

**MEETING**  
**- AGENDA -**

Ngā Take



**KATIKATI**  
**COMMUNITY BOARD**  
Poari Hapori

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**INAUGURAL MEETING**  
**K-IN**  
**Thursday, 7 November 2019**  
**Council Chamber**  
**Barkes Corner, 1484 Cameron Road**  
**Tauranga**  
**1:00pm**



# **Notice of Meeting No K-IN Te Karere**

## **Katikati Community Board Poari Hapori**

**Thursday, 7 November 2019  
Council Chambers  
Barkes Corner  
1.00pm**

Members:

John Clements  
Neil Harray  
Kate Sutherland  
Ben Warren

Councillor by Appointment  
Councillor by Appointment

Media  
Staff

Miriam Taris  
**Chief Executive Officer**  
**Western Bay of Plenty District Council**

# **Katikati Community Board**

## **Mangai o Te Kaunihera**

### **Role and Purpose of Community Boards**

- To represent, and act as an advocate for, the interests of their communities
- To consider and report on all matters referred by Council and its Committees, or any matter of interest or concern to the community board
- To maintain an overview of services provided by Council within the community
- To prepare an annual submission to the Council for expenditure within the community
- To communicate with community organisations and special interest groups within the community
- To undertake responsibilities as delegated by Council or its Committees

### **Delegated Functions**

Subject to compliance with Council strategies, policies, plans and legislation:

- To maintain an overview of road works, water supply, sewage, stormwater, parks, recreational facilities, community activities and traffic management within the community and make recommendations to Council and its Committees in accordance with their delegated functions
- To report and make recommendations to Council and its Committees in accordance with their delegated functions on issues facing respective communities to promote public participation and communication within respective communities
- To undertake tasks, powers and functions as may be delegated by Council or its Committees in accordance with their delegated functions from time to time
- To control, expend and monitor funds as allocated by Council
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land

Or

In accordance with allocations which have been approved through the annual plan process:

- To have input into Council and its Committees on issues and plans affecting the respective communities
- To provide an effective mechanism for community feedback to Council
- To receive reports from Council appointees on Council matters relevant to the Community Boards

Notice is hereby given that the Inaugural Katikati Community Board Meeting will be held in the Council Chamber, 1484 Cameron Road, Tauranga on:  
Thursday, 7 November 2019 at 1:00pm

## Order Of Business

<b>1</b>	<b>Present.....</b>	<b>5</b>
<b>2</b>	<b>In Attendance .....</b>	<b>5</b>
<b>3</b>	<b>Apologies .....</b>	<b>5</b>
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- 1 PRESENT**
- 2 IN ATTENDANCE**
- 3 APOLOGIES**

## **4 REPORTS**

### **4.1 DECLARATIONS BY KATIKATI COMMUNITY BOARD MEMBERS**

**File Number: A3611295**

**Author: Miriam Taris, Chief Executive Officer**

**Authoriser: Miriam Taris, Chief Executive Officer**

#### **EXECUTIVE SUMMARY**

The Making and Attesting of the Declaration of Community Board Members (to be witnessed by the Chief Executive Officer).

### **1. ATTACHMENTS**

- 1. Declarations by Katikati Community Board Members**



# Declaration by Member

I, **[Insert Name]**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of **Katikati Community Board**, the powers, authorities and duties vested in, or imposed upon, me as a

## Member of the Katikati Community Board

by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Tauranga this 7th day of November 2019.

\_\_\_\_\_  
(Community Board Member's Name)

Signed in the presence of:

Miriam Grace Taris  
**Chief Executive Officer**  
**Western Bay of Plenty District Council**



Te Kaunihera a rohe mai i nga Kuri-a-Whare ki Otamarakau ki te Uru



# Declaration by Member

Ko ahau, ko **[Insert Name]**, e oati ana ka whai ahau i te pono me te tōkeke, i runga hoki i te mutunga kē mai nei o āku pūkenga, o āku whakatau hoki kia whakatutuki, kia mahi anō hoki i te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au kia whiwhi painga mō te hāpori o Katikati

## Hei mema o te poari ā hāpori o Katikati

E ai hoki ki te Ture Kāwanatanga-ā-Taiao 2002 ki te Ture Kawanatanga-ā-Taiao Whakapae me te Hui 1987, me ētahi Ture anō rānei.

