

CENTRAL HAWKE'S BAY



I hereby give notice that a Meeting of Council will be held on:

Date: Thursday, 20 June 2019
Time: at the conclusion of the public forum
which commences at 9am
Location: Council Chamber
28-32 Ruataniwha Street
Waipawa

AGENDA

Council Meeting 20 June 2019

Our vision for Central Hawke's Bay is a proud and prosperous district made up of strong communities and connected people who respect and protect our environment and celebrate our beautiful part of New Zealand.

Monique Davidson
Chief Executive

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1 PRAYER

*"We dedicate ourselves to the service of the District of
Central Hawke's Bay/Tamatea and its people.
We ask for God's help
to listen to all
to serve all
and to lead wisely.
Amen."*

2 APOLOGIES**3 DECLARATIONS OF CONFLICTS OF INTEREST****4 STANDING ORDERS****RECOMMENDATION**

THAT the following standing orders are suspended for the duration of the meeting:

20.2 Time limits on speakers

20.5 Members may speak only once

20.6 Limits on number of speakers

And that Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

Standing orders are recommended to be suspended to enable members to engage in discussion in a free and frank manner.

5 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 23 May 2019

Extraordinary Council Meeting - 30 May 2019

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE CHB MUNICIPAL THEATRE, 18 KENILWORTH ST, WAIPAWA
ON THURSDAY, 23 MAY 2019 AT 9.00AM**

PRESENT: Mayor Alex Walker
Cr Ian Sharp (Deputy Mayor)
Cr Shelley Burne-Field
Cr Kelly Annand
Cr Tim Aitken
Cr Tim Chote
Cr Gerard Minehan
Cr Brent Muggeridge
Cr David Tennent
Dr Roger Maaka

IN ATTENDANCE: Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Bronda Smith (Group Manager, Corporate Support and Services)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (People and Capability Manager)
Leigh Collecutt (Governance and Support Officer)
Kim Parker (Communications Manager)
Kyra Low (Finance Manager)

6 Members of the public were in attendance at the commencement of the meeting. A number of people came and went throughout the meeting.

1 PRAYER

Dr Maaka opened the meeting with a karakia

2 APOLOGIES

Cr Chote was previously granted a leave of absence at the Council meeting held 10th April. Cr Chote was briefly in attendance at the meeting as an observer.

3 DECLARATIONS OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

4 STANDING ORDERS

RESOLVED: 19.27

Moved: Cr Ian Sharp
Seconded: Cr Kelly Annand

THAT the following standing orders are suspended for the duration of the meeting:

20.2 Time limits on speakers

20.5 Members may speak only once

20.6 Limits on number of speakers

And that Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

Standing orders are recommended to be suspended to enable members to engage in discussion in a free and frank manner.

CARRIED

Mayor Walker provided a reminder of standing orders around speaking rights for members of the public and the rules of debate for Councillors.

5 CONFIRMATION OF MINUTES

RESOLVED: 19.28

Moved: Cr Shelley Burne-Field

Seconded: Cr Gerard Minehan

That the minutes of the Ordinary Council Meeting held on 9 May 2019 as circulated, be confirmed as true and correct.

CARRIED

6 REPORTS FROM COMMITTEES

Nil

7 REPORT SECTION

7.1 DELIBERATIONS - ANNUAL PLAN 2019/2020 - MANAGEMENT OVERVIEW

PURPOSE

The purpose of this report is to present to Council for deliberation a management overview and issues identified since the adoption of the Annual Plan Consultation Document and Supporting Information.

RECOMMENDATION

That having considered all matters raised in the report:

- a) That Council note the changes requested to the 2019/2020 Annual Plan budget, which will be included in the Annual Plan 2019/2020 that is presented for adoption on 20th June 2019.**

MOTION

Moved: Cr David Tennent

Seconded: Cr Ian Sharp

That Council note the changes requested to the 2019/2020 Annual Plan budget, and that topics 2, 3, 5 and 6 are approved with the decision on topic 1 and topic 4 to be deferred to a further meeting between now and 20th June and topic 2 is funded over ten years rather than five.

CARRIED

AMENDMENT

Moved: Cr Shelley Burne-Field

Seconded: Cr Gerard Minehan

That topic two for LiDAR funding be reduced to \$50,000.

In Favour: Crs Shelley Burne-Field and Gerard Minehan

Against: Crs Alex Walker, Ian Sharp, Kelly Annand, Tim Aitken, Brent Muggeridge and David Tennent

LOST 2/6

Cr Tennent indicated his concern about the significant increases being proposed and asked that each topic in the report be covered separately to ensure clarity.

Topic One: Three Waters compliance

Cr Annand sought clarification about how this would fit in with the regional and national three waters reviews. Officers confirmed that the final report for the regional 3 waters review would be presented to regional Chief Executives the week following the meeting and at that stage would be in a better position to update elected members.

Cr Annand sought clarification about what the consequences would be if the Council waited for an outcome from these reviews. Officers confirmed that there was a potential risk of prosecution and enforcement for not meeting the required standards for water compliance. It was also confirmed that

it was necessary to prepare budgets appropriately given the length of time the programme would likely take to come to a resolution.

Cr Minehan asked whether other Councils around the country found themselves in a similar situation. Officers confirmed that this was a national issue.

Cr Muggeridge sought clarification about whether the Council could defer any capex programmes to soften the rates impact.

Officers indicated that this was high risk because there had been a number of projects previously deferred which needed doing. It was also raised that there had been clear feedback from the community that progressing water projects was a priority.

Cr Sharp asked whether the Council could advocate to Central Government to consider the impact continued regulation has on rates.

Mrs Davidson acknowledged that the reason the reform programme was put in place was to address these affordability issues.

Topic two LiDAR:

Cr Sharp sought clarification on how funding was being split for this project.

It was confirmed that Hawke's Bay Regional Council had set \$300,000 in their LTP budget for year two. Central Hawke's Bay and Wairoa District Councils were to pay \$100,000 each and \$550,000 was to be shared between Napier City and Hastings District Councils.

Cr Tennent raised concerns about the regional split amounts.

Cr Sharp asked if the rating impact could be reduced by extending the 5 year loan to a 20 year loan given benefit would continue into future. Mrs Smith indicated that 10 years would be possible but that 20 years would be too long a period of time to extend the loan for.

Cr Aitken sought clarification about whether any cost benefit analysis had been done.

Officers confirmed that there would be significant benefit including improved asset management modelling.

Topic three: Elected Member remuneration

Cr Minehan sought clarification about whether it was a legal requirement to increase elected members' remuneration amounts. Officers confirmed that it was a requirement through the Remuneration Authority Determination and that the organisation was legally required to pay gazetted amounts.

Topic four: Community Trust Request for Funding

Cr Aitken sought clarification about why the trust could not seek other ways of increasing its income.

Cr Sharp highlighted his support for the facility and sought clarification about whether the insurance included the stadium or just the pool? It was confirmed that the insurance was only for the pool complex.

Cr Burne-Field sought clarification about whether other funding opportunities had been explored and whether the Council could offer insurance for a lower price.

Officers confirmed that the trust currently had no other funding avenues available to meet these costs. Mrs Smith highlighted that the trust had previously been part of Council's insurance package but had sought to get insurance independently.

Cr Sharp spoke to the motion that he would like to see some increased transparency about the running of the community trust and the way it functions.

Cr Aitken also requested that additional information was provided regarding the CHB Community Trust's finances.

Topic five: Addressing Deficiencies in Council's Emergency Management Preparedness

Cr Aitken sought clarification about whether alternative technology was available which would suit the purpose. Officers confirmed that the cost of alternative technology would not be viable.

Mrs Davidson also highlighted that this preparedness was necessary to ensure business continuity to run the Emergency Operations Centre and still be able to operate the Council's business as usual.

Cr Burne-Field asked where the existing 27 radios in the district were located and raised concern that there were only 7 across a wide area. Officers confirmed that analysis had been undertaken which took into account the risk of losing communication with key areas of the district.

Cr Annand sought clarification about regional versus district emergency funding.

Officers confirmed that service delivery was a regional function and cost but that local Councils are still legally required to provide base infrastructure.

Cr Sharp sought clarification about what the ongoing servicing costs be to keep up to date. Officers confirmed that this had already been budgeted for.

Topic Six Building Control Fees and Charges

Cr Tennent sought clarification about whether recovery rates would change for consents.

Officers confirmed that they would not change. However it was noted that revenue targets were currently under budget and that the proposed changes to the fees schedule could assist in meeting those targets.

Cr Burne-Field noted her objection to the inclusion of Topic 6 in the motion.

Further discussion relating to motion:

Officers provided advice around what the implications would be of deferring topic 1 – water compliance and topic 4 – CHB Community trust funding in terms of striking the rates for the annual plan. In order for Councillors to receive the information needed to make a decision on these items an extraordinary meeting would need to be called before the adoption date of 20th June.

Meeting suspended 10.44am for morning tea

Meeting reconvened at 11.00am

7.2 DELIBERATIONS - ANNUAL PLAN 2019/20 - #THE EVEN BIGGER WATER STORY**PURPOSE**

The purpose of this report is to present to Council the submissions received on the Annual Plan consultation in relation to whether the Council should provide a suspensory loan to Water Holdings CHB for the purpose of exploring and assessing workable options to achieve water security.

RECOMMENDATION

That, having considered all matters raised in the report that Council deliberate to determine their preferred option.

MOTION

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

That security of access to water is a significant issue for Central Hawke's Bay and that water storage is an important part of a package of solutions.

CARRIED

MOTION

Moved: Cr Brent Muggeridge

Seconded: Cr Tim Aitken

That Council agree in principle to provide a suspensory loan to Water Holdings CHB Limited of up to \$250,000.00

That the chief executive be delegated authority to negotiate a draft services agreement with Water Holdings CHB limited which includes key terms and conditions to bring back to council for further consideration.

That the draft services agreement which includes key terms and conditions include provisions for a staged approach to the funding with a high level of checks and balances.

In Favour: Crs Tim Aitken and Brent Muggeridge

Against: Crs Alex Walker, Ian Sharp, Shelley Burne-Field, Kelly Annand, Gerard Minehan and David Tennent

MOTION LOST

MOTION

Moved: Mayor Alex Walker

Seconded: Cr David Tennent

- a) That \$250k from the rural reserve fund is tagged for supporting water security initiatives in Central Hawke's Bay.
- b) That council supports a collaborative approach at both a local and regional level for development of water security initiatives.
- c) That council requests staff bring back a framework which includes further information on the potential role of Central Hawke's Bay District Council together with Water Holdings CHB, HBRC and the Tukituki taskforce, for understanding issues of water security and creating a local package of solutions.

CARRIED

Cr Muggeridge highlighted that the \$250,000 requested was money for research and development of water storage solutions, not to build a dam. He noted that Water Holdings CHB was simply a vehicle for a water security conversation to take place.

Cr Aitken highlighted the benefit of exploring options available and that a public/private partnership opportunity would be needed to do this. Cr Aitken was supportive of the Chief Executive coming back with further reporting and the expected funding milestones which would need to be demonstrated.

Cr Tennent agreed with the initial motion from Mayor Walker about the impact of water security but raised concern with the potential of revisiting the dam.

Mayor Walker raised that she would not support the motion from Cr Muggeridge because of the need for a wider conversation about water security and how it fits with other initiatives in the district.

Mayor Walker provided an additional motion.

Speaking in support of this motion, Mayor Walker highlighted that it was important to provide a funding platform which would help conversations in the district to take place about what community

priorities are. Mayor Walker raised that it was vital to address wide community outcomes with the funding, not commercial outcomes. She noted that there was commitment and passion about water in the community and felt it was important the community should have an opportunity to be considered and heard.

In seconding the motion, Cr Tennent raised that this was an excellent way forward and acknowledged submitters who were concerned about tying all funds in with one entity. Cr Tennent raised the importance of the Council demonstrating its desire to do something to address the water security issue. He also acknowledged Water Holdings CHB and wanted to ensure they would be involved in ongoing discussions.

Cr Aitken and Cr Minehan spoke in support of the motion given the broader view to explore other options.

Cr Burne-Field highlighted the importance of building trust back in the community, given how divisive the issue of water storage issue has been. Cr Burne-Field raised some concern over the dollar amount still being high but was in support of the motion.

Cr Sharp supported the motion and acknowledged Water Holdings CHB for the role they had played in initiating the conversation.

Cr Annand supported a collaborative approach and raised the importance of maintaining momentum and action.

Mayor Walker acknowledged the importance of community healing and about needing to move forward without being on opposite sides of equation. Mayor Walker also agreed with Cr Annand that there was a need to be focussed to ensure some urgency around developing a framework.

Mayor Walker recognised the value of the leadership Water Holdings CHB had demonstrated by purchasing the IP for the benefit of the community. She highlighted that they were an important partner in the framework but in a wider context.

Mayor Walker also thanked submitters for their valuable input.

3 DELIBERATIONS - ANNUAL PLAN 2019/20 - REVENUE AND FINANCING POLICY

PURPOSE

The purpose of this report is to present to Council for deliberation of the submissions received on the Annual Plan consultation in relation to proposed minor variations to the Council's Revenue and Financing Policy.

RESOLVED: 19.29

Moved: Cr Ian Sharp

Seconded: Cr David Tennent

That, having considered all matters raised in the report:

- a) That Council adopt the Revenue and Financing Policy as proposed.**

CARRIED

Cr Sharp raised the point that the variations needed to happen, otherwise the Council would be going over the rate affordability index for some people.

Cr Tennent highlighted that this was a pragmatic option, though noting some concerns with spreading activities to the general rate from the UAGC.

Cr Aitken spoke against the motion. His concern was that the governance and leadership activity should be allocated to the UAGC.

Mayor Walker spoke in support of the motion, given the current crisis in the affordable property market.

Cr Sharp raised that this was the only fair system at this time.

7.4 DELIBERATIONS - ANNUAL PLAN 2019/20 - FINANCE

PURPOSE

The purpose of this report is to present to Council the submissions received on the Annual Plan consultation in relation to Finance.

RECOMMENDATIONS

That having considered all matters raised in the report:

MOTION

Moved: Cr Ian Sharp

Seconded: Cr Shelley Burne-Field

That funding for Ongaonga Historical Society is increased to \$4,000 each year as a grant for mowing and this year's increase is funded out of interest from the Rural Reserve Fund.

CARRIED

MOTION

Moved: Cr David Tennent

Seconded: Cr Brent Muggeridge

That Council continues to invest in our facilities in CHB to allow us to act as a feeder to the Regional Programme but are fully in support of the trust's initiatives.

CARRIED

MOTION

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

That Biodiversity Hawke's Bay is granted funding of \$10,000 for 2019/20 year to contribute to the biodiversity endowment fund and that funding comes from rural fire reserve fund.

CARRIED

Cr Sharp spoke in support of providing additional funding to Ongaonga Historical society as long as there was no rates impact and moved that this funding come from the rural reserve fund.

Cr Tennent raised that the Council could not afford to provide \$20,000 to the Hawke's Bay Community Fitness Trust at this time but fully supported the objectives of the facility.

Mayor Walker agreed that the facility is an outstanding investment in the health and wellbeing of people of Hawke's Bay, but that the council needed to focus on Central Hawke's Bay facilities at this time.

Cr Annand acknowledged Sir Graeme's commitment to making the facility happen.

7.5 DELIBERATIONS - ANNUAL PLAN 2019/20 - ENVIRONMENT

PURPOSE

The purpose of this report is to present to Council the submissions received on the Annual Plan consultation in relation to Environmental matters.

RESOLVED: 19.30

Moved: Cr Ian Sharp

Seconded: Cr Brent Muggeridge

That having considered all matters raised in the report;

- a) That submitters' comments are noted, with no specific recommendation necessary with regard to the Annual Plan 2019/2020.**

CARRIED

Cr Tennent highlighted that maintenance of rural roads is done on a request for service basis and sought that this was communicated to the community. He raised that Council can't afford to do it all and have to prioritise wisely.

Cr Muggeridge sought clarification about whether people received individual communications around maintenance of rural roads.

Officers confirmed that this was the case but also considered that there was an opportunity to do it better.

7.6 DELIBERATIONS - ANNUAL PLAN 2019/20 - COMMUNITY

PURPOSE

The purpose of this report is to present to Council the submissions received on the Annual Plan consultation in relation to Community activities.

RESOLVED: 19.31

Moved: Cr Ian Sharp

Seconded: Cr Gerard Minehan

That having considered all matters raised in the report:

- a) That the provision of a new toilet at Whangaehu be considered as part of the Long Term Plan 2021-31;

CARRIED

RESOLVED: 19.32

Moved: Cr Ian Sharp

Seconded: Cr Shelley Burne-Field

That having considered all matters raised in the report:

- a) That the points raised in submission 123 for the landscaping of Abercrombie Street, Porangahau, are considered as part the community plan, for consideration as part of the 2021-31 Long Term Plan review;

CARRIED

RESOLVED: 19.33

Moved: Cr Tim Aitken

Seconded: Cr Brent Muggeridge

That having considered all matters raised in the report:

- a) That Officers work with the Porangahau Community as part of their community planning process to determine the most appropriate location for a netball/tennis court in Porangahau, for consideration as part of the Annual Plan 2020/21 process;

CARRIED

RESOLVED: 19.34

Moved: Cr Ian Sharp

Seconded: Cr Kelly Annand

That having considered all matters raised in the report:

- a) That Officers work with Forest and Bird to understand local priorities and opportunities for Lindsay bush for consideration as part of the Long Term Plan 2021-31

CARRIED

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7.7 DELIBERATIONS - ANNUAL PLAN 2019/20 - THE ESTABLISHMENT OF A DISASTER RELIEF FUND TRUST

PURPOSE

The purpose of this report is to present to Council for deliberation the submissions received on the Annual Plan consultation in relation to the proposal to establish a Disaster Relief Fund Trust.

RESOLVED: 19.35

Moved: Mayor Alex Walker

Seconded: Cr Kelly Annand

That having considered all matters raised in the report:

- a) Council approves the establishment of a Disaster Relief Fund Trust as a Council Controlled Organisation under the Local Government Act.**

CARRIED

Meeting was suspended at 12.52pm for lunch

Meeting reconvened at 1.34pm

7.8 DELIBERATIONS - ANNUAL PLAN 2019/20 - DRAFT ENVIRONMENTAL AND SUSTAINABILITY STRATEGY

PURPOSE

The purpose of this report is to present to Council the submissions received on the Annual Plan consultation in relation to the draft Environmental and Sustainability Strategy.

RESOLVED: 19.36

Moved: Cr Gerard Minehan

Seconded: Cr Kelly Annand

That, having considered all matters raised in the report;

- a) That Council adopt the Environmental and Sustainability Strategy and**
- b) That Council consider future funding requirements to implement the Environmental and Sustainability Strategy as part of the Annual Plan 2020/21**

CARRIED

Cr Minehan highlighted that the strategy aligned very well with the values of the solid waste minimisation reference group.

Cr Sharp congratulated Council in the development of the strategy and was pleased that Council could use the document as a lens for further policy development.

Mayor Walker highlighted that the strategy helped the Council to articulate its role in managing its impact on the environment.

7.9 DELIBERATIONS - ANNUAL PLAN 2019/20 - GOVERNANCE AND LEADERSHIP**PURPOSE**

The purpose of this report is to present to Council submissions received in relation to Governance and Leadership activities

RESOLVED: 19.37

Moved: Cr Shelley Burne-Field

Seconded: Cr Gerard Minehan

That having considered all matters raised in the report;

- a) That submitters' comments are noted, with no specific recommendation necessary with regard to the Annual Plan 2019/20.**

CARRIED

Items 7.11 and 7.12 were considered prior to item 7.10

7.10 QUARTERLY FINANCIAL REPORTING FOR MARCH 2019**PURPOSE**

Provide Council with a summary of Council's third quarter financial performance for the 2018/19 financial year.

RESOLVED: 19.38

Moved: Cr David Tennent

Seconded: Cr Tim Aitken

That, having considered all matters raised in the report, the report on Council's third quarter financial performance for the 2018/19 financial year be noted.

CARRIED

7.11 DELIBERATIONS - ANNUAL PLAN 2019/20 - PROPOSED DOG POUND**PURPOSE**

The purpose of this report is to present to Council for deliberation the proposed options for the issues identified since the adoption of the Annual Plan Consultation Document and Supporting Information in regards to the development of the Dog Pound for Central Hawke's Bay.

RESOLVED: 19.39

Moved: Cr David Tennent

Seconded: Cr Tim Aitken

That having considered all matters raised in the report:

- a) **That Council approve additional capital expenditure of \$297,000 in the 2019/20 for the development of a pound facility in Central Hawke's Bay; and further:**
- b) **That a report is brought back to Council on the proposed new pound, prior to any capital expenditure commencing.**

In Favour: Crs Alex Walker, Ian Sharp, Tim Aitken, Gerard Minehan and David Tennent

Against: Crs Shelley Burne-Field and Kelly Annand

Abstained: Cr Brent Muggeridge

CARRIED 5/2

CARRIED

Mayor Walker Sought clarification about what the rates impact would be to develop a pound facility. Officers confirmed that they were proposing no rates increase. The first year would be debt funded and subsequent years be recovered in Animal Control Fees and Charges.

Cr Burne-Field sought clarification about whether we had been asked to vacate the current pound. Officers confirmed that notice had been given that no ongoing provisions would be made for a Council pound facility.

Cr Aitken sought clarification about numbers of dogs impounded each year. Officers confirmed that this was 25 in the 2nd quarter of the financial year.

Cr Tennent moved the recommendation and spoke in support of the motion, though raised concerns that MPI and the SPCA needed to be made aware of the rating impact and the cost to the community.

Cr Aitken seconded the motion but highlighted that he did so reluctantly. Cr Aitken and Cr Sharp both raised concerns about the requirements from the Ministry of Primary Industries (MPI) without consideration given for how to fund them.

Cr Burne-Field asked whether another report could come back about what the facility would actually look like and requested that a holding facility was considered rather than full of facility.

Cr Minehan – agreed with Cr Burne-Field regarding a potential holding facility.

Mayor Walker and Cr Annand sought clarification from officers about what the implications would be for the Council if funding was not allocated. Officers confirmed there were potential fines and exposure to Council being prosecuted. It was raised that the reason for raising the issue at this time, was to prevent further implications for next year's Annual Plan.

Cr Annand spoke against the motion and requested that officers work with SPCA to understand their strategic direction for Central Hawke's Bay.

Cr Sharp noted that Council's decision had been forced by new regulations and that the Council could not be exposed to legal action so he was forced to support the recommendation but wanted his objection noted.

Cr Aitken requested that the Mayor and Chief Executive write a letter to SPCA and MPI stating the Council's objections to the new regulations.

7.12 IMPLEMENTATION OF DUST SUPPRESSION POLICY

PURPOSE

The purpose of the report is for Council to consider the options to expedite the implementation of the Dust Suppression Policy.

RESOLVED: 19.40

Moved: Cr Shelley Burne-Field

Seconded: Cr Brent Muggeridge

That, having considered all matters raised in the report that Council deliberate to determine their preferred option.

MOTION

Moved: Cr Shelley Burne-Field

Seconded: Cr Brent Muggeridge

- a) That Council approve targeting external funding through the creation of business cases to support investment in sealing to control dust by reallocating \$50,000 from existing carry forward budgets
- b) That Council reprioritise \$200,000 of the existing Land Transport budget/work programme to contribute to sealing of roads to control dust if required.

CARRIED

Cr Tennent sought clarification about whether NZTA would look at funding sealing of a road based on the number of houses the road services.

Officers confirmed that the NZTA criteria for dust suppression was prescriptive and had previously not applied to particular roads in the district needing to be sealed. However it was noted that if business cases were prepared that there could be potential for some roads to be considered in the future.

Mayor Walker sought clarification about what the implications might be if Council were to reprioritise land transport funds. Officers confirmed that this could mean that some work would be carried over to next year.

Cr Burne-Field moved both option 2 and option 4 from the officer's report.
Cr Muggeridge was in support of motion as it provided some ability to progress a longstanding issue.

Cr Tennent raised concerns with reprioritising land transport budgets given that some submitters to the Annual Plan had raised concerns about the condition of rural roads.

Mayor Walker raised that the Long Term Plan may need to happen earlier than planned due to Wastewater requirements. Mayor Walker indicated that this could provide scope to clearly outline expected levels of service for land transport.

8 CHIEF EXECUTIVE REPORT

Nil

9 PUBLIC EXCLUDED BUSINESS

NIL

10 DATE OF NEXT MEETING

RESOLVED: 19.1

Moved: Mayor Alex Walker
Seconded: Cr Brent Muggeridge

THAT the next meeting of the Central Hawke's Bay District Council be held on 30 May 2019.

CARRIED

11 TIME OF CLOSURE

The Meeting closed at 2.56pm.

The minutes of this meeting were confirmed at the Council Meeting held on 20 June 2019.

.....
CHAIRPERSON

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 30 MAY 2019 AT 3.30PM**

PRESENT: Mayor Alex Walker
Cr Ian Sharp (Deputy Mayor)
Cr Shelley Burne-Field
Cr Kelly Annand
Cr Tim Aitken
Cr Gerard Minehan
Cr Brent Muggeridge
Cr David Tennent
Dr Roger Maaka

IN ATTENDANCE: Monique Davidson (Chief Executive)
Bronda Smith (Group Manager, Corporate Support and Services)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (People and Capability Manager)
Leigh Collecutt (Governance and Support Officer)

1 PRAYER

Dr Maaka opened the meeting with a prayer

2 APOLOGIES

Leave of absence previously granted to Cr Chote at Council meeting 10th April.

3 DECLARATIONS OF CONFLICTS OF INTEREST

No conflicts were declared

4 STANDING ORDERS

RESOLVED: 19.41

Moved: Cr Gerard Minehan

Seconded: Cr Kelly Annand

THAT the following standing orders are suspended for the duration of the meeting:

20.2 Time limits on speakers

20.5 Members may speak only once

20.6 Limits on number of speakers

And that Option C under section 21 General procedures for speaking and moving motions be used for the meeting.

Standing orders are recommended to be suspended to enable members to engage in discussion in a free and frank manner.

CARRIED**4 REPORT SECTION****ANNUAL PLAN 3 WATERS COMPLIANCE ADDITIONAL FUNDING****PURPOSE**

The matter for consideration by the Council is the approval of additional funding required in the Annual Plan 2019/20 to support regulated compliance work for the three waters.

RESOLVED: 19.42

Moved: Cr Ian Sharp

Seconded: Cr David Tennent

That having considered all matters raised in the report:

- 1) Council approve the additional budget required in the Annual Plan 2019/20 to support regulated compliance for the Three waters and this is loan funded to a total value of \$113, 191.**

CARRIED

Cr Minehan sought clarification about whether we were currently meeting drinking water standards and wondered as we progressed whether it was likely that we would not be meeting future requirements. The Chief executive confirmed that what has changed are the standards for drinking water which requires a refreshed approach to water safety plans.

Cr Burne-Field sought clarification on what planned asset management planning work was already being done. Officers confirmed that they were preparing for the next Long Term Plan to remodel and redevelop asset management plans to present to elected members.

Cr Burne-Field sought clarification on whether Stormwater asset management planning included LiDAR costs. It was confirmed that it doesn't specifically affect this budget due to it sitting as an overhead.

Cr Tennent sought clarification about whether funds could only be taken from 3 water targeted rate. Officers confirmed this to be the case.

Mayor Walker asked what the disadvantages were for option 2 around affordability for ratepayers. Officers noted that it would be likely that Council needed to make a similar decision around funding three waters in 12 months' time.

Cr Sharp moved option 2 from the report - that the activity was loan funded to lessen impact to ratepayers. He acknowledged that this was only a stop gap measure however that when imposing the new regulations, Central government have inferred that funding may be available later.

Cr Tennent raised the need to loan fund despite this being an operational matter, because the rating consequences would be too much in one year otherwise. Seeing rates increases higher than initially indicated. Opportunity to rationalise some other expenditure for next year.

Cr Aitken noted his frustration that Council need to borrow money for regulatory expense. Challenge for a small community to be able to afford this compliance. Cr Aitken supported the motion with reluctance but felt the risk was too high not to.

Cr Muggeridge agreed that loan funding was the only viable option.

Mayor Walker highlighted the risk in loan funding over a long period of time, given likely increased costs in subsequent years. Mayor Walker also highlighted the need to take compliance seriously and so expressed reluctant support for the motion.

Cr Sharp reiterated how unfortunate it is that territorial authorities must reap these costs.

6.2 CENTRAL HAWKE'S BAY DISTRICT COMMUNITY TRUST - REQUEST FOR ADDITIONAL FUNDING

PURPOSE

The purpose of this report is to present further information to Council to determine whether to provide additional annual funding for operational costs to the CHB Community Trust.

RESOLVED: 19.43

Moved: Cr Shelley Burne-Field

Seconded: Cr Ian Sharp

That having considered all matters raised in the report:

- a) **That Council provide additional funding to the Central Hawke's Bay District Community Trust of \$14,500 ongoing, above and beyond the current Service Agreement value, noting an additional rating impact of \$8,910 in the 2019/20 year; or**

CARRIED

Mayor Walker sought clarification on what other funding is available for trusts in this situation. Officers confirmed that they were limited in terms of external funding and that sponsorship is the only avenue that the trust could explore.

Cr Tennent sought clarification about whether there was an ability for the trust to approach the operator of the pool to source extra funding.

Officers confirmed that this could be a long term option but it would rely on renegotiation of contract with operator.

Cr Sharp commended the trust for their foresight in highlighting this need at the time of the annual plan, rather than waiting for annual June reporting.

Cr Minehan asked whether the trust could access any invested reserves for increased insurance costs. Officers confirmed that there was no money available to access as it was renewal money for governance of the facility.

Councillor Burne-Field asked for clarification of the ongoing sustainability of the trust's capacity to get more external funding to cover future costs.

Officers confirmed that this had been discussed with the trust and that the initial insurance increase was higher than anticipated. There was relative confidence that the future costs would be able to be managed in future.

Cr Burne-Field moved option one from the officer's report.

Cr Sharp highlighted that the cost of running the facility is substantial however if it were a Council operated facility the cost would be higher. Cr Sharp commended the trust for seeking best deal for insurance.

Cr Annand raised that further information had been needed to ensure that we were supporting trust to be successful and is in support of the motion.

Cr Tennent highlighted that the pool is a great community facility but had concerns with the budget allocation process which made it difficult to foresee what rates rises would be when doing Long Term Planning.

Cr Burne-Field declared an indirect conflict with her sister in law being a trustee of the trust.

Cr Aitken raised his frustration that other options could be explored if more time was given.

Meeting suspended at 4.05pm

Meeting reconvened at 4.08pm

Cr Annand returned to meeting at 4.09pm

5 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

Resolved: 19.44

Moved: Cr David Tennent

Seconded: Cr Gerard Minehan

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
7.1 - Supplier Recommendation : SH2 Borefield Upgrade	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
7.2 - Supplier Recommendation: Otane Alternate Supply	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

Carried

Resolved: 19.45

Moved: Cr Ian Sharp

Seconded: Cr Tim Aitken

That Council moves out of Closed Council into Open Council.

Carried

6 DATE OF NEXT MEETING

RESOLVED: 19.46

Moved: Cr Brent Muggeridge

Seconded: Cr Shelley Burne-Field

THAT the next meeting of the Central Hawke's Bay District Council be held on 20 June 2019.

CARRIED

7 TIME OF CLOSURE

The Meeting closed at 4.52pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Council held on 20 June 2019.

.....
CHAIRPERSON

6 REPORTS FROM COMMITTEES**6.1 MINUTES OF THE HAWKES BAY DRINKING WATER GOVERNANCE JOINT COMMITTEE MEETING HELD ON 11 APRIL 2019****File Number:** COU1-1400**Author:** Leigh Collecutt, Governance and Support Officer**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. HB Drinking Water Joint Committee Minutes 11 April 2019 [↓](#) **PURPOSE**

The purpose of this report is to present to Council the minutes from the Hawke's Bay Drinking Water Governance Joint Committee Meeting held 11 April 2019.

RECOMMENDATION

That the minutes of the Hawke's Bay Drinking Water Governance Joint Committee held on 11 April 2019 be received.



Unconfirmed

MINUTES OF A MEETING OF THE HAWKE'S BAY DRINKING WATER GOVERNANCE JOINT COMMITTEE

Date: Thursday 11 April 2019

Time: 1.00pm

Venue: Council Chamber
Hawke's Bay Regional Council
159 Dalton Street
NAPIER

Present: G Cowie (Independent Chair)
A Apatu (HB DHB)
K Atkinson (HB DHB)
P Bailey (HBRC)
W Jack (NCC)
C Lambert (WDC)
S Nixon (HDC alternate)
K Price (NCC)
K Watkins (HDC)
K Wise (NCC)

In Attendance: T Skerman – HBRC
C Edmonds – HBRC
T Goodlass – NCC
M Heaney – HBRC
N Jones – HB DHB
M Miller – HBRC
Dr J Smith – HBRC
A Roets – Governance Administration Assistant

1. Welcome/ Apologies/ Notices**Resolution**

DWG18/19 That the apologies for absence from Councillors Tom Belford and Shelly Burne-Field and Mayors Bill Dalton, Sandra Hazlehurst and Craig Little be accepted.

**Watkins/Apatu
CARRIED**

The Chairman welcomed everyone to the meeting and Charles Lambert offered a karakia.

2. Conflict of Interest Declarations

There were no conflict of interest declarations.

3. Confirmation of Minutes of the Hawke's Bay Drinking Water Governance Joint Committee meeting held on 7 November 2018

Councillor Simon Nixon advised that he was at the meeting and therefore the Minutes are to be corrected accordingly.

DWG19/19 Resolution

Minutes of the Hawke's Bay Drinking Water Governance Joint Committee held on Wednesday, 7 November 2018, a copy having been circulated prior to the meeting, were taken as read and confirmed as amended.

**Nixon/Wise
CARRIED**

4. Call for Items of Business Not on the Agenda**Recommendations**

There were no items raised.

5. Regional and National "Three Waters" Reviews

The Chair advised the agenda item has been withdrawn and asked Toni Goodlass, HB LASS Programme Manager, to deliver a presentation on the regional 3 Waters review. Discussions covered:

- Review of service delivery of drinking water, stormwater and wastewater
- Main challenges identified are meeting community expectations, meeting regulatory requirements and the ability to replace ageing infrastructure or fund and manage new infrastructure
- Two work streams of Central Government review are overarching shape and form of regulatory arrangements and service delivery and supply
- Proactively engaging with Central Government as 'key region' to provide input to and influence the national review
- Challenges to be addressed include funding pressures, rising environmental standards, climate change, seasonal pressure from tourism, and the recommendations of the Havelock North Inquiry
- Stage one assessed the current state, issues and opportunities of three waters services and infrastructure
- Stage two is short-listing options and models for improving three waters management and service delivery leading to recommendation of a preferred service delivery model for the region
- drainage and flood protection service functions of the Regional Council are not in the scope of this review

- Detailed analysis will be completed and preferred option report delivered to the five CEs at the end of May
- The joint councils workshop identified key objectives and principles for funding of infrastructure, resilience (Physical infrastructure, people and systems), impacts of the three waters systems on the environment, Community values for water, the role of Māori and the efficient, effective provision of services
- Stakeholders have communicated their broad and varied interests, emphasising that water and the environment are interconnected, the cultural significance of water and the impact of stormwater and wastewater on taonga waterways, understanding that Te Ao Māori, governance and tikanga, need to be integrated into any new model
- Examples of different Models were:
 - Centre of Excellence (RATA)
 - Shared Services (like Masterton & Carterton)
 - Joint Procurement
 - Shared Services Business Unit (like Northland Transport Alliance)
 - Management CCO (like Wellington Water)
 - Asset Owning CCO (like Watercare in Auckland)
- Options undergoing detailed evaluation are:
 - “Status Quo” – noting that the future status quo will be considerably different and will therefore be evaluated as a modified status quo.
 - Three waters shared services business unit with current Council funding
 - Three waters regional management CCO with current council and regional funding
 - Three waters regional asset owning CCO with regional funding
 - marginal costs and benefits of a sub-national management CCO will also be considered
- potential government funding support for transition costs
- Regulatory changes proposed for private drinking water supplies that will also impact on TAs
- Private supplies are very variable and proposed regulation would add risk to TAs
- DHB requested that quantity and peak demand periods be considered as part of the review, and offers a different perspective that could add value to the process with participation of the Public Health team
- Issues of inequity are a key part of options assessment

DWG20/19 Resolution

That the Hawke's Bay Drinking Water Governance Joint Committee receives and notes the *“Regional and National “Three Waters” Reviews”* staff report.

**Price/Wise
CARRIED**

Craig Thew and Nic Jones summarised discussions at the joint working group workshop with DIA, Ministry of Health & MfE officials held mid-March, highlighting:

- Joint working group invited to make submissions to the Advisory on the presentations made
- Three breakout groups focussed on Drinking Water, Wastewater and Stormwater and the Cultural Values Iwi group discussion group was separate, which totally missed the “total awa” considerations
- very little awareness of the officials about what the Joint Working Group and Joint Committee are doing
- to present Governance structures, time concerns and issues raised at future joint committee meeting
- Key issues raised by the working group included the inability to be confident of safe drinking water, compliance does not translate to safe, a shortage of investment in research nationwide

including training for water providers, weak water source protection measures, the current system and infrastructure, affordability and willingness to pay, as well as risk appetite.

- two strategies being followed nationally, with the Drinking Water work on Regulatory change proposed to be presented to Cabinet in June
- concerns raised around the impact of the removal of Drinking Water assessors from the Public Health team and proposal for separate drinking water regulator (leading with drinking water)
- understanding choices and alternatives for disinfection of drinking water (Netherlands 20 year journey to current systems) – duty of care to demonstrate that you can do without reticulated disinfection is onerous, and extremely expensive exercise
- agreed by group to retain the option to investigate options other than reticulated disinfection with chlorine

Resolution

- DWG21/19 That the Hawke's Bay Drinking Water Governance Joint Committee receives and notes the *"Verbal report and response of the Joint Working Group"*

**Nixon/Apatu
CARRIED**

6. Update on CHB Water Issues

The Chair noted that this item specifically relates to quantity. Discussions highlighted:

- A Taskforce has been created and HBRC has an application to the Provincial Growth Fund relating to water security and quality in the region
- Central Hawke's Bay District Council surveyed households in the Tikokino and Otane townships as part of investigating the security of private supplies
- Following the survey results, the CHB Water Taskforce agreed that the seemingly low number of residents still experiencing issues with their supply security will be dealt with on an individual basis – first and foremost through contact the Regional Council's grant scheme
- Mark advised that the regional council can assist with funding water storage tanks through the Sustainable Homes programme where eligible ratepayers can now borrow up to \$20,000 at 6% over 10 years paid back through a voluntary targeted rate
- Regional policy to 'give access' to water and resource consent requirements to have 'no more than minor' effects on efficient water takes in the vicinity

DWG22/19 Resolution

That the Hawke's Bay Drinking Water Governance Joint Committee receives and notes the *"Update on CHB Water Issues"* staff report.

**Lambert/Atkinson
CARRIED**

7. Update on HBRC TANK Plan Change Drinking Water Safety Provisions and the Development Of Source Protection Zones

Ceri Edmonds provided an update on the development of drinking water Source Protection Zones for inclusion in the TANK plan change with discussions highlighting:

- findings of the numerical model have been peer reviewed by GNS, who concluded the approach is appropriate and received "in principle" support from the joint working group 12 March
- the report will be presented to the next Committee meeting
- the ability to apply a flexible approach to the policy to allow for changes to groundwater conditions which may affect the extent of the zones has been adopted by Environment Canterbury and is being considered here
- the regional council has engaged with Environment Canterbury planners and been

advised that no specific legal advice in respect of the SPZ maps was sought, nor was this approach challenged through the plan change process

- Council commenced pre-notification consultation January-March and a number of responses received are yet to be considered by staff
- Staff will present the feedback to the 15 May Regional Planning Committee meeting

DWG23/19 Resolution

That the Hawke's Bay Drinking Water Governance Joint Committee receives and notes the *"Update on HBRC TANK Plan Change (PC9) Drinking Water Safety Provisions and the Development of Source Protection Zones"* staff report.

**Bailey/Wise
CARRIED**

8. Joint Working Group Activities Update

The item was taken as read, with Ceri Edmonds providing an update highlighting:

- JWG continues to progress the priority actions in its work plan
- communications workshop was held 14 March to discuss the joint communication approach from the councils, DHB and iwi and draft protocols have been circulated for comment with the intention of being adopted at the next JWG meeting
- an Arsenic Information Sharing Protocol is currently being developed
- The Water Safety Plans for each Council, except NCC, are still to be presented
- A special JWG meeting was held 18 March to further discuss the 3 waters review workshop and consider the content for a joint submission to DIA, MfE and Ministry of Health on the proposed 3 Waters regulation
- The DHB advised they are currently updating their public health resources with JWG providing technical content, peer review and ongoing support as it is intended that the publications will be co-branded
- It was suggested a training session on the Six Principles of Safe Drinking Water targeted at Governance level be provided to the joint committee's next meeting

DWG24/19 Resolution

That the Hawke's Bay Drinking Water Governance Joint Committee receives and notes the *"Joint Working Group Activities Update"* staff report.

**Wise/Apatu
CARRIED**

9. Discussion of Minor Items Not on the Agenda

There were no items for discussion

Charles Lambert closed the meeting with a karakia.

Closure:

There being no further business the Chairman declared the meeting closed at 2.40pm on Thursday 11 April 2019.

Signed as a true and correct record.

DATE:

CHAIRMAN:

6.2 MINUTES OF THE HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE MEETING HELD 3 DECEMBER 2018 AND THE GROUP ANNUAL REPORT 2017-2018

File Number: COU1-1400

Author: Leigh Collecutt, Governance and Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. CDEM Minutes 3 December 2018 [↓](#) 

PURPOSE

The purpose of this report is to present to Council the minutes of the Hawke's Bay Civil Defence Emergency Management Group Joint Committee meeting held on the 3 December 2018.

RECOMMENDATION

That the minutes of the Hawke's Bay Civil Defence Emergency Management Group Joint Committee meeting held on the 3 December 2018 be received.



Unconfirmed

MINUTES OF A MEETING OF THE HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

Date: Monday 3 December 2018

Time: 1.30pm

Venue: Council Chamber
Hawke's Bay Regional Council
159 Dalton Street
NAPIER

Present: B Dalton – Chairman
R Graham – Chair, Hawke's Bay Regional Council
S Hazlehurst – Mayor, Hastings District Council
C Little – Mayor, Wairoa
A Walker – Mayor, Central Hawke's Bay District Council

In Attendance: J Palmer – Chief Executive
A Hickey – MCDEM
J Horrocks – MCDEM
W Jack – CE, Napier City Council
E Lennan – Emergency Management Advisor
I Macdonald – Group Manager/Group Controller
J Tetlow – Emergency Management Advisor - Readiness and Response
K Wairama – Team Leader Community Engagement
A Roets – Governance Administrative Assistant

1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting.

Resolution:

CDE14/18 That the apologies for Monique Davidson and Neil Taylor be accepted.

**Hazlehurst /Walker
CARRIED**

2. Conflict of Interest Declarations

There were no conflict of interest declarations.

3. Confirmation of Minutes of the HB Civil Defence Emergency Management Group Joint Committee held on 27 August 2018

CDE15/18 **Resolution:**

Minutes of the HB Civil Defence Emergency Management Group Joint Committee held on Monday, 27 August 2018, a copy having been circulated prior to the meeting, were taken as read and confirmed as a true and correct record.

**Walker/Little
CARRIED**

4. Action Items from previous CDEM Coordinating Executive Group Meetings

Actions listed are progressing. No further report needed on the Action Items.

CDE16/18 **Resolution:**

That the CDEM Coordinating Executive Group receives the "*Action Items from Previous CDEM Coordinating Executive Group Meetings*" report.

**Walker/Hazlehurst
CARRIED**

5. Call for minor Items not on the Agenda**Resolution**

That Council accepts the following "Minor Items Not on the Agenda" for discussion **only** as Item 14:

Item	Topic	Raised by
1.		
2.		
3.		

6. Group Annual Report 2017-2018

Ian Macdonald presented the paper and sought the Committee to adopt the Group Annual Report with further discussions highlighting:

- A draft Annual report has been approved by the CEG meeting on 9 Nov and it is intended that it be published on the Group webpage.
- The report is grouped by the 4Rs and in this is against a background of change

both at a national and Group level.

- In developing this report, clearly identifying the link between the Group's strategic direction (Group Plan) and specific work or actions has been challenging. Area for improvement for the next report and the identification of indicators to measure the achievement for CDEM outcomes is one of the projects identified for the next year.
- Liquefaction report was a substantial piece of work which was done and gave the right advice to the Councils as under the Building Act and under the RMA.
- Natural hazards portal are continued to be maintained and has grown and most councils are using this as their first port of call for their LIMS (land information memorandums)
- Progress has been made in community and engagement resilience planning and this is ongoing.
- The HB CDEM Group webpage has had a complete review and public can access it on www.hbemergency.govt.nz.
- A full training programme during the reporting period has been followed. Trained around 150 staff in the Integrated Training Framework Intermediate Course.
- A 111 watches or warnings to partner agencies through the regional warning system has been done.
- A number of recovery workshops with individual councils primarily to clarify roles and responsibilities for recovery post a disaster and introduce the Group Recovery Framework.
- Recovery is an important part of the Community Resilience Plan process with communities identifying the priorities for recovery for them after an event.
- The staffing structures were reviewed and subsequently adopted in early 2018.
- There was an underspent of funds of \$80,000 in the 2017-18 financial year mainly due to two vacancies being held for part of the year, which impacted on both personnel costs and operational expenditure.
- *CDEM Head office building:* HDC Council has voted and taken decision to remediate the old building for the same cost of building a new building to a level 4 standard.
- Aim to complete the new building within 8 months (August 2019).

CDE17/18 Resolution:

That :

1. The Committee agrees that the decisions to be made are not significant under the criteria contained in the Adminstrating Authority's adopted Significance and Engagement Policy, and that Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. The Hawke's Bay CDEM Group Joint Committee **adopts** the **"Group Annual Report 2017-18"**.

**Walker/Hazlehurst
CARRIED**

10. MCDEM update including National Resilience Strategy

Jo Horrocks introduced the item and presented an overview of the new proposed National Resilience Strategy focussing the vision and long-term goals for civil defence emergency management.

Strong focus on building community and societal disaster resilience to protect New Zealand's prosperity and wellbeing.

CDE18/18 Resolution:

That the HB CDEM Group Joint Committee receives the **"MCDEM update including**

National Resilience strategy” report.

**Hazlehurst/Walker
CARRIED**

7. Approval of Group Submission on the National Resilience Strategy

The paper was taken as read. No further questions was raised on this matter.

CDE19/18 Resolution:

That:

1. Agrees that the decisions to be made are not significant under the criteria contained in Adminstrating Authority's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. That the HB Civil Defence Emergency Management Group Joint Committee approves the Group submission on the National Disaster Resilience Strategy submission.

**Little/Walker
CARRIED**

8. Amendments to the Group Plan: Controllers

Ian Macdonald reported that Helen Montgomery has left the employment of WDC and they have proposed that Libby Young be appointed as replacement.

- Steven May, Wairoa CE reported that Libby Young, Roding Manager is very capable and experienced and would be an asset to the localised controller.

CDE20/18 Resolution:

That :

1. Agrees that the decisions to be made are not significant under the criteria contained in Adminstrating Authority's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. Resolves to make a minor amendment to *Appendix 5: Key Appointments* of the *Hawke's Bay CDEM Group Plan* pursuant to section 57 of the Civil Defence Emergency Management Act 2002 and make appointments and changes to the roles of Hawke's Bay Local Controller as follows:

Add the following to the Hawke's Bay Local Controllers list:

- 2.1 *Raoul Oosterkamp (Hastings District Council)*
- 2.2 *Malcolm Smith (Napier City Council)*
- 2.3 *Libby Young (Wairoa District Council)*

Remove the following from the Hawke's Bay Local Controllers list:

- 2.4 *Mike Maguire (Hastings District Council)*
- 2.5 *Jon Kingsford (Napier City Council)*
- 2.6 *Helen Montgomery (Wairoa District Council).*

Little/Walker
CARRIED

9. **Hawke's Bay CDEM Group Work Programme 2018/19 And 2019/20**

Ian Macdonald spoke to the report covering:

- Report was approved by the CEG meeting on 9 November 2018 and sought the Joint Committee to endorse the Work Programme.
- Reminded committee members on the priority projects being Community Resilience Planning, Operational Readiness, Recovery and Governance and Management.
- The MCDEM programme of Capability Assessment Reviews has been suspended. However, CDEM want to ensure to progress against the outcomes sought for CDEM. The 2011 and 2015 assessments will provide benchmarks to assess how we have progressed. The report will also be used to inform the Group Plan Review.
- Mayor Walker asked whether some scenario based training can be done through this committee. Mr Macdonald advised that there was a planned scenario session on declarations after this meeting.

CDE21/18 **Resolution:**

1. That the Committee receives the **"Hawke's Bay CDEM Group Work Programme 2018/19 and 2019/20"** report.
2. That the Committee endorses the **"Hawke's Bay CDEM Group Work Programme 2018/19 and 2019/20"** report.

Little/Hazlehurst
CARRIED

11. **Group Manager's General update**

Ian Macdonald took the paper as read and reported that the Esk Flooding event 2018 report is a critical examination of what occurred and seeks to identify and implement a number of corrective actions which already have been implemented.

Scenario based training and exercise have been done through the committee explaining decisions on activation, declaration and what considerations are taken on consideration in an emergency.

CDE22/18 **Resolution:**

That the Hawke's Bay Civil Defence Emergency Management Group Joint Committee receives and notes the **"Group Manager's General Update"** staff report.

Dalton/Graham
CARRIED

12. **Discussion of minor Items not on the Agenda**

Item	Topic	Raised by
1.		
2.		
3.		

Closure:

There being no further business the Chairman declared the meeting closed at 2.20pm/2.57pm5 on Monday, 3 December 2018.

Signed as a true and correct record.

DATE:

CHAIRMAN:

7 REPORT SECTION

7.1 ADOPTION OF THE ANNUAL PLAN 2019/20

File Number: ANN1-200

Author: Bronda Smith, Group Manager, Corporate Support and Services

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Annual Plan 2019/20 [↓](#) 

PURPOSE

The matter for consideration by the Council is the adoption of the Annual Plan 2019-20.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

In regards to the Annual Plan 2019/20 Council resolves to

- a) Adopt the Annual Plan 2019/20 in accordance with section 95 of the Local Government Act 2002.
- b) Delegate responsibility to the Chief Executive to approve the final edits required to the Annual Plan in order to finalise the documents for printing and distribution.

COMPLIANCE

Significance	This matter is assessed as being critical
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> 1. In regards to the Annual Plan 2019/20 Council resolves to <ol style="list-style-type: none"> a. Adopt the Annual Plan 2019/20 in accordance with section 95 of the Local Government Act 2002. b. Delegate responsibility to the Chief Executive to approve the final edits required to the Annual Plan in order to finalise the documents for printing and distribution. 2. Council resolves to not adopt the Annual Plan 2019/20 and to give Officers guidance on which amendments were needed and an amended timeframe related to adoption of the Annual Plan would be required.
Affected persons	The persons who are affected by or interested in this matter are the community of Central Hawke's Bay District.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	The Annual Plan sets the direction and budgets for the Council for the next year along with Year 2 of the Long Term Plan 2018-28.

Significant Policy and Plan Inconsistencies	There are no proposed significant inconsistencies with existing policies or plans.
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EXECUTIVE SUMMARY

As part of the purpose of Local Government, Council prepares an Annual Plan based on the relevant year of the current Long Term Plan and following consultation if there are significant or material changes for that year. The Council, over the last 10 months, has reviewed Year 2 of the Long Term Plan 2018-28 including how Council will meet the current and future needs of the community for good quality local infrastructure, local public services and the performance of its regulatory function in a way that is most cost effective for households and businesses. Following the review and setting of budgets, Council consulted on the proposed Annual Plan with the community during March and April 2019 on four items in the Consultation Document. This included the #evenbiggerwaterstory, the Revenue and Financing Policy amendments, the establishment of an Environmental and Sustainability Strategy and the establishment of a Disaster Relief Fund Trust. Council received 134 submissions and heard 28 verbal presentations of submissions. Council deliberated on the outcome of the Consultation on 23 May 2019 and at an extraordinary meeting on the 30 May 2019. Officers have included the decisions from the deliberations into the Annual Plan, which is presented to the Council for consideration and adoption.

BACKGROUND

All Councils are required by section 95 of the Local Government Act 2002 (LGA) to adopt an Annual Plan in the years between the Long Term Plan adoption.

The Annual Plan sets out Council's activities, plans, budgets for the year and must be adopted before the beginning of the year it relates to.

If there are significant or material differences to the relevant year of the Annual Plan or the Council have items that require consultation, part of the process of developing the Annual Plan is to consult with the public on the activities, plans, budgets of Council. The Consultation Document and Supporting Information is prepared and adopted under the requirements of section 82 of the Local Government Act 2002. The purpose of the Consultation Document is to provide the community with an effective basis for public participation in local authority decision making relating to the Annual Plan (section 95A of the LGA).

The process to develop the Annual Plan began in September 2018. Since this time workshops have been held to review Year 2 of the Long Term Plan 2018-28 and to develop the plans and budgets for the 2019/20 year.

During the workshops, Council has reviewed all the components of the Annual Plan including:

- Revenue and Finance Policy –this has been reviewed and a Statement of Proposal was consulted on in conjunction with the Annual Plan.
- The Budget and Rates requirements for the next year - these have been reviewed and formed part of the overall consultation on the Annual Plan.

In accordance with section 95A of the LGA, officers developed a Consultation Document and Supporting Information that reflected the decisions made and to provide the basis for consultation with the community. The Consultation Document set out the issues and opportunities facing Central Hawke's Bay, along with the key issues for consultation to inform the final Annual Plan and the proposals and options put forward by Council. The Supporting Information includes the detailed information relied on to prepare the consultation document.

The consultation on the Annual Plan using the Consultation Document and Supporting Information was done in accordance with section 82 of the LGA.

Following the adoption of the Consultation, Council held 7 Have Your Say meetings to discuss the Annual Plan and for the community to give feedback to the Council. Over the Consultation Period Council received 134 submissions. At the Hearings meeting, Council heard 28 verbal presentations

of submissions. On 23 May 2019, Council held a Deliberations meeting to decide on the outcome of the Consultation items and other items raised during submissions and an extraordinary Council meeting was held on 30 May 2019 to allow for additional information to be provided for the deliberations.

For the four key initiatives Council consulted, the following was resolved:

1. To tag \$250,000 from the Rural Wards Reserve Funds to support water security initiatives in Central Hawke's Bay. It was also resolved to develop a framework that investigates the issues of water security to create a local package of solutions, which includes the potential role of Central Hawke's Bay District Council, Water Holdings CHB Limited, Hawke's Bay Regional Council, the Tukituki Taskforce and other community groups.
2. To adopt the changes to the Revenue and Financing Policy consulted on during the Annual Plan consultation.
3. To adopt the Environmental and Sustainability Strategy which sets the direction for how the Council will manage its impact on the environment for years to come.
4. To establish a regional Disaster Relief Trust between the five Hawke's bay Local Authorities to assist with the distribution of donations following a disaster.

Officers have included the decisions from the deliberations into the Annual Plan, which is presented to the Council for consideration and adoption.

The Annual Plan includes Rate Increases of 4.59% which is a 0.55% increase on the Rates increase proposed for Year 2 of the Long Term Plan 2018-28.

It is important to note that while reviewing the capital programme for the Annual Plan and subsequent years, Council continues to deal with the issue of breaching resource consent requirements at the Waipukurau and Waipawa Wastewater Treatment Plants. The Wastewater review has developed options in response to the Environment Court Order which requires a report to go to the Court prior to the 30 June 2019. There is more investigation work to do to further develop the best practicable options. This is likely to result in an amendment to the Long Term Plan for the 2019/20 financial year.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as **critical** because it affects the ability of the Council to meet its statutory purpose and is fundamental to how the Council will fund these activities over the next year. This matter impacts all the residents and ratepayers of the Central Hawke's Bay District. A number of channels were used to encourage the community to participate in the consultation process. This included a number of public meetings, radio advertisements, social and print media campaigns, as well as inserts in the CHB Mail. Consultation documents were also sent to ratepayers who live out of the district.

OPTIONS

The following assessment relates to all options

a) Financial and Resourcing Implications

The Annual Plan is a key plan of Council for the service provision and the financial management and funding of Council. The adoption of the Annual Plan is critical for the Council to be able to set rates for the financial year and allows the Council to collect the rates required to deliver the service of Council.

b) Risk Analysis

Council is required to adopt the Annual Plan in accordance with the LGA. All processes in the production of the Annual Plan have been in accordance with the LGA.

c) Promotion or Achievement of Community Outcomes

The Annual Plan is a key plan for the financial year in achieving the Community Outcomes included in the Long Term Plan.

d) Statutory Responsibilities

Council is required to adopt the Annual Plan in accordance with the LGA. Schedule 10 of the LGA set out the contents of the Annual Plan and Section 82 sets out the Consultation Principles that must be followed to formally consult on the Annual Plan. Council is also required to adopt the Annual Plan prior to the start of the year cover by the plan which requires Council to adopt the Annual Plan by 30 June 2019.

e) Consistency with Policies and Plans

The Annual Plan has been developed in compliance with the policies of Council.

f) Participation by Māori

The representative of the Maori Consultative Committee, Roger Maaka was present during the workshops and Council meetings in the preparation of the Annual Plan.

g) Community Views and Preferences

As part of the process of developing the Annual Plan, Council is required to consult using Section 82 of the LGA therefore the wider community was part of the formal process. Council also engagement with the community during Project Thrive which was a key component in the development of the LTP which is the basis of the Annual Plan.

Option 1

In regards to the Annual Plan 2019/20 Council resolves to

- a. Adopt the Annual Plan 2019/20 in accordance with section 95 of the Local Government Act 2002.
- b. Delegate responsibility to the Chief Executive to approve the final edits required to the Annual Plan in order to finalise the documents for printing and distribution.

Option 2

Council resolves to not adopt the Annual Plan 2019/20 and to give Officers guidance on which amendments were needed and an amended timeframe related to adoption of the Annual Plan would be required

NEXT STEPS

Following the adoption of the Annual Plan, Council will set the rates for the year of the Annual Plan and a report is included within the agenda of the Council meeting for the setting of the rates.

The Group Manager – Corporate Support and Services, in conjunction with the Chief Executive will make any minor amendments and distributed the Annual Plan as required.

Council Officers will also respond to all the submissions with the outcome of the deliberations and information adopted as part of the Annual Plan.

Should the Council resolve to not adopt the Annual Plan, officers will be required guidance on which amendments are needed and an amended timeframe related to adoption of the Annual Plan would be required

Recommended Option

This report recommends option 1 for addressing the matter.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

In regards to the Annual Plan 2019/20 Council resolves to

- a) Adopt the Annual Plan 2019/20 in accordance with section 95 of the Local Government Act 2002.**
- b) Delegate responsibility to the Chief Executive to approve the final edits required to the Annual Plan in order to finalise the documents for printing and distribution.**

 **CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

together we thrive

Hear about
our plans for
the 2019/20
year!

Bringing Thrive Alive!

Annual Plan 2019/20

E ora ngātahi ana! Together we Thrive!

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Introduction and Overview



From the Mayor and Chief Executive

We are very excited to bring you the Annual Plan for 2019/20.

In November 2016 we embarked on a bold and ambitious new journey as a Council and community to create a new vision for Central Hawke's Bay – Together we Thrive!

Together we are bringing Thrive alive. This Annual Plan reflects on only some of the things we said we would do – and have delivered on, and our areas of focus for the coming year. As a Council, we remain focused on delivering on our bold plans to create a community where we have got the basics right, while also creating an environment for social and economic growth.

In the development of #thebigwaterstory, we heard overwhelmingly that water – whether reliability to sustain business or home, is critical to support our District. In this year's Annual Plan, we have tagged \$250,000 of funds to support our community in what we are coining #theevenbigger water story to support water resilience options for Central Hawke's Bay. We anticipate our funding will be the basis to support other funding opportunities for the District, including the Provincial Growth Fund.

We also heard your feedback on the community's Environmental Strategy – a major priority project identified from Project Thrive. This strategy shows how

together we can collectively improve our environmental footprint and enhance our patch of Central Hawke's Bay paradise.

The impact of new rating valuations received in late 2018 has been front of mind in the development of this plan. While new property values are a reflection of the true value of Central Hawke's Bay being recognised, the changes for some have dramatically changed how rates are apportioned across the District. While Council is unfortunately limited in how rates are apportioned as a result of the new values, we have begun a major rating review to look at the appropriate allocation of rates across our district as agreed during the development of the Long Term Plan. However, for the 2019/20 year, we have made a minor change to the Revenue and Financing Policy to lessen the impact of the changes.

This year's rates are very close to what we proposed in the Long Term Plan 2018-28 – a success for a District. This is especially true given our small population, very limited funding sources and the many challenges and national legislative pressures ahead which require bold leadership to navigate through.

Together we Thrive! E ora ngātahi ana!



Alex Walker
Alex Walker
Mayor of Central Hawke's Bay

Monique Davidson
Monique Davidson
Chief Executive Officer

Your Council proudly serving
Central Hawke's Bay



Our vision for Central Hawke's Bay is a proud and prosperous district made up of strong communities and connected people who respect and protect our environment and celebrate our beautiful part of New Zealand.

Together we thrive!

Our Strategic Direction for Central Hawke's Bay

What we know - Our DNA -



WORKING TOGETHER

Central Hawke's Bay will be stronger when we work together. Partnerships and collaboration are at the core of everything we do.



CUSTOMER EXCELLENCE

The communities we serve are our customers. They are at the heart of our decisions, interactions and communication. We'll engage with our customers to deliver value and exceed expectations.



THINKING SMARTER

We need to think smarter and better in everything we do. With a culture of innovation and continuous improvement we will add value to our communities.

What we stand for - Our Values -



Our values capture who we are and what matters most to us. They are the attitudes we embrace as individuals, teams and as a whole organisation. We are all personally responsible for acting with these in mind.

- T TRUST** - We create trust by acting with integrity.
- H HONESTY** - We do what is right even when no one is looking.
- R RESPECT** - We have respect for each other, our community and our stakeholders.
- I INNOVATION** - We find smarter ways to do things to produce improved and sustainable results.
- V VALUING PEOPLE** - We are one team, supporting each other to succeed.
- E EXCELLENCE** - We deliver exceptional results.

What we're most proud of - Our Greatest Asset -

People are our greatest asset. At Central Hawke's Bay District Council we are committed to providing a safe and great place to work that values diversity and inclusion, and develops skilled people who can lead our community to thrive.



Why we do what we do - Our Purpose -

It's our goal to create an environment that supports a thriving Central Hawke's Bay district, by providing efficient and appropriate infrastructure, services and regulatory functions.



The outcomes we want to achieve - Our Objectives -



- A proud district.
- A prosperous district.
- Strong communities.
- Connected citizens.
- Smart growth.
- Environmentally responsible.
- Durable infrastructure.

How we'll reach our outcomes - Our Focus -



- Promoting smart growth.
- Attracting and enabling business success.
- Strengthening our district and community identity.
- Protecting and promoting our unique landscape.
- Planning for tomorrow to future-proof Central Hawke's Bay.

Outcome of the Annual Plan 2019/20 Consultation

As part of the Annual Plan Consultation, we asked for your feedback on the following four changes from the Long Term Plan 2018-28.

#TheEvenBiggerWaterStory

Water storage has been a focus of much discussion and energy in Central Hawke's Bay for several years now. The reality is that the Ruataniwha Water Storage Scheme, as we have understood it, is unlikely. We now need to invest our energy and resources into finding water security solutions which seek to balance the impact we have on the Tukituki catchment, not just for social and economic reasons, but with the health and sustainability of the river and aquifer at the centre of our decisions.

The Council earmarked \$250,000 from the Rural Wards Reserve Funds to support water security initiatives in Central Hawke's Bay as part of its Annual Plan 2019/20 deliberations.

The decision follows a thriving consultation process where the council sought views on the proposal that a \$250,000 suspensory loan be provided to Water Holdings CHB Limited in the 2019/2020 Annual Plan.

The council had proposed to allocate \$250,000 from the Rural Wards Reserve Fund to work specifically with Water Holdings CHB Limited and other key stakeholders to determine feasible water storage and security options for Central Hawke's Bay.

Councillors deliberated over submissions from the public and after careful consideration, reached a consensus to earmark the \$250,000 in support of investigating wider water security initiatives, using a collaborative approach at a local and regional level.

A further request was made by Elected Members to council staff to develop a framework that investigates the issues of water security to create a local package of solutions, which includes the potential role of Central Hawke's Bay District Council, Water Holdings CHB Limited, Hawke's Bay Regional Council, the Tukituki Taskforce and other community groups.

Environmental and Sustainability Strategy

Project THRIVE highlighted how passionate our community is about protecting our piece of Central Hawke's Bay paradise.

We listened, and in response have developed an Environmental and Sustainability Strategy, which we included as a project in the Long Term Plan.

The Strategy was developed to reduce Central Hawke's Bays' environmental footprint and to protect and enhance the environment so that it can sustain future generations. Council undertook research, and worked alongside a Community Environmental and Sustainability Reference Group to develop ideas gathered in Project THRIVE and identify the following vision for the future.

By 2023 the Central Hawke's Bay community will be recognised as successful environmental guardians, protecting and enhancing the environment so that future generations can THRIVE here.

The strategy has four priority areas: Managing our impact on waterways; increasing recycling and reducing waste to landfill; conserving water; and managing climate change.

To deliver on these priority areas, the strategy focuses delivery around four key themes. Each theme features an assessment of 'where we are now and where we are going', and includes a table of actions to help the council, and the community, bridge the gap. These four themes are:

1. Leading the way in environmental sustainability
2. Ensuring environmental vitality through our way of working
3. Connecting our people and place
4. Building a sustainable economy



Revenue and Financing Policy Review

Council has considered the impact of the latest three yearly rating valuations on the incidence of rating across the district and has made a minor variation to the Revenue and Financing Policy.

Following the requirement to review the overall impact of the allocation of rates on the community, the Leadership, Governance and Consultation activity has been included as part of the General Rate rather than the Uniform Annual General Charge.

Disaster Relief Fund Trust

The Hawke's Bay Civil Defence Emergency Management (CDEM) Group is a collective of the five Hawke's Bay local authorities required under the CDEM Act 2002 to govern and manage CDEM within the region.

The approved CDEM Group Plan is seeking to establish a Hawke's Bay Disaster Relief Trust. The Trust will collect and distribute donations made by the public, and organisations, to assist people affected by a civil defence emergency in Hawke's Bay. Establishing the Trust will enable us to put in place the systems to immediately seek and administer donations as a charity before a disaster occurs. This will allow for donated funds to be distributed as quickly as possible to those most in need.

The funds that would be placed in the Trust are not Council funds, nor are they funds that would otherwise be coming to the Council.

The Trustees will be appointed by the Hawke's Bay Councils and will be managed as a CCO.

Overall Rates Increase

This plan includes an overall rates increase of 4.59%, which is an increase of 0.55% on the 4.04% forecast in for the 2019/20 year in the Long Term Plan 2018-28.

The 0.55% increase is a combination of:

- An increase in the expected inflation rate for Councils from 2.2% in the Long Term Plan to 3.3%
- Increase in compliance costs across the Three Waters.
- Reduction in internal interest rates to better align external and internal interest rates following the maturity of older debt.
- Continuing to look for more innovative ways to deliver our services and work collaboratively with our strategic contract partners.



We've got big plans

Our big focus for the 2019/20 year includes the following:

District Plan

Our focus remains on the completion of the District Plan – a major driver of change to deliver on the outcomes of Project Thrive!

With the current plan over 20 years old, the new plan reflects the aspirations of a future Central Hawke's Bay District.

In May/June, conversations and consultation on the Draft Plan commenced with the community, this project being a major driver to support a Thriving Central Hawke's Bay.

Community Planning

The 2019/20 year will see the substantial delivery of the community planning programme. In the 2018/19 year we started the community planning programme in the communities of Otane and Takapau.

In the 2019/20 year we plan to support the communities of Ongaonga, Porangahau and Tikokino to deliver their community plans.

Our focus this year also turns to Town Centre Planning, with planning for Waipawa starting this year and planning for Waipukurau starting in 2020.

Economic Development

A major focus for the Council is growing the social and economic wellbeing of Central Hawke's Bay.

Given our successful applications to the Government's Provincial Growth Fund, we anticipate this year will be a major year for setting the District's economic foundations for the future.

The Council has received funding from the Provincial Growth Fund to develop an Economic Development Strategy, which will identify opportunities to enhance the economic and social wellbeing of our community.

Maori Engagement

Council recognises the special role Māori play in the history and future of Central Hawke's Bay.

Over the coming years Council has identified building stronger partnerships with Iwi, Hapū and Marae across Tamatea as a priority to ensure our whole community thrives. Over the next year Council will turn its

attention to working closer with Te Taiwhenua o Tamatea, Marae and post Treaty settlement groups to strengthen engagement with Māori.



Wastewater Progress

Wastewater continues to be a major focus for this Council.

We will continue working with the community and our experts to arrive at our best practical option for the solution of wastewater treatment and discharge by mid 2019, as required by our Environment Court Order and agreement with Hawke's Bay Regional Council. The Otane Waste Water Plant was included in the project scope after a review of the planned upgrade at Otane and is now in the final stages of the consent extension process.

Council will also undertake a review of the wastewater network in Otane in the near future, as it plans to reduce the amount of infiltration and ingress (I&I) volume into the wastewater system and pond.

In 2019 Council will begin the renewal of 2200m of the 375mm trunk sewer gravity main in Waipawa. This is a two-year project and is part of the #bigwaterstory capital, included in the Long Term Plan. This work will reduce I&I and improve performance in the wastewater network during storm events. It will also reduce the amount of unnecessary groundwater the wastewater pond has to receive and treat.

Rating Review

We intend to undertake a major rating review during the 2019/20 year to carefully consider the way rates are apportioned and distributed through the community.

This will be the first major rating review for the District in over ten years.

As part of the review we will consult with the community about proposed changes. The intention is that the outcome of the review becomes the basis for rating in 2020/21.

Waste Minimisation and Management Plan

This year we will also look to review our waste minimisation and management plan (WMMP) following an initial review in 2018.

This major review will complement the District's new Environmental Strategy, to ensure a co-ordinated approach to minimising our communities' waste and enhancing our natural environment occurs.



#theBigWaterStory

In 2019/20 the big work begins on #thebigwaterstory projects. This includes a number of projects that were in the planning stages in the 2018/2019 years.

Improvements to the Takapau and Porangahau water treatment plants will focus on removing manganese and iron at both plants, and reducing hardness in Porangahau. Storage capabilities will also be reviewed at both plants. Council commenced work in June 2019 with a view for work to be completed by October 2019.

Council will continue an ongoing seven-year programme of targeted firefighting and improvements in low pressure reticulation areas in Waipukurau in 2019. This programme started in 2018/19 and will support our ability to grow the networks in the future and add more resilience to the networks.

Council will also concentrate on progressing two flagship projects through 2019, the Otane and

Waipukurau alternate and second water supplies. Both of these projects involve lengthy pipeline builds with varying complexities and will run from 2019 through to 2021.

The Annual Plan 2019/20 is intended to be read in conjunction with the Long Term Plan 2018-28. The full details of the operational and capital programmes is included within the Long Term Plan and the 2019/20 year is Year 2 of the Long Term Plan. Any significant variations to the capital programmes are detailed within the Groups of Activities section



Council Services



Groups of Activities

The Central Hawke's Bay District Council's activities fall into the following eight groups which cover twenty separate activities:

Community Leadership Group



Leadership, Governance and Consultation



Economic and Social Development

Land Transport Group



Land Transport

Planning and Regulatory Group



District Planning



Building Control



Animal Control



Land Use and Subdivision Consents



Public Health



Compliance and Monitoring

Solid Waste Group



Solid Waste

Stormwater Group



Stormwater

Water Supplies Group



Water Supplies

Wastewater (Sewerage) Group



Wastewater (Sewerage)

Recreation and Community Facilities Group



Parks, Reserves and Swimming Pools



Retirement Housing



Theatre, Halls and Museums



Property and Buildings



Public Toilets



Libraries



Cemeteries

The Annual Plan 2019/20 is intended to be read in conjunction with the Long Term Plan 2018-28. The full details of the operational and capital programmes is included within the Long Term Plan and the 2019/20 year is Year 2 of the Long Term Plan. Any significant variations to the capital programmes are detailed within this section for each Group of Activities

Community Leadership Group

Funding impact statement for 2018/28 – Community Leadership Group

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	1,157	1,229	1,314
Targeted rates	0	0	0
Subsidies and grants for operating purposes	46	47	52
Fees, charges	0	0	0
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
Total operating funding	1,204	1,276	1,367
Applications of operating funding			
Payments to staff and suppliers	938	1,010	1,087
Finance costs	0	0	0
Other operating funding applications	281	281	305
Total applications of operating funding	1,219	1,292	1,392
Surplus (deficit) of operating funding	(15)	(15)	(25)
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	0	0	0
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	0	0	0
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	0	0	0
- to replace existing assets	0	0	0
Increase (decrease) in reserves	(15)	(15)	(25)
Increase (decrease) of investments	0	0	0
Total application of capital funding	(15)	(15)	(25)
Surplus (deficit) of capital funding	15	15	25
Funding balance	0	0	0

Planning and Regulatory Group

Funding impact statement for 2018/28 – Planning and Regulatory Group

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	721	785	694
Targeted rates	0	0	0
Subsidies and grants for operating purposes	0	0	0
Fees, charges	1,043	1,030	1,247
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	21	21	18
Total operating funding	1,784	1,836	1,959
Applications of operating funding			
Payments to staff and suppliers	1,298	1,329	1,392
Finance costs	2	9	19
Other operating funding applications	481	482	523
Total applications of operating funding	1,781	1,821	1,934
Surplus (deficit) of operating funding	3	15	25
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0		0
Increase (decrease) in debt	78	194	680
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	78	194	680
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	0	0	422
- to replace existing assets	82	208	283
Increase (decrease) in reserves	0	0	0
Increase (decrease) of investments	0	0	0
Total application of capital funding	82	208	705
Surplus (deficit) of capital funding	(3)	(15)	(25)
Funding balance	0	0	0

Land Transport Group

Funding impact statement for 2018/28 – Land Transport

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	6,426	6,564	6,568
Targeted rates	0	0	0
Subsidies and grants for operating purposes	2,483	2,554	2,626
Fees, charges	18	19	19
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	158	162	162
Total operating funding	9,086	9,299	9,374
Applications of operating funding			
Payments to staff and suppliers	4,488	4,602	4,569
Finance costs	0	0	0
Other operating funding applications	1,163	1,169	1,284
Total applications of operating funding	5,651	5,771	5,853
Surplus (deficit) of operating funding	3,435	3,528	3,522
Sources of capital funding			
Subsidies and grants for capital expenditure	4,387	4,499	4,977
Development and financial contributions	3	3	3
Increase (decrease) in debt	0	0	0
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	4,390	4,502	4,980
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	300	300	789
- to replace existing assets	7,509	7,713	7,713
Increase (decrease) in reserves	16	16	(1)
Increase (decrease) of investments	0	0	0
Total application of capital funding	7,825	8,029	8,501
Surplus (deficit) of capital funding	(3,435)	(3,528)	(3,522)
Funding balance	0	0	0

VARIATION OF CAPITAL EXPENDITURE BETWEEN LONG TERM PLAN 2018-28 YEAR 2 AND ANNUAL PLAN 2019/20

Activity	Year 2 of LTP	Annual Plan 2019/20	Difference Explanation
Footpaths and Carparks	315	804	489 The addition of funding for Footpaths from NZTA that was previously unsubsidised.

Solid Waste Group

Funding impact statement for 2018/28 – Solid Waste

This section outlines significant operating or capital programmes or projects planned for the 2019/20 year.

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	1,163	1,193	1,309
Targeted rates	231	236	294
Subsidies and grants for operating purposes	52	53	53
Fees, charges	1,107	1,132	1,152
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
Total operating funding	2,553	2,614	2,808
Applications of operating funding			
Payments to staff and suppliers	1,860	1,911	2,036
Finance costs	94	92	71
Other operating funding applications	340	341	431
Total applications of operating funding	2,295	2,344	2,538
Surplus (deficit) of operating funding	258	270	271
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	78	(115)	(96)
Gross proceeds from sale of assets	0		0
Lump sum contributions	0	0	0
Total sources of capital funding	78	(115)	(96)
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	0	0	0
- to replace existing assets	277	95	155
Increase (decrease) in reserves	59	59	19
Increase (decrease) of investments	0	0	0
Total application of capital funding	336	154	174
Surplus (deficit) of capital funding	(258)	(270)	(271)
Funding balance	0	0	0

VARIATION OF CAPITAL EXPENDITURE BETWEEN LONG TERM PLAN 2018-28 YEAR 2 AND ANNUAL PLAN 2019/20

Activity	Year 2 of LTP	Annual Plan 2019/20	Difference Explanation
Transfer Stations	95	155	60 The addition of improvements to the Transfer Stations

Water Supplies Group

Funding impact statement for 2018/28 – Water Supply

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	0	0	0
Targeted rates	2,804	3,109	3,036
Subsidies and grants for operating purposes	0	0	0
Fees, charges	0	0	3
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
Total operating funding	2,804	3,109	3,039
Applications of operating funding			
Payments to staff and suppliers	1,195	1,223	1,313
Finance costs	199	453	317
Other operating funding applications	508	509	552
Total applications of operating funding	1,903	2,185	2,182
Surplus (deficit) of operating funding	902	924	856
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	5	5	5
Increase (decrease) in debt	3,836	6,319	6,956
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	3,841	6,324	6,961
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	0	0	0
- to replace existing assets	4,592	7,123	7,687
Increase (decrease) in reserves	150	125	130
Increase (decrease) of investments	0	0	0
Total application of capital funding	4,742	7,248	7,817
Surplus (deficit) of capital funding	(902)	(924)	(856)
Funding balance	0	0	0

VARIATION OF CAPITAL EXPENDITURE BETWEEN LONG TERM PLAN 2018-28 YEAR 2 AND ANNUAL PLAN 2019/20

Activity	Year 2 of LTP	Annual Plan 2019/20	Difference Explanation
Otane Alternative Supply	1,678	2,241	563 Based on the delayed expected commencement of the project, funds have moved from 2018/19 to this year and the project is scheduled for completion this financial year as planned.

Wastewater (Sewerage) Group

Funding impact statement for 2018/28 – Wastewater

This section outlines significant operating and capital programmes, actions and projects planned for the next ten years.

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	0	0	0
Targeted rates	3,101	3,319	3,241
Subsidies and grants for operating purposes	0	0	0
Fees, charges	235	240	237
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
Total operating funding	3,335	3,559	3,478
Applications of operating funding			
Payments to staff and suppliers	1,309	1,404	1,682
Finance costs	552	620	482
Other operating funding applications	508	509	552
Total applications of operating funding	2,369	2,533	2,717
Surplus (deficit) of operating funding	967	1,026	761
Sources of capital funding			
Subsidies and grants for capital expenditure	0		0
Development and financial contributions	10	10	10
Increase (decrease) in debt	661	2,163	2,455
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	671	2,173	2,465
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	0	0	0
- to replace existing assets	1,607	3,168	3,416
Increase (decrease) in reserves	31	31	(190)
Increase (decrease) of investments	0	0	0
Total application of capital funding	1,638	3,199	3,226
Surplus (deficit) of capital funding	(967)	(1,026)	(761)
Funding balance	0	0	0

VARIATION OF CAPITAL EXPENDITURE BETWEEN LONG TERM PLAN 2018-28 YEAR 2 AND ANNUAL PLAN 2019/20

Activity	Year 2 of LTP	Annual Plan 2019/20	Difference Explanation
WPK WPA Treatment Improvements	1,048	748	(300) Expenditure bought forward to 2018/19 to investigate treatment options for the Wastewater Review project.
Takapau Treatment Upgrade	524	50	(474) The resource consent for Takapau has been extended and the treatment upgrade will be completed following the outcome of the Wasterwater Review and meeting community and Regulatory expectations.
Otane Wastewater Treatment Upgrade	0	1,022	1,022 The Otane Treatment Upgrade has been included with the review of Waipawa and Waipukurau and therefore delayed. This includes \$511K from 2017/18 and \$511k from 2018/19.

Stormwater Group

Funding impact statement for 2018/28 – Stormwater

This section outlines significant operating and capital programmes, actions and projects planned for the next ten years.

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	0	0	0
Targeted rates	752	670	685
Subsidies and grants for operating purposes	0	0	0
Fees, charges	0	0	0
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
Total operating funding	752	670	685
Applications of operating funding			
Payments to staff and suppliers	335	258	255
Finance costs	41	27	24
Other operating funding applications	165	165	179
Total applications of operating funding	541	451	458
Surplus (deficit) of operating funding	211	220	227
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	450	70	77
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	450	70	77
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	0	0	0
- to replace existing assets	676	304	304
Increase (decrease) in reserves	(15)	(15)	0
Increase (decrease) of investments	0	0	0
Total application of capital funding	661	289	304
Surplus (deficit) of capital funding	(211)	(220)	(227)
Funding balance	0	0	0

Recreation and Community Facilities Group

Funding impact statement for 2018/28 – Recreation and Community Facilities Group

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	3,359	3,400	3,520
Targeted rates	0	0	0
Subsidies and grants for operating purposes	16	17	13
Fees, charges	542	554	558
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	131	131	15
Total operating funding	4,048	4,101	4,106
Applications of operating funding			
Payments to staff and suppliers	2,253	2,303	2,380
Finance costs	173	166	141
Other operating funding applications	771	773	838
Total applications of operating funding	3,197	3,241	3,359
Surplus (deficit) of operating funding	851	859	747
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	4	4	4
Increase (decrease) in debt	740	134	241
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	744	138	245
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	960	120	120
- to replace existing assets	768	698	822
Increase (decrease) in reserves	(134)	179	51
Increase (decrease) of investments	0	0	0
Total application of capital funding	1,595	997	992
Surplus (deficit) of capital funding	(851)	(859)	(747)
Funding balance	0	0	0

VARIATION OF CAPITAL EXPENDITURE BETWEEN LONG TERM PLAN 2018-28 YEAR 2 AND ANNUAL PLAN 2019/20

Activity	Year 2 of LTP	Annual Plan 2019/20	Difference Explanation
Library - Radio Frequency Identification (RFID)	0	123	123 The installation of RFID for Library books to allow for self issuing.

Financial Information



Prospective Statement of Comprehensive Income

	Annual Report 2018 \$000	Annual Plan 2019 \$000	Long Term Plan 2020 \$000	Annual Plan 2020 \$000
Revenue				
Rates revenue	19,135	19,772	20,564	20,691
Subsidies and grants	8,676	6,984	7,170	7,721
Fees and Charges	2,946	2,946	2,975	3,216
Interest and dividends	170	125	118	140
Development contributions	95	22	22	22
Other revenue	533	376	348	231
Total revenue	31,555	30,225	31,197	32,020
Expenditure				
Personnel costs	4,453	4,774	4,880	5,289
Depreciation and amortisation	11,876	12,028	12,478	12,102
Finance costs	195	264	569	583
Other operating expenses	15,221	13,015	13,282	14,034
Total operating expenditure	31,745	30,081	31,209	32,008
Net Operating surplus/(deficit)	(190)	144	(12)	12
Other (Gains)/Losses				
Infracon Liquidation Proceeds				
(Gains)/Losses on Public Debt	(26)	0	0	0
(Gains)/Losses on Investments	26	0	0	0
Impairment of Recreation and Community Asset	53	0	0	0
Total Other (Gains)/Losses	53	0	0	0
Net Operating surplus/(deficit) before tax	(243)	144	(12)	12
Income tax expense	0	0	0	0
Net surplus/(deficit) after tax	(243)	144	(12)	12
Other comprehensive income				
Gains/(Losses) on the revaluation of property, plant, equipment	11,529	13,777	20,536	20,005
Total other comprehensive income	11,529	13,777	20,536	20,005
Total comprehensive income for the year	11,286	13,921	20,524	20,017

Prospective Statement of Changes in Equity

	Annual Report 2018 \$000	Annual Plan 2019 \$000	Long Term Plan 2020 \$000	Annual Plan 2020 \$000
Opening Equity Balance	781,617	793,573	807,494	807,262
Total comprehensive income for the year	11,286	13,921	20,524	20,017
Closing Equity Balance	792,903	807,494	828,018	827,279
Components of Equity				
Ratepayers Equity at the beginning of the Year	244,612	244,573	244,690	244,946
Net Surplus/(Deficit) for the Year	11,286	144	(12)	20,017
Transfers to (from) other reserves	(12,204)	(27)	(441)	(20,459)
Ratepayers Equity at end of Year	243,694	244,690	244,237	244,504
Special Funds at the beginning of the Year	6,162	6,404	6,461	6,461
Transfers to (from) Special Funds	673	57	451	464
Special Funds at the end of the Year	6,835	6,461	6,912	6,925
Trust Funds at the beginning of the Year	184	184	154	176
Transfers to (from) Trust Funds	3	(30)	(10)	(10)
Trust Funds at the end of the Year	186	154	144	166
Revaluation Reserves at the beginning of the Year	530,659	542,412	556,189	555,679
Transfers to (from) Revaluation Reserves	11,529	13,777	20,536	20,005
Revaluation Reserves at the end of the Year	542,188	556,189	576,725	575,684
Total Equity at end of Year	792,903	807,494	828,018	827,279

Prospective Balance Sheet

	Annual Report 2018 \$000	Annual Plan 2019 \$000	Long Term Plan 2020 \$000	Annual Plan 2020 \$000
Assets				
Current assets				
Cash and cash equivalents	3,956	2,453	2,453	3,956
Accounts receivable	2,904	2,512	2,512	2,904
Prepayments	239	229	229	239
Stock on Hand	26	23	23	26
Current Investments	1,268	496	0	500
Total current assets	8,393	5,713	5,217	7,624
Non-current assets				
Investments	1,139	2,684	3,233	1,981
Property, plant and equipment	793,422	813,801	841,838	840,815
Total non-current assets	794,561	816,485	845,071	842,796
Total assets	802,954	822,198	850,288	850,420
Liabilities				
Current liabilities				
Trade and other payables	5,073	4,627	4,627	5,073
Employee entitlements	236	253	253	236
Current public debt	710	727	43	26
Total current liabilities	6,019	5,607	4,923	5,335
Non-current liabilities				
Non-current public debt	2,027	6,980	15,205	15,753
Provisions for landfill closure	2,005	2,117	2,142	2,054
Total non-current liabilities	4,032	9,097	17,347	17,806
Total liabilities	10,051	14,704	22,270	23,141
Equity				
Special and other funds	6,835	6,461	6,912	6,925
Trust funds	186	154	144	166
Revaluation reserve of assets	542,188	556,189	576,725	575,684
Ratepayers' equity	243,694	244,690	244,237	244,504
Total equity	792,903	807,494	828,018	827,279
Total Liabilities and Equity	802,954	822,198	850,288	850,420

Prospective Statement of Cash Flows

	Annual Report 2018 \$000	Annual Plan 2019 \$000	Long Term Plan 2020 \$000	Annual Plan 2020 \$000
Cash flows from operating activities				
Cash was provided from:				
Receipts from rates revenue	19,075	19,772	20,564	20,691
Subsidies and grants received	8,435	6,984	7,170	7,721
Fees and charges received	2,832	2,946	2,975	3,217
Interest received	152	125	118	140
Receipts from other revenue	533	376	348	181
Development contributions	95	22	22	22
Cash was disbursed to:				
Payments to suppliers of goods and services	(14,767)	(13,015)	(13,284)	(13,986)
Payments to employees	(4,470)	(4,774)	(4,880)	(5,289)
Interest paid	(127)	(239)	(543)	(558)
Net cash from operating activities	11,758	12,197	12,490	12,139
Cash flows from investing activities				
Cash was provided from:				
Proceeds from sale of property, plant and equipment	103	67	35	35
Proceeds from investments	325	1,280	535	531
Cash was disbursed to:				
Purchase of investment	(542)	(1,231)	(623)	277
Purchase of intangible assets	0	0	0	0
Purchase of property, plant and equipment	(10,141)	(17,111)	(19,979)	(22,202)
Net cash from investing activities	(10,255)	(16,995)	(20,032)	(21,359)
Cash flows from financing activities				
Cash was provided from:				
Proceeds from borrowing	2,500	4,798	8,226	9,905
Cash was disbursed to:				
Repayment of borrowings	(2,500)	0	(684)	(684)
Net cash from financing activities	0	4,798	7,542	9,221
Net (decrease)/increase in cash, cash equivalents and bank overdrafts	1,503	0	0	0
Cash, cash equivalents and bank overdrafts at the beginning of the year	2,453	2,453	2,453	3,956
Cash, cash equivalents and bank overdrafts at the end of the year	3,956	2,453	2,453	3,956

Prospective Statement of Reserve Movements

	Annual Report 2018 \$000	Annual Plan 2019 \$000	Long Term Plan 2020 \$000	Annual Plan 2020 \$000
Reserves held for Emergency Purposes				
Opening Balance	3,258	3,237	3,356	3,356
Transfers to Reserves	237	114	(1)	141
Transfer From Reserves	(5)	5	5	0
Closing Balance	3,490	3,356	3,360	3,497
Reserves held for Future Asset Purchases				
Opening Balance	2,088	2,185	2,187	2,187
Transfers to Reserves	490	2	412	298
Transfer From Reserves	(116)	0	0	0
Closing Balance	2,462	2,187	2,599	2,485
Reserves held for Future Operational Costs				
Opening Balance	769	820	871	871
Transfers to Reserves	96	51	51	29
Transfer From Reserves	(26)	0	0	0
Closing Balance	839	871	922	900
Reserves held for Repayment of Maturing Debt				
Opening Balance	47	62	47	47
Transfers to Reserves	1	0	0	0
Transfer From Reserves	(5)	(15)	(15)	(4)
Closing Balance	43	47	32	43
Total Reserve Funds	6,834	6,461	6,913	6,925

Funding Impact Statement

The purpose of the funding impact statement is to provide information about the income and funding streams the Council will use and is an indication of the amount of funding we will generate from each stream.

Council will use a mix of revenue sources to meet operating expenses, with major sources being general and targeted rates, land transport subsidies and fees and charges.

Capital expenditure for new works will be funded from loans and development contributions, with capital renewals being funded by rates and reserves set aside for this purpose.

At various points in this funding impact statement the Council has included an indicative level of rate or charge. These indicative figures support the calculations in the rates sample models and are included to provide you with an indication of the level of rates we are likely to assess on your rating unit in the coming year. So long as we set the rates in accordance with the system described in this statement, the amounts may change.

The following rating mechanisms are intended to be used in the 2019/20 Annual Plan.

Central Hawke's Bay District Council: Funding impact statement for 2019/20 (whole of council)

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	12,884	13,229	13,435
Targeted rates	6,888	7,335	7,256
Subsidies and grants for operating purposes	2,598	2,671	2,744
Fees, charges	2,945	2,974	3,216
Interest and dividends from investments	125	118	140
Local authorities fuel tax, fines, infringement fees and other receipts	311	315	196
Total operating funding	25,751	26,642	26,987
Applications of operating funding			
Payments to staff and suppliers	17,789	18,162	19,503
Finance costs	239	543	558
Other operating funding applications	0	0	(180)
Total applications of operating funding	18,028	18,706	19,881
Surplus (deficit) of operating funding	7,723	7,936	7,105
Sources of capital funding			
Subsidies and grants for capital expenditure	4,387	4,499	4,977
Development and financial contributions	22	22	22
Increase (decrease) in debt	4,798	7,542	9,221
Gross proceeds from sale of assets	67	35	35
Lump sum contributions	0	0	0
Total sources of capital funding	9,273	12,097	14,254
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	1,260	1,260	1,531
- to replace existing assets	15,851	18,719	20,671
Increase (decrease) in reserves	0	0	0
Increase (decrease) of investments	(115)	54	(842)
Total application of capital funding	16,996	20,033	21,359
Surplus (deficit) of capital funding	(7,723)	(7,936)	(7,105)
Funding balance	0	0	0

2019/20 Rates Factors

The table below lists the rate factors for the 2019/20 year (1 July 2019 to 30 June 2020) that are proposed to be set by the Central Hawke's Bay District Council under the Local Government (Rating) Act 2002.

