



**I, Kitea Tipuna, Tumu Whakarae Chief Executive, hereby give notice that
an Ordinary Meeting of Council will be held on:**

Date: Tuesday, 13 February 2024
Time: 1:30 PM
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Ordinary Council Meeting

13 February 2024

MEMBERSHIP: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Chaans Tumataroa-Clarke, Cr Benita Cairns, Cr Roslyn Thomas

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

Order Of Business

1	Karakia	5
2	Apologies for Absence	5
3	Declarations of Conflict of Interest	5
4	Chairperson’s Announcements.....	5
5	Late items of Urgent Business	5
6	Public Participation	5
7	Minutes of the Previous Meeting	5
8	General Items.....	15
8.1	QRS - Draft Letter of Expectation	15
8.2	QRS Directors Fees Review 2024	19
8.3	UPDATE TO DELEGATIONS MANUAL.....	23
8.4	Terms of Reference and appointing an alternate to the Hawke's Bay Civil Defence Emergency Management Group Joint Committee.....	123
8.5	Timetable for Long-term Plan 2024-27	133
9	Receipt of Minutes from Committees/Action Sheets.....	139
	Nil	
10	Public Excluded Items.....	140
10.1	Recovery Review	140
10.2	Infrastructure Improvements - School zones	140
10.3	Service delivery review of Wairoa District Council’s storage and management of archives.....	140
10.4	CONCEPT DESIGN APPROVAL – WAIROA RIVER RESERVE RESTORATION	141
10.5	BUILDING EXTERIOR COLOUR PALETTE APPROVAL – WAIROA ISITE DEVELOPMENT	141

- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING

Ordinary Meeting - 19 December 2023

Extraordinary Meeting - 19 December 2023

**MINUTES OF WAIROA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 19 DECEMBER 2023 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana (via zoom), Cr Benita Cairns (In at 1.33pm), Cr Roslyn Thomas

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (via zoom, Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning & Regulatory), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services and Development), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Gay Waikawa** (Kaiurungi Mana Ārahi | Governance Officer), **Henare Mita** (Chairperson, Maori Standing Committee), **Jonny Hardie** (Kaiwhakahaere Mataarotanga me ngā Kaupapa | Engineering & Projects Manager), **Jamie Cox** (Cox Consultants)

1 KARAKIA

Opening karakia was given by His Worship the Mayor, Craig Little.

2 APOLOGIES FOR ABSENCE

APOLOGY

RESOLUTION 2023/72

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the apology received from Cr Chaans Tumataaroa-Clarke be accepted and leave of absence granted.

CARRIED

3 DECLARATIONS OF CONFLICT OF INTEREST

None

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEM OF URGENT BUSINESS**LATE ITEM****RESOLUTION 2023/73**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Roslyn Thomas

That in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act 1987 the **Item - Insurance renewals for the year ending 31 October 2024** be considered given the item had not come to hand at the time of Agenda compilation and consideration of this matter is required now in order to respond within the timeframe allowed.

CARRIED

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING**RESOLUTION 2023/74**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That the minutes of the Ordinary Meeting held on 28 November 2023 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 RESIDENTS OPINION SURVEY 2023****RESOLUTION 2023/75**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Roslyn Thomas

That Council receive the report.

CARRIED

His Worship the Mayor asked how the Residnets Opinion Survey 2023 compares to the old survey of the old days and how accurate it is.

The Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services

and Development advised the challenges:

- answering the phone
- reduction in land lines
- unknown number is less likely to be answered.

Elected members discussed:

- another option.
- client focus.
- providing a service.
- feedback.
- Required by law.
- Wairoa museum.

The Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support
the Local Government Act requires Council to report on service performance in the Annual Report.

8.2 NEW ISITE DEVELOPED DESIGN APPROVAL

RESOLUTION 2023/76

Moved: Cr Benita Cairns

Seconded: Cr Jeremy Harker

That Council approve the developed design of the new iSite.

Cr Roslyn Thomas voted against the New iSite Developed Design.

