MINUTES OF CENTRAL HAWKE'S BAY DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 2 OCTOBER 2025 AT 9.00AM

UNCONFIRMED

PRESENT: Mayor Alex Walker
Deputy Mayor Kelly Annand
Cr Tim Aitken
Cr Pip Burne
Cr Jerry Greer
Cr Gerard Minehan
Cr Brent Muggeridge
Cr Kate Taylor
Cr Exham Wichman
Pou Whirinaki Amiria Nepe-Apatu
Pou Whirinaki Piri Galbraith

IN ATTENDANCE: Doug Tate (Chief Executive)
Nicola Bousfield (Group Manager: Corporate, Community & Regulatory)
Brent Chamberlain (Chief Financial Officer)
Dylan Muggeridge (Group Manager: Strategy, Policy & Planning)
Mark Kinvig (Group Manager: Infrastructure & Asset Management)
Kim Anstey (Planning Manager)
Jane Budge (Strategic Governance Manager)
Sarah Crysell (Communications and Engagement Manager)
Lisa Harrison (Director - Regulatory & Customer Experience)
Pam Kupa (Pou Whātuia - Māori Relationships Manager)
Logan McKay (Community Safety and Compliance Manager)
Annelie Roets (Governance Lead)

1 WELCOME/KARAKIA/NOTICES

Her Worship the Mayor, Alex Walker, welcomed everyone to the final Council meeting of the triennium, which commenced with a karakia.

2 APOLOGIES

There were no apologies received.

3 DECLARATIONS OF CONFLICTS OF INTEREST

There were no Declarations of Conflicts of Interests declared.

4 STANDING ORDERS

RESOLVED: 25.57

Moved: Deputy Mayor Kelly Annand
Seconded: Cr Jerry Greer

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

- **21.2** Time limits on speakers
- **21.5** Members may speak only once
- **21.6** 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: 25.58

Moved: Cr Kate Taylor
Seconded: Cr Gerard Minehan

That the minutes of the Ordinary Council Meeting held on 7 August 2025, the Extraordinary Council Meeting held on 28 August 2025 and the Extraordinary Council Meeting held on 9 September 2025 as circulated, be confirmed as true and correct.

CARRIED

Correction/Amendment to the Minutes of 7 August – Welcome/Notices:
It is requested that Mr Malcolm's name be added to the notices section as follows:

"Her Worship the Mayor, Alex Walker, welcomed everyone to the meeting and acknowledged a moment of reflection for recently lost community members, including Central Hawke's Bay's last World War II veteran, *Walter (Wally) Malcolm*."

6 REPORTS FROM COMMITTEES

There were no reports received.

7 REPORT SECTION

7.1 RESOLUTION MONITORING REPORT

PURPOSE

To present to Council the Resolution Monitoring Report. This report seeks to ensure Council has visibility over work that is progressing, following resolutions from Council.

RESOLVED: 25.59

Moved: Cr Pip Burne
Seconded: Cr Exham Wichman

That Council received the Resolution Monitoring report.

CARRIED

The report was taken as read. Discussion included:

- Closing out several activities and noting ongoing work, especially regarding local water projects and sports club grants.

7.2 ADOPTION OF ANNUAL REPORT 2024/25

PURPOSE

To adopt the Annual Report for the Year ended 30June 2025.

RESOLVED: 25.60

Moved: Deputy Mayor Kelly Annand
Seconded: Cr Exham Wichman

That Council adopts the Annual Report for the year ended 30 June 2025, and delegates to the Chief Executive to make any further minor adjustments requested by audit as they finalise their checks.

CARRIED

The report was introduced by Doug Tate and Brent Chamberlain highlighting the financial performance, core priorities and internal reductions. Discussion included:

- Small operating surplus, lower than forecast debt, 90% expenditure on core services, $7 million spent on roading, three waters, and recovery (56% from external funding).
- Internal reductions: $1.5 million operational savings, two rounds of redundancies and restructuring, ongoing right-sizing.
- Revaluation: Major increase in roading asset values due to cyclone rebuild costs, with implications for future depreciation and budgeting. Clarified the revaluation limited to non-depreciating road formation, so limited future cost impact.
- Water capital programme delayed due to legislative uncertainty, resulting in less debt drawn.
- Economic downturn affected consenting and solid waste volumes.
- Questions raised about increased water/wastewater monitoring costs; staff to follow up with specifics.
- Suggestions made to include benchmarking data in future reports for comparison with peer councils. Several councillors acknowledged the hard work of staff, the impact of restructuring, and the achievements during a challenging year.

7.3 STATEMENT OF PROPOSAL - LOCAL ALCOHOL POLICY REVIEW

PURPOSE

To seek Council approval to adopt the attached Statement of Proposal which sets out the process and options for consultation to review Council's Local Alcohol Policy.