Description	Land Liabile	Differential	Factor of Liability	Factor	Rate Value **	Amount Sought including GST \$
District Wide Rates						
General	All rateable property	Uniform	Capital Value	\$5,605,009,150	0.10793¢	\$6,049,611
Uniform Annual General Charge	All rateable property	Uniform	Fixed Amount per SUIP *	6,520	\$278.26	\$1,814,237
District Land Transport	All rateable property	Uniform	Land Value	\$3,578,694,600	0.21106¢	\$7,553,325
Targeted Rates						
Refuse Collection	Service Available	Uniform	Fixed Amount per SUIP *	4,025	\$21.06	\$84,781
Kerbside Recycling Collection	Service Available	Uniform	Fixed Amount per SUIP *	2,994	\$84.69	\$253,570
Water Supply	Connected/Service Available	Connected/Service Available	Fixed Amount per SUIP *	4,165	\$721.67/\$360.83	\$3,005,428
Sewerage	Connected/Service Available	Connected/Use/Service Available	Fixed Amount per SUIP *, per Pan	3,993	\$933.32/\$466.66	\$3,726,762
Stormwater	Catchment Area	Uniform	Capital Value	\$954,467,400	0.08076¢	\$770,824
Drainage	Te Aute	Classifications	Fixed Amount per point	73,614	\$23.43	\$17,250
Water by Meter	Extraordinary users	Volume, land use category	Fixed Amount per cubic metre		\$2.52 / \$1.91	\$422,170
Total Sought						\$23,697,957

* Separately used or inhabited part

Rates Samples

PROPERTY DESCRIPTION			2015 VALUES		2018 VALUES			2018 Valuations 2019/20			2015 Valuations 2019/20		
Type	District	Value	Land value	Capital value	Land value	Capital value	2018/19 Amount	Amount	Change \$	Change %	Amount	Change \$	Change %
Residential town	Waipukurau	Low	18,000	73,000	54,000	185,000	2,269	2,502	233	10.3%	2,288	19	0.8%
Residential town	Waipukurau	Medium	77,000	200,000	116,000	330,000	2,761	2,907	145	5.3%	2,801	40	1.4%
Residential town	Waipukurau	Medium	77,000	260,000	116,000	455,000	2,916	3,142	226	7.8%	2,964	48	1.6%
Residential town	Waipukurau	High	69,000	410,000	104,000	620,000	3,281	3,428	148	4.5%	3,348	68	2.1%
Residential town	Waipukurau	High	82,000	485,000	123,000	685,000	3,510	3,591	81	2.3%	3,589	78	2.2%
Residential town	Waipawa	Low	35,000	180,000	74,000	295,000	2,593	2,752	159	6.1%	2,627	35	1.3%
Residential town	Waipawa	Medium	35,000	170,000	77,000	280,000	2,567	2,730	163	6.4%	2,600	33	1.3%
Residential town	Waipawa	High	27,000	255,000	77,000	400,000	2,764	2,956	193	7.0%	2,808	44	1.6%
Residential town	Waipawa	High	85,000	430,000	180,000	710,000	3,377	3,759	382	11.3%	3,448	71	2.1%
Residential town	Otane		54,000	205,000	118,000	315,000	2,353	2,543	190	8.1%	2,403	51	2.1%
Residential town	Porangahau	Low	27,000	59,000	59,000	121,000	2,106	2,209	103	4.9%	2,116	10	0.5%
Residential town	Porangahau	High	27,000	175,000	59,000	360,000	2,242	2,467	225	10.0%	2,283	41	1.8%
Residential town	Takapau		20,000	110,000	40,000	180,000	2,147	2,233	86	4.0%	2,170	23	1.1%
Residential town	Takapau		32,000	260,000	64,000	345,000	1,403	1,528	126	9.0%	1,487	84	6.0%
Residential town	Takapau	Lifestyle	265,000	425,000	370,000	580,000	2,305	2,428	123	5.3%	2,388	83	3.6%
Residential town	Tikokino		48,000	170,000	77,000	340,000	732	829	97	13.2%	681	-51	-7.0%
Residential town	Onga Onga		29,000	180,000	50,000	315,000	691	745	54	7.8%	641	-50	-7.2%
Beach	Blackhead		230,000	420,000	230,000	420,000	1,533	1,238	-295	-19.2%	1,559	26	1.7%
Beach	Kairakau		175,000	435,000	220,000	520,000	2,066	2,047	-19	-0.9%	2,146	80	3.9%
Beach	Mangakuri		360,000	800,000	450,000	900,000	2,342	2,220	-121	-5.2%	2,477	135	5.8%
Beach	Te Paerahi	Low	175,000	245,000	195,000	220,000	2,737	2,603	-134	-4.9%	2,805	68	2.5%
Beach	Te Paerahi	Medium	270,000	495,000	295,000	495,000	3,296	3,111	-184	-5.6%	3,436	140	4.3%
Rural	District	Lower	213,000	217,500	294,000	303,500	849	948	99	11.6%	919	70	8.3%
Rural	District	Lower	360,000	660,000	630,000	990,000	2,162	2,676	514	23.8%	2,254	92	4.2%
Rural	District	Medium	1,850,000	2,340,000	2,970,000	3,470,000	8,290	10,292	2,002	24.2%	8,914	625	7.5%
Rural	District	Medium	620,000	670,000	870,000	930,000	2,899	3,118	219	7.6%	3,008	109	3.8%
Rural	District	High	6,000,000	6,800,000	6,350,000	7,310,000	25,099	21,571	-3,528	-14.1%	27,150	2,051	8.2%
Rural	District	High	5,650,000	6,950,000	6,500,000	8,000,000	24,299	22,632	-1,667	-6.9%	26,370	2,072	8.5%
Rural	Aramoana	High	3,140,000	3,670,000	4,240,000	4,880,000	13,449	14,494	1,046	7.8%	14,502	1,053	7.8%
Rural	Ruataniwha	High	3,420,000	4,220,000	4,000,000	5,000,000	14,875	14,117	-758	-5.1%	16,091	1,216	8.2%
Rural	Ruahine	High	10,200,000	10,850,000	12,200,000	13,000,000	41,566	40,059	-1,507	-3.6%	44,936	3,370	8.1%
Rural	Ruahine	Medium	1,770,000	2,310,000	2,300,000	2,950,000	8,031	8,317	285	3.6%	8,644	612	7.6%
Commercial	Waipukurau		165,000	520,000	165,000	600,000	7,268	7,147	-122	-1.7%	7,547	279	3.8%
Commercial	Waipawa		58,000	87,000	58,000	87,000	2,417	2,326	-91	-3.8%	2,440	23	1.0%
Industrial	Waipukurau		150,000	360,000	245,000	420,000	4,272	4,282	10	0.2%	4,376	104	2.4%
Council average %							4.34%			4.59%			

Rates

The following rates are intended to be set and assessed on all property within the District for the 2019/20 year:

District Wide Rates

1. General Rate

A general rate set under section 13 of the Local Government (Rating) Act 2002 for the purposes of providing all or some of the cost of:

- Community leadership, including administration, cost of democracy, community voluntary support grants
- All regulatory activities, including district planning, land use and subdivision consent costs, building control, public health, animal control, and compliance
- Solid waste
- Parks and reserves, public toilets, theatres and halls, cemeteries, and miscellaneous property costs

For the 2019/20 year, this rate will be 0.10793 cents per dollar (including GST) based on the rateable capital value of all rateable land within the District.

2. Uniform Annual General Charge

A rate set under section 15 of the Local Government (Rating) Act 2002 on each separately used or inhabited part of a rating unit within the District. See definition below. This rate is for the purpose of providing:

- Economic and social development
- A portion of the cost of solid waste
- Libraries and swimming facilities

For the 2019/20 year, this rate will be \$278.26 (including GST).

3. District Land Transport Rate

A rate for the Council's land transport facilities set under section 16 of the Local Government (Rating) Act 2002. This rate is set for the purpose of funding the operation and maintenance of the land transport system.

For the 2019/20 year this rate will be 0.21106 cents per dollar (including GST) based on the land value of all rateable land in the district.

Targeted Rates

Separately Used or Inhabited Parts of a Rating Unit

Definition – for the purposes of the Uniform Annual General Charge and the targeted rates above, a separately used or inhabited part of a rating unit is defined as –

A separately used or inhabited part of a rating unit includes any portion inhabited or used by [the owner/a person other than the owner], and who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement.

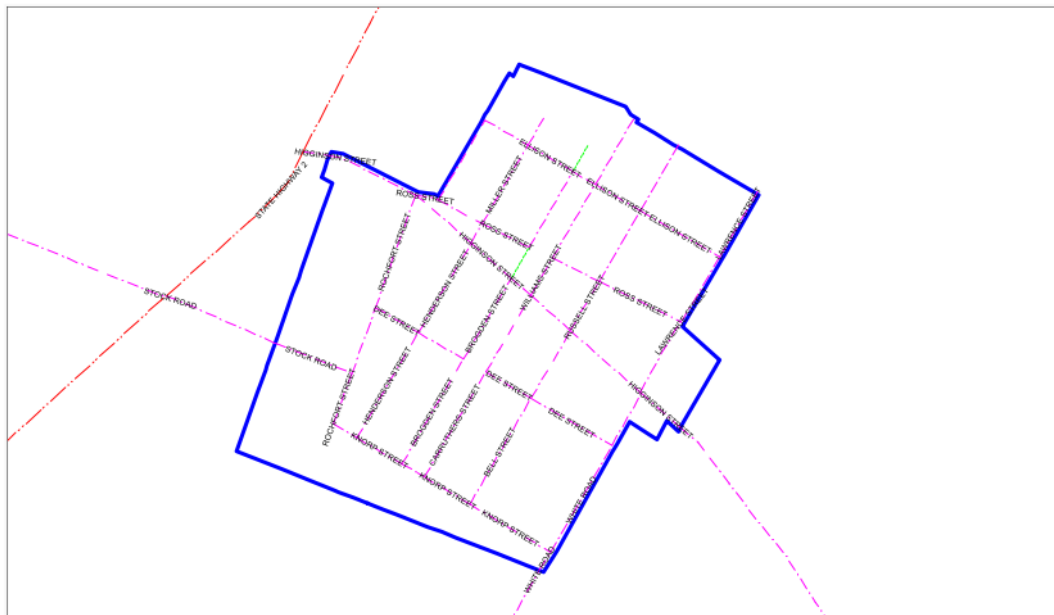
This definition includes separately used parts, whether or not actually occupied at any time, which are used by the owner for occupation on an occasional or long term basis by someone other than he owner.

Examples of separately used or inhabited parts of a rating unit include:

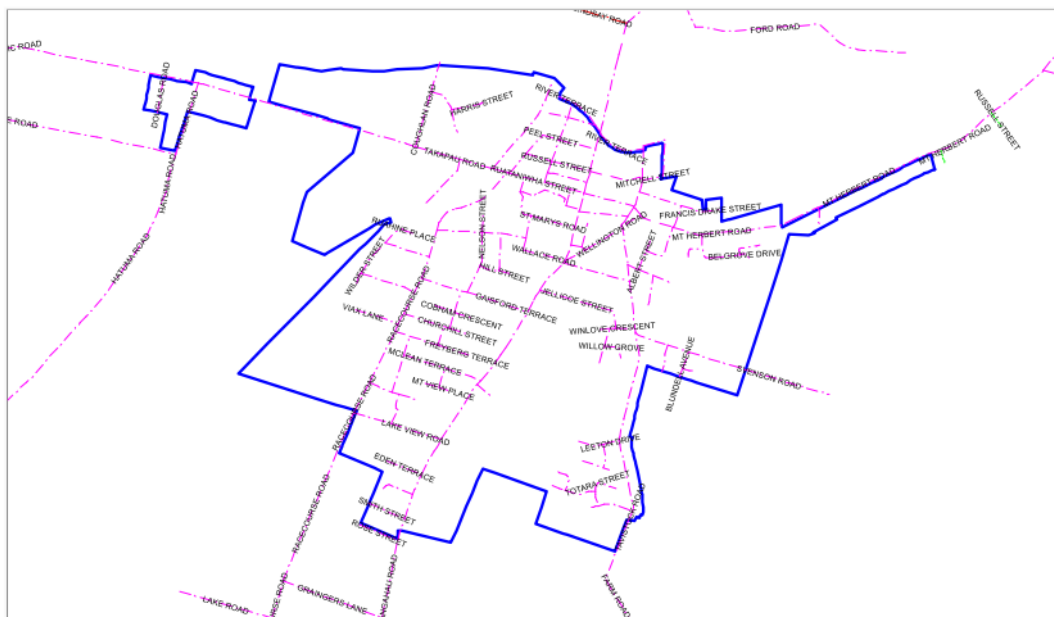
- For residential rating units, each self-contained household unit is considered a separately used or inhabited part. Each situation is assessed on its merits, but factors considered in determining whether an area is self-contained would include the provision of independent facilities such as cooking/kitchen or bathroom, and its own separate entrance.
- Residential properties, where a separate area is used for the purpose of operating a business, such as a medical or dental practice. The business area is considered a separately used or inhabited part.

These examples are not considered inclusive of all situations.

OTANE WATER SUPPLY ZONE



WAIPUKURAU WATER SUPPLY ZONE



[illegible]

5. Metered Water Rate

A targeted rate under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water supplied, as measured by cubic metre, over 300 cubic metres per year. This is applied to water users deemed 'Extraordinary' where payment of the Water Supply rate above entitles extraordinary users to the first 300 cubic metres of water without additional charge.

The rate is subject to differentials as follows:

- (a) a rate per cubic metre of water, for users consuming below 40,000 cubic metres
- (b) a rate per cubic metre of water, for users above 40,000 cubic metres, and where the land use category in the valuation database is not 'industrial'
- (c) a rate of per cubic metre of water, for users consuming above 40,000 cubic metres, and where the land use category in the valuation database is 'industrial'
- (d) For the 2019/20 year these rates will be:

	VOLUME OF WATER (CUBIC METRES)	RATE PER CUBIC METRE (INCL GST)
a	Below 40,000	\$2.52
b	Above 40,000, non- industrial	\$2.52
c	Above 40,000, industrial	\$1.91

(e)

6 Sewerage Rates

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the Council's sewage disposal function of fixed amounts in relation to all land in the district to which the Council's sewage disposal service is provided or available, as follows:

- (a) A charge per rating unit connected.
- (b) A charge per pan within the rating unit, after the first one.
- (c) A charge per rating unit which is serviceable.

The rate is subject to differentials as follows:

- 'Connected' means the rating unit is connected to a public sewerage system.
- 'Serviceable' means the rating unit is not connected to a public sewerage drain but is within 30 metres of such a drain.
- A rating unit used primarily as a residence for one household is treated as not having more than one pan.
- For commercial accommodation providers, each subsequent pan will be rated at 50% of the charge.
- For those Clubs who qualify for a rebate of their General Rates under Council's Community Contribution and Club Rebate Remission Policy, and who are connected to the sewerage network, each subsequent pan will be rated at 50% of the Sewerage Charge.

The purpose of this rate is to fund the maintenance, operation and capital upgrades of sewerage collection, treatment and disposal systems in those parts of the District where these systems are provided.

For the 2019/20 year these rates will be:

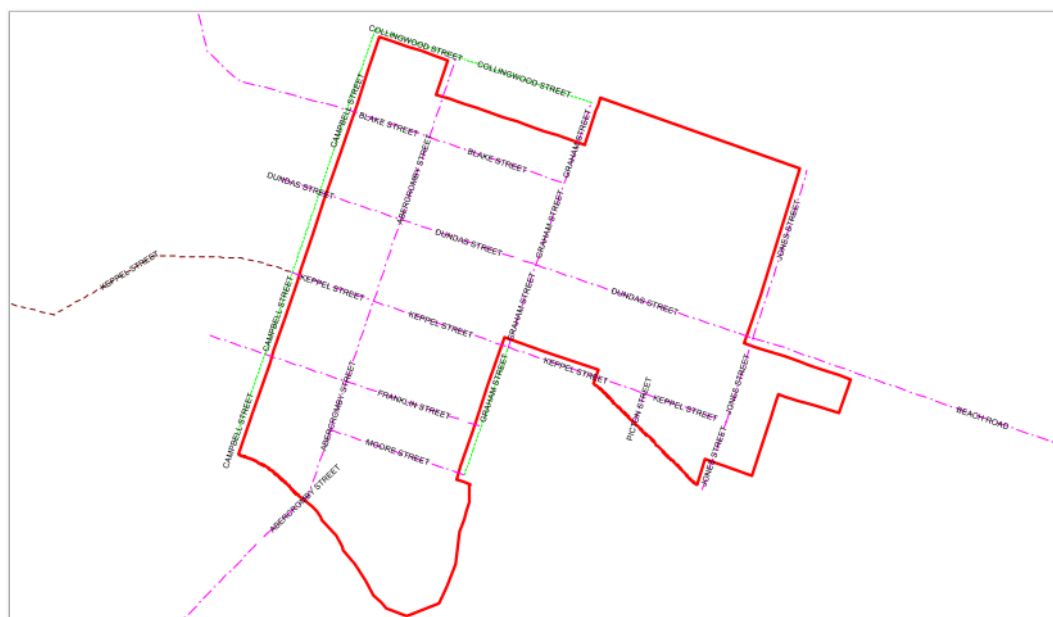
	CHARGE	SEWERAGE RATE (INCL GST)
a	First charge per separately used or inhabited part of a rating unit connected	\$933.32
b	Additional charge per pan after the first	\$933.32
c	Serviceable, not connected, per separately used or inhabited part of a rating unit	\$466.66
d	Additional charge per pan after the first – commercial accommodation provider, qualifying club	\$466.66

[illegible]

TE PAERAHI SEWER OPERATION ZONE



PORANGAHAU SEWER OPERATION ZONE



The Waipukurau and Waipawa Stormwater Catchment Areas are defined by reference to stormwater catchment boundary plans held.

[illegible]

The map displays the following streets and landmarks:

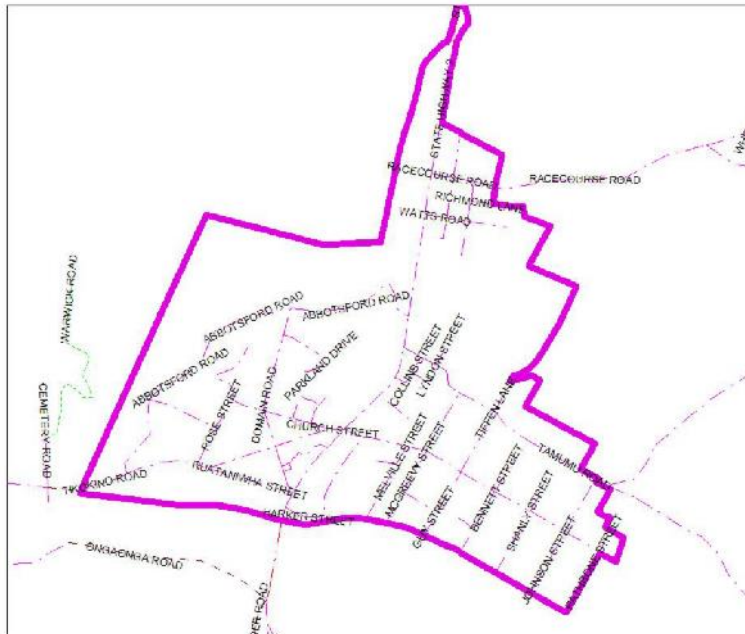
- Streets:** Tarnam Road, O'Sullivan Road, Warrup Street, River Terrace, Marlborough Street, Pease Street, Russell Street, Fitzroy Street, Mitchell Street, St Marys Road, Wallage Road, Wellington Road, Gough Street, Mt Herbert Road, Highgrove Place, Elmsdale Place, Glenview Road, Blundell Avenue, Totara Street, Heddyford Drive, Eden Terrace, Smith Street, Rose Street, Lake View Road, Molean Terrace, Freyberg Terrace, Churchill Street, Cobham Crescent, Viak Lane, Wilbur Street, Ruahine Place, Nelson Street, Hill Street, Garford Terrace, Kellogg Street, Winlove Crescent, Willow Grove, Blundell Avenue, Glenview Road, Totara Street, Heddyford Drive, Eden Terrace, Smith Street, Rose Street, Lake View Road, Molean Terrace, Freyberg Terrace, Churchill Street, Cobham Crescent, Viak Lane, Wilbur Street, Ruahine Place, Nelson Street, Hill Street, Garford Terrace, Kellogg Street, Winlove Crescent, Willow Grove, Blundell Avenue, Glenview Road, Totara Street, Heddyford Drive.
- Landmarks:** Mt Herbert Road, Highgrove Place, Elmsdale Place, Glenview Road, Blundell Avenue, Totara Street, Heddyford Drive, Eden Terrace, Smith Street, Rose Street, Lake View Road, Molean Terrace, Freyberg Terrace, Churchill Street, Cobham Crescent, Viak Lane, Wilbur Street, Ruahine Place, Nelson Street, Hill Street, Garford Terrace, Kellogg Street, Winlove Crescent, Willow Grove, Blundell Avenue, Glenview Road, Totara Street, Heddyford Drive.

8. Kerbside Recycling Rate

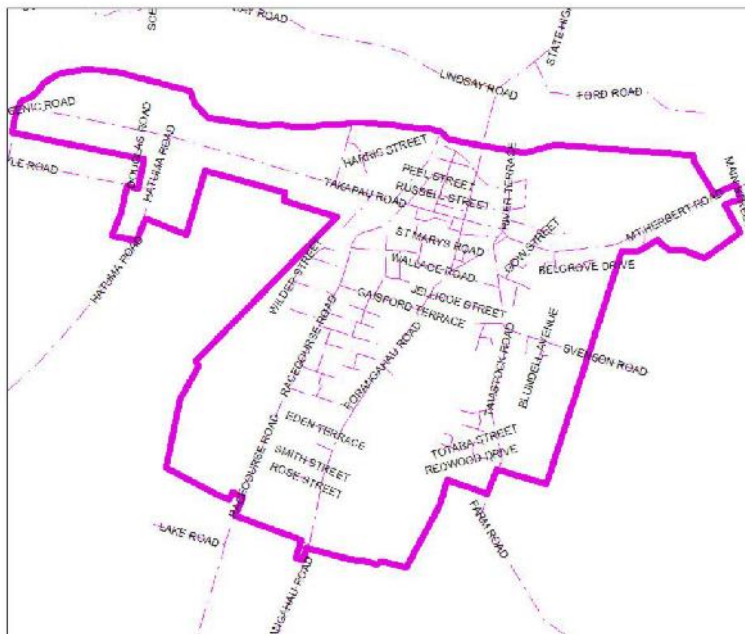
A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the Council's collection of household recyclables for Waipukurau and Waipawa on each separately used or inhabited part of a rating unit to which the Council provides the service.

For the 2019/20 year this rate will be \$84.69 (including GST).

WAIPAWA KERBSIDE RECYCLING COLLECTION ZONE

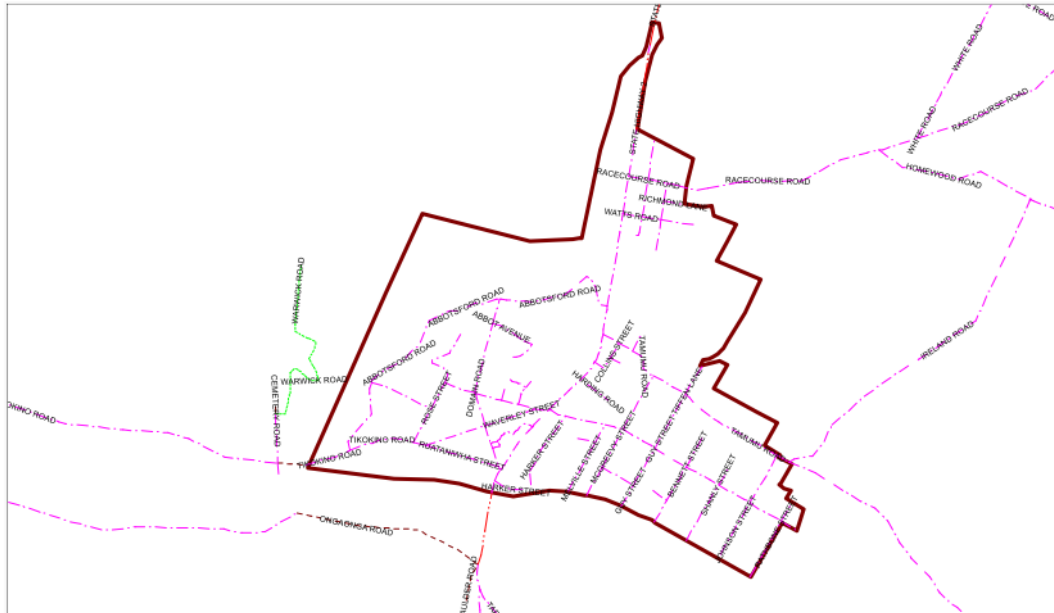


WAIPUKURAU KERBSIDE RECYCLING COLLECTION ZONE



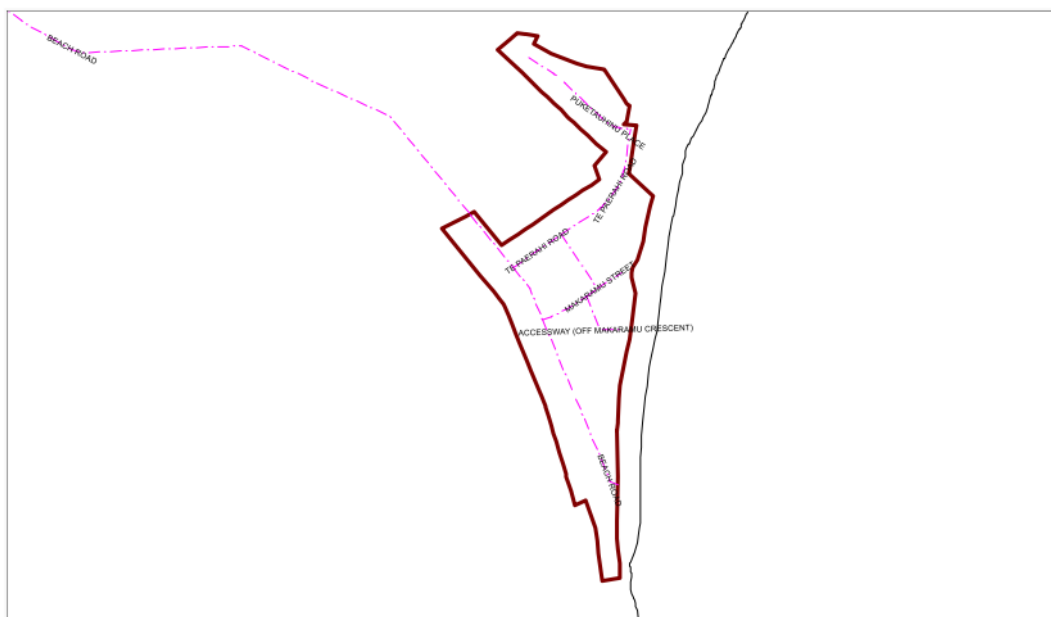
A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the collection of household and commercial refuse for Otane, Onga Onga, Takapau, Tikokino, Waipukurau, Waipawa, Porangahau, Te Paerahi, Blackhead Beach, Kairakau, Mangakuri, Aramoana and Pourerere Beach on each separately used or inhabited part of a rating unit to which the Council provides the service.

WAIPAWA REFUSE COLLECTION ZONE

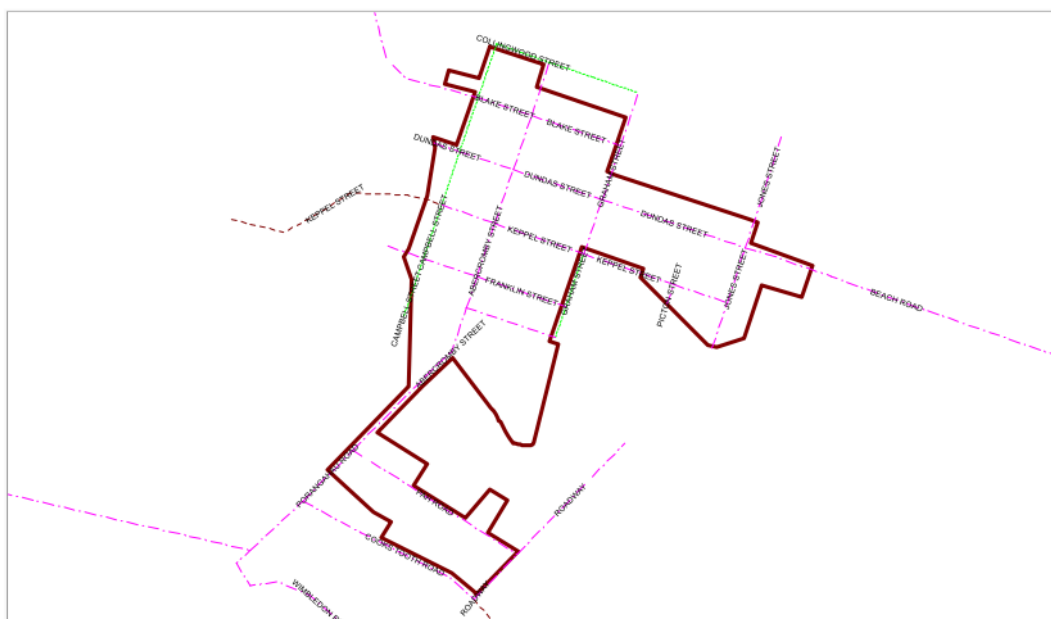


The map displays the Sydney CBD area with the proposed Sydney Metro North route highlighted in red. The route starts in the city center and extends northwards. Key streets shown include Sydney Street, Market Street, and George Street. The map also indicates the location of the Sydney Metro North station and the proposed route for the Sydney Metro North line.

TE PAERAHI REFUSE COLLECTION ZONE



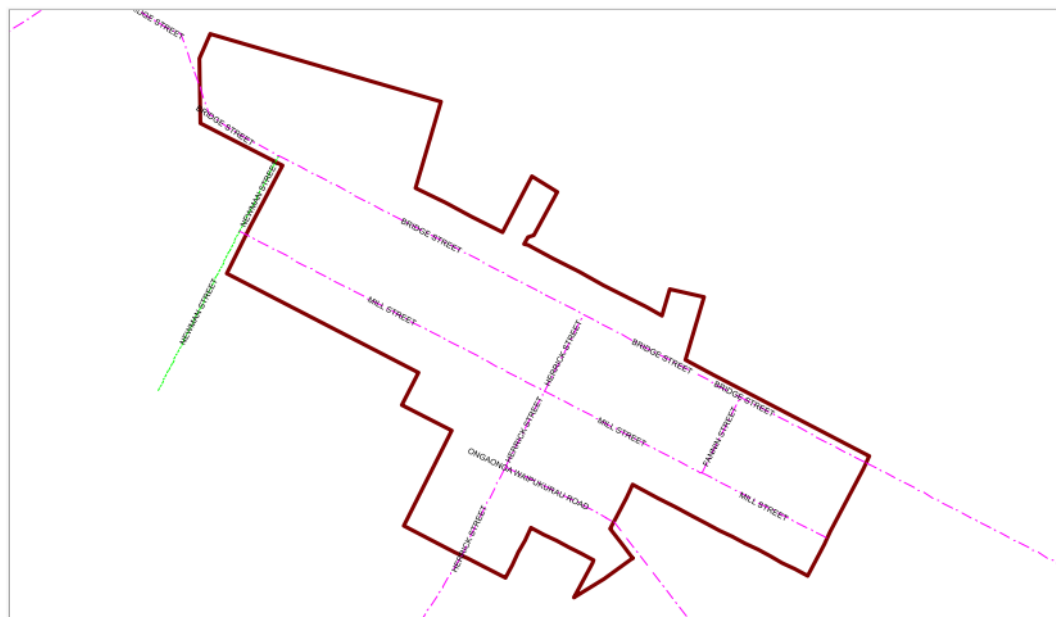
PORANGAHAU REFUSE COLLECTION ZONE



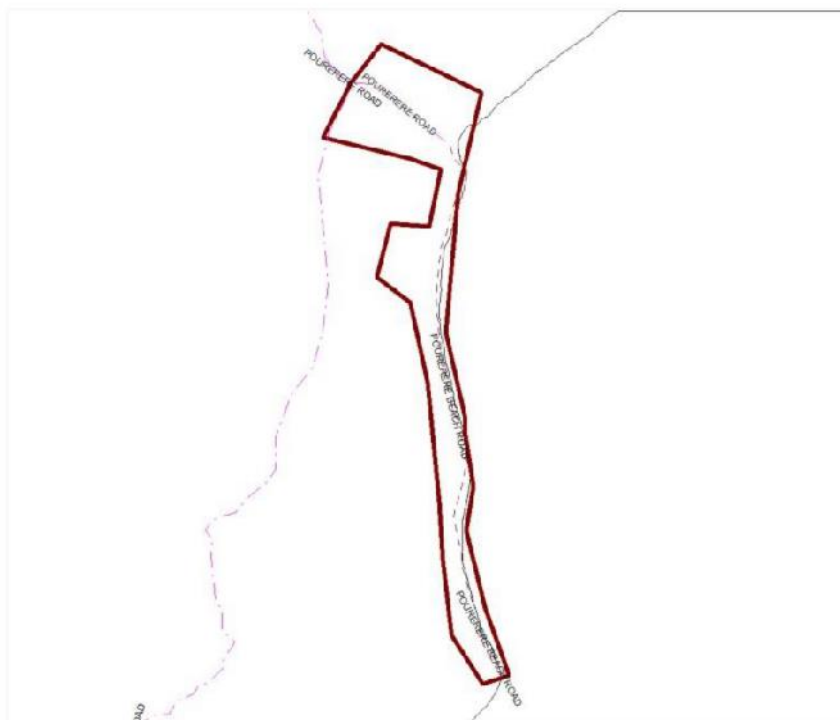
TIKOKINO REFUSE COLLECTION ZONE



ONGA ONGA REFUSE COLLECTION ZONE



POURERERE BEACH REFUSE COLLECTION ZONE



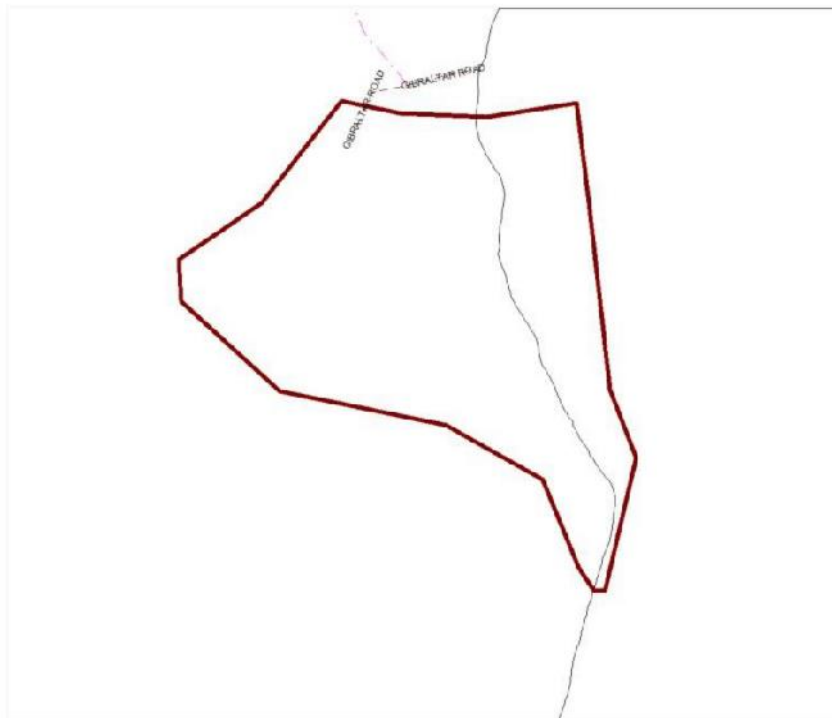
KAIRAKAU BEACH REFUSE COLLECTION ZONE

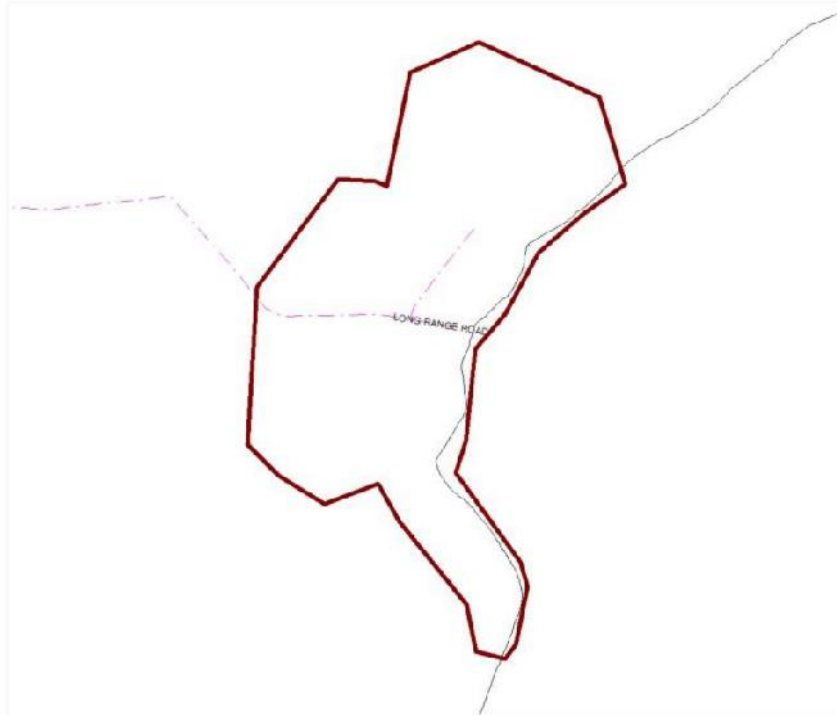


MANGAKURI BEACH REFUSE COLLECTION ZONE



ARAMOANA BEACH REFUSE COLLECTION ZONE



BLACKHEAD BEACH REFUSE COLLECTION ZONE**10. Te Aute Drainage Rate**

Te Aute Drainage rates are set on all rateable area of rateable property within the designated area subject to a graduated scale for the purpose of funding the operations, loan charges and the repayment of loans for the Te Aute Drainage Scheme area.

The amount required and the classification is set by the Te Aute Drainage Committee.

Each hectare of land in each property is classified according to the susceptibility of that hectare to flooding as follows:

A (100 points), B (80 points), C (15 points), F (3 points), and G (0 points).

The total number of points is 73614. The total amount of funding required each year determines how much each of these points are worth. In this way, the total amount required is apportioned on a pro rata basis using the weightings on each hectare.

- The total amount of funding required for 2019/20 is \$17,250
- The amount per point is 23.43304 cents including GST..

The Te Aute drainage scheme area is defined by reference to the classification list establishing the graduated scale.

Valuation Number	Hectares in each classification				Total Points	Amount
	A (100pts)	B (80pts)	C (15pts)	F (3pts)		
1092000300	0	11.3	8.15	31.63	1,121	\$262.68
1092000800	0	32.83	74.69	23.42	3,817	\$894.44
1092000900	0	0	0.83	2.15	19	\$4.45
1092001001	77.96	16.65	11.94	17.95	9,361	\$2,193.57
1092001100	78.22	0	15.28	39.73	8,171	\$1,914.71
1092001107	0	0	18.02	68.04	474	\$111.17
1092001200	0	2.88	18.35	18.86	562	\$131.69
1092001201	0	20.25	19.15	12.31	1,944	\$455.54
1092001400	0	0	0	14.16	42	\$9.84
1092001600	0	0	0	10.12	30	\$7.03
1092001700	38.74	51.06	36.24	45.12	8,638	\$2,024.15
1092002100	188.81	0	0	23.93	18,953	\$4,441.26
1092002200	84.02	4.14	1.16	6.45	8,770	\$2,055.08
1092002300	41.02	5.2	20.43	22.8	4,893	\$1,146.58
1092002900	0	0	0	0.81	2	\$0.47
1092006100	0	84.44	0	20.77	6,817	\$1,597.43
Total	508.77	228.75	224.24	358.25	73,614	\$17,250.00

Approach to Rating

Rates are set and assessed under the Local Government (Rating) Act 2002 on all rateable rating units on the value of the land and improvements as supplied by Quotable Value New Zealand Limited. The last rating revaluation was carried out in September 2018 and is effective from 1 July 2019.

The objectives of the council's rating policy is to:

- (a) Spread the incidence of rates as fairly as possible
- (b) Be consistent in charging rates
- (c) Ensure all ratepayers pay their fair share for council services
- (d) Provide the income needed to meet the council's goals.

The Central Hawke's Bay District Council rating system provides for all user charges and other income to be taken into account first, with the rates providing the balance needed to meet the council's objectives.

Rating Base

The rating base will be the database determined by the contracted rating service provider. Because this database is constantly changing due to change of ownership, subdivision, regular revaluations, change of status from rateable to non-rateable (and reverse), the rating base is not described in detail in this policy.

Rating Information Database and Rates Records

Council's rating information database and rates records are available for public inspection at the Council offices in Waipukurau and Waipawa during normal office hours –

- Waipukurau (hours Monday – Friday 9am to 5.00pm)
- Waipawa (hours Monday – Friday 8am to 5.00pm)

Due Dates for Rate Payments

Pursuant to Section 24 of the Local Government (Rating) Act 2002 the following dates are proposed to apply for assessing the amount of each instalment of rates excluding metered water rates for the year 1 July 2019 to 30 June 2020. Each instalment will be assessed in four equal amounts, rounded.

INSTALMENT NUMBER	INSTALMENT START DATE	LAST DAY OF PAYMENT WITHOUT ADDITIONAL CHARGE	PENALTY DATE
1	1 July 2019	20 August 2019	21 August 2019
2	1 October 2019	20 November 2019	21 November 2019
3	1 January 2020	20 February 2020	21 February 2020
4	1 April 2020	20 May 2020	21 May 2020

Due Dates for Metered Water Rates

Pursuant to Section 24 of the Local Government (Rating) Act 2002 the following dates are proposed to apply for assessing the amount of metered water rates for the year 1 July 2019 to 30 June 2020. The assessment is applied to water users after the first 300 cubic metres of water without additional charge has been used as part of the Water Supply Rate.

AREA/USERS	WATER METERS READ DURING	LAST DAY OF PAYMENT
High Users	Monthly	20th month following
Waipukurau/Takapau	Sep-19	20-Oct-19
	Dec-19	20-Jan-20
	Mar-20	20-Apr-20
	Jun-20	20-Jul-20
Waipawa	Aug-19	20-Sep-19
Otane	Nov-19	20-Dec-19
Kairakau	Feb-20	20-Mar-20
Porangahau/Te Paerahi	May-20	20-Jun-20

Penalty Charges (Additional Charges on Unpaid Rates)

Pursuant to Section 58(1)(a) of the Local Government (Rating) Act 2002, an additional charge of 10% will be added on the penalty date above, to all amounts remaining unpaid for each instalment excluding metered water rates.

Pursuant to Section 58(1)(b) of the Local Government (Rating) Act, a further additional charge of 10% will be added on 1 July 2020 to the amount of rates assessed in previous financial years and remaining unpaid as at 30 June 2020 (Section 58(1)(b)) excluding metered water rates.

Payment Options

Rate payments on instalments are to be received by Council no later than 5.00pm on the last day of payment detailed above. Payment options include:

- Online through Internet Banking.
- Direct Debit.
- Automatic Payments via your bank account, or Telephone Banking.
- Cheque sent by Post.
- At Council Offices in Waipukurau (Hours Monday – Friday 9am to 5.00pm) or Waipawa (Hours Monday – Friday 8am to 5.00pm). We accept Cash, Cheque and Eftpos.
- Online by Credit Card from our website.

Lump Sum Contributions

Council will not accept lump sum contributions in respect of any targeted rate.

Rating Base Information

For all the rating units in the district, estimated for 30/06/2019

Number of Rating Units	7,741
Capital Value	5,605,009,150
Land Value	3,578,694,600

Annual Plan Disclosure Statement

What is the purpose of this statement?

The purpose of this statement is to disclose the council's planned financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

BENCHMARK	DESCRIPTION	PLANNED	MET
Rates affordability benchmark			
Income	LTP increase + 1% = 4.78%	20,770	Yes
Increases	LGCI + 3% = 5.20%	5.2%	Yes
Debt affordability benchmark	Debt must not exceed 5% of total public equity and accumulated funds.	5.0%	Yes
	Debt is less than \$2000 per head of population	2,000	Yes
Debt servicing benchmark	Debt servicing costs will not exceed 10% of total revenue.	10.0%	Yes
Balanced budget benchmark	Revenue is equal or greater than operation expenses	100.00	Yes
Essential services benchmark	Capital Expenditure is equal or greater than depreciation	100.00	Yes



Together we Thrive!
E ora ngātahi ana!

**We are bringing
our vision for Central
Hawke's Bay alive to
create a proud and
prosperous district.**

CENTRAL HAWKE'S BAY DISTRICT COUNCIL
www.chbdc.govt.nz • thrive@chbdc.govt.nz • 06 857 8060
PO Box 127 • 28 - 32 Rutaniwha Street, Waipawa 4210



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL
together we thrive

7.2 FEES AND CHARGES 2019/20**File Number:** COU1-1400**Author:** Bronda Smith, Group Manager, Corporate Support and Services**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Schedule of Fees and Charges 2019/20  **PURPOSE**

The matter for consideration by the Council is the adoption of the Fees and Charges for 2018/19

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That the Fees and Charges for the financial year dated 2019/20 as set out in Attachment A excluding Animal Control Fees be approved.
- b) That Council give notice pursuant to Section 103 of the Local Government Act 2002 of its intention to prescribe the fees payable for the period 1 July 2019 to 30 June 2020 in respect of certificates, authorities, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke's Bay District Council Bylaws as set out in the Fees and Charges Schedule 2019/20.

COMPLIANCE

COMPLIANCE	
Significance	This matter is assessed as being significant
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> 1. That the Fees and Charges for the financial year dated 2019/20 as set out in Attachment A excluding Animal Control Fees be approved. 2. Retain the current fee structure.
Affected persons	The persons who are affected by or interested in this matter are the community of Central Hawkes Bay District Council.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	The Fees and Charges are a material component of the revenue of Council and therefore have an implication for being able to meet the Long Term Plan budgets if the current fee structure is maintained.

COMPLIANCE	
Significant Policy and Plan Inconsistencies	No

BACKGROUND

As part of the Annual Plan, Council has reviewed the Schedule of Fees & Charges and has consulted on the charges as part of the Annual Plan consultation process.

The fees and charges noted in the schedule for 2019/20 relate to certificates, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke's Bay District Council Bylaws as set out in the Schedule of Fees and Charges 2018/2019.

Council is required under Section 103 of the Local Government Act 2002, to give notice of its fees and charges payable for the period 1 July 2019 to 30 June 2020 as part of the Revenue and Financing Policy.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as **significant** because it has a material impact on the Council's abilities to deliver the services included in the Long Term Plan.

OPTIONS

Option 1

That the Fees and Charges for the financial year dated 2019/20 as set out in Attachment A excluding Animal Control Fees be approved

That Council give notice pursuant to Section 103 of the Local Government Act 2002 of its intention to prescribe the fees payable for the period 1 July 2019 to 30 June 2020 in respect of certificates, authorities, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke's Bay District Council Bylaws as set out in the Fees and Charges Schedule 2019/20.

- a) Financial and Resourcing Implications
This option ensures that Council is able to meet the budgets within the Annual Plan.
- b) Risk Analysis
There is no risk assessed with this option.
- c) Alignment to Project Thrive and Community Outcomes
This aligns with the Council's Community Outcomes.

- d) **Statutory Responsibilities**
Council is required to adopt the Fees and Charges prior to charging the fees based on the legislative requirements that the Fees and Charges are set under.
- e) **Consistency with Policies and Plans**
This is consistent with the Annual Plan 2019/20.
- f) **Participation by Māori**
There are no specific implications for Māori regarding the setting of the rates.
- g) **Community Views and Preferences**
The views of the community and preferences were considered as part of the special consultative process run as part of the Annual Plan process
- h) **Advantages and Disadvantages**
Approval of the Fees and Charges in the attachment allows Council to remain within the budgets included in the Annual Plan.

Option 2

Retain the current fee structure

- a) **Financial and Resourcing Implications**
This option has material implications to meeting the budgets within the Annual Plan.
- b) **Risk Analysis**
There is risk in this option to meeting the budgets within the Annual Plan.
- c) **Promotion or Achievement of Community Outcomes**
This aligns with the Council's Community Outcomes.
- d) **Statutory Responsibilities**
There is no statutory responsibilities in this option as the current fee structure has already been adopted by Council
- e) **Consistency with Policies and Plans**
This option is not consistent with the Annual Plan
- f) **Participation by Māori**
There are no specific implications for Māori regarding the setting of the rates.
- g) **Community Views and Preferences**
This would be inconsistent with the consultative process run as part of the Annual Plan process
- h) **Advantages and Disadvantages**
This option has material implications to meeting the budgets within the Annual Plan.

NEXT STEPS

Following the approval of the Schedule for Fees and Charges, from the 1st July 2019, the Fees and Charges will be updated on all forms and on the website.

Recommended Option

This report recommends option 1 for addressing the matter.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) **That the Fees and Charges for the financial year dated 2019/20 as set out in Attachment A excluding Animal Control Fees be approved.**
- b) **That Council give notice pursuant to Section 103 of the Local Government Act 2002 of its intention to prescribe the fees payable for the period 1 July 2019 to 30 June 2020 in respect of certificates, authorities, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke's Bay District Council Bylaws as set out in the Fees and Charges Schedule 2019/20.**

Schedule of Fees and Charges

Leadership and Governance Group

There are no applicable charges in this activity area.

Planning and Regulatory Group

Resource Management	excl GST	GST	incl GST
Notes: <ul style="list-style-type: none"> Pursuant to Section 36, 36(1) and 36(3) of the Resource Management Act 1991, Council may require the person who is liable to pay one or more of the below charges, to also pay an additional charge to recover actual and reasonable costs in respect of the matter concerned. These set fees relate to the minimum administration charge only. The actual fee payable includes the cost of time taken to process each application, memorandum, consent, certificate or schedule and the cost of the inspections required. Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs. 			
Land Use and Subdivision Consents			
Notified Applications (Deposit)	\$3,478.26	\$521.74	\$4,000.00
Non Notified Applications (Deposit)	\$869.57	\$130.43	\$1000.00
Deemed Permitted Boundary Activity (s87AAB)	\$156.52	\$23.48	\$180.00
Fast-Track Application (s87AAC) (Deposit)	\$695.65	\$104.35	\$800.00
Variation of Conditions of Consents (s127)(Deposit)	\$869.57	\$130.43	\$1000.00
Extension of Time Application (s125) (Deposit)	\$695.65	\$104.35	\$800.00
Certificate of Compliance (s139) (Deposit)	\$521.74	\$78.26	\$600.00
ROW application (S348 LGA)	\$869.57	\$130.43	\$1000.00
Bond Administration Fee	\$130.43	\$19.57	\$150.00
Inspection Fee – Zone 1	\$173.91	\$26.09	\$200.00
Inspection Fee – Zone 2	\$182.61	\$27.39	\$210.00
Inspection Fee – Zone 3	\$200.00	\$30.00	\$230.00
Inspection Fee – Zone 4	\$226.09	\$33.91	\$260.00
Inspection Fee – Outside Zone 4	\$260.87	\$39.13	\$300.00
Travel Costs (per km)	\$0.87	\$0.13	\$1.00
Sale of Liquor Certificate (RMA)	\$86.96	\$13.04	\$100.00
Objection of RMA decisions (Section 357)	\$869.57	\$130.43	\$1,000.00
Subdivisions			
Subdivision Consents 1-8 Lots (Deposit)	\$1,043.48	\$156.52	\$1,200.00
Subdivision Consents more than 8 Lots (Deposit)	\$2,086.96	\$313.04	\$2,400.00
Subdivision Compliance Fee (section 223 and/or 224 Resource Management Act 1991)	\$347.83	\$52.17	\$400.00
Subdivision Compliance Fee (section 223 and/or 224 Resource Management Act 1991) - more than 10 lots	\$1,304.35	\$195.65	\$1,500.00

Consent Notices and miscellaneous subdivision documents (ie: Deamalgamation Certification s241(3), Cancellation of Easement s243(e), Certificate Confirming Allotments s226(e)(ii)	\$130.43	\$19.57	\$150.00
Bundled Consents			
Combined Land Use and Subdivision Consent (Deposit)	\$1,739.13	\$260.87	\$2,000.00
Monitoring and Compliance			
Monitoring fee (per hour)	\$139.13	\$20.87	\$160.00
Engineering Plan Approval	Actual and reasonable costs		
Chargeout Rates per Hour			
Administration	\$113.04	\$16.96	\$130.00
Planner, compliance and monitoring	\$139.13	\$20.87	\$160.00
Senior Planner	\$147.83	\$22.17	\$170.00
Manager, Team Leader and Engineers	\$165.22	\$24.78	\$190.00
Administrative Charges			
Supply of documents	Photocopying costs		
District Plan Charges			
Private District Plan Change (Deposit)	\$13,043.48	\$1,956.52	\$15,000.00
Designations and heritage orders (New and alterations) (deposit)	\$1,304.35	\$195.65	\$1,500.00
District Plan (including Planning Maps) Hardcopy	Actual and reasonable costs		
District Plan (including Planning Maps) Electronic	\$43.48	\$6.52	\$50.00
Sec 224 12 Month Maintenance Bond for subdivision works equal to 5% of the cost of the construction works.			

Building Consents

NOTES:

- Building consent deposit payable on application.
- The actual fee payable includes the cost of time taken to process each application, project information memorandum, building consent or compliance schedule and the cost of the inspections required.
- Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs.
- Deposits are based on adequate documentation being provided to Council at the time of application and a set number of inspections. Further charges will be incurred should further work be required during processing and issuing consent or should extra inspections be required.
- It is anticipated that the scheduled deposit will cover some of Council's actual and reasonable expenses. Where additional costs are incurred, the applicant will be charged accordingly. Where, upon issue of a Code of Compliance Certificate, the deposit is found to exceed the actual and reasonable cost, a refund will be made.
- Building Research Association and Department of Building and Housing levies are additional to the above at the Rates specified from time to time by the Association.
- Pursuant to Building Research Association Legislation, materials, labour and plant costs must be included in the total value of building work for the calculation of levies.

- The accreditation fee is to cover continuing Central Government accreditation costs relating to the Building Act 2004.

Consent Fees	excl GST	GST	incl GST
Solid Fuel Burner – Free Standing (including accreditation fee) (deposit) plus travel fees	\$226.09	\$33.91	\$260.00
Solid Fuel Burner – In Built (including accreditation fee) (deposit) plus travel fees	\$308.70	\$46.30	\$355.00
Marquee Consent / Inspection Fee	\$156.52	\$23.48	\$180.00
Minor plumbing and drainage works including new connections, replacement septic tanks and effluent fields, demolition work and swimming pool fences (deposit)	\$330.43	\$49.57	\$380.00
Additions and alterations or similar building works up to value of \$50,000 (deposit)	\$608.70	\$91.30	\$700.00
Dwellings, commercial/industrial buildings and building alterations, repiling and in ground pools (deposit)	\$1,043.48	\$156.52	\$1,200.00
Pole Barn / Garage / Carport / Conservatory under \$20,000 (deposit)	\$678.26	\$101.74	\$780.00
Semi-Permanent Awnings	\$130.43	\$19.57	\$150.00
Amendment to building consent (deposit)	\$434.78	\$65.22	\$500.00

Administrative Charges	excl GST	GST	incl GST
Administration Fee – under \$20,000	\$242.52	\$36.38	\$278.90
Administration Fee – over \$20,000	\$449.13	\$67.37	\$516.50
Administration Fee – over \$100,000 and commercial buildings	\$628.78	\$94.32	\$723.10
Issue of Compliance Schedule	\$234.78	\$35.22	\$270.00
Compliance Schedules charge per specified system	\$8.70	\$1.30	\$10.00
Non Consent Compliance Schedules / Warrant of Fitness check (per specified system) hourly rate	\$139.13	\$20.87	\$160.00
Building Warrant of Fitness Administration Fee	\$130.43	\$19.57	\$150.00
Inspection Fee – Zone 1	\$173.91	\$26.09	\$200.00
Inspection Fee – Zone 2	\$182.61	\$27.39	\$210.00
Inspection Fee – Zone 3	\$200.00	\$30.00	\$230.00
Inspection Fee – Zone 4	\$226.09	\$33.91	\$260.00
Inspection Fee – Outside Zone 4	\$260.87	\$39.13	\$300.00
Re-Inspection Fee	As per Zone Fee		
Inspections for which no other fee has been paid (mileage will be charged for inspections outside the district) - eg effluent system subdivision inspections	\$260.87	\$39.13	\$300.00
BRANZ and MBIE Levy	Actual cost		
Section 72 administration (Building subject to natural hazards)	\$347.83	\$52.17	\$400.00
Section 75 administration and Certification (Building across 2 or more allotments)	\$347.83	\$52.17	\$400.00
Central Government Accreditation Recovery Fee – under \$20,000	\$30.43	\$4.57	\$35.00

Central Government Accreditation Recovery Fee – under \$100,000	\$60.87	\$9.13	\$70.00
Central Government Accreditation Recovery Fee – over \$100,000	\$108.70	\$16.30	\$125.00
Central Government Accreditation Recovery Fee – Commercial	\$160.87	\$24.13	\$185.00
Hourly Charge Out Rate - Administration	\$113.04	\$16.96	\$130.00
Hourly Charge Out/Processing Rate - Building Consent Officer/Monitoring and Compliance	\$143.48	\$21.52	\$165.00
Hourly Charge Out Rate - Plan check of building consent	\$143.48	\$21.52	\$165.00
Hourly Charge Out Rate - Pre-lodge of building consent	\$143.48	\$21.52	\$165.00
Hourly Charge Out/Processing Rate - Building Control Team Lead	\$165.22	\$24.78	\$190.00
Simpli Consent Fee	Actual Cost – to be set by Simpli based on building cost		
GoGet Administration Fee - all consents	\$43.48	\$6.52	\$50.00
Travel Costs (per km)	\$0.87	\$0.13	\$1.00
Peer review of engineering reports	Actual Cost		
Property File Request	\$30.43	\$4.57	\$35.00

GIS Map Information		excl GST	GST	incl GST
Every Day Map Requests (No Photograph) – Note – A request that involves less than 15 minutes to produce				
	A4	\$8.70	\$1.30	\$10.00
	A3	\$12.18	\$1.82	\$14.00
	A2	\$21.74	\$3.26	\$25.00
	A1	\$26.09	\$3.91	\$30.00
Every Day Map Requests (With Photograph) – Note – A request that involves less than 15 minutes to produce				
	A4	\$17.39	\$2.61	\$20.00
	A3	\$24.35	\$3.65	\$28.00
	A2	\$43.48	\$6.52	\$50.00
	A1	\$52.18	\$7.82	\$60.00
Special Map Request Charges				
Note: <ul style="list-style-type: none"> Specialised maps are those which require new layers to be added, minor analysis work and/or specialised printing techniques. In addition to the printing charges outlined above there is a charge based on actual time taken plus any disbursements. 				
Hourly charge out rate		\$139.13	\$20.87	\$160.00
Minimum charge for specialist maps		\$65.22	\$9.78	\$75.00

Information Memoranda	excl GST	GST	incl GST
Property Information Memoranda	\$313.04	\$46.96	\$360.00
Land Information Memoranda – ten (10) working days (Residential Property)	\$286.96	\$43.04	\$330.00
Land Information Memoranda (Commercial)	\$521.74	\$78.26	\$600.00
Certificate of Title	\$30.43	\$4.57	\$35.00

Monitoring and Compliance	excl GST	GST	incl GST
Certificate of Public Use	\$304.35	\$45.65	\$350.00
	Plus actual and reasonable costs		
Certificate of Acceptance	\$434.78	\$65.22	\$500.00
	Plus actual and reasonable costs		
Applications for Change of use of a building	\$434.78	\$65.22	\$500.00
	Plus actual and reasonable costs		
Compliance Inspection for existing fence (deposit)	\$173.92	\$26.08	\$200.00

Noise Complaints	excl GST	GST	incl GST
Note: <ul style="list-style-type: none"> Pursuant to Section 36(1) and 36(3) of the Resource Management Act 1991, Council may require the person who is liable to pay one or more of the below charges, to also pay an additional charge to recover actual and reasonable costs in respect of the matter concerned. 			
Seizure charge for noise emission equipment	\$173.92	\$26.08	\$200.00
Abatement Notice Fee	\$52.18	\$7.82	\$60.00

Registration of Premises	excl GST	GST	incl GST
Annual Registration of Premises			
Food premises / Food control plans	\$347.83	\$52.17	\$400.00
Verification Fee- hourly rate	\$130.43	\$19.57	\$150.00
Prepacked food only/low risk	\$173.91	\$26.09	\$200.00
Re-inspection for failure to comply / failure of CAR hourly rate	\$130.43	\$19.57	\$150.00
Offensive Trades: Operating under Schedule 3 of Health Act 1956	\$173.91	\$26.09	\$200.00
Hairdressers Registration	\$134.78	\$20.22	\$155.00
Camping Grounds	\$173.91	\$26.09	\$200.00
Funeral Directors	\$173.91	\$26.09	\$200.00
Animal Sale Yards	\$173.91	\$26.09	\$200.00
Transfer of Registration	\$86.96	\$13.04	\$100.00
Registration of event on public / open space (Small)	\$65.22	\$9.78	\$75.00
Registration of event on public / open space (Medium / Large)	\$130.43	\$19.57	\$150.00
Street tables and chairs	\$173.91	\$26.09	\$200.00
Food Control Plan Registration	\$173.91	\$26.09	\$200.00
National Programme Registration	\$86.96	\$13.04	\$100.00
Food Control Plan Renewal	\$86.96	\$13.04	\$100.00
National Programme Renewal	\$65.22	\$9.78	\$75.00
Other Applications			
Sale of Liquor Certificate (Building)	\$65.22	\$9.78	\$75.00
Other Applications			
Complaint driven investigation resulting in issue of improvement notice by food safety officer	\$130.43	\$19.57	\$150.00
Application for review of issue of improvement notice	\$130.43	\$19.57	\$150.00
Monitoring of food safety and suitability, i.e. at an event	\$130.43	\$19.57	\$150.00

Liquor	excl GST	GST	incl GST
Note:			
▪ Fees set by Regulation under Sale and Supply of Alcohol Act 2012			
Application Fees			
Very low risk application	\$320.00	\$48.00	\$368.00
Low risk application	\$530.00	\$79.50	\$609.50
Medium risk application	\$710.00	\$106.50	\$816.50
High risk application	\$890.00	\$133.50	\$1,023.50
Very high risk application	\$1,050.00	\$157.50	\$1,207.50
Annual Fees			
Very low risk application	\$140.00	\$21.00	\$161.00
Low risk application	\$340.00	\$51.00	\$391.00
Medium risk application	\$550.00	\$82.50	\$632.50
High risk application	\$900.00	\$135.00	\$1,035.00
Very high risk application	\$1,250.00	\$187.50	\$1,437.50
Special Licence Applications			
Class 1 – 1 large event, more than 3 medium events or more than 12 small events	\$500.00	\$75.00	\$575.00
Class 2 – 1 to 3 medium events or 3 to 12 small events	\$180.00	\$27.00	\$207.00
Class 3 – 1 to 2 small events	\$55.44	\$8.31	\$63.75
Other Applications			
Managers Certificate Application	\$275.00	\$41.25	\$316.25
Temporary Authority / Temporary Licence	\$258.00	\$38.70	\$296.70
Permanent Club Charters annual fee	\$550.00	\$82.50	\$632.50
Extract from registrar	\$50.00	\$7.50	\$57.50
Sale of Liquor Certificate (Building)	\$65.22	\$9.78	\$75.00
District Licensing Committee Costs	At actual costs		

Hawkers, Pedlars, Itinerant Traders, Markets and Street Stalls	excl GST	GST	incl GST
Trading Licence (Public Places)			
Hawker/Itinerant Trader License	\$43.48	\$6.52	\$50.00
Lease/Rent of private land or buildings	\$173.91	\$26.09	\$200.00
Markets – Event Organisers – seasonal	\$65.22	\$9.78	\$75.00
Markets – Food Stall Holder – seasonal	\$21.74	\$3.26	\$25.00
Street Stalls, Raffle Days, Street Collections - Non Commercial	No permit fee is required		

Vehicle Stands	excl GST	GST	incl GST
Licences For Vehicle Stands On Streets (Omnibus and Taxicabs)			
Application	\$173.92	\$26.08	\$200.00
Annual Rental	\$100.00	\$15.00	\$115.00

Amusement Devices and Shooting Galleries	excl GST	GST	incl GST
Note: <ul style="list-style-type: none"> The Permit Fee for Amusement Devices is in addition to any Ground Rental etc that may be required. 			
Amusement Devices Permit Fees			
For one device, for the first 7 days of proposed operation or part thereof	\$8.70	\$1.30	\$10.00
For each additional device operated by the same owner, for the first 7 days or part thereof	\$1.74	\$0.26	\$2.00
For each device for each further period of 7 days or part thereof	\$0.87	\$0.13	\$1.00
Annual Fixed Amusement Facility	\$86.96	\$13.04	\$100.00

Class 4 Gaming Licensing	excl GST	GST	incl GST
Note: <ul style="list-style-type: none"> Pursuant to the Gambling Act 2003. 			
Application Fee	\$217.39	\$32.61	\$250.00
License Inspection Fee	\$130.43	\$19.57	\$150.00

Skateboard and Bicycle Confiscation	excl GST	GST	incl GST
Return of confiscated skateboards and bicycles	\$43.48	\$6.52	\$50.00

Advertising Signs	excl GST	GST	incl GST
Hoardings and Signs			
Application and Permit	As for resource consents		
Annual Licence Fees (per m ² or part thereof per month)	\$1.74	\$0.26	\$2.00

Animal Control	excl GST	GST	incl GST
Early Payment Discount: A discount of \$10.00 is only available for those registrations paid prior to 1 st July each year.			
Note: <ul style="list-style-type: none"> Proportionate fees apply for Dog Registration from 1st August for all dogs legally required to be registered from that date and pups that turn 3 months of age after that date. 			
Dog Registration			
Town Dogs	\$95.65	\$14.35	\$110.00
Responsible Dog Owner	\$65.22	\$9.78	\$75.00
Rural Dogs	\$47.83	\$7.17	\$55.00
Responsible Dog Owner Property Inspection	\$43.48	\$6.52	\$50.00
Pensioner / Gold Card Dog Owner	\$32.17	\$4.83	\$37.00
Dangerous Dog	150% of the applicable registration category		
Penalty for payment received after 1 August	\$21.74	\$3.26	\$25.00
Dog Impounding			
First impounding	\$65.22	\$9.78	\$75.00
Second impounding	\$78.26	\$11.74	\$90.00
Third impounding	\$113.04	\$16.96	\$130.00
Daily charge	\$13.91	\$2.09	\$16.00
After hours opening fee	\$43.48	\$6.52	\$50.00
Other charges			
Microchipping	\$13.04	\$1.96	\$15.00
Replacement tags	\$4.35	\$0.65	\$5.00
Collars – Large	\$8.70	\$1.30	\$10.00
Collars – Small	\$8.70	\$1.30	\$10.00

Ranging Charges			
Note: <ul style="list-style-type: none"> Pursuant to the Impounding Act 1955. 			
Staff attendance at incidents of stock on roads including State Highways (per hour)	\$217.39	\$32.61	\$250.00
Travel Costs (per km)	\$0.87	\$0.13	\$1.00
Minimum charge	\$86.96	\$13.04	\$100.00

Impounding fees for stock (excluding dogs)	excl GST	GST	incl GST
Note: <ul style="list-style-type: none"> Trespass rates shall be additional and as described in the Regulations to the Impounding Amendment Act 1980. 			
Impounding for every animal per day	\$17.39	\$2.61	\$20.00
Sustenance for every animal per day	\$13.91	\$2.09	\$16.00
Notice to owner by post or delivery	\$13.04	\$1.96	\$15.00
Notice to owner by advertisement[s]	At cost		
Transport to Pound [By transport operators or other]	At cost		
Transport to Pound [By Council]	At cost		
Transport to Pound [By droving]	At cost		
Minimum charge for any impounding	\$173.91	\$26.09	\$200.00
Minimum Charge for second and subsequent impounding of stock from same owner -additional fee.	\$217.39	\$32.61	\$250.00

Bylaws and Compliance	excl GST	GST	incl GST
Attendance at bylaw breaches	\$173.92	\$26.08	\$200.00
Travel Costs (per km)	\$0.87	\$0.13	\$1.00
Minimum charge	\$173.91	\$26.09	\$200.00

Land Transport Group

Vehicle Crossings	excl GST	GST	incl GST
Notes: <ul style="list-style-type: none"> Vehicle crossings must be installed by a contractor approved by the Council. Council must approve the design and location of crossing prior to installation. Full cost must be paid by the applicant. The applicant shall supply to the Council an estimate of the cost of the vehicle crossing along with a bond of 150% of the estimate prior to approval to construct being granted by the Council. The estimate must be not more than 30 days old and must be provided by a Contractor acceptable to Council. Bond is refundable. The vehicle crossing must be constructed within 12 months of being granted the approval to proceed or the Council will construct the crossing using the bond. Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs. 			
Administration Fee payable at time of Vehicle Crossing application	\$178.34	\$26.76	\$205.10
Bond Administration Fee	\$50.76	\$7.61	\$58.37

Plans and Consents	excl GST	GST	incl GST
Generic Traffic Management Plan (annual fee)	\$1,396.96	\$209.54	\$1,606.50
Individual Traffic Management Plan	\$86.96	\$13.04	\$100.00
Corridor Access Request	\$173.91	\$26.09	\$200.00
Corridor Access Request with Traffic Management Plan	\$347.83	\$52.17	\$400.00
Generic Overweight Permit	\$217.39	\$32.61	\$250.00
Individual Overweight Permit	\$130.43	\$19.57	\$150.00

Temporary Road Closure	excl GST	GST	incl GST
Application	\$356.69	\$53.50	\$410.19
Road Inspection Staff (per inspection)	\$232.83	\$34.92	\$267.75
Travel Costs (per km)	\$0.93	\$0.14	\$1.07

Road Stopping	excl GST	GST	incl GST
Application	\$1,620.47	\$243.07	\$1,863.54

Livestock Crossing Permit	excl GST	GST	incl GST
Application	\$176.95	\$26.54	\$203.49

Licence to Occupy – Road Reserve	excl GST	GST	incl GST
Note: <ul style="list-style-type: none">Pursuant to section 150 of the Local Government Act 2002.			
Application Fee	No Charge		
Annual Licence Fee (up to one acre (4000m ²))	No Charge		
Annual Licence Fee (larger than one acre (4000m ²))	No Charge		

Solid Waste Group

NOTES:

The following conditions apply to all trade refuse users of the landfill and transfer stations:

- The disposal of Special wastes (as defined in the landfill management plan) at the landfill requires the Waste Generator to complete the "Special Waste Questionnaire" and "Waste Profile Declaration". Special waste will be only accepted after Council's approval of the application.
- Hazardous waste, Prohibitive waste and Trade waste (as defined in Council's Solid Waste Bylaw) will not be accepted at Council facilities.
- Council will invoice commercial users at appropriate intervals. The assessment of volumes of refuse for charging will be based on the volume of refuse in the vehicle, not the compacted volume in the landfill. Council's assessment of volumes will be final.
- Unless agreed with Council NO truckloads of trade refuse or loads of clean fill greater than 0.2m³ will be accepted at the transfer stations. Such loads may be accepted at the landfill and will be charged for separately at the landfill charge.
- Unless agreed with Council or the landfill operator no after hour access is allowed to the landfill or transfer stations. No keys to the landfill or transfer stations will be issued.

Special/Difficult Refuse is waste that is bulky, lightweight or requiring immediate burying due to containing offensive odour, or is easily windblown, attractive to vermin, has health implications, contains asbestos, or as required by the Council or landfill operator.

* based on \$10/tonne Waste Levy contribution (excluding GST) and \$20.65/tonne carbon credits (GST exempt). These prices are subject to change during the year based on third party pricing.

exempt). These prices are subject to change during the year based on third party pricing.					
Refuse and Greenwaste	excl GST	Waste Min Levy	GST	Carbon credits	incl GST
Landfill (minimum charge of \$60.00)					
Standard Refuse (per tonne)	\$120.00	\$10.00*	\$19.50	\$20.65*	\$170.15
Special/Difficult Refuse (per tonne)	Actual Costs of disposal (Min standard refuse rate charge)				
Landfill Keg Tag Bond	\$17.39	N/A	\$2.61	N/A	\$20.00
Landfill Admin Fee for Manual Dockets	\$43.48	N/A	\$6.52	N/A	\$50.00
Transfer Station - Refuse	excl GST	Waste Min Levy	GST	incl GST	
Car	\$11.52	\$0.65*	\$1.83	\$14.00	
Van or ute with a contained load being either a Wheelie bin/drum/small wool sack/up to 2 bags	\$11.52	\$0.65*	\$1.83	\$14.00	
Utilities and Vans	\$21.03	\$1.58*	\$3.39	\$26.00	
Trailers up to 2.0m long up to 1m high	\$21.03	\$1.58*	\$3.39	\$26.00	
Utilities and Trailers up to 2.0m loaded above 1m high (per 0.5m)	\$11.52	\$0.65*	\$1.83	\$14.00	
Trailers up to 2.6m long up to 1m high	\$31.64	\$2.27*	\$5.09	\$39.00	
Trailers up to 2.6m loaded above 1m high (per 0.5m)	\$21.03	\$1.58*	\$3.39	\$26.00	
Trailers larger than above	Per cubic metre rate				
Flat Deck Truck	Landfill or pre agreed measured m³ rate				

Other Truck	Landfill or pre agreed measured m ³ rate			
Per cubic metre (compacted)	\$69.57	\$4.18*	\$10.43	\$80.00
Per cubic metre (not compacted)	\$30.77	\$2.27*	\$4.96	\$38.00
Weighed load at Transfer Station (incl. weigh fee)	\$40.00 + per tonne fee			
Vehicle and Trailer	Charged for both individually			
Mixed loads	Charged at refuse rate			
Television (old)	\$19.13	N/A	\$2.87	\$22.00
Television (flat screen)	\$15.65	N/A	\$2.35	\$18.00
Monitor (old)	\$10.43	N/A	\$1.57	\$12.00
Monitor (new flat screen)	\$12.17	N/A	\$1.83	\$14.00
Printer/Scanner (small)	\$5.22	N/A	\$0.78	\$6.00
Printer/Scanner (large)	\$43.48	N/A	\$6.52	\$50.00
Paint (up to 4 litre can)	\$1.74	N/A	\$0.26	\$2.00
Paint (over 4 litre can)	\$3.48	N/A	\$0.52	\$4.00
Whiteware (Fridges, freezers etc)	No Charge			

Transfer Station – Greenwaste	excl GST	GST	incl GST
Car	\$6.96	\$1.04	\$8.00
Wheelie bin/ drum/ small wool sack / up to 2 bags	\$6.96	\$1.04	\$8.00
Utilities and Vans	\$12.17	\$1.83	\$14.00
Trailers up to 2.0m long up to 1m high	\$12.17	\$1.83	\$14.00
Utilities and Trailers up to 2.0m loaded above 1m high (per 0.5m)	\$6.96	\$1.04	\$8.00
Trailers up to 2.6m long up to 1m high	\$22.61	\$3.39	\$26.00
Trailers up to 2.6m loaded above 1m high (per 0.5m)	\$12.17	\$1.83	\$14.00
Trailers larger than above	Per cubic metre rate		
Flat Deck Truck	Measured m ³ rate		
Other Truck	Pre agreed m ³ rate		
Per cubic metre	\$27.83	\$4.17	\$32.00
Vehicle and Trailer	Charged for both individually		
Mixed loads	Charged at refuse rate		

Tyre Disposal - All tyres are to be charged independently and are on top of other refuse charges.			
Car	\$6.09	\$0.91	\$7.00
Motorcycle	\$3.48	\$0.52	\$4.00
4x4	\$7.83	\$1.17	\$9.00
Truck	\$10.43	\$1.57	\$12.00
Tractor	\$30.43	\$4.57	\$35.00
Tyres on rims	2 x individual tyre charge		
Refuse bags / Recycling bin Charges (Recommended Retail Price)			
Refuse Bag – 35 litre	\$1.65	\$0.25	\$1.90
Refuse Bag – 60 litre	\$2.00	\$0.30	\$2.30

Recycling Bin	\$19.13	\$2.87	\$22.00
Unauthorised dumping - Council will prosecute persons caught dumping rubbish unlawfully.			
Staff time for investigating and clearing per hour	\$108.70	\$16.30	\$125.00
Travel Costs (per km)	\$0.87	\$0.13	\$1.00
Minimum Charge	\$347.83	\$52.17	\$400.00

Water Services Group

Water Supply	excl GST	GST	incl GST
Charges for Water			
Notes: <ul style="list-style-type: none"> ▪ Extraordinary users may be charged by private arrangement with Council. ▪ Quarterly water billing will apply for metered water users. ▪ Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs. 			
Tankered water (taken from standpipes) per m ³	\$3.28	\$0.49	\$3.77
Note: <i>- for information only as this charge is a rate and is set as a rate</i>			
Water to metered properties per m ³	\$2.19	\$0.33	\$2.52
Common Charges			
Note: <ul style="list-style-type: none"> ▪ Water Connections from the Council main, to and including the toby and/or meter manifold must be installed by a contractor approved by Council for the installation of water connections, at the applicant's expense. 			
Application fee	\$114.78	\$17.22	\$132.00
Installation Administration fee	\$173.91	\$26.09	\$200.00
Inspection fee	\$114.78	\$17.22	\$132.00
Debt Recovery - hourly rate	\$114.78	\$17.22	\$132.00
Restrictor Fee (Plus actual costs)	\$114.78	\$17.22	\$132.00
	Plus actual costs		
Installation of testable Backflow Preventer	Contractors cost		
Maintenance and Annual Testing Fees	Contractors cost		
Disconnections and Reconnections	Contractors cost		
Reconnection following Council imposed disconnection	Contractors cost		
New Connections	Contractors cost		

Wastewater (Sewerage) Group

Sewerage	excl GST	GST	incl GST
New Connections			
Notes: <ul style="list-style-type: none">Sewerage connections must be installed by a contractor approved by the Council for the installation of sewerage connections. Connections at the applicant’s expense.Extra charges will be applicable for development levies. These will be assessed on a case by case basis. Please contact Council for exact costs.			
Application fee	\$114.78	\$17.22	\$132.00
Installation Administration fee	\$173.91	\$26.09	\$200.00
Inspection fee	\$114.78	\$17.22	\$132.00
New Connections	Contractors cost		
Disconnections and Reconnections	Contractors cost		
Reconnection following Council imposed disconnection	Contractors cost		
Existing Connections			
Note: <ul style="list-style-type: none">Work and repair to existing connections to Council sewer main. All physical work associated with repair at applicant’s expense.			
Inspection fee	\$114.78	\$17.22	\$132.00

Discharge of Trade Waste				
Note: <ul style="list-style-type: none"> Charges for the discharge of Trade Waste and conditions thereof are recovered under the Central Hawke's Bay District Council Trade Waste Bylaw 2006. The following charges are provided in Schedule 1D of the Bylaw. 				
B Trade Waste Charges				
Category	Description	excl GST	GST	incl GST
B1 Volume	Payment based on the volume discharged \$/m ³			
	Waipukurau	\$0.22	\$0.03	\$0.25
	Waipawa	\$0.22	\$0.03	\$0.25
B3 Suspended solids	Payment based on the mass of suspended solids \$/kg			
	Waipukurau ISS	\$1.26	\$0.19	\$1.45
	VSS	\$0.16	\$0.02	\$0.18
	Waipawa ISS	\$1.62	\$0.24	\$1.86
	VSS	\$0.22	\$0.03	\$0.25
B4 Organic loading	Biochemical oxygen demand or chemical oxygen demand \$/kg.			
	Waipukurau	\$1.69	\$0.25	\$1.94
	Waipawa	\$1.07	\$0.16	\$1.23
B5 Nitrogen	Payment based on the defined form(s) of nitrogen \$/kg.			
	Waipukurau	\$2.52	\$0.38	\$2.90
	Waipawa	\$2.25	\$0.33	\$2.58
B6 Phosphorous	Payment based on the defined form(s) of phosphorous \$/kg.			
	Waipukurau	\$8.36	\$1.26	\$9.62

	Waipawa	\$6.75	\$1.01	\$7.76
Tankerred Waste Charges				
Tankered Wastes (\$/m ³)		\$0.020	\$0.001	\$0.021

Storm Water Group

Storm Water	excl GST	GST	incl GST
New Connections			
Note:			
<ul style="list-style-type: none"> Storm water connections must be installed by a contractor approved by the Council for installation of storm water connections. Connections at the applicant's expense. Connections to a Council piped stormwater sysem will incur an Installation Administration fee. 			
Application fee	\$114.78	\$17.22	\$132.00
Inspection fee	\$114.78	\$17.22	\$132.00
Installation Administration fee	\$173.91	\$26.09	\$200.00
Existing Connections			
Note:			
<ul style="list-style-type: none"> Work and repair to existing connections to Council's storm water drain, kerb and channel, or open drain. All physical work associated with repair at applicant's expense. 			
Inspection fee	\$114.78	\$17.22	\$132.00

Recreation and Community Facilities Group

Parks and Reserves	excl GST	GST	incl GST
Note: <ul style="list-style-type: none"> Fees for Parks and Reserves are set and collected under the FM Contract. 			
Pourerere Beach Freedom Camping			
Note: <ul style="list-style-type: none"> For permits issued for a one week period between the 20th December and 6th February each summer. At all other times no fee applies. 			
Booking Administration Fee	\$30.44	\$4.56	\$35.00

Library Charges	excl GST	GST	incl GST
Notes: <ul style="list-style-type: none">All residents of Central Hawke’s Bay have free membership.			
Rental Books			
Standard Free Issue	Free		
Rental Book - Category A (4 weeks)	\$0.87	\$0.13	\$1.00
Rental Book - Category B (4 weeks)	\$0.78	\$0.12	\$0.90
Rental Book - Category C (4 weeks)	\$0.70	\$0.10	\$0.80
Rental Book - Category D (4 weeks)	\$0.61	\$0.09	\$0.70
Rental Book - Category E (4 weeks)	\$0.52	\$0.08	\$0.60
Rental Book Automatic Renewal Fee - Where item not returned within issue period			
Rental Book Renewal Fee - Category A (4 weeks)	\$0.87	\$0.13	\$1.00
Rental Book Renewal Fee - Category B (4 weeks)	\$0.78	\$0.12	\$0.90
Rental Book Renewal Fee - Category C (4 weeks)	\$0.70	\$0.10	\$0.80
Rental Book Renewal Fee - Category D (4 weeks)	\$0.61	\$0.09	\$0.70
Rental Book Renewal Fee - Category E (4 weeks)	\$0.52	\$0.08	\$0.60
Magazines	\$0.87	\$0.13	\$1.00
Magazines - Teens and Students	Free		
Magazines - Older	\$0.61	\$0.09	\$0.70
Holds - up to 1 week	Free		
Library Request books from libraries with reciprocal agreement	\$8.70	\$1.30	\$10.00
Library Request books from other libraries	\$21.74	\$3.26	\$25.00
Books for Sale	Library Services Manager Discretion		
Lost books (Adults Content)	Replacement item cost plus \$5.50 processing fees		
Lost books (Children's Content)	Replacement item cost only		
Printing			
A4 Single Sided per sheet	\$0.17	\$0.03	\$0.20
A4 Double Sided per sheet	\$0.35	\$0.05	\$0.40

A4 Colour Single Sided	\$1.30	\$0.20	\$1.50
A3 Single Sided per sheet	\$0.35	\$0.05	\$0.40
A3 Double Sided per sheet	\$0.70	\$0.10	\$0.80
A3 Colour Single Sided	\$2.61	\$0.39	\$3.00
Scanning for first page	Free		
Scanning for extra pages	Free		
Aotearoa Peoples Network Kaharoa printing - per page (black and white)	\$0.17	\$0.03	\$0.20
Aotearoa Peoples Network Kaharoa printing - per page (colour)	\$0.43	\$0.07	\$0.50
3D Printing charged per gram	\$0.10	\$0.01	\$0.11
A4 size - laminating	\$1.74	\$0.26	\$2.00
A3 size - laminating	\$3.48	\$0.52	\$4.00
DVD Rental			
DVDs Set - 3 week issue	\$6.09	\$0.91	\$7.00
DVDs Restricted - 3 week issue	\$6.09	\$0.91	\$7.00
DVDs Category A - 1 week issue	\$4.35	\$0.65	\$5.00
DVDs Category B - 1 week issue	\$3.91	\$0.59	\$4.50
DVDs Category C - 1 week issue	\$2.61	\$0.39	\$3.00
DVDs Restricted - 1 week issue	\$4.35	\$0.65	\$5.00
School DVD's - 1 week all categories	Free		
DVD Automatic Renewal Fee - Where item not returned within issue period			
DVDs Set - 3 week issue	\$6.09	\$0.91	\$7.00
DVDs Restricted - 3 week issue	\$6.09	\$0.91	\$7.00
DVDs Category A - 1 week issue	\$4.35	\$0.65	\$5.00
DVDs Category B - 1 week issue	\$3.91	\$0.59	\$4.50
DVDs Category C - 1 week issue	\$2.61	\$0.39	\$3.00
DVDs Restricted - 1 week issue	\$4.35	\$0.65	\$5.00
School DVD's - 1 week all categories	Free		
Room Hire			
Waipawa Meeting room rental - Commercial (day)	\$43.48	\$6.52	\$50.00
Waipawa Library Meeting room - Not for profit	Free		
Waipawa Library Meeting - Regular Meetings	Library Services Manager Discretion		
Miscellaneous			
Replacement Library Cards	\$2.17	\$0.33	\$2.50
Book Covering	\$3.48	\$0.52	\$4.00
Bond for temporary membership	\$17.39	\$2.61	\$20.00
Book Bags	\$1.74	\$0.26	\$2.00
Road Code Bond	\$8.70	\$1.30	\$10.00
Aotearoa Peoples Network Kaharoa Internet Access	Free		

Cemeteries and Crematoria**Notes:**

- The sale of reserve plots is restricted to one and then only in conjunction with the burial of a member of the same family. (With each application a standard form is filled out so that an accurate record of the reserve plot is kept. A copy of this form is also forwarded to the local Funeral Director.)

Those persons who have reserved plots on behalf of another person or for family members cannot reserve a further plot until the original reserved plots are used.

Pursuant to section 10 (4) of the Burial and Cremation Act 1964 the exclusive right of burial will lapse after sixty (60) years. All plots not used after 60 years will be offered for re-sale following deliberate effort to trace the purchaser or descendants thereof.

- The cost of general grounds maintenance in the cemetery including mowing plots in the lawn cemetery areas is carried out by Council and paid for in the Burial Plot Fee. However maintenance of headstones, fences, concrete-work, etc on any plot is the responsibility of the deceased's descendants and relatives.

Burial Plot Fees	excl GST	GST	incl GST
Adult	\$739.13	\$110.87	\$850.00
Children under 13	No charge		
Baby -Waipukurau Cemetery Memorial only	No charge		
Lawn Ashes	\$239.13	\$35.87	\$275.00
Crematorium Garden Plot	\$239.13	\$35.87	\$275.00
Crematorium Family Garden Area (8 plots - where available)	\$2,173.91	\$326.09	\$2,500.00
Crematorium Family Garden Area (10 plots- where available)	\$2,608.70	\$391.30	\$3,000.00
RSA Burial or RSA Ashes Plots	No charge		
Interment Fees			
Standard – including public holidays and weekends	\$782.61	\$117.39	\$900.00
Children under 13 and Babies - including public holidays and weekends	No charge		
Ashes	\$217.39	\$32.61	\$250.00
Other Cemetery Fees			
Double Depth (more than one burial where ground permits)	\$217.39	\$32.61	\$250.00
Breaking Concrete	Actual Cost		
Afterhours - Afterhours fees will apply to interments that begin after 1.00pm Saturday and 4.00pm on weekdays. This fee is additional to the interment fee.	\$652.17	\$97.83	\$750.00
Sundays and Public Holidays - Sunday and Public Holiday fees apply to all interments on Sundays and Public Holidays with the exception of Easter Sunday, Anzac Day, Christmas, Boxing and New Year's Day, when no interments are permitted. This fee is additional to the interment fee.	\$1,521.74	\$228.26	\$1,750.00
Disinterment	Actual Costs		
Monumental Permit Fee - A monumental permit is required for all work to a headstone, including repairs and new headstones and plaques, including ashes garden plaques within the cemetery.	\$43.48	\$6.52	\$50.00

District-wide Reservations (maximum of one adjoining plot at the time of interment)	200% of the current plot fee		
Manual Records Search Fee - per entry (per hour) plus actual costs	\$130.43	\$19.57	\$150.00

Retirement Housing				Total Fee
Notes: <ul style="list-style-type: none"> Retirement housing rentals have been included in the Fees and Charges Schedule purely for review and information purposes. They do not form part of the Special Order procedures. New tenancies that occur during the year, may be negotiated at rentals which exceed the below. Rentals are reviewed annually. Residential Rents are GST exempt supplies and therefore do not include GST 				
Kingston Place Waipawa or Ruahine Place Waipukurau (per week)	Single Occupancy			\$115.00
	Married Occupancy			\$130.00
With Council owned and maintained heat pump	Single Occupancy			\$135.00
	Married Occupancy			\$145.00
Wellington Road Waipukurau (per week)	Single Occupancy			\$135.00
	Married Occupancy			\$145.00
With Council owned and maintained heat pump	Single Occupancy			\$150.00
	Married Occupancy			\$160.00

Council Chamber	excl GST	GST	incl GST
Note: <ul style="list-style-type: none"> Non-Council organisations and club using the Council Chamber will be charged \$30.00 per hour with a minimum charge of \$60.00. This includes the use of the kitchen and crockery. 			
Minimum Charge	\$52.18	\$7.82	\$60.00
Hourly Charge	\$26.09	\$3.91	\$30.00

Photocopying / Printing			
Note: <ul style="list-style-type: none"> There is no discount if the customer has supplied their own paper. 			
A4 Single Sided per sheet	\$0.18	\$0.02	\$0.20
A4 Double Sided per sheet	\$0.35	\$0.05	\$0.40
A4 Colour Single Sided	\$1.31	\$0.19	\$1.50
A3 Single Sided per sheet	\$0.35	\$0.05	\$0.40
A3 Double Sided per sheet	\$0.70	\$0.10	\$0.80
A3 Colour Single Sided	\$2.61	\$0.39	\$3.00
A2 Single Sided per sheet (Council Office Only)	\$2.18	\$0.32	\$2.50
A1 Single Sided per sheet (Council Office Only)	\$4.35	\$0.65	\$5.00

A4 Scanning for first page	\$0.87	\$0.13	\$1.00
A4 Scanning for extra pages	\$0.18	\$0.02	\$0.20
A1 and A2 Scanning to USB drives only (Council Office Only)	\$8.70	\$1.30	\$10.00
Laminating			
A4 size	\$1.74	\$0.26	\$2.00
A3 size	\$3.48	\$0.52	\$4.00

7.3 SETTING OF RATES FOR 2019/20

File Number: COU1-1400

Author: Bronda Smith, Group Manager, Corporate Support and Services

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Annual Plan 2019/20 Funding Impact Statement [↓](#) 

PURPOSE

The matter for consideration by the Council is the setting of the rates for 2019/20.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) Pursuant to Section 23(1) of the Local Government (Rating) Act 2002, the Central Hawke's Bay District Council resolves to set the rates, due dates and penalties regime for the 2019/20 year.

1. General Rate

A general rate set under section 13 of the Local Government (Rating) Act 2002 for the purposes of providing all or some of the cost of:

- Community leadership, including administration, cost of democracy, community voluntary support grants
- All regulatory activities, including district planning, land use and subdivision consent costs, building control, public health, animal control, and compliance.
- Solid waste
- Parks and reserves, public toilets, theatres and halls, cemeteries, and miscellaneous property costs

For the 2019/20 year, this rate will be 0.10793 cents per dollar (including GST) based on the rateable capital value of all rateable land within the District.

2. Uniform Annual General Charge

A rate set under section 15 of the Local Government (Rating) Act 2002 on each separately used or inhabited part of a rating unit within the District. See definition below. This rate is for the purpose of providing:

- Economic and social development.
- A portion of the cost of solid waste
- Libraries and swimming facilities

For the 2019/20 year, this rate will be \$278.26 (including GST).

Targeted Rates

3. District Land Transport Rate

A rate for the Council's land transport facilities set under section 16 of the Local Government (Rating) Act 2002. This rate is set for the purpose of funding the operation and maintenance of the land transport system.

For the 2019/20 year this rate will be 0.21106 cents per dollar (including GST) based on the land value of all rateable land in the district.

Separately Used or Inhabited Parts of a Rating Unit

Definition – for the purposes of the Uniform Annual General Charge and the targeted rates above, a separately used or inhabited part of a rating unit is defined as –

A separately used or inhabited part of a rating unit includes any portion inhabited or used by [the owner/a person other than the owner], and who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement.

This definition includes separately used parts, whether or not actually occupied at any time, which are used by the owner for occupation on an occasional or long term basis by someone other than the owner.

Examples of separately used or inhabited parts of a rating unit include:

- For residential rating units, each self-contained household unit is considered a separately used or inhabited part. Each situation is assessed on its merits, but factors considered in determining whether an area is self-contained would include the provision of independent facilities such as cooking/kitchen or bathroom, and its own separate entrance.
- Residential properties, where a separate area is used for the purpose of operating a business, such as a medical or dental practice. The business area is considered a separately used or inhabited part.

These examples are not considered inclusive of all situations.

5. Water Supply Rates

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for water supply operations of a fixed amount per separately used or inhabited part of a rating unit. The purpose of this rate is to fund water supplies for Otane, Takapau, Waipukurau, Waipawa, Kairakau, Porangahau and Te Paerahi.

The purpose of this rate is to fund the maintenance, operation and capital upgrades of water supplies and treatment in those parts of the District where these systems are provided.

The rate is subject to differentials as follows:

- (a) a charge of per separately used or inhabited part of a rating unit connected in the Otane, Takapau, Waipukurau, Waipawa, Kairakau, Porangahau, and Te Paerahi Beach communities.
- (b) a half charge per separately used or inhabited part of a rating unit which is serviceable for the above locations.

For this rate:

- "Connected" means a rating unit to which water is supplied.
- "Serviceable" means a rating unit to which water is not being supplied, but the property it is situated within 100 metres of the water supply.

For the 2019/20 year these rates will be:

	Charge	Water Rate (incl GST)
a	Connected	\$721.67
b	Serviceable, not connected	\$360.83

6. Metered Water Rate

A targeted rate under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water supplied, as measured by cubic metre, over 300 cubic metres per year. This is applied to water users deemed 'Extraordinary' where payment of the Water Supply rate above entitles extraordinary users to the first 300 cubic metres of water without additional charge.