CARRIED

At 1:55 pm, Cr Melissa Kaimoana left the meeting.

8.1 LATE ITEM - INSURANCE RENEWALS FOR THE YEAR ENDING 31 OCTOBER 2024

RESOLUTION 2023/77

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That Council approves expenditure of up to \$460,540.50 for material damage insurance premiums for the year ending 31 October 2024.

CARRIED

The Meeting closed at 2.13pm with a karakia by His Worship the Mayor, Craig Little.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 13 February 2024.

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CHAIRPERSON

**MINUTES OF WAIROA DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 19 DECEMBER 2023 AT 9:33 AM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana (via zoom), Cr Benita Cairns, Cr Roslyn Thomas

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (via zoom, Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services and Development), **Gay Waikawa** (Kaiurungi Mana Ārahi | Governance Officer), **Hira Campbell** (Kaiwhakahaere Hua Pūmau Huarahi | Transport Asset Manager), **Hinemoa Hubbard** (Kaitauira Mana Ārahi | Governance Cadet)

1 KARAKIA

The opening karakia was given by His Worship the Mayor, Craig Little.

His Worship welcomed Hinemoa Hubbard a new staff member to Council.

2 APOLOGY FOR ABSENCE

APOLOGY

RESOLUTION 2023/72

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the apology received from Cr Chaans Tumataroa-Clarke be accepted and leave of absence granted.

CARRIED

3 DECLARATIONS OF CONFLICT OF INTEREST

None.

4 PUBLIC PARTICIPATION

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

5 GENERAL ITEMS**5.1 INTERIM SPEED MANAGEMENT PLAN - HEARING & DELIBERATIONS****RESOLUTION 2023/73**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That Council:

- a. Acknowledge and receive all submissions.
- b. Council adopt the Interim Speed Management Plan and take into consideration Council's next steps.

CARRIED

The Chief Executive acknowledged an apology received from submitter Jo Doyle about not being able to make her scheduled speaking time and the possibility that someone else will come in to speak on her behalf.

The Group Manager Assets and Infrastructure noted that the plans include Marine Parade because of the busy and surrounding environment.

Cr Eaglesome-Karekare noted that if our intention is to include areas where large amounts of people congregate Marae and Kohanga need to be included. She also asked if it would increase the cost of the plan by introducing these areas.

The Group Manager Assets and Infrastructure confirmed the cost would increase and that Marae and Kohanga are included in the next phase.

Cr Eaglesome-Karekare mentioned the speed reduction in Raupunga and asked if there is an opportunity to do the same in Whakaki and Nuhaka.

Cr Cairns brought attention to the formula of the 3 E's:

- Engineering
- Enforcing
- Education

She noted having proper signage, raised crossings, conversations with the Police about early intervention when enforcing the speed limits and potentially having an education programme will help ensure people are not blatantly breaking the rules. The Group Manager Assets and Infrastructure confirmed early engagement with the Police and noted that at this stage the focus of the Interim plan is speed around schools.

Cr Harker sought clarification on whether it was signage alone around schools or signage and

raised crossings.

The Group Manager Assets and Infrastructure noted that there is variability according to the environment, the amount of children and vehicles around each school indicating that some schools will have both raised crossings and signage and other schools will only have signage.

The Group Manager Assets and Infrastructure noted that the plan is only interim because:

- The direction from the Government at the time was that the interim plan would come before the full speed management plan.
- Completing a full speed management plan requires going back out for consultation and the initial plan was to complete the interim plan first.
- The full speed management plan would take the whole district into consideration.

Adjourned – 9:46am.

Reconvened– 9:57am.