RESOLVED: 25.61

Moved: Cr Kate Taylor
Seconded: Cr Gerard Minehan

That Council:

1. **Adopts the Statement of Proposal (attached) which sets out the process and options for consultation to review Council's Local Alcohol Policy.**

CARRIED

- The report was introduced by Lisa Harrison and Logan McKay. Discussion included: Two Government bills in progress, but current LAP remains compliant.
- Commitment to thorough consultation with stakeholders, including Police, health, and community groups, despite the holiday period.
- Timing and duration of consultation; possibility to extend or start earlier. Advice will be sought in the new Triennium.
- Clarified special license rules for clubs and halls, including event limits for the venue and

private events, and resource consent requirements.
- Councillors encouraged community organisations to submit, noting some policies may not work well for them.

7.4 RECOMMENDATION OF THE RISK AND ASSURANCE COMMITTEE - HEALTH, SAFETY AND WELLBEING GOVERNANCE CHARTER ADOPTION

PURPOSE

To adopt the revised Health, Safety and Wellbeing Governance Charter.

RESOLVED: 25.62

Moved: Cr Pip Burne
Seconded: Cr Gerard Minehan

That Council accepts the recommendation of the Risk and Assurance Committee and adopts the Health, Safety and Wellbeing Governance Charter.

CARRIED

Doug Tate presented the report emphasising the roles and responsibilities of the council, executive leadership, and staff. Discussion included:

- The charter aims to improve the maturity and effectiveness of health and safety practices.
- Charter now combines two previous documents, clarifies roles and responsibilities, and places council at the top of the governance ecosystem.
- Feedback from Risk and Assurance Committee has been incorporated, including visual changes to governance diagrams.
- Include self-assurance across all leadership areas.
- Emphasis on Council's responsibility for staff, contractors, and public safety; goal for everyone to return home safely.

7.5 TAMATEA POKAI WHENUA MEMORANDUM OF UNDERSTANDING AGREEMENT UPDATE

PURPOSE

To provide Council with an update on the implementation of the Memorandum of Understanding (MoU) between Central Hawke's Bay District Council (Council) and Tamatea Pōkai Whenua (TPW).

RESOLVED: 25.63

Moved: Cr Kate Taylor
Seconded: Cr Pip Burne

That Council receives the Tamatea Pōkai Whenua Memorandum of Understanding Agreement Update.

CARRIED

Pam Kupa provided an update on the Memorandum of Understanding between the Council and Tamatea Pōkai Whenua, highlighting the ongoing work on key projects and the preparation for the new Triennium. Discussion included:

- More reporting on key projects, including second water supply and district plan alignment.
- The meaning and implications of the Mana Whakahono ā Rohe agreement under the Resource Management Act (RMA), including costs and legislative requirements.

- Clarified that the agreement is about partnership and joint agreement, not ceding control.

7.6 REPORTS FROM JOINT COMMITTEES FOR 1 JULY TO 16 SEPTEMBER 2025

PURPOSE

To receive the unconfirmed minutes of the following Joint Committees:

1. 29 Aug 2025 – Matariki Governance Group.
2. 16 Sept 2025 – Hawke's Bay Water Services Council Controlled Organisation (WBSCCO) Transitional Governance Group.

MINUTES NOT CONFIRMED/ FINALISED

1. 28 July 2025 – HB CDEM Joint Committee – have not been finalised or signed off at their final Council meeting held 24 September (not attached).
2. 29 Aug 2025 – Regional Transport Committee – have not been finalised or signed off at their final Council meeting held 24 September (not attached).

RESOLVED: 25.64

Moved: Deputy Mayor Kelly Annand
Seconded: Cr Pip Burne

1. **29 Aug 2025 – Matariki Governance Group.**
2. **16 Sept 2025 – Hawke's Bay Water Services Council Controlled Organisation (WBSCCO) Transitional Governance Group.**

CARRIED

The report was introduced by Her Worship The Mayor Alex Walker.

- Noted correction – HB Water *Services* Council Controlled Organisation.
- Clarified process for appointments and deputy chair after local elections.

7.7 MINUTES FROM THE CENTRAL HAWKE'S BAY DISTRICT COUNCIL COMMITTEES

RESOLVED: 25.65

Moved: Cr Gerard Minehan
Seconded: Cr Exham Wichman

That Council receives the minutes from:

1. **21 August 2025 – Transport Committee Minutes**
2. **21 Aug 2025 – Finance, Infrastructure & Performance Committee Minutes**
3. **18 Sept 2025 – Strategy, Growth & Community Committee Minutes**
4. **18 Sept 2025 – Transport Committee Minutes**
5. **23 Sept 2025 – Risk & Assurance Committee Minutes**

CARRIED

The report was taken as read.

7.8 RISK STATUS REPORT TO COUNCIL

PURPOSE

The purpose of this report is to provide visibility to Council of top risks that officers have reported to the Risk & Assurance Committee (the Committee), that have trended outside of the risk appetite for two quarters or more.

RESOLVED: 25.66

Moved: Cr Tim Aitken
Seconded: Cr Jerry Greer

That the report be noted.