He mea whakaū tēnei ki Tauranga i tēnei rā whitu o Whiringa-ā-Rangi i te tau rua mano tekau mā iwa.

Waitohu: \_\_\_\_\_

Waitohu mai ki mua i a:

Miriam Grace Taris \_\_\_\_\_

**Tumuaki**

**Te Kaunihera a rohe mai i Ngā Kuri a Whārei ki Otamarakau ki te Uru**



Te Kaunihera a rohe mai i nga Kuri-a-Whareki ki Otamarakau ki te Uru

## 4.2 ELECTED MEMBERS LEGISLATIVE OBLIGATIONS

**File Number:** A3610494

**Author:** Miriam Taris, Chief Executive Officer

**Authoriser:** Miriam Taris, Chief Executive Officer

### EXECUTIVE SUMMARY

The Chief Executive Officer is required to provide a general explanation of the laws affecting Elected Members at the first meeting of the local authority following the triennial general election, in accordance with Clause 21 Schedule 7 of the Local Government Act 2002.

This report outlines Elected Members' obligations in relation to:

- The Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- The Local Authorities (Members' Interests) Act 1968
- Crimes Act 1961
- Secret Commissions Act 1910
- Financial Markets Conduct Act 2013
- Resource Management Act 1991
- Health and Safety at Work Act 2015.

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### RECOMMENDATION

1. That the Chief Executive Officer's Report dated 21 October 2019 and titled Elected Members Legislative Obligations be received.
2. That the Katikati Community Board notes that the Western Bay of Plenty District Council maintains a register of members interests pursuant to the provisions of the Local Authorities (Members' Interests) Act 1968.
3. That the Katikati Community Board Members disclose any actual, potential or perceived interests they or their spouse/partner may have in relation to their dealings with the Western Bay of Plenty District Council and update their disclosures annually or as required.

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### BACKGROUND

Clause 21(5)(c) Schedule 7 of the Local Government Act 2002 requires the Chief Executive Officer to provide a general explanation of the laws affecting members at the Inaugural Council meeting, including the following legislation:

- a) Local Government Official Information and Meetings Act 1987
- b) Local Authorities (Members' Interests) Act 1968
- c) Crimes Act (sections 99, 105)
- d) Secret Commissions Act 1910
- e) Financial Markets Conduct Act 2013.

Information relating to the Local Government Act 2002, Resource Management Act and Health 1991 and Safety Act 2015 is also included in this report.

**LOCAL GOVERNMENT ACT 2002 ('LGA 2002')**

The Local Government Act 2002 ('LGA 2002') is the principal empowering legislation for local authorities. It defines the purpose of local government and the role of local authorities and provides a framework and powers that enable Council to decide which activities it undertakes and the manner in which it undertakes them.

The purpose of local government is defined in section 10:

- a) To enable democratic local decision-making and action by and on behalf of communities; and
- b) To promote the social, economic, environmental, and cultural well-being of communities in the present and the future.

The role of a local authority is set out in section 11:

- a) To give effect, in relation to its district or region, to the purpose of local government stated in section 10; and
- b) To perform the duties, and exercise the rights, conferred on it by or under statute.

Section 12 LGA 2002 grants a general power of competence to Council to carry on or undertake activities, enter into business transactions and do whatever is necessary for the purpose of performing its role.

There are a number of controls on the manner in which Council may exercise these powers prescribed in legislation and the general law.