Council heard from the following submitters (who wished to speak to their submission):

Submission #	Name
6 & 7	<p>Matteo Garbagnati & Gabriela Kopacikova – 9:58am</p> <p>The submitters spoke to their submissions together with a powerpoint presentation in support of the plan.</p> <p>The submitters expanded on their submission:</p> <ul style="list-style-type: none"> • Recommending the speed limit of 30km/h for the whole urban area of Wairoa or 40km/h for the state highway road through Wairoa. • Intersection improvements. • Highlighting Tactical Urbanism. • Gateway design opportunities that would subconsciously encourage motorists to slow down. Noting that the design would also decrease the need for signage and possibly increase tourism.
10	<p>Bernadine Hamlin – 10:18am</p> <p>The submitter spoke to their submission on behalf of Wairoa College in support of the plan.</p> <p>The submitter expanded on their submission:</p> <ul style="list-style-type: none"> • Requesting electronic school zone signs closer to Kitchener Street to ensure motorists are slowing down earlier. • Stated that the main office at Wairoa College are receiving weekly calls in relation to near-miss collisions between students and vehicles after 3pm.

The Chief Executive read correspondence from Jo Doyle about not being able to make her

submission speaking time. The correspondence expanded on her submission points noting that:

- Recommending the collection of data to identify the areas of concern for safety and management.
- Disagrees that a crossing between the two exits from the Kahungunu Executive car park is optimal.
- Recommends to close the Kahungunu Executive exit and put a pedestrian crossing in front of the bus stop rather than between two drive-ways.
- Consider the pick up/drop off area for Nuhaka and Frasertown Schools.

Cr Thomas agreed that the position of the pedestrian crossing could be changed slightly to a better position but reverted to the belief that there must be a reason it is where it is.

Cr Cairns disagrees that closing the car park at Kahungunu Executive is ideal as the New World car park is already congested. She reiterated the benefit of education as there is a collective mindset to cross exactly where you want to go rather than using a crossing and believes there is no reason the zebra crossing cannot go further down the road towards the Police station.

Cr Harker questioned if having another pedestrian crossing on Queen Street is cost-effective. He highlighted that pedestrians do not use the courtesy crossing that is already there and not many people walk towards the police station to cross the road.

The Chief Executive clarified that the principle of speed management around busy pedestrian areas isn't being disputed but the placement and agrees the collection of data will improve placement of crossings.

Three submitters who wished to speak to their submission did not attend. 3 submitters were heard verbally.

Cr Harker agreed with the gateway design aspects and intersection improvements from the presentation however he disagrees on reducing the speed limit of 30km/h for the entire urban area of Wairoa as it will be difficult to enforce and could result in more problems.

His Worship proposed a workshop to detail the crossings in town including those on the state highway coming into town so that Council can provide their opinion on that information. The Group Manager Assets and Infrastructure noted Council can do so, however there is a risk of losing funding should the project take longer than 6 months to complete.

Council received a total of 24 written submissions; 22 in support of the general direction of the Interim Speed Management Plan and two opposing.

The meeting closed at 10.53am with a closing karakia given by His Worship the Mayor, Craig Little.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on Tuesday 13 February 2024.

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CHAIRPERSON

8 GENERAL ITEMS

8.1 QRS - DRAFT LETTER OF EXPECTATION

Author: Kitea Tipuna, Tumu Whakarae Chief Executive

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: 1. DRAFT LETTER OF EXPECTATION FOR QRS [↓](#)

1. PURPOSE

- 1.1 To recommend and suggest appropriate amendments and updates to QRS's Letter of Expectation so that it can be developed and approved.

RECOMMENDATION

The Tumu Whakarae Chief Executive RECOMMENDS that Council recommend and suggest appropriate amendments and updates to QRS's Letter of Expectation so that it can be developed and approved.

EXECUTIVE SUMMARY

- 1.2 Wairoa District Council is the sole shareholder of Quality Roading Services (QRS)
- 1.3 The Letter of Expectations sets out WDC's key result areas expected from QRS and a draft is attached as appendix 1.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Draft Outline of Letter of Expectation for QRS

Wairoa District Council established and continues to own Quality and Rooding Services Ltd (QRS) as its sole shareholder for the benefit of the Wairoa community. It chooses to do this compared with doing work in house or using external contractors to enhance its community outcomes. It expects QRS to compete for work on the open market to ensure it continues to become more efficient and competitive. Alongside this, Wairoa District Council is committed to social procurement and broader outcomes ensuring a circular local economy that serves the best interest of ratepayers and residents of the Wairoa District and aligns to the legislative wellbeing's outcomes as per the Local Government Act.