The rate is subject to differentials as follows:

- (a) a rate per cubic metre of water, for users consuming below 40,000 cubic metres
- (i)
- (b) A rate per cubic metre of water, for users above 40,000 cubic metres, and where the land use category in the valuation database is not 'industrial'
- (c) a rate of per cubic metre of water, for users consuming above 40,000 cubic metres, and where the land use category in the valuation database is 'industrial'

For the 2019/20 year these rates will be:

	Volume of water (cubic metres)	Rate per cubic metre (incl GST)
a	Below 40,000	\$2.52
b	Above 40,000, non-industrial	\$2.52
c	Above 40,000, industrial	\$1.91

7 Sewerage Rates

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the Council's sewage disposal function of fixed amounts in relation to all land in the district to which the Council's sewage disposal service is provided or available, as follows:

- (a) a charge per rating unit connected.
- (b) a charge per pan within the rating unit, after the first one.
- (c) a charge per rating unit which is serviceable.

The rate is subject to differentials as follows:

- "Connected" means the rating unit is connected to a public sewerage system.
- "Serviceable" means the rating unit is not connected to a public sewerage drain but is within 30 metres of such a drain.
- A rating unit used primarily as a residence for one household is treated as not having more than one pan.
- For commercial accommodation providers, each subsequent pan will be rated at 50% of the charge.
- For those Clubs who qualify for a rebate of their General Rates under Council's Community Contribution and Club Rebate Remission Policy, and who are connected to the sewerage network, each subsequent pan will be rated at 50% of the Sewerage Charge.

The purpose of this rate is to fund the maintenance, operation and capital upgrades of sewerage collection, treatment and disposal systems in those parts of the District where these systems are provided.

For the 2019/20 year these rates will be:

	Charge	Sewerage Rate (incl GST)
a	First charge per separately used or inhabited part of a rating unit connected	\$933.32
b	Additional charge per pan after the first	\$933.32
c	Serviceable, not connected, per separately used or inhabited part of a rating unit	\$466.66

d	Additional charge per pan after the first – commercial accommodation provider, qualifying club	\$466.66
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(ii)

9. Stormwater Rates

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the purpose of funding operations and maintenance, plus improvements and loan charges on the stormwater drainage network as follows:

A uniform targeted rate on the capital value of all rateable land in the Waipukurau and Waipawa Stormwater Catchment Areas.

(iii)

For the 2019/20 year this rate will be 0.08076 cents per dollar (including GST).

8. Kerbside Recycling Rate

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the Council's collection of household recyclables for Waipukurau and Waipawa on each separately used or inhabited part of a rating unit to which the Council provides the service.

For the 2019/20 year this rate will be \$84.69 (including GST).

9. Refuse Collection Rate

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the collection of household and commercial refuse for Otane, Onga Onga, Takapau, Tikokino, Waipukurau, Waipawa, Porangahau, Te Paerahi, Blackhead Beach, Kairakau, Mangakuri, Aramoana and Purerere Beach on each separately used or inhabited part of a rating unit to which the Council provides the service.

For the 2019/20 year this rate will be \$21.06 (including GST).

10. Te Aute Drainage Rate

Te Aute Drainage rates are set on all rateable area of rateable property within the designated area subject to a graduated scale for the purpose of funding the operations, loan charges and the repayment of loans for the Te Aute Drainage Scheme area.

The amount required and the classification is set by the Te Aute Drainage Committee.

Each hectare of land in each property is classified according to the susceptibility of that hectare to flooding as follows:

A (100 points), B (80 points), C (15 points), F (3 points), and G (0 points).

The total number of points is 73614. The total amount of funding required each year determines how much each of these points are worth. In this way, the total amount required is apportioned on a pro rata basis using the weightings on each hectare.

The total amount of funding required for 2019/20 is \$17,250

The amount per point is 23.43304 cents including GST.

The Te Aute drainage scheme area is defined by reference to the classification list establishing the graduated scale.

Valuation Number	Hectares in each classification				Total Points	Amount
	A (100pts)	B (80pts)	C (15pts)	F (3pts)		
1092000300	0	11.3	8.15	31.63	1,121	\$262.68
1092000800	0	32.83	74.69	23.42	3,817	\$894.44
1092000900	0	0	0.83	2.15	19	\$4.45
1092001001	77.96	16.65	11.94	17.95	9,361	\$2,193.57
1092001100	78.22	0	15.28	39.73	8,171	\$1,914.71
1092001107	0	0	18.02	68.04	474	\$111.17
1092001200	0	2.88	18.35	18.86	562	\$131.69
1092001201	0	20.25	19.15	12.31	1,944	\$455.54
1092001400	0	0	0	14.16	42	\$9.84
1092001600	0	0	0	10.12	30	\$7.03
1092001700	38.74	51.06	36.24	45.12	8,638	\$2,024.15
1092002100	188.81	0	0	23.93	18,953	\$4,441.26
1092002200	84.02	4.14	1.16	6.45	8,770	\$2,055.08
1092002300	41.02	5.2	20.43	22.8	4,893	\$1,146.58
1092002900	0	0	0	0.81	2	\$0.47
1092006100	0	84.44	0	20.77	6,817	\$1,597.43
Total	508.77	228.75	224.24	358.25	73,614	\$17,250.00

Approach to Rating

Rates are set and assessed under the Local Government (Rating) Act 2002 on all rateable rating units on the value of the land and improvements as supplied by Quotable Value New Zealand Limited. . The last rating revaluation was carried out in September 2018 and is effective from 1 July 2019.

The objectives of the council's rating policy is to:

- (i) spread the incidence of rates as fairly as possible
- (ii) be consistent in charging rates
- (iii) ensure all ratepayers pay their fair share for council services
- (iv) provide the income needed to meet the council's goals.

The Central Hawke's Bay District Council rating system provides for all user charges and other income to be taken into account first, with the rates providing the balance needed to meet the council's objectives.

Rating Base

The rating base will be the database determined by the contracted rating service provider. Because this database is constantly changing due to change of ownership, subdivision, regular revaluations, change of status from rateable to non-rateable (and reverse), the rating base is not described in detail in this policy.

Due Dates for Rate Payments

Pursuant to Section 24 of the Local Government (Rating) Act 2002, the following dates are proposed to apply for assessing the amount of each instalment of rates excluding metered water rates for the year 1 July 2019 to 30 June 2020. Each instalment will be assessed in four equal amounts, rounded.

Instalment number	Instalment Start Date	Last day of payment without additional charge	Penalty date
1	1 July 2019	20 August 2019	21 August 2019
2	1 October 2019	20 November 2019	21 November 2019
3	1 January 2020	20 February 2020	21 February 2020
4	1 April 2020	20 May 2020	21 May 2020

Due Dates for Metered Water Rates

Pursuant to Section 24 of the Local Government (Rating) Act 2002, the following dates are proposed to apply for assessing the amount of metered water rates for the year 1 July 2019 to 30 June 2020. The assessment is applied to water users after the first 300 cubic metres of water without additional charge has been used as part of the Water Supply Rate.

Area/Users	Water Meters read during	Last day of payment
High Users	Monthly	20th month following
Waipukurau Takapau	Sep-19	20-Oct-19
	Dec-19	20-Jan-20
	Mar-20	20-Apr-20
	Jun-20	20-Jul-20
Waipawa Otane Kairakau	Aug-19	20-Sep-19
	Nov-19	20-Dec-19
	Feb-20	20-Mar-20

Porangahau/Te Paerahi	May-20	20-Jun-20
<p>Penalty Charges</p> <p>(Additional Charges on Unpaid Rates)</p> <p>Pursuant to Section 58(1)(a) of the Local Government (Rating) Act 2002, an additional charge of 10% will be added on the penalty date above, to all amounts remaining unpaid for each instalment excluding metered water rates.</p> <p>Pursuant to Section 58(1)(b) of the Local Government (Rating) Act, a further additional charge of 10% will be added on 1 July 2019 to the amount of rates assessed in previous financial years and remaining unpaid as at 30 June 2019 (Section 58(1)(b)) excluding metered water rates.</p>		

COMPLIANCE	
Significance	This matter is assessed as being critical to the financial management of the Council.
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> 1. Pursuant to Section 23(1) of the Local Government (Rating) Act 2002, the Central Hawke's Bay District Council resolves to set the rates, due dates and penalties regime for the 2019/20 year. 2. Council resolves to not set the rates, due dates and penalties regime for the 2019/20 year and to give Officers guidance on which amendments are needed and an amended timeframe related to setting of rates would be required.
Affected persons	The persons who are affected by or interested in this matter are the community of Central Hawke's Bay District Council.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	This report has implications for the ability of Council to deliver the services of Council in the 2019/20 year.
Significant Policy and Plan Inconsistencies	There are no inconsistencies with existing plans or policies.

EXECUTIVE SUMMARY

This report is the final step in the process of being able to set the rates for the 2019/20 year following the adoption of the Annual Plan. The rates included in the report are part of the Funding Impact Statement that is included in the Annual Plan for 2019/20.

BACKGROUND

Council is required to resolve to set the rates, due dates and penalties regime for the 2019/20 year. The rates required by Council to be able to meet the requirements of the purpose of Local Government are part of the development of Annual Plan and are set out within the attached Funding Impact Statement within the Annual Plan. Following the adoption of the Annual Plan, Council is required to set rates in accordance with Funding Impact Statement and Section 23 of Local Government (Rating) Act 2002.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as **critical** to the financial management of the Council.

OPTIONS

The following assessment relates to all options

- a) **Financial and Resourcing Implications**
Setting of rates is key for the service provision and the financial management and funding of Council. Following the adoption of the Annual Plan, this allows the Council to collect the rates required to deliver the service of Council for 2019/20. Not setting the rates would put Council at financial risk.
- b) **Risk Analysis**
Setting of the rates is a requirement of the LGA and the Section 23 of Local Government (Rating) Act 2002. Council is required to set the rates in accordance with the Acts to ensure they are lawful and can be collected from ratepayers.
- c) **Promotion or Achievement of Community Outcomes**
Rates funding allows the Council to deliver the services included in the LTP and Annual Plan which are based on the Community Outcomes included in the plan.
- d) **Statutory Responsibilities**
Council is required to set rates based on the Annual Plan and in accordance with Section 23 of Local Government (Rating) Act 2002.
- e) **Consistency with Policies and Plans**
The rates proposed to be set are consistent with the Annual Plan 2019/20.
- f) **Participation by Māori**
There are no specific implications for Māori regarding the setting of the rates.
- g) **Community Views and Preferences**
The views of the community and preferences were considered as part of the consultative process run as part of the Annual Plan process.

Option 1

Pursuant to Section 23(1) of the Local Government (Rating) Act 2002, the Central Hawke's Bay District Council resolves to set the rates, due dates and penalties regime for the 2019/20 year.

Option 2

Council resolves to not set the rates, due dates and penalties regime for the 2019/20 year and to give Officers guidance on which amendments are needed and an amended timeframe related to setting of rates would be required.

NEXT STEPS

Following the setting of Rates, Council Officers will strike the rates within the Council rating system and following 1st July, the first rates assessment will be sent to ratepayers.

Recommended Option

This report recommends option 1 for addressing the matter.

Funding Impact Statement

The purpose of the funding impact statement is to provide information about the income and funding streams we will use and is an indication of the amount of funding we will generate from each stream.

Council will use a mix of revenue sources to meet operating expenses, with major sources being general and targeted rates, land transport subsidies and fees and charges.

Capital expenditure for new works will be funded from loans and development contributions, with capital renewals being funded by rates and reserves set aside for this purpose.

At various points in this funding impact statement the Council has included an indicative level of rate or charge. These indicative figures support the calculations in the rates sample models and are included to provide you with an indication of the level of rates we are likely to assess on your rating unit in the coming year. So long as we set the rates in accordance with the system described in this statement, the amounts may change.

The following rating mechanisms are intended to be used in the 2019/20 Annual Plan.

Central Hawke's Bay District Council: Funding impact statement for 2019/2020 (whole of council)

	Annual Plan 2019 \$000	LTP 2020 \$000	Annual Plan 2020 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	12,884	13,229	13,435
Targeted rates	6,888	7,335	7,256
Subsidies and grants for operating purposes	2,598	2,671	2,744
Fees, charges	2,945	2,974	3,216
Interest and dividends from investments	125	118	140
Local authorities fuel tax, fines, infringement fees and other receipts	311	315	196
Total operating funding	25,751	26,642	26,987
Applications of operating funding			
Payments to staff and suppliers	17,789	18,162	19,503
Finance costs	239	543	558
Other operating funding applications	0	0	(180)
Total applications of operating funding	18,028	18,706	19,881
Surplus (deficit) of operating funding	7,723	7,936	7,105
Sources of capital funding			
Subsidies and grants for capital expenditure	4,387	4,499	4,977
Development and financial contributions	22	22	22
Increase (decrease) in debt	4,798	7,542	9,221
Gross proceeds from sale of assets	67	35	35
Lump sum contributions	0	0	0
Total sources of capital funding	9,273	12,097	14,254
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	1,260	1,260	1,531
- to replace existing assets	15,851	18,719	20,671
Increase (decrease) in reserves	0	0	0
Increase (decrease) of investments	(115)	54	(842)
Total application of capital funding	16,996	20,033	21,359
Surplus (deficit) of capital funding	(7,723)	(7,936)	(7,105)
Funding balance	0	0	0

2019/20 Rates Factors

The table below lists the rate factors for the 2019/20 year (1 July 2019 to 30 June 2020) that are proposed to be set by the Central Hawke's Bay District Council under the Local Government (Rating) Act 2002.

Description	Land Liable	Differential	Factor of Liability	Factor	Rate Value **	Amount Sought including GST \$
District Wide Rates						
General	All rateable property	Uniform	Capital Value	\$5,605,009,150	0.10793¢	\$6,049,611
Uniform Annual General Charge	All rateable property	Uniform	Fixed Amount per SUIP*	6,520	\$278.26	\$1,814,237
District Land Transport	All rateable property	Uniform	Land Value	\$3,578,694,600	0.21106¢	\$7,553,325
Targeted Rates						
Refuse Collection	Service Available	Uniform	Fixed Amount per SUIP *	4,025	\$21.06	\$84,781
Kerbside Recycling Collection	Service Available	Uniform	Fixed Amount per SUIP *	2,994	\$84.69	\$253,570
Water Supply	Connected/Service Available	Connected/Service Available	Fixed Amount per SUIP *	4,165	\$721.67/\$360.83	\$3,005,428
Sewerage	Connected/Service Available	Connected/Use/Service Available	Fixed Amount per SUIP *, per Pan	3,993	\$933.32/\$466.66	\$3,726,762
Stormwater	Catchment Area	Uniform	Capital Value	\$954,467,400	0.08076¢	\$770,824
Drainage	Te Aute	Classifications	Fixed Amount per point	73,614	\$23.43	\$17,250
Water by Meter	Extraordinary users	Volume, land use category	Fixed Amount per cubic metre		\$2.52 / \$1.91	\$422,170
Total Sought						\$23,697,957

* Separately used or inhabited part

Rates Samples

PROPERTY DESCRIPTION			2015 VALUES		2018 VALUES		2018/19	2018 Valuations 2019/20			2015 Valuations 2019/20		
Type	District	Value	Land value	Capital value	Land value	Capital value	Amount	Amount	Change \$	Change %	Amount	Change \$	Change %
Residential town	Waipukurau	Low	18,000	73,000	54,000	185,000	2,269	2,502	233	10.3%	2,288	19	0.8%
Residential town	Waipukurau	Medium	77,000	200,000	116,000	330,000	2,761	2,907	145	5.3%	2,801	40	1.4%
Residential town	Waipukurau	Medium	77,000	260,000	116,000	455,000	2,916	3,142	226	7.8%	2,964	48	1.6%
Residential town	Waipukurau	High	69,000	410,000	104,000	620,000	3,281	3,428	148	4.5%	3,348	68	2.1%
Residential town	Waipukurau	High	82,000	485,000	123,000	685,000	3,510	3,591	81	2.3%	3,589	78	2.2%
Residential town	Waipawa	Low	35,000	180,000	74,000	295,000	2,593	2,752	159	6.1%	2,627	35	1.3%
Residential town	Waipawa	Medium	35,000	170,000	77,000	280,000	2,567	2,730	163	6.4%	2,600	33	1.3%
Residential town	Waipawa	High	27,000	255,000	77,000	400,000	2,764	2,956	193	7.0%	2,808	44	1.6%
Residential town	Waipawa	High	85,000	430,000	180,000	710,000	3,377	3,759	382	11.3%	3,448	71	2.1%
Residential town	Otane		54,000	205,000	118,000	315,000	2,353	2,543	190	8.1%	2,403	51	2.1%
Residential town	Porangahau	Low	27,000	59,000	59,000	121,000	2,106	2,209	103	4.9%	2,116	10	0.5%
Residential town	Porangahau	High	27,000	175,000	59,000	360,000	2,242	2,467	225	10.0%	2,283	41	1.8%
Residential town	Takapau		20,000	110,000	40,000	180,000	2,147	2,233	86	4.0%	2,170	23	1.1%
Residential town	Takapau		32,000	260,000	64,000	345,000	1,403	1,528	126	9.0%	1,487	84	6.0%
Residential town	Takapau	Lifestyle	265,000	425,000	370,000	580,000	2,305	2,428	123	5.3%	2,388	83	3.6%
Residential town	Tikokino		48,000	170,000	77,000	340,000	732	829	97	13.2%	681	-51	-7.0%
Residential town	Onga Onga		29,000	180,000	50,000	315,000	691	745	54	7.8%	641	-50	-7.2%
Beach	Blackhead		230,000	420,000	230,000	420,000	1,533	1,238	-295	-19.2%	1,559	26	1.7%
Beach	Kairakau		175,000	435,000	220,000	520,000	2,066	2,047	-19	-0.9%	2,146	80	3.9%
Beach	Mangakuri		360,000	800,000	450,000	900,000	2,342	2,220	-121	-5.2%	2,477	135	5.8%
Beach	Te Paerahi	Low	175,000	245,000	195,000	220,000	2,737	2,603	-134	-4.9%	2,805	68	2.5%
Beach	Te Paerahi	Medium	270,000	495,000	295,000	495,000	3,296	3,111	-184	-5.6%	3,436	140	4.3%
Rural	District	Lower	213,000	217,500	294,000	303,500	849	948	99	11.6%	919	70	8.3%
Rural	District	Lower	360,000	660,000	630,000	990,000	2,162	2,676	514	23.8%	2,254	92	4.2%
Rural	District	Medium	1,850,000	2,340,000	2,970,000	3,470,000	8,290	10,292	2,002	24.2%	8,914	625	7.5%
Rural	District	Medium	620,000	670,000	870,000	930,000	2,899	3,118	219	7.6%	3,008	109	3.8%
Rural	District	High	6,000,000	6,800,000	6,350,000	7,310,000	25,099	21,571	-3,528	-14.1%	27,150	2,051	8.2%
Rural	District	High	5,650,000	6,950,000	6,500,000	8,000,000	24,299	22,632	-1,667	-6.9%	26,370	2,072	8.5%
Rural	Aramoana	High	3,140,000	3,670,000	4,240,000	4,880,000	13,449	14,494	1,046	7.8%	14,502	1,053	7.8%
Rural	Ruataniwha	High	3,420,000	4,220,000	4,000,000	5,000,000	14,875	14,117	-758	-5.1%	16,091	1,216	8.2%
Rural	Ruahine	High	10,200,000	10,850,000	12,200,000	13,000,000	41,566	40,059	-1,507	-3.6%	44,936	3,370	8.1%
Rural	Ruahine	Medium	1,770,000	2,310,000	2,300,000	2,950,000	8,031	8,317	285	3.6%	8,644	612	7.6%
Commercial	Waipukurau		165,000	520,000	165,000	600,000	7,268	7,147	-122	-1.7%	7,547	279	3.8%
Commercial	Waipawa		58,000	87,000	58,000	87,000	2,417	2,326	-91	-3.8%	2,440	23	1.0%
Industrial	Waipukurau		150,000	360,000	245,000	420,000	4,272	4,282	10	0.2%	4,376	104	2.4%
			Council average %				4.34%			4.59%			

Rates

The following rates are intended to be set and assessed on all property within the District for the 2019/20 year:

District Wide Rates

1. General Rate

A general rate set under section 13 of the Local Government (Rating) Act 2002 for the purposes of providing all or some of the cost of:

- Community leadership, including administration, cost of democracy, community voluntary support grants
- All regulatory activities, including district planning, land use and subdivision consent costs, building control, public health, animal control, and compliance
- Solid waste
- Parks and reserves, public toilets, theatres and halls, cemeteries, and miscellaneous property costs

For the 2019/20 year, this rate will be 0.10793 cents per dollar (including GST) based on the rateable capital value of all rateable land within the District.

2. Uniform Annual General Charge

A rate set under section 15 of the Local Government (Rating) Act 2002 on each separately used or inhabited part of a rating unit within the District. See definition below. This rate is for the purpose of providing:

- Economic and social development
- A portion of the cost of solid waste
- Libraries and swimming facilities

For the 2019/20 year, this rate will be \$278.26 (including GST).

3. District Land Transport Rate

A rate for the Council's land transport facilities set under section 16 of the Local Government (Rating) Act 2002. This rate is set for the purpose of funding the operation and maintenance of the land transport system.

For the 2019/20 year this rate will be 0.21106 cents per dollar (including GST) based on the land value of all rateable land in the district.

Targeted Rates

Separately Used or Inhabited Parts of a Rating Unit

Definition – for the purposes of the Uniform Annual General Charge and the targeted rates above, a separately used or inhabited part of a rating unit is defined as –

A separately used or inhabited part of a rating unit includes any portion inhabited or used by [the owner/a person other than the owner], and who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement.

This definition includes separately used parts, whether or not actually occupied at any time, which are used by the owner for occupation on an occasional or long term basis by someone other than the owner.

Examples of separately used or inhabited parts of a rating unit include:

- For residential rating units, each self-contained household unit is considered a separately used or inhabited part. Each situation is assessed on its merits, but factors considered in determining whether an area is self-contained would include the provision of independent facilities such as cooking/kitchen or bathroom, and its own separate entrance.

- Residential properties, where a separate area is used for the purpose of operating a business, such as a medical or dental practice. The business area is considered a separately used or inhabited part.

These examples are not considered inclusive of all situations.

4. Water Supply Rates

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for water supply operations of a fixed amount per separately used or inhabited part of a rating unit. The purpose of this rate is to fund water supplies for Otane, Takapau, Waipukurau, Waipawa, Kairakau, Porangahau and Te Paerahi.

The purpose of this rate is to fund the maintenance, operation and capital upgrades of water supplies and treatment in those parts of the District where these systems are provided.

The rate is subject to differentials as follows:

- a charge of per separately used or inhabited part of a rating unit connected in the Otane, Takapau, Waipukurau, Waipawa, Kairakau, Porangahau, and Te Paerahi Beach communities.
- a half charge per separately used or inhabited part of a rating unit which is serviceable for the above locations.

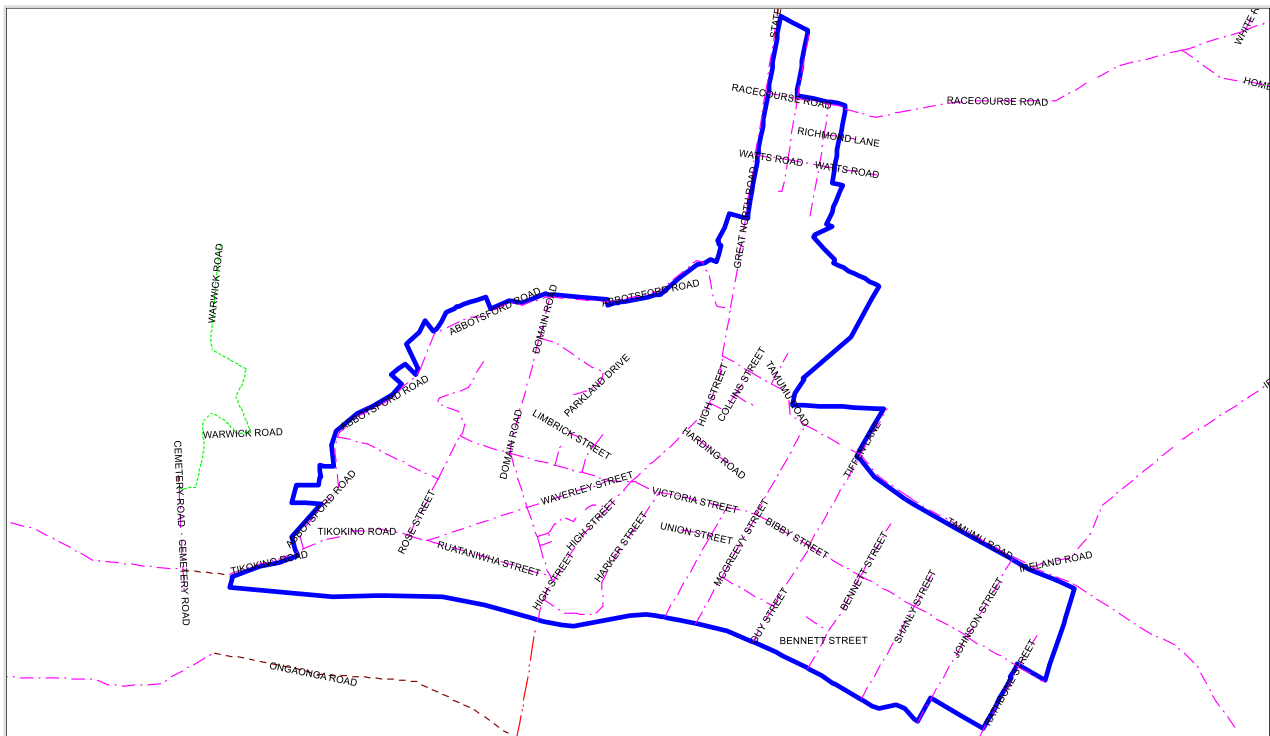
For this rate:

- "Connected" means a rating unit to which water is supplied.
- "Serviceable" means a rating unit to which water is not being supplied, but the property it is situated within 100 metres of the water supply.

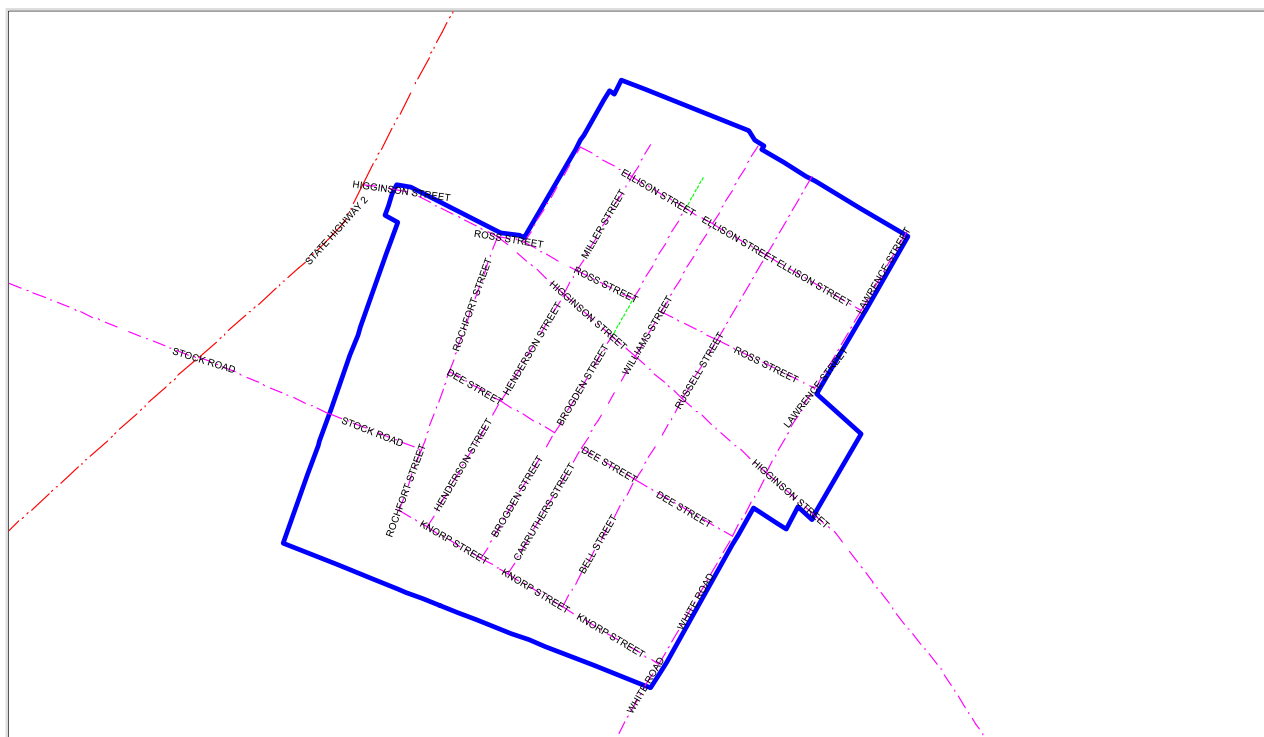
For the 2019/20 year these rates will be:

	CHARGE	WATER RATE (INCL GST)
a	Connected	\$721.67
b	Serviceable, not connected	\$360.83

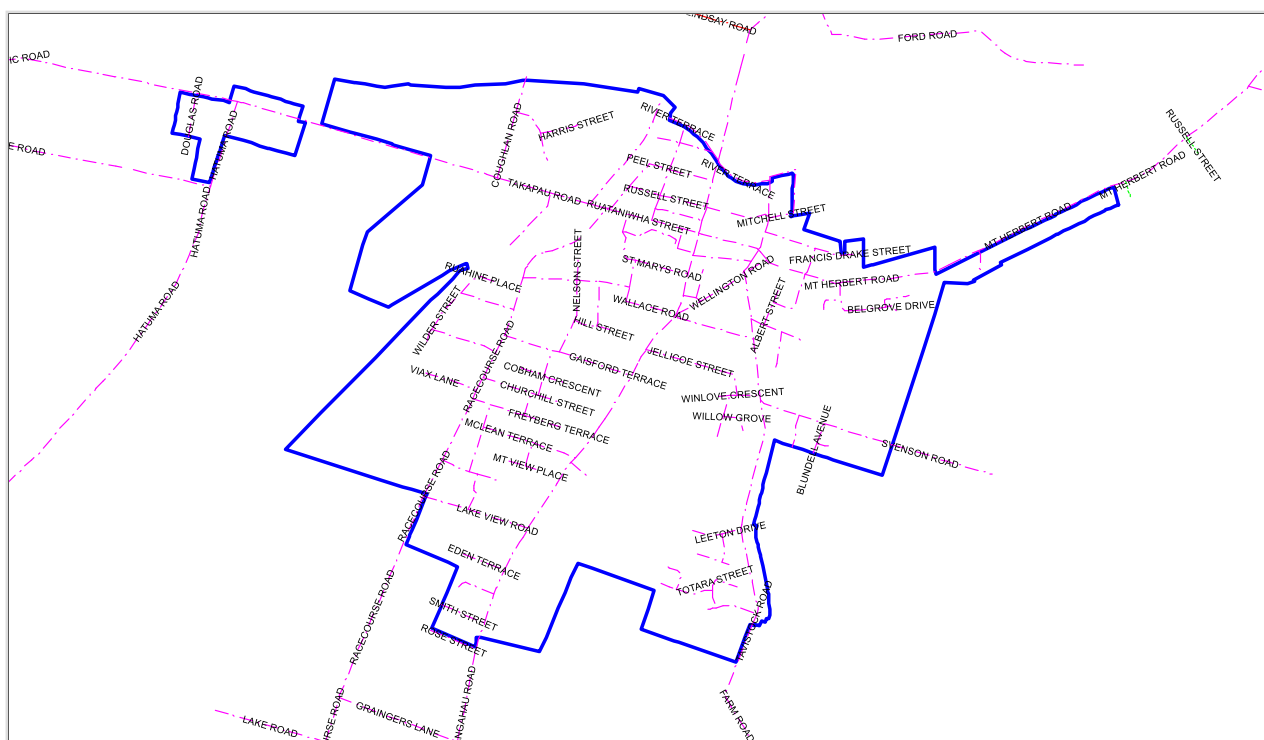
WAIPAWA WATER SUPPLY ZONE



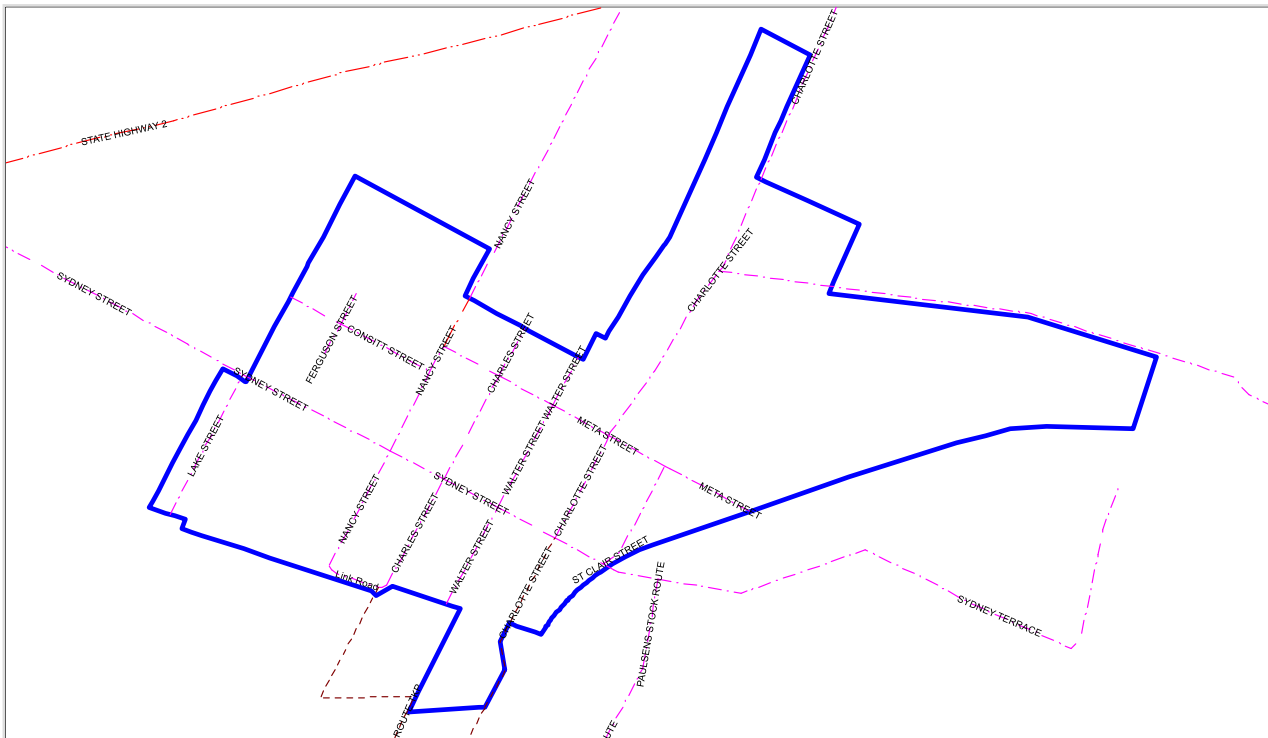
OTANE WATER SUPPLY ZONE



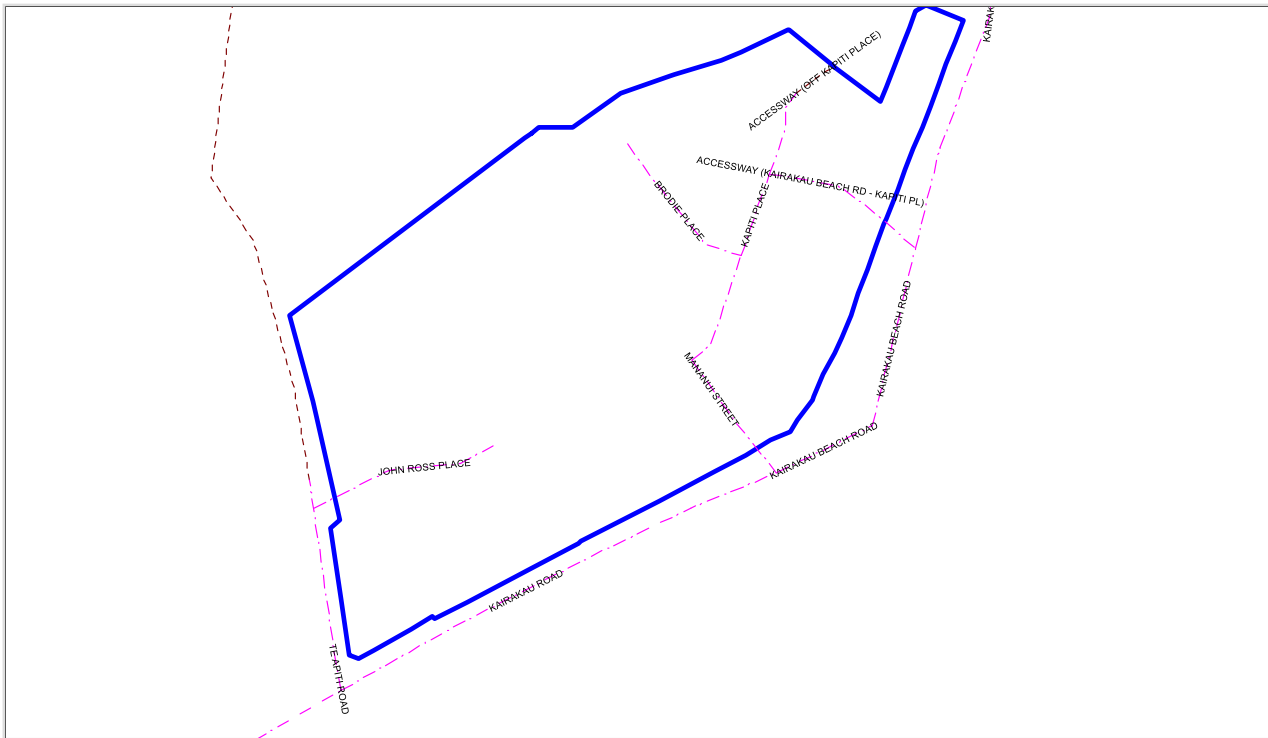
WAIPUKURAU WATER SUPPLY ZONE



TAKAPAU WATER SUPPLY ZONE



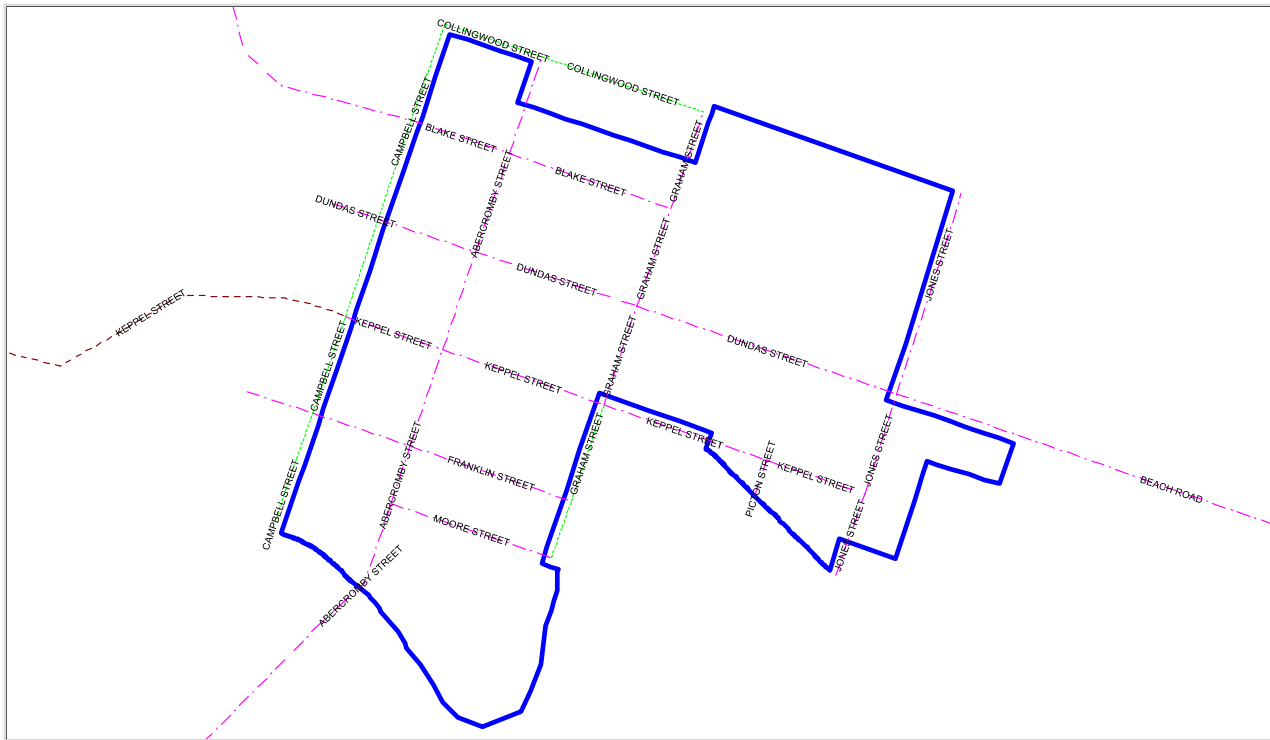
KAIRAKAU WATER SUPPLY ZONE



TE PAERAHI WATER SUPPLY ZONE



PORANGAHAU WATER SUPPLY ZONE



5. Metered Water Rate

A targeted rate under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water supplied, as measured by cubic metre, over 300 cubic metres per year. This is applied to water users deemed 'Extraordinary' where payment of the Water Supply rate above entitles extraordinary users to the first 300 cubic metres of water without additional charge.

The rate is subject to differentials as follows:

- (a) a rate per cubic metre of water, for users consuming below 40,000 cubic metres
- (b) a rate per cubic metre of water, for users above 40,000 cubic metres, and where the land use category in the valuation database is not 'industrial'
- (c) a rate of per cubic metre of water, for users consuming above 40,000 cubic metres, and where the land use category in the valuation database is 'industrial'

For the 2019/20 year these rates will be:

	VOLUME OF WATER (CUBIC METRES)	RATE PER CUBIC METRE (INCL GST)
a	Below 40,000	\$2.52
b	Above 40,000, non- industrial	\$2.52
c	Above 40,000, industrial	\$1.91

6 Sewerage Rates

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the Council's sewage disposal function of fixed amounts in relation to all land in the district to which the Council's sewage disposal service is provided or available, as follows:

- (a) A charge per rating unit connected.
- (b) A charge per pan within the rating unit, after the first one.
- (c) A charge per rating unit which is serviceable.

The rate is subject to differentials as follows:

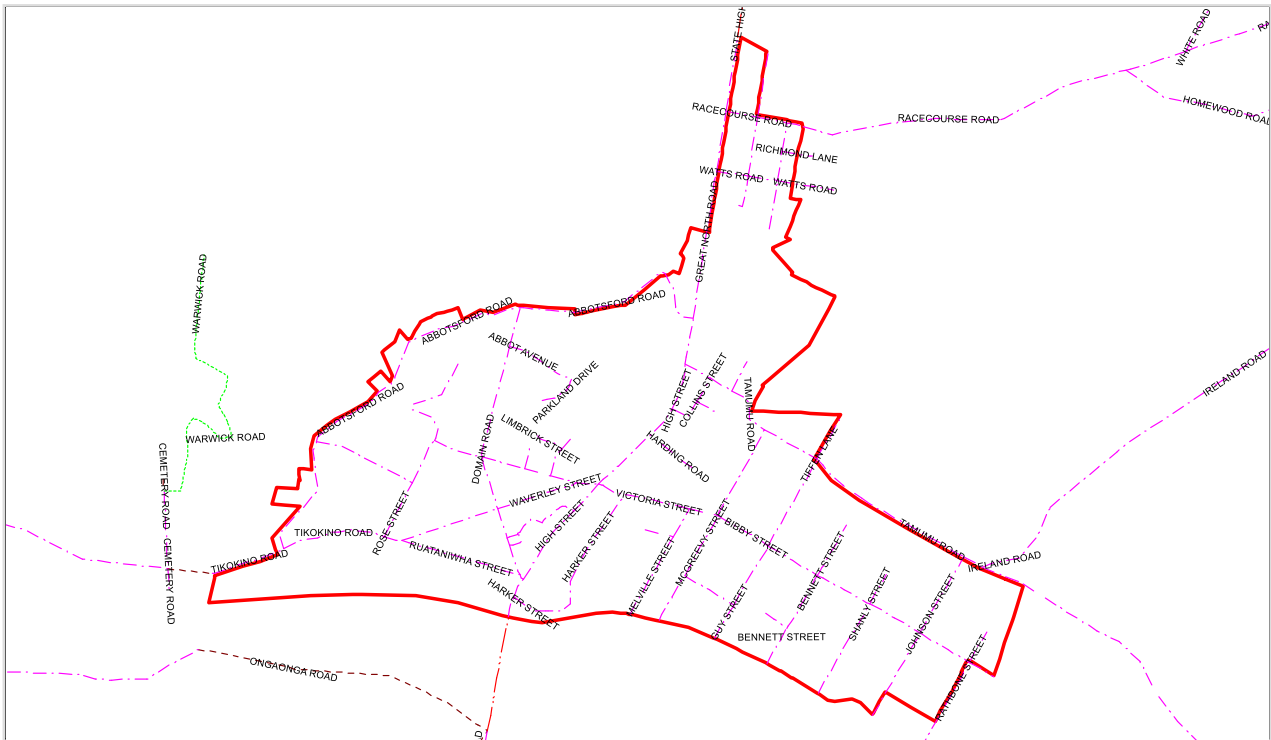
- 'Connected' means the rating unit is connected to a public sewerage system.
- 'Serviceable' means the rating unit is not connected to a public sewerage drain but is within 30 metres of such a drain.
- A rating unit used primarily as a residence for one household is treated as not having more than one pan.
- For commercial accommodation providers, each subsequent pan will be rated at 50% of the charge.
- For those Clubs who qualify for a rebate of their General Rates under Council's Community Contribution and Club Rebate Remission Policy, and who are connected to the sewerage network, each subsequent pan will be rated at 50% of the Sewerage Charge.

The purpose of this rate is to fund the maintenance, operation and capital upgrades of sewerage collection, treatment and disposal systems in those parts of the District where these systems are provided.

For the 2019/20 year these rates will be:

	CHARGE	SEWERAGE RATE (INCL GST)
a	First charge per separately used or inhabited part of a rating unit connected	\$933.32
b	Additional charge per pan after the first	\$933.32
c	Serviceable, not connected, per separately used or inhabited part of a rating unit	\$466.66
d	Additional charge per pan after the first – commercial accommodation provider, qualifying club	\$466.66

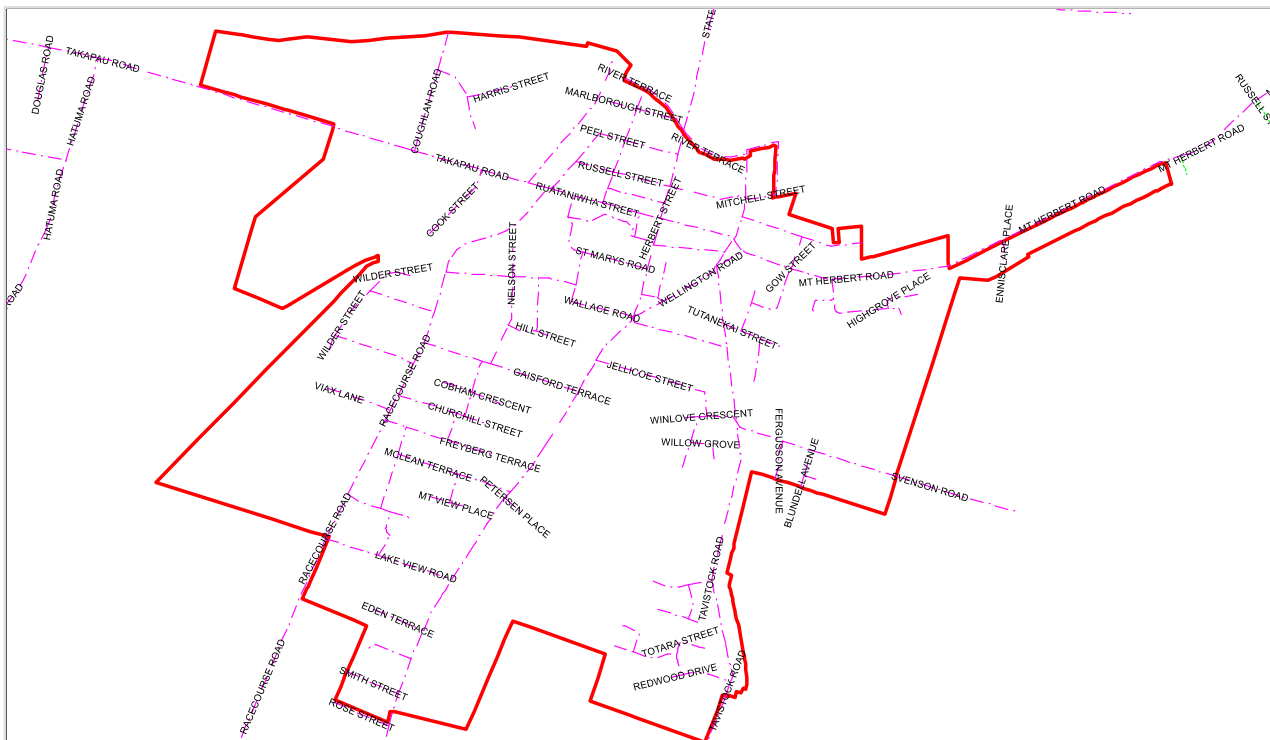
WAIPAWA SEWER OPERATION ZONE



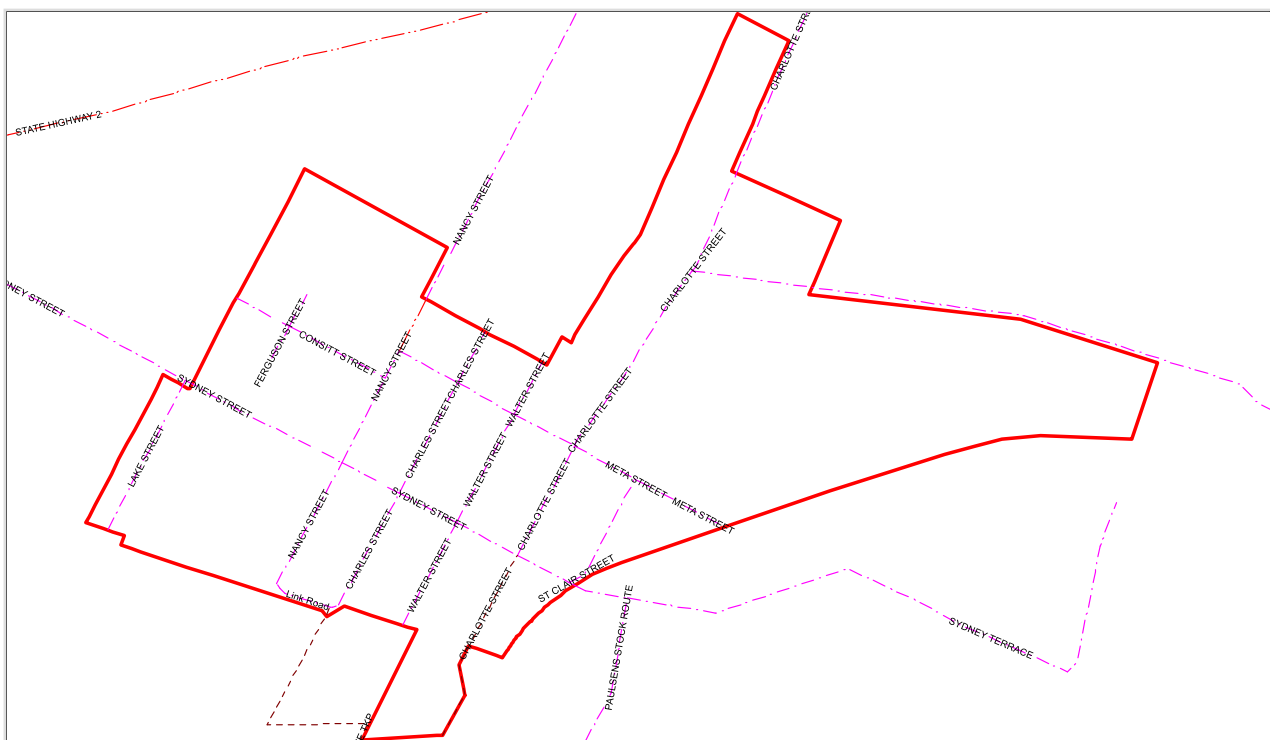
OTANE SEWER OPERATION ZONE



WAIPUKURAU SEWER OPERATION ZONE



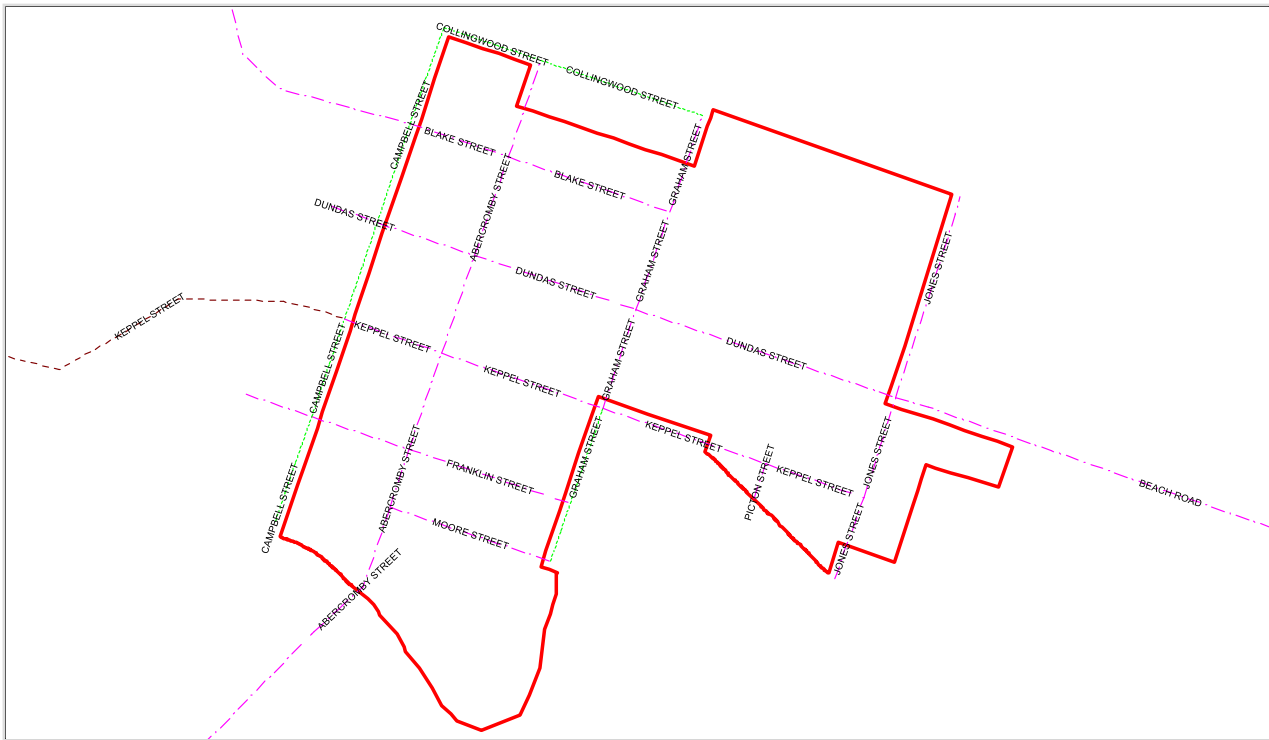
TAKAPAU SEWER OPERATION ZONE



TE PAERAHI SEWER OPERATION ZONE



PORANGAHU SEWER OPERATION ZONE



7. Stormwater Rates

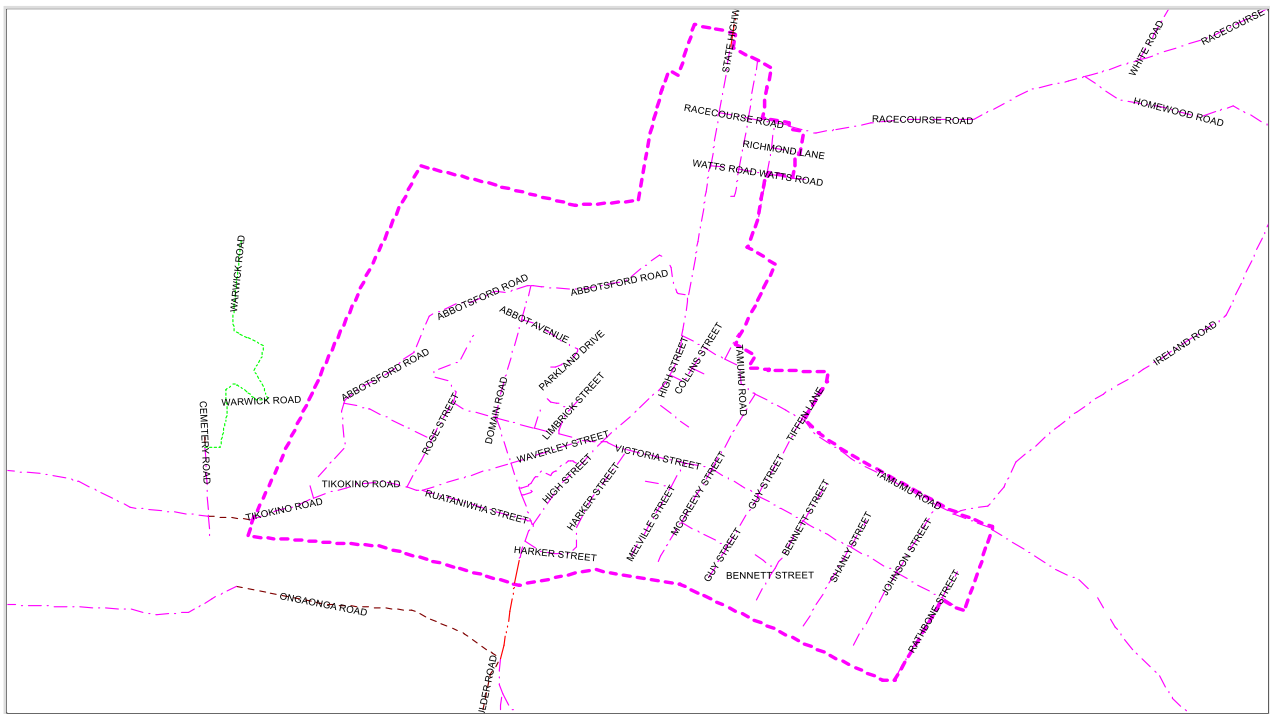
A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the purpose of funding operations and maintenance, plus improvements and loan charges on the stormwater drainage network as follows:

A uniform targeted rate on the capital value of all rateable land in the Waipukurau and Waipawa Stormwater Catchment Areas.

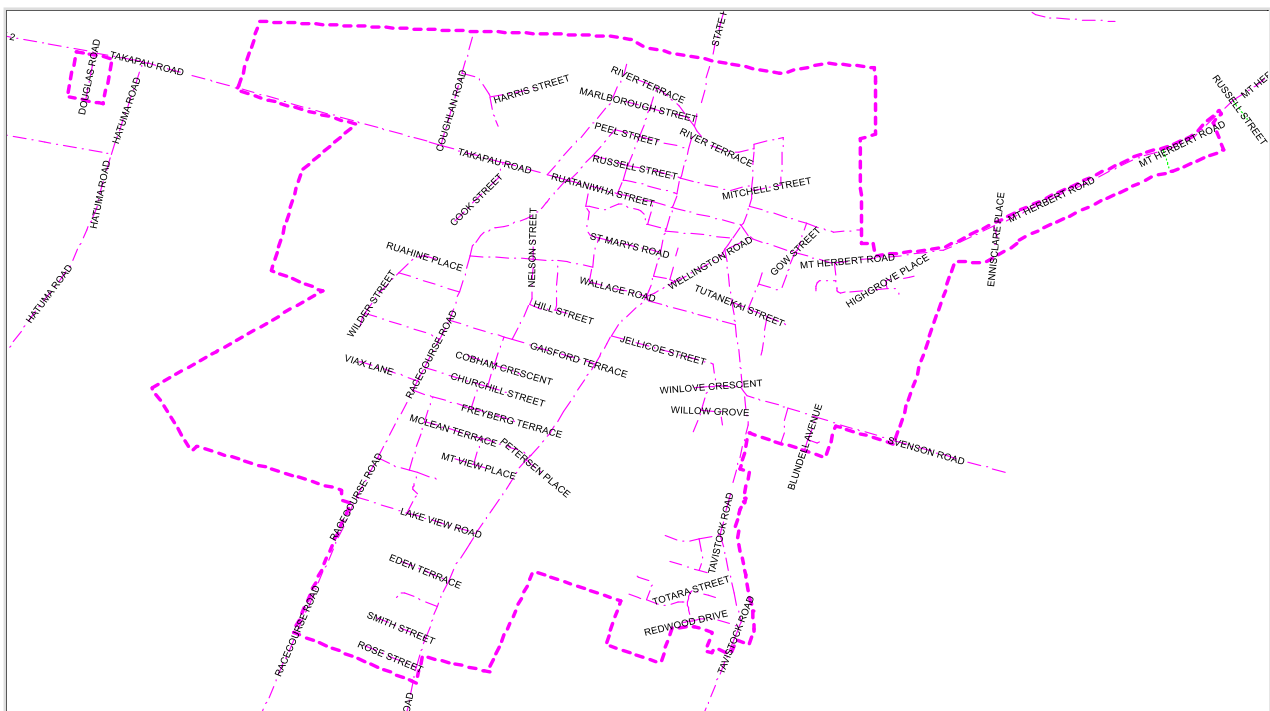
For the 2019/20 year this rate will be 0.08076 cents per dollar (including GST).

The Waipukurau and Waipawa Stormwater Catchment Areas are defined by reference to stormwater catchment boundary plans held.

WAIPAWA STORMWATER OPERATION ZONE



WAIPUKURAU STORMWATER OPERATION ZONE

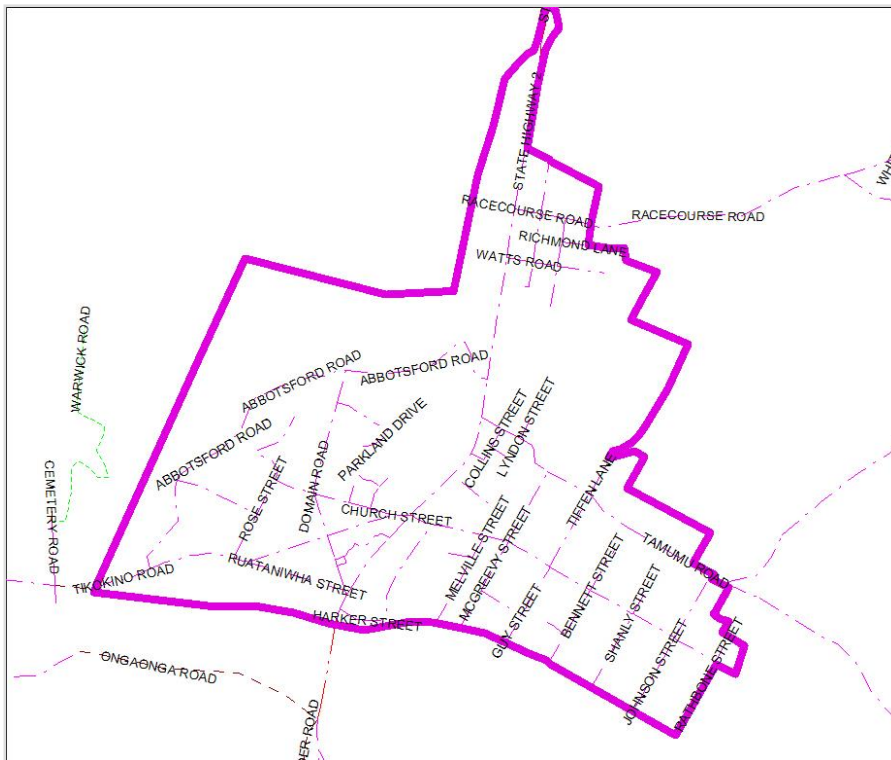


8. Kerbside Recycling Rate

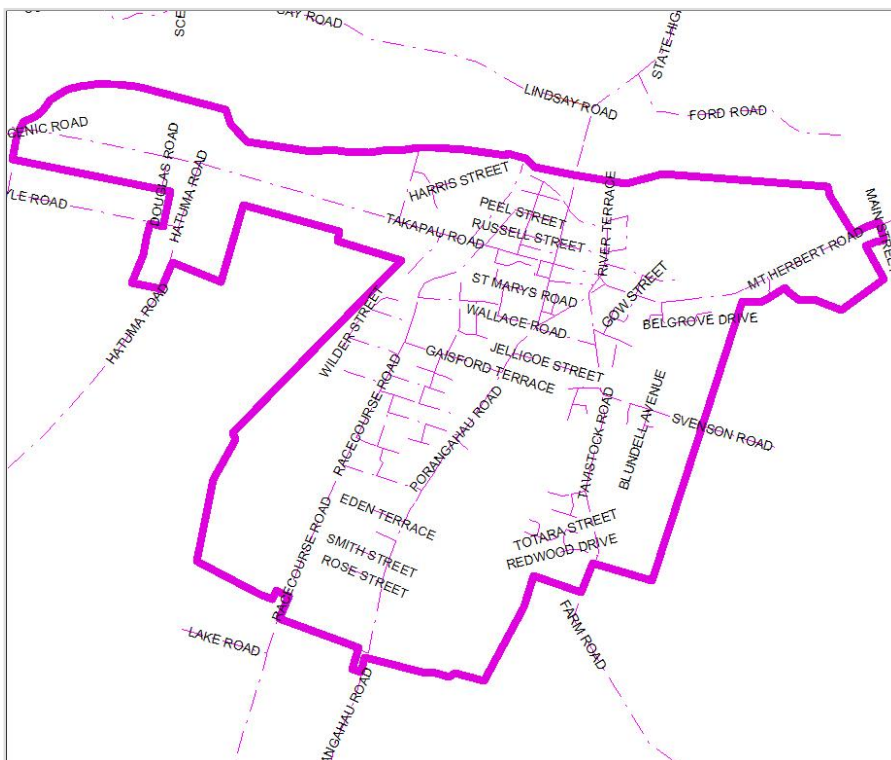
A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the Council's collection of household recyclables for Waipukurau and Waipawa on each separately used or inhabited part of a rating unit to which the Council provides the service.

For the 2019/20 year this rate will be \$84.69 (including GST).

WAIPAWA KERBSIDE RECYCLING COLLECTION ZONE

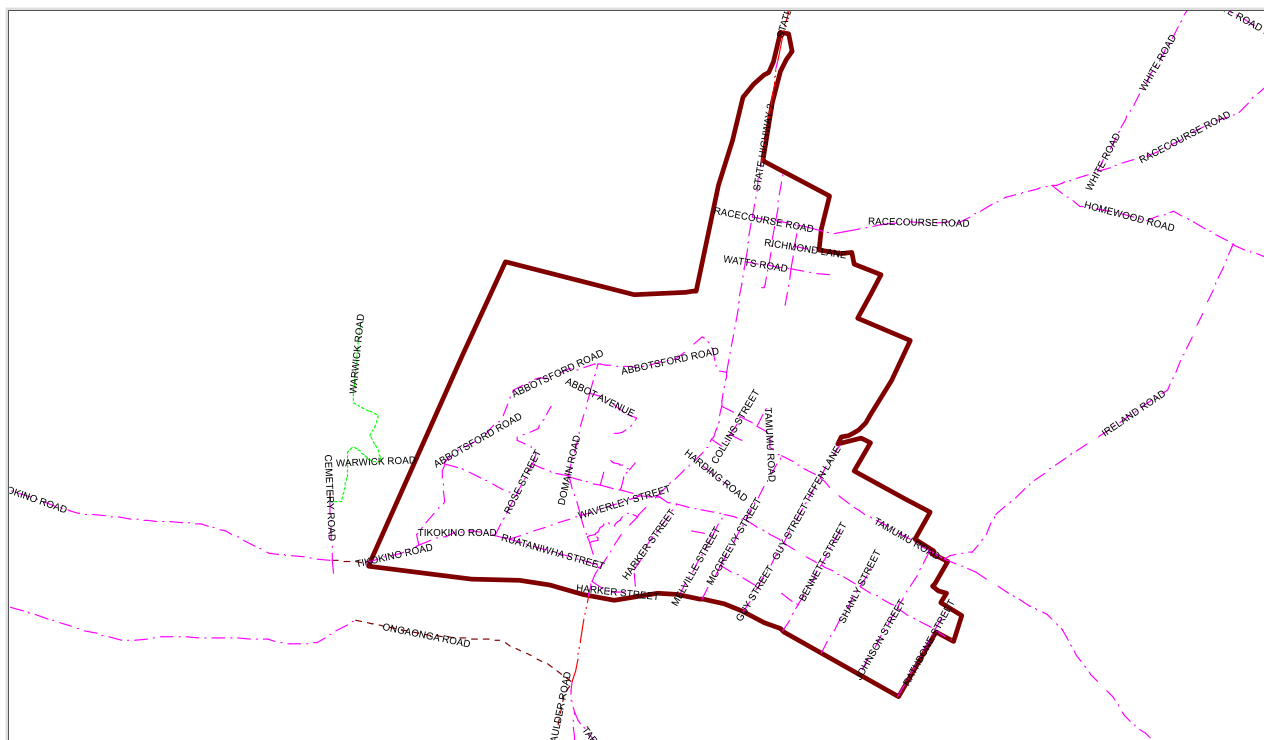


WAIPUKURAU KERBSIDE RECYCLING COLLECTION ZONE

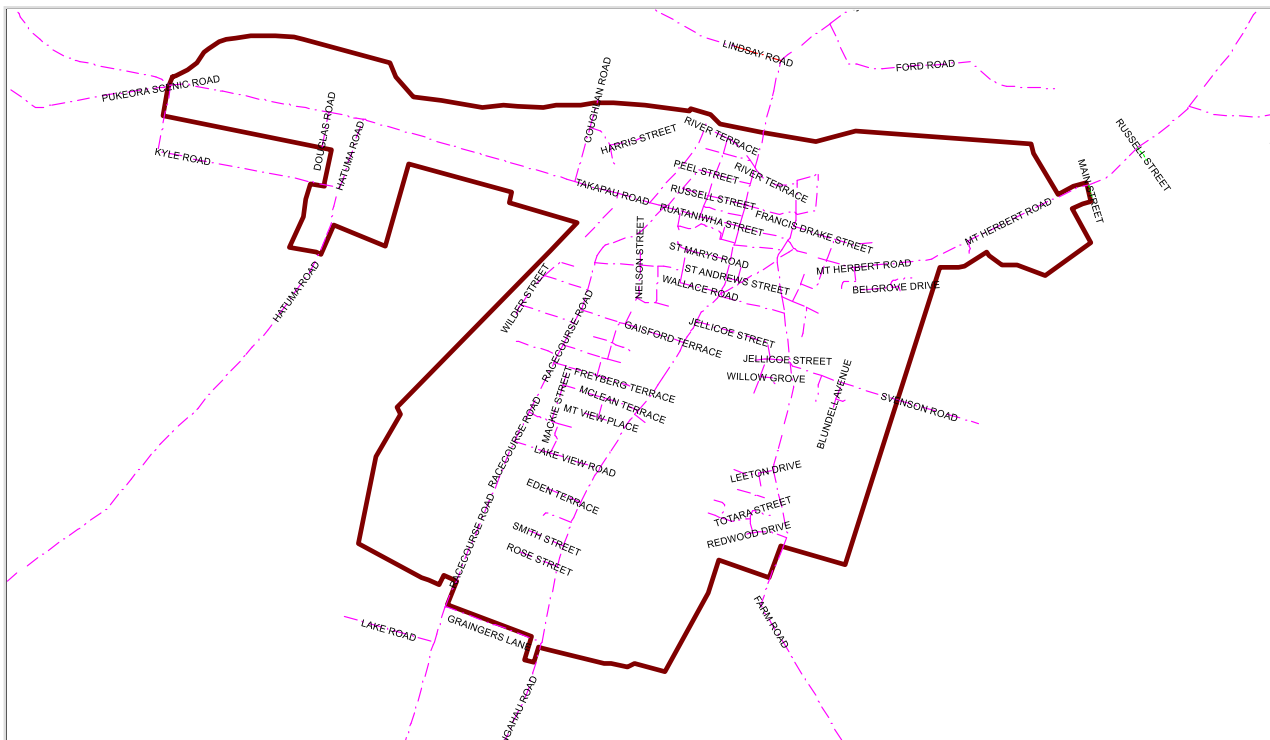


A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the collection of household and commercial refuse for Otane, Onga Onga, Takapau, Tikokino, Waipukurau, Waipawa, Porangahau, Te Paerahi, Blackhead Beach, Kairakau, Mangakuri, Aramoana and Pourerere Beach on each separately used or inhabited part of a rating unit to which the Council provides the service.

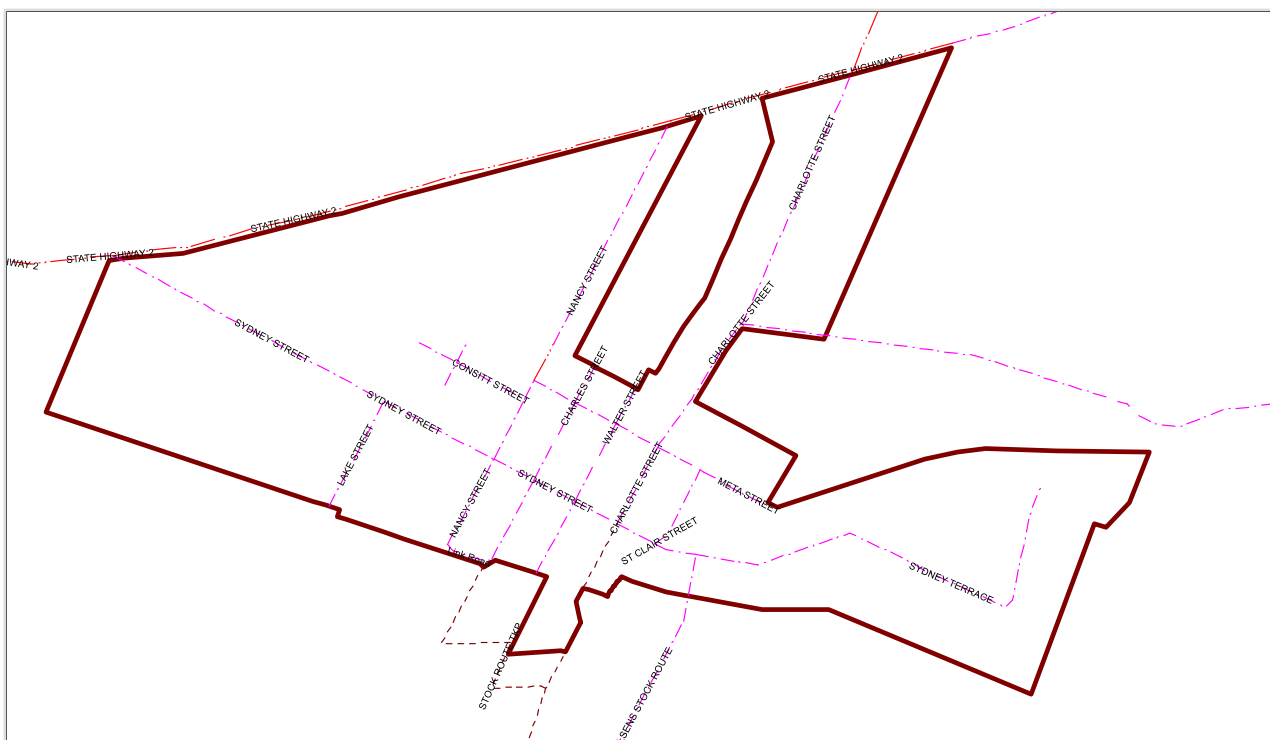
WAIPAWA REFUSE COLLECTION ZONE



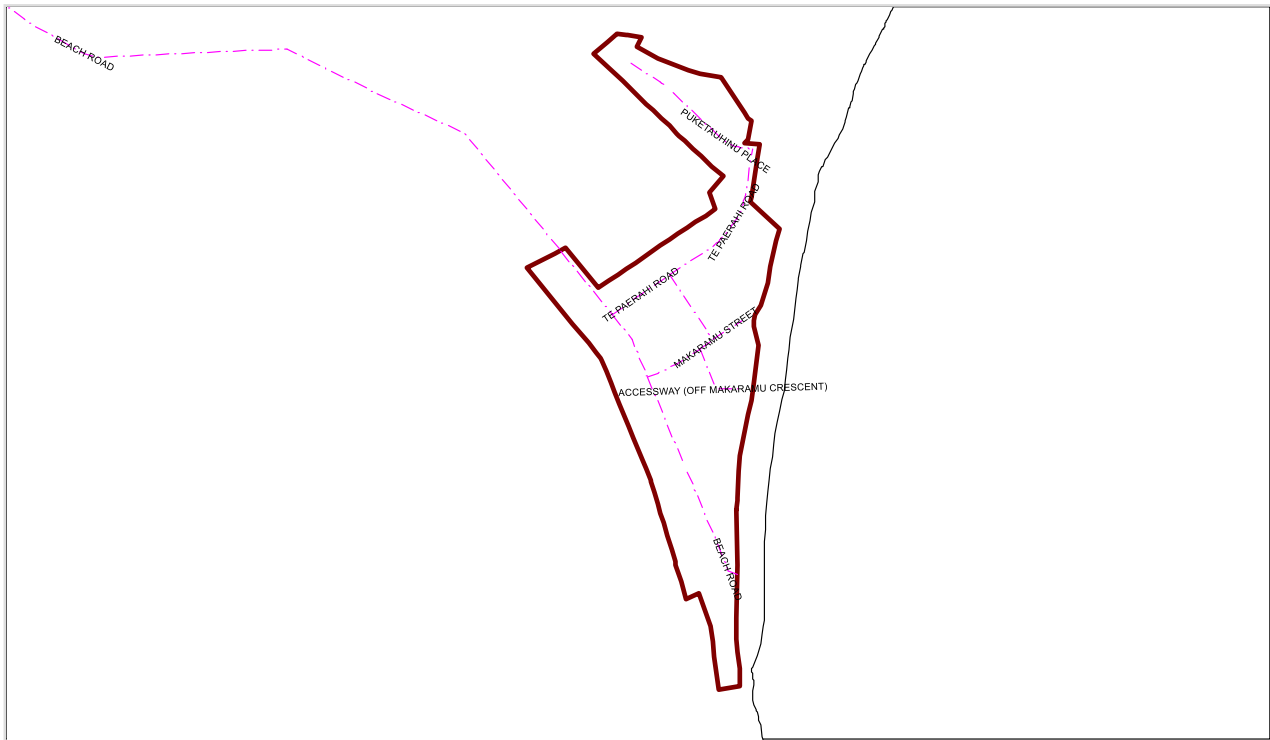
WAIPUKURAU REFUSE COLLECTION ZONE



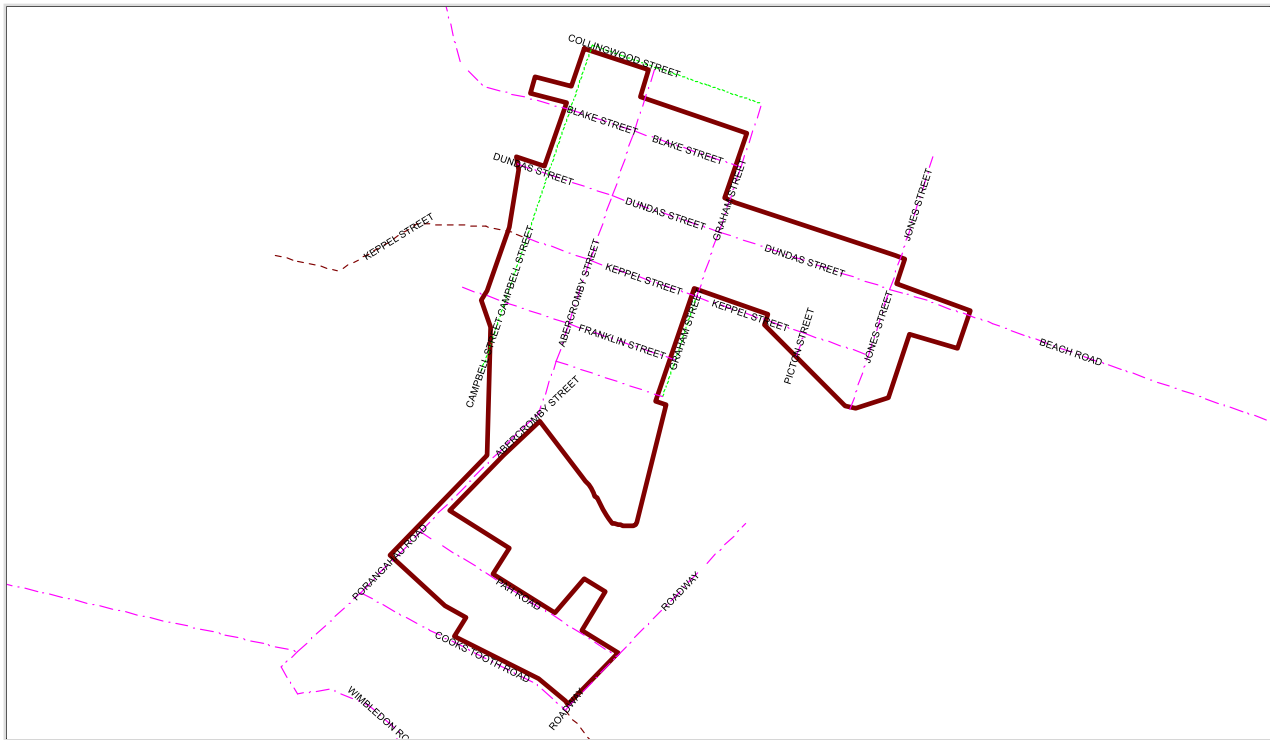
TAKAPAU REFUSE COLLECTION ZONE



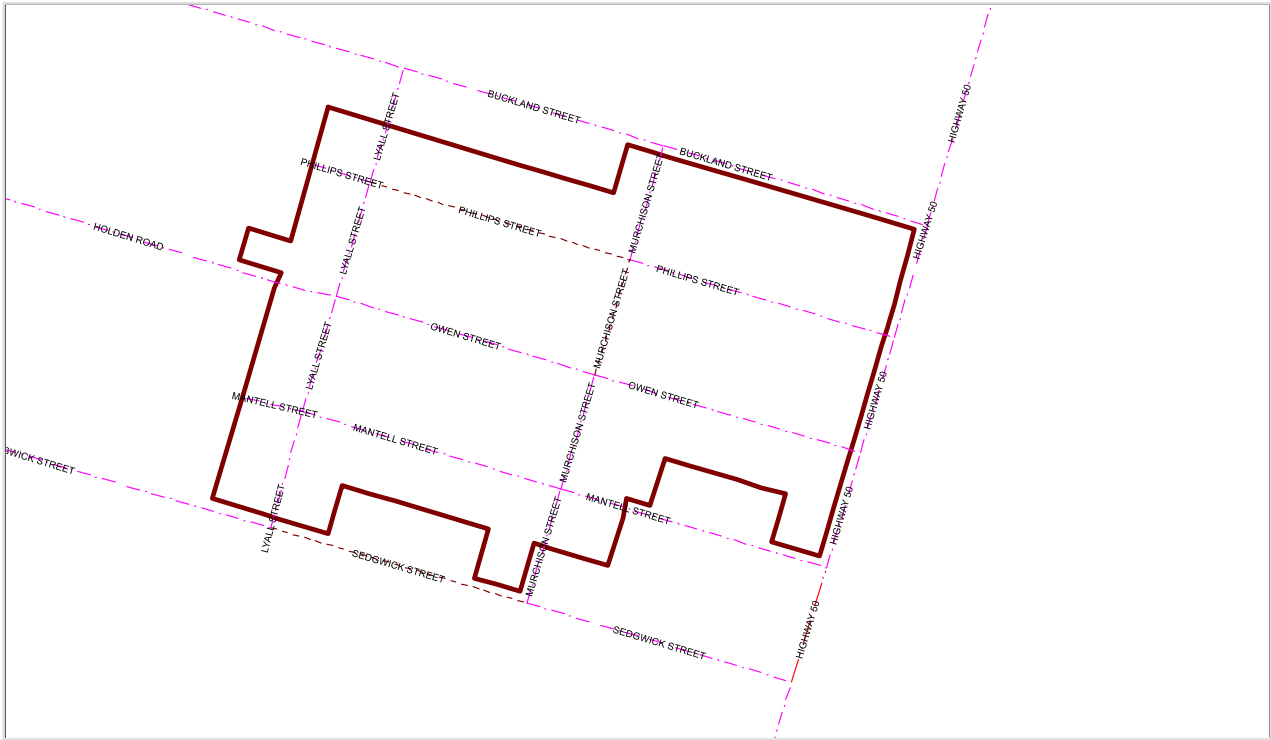
TE PAERAHI REFUSE COLLECTION ZONE



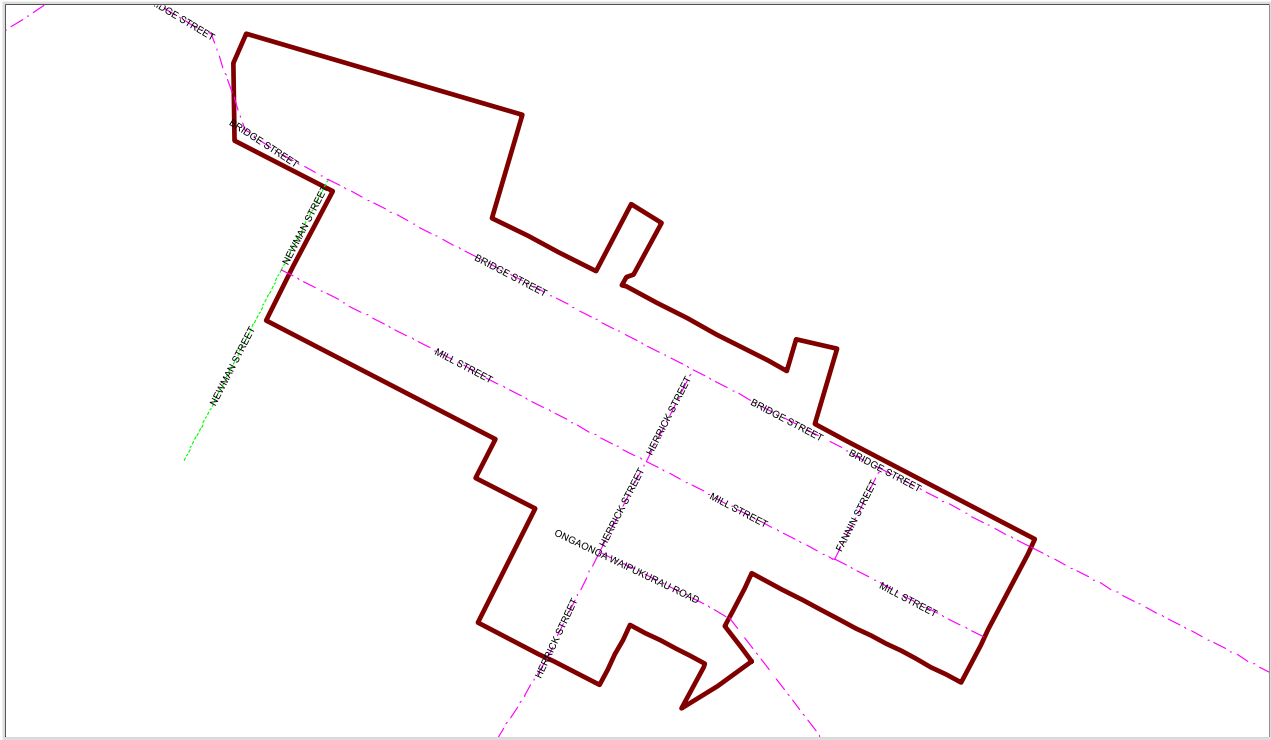
PORANGAHAU REFUSE COLLECTION ZONE



TIKOKINO REFUSE COLLECTION ZONE



ONGA ONGA REFUSE COLLECTION ZONE



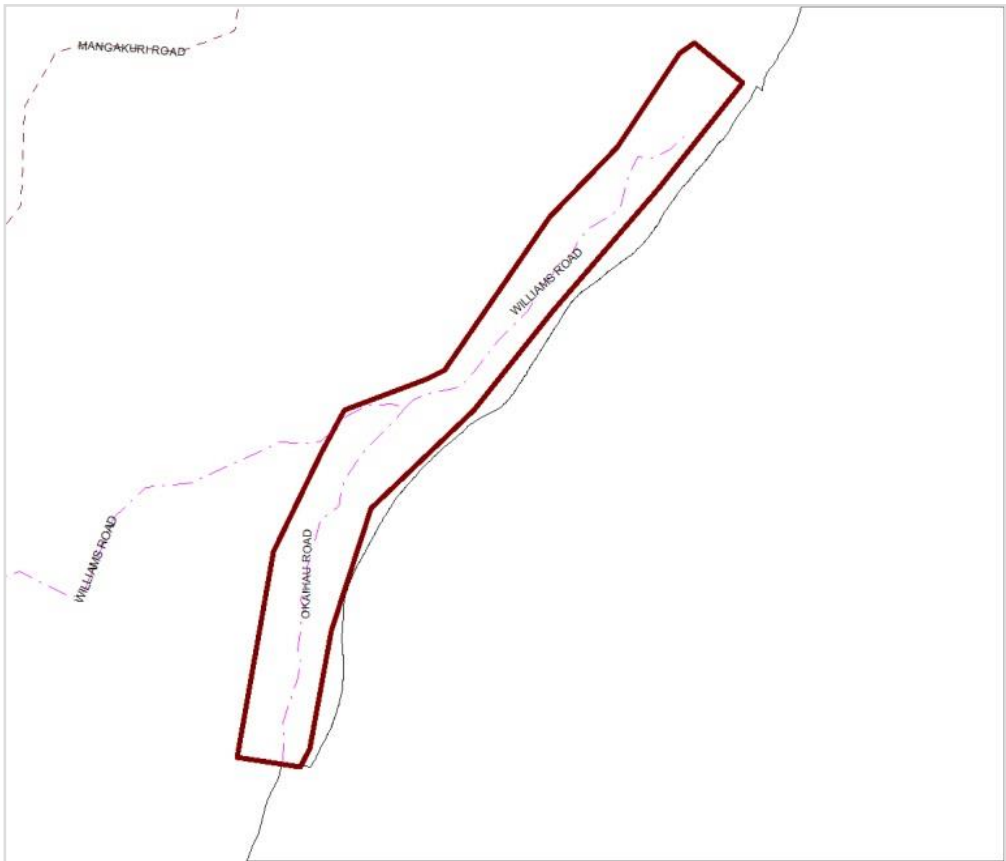
POURERERE BEACH REFUSE COLLECTION ZONE



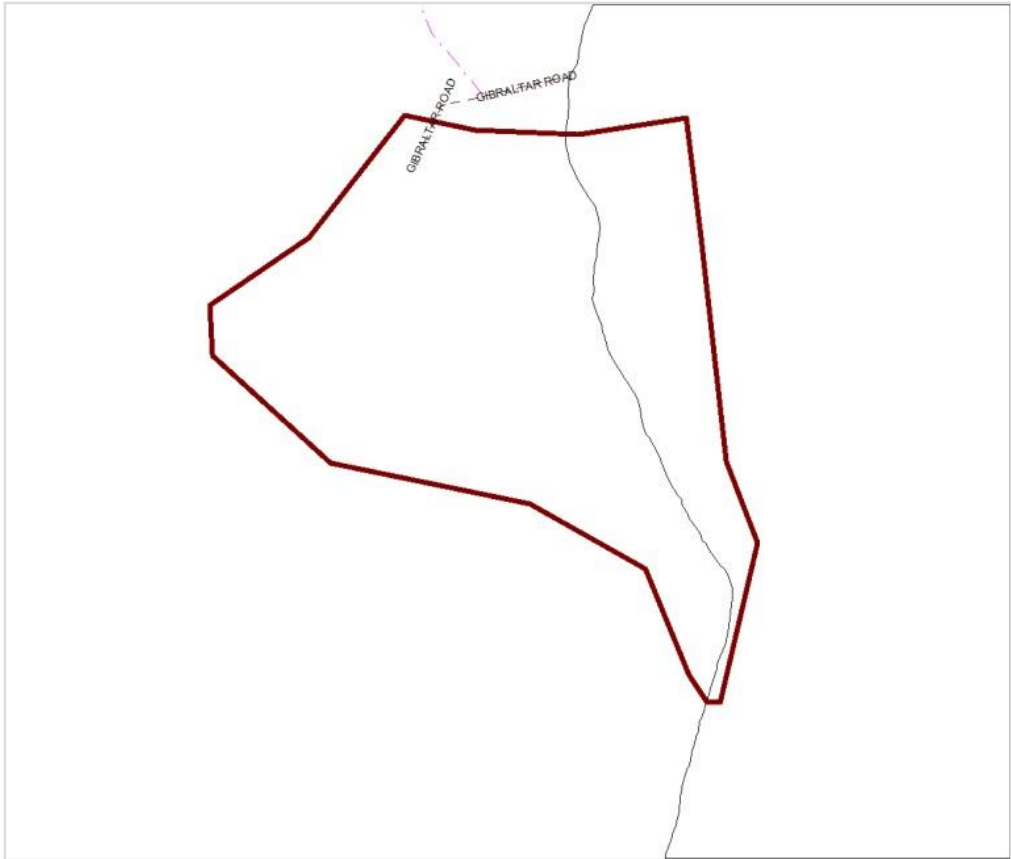
KAIRAKAU BEACH REFUSE COLLECTION ZONE



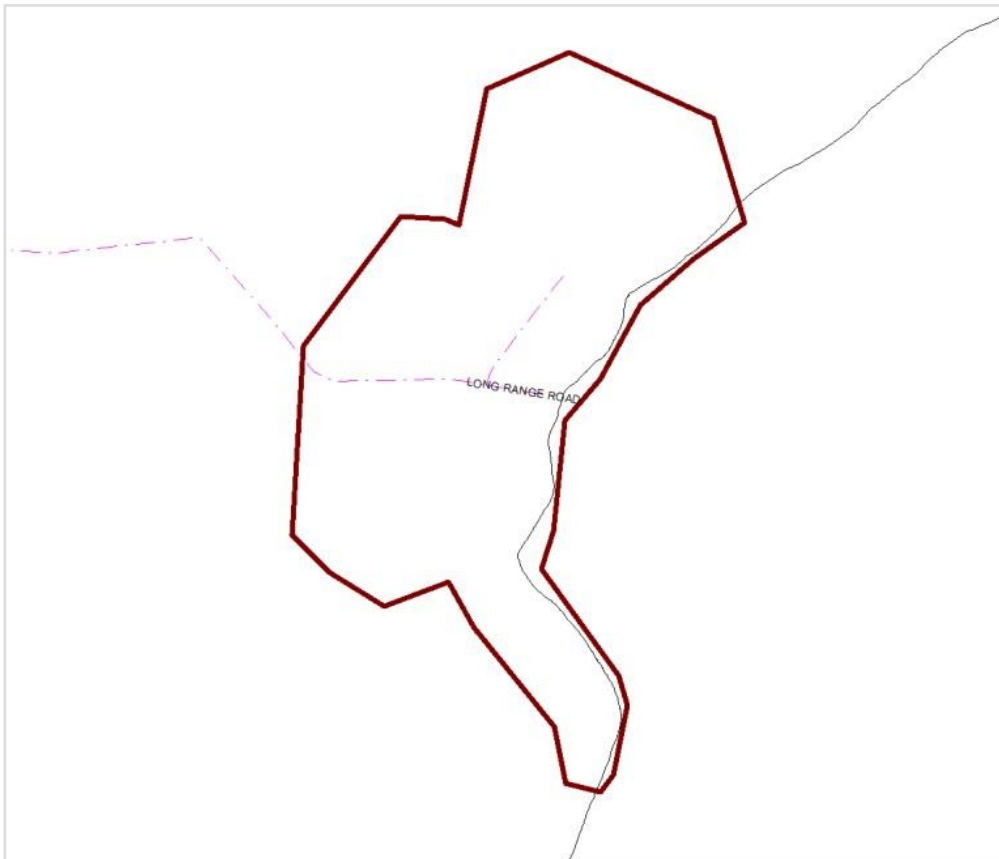
MANGAKURI BEACH REFUSE COLLECTION ZONE



ARAMOANA BEACH REFUSE COLLECTION ZONE



BLACKHEAD BEACH REFUSE COLLECTION ZONE

**10. Te Aute Drainage Rate**

Te Aute Drainage rates are set on all rateable area of rateable property within the designated area subject to a graduated scale for the purpose of funding the operations, loan charges and the repayment of loans for the Te Aute Drainage Scheme area.