In performing its role, Council must act in accordance with nine broad principles set out in section 14 LGA 2002. These principles demonstrate the spirit and intent of the LGA 2002 and govern the way Council undertakes decision-making. Council must conduct its business in an open, transparent and democratically accountable manner and give effect to identified priorities and outcomes in an effective and efficient manner. Council must provide opportunities for Maori in decision-making and, when making decisions, take account of the diversity of the community, the interests of current and future communities and the likely impact of any decision on the social, economic, environmental, and cultural well-being of these communities. If any of the principles in section 14 are in conflict, Council must resolve that conflict in an open, transparent and democratically accountable manner, taking into account the social, economic, environmental, and cultural well-being of the community.

Every decision made by Council, including a decision not to take action, must be made in accordance with sections 77, 78, 80 and 82 of the LGA 2002. A higher standard of compliance is required for significant decisions, as defined in the LGA 2002 and Council's Significance and Engagement Policy.

Part 4 of the Act sets out the principles of Governance and Management of local authorities and community boards. These include the role and powers of the Mayor (section 41A) and the Chief Executive (section 42).

The role of a Mayor is to provide leadership to —

- a) the other members of the territorial authority; and
- b) the people in the district of the territorial authority.

It is the Mayor's role to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority (section 41A(1) and (2)).

Part 6 of the Act contains detailed provisions relating to planning, decision making and accountability. This part of the Act specifies a mandatory process for decision making and includes principles governing consultation, consideration of the views of persons likely to be affected by, or who have an interest in, a decision, and the contribution of Maori to decision making processes. In addition, Part 6 sets out requirements for reporting, financial management, and the long term and annual plans.

Part 8 of the Act covers regulatory, enforcement and coercive powers of local authorities, including the power to make bylaws, prescribe fees, and to require development contributions.

Schedule 7 of the LGA 2002 sets out provisions relating to Elected Members and includes the process for establishing committees, joint committees and other subordinate governance bodies, delegations, remuneration and meeting requirements (in addition to Local Government Official Information & Meetings Act 1987 requirements). Schedule 7 also includes the Elected Members' obligations to act as a good employer in respect of the Chief Executive and to abide by the Code of Conduct and Standing Orders.

### **Personal liability of Elected Members**

Section 43 of the Local Government Act 2002 ('LGA 2002') provides that Elected Members are indemnified in respect of their actions as a member of the Council in relation to:

- a) civil liability (both for costs and damages) if the Member is acting in good faith and in pursuance of the responsibilities or powers of the Council.
- b) costs arising from any successfully defended criminal action relating to acts or omissions in his or her capacity as an Elected Member.

Elected Members may, theoretically, be exposed to personal liability in certain circumstances if the Council has incurred loss due to actions of the Council (Section 44 of the LGA 2002). The loss must arise out of one of the following situations:

- if the Council unlawfully spends money;
- if the Council unlawfully sells or disposes of an asset;
- if the Council unlawfully incurs a liability;
- if the Council intentionally or negligently fails to enforce the collection of money it is lawfully entitled to receive.

If the Auditor-General has reported on a "loss", then that loss is recoverable as a debt due to the Crown. This must be paid back to the Council from each Elected Member jointly and severally. However, an elected member has a defence under section 46 LGA 2002 if they can prove that the act or failure that led to the loss occurred:

- without their knowledge; or
- with their knowledge, but against protest made at, or before, the time when the loss occurred; or
- contrary to the way the member voted on the issue at a meeting of the Council; or
- in circumstances where the member acted in good faith and relied on information or professional or expert advice given by a Council officer or professional advisor on matters which the member reasonably believed were within that person's competency.

### **LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987 ('LGOIMA')**

The purpose of the Act is to enable more effective participation by the public in the actions and decisions of Council and to promote accountability of Elected Members and officials. The intention of the Act is to ensure that local government activities take place in an open and transparent manner and that information held by Council is made available to the public. Parts 1 – 6 of LGOIMA refer to access to local authority information, including requests for personal information. Part 7 relates to the conduct of local authority meetings and should be read in conjunction with Council's Standing Orders.