Where appropriate, the Key Result areas below have been updated to reflect the current term.

1. Collaboration

We have the expectation that QRS and WDC will work together collaboratively for the greater good of Wairoa.

We have the expectation that QRS and WDC staff will work together collaboratively to find solutions to problems as they arise and to improve value for money for our ratepayers.

We request the relationship between our organisations, at all levels, be based on collaborative behaviours including;

- Looking forward, not back
- Timely responses
- Open, honest and frank communication
- Being respectful of each other and having no surprises
- Being positive and constructive
- Being focused on "What's best for Wairoa"

Communication between organisations should occur regularly (at a minimum monthly) and at the respective level, eg Mayor to Chair, CEO to CEO, Council Managers to QRS Managers. Issues not resolved should be escalated to the next level for resolution.

We request regular meetings between the organisations, at the respective levels, with a Governance meeting once a quarter to review progress in addressing the expectations contained in this letter and in meeting QRS's Statement of Intent. Discussions during these meetings should help to inform the letter of expectations for the following year.

Both parties will investigate the use of Hastings District Council's Shareholder Manual, modified to best meet the needs of Wairoa ratepayers and residents, as a tool for bringing clarity to the roles and responsibilities of our relationship.

2. Professional Governance

Professional Governance is necessary for the successful operation of any organisation.

Setting company direction, ensuring the company is resourced adequately, performance is monitored, and risk identified/managed are key elements of professional governance.

Professional Governance also requires regular meetings and an excellent relationship between the Board and its shareholder as well as the Board and its CEO.

Governance succession planning and growing governance capability and capacity locally is also of interest to the Wairoa District Council. Opportunities to build governance opportunities by nurturing local talent within the Wairoa District would be an important focus for Council.

3. Investment Policy

Sound business practice requires prudent investment.

In recognition of QRS's financial performance over the last three years, we request QRS provide its investment policy to WDC and supply WDC with business cases for all investments and end to end projects above \$500,000 for WDC to review.

4. Development of attributes

To win contracts QRS needs to excel in its non-price attributes.

We expect QRS to carry out a gap assessment of non-price attributes needed for a modern contracting company and address any gaps.

Social procurement and alignment to the legislated four wellbeings as articulated in the Local Government Act will serve to further develop attributes that are holistically aligned to the betterment of the Wairoa district.

5. Overheads

Top heavy contracting companies become uncompetitive, lose market share and revenue.

We expect QRS to benchmark itself to industry KPIs for its overhead percentage of turnover and make any adjustments needed.

6. Maintaining and Enhancing Capability

Contracting companies that fail to maintain and enhance capability become uncompetitive, lose market share and revenue.

We expect QRS to carry out a needs analysis and strengthen its training or recruitment programme to address any capability gaps.

7. Community Support

Providing community support is a primary reason for WDC owning QRS. Improving community outcomes and making a profit are both important to WDC

Without limiting QRS's opportunity for sponsorship, we could be open to investigate with you options for QRS providing in kind sponsorship of community projects in lieu of paying a portion of the dividend to WDC.

8. Employing Locally

Local employment is important for the economic growth of Wairoa, especially from revenues generated outside of Wairoa. Given the current state of the economy we expect to see a focus on local employment, which Council is committed to through the following;

- Supporting local
- Social or Progressive Procurement
- Preferred supplier arrangements

9. Business growth

Business growth in non WDC revenue is important for diversifying risk.

The achievement of enduring growth in non WDC revenue according to market conditions, as determined on an annual basis, with significant growth in normal market conditions, limited growth in a recession and high growth in a boom period.

10. Shareholder Vision/Mission Statements

It is important that QRS supports its shareholder in all relevant matters. Essentially a 'no surprises approach'.

