**MINUTES OF THE MEETING OF THE**

**WATER SAFETY JOINT WORKING GROUP**

**Date:** 21 December 2016

**Time:** 2.00 pm

**Venue:** Te Waiora Meeting Room, Hawke’s Bay District Health Board

Corporate Office, Hastings

**Present:** CHAIR: Chris Tremain

HBDHB: Peter Wood (DWA)

Nicholas Jones

HDC: Craig Thew (From 3.00pm)

Craig Cameron

Brett Chapman

HBRC: Iain Maxwell (Until 4.00pm)

Stephen Swabey

Malcolm Miller

**Apologies:** Caroline McElnay, HBDHB

**Secretariat:** Ken Foote

The Chair opened the meeting with introductions and thanked everbody for attending. He briefly

covered issues around his appointment, his communications/activities to date and what he saw as his role within the Group.

**Review Terms of Reference**

Discussion on the Draft ToR resulted in endorsement subject to a number of modifications/additions:

* Clarification on Objective 1 now that specific recommendations have been received from the Inquiry
* Clarification that the aquifers referred to in Objective 2, relate only to those on the Heretaunga Plains
* Add a further objective to include a review of the utility and scope of such a group continuing beyond the 12 month timeframe for the JWG

Agreed that the Chair invite Napier City Council to participate in the JWG

Changes to be noted on the Draft, circulated for comment and submitted for approval at the January 2017 meeting – **ACTION Chair and Secretariat**

**Secretariat**

Agreed that the offer from HBDHB for Ken Foote to provide secretariat services be accepted.

**Draft ‘Ground Rules’**

The Chair spoke to the draft Ground Rules that had been circulated, noting that they were based on examples from other groups with which he had been involved.

Apart from two issues raised, the draft ground rules were generally accepted as appropriate. The two issues to be addressed prior to approval were:

* Additional wording to clarify that whilst it is ideal to have continuity with the named members attending all meetings, it was agreed that if a member cannot attend a meeting, he shall ensure that his organisation is appropriately represented, with the attendance of an appropriate alternate if necessary.
* Further discussion required on the issue of confidentiality, particularly relating to releasing information to the public. A range of issues were discussed:
* Legislative provisions relating to ‘official Information’
* General philosophy of being openly transparent – front footing communications
* Any requirements/obligations to the Inquiry and judicial processes
* Potential high level of media interest
* Political considerations

Agreed that:

* HDC obtain some legal advice - **ACTION**
* Chair obtain advice from Counsel advising Inquiry – **ACTION**

**Minutes of Meeting held 7 December 2017**

Approved as a accurate record of that meeting

**Matters Arising**

Noted that all actions identified had either been completed or would be picked up and included in Action Plan to be developed

**Panel Recommendations – Action Plan**

An Action Plan template had been included with the meeting papers. It was agreed that this was an appropriate format to record actions and monitor progress on achieving the recommendations assigned by the Inquiry, and other actions agreed by the JWG.

All Recommendations were then discussed, with appropriate actions, responsibilities and timelines agreed. These will be recorded in the Action Plan, which will be attached to, and form part of, these minutes. **ACTION – Secretariat & Chair**

**Communications re Drinking Water**

The recent release of a communication to Havelock North residents by HDC, had identified the desirability of having some agreement to share such communications prior to release. This issue was discussed with resultant actions included in the Action Plan.

**Future Meetings**

The Chair identified the need to have the next meeting no later than the third week of January, to review and approve all actions required by the Panel, prior to the recommissioning of Brookvale Bore 3. He further indicated that monthly meetings should then be scheduled for the rest of 2017.

In concept it was agreed that monthly meetings be scheduled for the third Thursday of each month, with meetings to be held at each participating agency premises on a rotational basis. A meeting time for the Jan 17 meeting will be advised by 23 December, with details for the remainder being sorted early in the New Year – **ACTION – Secretariat & Chair**

**Subsequently agreed to schedule next meeting for 9.00am – 11.00am Thursday 19 January 2017. Venue TBA.**

**Meeting Closed at 4.30pm**