PURPOSE**

The purpose of this report is to present to Council the Quarterly non-financial performance report for the period 1 July 2019 – 30 September 2019.

RESOLVED: 19.79

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Tim Aitken

That having considered all matters raised in the report:

2. That the Quarterly Non-Financial Performance Report July 2019 – September 2019 Report be received. **CARRIED**

Small discrepancy in data noted and Officer Lloyd to action amendment.

7.12 ADOPTION OF MEETING SCHEDULE 2020**PURPOSE**

The purpose of this report is for Council to confirm the meeting schedule for the remainder of 2019 and 2020.

RESOLVED: 19.80

Moved: Cr Kate Taylor

Seconded: Cr Brent Muggeridge

That having considered all matters raised in the report:

1. That the Adoption of Meeting Schedule 2020 report be received.
2. That the meeting schedule for 2020 be adopted. **CARRIED**

Ms. Gibson to book the meeting schedule into councillors' calendars for 2020.

8 MAYOR'S REPORT

MAYORAL REPORT

EXECUTIVE SUMMARY

The purpose of this report is to present Her Worship the Mayor's report.

RESOLVED: 19.81

Moved: Cr Jerry Greer

Seconded: Deputy Mayor Kelly Annand

That the Mayor's report be noted.

.CARRIED

9 CHIEF EXECUTIVE REPORT

9.1 BI-MONTHLY ORGANISATION PERFORMANCE REPORT

PURPOSE

The purpose of this report is to present to Council the organisation report for September/October 2019.

RESOLVED: 19.82

Moved: Cr Tim Chote

Seconded: Cr Gerard Minehan

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

Officers provided an update on the meeting held with the Pourerere Camping Committee at Cr Minehan's request.

10 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLVED: 19.83**

Moved: Cr Tim Chote

Seconded: Deputy Mayor Kelly Annand

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 - Local Government Funding Agency Annual General Meeting	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	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

11 DATE OF NEXT MEETING**RESOLVED: 19.84**

Moved: Cr Tim Aitken

Seconded: Cr Brent Muggeridge

That the next meeting of the Central Hawke's Bay District Council be held on 12 December 2019.

CARRIED

12 TIME OF CLOSURE

The Meeting closed at 12:29pm.

The minutes of this meeting were confirmed at the Council Meeting held on 12 December 2019.

.....
CHAIRPERSON