The amount required and the classification is set by the Te Aute Drainage Committee.

Each hectare of land in each property is classified according to the susceptibility of that hectare to flooding as follows:

A (100 points), B (80 points), C (15 points), F (3 points), and G (0 points).

The total number of points is 73614. The total amount of funding required each year determines how much each of these points are worth. In this way, the total amount required is apportioned on a pro rata basis using the weightings on each hectare.

- The total amount of funding required for 2019/20 is \$17,250
- The amount per point is 23.43304 cents including GST.

The Te Aute drainage scheme area is defined by reference to the classification list establishing the graduated scale.

Valuation Number	Hectares in each classification				Total Points	Amount
	A (100pts)	B (80pts)	C (15pts)	F (3pts)		
1092000300	0	11.3	8.15	31.63	1,121	\$262.68
1092000800	0	32.83	74.69	23.42	3,817	\$894.44
1092000900	0	0	0.83	2.15	19	\$4.45
1092001001	77.96	16.65	11.94	17.95	9,361	\$2,193.57
1092001100	78.22	0	15.28	39.73	8,171	\$1,914.71
1092001107	0	0	18.02	68.04	474	\$111.17
1092001200	0	2.88	18.35	18.86	562	\$131.69
1092001201	0	20.25	19.15	12.31	1,944	\$455.54
1092001400	0	0	0	14.16	42	\$9.84
1092001600	0	0	0	10.12	30	\$7.03
1092001700	38.74	51.06	36.24	45.12	8,638	\$2,024.15
1092002100	188.81	0	0	23.93	18,953	\$4,441.26
1092002200	84.02	4.14	1.16	6.45	8,770	\$2,055.08
1092002300	41.02	5.2	20.43	22.8	4,893	\$1,146.58
1092002900	0	0	0	0.81	2	\$0.47
1092006100	0	84.44	0	20.77	6,817	\$1,597.43
Total	508.77	228.75	224.24	358.25	73,614	\$17,250.00

Approach to Rating

Rates are set and assessed under the Local Government (Rating) Act 2002 on all rateable rating units on the value of the land and improvements as supplied by Quotable Value New Zealand Limited. The last rating revaluation was carried out in September 2018 and is effective from 1 July 2019.

The objectives of the council's rating policy is to:

- (d) Spread the incidence of rates as fairly as possible
- (e) Be consistent in charging rates
- (f) Ensure all ratepayers pay their fair share for council services
- (g) Provide the income needed to meet the council's goals.

The Central Hawke's Bay District Council rating system provides for all user charges and other income to be taken into account first, with the rates providing the balance needed to meet the council's objectives.

Rating Base

The rating base will be the database determined by the contracted rating service provider. Because this database is constantly changing due to change of ownership, subdivision, regular revaluations, change of status from rateable to non-rateable (and reverse), the rating base is not described in detail in this policy.

Rating Information Database and Rates Records

Council's rating information database and rates records are available for public inspection at the Council offices in Waipukurau and Waipawa during normal office hours –

- Waipukurau (hours Monday – Friday 9am to 5.00pm)
- Waipawa (hours Monday – Friday 8am to 5.00pm)

Due Dates for Rate Payments

Pursuant to Section 24 of the Local Government (Rating) Act 2002 the following dates are proposed to apply for assessing the amount of each instalment of rates excluding metered water rates for the year 1 July 2019 to 30 June 2020. Each instalment will be assessed in four equal amounts, rounded.

INSTALMENT NUMBER	INSTALMENT START DATE	LAST DAY OF PAYMENT WITHOUT ADDITIONAL CHARGE	PENALTY DATE
1	1 July 2019	20 August 2019	21 August 2019
2	1 October 2019	20 November 2019	21 November 2019
3	1 January 2020	20 February 2020	21 February 2020
4	1 April 2020	20 May 2020	21 May 2020

Due Dates for Metered Water Rates

Pursuant to Section 24 of the Local Government (Rating) Act 2002 the following dates are proposed to apply for assessing the amount of metered water rates for the year 1 July 2019 to 30 June 2020. The assessment is applied to water users after the first 300 cubic metres of water without additional charge has been used as part of the Water Supply Rate.

AREA/USERS	WATER METERS READ DURING	LAST DAY OF PAYMENT
High Users	Monthly	20th month following
Waipukurau/Takapau	Sep-19	20-Oct-19
	Dec-19	20-Jan-20
	Mar-20	20-Apr-20
	Jun-20	20-Jul-20
Waipawa	Aug-19	20-Sep-19
Otane	Nov-19	20-Dec-19
Kairakau	Feb-20	20-Mar-20
Porangahau/Te Paerahi	May-20	20-Jun-20

Penalty Charges (Additional Charges on Unpaid Rates)

Pursuant to Section 58(1)(a) of the Local Government (Rating) Act 2002, an additional charge of 10% will be added on the penalty date above, to all amounts remaining unpaid for each instalment excluding metered water rates.

Pursuant to Section 58(1)(b) of the Local Government (Rating) Act, a further additional charge of 10% will be added on 1 July 2020 to the amount of rates assessed in previous financial years and remaining unpaid as at 30 June 2020 (Section 58(1)(b)) excluding metered water rates.

Payment Options

Rate payments on instalments are to be received by Council no later than 5.00pm on the last day of payment detailed above. Payment options include:

- Online through Internet Banking.
- Direct Debit.
- Automatic Payments via your bank account, or Telephone Banking.
- Cheque sent by Post.
- At Council Offices in Waipukurau (Hours Monday – Friday 9am to 5.00pm) or Waipawa (Hours Monday – Friday 8am to 5.00pm). We accept Cash, Cheque and Eftpos.
- Online by Credit Card from our website.

Lump Sum Contributions

Council will not accept lump sum contributions in respect of any targeted rate.

Rating Base Information

For all the rating units in the district, estimated for 30/06/2019

Number of Rating Units	7,741
Capital Value	5,605,009,150
Land Value	3,578,694,600

7.4 ADOPTION OF WMMP FOR CONSULTATION

File Number: COU1-1400

Author: Darren de Klerk, 3 Waters Programme Manager

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Draft Statement of Proposal - WMMP [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\)](#) [!\[\]\(0f17417dd77a61b2fdbff69a33adf9f2_img.jpg\)](#)
2. Draft WMMP for consultation [!\[\]\(36c143dff828c7ad385930a18d411514_img.jpg\)](#) [!\[\]\(531448a1ec87799b9d407c1deac59d92_img.jpg\)](#)

PURPOSE

The matter for consideration by the Council is to receive and adopt the waste minimisation and management plan to be released for community consultation.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council adopt the draft WMMP for consultation**

COMPLIANCE	
Significance	This matter is assessed as being of significant importance.
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> To adopt the WMMP for consultation To reject the WMMP for consultation, and provide guidance on next steps
Affected persons	The persons who are affected by or interested in this matter are the community, key stakeholders, council officers and elected members.
Recommendation	<i>This report recommends option OPTION 1 for addressing the matter.</i>
Long-Term Plan / Annual Plan Implications	No implications
Significant Policy and Plan Inconsistencies	None

EXECUTIVE SUMMARY

Council has developed a WMMP through a key stakeholder community reference group, and through input of the council via two workshops.

The WMMP is to be consulted following this proposed adoption, submissions will be brought back to council and hearings if required prior to formal adoption in September 2019.

BACKGROUND

A waste minimisation and management plan is the term set in the Waste Management Act for a council's waste management and minimisation planning document.

The legislation enables councils to use various tools to influence, promote and implement measures to manage and minimise waste. The WMMP is intended to be the guiding document for councils to promote and achieve effective and efficient waste management and minimisation within their districts.

A WMMP should contain a summary of the council's objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how the council will deliver on these objectives.

A WMMP must have regard to the waste hierarchy, the New Zealand Waste Strategy, and a council's most recent waste assessment. Community targets and the structure of a WMMP can vary from council to council. The approach suggested in this guide is intended to allow significant local flexibility in a WMMP. A common approach across councils can be beneficial though, by allowing for benchmarking and consistency.

Council has held 2 reference group meetings, and two Council workshops to receive input and guidance into this WMMP, additionally Council has undertaken a waste assessment of the landfill, transfer stations and kerbside collections to help inform the draft report.

The WMMP is now in a position to be consulted on by the wider public, to receive feedback, and submissions to ensure the WMMP aligns with all stakeholder requirements.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as of significant importance because it affects the wider community, businesses and has an impact on how we manage our waste in the district.

The WMMP will be consulted on with the community. Officers acknowledge earlier feedback from Council about the need to consult carefully and ask meaningful questions to ensure that we receive the right feedback. Accordingly, Officers have developed a communications plan for the consultation exercise that has guided the Statement of Proposal that will be released in the CHB mail as well as other forms of media.

OPTIONS

Option 1 To adopt the WMMP for consultation

- a) Financial and Resourcing Implications
 - Adopting the WMMP does require resourcing to deal with the consultation period, submissions and preparing the document for consultation
 - Expenditure has been allowed for and the budget is \$60,000
- b) Risk Analysis
 - Risk has been mitigated due to the early involvement of the key stakeholder group in the process
- c) Alignment to Project Thrive and Community Outcomes

- The WMMP aligns with Project THRIVE and was an outcome of Project THRIVE and the latest LTP.
- d) Statutory Responsibilities
 - Meets the requirement of the Waste Minimisation Act 2008.
- e) Consistency with Policies and Plans
 - This option is consistent with LTP and Council policies.
- f) Participation by Māori
 - Taiwhenua have been consulted and have prepared a section of the WMMP.
 - Para Kore also form part of the key stakeholder group
- g) Community Views and Preferences
 - We believe community views have been considered through the key stakeholder group, and will be considered further through the consultation period.
- h) Advantages and Disadvantages
 - Advantages**
 - This aligns with Project THRIVE
 - This aligns with the views of the key stakeholder group
 - This works towards our proposed vision of “Waste Free CHB”
 - Disadvantages**
 - Risk of misalignment with community views
 - Resourcing requirements and staffing pressure during consultation period

Option 2 To reject the WMMP for consultation, and provide guidance on next steps

- a) Financial and Resourcing Implications
 - Additional cost required to make amendments and restart the process
 - Additional resourcing requirements to restart the process
- b) Risk Analysis
 - Risk of bad public perception for restarting the process
- c) Promotion or Achievement of Community Outcomes
 - Rejecting the process does not align with the community outcomes based on the stakeholder group input
- d) Statutory Responsibilities

- Comply with WMA 2008, due to SWMMP commissioned in 2018.
1.
 - e) Consistency with Policies and Plans
 - Inconsistent with latest environmental and sustainability strategy
 - f) Participation by Māori
 - Not applicable
 - g) Community Views and Preferences
 - Based on key stakeholder group input, this is inconsistent with community views
 - h) Advantages and Disadvantages
 - Advantages
 - There is the advantage of taking more time to prepare the document
 - Disadvantage
 - Cost overruns from additional work
 - Time pressures with council meetings, and resourcing constraints
 - Misalignment with stakeholder group

Recommended Option

This report recommends **option ONE** to **adopt the WMMP for consultation** for addressing the matter.

NEXT STEPS

If the WMMP is adopted, Officers will finalise the WMMP document for release for consultation, additionally information will be released in the CHB Mail and our media channels through the consultation process.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) **That Council adopt the draft WMMP for consultation**

Have your say!

This is your opportunity to let the Mayor and Councillors understand your views about the Plan.

We invite you to provide input on this draft Waste Management and Minimisation Plan. The consultation period runs from 1 July 2019 to 1 Aug 2019.

The proposal contained in this document along with the full Waste Management and Minimisation Plan is open for public submission.

You can find information related to the plan on/in:

- Our website/ On Facebook
- Our libraries
- Talking with Council at one of our drop in/ engagement sessions - keep an eye out for date, time and location or call Council on **06 857 8060**
- CHB Mail insert on 2 July 2019

Your submission can be sent to Council by:

- Sending an email to thriv@chbdc.govt.nz
- Completing the online submission form
- Completing the submission form at the end of this document and delivering it to:

Delivering to:
Central Hawke's Bay District Council
28-32 Ruataniwha Street, Waipawa 4210

Or mailing it to:
Central Hawke's Bay District Council
PO Box 127, Waipawa 4240

We want to know what you think, and are particularly interested to know:

- Should we review the number and provision of drop off centres/ transfer stations?
- What can we do to understand and improve our provisions to rural communities?
- What are the three ways that you would prefer Council communicated with you about waste issues?
- What kerbside collection services do you use for rubbish and recycling? If you don't use the council's service, are there any particular reasons why not?
- Please provide any General Feedback on the WMMP (on our targets, the action plan, etc.)

Once the public consultation period has concluded, Council will schedule hearings on the proposed Plan. Submitters will be advised of the hearing dates, and those who have indicated that they wish to present their views in person will be advised of their allocated speaking time.

Council will consider all submissions received and submitters will be advised of the outcome of their submission as part of the submission process.

As provided by section 82(1)(d) of the Local Government Act, you may present your views in a manner that best suits your preferences and therefore is not limited to speaking to a written submission. You can also present your views to the Council verbally at the hearings on the proposal. Please complete a WMMP submission form stating if this is your preference.

Action Plan

Summary of action

Regulation	
R1 - 3	Using Council's bylaw to introduce licensing, requirements for better waste management minimisation, and regulate container use
R4	Litter Act enforcement - Expand enforcement action
Data and Monitoring	
D1 - 3	Improving data collection internally, externally, and through surveys to better inform waste management and minimisation
D4	Investigate rural community waste/ recycling needs to understand specific issues and opportunities for waste minimisation
Education/Engagement/Communications	
E1, 2, and 6	Maintain and expand existing education and awareness raising
E3 and 4	Work with rural communities to understand specific issues and opportunities for waste minimisation
E5	Work more closely with our partners - Work closely with iwi and other regional partners to ensure culturally appropriate waste management methods where possible
Collections	
C1 - 3	Maintain and expand existing kerbside recycling collections; at least to align rubbish and recycling collection areas
C4:	Encourage the diversion of green waste from kerbside rubbish collections
C5:	Support and facilitate improvements in non-Council collection services
C6	Work with rural communities to investigate opportunities to deal with silage and bale wrap and other agriculture related recyclables
Infrastructure	
IN1 - 3	Continue to review the value for money of Council's infrastructure provision (landfill, transfer stations, drop off centres)
IN4	Explore local opportunities for organic waste (green waste and food waste) processing
IN5-6	Support and facilitate the development of options for other types of wastes, such as reusable material, construction and demolition, industrial, and commercial wastes
Leadership and Management	
LM1	Lobby central government e.g. for increased product stewardship
LM2, 3 and 5	Work more closely with our local partners and investigate opportunities to collaborate with our neighbours
LM4	Review Council's internal policies

About WMMP Implementation

The WMMP includes a range of actions to be implemented. The implementation of these actions will be spread over the 6-year life of the plan, but may take longer than 6 years to complete.

In some cases, the proposed actions involve the continuation of educational and community support programmes already under way. In other instances, however, implementation will

involve the scoping and investigation of potential projects in order to determine the best local way forward. If, as a result of such investigation, a council decides to consider a significant change in waste or recycling service delivery, then further public consultation and the consideration of costs would be required. Similarly, if a council proposes a new waste bylaw, that bylaw would need to be publicly consulted on.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL
www.chbdc.govt.nz • thrive@chbdc.govt.nz • 06 857 8060
PO Box 127 • 28 - 32 Ruataniwha Street, Waipawa 4210



Statement of Proposal

Draft Waste Management & Minimisation Plan 2019-2025

WASTE FREE CHB

Together we Thrive! E ora ngātahi ana!

The Proposal

Central Hawke's Bay District Council is proposing to revoke their current Waste Management and Minimisation Plan (WMMP) 2018, and propose to consult on a new draft Waste Management and Minimisation Plan (2019) to replace the 2018 version.



Key Issues

- A significant proportion of waste going to landfill is organic waste, with food waste present across all kerbside refuse collection systems.
- There is a significantly higher proportion of material that shouldn't be going to landfill in rubbish from households with private wheeled bin collections (particularly those with large bins), including green waste which is insignificant in the Council rubbish bag collection.
- Council has very low market share in the household kerbside rubbish collection market.
- Many use the drop off points or transfer stations for recyclables, with low participation in the Council's kerbside recycling collection.
- Lack of facilities to recycle or otherwise divert construction and demolition waste.
- Little data available on private operator activities and non-Council waste streams in general, until waste reaches the landfill.
- Nearly half of waste to landfill comes from out of the district.
- Community engagement, understanding and awareness of waste issues could be improved further.
- More recyclables could be diverted from both domestic and commercial properties rather than going to landfill.
- Industrial and commercial waste generally presents scope for increased diversion, with paper/card the main material type currently diverted.
- Investigate rural community waste/ recycling needs to understand specific issues and opportunities for waste minimisation.
- Work with rural communities to understand and specific issues and opportunities for waste minimisation.
- Work with rural communities to investigate opportunities to deal with silage and bale wrap and other agriculture related recyclables.

Why do we need a new plan

The Council has a statutory role in managing waste – we are required under the Waste Minimisation Act 2008 (WMA) to promote effective and efficient waste management and minimisation within Central Hawke's Bay. One of the key ways we do this is to adopt a Waste Management and Minimisation Plan (WMMP). We also have obligations under the Health Act 1956 to ensure that our waste management systems protect public health.

This Waste Management and Minimisation Plan (WMMP) sets out the priorities and a strategic framework to minimise and manage the waste in our district. Council has a key role in collecting, sorting and transferring waste, but we will need to work in partnership with our community, businesses and industry to achieve our goals. Once the plan is adopted, the actions will be carried forward into our long term and annual plans to ensure we have the resources to deliver the plan's goals and objectives.

This WMMP has been prepared in accordance with the requirements of the Waste Minimisation Act 2008 (WMA), and is also in line with other strategies and plans such as Council's Long Term Plan 2018, the Environment Strategy, the New Zealand Waste Strategy, Central Hawke's Bay Regional Council's Regional Resource Management Plan, and central government direction in waste management (reflecting the much greater interest in waste management issues).

Our legal obligation to promote waste minimisation

The Waste Minimisation Act 2008 states that all territorial authorities must promote effective and efficient forms of waste management and minimisation. As part of this, the councils must adopt a WMMP that includes objectives and policies for achieving effective and efficient forms of waste minimisation.

WMMP summary

The draft WMMP proposes the vision of: "Waste Free CHB"

This vision reflects the intended direction for the district in putting more effort into diversion from landfill, and working closely with the community and businesses. The term 'waste free' is a way of thinking, and an approach to waste management and minimisation, rather than an absolute target.

This approach is aligned with the waste hierarchy, reflects the New Zealand waste strategy, and acknowledges our responsibility to manage our waste responsibly and minimise the impact on our environment.

Goals

GOAL 1
A community committed to minimising waste sent to landfill

GOAL 2
A community that considers, and where appropriate implements, new initiatives and innovative ways to assist in reducing, reusing and recycling wastes

GOAL 3
Minimise environmental harm and protect public health

GOAL 4
Work in partnership with others

Targets

1

To increase diversion from landfill to
70% by 2040

2

To increase diversion from landfill to
48% by 2025

3

To increase participation in kerbside recycling services (measured through set out rates) to
60%



Submission Form

Your Details

Submitters Name:

Postal Address:

Day Phone: Night Phone:

Mobile: Email:

Do you wish to present your comments to Council in person at a hearing? Yes ☐ No ☐

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public. Submissions Close on 1 August 2019 at 5pm.

Submission Questions

1. Should we review the number and provision of drop off centres/ transfer stations?

3. What can we do to understand and improve our provisions to rural communities?

2. What are the three ways that you would prefer Council communicated with you about waste issues?

4. What kerbside collection services do you use for rubbish and recycling? If you don't use the council's service, are there any particular reasons why not?

Please provide any General Feedback on the WMMP (on our targets, the action plan, etc...)

Need more room
You can attach extra pages but please make sure the include your name and contact information



 **CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL








**Draft Waste
Management &
Minimisation
Plan 2019**

Together we Thrive! E ora ngātahi ana!



Foreword

Our Waste Minimisation and Management Plan (WMMP) sets out how Central Hawkes Bay District Council will play its part in managing the district's waste and continuing to work towards our goal of a 'waste free CHB'.

The Plan is a requirement of the Waste Management Act 2008 and has an effective period of six years.

Managing waste has the ability to impact social, economic, cultural and environmental outcomes and is something that we need to work together on, Council and the community alongside each other.

While Council has a leading role in many aspects of how we manage and minimise waste in the district, we need the support and skills of our communities to deliver on this plan and on our vision of a 'waste free CHB'.

Together we have made significant improvement during the period of the last plan, but there is still a lot to do.



Alex Walker

Alex Walker
Mayor
Central Hawkes Bay District Council



Monique Davidson

Monique Davidson
Chief Executive
Central Hawkes Bay District Council

We know that together we need to reduce what is going into our landfill, increase re-use and recycling, raise awareness and education and ensure that our services are practical and affordable.

Waste has long been a widely-discussed topic in our community and Council wants to ensure that this plan has the support of residents and the business community alike.

Please take the time to have your say on the plan before it is finalised and let's work together to ensure we make the Central Hawkes Bay District an even better place to live, work and play. Together we THRIVE.

Executive Summary

Central Hawkes Bay District Council is revising its 2012 and interim 2018 Waste Management and Minimisation Plan (WMMP), as required every six years by the Waste Minimisation Act (WMA) 2008. It is in our best interests to encourage residents to be more resourceful, and to divert as much unnecessary waste as possible to prolong the Farm Road Landfill's life, as our proposed vision highlights: "Waste Free CHB"

This vision reflects the intended direction for the district in putting more effort into diversion from landfill, and working closely with the community and businesses. The term 'waste free' is a way of thinking, and an approach to waste management and minimisation, rather than an absolute target.

Key Issues

- A significant proportion of waste going to landfill is organic waste, with food waste present across all kerbside refuse collection systems.
- There is a significantly higher proportion of material that shouldn't be going to landfill in rubbish from households with private wheeled bin collections (particularly those with large bins), including green waste which is insignificant in the Council rubbish bag collection
- Council has very low market share in the household kerbside rubbish collection market
- Many use the drop off points or transfer stations for recyclables, with low participation in the Council's kerbside recycling collection
- Lack of facilities to recycle or otherwise divert construction and demolition waste
- Little data available on private operator activities and non-Council waste streams in general, until waste reaches the landfill
- Nearly half of waste to landfill comes from out of the district

- Community engagement, understanding and awareness of waste issues could be improved further
- More recyclables could be diverted from both domestic and commercial properties rather than going to landfill
- Industrial and commercial waste generally presents scope for increased diversion, with paper/card the main material type currently diverted
- A gap in Council's understanding about the specific issues and opportunities facing our rural communities for waste minimisation

Proposed Targets

1. To increase diversion from landfill to 70% by 2040
2. To increase diversion from landfill to 48% by 2025
3. To increase participation in kerbside recycling services (measured through set out rates) to 60%

Goals

- **Goal 1** - A community committed to minimising waste sent to landfill
- **Goal 2** - A community that considers, and where appropriate implements, new initiatives and innovative ways to assist in reducing, reusing and recycling wastes
- **Goal 3** - Minimise environmental harm and protect public health
- **Goal 4** - Work in partnership with others

Key background work for this plan includes:

- A Waste Assessment undertaken by Waste Not in 2019 of our landfill, transfer stations, and kerbside services
- Workshops with a key stakeholder groups and Councillors



ACTION	UPDATE
Competitive fund for projects that support the WMMP	Fund has been established to a maximum \$20,000 per annum, and is managed by the Environment and Regulatory Committee. Application process and evaluation criteria in development.
Enviro-schools program funded	\$10,000 funding confirmed for Enviro-schools
Evaluate the costs-benefits of using paper or other biodegradable bags for Council's kerbside refuse collection	Evaluation completed. Using any biodegradable material for rubbish bags goes against a core objective of Council of reducing greenhouse gas emissions from landfill. In addition, paper bags require more resources and energy to produce, deliver, and collect. Plastic bags will be retained.
Dog-bag dispensers and litter bins placed on key walkways	Completed
Central Hawke's Bay College provided with \$2,000 funding for youth environmental projects	Completed
Council will promote 'plastic-free July' through communication channels	Preparations under way for July 2019

What is waste and why is it a problem?

Most of the things we do, buy, and consume generate some form of waste. This not only costs money when we have to throw things away but, if we don't manage the waste properly, it can also cause problems with the environment and with people's health.

This WMMP covers ALL solid waste and diverted material in the district, whether it is managed by Council or not. It also covers hazardous waste, like chemicals.

This does not necessarily mean that the council is going to have direct involvement in the management of all waste – but there is a responsibility for the council to at least consider all waste in the district, and to suggest areas where other groups, such as businesses or householders, could take action themselves.

In this WMMP, terms like 'rubbish', 'recycling', and 'waste' will be used that may not be familiar to you or may mean something different to the way they are used here. Definitions for these terms are provided in the Waste Assessment, which is an appendix to the WMMP.

The Waste Minimisation Act defines waste as "material that has no further use and is disposed of or discarded"

The Act also describes 'waste minimisation' as **reducing waste and increasing the reuse, recycling, and recovery of waste and diverted material.**

'Diverted material' is anything that is no longer required for its original purpose, but still has value through reuse or recycling. For example – your empty aluminium drink can is waste to you, but is worth money to metal recycling companies and so becomes 'diverted material' if it is recycled.

What does the plan have to contain?

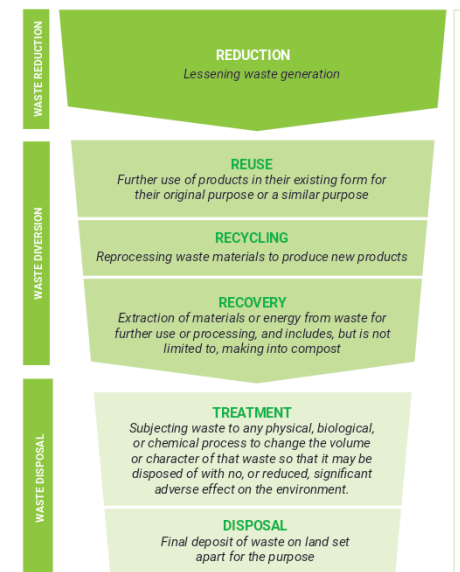
The plan must meet requirements set out in the Waste Minimisation Act, including to:

- Consider the 'waste hierarchy' which sets priorities for how we should manage waste
- Ensure waste does not create a 'nuisance'
- 'Have regard to' the New Zealand Waste Strategy and other key government policies, which emphasise reducing harm and improving the efficiency of resource use
- Consider the outcomes of the 'Waste Assessment' (this is a review of all information that we have about the current waste situation in Central Hawke's Bay, including rubbish from households and businesses)
- Follow the Special Consultative Procedure set out in the Local Government Act (2002).

The waste hierarchy

The 'waste hierarchy' refers to the idea that reducing, reusing, recycling and recovering waste is preferable to disposal (which in New Zealand usually means a landfill). The waste hierarchy can be shown like this:

The waste hierarchy



The structure of our plan

This plan is in three parts:

Part A: The Strategy:

This contains the core elements of the strategy, including vision, goals, objectives, and targets. It essentially sets out what we are aiming to achieve, and the broad framework for working towards the vision.

Part B: Action Plan

The action plan set out the proposed specific actions to be taken to achieve the goals, objectives, and targets set out in Part A. Part B also sets out how we will monitor and report on our actions and how they will be funded.

Part C: Supporting Information (Appendices)

This part contains the background information that has informed the development of our WMMP. Most of this information is contained in the Waste Assessment, which is included in Part C.



Our vision for the future

Our vision

"Waste Free CHB"

This vision reflects the intended direction for the district in putting more effort into diversion from landfill, and working closely with the community and businesses. The term 'waste free' is a way of thinking, and an approach to waste management and minimisation, rather than an absolute target.

This approach is aligned with the waste hierarchy, reflects the New Zealand waste strategy, and acknowledges our responsibility to manage our waste responsibly and minimise the impact on our environment.

Tangata whenua worldview of waste management

Tangata whenua environmental care and custody principles are premised on kaitiakitanga (stewardship), the protection and nurturing of mauri (life forces) and whakapapa (genealogical interconnection).

Traditionally, maori societies produced only organic wastes which could be managed by returning these to the land. In modern times, this is no longer possible due to the increase in volumes and a shift to non-organic and potentially hazardous waste types.

Tangata whenua's vision is of minimising the amount of waste we send to landfill by taking an integrated view of the environment and aiming to protect land, air and water from the possible negative impacts resulting from the inappropriate management of waste.

This is aligned accurately and appropriately with tangata whenua perspectives on the environment and waste management.

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Goals and Objectives

Our vision will be realised through achieving a set of supporting goals and objectives set out below.

Goal 1: A community committed to minimising waste sent to landfill

OBJECTIVES

- 01 Provide sustainable services that are cost-effective to the community as a whole
- 02 View waste as a resource, improving and modifying collections and facilities so that more can be diverted from landfill
- 03 Prioritise waste reduction, reuse and recovery & recycling initiatives which align with other council objectives such as respecting and protecting our environment and providing efficient and appropriate infrastructure and services
- 05 Promote, encourage, and emphasise reduction, reuse and recycling
- 06 Remove or reduce barriers that are preventing the community from making best use of existing waste diversion services, and any potential new services

Goal 2: A community that considers, and where appropriate implements, new initiatives and innovative ways to assist in reducing, reusing and recycling wastes

OBJECTIVES

- 07 Process and manage wastes locally wherever feasible and cost-effective
- 08 Investigate and implement new services, facilities, or other initiatives that are proven in New Zealand, and will increase the amount of waste reduced, reused, or recycled
- 09 Work closely with the Central Hawke's Bay community on waste management and minimisation through the waste reference group

Goal 3: Minimise environmental harm and protect public health

OBJECTIONS

- 10 Consider the environmental impact and public health implications of all waste management options and choose those which are cost-effective to the community, while also protecting environmental and public health

Goal 4: Work in partnership with others

OBJECTIONS

- 11 Work in partnership with others on waste management and minimisation where possible
- 12 Work with industry to support national initiatives to improve waste management and minimisation



Target

Council has set three targets for this WMMP.

The first is an aspirational long-term target.

To increase diversion from landfill to 70% by 2040

The second is a target specifically relating to the term of this plan, and the actions proposed.

To increase diversion from landfill to 48% by 2025

The baseline for these two targets is 32% diversion from landfill in 2018/19¹.

The third is a service-related target.

To increase participation in kerbside recycling services (measured through set out rates) to 60%

The baseline for this target is 40%.

¹This diversion rate excludes other disposal options e.g. cleanfill, industrial monofills, and illegal disposal as these volumes can't be estimated with any level of certainty.

The waste situation

In New Zealand, we are generating more and more waste. In Central Hawke's Bay, our landfill waste goes to a landfill that is owned by Council and managed on its behalf by a contractor. However, there are inevitably negative environmental impacts from this landfill, and the amount of recyclables and compostable material going to landfill represents lost resources for our district.

The National Waste Situation

There has been a significant focus on waste management and minimisation in the last 18 months. This has been driven partly by a change in government, and an increased focus on environmental and resource management issues. However the increasingly strict rules that China and some other countries are introducing mean that markets for our recycling material are becoming harder to find.

Awareness amongst the general public about a number of waste issues, notably plastic bags and single-use plastics, has increased dramatically and lead to petitions calling on government to ban single-use plastic bags and other similar items.

The National Waste Strategy

The New Zealand Waste Strategy (NZWS) has two overall goals;

1. To reduce harmful effects; and
2. To improve efficiency

Our District

Currently those living and working in Central Hawke's Bay have access to a range of options to help send less waste to landfill:

- Council's weekly user-pays bag collection for rubbish
- Private companies collecting wheeled bins of rubbish at various frequencies, and with various sizes of bins on offer to households and businesses
- Council's weekly kerbside recycling collection from two 60 litre recycling crates
- Various other materials collected at the recycling drop-off points or transfer stations
- Green waste collected at transfer stations and composted
- Various other specialised services such as medical and agricultural waste collection and treatment
- Offer an Ag recovery service at the Waipukurua Transfer Station



How much waste is there and where does it come from?

The Central Hawke's Bay district sent just over **6,700 tonnes to landfill last year**



Nearly **40%** of this was picked up at the kerbside by private companies or Council's contractor



Just over **60%** arrived at the landfill via a transfer station or from a commercial/industrial source



Around **35%** of this could be recycled, reused, or recovered in some way

Over 2,400 tonnes of the waste going to landfill is collected in kerbside collections. Although some businesses will use a kerbside collection, it is likely that the majority of this waste will be from householders. Only 22% of the kerbside waste comes from the Council's collection, with the remainder collected by private companies from wheeled bins.

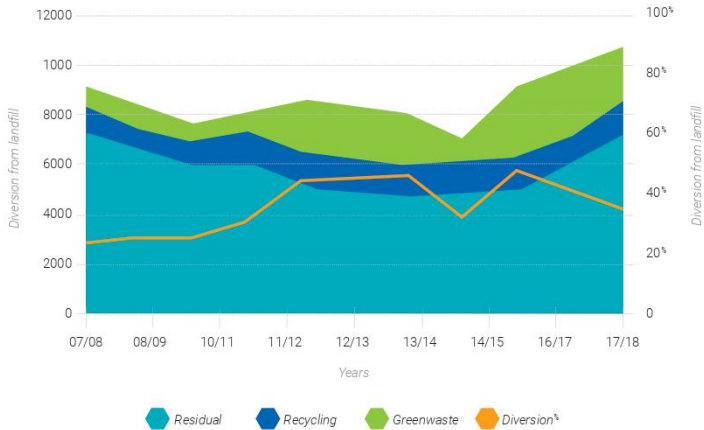
Of the waste going to transfer stations or direct to the landfill (excluding non-Central Hawke's Bay waste), nearly another quarter is residential-type waste. The remainder is from various commercial sources, with over 10% coming from construction and demolition activities.

Over 3,000 tonnes is diverted from landfill each year, largely through transfer station, drop-off point and kerbside recycling; and through composting of green waste.



How well are we doing?

The chart below shows how much waste the district has produced over the last ten years, and how much has been diverted.

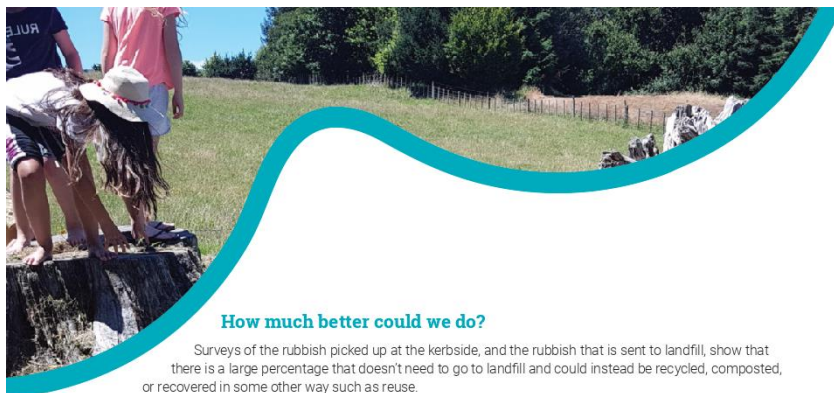


This graph shows a dip in diversion in 2014/15 – this is related to lower quantities of greenwaste diverted than expected, and may not represent an accurate measurement. Waste quantities generally show a close relationship to GDP for the district, which is very common. To determine how well we are doing in terms of waste minimisation it is useful to compare ourselves with other parts of New Zealand.

- The total amount of waste per person that we send to landfill the district is mid-range: about 489kg per person.

- When we look at how much waste from households we send to landfill, we generate about 180kg per person, which is also mid-range compared to other districts.
- When it comes to household recycling we recycle about 25kg per person at the kerbside, which is extremely low – and households with large wheeled bins recycle less than households using the council's rubbish collection. However, we recycle about another 58kg per person at the transfer stations and drop-off points, which is extremely high and reflects the 78% of the population that say they use these services.





How much better could we do?

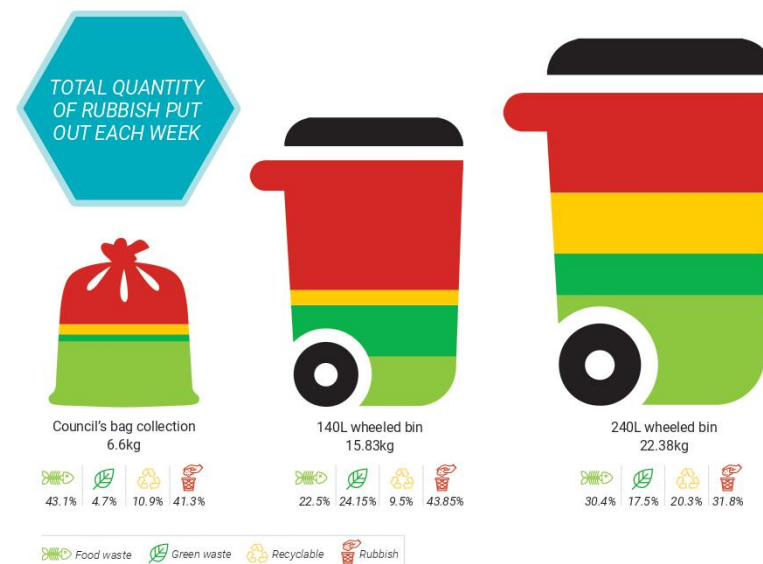
Surveys of the rubbish picked up at the kerbside, and the rubbish that is sent to landfill, show that there is a large percentage that doesn't need to go to landfill and could instead be recycled, composted, or recovered in some other way such as reuse.

The table below shows what these materials are, and how much we are currently sending to landfill each year (in tonnes per year).

MATERIAL TYPE	KERBSIDE RUBBISH (AVERAGE)	OTHER RUBBISH	TOTAL TONNES PER YEAR TO LANDFILL
Recyclable paper/ cardboard	191	233	424
Recyclable plastic	90	8	98
Steel cans, other steel	63	219	282
Aluminium	24	13	37
Glass bottles and jars	116	5	121
Clothing	75	64	139
Cleanfill	0	79	79
Reusable timber	0	13	13
Total recyclables	560	633	1,193
Food waste	649	214	863
Garden waste	409	155	564
New plasterboard	0	141	141
Total organics	1,059	509	1,568
TOTAL	1,619	1,142	2,761

Over 2,700 tonnes, or 41%, of the rubbish we send to landfill could theoretically be managed in some other way. Food waste from the kerbside rubbish collections makes up a large part of this, along with recyclable material like paper, cardboard, and glass.

This proportion is even higher for rubbish that is picked up at the kerbside - on average, nearly 62% of this waste could be recycled or composted. This figure is higher for wheeled bins than it is for the Council bag collection (59% for bags, compared to 68% for large wheeled bins). However, as well as managing their waste differently, households that use wheeled bins also put out more waste in total than households that use bags do.



Not only do households that use a 240L wheeled bin put out more rubbish than other households, but they also put out proportionally more recyclables (mainly paper) and compostables (mainly greenwaste) than households using rubbish bags do. Households using large wheeled bins for rubbish put out nearly six times the weight of recyclable materials as households using the Council's rubbish bag collection, and nearly four times the weight of waste that could be composted (food and garden waste).

All households that use wheeled bins for their rubbish collection put out significant quantities of greenwaste, compared to households that use bags with less than 5%.

When we consider that research shows only 22% of the rubbish collected at the kerbside each week comes from Council rubbish bags, this becomes even more of an issue.

Instead of using Council's bag collection, households are choosing instead to opt for private wheeled bin-based services that offer a choice of capacity and frequency. This raises the issue of whether current council service provision is meeting the needs of the majority of the community, and how to ensure that households with wheeled bins still make use of the kerbside recycling collection and any new services that might be offered.

² During the survey, two households were assessed that had extremely unusual results in one particular category. The adjusted figures use the result for households that use bags for their rubbish collection.

Projections of future demand

The quantities of rubbish and recovered materials in Central Hawke's Bay are expected to increase gradually over the next ten years in line with a growing population and economic growth. GDP projections have been used to estimate future quantities of kerbside rubbish and recycling, and other waste streams such as industrial/commercial/institutional waste, transfer station/drop-off materials, and construction and demolition waste.





Key Issues

The Waste Assessment looked across all aspects of waste management in Central Hawke's Bay, and identified the main areas where we could improve our effectiveness and efficiency in managing and minimising waste.

The key issues identified in this Waste Assessment are listed below. Addressing these issues will ensure that Council is meeting its statutory obligations, and improving waste management and minimisation in Central Hawke's Bay.

- A significant proportion of waste going to landfill is organic waste, with food waste present across all kerbside refuse collection systems.
- There is a significantly higher proportion of material that shouldn't be going to landfill in rubbish from households with private wheeled bin collections (particularly those with large bins), including green waste which is insignificant in the Council rubbish bag collection.
- Council has very low market share in the household kerbside rubbish collection market.
- Many use the drop off points or transfer stations for recyclables, with low participation in the Council's kerbside recycling collection.
- Lack of facilities to recycle or otherwise divert construction and demolition waste.
- Little data available on private operator activities and non-Council waste streams in general, until waste reaches the landfill.
- Nearly half of waste to landfill comes from out of the district.
- Community engagement, understanding and awareness of waste issues could be improved further.
- More recyclables could be diverted from both domestic and commercial properties rather than going to landfill.
- Industrial and commercial waste generally presents scope for increased diversion, with paper/card the main material type currently diverted.
- A gap in Council's understanding about the specific issues and opportunities facing our rural communities for waste minimisation.

Addressing these issues is a key focus of the WMMP.

Part B Action Plan



What are we going to do?

The Action Plan sets out specifically how Central Hawke's Bay District can work towards the vision, goals, and objectives, and address the issues outlined in Part A of the WMMP.

The Action Plan aims to set out clear, practical initiatives that Central Hawke's Bay District Council will implement, either on our own, jointly, or by supporting or facilitating others.

In some cases, more work might be needed to establish how much some projects might cost, or whether they are feasible. This might change how, when, or if they are implemented. Completing some other actions might depend on changing contractual arrangements with providers, or setting up new contracts. These type of arrangements can be unpredictable and this also might impact the nature, timing or cost of these projects.

Council's intended role

The Council intends to oversee, facilitate and manage a range of programmes and interventions to achieve effective and efficient waste management and minimisation within the district. The Council will do this through our internal structures responsible for waste management. We are responsible for a range of contracts, facilities and programmes to provide waste management and minimisation services to the residents and ratepayers of Central Hawke's Bay.

Key Issues

Communicating and Raising Awareness

The Central Hawke's Bay community wants to know more about what happens with our waste and recycling, how we can manage this better, and how much waste and recycling we have. Understanding waste issues better will help our community to use services properly, and to feel more confident that their efforts are paying off. This will encourage the community to be more engaged in waste reduction, and to use services like the kerbside recycling collection more.

This issue will be addressed mainly through the following actions:

- Collecting more information about what waste we have in the district, where it is coming from, and where it is going (R1, D1 – 3)
- Improving our web-based information (E6)
- Continuing current programmes Council supports, like para kore and waste education in schools, and extending this area either through direct Council-run projects, or by working with key members of the community (E1, E2, E4)
- Build on community engagement by establishing a zero waste action group, and supporting this group and providing access to project funding (E3, E4)
- Working more closely with key partners in the district like iwi and neighbouring councils (E5, LM2, LM3, LM5)

Making Kerbside Collections More Effective

At the moment, only some households are using Council's kerbside collection service, and many businesses don't use a recycling collection service at all. A lot of things that could be recycled are instead thrown out in rubbish bins, especially large wheeler bins. Services could possibly be improved by introducing new collections, like a farm waste collection and a kerbside collection for food waste, and

Council's rubbish collection may need reviewing to make it more useful for our customers.

This issue will be addressed mainly through the following actions:

- Find out why households aren't using Council's services, and explore ways to improve and extend these services (C1 – 3)
- Encourage households and businesses to use options like home composting, transfer stations, or a private collection for garden waste (C4)
- Work with and support key businesses to provide services that integrate with services provided by Council, and fill gaps for specific customer groups (C5, LM2, LM3)

District Landfill

For the time being, Council has concluded that it is best to keep our own district landfill to dispose of rubbish that can't be recycled, composted, or otherwise diverted from landfill. However, with changes in government policy and charges, this might change in future. Council intends to undertake a full review of waste services, including the landfill, to make sure that we are getting best value for money for the district while also meeting our sustainability, environment and waste minimisation and management goals. Better information on waste types and sources will help with this review.

Around half of the waste coming in to the landfill comes from outside the district. Council will work closely with our neighbours to ensure that they are doing their best to minimise unnecessary waste to landfill also.

* While the action plan forms part of the WMMP, it is intended to be a useful 'living' document that can be regularly updated to reflect current plans and progress. Under the WMA the plans can be updated without triggering the need for a formal review of the WMMP as long as the changes are not significant and do not alter the direction and intent of the strategy as set out in Part A.

This issue will be addressed mainly through the following actions:

- Collect and analyse more information on what is going into the landfill, and where it comes from (R1, D1-3)
- Control waste before it gets to the landfill (R2, IN3 – 6)
- Carry out a full cost-benefit review for the landfill as part of the wider service (IN1, IN2)

Rural Communities

At the moment, council does not have a good understanding of the habits and behaviours of rural households rubbish and recycling use, work needs to be done to better understand the specific issues and subsequent opportunities for waste minimisation in the rural communities.

Understanding waste issues better in the rural communities will also help council understand the requirement for services in rural communities, this will encourage rural communities to be more engaged in waste reduction, and to use services that are and may be made available.

The issue will be addressed through the following actions:

- Investigate rural community waste/ recycling needs to understand specific issues and opportunities for waste minimisation (D04)
- Work with rural communities to understand specific issues and opportunities for waste minimisation (E04)
- Work with rural communities to investigate opportunities to deal with silage and bale wrap and other agriculture related recyclables (C06)

Detailed Action Plan (by Topic Area)

Regulation

REFERENCE & TITLE	DESCRIPTION	NEW OR EXISTING ACTION	TIMEFRAME	FUNDING	CONTRIBUTION TO TARGETS
R1 Licensing	Review Part 6 of the Council's bylaw to include provisions for licensing and data collection	New	2020	Waste levy	Indirect by encouraging use of waste diversion opportunities
R2 Regulation for Waste Man and Min	Include provisions in future solid waste bylaws to require waste management plans for events, businesses, industry sites, large building projects, etc. Include landfill bans for materials where alternative management options exist, as/when these can be established e.g. new plasterboard, reusable timber, untreated timber.	New	2020	Waste levy	As above
R3 Regulate Containers	Include provisions in future solid waste bylaws to control container use in kerbside collections, to align colours with national standards, to require provision of a recycling collection alongside any private rubbish collections, and to minimise the use of 240L wheeled bins for residual waste collections in urban areas.	New	2020	Waste levy	As above
R4 Litter Act Enforcement	Expand enforcement action against those that dump rubbish illegally, and work in partnership with community group to identify and address problem spots	Existing	Ongoing	Core rates-funded activity	As above

Data

REFERENCE & TITLE	DESCRIPTION	NEW OR EXISTING ACTION	TIMEFRAME	FUNDING	CONTRIBUTION TO TARGETS
D1 External Data Collection	Council will continue to undertake occasional surveys in accordance with the solid waste analysis protocol to monitor performance and identify opportunities for improvement.	Existing	Ongoing	Waste levy	Supporting through providing good data
D2 Internal Data Collection	Council will continue to improve their internal data collection and analysis, and ensure that it is possible to identify trends over time where possible.	Existing	Ongoing	Overhead cost	Supporting through providing good data
D3 Landfill Customer Data	Continue to collect detailed data on the source and type of wastes coming to the landfill from outside the district. Work with customers directly to collect data on this waste, and jointly develop initiatives to divert more from landfill	Existing	Ongoing	Overhead cost	Supporting through providing good data
D4 Rural Communities	Investigate rural community waste/recycling needs to understand specific issues and opportunities for waste minimisation	New	2020	Waste Levy	Rural support by encouraging use of diversion options, and increasing council service provisions

Education/Engagement/Communications

REFERENCE & TITLE	DESCRIPTION	NEW OR EXISTING ACTION	TIMEFRAME	FUNDING	CONTRIBUTION TO TARGETS
E1 Maintain Existing Activities	Maintain and extend current education and engagement	Existing	Ongoing	Waste levy and rates funded	Indirect support
E2 Communicate Service Changes	Carry out specific communication and education if new services are introduced, if existing services are changed, or if regulatory changes are made (e.g. 2 change in bin sizes)	New	As required	Waste levy and rates funded	Indirect support to ensure maximum take-up of new or amended services.
E3 Community Zero-Waste Action Group	Establish a community-led zero waste action group/waste reference group, support by Council through coordination and some funding, to deliver project areas prioritised and planned by the community	New	Ongoing	Minimal funding required	Indirect support
E4 Rural Communities	Work with rural communities to understand specific issues and opportunities for waste minimisation	New	2020	Waste Levy	Rural support to understand rural issues and opportunities
E5 Work with Partners	Work closely with iwi and other regional partners to ensure culturally appropriate waste management methods where possible	Existing	Ongoing	Minimal cost	Indirect support
E6 Web-based Communications	Improve web-based information on services, options, waste minimisation, and 'waste 101' facts, potentially as a stand-alone website.	New	Ongoing	Waste levy funds and rates funded ongoing	Indirect support



Collections

REFERENCE & TITLE	DESCRIPTION	NEW OR EXISTING ACTION	TIMEFRAME	FUNDING	CONTRIBUTION TO TARGETS
C1 – Existing Kerbside Collections	Maintain and expand existing kerbside recycling collections; at least to align rubbish and recycling collection areas. Survey residents to find out why they aren't using it.	New and existing	2020 – 2022	Waste levy, rates funding, user charges	300 tonnes per landfill could be diverted if 80% participation and 80% capture could be achieved for recycling
C2 User-pays Rubbish Collections	Maintain existing kerbside user-pays rubbish bag collection, with potentially part of the cost of collection covered by general rates, and the remainder by user charges, with the appropriate user pays/rates proportion to be investigated and agreed through the annual fees and charges process.	Existing	2020 – 2022	Rates funding and user charges	General support by encouraging use of diversion options
C3 Food Waste Collections	Investigate the provision of a weekly kerbside food waste collection service, once regulation for kerbside rubbish collections is in place and recycling collection participation has been improved.	New	From 2023	Waste levy and rates funded	500 tonnes could be diverted from landfill if 80% participation and 80% capture can be achieved. However this is very dependent on ensuring households make use of options to divert waste from landfill.
C4 Garden Waste Options	Encourage households to make use of preferred options for garden waste, such as home composting, delivery to a centre, or private collections.	Ongoing	2020	Waste levy	Supporting action. Householders need to make use of alternatives rather than sending green waste to landfill.
C5 Gaps in Service – Rural, Farm, Green and Business Wastes	Work with and facilitate key local businesses to fill gaps in waste services that integrate with Council's services, such as farm waste collections, green waste collections, and business recycling services.	New	2020	Waste levy	Depending on the services implemented, this action has the potential to have a significant impact in reducing the amount of recyclables and organic waste going to landfill.
C6 Rural Communities	Work with rural communities to investigate opportunities to deal with silage and bale wrap and other agriculture related recyclables	New	2020	Waste Levy	Rural support to assist working towards our target to minimise waste to landfill and the environment

Infrastructure

REFERENCE & TITLE	DESCRIPTION	NEW OR EXISTING ACTION	TIMEFRAME	FUNDING	CONTRIBUTION TO TARGETS
IN1 District Landfill	Maintain the district landfill to ensure cost-effective access to disposal services into the future	Existing	Ongoing	User charges	Indirect support as long as full cost recovery is in place
IN2 Landfill Charging	Review the charging at the landfill to ensure that this is on a full cost-recovery basis	Existing	Ongoing	User charges	Continuing to ensure that landfill charges are on a full cost-recovery basis will encourage use of alternatives to divert waste from landfill
IN3 Drop-off Points and Transfer Stations	Review the cost-benefit of each drop-off point and transfer station and survey customers to ensure best location, number, and material ranges at each	Existing	Ongoing	Rates funded	Providing the most appropriate services to each area will ensure that maximum diversion and value for money is achieved
IN4 Composting Options	Work with local industry and community to develop a local solution for composting food waste and green waste	New	2022	Minimal funding initially	Indirect, but particularly important if Council introduces a food waste collection
IN5 Construction, Demolition, Commercial and Industrial Waste	Investigate the feasibility of incorporating C&D and ICI recovery at the district landfill site, and implement preferred option	New	2021-22	Waste levy funding, user charges	Once alternatives are in place, these materials can be kept out of the landfill. Anything up to e.g. 250 tonnes per annum
IN6 Community Reuse Centre	Investigate the potential to work with community to develop a community reuse/recovery centre for reusable items and some difficult materials, such as polystyrene and mattresses	New	2020	Waste levy funding, external funding	Small diversion from landfill (perhaps 50–100 tonnes per annum, depending on the range of materials) but added benefit in increasing awareness and education

Leadership & Management

REFERENCE & TITLE	DESCRIPTION	NEW OR EXISTING ACTION	TIMEFRAME	FUNDING	CONTRIBUTION TO TARGETS
LM1 Advocacy	Advocate to government for action in areas such as extended producer responsibility	Existing	Ongoing	Minimal cost	Supporting action
LM2 Work with Partners	Work closely with mana whenua, community groups, and the private sector to progress opportunities for increased waste diversion	Existing	Ongoing	Minimal cost	Supporting action
LM3 New Partnerships	Proactively identify opportunities to work in partnership with neighbouring authorities and other agencies	Existing	Ongoing	Minimal cost	Supporting action
LM4 Council's Policies	Review Council's procurement policy to require lower-waste Council purchasing	Existing	Ongoing	Minimal cost	Supporting action
LM5 Joint Planning with Neighbours	Explore potential for a joint waste assessment and WMMP with neighbouring councils for next review point.	Existing	Ongoing	Possible cost saving	Supporting action



Funding the Plan

The Waste Minimisation Act 2008 (s43) (WMA) requires that the Councils include information about how the implementation of this Plan will be funded, as well as information about any grants made and expenditure of waste levy funds.

Funding local actions

There are a range of options available to local councils to fund the activities set out in this plan. These include:

- User charges – includes charges for user-pays collections as well as transfer station gate fees⁴
- Targeted rates – a charge applied to those properties receiving a particular council service
- Waste levy funding – The Government redistributes funds from the \$10 per tonne waste levy to local authorities on a per capita basis. By law 50% of the money collected through the levy must be returned to councils. This money must be applied to waste minimisation activities
- Waste Minimisation Fund – Most of the remaining 50% of the levy money collected is redistributed to specific projects approved by the Ministry for the Environment. Anyone can apply to the WMF for funding for projects
- Sale of recovered materials – The sale of recovered materials can be used to help offset the cost of some initiatives
- Private sector funding – The private sector may undertake to fund/supply certain waste minimisation activities, for example in order to look to generate income from the sale of recovered materials etc. Council may look to work with private sector service providers where this will assist in achieving the WMMP goals.

Funding considerations take into account a number of factors including:

- Prioritising harmful wastes
- Waste minimisation and reduction of residual waste to landfill
- Full-cost pricing - 'polluter pays'
- Public good vs. private good component of a particular service
- That the environmental effects of production, distribution, consumption and disposal of goods and services should be consistently costed, and charged as closely as possible to the point they occur to ensure that price incentives cover all costs
- Protection of public health
- Affordability
- Cost effectiveness.

The potential sources of funding for each of the actions are noted in the tables in Part B of the WMMP. Budgets to deliver the activities set out in this plan will be carefully developed through our Annual Plan and Long Term Plan processes. The approach taken will be to implement as many of the activities as possible while controlling costs and, where possible, taking advantage of cost savings and efficiencies. It is anticipated that by setting appropriate user charges, reducing costs through avoided disposal, more efficient service delivery from joint working, and targeted application of waste levy money, the increased levels of waste minimisation as set out in this WMMP will be able to be achieved without overall additional increases to the average household cost.

TA Waste levy funding

Council receive, based on population, a share of national waste levy funds from the Ministry for the Environment. It is estimated that at the current rate of \$10 per tonne our council's total share of waste levy funding will be approximately \$57k per annum.

The WMA requires that all waste levy funding received by Councils must be "spent on matters to promote waste minimisation and in accordance with their WMMP".

Waste levy funds can be spent on ongoing waste minimisation services, new services, or an expansion of existing services. The funding can be used on education and communication, services, policy research and reporting, to provide grants, to support contract costs, or as infrastructure capital.

We intend to use our waste levy funds for a range of waste minimisation activities and services as set out in the Action Plan.

In addition, we may make an application for contestable waste levy funds from the Waste Minimisation Fund, either separately, with other Councils, or with another party. The Waste Minimisation Fund provides additional waste levy funds for waste minimisation activities.

Funding business and community actions

Councils have the ability under the WMA to provide grants and advances of money to any person, organisation or group for the purposes of promoting or achieving waste management and minimisation, as long as this is authorised by the WMMP.

Council will investigate the development of a grants program where businesses, community groups, and other organisations can apply for funding from council for projects which align with and further the objectives of this WMMP.

* Most councils in the region own transfer stations and/or landfills and are able to set the fees at these facilities and can derive income from these activities. In accordance with s46 (2) of the Act, the Councils can charge fees for a facility that are higher or lower than required to recover the costs to provide the service, providing the incentives or disincentives will promote waste minimisation.



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Monitoring evaluating and reporting progress

Monitoring and Reporting

This WMMP contains a number of actions with timeframes (refer to Part B), as well as a set of waste minimisation targets (refer section 2.4). Each of these actions and targets will be reported against in terms of progress to Council.

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Part C
*Supporting
Information*



Glossary of Terms

C&D Waste	Waste generated from the construction or demolition of a building including the preparation and/or clearance of the property or site. This excludes materials such as clay, soil and rock when those materials are associated with infrastructure such as road construction and maintenance, but includes building-related infrastructure.
Cleanfill	A cleanfill (properly referred to as a Class 4 landfill) is any disposal facility that accepts only cleanfill material. This is defined as material that, when buried, will have no adverse environmental effect on people or the environment.
Disposal	Final deposit of waste into or onto land, or incineration
Diverted Material	Anything that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.
Domestic Waste	Waste from domestic activity in households.
ETS	Emissions Trading Scheme
Food waste	Any food scraps – from preparing meals, leftovers, scraps, tea bags, coffee grounds
Green waste	Waste largely from the garden – hedge clippings, tree/bush prunings, lawn clippings
Hazardous waste	Waste that can cause harm or damage, to people or the environment, like strong chemicals. Shouldn't go in to landfills.
ICI	Industrial, Commercial, Institutional
Landfill	Tip or dump. A disposal facility as defined in S.7 of the Waste Minimisation Act 2008, excluding incineration. Includes, by definition in the WMA, only those facilities that accept 'household waste'. Properly referred to as a Class 1 landfill
LGA	Local Government Act 2002
LTP	Long Term Plan
Managed Fill	A disposal site requiring a resource consent to accept well-defined types of non-household waste, e.g. low-level contaminated soils or industrial by-products, such as sewage by-products. Properly referred to as a Class 3 landfill.
MfE	Ministry for the Environment
MGB	Mobile garbage bin – wheelie bin.
MRF	Materials Recovery Facility
MSW	Municipal Solid Waste
New Zealand Waste Strategy	A document produced by the Ministry for the Environment in 2010. Currently being reviewed.
NZWS	New Zealand Waste Strategy
Putrescible, garden, greenwaste	Plant based material and other bio-degradable material that can be recovered through composting, digestion or other similar processes.
Recovery	a) Extraction of materials or energy from waste or diverted material for further use or processing; and b) Includes making waste or diverted material into compost

Recycling	The reprocessing of waste or diverted material to produce new materials
Reduction	a) Lessening waste generation, including by using products more efficiently or by redesigning products; and b) In relation to a product, lessening waste generation in relation to the product
Reuse	The further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose
RRP	Resource Recovery Park
RTS	Refuse Transfer Station
Rubbish	Waste, that currently has little other management options other than disposal to landfill
Service Delivery Review	As defined by s17A of the LGA 2002. Councils are required to review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions. A review under subsection (1) must consider options for the governance, funding, and delivery of infrastructure, services, and regulatory functions
TA	Territorial Authority (a city or district council)
Transfer Station	Where waste can be sorted for recycling or reprocessing, or is dumped and put in to larger trucks for transport to landfill
Treatment	a) Means subjecting waste to any physical, biological, or chemical process to change its volume or character so that it may be disposed of with no or reduced adverse effect on the environment; but b) Does not include dilution of waste
WA	Waste Assessment as defined by s51 of the Waste Minimisation Act 2008. A Waste Assessment must be completed whenever a WMMP is reviewed
Waste	Means, according to the WMA: a) Anything disposed of or discarded, and b) Includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste); and c) To avoid doubt, includes any component or element of diverted material, if the component or element is disposed or discarded.
Waste Assessment	A document summarising the current situation of waste management in a locality, with facts and figures, and required under the Waste Minimisation Act.
Waste Hierarchy	A list of waste management options with decreasing priority – usually shown as 'reduce, reuse, recycle, reprocess, treat, dispose'
WMA	Waste Minimisation Act (2008)
WMMP	A Waste Management and Minimisation Plan as defined by s43 of the Waste Minimisation Act 2008
WWTP	Wastewater treatment plant
Zero Waste	A philosophy for waste management, focusing on Council/community partnerships, local economic development, and viewing waste as a resource. Can also be a target (but not in this case).

Waste Assessment

What we have considered

In preparing this WMMP we have taken into account a wide range of considerations including the following:

- Information on the waste we generate and manage in our district
- Projections of how our population and economy might change over time
- Residents and ratepayer surveys and other resident feedback
- The waste hierarchy
- Public health
- Tangata Whenua worldview on waste
- The potential costs and benefits of different options to manage our waste

The detail of the above information is contained in the Waste Assessment (and other supporting documentation) which is presented in Part C.

We have also taken into account a large number of plans, policies and legislation and their requirements.

These include the following:

- The Waste Minimisation Act (WMA) 2008
- The Local Government Act (LGA) 2002
- The Hazardous Substances and New Organisms (HSNO) Act 1996
- The Resource Management Act (RMA) 1991
- The Health Act 1956
- The Health and Safety at Work Act 2015
- Climate Change (Emission Trading) Amendment Act 2008
- The New Zealand Waste Strategy (NZWS)
- Waste Assessments and Waste Management and Minimisation Planning: A Guide For Territorial Authorities (2015)
- Regional Policy Statement for the Hawke's Bay Region (2012)
- The Council's Long Term Plan

Further information on the above plans, policies and legislation and how it has been considered in the formulation on this plan is contained in the Waste Assessment.





Our vision

WASTE FREE CHB

This vision reflects the intended direction for the district in putting more effort into diversion from landfill, and working closely with the community and businesses.



CENTRAL HAWKE'S BAY DISTRICT COUNCIL
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CENTRAL HAWKE'S BAY
DISTRICT COUNCIL

7.5 ENDORSEMENT OF WWTP ENVIRONMENT COURT RESPONSE

File Number: COU1-1400

Author: Darren de Klerk, 3 Waters Programme Manager

Authoriser: Monique Davidson, Chief Executive

Attachments:

1. 2018 - Waipawa WWTP - Supplementary Enforcement Order [↓](#) 
2. Waipawa WWTP Report to the Court for Endorsement [↓](#) 
3. WWTP Report Appendices 1-3 [↓](#) 

PURPOSE

The matter for consideration by the Council is to endorse the report responding to the supplementary enforcement order issued from Hawke's Bay Regional Council through the environment court in 2018.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council endorses the report responding to the Environment Court in relation to the Waipawa Wastewater Treatment Plant.

COMPLIANCE

Significance	This matter is assessed as being of some importance
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> 1. Endorse the report to respond to the supplementary environment court order 2. Does not endorse the report to respond to the supplementary environment court order
Affected persons	The persons who are affected by or interested in this matter are Council officers, elected members, contractors, HBRC, ratepayers, community reference group
Recommendation	<i>This report recommends option ONE for addressing the matter.</i>
Long-Term Plan / Annual Plan Implications	No current implications
Significant Policy and Plan Inconsistencies	Consistent with LTP, this response was outlined as an action in the 2018-28 LTP

EXECUTIVE SUMMARY

This report is to endorse a report being taken to the Hawkes Bay Regional Council and the Environment Court in response to supplementary orders made in July 2018.

This report includes significant work related to a science report, community group development of solution options, funding and affordability assessments, interim improvements and consultation with key stakeholders to reach this milestone.

The report summarises the process that Central Hawke's Bay District Council (**CHBDC**) have followed to develop a solution for addressing an Environment Court Order concerning consent breaches at the Waipawa Wastewater Treatment Plant (**Waipawa WWTP**). It also sets out forward steps proposed.

Attached is the draft report to be released with the appendices highlighted above.

Below is the detail of the work done to date to progress to the position we are at today.

BACKGROUND

On 31 July 2017 the Court made Enforcement Orders ("Original Orders") in relation to the above matter and on 26 July 2018 the Court made Supplementary Orders.

The Supplementary Orders permanently suspended paragraphs 16 to 20 of the Original Orders, required further monitoring of the Waipawa Wastewater Treatment Plant ("Waipawa WWTP") until 31 May 2019, and required a report to the Court by no later than 30 June 2019.

The report is required by Order 4 of the Supplementary Orders and that order states the following:

"4. *By no later than 30 June 2019, CHBDC shall provide a report to the Court and the HBRC which shall, as a minimum, address:*

- (a) The wastewater treatment solution the CHBDC proposes to implement for wastewater from Waipawa and the technical rationale for same;*
- (b) The process and time frame for implementation, including whether any new consents or changes to conditions of consent are required to implement the wastewater solution and the estimated time frame for preparing and lodging any applications for same;*
- (c) The estimated cost of implementing the wastewater solution; and*
- (d) The proposed process and timing for securing the funding necessary to implement the wastewater solution.*

Unless the Court makes an order to the contrary, CHBDC shall implement the proposed wastewater solution as soon as reasonably practicable"

Actions Taken

Following this supplementary order, Central Hawkes Bay District Council in mid-2018 decided that wastewater management required a fresh approach and there was appetite and need to look at the bigger picture of what is suitable for the Waipawa WWTP discharge. This required thinking beyond just managing consent compliance, but rather how the Council was managing wastewater.

This led to the establishment of an internal council project to consider wastewater management, not just for Waipawa, but other communities in the District. It was appreciated that the issues facing Waipawa were similar to those facing Waipukurau, and ultimately other communities in the district would face similar issues, leading to an opportunity to consider wastewater management at one time.

Reference Group

Leading on from the decision to consider wastewater management across the district was the initiation of a Wastewater Reference Group (**Reference Group**) to focus on development of solutions for Waipawa and Waipukurau. It was considered that the other communities in the district, while they faced similar issues, did not have pressing needs like Waipawa and Waipukurau. However, it was also considered that solutions and experiences from Waipawa and Waipukurau could inform management solutions for the other communities.

The Reference Group formed consisted of community members and councillor representatives. Staff and technical advisors also contributed. The intent of this group was to identify issues and options for wastewater management. While there are multiple options, the intention was the group would identify key aspects that needed change and identify potential solutions. This process was intended to lead into the development of identification of a solution to satisfy the requirements of the Supplementary Order required by June 2019. The consequence was the group had a period of some **6-9 months** to assist with developing solutions.

Early in the discussion there was consensus that Waipawa and Waipukurau discharges should be considered collectively. This allowed individual and combined solutions to be considered and provided for options and costs for larger solutions where economies of scale could apply. The logic, combined with an immediate consenting need, meant that the inclusion of Otane was seen as being appropriate and logical.

Technical information

Sitting alongside community engagement was the provision of supporting technical information. This served the purpose of educating the Reference Group, pulling key information together and assisting with technical analysis and development of options.

The supporting technical work and extensive engagement has highlighted a community aspiration to consider longer term opportunities and potential future regulatory constraints. This included the need to plan and create resilience for potential changes in water use and nutrient management in the wider catchment.

The desire to make changes was not driven by a technical need to mitigate unacceptable environmental effects. Technical investigations (particularly a surface water assessment by Aquanet: 2019) showed that only minor changes to the discharge regime was needed, particularly to lessen nutrient discharges during low flow conditions in order to provide for compliance with current resource consent requirements.

Reasons for Change

The approach of making small technical changes to wastewater treatment and discharges to meet current consent compliance places a reliance on the current regulatory environment/framework staying the same; which may (likely) change in time. To future proof and plan for infrastructure which has a life that is typically beyond the regulatory planning framework (i.e. immediate consent term), the Reference Group and council staff supported the need for master planning. This master planning was considered to not just be meeting the current and future regulatory framework, but CHBDC making a courageous decision to do better and more than the minimum; being planning for future generations and not just the immediate needs to satisfy current rules. This position is reflected in the Reference Group's vision, which was:

“Our effluent is treated in a sustainable way that creates a resource, protects our environment and continues to do so for generations to come.”

Evaluation of options by the Reference Group identified this long-term perspective would place an economic burden on the community, but if it can be funded it will provide local and regional leadership to deal with water and nutrient issues that have challenged the community and region for several decades.

Development of a Solution

Despite the largely indistinguishable impact on the river system, albeit with current consent non-compliance issues, there will be growth in the district and an increase in expectations. This will necessitate a need to improve effluent quality and its management over time. Therefore, either the discharge method needs to be changed (ideally away from the River) or a fundamentally different treatment plant needs to be installed. Adopting either of these two options would be seen to provide a means of future-proofing the community and CHBDC.

The process and solution adopted by CHBDC differs in scope from that envisaged when the existing orders were issued by the court. The existing orders envisaged a 'Treatment Solution' for Waipawa (only); but now the solution includes Waipawa, Waipukurau and Otane communities and their respective facilities.

While it is clear that the community aspiration is to remove all wastewater from surface water, the ability to do so must be staggered over time as technology, farming practices and finances permit. This has led to a solution that can be implemented over time, with a discharge, treatment follow by discharge focus;

- Discharge (1) - Initially the solution will replace the existing surface water discharges with a rapid infiltration system, into near river gravel soils close to the rivers;
- Treatment - Because rapid infiltration systems provide only limited additional treatment to the wastewater (they will reduce solids and pathogens but not substantially reduce soluble nitrogen), a relatively high level of treatment is required at the WWTP. This is to include the construction of a new biological nutrient removal treatment plant at Waipawa, with conveyance of Otane wastewater to Waipawa for treatment. Subject to cost refinements, Waipukurau treatment can likewise be replaced at the existing site or incorporated into the new Waipawa plant;
- Discharge (2) - With time, and as more land application opportunities become available, it is likely that a significant portion of the treated effluent will be diverted away from the rapid infiltration scheme to beneficial reuse and or land treatment.

Strategy moving forward

There is a clear big target ahead – wastewater out of the river, improved treatment and beneficially use of treated wastewater. The ability to achieve this target is clearly finance driven and simply unaffordable to the community at this current time. Despite the current unaffordability of the aspirational target, there are a number of intermediate steps which can be undertaken in the next three years to improve discharge quality and the ability to meet compliance requirements. These are outlined in Stage 0 below.

Furthermore, the option of staging the upgrades provide a realistic timeframe to develop funding sources whilst still upgrading and improving firstly discharge in Stage 1, and then treatment in Stage 2 to meet community and regulatory expectations and requirements. Further detail is provided below:

- Stage 0 – Investigations and technical reports (including consideration of piping Waipukurau wastewater to the Waipawa WWTP in the longer term), consenting of proposed wastewater solution for Waipawa and Otane, procurement, and interim minor improvements (Years 0-3):
 - Waipawa Trunk Sewer Main renewal - 2.2km trunk inlet main to Waipawa WWTP;
 - Infiltration and inflow study in relation to Otane wastewater reticulation;
 - Landfill leachate removal and irrigation back to landfill;
 - Removal of floating wetlands at the Waipawa WWTP;

- Renewals and operational adjustments within the existing Waipawa WWTP to address performance with regard to reducing total suspended solids, soluble reactive phosphorous, and E. coli; and
- Other minor improvements.
- Stage 1 – Construction of rapid infiltration beds and conveyance and reticulation of Otane effluent to Waipawa WWTP (Years 3-6).
- Stage 2 – Construction of new BNR plant (Years 7-10).
- Stage 3 – Explore beneficial reuse and land based disposal options. (Years 10+).

Many of the above tasks for Stage 0 are underway and progressing. Future actions are being developed, but the fundamental for most is the securing of appropriate finances.

Financing

Outlined within the presentation and the draft environment court, the expected financial implications, which require further investigation through the design and funding source programme in 2019-2021.

Council have commissioned a funding and feasibility assessment, and a community affordability assessment to understand the impact of financing this solution.

It is clear that multiple funding sources will be required to progress this project.

- Rates via LTP Amendment
- Trade Waste
- Development Contributions
- External Funding
 - o HBRC Freshwater Programme
 - o Central Government
 - PGF/ Crown Infrastructure
 - MfE : Freshwater Improvement Fund
 - Sustainable Land Use

Staging the upgrades is key to working around our funding constraints and this has been highlighted through the environment court.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as of some importance because it has the ability to affect all ratepayers in some form as the options are further developed.

Engagement with the community has taken place to date with the formation of a community reference group, the survey to the wider community in Dec 2018/ Jan 2019, targeted media communications in the CHB Mail, and the website being updated and maintained with the progress of the reference group to date.

OPTIONS

Option 1 Endorse the report to respond to the supplementary environment court order

- a) Financial and Resourcing Implications
 - This report and associated works is consistent with current LTP, financing and resourcing requirements, following steps and stages will have impact on funding and require an LTP amendment.

- b) Risk Analysis
 - Through careful management and use of a community reference group and experts, and involvement of the HBRC in the process, Council officers believe the risk has been mitigated to as low as reasonably possible
 - Legal opinion on this report has been obtained
 - Operational and monitoring considerations are to be reviewed upon submission of the report
- c) Alignment to Project Thrive and Community Outcomes
 - Aligns with Project THRIVE and the long term views of CHB's wastewater
- d) Statutory Responsibilities
 - Considered as part of the process the RMA, and will be progressed further through future consent applications
- e) Consistency with Policies and Plans
 - Consistent with current LTP
 - Future amendments will be required
- f) Participation by Māori
 - Taiwhenua input has been received to date on this project, and will continue to be involved as options and stages are developed and progressed.
 -
- g) Community Views and Preferences
 - Community views have been considered via the reference group and a community survey undertaken to date
- h) Advantages and Disadvantages
 - Advantage
 - Meets requirements of all process and decision making to date
 - Progresses with the outcomes of Project THRIVE
 - Meets regulatory requirements
 - Disadvantage
 - Future cost implications, although unavoidable

Option 2 Reject the report to respond to the supplementary environment court order

- a) Financial and Resourcing Implications
 - Further cost and risk of legal ramifications if June 2019 deadline not met

- b) Risk Analysis
 - High risk if a response is not submitted by 30 June 2019 from legal and regulator
- c) Promotion or Achievement of Community Outcomes
 - Does not align with community reference group and wider community views to not meet this deadline
- d) Statutory Responsibilities
 - Risk of breaching consent/ RMA
- e) Advantages and Disadvantages
 - Advantages
 - No perceived advantage
 - Disadvantages
 - Risk of legal ramifications
 - Risk of regulatory ramifications
 - Bad public perception of deadlines not met
 - Additional unnecessary cost and resourcing implications

Recommended Option

This report recommends **option ONE** to adopt the report to respond to the supplementary environment court order for addressing the matter.

NEXT STEPS

- Council to release the report to the environment court, through our lawyers.
- Officers to commence with Stage 0, and in particular the minor improvements to improve compliance.
- Planned communications to the community and key stakeholders on progress to date and planned progress.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) **That Council endorses the report responding to the Environment Court in relation to the Waipawa Wastewater Treatment Plant.**

**IN THE DISTRICT COURT
AT HASTINGS**

**CRI-2016-041-002447
[2018] NZDC 13007**

HAWKES BAY REGIONAL COUNCIL
Prosecutor

v

CENTRAL HAWKES BAY DISTRICT COUNCIL
Defendant

Appearances: J Krebs for the Prosecutor
S Berry for the Defendant

Judgment:

BEFORE THE ENVIRONMENT COURT

IN THE MATTER	of the Resource Management Act 1991
AND	of an application under s314 of the Act
BETWEEN	HAWKES BAY REGIONAL COUNCIL Applicant
AND	CENTRAL HAWKES BAY DISTRICT COUNCIL Respondent

Court: Environment Judge C J Thompson
Hearing: In Chambers under s309 of the Act

HAWKES BAY REGIONAL COUNCIL v CENTRAL HAWKES BAY DISTRICT COUNCIL [2017] NZDC
15003

ENFORCEMENT ORDER

[1] I make the enforcement orders set out in Appendix 1 under s314(1)(b)(i) and (ii) Resource Management Act 1991.



C J Thompson
District Court Judge/Environment Judge

APPENDIX 1**SUPPLEMENTARY ENFORCEMENT ORDERS REQUESTED**

1. Paragraphs 16 to 20 inclusive of the Enforcement Order of 31 July 2017 shall be permanently suspended.
2. The CHBDC shall monitor the Waipawa Wastewater Treatment Plant until 31 May 2019 in accordance with the table attached as Appendix A to these orders.
3. The CHBDC shall provide the results of analyses of the monitoring required by the table in Appendix A to these orders to the HBRC within 14 days of sample results being received.
4. By no later than 30 June 2019, CHBDC shall provide a report to the Court and the HBRC which shall, as a minimum, address:
 - (a) The wastewater treatment solution the CHBDC proposes to implement for wastewater from Waipawa and the technical rationale for same;
 - (b) The process and time frame for implementation, including whether any new consents or changes to conditions of consent are required to implement the wastewater solution and the estimated time frame for preparing and lodging any applications for same;
 - (c) The estimated cost of implementing the wastewater solution; and
 - (d) The proposed process and timing for securing the funding necessary to implement the wastewater solution.

Unless the Court makes an order to the contrary, CHBDC shall implement the proposed wastewater solution as soon as reasonably practicable.

5. Either CHBDC or HBRC may refer the matter back to the Court for further orders.

APPENDIX A TO SUPPLEMENTARY ENFORCEMENT ORDERS

Waipawa Wastewater Treatment Plant - Plant and Process

Sampling Programme - July 2018

The following ongoing programme of monitoring is proposed for the Waipawa Wastewater treatment plant, subsequent to the detailed monitoring that was undertaken to inform stage 1 of the Court ordered review of the treatment plant.

Table 1: Waipawa WWTP Review: Regular Monitoring Requirements

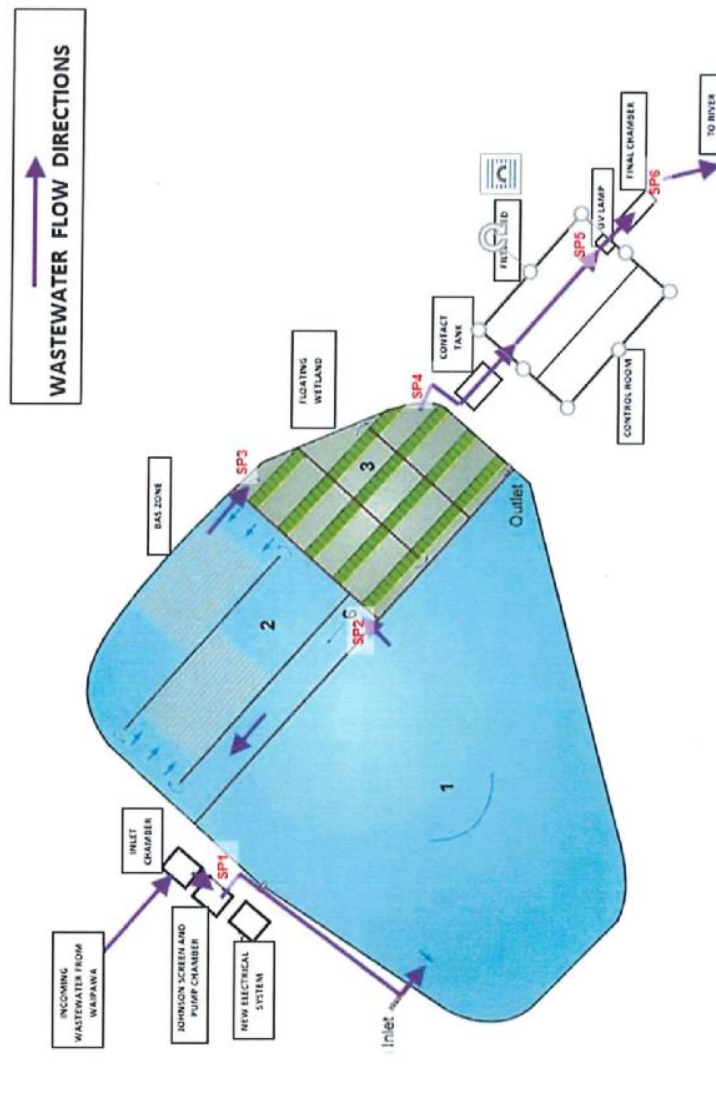
Sample Point	Location	Analytes	Sample Type	Frequency
SP1	Downstream of screen	COD _r , cBOD ₅ , TSS, TKN, Amm TP, pH	C	1/wk
		Alk	C	1/mth
SP2	Entry to aerated zone	Inflow Daily Total	Continuous	Daily/Continuous
		pH, Temperature, D.O.	G	1/wk
		cBOD ₅ , TSS, TKN, Amm, TP	G	1/mth
SP3	Entry to floating wetland section	D.O.	G	1/wk
SP4	Discharge from floating wetland	cBOD ₅ , TSS, TKN, Amm, TN, TP, UVT%	G	1/mth
		SRP, FC, EC, D.O.	G	1/wk
		cBOD ₅ , TSS, TKN, Amm, TN, TP, UVT%,	G	1/mth
		Filter flow rate (l/s) (could be done at UV instead)	Continuous	Continuous
SP6	Final Effluent post UV	cBOD ₅ , TSS, ammonia, SIN, TN, TP, SRP	C	1/wk
		EC, FC, DO, Temperature, pH	G	
		UVT%, Alk	C	1/ mth
		Daily flow total, UV applied Dose	Continuous	Daily/Continuous

Samples: Type C = 24-hour flow weighted composite sample, Type G = Grab sample

Sample Locations: SP1 – SP6: Refer attached plant schematic.

Analytes: COT_r (Total COD), cBOD₅ (carbonaceous 5-day biochemical oxygen demand), TSS (Total suspended solids), Amm (total ammoniacal nitrogen), TKN (Total Kjeldahl nitrogen = amm + organic n), alk (alkalinity as CaCO₃), EC (escherichia coli), FC (faecal coliforms), DO (dissolved oxygen), SIN (Soluble inorganic nitrogen = amm + nitrite + nitrate), TP (Total phosphorus), SRP (soluble reactive phosphorus).

PLAN OF TREATMENT PROCESS



IN THE ENVIRONMENT COURT

**CRI-2016-041-002447
[2017] NZDC 16716**

BETWEEN	HAWKES BAY REGIONAL COUNCIL
	Prosecuting Authority
AND	CENTRAL HAWKES BAY DISTRICT COUNCIL
	Defendant

**CENTRAL HAWKES BAY DISTRICT COUNCIL REPORT TO THE COURT IN
RELATION TO SUPPLEMENTARY ENFORCEMENT ORDERS**

30 June 2019

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1. **INTRODUCTION**

- 1.1 On 20 March 2017, the Central Hawkes Bay District Council ("CHBDC") pleaded guilty in the Hastings District Court to a charge laid by the Hawkes Bay Regional Council ("HBRC") that discharges from the Waipawa Wastewater Treatment Plant ("Waipawa WWTP") contravened section 15(1) of the RMA.
- 1.2 At the sentencing hearing, Counsel for the CHBDC and the HBRC, respectively, advised the Court that they agreed that, rather than a fine being imposed, it would be appropriate to seek enforcement orders requiring an independent two stage technical review of the Waipawa WWTP with a view to implementing any recommendations that may be made in that review for improvements or upgrades. On 31 July 2017 the Court made the enforcement orders sought ("Original Orders").
- 1.3 On 26 July 2018 the Court made Supplementary Orders. The Supplementary Orders permanently suspended paragraphs 16 to 20 of the Original Orders, required further monitoring of the Waipawa WWTP until 31 May 2019, and required a report to the Court by no later than 30 June 2019.
- 1.4 The report is required by Order 4 of the Supplementary Orders, which states the following:

"4. *By no later than 30 June 2019, CHBDC shall provide a report to the Court and the HBRC which shall, as a minimum, address:*

- (a) The wastewater treatment solution the CHBDC proposes to implement for wastewater from Waipawa and the technical rationale for same;*
- (b) The process and time frame for implementation, including whether any new consents or changes to conditions of consent are required to implement the wastewater solution and the estimated time frame for preparing and lodging any applications for same;*
- (c) The estimated cost of implementing the wastewater solution; and*
- (d) The proposed process and timing for securing the funding necessary to implement the wastewater solution.*

Unless the Court makes an order to the contrary, CHBDC shall implement the proposed wastewater solution as soon as reasonably practicable"

Scope of report

- 1.5 The above matters are addressed in this report by reference to the following headings:

- (a) Waipawa WWTP monitoring results (Section 2).
- (b) Proposed Waipawa WWTP solution (Section 3).

2. **WAIPAWA WWTP MONITORING RESULTS**

- 2.1 Ongoing monitoring of the Waipawa WWTP to 31 May 2019 indicates that:

- (a) The floating wetlands:
 - (i) are having little or no positive impact on treatment apart from some reduction in suspended solids; and
 - (ii) may be having a detrimental effect on water quality by preventing oxygen transfer to the water, leading to anaerobic conditions, release of hydrogen sulphide (odour and corrosive) and potentially solubilizing nutrients from the accumulated sludge layer below.
- (b) The consent limits for ammonia, dissolved reactive phosphorus, *E. coli*, and total suspended solids are not being met.

- 2.2 Compliance with consent limits for dissolved reactive phosphorus, *E. coli*, and total suspended solids can likely be achieved with significant labour input and by undertaking minor to moderate works within the existing treatment plant.

- 2.3 As reported in the Stage 1 report to the Court (Crawford – 2017):

- (a) the combination of processes installed at the Waipawa WWTP is not capable of consistently achieving the ammonia limits required by the consent conditions; and
- (b) the treatment plant is unlikely to be able to be modified to deliver the ammonia limits required by the existing consent conditions.

- 2.4 However, a recent technical report by Aquanet (2019) indicates that, while there is non-compliance with discharge limits, the impact of the current discharge on the river system is largely indistinguishable from the existing background environment. A copy of the report is **attached as Appendix 1**.

2.5 Despite the largely indistinguishable impact on the river system, the upshot of growth in the communities served by the system and the likelihood that effluent quality expectations will increase over time mean that the impact, both annually and seasonally, may become more noticeable and unacceptable to the community. It is therefore evident that either:

- (a) the disposal method needs to be changed (away from the River); or
- (b) a fundamentally different combination of unit processes/ new treatment plant needs to be installed, primarily as a means of future-proofing the community and the CHBDC.

2.6 Such upgrades or changes are not required to mitigate in-river effects of current non-compliance as, based on the Aquanet report, such effects do not appear to be occurring.

3. **PROPOSED WAIPAWA WASTEWATER TREATMENT SOLUTION**

3.1 Subsequent to the Stage 1 report, the CHBDC has undertaken significant engagement with the community to determine the most appropriate wastewater treatment solution for discharges from the Waipawa WWTP.

3.2 That engagement included convening a Wastewater Reference Group ("WRG") to represent community views, engaging directly with tangata whenua, and engagement with the general public. Details of the engagement process are set out in **attached Appendix 2**. HBRC representatives were an integral part of the WRG, attending all seven meetings of the WRG, and provided general input and specific comment and guidance on consenting issues.

3.3 As a result of the engagement, and in accordance with technical advice, the CHBDC intends to construct a new biological nutrient removal treatment ("BNR") plant at Waipawa to treat wastewater from both Waipawa and Otane and change the discharge method at the Waipawa WWTP to a discharge to rapid infiltration beds ("RIBs"). The CHBDC intends to stage that work and related works, which include removal of the wetlands at the Waipawa WWTP and renewals and operational adjustments at the existing Waipawa WWTP prior to construction of the new BNR. Consideration will be given in the future to also piping wastewater from Waipukurau to be treated by the new BNR plant.

3.4 The discharge to the RIBs requires the acquisition of suitable land for rapid infiltration. The CHBDC is investigating suitable land in terms of location and types of soils and anticipates a decision to acquire the land required for the Waipawa WWTP RIBs will be completed by September 2019.

- 3.5 The remainder of this report focuses on the works proposed at the Waipawa WWTP as that is the plant that the Supplementary Orders relate to.

Technical rationale

- 3.6 It is proposed that the RIBs will be constructed into river gravel soils near the Tukituki River and the discharge from the existing treatment plant will be to the RIBs. The discharge from the new BNR plant, when it is constructed, will also be to the RIBs.
- 3.7 The RIBs have been proposed to address community concerns, including those of tangata whenua, regarding discharges directly to surface water. The RIBs will provide additional treatment by removing more suspended solids and pathogens than is presently the case with the direct discharge to surface water.
- 3.8 It is uncertain if the rapid infiltration system itself will be sufficient to result in consistent compliance with the *E. coli* limit in the existing consent conditions. That is because the extent of *E. coli* removal may be variable and will depend on system design and location and the type of soils into which the discharge occurs. Prior to construction of the new BNR plant, further work is proposed within the existing treatment plant to lower the *E. coli* levels being discharged.
- 3.9 The rapid infiltration system is unlikely to result in the amount of ammonia reaching the river being significantly reduced, however, it may provide for a time lag for the wastewater to discharge to the river so the discharge is spread over time and space and therefore minimizes any direct localized discharge impact.
- 3.10 The proposed new BNR plant would be based on an activated sludge process and would reduce nitrogen levels significantly. In that regard, almost all ammonia would be converted to nitrite or nitrate and this would avoid ammonia toxicity issues. Total nitrogen (TN) would be reduced to something in the order of 10 mg/l compared to the current discharged effluent value of approximately 20 mg/l TN.
- 3.11 Once the new BNR plant is constructed and operational, it will discharge to the rapid infiltration beds at Waipawa, but exploration of beneficial reuse options (e.g. irrigation of land) will be explored in the future. Potential beneficial reuse options are not required to ensure appropriate water quality limits will be met in the future in the Tukituki River; but beneficial reuse options will be explored in response to community aspirations identified through the engagement process to identify the proposed wastewater solution for discharge of wastewater from Waipawa.