CARRIED

Nicola Bousfield presented the risk status report, focusing on the top risks (including financial, operational, and transition risks) and the application of controls to mitigate them. Discussion included:

- The importance of ongoing risk assessments and workshops to ensure effective risk management.
- Clarified that extreme residual risks remain due to high consequence, even with mitigation controls in place.

9 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED: 25.67

Moved: Cr Pip Burne
Seconded: Cr Jerry Greer

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
9.1 - Public Excluded Resolution Monitoring Report	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 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

9.2 - Public Excluded Minutes from Central Hawke's Bay District Council Committees & Joint Committee meetings	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)(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)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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
9.3 - Minutes from Chief Executive & Performance Committee	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
9.4 - Public Excluded Minutes from Chief Executive & Performance Committee	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
9.5 - Recommendations of the Chief Executive Employment and Performance Committee	s6(b) - the making available of the information would be likely to endanger the safety of any person	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: 25.68

Moved: Cr Pip Burne
Seconded: Cr Jerry Greer

That Council moves into Public Excluded Business at 10.30am.

CARRIED

The meeting adjourned for morning tea at 10.30am and reconvened in Public Excluded Business at 10.50am.

RESOLVED: 25.69

Moved: Cr Jerry Greer
Seconded: Cr Kate Taylor

That Council moves out of Public Excluded Business at 11.54am.

CARRIED

7.9 2025 INTERREGNUM PERIOD, 16-28 OCTOBER 2025

PURPOSE

To note the Chief Executive's powers during the 2025 Interregnum period, 16 to 28 October 2025, and these responsibilities, duties and powers.

RESOLVED: 25.70

Moved: Deputy Mayor Kelly Annand
Seconded: Cr Exham Wichman

That Council:

1. **Receives the 2025 Interregnum Period, 16-28 October report.**
2. **Notes the powers given to the Chief Executive during the Interregnum Period. The Chief Executive will:**
   a) **Consult with the Mayor-elect on any issues that arise;**
   b) **Only attend to those matters that cannot reasonably wait until the first meeting of the new Council; and**
   c) **Report all decisions to the first Ordinary Council meeting, 19 November 2025..**
3. **Notes under Schedule 7, Clause 30(7) of the Local Government Act all committees, subcommittees, or other subordinate decision-making bodies, unless the local authority resolves otherwise, are discharged following the 2025 local election.**
4. **Notes the District Licensing Committee, the Civil Defence and Emergency Management Group, and Transitional Governance Group (for establishing the new Regional Water Entity) will not be discharged following the local election, due to statutory reasons and earlier decisions.**

CARRIED

Jane Budge took the report as read. Discussion included:

- The statutory powers of the Chief Executive (CE) were emphasised, noting that these powers are mandated under the Local Government Act and aren't delegated by Council.
- Minor grammatical changes to resolutions were suggested.
- Sally Butler is to replace Cr Wichman on the District Licensing Committee Hearing.

7.10 VALEDICTORY SPEECHES - COUNCILLORS TIM AITKEN & EXHAM WICHMAN

PURPOSE

To receive valedictory speeches from retiring Councillors Tim Aitken and Exham Wichman.

It will also provide an opportunity to reflect on their service and share their experiences with colleagues and the community.

Councillor Tim Aiken reflected on his nine-year tenure, focusing on three main drivers: economic development, accountability, and long-term vision. He also mentioned achievements in risk and assurance, asset management, and responses to crises like Cyclone Gabrielle and COVID.

Councillor Exham Wichman shared his journey, expressing gratitude for the support received and reflecting on his contributions to housing and community building. He highlighted the importance of the multi-wards process and the support from fellow councillors during personal challenges. Cr Wichman thanked his family for unwavering support and encouraged future leaders to build on the legacy of inclusion and community service.

7.11 MAYORAL END OF TRIENNIUM REPORT

PURPOSE

To receive Mayor Alex Walker’s End of Triennium verbal report.

Her Worship The Mayor Alex Walker and reflected on the past three years, noting that over 70 meetings were held. The period was marked by significant challenges, especially Cyclone Gabrielle, which placed a heavy load on the organisation and community.

Mayor Walker recognised the extraordinary efforts made in disaster response, recovery, and ongoing rebuilding. Achievements included the district plan, recovery initiatives, transport transformation, and improvements in governance. The importance of family, friends, and support staff was acknowledged, as their backing enabled council members to serve effectively.

Closing Remarks

The meeting ended with formal recognition of the departing Councillors, expressions of gratitude to governance and the Chief Executive and the team, and acknowledged the organisation's professionalism and resilience. The Mayor thanked all members for their service, highlighted the achievements of the Triennium, and encouraged continued professionalism and respect in future council work.

8 TIME OF CLOSURE

The meeting closed at 12.55pm.

The Minutes of this meeting will be confirmed at the next Council meeting to be confirmed following Local Elections.

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CHAIRPERSON