#### Official Information

The Act requires all information held by Council to be made available to the public unless there are good reasons for withholding it. Requests must be responded to as soon as practicable and no later than 20 working days (there are some circumstances in which this may be extended).

The principal reasons for withholding information are in sections 6 and 7 LGOIMA. Council must provide reasons for refusing a request and advise the requester of their right to have the decision reviewed by the Ombudsman.

Section 6 provides two conclusive reasons for withholding official information:

- The making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial, or
- The making available of the information would be likely to endanger the safety of any person.

Section 7 lists the following as 'good reasons' for withholding information, where withholding is necessary to:

- Protect privacy;
- Protect information where its release would disclose a trade secret or would prejudice the commercial position of the person who supplied, or who is the subject of, the information;
- Avoid offence to tikanga Maori or avoid disclosure of waahi tapu locations;
- Protect information that is subject to an obligation of confidence where making it available would affect the future supply of information or would otherwise damage the public interest;
- Maintain the free and frank discussion of or protect officers and members from harassment;
- Avoid prejudice to measures protecting the health or safety of members of the public;
- Avoid prejudice to measures that prevent or mitigate material loss to members of the public;
- Protect members, officers, employees and persons from improper pressure or harassment;
- Maintain legal professional privilege;
- Enable Council to carry out commercial activities without prejudice or disadvantage;
- Enable Council to carry out negotiations without prejudice or disadvantage;
- Prevent disclosure or use of official information for improper gain or advantage.

The reasons for withholding in section 7 may, in the particular circumstances, be outweighed by other considerations, which render it desirable, in the public interest, to make that information available.

Section 17 of the Act provides further reasons for refusing a request, such as when the information will soon be publically available, where information does not exist or cannot be found, or where information cannot be made available without substantial collation or research.

### Personal Information

Under section 23 of the Act, every person has the right to access personal information held about them by a local authority and may request a correction to that information if necessary. The Act provides very limited grounds for refusing such a request (section 26).

Under LGOIMA Elected Members are not able to be held liable for any information released in good faith pursuant to the Act, however there are strict limitations on the release of information held by Council relating to private individuals under the Privacy Act 1993.

### Local Authority Meetings

Section 46 of the Act requires the local authority to publicly notify all meetings that are Scheduled to be held the following month within certain timeframes and also sets out the procedure for notification of any additional meetings where that timeframe cannot be met.

Members of the public are entitled to inspect the agenda and associated reports at least two working days before each meeting.

Meetings of the local authority must be open to the public unless there is a good reason to exclude the public (section 47).

A resolution to exclude the public must be put when the meeting is open to the public. The wording of the resolution must be available to those present and be recorded in the minutes.

The reasons for excluding the public are set out in section 48:

Conclusive reasons (section 6):

- The making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial, or
- The making available of the information would be likely to endanger the safety of any person.

Good reasons (section 7):

- Protect the privacy of natural persons, including deceased natural persons;
- Protect information where its release would disclose a trade secret or would prejudice the commercial position of the person who supplied, or who is the subject of, the information;
- Avoid offence to tikanga Maori or avoid disclosure of waahi tapu locations;
- Protect information that is subject to an obligation of confidence where making it available would affect the future supply of information or would otherwise damage the public interest;
- Avoid prejudice to measures protecting the health or safety of members of the public;
- Avoid prejudice to measures that prevent or mitigate material loss to members of the public;
- Protect members, officers, employees and persons from improper pressure or harassment;
- Maintain legal professional privilege;
- Enable Council to carry out commercial activities without prejudice or disadvantage;
- Enable Council to carry out negotiations without prejudice or disadvantage;
- Prevent disclosure or use of official information for improper gain or advantage.