Staging

3.12 The CHBDC proposes to stage the implementation of the proposed wastewater solution as follows:

- (a) Stage 0 – Investigations and technical reports (including consideration of piping Waipukurau wastewater to the Waipawa WWTP in the longer term), consenting of proposed wastewater solution, procurement, and interim minor improvements (estimated years 0-2):
 - (i) Waipawa Trunk Sewer Main renewal - 2.2km trunk inlet main to Waipawa WWTP;
 - (ii) Landfill leachate removal and irrigation back to landfill;
 - (iii) Removal of floating wetlands at the Waipawa WWTP;
 - (iv) Renewals and operational adjustments within the existing Waipawa WWTP to address performance with regard to reducing total suspended solids, soluble reactive phosphorous, and *E. coli*; and
 - (v) Other improvements as outlined in the **attached Appendix 3**.
- (b) Stage 1 – Construction of rapid infiltration beds (estimated years 3-6).
- (c) Stage 2 – Construction of new BNR plant (estimated years 7-10).
- (d) Stage 3 – Explore beneficial reuse and land-based disposal options. (year 11+).

3.13 It is anticipated that the Stage 0 works will ensure compliance with all existing water quality limits in the conditions of the consent for the Waipawa WWTP, except for ammonia. The new BNR plant is required to achieve compliance with the ammonia limits. In relation to ammonia, the Aquanet report concludes that:

"Although NH₄-N concentrations in the Waipawa River were generally higher downstream of the Waipawa WWTP than upstream, rolling 12-month 95th percentile unionised ammonia (NH₃-N) concentrations at the downstream site between May 2005 and April 2019 were consistently below the PC6 limits (maximum concentration = 4.3 ppb) (Figure 17 and Table 8). The PC6 limits are based on the application of the ANZECC (2000) guidelines with a 99% species protection level. This limit was met downstream of the Waipawa WWTP, indicating that the risk of ammonia from the discharge causing toxicity effects on aquatic fauna is low. It also indicates that the Waipawa WWTPs non-

compliance with the post-upgrade effluent NH4-N consent limits is probably not causing adverse effects on aquatic life.”¹

- 3.14 The CHBDC intends to undertake further investigations, prepare concept designs, resource consent applications, supporting assessments of environmental effects, and supporting technical reports within the next two to three years (by no later than 30 June 2022) for the RIBs and new BNR plant.

Estimated cost

- 3.15 The RIBs, conveyance pipelines, storage and new BNR plant at Waipawa to service Waipawa and Otane have an estimated capital cost of \$21 million, and could be constructed within the next ten years and be funded from rates, industrial contributions and some other funding sources to be confirmed. The RIBs, storage and conveyance would be constructed first within the next 6 years at an estimated cost of \$12 million, with the new BNR plant to follow as soon as reasonably possible within the ten year period at an additional cost of \$9 million (in today's money).
- 3.16 Piping Waipukurau discharges to the new BNR plant at Waipawa is estimated to have a capital cost of \$6 million. Larger RIBs would be required to manage all flows and it is estimated they would cost \$6 million. The new BNR plant at Waipawa WWTP would have to be upgraded to treat Waipukurau wastewater flows as well as those from Waipawa and Otane. The cost of the upgrade has not been estimated yet, but it would be in the millions of dollars.
- 3.17 The CHBDC will be exploring this option of combining all three plants during Stage 1, but its focus in the shorter term is on the discharges from the Waipawa WWTP, as required by the Supplementary Orders, and the Otane WWTP.
- 3.18 In comparison, the alternate cost of a treatment plant upgrade at Waipukurau (RIBs, conveyance, storage and the discharge to gravels within Waipukurau) is estimated to have a capital cost of \$20 million, which is an estimated increase in capital cost of \$3-4 million in comparison to a combined system.
- 3.19 These figures exclude investigation, design and consenting fees, as well as the expected increase in operational costs. These costs are outlined within the package report **attached as Appendix 4.**

¹ Aquanet report, page 24.

Securing funding

- 3.20 A funding feasibility assessment has been undertaken by BECA, and the CHBDC has commissioned an affordability study, which is **attached as Appendix 5**.
- 3.21 Preliminary analysis has been undertaken in regard to funding the proposed Waipawa wastewater solution. At present, the rates funding sources and amounts are as follows:
- (a) CHBDC general rate increase of approximately \$12m (this represents the current funding headroom in CHBDC budgets and rate affordability thresholds); and
 - (b) Targeted rates of approximately \$2m, comprised of a trade waste levy of approximately \$1m and development contributions of approximately \$1m.
- 3.22 That leaves a shortfall in funding of approximately \$6-7m which will need to be sought from:
- (a) Central government schemes - Freshwater Improvement Fund, Provincial Growth Fund, and / or Crown Infrastructure Partners; and / or
 - (b) Hawkes Bay Regional Council – Freshwater Catchment Programmes.
- 3.23 Given there is a shortfall between funds CHBDC can raise directly and capital required for the project, it is envisaged it will take approximately 6 months to confirm the residual funding requirements.

New consents / changes to consent conditions

- 3.24 The investigations to date have identified that new consents will be required. The scope of new consents will be dependent on design refinements yet to be determined, but are likely to relate to the following:
- (a) Modifications to the existing treatment plant – The site is designated and so land use consents are not likely to be required except as described in paragraph 3.23 below or for movement of contaminated soil if this is identified, but new discharge consents or changes to the conditions of existing discharge consents may be required if new storage facilities (e.g. ponds) or treatment processes (e.g. new air discharge consent for new inlet works and activated sludge reactors) are required.

- (b) Discharge – the discharge to rapid infiltration beds will require a new discharge to land consent.

3.25 Any wastewater treatment process results in the accumulation of wastewater treatment sludges. There are a range of options for managing this material, including landfilling in an existing landfill, a new landfill, or an on-site monofill. Piping Otane wastewater to Waipawa for treatment in the new BNR plant will result in greater volumes of sludge to be disposed of. If an on-site monofill is constructed for this purpose it would require a new land use consent and may also require consents for discharges to land and air.

DATED this day of June 2019

S J Berry / C D H Malone
Counsel for the Central Hawkes Bay District Council

APPENDIX 1

AQUANET WATER QUALITY REPORT

APPENDIX 2

**DETAILS OF ENGAGEMENT PROCESS TO IDENTIFY PROPOSED WASTEWATER
SOLUTION**

APPENDIX 3

IMPROVEMENTS PROPOSED MEMO

APPENDIX 4

OVERALL PACKAGE REPORT

APPENDIX 5

FUNDING & AFFORDABILITY ASSESSMENT



Date: 11th June 2019

To: Darren de Klerk
3 Waters Programme Manager
Central Hawke's Bay District Council

Waipawa, Waipukurau and Otane Wastewater Treatment Plants: Compliance with consent conditions and Plan Change 6 targets

Summary

Context

Central Hawke's Bay District Council (CHBDC) own and operate the Waipawa, Waipukurau and Otane Wastewater Treatment Plants (WWTPs) which discharge treated effluent to the Waipawa River, the Tukituki River and the Te Aute Drain respectively. The purpose of this memorandum is to assess the compliance of the WWTP discharges with the effluent quality and quantity limits set out in the relevant discharge permits, and to determine the contribution of the discharges to any non-compliance with Tukituki Plan Change 6 (PC6) limits/targets in the receiving waterbodies.

Assessment undertaken

This assessment is based on effluent quantity, effluent quality and instream water quality monitoring data collected by CHBDC for the period May 2005 to April 2019. Compliance with consent limits and PC6 limits and targets were assessed using the following methods:

- The discharge permits for both the Waipawa and Waipukurau WWTPs set limits for annual average and 90th percentile daily discharge volumes. Accordingly, these statistics were calculated for each 12-month period (July to June inclusive) and compared to the consent limits.
- Compliance with the effluent quality consent limits were assessed on a rolling basis by calculating the number of exceedances over the preceding 12 months (Waipawa and Waipukurau) or 48 weeks (Otane) for each sample, and comparing that to the number of exceedances allowed by the consent.



- The majority of the PC6 limits/targets are based on the average, median or 95th percentile value over a specified period or number of samples. Accordingly, for each sample collected from surface water the relevant compliance statistic for each parameter was calculated based on the results of previous samples collected within the prescribed assessment period.

Results – Waipawa

From the monitoring data collected within, upstream and downstream of the Waipawa WWTP discharge between May 2005 and April 2019 the following conclusions were made about the Waipawa WWTP discharge:

- The Waipawa WWTP discharge frequently did not meet the consent limits for discharge volume. This non-compliance was driven by frequent spikes in discharge volume rather than consistently elevated volumes. Thus, to achieve compliance with the discharge volume limits in the consent, effluent management should focus on reducing the frequency of these spikes (to less than 10% of the time) rather than reducing baseline volumes.
- The Waipawa WWTP discharge did not comply with the effluent quality limits for total suspended solids (TSS), ammoniacal nitrogen (NH₄-N), dissolved reactive phosphorus (DRP) or *E. coli*. However, these non-compliances do not appear to have had a meaningful effect on water quality and ecology in the Waipawa River.
- The discharge of NH₄-N and nitrate (NO₃-N) from the Waipawa WWTP to the Waipawa River is unlikely to have increased the risk of ammonia/nitrate toxicity effects or excessive/nuisance plant growth in the Waipawa River, and the PC6 limits for dissolved inorganic nitrogen (DIN), NH₄-N and NO₃-N were all met downstream of the discharge.
- The discharge of DRP from the WWTP did not increase the risk of plant growth in the Waipawa River, and had little effect on the river's compliance with the PC6 limit, as it was already exceeded upstream of the discharge due to other human activities. Based on the most recent five years of monitoring data, a ~50% reduction in DRP downstream of the discharge at flows below the median would be needed to meet the PC6 limit, and completely removing the discharge would achieve a ~28% reduction.
- TSS and 5-day carbonaceous biochemical oxygen demand (cBOD₅) from the Waipawa WWTP did not cause a degradation in visual clarity, 5-day soluble carbonaceous biochemical oxygen demand (ScBOD₅), particulate organic matter (POM) or dissolved oxygen (DO) in the Waipawa River, and did not prevent compliance with the PC6 limits for these parameters.
- The effects of the discharge on *E. coli* in the Waipawa River has been explored previously by Ausseil and Hicks (2017), who concluded that the discharge does not increase the risk of human health effects in the Waipawa River or the risk of the river not meeting the PC6 *E. coli* limits. The analysis conducted for this memorandum supports those conclusions.
- The maximum reduction in quantitative macroinvertebrate community index (QMCI) observed between sites on the Waipawa River upstream and downstream of the Waipawa WWTP discharge was just 2.8%. Thus, it can be concluded that the discharge was compliant with the PC6 QMCI limits.



Results – Waipukurau

Based on monitoring data collected between May 2005 and April 2019, the following conclusions were made about the Waipukurau WWTP discharge:

- The Waipukurau WWTP discharge frequently did not meet the discharge volume consent limits. This non-compliance was driven by consistently elevated volumes rather than spikes in discharge volume. Thus, to comply with the discharge volume limits, effluent management should focus on reducing the baseline volumes.
- The Waipukurau WWTP discharge did not comply with the effluent quality consent limits for TSS, NH₄-N, DRP and *E. coli*, but the effects of these exceedances on the Tukituki River were likely limited to an increased risk of ammonia toxicity.
- The discharge of NH₄-N to the Tukituki River from the Waipukurau WWTP resulted in the occasional exceedance of the PC6 limit and had the potential to cause chronic (but not acute) toxicity effects.
- Non-compliance with the PC6 NH₄-N limit downstream of the Waipukurau WWTP discharge generally occurred between November and May when flow was below the median. Thus, non-compliances could be avoided by either not discharging to the Tukituki River over the summer period when flows are below the median (or at the very least half median), and/or reducing the concentration of NH₄-N in the discharge by way of additional treatment during this period.
- NO₃-N and DIN in the discharge does not appear to have increased the risk of nitrate toxicity or plant growth in the Tukituki River, or have affected compliance with the PC6 limits for those parameters. The NO₃-N PC6 limits were met both upstream and downstream of the discharge, and nutrient sources other than the WWTP meant that the DIN limit was already exceeded upstream of the discharge. For the PC6 DIN limit to be met downstream of the discharge, concentrations would need to reduce by ~51% (based on data collected between 2016 and 2019). Completely removing the discharge from the river would achieve a ~10% reduction.
- The discharge of DRP from the Waipukurau WWTP is unlikely to have increased the risk of plant growth in the Tukituki River, and had limited influence on the river's compliance with the PC6 limit, which was already exceeded upstream due to other human activities. Based on the most recent five years of monitoring data, a ~53% reduction in DRP at flows below the median would be needed to meet the PC6 limit downstream of the discharge. Completely removing the discharge from the river would achieve an ~11% reduction.
- TSS and cBOD₅ from the Waipukurau WWTP did not cause a degradation in visual clarity, ScBOD₅, POM or DO saturation in the Tukituki River and did not affect whether the PC6 limits for these parameters were met downstream.
- *E. coli* in the Waipukurau WWTP discharge does not appear to have increased the risk of human health effects in the Tukituki River or the risk of the river not meeting the PC6 *E. coli* limits.
- Macroinvertebrate monitoring data from the Tukituki River suggest that the Waipukurau WWTP discharge was generally compliant with the PC6 QMCI limits.



Results – Otane

Monitoring data collected for the Otane WWTP between May 2005 and April 2019 suggests:

- The Otane WWTP discharge did not comply with the effluent quality limits for TSS, DRP and *E. coli*. However, this non-compliance does not appear to have had a meaningful effect on water quality and ecology in the Te Aute Drain.
- The discharge of $\text{NH}_4\text{-N}$ and $\text{NO}_3\text{-N}$ from the Otane WWTP did not increase the risk of ammonia/nitrate toxicity effects or plant growth in the Te Aute Drain, and exceedances of the PC6 limits for DIN, $\text{NH}_4\text{-N}$ and $\text{NO}_3\text{-N}$ appear to be have been driven by activities upstream rather than the discharge. In order to meet the PC6 DIN limit, concentrations downstream of the discharge would need to reduce by ~25% (based on the most recent five years of monitoring data). Completely removing the discharge from the drain would achieve a ~7% reduction.
- The discharge of DRP from the Otane WWTP did not increase the risk of plant growth in the Te Aute Drain, and had little influence on the drain's compliance with the PC6 limit, which was already exceeded upstream of the discharge due to other human activities. Based on the most recent five years of monitoring data, a ~93% reduction in DRP at flows below the median would be needed to meet the PC6 limit, and completely removing the discharge would achieve a ~9% reduction.
- *E. coli* in the Otane WWTP discharge did not increase the risk of human health effects in the Te Aute Drain or the risk of the stream not meeting the PC6 *E. coli* limits.
- TSS and cBOD_5 from the Otane WWTP are unlikely to have resulted in the PC6 ScBOD_5 limit being exceeded in the Te Aute Drain, However, an absence of monitoring data means its effects on instream visual clarity and POM are unclear.
- The limited macroinvertebrate monitoring data available for the Te Aute Drain indicate that the Otane WWTP discharge was compliant with the PC6 QMCI limits.



1 Introduction

1.1 Background

Central Hawke's Bay District Council (CHBDC) own and operate the Waipawa, Waipukurau and Otane Wastewater Treatment Plants (WWTPs), which discharge treated effluent to the Waipawa River, the Tukituki River and the Te Aute Drain respectively. The discharges from all three WWTPs are allowed by discharge permits granted by Hawke's Bay Regional Council (HBRC), and are subject to a suite of conditions, including limits for effluent quality and quantity. In addition to those consent limits, the Regional Plan – Tukituki Plan Change 6 (PC6) defines a number of in-stream water quality limits/targets¹ that apply to the waterbodies that receive the discharges.

1.1 Scope

The purpose of this memorandum is to assess the compliance of the Waipawa, Waipukurau and Otane WWTP discharges with the effluent quality and quantity limits set out in the relevant discharge permits. Water quality in the waterbodies that receive discharges from the aforementioned WWTPs is also compared with the PC6 limits/targets, and the contribution of the discharges to any non-compliance is determined.

2 Data and methods

2.1 Data available

CHBDC provided the following data for the Waipawa, Waipukurau and Otane WWTPs:

- Daily discharge volume (m³/day) between January 2008 to May 2019;
- Discharge quality data ("end of pipe") collected between May 2005 and April 2019 (samples collected fortnightly by CHBDC); and
- Water quality data collected from the Waipawa River, Tukituki River and Te Aute Drain at sites upstream and downstream of the WWTP discharges between May 2005 and April 2019 (samples collected monthly by CHBDC).

The following data were sourced from HBRC:

- Daily mean flow in the Waipawa River at the RDS flow monitoring site between January 2009 and May 2019;
- Daily mean flow in the Tukituki River at the Tapairu Road flow monitoring site between January 2009 and May 2019; and
- Synthetic daily mean flow in the Papanui Stream at the Middle Road water level monitoring site between May 2004 and July 2014

Daily mean flow in the Papanui Stream at the Middle Road water level monitoring site between July 2014 and May 2019 was calculated based on the relationship between synthetic flows at that

¹ The numerical values in PC6 are to be treated as "limits" at locations where the existing water quality is better than the relevant numerical value and as "targets" at locations where the existing water quality is worse than the relevant numerical value.



site and the site on the Tukituki River at Tapairu Road between January 2008 and July 2014 ($0.0014 \times \text{Tapairu Road}^{1.3574}$; $R^2 = 0.76$). As these data were calculated from a synthetic flow record and data from a site which is very different hydrologically, they are unlikely to be highly accurate. However, they represent the best available at the time of writing.

2.2 Approach

2.2.1 *Effluent quantity*

The discharge permits for both the Waipawa and Waipukurau WWTPs set limits for average and 90th percentile daily discharge volume (see Table 1 for limits), and compliance with these limits is to be assessed annually based on data collected between the 1st of July and the 30th of June. Accordingly, average and 90th percentile daily effluent volume were calculated for year (July to June inclusive) that data are available. The discharge permit for the Otane WWTP does not include limits for discharge volume.

Table 1: Effluent volume limits set for the Waipawa and Waipukurau WWTPs.

WWTP	Limit/target	Compliance statistic	Assessment period
Waipawa	1500 m ³ /day	90 th %tile	Annually between 1 July and 30 June
	1300 m ³ /day	Average	
Waipukurau	4,000 m ³ /day	90 th %tile	
	2,200 m ³ /day	Average	

2.2.2 *Effluent quality*

For each of WWTP, descriptive statistics, such as mean, median, distribution percentiles, standard error and confidence intervals, were calculated for each parameter monitored in discharge between May 2005 and April 2019.

The discharge permits for the Waipawa, and Waipukurau WWTPs set pre-upgrade limits for pH, total suspended solids (TSS), 5-day carbonaceous biochemical oxygen demand (cBOD₅) and faecal coliforms, and set post-upgrade limits for pH, TSS, cBOD₅, dissolved reactive phosphorus (DRP), total ammoniacal nitrogen (NH₄-N) and *Escherichia coli* (*E. coli*). The discharge permit for the Otane WWTP sets limits for TSS and cBOD₅ that apply up until the 31st of April 2019, and limits for TSS, cBOD₅ DRP, NH₄-N and *E. coli* that apply after that date. Table 2 to Table 4 describes the consent limits for each of the WWTPs.

The effluent quality consent limits for all three WWTPs are based on an allowable number of exceedances over a specified period (12 months for Waipawa and Waipukurau and 48 weeks for Otane). Accordingly, for each effluent sample taken from the WWTP's the number of times each consent limit was exceeded over the preceding assessment period was calculated and compared to the relevant limit. This information was then used to calculate an overall compliance rate. Where



the discharge permits set different pre and post-upgrade limits for a parameter, data were assessed against both limits.

Table 2: Effluent quality limits set for the Waipawa WWTP in Discharge Permit DP03232Wb & DP030860Ab.

Stage	Parameter	Limit/target	Compliance statistic	Assessment period
All	pH	6.5-8.5	Min-max	Rolling based on previous 12 months of data
Pre-upgrade	Faecal coliforms	75,000 CFU/100mL	16 exceedances	
	TSS	45 g/m ³	16 exceedances	
		76 g/m ³	5 exceedances	
	cBOD ₅	30 g/m ³	16 exceedances	
		36 g/m ³	5 exceedances	
Post-upgrade	TSS	30 g/m ³	16 exceedances	
		50 g/m ³	5 exceedances	
	cBOD ₅	20 g/m ³	16 exceedances	
		30 g/m ³	5 exceedances	
	DRP	0.25 g/m ³	16 exceedances	
		0.5 g/m ³	5 exceedances	
	NH ₄ -N	6 g/m ³	16 exceedances	
		10 g/m ³	5 exceedances	
	<i>E. coli</i>	800 CFU/100mL	16 exceedances	
		4,000 CFU/100mL	5 exceedances	



Table 3: Effluent quality limits set for the Waipukurau WWTP in Discharge Permit DP030231Wc & DP030859Ac.

Stage	Parameter	Limit/target	Compliance statistic	Assessment period
All	pH	6.5-8.5	Min-max	Rolling based on previous 12 months of data
Pre-upgrade	Faecal coliforms	75,000 CFU/100mL	16 exceedances	
	TSS	45 g/m ³	16 exceedances	
		96 g/m ³	5 exceedances	
	cBOD ₅	30 g/m ³	16 exceedances	
		39 g/m ³	5 exceedances	
Post-upgrade	TSS	30 g/m ³	16 exceedances	
		50 g/m ³	5 exceedances	
	cBOD ₅	20 g/m ³	16 exceedances	
		30 g/m ³	5 exceedances	
	DRP	0.25 g/m ³	16 exceedances	
		0.5 g/m ³	5 exceedances	
	NH ₄ -N	6 g/m ³	16 exceedances	
		10 g/m ³	5 exceedances	
	<i>E. coli</i>	800 CFU/100mL	16 exceedances	
		4,000 CFU/100mL	5 exceedances	

Table 4: Effluent quality limits set for the Otane WWTP in Discharge Permit DP150206L, DP150207W & DP150208A.

Stage	Parameter	Limit/target	Compliance statistic	Assessment period
Prior to 31 st April 2019	TSS	55 g/m ³	15 exceedances	Rolling based on previous 48 weeks of data
		100 g/m ³	4 exceedances	
	cBOD ₅	30 g/m ³	15 exceedances	
		40 g/m ³	4 exceedances	
After 31 st April 2019	TSS	30 g/m ³	15 exceedances	
		50 g/m ³	4 exceedances	
	cBOD ₅	20 g/m ³	15 exceedances	
		30 g/m ³	4 exceedances	
	DRP	0.25 g/m ³	15 exceedances	
		0.5 g/m ³	4 exceedances	
	NH ₄ -N	30 g/m ³	15 exceedances	
		40 g/m ³	4 exceedances	
	<i>E. coli</i>	800 CFU/100mL	15 exceedances	
		4,000 CFU/100mL	4 exceedances	



2.2.3 *Water quality*

For each parameter, descriptive statistics, such as mean, median, distribution percentiles, standard error and confidence intervals were calculated for sites on the Waipawa River, Tukituki River and Te Aute Drain at sites upstream and downstream of the WWTP discharges. Paired upstream and downstream data were also compared using Wilcoxon Signed Rank Tests (TimeTrends v6.3).

PC6 sets in-stream limits/targets² for DRP, SIN, *E. coli*, nitrate (NO₃-N), NH₄-N, dissolved organic nitrogen (DIN), dissolved oxygen (DO) saturation, water clarity, clarity change, 5-day soluble carbonaceous biochemical oxygen demand (ScBOD₅), particulate organic matter (POM) and quantitative macroinvertebrate community index (QMCI) change. With the exception of DO, clarity change and QMCI change, all of the PC6 limits/targets are based on the average, median or 95th percentile value over a specified period or number of samples. Accordingly, for each sample collected the relevant compliance statistic for each parameter was calculated based on the results of previous samples collected within the prescribed assessment period. This information was then used to calculate an overall compliance rate. Table 5 describes the PC6 limits/targets for each waterbody that the CHBDC WWTPs discharge to.

The PC6 DO limit/target is an absolute minimum, while the clarity and QMCI change limits are an absolute maximum. Thus, compliance for these parameters was assessed from the raw data, rather than calculated statistics. The PC6 limit/target for NH₄-N is based on pH 8 and temperature of 20°C; concentrations need to be adjusted for these parameters to assess compliance. Accordingly, NH₄-N concentrations recorded in the Waipawa River, Tukituki River and Te Aute Drain were converted to un-ionised ammonia (NH₃-N) concentrations³ and assessed against NH₃-N threshold that corresponds to the PC6 NH₄-N limit/target⁴.

² The listed parameters are those that can be assessed from the available data. It is not an exhaustive list of all of the PC6 targets.

³ Based on the measured water pH and temperature measured on the day of sampling

⁴ Calculated from percentage of total ammoniacal nitrogen composed of unionised ammonia nitrogen at pH of 8 and 20°C (3.8%)



Table 5: Summary of PC6 limits/targets used in this assessment.

Parameter	Compliance statistic	Assessment period	Flow	Limit/target		
				Waipawa River (Waipawa WWTP)	Tukituki River (Waipukurau WWTP)	Te Aute Drain (Otane WWTP)
DO saturation (%)	Min.	Single sample	All	80		N/A
<i>E. coli</i> (CFU/100mL)	95 th %ile	≥20 sample from 1 st Nov. – 30 th April	< median	260		
			Median - 3× median	550		
		≥20 data samples from 1 st May – 31 st Oct.	< 3× median	550		
NH ₃ -N (ppb)	95 th %ile	12 months	All	12.2		
NO ₃ -N (g/m ³)	Median		All	3.8	2.4	
	95 th %ile			5.6	3.5	
DRP (g/m ³)	Average	5 years	≤ 3× median	0.010	0.015	
SIN (g/m ³)	Average		All	0.8		
Water clarity (m)	Median		< median	3.0	1.6	
Water clarity (%Δ)	Max.	Single sample	< median	20	30	
ScBOD ₅ (g/m ³)	Average	Not specified	< median	2		
POM (g/m ³)	Average		< median	5		
QMCI (%Δ)	Max.	Single sample	All	20		



3 Waipawa WWTP results

3.1 Effluent quantity

Between July 2008 and May 2019, the Waipawa WWTP discharge frequently did not meet the discharge volume limits set out in the consent. While the annual average daily discharge volume was always below the limit of 1,300 m³/day; in 2010, 2011, 2012, 2014, 2017 and 2018 daily discharge volume exceeded 1,500 m³/day for more than 10% of the time (Table 6). That the average discharge volume limit was always met while the 90th percentile limit was frequently exceeded indicates that non-compliance was driven by frequent spikes in discharge volume, rather than consistently elevated volumes (this is depicted in Figure 1). Thus, to comply with the discharge volume limits in the consent, effluent management should focus on reducing the frequency of these spikes rather than reducing baseline volumes.

Table 6: Assessment of compliance with the discharge volume limit set out in Condition 5 and Condition 7 of Discharge Permit DP03232Wb & DP030860Ab

12-m period ending 30 th June	Days over 1,500 m ³ /day	% of time over 1,500 m ³ /day	Average (limit = 1,300 m ³ /day)	Compliant
2009	23	6%	796.5	✓
2010	89	24%	1163.6	×
2011	86	24%	1201.4	×
2012	53	14%	999.8	×
2013	35	9.6%	813.4	✓
2014	48	13%	1015.5	×
2015	10	3%	878.6	✓
2016	13	4%	920.6	✓
2017	45	12%	1133.5	×
2018	38	10.4%	1192.2	×

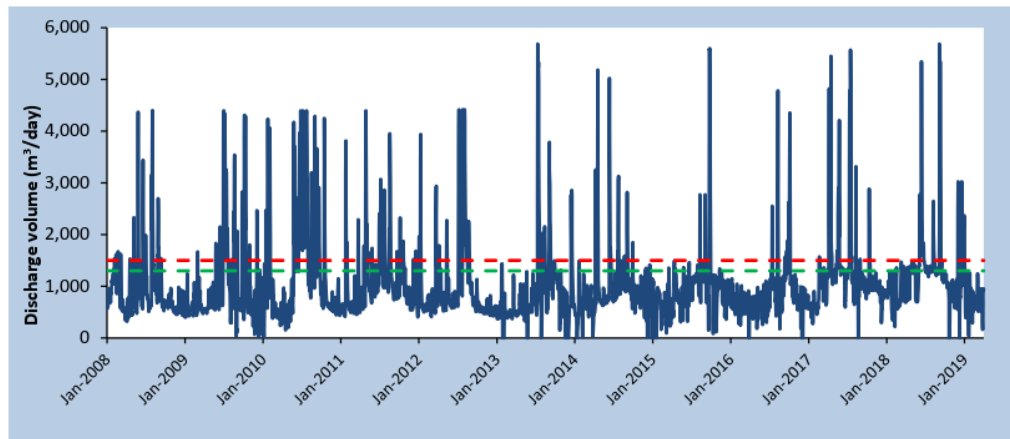


Figure 1: Daily discharge volume from the Waipawa WWTP (January 2008 - May 2019). The green and red dashed line represents the limits for average and 90th percentile volume respectively.

3.2 Effluent quality

The treated wastewater quality data collected by CHBDC between May 2005 and April 2019 are summarised in Table 7 and depicted in Figure 2 to Figure 15.

Table 7: Summary of effluent quality from the Waipawa oxidation pond, May 2005 – April 2019.

	TSS	cBOD ₅	NH ₄ -N	DRP	E. coli	Faecal coli.	pH
	(g/m ³)				(CFU/100mL)		
Average	44.8	16.7	14.5	4.00	41,998	60,817	7.4
Min	2.9	0.5	0.0	0.00	3	3	3.4
25%ile	16.0	5.9	9.0	0.53	1,800	2,500	7.2
50%ile (median)	33.0	12.0	15.4	4.05	9,000	12,000	7.4
95%ile	120.0	46.0	26.6	9.00	161,000	260,000	7.9
Max	270.0	95.0	44.0	12.80	960,000	1,100,000	9.0
N. of Samples	359	359	358	357	359	359	359
Pre-upgrade lower/upper limit	45/76	30/36	NA	NA	NA	75,000/N/A	6.5-8.5
Post-upgrade lower/upper limit	30/50	20/30	6/10	0.25/0.5	800/4000	NA	6.5-8.5
Pre-upgrade compliance (%)	88/65	100/83	NA	NA	NA	54	97
Post-upgrade compliance (%)	51/30	82/72	25/5	28/19	25/0	NA	



3.2.1 *5-day carbonaceous biochemical oxygen demand*

cBOD₅ concentrations in the discharge from the Waipawa WWTP have been improving since records began and decreased noticeably in July 2013 when the plant was upgraded (Figure 2); as a consequence the Waipawa WWTP is now compliant with both the pre-upgrade and post-upgrade cBOD₅ consent limits. Between May 2005 and April 2019 cBOD₅ concentrations never exceeded the pre-upgrade lower limit of 30 g/m³ more than 16 times in any 12 month period (Figure 3 and Table 7), and while the post-upgrade lower limit of 20 g/m³ was exceeded more than 16 times in 62 of the 354 12-month periods covered by the analysis (82% compliance), all instances of non-compliance occurred prior to July 2009 (Figure 3). Similarly, while the pre-upgrade (36 g/m³) and post-upgrade (30 g/m³) upper limits were exceeded in 57 (84% compliance) and 97 (73% compliance) 12-month periods respectively, all non-compliances were prior to July 2010 (Figure 4).

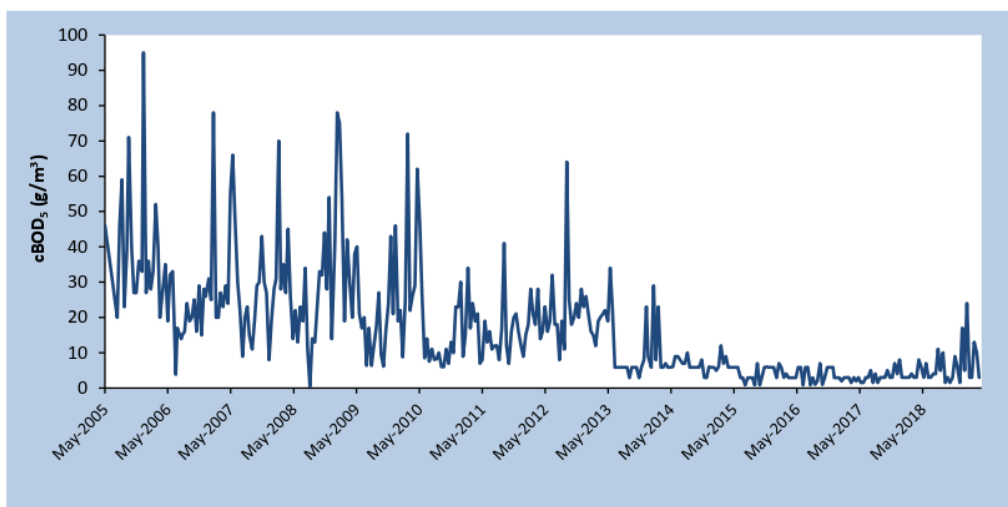


Figure 2: cBOD₅ concentrations from the Waipawa oxidation pond prior to discharge (May 2005 – April 2019).

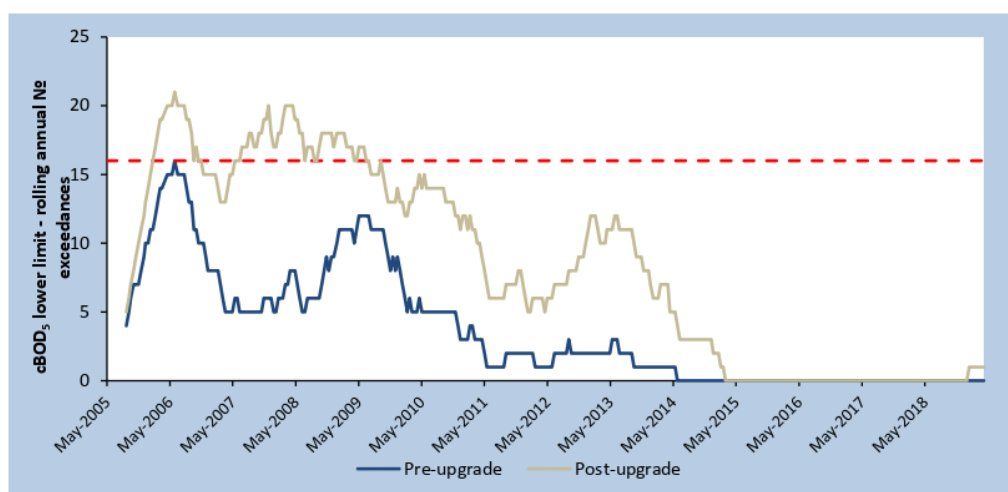


Figure 3: The number of times in each 12-month period that the pre-upgrade and post-upgrade lower consent limits for cBOD₅ were exceeded. The red dashed line represents the allowable number of exceedances.

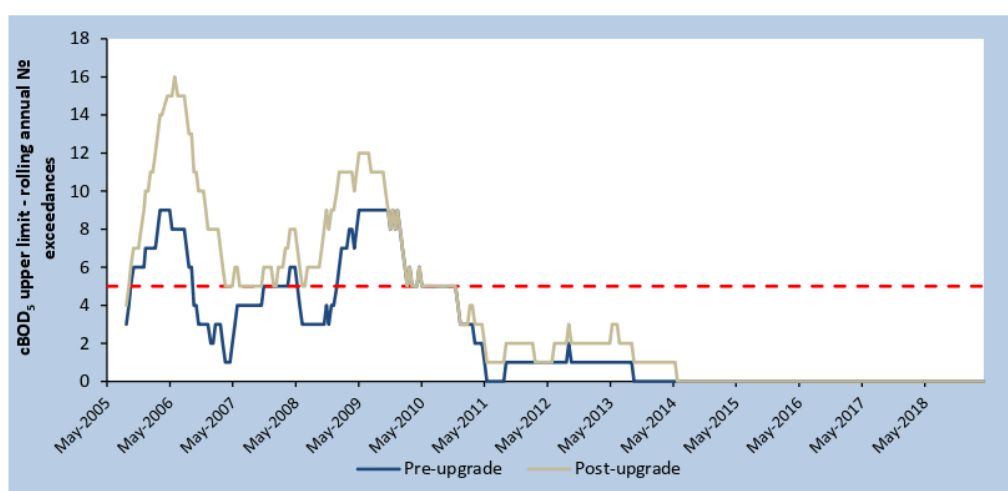


Figure 4: The number of times in each 12-month period that the pre-upgrade and post-upgrade upper consent limits for cBOD₅ were exceeded. The red dashed line represents the allowable number of exceedances.

3.2.2 *Total suspended solids*

While TSS concentrations in the discharge appear to have improved since the upgrades in July 2013 (Figure 5), they are still frequently non-compliant with both the pre-upgrade and post-upgrade consent limits (Table 7). Between May 2005 and April 2019, TSS concentrations exceeded the pre-upgrade (45 g/m^3) and post-upgrade (30 g/m^3) more than 16 times in 42 (88% compliance) and 172 (52% compliance) 12-month periods respectively, with the most recent non-compliance of the post-upgrade lower limit occurring in October 2018 (Figure 6). The pre-upgrade (76 g/m^3) and post-upgrade (50 g/m^3) upper limits were exceeded in 124 (65% compliance) and 246 (31% compliance) 12 month periods respectively, with both limits being breached multiple times in the last 18 months (Figure 7).

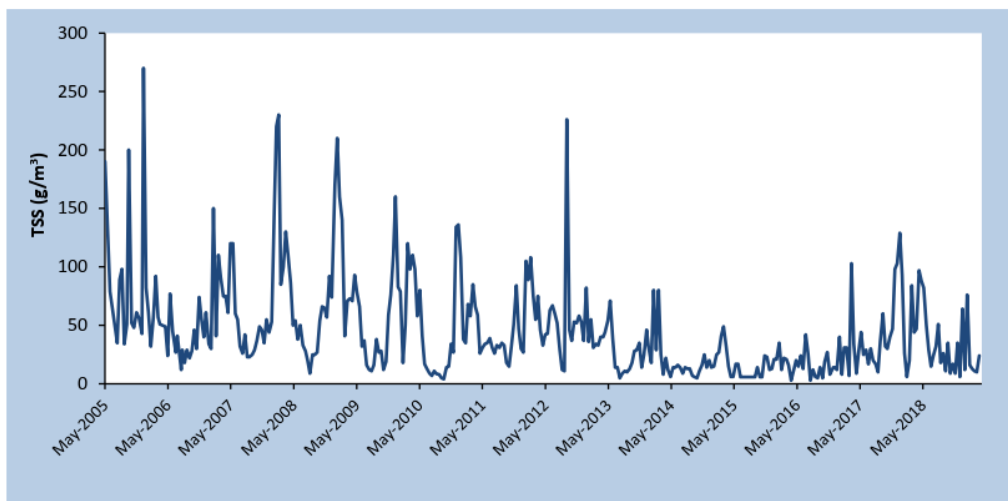


Figure 5: TSS concentrations from the Waipawa oxidation pond prior to discharge (May 2005 – April 2019)

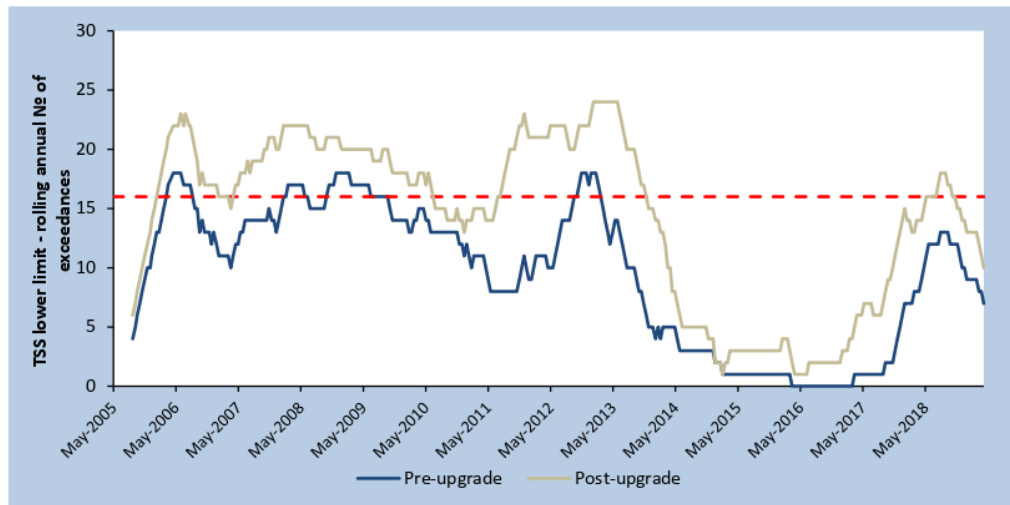


Figure 6: The number of times in each 12-month period that the pre-upgrade and post-upgrade lower consent limits for TSS were exceeded. The red dashed line represents the allowable number of exceedances.

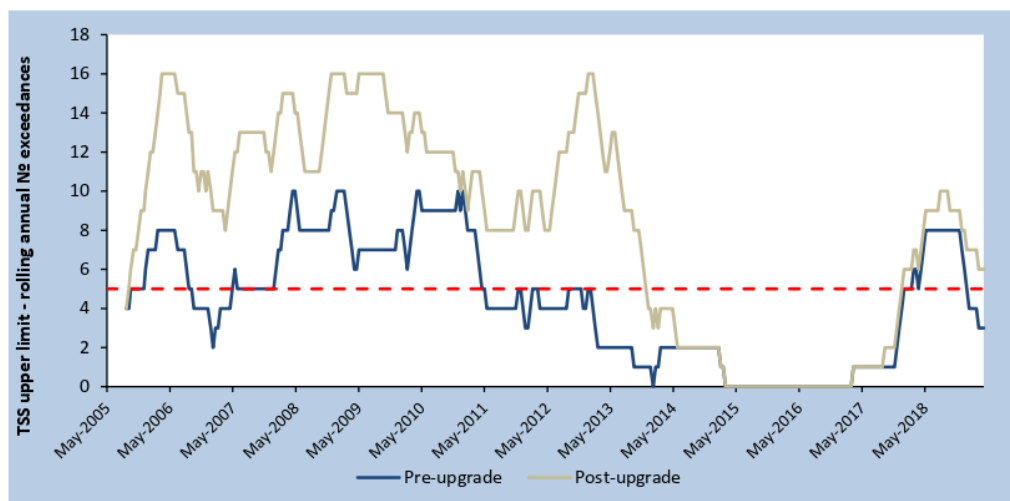


Figure 7: The number of times in each 12-month period that the pre-upgrade and post-upgrade upper consent limits for TSS were exceeded. The red dashed line represents the allowable number of exceedances.



3.2.3 *Ammoniacal nitrogen, dissolved reactive phosphorus and E. coli*

The Waipawa WWTP discharge does not currently comply with any of the NH₄-N, DRP and *E. coli* consent limits. Between May 2005 and April 2019, concentrations all three parameters regularly exceeded the lower (Figure 8) and upper limits (Figure 9) more frequently than allowed by the consent (16 and 5 times in a 12-month period respectively), and rate of compliance was less than 30% for all specified limits (Table 7).

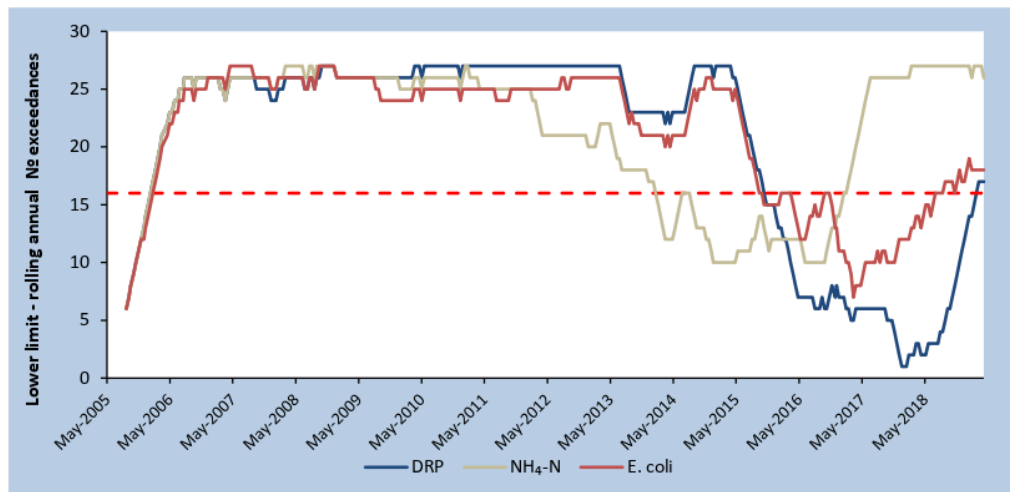


Figure 8: The number of times in each 12-month period that the post-upgrade lower consent limits for DRP, NH₄-N and *E. coli* were exceeded. The red dashed line represents the allowable number of exceedances.

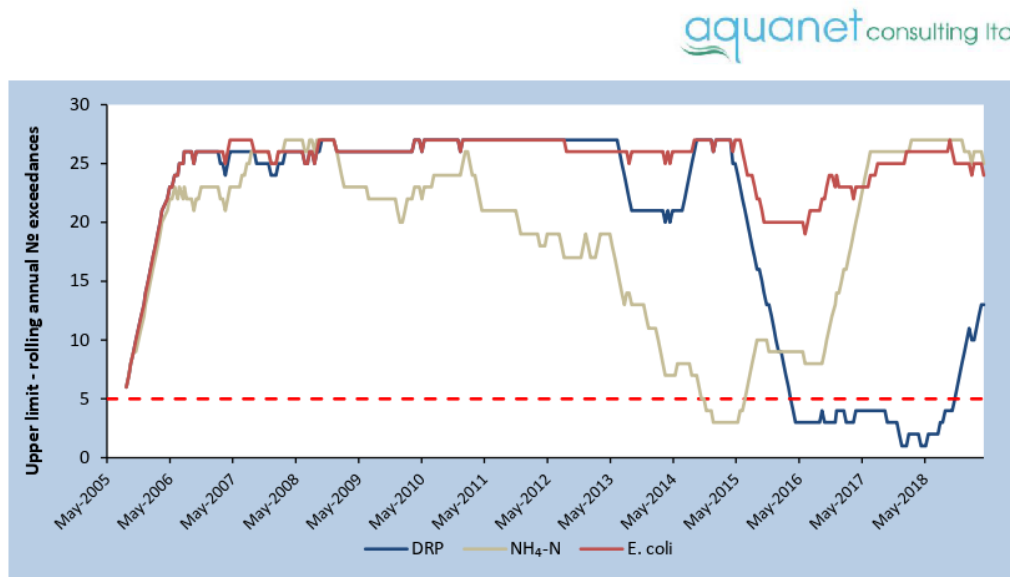


Figure 9: The number of times in each 12-month period that the post-upgrade upper consent limits for DRP, NH₄-N and *E. coli* were exceeded. The red dashed line represents the allowable number of exceedances.

While DRP and *E. coli* concentrations in the Waipawa WWTP discharge do not currently comply with consent limits, they have improved noticeably since the Waipawa WWTP was upgraded in July 2013 (Figure 10 and Figure 11). However, while *E. coli* responded rapidly to the upgrades and have not increased since (Figure 11), DRP concentrations took almost two years to improve and have been increasing since mid-2018 (Figure 10). NH₄-N concentrations in the discharge do not appear to have decreased meaningfully since the upgrades (Figure 12)

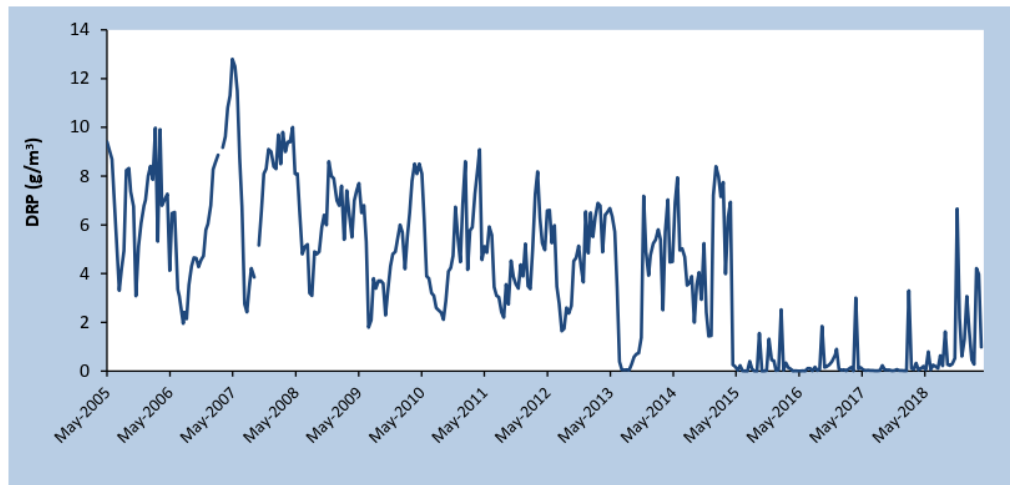


Figure 10: DRP concentrations from the Waipawa oxidation pond prior to discharge (May 2005 – April 2019)

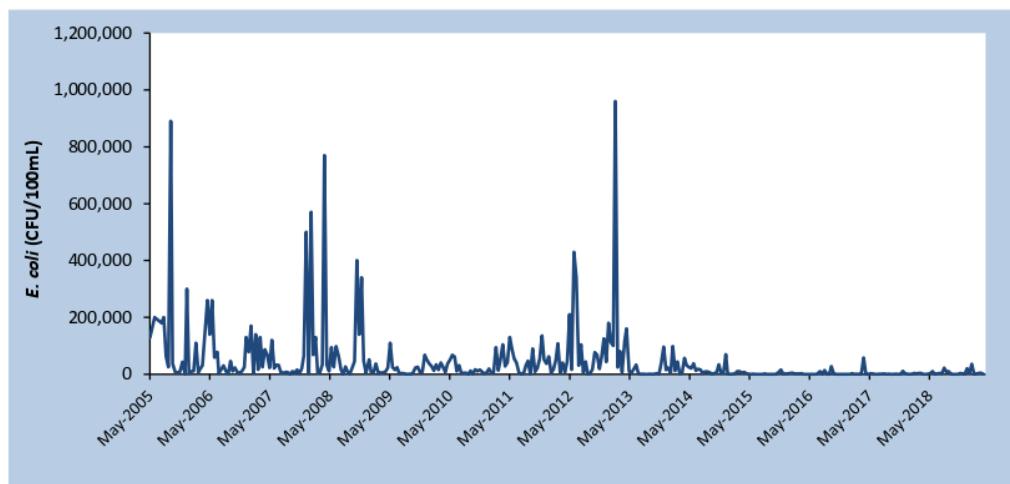


Figure 11: *E. coli* concentrations from the Waipawa oxidation pond prior to discharge (May 2005 – April 2019)

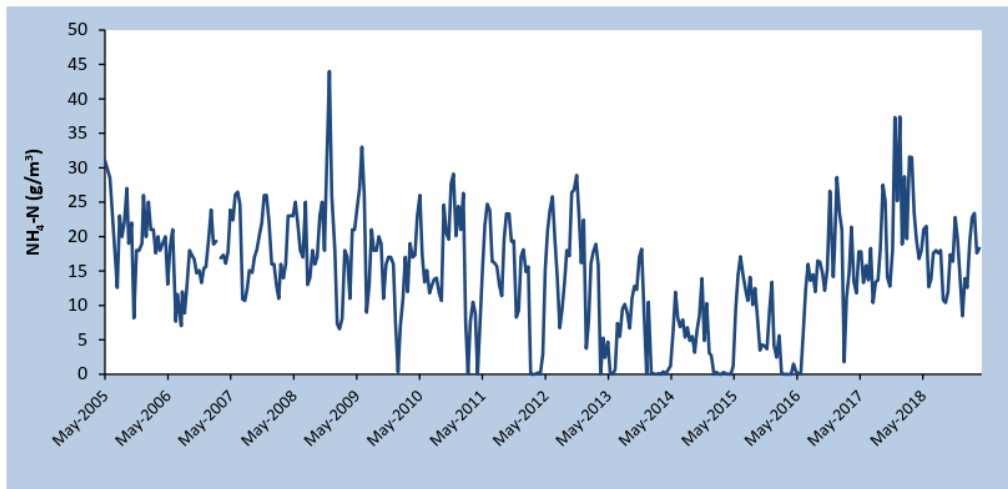


Figure 12: $\text{NH}_4\text{-N}$ concentrations from the Waipawa oxidation pond prior to discharge (May 2005 – April 2019).

3.2.4 *Faecal coliforms*

There has been a marked improvement in faecal coliform concentrations in the Waipawa WWTP discharge since the upgrades in July 2013 (Figure 13), and they are now compliant with the pre-upgrade consent limit of 75,000 CFU/100. While faecal coliform concentrations did exceed the limit more than five times in 163 12-month periods between May 2005 and April 2019 (97% compliance), all instances of non-compliance occurred prior to July 2014 (Figure 14).

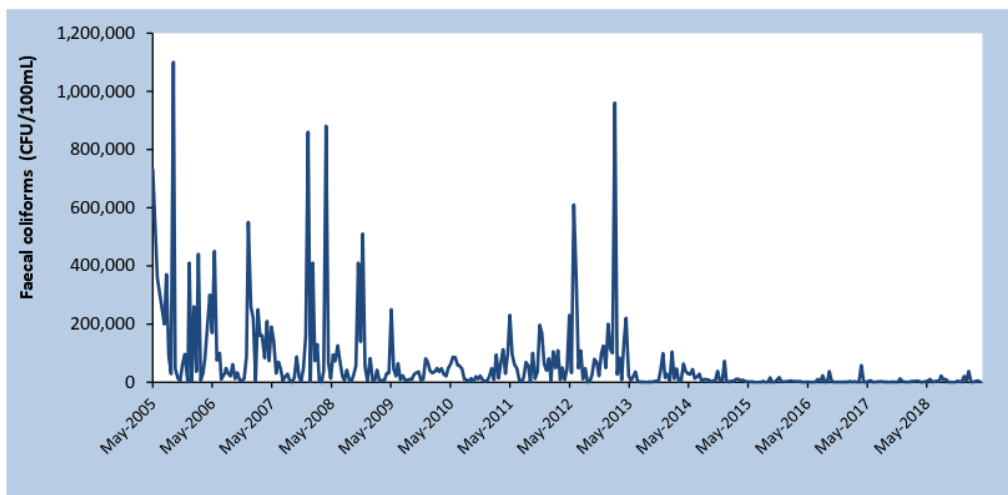




Figure 13: Faecal coliform concentrations from the Waipawa oxidation pond prior to discharge (May 2005 – April 2019)

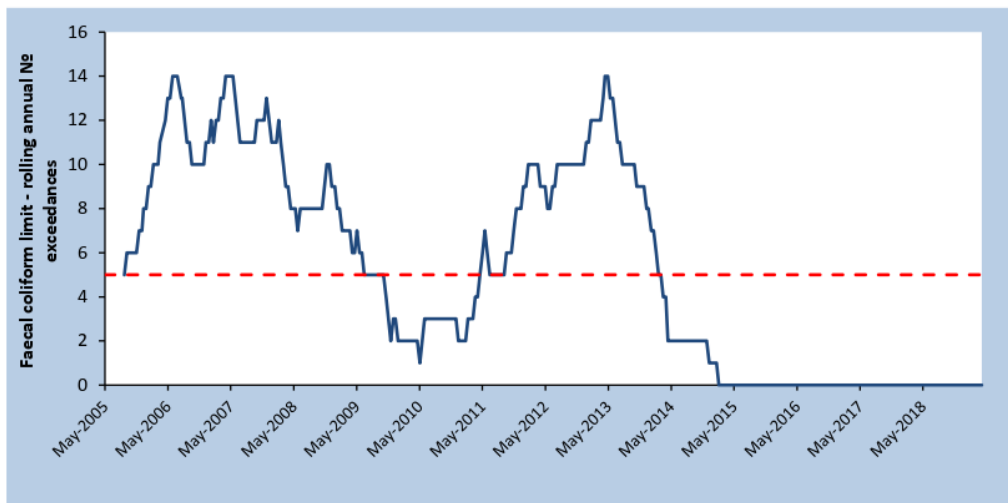


Figure 14: The number of times in each 12-month period that the pre-upgrade consent limit for faecal coliforms were exceeded. The red dashed line represents the allowable number of exceedances.

3.2.5 *pH*

pH in discharge from the Waipawa WWTP is generally compliant with the consent limit (Figure 15 and Table 7), and between May 2005 and April 2019 pH was only outside the limit range of 6.5 – 8.5 on seven occasions (97% compliance) (Figure 15).

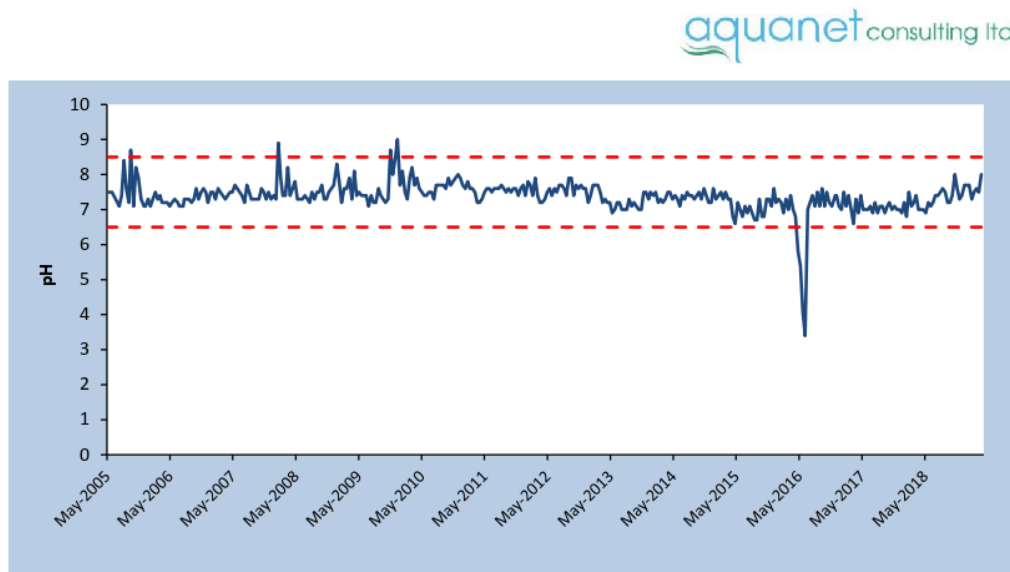


Figure 15: pH in the Waipawa oxidation pond prior to discharge (May 2005 – April 2019). The dashed red lines represent the upper and lower consent limits

3.3 In-stream water quality

Water quality data collected between May 2005 and April 2019 upstream and downstream of where the Waipawa WWTP discharge enters the Waipawa River are presented in Figure 16 to Figure 29. Key water quality parameters are summarised and assessed against the relevant PC6 limits/targets in Table 8.



Table 8: Summary of key water quality determinants measured in the Waipawa River upstream and downstream of the Waipawa WWTP discharge, and assessment against PC6 limits/targets. May 2005 – April 2019. The most relevant assessment statistics are shaded.

Para.	Unit	OP Target	Statistic	Applicable Flow	Site	Av.	Min.	Med.	95 th %ile	N. samples	PC6 Target met?
NH ₃ -N	ppb	12.22	95 th %ile.	All flows	U/S	0.53	0.01	0.13	0.71	166	✓
					D/S	0.79	0.01	0.41	2.67	166	✓
DIN	g/m ³	<0.8	Av.	All flows	U/S	0.71	0.26	0.63	1.49	85	✓
					D/S	0.72	0.28	0.66	1.40	86	✓
NO ₃ -N	g/m ³	3.6	Median	All flows	U/S	0.41	0.01	0.40	0.92	85	✓
		5.8	95 th %ile		D/S	0.68	0.27	0.64	1.39	86	✓
DRP	g/m ³	<0.01	Av.	<3× median	U/S	0.021	0.002	0.012	0.026	166	×
					D/S	0.028	0.003	0.022	0.066	166	×
<i>E. coli</i>	MPN/100 mL	<260	95 th %ile	< median Summ.	U/S	403	0	32	1020	165	×
		<550		Median – 3× median Summ. <3× median Wint.	D/S	212	0	64	658	166	×
ScBOD ₅	g/m ³	2	Av.	<median	U/S	0.6	0.5	0.5	1.5	39	✓
					D/S	0.6	0.5	0.5	1.5	39	✓
POM	g/m ³	5	Av.	<median	U/S	1.7	1.5	1.5	3.1	39	✓
					D/S	1.7	1.5	1.5	3.1	39	✓
Clarity	m	>3.0m	Median	< median	U/S	2.13	0.1	2.1	3.9	32	✓
					D/S	2.25	0.1	2.1	4.5	32	✓
DO sat.	%	>80	Min.	All flows	U/S	97.9	47.0	97.6	113.4	161	✓
					D/S	97.1	48.5	96.4	113.2	161	✓

3.3.1 Ammoniacal nitrogen

Between May 2005 and April 2019 statistically significant increases in NH₄-N were observed between sites on the Waipawa River upstream and downstream of the Waipawa WWTP (average increase = 0.016 g/m³; Wilcoxon signed rank test: $Z = 7.808$, $P < 0.001$). However, the magnitude of these increases appear to have reduced since July 2013 when the WWTP was upgraded (Figure 16). This is noteworthy, as the upgrades do not appear to have significantly improved NH₄-N concentrations in the discharge (see Section 3.2.3)

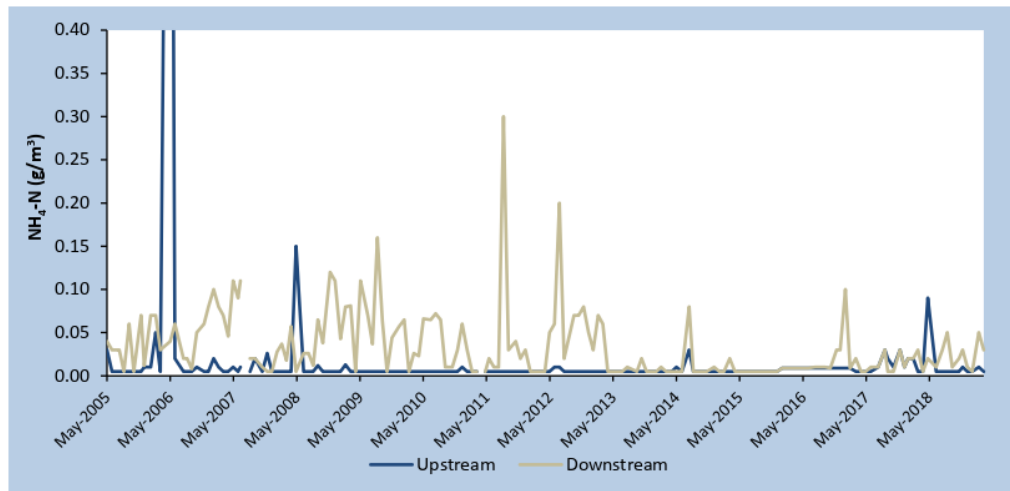


Figure 16: $\text{NH}_4\text{-N}$ concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019)

Although $\text{NH}_4\text{-N}$ concentrations in the Waipawa River were generally higher downstream of the Waipawa WWTP than upstream, rolling 12-month 95th percentile unionised ammonia ($\text{NH}_3\text{-N}$) concentrations at the downstream site between May 2005 and April 2019 were consistently below the PC6 limit⁵ (maximum concentration = 4.3 ppb) (Figure 17 and Table 8). The PC6 limits are based on the application of the ANZECC (2000) guidelines with a 99% species protection level. This limit was met downstream of the Waipawa WWTP, indicating that the risk of ammonia from the discharge causing toxicity effects on aquatic fauna is low. It also indicates that the Waipawa WWTP's non-compliance with the post-upgrade effluent $\text{NH}_4\text{-N}$ consent limits is probably not causing adverse effects on aquatic life.

⁵ When converted to $\text{NH}_3\text{-N}$ based on pH and temperature

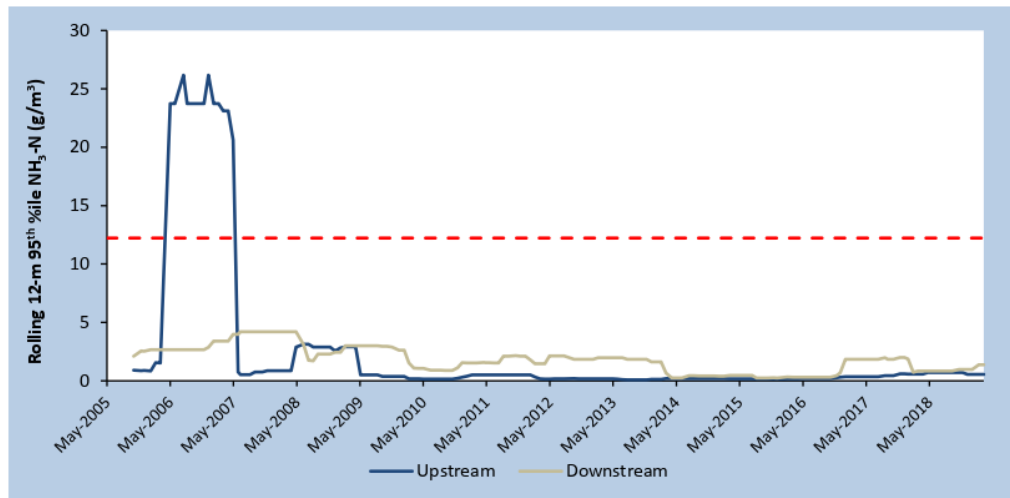


Figure 17: Rolling 12-month 95th percentile $\text{NH}_3\text{-N}$ concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

3.3.2 Nitrate nitrogen

Between May 2005 and April 2019 statically significant differences in $\text{NO}_3\text{-N}$ concentrations were not detected between sites on the Waipawa River upstream and downstream of the Waipawa WWTP (average $\Delta = -0.1 \text{ g/m}^3$; Wilcoxon signed rank test: $Z = 1.526$, $P = 0.13$) (Figure 18 and Table 8).

Rolling 12-month median and 95th percentile $\text{NO}_3\text{-N}$ concentrations at both the upstream and downstream sites between May 2005 and April 2019 were consistently below the PC6 limits by a considerable margin (Figure 19 and Figure 20). The PC6 limits are based on the application of the Hickey (2013) guideline for the protection of 90% species from chronic nitrate toxicity. That $\text{NO}_3\text{-N}$ concentrations at the downstream site were below these guidelines, and the guidelines for the protection of 95% of species (median = 2.4 mg/L ; 95th percentile = 3.5 mg/L) indicates that the risk of nitrate from the discharge causing toxicity effects on aquatic fauna in the Waipawa River is low, and within the range deemed acceptable under the provisions of PC6.

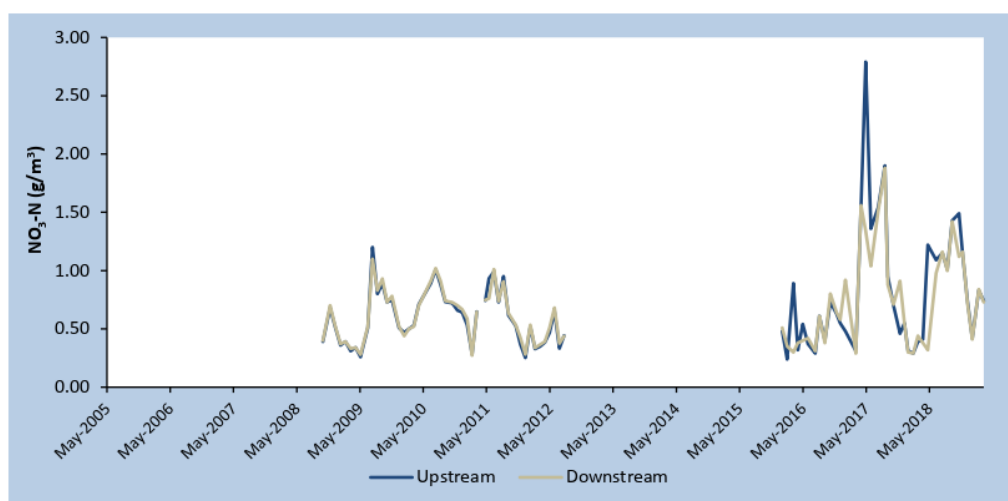


Figure 18: $\text{NO}_3\text{-N}$ concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019)

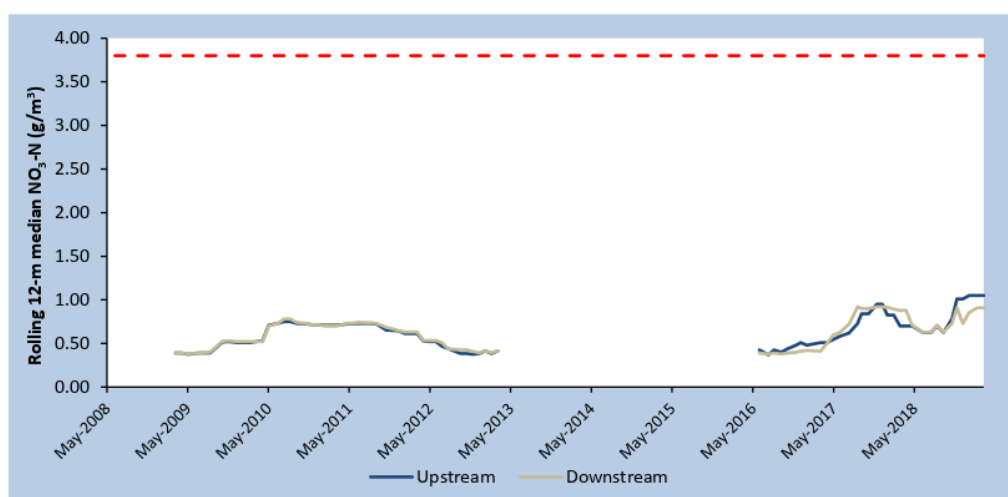


Figure 19: Rolling 12-month median $\text{NO}_3\text{-N}$ concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

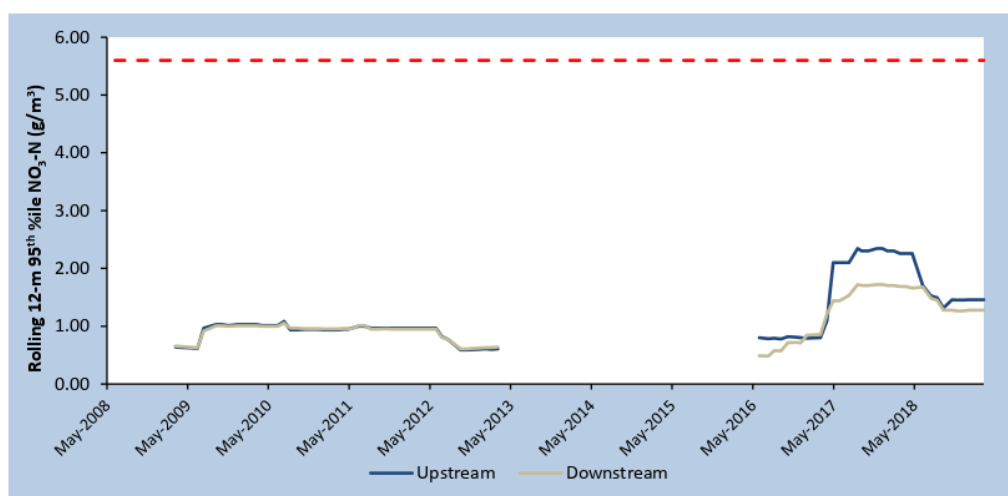


Figure 20: Rolling 12-month 95th percentile NO₃-N concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

3.3.3 *Dissolved inorganic nitrogen*

From a statistical perspective, concentrations of DIN in the Waipawa River between May 2005 and April 2019 were significantly higher downstream of the Waipawa WWTP discharge than at the upstream monitoring site (Wilcoxon signed rank test: $Z = 3.746$, $P < 0.001$). However, these increases were generally very small (average increase = 0.01 g/m^3) (Figure 21 and Table 8), and the available data suggests they were driven by the discharge of NH₄-N from the Waipawa WWTP, which only makes up a small proportion of in-river DIN compared to NO₃-N.

Between May 2005 and April 2019, rolling 5-year average DIN concentrations downstream of the discharge were consistently below the PC6 limit of 0.8 g/m^3 (maximum average concentration = 0.78 g/m^3), despite upstream concentrations exceeding the limit on 15 occasions (88% compliance) (Figure 22). Accordingly, the discharge of NH₄-N and NO₃-N from the Waipawa River does not appear to increase the risk of the PC6 DIN limit being exceeded, despite the effluent NH₄-N limit not being complied with (see Section 3.2.3). Furthermore, as DIN concentrations only increase very slightly downstream of the Waipawa WWTP, the discharge is unlikely to increase the risk of nitrogen driven nuisance periphyton growths.

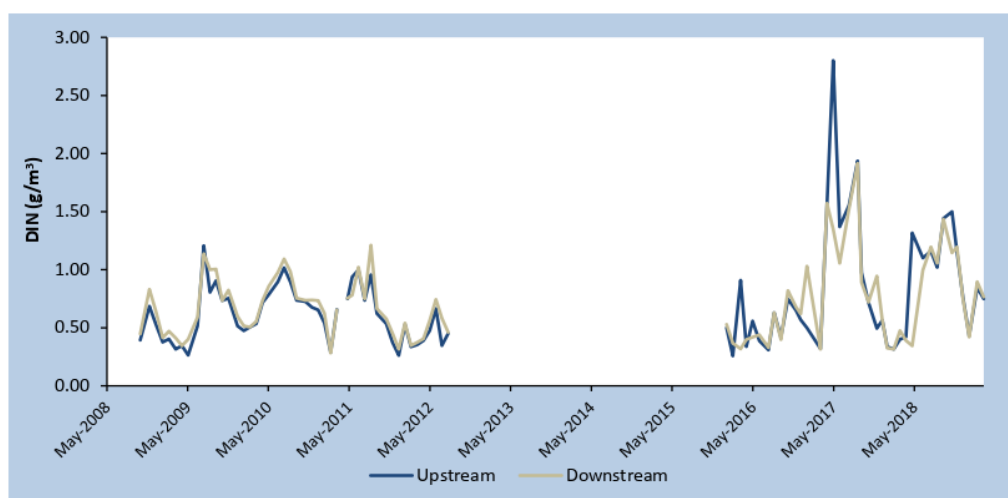


Figure 21: DIN concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019)

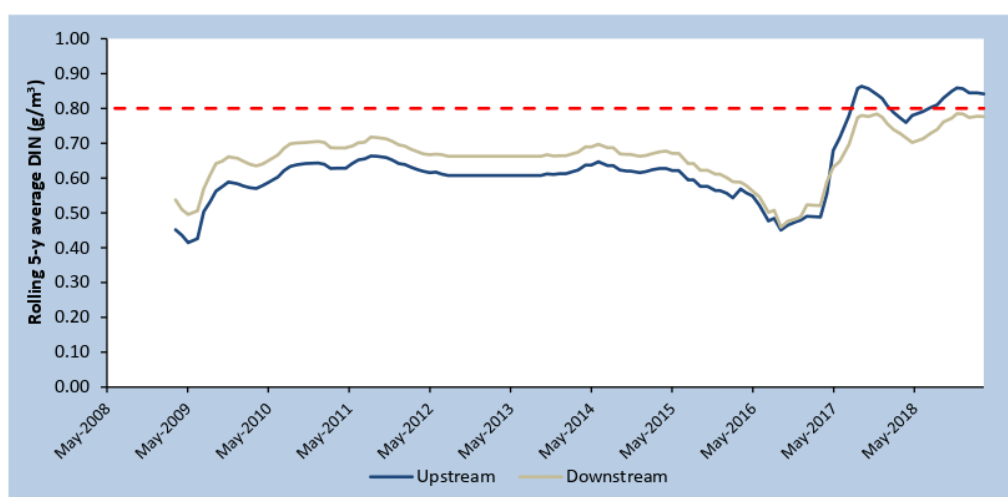


Figure 22: Rolling 5-year DIN concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

3.3.4 *Dissolved reactive phosphorus*

Between May 2005 and April 2019 statistically significant increases in DRP concentration were observed between sites upstream and downstream of the Waipawa WWTP (average increase = 0.016 g/m^3 ; Wilcoxon signed rank test: $Z = 12.39$, $P < 0.001$). However, the magnitude of these increases appear to have reduced since the Waipawa WWTP was upgraded in July 2013 (average Δ since = -0.006 g/m^3 ; median $\Delta = +0.001 \text{ g/m}^3$) (Figure 23 and Table 8).

Since 2011, rolling 5-year average DRP concentrations in the Waipawa River at flows below $3 \times$ median have consistently exceeded the PC6 limit of 0.01 g/m^3 both upstream and downstream of the downstream of the Waipawa WWTP discharge (Figure 24). The consistent and large exceedances of the limit at the upstream site suggests that it is not the Waipawa WWTP discharge that is causing DRP concentrations in the Waipawa River to exceed the limit; rather it is activities further upstream. Based on the most recent five years of monitoring data, a $\sim 50\%$ reduction in DRP downstream of the discharge at flows below the median would be needed to meet the PC6 limit, and completely removing the discharge from the river would achieve a $\sim 28\%$ reduction.

As DRP concentrations at the upstream and downstream sites have been similar since the plant was upgraded in 2013 (Figure 24), DRP in the discharge is unlikely to increase the risk of nuisance periphyton growths in the river. Thus, while DRP in the discharge from the Waipawa WWTP may not comply with effluent consent limits (See Section 3.2.3), this is unlikely to be affecting the river in a meaningful way.

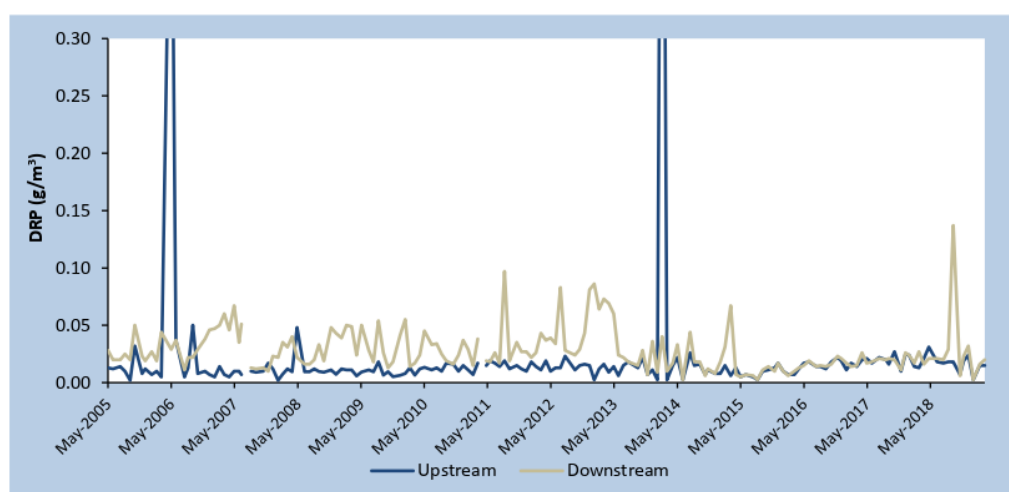


Figure 23: DRP concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019).

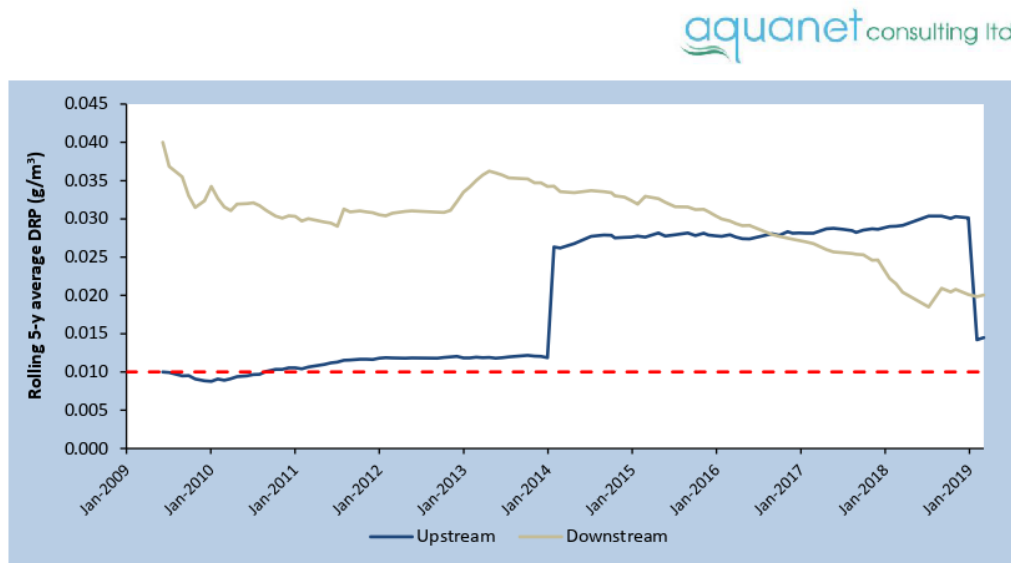


Figure 24: Rolling 5-year DRP concentrations for sites sampled upstream and downstream of the Waipawa WWTP at flows below $3 \times$ median (May 2005 – April 2019). The red dashed line represents the PC6 limit.

3.3.5 *E. coli*

The effects of the Waipawa WWTP discharge on *E. coli* concentrations in the Waipawa River has previously been assessed by Ausseil & Hicks (2017). They found that although the quality of the discharge exceeded the “end of pipe” *E. coli* limits set by consent conditions, these exceedances did not appear to have caused a statistically significant increase in *E. coli* concentration in the river, or an increase in the proportion of time the in-river regional plan limits were exceeded. Indeed, they found that the median increase in *E. coli* caused by the discharge was likely to be less than 1 CFU/100mL. In the analysis conducted for this memorandum, statistically significant **decreases** in *E. coli* concentrations were detected between sites on the Waipawa River upstream and downstream of the Waipawa WWTP (average decrease = 191 CFU/100mL; Wilcoxon signed rank test: $Z = 6.23$, $P < 0.001$) despite the Waipawa WWTP regularly not complying with effluent *E. coli* consent limits (Figure 25). Thus, Ausseil & Hicks (2017) conclusion that this non-compliance does not increase the risk of human health effects in the Waipawa River, or the risk of the river not meeting the PC6 *E. coli* limits, stands.

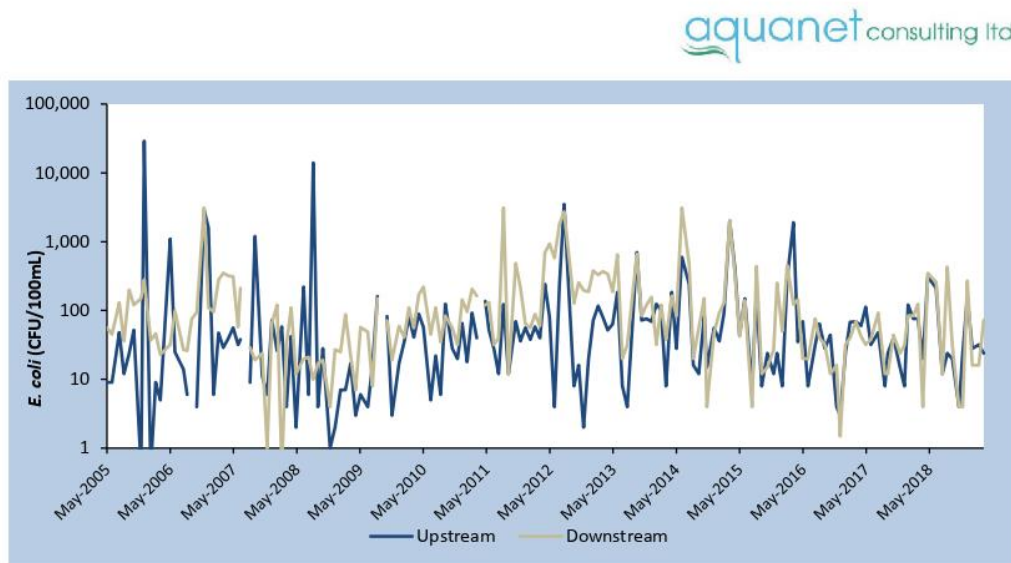


Figure 25: *E. coli* concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019).

3.3.6 *Visual clarity*

Between March 2016 when records began, and April 2019, visual clarity did not differ in a statistically significant manner between sites on the Waipawa River upstream and downstream of the Waipawa WWTP (average $\Delta = +0.012$ m; Wilcoxon signed rank test: $Z = 0.956$, $P = 0.34$) (Figure 26 and Table 8).

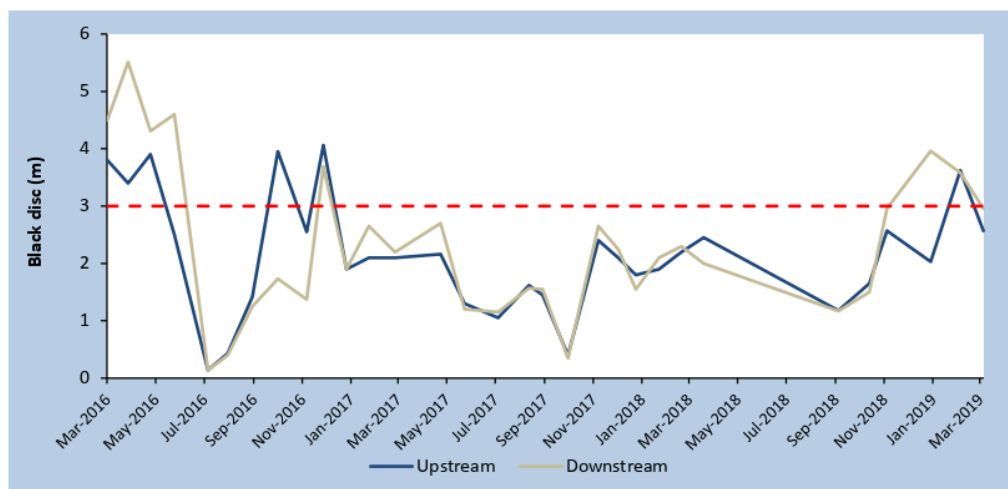


Figure 26: Visual clarity (m) measured with a black disc at sites sampled upstream and downstream of the Waipawa WWTP (March 2016 – April 2019). The red dashed line represents the PC6 indicator.

There is insufficient visual clarity data for the Waipawa River at flows below the median to calculate robust 5-year rolling averages that can be assessed against the PC6 indicator of 3.0 metres. However, when individual data points collected across all flows are considered it is likely that both sites are compliant as the indicator has only been exceeded on six occasions at the upstream site (81% compliance) and seven occasions at the downstream site (78% compliance). Furthermore, the Waipawa WWTP discharge does not generally cause non-compliance with the clarity change limit in PC6 as visual clarity has only reduced by more than 20% at flows below the median on one occasion (94% compliance). As visual clarity does not decrease significantly downstream of the discharge, or regularly drop below 3.0 metres, it is unlikely that non-compliance with the effluent TSS consent limit (see Section 3.2.3) affects the aesthetics of the river in a meaningful way, or increases the risk of the non-compliance with the PC6 water clarity indicator and limit.

3.3.7 *Dissolved oxygen*

Between May 2005 and April 2019 very small but statistically significant decreases in DO saturation were observed between sites on the Waipawa River upstream and downstream of the Waipawa WWTP (average decrease = 0.8%; Wilcoxon signed rank test: $Z = 2.903$, $P = 0.004$) (Figure 27 and Table 8).

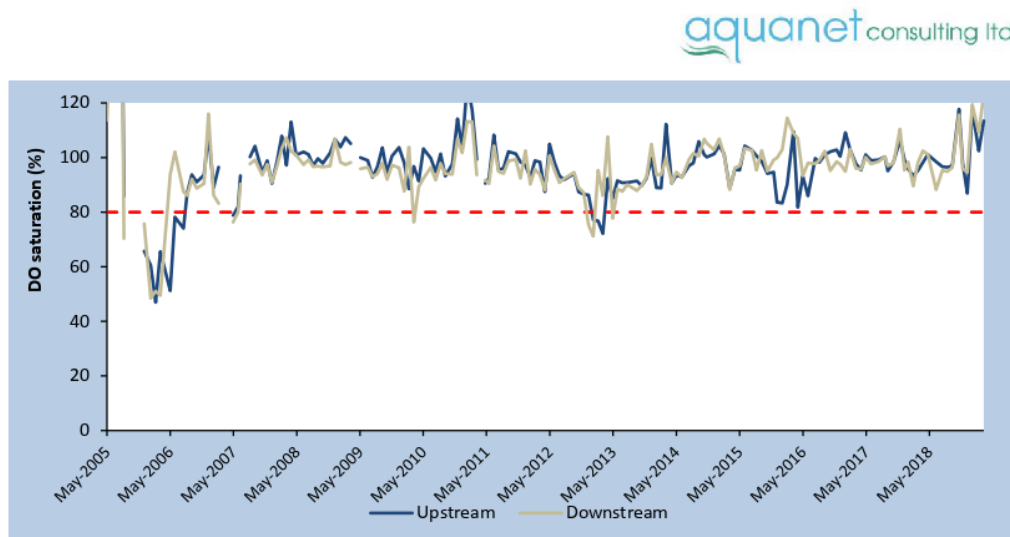


Figure 27: DO saturation for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

Both the upstream and downstream monitoring sites met the PC6 limit on all but 11 occasions (93% compliance) (Figure 27). Thus, compliance with the current effluent cBOD₅ consent limit appears to be sufficient to prevent adverse effects arising from deoxygenation of downstream receiving waters.

3.3.8 *5-day carbonaceous biochemical oxygen demand and particulate organic matter*

Between May 2005 and April 2019 ScBOD₅ and POM concentrations did not differ in a statistically significant manner between sites on the Waipawa River upstream and downstream of the Waipawa WWTP (average ScBOD₅ and POM $\Delta = 0.00$ g/m³; Wilcoxon signed rank test: $Z = 0.000$, $P = 1.00$) (Figure 28, Figure 29 and Table 8).

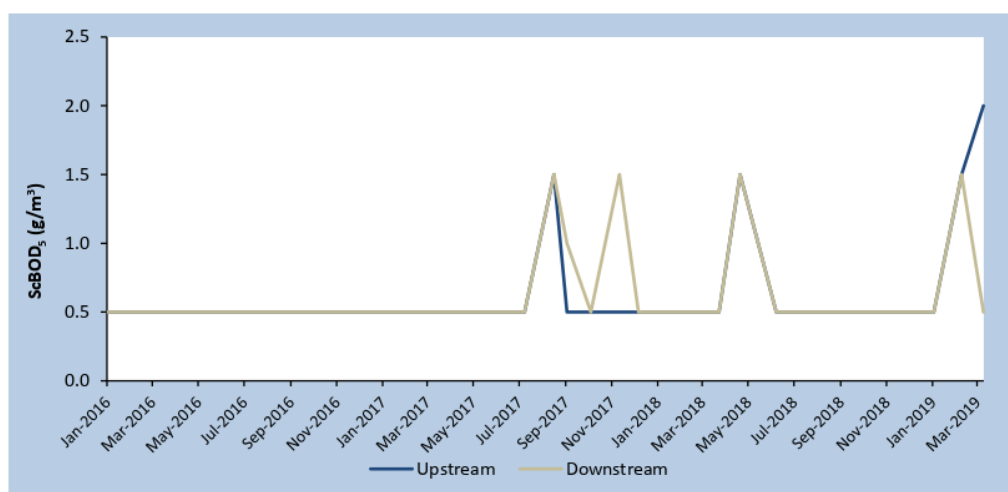


Figure 28: ScBOD₅ concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019)

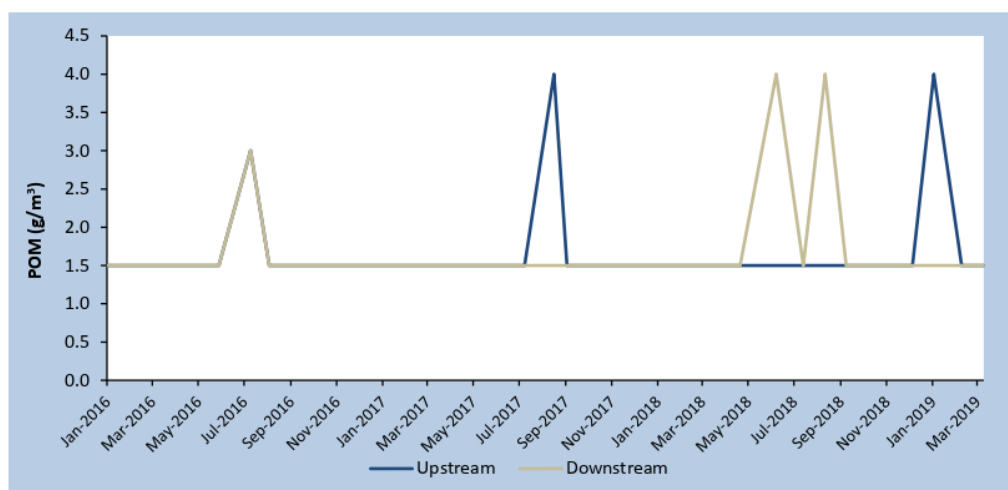


Figure 29: POM concentrations for sites sampled upstream and downstream of the Waipawa WWTP (May 2005 – April 2019)



There is insufficient ScBOD₅ and POM data for the Waipawa River at flows below the median to calculate robust rolling averages that can be assessed against the PC6 limits. However, when all data points collected at flows below the median are considered, average concentrations for both parameters met the limits. Thus, it can be concluded that cBOD₅ and TSS concentrations in the Waipawa WWTP discharge are not preventing the PC6 instream limits from being met

Table 9: Assessment of average ScBOD₅ and POM concentrations in the Waipawa River at flows below the median against the PC6 limits.

