

ORDINARY MEETING OF COUNCIL

Open Minutes

Meeting Date: Thursday 23 April 2020

Time: 10am – 10.16am

Venue Council Chambers
Hawke's Bay Regional Council
159 Dalton Street
Napier

Present Mayor Wise, Deputy Mayor Brosnan, Councillors Boag, Browne, Chrystal, Crown, Mawson, McGrath, Price, Simpson, Tapine, Taylor, Wright

In Attendance Acting Chief Executive, Director Corporate Services, Director Community Services, Director Infrastructure Services, Director City Services, Director City Strategy, Manager Communications and Marketing, Manager People and Capability, Chief Financial Officer, Manager Business Transformation and Excellence

Administration Governance Team

Apologies

Nil

Conflicts of interest

Nil

Public forum

Nil

Announcements by the Mayor

The mayor thanked the community for staying at home and helping contribute to the reduction in new COVID-19 cases. She asked that residents continue to stay at home as the country moves into Level 3 to maintain the positive progress.

She noted that Council is working on a recovery plan for moving into Alert Level 3, and information on resources available support businesses and households in their own recovery planning is available on Council's website.

She extended thanks to Council staff for the huge levels of work undertaken to prepare for Alert 4, to manage business as usual as far as possible in a very challenging environment, contributing to the local and regional emergency management response and revising Napier's Annual Plan.

A meeting of remembrance for ANZAC Day led by the RSAs will be livestreamed from 6am Saturday 25 April 2020; this can be accessed via Council's Facebook page as well as the mayor's own Facebook page.

Minor matters raised

Napier Social Monitoring Report

Announcements by the management

Nil

Confirmation of minutes

Council resolution

Councillors Price / Chrystal

That the Draft Minutes of the Ordinary meeting held on 6 March 2020 be confirmed as a true and accurate record of the meeting.

Carried

Council resolution

Councillors Price / Chrystal

That the Draft Minutes of the Ordinary meeting held on 10 March 2020 be confirmed as a true and accurate record of the meeting.

Carried

**Council
resolution**

Councillors Price / Chrystal

That the Draft Minutes of the Ordinary meeting held on 12 March 2020 be confirmed as a true and accurate record of the meeting.

Carried

**Council
resolution**

Councillors Price / Chrystal

That the Draft Minutes of the Extraordinary meeting held on 24 March 2020 be confirmed as a true and accurate record of the meeting.

Carried

**Council
resolution**

Councillors Price / Chrystal

That the Draft Minutes of the Extraordinary meeting held on 9 April 2020 be confirmed as a true and accurate record of the meeting.

Carried

AGENDA ITEMS

1. ACTIONS FROM PREVIOUS MEETINGS

<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	919754
<i>Reporting Officer/s & Unit:</i>	Cheree Ball, Governance Advisor

1.1 Purpose of Report

To present the actions from previous meetings for awareness.

At the meeting

It was noted that Council may need to be clearer in its communications in relation to the Civic precinct – some residents may be under the impression that Council is intending to build a hotel on the Civic site. It was specified that this is not the case. The existing building will be demolished, but it is anticipated that any development will be by another developer yet to be determined.

Council resolution

Councillors Browne / Crown

That Council:

- a. Note the actions from previous meetings along with their current status.

Carried

REPORTS / RECOMMENDATIONS FROM THE STANDING COMMITTEES

REPORTS FROM AUDIT AND RISK COMMITTEE HELD 20 MARCH 2020

1. AUDIT AND RISK CHARTER REVIEW

Type of Report: Operational

Legal Reference: N/A

Document ID: 898773

Reporting Officer/s & Unit: Caroline Thomson, Chief Financial Officer

1.1 Purpose of Report

As set out in the Audit and Risk Committee Charter, the Committee will review this Charter in consultation with the Council at least once a year. Any substantive changes to the Charter will be recommended by the Committee, and formally approved by the Council. The last review of the Charter was undertaken July 2018.