Without limiting its activities, QRS should reflect WDC's vision and mission statements in the work it carries out to demonstrate the importance of partnering for the betterment of the Wairoa district.

11. Statement of Intent

We request that the following matters be included in your SOI:

- Dividend policy and forecast dividends, or, if agreed with WDC. the contestable fund policy, its value for xxxxxxxx and forecast value for xxxxxxxx, as per 7 above in lieu of dividends;
- Key strategies and initiatives, with detail to the extent appropriate for a public document;
- Health and safety targets in line with Health & Safety at Work Act;
- Investment policy including pre-investment review process and post investment review process;
- Intention to operate on a "no surprise" basis;
- Community Focus
 - Projected percentage growth in the number of local employees from the Wairoa District
- Remuneration policy - in line with current benchmarks
- Innovative/disruptive and new technologies
- Financial performance targets, as a minimum we request the following:
 - Target Revenue
 - Net Profit After Tax
 - Shareholder Funds to Total Assets
 - Dividend Forecast
 - Overhead % for each area of operation

8.2 QRS DIRECTORS FEES REVIEW 2024

Author: Gary Borg, Pouwhakarae - Putea / Tautawhi Rangapu Group Manager
Finance and Corporate Support

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive Fergus Power, Chief Executive Officer

Appendices: 1. QRS Fee Increase Recommendation [↓](#)

1. PURPOSE

1.1 The purpose of this report is to address a proposed increase in QRS Directors' Fees.

RECOMMENDATION

The Group Manager: Finance and Corporate Support RECOMMENDS that Council approves a total pool for QRS Directors' Fees of \$162,884 per annum for the year ending 30 June 2024, with the distribution of the pool to be agreed by the board.

2. BACKGROUND

- 2.1 This report formalises dialogue between Council and the Board of QRS regarding Directors' remuneration.
- 2.2 The current pool of \$132,425 was set in 2022 following a benchmarking exercise.
- 2.3 Since then, elected members' remuneration, as set by the Remuneration Authority, has increased significantly, reflecting the increased complexity and demands on their roles and increased market pressures following Covid-19 outbreaks and the impacts of several severe weather events.
- 2.4 In conversations between the parties, it was suggested that Directors' fees should increase at the same rate and this is the basis for the Board's proposal attached as **Appendix 1**.

3. OPTIONS

- 3.1 The options identified are:
 - a. Approve the recommended increase in Directors' Fees
 - b. Approve a different amount for Directors' Fees.
 - c. Do nothing
- 3.2 Under option c *Do nothing*, the existing fee structure would remain. This may be detrimental to the inter-entity relationship considering the performance of the company in recent years. It would avoid a minor increase in the operating costs of Council's CCO.
- 3.3 Under option b, Council may wish to consider whether all of the drivers relating to elected members' remuneration apply in the same way to Directors' Fees.
- 3.4 The preferred option is a) *Approve the recommended increase in Directors' Fees*, this contributes to the following community outcomes:

Economic wellbeing	Social and Cultural Wellbeing	Environmental Wellbeing
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<p>1. A strong, prosperous and thriving economy.</p> <p>2. A safe and integrated infrastructure.</p>	<p>6. Strong district leadership and a sense of belonging</p>	
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4. CORPORATE CONSIDERATIONS

What is the change?

4.1 There will be no process or policy changes in Council from this decision.

Compliance with legislation and Council Policy

4.2 The matter has been presented in a manner consistent with Council's policy on Appointment And Remuneration Policy For Directors Of Council Controlled Organisations

What are the key benefits?

4.3 Supporting effective governance of a strategic investment for Council.

What is the cost?

4.4 There is no cost implication for Council budget. Directors' fees are paid as an operating expense of the company. Council may be interested to understand the trade-offs involved.

What is the saving?

4.5 Not applicable.

Who has been consulted?