Parameter	Site	Average conc.	Limit	Compliant
ScBOD ₅ (g/m ³)	U/S	0.62	2	✓
	D/S	0.60		✓
POM (g/m ³)	U/S	1.63	5	✓
	D/S	1.50		✓

3.3.9 *Quantitative macroinvertebrate community index*

Macroinvertebrate data were collected from the Waipawa River in March 2017 (Strong, 2017a) and February 2019 (Aquanet data for CHBDC) at sites 50 metres upstream of the WWTP discharge, 400 metres downstream and 1,000 metres downstream. In both 2017 and 2019, QMCI was not reduced by more than 20% between the upstream and downstream sites, and the maximum reduction observed was just 2.8% (Table 10). Thus, it can be concluded that the discharge is compliant with the PC6 QMCI limits.

Table 10: Assessment of QMCI data collected in the Waipawa River at sites upstream and downstream of the Waipawa WWTP discharge against the PC6 limit.

Year	Site	Average QMCI	%Δ	Limit %Δ	Compliant
2017	50m U/S	4.57	N/A	20	-
	400m D/S	6.64	+45		✓
	1,000m D/S	5.95	+30		✓
2019	50m U/S	7.32	N/A		-
	400m D/S	7.12	-2.8		✓
	1,000m D/S	7.49	+2.3		✓



3.4 Conclusions

From the monitoring data collected within, upstream and downstream of the Waipawa WWTP discharge between May 2005 and April 2019 the following conclusions can be made about the Waipawa WWTP discharge:

- The Waipawa WWTP discharge frequently did not meet the consent limits for discharge volume. This non-compliance was driven by frequent spikes in discharge volume rather than consistently elevated volumes. Thus, to achieve compliance with the discharge volume limits in the consent, effluent management should focus on reducing the frequency of these spikes (to less than 10% of the time) rather than reducing baseline volumes.
- The Waipawa WWTP discharge did not comply with the effluent quality limits for TSS, NH₄-N, DRP or *E. coli*. However, these non-compliances do not appear to have had a meaningful effect on water quality and ecology in the Waipawa River.
- The discharge of NH₄-N and NO₃-N from the Waipawa WWTP to the Waipawa River is unlikely to have increased the risk of ammonia/nitrate toxicity effects or excessive/nuisance plant growth in the Waipawa River, and the PC6 limits for DIN, NH₄-N and NO₃-N were all met downstream of the discharge.
- The discharge of DRP from the WWTP did not increase the risk of plant growth in the Waipawa River, and had little effect on the river's compliance with the PC6 limit, as it was already exceeded upstream of the discharge due to other human activities. Based on the most recent five years of monitoring data, a ~50% reduction in DRP downstream of the discharge at flows below the median would be needed to meet the PC6 limit. Completely removing the discharge from the river would achieve a ~28% reduction.
- TSS and cBOD₅ from the Waipawa WWTP did not cause a degradation in visual clarity, ScBOD₅, POM or DO in the Waipawa River, and did not prevent compliance with the PC6 limits for these parameters.
- The effects of the discharge on *E. coli* in the Waipawa River has been explored previously by Ausseil and Hicks (2017), who concluded that the discharge does not increase the risk of human health effects in the Waipawa River or the risk of the river not meeting the PC6 *E. coli* limits. The analysis conducted for this memorandum supports those conclusions.
- The maximum reduction in QMCI observed between sites on the Waipawa River upstream and downstream of the Waipawa WWTP discharge was just 2.8%. Thus, it can be concluded that the discharge was compliant with the PC6 QMCI limits.



4 Waipukurau WWTP results

4.1 Effluent quantity

Between July 2008 and May 2019, the Waipukurau WWTP discharge frequently did not meet the discharge volume consent limits. Annual average daily discharge volume was above the limit of 2,200 m³/day in 2009, 2011, 2012 and 2018 and daily discharge volume exceeded 4,000 m³/day for more than 10% of the time in 2010 (Table 11). That the average discharge volume limit was exceeded more frequently than the 90th percentile limit suggests that the main reason for non-compliance is consistently elevated volumes rather than spikes in discharge volume, (this is depicted in Figure 30).

Table 11: Assessment of compliance with the discharge volume limit set out in Condition 5 and Condition 7 of Discharge Permit DP03232Wb & DP030860Ab

12-m period ending 30 th June	Days over 4,000 m ³ /day	% of time over 4,000 m ³ /day	Average (limit = 2,200 m ³ /day)	Compliant
2009	10	3%	2321.7	✓
2010	48	13%	2174.6	×
2011	30	8%	2565.9	×
2012	13	4%	2408.2	×
2013	19	5.2%	2033.4	✓
2014	18	5%	1910.1	×
2015	10	3%	2095.5	✓
2016	9	2%	2066.4	✓
2017	17	5%	1927.4	✓
2018	23	6.3%	2337.5	×

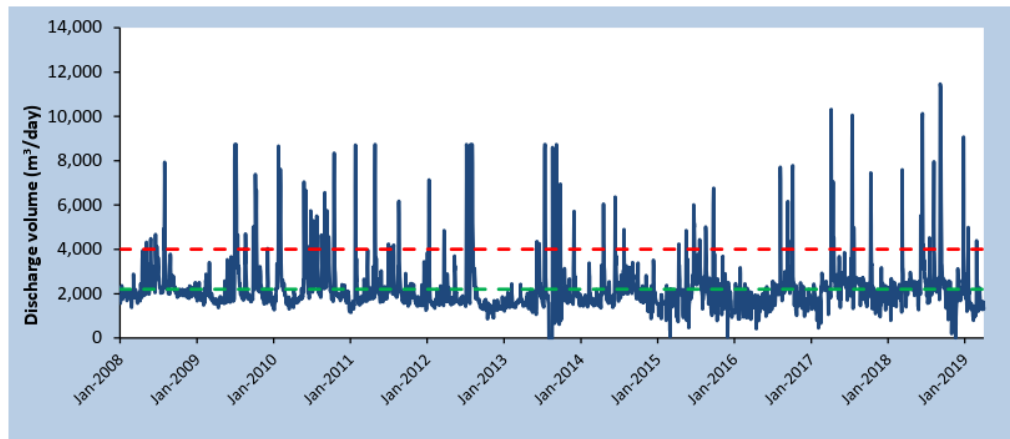


Figure 30: Daily discharge volume from the Waipukurau WWTP (January 2008 - April 2017). The green and red dashed line represents the limits for average and 90th percentile volume respectively.

4.2 Effluent quality

The treated wastewater quality data collected by CHBDC between May 2005 and April 2019 are summarised in Table 12 and depicted in Figure 31 to Figure 44.

Table 12: Summary of effluent quality from the Waipukurau oxidation pond, May 2005 – April 2019.

	TSS	cBOD ₅	NH ₄ -N	DRP	<i>E. coli</i>	Faecal coli.	pH
	(g/m ³)				(CFU/100mL)		
Average	44.8	16.7	14.5	4.00	41,998	60,817	7.4
Min	2.9	0.5	0.0	0.00	3	3	3.4
25%ile	16.0	5.9	9.0	0.53	1,800	2,500	7.2
50%ile (median)	33.0	12.0	15.4	4.05	9,000	12,000	7.4
95%ile	120.0	46.0	26.6	9.00	161,000	260,000	7.9
Max	270.0	95.0	44.0	12.80	960,000	1,100,000	9.0
N. of Samples	359	359	358	357	359	359	359
Pre-upgrade lower/upper limit	45/96	30/39	NA	NA	NA	75,000/N/A	6.5-8.5
Post-upgrade lower/upper limit	30/50	20/30	6/10	0.25/0.5	800/4000	NA	6.5-8.5
Pre-upgrade compliance (%)	75/85	98/79	NA	NA	NA	48	98
Post-upgrade compliance (%)	41/24	59/49	3/0	13/3	25/0	NA	

4.2.1 *5-day carbonaceous biochemical oxygen demand*

cBOD₅ concentrations in the discharge from the Waipukurau WWTP have been improving since August 2014, when the plant was upgraded (Figure 31), and are generally compliant with both the pre-upgrade and post-upgrade cBOD₅ consent limits. Between May 2005 and April 2019, cBOD₅ concentrations only exceeded the pre-upgrade lower limit of 30 g/m³ more than 16 times in eight 12-month periods (98% compliance), and while the post-upgrade lower limit of 20 g/m³ was exceeded more than 16 times in 145 12-month periods (59% compliance), all instances of non-compliance occurred prior to the plant being upgraded in August 2014 (Figure 32). Similarly, while the pre-upgrade (39 g/m³) and post-upgrade (30 g/m³) upper limits were exceeded in 73 (79% compliance) and 182 (49% compliance) 12-month periods respectively, all non-compliances were prior to the 2014 upgrades (Figure 33)

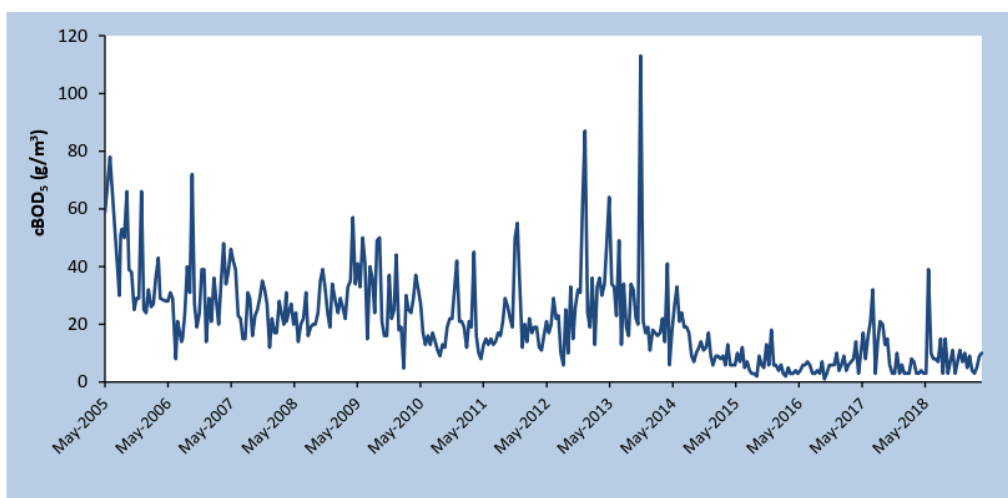


Figure 31: cBOD₅ concentrations from the Waipukurau oxidation pond prior to discharge (May 2005 – April 2019).

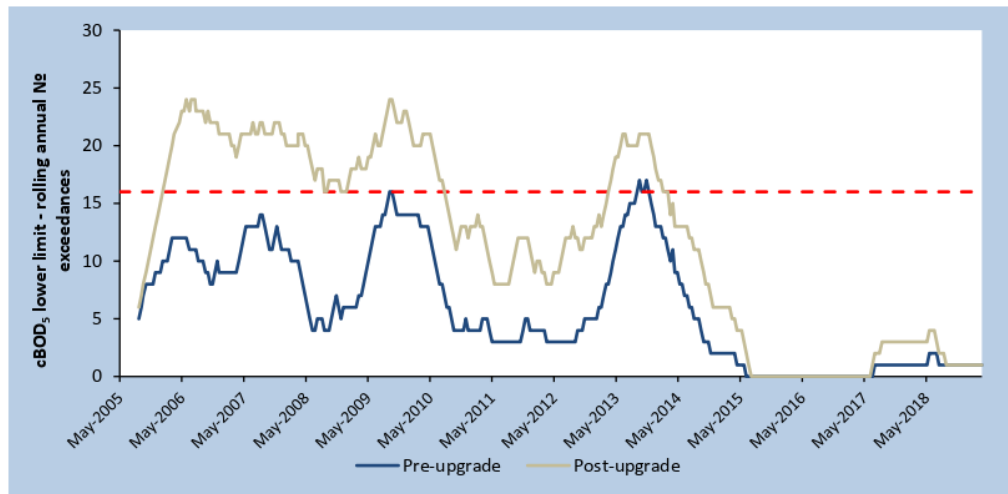


Figure 32: The number of times in each 12-month period that the pre-upgrade and post-upgrade lower consent limits for cBOD₅ were exceeded. The red dashed line represents the allowable number of exceedances.

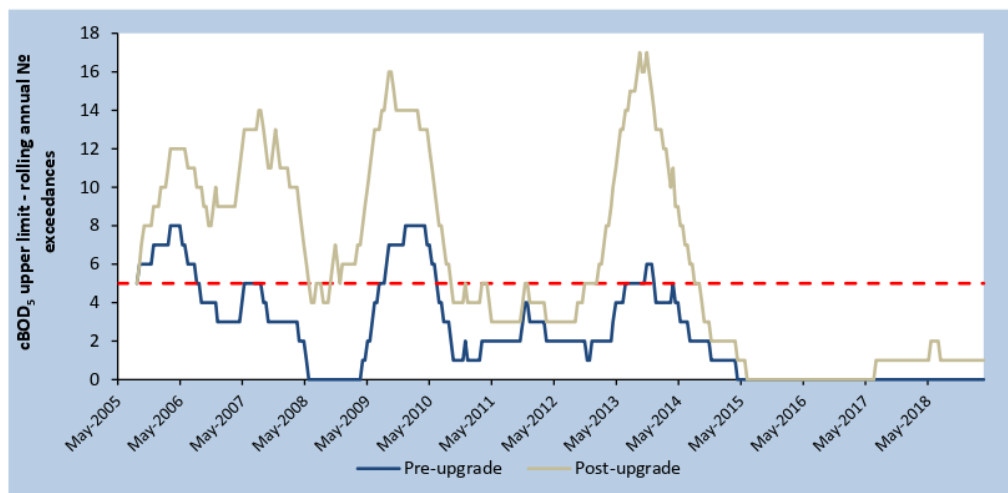


Figure 33: The number of times in each 12-month period that the pre-upgrade and post-upgrade upper consent limits for cBOD₅ were exceeded. The red dashed line represents the allowable number of exceedances.

4.2.2 *Total suspended solids*

As with cBOD_5 , TSS concentrations in the discharge improved noticeably after the WWTP was upgraded in August 2014 (Figure 34). However, TSS concentrations appear to have increased again since mid-2017. As a result, whilst the upgrades temporarily improved compliance with the pre-upgrade and post-upgrade consent limits, both are now generally not complied with. Between May 2005 and April 2019, TSS concentrations exceeded the pre-upgrade (45 g/m^3) and post-upgrade (30 g/m^3) lower limits more than 16 times in 90 (41% compliance) and 210 (75% compliance) 12-month periods respectively, with the most recent non-compliance of the post-upgrade lower limit occurring in April 2019 (Figure 35 and Table 12). The pre-upgrade (96 g/m^3) and post-upgrade (50 g/m^3) upper limits were exceeded on 55 (85% compliance) and 270 (24% compliance) 12 month periods respectively (Table 12), with the post-upgrade limit being breached multiple times in the last 18 months (Figure 36).

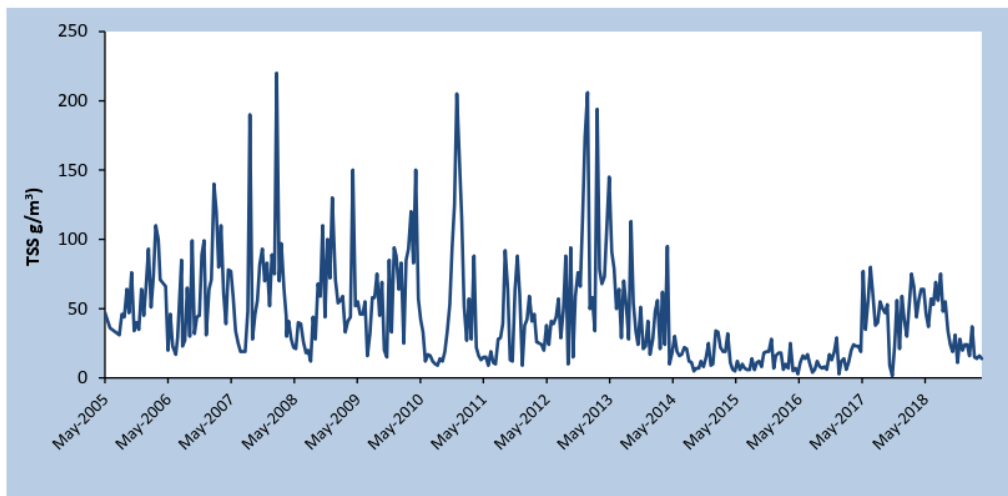


Figure 34: TSS concentrations from the Waipukurau oxidation pond prior to discharge (May 2005 – April 2019)

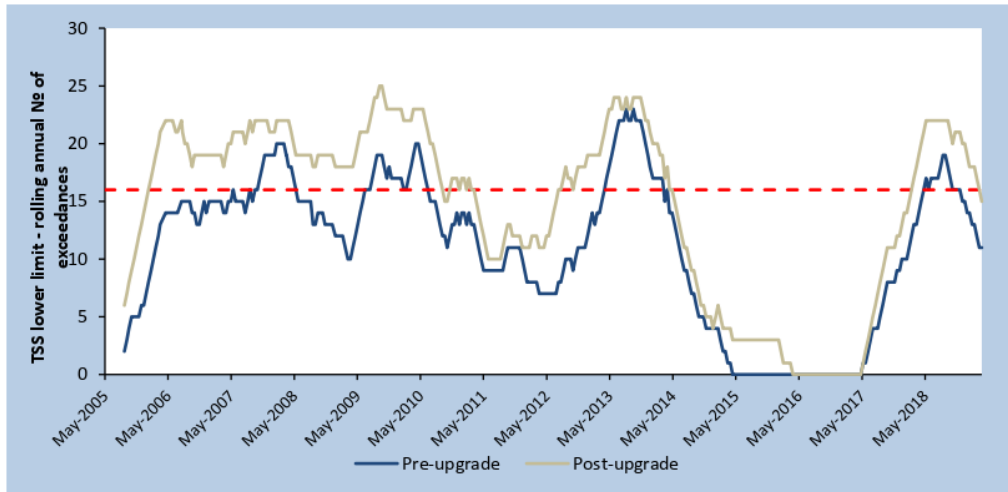


Figure 35: The number of times in each 12-month period that the pre-upgrade and post-upgrade lower consent limits for TSS were exceeded. The red dashed line represents the allowable number of exceedances.

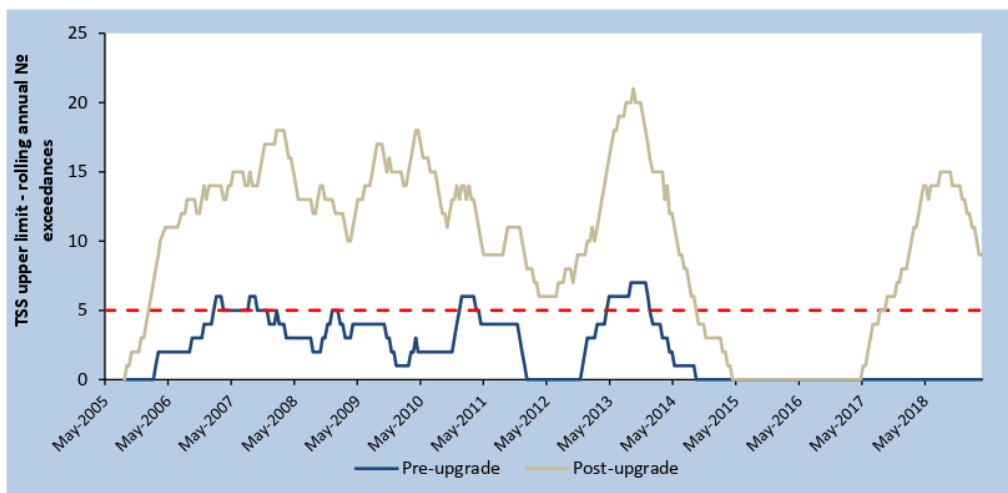


Figure 36: The number of times in each 12-month period that the pre-upgrade and post-upgrade upper consent limits for TSS were exceeded. The red dashed line represents the allowable number of exceedances.

4.2.3 *Ammoniacal nitrogen, dissolved reactive phosphorus and E. coli*

NH₄-N, DRP and *E. coli* concentrations in the Waipukurau WWTP discharge do not comply with the limits set in the conditions of the consent. Between May 2005 and April 2019, concentrations of all three parameters regularly exceeded the lower (Figure 37) and upper limits (Figure 38) more frequently than allowed by the consent (16 and 5 times in a 12-month period respectively), and the rate of compliance was less than 25% for all specified limits (Table 12).

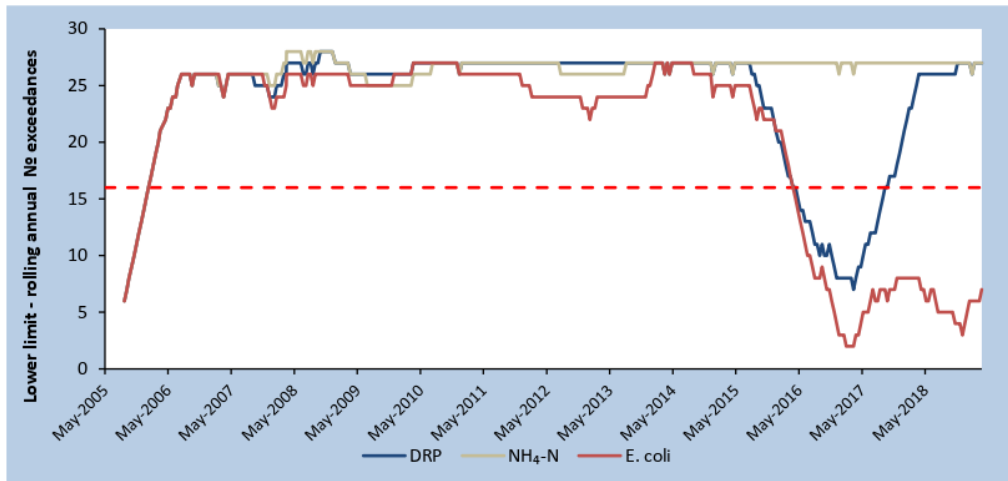


Figure 37: The number of times in each 12-month period that the post-upgrade lower consent limits for DRP, NH₄-N and *E. coli* were exceeded. The red dashed line represents the allowable number of exceedances.

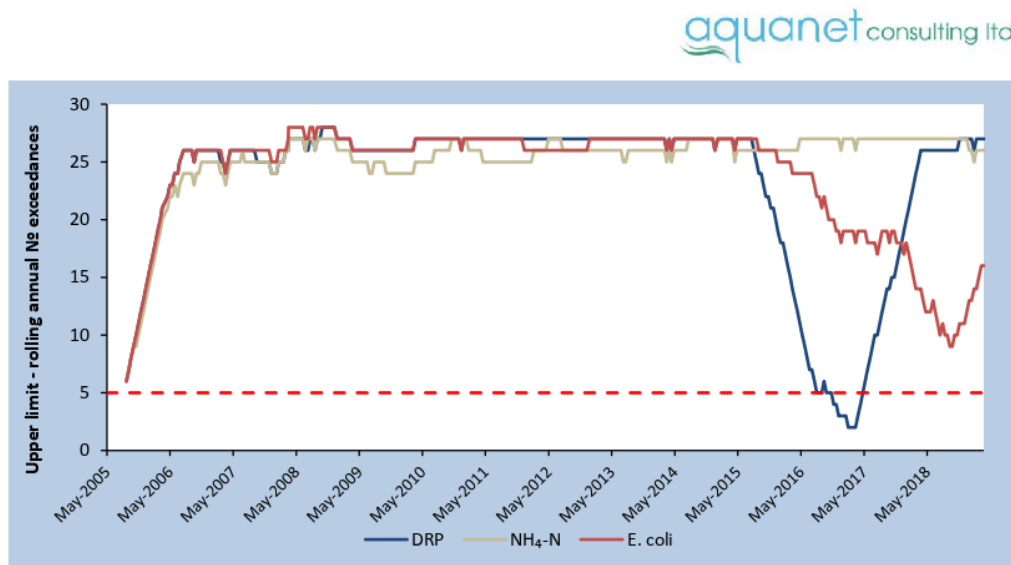


Figure 38: The number of times in each 12-month period that the post-upgrade upper consent limits for DRP, NH₄-N and *E. coli* were exceeded. The red dashed line represents the allowable number of exceedances.

While DRP and *E. coli* concentrations in the Waipukurau WWTP discharge do not currently comply with consent limits, they did improve noticeably after the August 2014 plant upgrades (Figure 39 and Figure 40). DRP concentrations responded rapidly after the upgrades, but have been increasing since early 2017 (Figure 39). In contrast, *E. coli* concentrations have reduced over a greater period of time, with the most noticeable effect of the upgrades being smaller peaks in the dataset (Figure 40). Unlike with DRP, *E. coli* levels have not started increasing again after the initial decline (Figure 40). NH₄-N concentrations in the discharge do not appear to have decreased significantly since the upgrades (Figure 41)

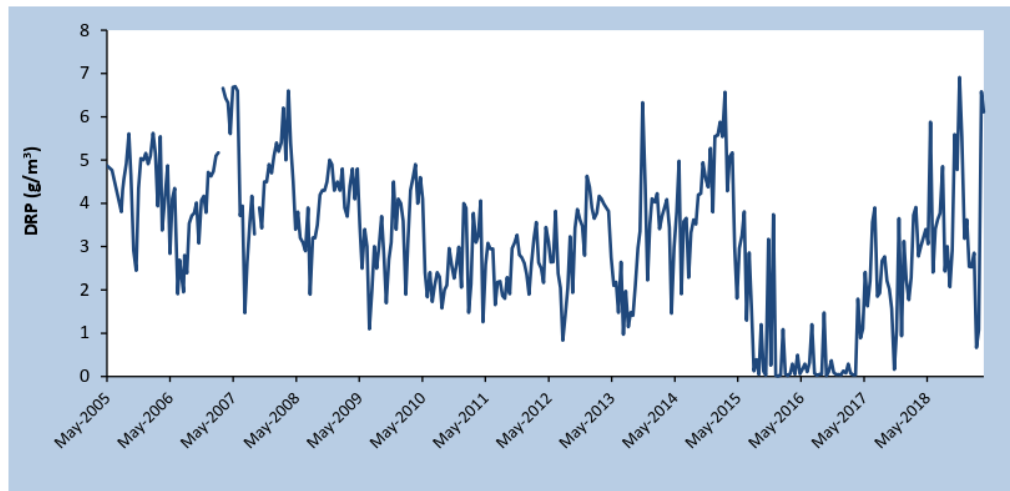


Figure 39: DRP concentrations from the Waipukurau oxidation pond prior to discharge (May 2005 – April 2019)

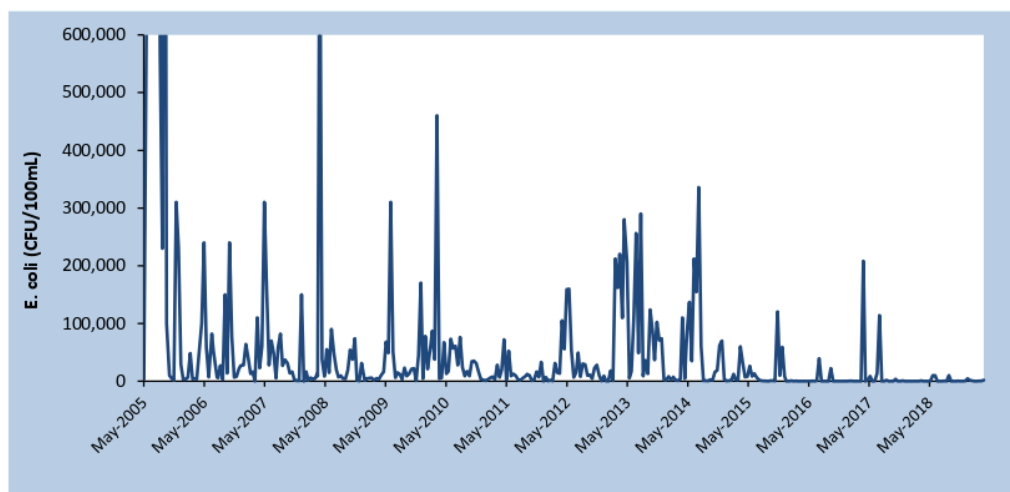


Figure 40: *E. coli* concentrations from the Waipukurau oxidation pond prior to discharge (May 2005 – April 2019)

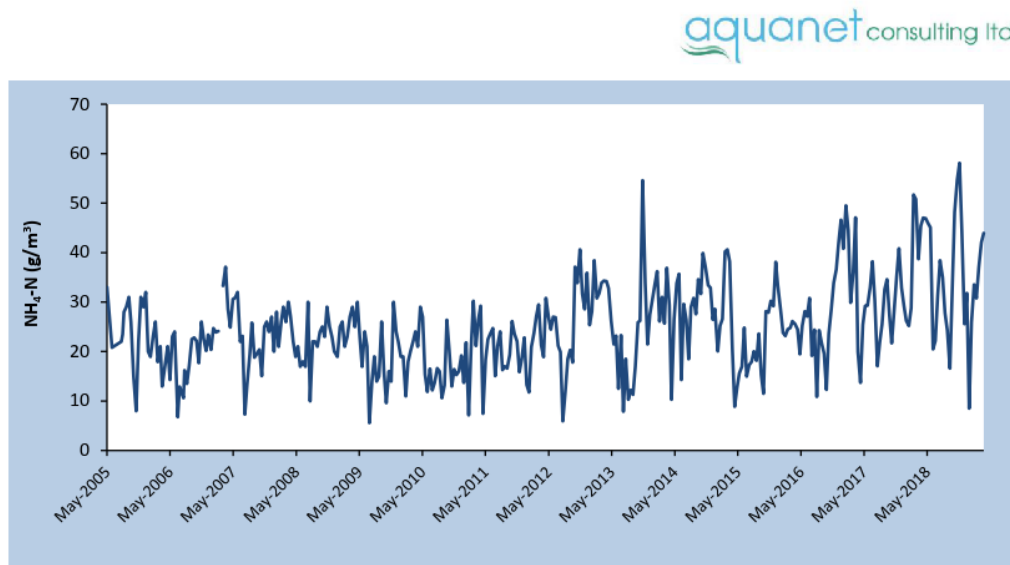


Figure 41: NH₄-N concentrations from the Waipukurau oxidation pond prior to discharge (May 2005 – April 2019).

4.2.4 *Faecal coliforms*

Since the Waipukurau WWTP was upgraded in August 2014, the magnitude of faecal coliform concentration spikes have noticeably reduced (Figure 42), and concentrations are now compliant with the pre-upgrade consent limit of 75,000 CFU/100mL. Between May 2005 and April 2019 faecal coliform exceeded the pre-upgrade limit of 75,000 CFU/100mL more than five times in 183 12-month periods (Figure 43 and Table 12), but all instances of non-compliance occurred prior to August 2015 (Figure 43).

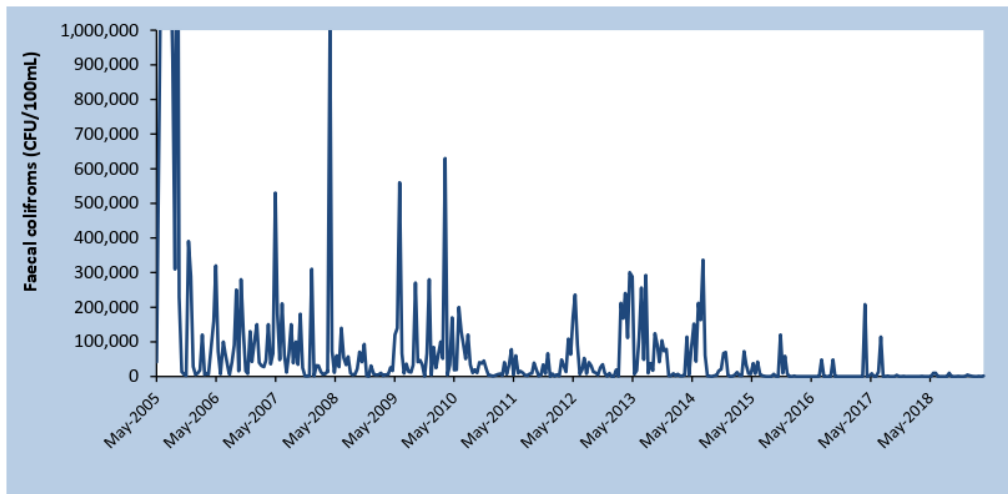


Figure 42: Faecal coliform concentrations from the Waipukurau oxidation pond prior to discharge (May 2005 – April 2019)

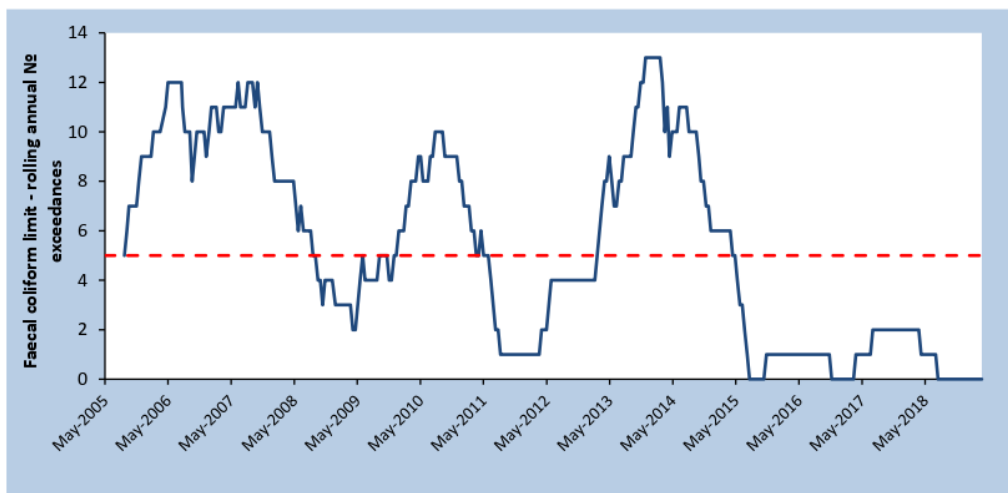


Figure 43: The number of times in each 12-month period that the pre-upgrade consent limit for faecal coliforms were exceeded. The red dashed line represents the allowable number of exceedances.



4.2.5 *pH*

pH in discharge from the Waipukurau WWTP is generally compliant with the limits set out in the conditions of the consent, and between May 2005 and April 2019 pH was only outside the limit range of 6.5 – 8.5 on eight occasions (98% compliance) (Figure 44 and Table 12).

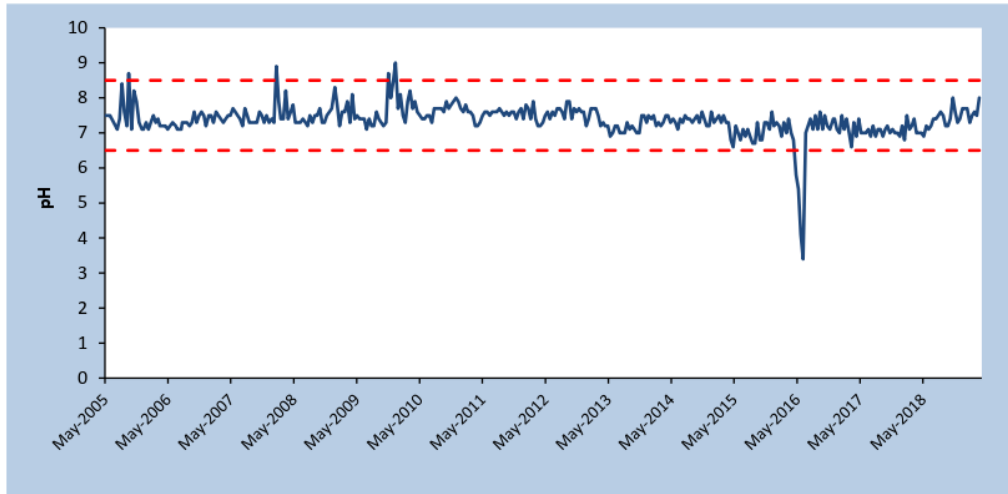


Figure 44: pH in the Waipukurau oxidation pond prior to discharge (May 2005 – April 2019). The dashed red lines represent the upper and lower consent limits

4.3 In-stream water quality

Water quality data collected between May 2005 and April 2019 upstream and downstream of where the Waipukurau WWTP discharge enters the Tukituki River are presented in Figure 45 to Figure 62. Key water quality parameters are summarised and assessed against the relevant PC6 limits/targets in Table 13.



Table 13: Summary of key water quality determinants measured in the Tukituki River upstream and downstream of the Waipukurau WWTP discharge, and assessment against PC6 limits/targets. May 2005 – April 2019. The most relevant assessment statistics are shaded.

Para.	Unit	OP Target	Statistic	Applicable Flow	Site	Av.	Min.	Med.	95 th %ile	N. samples	PC6 Target met?
NH ₃ -N	ppb	12.22	95 th %ile.	All flows	U/S	1.67	0.02	0.18	7.93	166	✓
					D/S	3.21	0.02	1.53	12.24	166	×
DIN	g/m ³	<0.8	Av.	All flows	U/S	1.47	0.26	1.21	3.08	39	×
					D/S	1.63	0.43	1.44	3.12	39	×
NO ₃ -N	g/m ³	3.6	Median	All flows	U/S	1.41	1.16	2.98	3.21	39	✓
		5.8	95 th %ile		D/S	1.52	1.36	3.05	3.86	39	✓
DRP	g/m ³	<0.01	Av.	<3× median	U/S	0.03	0.00	0.02	0.07	166	×
					D/S	0.04	0.00	0.03	0.09	166	×
<i>E. coli</i>	MPN/100 mL	<260	95 th %ile	< median Summ.	U/S	326	0	56	1150	166	✓
		<550		Median – 3× median Summ. <3× median Wint.	D/S	417	0	84	1250	166	✓
ScBOD ₅	g/m ³	2	Av.	<median	U/S	0.6	0.5	0.5	1.1	39	✓
					D/S	0.5	0.5	0.5	1.0	39	✓
POM	g/m ³	5	Av.	<median	U/S	1.7	1.5	1.5	1.9	39	✓
					D/S	1.6	1.5	1.5	1.7	39	✓
Clarity	m	>3.0m	Median	< median	U/S	2.0	0.1	2.0	3.7	27	×
					D/S	1.8	0.1	1.9	3.16	30	×
DO sat.	%	>80	Min.	All flows	U/S	97.3	40.8	94.9	121.5	162	✓
					D/S	98.3	5.2	96.4	123.6	162	✓

4.3.1 Ammoniacal nitrogen

Between May 2005 and April 2019 statistically significant increases in NH₄-N were observed between sites on the Tukituki River upstream and downstream of the Waipukurau WWTP (average increase = 0.09 g/m³; Wilcoxon signed rank test: $Z = 6.503$, $P < 0.001$). However, the magnitude of these increases appear to have reduced since August 2014 when the plant upgrades were installed (Figure 45 and Table 13). As with Waipawa, this is unusual as the upgrades do not appear to have significantly improved NH₄-N concentrations in the discharge (see Section 4.2.3)

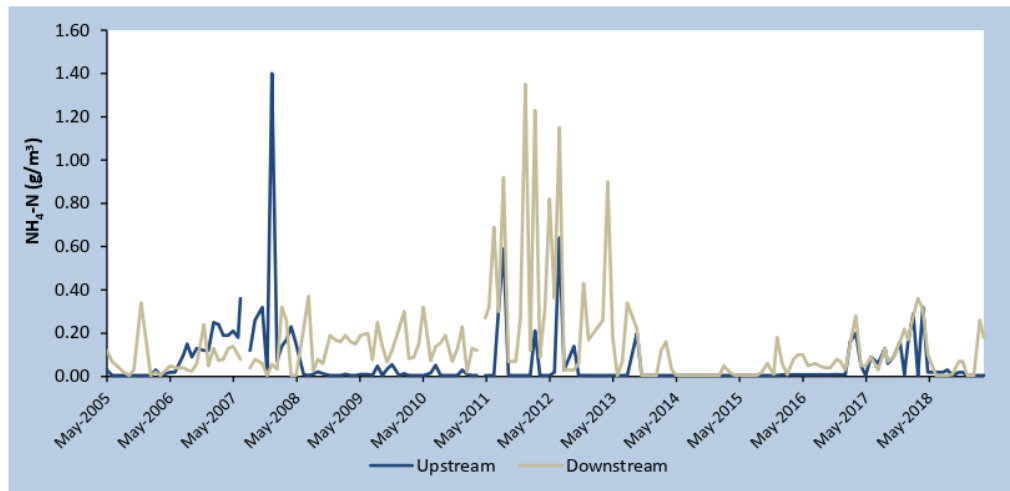


Figure 45: $\text{NH}_4\text{-N}$ concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019)

Between May 2005 and April 2019, rolling 12-month 95th percentile $\text{NH}_3\text{-N}$ concentrations upstream of the Waipukurau WWTP were below the PC6 limit⁶ of 12.2 ppb 91% of the time (Figure 46 and Table 12), and all non-compliances were the result of two spikes in concentration in June and December 2007 (Figure 46). In contrast, rolling 12-month 95th percentile $\text{NH}_3\text{-N}$ concentrations downstream of the discharge exceeded the PC6 limit 26% of the time (Figure 46 and Table 12), and it appears that the currently non-compliant effluent $\text{NH}_4\text{-N}$ concentrations (see Section 4.2.3) are resulting in the exceedance of the PC6 limit and have the potential to cause toxicity effects. This is supported by the results of more in-depth analysis of the available pH, temperature and $\text{NH}_4\text{-N}$ concentrations previously undertaken by Ausseil & Death (2016 & 2017), who also demonstrated that the discharge causes the PC6 limit to be exceeded on occasion.

⁶ When converted to $\text{NH}_3\text{-N}$ based on pH and temperature

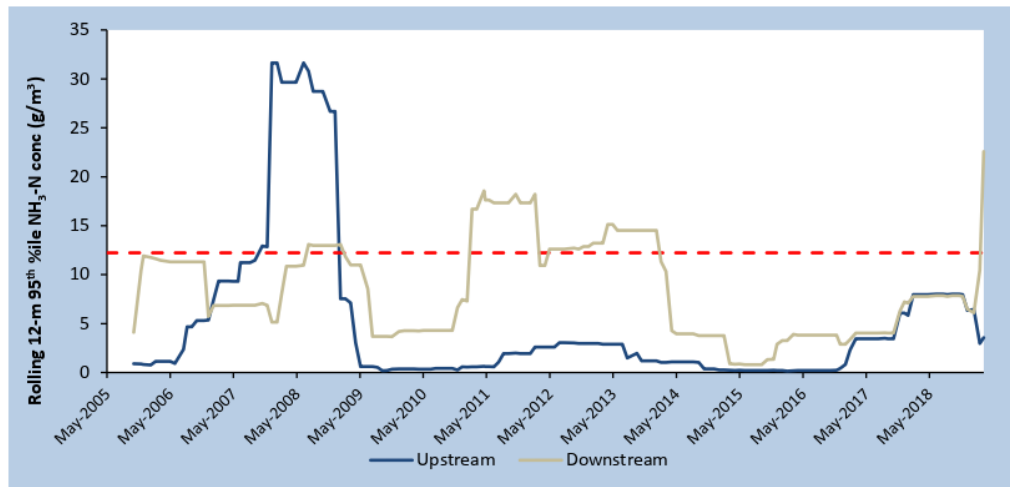


Figure 46: Rolling 12-month 95th percentile $\text{NH}_3\text{-N}$ concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

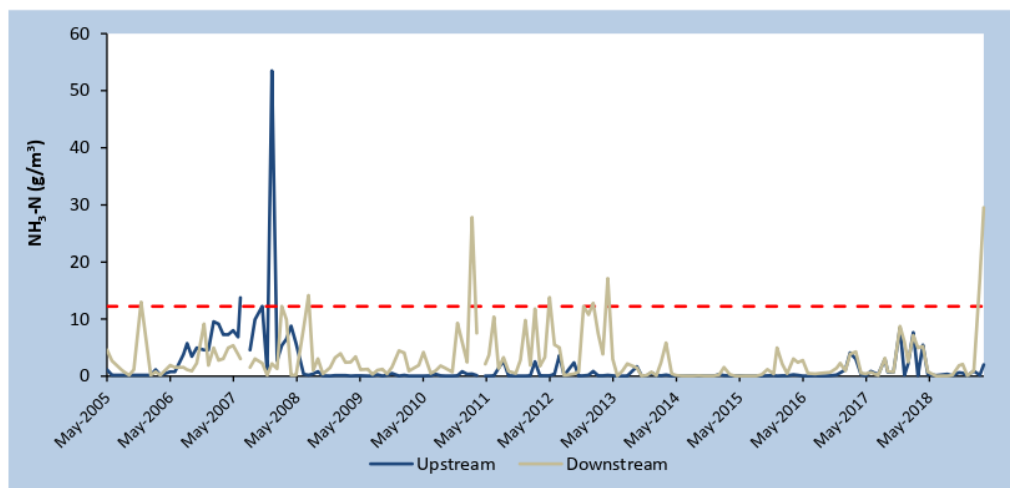


Figure 47: $\text{NH}_3\text{-N}$ concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.



It is noted that non-compliance with the PC6 limit was the result of concentrations exceeding the limit on just 10 occasions, nine of which occurred between November and May (Table 14). Furthermore, on all seven occasions when $\text{NH}_3\text{-N}$ concentrations exceeded the PC6 limit and flow in the Tukituki River was measured, it was below median flow. Indeed, on five occasions flow was near or below half median. Thus, non-compliances could be avoided by either not discharging to the Tukituki River over the summer period when flows are below the median (or at the very least half median), and/or reducing the concentration of $\text{NH}_4\text{-N}$ in the discharge by way of additional treatment during that period.

Table 14: Assessment of the seasonal and river-flow conditions when $\text{NH}_3\text{-N}$ concentrations in the Tukituki River exceeded the PC6 limit below the Waipukurau WWTP.

Date	Month	River Flow (L/s)	Flow bin	$\text{NH}_3\text{-N}$ (ppb)
24/11/2005	November	-	-	13.0
14/02/2008	February	-	-	12.26
18/07/2008	July	-	-	14.14
17/02/2011	February	4683.90	~half median	27.82
10/05/2012	May	9237.39	<median	13.81
22/11/2012	November	6619.26	<median	12.25
17/01/2013	January	2521.66	<half median	12.80
11/04/2013	April	1529.05	<half median	17.11
27/02/2019	February	3758.38	<half median	16.87
21/03/2019	March	3338.02	<half median	29.52

4.3.2 Nitrate nitrogen

$\text{NO}_3\text{-N}$ concentrations in the Tukituki River between May 2005 and April 2019 did not differ in a statistically significant manner between sites upstream and downstream of the Waipukurau WWTP (average increase = 0.11 g/m^3 ; Wilcoxon signed rank test: $Z = 1.889$, $P = 0.06$) (Figure 48 and Table 13).

Rolling 12-month median and 95th percentile $\text{NO}_3\text{-N}$ concentrations at both the upstream and downstream sites were consistently well below the PC6 limits, which correspond to the 90% species protection guideline in Hickey (2013) (Figure 49 and Figure 50). They were also below the guidelines for the protection of 95% of species (median = 2.4 mg/L ; 95th percentile = 3.5 mg/L). This indicates that the risk of nitrate in the discharge causing toxicity effects on aquatic fauna in the Tukituki River is low and within the range deemed acceptable under the provisions of PC6.

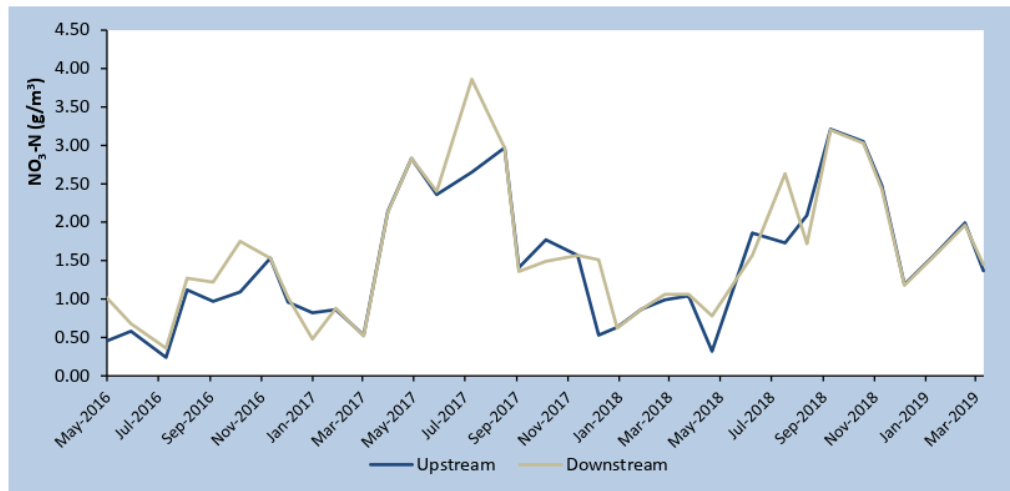


Figure 48: NO₃-N concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019)

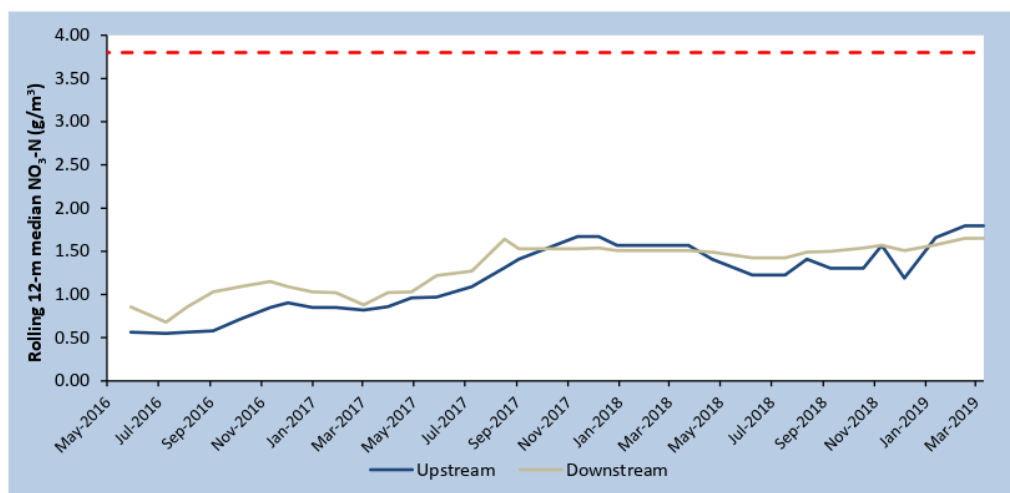


Figure 49: Rolling 12-month median NO₃-N concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

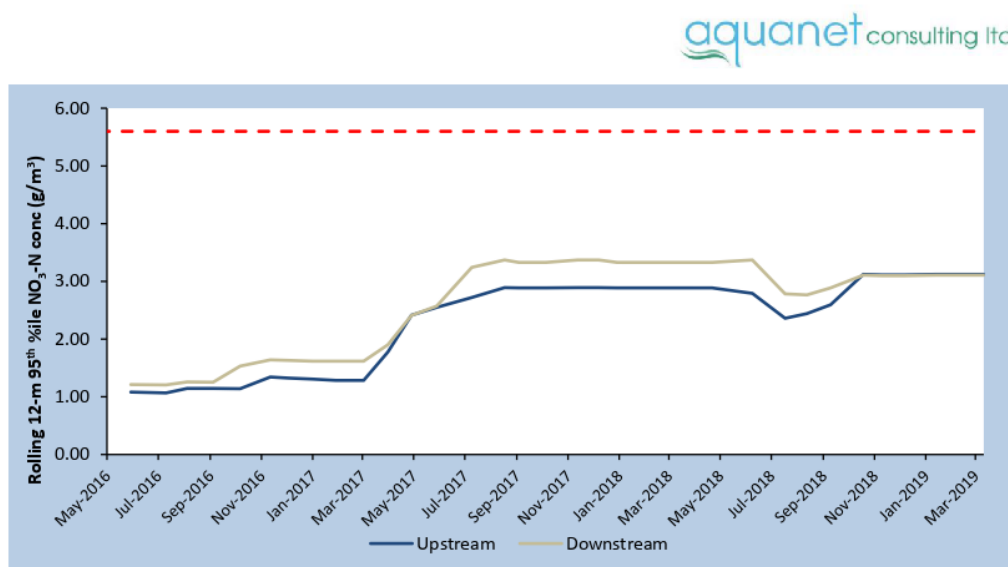


Figure 50: Rolling 12-month 95th percentile NO₃-N concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

4.3.3 *Dissolved inorganic nitrogen*

Between May 2005 and April 2019 moderate and statistically significant increases in DIN were observed between sites on the Tukituki River upstream and downstream of the Waipukurau WWTP (average increase = 0.16 g/m³; Wilcoxon signed rank test: $Z = 2.801$, $P = 0.005$) (Figure 51 and Table 13).

Since November 2011, rolling 5-year average DIN concentrations in the Tukituki River have consistently exceeded the PC6 limit of 0.8 g/m³ both upstream and downstream of the downstream of the Waipukurau WWTP discharge (Figure 52). The consistent and increasingly large exceedances of the limit at the upstream site suggests that it is not NH₄-N or NO₃-N from the Waipukurau WWTP discharge that is causing DIN concentrations in the Tukituki River to exceed the limit; rather it is activities further upstream. For the PC6 DIN limit to be met downstream of the discharge, concentrations would need to reduce by ~51% (based on data collected between 2016 and 2019). Completely removing the discharge from the river would achieve a ~10% reduction.

As DIN concentrations are noticeably higher downstream of the discharge, the discharge has the potential to increase the risk of nitrogen driven nuisance periphyton growths in the river. However, this is not supported by the results of ecological monitoring conducted in March 2015 (Strong, 2015), March 2017 (Strong, 2017b) and February 2019 (Aquanet data for CHBDC), which showed that while periphyton biomass was slightly higher downstream of the Waipukurau WWTP, it was still well below the PC6 limit of 120 mg/m². Accordingly, the discharge of DIN from the Waipukurau WWTP does not appear to increase the risk of nuisance periphyton growths based on



the limited periphyton monitoring data, despite the effluent $\text{NH}_4\text{-N}$ limit not being complied with (see Section 4.2.3).

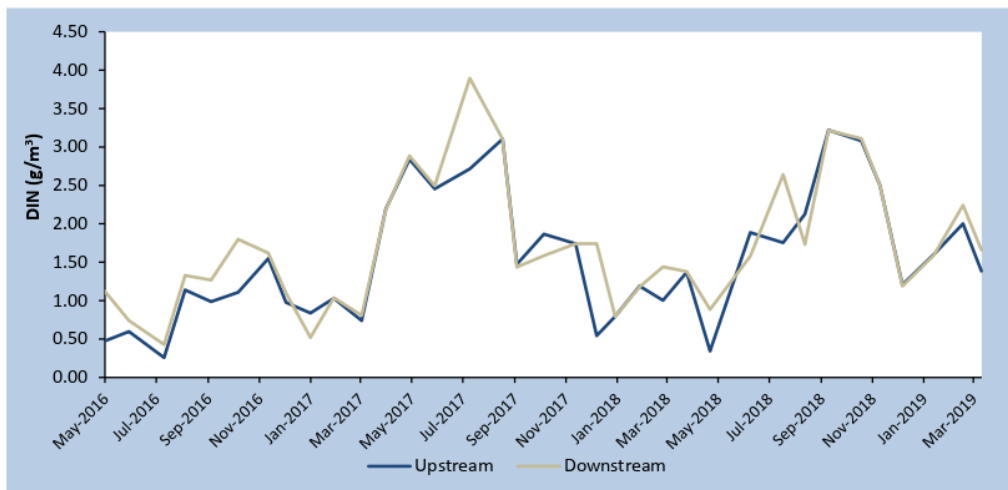


Figure 51: DIN concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019)

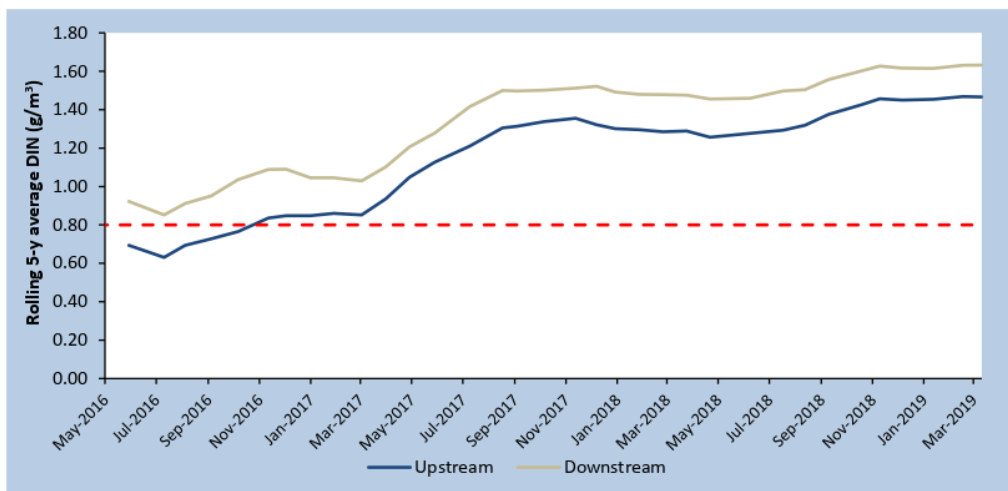


Figure 52: Rolling 5-year DIN concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

4.3.4 *Dissolved reactive phosphorus*

Statistically significant increases in DRP concentrations were observed between sites on the Tukituki River upstream and downstream of the Waipukurau WWTP in the period May 2005 to April 2019 (average increase = 0.01 g/m^3 ; Wilcoxon signed rank test: $Z=6.315$, $P<0.001$) (Figure 53 and Table 13). However, the magnitude of these increases appears to have reduced since the upgrade of the plant in August 2014 (Figure 53).

Rolling 5-year average DRP concentrations in the Tukituki River at flows below $3 \times$ median have consistently exceeded the PC6 limit of 0.01 g/m^3 both upstream and downstream of the discharge since 2009 (Figure 54). As with DIN, exceedances of the DRP limit at the upstream site suggests it is activities further upstream that it is driving non-compliance rather than the Waipukurau WWTP discharge. Based on the most recent five years of monitoring data, a $\sim 53\%$ reduction in DRP at flows below the median would be needed to meet the PC6 limit downstream of the discharge, and completely removing the discharge would achieve an $\sim 11\%$ reduction.

As DRP concentrations have been similar at the upstream and downstream sites since the plant was upgraded in 2014 (Figure 53), the discharge is also unlikely to increase the risk of phosphorus driven nuisance periphyton growths. Thus, while DRP in the discharge from the Waipukurau WWTP may not comply with effluent consent limits (see Section 4.2.3), it is unlikely to be affecting the river in a meaningful way.

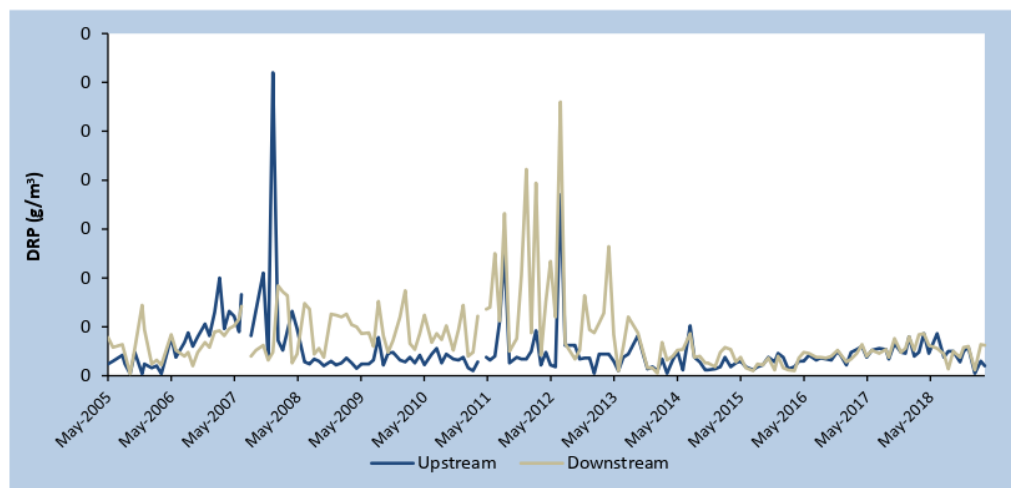


Figure 53: DRP concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019).

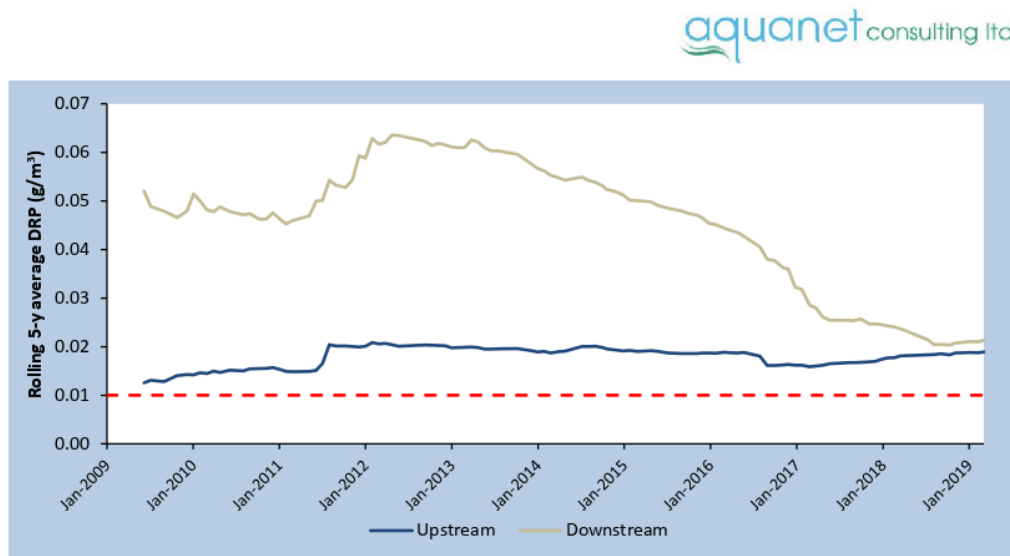


Figure 54: Rolling 5-year DRP concentrations for sites sampled upstream and downstream of the Waipukurau WWTP at flows below $3\times$ median (May 2005 – April 2019). The red dashed line represents the PC6 limit.

4.3.5 *E. coli*

Between May 2005 and April 2019 statistically significant increases in *E. coli* were observed between sites on the Tukituki River upstream and downstream of the Waipukurau WWTP (average increase = 91 CFU/100mL; Wilcoxon signed rank test: $Z = 3.747$, $P < 0.001$) (Figure 55 and Table 13).

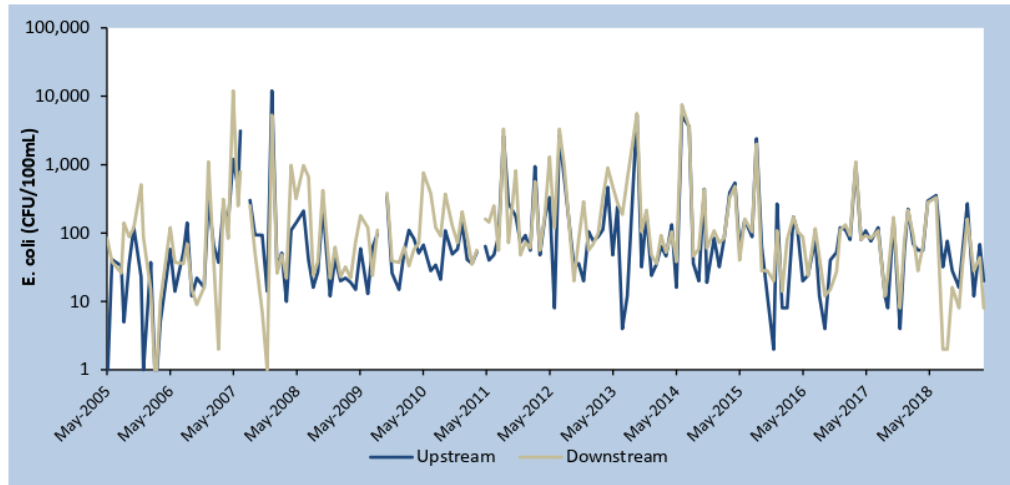


Figure 55: *E. coli* concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019).

The Tukituki River is generally compliant with the PC6 *E. coli* limits both upstream and downstream of the Waipukurau WWTP. Between May 2005 and April 2019, *E. coli* concentrations at flows below the median met the summertime limit of 260 CFU/100mL on all but two occasions at the upstream site (96% compliance) and three occasions at the downstream site (94% compliance) (Figure 56). Furthermore, the other summertime *E. coli* limit of 550 CFU/100mL at flows between the median and 3× median was only exceeded twice at both sites (85% compliance) (Figure 57). The wintertime target of 550 CFU/100mL at flows below 3× median was exceeded twice at the upstream site (96% compliance), but was exceeded a further four times at the downstream site (88% compliance) (Figure 58). However, all exceedances at the downstream site were prior to the WWTP being upgraded in August 2014 (Figure 58). As the available data suggests that *E. coli* in the Tukituki River is now compliant with all three PC6 limits, it is unlikely that the Waipukurau WWTP discharge increases the risk of human health effects, or the risk of the river not meeting the PC6 limits, despite the effluent regularly not complying with *E. coli* consent limits (see Section 4.2.3).

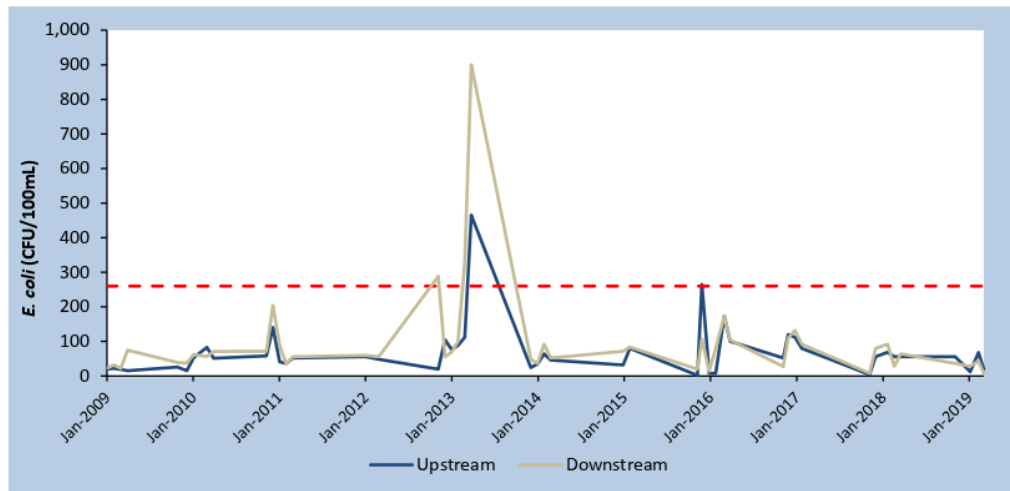


Figure 56: Summertime (November to April inclusive) *E. coli* concentrations for sites sampled upstream and downstream of the Waipukurau WWTP at flows below the median (May 2005 – April 2019). The dashed redline represents the PC6 limit.

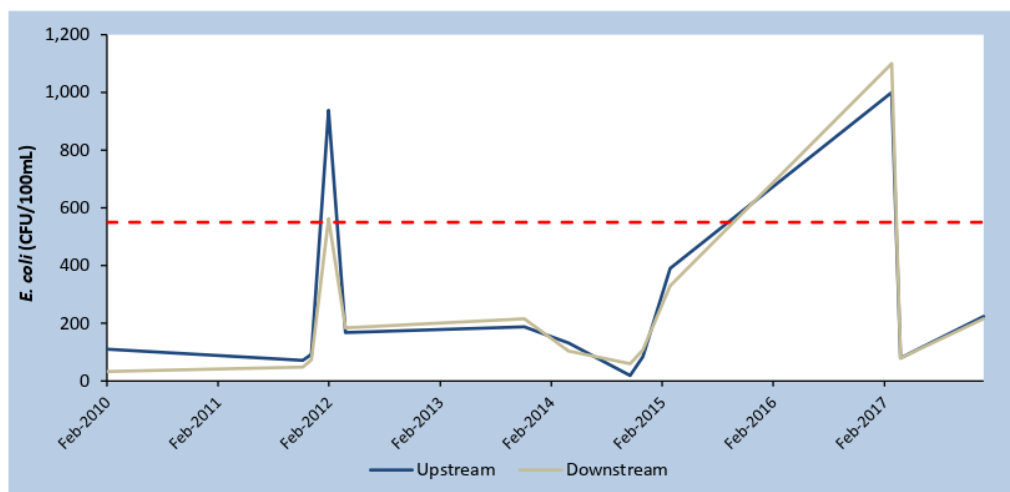


Figure 57: Summertime (November to April inclusive) *E. coli* concentrations for sites sampled upstream and downstream of the Waipukurau WWTP at flows between the median and 3× median (May 2005 – April 2019). The dashed redline represents the PC6 limit.

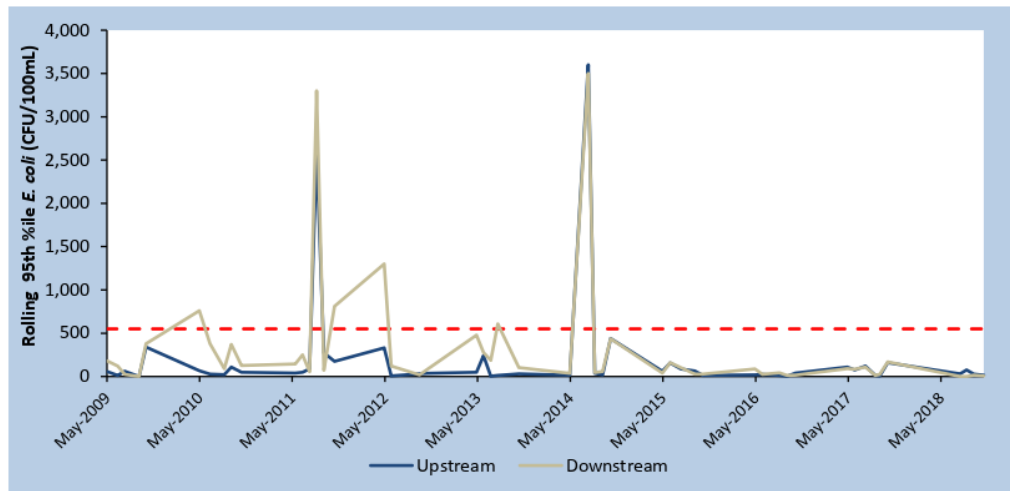


Figure 58: Wintertime (May to October inclusive) *E. coli* concentrations for sites sampled upstream and downstream of the Waipukurau WWTP at flows below $3 \times$ median (May 2005 – April 2019). The dashed redline represents the PC6 limit.

4.3.6 Visual clarity

Between March 2016 when records began, and April 2019, visual clarity did not differ in a statistically significant manner between sites on the Tukituki River upstream and downstream of the Waipukurau WWTP (average $\Delta = +0.3$ m; Wilcoxon signed rank test: $Z = 1.206$, $P = 0.23$) (Figure 59 and Table 13).

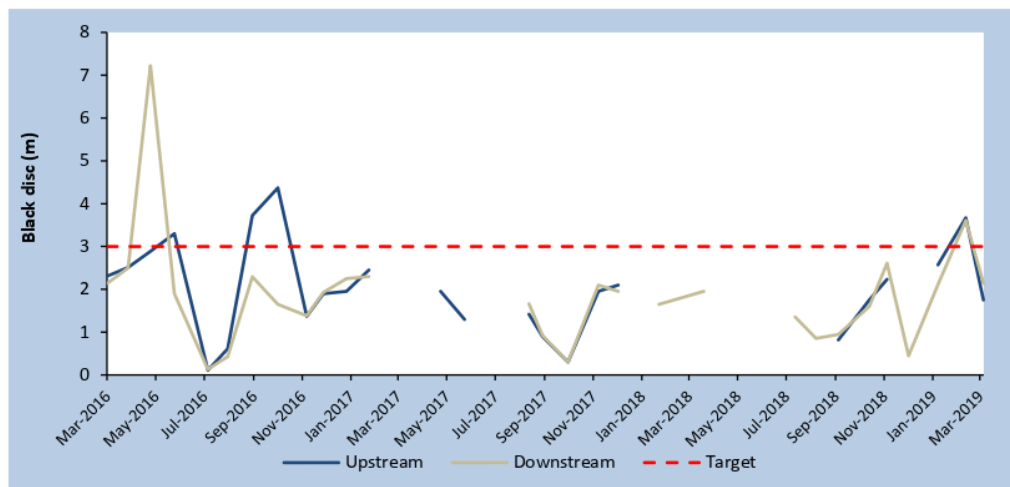


Figure 59: Visual clarity (m) measured with a black disc at sites sampled upstream and downstream of the Waipukurau WWTP (March 2016 – April 2019)

There is insufficient visual clarity data for the Tukituki River at flows below the median to calculate robust 5-year rolling averages that can be assessed against the PC6 indicator of 3.0 metres. However, when individual data points collected across all flows are considered it is likely that the Tukituki River is non-compliant both upstream and downstream of the Waipukurau WWTP, as the indicator has not been met on 23 occasions at the upstream site (15% compliance) and 27 occasions at the downstream site (10% compliance). Furthermore, the Waipukurau WWTP discharge does not generally cause non-compliance with the clarity change limit in PC6 as visual clarity has only reduced by more than 20% at flows below the median on one occasion (95% compliance). As visual clarity does not decrease significantly downstream of the discharge, and is regularly less than three meters at the upstream site, it is unlikely that non-compliance with the effluent TSS consent limit affects the aesthetics of the river in a meaningful way, or affects whether the PC6 water clarity indicator and limit is met.

4.3.7 *Dissolved oxygen*

Between May 2005 and April 2019, statistically significant decreases in DO saturation were not observed between sites on the Tukituki River upstream and downstream of the Waipukurau WWTP (average $\Delta = +1\%$; Wilcoxon signed rank test: $Z = 758$, $P = 0.45$) (Figure 60 and Table 13).

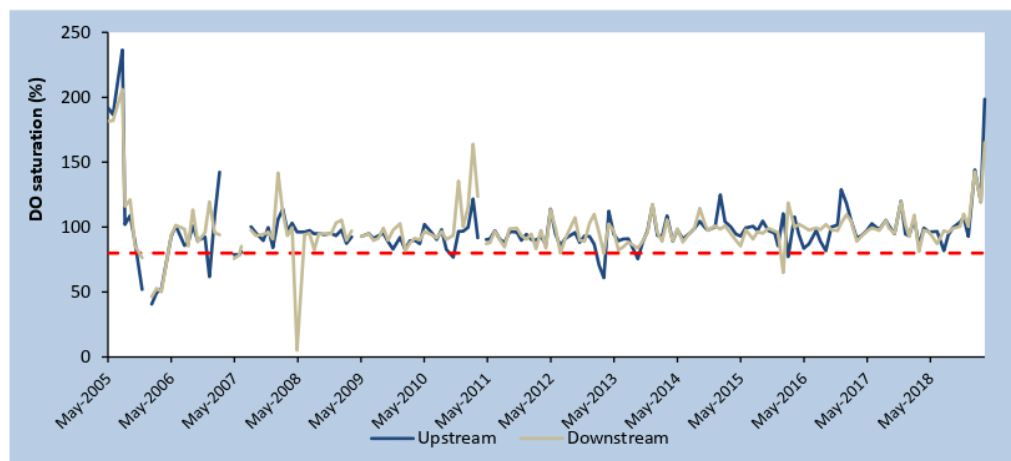


Figure 60: DO saturation for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.



The upstream and downstream monitoring sites met the PC6 limit on all but 12 (93% compliance) and nine occasions respectively (94% compliance) (Figure 60). Thus, compliance with the current effluent cBOD₅ consent limit appears to be sufficient to prevent adverse effects arising from deoxygenation of downstream receiving waters (see Section 4.2.1).

4.3.8 5-day carbonaceous biochemical oxygen demand and particulate organic matter

In the period of May 2005 to April 2019, statistically significant differences in ScBOD₅ and POM concentrations were not observed in the Tukituki River between sites upstream and downstream of the Waipukurau WWTP (Wilcoxon signed rank tests: ScBOD₅ $Z = 0.913$, $P = 0.36$, av. $\Delta = 0.1$ g/m³; POM $Z = 1.069$, $P = 0.29$, av. $\Delta = 0.1$ g/m³) (Figure 28, Figure 29 and Table 13).

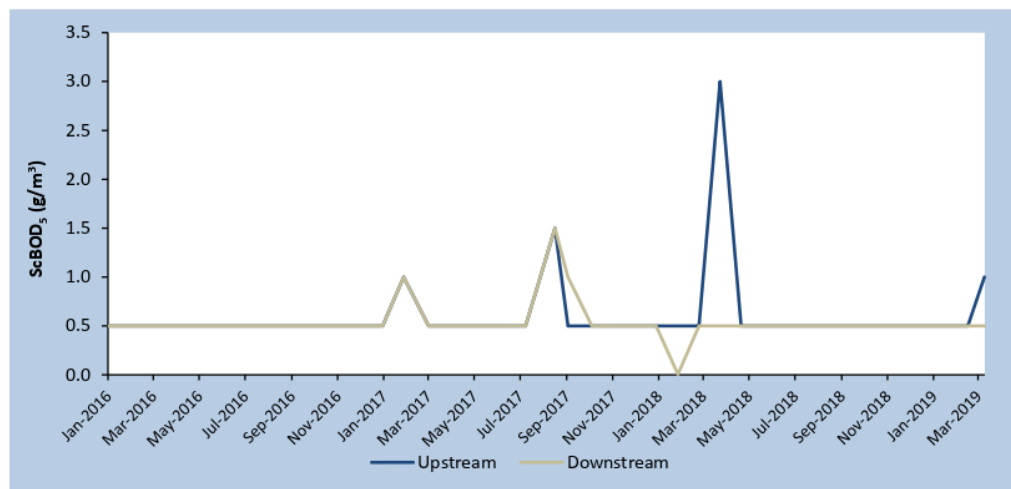


Figure 61: ScBOD₅ concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019).

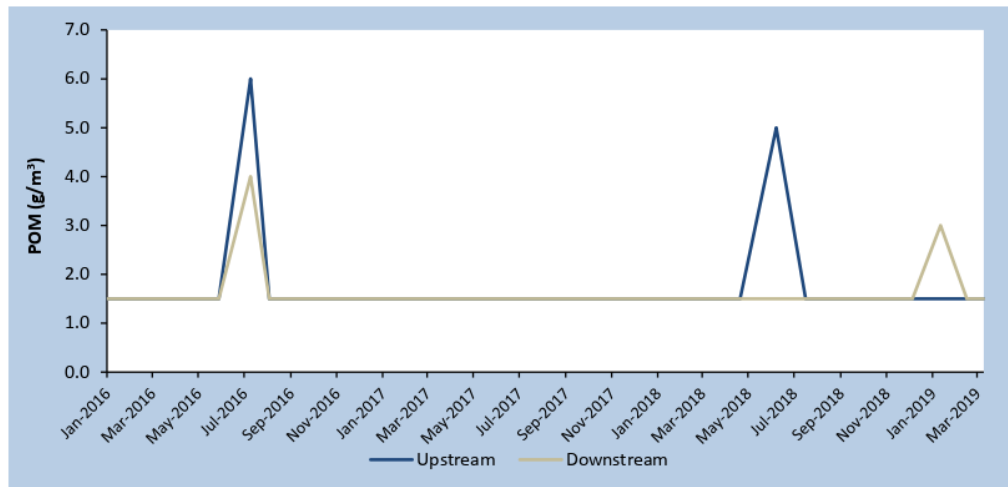


Figure 62: POM concentrations for sites sampled upstream and downstream of the Waipukurau WWTP (May 2005 – April 2019).

As with the Waipawa River, there are insufficient ScBOD₅ and POM data for the Tukituki River at flows below the median to calculate rolling averages that can be assessed against the PC6 limits. However, when an overall average is calculated from all data points collected at flows below the median, both parameters met the limits (Table 15)

Table 15: Assessment of average ScBOD₅ and POM concentrations in the Tukituki River at flows below the median against the PC6 limits.

Parameter	Site	Average conc.	Limit	Compliant
ScBOD ₅ (g/m ³)	U/S	0.71	2	✓
	D/S	0.55		✓
POM (g/m ³)	U/S	1.5	5	✓
	D/S	1.57		✓

4.3.9 *Quantitative macroinvertebrate community index*

Macroinvertebrate data were collected from the Tukituki River in February 2015, March 2017 (Strong, 2015 & 2017b) and February 2019 (Aquanet data for CHBDC) at sites located 50 metres upstream of the discharge, 400 metres downstream and 1,000 metres downstream. While QMCI was reduced by more than 20% between the upstream site and the most downstream site in 2015, in 2017 and 2019 the reduction observed between these sites was ≤10% (Table 16). Furthermore, the maximum reduction observed between the upstream site and the downstream site closest to the discharge was just 6% (Table 16). Thus, it can be concluded that the discharge is generally compliant with the PC6 QMCI limits.



Table 16: Assessment of QMCI data collected in the Tukituki River at sites upstream and downstream of the Waipukurau WWTP discharge against the PC6 limit.

Year	Site	Average QMCI	% change	Limit %Δ	Compliant
2015	50m U/S	5.72	-	20	-
	400m D/S	5.51	-4		✓
	1,000m D/S	4.14	-28		×
2017	50m U/S	5.13	-	20	-
	400m D/S	7.24	+41		✓
	1,000m D/S	6.17	+20		✓
2019	50m U/S	7.1	-	20	-
	400m D/S	6.7	-6		✓
	1,000m D/S	6.4	-10		✓

4.4 Conclusions

Based on monitoring data collected between May 2005 and April 2019, the following conclusions can be made about the Waipukurau WWTP discharge:

- The Waipukurau WWTP discharge frequently did not meet the discharge volume consent limits. This non-compliance was driven by consistently elevated volumes rather than spikes in discharge volume. Thus, to comply with the discharge volume limits, effluent management should focus on reducing the baseline volumes.
- The Waipukurau WWTP discharge did not comply with the effluent quality consent limits for TSS, NH₄-N, DRP and *E. coli*, but the effects of these exceedances on the Tukituki River were likely limited to an increased risk of ammonia toxicity.
- The discharge of NH₄-N to the Tukituki River from the Waipukurau WWTP resulted in the occasional exceedance of the PC6 limit and had the potential to cause chronic (but not acute) toxicity effects.
- Non-compliance with the PC6 NH₄-N limit downstream of the Waipukurau WWTP discharge generally occurred between November and May when flow was below the median. Thus, non-compliances could be avoided by either not discharging to the Tukituki River over the summer period when flows are below the median (or at the very least half median), and/or reducing the concentration of NH₄-N in the discharge by way of additional treatment during this period.
- NO₃-N and DIN in the discharge does not appear to have increased the risk of nitrate toxicity or plant growth in the Tukituki River, or have affected compliance with the PC6 limits for those parameters. The NO₃-N PC6 limits were met both upstream and downstream of the discharge, and nutrient sources other than the WWTP meant that the DIN limit was already exceeded upstream of the discharge. For the PC6 DIN limit to be met downstream of the discharge, concentrations would need to reduce by ~51% (based on data collected between 2016 and 2019). Completely removing the discharge from the river would achieve a ~10% reduction.
- The discharge of DRP from the Waipukurau WWTP is unlikely to have increased the risk of plant growth in the Tukituki River, and had limited influence on the river's compliance



with the PC6 limit, which was already exceeded upstream due to other human activities. Based on the most recent five years of monitoring data, a ~53% reduction in DRP at flows below the median would be needed to meet the PC6 limit downstream of the discharge, and completely removing the discharge from the river would achieve an ~11% reduction.

- TSS and cBOD₅ from the Waipukurau WWTP did not cause a degradation in visual clarity, ScBOD₅, POM or DO saturation in the Tukituki River and did not affect whether the PC6 limits for these parameters were met downstream.
- *E. coli* in the Waipukurau WWTP discharge does not appear to have increased the risk of human health effects in the Tukituki River or the risk of the river not meeting the PC6 *E. coli* limits.
- Macroinvertebrate monitoring data from the Tukituki River suggest that the Waipukurau WWTP discharge was generally compliant with the PC6 QMCI limits.



5 Otane WWTP results

5.1 Effluent quality

The treated wastewater quality data collected by CHBDC between May 2005 and April 2019 are summarised in Table 17 and depicted in Figure 63 to Figure 73.

Table 17: Summary of effluent quality from the Otane oxidation pond, May 2005 – April 2019.

	TSS	cBOD ₅	NH ₄ -N	DRP	<i>E. coli</i>
	(g/m ³)				(CFU/100mL)
Average	45.0	19.3	19.9	4.42	34613
Min	1.5	2.0	0.0	1.13	42
25%ile	24.0	12.0	15.2	3.25	6218
50%ile (median)	35.0	18.0	20.4	4.12	17000
95%ile	120.0	35.0	30.8	7.62	116650
Max	170.0	88.0	37.8	9.11	870000
N. of Samples	362	362	361	360	362
Pre-upgrade lower/upper limit	55/100	30/40	NA	NA	NA
Post-upgrade lower/upper limit	30/50	20/30	30/40	0.25/0.5	800/4000
Pre-upgrade compliance (%)	85/67	100/90	NA	NA	NA
Post-upgrade compliance (%)	55/49	75/61	100/100	3/0	3/0

5.1.1 5-day carbonaceous biochemical oxygen demand

The Otane WWTP is generally compliant with the cBOD₅ effluent consent limits. Between May 2005 and April 2019, cBOD₅ concentrations never exceeded the pre-upgrade lower limit of 30 g/m³ more than 15 times in a 48-week period (100% compliance), but the post-upgrade lower limit of 20 g/m³ was exceeded more than 15 times in 90 48-week periods (75% compliance) (Figure 64 and Table 17). However, all instances of non-compliance occurred prior to May 2010 (Figure 64). The pre-upgrade (39 g/m³) and post-upgrade (30 g/m³) upper limits were exceeded in 34 (90% compliance) and 138 (61% compliance) 48-week periods (Table 17), but with the exception of a short period in late 2018 when the post upgrade limit was not met, non-compliances ceased in 2010 (Figure 65).

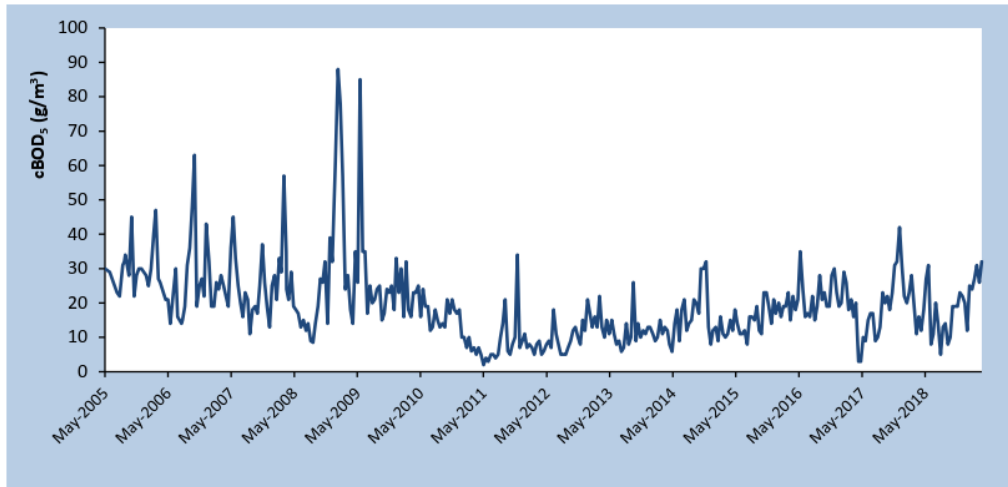


Figure 63: cBOD₅ concentrations from the Otane oxidation pond prior to discharge (May 2005 – April 2019).

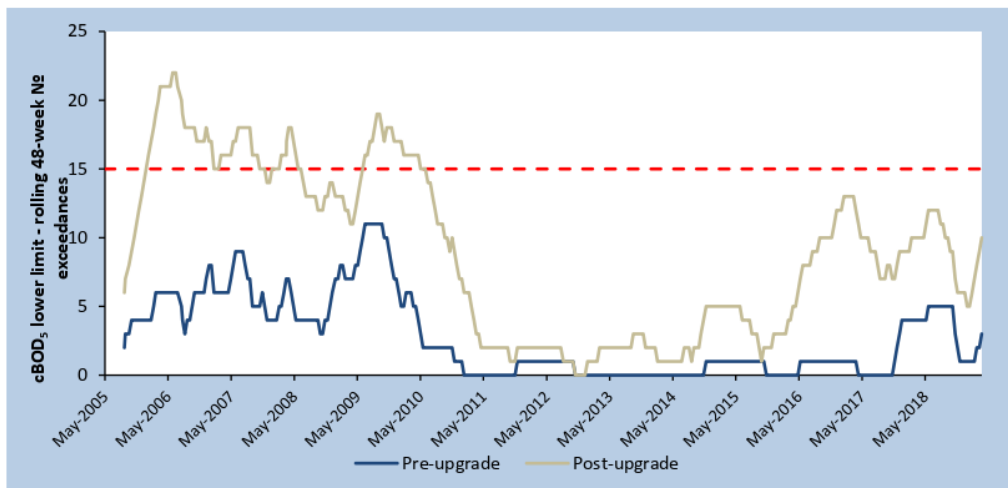


Figure 64: The number of times in each 48-week period that the pre-upgrade and post-upgrade lower consent limits for cBOD₅ were exceeded. The red dashed line represents the allowable number of exceedances.

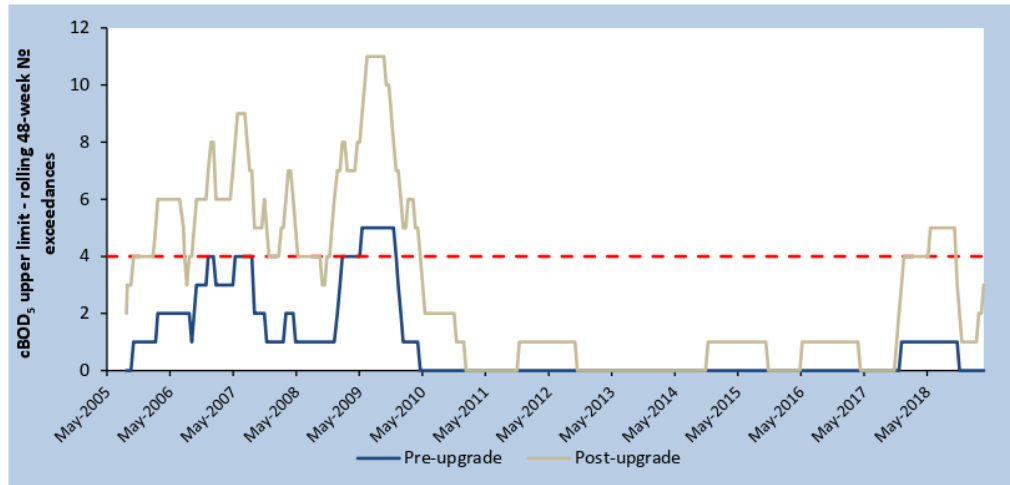


Figure 65: The number of times in each 48-week period that the pre-upgrade and post-upgrade upper consent limits for cBOD₅ were exceeded. The red dashed line represents the allowable number of exceedances.

5.1.2 *Total suspended solids*

Both the pre-upgrade and post-upgrade TSS consent limits were generally not complied with. Between May 2005 and April 2019, TSS concentrations exceeded the pre-upgrade (55 g/m³) and post-upgrade (30 g/m³) lower limits more than 15 times in 52 (85% compliance) and 158 (55% compliance) 48-week periods respectively, with the most recent non-compliance of the post-upgrade lower limit occurring in May 2018 (Figure 67). The pre-upgrade (100 g/m³) and post-upgrade (50 g/m³) upper limits were exceeded in 117 (67% compliance) and 180 (49% compliance) 48-week periods respectively, with the post-upgrade limit being breached multiple times in the last 18 months (Figure 68).