At the meeting

There was no discussion on this item.

Council resolution Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Review the Audit and Risk Committee Charter
 - b. Provide any recommended changes for Council approval
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Carried

2. HEALTH AND SAFETY REPORT

Type of Report: Operational

Legal Reference: N/A

Document ID: 908475

Reporting Officer/s & Unit: Sue Matkin, Manager People & Capability

2.1 Purpose of Report

The purpose of the report is to provide the Audit and Risk Committee with an overview of the health and safety performance as at 31 January 2020.

At the meeting

There was no discussion on this item.

Council Councillors Simpson / Mawson

resolution

The Audit and Risk Committee:

- a. Receive the Health and Safety report as at 31 January 2020
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Carried

3. INSURANCE ARRANGEMENTS

Type of Report: Operational

Legal Reference: N/A

Document ID: 908314

Reporting Officer/s & Unit: Bryan Faulknor, Manager Property

3.1 Purpose of Report

To outline Council's current insurance programme, discuss any issues and to provide the opportunity for the Committee to provide feedback for insurance arrangements for the upcoming financial year 2020/21.

At the meeting

There was no discussion on this item.

Council resolution Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Resolve to receive the report on current insurance arrangements.
- b. That any feedback from the committee be considered for incorporation into the insurance arrangements for the insurance year commencing 1 July 2020.

Carried

4. SENSITIVE EXPENDITURE: MAYOR AND CHIEF EXECUTIVE

Type of Report: Operational and Procedural

Legal Reference: N/A

Document ID: 896888

Reporting Officer/s & Unit: Caroline Thomson, Chief Financial Officer

4.1 Purpose of Report

To provide the information required for the Committee to review Sensitive Expenditure of the Mayor and Chief Executive for compliance with Council's Sensitive Expenditure Policy.

At the meeting

There was no discussion on this item.

Council resolution Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Receive the report of Sensitive Expenditure for the Mayor and Chief Executive and review for compliance with the Sensitive Expenditure Policy.
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Carried

5. INTERNAL AUDIT: FRAUD GAP ANALYSIS

Type of Report: Operational

Legal Reference: Local Government Act 2002

Document ID: 823532

Reporting Officer/s & Unit: Caroline Thomson, Chief Financial Officer

5.1 Purpose of Report

To table to the Committee the internal audit on fraud gap analysis undertaken by Council's internal auditors, Crowe.

At the meeting

There was no discussion on this item.

Council resolution Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Receive the report from Crowe titled 'Fraud Gap Analysis'
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Carried

6. INTERNAL AUDIT: PAYROLL POLICY AND PROCEDURES

Type of Report: Operational

Legal Reference: Local Government Act 2002

Document ID: 908898

Reporting Officer/s & Unit: Raewyn Robertson, Accounting Manager

6.1 Purpose of Report

To table to the Committee the internal audit on payroll undertaken by Council's internal auditors, Crowe.

At the meeting

There was no discussion on this item.

Council resolution Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Receive the report from Crowe, Internal Auditors, titled 'Payroll Internal Audit'
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Carried

7. EXTERNAL ACCOUNTABILITY - INVESTMENT AND DEBT REPORT

Type of Report: Operational

Legal Reference: N/A

Document ID: 908476

Reporting Officer/s & Unit: Caroline Thomson, Chief Financial Officer

7.1 Purpose of Report

To consider the snapshot report on Napier City Council's Investment and Debt as at 29 February 2020.

At the meeting

There was no discussion on this item.

Council resolution Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Receive the snapshot report on Napier City Council's Investment and Debt as at 28 February 2020.
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Carried

8. EXTERNAL ACCOUNTABILITY: ANNUAL PLAN 2020/21 UNDERLYING DOCUMENTS

Type of Report: Operational

Legal Reference: Local Government Act 2002

Document ID: 909954

Reporting Officer/s & Unit: Caroline Thomson, Chief Financial Officer

8.1 Purpose of Report

That the Committee review and provide feedback to Council on the Annual Plan 2020/21 underlying financial information prior to the final adoption of the reports.