Additional reasons:

- The conduct of the meeting would be likely to result in disclosure of information which would be contrary to the provisions of a specified enactment, or would constitute contempt of Court or of the House of Representatives;
- The meeting is to consider a recommendation from the Ombudsman;
- Any proceedings before Council where there is a right of appeal to any Court or Tribunal against the final decision of Council; or Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings.

Information that is marked 'Confidential' or 'Public Excluded' remains confidential unless a resolution has been passed to move the information into the Open section. Any requests for confidential information should be referred to the Chief Executive Officer. If confidential information is released by an elected member which subsequently causes a loss to Council, the member may become personally liable for the Council's loss if it is proven that the member was not acting in good faith.

Maintenance of Order:

The Chairperson can require a person to leave the meeting if they believe, on reasonable grounds, their behaviour is likely to prejudice or continue to prejudice the orderly conduct of the meeting. If a person refuses to leave, or returns without the consent of the Chairperson, the Chairperson may ask a constable, or any officer or employee of the local authority to remove them from the meeting.

**LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968**

This Act regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either directly or indirectly). It contains provisions relating to pecuniary and non pecuniary interests.

Pecuniary interests

Under the Act Elected Members cannot:

- a) Enter into contracts with their Local Authority worth more than \$25,000 (including GST) in a financial year unless the contract is approved by the auditor general. Breach of this rule results in automatic disqualification from office.
- b) Participate in Council matters in which they have a pecuniary interest other than an interest in common with the public. Breach of this rule is a criminal offence and will result, upon conviction, on automatic disqualification from office.

The disqualification remains until the next triennial election. The Act applies if a member's spouse or partner has, directly or indirectly, a pecuniary interest, other than an interest in common with the public. Members who are prohibited from voting or taking part in discussion are under a duty to declare their interest to the meeting, and their abstention from discussion and voting must be recorded in the minutes. The local authority can seek the approval of the Audit Office, which will be considered on a case by case basis.

It is noted that Community Boards are subject to the Act in their own right, separate from their "parent" authority. The disqualification rule does not apply to contracts between a member of a community board and the "parent" Council. This is because the disqualification rule only applies to contracts between a member and the authority to which that member is appointed.

Non pecuniary interest

A non pecuniary interest is an interest an Elected Member may have relating to an issue that does not involve money. This is sometimes referred to as 'bias'. The rules relating to bias cover actual bias and also perception of bias. An example of bias or perceived bias may arise where a member demonstrates, by their statements or conduct, that they have predetermined a matter before considering or hearing all relevant information relating to that matter. Another instance may be where a member has a close relationship with an organisation or individual involved with that matter.

In cases of actual or perceived bias an elected member should declare their interest and withdraw from discussion of the matter in order to avoid the potential validity of Council's decision being challenged.

Council maintains a Register of Interests and all Elected Members have been asked to make a written declaration of any personal and financial interests that may conflict with their role as an Elected Member. Members are responsible for keeping their written declarations up to date at all times. The Register of Interests is regularly reviewed by Audit New Zealand. Further information from the Office of the Auditor General, including the 2007 and 2010 guidelines, has been provided to all elected members in the 2019 Induction Pack.

**CRIMES ACT 1961**

Sections 99, 105 and 105A of the Crimes Act 1961 relate to corruption and bribery of an official or by a person acting in his/her capacity as an official; and the corrupt use of official information.

The term "official" is defined in section 99 of the Act and includes any member or employee of a local authority.

Under section 105 it is an offence for an official to corruptly accept or obtain, or agree or offer to accept or attempt to obtain, a bribe for him/herself or any other person in respect of any act done or omitted, or to be done or omitted, by him/her in their official capacity.

It is also an offence to corruptly give or offer or agree to give a bribe to any person with the intent to influence any official in respect of any act done or omitted, or to be done or omitted, by him/her in their official capacity.

Under section 105A, it is an offence for any official to corruptly use or disclose any information acquired by him/her in their official capacity, to obtain (either directly or indirectly) an advantage or pecuniary gain for him/herself or any other person.