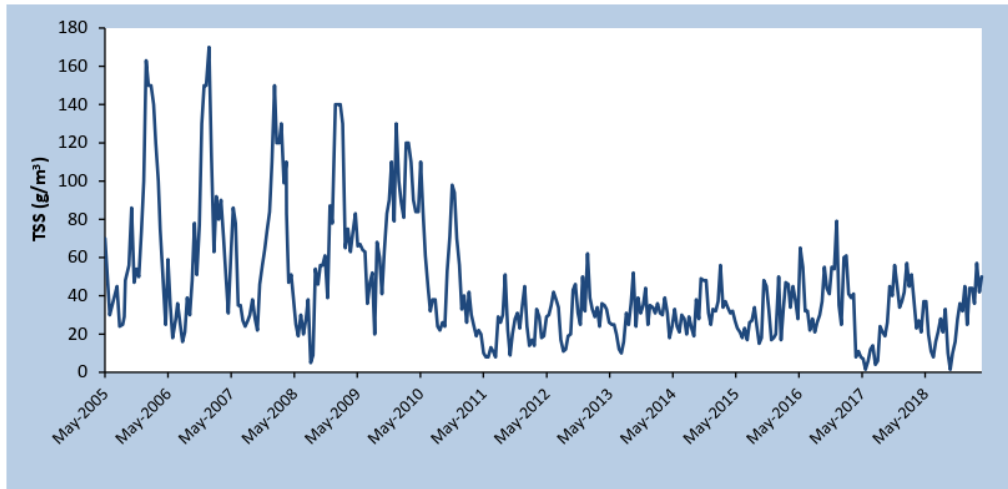


Figure 66: TSS concentrations from the Otane oxidation pond prior to discharge (May 2005 – April 2019)

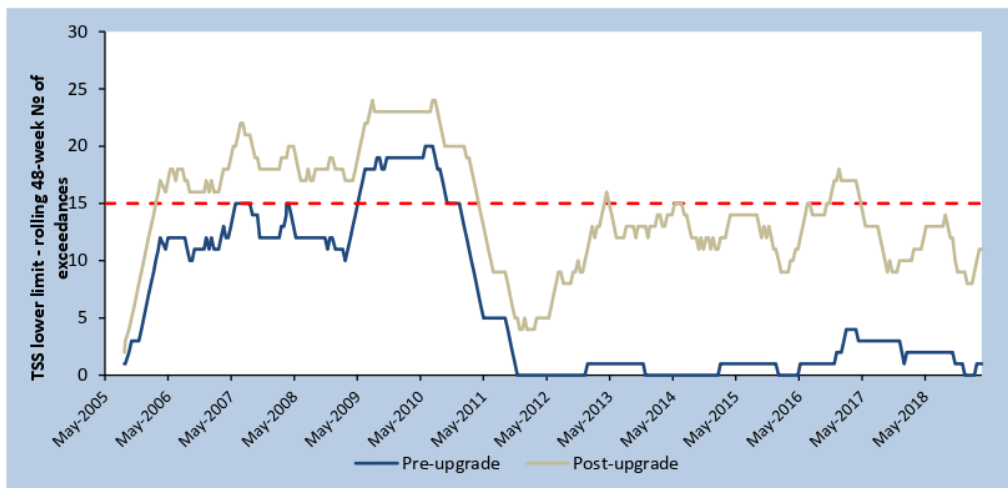


Figure 67: The number of times in each 48-week period that the pre-upgrade and post-upgrade lower consent limits for TSS were exceeded. The red dashed line represents the allowable number of exceedances.

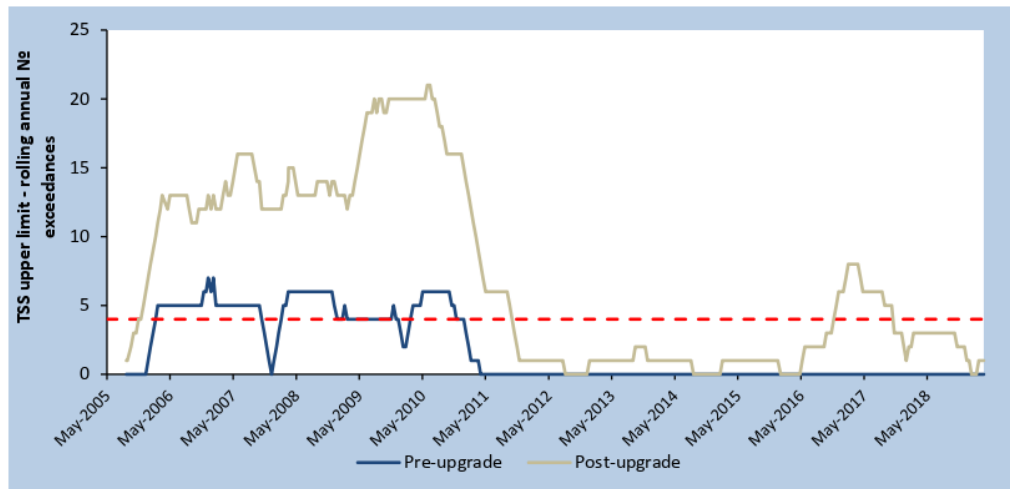


Figure 68: The number of times in each 48-week period that the pre-upgrade and post-upgrade upper consent limits for TSS were exceeded. The red dashed line represents the allowable number of exceedances.

5.1.3 *Ammoniacal nitrogen, dissolved reactive phosphorus and E. coli*

DRP and *E. coli* concentrations in the Otane WWTP discharge do not comply with the limits in the conditions of the consent. Between May 2005 and April 2019, concentrations both parameters regularly exceeded the lower (Figure 69) and upper limits (Figure 70) more frequently than allowed by the consent (15 and 4 times in a 48 week period respectively), and the rate of compliance was less than 5% for all specified limits (Table 17). In contrast, $\text{NH}_4\text{-N}$ concentrations in the discharge always complied with the lower (Figure 69) and upper (Figure 70) consent limits (Table 17). There is no obvious trends in DRP, *E. coli* or $\text{NH}_4\text{-N}$ concentrations in the discharge (Figure 71, Figure 72 and Figure 73).

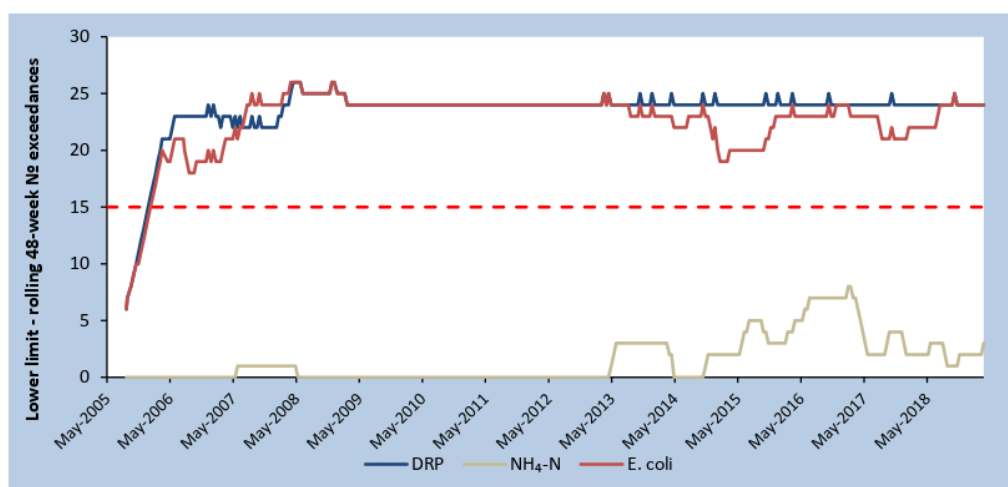


Figure 69: The number of times in each 48-week period that the post-upgrade lower consent limits for DRP, NH₄-N and *E. coli* were exceeded. The red dashed line represents the allowable number of exceedances.

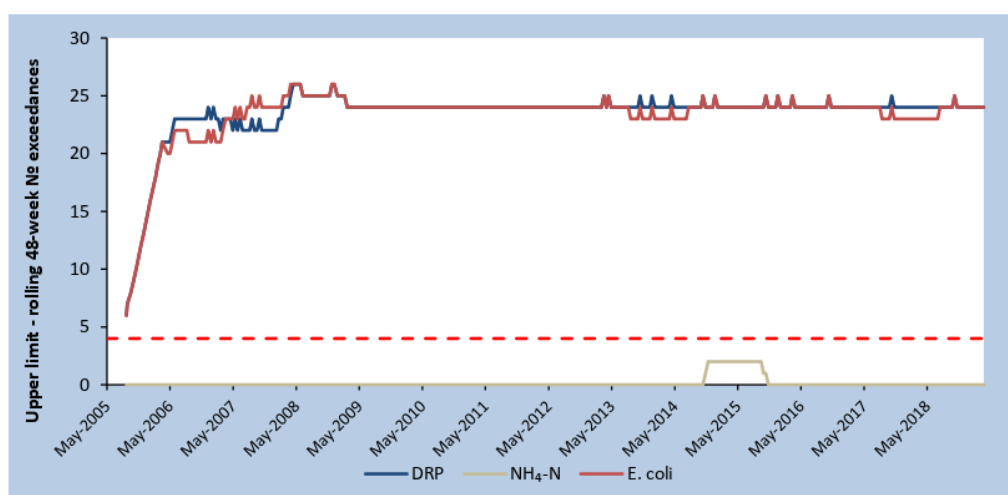


Figure 70: The number of times in each 48-week period that the post-upgrade upper consent limits for DRP, NH₄-N and *E. coli* were exceeded. The red dashed line represents the allowable number of exceedances.

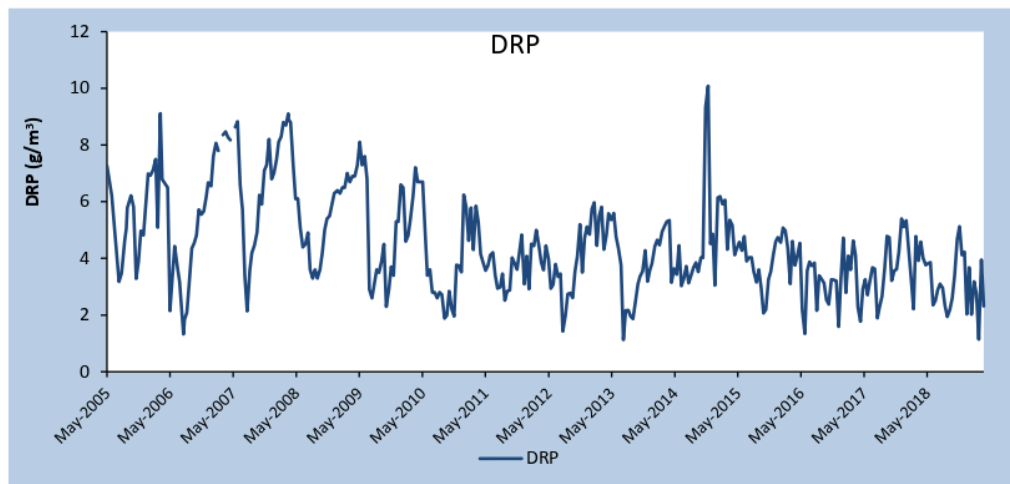


Figure 71: DRP concentrations from the Otane oxidation pond prior to discharge (May 2005 – April 2019)

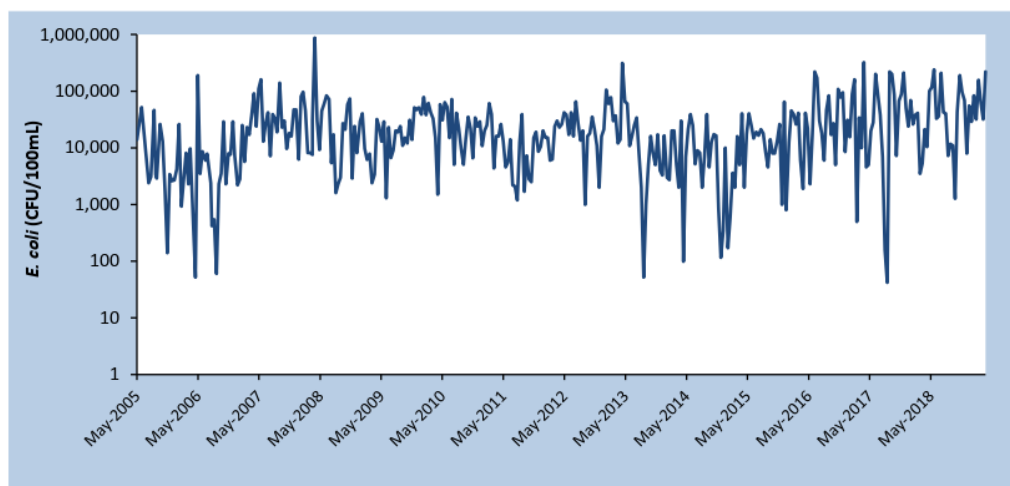


Figure 72: *E. coli* concentrations from the Otane oxidation pond prior to discharge (May 2005 – April 2019)

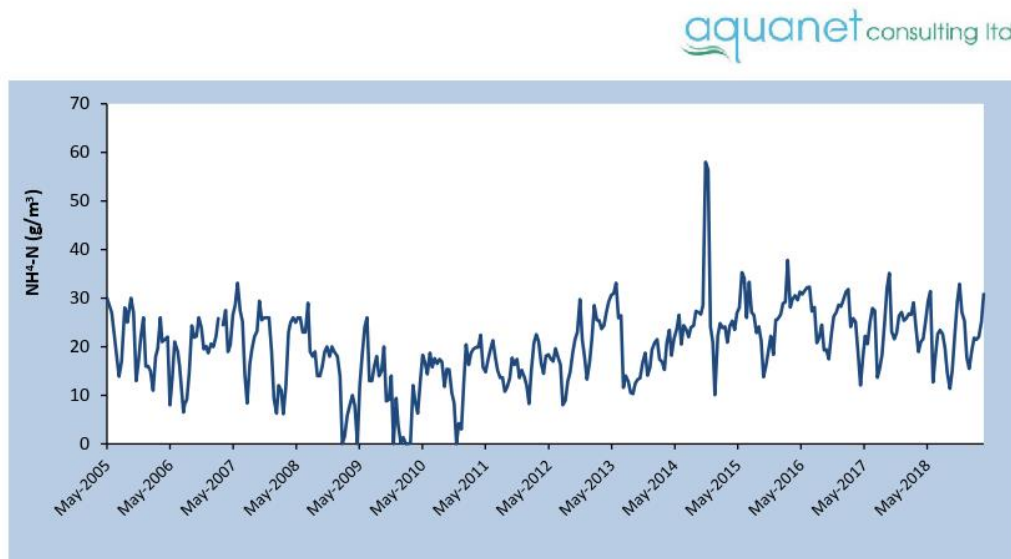


Figure 73: NH₄-N concentrations from the Otane oxidation pond prior to discharge (May 2005 – April 2019).

5.2 In-stream water quality

Water quality data collected between May 2005 and April 2019 upstream and downstream of where the Otane WWTP discharge enters the Te Aute Drain are presented in Figure 74 to Figure 85. Key water quality parameters are summarised and assessed against the relevant PC6 limits/targets in Table 18.



Table 18: Summary of key water quality determinants measured in the Te Aute Drain upstream and downstream of the Otane WWTP discharge, and assessment against PC6 limits/targets. May 2005 – April 2019. The most relevant assessment statistics are shaded.

Para.	Unit	PC6 limit	Statistic	Applicable Flow	Site	Av.	Min.	Med.	95 th %ile	N. samples	OP Target met?
NH ₃ -N	ppb	12.22	95 th %ile.	All flows	U/S	3.43	0.02	1.25	13.18	95	×
					D/S	3.49	0.04	0.82	13.33	95	×
DIN	g/m ³	0.8	Av.	All flows	U/S	1.00	0.02	0.44	3.52	58	×
					D/S	1.08	0.02	0.43	4.37	58	×
NO ₃ -N	g/m ³	3.6	Median	All flows	U/S	0.75	0.01	0.10	3.32	58	✓
		5.8	95 th %ile		D/S	0.83	0.01	0.13	3.66	58	✓
DRP	g/m ³	0.01	Av.	<3× median	U/S	0.184	0.008	0.110	0.524	94	×
				<3× median	D/S	0.202	0.011	0.140	0.535	95	×
cBOD ₅	g/m ³	2 (5cBOD ₅)	Av.	<median	U/S	2.2	0.5	1.5	4.6	69	✓
				<median	D/S	1.9	0.5	1.5	4.0	69	✓
<i>E. coli</i>	MPN/100 mL	260	95 th %ile	< median Summ.	U/S	910	1	51	1770	94	✓
		550		Median – 3× median Summ. <3× median Wint.	D/S	1072	1	60	1230	95	✓

5.2.1 Ammoniacal nitrogen

Between May 2005 and April 2019, NH₄-N concentrations did not differ in a statistically significant manner between sites on the Te Aute Drain upstream and downstream of the Otane WWTP discharge (average $\Delta = +0.06$ g/m³; Wilcoxon signed rank test: $Z = 0.687$, $P = 0.49$) (Figure 74 and Table 18).

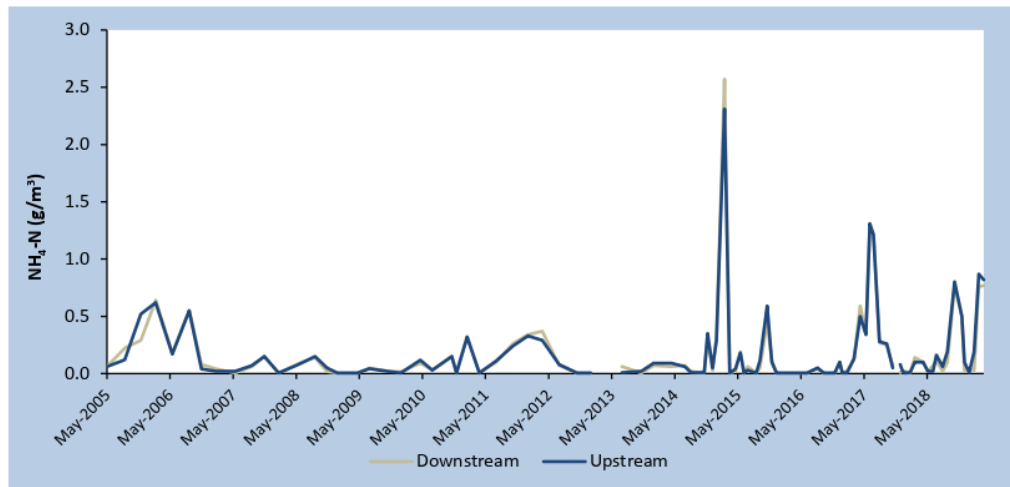


Figure 74: $\text{NH}_4\text{-N}$ concentrations for sites sampled upstream and downstream of the Otane WWTP (May 2005 – April 2019).

Since 2014 (when monthly water quality sampling began), rolling 12-month 95th percentile $\text{NH}_3\text{-N}$ concentrations in the Te Aute Drain have exceeded the PC6 limit⁷ of 12.2 ppb 14 times, both upstream and downstream of the Otane WWTP discharge (75% compliance) (Figure 75 and Table 18). This suggests that there is a potential risk of adverse effects on aquatic life in the drain due to ammonia toxicity. However, as exceedances of the PC6 limit occur at the same frequency upstream and downstream of the Otane WWTP and $\text{NH}_4\text{-N}$ concentrations do not differ significantly between sites, is unlikely to be the discharge that is causing concentrations in the Te Aute Drain to exceed the limit; rather it is activities further upstream. Thus, compliance with the current effluent $\text{NH}_4\text{-N}$ consent limit appears to be sufficient to prevent adverse effects arising from ammonia toxicity (see Section 5.1.3).

⁷ When converted to $\text{NH}_3\text{-N}$ based on pH and temperature

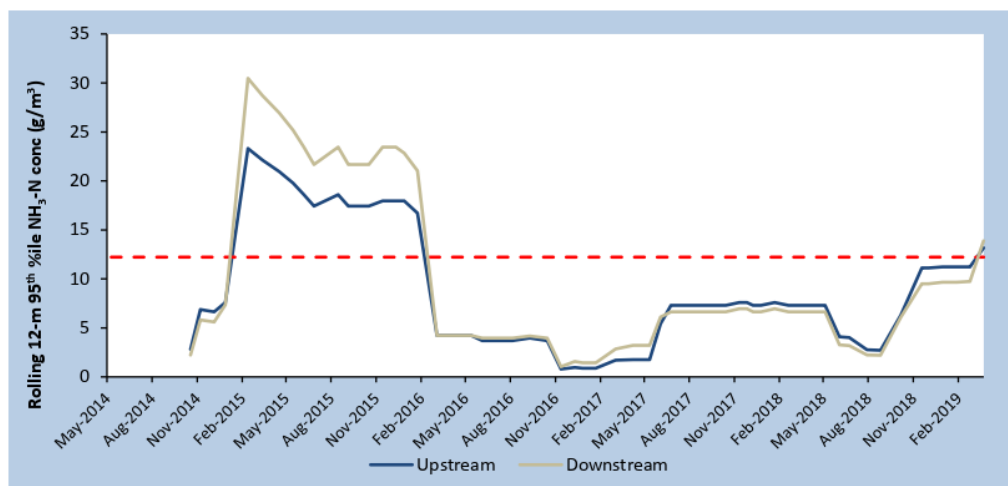


Figure 75: Rolling 12-month 95th percentile $\text{NH}_3\text{-N}$ concentrations for sites sampled upstream and downstream of the Otane WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

5.2.2 Nitrate nitrogen

Between May 2005 and April 2019 small but statistically significant increases in $\text{NO}_3\text{-N}$ concentrations were observed between sites on the Te Aute Drain upstream and downstream of the Otane WWTP (average increase = 0.08 g/m^3 ; Wilcoxon signed rank test: $Z=2.71$, $P=0.007$) (Figure 76 and Table 18).

$\text{NO}_3\text{-N}$ concentrations in the Te Aute Drain were consistently below the PC6 rolling 12-month median limit both upstream and downstream of the Otane WWTP (Figure 77), and were 87% and 85% compliant with the 95th percentile limit at the upstream and downstream sites respectively (Figure 78). As $\text{NO}_3\text{-N}$ concentrations were generally compliant with the PC6 limits and most exceedances were observed at both the upstream and downstream sites, the risk of nitrate in the discharge causing toxicity effects on aquatic fauna in the Te Aute Drain is very low.

It should be noted that effluent from the Otane WWTP discharges to the Te Aute Drain via a long lateral drain, and $\text{NH}_4\text{-N}$ rather than $\text{NO}_3\text{-N}$ is the predominate nitrogen species in wastewater. Thus, it is entirely possible that the observed differences in $\text{NO}_3\text{-N}$ concentration between the upstream and downstream sites was the result of diffuse discharges to the lateral drain from the surrounding intensive land-use, rather than the WWTP discharge.

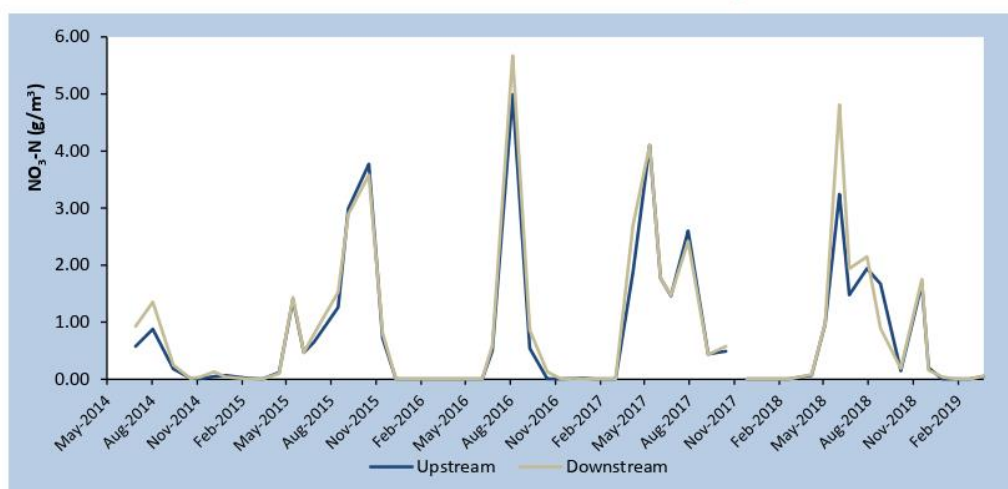


Figure 76: NO₃-N concentrations for sites sampled upstream and downstream of the Otane WWTP (May 2005 – April 2019)

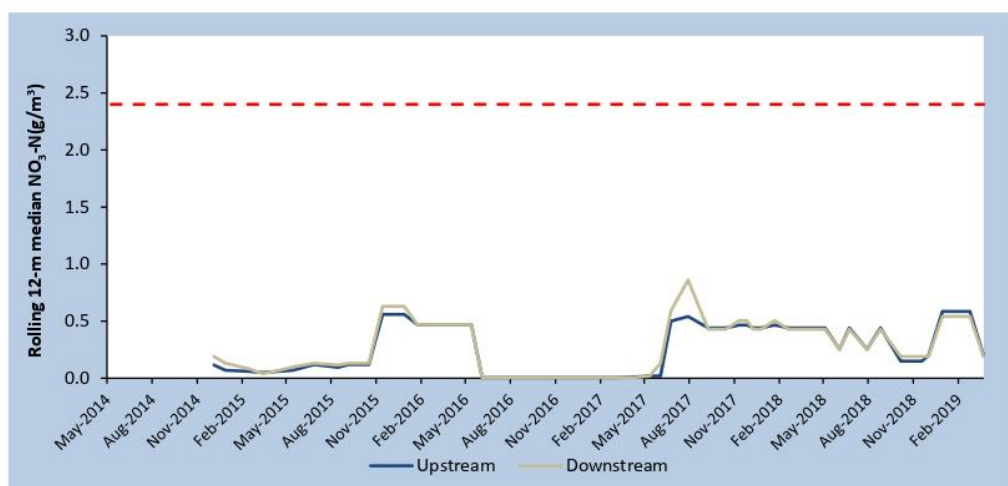


Figure 77: Rolling 12-month median NO₃-N concentrations for sites sampled upstream and downstream of the Otane WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

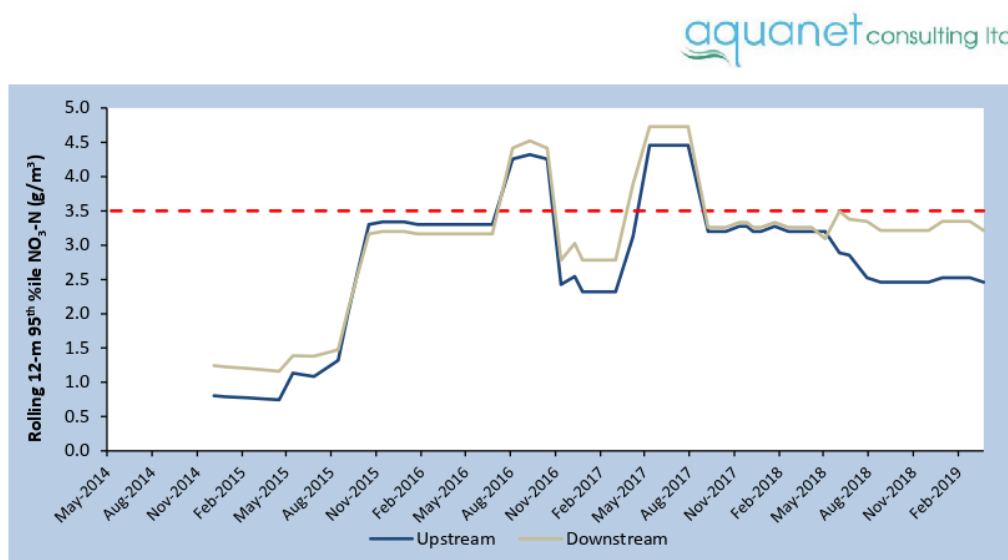


Figure 78: Rolling 12-month 95th percentile NO₃-N concentrations for sites sampled upstream and downstream of the Otane WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

5.2.3 *Dissolved inorganic nitrogen*

Between May 2005 and April 2019, small but statistically significant increases in DIN were observed between sites on the Te Aute Drain upstream and downstream of the Otane WWTP (average increase = 0.08 g/m³; Wilcoxon signed rank test: $Z = 2.101$, $P = 0.04$) (Figure 79 and Table 18).

Since November 2014, rolling 5-year average DIN concentrations in the Te Aute Drain have frequently exceeded the PC6 limit of 0.8 g/m³ both upstream and downstream of the Otane WWTP discharge (Figure 80). The consistent exceedances of the limit at the upstream site suggests that it is not NH₄-N or NO₃-N in the Otane WWTP discharge that is causing DIN concentrations in the Te Aute Drain to exceed the limit; rather it is activities further upstream. In order to meet the PC6 DIN limit, concentrations downstream of the discharge would need to reduce by ~25% (based on the most recent five years of monitoring data), and completely removing the discharge from the drain would achieve a ~7% reduction.

The Te Aute Drain is a macrophyte dominated system, and DIN concentrations upstream are already sufficiently high to facilitate nuisance growths. Thus, the small increases in DIN concentration caused by the Otane WWTP discharge is unlikely to increase macrophyte biomass.

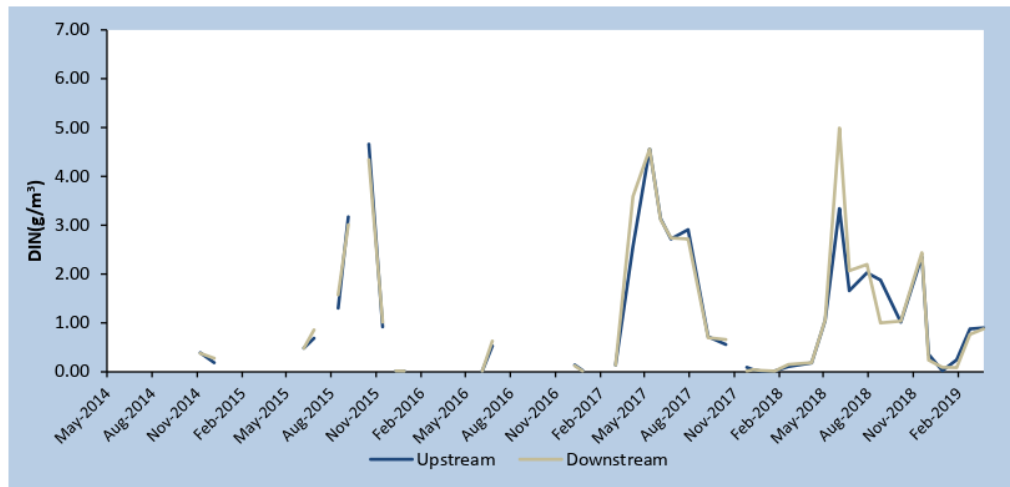


Figure 79: DIN concentrations for sites sampled upstream and downstream of the Otane WWTP (May 2005 – April 2019)

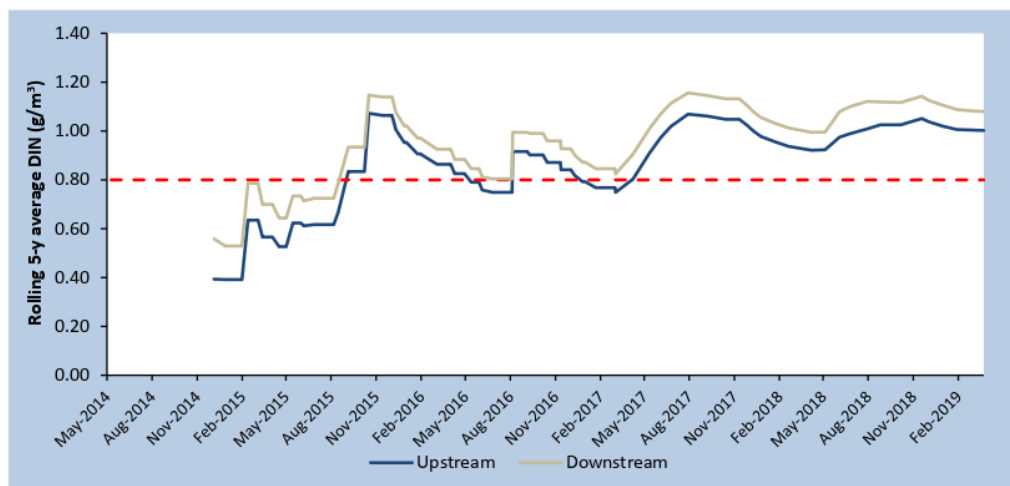


Figure 80: Rolling 5-year DIN concentrations for sites sampled upstream and downstream of the Otane WWTP (May 2005 – April 2019). The red dashed line represents the PC6 limit.

5.2.4 *Dissolved reactive phosphorus*

Statistically significant increases in DRP concentrations were observed between sites on the Te Aute Drain upstream and downstream of the Otane WWTP in the period May 2005 to April 2019 (average increase = 0.019 g/m³; Wilcoxon signed rank test: $Z = 4.69$, $P < 0.001$) (Figure 81).



Rolling 5-year average DRP concentrations in the Te Aute Drain at flows below $3 \times$ median have consistently exceeded the PC6 limit of 0.015 g/m^3 both upstream and downstream of the downstream discharge since 2009 (Figure 82). As with DIN, exceedances of the DRP limit at the upstream site suggests it is activities further upstream that it is driving non-compliance in the Te Aute Drain rather than the Otane WWTP discharge and increases in DRP concentration caused by the discharge are unlikely to increase macrophyte biomass. Thus, while DRP in the discharge from the Otane WWTP may not comply with effluent consent limits (see Section 5.1.3), it is not affecting the Te Aute Drain in a meaningful way. Based on the most recent five years of monitoring data, a ~93% reduction in DRP downstream of the discharge at flows below the median would be needed to meet the PC6 limit, and completely removing the discharge from the drain would achieve a ~9% reduction.

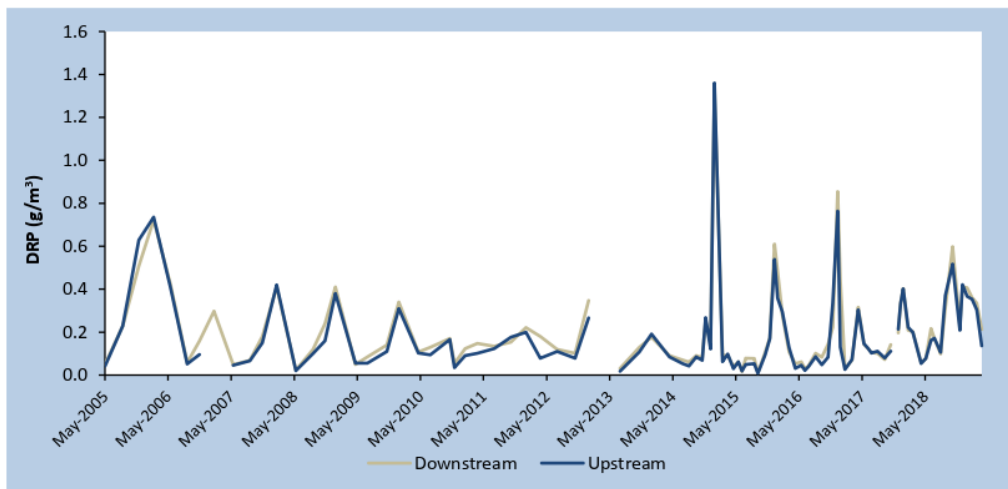


Figure 81: DRP concentrations for sites sampled upstream and downstream of the Otane WWTP (May 2005 – April 2019).

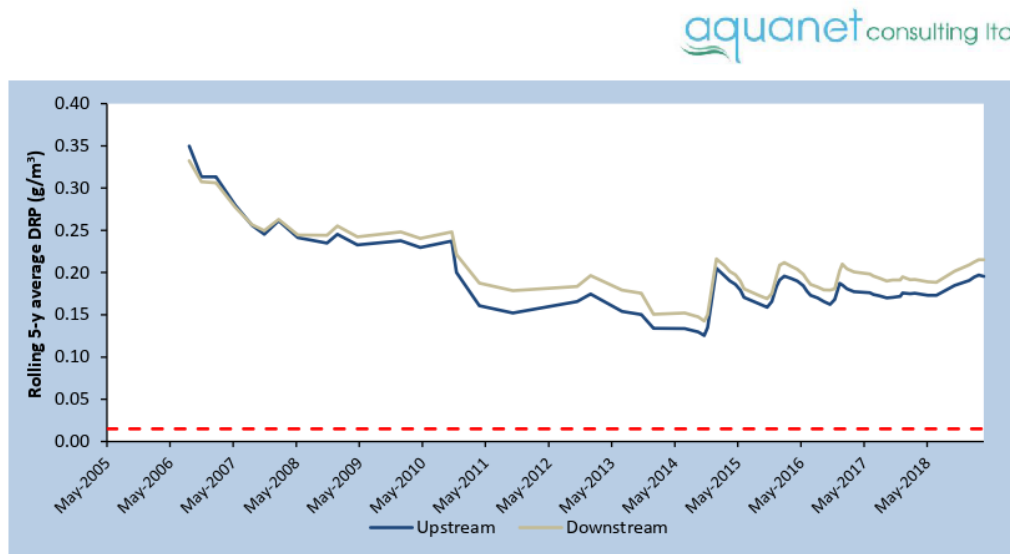


Figure 82: Rolling 5-year DRP concentrations for sites sampled upstream and downstream of the Otane WWTP at flows below $3\times$ median (May 2005 – April 2019). The red dashed line represents the PC6 limit.

5.2.5 *E. coli*

Between May 2005 and April 2019 *E. coli* concentrations did not differ in a statistically significant manner between sites on the Te Aute Drain upstream and downstream of the Otane WWTP (average $\Delta = 162$ CFU/100mL; Wilcoxon signed rank test: $Z = 1.227$, $P = 0.22$) (Figure 83 and Table 18).

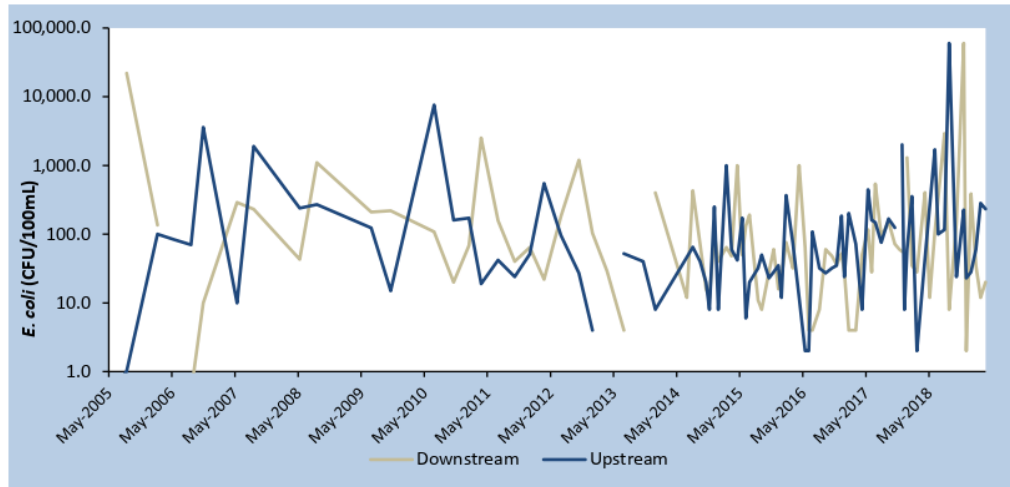


Figure 83: *E. coli* concentrations for sites sampled upstream and downstream of the Otane WWTP (May 2005 – April 2019).

The Te Aute Drain is generally compliant with the PC6 *E. coli* limits both upstream and downstream of the Otane WWTP. Between May 2005 and April 2019 *E. coli* concentrations at flows below the median met the summertime limit of 260 CFU/100mL on all but two occasions at the upstream site (94% compliance) and four occasions at the downstream site (88% compliance) (Figure 84)⁸. Furthermore, the wintertime target of 550 CFU/100mL at flows below 3× median was met on all but one occasion both upstream and downstream of the discharge (97% compliance). As the available data suggests that *E. coli* in the Te Aute Drain is generally compliant with the PC6 limits downstream of the Otane WWTP and that the discharge does not increase concentrations significantly, it is unlikely to increase the risk of human health effects in the Te Aute Drain or the risk of the stream not meeting the PC6 limits, despite the Otane WWTP regularly not complying with effluent *E. coli* consent limits (see Section 5.1.3).

⁸ Data cannot be assessed against the other summertime target of 550 CFU/100mL as only three samples have been collected between November and April when flow was between the median and 3× median.

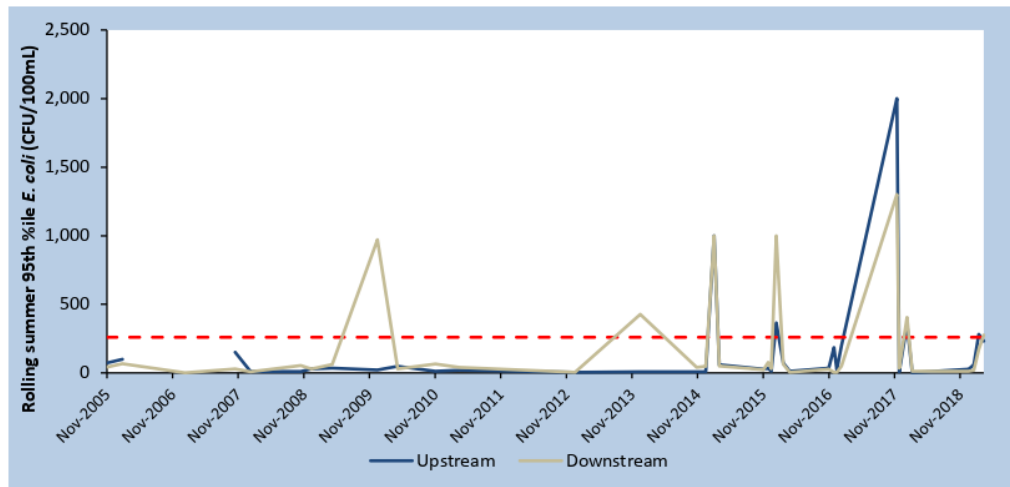


Figure 84: Summertime (November to April inclusive) *E. coli* concentrations for sites sampled upstream and downstream of the Otane WWTP at flows below the median (May 2005 – April 2019). The dashed redline represents the PC6 limit.

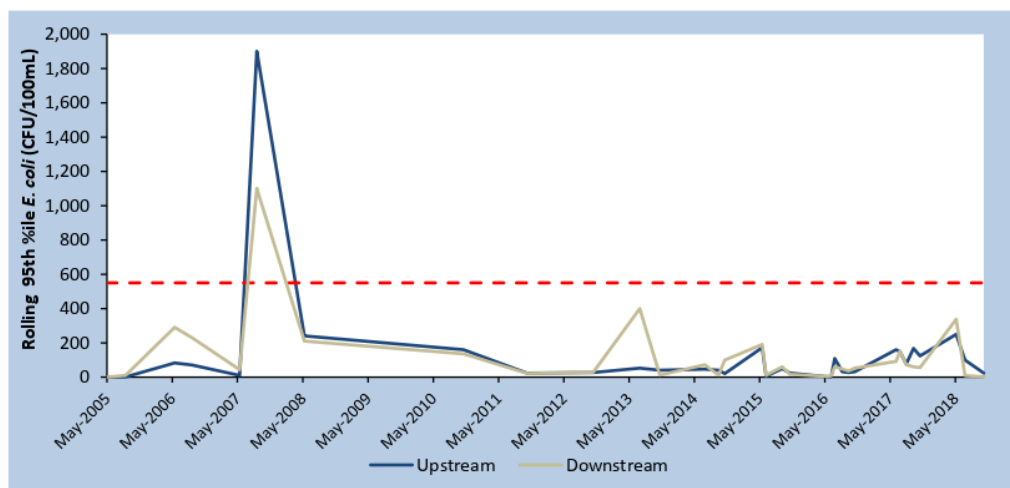


Figure 85: Wintertime (May to October inclusive) *E. coli* concentrations for sites sampled upstream and downstream of the Otane WWTP at flows below 3× median (May 2005 – April 2019). The dashed redline represents the PC6 limit.



5.2.6 Visual clarity, 5-day carbonaceous biochemical oxygen demand and particulate organic matter

Visual clarity, ScBOD₅ and POM have not been monitored in the Te Aute Drain upstream and downstream of the discharge. Thus, a quantitative assessment against the PC6 limits for these parameters is not possible. However, cBOD₅, which includes ScBOD₅, has been monitored, and the available data indicates that concentrations do not change significantly between sites upstream and downstream of the discharge (Wilcoxon signed rank tests: $Z = 1.887$, $P = 0.06$, $\text{av. } \Delta = -0.1 \text{ g/m}^3$), and that average concentrations at both sites at flows below the median are only just above the PC6 target for ScBOD₅ (upstream = 2.54 g/m^3 ; downstream = 2.02 g/m^3). Thus, it is unlikely that the discharge is causing the PC6 limits for ScBOD₅ to be exceeded in the Te Aute Drain.

5.2.7 Quantitative macroinvertebrate community index

It is my understanding that recent macroinvertebrate data does not exist for the Te Aute Drain near the Otane WWTP discharge, and that data is limited to semi quantitative macroinvertebrate community index (SQMCI) scores recorded at sites 50 metres upstream and downstream of the discharge in March 2006 and March 2009 (Strong 2006 & 2009). Those somewhat old data indicate that the Otane WWTP discharge was compliant with the PC6 QMCI limits at the time of collection, as the maximum reduction in SQMCI observed between sites was 17% (Table 19).

Table 19: Assessment of SQMCI data collected in the Te Aute Drain at sites upstream and downstream of the Otane WWTP discharge against the PC6 limit.

Year	Site	Average SQMCI	%Δ	Limit %Δ	Compliant
2006	50m U/S	3.66	N/A	20	-
	400m D/S	3.95	-8		✓
2009	50m U/S	3.51	N/A		-
	400m D/S	2.93	-17		✓

5.3 Conclusions

Monitoring data collected for the Otane WWTP between May 2005 and April 2019 suggests:

- The Otane WWTP discharge did not comply with the effluent quality limits for TSS, DRP and *E. coli*. However, this non-compliance does not appear to have had a meaningful effect on water quality and ecology in the Te Aute Drain.
- The discharge of NH₄-N and NO₃-N from the Otane WWTP did not increase the risk of ammonia/nitrate toxicity effects or plant growth in the Te Aute Drain, and exceedances of the PC6 limits for DIN, NH₄-N and NO₃-N appear to be have been driven by activities upstream rather than the discharge. In order to meet the PC6 DIN limit, concentrations downstream of the discharge would need to reduce by ~25% (based on the most recent five years of monitoring data). Completely removing the discharge from the drain would achieve a ~7% reduction.



- The discharge of DRP from the Otane WWTP did not increase the risk of plant growth in the Te Aute Drain, and had little influence on the drain's compliance with the PC6 limit, which was already exceeded upstream of the discharge due to other human activities. Based on the most recent five years of monitoring data, a ~93% reduction in DRP downstream of the discharge at flows below the median would be needed to meet the PC6 limit, and completely removing the discharge from the drain would achieve a ~9% reduction.
- *E. coli* in the Otane WWTP discharge did not increase the risk of human health effects in the Te Aute Drain or the risk of the stream not meeting the PC6 *E. coli* limits.
- TSS and cBOD₅ from the Otane WWTP are unlikely to have resulted in the PC6 ScBOD₅ limit being exceeded in the Te Aute Drain. However, an absence of monitoring data means its effects on instream visual clarity and POM are unclear.
- The limited macroinvertebrate monitoring data available for the Te Aute Drain indicate that the Otane WWTP discharge was compliant with the PC6 QMCI limits.

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A handwritten signature in black ink, appearing to read "Michael Greer", written in a cursive style.

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**MEMORANDUM****Job 10584**

To: Darren de Klerk (CHBDC)

From: Hamish Lowe (LEI)

Date: 11 June 2019

Subject: Engagement and consultation strategy to develop long term sustainable wastewater infrastructure for Central Hawke's Bay District Council (CHBDC) communities.

This memorandum summarises the process that Central Hawke's Bay District Council (CHBDC) have followed to develop a solution for addressing an Environment Court Order concerning consent breaches at the Waipawa Wastewater Treatment Plant (**Waipawa WWTP**). It also sets out forward steps proposed.

BACKGROUND

On 31 July 2017 the Environment Court made Enforcement Orders (**Original Orders**) in relation to the Waipawa WWTP plant not meeting discharge consent requirements. Further to the Original Orders, on 26 July 2018 the Court made **Supplementary Orders**. The Supplementary Orders permanently suspended paragraphs 16 to 20 of the Original Orders, required further monitoring of the Waipawa WWTP until 31 May 2019, and required a report to the Court by no later than 30 June 2019.

Amongst other instructions, the Supplementary Orders state the following:

4. *By no later than 30 June 2019, CHBDC shall provide a report to the Court and the HBRC which shall, as a minimum, address:*
 - (a) *The wastewater treatment solution the CHBDC proposes to implement for wastewater from Waipawa and the technical rationale for same;*
 - (b) *The process and time frame for implementation, including whether any new consents or changes to conditions of consent are required to implement the wastewater solution and the estimated time frame for preparing and lodging any applications for same;*
 - (c) *The estimated cost of implementing the wastewater solution; and*
 - (d) *The proposed process and timing for securing the funding necessary to implement the wastewater solution.*

Unless the Court makes an order to the contrary, CHBDC shall implement the proposed wastewater solution as soon as reasonably practicable.



OVER-ARCHING WASTEWATER STRATEGY

Communities

In mid-2018 CHBDC decided that wastewater management required a fresh approach and there was appetite and need to look at the bigger picture of what is suitable for the Waipawa WWTP discharge. This required thinking beyond just managing consent compliance, but rather how the Council was managing wastewater.

This led to the establishment of an internal council project to consider wastewater management, not just for Waipawa, but other communities in the District. It was appreciated that the issues facing **Waipawa** were similar to those facing **Waipukurau**, and ultimately other communities in the district would face similar issues, leading to an opportunity to consider wastewater management at one time.

To assist with engagement, a Consultation Strategy was developed to help shape and inform discussion. A copy is attached in **Appendix 1**. While largely an internal guidance document, it details key principles of robust and meaningful consultation, particularly with the Resource Management Act in mind.

Reference Group

Leading on from the decision to consider wastewater management across the district was the initiation of a Wastewater Reference Group (**Reference Group**) to focus on development of solutions for Waipawa and Waipukurau. It was considered that the other communities in the district, while they faced similar issues, did not have pressing needs like Waipawa and Waipukurau. However, it was also considered that solutions and experiences from Waipawa and Waipukurau could inform management solutions for the other communities.

The Reference Group formed consisted of community members and councillor representatives. Staff and technical advisors also contributed. The intent of this group was to identify issues and options for wastewater management. While there are multiple options, the intention was the group would identify key aspects that needed change and identify potential solutions. This process was intended to lead into the development of identification of a solution to satisfy the requirements of the Supplementary Order required by June 2019. The consequence was the group had a period of some **6 months** to assist with developing solutions.

A terms of reference for the Reference Group was adopted and is attached as **Appendix 2**.

Representation

In the course of engagement with the Reference Group, the obvious question of representation was raised. This applied both to the people involved in the group and their views. Consequently 'checking-in' with the community occurred with newspaper articles, a survey and opportunities for feedback to be provided.

It was identified in November 2018 that additional representation was required, and when the group reconvened additional representation would be required prior to progressing.

Additional members were added and the group increased from 10 to 13 participants. The feedback provided validation that the initial group was thinking along the lines of the community as a whole, providing confidence that the Reference Group offered views representative of the community at large.



The communication referenced above are attached as **Appendix 3** (Community Update in CHB Mail) and **Appendix 4** (Community Survey Outcome Report).

Additionally, a summary was produced for the new group members in addition to a verbal briefing prior to their attendance at their first meeting – this is attached as **Appendix 4**.

Combining Communities

As noted above, early in the discussion there was consensus that Waipawa and Waipukurau discharges should be considered collectively. This allowed individual and combined solutions to be considered and provided for options and costs for larger solutions where economies of scale could apply. The logic, combined with an immediate consenting need, meant that the inclusion of Otane was seen as being appropriate and logical.

Technical information

Sitting alongside community engagement was the provision of supporting technical information. This served the purpose of educating the Reference Group, pulling key information together and assisting with technical analysis and development of options.

The supporting technical work and extensive engagement has highlighted a community aspiration to consider longer term opportunities and potential future regulatory constraints. This included the need to plan and create resilience for potential changes in water use and nutrient management in the wider catchment.

The desire to make changes was not driven by a technical need to mitigate unacceptable environmental effects. Technical investigations (particularly a surface water assessment by Aquanet: 2019) showed that only minor changes to the discharge regime was needed, particularly to lessen nutrient discharges during low flow conditions in order to provide for compliance with current resource consent requirements.

Reasons for Change

The approach of making small technical changes to wastewater treatment and discharges to meet current consent compliance places a reliance on the current regulatory environment/framework staying the same; which may (likely) change in time. To future proof and plan for infrastructure which has a life that is typically beyond the regulatory planning framework (i.e. immediate consent term), the Reference Group and council staff supported the need for master planning. This master planning was considered to not just be meeting the current and future regulatory framework, but CHBDC making a courageous decision to do better and more than the minimum; being planning for future generations and not just the immediate needs to satisfy current rules. This position is reflected in the Reference Group's vision, which was:

"Our effluent is treated in a sustainable way that creates a resource, protects our environment and continues to do so for generations to come."

Evaluation of options by the Reference Group identified this long-term perspective would place an economic burden on the community, but if it can be funded it will provide local and regional leadership to deal with water and nutrient issues that have challenged the community and region for several decades.

DEVELOPMENT OF A SOLUTION

Despite the largely indistinguishable impact on the river system, albeit with current consent non-compliance issues, there will be growth in the district and an increase in expectations. This will



necessitate a need to improve effluent quality and its management over time. Therefore, either the discharge method needs to be changed (ideally away from the River) or a fundamentally different treatment plant needs to be installed. Adopting either of these two options would be seen to provide a means of future-proofing the community and CHBDC.

The process and solution adopted by CHBDC differs in scope from that envisaged when the existing orders were issued by the court. The existing orders envisaged a **'Treatment Solution'** for Waipawa (**only**); but now the solution includes Waipawa, Waipukurau and Otane communities and their respective facilities.

While it is clear that the community aspiration is to remove all wastewater from surface water, the ability to do so must be staggered over time as technology, farming practices and finances permit. This has led to a solution that can be implemented over time, with a discharge, treatment follow by discharge focus;

- Discharge (1) - Initially the solution will replace the existing surface water discharges with a rapid infiltration system, into near river gravel soils close to the rivers;
- Treatment - Because rapid infiltration systems provide only limited additional treatment to the wastewater (they will reduce solids and pathogens but not substantially reduce soluble nitrogen), a relatively high level of treatment is required at the WWTP. This is to include the construction of a new biological nutrient removal treatment plant at Waipawa, with conveyance of Otane wastewater to Waipawa for treatment. Subject to cost refinements, Waipukurau treatment can likewise be replaced at the existing site or incorporated into the new Waipawa plant;
- Discharge (2) - With time, and as more land application opportunities become available, it is likely that a significant portion of the treated effluent will be diverted away from the rapid infiltration scheme to beneficial reuse and or land treatment.

STRATEGY MOVING FORWARD

There is a clear big target ahead – wastewater out of the river, improved treatment and beneficial use of treated wastewater. The ability to achieve this target is clearly finance driven and simply unaffordable to the community at this current time. Despite the current unaffordability of the aspirational target, there are a number of intermediate steps which can be undertaken in the next three years to improve discharge quality and the ability to meet compliance requirements. These are outlined in Stage 0 below.

Furthermore, the option of staging the upgrades provide a realistic timeframe to develop funding sources whilst still upgrading and improving firstly discharge in Stage 1, and then treatment in Stage 2 to meet community and regulatory expectations and requirements. Further detail is provided below:

- Stage 0 – Investigations and technical reports (including consideration of piping Waipukurau wastewater to the Waipawa WWTP in the longer term), consenting of proposed wastewater solution for Waipawa and Otane, procurement, and interim minor improvements (Years 0-3):
 - Waipawa Trunk Sewer Main renewal - 2.2km trunk inlet main to Waipawa WWTP;
 - Infiltration and inflow study in relation to Otane wastewater reticulation;
 - Landfill leachate removal and irrigation back to landfill;
 - Removal of floating wetlands at the Waipawa WWTP;



- Renewals and operational adjustments within the existing Waipawa WWTP to address performance with regard to reducing total suspended solids, soluble reactive phosphorous, and E. coli; and
 - Other minor improvements.
- Stage 1 – Construction of rapid infiltration beds and conveyance and reticulation of Otane effluent to Waipawa WWTP (Years 3-6).
- Stage 2 – Construction of new BNR plant (Years 7-10).
- Stage 3 – Explore beneficial reuse and land-based disposal options. (Years 10+).

Many of the above tasks for Stage 0 are underway and progressing. Future actions are being developed, but the fundamental for most is the securing of appropriate finances.

Enclosures:

Appendix 1 - Consultation Strategy

Appendix 2 - Community Project Reference Group – Terms of Reference

Appendix 3 - Community Newspaper Update – November 2018

Appendix 4 - Community Survey Outcome Report



Appendix 1
Consultation Strategy

Central Hawke's Bay District Council Wastewater Consultation Strategy

Prepared for

Central Hawke's Bay District Council

Prepared by

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October 2018

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Central Hawke's Bay District Council Wastewater Consultation Strategy

Central Hawkes Bay District Council

This report has been prepared for the Central Hawke's Bay District Council by Lowe Environmental Impact (LEI). No liability is accepted by this company or any employee or sub-consultant of this company with respect to its use by any other parties.

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1 INTRODUCTION

1.1 Background

Central Hawke's Bay District Council (CHBDC) operates the Waipawa, Waipukurau and Otane municipal wastewater systems, including the sewer reticulation, several pumping stations, and the wastewater treatment plants ("WWTP's"). The Waipawa, Waipukurau and Otane WWTP's discharge to surface water, these being the Waipawa and Tukituki Rivers and an un-named farm drain that discharges to Te Aute Drain/ Kaikora Stream, a tributary of the Papanui Stream respectively). These discharges are currently authorised by consents granted by the Hawke's Bay Regional Council (HBRC). CHBDC are needing to undertake re-consenting of these discharges. A new Central Hawke's Bay wastewater discharge re-consenting project ("CHB WDRP") is proposed to undertake the investigations, design and consenting to enable the discharge to be re-consented as required.

The discharge from the three WWTP's generally meets existing consent conditions during dry weather and times of "normal" river flow. However, a significant stormwater ingress and infiltration ("I & I") issue has been leading to system overloads at times of heavy rainfall and/or high river flow. These overloads have occurred several times most years, and have led to overflows to surface water at several points within the system. These overflows are the single major non-compliance issue¹, with the overflow discharges being unauthorised. Opus International has investigated and reported on the I & I issue, and has made initial recommendations to deal with the issue. The WWDRP is going to need to address the currently un-consented overflows.

There will continue to need to be a discharge of the Waipawa, Waipukurau and Otane wastewater to somewhere, and those discharges are going to need new resource consents. Before any Resource Consent can be applied for, CHBDC needs to facilitate ideally agreement with its community on where and how the wastewater discharge is to be operated, so that consenting for that system may proceed in a streamlined manner.

Regardless of the best practicable option for the discharge of the three WWTP's, consultation with tangata whenua is necessary. Continuation of the surface water discharges is potentially consentable, but **only** after consultation with tangata whenua and the wider affected community, and preferably with that consultation supporting the conclusion that the surface water discharges are the best practicable option.

Consultation by CHBDC with tangata whenua specifically can help to serve a variety of requirements. It helps the council in assessing effects of consent applications and in addressing the various requirements of Part 2 of the RMA (ss6(e), (f), (g), s7(a) and s8). It meets obligations to serve notice of applications on iwi authorities, where they have been determined to be potentially affected parties. In suggesting that applicants consult with tangata whenua, CHBDC can help applicants meet their obligations to provide a fully rounded assessment of environmental effects.

In addition, consultation with tangata whenua can lead to collaboration, enduring partnerships and collective aspirations in relation to natural and physical resources.

¹ Any other non compliance issues that need to be mentioned?



The Hawke's Bay Regional Resource Management Plan section 5.9.4 - Tukituki Implementation Plan, outlines the importance of collaboration with iwi and Tukituki hapū to develop a monitoring framework as follows:

3. To enable assessment and monitoring of the cultural values and mauri of the Tukituki Catchment the Hawke's Bay Regional Council will:

(a) Resource, subject to POLTT16(5), and assist iwi and Tukituki hapū in the development of a mauri monitoring framework, including the use of wānanga with relevant technical experts on at least the following:

i. Marine and coastal ecology;

ii. River ecology and fish passage;

iii. Water quality (e.g. nitrate/nitrogen) and quantity; and

iv. Monitoring methodologies (e.g. mauri model, CHI, State of the Takiwa); and
(b) Collaborate with iwi and Tukituki hapū to develop and implement a monitoring programme that gives effect

to the mauri monitoring framework; and

(c) Work with the iwi and Tukituki hapū to jointly report annually on the outcomes of the monitoring and any

recommended actions to Hawke's Bay Regional Council; and

(d) Incorporate the outcomes in the Plan Effectiveness Report.

For the CHB WDRP, the key message is that if the existing discharge systems into surface water is to be continued, then **there will need to be consultation with tangata whenua and the affected community in determining the suitability of the treatment and discharge system.** Alternatives including land application will also need to be considered.

1.2 Purpose

The purpose of this Consultation Strategy is to guide CHBDC's engagement with relevant parties during the development of options for the CHB WDRP, and prior to lodgement of the resource consent application for the re-consenting of the discharge.

1.3 Scope

This Strategy describes the following:

- What is meant by the terms "consultation" and "communication";
- Roles and responsibilities in communication and consultation on the CHBWDRP;
- The parties with which CHBDC intends to consult and communicate;
- The objectives of the consultation and communication;
- The methods to be deployed in undertaking consultation and communication;
- The program of consultation and communication to be adopted; and
- Protocols to be followed to ensure coordinated and effective consultation and communications.

The development of the CHB WDRP is intended to be an iterative process, with several aspects of the project to be defined and decided in the light of the results of the consultation and communication process described in this Strategy.



2 CONSULTATION AND COMMUNICATION

2.1 Definitions

Consultation is a two-way process, involving the exchange of information between CHBDC and another party. Consultation will be with the stakeholders identified.

Communication is a one-way process, involving the provision of information by CHBDC or any other party, without a requirement for a response to the information. Communication will typically be with the wider public.

Partners are other wastewater producers who could potentially contribute to the CHB WDRP, or whose independent wastewater discharge will need to be considered in conjunction with the CHB WDRP.

Stakeholders are people and agencies with a direct interest in, or potentially directly affected by, the CHB WDRP. There will be consultation with stakeholders.

The Wider Public is a collective term for all people and agencies with an indirect interest in, or not directly affected by, the CHB WDRP. There will be communication with the wider public.

2.2 Statutory Requirements and Good Practice

2.2.1 Local Government Act 2002

As a local authority, CHBDC has a general requirement under Part 6 of this Act to undertake consultation in relation to decisions which it makes on behalf its client community. In the context of the CHB WDRP, this consultation requirement relates to funding decisions for public works made by CHBDC through its Long Term Plan (LTP) process. This consultation will need to be with all of CHBDC's ratepaying public, or at least those members of the ratepaying public with the potential to be exposed to any liability for costs relating to the CHB WDRP.

2.2.2 Resource Management Act 1991

There will be a requirement for at least one resource consent from HBRC to authorise activities which will be part of the CHB WDRP; there may also be requirements for resource consenting or designation from CHBDC to authorise certain activities.

Insofar as the CHB WDRP will lead to applications for consents or designations, there is no direct statutory requirement for consultation by the applicant (CHBDC) with any other party. However, once the project has proceeded to the stage where preferred options have been decided and consent applications have been lodged, it is best practice to engage with persons considered by the consenting authorities to be affected parties (i.e. stakeholders.) It will be helpful, and again best practice, for consultation with affected parties to start well before lodgement of consent applications.

2.2.3 Good Practice for Consultation

It is generally considered to be good practice to follow the provisions of a statement of principles of consultation developed from Environment Court decisions. These principles are as follows:

- **Early.** Consult as soon as possible when there is still the flexibility to make changes to address issues raised by interested and affected persons.



- **Transparent.** Be open about what the project wants to achieve, what scope there is within the project to change certain aspects of the proposal, and why there might be elements that may not be able to change.
- **Open Mind.** Keep views open to the responses people make and the benefits that might arise from consultation.
- **Two-Way Process.** Consultation is intended as an exchange of information and requires both the project team and those consulted to put forward their points of view and to listen to and consider other perspectives.
- **Not a Means to an End.** While consultation is not an open-ended, never-ending process, it should not be seen merely as an item on a list of things to do that should be crossed off as soon as possible.
- **On-Going.** It may be that consultation, or at least communication, will continue after the consent application has been lodged, and maybe even after a decision has been made.
- **Agreement Not Necessary.** Consultation does not mean that all parties have to agree to a proposal, although it is expected that all parties will make a genuine effort. While agreement may not be reached on all issues, points of difference will become clearer or more specific.

The consultation process described in this strategy will be in line with these good practice principles.

2.2.4 Good Practice for Communication

Effective communication is about ensuring that information is provided in a way that is clear and concise and reaches its target audience. Effective communication should follow these principles:

- **Relevant.** There is a lot of information out there. It is important to make sure that all information provided is necessary and relevant.
- **Clear and Concise.** Everyone is busy and there is competition for most people's attention. Information needs to get key messages across clearly and efficiently.
- **Targeted.** Information needs to be targeted to its intended audience.
- **Accessible.** Innovative methods of information dissemination should be considered. In addition to more traditional methods such as newspaper and radio advertising, other methods may be appropriate, such as a project website and email updates.
- **Appropriately timed.** Communication to the wider public should be timed so that people who are generally at work can attend public presentations and meetings.



3 ROLES AND RESPONSIBILITIES

3.1 General

CHBDC will be the lead agency for the CHB WDRP, and will consult with its ratepayers, with stakeholders and with the managers of the Partner wastewater systems who will be offered the opportunity to coordinate with the CHB WDRP.

3.2 Consultation and Communications Team

Roles and responsibilities for consultation and communication for the CHB WDRP are laid out in Table 3.1 below.

All communications are to be released by, or approved by, or as directed by the Project Manager in consultation with the Project Owner, unless he has given specific approval for a defined suite of communications to be undertaken by a nominated individual.

**Table 3.1: Central Hawke's Bay Wastewater Discharge Re-Consenting Project
Consultation Roles and Responsibilities**

Project Guidance	
A	Role: Project Owner Who: Josh Lloyd Organisation: Central Hawke's Bay District Council Scope of Work: Project Owner.
B	Role: Project Manager Who: Darren de Klerk Organisation: Central Hawke's Bay District Council Scope of Work: Management and coordination of all consultation and communications, including coordination of advice and decisions between Project Team and Council.
C	Role: Communications Who: Organisation: Scope of Work: Communication coordination with Project Manager
D	Role: Engagement and Engineering Support Who: Hamish Lowe Organisation: Lowe Environmental Impact Scope of Work: Specific special projects as required
E	Role: Engineering Support Who: John Crawford Organisation: Beca Scope of Work: Specific special projects as required.
Specific Engagement	
F	Role: Land Use Agreement Manager Who: Organisation: Scope of Work: Negotiation of agreements with owners/occupiers for the use of land within the project, including areas for potential expansion/relocation of the WWTP, pipeline routes and land treatment areas.



4 PARTIES FOR CONSULTATION AND COMMUNICATION

4.1 General

This section outlines the agencies and individuals identified as needing to be consulted and/or communicated with regarding the CHB WDRP, and the range of issues to be addressed by each.

4.2 Internal

4.2.1 Council and Councillors

There will be a need for Councillors, as governors of the public authority responsible for the project, to be kept appropriately informed of progress with the project to enable them to make the necessary decisions and give the appropriate directions. In the light of the information provided, CHBDC will make the necessary decisions on the project and its funding.

Council will decide according to its preferences and protocols whether reporting on the CHB WDRP is to a specified committee (e.g. Utilities Committee) or to Council as a whole; the Project Owner will organise their reporting regime accordingly.

4.2.2 Council Management

While executive management of Council may have only arm's length involvement in the CHB WDRP, proper accountabilities will require that management be kept appropriately informed of project progress and issues. There may be circumstances in which executive management decides to give direction in respect to the project.

It is expected that executive management will delegate project management to the Engineering Manager/Project Owner, with appropriate protocols for decision-making and reporting.

4.2.3 Project Team

It is important that consultation and communication are integrated into the execution of the project as a whole. In this regard, there needs to be good two-way communication within the project team to ensure that the left hand knows what the right hand is doing.

The Project Manager will ensure that the team is on the same page, providing regular updates and coordinating regular team meetings.

4.3 District Ratepayers

District Councils are obliged by statute to consult with their ratepayers before entering into commitments of public money. While most ratepayers can be expected to have little or no interest in RMA processes and outcomes, the financial commitment of their Council to significant projects such as the CHB WDRP is of direct interest to everyone with the potential to be exposed to any liability for the costs relating to those projects.

District ratepayers will need to be consulted in general terms on the following matters:

- Project Drivers. What is the problem? Why does anything have to be done?
- Options. What choices does Council have to fix any problem?
- Cost Implications. What are the costs of the available options, including doing nothing?
- Equity. Who pays how much, and why?



In order to consult with the district ratepayers on the project, the following steps will be required:

- Information in general terms on the four bullet-point matters above will need to be made available;
- The opportunity will need to be provided for any district ratepayers who may be interested to attend conveniently timed and located meetings to hear and participate in discussion on the project;
- District ratepayers will need to be invited to submit their views on the project; and
- Council will need to be able to demonstrate that the submitted views of the ratepayers have been taken into account in arriving at the decision on how to proceed.

4.4 Partners - Potentially Involved

4.4.1 Other Parties

At this stage no other major wastewater producers are identified as significantly affecting, or being potentially included in, the CHB WDRP.

4.4.2 Directly Affected Landowners

The CHB WDRP could potentially involve the use of land that is not currently involved in wastewater management, particularly if a land discharge option is to be included. If land discharge is to be included as part or all of the discharge system, then the landowners involved will need to be consulted with in detail, but this could only begin once a decision to proceed with detailed investigations into land discharge has been made.

4.4.3 Downstream Surface Water Takes

If discharge to surface water is to continue as the status quo for each of the WWTP's, then the consent holders of surface water takes downstream of each of these discharges will need to be consulted with in detail to discuss any concerns with the continuation of these discharges and the potential effects on the water takes.

4.5 Consent Authorities

4.5.1 Hawke's Bay Regional Council

HBRC is the regional consent authority that regulates wastewater discharges. Good two-way communication, and early engagement, with HBRC can be expected to assist the early achievement of agreement on the design and environmental results of the CHB WDRP.

4.5.2 Central Hawke's Bay District Council

CHBDC is the district consent authority for the area that includes the Waipawa, Waipukurau and Otane sewer reticulation systems, the subsequent WWTP's, any possible land treatment area, any new sewer lines, and the existing discharge facilities. CHBDC may potentially regulate certain aspects of these activities by way of resource consents or by way of a designation. Good two-way communication with CHBDC in its regulatory capacity can be expected to assist the early achievement of agreement on the design and environmental results of the CHB WDRP.



4.6 Statutory Consultation Parties

4.6.1 Iwi and Hapu

Maori tribal authorities within whose rohe each of the WWTP's upgrades will occur, will operate, or may have an effect, will need to be consulted on the proposal. The Iwi involved at Waipawa, Waipukurau and Otane are Ngati Kahungunu ki Heretaunga Tamatea. Guidance on who to consult with will be sought initially from the Heretaunga Tamatea Settlement Trust². They will then inform the project team who CHBDC should engage with.

There are two levels at which consultation with Iwi and Hapu will be appropriate.

First, there should be consultation at a higher level with Ngati Kahungunu ki Heretaunga Tamatea Iwi. This consultation will be to provide Iwi with information on CHB WDRP issues and options, and to enable the project team and CHBDC to receive information and advice from Iwi on cultural, social and environmental preferences and expectations. This first level of consultation will be focused on the project and its options as a whole.

Second, there will be consultation on environmental effects with Iwi, and with Hapu on advice from Ngati Kahungunu ki Heretaunga Tamatea. While in theory the Resource Management Act does not require consultation for a resource consent application with anyone, in practice there are requirements of the Act that cannot be met without such consultation. This consultation on effects will be with Ngati Kahungunu ki Heretaunga Tamatea Iwi in the first instance, and also with Hapu whose rohe may be affected by discharges; CHBDC will seek the guidance and advice of Ngati Kahungunu ki Heretaunga Tamatea with regard to Hapu consultation.

Good two-way communication with involved Iwi and Hapu can be expected to assist the achievement of agreement on the environmental results of the CHB WDRP.

4.6.2 Fish & Game

F & G has a statutory responsibility to advocate for the protection of the habitats of salmon and trout, and for public access to public land. Like DOC, it will be particularly interested in effects that the siting and discharge from the treatment plant may have on habitats in the Waipawa, Tukituki and Te Aute Drain/ Papanui Stream.

4.7 Interest Groups

These are organisations without a specific statutory mandate for involvement in resource consenting business, but which nevertheless have an interest in the effects of consented activities. Such groups considered to be likely to have an interest in the CHB WDRP are:

- Forest and Bird;
- District Health Board;
- Federated Farmers; and
- Anglers

² This information was gathered from the Directory of iwi and maori organisations <http://www.tkm.govt.nz/iwi/heretaunga-tamatea>



4.8 Neighbours

The owners and occupiers of properties adjoining the WWTP's, any land treatment area, any river discharge site, and any sewer line may be expected to have an interest in what is proposed. It is appropriate that they should be well informed.

4.9 The Potentially Affected Community

This is a collective term for people on whom the project may have an environmental effect, and/or who will use and pay for CHB WDRP and its ongoing operation.

The potentially affected community includes the residents of Waipawa, Waipukurau and Otane, and users of the Waipawa, Tukituki and Te Aute Drain/ Kaikora Stream, a tributary of the Papanui Stream, especially in the context of any continued discharge of treated wastewater to these waterways. There will be consultation with the potentially affected communities on the environmental effects of the CHB WDRP options. In its capacity as ratepayers, the district community will also be consulted as described in Section 4.3 above. It is proposed that a Community Focus Group should be established to facilitate effective two-way communication on the CHB WDRP between CHBDC and the potentially affected community.

4.10 The Wider Public

As described in Section 2.1 above, this is a collective term for all people and agencies with an indirect interest in, or not directly affected by the CHB WDRP. Communication, rather than consultation, is planned with this group of people. This provision will help to enable contact with stakeholders who may inadvertently have been omitted from lists compiled for consultation purposes.



5 OBJECTIVES OF CONSULTATION AND COMMUNICATION

5.1 General

This section of this report is to define what is intended to be achieved as result of consultation and communication.

CHBDC acknowledges that the achievement of long term sustainable wastewater management options for the community and industries of Waipawa, Waipukurau and Otane will require the input of stakeholders and interested parties from the outset of this project. CHBDC has therefore prepared this strategy to plan for effective consultation with stakeholders, and for effective communication with all people likely to be interested in or affected by the project.

5.2 Objectives

The objectives of this Consultation and Communication Strategy are as follows:

- Consultation on the project will fully meet the requirements of the Local Government Act 2002;
- Consultation on the project will represent best practice under the Resource Management Act;
- Stakeholders will have been provided the opportunity to fully understand the options being considered and their implications;
- Stakeholders will have been provided the opportunity to provide informed feedback to CHBDC on the options being considered;
- CHBDC will have been provided with accurate and timely information on stakeholder views and perspectives on the options being considered;
- Hawke's Bay Regional Council will have been provided with accurate information on the views and preferences of stakeholders on selected options; and
- Timely and accurate communications on the project will have been provided to the interested public.

5.3 Outcomes

The outcomes of consultation activities need to include, where appropriate, recognition of the following aspects:

- Recognise that the timeframes for consultation, detailed site investigations, design, and consent applications, while generous, are still finite and do not allow for endless rounds of meetings or extended periods of consideration.
- Recognise that only the CHBDC and its elected members (Councillors and Mayor) ultimately have the decision-making responsibility for the project that will go forward for consenting, and that they need to make the best decisions on behalf of their entire community.
- Recognise that financial implications may limit the nature and extent of any upgrade options.
- Maintain a quadruple bottom line approach (environmental, cultural, social/recreational, and financial criteria) for ranking potential solutions and modifications.
- Ensure that all agreed solutions are technically viable and achieve quantifiable benefits.
- Ensure that all upgrade options and mitigation measures considered are clearly linked to identified concerns.



- Implement design and mitigate measures that are integrated effectively and will not cause conflicts with other measures or cause issues that previously did not exist.
- Aim to create an integrated wastewater discharge system that minimises inconvenience, and maximises benefit, for the involved and affected community.

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6 CONSULTATION & COMMUNICATION METHODOLOGY

6.1 Methods

The portfolio of methods to be deployed for consultation and communication is shown in Table 6.1 below.

Table 6.1: Consultation and Communication Methods for CHB WDRP

Method	Description
Personal meetings	Targeted discussion with individual key stakeholders.
Group meetings	General discussion with groups of people and agencies.
Public meetings	Presentation to wider public.
Telephone calls	Targeted discussion with individual stakeholders.
E-mails	Quick and convenient communication with individuals or groups.
Letters	Formal written correspondence on CHBDC letterhead.
Newsletters	General communications distributed to update on project progress and issues.
Newspaper articles and advertisements	General information for the wider public.
Internet; CHBDC Website	Generic information post for both consultation and communication.

6.2 Consultation and Communications Record

All items of consultation and communication on the CHB WDRP will be recorded on a central record to be held and managed by CHBDC. This database will record:

- When the contact occurred;
- Who initiated the contact;
- Who was contacted;
- The means of contact used;
- What the contact was about; and
- What follow-up action is required.

The form of the Consultation Record is given in Appendix A. The Consultation Record is to be kept fully updated and current and is to be available to project team members to aid in the prevention of duplication. The Consultation Record will be used to demonstrate the consultation and communication that will have taken place at subsequent hearings on the project.

6.3 Consultation and Communication Program

The proposed timetable for consultation and communication is set out in Appendix B. The 'Ref' column refers to a larger project plan, with the dates also from that project plan. It should be noted that the plan will be regularly updated, with additional tasks added and dates changed.



7 PROTOCOLS

7.1 General

Effective management of consultation and communications throughout the CHB WDRP will be crucial to its success and to ensuring that identified objectives are achieved. Effective consultation and communication are key elements of risk management for the project.

7.2 Media Enquiries and Releases

The Project Manager in coordination with the Communications officer will be the contact for all media enquiries and releases. Project team members approached by the news media will refer **ALL** enquiries to the Project Manager or Communications officer, and will make **NO** comment to the news media on any aspect of the project without the prior approval of the Project Manager. Any media enquiries should be reported to the Project Manager.

7.3 Written Material for Consultation

All letters to stakeholders will be on CHBDC letterhead and signed by the Project Manager (or Council staff with higher Council delegation, e.g. Project Owner), irrespective of their authorship.

7.4 Consultation Records

All contact with and from stakeholders throughout this project will be documented in the consultation database referred to in Section 6.2 above. This will include letters and e-mails in and out, and written records of all meetings with stakeholders on project business. Records of all meetings are to be provided in a timely manner to the parties involved in the meetings and sent to CHBDC for inclusion in the database.

7.5 Communications with Hawke's Bay Regional Council and Department of Conservation

These are to be through Project Manager or Project Owner, or as specifically approved or directed by them. This is to ensure a consistent and coordinated approach in all project dealings with HBRC and DoC.

7.6 Communications with Iwi and Hapu

This is to be through Project Manager or Project Owner, or as specifically approved or directed by them. This is to ensure a consistent and coordinated approach in all project dealings with Iwi and Hapu.



8 STAKEHOLDER GROUP

The purpose of the Stakeholder Group is to provide a common platform where representative views of different sections of the community and interested stakeholders can be considered in the process of identifying and choosing the *best practicable option* for dealing with Central Hawke's Bay (CHB) wastewater. Council seeks an option that will be economically, environmentally, socially, culturally, and financially sustainable.

Engaging the Stakeholder Group in the process at this early stage is expected to streamline the consultation and consent application process, as a better informed and therefore more robust options assessment will have been carried out.



9 REFERENCES

None cited.

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10APPENDICES

Appendix A	Consultation Record
Appendix B	Indicative Consultation Programme
Appendix C	Terms of Reference

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APPENDIX A

Consultation Record

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APPENDIX B

Indicative Consultation Programme

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APPENDIX C

Terms of Reference

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Appendix 2

Community Project Reference Group – Terms of Reference

TERMS OF REFERENCE



These terms of reference are to provide guidance to the members of;

**Waipukurau, Waipawa and Otane (CHB) Waste Water Treatment Plant
Upgrade Community Reference Group**

INTRODUCTION & BACKGROUND

Central Hawkes Bay District Council (CHBDC) is investigating options for the future treatment and discharge of wastewater for the towns of Waipukurau, Waipawa and Otane.

The current situation is via 3 oxidation ponds in each of the townships, we are reviewing the future of the ponds individually and as an amalgamation of 2 or all 3 areas.

The current deadline is to work towards a best practicable option (BPO) by the end of April 2019 and to deliver a report to the environment court and HBRC by the end of June 2019.

PURPOSE

To further develop the partnership approach between Central Hawkes Bay District Council (CHBDC), Hawkes Bay Regional Council (HBRC), the community and the people we serve.

The purpose of the Group is to provide a common platform where representative views of different sections of the community and interested stakeholders can be considered in the process of identifying and choosing the best practicable option for dealing with CHBs wastewater. Council seeks an option that will be economically, environmentally, socially, culturally, and financially sustainable.

The reference group is a key vehicle in utilising the community as a key stakeholder and participate in options that will impact the community, and to provide advice and feedback to the design and project team from a community perspective.

To work towards a best practicable option (BPO) by April 2019 and to deliver a report to the environment court and HBRC by June 2019

GOVERNING PRINCIPLES OF THE STAKEHOLDER GROUP

The Stakeholder Group will:

- Keep an open mind about the issues and options;
- Respect each other's views,
- Focus on the issues not the personalities;
- Maintain confidentiality where necessary;
- Seek consensus for decision making where possible, and;
- Acknowledge that there might need to be a decision made that not all parties of the Stakeholder Group agree with.

Document Name:	Terms of Reference – Community Reference Group	Version:	002
Author:	Darren de Klerk	Date:	21/12/2018

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we thrive!***

***#theBIG
WaterStory***

TERMS OF REFERENCE



FUNCTIONS AND RESPONSIBILITIES

The group will;

- Review processes, timelines and documentation developed to support the implementation of the upgrade to Waipukurau and Waipawa Waste Water Treatment Plant (WWTP).
- Receive feedback from people we support, families/whanau and staff and provide this feedback to the project team.
- Promote effective conversation with the wider community on the project and progress
- Provide a forum for discussion of progress of the project.
- Advise if processes and communication meet the needs of people we serve.
- Identify gaps in communication and processes to support the implementation of the project.
- Promote the effective implementation of the project

The groups role is advisory not decision making, the group members are not expected to represent the views of **all** families/whanau or staff or to gain feedback or perspectives from all stakeholders. If the individual members receive feedback in relation to the project there is an expectation that they will share this with the wider group.

TIMELINE AND KEY DATES

The community reference group is to operate until a fixed term that enables adequate time to select a best practicable option; The tentative work programme is set out below;

- June 2018 – group convenes
- August 2018 – Understand background and 101 on wastewater
- October 2018 – Value creation
- November 2018 – Set criteria, and introduce options
- February 2019 – Refine options
- March 2019 - Option development
- April 2019 – agree on a BPO
- May 2019 – draft BPO report and option assessment
- June 2019 – finalise BPO report and option
- July 2019 – confirm BPO and commence design components

Disestablish group once design commences, group may meet intermittently as required to discuss progress and keep the group updated.

Document Name:	Terms of Reference – Community Reference Group	Version:	002
Author:	Darren de Klerk	Date:	21/12/2018

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TERMS OF REFERENCE



MEMBERSHIP

The following members make up the reference group;

Community	Business, Community, Young, Old, Farmers
Councillor's	2 members
CHBDC (Staff)	3-4 members
HB Regional Council	2 members
Technical Experts	2-3 members (attend as required)
Tangata Whenua	up to 5 members (4 marae's in the catchment)

ROLES

Chair	Josh Lloyd (GM – Community & Infrastructure)
Facilitator/ Minute Taker	Darren de Klerk (3 Waters Programme Manager)
Minutes Distribution	Approx. 1-2 week post meeting, and agenda to be sent out 1 week prior to next meeting

MEETINGS

Location of Meeting	TBC (CHBDC when available)
Time/Day of Meeting	To be agreed by meeting members, preferences for meeting times will be sought at the time of invitation.
Frequency	TBC
Meeting Length	2-3 hours, dependent on agenda
Note	Community members will be offered an honorarium to recognise the cost of attending meetings.

VERSION CONTROL

Version	Description of Changes	Date of Change	Approved by
001	Original Terms of Reference Circulated	30/08/2018	
002	Amended to include new members, inclusion of Otane	21/12/2018	

Document Name:	Terms of Reference – Community Reference Group	Version:	002
Author:	Darren de Klerk	Date:	21/12/2018

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Appendix 3

Community Newspaper Update – November 2018

AN UPDATE TO THE COMMUNITY ON THE WAIPUKURAU, WAIPAWA AND OTANE WASTEWATER PROJECT

Issue Date: 20 November 2018

#the BIG Water Story

PROJECT VISION

"Our effluent is treated in a sustainable way that creates a resource, protects our environment and continues to do so for generations to come"

WHAT'S HAPPENING WITH OUR WASTEWATER?

We all produce wastewater, but what happens to it?

Central Hawke's Bay District Council operates the Waipawa, Waipukurau and Otane wastewater systems, including the sewer reticulation, several pumping stations, and the wastewater treatment plants. Treated wastewater is then discharged into the Waipawa and Tukituki Rivers and an un-named farm drain that discharges to Te Aute Drain/ Kaikora Stream.

There will continue to need to be a discharge of the Waipawa, Waipukurau and Otane wastewater to somewhere, and those discharges are going to need new resource consents. By the middle of next year we need to select the best options to treat and discharge our wastewater, whether it is continuing on the same path or thinking of alternative systems.

Our goal is to see wastewater not simply as 'waste' but rather as a resource that can be used.

As a community, we all impact on our awa and we have an opportunity to do something about it. We have some big decisions to make in the coming months about the wastewater system – what else can we do? Decisions need to be made about what we do with our wastewater, the wastewater needs to be discharged to an environment – whether land or water, these decisions may impact on the wider river environments.

What's important – a balancing act

We need to know what is important to you when it comes to treating and discharging our wastewater? We need help to balance cultural views, recreational impacts, environmental effects and how much you can afford to contribute to maintain or make changes to the current system.

FOUR VALUES PILLARS



ESTABLISH THE BEST OPTION FOR OUR WASTEWATER

The District Council needs help from the community to decide what is the best way that our wastewater should be discharged. There are other options besides the current system, like discharging to land. Each of the options come with pros and cons.

There is also the need to recognise the cultural significance of a wastewater discharge, particularly the appropriateness of a wastewater discharge directly into surface water. This may mean that options involving the method of treatment and discharge need to be discussed, as well as the location.

Reference Group

A reference group was formed to help the Council understand the community's views. The Reference Group brings together community representatives from young and old, business, council and tangata whenua.

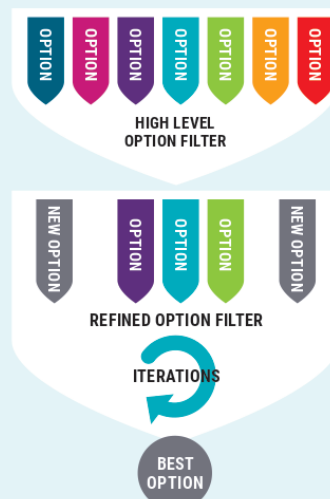
This group has been helping guide the ideas the Council are working on in the process of developing a Best Option. We welcome feedback from the community on the future of our wastewater and the future of the rivers. To provide feedback please email thebigwaterstory@chbdc.govt.nz

Working towards the Best Option

We plan to arrive at the best option by April 2019, we will then run a consultation plan with the community, and then provide a report to HBRC and the environment court in June 2019.



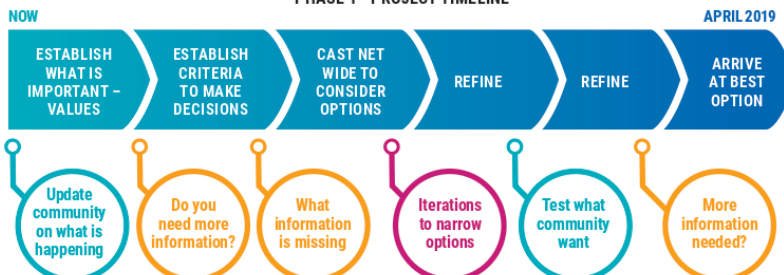
REFINEMENT PROCESS



DISCHARGE CONCEPT METHODS



PHASE 1 - PROJECT TIMELINE



If you are interested in learning more, please visit www.chbdc.govt.nz or contact Darren de Klerk – Councils 3 Waters Programme Manager by emailing thebigwaterstory@chbdc.govt.nz or by phoning Councils Offices on 06 857 8060



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Appendix 4
Community Survey Outcome Report



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

CENTRAL HAWKE'S BAY DISTRICT COUNCIL
28-32 Ruataniwha Street, PO Box 127, Waipawa 4240
T: (06) 857 8060, F: (06) 857 7179
E: info@chbdc.govt.nz
W: www.chbdc.govt.nz

MEMORANDUM

To: Central Hawkes Bay District Council and Wider Community
From: Darren de Klerk
Date: 22/03/2019
Subject: Waipukurau, Waipawa and Otane Wastewater Treatment Plants
Subject: Dec 18 and Jan 19 WWTP Community Survey Findings

Introduction

Central Hawkes Bay District Council (CHBDC) is undertaking a project to improve our wastewater treatment plants and in particular the treatment of wastewater and subsequent discharge.

An integral part of the options development is involving the community in the process, and sharing ideas whilst encouraging feedback opportunities. A key component of this is the community reference group, which meets regularly as Central Hawkes Bay District Council develops the Best Practicable Option (BPO), at certain milestones further opportunities for engagement are identified.

An opportunity was identified to survey the wider community, and to ask some key questions of the community on the future of our wastewater networks and the community aspirations.

The survey consisted of 31 questions relative to the values identified during the community reference group meetings and to give the group a better understanding of the affordability of the community on a proposed outcome.

This report outlines the findings following the community survey in Dec 2018 and Jan 2019.

Communications

The survey was published through 'survey monkey' and on the CHBDC website and Facebook pages for a period of 6 weeks in late Dec 2018 and Jan 2019. Additionally a [video](#) response was published on the Central Hawkes Bay District Council website and Facebook pages to encourage response to the survey. Emails were sent to all Central Hawkes Bay District Council staff members and the Taiwhenua group to encourage responses.

Public posts were released via the Central Hawkes Bay District Council Facebook page on the following days;

- 22nd December 2018
- 22nd January 2019
- 24th January 2019
- 28th January 2019
- 30th January 2019

Timeline

The survey was released to the general public on 21st December 2018 and planned to close on Sunday 27th Jan 2019, Council extended the survey through to 3rd February 2019 to allow for additional time.

Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
Subject: Community Survey Outcome Report



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Executive Summary

This survey focussed on asking questions related to the journey the wastewater community reference group had been investigating, as the group along with council officers, elected members and technical experts work towards a Best Practicable Option (BPO).

The survey addresses questions related to community values and the four key pillars identified;

- Cultural
- Environmental
- Social/ Recreational
- Commercial/ Financial

These pillars serve as headlines for the questions asked and assist the group in setting criteria that all potential options can be assessed against.

As outlined in the key outcomes below, further affordability and funding work needs to be done, and council is progressing a funding work stream to investigate alternative funding sources. This is a key focus as we look to deliver a long term, quality, sustainable outcome for the future of the treatment of wastewater in Central Hawkes Bay.

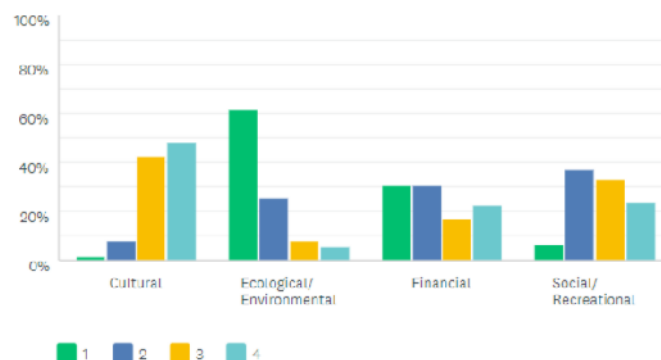
The survey also assists the group in creating criteria to assess all future outcomes against and allows the group to be better informed when thinking about community expectations against realistic deliverables. These will inform options to be taken to the community later in 2019/20 when a Long Term Plan amendment is tabled to finance some or all of the wastewater treatment plant upgrades.

Survey Response Outcomes

Community Values

We have highlighted four underpinning values that help us understand what we may value as important, please rank them in order of importance to you?