At the meeting

It was noted that the documents taken to the Committee will be superseded in the revision of the Annual Plan.

Council resolution

Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Receive the underlying information as the basis for the Annual Plan consultation document 20/21:
 - i. Capital plan changes
 - ii. 10 year revised capital plan
 - iii. Financial information
- b. Provide feedback from the review of the draft Annual Plan 20/21 underlying financial information to the Council meeting on 31 March 2020.
- c. Note that further review should be undertaken in light of Codiv-19 impacts to NCC
- d. And that the full council be advised immediately of this review.

Carried

9. EXTERNAL ACCOUNTABILITY - LONG TERM PLAN PROCESS UPDATE

Type of Report: Operational

Legal Reference: Local Government Act 2002

Document ID: 910182

Reporting Officer/s & Unit: Adele Henderson, Director Corporate Services

9.1 Purpose of Report

To update the Committee on the processes and risk assessment for development of the Long Term Plan.

At the meeting

There was no discussion on this item.

Council resolution Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Note current risk assessment and note next steps in the process as outlined in the report.
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Carried

10. COVID-19 (CORONAVIRUS) AND BUSINESS CONTINUITY PLANNING

Type of Report: Operational

Legal Reference: N/A

Document ID: 911815

Reporting Officer/s & Unit: Antoinette Campbell, Director Community Services

10.1 Purpose of Report

To inform the Audit and Risk Committee of Napier City Council's planned response to the COVID-19 global pandemic.

At the meeting

There was no discussion on this item.

Council resolution Councillors Simpson / Mawson

The Audit and Risk Committee:

- a. Note Napier City Council's response to the worldwide Novel Coronavirus pandemic (COVID-19) to ensure potential disruption to business operations are minimised as far as practicable.
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Carried

MINOR MATTERS NOT ON THE AGENDA – DISCUSSION

Napier Social Monitoring Report

It is intended that the Napier Social Monitoring survey be undertaken more often than annually in the wake of the COVID-19 response. The next survey is being arranged for May 2020, using existing funding, and the questions will be adapted so the survey is more targeted towards recovery, wellbeing and confidence following the COVID-19 response.

PUBLIC EXCLUDED ITEMS

Council resolution

Councillors Simpson / Mawson

That the public be excluded from the following parts of the proceedings of this meeting.

Carried

Agenda Items

1. Art Deco Trust
2. Actions From Previous Meetings - Public Excluded Items

Reports from Audit and Risk Committee held 20 March 2020

1. Legal Update
2. Appointment Process
3. Revera Lead Agency IaaS Status Report

The general subject of each matter to be considered while the public was excluded, the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution were 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(1) to the passing of this resolution.
	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to	48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting

	result in the disclosure of information where the withholding of the information is necessary to:	would be likely to result in the disclosure of information for which good reason for withholding would exist:
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Agenda Items

1. Art Deco Trust	7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
2. Actions From Previous Meetings - Public Excluded Items	7(2)(c)(i) 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 to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.

Reports from Audit and Risk Committee held 20 March 2020

1. Legal Update	7(2)(b)(ii) 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	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in
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	<p>7(2)(g) Maintain legal professional privilege</p> <p>7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.</p>
<p>2. Appointment Process</p>	<p>7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment</p>	<p>48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.</p>
<p>3. Revera Lead Agency IaaS Status Report</p>	<p>7(2)(c)(i) 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 to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied</p>	<p>48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.</p>

The meeting moved into committee at 10.16am

The meeting then adjourned at 10.16am and moved into the open agenda of the extraordinary meeting of Council.

Approved and adopted as a true and accurate record of the meeting.

Chairperson

Date of approval