Each of these provisions are punishable by up to 7 years imprisonment and a conviction would also result in loss of office under the LGA 2002.

### **SECRET COMMISSIONS ACT 1910**

The Secret Commissions Act 1910 prohibits elected representatives from accepting gifts or rewards that could be seen to sway them to perform their duties in a particular way. The Act deals with the commission of offences by an 'agent'. The term "agent" is defined in section 16(1)(b) of the Act and includes any Elected Member or employee of a local authority.

An agent is deemed to commit an offence if they have a pecuniary interest in a contract made on behalf of the principal; or if they accept or attempt to obtain for themselves or any other person, any gift or inducement or reward for doing or not doing something in relation to the principal's business.

Under section 5 of the Act an agent who makes a contract on behalf of the principal must disclose any pecuniary interest in the contract.

Persons convicted of an offence under this Act are liable for a fine not exceeding \$1000 or imprisonment for a term not exceeding 2 years in the case of an individual; or a \$2000 fine if a corporation.

### **FINANCIAL MARKETS CONDUCT ACT 2013**

The Financial Markets Conduct Act 2013 replaced the Securities Act 1978. The purpose of the Act is (i) to promote the confident and informed participation of businesses, investors and consumers and (ii) to promote and facilitate the development of fair, efficient and transparent financial markets. The Act works to reform the regulation of financial conduct and governs the way financial products are offered, promoted, issued and sold. This includes the on-going responsibilities of those who offer, issue, manage, supervise, deal in and trade financial products. The Act also regulates the provision of certain financial services.

This Act essentially places Elected Members in the same position as company directors whenever the Council offers financial products (such as an issue of debt or equity securities). Elected Members may be personally liable if documents that are registered under the Act, such as a product disclosure statement, contain false or misleading statements. Elected Members may also be liable if the requirements of the Act are not met in relation to offers of financial products.

### **RESOURCE MANAGEMENT ACT 1991**

The purpose of the Resource Management Act 1991 (the Act) is to promote the sustainable management of natural and physical resources while enabling people and communities to meet their needs. It provides a formal framework against which standards, policy statements and plans can be formulated and evaluated.

The Act identifies the following as matters of national importance which are required to be recognised and provided for:

- Preservation of the natural character of the coastal environment;
- Protection of outstanding natural features and landscapes;



- Protection of areas of significant indigenous vegetation and significant habitats of indigenous fauna;
- Maintenance and enhancement of public access to and along the coastal marine area, rivers and lakes;
- The relationship of Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu and other taonga;
- The protection of historic heritage;
- The protection of protected customary rights;
- The management of significant risks from natural hazards

The Act provides for a hierarchy of planning documents including: National Policy Statements, Regional Policy Statements and Plans, and District Plans.

**(a) National Policy Statements**

National Policy Statements are made about matters with national implications and their purpose is to state objectives and policies for matters that are relevant to achieving the purpose of the Act. Regional Plans and District Plans must not be inconsistent with a National Policy Statement.

**(b) Regional Policy Statements and Plans**

Regional Policy Statements and Plans are made about matters of regional significance and cross district boundaries. Regional Policy Statements provide an overview of the resource management issues and policies and methods to achieve integrated management of the natural and physical resources of the whole region. Regional Plans assist a regional council to carry out its functions.

**(c) District Plans**

The District Plan contains a statement of issues, objectives, policies and methods/rules for the use of resources within that district. It is developed to ensure that territorial authorities carry out their functions to achieve the purpose of the Act. The District Plan provides the basis for considering land use and subdivision activities, including the assessment of resource consents.

District Plans cannot be inconsistent with a Regional Policy Statement or Plan.

**(d) Resource Consents**

Resource consents are specific approvals to undertake activities that may not proceed as-of-right. Applications for resource consent must assess actual or potential environmental impacts of the proposed activity and identify ways in which any adverse effects can be prevented or mitigated. If a resource consent is granted, it allows the consent holder to undertake a particular activity, usually subject to conditions. Resource consents may be publicly notified or not, depending on the circumstances of the application.