4.6 No consultation is required on this matter.

Service delivery review

4.7 This does not directly impact on Council Service Delivery.

Māori Standing Committee

4.8 This has not been submitted to the MSC as there are no particular cultural implications.

5. SIGNIFICANCE

5.1 This decision does not trigger any of the significance and engagement key areas.

6. RISK MANAGEMENT

6.1 In accordance with the Council's Risk Management Policy the inherent risks associated with this matter are:



6.2 The main risk associated with this decision is the potential for disruption to the currently healthy relationship between governance entities.

Background Papers

The Council’s policy is at: <https://www.wairoadc.govt.nz/assets/Document-Library/Policies/Directors-Policy-2019-Final-for-web.pdf>.


References (to or from other Committees)

This matter is routinely reviewed by Council.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

	
<p>Author Gary Borg</p>	<p>Approved by Kitea Tipuna</p>

8.3 UPDATE TO DELEGATIONS MANUAL

Author: Kitea Tipuna, Tumu Whakarae Chief Executive

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: 1. **DRAFT DELEGATIONS MANUAL JANUARY 2024** [↓](#)

1. PURPOSE

- 1.1 To present to Council the updates to the Wairoa District Council Delegations Manual as Appendix 1

RECOMMENDATION

The Tumu Whakarae Chief Executive RECOMMENDS that Council approve the updates to the Wairoa District Council Delegations Manual attached as Appendix 1.

2. BACKGROUND

- 2.1 The purpose of the Delegations Manual is to assist with achieving Council's goals and objectives, as stated in strategic documents such as the Long Term Plan. Delegations differentiate between Elected Members making governance decision and Council Officers implementing these decisions.
- 2.2 Delegations also assist with carrying out Council business and meeting the needs of Council's customers in an efficient and effective manner, by enabling Officers to take action within the parameters of their delegated authority. Delegations have been approved to the lowest appropriate officer level.
- 2.3 The Delegations Manual sets out the general nature of Council's delegations to the Chief Executive (CE), and notes that the CE may further delegate such powers onto Council Officers. It records the delegations made by the CE to Council Officers.

3. CURRENT SITUATION

- 3.1 Updates to the Delegations Manual must be made in order to enable Council Officers to carry out their functions which contribute to the achievement of Council's objectives and fulfil Council's statutory obligations pursuant to the Local Government Act 2002, Civil Defence and Emergency Management Act 2002, Resource Management Act 1991 and the Building Act 2004.

4. OPTIONS

- 4.1 The options identified are:
- Approve the proposed changes to the Wairoa District Council Delegations Manual, attached as appendix 1.
 - Do not approve the proposed changes to the Wairoa District Council Delegations Manual.
 - Approve with amendments the proposed changes to the Wairoa District Council Delegations Manual, attached as appendix 1.

4.2 The preferred option is Option A, this contributes to the following community outcomes

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
Valued and cherished community.	Strong and prosperous economy.	Safe, supported and well-led community.	Protected and healthy environment

5. CORPORATE CONSIDERATIONS

What is the change?

5.1 An update to the Delegations Manual to appropriately recognise the delegated authority being delegated to the appointed Wairoa District Council Recovery Manager

6. RISK MANAGEMENT

6.1 In accordance with the Council’s Risk Management Policy the inherent risks associated with this matter are:

Human	Financial	Regulatory
Low	Low	Low
Operations	Employees	Image & Reputation
Low	Low	Low

Further Information

The Delegations Manual will be available on the Council’s website once the amendments have been approved and accepted by full Council.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

8.4 TERMS OF REFERENCE AND APPOINTING AN ALTERNATE TO THE HAWKE'S BAY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

Author: Sarayde Tapine, Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: 1. Amended Terms of Reference [↓](#)

1. PURPOSE

- 1.1 This report provides information for Council on the amended Terms of Reference and appointing and alternate for the Hawke's Bay Civil Defence Emergency Management (HBCDEM) Group Joint Committee.

