

# TRUST TAIRĀWHITI

ON TUESDAY, 2 JUNE 2020

**Secretarial note.** Trustee only time was held prior to the meeting commencing.

Held on Tuesday, 2 June 2020 at 9:00 a.m. at Trust Tairāwhiti's offices Shed 3, 50 Esplanade Gisborne.

**PRESENT:**

Paul Reynolds (Chairman), John Clarke, Ailsa Cuthbert, Jill Chrisp, Lyall Evans, Te Rau Kupenga and Shannon Dowsing.

**IN ATTENDANCE:**

Trust Tairāwhiti executive team members: Chief Executive Officer - Gavin Murphy, Chief Financial Officer - Phil McLeod, Manager of Community Engagement – Audine Grace-Kutia, GM Tourism – Adam Hughes, Marketing and Communications Manager - Matt Cairns and Executive Assistant - Suzanne Green.

**2.1 Karakia**

Te Rau Kupenga gave a karakia to begin the meeting.

**2.2 Apologies**

Nil.

**2.3 Declaration of trustee's interests:**

Responsibility lies with Trustees to contact the Secretary to update their interest register if required.

Te Rau Kupenga noted new membership of Governance Advisory Board, Statistics New Zealand.

**2.4 Confirm agenda & notification of late items**

Nil.

**2.5 Approval of minutes and matters arising**

The minutes of the meeting held 5 May 2020 were taken as read and approved, subject to rewording page 2, finances section, to reflect the timing of costs.

**Unanimous Approval**

The minutes of the special meeting held 15 May 2020 were taken as read and approved, subject to noting 'extraordinary meeting' at the top of the minutes.

**Unanimous Approval**

*Matters arising*

Nil.

**2.6 Strategy and decision making**

Nil

**2.7 Beneficiaries presentations and public forum**

None present.

## 2.8 Board Updates

### 2.8.a Board meeting schedule and calendar 2020

Trustees noted the report. Management have adjusted sequencing of GDC and EGL attendance at future meetings as requested.

The Risk workshop will to be added to the Board calendar and be scheduled prior to July meeting. Trustees approved for this workshop to be facilitated by an external party.

Additional Remuneration Committee meeting to be scheduled before September.

Derek Lardelli will be invited to next Trust meeting to facilitate final discussion on He Tohu Ora and Values with Trustees.

### 2.8.b CEO monthly operational report

The CEO spoke to the report, Trustees noted the report as received.

#### *Health & Safety*

Health & Safety was discussed, and the efforts of the team were noted during lockdown and implementing procedures in response to COVID19, noting the team have eased back into the office seamlessly. Site audits for Shed 3 and Prime could not be completed due to lockdown but will be picked up as soon as possible. Post-COVID19 new standards of office cleaning and frequency of office/TT sites are being implemented.

#### *He Rau Tipu Rau Ora*

He Rau Tipu Rau Ora is now a final draft document, just awaiting final governance group approval and review before publication. It was noted that membership of the regional forums and sub-committee action groups that were created in response to COVID19 will be consolidated.

#### *Tourism & City Centre Vibrancy*

GMT to follow up security camera installation at the iSITE.

Discussion of the opportunity to upgrade and repurpose the CBD after COVID19 occurred, this project currently sits with GDC and has a Spatial Planning element. The Trust could show leadership in this space when Launch! outgrows their current space by creating a digital hub, potentially jointly launched with Iwi and funding from government.

Tourism's situation changing often, but appears to be bouncing back across the country. Locally, tour operators have been operating with government guidelines in place. GMT will be providing a revised Tourism Strategy to the IIC, after which will be submitted to Trustees to provide context and an update on tourism post-COVID19.

**Matter Arising**



## 2.9 EXCLUSION OF PUBLIC FROM PROCEEDINGS

Moved by Ailsa Cuthbert, seconded John Clarke.

### SECTION 48 - LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

THAT: The public be excluded from the following part of the proceedings of this meeting, namely for discussion or decision:

- Item 3.1 - Approval of Minutes of 5 and 15 May 2020
- Item 3.2 - Action Items
- Item 3.3 - Presentations
- Item 3.4.a - Annual Reporting & AGM Plan
- Item 3.4.b - Statement of Intent – COVID19 revision
- Item 3.5.a - CEO Monthly Report (Closed)
- Item 3.6 - Appendices

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter check	Ground(s) under section 48(1) for the passing of this resolution
Item 3.1.a	Approval of Minutes of 5 and 15 May 2020	Sections 7(2)(a)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.2	Action Items	Sections 7(2)(c)(f)(h)	48(1)(a)
Item 3.3	Presentations	Sections 7(2)(a)(b)(c)(f)(j)	48(1)(a)
Item 3.4.a	Annual Reporting & AGM Plan	Sections 7(2)(b)(c)(f)(h)	48(1)(a)
Item 3.4.b	Statement of Intent – COVID19 revision	Sections 7(2)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.5.a	CEO Monthly Report (Closed)	Sections 7(2)(a)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.6	Appendices	Sections 7(2)(a)(b)(c)(f)(h)(i)(j)	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

#### Content

Section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons

Section 7(2)(b)(ii) 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.

## Content

Section 7(2)(c) 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:

- i. 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; or

Would be likely otherwise to damage the public interest.

Section 7(2)(f) Maintain the effective conduct of public affairs through:

- i. The free and frank expression of opinions by or between or to members of officers or employees of any local authority, or any persons to whom Section 2(5) applies, in the course of their duty; or

The protection of such members, officers, employees and persons from improper pressure or harassment.

Section 7(2)(g) maintain legal professional privilege.

Section 7(2)(h) Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.


Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Section 7(2)(j) Prevent the disclosure or use of official information for improper gain or improper advantage.

- i. That Gavin Murphy (Trust CEO), and the Trust leadership team (CFO, GMC, MCE, GMT, MCM, EA) be permitted to remain at this meeting, after the public has been excluded relating to Items 3.1 – 3.6 because of their knowledge of Trust business. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their roles and work performed.
- ii. That Conal Smith and Erina Hurihanganui be permitted to remain at this meeting, after the public has been excluded relating to Item 3.3 because of their knowledge of the business. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their roles and work performed.

Secretarial note: There being no further open business public were excluded at 10:00 a.m. and were re-admitted at 2:35 p.m.

The public excluded minutes follow and are not publicly available. There being no further business the meeting closed at 2:35 p.m. These minutes were confirmed by Trustees on 6 July 2020.



CHAIRMAN

P Reynolds