**(e) Resource Consent Hearings**

Resource Consent Hearings can take place when development proposals are for activities that are required to have resource consent, and it is determined that they require public notification under the notification provisions of the Act.

Resource consent hearings are public meetings. After hearing evidence from the applicant and reporting staff, the Hearings Panel may deliberate in private but then must announce its decision in public. Hearings may also be conducted by an independent Commissioner(s) appointed by Council.

Council is required to have all of its Hearings Committee qualified under the Making Good Decisions accreditation programme sponsored by the Ministry for the Environment. The Chairperson is required to hold a separate (Chairperson's) accreditation.

## HEALTH AND SAFETY AT WORK ACT 2015

The Health and Safety at Work Act 2015 came into force in April 2016. It represented a significant change to New Zealand's health and safety legislation, in response to the scrutiny placed on New Zealand's health and safety practices following the Pike River tragedy.

The Act allocates duties to those people who are in the best position to control risks to health and safety as appropriate to their role in the workplace, and for the person conducting a business or undertaking ('PCBU') (i.e. the Council) to ensure, as far as is reasonably practicable, the safety of workers and others who may be impacted by the work the business undertakes.

One of the significant changes is the introduction of "Officers", who are defined as any person occupying a position in relation to the business or undertaking, that allows the person to exercise significant influence over the management of the business or undertaking.

For the purposes of the Act, Elected Members of Council (which include the Mayor Councillors and Community Board members) and the Chief Executive are by default identified as "Officers". The Council has also designated Group Managers as "Officers".

Officers have obligations of due diligence, which are:

- a) To acquire, and keep up-to-date, knowledge of work health and safety matters; and
- b) To gain an understanding of the nature of the operations of the business or undertaking of the PCBU, and generally of the hazards and risks associated with those operations; and
- c) To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and
- d) To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and
- e) To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act; and
- f) To verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).

Duties of the Officers and of the PCBU are independent of each other, which means if a PCBU has failed to meet its duty, but the Officers exercised due diligence, then Officers would not be personally liable for health and safety failings.

## CONCLUSION

In fulfilling its purpose, Council exercises powers, functions and duties conferred by a wide range of legislation, in addition to the above statutes, and this is subject to amendment from time to time.

If Elected Members have any questions relating to the legislation outlined above or any other legal obligations, they are welcome to discuss these with the Chief Executive Officer.

### 4.3 ELECTION OF CHAIRPERSON OF THE KATIKATI COMMUNITY BOARD

**File Number:** A3610599

**Author:** Miriam Taris, Chief Executive Officer

**Authoriser:** Miriam Taris, Chief Executive Officer

#### EXECUTIVE SUMMARY

In accordance with Clause 21(5)(b), Schedule 7 of the Local Government Act 2002 ('LGA 2002') a Community Board must elect a Chairperson at the first meeting following the triennial general election.

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#### RECOMMENDATION

1. That the Chief Executive Officer's report dated 21 October 2019 titled Election of Chairperson of the Katikati Community Board be received.
2. That in accordance with Clause 25(3), Schedule 7 of the LGA 2002 the Katikati Community Board adopts System A for the election of the Chairperson  
Or  
That in accordance with Clause 25(4), Schedule 7 of the LGA 2002 the Katikati Community Board adopts System B for the election of the Chairperson
3. That the Katikati Community Board elects \_\_\_\_\_ as the Chairperson of the Katikati Community Board.

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#### ELECTION OF THE COMMUNITY BOARD CHAIRPERSON

Clause 25, Schedule 7 of the LGA 2002 outlines the process required to elect a Community Board Chairperson and provides two systems of voting. Before voting on the election of the Chairperson, the Community Board must vote on which system to apply to the election.