RECOMMENDATION

The Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer RECOMMENDS that Council

- a) Receive and adopt the amended Terms of Reference for the Hawke's Bay Civil Defence Emergency Management Group Joint Committee attached as appendix 1
- b) Appoint one alternate to the Hawke's Bay Civil Defence Emergency Management Group Joint Committee

BACKGROUND

- 1.2 An amended Terms of Reference has been referred to each partner Council for adoption for the Hawke's Bay Civil Defence Emergency Management Group Joint Committee. This is attached as appendix 1 to this report.
- 1.3 Hawke's Bay Regional Council officers recommend that the Terms of Reference for the Joint Committee is amended to include mana whenua members on the Joint Committee. This was an interim step for the period leading up to the enactment of the Emergency Management Bill ('the Bill') which considers provisions for mana whenua membership on CDEM Groups at both the governance (Joint Committee) and operational (Coordinating Executive Group [CEG]) levels.
- 1.4 The Bill was introduced in Parliament on 7 June 2023 and is currently sitting at the Select Committee Stage. For Hawke's Bay, tangata whenua participation in emergency management is a critical element of the region's recovery from Cyclone Gabrielle and future responses and cannot wait until the lengthy legislative process concludes.
- 1.5 The Terms of Reference also states that partnering Councils must appoint an alternative representative who has been given the delegated authority to act for the Mayor or Chairperson when unavailable.

2. MEMBERSHIP AND MEETING FREQUENCY

2.1 The Terms of Reference (ToR) provide for:

- The members of the Group are the Hawke's Bay Regional Council and all those territorial authorities that lie wholly within the boundaries of the Hawke's Bay region.

Each member is to be represented on the Group by one person only, being the Mayor or Chairperson of that local authority, or if they are unavailable an alternate representative who has been given the delegated authority to act for the Mayor or Chairperson.

- The Group shall hold all meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and powers delegated under this Terms of Reference. However, there will be at least two meetings per year.
- An amendment to the ToR also includes the below tangata whenua representatives appointed as advisory, non-voting members representing:
 - Mana Ahuriri.
 - Maungaharuru-Tangitu Trust.
 - Heretaunga Tamatea Settlement Trust.
 - Tatau Tatau o Te Wairoa.
 - Ngati Kahungunu Iwi Incorporated.

2.2 Hawke’s Bay Regional Council (HBRC) is the administering authority for the HBCDEM Group Joint Committee with administrative support (minute keeping, convening minutes, etc) provided by the HBRC Governance team.

3. OPTIONS

3.1 The options identified are:

- a. Adopt the terms of reference attached as appendix 1 and appoint an alternate.
- b. Status quo – do not adopt the terms of reference attached as appendix 1 and do not appoint an alternate.

3.2 The preferred option is option a, this contributes to the following community outcomes.

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
Valued and cherished community.	Strong and prosperous economy.	Safe, supported and well-led community.	Protected and healthy environment

4. CORPORATE CONSIDERATIONS

What is the change?

4.1 Mana whenua groups included in the membership of the joint committee as advisory non-voting members to ensure effective tangata whenua representation and participation.

What are the key benefits?

4.2 Provides certainty as to how iwi/mana whenua representation, relationships and partnerships could be provided for within civil defence emergency management.

What is the cost?

4.3 Councillor members of the joint committee will not receive extra remuneration for their membership but will be entitled to reimbursement of associated costs such as for travel which will be contained in existing budgets.

5. RISK MANAGEMENT

5.1 In accordance with the Council’s Risk Management Policy the inherent risks associated with this matter are: Low, this committee would likely mitigate future risks

Human	Financial	Regulatory
Low	Low	Low
Operations	Employees	Image & Reputation
Low	Low	Low

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

8.5 TIMETABLE FOR LONG-TERM PLAN 2024-27

Author: Gary Borg, Pouwhakarae - Putea | Tautawhi Rangapu Group Manager Finance and Corporate Support

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: 1. LTP Timetable [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is to present to Council the high level project plan and timetable for production of the Long-term Plan 2024-27 (LTP) and its key components.

RECOMMENDATION

The Pouwhakarae - Putea | Tautawhi Rangapu Group Manager Finance and Corporate Support RECOMMENDS that Council endorses the LTP timetable, with particular attention to its availability for engagement, consultation and decision-making.