System A,

- a) requires that a person is elected if he or she receives the votes of a majority of the members present and voting; and
- b) has the following characteristics:
  - i. there is a first round of voting for all candidates; and
  - ii. if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
  - iii. if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
  - iv. in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

## System B,

- a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- b) has the following characteristics:
  - i. there is only 1 round of voting; and
  - ii. if 2 or more candidates tie for the most votes, the tie is resolved by lot.

#### 4.4 ELECTION OF DEPUTY CHAIRPERSON OF THE KATIKATI COMMUNITY BOARD

**File Number:** A3610607

**Author:** Miriam Taris, Chief Executive Officer

**Authoriser:** Miriam Taris, Chief Executive Officer

##### EXECUTIVE SUMMARY

Pursuant to Clause 21(5)(e), Schedule 7 of the Local Government Act 2002 ('LGA 2002') the Community Board must elect a Deputy Chairperson at its first meeting following the triennial general election.

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##### RECOMMENDATION

1. That the Chief Executive Officer's report dated 21 October 2019 titled Election of Deputy Chairperson of the Katikati Community Board be received.
  2. That in accordance with Clause 25(3), Schedule 7 of the LGA 2002 the Katikati Community Board adopts System A for the election of the Deputy Chairperson  
Or  
That in accordance with Clause 25(4), Schedule 7 of the LGA 2002 the Katikati Community Board adopts System B for the election of the Deputy Chairperson.
  3. That the Katikati Community Board elects \_\_\_\_\_ as the Deputy Chairperson of the Katikati Community Board.
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##### ELECTION OF DEPUTY CHAIRPERSON OF COMMUNITY BOARD

Clause 25, Schedule 7 of the LGA 2002 outlines the process required to elect a Community Board Deputy Chairperson and provides two systems of voting. Before voting on the election of the Deputy Chairperson, the Community Board must vote on which system to apply to the election.

System A,

- a) requires that a person is elected if he or she receives the votes of a majority of the members present and voting; and
- b) has the following characteristics:
  - i. there is a first round of voting for all candidates; and
  - ii. if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
  - iii. if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
  - iv. in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B,

- a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- b) has the following characteristics:
  - i. there is only 1 round of voting; and
  - ii. if 2 or more candidates tie for the most votes, the tie is resolved by lot

**4.5 FIRST BUSINESS MEETING OF THE KATIKATI COMMUNITY BOARD**

**File Number: A3611437**

**Author: Miriam Taris, Chief Executive Officer**

**Authoriser: Miriam Taris, Chief Executive Officer**

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**RECOMMENDATION**

That pursuant to Clause 21(5)(d), Schedule 7 of the Local Government Act 2002 the first business meeting of the Katikati Community Board be held on Wednesday 20 November 2019 at 7:00 pm at The Centre Pātuki Manawa.

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**4.6 CHRISTMAS & NEW YEAR RUBBISH COLLECTION****File Number: A3610620****Author: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****Authoriser: Gary Allis, Deputy CEO/Group Manager Infrastructure Services****EXECUTIVE SUMMARY**

Christmas and New Year fall on Wednesday this year. There will be no kerbside collection on Wednesday, 25 December 2019 or Wednesday, 1 January 2020. The kerbside collection changes for these days will be advertised on Council and Waste Management Ltd's website.

As in the past Athenree Recycling Centre will operate under extended hours over the Christmas and January holiday period. These opening days and hours are currently being finalised. When finalised they will be advertised on Council's website, social media, Antenna and local newspapers. Flyers will be distributed from the recycling centre and within Waihi Beach and Athenree Beach communities.

Omokoroa Green waste Drop-off will be closed on Wednesday 25 December 2019 (Christmas Day) and Wednesday 1 January 2020 (New Years Day). The centre will be open on the Saturdays as usual.

Katikati and Te Puke recycling centres will operate under the normal hours.

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**RECOMMENDATION**

That the Deputy Chief Executive's Report, dated 30 October 2019 and titled Christmas & New Year Rubbish Collection be received.

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