EXECUTIVE SUMMARY

2. BACKGROUND

- 2.1 A LTP is one of a council's primary strategic documents, setting a framework for its levels of service, investment in infrastructure, community development and financial management for a rolling 10-year period, updated every 3 years.
- 2.2 The plan that will become effective 1 July 2024 is being prepared against a backdrop of unprecedented uncertainty with regards to cyclone recovery, 3 waters transition and the continuing presence of COVID-19.
- 2.3 Council is preparing this LTP under the provisions of the Severe Weather Emergency Recovery (Local Government Act 2002 – Long-term Plan) Order 2023, highlights of which are as follows:
- 2.3.1. Plans will be produced for 3 years only, with an emphasis on Recovery.
 - 2.3.2. There will be no audit.
 - 2.3.3. Targets for Statements of Service Performance are not required.
 - 2.3.4. Reduced disclosure in the Financial Strategy regarding population, land use and infrastructure.

3. PLAN FOR THE PLAN

- 3.1 The timetable for developing the LTP and its components is attached as **Appendix 1**. This will be updated as the project progresses.
- 3.2 Workshops can be arranged as required.
- 3.3 It is noted that the Wairoa Recovery Plan is currently being updated. It is important that these documents are aligned where they overlap.

4. OPTIONS

- 4.1 The options identified are:
 - a. Endorse the plan as presented at **Appendix 1**
 - b. Modify the plan.
 - c. Do nothing.
- 4.2 Option (a) presents a plan that delivers a LTP for adoption within the statutory timeframe and with sufficient community involvement.
- 4.3 The activities that contribute to a LTP require significant involvement from elected members and the community they represent. Council may wish to explore alternatives under option (b).
- 4.4 Under option (c) the work would continue with a greater risk of detachment and surprises.
- 4.5 The preferred option is, *a. Endorse the plan as presented at **Appendix 1***, this contributes to the following community outcomes

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
Valued and cherished community.	Strong and prosperous economy.	Safe, supported and well-led community.	Protected and healthy environment

5. CORPORATE CONSIDERATIONS

What is the change?

- 5.1 This decision relates solely to a project plan and does not invoke any changes.

Compliance with legislation and Council Policy

- 5.2 Following on from 5.1, this is more a matter of good practice than compliance.

What are the key benefits?

- 5.3 Council will have a reference framework for the milestones involved in developing its LTP.

What is the cost?

- 5.4 This part of the plan is derived from existing resources.

What is the saving?

- 5.5 No direct savings, but careful project management provides for efficient delivery.

Service delivery review

- 5.6 Not applicable to this decision.

Māori Standing Committee

5.7 This plan has been shared with the Māori Relationships Manager for comment with regards to the Committee’s involvement and will be updated upon advice.

6. SIGNIFICANCE

6.1 A LTP and the strategies and policies it contains are highly significant, but not a plan to prepare an LTP.

7. RISK MANAGEMENT

7.1 In accordance with the Council’s Risk Management Policy the inherent risks associated with this matter are:

- 7.1.1. Potential to miss milestones and deadlines.
- 7.1.2. Elected members unable to prepare.
- 7.1.3. Ineffective community engagement.

Human	Financial	Regulatory
Operations	Employees	Image & Reputation

8. CONSULTATION

8.1 Consultation is not required for the project plan.

Further Information

The planning process for a LTP was depicted in Council’s LTP 2021-31.

References (to or from other Committees)

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS

Nil

10 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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 - Recovery Review	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) - Subject to sections 6, 8 and 17, this section applies if, and only if, the withholding of the information is necessary to
10.2 - Infrastructure Improvements - School zones	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
10.3 - Service delivery review of Wairoa District Council's storage and management of archives	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	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

	industrial negotiations)	
10.4 - CONCEPT DESIGN APPROVAL – WAIROA RIVER RESERVE RESTORATION	<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>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)</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
10.5 - BUILDING EXTERIOR COLOUR PALETTE APPROVAL – WAIROA ISITE DEVELOPMENT	<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>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)</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