Answered: 77 Skipped: 0

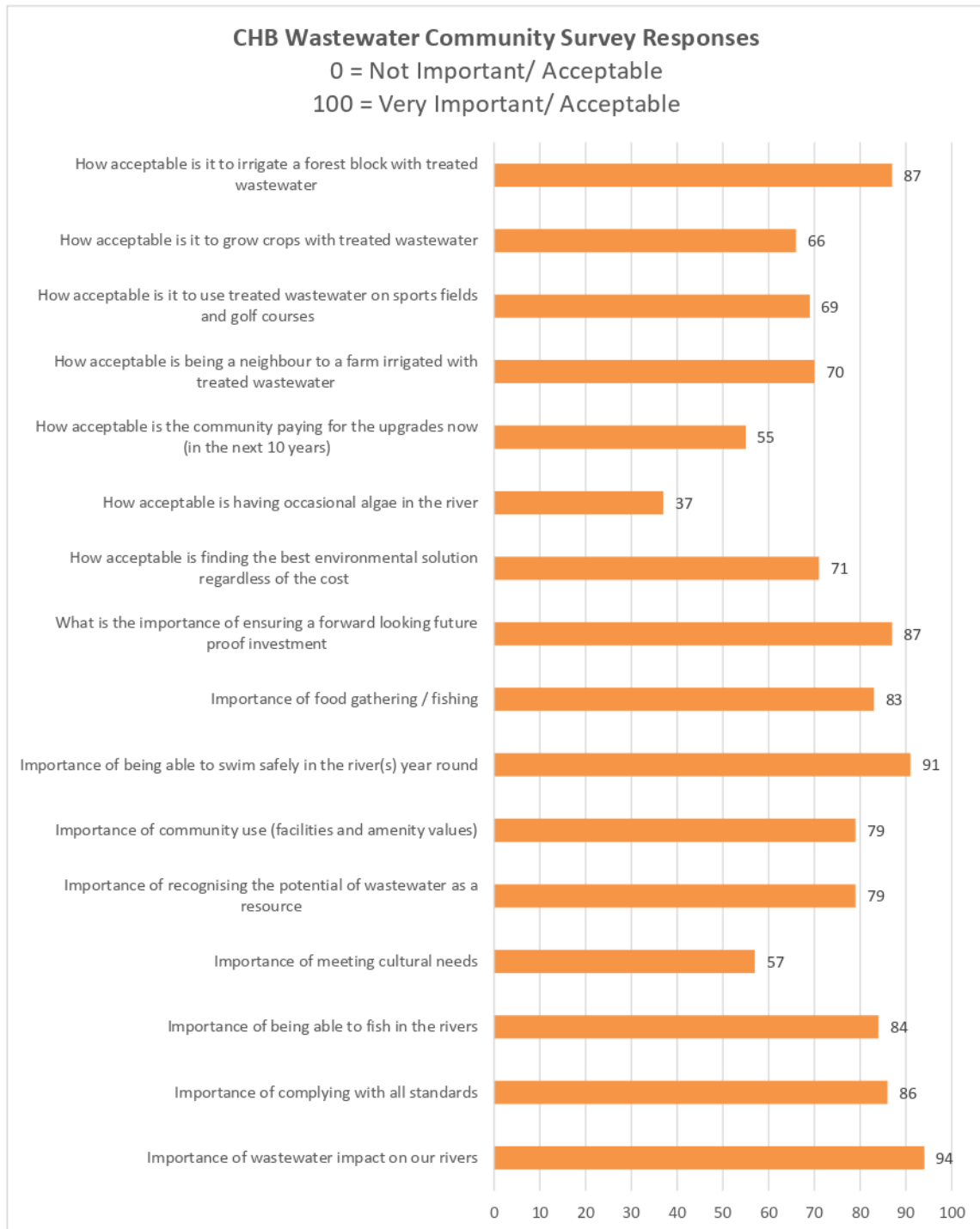


Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
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CENTRAL HAWKE'S BAY DISTRICT COUNCIL

A summary of answers by question is outlined in the table below;



Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
Subject: Community Survey Outcome Report



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Please tell us if there is anything else that is important to you when considering the future of our wastewater treatment plants?

- Discharging treated water to land such as on eucalypt tree forests, able to be harvested on short rotations for firewood
- Access to clean sustainable drinkable rivers
- Remember the growing population and plan for it as it's growing at an exceptional rate..
- It is nature's fertilizer and should be used to enhance pasture quality
- Make sure its fit for purpose and going to be maintainable before installing or purchasing
- Safe for people and safe for animals and birds and it must be done with longevity of plant uppermost
- Plan for increasing population. Plan for recycling. Plan for educating all on how to minimize wastewater and it's negative impacts on environment.
- CHB is often short of water and this is likely to increase in time. NZ up to date had very low reuse of wastewater - it is a resource and we should start looking at it this way for win-win beneficial use. There are many examples around the world of reuse opportunities- just needs to get over the social and cultural hurdles
- Long term sustainability, Which includes options which separate at source and see the different streams as potential resources rather than waste which then becomes pollution. looking at options which do not dispose of human waste in potential drinking water ie composting, Greywater recycling etc. (Recommended reading "The Humanure handbook" by Joseph Jenkins) This will be a challenge but even small steps can make a difference ie starting by supporting those will embrace these sustainable options.
- That they run efficiently and not cause disruption to the community i.e no smell.
- Making sure no houses in close proximity. NZ has plenty of land and planners should make sure about future plans re housing.
- Please consider ways at reducing inflows into the wastewater treatment plants, by supporting & promoting grey water recycling schemes & composting toilets, and inspecting stormwater infrastructure
- They must work properly. No smell etc and at the end there should be clean treated water. I understand that today wastewater can be treated and at the end it can be drinkable
- That it is working, can be maintained and is geared for an expanding community and industry.
- Design and maintain a system that works and does not pollute the rivers at all. Recycle discharge for non-human use (irrigation trees crops)
- Would love to be able to swim and fish our rivers knowing that waste water is not being discharged into them.
- Make people understand that its user pays in the future and that this stuff comes at a cost to the ratepayer, bottom line
- Future proofing for growth
- Central government make the standard they need to fund all or most of the cost.
- That the costs of improvement is are affordable To elderly residents
- Not burdening our current and future residential rating base with HUGE costs in association with this compliance - please seek National and Regional Government assistance with this work and charge the bigger users. E.g. I don't use at my residence any of the council funded water systems, however acknowledge when in town I do and that all my services etc. in town do too so it's fair I pay along with others, BUT the biggest users of the water should also be the biggest payers (e.g. irrigators/rest homes/businesses with higher than norm water use.
- Public awareness of wastewater and what may cause problems with the treatment plant and the river, to help reduce cost of treatment and harm to the river.
- To keep some off the best fishing rivers clean and clear. To keep drinking water clean and safe.
- Looking at the long term cost to the community especially ratepayers who are already paying a lot in rates. As a council it needs to be addressed that the amount of water that is currently being taken from the rivers especially for irrigation.
- Invest the money in quality now, it will only become more problematic and expensive with time.
- Need to take a long term intergenerational approach, current methods outdated and wasteful; reuse of this precious resource is paramount.

Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
Subject: Community Survey Outcome Report



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Please tell us your preference on where wastewater effluent should go and what should happen to it?

- Use on forests to enable sustainability of the forest
- Efficient and effective use of wastewater, the ideas in the survey are a great start, opportunity for innovation and good practice.
- Irrigate the trees that the regional councils already planted..
- As long as it's treated and not placing any harm on wildlife, environment or people then whatever is an acceptable method to meet those things would be ok
- On to pasture improvement not into the rivers
- Well over seas use treated wastewater is used on farms and green foods all the time like in I think China
- It should be irrigated on to suitable land in a controlled manner
- Should be used to grow trees (carbon sequest)
- If you put it on farms and hort-blocks its going to add to the stuff that is already built up on these lands. And you have too many farms next to water ways!
- Forestry blocks and non-food areas ie regenerated native bush and amenity plantings
- Appropriately treated it should go on forests in first instance. There may be cultural difficulties using it on direct food sources
- Reused as stated. Golf courses, parks, farms etc.
- Beneficial land based use Managed aquifer recharge
- My preference in an ideal world and for long term sustainability is for all human manure (faeces and urine) to be thermophilically (Hot composted.) with no water involved, and for at least household greywater to be reused at source, put through filtering systems such as wetlands and then reused as irrigation. Education and options for contaminants would need consideration...A change in language would help here, at the moment we use the word "Waste" which then becomes a pollutant that someone else has to deal with, rather than "Resources" that may have benefits to us and the environment ie Compost, irrigation
- The 3 systems should be pumped to a common treatment location and treated to a level where the treated wastewater can be used to irrigate grass or trees
- I think the idea of treated water being re used on trees etc is a great idea, I think done properly this is a win win all around.
- I'd prefer it being used for irrigation purposes. Alternatively create a wetland through which the treated effluent passes before entering the rivers
- Wastewater effluent can be properly treated to end up as drinkable water. It has been done in London in the UK since the 1960's. So surely it can be done here.
- In a dry country grey water should be recycled and reused at source. Minimise wastewater by encouraging composting toilets, private septic tanks using worms etc.
- Use it, the best you can. Reduce, Re use, Recycle right?
- If it can be used in a commercial setting eg: Forestry that would be very acceptable than on crops for humans or stock.
- Crop or pasture irrigation, tree irrigation, stored in suitable ponds during wet periods for use in drier times of the year.
- Would like to see discharge to land. Water is becoming too valuable an asset for us to be throwing waste water into the rivers. Regardless of the cost I would like to see discharge to land or waste water utilised in other ways.
- Council owned parks/sports grounds to start then trees crops etc
- Should be used for crop and forestry irrigation in the first instance
- Pipe from Otane to Waipawa - savings to be made, sampling, treatment, labour etc...
- Depending on how it is treated and what chemicals are used I would think it would be ok to use on farm land and trees/ forestry. This depends on the smell of it too. IT HAS TO BE SAFE LONG TERM THOUGH. We are putting too many chemicals on our land, food, rivers so it is important that it is looked at very carefully before doing something like this but the way things are currently isn't working and something desperately has to change!
- Treated and use in forestry, agriculture and other high demand irrigation areas

Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
Subject: Community Survey Outcome Report

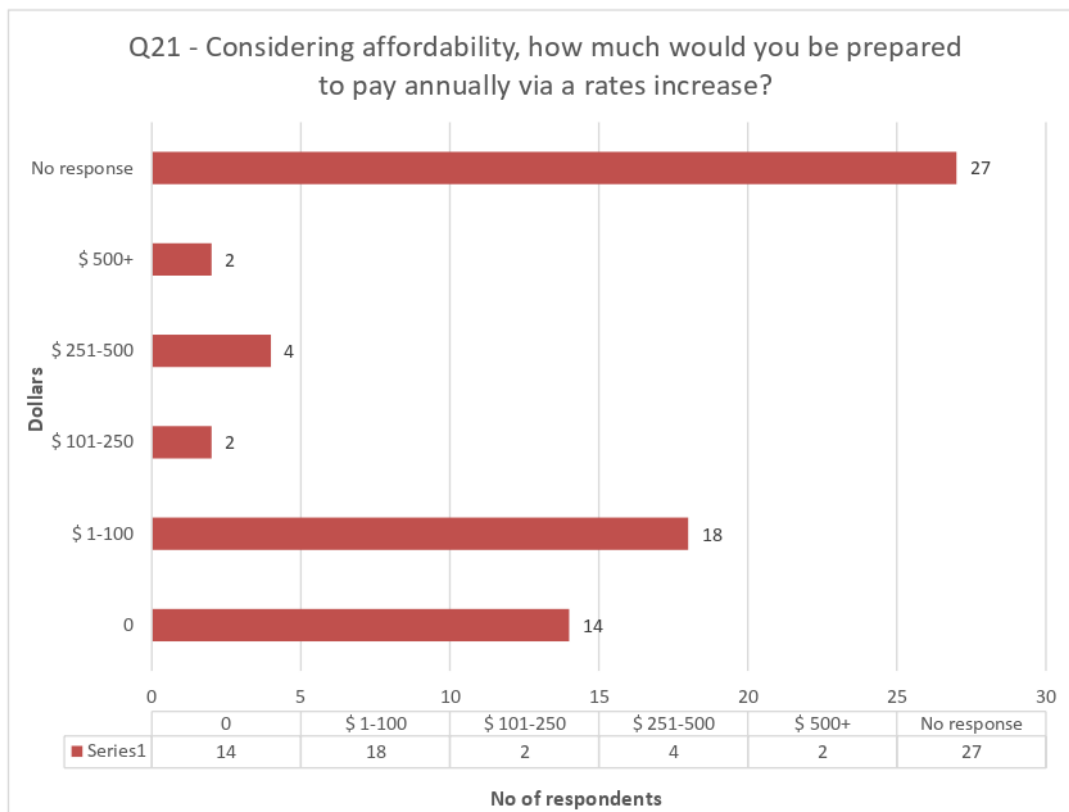
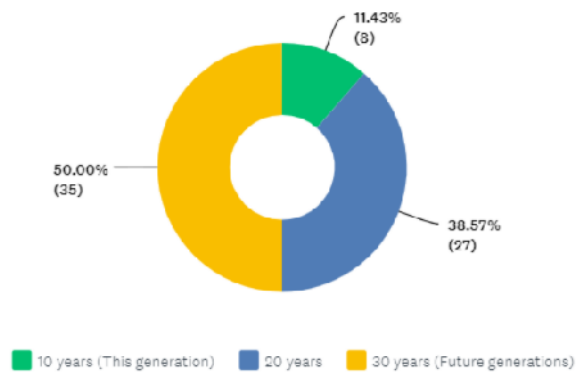


CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Financial

Considering the payback period on a loan, should council be looking to have this investment paid back by this generation or over a longer term and by future generations?

Answered: 70 Skipped: 7



Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
Subject: Community Survey Outcome Report

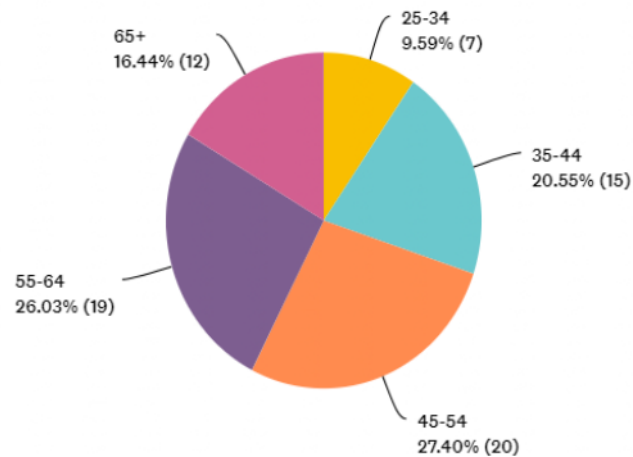


CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Demographic

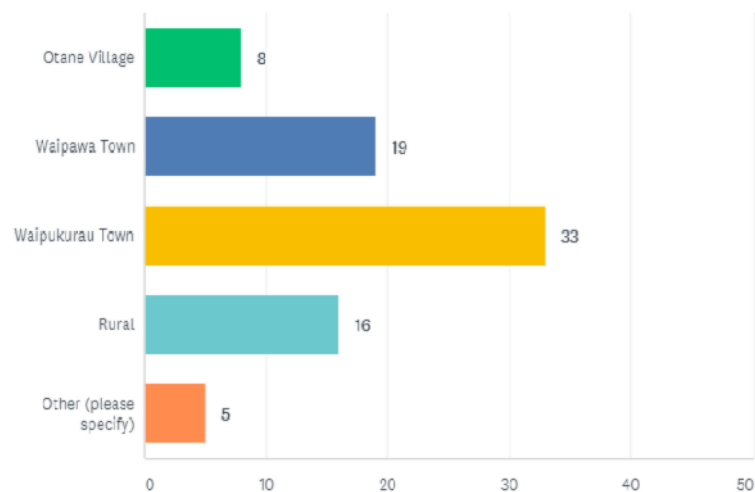
What age bracket do you fall in?

Answered: 73 Skipped: 4



Where do you live?

Answered: 77 Skipped: 0



Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
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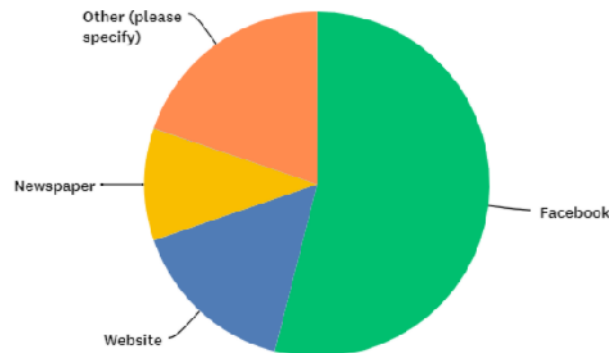


CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Response

How did you hear about this survey?

Answered: 76 Skipped: 1



ANSWER CHOICES	RESPONSES	
Facebook	53.95%	41
Website	15.79%	12
Newspaper	10.53%	8
Letter Drop	0.00%	0
Other (please specify)	Responses 19.74%	15
TOTAL		76

Key Outcomes

The executive summary addresses a couple of key outputs from this survey in affordability and direction for criteria setting.

Some further key outcomes identified by undertaking this survey are;

- The appetite for a long term sustainable solution
- Focus needs to be put on alternate funding options
- A push for a quality outcome
- Council and the group should be investigating alternate means to discharge the treated wastewater
- Focus needs to be put on removing discharge from the rivers

These are not the exhausted list of key outcomes, but a flavour of some of the key messages resounding through the survey, and this gives Central Hawke's Bay District Council and the community reference group further direction as we continue to work towards options for the future of wastewater treatment and discharge in Central Hawke's Bay.

Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
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CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Appendices

Appendix 1: Terms of Reference – WWTP Community Reference Group

TERMS OF REFERENCE



These terms of reference are to provide guidance to the members of;

Waipukurau, Waipawa and Otane (CHB) Waste Water Treatment Plant
Upgrade Community Reference Group

INTRODUCTION & BACKGROUND

Central Hawke's Bay District Council (CHBDC) is investigating options for the future treatment and discharge of wastewater for the towns of Waipukurau, Waipawa and Otane.

The current situation is via 3 oxidation ponds in each of the townships, we are reviewing the future of the ponds individually and as an amalgamation of 2 or all 3 areas.

The current deadline is to work towards a best practicable option (BPO) by the end of April 2019 and to deliver a report to the environment court and HBRC by the end of June 2019.

PURPOSE

To further develop the partnership approach between Central Hawke's Bay District Council (CHBDC), Hawke's Bay Regional Council (HBRC), the community and the people we serve.

The purpose of the Group is to provide a common platform where representative views of different sections of the community and interested stakeholders can be considered in the process of identifying and choosing the best practicable option for dealing with CHBs wastewater. Council seeks an option that will be economically, environmentally, socially, culturally, and financially sustainable.

The reference group is a key vehicle in utilising the community as a key stakeholder and participate in options that will impact the community, and to provide advice and feedback to the design and project team from a community perspective.

To work towards a best practicable option (BPO) by April 2019 and to deliver a report to the environment court and HBRC by June 2019

GOVERNING PRINCIPLES OF THE STAKEHOLDER GROUP

The Stakeholder Group will:

- Keep an open mind about the issues and options;
- Respect each other's views,
- Focus on the issues not the personalities;
- Maintain confidentiality where necessary;
- Seek consensus for decision making where possible, and;
- Acknowledge that there might need to be a decision made that not all parties of the Stakeholder Group agree with.

Document Name:	Terms of Reference – Community Reference Group	Version:	002
Author:	Darren de Klerk	Date:	21/12/2018

**Together
we thrive!**

**#theBIG
WaterStory**

Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
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CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Appendix 2: Community Updates – 20 Nov 2018

AN UPDATE TO THE COMMUNITY ON THE WAIPUKURAU, WAIPAWA AND OTANE WASTEWATER PROJECT

Issue Date: 20 November 2018

the BIG Water Story

PROJECT VISION

"Our effluent is treated in a sustainable way that creates a resource, protects our environment and continues to do so for generations to come"

WHAT'S HAPPENING WITH OUR WASTEWATER?

We all produce wastewater, but what happens to it?

Central Hawke's Bay District Council operates the Waipawa, Waipukurau and Otane wastewater systems, including the sewer reticulation, several pumping stations, and the wastewater treatment plants. Treated wastewater is then discharged into the Waipawa and Tukituki Rivers and an un-named farm drain that discharges to Te Aute Drain/ Kaikōra Stream.

There will continue to need to be a discharge of the Waipawa, Waipukurau and Otane wastewater to somewhere, and those discharges are going to need new resource consents. By the middle of next year we need to select the best options to treat and discharge our wastewater, whether it is continuing on the same path or thinking of alternative systems.

Our goal is to see wastewater not simply as 'waste' but rather as a resource that can be used.

As a community, we all impact on our awa and we have an opportunity to do something about it. We have some big decisions to make in the coming months about the wastewater system – what else can we do? Decisions need to be made about what we do with our wastewater, the wastewater needs to be discharged to an environment – whether land or water, these decisions may impact on the wider river environments.

What's important – a balancing act

We need to know what is important to you when it comes to treating and discharging our wastewater? We need help to balance cultural views, recreational impacts, environmental effects and how much you can afford to contribute to maintain or make changes to the current system.

ESTABLISH THE BEST OPTION FOR OUR WASTEWATER

The District Council needs help from the community to decide what is the best way that our wastewater should be discharged. There are other options besides the current system, like discharging to land. Each of the options come with pros and cons.

There is also the need to recognise the cultural significance of a wastewater discharge, particularly the appropriateness of a wastewater discharge directly into surface water. This may mean that options involving the method of treatment and discharge need to be discussed, as well as the location.

Reference Group

A reference group was formed to help the Council understand the community's views. The Reference Group brings together community representatives from young and old, business, council and tangata whenua.

This group has been helping guide the ideas the Council are working on in the process of developing a Best Option. We welcome feedback from the community on the future of our wastewater and the future of the rivers. To provide feedback please email thebigwaterstory@chbdc.govt.nz

Working towards the Best Option

We plan to arrive at the best option by April 2019, we will then run a consultation plan with the community, and then provide a report to HBRC and the environment court in June 2019.



REFINEMENT PROCESS



DISCHARGE CONCEPT METHODS

WATER		LAND		
DIRECT TO WATER	INDIRECT TO WATER	STAY ON LAND		
RIVER	WETLAND	FORESTRY	SMALL HOLDINGS	LARGE HOLDINGS

FOUR VALUES PILLARS



PHASE 1 - PROJECT TIMELINE

NOW APRIL 2019





If you are interested in learning more, please visit www.chbdc.govt.nz or contact Darren de Klerk – Councils 3 Waters Programme Manager by emailing thebigwaterstory@chbdc.govt.nz or by phoning Councils Offices on 06 857 8060

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Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
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Appendix 3: Community Survey Notice in Libraries



**CENTRAL
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DISTRICT COUNCIL

Central Hawkes Bay Wastewater – Values and Options

Public Questionnaire Survey

Following on from our media release in the CHB Mail on the 20th Nov 2018, Central Hawkes Bay District Council is continuing to investigate options for improved wastewater treatment and discharge schemes for the communities of Otane, Waipawa and Waipukurau.

To help us make the right decisions we want to hear about what is important to you!

Please encourage friends and family to fill out the survey in hard copies at our libraries or in council reception, or electronically via a link on our website and facebook.

If you are interested in learning more, please visit www.chbdc.govt.nz or contact Darren de Klerk – Councils 3 Waters Programme Manager by emailing thebigwaterstory@chbdc.govt.nz or by phoning Councils Offices on 06 857 8060



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Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
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CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Appendix 4: Hardcopy of community survey

1 | Dec 2018 and Jan 2019 Public Questionnaire – CHB Wastewater



CENTRAL
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Central Hawkes Bay Wastewater – Values and Options

Public Questionnaire Survey

Following on from our media release in the CHB Mail on the 20th Nov 2018, Central Hawkes Bay District Council is investigating options for improved wastewater treatment and discharge schemes for the communities of Otane, Waipawa and Waipukurau.

To help us make the right decisions we want to hear about what is important to you.

You can fill in the hard copy survey below and post it back to us at PO Box 127 Waipawa, or drop it into the box at council reception, or one of our drop off points around town, you can also complete it online via facebook, or through Council's website at: <https://www.chbdc.govt.nz/> by 5pm Sunday 27th Jan 2019.



There are four value pillars that assist us in understanding what is important to you, please rank them in order of importance to you? 1 - Most important to 4 - Least important.

Social/Recreational
 Financial
 Cultural
 Ecological/Environmental

Please score each the following from not important (1) to very important (5) to you.

No wastewater impact on our rivers	Not -	1	2	3	4	5	- Very
Compliance with all standards		1	2	3	4	5	
Being able to fish in the river		1	2	3	4	5	
Meeting cultural needs		1	2	3	4	5	
Recognising the potential of wastewater as a resource		1	2	3	4	5	
Community use, facilities, amenity values		1	2	3	4	5	
Being able to safely swim in the river(s) year round		1	2	3	4	5	
Suitable for fishing/food gathering		1	2	3	4	5	
Forward-looking futureproof investment		1	2	3	4	5	

Please tell us which of the above (or if something else) is the most important to you.

Please score each the following from not acceptable (1) to acceptable (5) to you.

The best environmental solution, no matter the cost	Not -	1	2	3	4	5	- Very
Occasional algae in the river		1	2	3	4	5	
Community paying for any upgrades now (in the next 10 years)		1	2	3	4	5	
Being a neighbour to a farm irrigated with treated wastewater		1	2	3	4	5	
Using treated wastewater on sports fields and golf courses		1	2	3	4	5	
Growing crops with treated wastewater		1	2	3	4	5	
Irrigating a forest with treated wastewater		1	2	3	4	5	

Together we thrive!

Project: CHB Waipukurau, Waipawa and Otane Wastewater Treatment Plants
Subject: Community Survey Outcome Report



MEMORANDUM

To: Darren de Klerk **Date:** 13 Jun 2019
From: Nanne de Haan
cc: Kim Reade, Wayne Termaat
Subject: **Waipawa WWTP recommendations in order to improve on resource consent compliance**

This memo has been prepared by Veolia on request of CHBDC to support the environmental court case for the Waipawa WWTP.

Background

The Waipawa Waste Water Treatment Plant (WWTP) has historically struggled to comply with Resource Consent Conditions due to a variety of shortcomings. The WWTP operates on a consent expiring in September 2030. The plant is often non-compliant on Total Suspended Solids, E-coli and ammonia. It also struggles on flow rate. The remainder of this document outlines steps that can be taken for the plant to perform better especially with regard to compliance with the current Resource Consent.

Veolia recommendations towards WWTP performance improvement

- Consider implementing a network improvement plan in order to reduce flow towards the plant. Lower flows will solve a lot of hydraulic problems. It is known that the glazed earthenware trunk main will be relined this year which is a promising step in the right direction.
- Remove the unscreened overflow to river connection all together. It is not required as the pond overflows in event of emergency. The regular pond overflow is more benign to the environment.
- Consider directing the landfill leachate to a separate and dedicated treatment facility or pre-treat this leachate at the WWTP site prior to releasing it into the main process.
- Repair and service the inlet screen. The Waipawa inlet screen has a big hole in it and the brushes have not been renewed for years despite spares being present on site. An issue is that there is no spare screen or other bypass possibility.
- Change the programming of the inlet screen. A pre-screen should run intermittently based on the differential head generated by the screenings build-up. This way of running will save on energy and consumables. Also the suspended solids will get a chance of being screened out instead of piling up in the pond.
- Desludge the pond. The sludge levels are so high that at times of low flow an island can be observed. It is estimated that more than half of the process volume is currently sacrificed for sludge storage.



MEMORANDUM

- Review the pond arrangement. There are many dysfunctional or faulting assets present. Aerators can be repositioned to create a better usage of the pond volume and avoid solids dropping out at the inlet.
- The Biological Attachment Surfaces (BAS) system is envisaged to reduce ammonia. The way it is installed however it cannot work. To make it work the area underneath must be free of sludge and aeration must be installed underneath. Otherwise the BAS is better removed entirely together with the floating wetlands. The set of prerequisites for the BAS to work are:
 - BOD removal prior to the BAS must be fairly complete or the BAS will choke with heterotrophic bacteria. This means that the facultative area must be desludged and made functional for near complete BOD removal. This may include installing more aeration capacity.
 - Desludge the area under the BAS. It may be most practical to remove the BAS for this. The BAS will likely need a clean to remove heterotrophic bacteria.
 - Aeration must be installed below the BAS, for instance in the form of pressure differential piping. This aeration must remain switched on as long as flow goes through the plant. Nitrifiers are slow growing bacteria which are best bred in summer. In winter they survive but do not grow much. Expect a month of aeration before result can be seen.
 - Alkalinity in the wastewater must be high enough for the nitrification (ammonia removal) to complete. If leachate remains being sent to the WWTP the alkalinity will likely be too low. Otherwise a sampling campaign can determine what the situation is.
- The floating wetlands are set up in a way that they would serve a denitrification purpose only. There is however no consent requirement on nitrate and nitrite. As the wetlands currently do not serve a purpose towards compliance they are best removed. Care has to be taken as power cables appear to run across the wetlands. Those will need to be rerouted, and the equipment rewired and running before the wetlands are removed. Also the BAS is linked to the floating wetlands so this system will need new anchorage. After removal of the floating wetlands the area underneath will need desludging.
- The feed towards the lamella settler needs more reaction time than it currently gets. A coiled pipe flocculator will work or the contact tank could be reused as flocculation vessel. Agitation would then need to be installed though.
- The lamella settlers' capacity is likely too small for the plant flow even if reductions in hydraulic load are achieved. It is worth testing whether a flocculant dose downstream of the alum dose helps increasing the settlers' capacity. Flocculant dose systems can be loaned for such test. (Note: Flocculant carry-over to the sand filters will negatively affect these)



MEMORANDUM

- The automation of control loops around the settler need to be verified. This is best done after the process set-up has changed.
- Use a discharge pump to evacuate sludge from the settler. Gravity is insufficient to direct the sludge to the geobag area.
- The geobags are at capacity and returning phosphorus laden floc to the pond system which can only be viewed as a self-defeating exercise. The bags contents need to be excavated out and a new sludge processing system must be placed. This can be like-for-like geobags, but desludging of the pond will quickly fill up a new batch of geobags. A more mechanical dewatering system could be considered too as this will eventually be more efficient.
- Augers and liners of wash boxes on the sand filters are not a tight fit and wear quickly. They need replacement at higher frequencies in order to make the sand filter more effective.
- Consider isolating the sand filter compartments as to avoid sand migration.
- Install flow meters to more accurately measure the plant inflow and outflow
- After an acceptable peak factor has been established for the plant, consider augmenting the tertiary treatment.
- Connect the phosphorous instrument and log the records.

7.6 REMITS FOR CONSIDERATION AT LGNZ 2019 CONFERENCE**File Number:** COU1-1400**Author:** Monique Davidson, Chief Executive**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. LGNZ 2019 AGM Remits  **PURPOSE**

The purpose of this report is for Council to consider its position in relation to the 2019 LGNZ AGM Remits.

RECOMMENDATION

That, having considered all matters raised in the report, the report be noted.

That Council confirm voting rights on behalf of Central Hawke's Bay District Council to Mayor Alex Walker and Councillor Tim Chote at the AGM.

That Council confirm Councillor Gerard Minehan and Chief Executive Monique Davidson also attend the AGM to represent Central Hawke's Bay District Council.

That Council support the following remits at the LGNZ AGM: (Note – delete those remits Council does not support)

"That LGNZ calls on the government to include local government representation (as determined by local government) at all levels of policy development, technical risk and resilience assessment, and data acquisition on climate change response policies - with an emphasis on climate adaptation: policy; legal; planning; and financial compensation regimes."

"That LGNZ works with central government to introduce legislation to ban the sale of fireworks to the general public and end their private use."

"That LGNZ request the government to bring into line camera and officer-detected red light running offences with other traffic offences that incur demerit points."

"To seek an amendment to clause 6.2 of the Land Transport (Road User) Rule 2004 to prohibit parking on urban berms."

"That LGNZ advocates for enabling legislation that would allow councils to require all guest accommodation providers to register with the council and that provides an efficient approach to imposing punitive action on operators who don't comply."

"That LGNZ recommend to the government the funding of additional research into the effects of nitrates in drinking water on human health, and/or partner with international public health organisations to promote such research, in order to determine whether the current drinking water standard for nitrate is still appropriate for the protection of human health."

“That LGNZ initiates a review of Local Government Official Information and Meetings Act (1987)(LGOIMA) request management nationally with a view to establishing clear and descriptive reporting for and by local authorities that will create a sector-wide picture of:

- Trends in the volume and nature of LGOIMA requests over time.*
- Trends in users.*
- The impacts of technology in terms of accessing information sought and the amount of information now held by local authorities (and able to be requested).*
- The financial and resource impacts on local authorities in managing the LGOIMA function.*

That LGNZ use the data obtained to:

- Identify opportunities to streamline or simplify LGOIMA processes.*
- Share best practice between local authorities.*
- Assess the value of a common national local government framework of practice for LGOIMA requests.*
- Identify opportunities to advocate for legislation changes on behalf of the sector (where these are indicated).”*

“That LGNZ encourages member councils to consider using environmentally friendly weed control methods.”

“LGNZ calls on central government to take action as recommended by the Law Commission in its 2014 report on “Liability of Multiple Defendants” to introduce a cap on the liability of councils in New Zealand in relation to building defects claims whilst joint and several liability applies.”

“That LGNZ, in conjunction with central government, urgently focus on the development and implementation of a broader range of funding and financing tools in respect of community/social housing provision, than those which currently exist in the housing needs space. These should include funding to support the operation, upgrade and growth of council housing portfolios and, where a council chooses, access to Income Related Rents for eligible tenants.”

“That LGNZ investigate the ability of the sector to collaborate in procuring open-source designs and plans for bulk infrastructure that are largely similar, with an initial approach to look at water and wastewater treatment facilities.”

“That LGNZ advocates to the government to phase out single use polystyrene.”

“That LGNZ pursue an amendment to the Local Government Act 2002 to:

- a. Re-number sub-sections 181 (5) and (6) to sub-sections (6) and (7); and*
- b. Introduce a new sub-section (5) to read: For all purposes the term “any work” in subsection*

4 means any works constructed before xx Month 20xx; and includes any works that were

wholly or partly in existence, or work on the construction of which commenced, before xx Month 20xx.”

“That LGNZ request the government to amend the Camping - Ground Regulations to allow councils to approve remote camp facilities on private property, subject to any such conditions as deemed required by a council, including the condition that any approved

campground is x distance away from an existing campground, unless the existing campground operator agrees to waive this condition in writing."

"Wellington City Council asks that LGNZ members consider engaging with the Living Wage Aotearoa New Zealand Movement when developing policies on payment of the Living Wage."

"LGNZ, on behalf of its member councils ask for a review of the effectiveness of the Sale and Supply of Alcohol Act 2012 in reducing alcohol harm (eg price, advertising, purchase age and availability) and fully involve local government in that review."

"Wellington City Council asks that LGNZ members collectively adopt the position that government should revise the Resource Management Act 1991 to adequately consider the impact of greenhouse gases when making decisions under that law and to ensure that the Resource Management Act 1991 is consistent with the Zero Carbon Bill."

"That LGNZ recommends to government that they establish an independent expert group to develop a new policy framework for adapting to climate change impacts as recommended by the Climate Change Adaptation Technical Working Group (CCATWG). This new expert group would be supported by a secretariat and stakeholder advisory group."

"1. That LGNZ acknowledges that the New Zealand Transport Agency's (NZTA's), Code of Practice for Temporary Traffic Management (CoPTTM) is a comprehensive and robust document, and that NZTA ensures the CoPTTM system is regularly reviewed, refined and updated. However, in light of the recent road worker fatalities LGNZ requests NZTA, in partnership with Road Controlling Authorities (RCAs);

a. Review afresh its Code of Practice for Temporary Traffic Management (CoPTTM) to satisfy themselves that;

i. The document provides sufficient guidelines and procedures to ensure approaching traffic are given every possible opportunity to become aware of the worksite ahead and to respond appropriately and in a timely manner.

b. Review its CoPTTM Training System to ensure;

i. Trainers are sufficiently qualified and adequately covering the training syllabus.

ii. Site Traffic Management Supervisors (STMS's) and Traffic Controllers (TC's) are only certified when they can demonstrate competence in the application of CoPTTM.

ii. A robust refresher programme is in place to ensure those in charge of Traffic Management on worksites remain current in the required competencies.

c. Review its Site Auditing requirements to ensure the traffic management at worksites is independently audited at a sufficient frequency to ensure compliance, and that a significantly robust system is put in place to enable enforcement of compliance.

2. That LGNZ takes steps to remind its members of their duties with respect to their role as Road Controlling Authorities including;

a. Appointing and sufficiently training and resourcing a Traffic Management Coordinator to ensure their obligations under the Health and Safety Work Act 2015, with respect to traffic management, are being met.

b. Adequately resourcing and undertaking audits of road work sites to ensure compliance with CoPTTM."

“That LGNZ request the government to amend S.41A of the LGA2002 to give Mayors the same powers to appoint a deputy mayor as held by the Mayor of Auckland.”

“That LGNZ request the government to amend S.41A of the LGA2002 to give Mayors the same powers to appoint a deputy mayor as held by the Mayor of Auckland.”

SIGNIFICANCE AND ENGAGEMENT

This report is provided to allow guidance from Council ahead of the LGNZ AGM and has been assessed as being of some importance.

DISCUSSION

Council’s process for determining support for remits is:

That any remits to be considered at each Local Government NZ Annual General meeting be brought to the Council, prior to the Annual General meeting, to consider any recommendations to our representatives at the Local Government NZ Annual General Meeting in regard to voting.

At the meeting, the Councils will be asked whether they agree or disagree with each remit or whether they wish to abstain from voting.

LGNZ has recently released its determination on the remits it has approved for presentation at the AGM.

These have been reviewed for suitability against the LGNZ Remits Policy by the LGNZ remits committee.

There are three changes to the remit paper which is attached. The changes are:

- Remit 2: The correct wording for the Fireworks remit should be: “that LGNZ work with central government to raise the issue (about the sale of fireworks) and advocate for legislative change”.
- Remit 18: The word “funding” has been removed from the phrase “new funding policy framework” which now reads “new policy framework”. This corrects a typographical error.
- Remit 23: An amendment has been made to the councils that will be proposing this remit at the AGM. The councils that will move and second the remit are now Invercargill City and Whanganui District.

An overview of each remit has been provided in the attachments.

If these remits are successfully passed at the LGNZ AGM then further decisions may be required by Council in terms of suitable programmes and policy approaches so that these initiatives can be addressed.

FINANCIAL AND RESOURCING IMPLICATIONS

There are no financial and resourcing implications at this stage.

IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;

- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

NEXT STEPS

Any relevant proposals or necessary next steps would be brought back to Council for discussion and approval following the AGM.

Who's
putting local
issues on
the national
agenda?

**We are.
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2019 Annual General Meeting

Remits

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1

Climate change – local government representation

Remit:	That LGNZ calls on the Government to include local government representation (as determined by local government) at all levels of policy development, technical risk and resilience assessment, and data acquisition on climate change response policies – with an emphasis on climate adaptation: policy; legal; planning; and financial compensation regimes.
Proposed by:	Auckland Council
Supported by:	Zone One

Background information and research

1. Nature of the issue

- a. Climate change action, impacts and related policy, risk, legal, planning and financial implications are borne most directly by local communities.
- b. As the structure and framework for a more cohesive New Zealand-wide approach emerges with the current government, it is critical that the country-wide context is informed directly by the local voice at a local council level so it is integrated appropriately into the wider context.
- c. Local government is likely to be responsible for implementing a range of central government climate change policies – it is therefore crucial that local government is represented in policy/technical design process to ensure it is fit for purpose at a local scale and able to be implemented cost-effectively in the local government system.

2. Background to its being raised

- a. Climate adaptation and mitigation approaches are being adopted across New Zealand, in some cases well in advance of a coherent national approach. As local councils make progress on strategy, policy, planning and direct initiatives, an opportunity exists to integrate learning, challenges or concerns into the wider national context.
- b. Some councils have pioneered new approaches with mana whenua, community engagement, evidence-building and research and cross-sector governance. Without a seat at the larger table, the lessons from these early adopters risk being lost in the national conversation/approach.



3. New or confirming existing policy

This is a new policy.

4. How the issue relates to objectives in the current Work Programme

- The issue relates to LGNZ's climate change work programme, particularly relating to the input/influence on the Zero Carbon Act and Independent Climate Commission, implementation of CCATWG recommendations, decision-making and risk, impacts assessment, and other elements.
- A local seat at the larger New Zealand table would ensure a strong local voice for a range of workstreams.

5. What work or action on the issue has been done on it, and the outcome

Aside from specific LGNZ workstreams relating to climate change (see above), central government has progressed consultation on the Zero Carbon Bill and Interim Climate Change Committee, has appointed a panel to produce a framework for national climate change risk assessment, and has announced a set of improvements to New Zealand's emissions trading scheme. Likewise, a number of councils have progressed action plans and strategies to reduce emissions and prepare for climate impacts. Notably, New Zealand-wide emissions continue to rise and the serious risks associated with climate impacts continue to be better understood – an integrated local and national approach is very much needed in order to make any substantive progress on climate change in New Zealand.

6. Any existing relevant legislation, policy or practice

As described above, the Zero Carbon Act is the main relevant New Zealand legislation with accompanying frameworks, policies and schemes. A range of more local policies from the Auckland Unitary Plan to coastal policies need meticulous alignment and integration with the national approach in order for both to be most effective.

7. Outcome of any prior discussion at a Zone or Sector meeting

Zone 1 agreed on 1 March 2019 to support this remit.

8. Suggested course of action envisaged

- It is recommended that LGNZ work with central government to advocate for these changes.
- It is recommended that LGNZ engage directly with relevant ministers and ministries to ensure local government has an appropriate role in the National Climate Change Risk Assessment Framework, and all related and relevant work programmes.

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2

Ban on the sale of fireworks to the general public

Remit:	That LGNZ works with central government to introduce legislation to ban the sale of fireworks to the general public and end their private use.
Proposed by:	Auckland Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

The following issues have been identified:

- a. Community concern about the negative impacts of the ad-hoc private use of fireworks particularly around the deliberate and unintentional distress to people and animals and damage to property.
- b. High demand for council and emergency services who receive a large number of complaints in relation to the use of fireworks.
- c. The absence of regulatory powers to territorial authorities to ban the sale of fireworks by retailers to the general public.

2. Background to its being raised

- a. The issue was raised during the review of the Auckland Council's Public Safety and Nuisance Bylaw 2013 which prohibits setting off fireworks on public places.
- b. During the review of this Bylaw, Auckland Council separately resolved to request the New Zealand Government to introduce legislation to ban the sale of fireworks to the general public and end their private use.
- c. Reasons for the decision are stated in the 'Nature of the issue' and further details are in 'What work or action on the issue has been done, and the outcome'.

3. New or confirming existing policy

This is a new policy.



4. How the issue relates to objectives in the current Work Programme

This issue relates to LGNZ's social issues portfolio which reflects working alongside central government to address social issues affecting community safety:

- Community safety is an issue of vital interest for councils as areas which are perceived to be "unsafe" are likely to experience lower levels of social cohesion and economic investment. When asked to rank issues that are most important to themselves and their communities' safety is always one of the top.
- Framed in this way, prohibiting the private use and sale of fireworks through government legislation enhances community safety as a top priority for LGNZ. Furthermore, it also promotes social cohesion by enabling the use of public displays without the worries and danger of ad-hoc private use of fireworks.

5. What work or action on the issue has been done on it, and the outcome

The review of Auckland Council's Public Safety and Nuisance Bylaw 2013 identified that a territorial authority has no regulatory powers to ban the retail sale of fireworks to the general public.

A territorial authority's regulatory powers in relation to fireworks are limited to:

- Prohibiting fireworks from being set off on or from a public place.
- Addressing nuisance and safety issues that may arise from their use on other places (eg private property) and affect people in a public place.
- Addressing noise issues relating to fireworks being set off on other places.

Enforcement is also challenging and resource-intensive. Auckland Council (and potentially other territorial authorities) do not have capacity to respond to all complaints during peak times, and it is difficult to catch people in the act. There can also be health and safety risks for compliance staff.

A ban on the sale of fireworks through legislative reform would therefore be the most efficient and effective way of addressing issues identified in the 'Nature of the issue'.

Any such ban would not prohibit public fireworks displays which enable a managed approach towards cultural celebrations that use fireworks throughout the year.

There is also a known level of public support for such a ban. Public feedback between October and December 2018 on the decision of Auckland Council to request a ban on the sale of fireworks was overwhelmingly supportive. Feedback to Auckland Council resolution was received from 7,997 people online. Feedback showed 89 per cent (7,041) in support and 10 per cent (837) opposed.

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Key themes in support included:

- Concerns for the safety of people and animals (68 per cent).
- Concerns about the amount of noise (35 per cent).
- Concerns about stockpiling and use of fireworks after Guy Fawkes night (27 per cent).
- A preference for public fireworks displays only (23 per cent).

Key themes opposed, including from fireworks retailers, were:

- A ban would be excessively restrictive.
- In favour of more regulation on use instead of a ban.
- A ban would end a key part of kiwi culture and tradition.

Similar requests and petitions to ban the sale of fireworks to the general public have been delivered to the Government, including:

- An unsuccessful petition in 2015 with 32,000 signatures, including the SPCA, SAFE and the New Zealand Veterinarians Association.
- A recent petition in 2018 with nearly 18,000 signatures which was accepted on its behalf by Green Party animal welfare spokesperson Gareth Hughes.

A ban on the sale of fireworks would align New Zealand legislation to that of other comparative jurisdictions. For example, retail sale of fireworks to the general public is prohibited in every Australian jurisdiction (except the Northern Territories and Tasmania where strict restrictions on the sale and use are in place).

6. Any existing relevant legislation, policy or practice

Hazardous Substances (Fireworks) Regulations 2001

- Fireworks may be displayed for retail sale or sold by a retailer during the period beginning on 2 November and ending at the close of 5 November in each year.
- A person must be at least 18 years in order to purchase fireworks.

WorkSafe

- Regulates health and safety in a workplace and administers the regulations for storing fireworks in a workplace.
- Approve compliance certifiers who certify public/commercial displays.

New Zealand Police

- Enforce regulations around the sale of retail fireworks, including requirements around the sale period and age restrictions under the Hazardous Substances (Fireworks) Regulations 2001.
- Address complaints about dangerous use of fireworks.

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Environmental Protection Agency (EPA)

- Responsible for providing information about the sale of retail fireworks.
- Responsible for approving certifiers to test and certify that retail fireworks are safe prior to being sold in New Zealand.
- Provides approval for hazardous substances, including fireworks and provide import certificates to allow fireworks to be brought into New Zealand and the requirements for labelling and packaging of fireworks.

Auckland Council

- Deals with complaints about noise from fireworks.
- Prohibits setting off fireworks from public places under its Public Safety and Nuisance Bylaw 2013.

New Zealand Transport Agency (NZTA)

- Responsible for enforcing Land Transport Rule 1 which covers fireworks being transported on the road.

7. Suggested course of action envisaged

We ask that LGNZ request the Government to include red light running with other traffic offences that incur demerit points.

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3

Traffic offences – red light running

Remit:	That LGNZ request the Government to bring into line camera and officer-detected red light running offences with other traffic offences that incur demerit points.
Proposed by:	Auckland Council
Supported by:	Metro Sector

1. Background information and research

1. Nature of the issue

LGNZ strategic goals include a safe system for transport – increasingly free of death and serious injury. This proposal is directly working towards a safe road system, with an integrated approach across infrastructure, operation of the road network and enforcement.

The red-light-running-related crash-risk has increased in recent years (CAS) and additional prevention measures are required to reduce and eventually eliminate the social, financial and road trauma burden of these crashes.

Making use of safety cameras and demerit points would allow the intent of the law to be upheld without the need for significantly increased police presence, and is a cost effective way to ensure safety at high risk camera locations.

Demerit points are more effective than fines in deterring unsafe road user behaviour as the deterrent effect impacts equally across a wide range of road users.

We ask that LGNZ request the Government that red light running be included with other traffic offences that incur demerit points (currently absent from the list of similar offences that acquire points, although this was proposed in 2007).

All councils in New Zealand stand to benefit from reduced red-light running and cost-effective enforcement of safety using red light cameras which can operate more cheaply over wide areas. This will support councils to get strong safety results from their road safety camera programmes.

Demerit point systems (DPS) work through prevention, selection and correction mechanisms. A DPS can help increase compliance with stop signals, reducing the likelihood of exposure to non-survivable forces, and it can help reduce repeat offending among 'loss of licence' drivers who repeatedly make poor safety choices which may lead to a crash.



Applying demerit points to red-light-running offences would help make the whole penalty system more meaningful and fair, and better reflect the risk. It is expected that the costs would be minimal, mostly in the justice sector, however these too can be minimised with an educational approach.

2. Background to its being raised

Road safety crisis

Auckland, as the rest of New Zealand, has an increasing road toll. From 2014 to 2017 Auckland had an increase in deaths of 78 per cent. The rest of New Zealand had an increase of almost 30 per cent in that same period. Serious injuries have increased at similar rates in that time. This follows a long period of gradual reductions in road trauma. The previous methods for managing road safety are no longer working.

A Vision Zero approach requires clear expectations and shared responsibility about safe behaviour at intersections, from road users and legislators and managers of the road system.

Auckland Transport (AT) Independent Road Safety Business Improvement Review (BIR) recommends increasing penalties for camera offences for all drivers, alongside other recommendations for road safety sector partnerships.

National Road Safety Strategy update is underway. It would help to have LGNZ support for changes like this being considered under the strategy.

3. New or confirming existing policy

Red light running or failing to stop at a red signal at intersections:

- Note that in this 2007 release for changes to the demerit system in 2010, proposed a fine of \$50 and 25 demerit points for red light running.

<https://www.beehive.govt.nz/release/tougher-penalties-focus-road-safety-package>

10 years of driver offence data:

- <https://www.police.govt.nz/about-us/publication/road-policing-driver-offence-data-january-2009-december-2018> (accessed at 2 April 2019)

Number of red light running offences for 2014-2018 five year period, all of New Zealand:

- Officer issued: 61,208 or \$8.9 million in fines, no demerit points.
- Camera issued: 14,904 or \$2.2 million in fines, no demerit points.



4. How the issue relates to objectives in the current Work Programme

The overall strategic focus of LGNZ includes leadership and delivery of change on the big issues confronting New Zealand communities, such as road safety, with a focus on best performance and value for communities. Safety cameras with reliable enforcement tick off a number of these requirements.

This proposal could support three of the five strategic policy priorities in the LGNZ Policy statement 2017-2019, although it does not fit under one alone:

- Infrastructure: LGNZ's policy statement mentions *a safe system for transport – increasingly free of death and serious injury* (p6). This proposal is directly working towards a safe road system, including infrastructure, operation of the road network and enforcement.
- Risk and resilience: Also known as safe and sustainable transport, Vision Zero and this detailed change to road safety supports a risk-based approach to increasing safety in New Zealand communities. Collaboration between local and central government is necessary to achieve the safe system goal and treating no death or serious injury as acceptable for those communities.
- Social issue – community safety: LGNZ supports projects that strengthen confidence in the police and improve perceptions of safety. This proposal reflects the goal of responsive policing, and innovative solutions for dealing with social issues.

Note on equity

While demerit points provide a more equitable deterrent effect compared to fines and help dispel the myth of 'revenue gathering', an increase in the use of demerit points may still impact some low deprivation communities and create 'transport poverty' issues, particularly in areas with high sharing of vehicles. One way to manage this potential equity issue is to use the Swedish model for managing safety cameras where they are only switched on a proportion of the time and are well supported by local road safety education activities.

5. What work or action on the issue has been done on it, and the outcome

From Auckland Transport research report: *Auckland Red Light Camera Project: Final Evaluation Report, 2011*: "When red light cameras were trialled in Auckland between 2008 and 2010, there was a 43 per cent reduction in red-light running and an average 63 per cent decrease in crashes attributable to red light running."

Conversations with AT and Policing Operations on demerits for safety camera infringements indicate that police are very supportive of demerit points for safety cameras.

Reasons include that demerits from safety cameras can be easily transferred to the driver involved in the infringement, which addresses concerns that vehicle owners who are not driving would be unfairly penalised.



Further conversations between AT and New Zealand Police indicate that red light running offences are an anomaly as they do not lead to demerit points. For comparison, failing to give way at a pedestrian crossing is 35 points, and ignoring the flashing red signal at rail crossings, 20 points.

The effect of demerit points on young drivers: incentives and disincentives can have an important impact on young, novice drivers' behaviour, including demerit points as a concrete disincentive.

From OECD research report: *Young Drivers: The Road to Safety* 2006 by the European Conference of Ministers of Transport (EMCT), OECD publishing, France.

Comment on technology used for enforcement:

Existing cameras are more than capable of detecting offences, it is just the legal rules that are preventing this. However, it may be worth considering that new intelligent technology will potentially improve this process even further in future.

6. Any existing relevant legislation, policy or practice

To change the:

- Land Transport Act 1998.
- Land Transport (offences and penalties) Regulations 1999.
- Land Transport (road user) Rule 2004.

The demerits points system comes from section 88 of the Land Transport Act and expressly excludes offences detected by camera enforcement ("vehicle surveillance equipment" as it is called in legislation).

These sections of the Act are supported by reg 6 and schedule 2 of the Land Transport (Offences and Penalties) Regulations 1999.

7. Suggested course of action envisaged

We ask that LGNZ request the Government to include red light running with other traffic offences that incur demerit points.

**We are.
LGNZ.**

4

Prohibit parking on grass berms

Remit:	To seek an amendment to clause 6.2 of the Land Transport (Road User) Rule 2004 to prohibit parking on urban berms.
Proposed by:	Auckland Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

Auckland Transport cannot enforce 'parking on the grass berms' without the request signage being in place.

2. Background to its being raised

In 2015 Auckland Transport Parking Services received advice that the enforcement of motor vehicles parking on the berms of the roadway could not be lawfully carried out, without the requisite signage being in place to inform the driver that the activity is not permitted. After that advice, enforcement was restricted to roadways where signage is in place. A programme to install signage was undertaken on a risk priority basis from that time to present.

3. New or confirming existing policy

Change in the existing legislative situation.

4. How the issue relates to objectives in the current Work Programme

The overall strategic focus of LGNZ includes leadership and delivery of change on the big issues confronting New Zealand communities, such as road safety, with a focus on best performance and value for communities.



This proposal supports the Infrastructure strategic policy priorities in the LGNZ policy statement 2017-2019:

- Infrastructure: LGNZ policy statement mentions the right infrastructure and services to the right level at the best cost (p6). This proposal is directly working towards a safe road system, including infrastructure that meets the increasing demands within a reasonable roading investment.

5. What work or action on the issue has been done on it, and the outcome

- September 2015: AT legal team notified Parking Services and Ministry of Transport (MoT) of the issue.
- October 2015: Ministry responded stating it would be included in the next omnibus rule amendment.
- June 2016: AT was advised that the matter would not be progressed as a policy project would be needed. AT also informed that the matter was not in the 2016/17 programme but would be considered in the forward work programme.
- AT advised there would be workshops with local government to determine potential regulatory proposals in the 2017/18 programme. This did not happen.
- November 2016: AT's Legal team wrote to the MoT again requesting for an update on when the workshops would take place.
- November 2016: MoT advised AT that they were currently co-ordinating proposals.

AT have not received an update on the issue since.

6. Any existing relevant legislation, policy or practice

AT's Traffic Bylaw 2012 prohibits parking on the grass within the Auckland urban traffic area. However, the combination of provisions in the Land Transport Act 1998, and the various rules made under it, mean that for AT to enforce this prohibition, we must first install prescribed signs every 100 metres on all grass road margins within the urban traffic area.

It should be noted that this is not just confined to Auckland, but is a nationwide issue, hence our multiple requests for the Ministry to consider the issue.

To note: The same requirements apply to beaches, meaning before AT can enforce a Council prohibition on parking on the beach, signage must first be installed every 100 metres along the beach.

Clearly, installing the required signage on all road margins and beaches is both aesthetically undesirable as well as prohibitively expensive.

Operational practice by AT parking services is to respond to calls for service and complaints from the public. This change is not to introduce a change in enforcement practices.

**We are.
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5

Short-term guest accommodation

Remit:	That LGNZ advocates for enabling legislation that would allow councils to require all guest accommodation providers to register with the council and that provides an efficient approach to imposing punitive action on operators who don't comply.
Proposed by:	Christchurch City Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

The advent of online listing and payment platforms like Airbnb and HomeAway have helped grow a largely informal accommodation provider sector around the world on a huge scale. This is presenting challenges for local authorities around the world to adapt regulatory frameworks to effectively capture these new businesses.

The Airbnb market share in Christchurch has grown exponentially from June 2016 to December 2018.

- Rooms in owner-occupied homes listed grew from 58 in June 2016 to 1,496 in December 2018.
- Entire homes listed increased from 54 to 1,281 over the same period (+2,272 per cent).
- Airbnb's share of all guest nights in Christchurch rose from 0.7 per cent in June 2016 to 24 per cent in December 2018.
- In the month of December 2018 there were an estimated 120,000 guest nights in Christchurch at Airbnb providers.

Councils generally have regulatory and rating requirements that guest accommodation providers are required to work within. District Plan rules protect residential amenity and coherence and many councils require business properties to pay a differential premium on general rates.

However, many informal short-term guest accommodation providers operate outside the applicable regulatory and rates frameworks. The nature of the activity makes finding properties being used for this activity problematic. Location information on the listing is vague and GPS coordinates scrambled. Hosts do not provide exact address information until a property is booked, and the platform providers won't provide detailed location, booking frequency or contact details to councils, citing privacy obligations. In their view, the onus is on hosts to



confirm they meet relevant regulatory requirements. In short, we don't know where they are and finding them is an expensive and resource-intensive exercise akin to playing whack-a-mole with a blind fold on.

This means the informal accommodation sector is able to capture competitive advantages vis-à-vis the formal sector by reducing compliance costs and risks. In popular residential neighbourhoods, high demand for this activity can reduce housing affordability, supply and choice and compromise the neighbourhood amenity.

Councils need to be able to require guest accommodation providers to register with them and to keep records of the frequency of use of residential homes for this purpose. This would enable councils to communicate better with providers, ensure regulatory and rating requirements are being met and enable a more productive relationship with platform providers.

Queenstown Lakes District Council proposed a registration approach through its District Plan review but withdrew that part of their proposal after seeking further legal advice. Christchurch City Council has also had legal advice to the effect that registration with the Council cannot be used as a condition for permitted activity status under the District Plan, particularly if that registration is contingent on compliance with other Acts (eg the Building Act, various fire safety regulations, etc). The closest thing to a form of registration that can be achieved under the RMA is to require a controlled resource consent which is still a relatively costly and onerous process for casual hosts.

2. Background to it being raised

Christchurch City Council has received numerous complaints and requests for action from representatives of the traditional accommodation sector – hotels, motels and campgrounds. They have asked for short-term rental accommodation to be brought into the same regulatory framework they are required to operate in.

There are other wider issues to consider such as impact on rental housing availability, impact on house prices and impact on type of development being delivered in response to this market.

Representatives from the Christchurch accommodation sector have raised the disparity in operating costs and regulation that are imposed on them and not the informal sector. They believe the effect of this is:

- Undermining the financial viability of the formal accommodation sector.
- Resulting in anti-social behaviour and negative amenity impacts in residential neighbourhoods.
- Creating a health and safety risk where small, casual operators are not required to meet the same standards that they are.



3. How the issue relates to objectives in the current Work Programme

LGNZ Flagship Policy Project - Localism

“Local government is calling for a shift in the way public decisions are made in New Zealand by seeking a commitment to localism. Instead of relying on central government to decide what is good for our communities it is time to empower councils and communities themselves to make such decisions. Strengthening self-government at the local level means putting people back in charge of politics and reinvigorating our democracy.”

Providing councils with the means to require accommodation providers to register will greatly assist them to work with their communities to develop approaches to regulating the short-term guest accommodation sector that best serves that particular community. For many councils it would enable a nuanced approach for each community to evolve under a district-wide policy.

4. What work or action on the issue has been done on it, and the outcome

Christchurch City Council is taking a four-pronged approach to creating a more workable regulatory and rating frameworks.

- Preliminary work is underway to consider changes to the District Plan. These will explore options including:
 - To differentiate between scales of the activity with a primarily residential or rural versus primarily commercial character (likely to be determined based on the number of days a year that a residential unit is used for this activity and whether or not it is also used for a residential purpose);
 - To enable short-term guest accommodation with a primarily residential or rural character in areas where it will have no or minimal effects on housing availability or affordability, residential amenity or character, and the recovery of the Central City; and
 - Restrict short-term guest accommodation in residential areas where it has a primarily commercial character.
- Consideration will be given to business rates approaches that align with any changes to District Plan rules. This may see a graduated approach to imposing business rates based on the level of activity and in line with District Plan compliance thresholds. This is an approach Auckland Council and Queenstown Lakes District Council are using.
- Consideration of a more proactive regulatory compliance approach once any changes to District Plan rules are introduced. The Council is currently responding to complaints related to guest accommodation activity but is not undertaking proactive enforcement due to the difficulty in identifying properties being used as guest accommodation and then enforcing zone rules.
- Advocating for enabling legislation that would allow councils to require all guest accommodation providers to register with the council and that provides an efficient approach to imposing punitive action on operators who don't comply.

**We are.
LGNZ.**

5. Suggested course of action envisaged

Convene a working group of local government subject matter experts to prepare a prototype legislative solution to put to the Government to guide advice to MPs.

The solution should enable councils to require all accommodation providers to register and keep records of the frequency of their bookings and should enable councils to develop a regulatory and rating approach that best suits its situation and needs.

Examples of legislation that provide similar powers include:

- Class 4 and TAB Gambling Policies under the Gambling Act.
- Prostitution Bylaws under the Prostitution Reform Act.
- Freedom Camping Bylaws under the Freedom Camping Act.

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6

Nitrate in drinking water

Remit:	That LGNZ recommend to the Government the funding of additional research into the effects of nitrates in drinking water on human health, and/or partner with international public health organisations to promote such research, in order to determine whether the current drinking water standard for nitrate is still appropriate for the protection of human health.
Proposed by:	Christchurch City Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

Nitrates are one of the chemical contaminants in drinking water for which the Ministry of Health has set a maximum acceptable value (MAV) of 50 mg/L nitrate (equivalent to 11.3 mg/L nitrate-Nitrogen) for 'short-term' exposure. This level was determined to protect babies from methaemoglobinaemia ('blue baby' syndrome).

Some studies, in particular a recent Danish study, indicate a relationship between nitrates in drinking water and increased risk of adverse health effects, in particular colorectal cancer.

The well-publicised 2018 Danish study found that much lower levels of nitrate than that set in the New Zealand drinking water standards may increase the risk of colorectal cancer. The level of increased risk was small, but 'significant' even at levels as low as 0.87 mg/L nitrate-Nitrogen, which is more than an order of magnitude lower than the New Zealand drinking water standard.

Other studies looking at the relationship of nitrate in drinking water and possible adverse human health effects have in some instances been inconclusive or have found a relationship between nitrate in drinking water and colorectal cancer for specific sub-groups with additional risk factors (such as high red meat consumption), but not necessarily at the same level as the 2018 Danish study. The 2018 Danish study is notable because of its duration (between 1 January 1978 to 31 December 2011) and the size of the population studied (2.7 million Danish adults).

There does not appear to be a robust national system for monitoring and reporting nitrate in drinking water, nor a programme or system in place for considering whether the current drinking water standard for nitrate is still appropriate for protecting human health.

**We are.
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2. Background to its being raised

Dietary intake of nitrates include consumption of vegetables such as spinach, lettuce, beets and carrots, which contain significant amounts of nitrate, and processed meat, and to a lesser extent drinking water (when/where nitrate is present).

In the 2015 Environmental indicators Te taiao Aotearoa compiled by Ministry for the Environment and Statistics New Zealand, an overall trend of increasing levels of nitrate in groundwater was observed for the ten-year period 2005-2014 at monitored sites (see Figure 1).

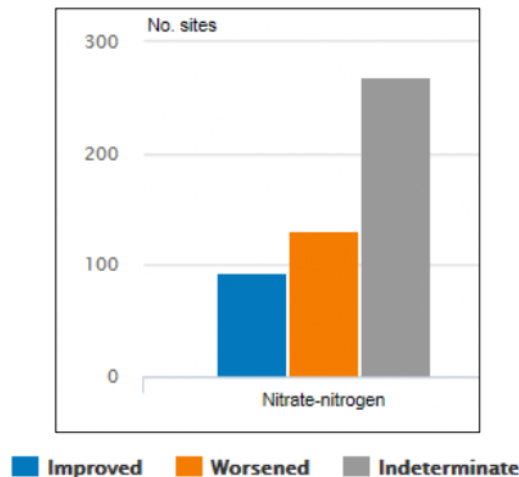


Figure 1. Nitrate levels in groundwater, 2005-2014

Ministry for the Environment's Our Fresh Water 2017 reports that 47 of 361 sites (13 per cent) did not meet the drinking water quality standard for nitrate at least once in the period between 2012 and 2014. The report doesn't indicate whether any or all of these sites are sources of public water supplies.

3. How the issue relates to objectives in the current Work Programme

- One of LGNZ's five strategic priorities concerns councils' infrastructure including that for 'Three Waters': "Water is critical to the future health of New Zealanders and their economy and in a world facing water scarcity New Zealand's water resources represent a significant economic advantage. Consequently, protecting the quality of water and ensuring it is used wisely is a matter of critical importance to local government and our communities. Water is also subject to a range of legislative and regulatory reforms, with the overall allocation framework under review and councils subject to national standards, such as drinking water standards."
- Another of LGNZ's strategic priorities is addressing environmental issues including the quality and quantity of New Zealand's freshwater resources: "Water quality is, and will continue to be, one of the defining political issues for governments and councils over the foreseeable future ..."



- LGNZ's Water 2050 project is also relevant. This project is described as: "A fit-for-purpose policy framework for the future (Water 2050) which considers freshwater quality and quantity: including standards, freshwater management, impacts on rural and urban areas, such as infrastructure requirements and associated funding, quantity issues including rights and allocation, and institutional frameworks for water governance."

4. What work or action on the issue has been done on it, and the outcome

The City Council undertakes chemical sampling from approximately 20-25 bores each year as an additional risk management barrier for the provision of its public drinking water supply. This data is shared with Environment Canterbury. The monitoring programme analyses for a number of chemicals, with nitrate being only one of many contaminants analysed. The City Council maintains a database with the results of the chemical monitoring programme.

The extent of the issue with respect to understanding the extent of nitrates in drinking water and its associated human health implication is beyond the scope of the City Council's resources to undertake.

5. Outcome of any prior discussion at a Zone/Sector meeting

To date no City Council drinking water well has exceeded the drinking water standard for nitrate.

Data from the last ten years of the City Council's monitoring programme have shown that in about a third of the samples taken, results have met or exceeded the 0.87 mg/L level for which the 2018 Danish study found an increased risk of colorectal cancer (see Table 1).

Table 1. Nitrate-Nitrogen sampling results of CCC drinking water wells, 2008-2018

	Results <u>below</u> 0.87 mg/L	Results <u>at/above</u> 0.87 mg/L
Total number of samples taken	280	93
Number of wells with 1 or more results	126	57
Concentration range	<0.001 – 0.85	0.89 – 7.1

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6. Suggested course of action envisaged

Recommend that central government fund additional research into effects of nitrates in drinking water on human health and/or partner with international public health organisations to promote such research.

Recommend that central government work with regional and local governments to improve monitoring of nitrates in reticulated supplies as well as in the sources of drinking water, noting that in its 2017 report *Our Fresh Water 2017* the Ministry for the Environment has stated that they “have insufficient data to determine groundwater trends at most monitored sites” and that the Ministry of Health’s latest report on drinking water *Annual Report on Drinking water Quality 2016–2017* states that “chemical determinants are not regularly monitored in all supplies”.

**We are.
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7

Local Government Official Information and Meetings Act (1987)

Remit:	<p>That LGNZ initiates a review of Local Government Official Information and Meetings Act (1987) (LGOIMA) request management nationally with a view to establishing clear and descriptive reporting for and by local authorities that will create a sector-wide picture of:</p> <ul style="list-style-type: none"> • Trends in the volume and nature of LGOIMA requests over time. • Trends in users. • The impacts of technology in terms of accessing information sought and the amount of information now held by local authorities (and able to be requested). • The financial and resource impacts on local authorities in managing the LGOIMA function. <p>That LGNZ use the data obtained to:</p> <ul style="list-style-type: none"> • Identify opportunities to streamline or simplify LGOIMA processes. • Share best practice between local authorities. • Assess the value of a common national local government framework of practice for LGOIMA requests. • Identify opportunities to advocate for legislation changes on behalf of the sector (where these are indicated).
Proposed by:	Hamilton City Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

A comprehensive understanding of the current state of play in the sector is needed, as are metrics to measure LGOIMA activity nationally to identify opportunities for improvements and efficiencies for the benefit of local authorities and the public.

An appropriate response is needed to address the tension between transparency and accountability to the public and effective, cost-efficient use of council resources to respond to requests under LGOIMA.



Despite guidance provided by the Office of the Ombudsman, it is becoming harder for local authorities to traverse the range of requests made under LGOIMA with confidence that they are complying fully with the Act. Issues such as grounds for withholding information, charging for information or seeking extensions are becoming increasingly problematic as the scope and scale of complex requests grows.

2. Background to its being raised

Anecdotally, local authorities all around the country seem to be noticing:

- An increase in the volume of LGOIMA requests year on year;
- An increase in requests from media;
- An increase in serial requestors;
- An increase in referrals for legal advice to negotiate complex requests and the application of the Act;
- An increase in requests that could be described as vexatious; and
- Consequently, an increase in the costs of staff time in managing LGOIMA.

In seeking to comply with the legislation, local authorities share the Ombudsman's view of the importance of public access to public information in a timely fashion in order to "enable more effective public participation in decision-making; and promote the accountability of members and officials; and so, enhance respect for the law and promote good local government" (s4 LGOIMA).

In many ways technology is making it easier to source, collate and share a far greater range of public information faster. At the same time the ubiquitous use of technology within local government has significantly increased the volume and forms of information an organisation generates and captures, with associated implications for researching, collating and then reviewing this information in response to LGOIMA requests.

Current status:

- a. Understandably, the Ombudsman's advice encourages local authorities to apply a very high threshold for withholding information and to take a generous view of what is in the public interest.
- b. The scope of requests is becoming broader, more complex and covers longer time periods (to the point where some could be described as fishing expeditions). While local authorities can request refinements to scope, requestors do not always agree to do so or make only minimal changes.
- c. There are costs associated with automated searches of systems, databases and email accounts, some of which should not or are not easily able to be passed on to requestors. Not undertaking automated searches increases the risk of pertinent information being omitted.



- d. The Ombudsman's guidance is very helpful in the main. However, Ombudsman's guidelines take the view that a council will scope the request then make the decision whether to release the information then prepare the information for release. This often does not reflect the reality of dealing with a LGOIMA request especially large and complex requests. These components are interrelated and cannot be processed as entirely separate stages.
- e. A small number of repeat requestors appear to be responsible for an increasingly disproportionate number of the total requests. Some are individuals, but a greater number are media and watchdog groups like the Taxpayers Union.
- f. With an increasing amount of information requested, the review of documents, webpages, etc and redaction of text for reasons of privacy or outside-of-scope is significant and onerous.
- g. Local authorities are failing to take a common approach to people and organisations that are making the same request across the sector.
- h. An increasing number of LGOIMA requests are seeking property/property owner/license-holder information or other information more often than not to be used for marketing or other commercial ends. Yet local authorities are limited in their ability to recoup associated costs in providing this information, or in the case of standard operating procedures, protect their own intellectual property.

3. How the issue relates to objectives in the current Work Programme

LGNZ has a work programme focused on improving the local government legal framework. This remit is consistent with that programme and seeks to focus attention on a particularly problematic part of the framework that is currently not being specifically addressed.

4. What work or action on the issue has been done on it, and the outcome

At a local level, Hamilton City Council has been working continuously over the last 18 months to refine our processes for dealing with LGOIMA requests. This work has ensured that relevant staff as well as the staff in the LGOIMA office and in the Communications Unit are aware of the procedures and requirements for dealing with LGOIMA requests under the Act, and options potentially available where the scope or the complexity of requests tests Council resources. Templates for responses and communications with staff regarding responses have been developed and are used or customised as necessary. We have also introduced a reporting framework so that we have visibility of requests over time and various component factors including time taken to prepare and respond to LGOIMAs. Opportunities for further enhancements relate to understanding and being able to reflect best practice sector-wide.

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5. Any existing relevant legislation, policy or practice

Local Government Official Information and Meetings Act 1987; Privacy Act 1993; Office of the Ombudsman Official Information legislation guides; Privacy Commissioner privacy principles.

Hamilton City Council is very conscious of its responsibilities under the Local Government Official Information and Meetings Act 1987, the Privacy Act 1993, and related guidance, and our processes comply with the relevant legislation.

This topic is also closely aligned with Hamilton City Council's strategic imperative: 'A Council that is Best in Business'.

6. Suggested course of action envisaged

LGNZ prioritises a national review of LGOIMA request management as part of its programme to continuously improve the local government legal environment.

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8

Weed control

Remit:	That LGNZ encourages member councils to consider using environmentally friendly weed control methods.
Proposed by:	Hamilton City Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

There is mixed evidence of the risks associated with using chemical weed control as a method, particularly glyphosate-based, and lobby groups are actively pressuring councils to reduce use. Glyphosate is currently approved for use as a herbicide by New Zealand's Environmental Protection Agency (EPA), and most New Zealand councils use it, given it is a cost-effective, proven option for weed control. Most councils take an integrated approach to weed control, which includes the use of glyphosate-based products along with alternative methods.

2. Background to its being raised

In New Zealand, the use of chemicals including glyphosate is regulated by the EPA. A 2016 EPA review concluded that glyphosate is unlikely to be genotoxic or carcinogenic to humans and does not require classification under the Hazardous Substances and New Organisms Act 1996 as a carcinogen or mutagen.

Internationally, there is controversy surrounding the use of glyphosate. In 2004 a World Health Organisation (WHO) Group (the Joint Meeting on Pesticides Residues) determined that glyphosate does not pose a cancer risk to humans. In 2015, another WHO sub-group (the International Agency for Research on Cancer) classified glyphosate as 'probably carcinogenic to humans'.

In August 2018 a California jury found Monsanto liable in a case linking the use of the company's glyphosate-based weedkillers to cancer. In March 2019, a federal jury in America ruled that use of Monsanto's glyphosate-based weedkiller was a 'substantial factor' in another user developing cancer. These cases have reinvigorated calls to ban the use of glyphosate in New Zealand and worldwide.



3. How the issue relates to objectives in the current Work Programme

LGNZ has an environmental work programme and the proposed remit is consistent with this focus on environmental issues that affect local government and local communities. The LGNZ programme does not specifically address the issue of non-chemical methods of weed control despite strong public interest.

4. What work or action on the issue has been done on it, and the outcome

At a local level, Hamilton City Council staff are currently actively looking at reducing chemical use in general and, more specifically, at alternative weed control methods. Our approach acknowledges the importance of keeping our community and staff safe and healthy. Staff are appropriately trained and required to wear the correct personal protective equipment (PPE) for the task.

Our investigation of non-chemical options has incorporated the following:

- In September 2018, we began trialling use of a steam machine for weed control. The equipment has a large carbon footprint (9 litres of fossil fuel per hour of operation) and requires more frequent application to achieve the same level of weed control.
- The use of a new mulch application machine has enabled sites to be mulched faster than traditional methods, which suppresses weeds for longer.
- We have trialled longer grass-cutting heights to reduce Onehunga weed in amenity areas. This has led to a reduction in selective herbicide application.
- We are working with Kiwicare to trial alternative weed control methods in Hamilton parks. Kiwicare has a wide range of alternatives, including an organic fatty acid-based product.

Our current operating approach includes continuous review of application equipment efficiency including use of air-induced spray nozzles droplet control, which results in less spray being required.

As a result of Hamilton City Council's strategy to consider alternatives, one large herbicide sprayer was decommissioned from the council parks fleet in early 2019. This will lead to a reduction in glyphosate used.

Glyphosate is no longer used for weed control in our playground sites. It has been replaced with an organic spray alternative (this option is 30 per cent more expensive than using glyphosate).

Glyphosate use by Hamilton City Council is recorded on a dedicated webpage and a no-spray register is maintained. Residents can opt out of the council spraying programme and take responsibility themselves for weed control along property boundaries and street frontages.

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5. Any existing relevant legislation, policy or practice

Hamilton City Council currently operates in compliance with national standards (New Zealand Standard 8409:2004 Code of Practice for the management of agrichemicals), the Waikato Regional Plan and Pest Management Plan and our own Herbicides Use Management Policy.

6. Outcome of any prior discussion at a Zone/Sector meeting

Most councils take an integrated approach to weed control, which includes the use of glyphosate-based products along with alternative methods. Reports this year from Christchurch, where the City Council is phasing out use of glyphosate, indicates levels of service and maintenance appearance have been an issue, along with significant cost increases when glyphosate has been significantly reduced.

7. Suggested course of action envisaged

LGNZ leads a commitment by local government to investigate and trial environmentally friendly alternatives to chemical weed control with results shared amongst member organisations.

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9

Building defects claims

Remit:	LGNZ calls on central government to take action as recommended by the Law Commission in its 2014 report on “Liability of Multiple Defendants” to introduce a cap on the liability of councils in New Zealand in relation to building defects claims whilst joint and several liability applies.
Proposed by:	Napier City Council
Supported by:	Zone Three

Background information and research

1. Nature of the issue

- In its report on joint and several liability issued in June 2014 (the Law Commission report) the Law Commission recommended that councils’ liability for defective building claims should be capped. Building consent authorities in New Zealand (councils) are disproportionately affected by defective building claims.
- The Government in its response to the Law Commission report directed the Ministry of Justice and the Ministry of Business, Innovation and Employment (MBIE) to further analyse the value and potential impact of the Law Commission’s recommendations, including capping liability of councils, and report back to their respective ministers.
- The MBIE website suggests that a Building (Liability) Amendment Bill would be consulted on in 2017 and final policy approval obtained from Cabinet. That Bill, according to the MBIE website, would be aimed to amend the Building Act 2004 to cap the liability of councils and protect consumers by introducing provisions driving greater uptake of home warranty protection. However no progress appears to have been made towards drafting or introducing this Bill into Parliament. At a recent rural and provincial local government meeting in Wellington, MBIE advised that no further action is being taken to progress any capping of council liability.
- This proposed remit is aimed to put pressure on MBIE and the Government to follow the Law Commission’s recommendation to limit (ideally by capping) councils’ liability in respect of defective building claims.



2. Background to its being raised

- Defective building claims are prevalent throughout New Zealand, both in large centres and small. They are not limited to “leaky building” claims. Claims which include allegations involving structural and fire defects are increasingly common, both for residential and commercial properties.
- The courts have held that councils will generally have a proportionate share of liability in defective building cases in the vicinity of 20 per cent. However, because councils are generally exposed to the full quantum of the claim, when other parties are absent (for example whereabouts unknown, deceased, company struck off) or insolvent (bankrupt or company liquidated), which is the rule, rather than the exception, the Council is left to cover the shortfall. The Law Commission report recognised that councils in New Zealand effectively act as insurers for homeowners, at the expense of ratepayers.
- Other liable parties such as developers, builders and architects can potentially reduce their exposure through insurance and wind up companies in the event of a large claim. Developers often set up a dedicated company for a particular development and then wind that company up following completion.
- Councils on the other hand can no longer access insurance for weathertightness defects (a “known risk”). They have no choice about whether to be involved in the design and construction of buildings, as they have a legislative role as building consent authorities in their districts. They make no profit from developments and cannot increase their fees to account for the level of risk. Yet they are often the main or sole solvent defendant in defective building claims (last person standing).
- The cost to ratepayers of the current joint and several liability system is significant, disproportionately so. This was recognised in the Law Commission report in 2014, but no substantive steps have been taken by central government to address the issue or implement the Law Commission’s recommendation that council liability should be capped.

3. How the issue relates to objectives in the current Work Programme

The current LGNZ Work Programme for housing includes an objective of the regulatory and competitive framework of continuing advocacy to government for alternatives to current liability arrangements. Clearly this remit fits squarely within and would assist to progress that objective.



4. What work or action on the issue has been done on it, and the outcome

- The Law Commission report was a result of concerns raised primarily by LGNZ and councils around New Zealand about the effect of joint and several liability in relation to the leaky homes crisis. Prior to release of the report, LGNZ and a number of councils around New Zealand, including Auckland Council, Christchurch City Council, Hamilton City Council, Hastings District Council, Queenstown Lakes District Council, Tararua District Council, Waipa District Council staff, Wellington City Council, as well as SOLGM and BOINZ all filed submissions advocating for a change to the status quo.
- The Law Commission report, as discussed in more detail above, recommended that councils' liability be capped. It was understood from the Government's response to the Law Commission report and from MBIE (both discussed above) that this recommendation was being progressed in a meaningful way. This was further supported by MBIE's submission to the Law Commission prior to the release of the Law Commission report, in which it stated that:
 - a. Provisions in the Building Amendment Act 2012 not yet in force, in particular the three new types of building consent limiting councils' liability "are likely to be brought into force within a reasonable time after the Commission completes its review of joint and several liability". MBIE stated that the Law Commission should take the impact of these changes into account in preparing its report. However, these provisions are still not in force.
 - b. "The Government has instructed the Ministry to explore options for the consolidation of building consent authorities as part of the Housing Affordability agenda and ongoing reforms in the construction sector. Issues regarding the liability of a central regulator, as well as that of territorial authorities, will be fundamental concerns as consolidation options and other measures to increase productivity in the sector are explored". This does not appear to have been progressed.
- It was only in the last month or so that MBIE has now advised that the recommendation that councils' liability be capped would no longer be progressed.

7. Suggested course of action envisaged

We consider that LGNZ could form a joint working party with MBIE and the Ministry of Justice, and possibly the relevant Minister's (Jenny Salesa's) staff to explore limiting councils' liability for building defects claims, including:

- Disclosing and considering the following information (whether by way of OIA requests and/or as part of a working group):
 - MBIE documents relating to its consideration of the Law Commission report and the reasons why it is no longer progressing the capping of council liability.
 - Ministry of Justice and Minister of Building and Housing's documents relating to the Law Commission report and to proposed capping of council liability.

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- MBIE and Minister of Building and Housing's documents relating to implementation of s 17 of the Building Amendment Act 2012.
- Drafting proposed amendments to the Building Act and/or a Building (Liability) Amendment Bill (this work may have been started by MBIE, so this task should await the outcome of the information gathering exercise above).
- Drafting content for a cabinet paper regarding the Law Commission's recommendation that council liability for building defect claims be capped.

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10

Social housing

Remit:	That LGNZ, in conjunction with central government, urgently focus on the development and implementation of a broader range of funding and financing tools in respect of community/social housing provision, than those which currently exist in the housing needs space. These should include funding to support the operation, upgrade and growth of council housing portfolios and, where a council chooses, access to Income Related Rents for eligible tenants.
Proposed by:	Napier City Council, Tauranga City Council and Wellington City Council
Supported by:	Zone Three Metro Sector

Background information and research

1. Nature of the issue

Napier City Council

Social housing, especially for older citizens, is a strategic issue.

New Zealand communities are facing an extremely serious housing affordability crisis that has resulted in the country having the highest rate of homelessness in the developed world. Current policy settings are failing to adequately address the issue.

Local government is the second largest provider of social housing in New Zealand, however, since 1991, successive governments have failed to adequately recognise the contribution we have and are making. Unfortunately, existing policy actively discriminates against councils meeting local housing needs resulting in a gradual reduction in the council owned social housing stock. With Housing New Zealand focussing its attention on fast growing urban areas, social housing needs in smaller communities are not being met.

The issue is becoming more serious as baby boomers retire – the current social housing is not designed to address the needs of this cohort – a role historically provided by councils with support from central government in the form of capital grants.

The issue has already become urgent for Aotearoa New Zealand and its communities.



Tauranga City Council

The western Bay of Plenty SmartGrowth partnership (Tauranga City Council, Western Bay of Plenty District Council, Bay of Plenty Regional Council and tangata whenua), has undertaken some preliminary research into the potential for government assisted bond raising for community/social housing providers using the Federal Government experience from Australia.

It has also identified the Australian rental housing provision tax incentive opportunities that the current Labour opposition has put forward. The partnership is aware of work being undertaken by Treasury in terms of raising the debt ceilings via amendments to the Local Government (Financial Reporting and Prudence) Regulations 2014. The SmartGrowth partnership would welcome the opportunity to work further with LGNZ and others to take a more "four well-beings" focus to the housing funding and financing toolkit than currently exists. This matter is becoming critical for all of the Upper North Island growth councils and other councils such as Queenstown.

Wellington City Council

Housing is an important contributor to the wellbeing of New Zealanders, and councils support the work of the Government to continue to grow and improve social housing provision in New Zealand.

Addressing housing demand and affordability related challenges are significant issues for local government. 62 (93 per cent) of New Zealand's 67 local authorities reference some type of housing-related activity in their current Long Term Plans. As at November 2018, 60 local authorities (90 per cent) collectively own 12,881 housing units and 13 of those provide 50 per cent or more of the total social housing within their jurisdictions.

The social housing currently owned by local authorities equates to 16 per cent of the nationwide social housing stock, with the remaining 82 per cent largely owned by the Housing New Zealand Corporation (HNZC) and Community Housing Providers (CHPs). While there is variation in housing eligibility policy settings at the local level, a significant proportion of tenants housed by local authorities have a similar profile to those housed by HNZC and CHPs.

To help address housing affordability for households on the lowest incomes, central government provides the Income Related Rent Subsidy (IRRS) for those with housing need and that meet policy eligibility criteria. Eligible households generally pay 25 per cent of their income on rent, and a government subsidy is paid to the housing provider for remaining portion of rent.

Despite housing a similar group of tenants, current IRRS policy settings mean HNZC and CHPs can access the subsidy for tenants but local authorities cannot.

This has created considerable inequity in the housing system and is placing pressure on a vulnerable population group in New Zealand. Tenants who would be eligible for IRRS, but who are housed by a local authority, generally have to pay a significantly higher amount of rent. With demand for HNZC public housing and social housing provided by Community Housing Providers outstripping supply in most areas, these households have very few housing options and are unable to access the Government support they would otherwise be eligible for.



The inability to access IRRS has also contributed to housing portfolio sustainability challenges for local authorities, who cannot access the additional funding through IRRS to help maintain their housing portfolios. This challenge has led to vulnerable tenants having to be charged unaffordable levels of rent, and the decline in the overall social housing stock levels owned by local authorities. This has occurred even as social housing demand has increased and housing affordability has become a more acute challenge for more households.

2. Background to its being raised

Napier City Council

Councils provide in excess of 10,000 housing units, making it a significant provider of community housing in New Zealand. Councils began providing community housing across the country, particularly for pensioners, in the 1960's when central government encouraged them to do so through capital loan funding. In the 1980's, this occurred once again and was applied to general community housing developments. Council's rent setting formulas varied but all provided subsidised rents. While the housing stock was relatively new, the rental income maintained the homes, however, now decades on, and with housing at the end of life, significant investment is required. Income from rents has not been enough to fund renewals let alone growth to meet demand.

The Government introduced Income Related Rent subsidy (IRR) in 2000 for public housing tenants and it was later applied to registered Community Housing Providers. This mechanism allows tenants to pay an affordable rent in relation to their income, while the housing provider receives a 'top up' to the agreed market rent for each property under the scheme. In effect, housing providers receive market rent through this mechanism. Being able to generate market rental income is the most successful sustainable model for the provision of community housing. Providers receive an adequate income to cover the cost of providing housing, to fund future renewals and to raise capital for immediate asset management. Councils are excluded from receiving this subsidy, and so are their tenants.

Wellington City Council

Key objectives for councils that provide social housing generally include ensuring that their social housing tenants are well housed in quality homes, and that they pay an affordable level of rent. Balancing this objective with business sustainability continues to be a real challenge for many councils, and has contributed to some divesting their social housing portfolios. At the same time, demand for social housing has generally continued to increase and housing affordability is a more prominent issue, particularly for households on the lowest incomes.

Despite ongoing and repeated lobbying over a number of years from councils and LGNZ, and a commitment from the current government to reconsider IRRS policy settings, local authorities are still unable to access IRRS. This remit recognises the inequitable situation this has created for a significant number of vulnerable households, and the negative impact it has had on the overall supply of social housing owned by local authorities.



3. How the issue relates to objectives in the current Work Programme

Napier City Council

This remit supports LGNZ's Housing 2030 policy and programme, in particular the Social Housing and Affordable Housing workstreams. Housing 2030 is one of LGNZ's four strategic projects. This remit reinforces and supports that initiative.

LGNZ recently hosted a Social Housing workshop with both local and central government agencies to discuss the issues and opportunities and the future role councils could play in the provision of social housing. There was agreement that a partnership approach that recognises local situations with a range of options for support from government (both funding and expertise) would be most suitable.

Wellington City Council

By working with central government, local authorities, and a range of other stakeholders, the current LGNZ housing work programme seeks to establish a central local government housing partnership and improve housing outcomes. The work programme includes three key focus areas: housing supply; social and community housing; and healthy homes.

As part of the 'social and community housing' focus area, LGNZ have already signalled an intention to work with government agencies to enable local authorities to access IRRS. This remit would however provide specific mandate from member councils on this point.

4. What work or action on the issue has been done on it, and the outcome

Napier City Council

As the proposer of this remit, Napier City Council, has undertaken an S17A Review of its own provision of community housing, with further investigation underway. In addition, both at a governance and management level, we have taken part in numerous conferences, symposiums and workshops on the matter in the last two years. We lead a local Cross Sector Group – Homelessness forum and take part in the Hawke's Bay Housing Coalition. We have provided housing for our community for over five decades, supplying just under 400 retirement and low cost rental units in Napier.

Wellington City Council

Wellington City Council, along with a number of other councils and LGNZ have already made a number of formal submissions to central government regarding this issue. To date, central government has advised that no changes will be made to IRRS policy settings at this stage.

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5. Suggested course of action envisaged

Napier City Council

This remit supports, as a matter of urgency, the further investigation by central government and LGNZ of the opportunities identified at the workshop and any other mechanisms that would support councils provision of community housing in New Zealand.

It is designed to strengthen LGNZ's advocacy and would provide a reason to approach the Government in the knowledge that local government as a whole is in support.

Wellington City Council

LGNZ, on behalf of member councils, would increase efforts to formally advocate for local authorities to be able to access Income Related Rent Subsidies for all eligible tenants that they house, with implementation within a two year timeframe.

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11

Procurement

Remit:	That LGNZ investigate the ability of the sector to collaborate in procuring open-source designs and plans for bulk infrastructure that are largely similar, with an initial approach to look at water and wastewater treatment facilities.
Proposed by:	New Plymouth District Council
Supported by:	Central Hawkes Bay District Council Otorohanga District Council South Taranaki District Council Stratford District Council Thames-Coromandel District Council Waitomo District Council Wellington City Council Whanganui District Council

Background information and research

1. Nature of the issue

At present, every local authority in New Zealand undertakes bespoke procurement for its own infrastructure despite there being little difference in the infrastructure provided. Each local authority then receives a slightly different product that largely achieves the same outcome.

2. Background to its being raised

Local authorities often face similar challenges, albeit at different times. Local authorities often procure similar infrastructure that deal with the same inputs and outputs, but are bespoke products designed at significant cost.

A good case example, and a useful starting point, is water and wastewater treatment plants. The Government's Three Waters Reform programme received a report from Beca that identified the number of water treatment plants that are non-compliant with water standards. While not all of these plants will require replacement, some of them may do so.

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The report identifies that 17 large plants (10,001+ people), 13 medium plants (5,001-10,000 people), 140 minor plants (501-5,000 people), 169 small plants (101-500 people) and 153 neighbourhood plants (25-100 people) are not compliant with standards. A similar story emerges with wastewater treatment plants.

At the same time, the sector is aware of the upcoming increase in renewals across water and wastewater treatment plants (including plants currently compliant with standards). There are a considerable number of plants coming near to the end of their useable lifespan in coming years. Often these plants have to be replaced with an entirely new plant so as to keep the existing plant operating during the replacement's construction.

While there may be some local variation, new water and wastewater treatments plants being built in the future will either be large, medium or small. The increasingly prescriptive regulatory framework will invariably reduce scope for choices and options in plant design. All plants will need to meet the same output quality standards, and will require the same treatment processes (with some minor variations to reflect any local preferences or unique circumstances).

Local authority procurement is a 'hot topic' for the Office of the Auditor-General (OAG). The OAG have signalled a forthcoming report *Procurement workforce capacity and capability in local government* that will aim to encourage greater collaboration between local authorities. Similarly, there is a strong focus on procurement within central government, including all-of-government procurement in which local authorities can choose to be involved.

Local authorities should collaborate now to procure a number of standardised open-source options for water and wastewater treatment plants for the future. These would then be available to all local authorities to use when required, rather than having to go to the market for a new design. These would be tested and implementable designs – the risk of failure would be lower than a bespoke design. The processes used would need to be customisable (such as whether drinking water is fluoridated, or to address particular issues in incoming water). Scalability would, of course, be critical. Council procurement would be limited to build-only contracts.

A collaborative procurement process for standardised designs could lead to significant cost savings. Even a small saving of one or two per cent would result in millions of dollars of savings across the sector. Over time, there would be further consequent savings, such as not having to retrain staff when transferring between authorities or even the capacity for further collaboration through shared services.

If successful, the sector would be well-placed to look at other areas where collaborative procurement processes for standardised designs would be useful. These could include solid waste resource recovery and separation facilities, roading assets, or other significant assets.

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3. How the issue relates to objectives in the current Work Programme

LGNZ has placed significant time and energy into the Three Water Reform programme. LGNZ's position paper on these reforms notes strong support for improving the regulatory framework for drinking water. LGNZ oppose the mandatory aggregation of water assets.

This remit will also contribute to the LGNZ strategic policy priorities: Infrastructure; Risk and Resilience; Environmental; and Economic Development.

4. Any existing relevant legislation, policy or practice

The Three Waters Reforms are likely to result in significant legislative reform that impacts on water and wastewater treatment plants.

**We are.
LGNZ.**

12

Single use polystyrene

Remit:	That LGNZ advocates to the Government to phase out single use polystyrene.
Proposed by:	Palmerston North City Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

Expanded polystyrene is bulky and does not break down. While some technologies exist to reduce the bulk of polystyrene prior to landfill, or to recycle it (for example, to make insulation material), these interventions offer only a partial solution to the prevalence of polystyrene. Single-use polystyrene (such as used in food containers) has further contamination issues, meaning that landfill remains the only means of disposal.

Palmerston North City Council's own Waste Management and Minimisation Bylaw 2016 prohibits the use of polystyrene or styrofoam containers or cups at events held on council land or with council funding. This has encouraged the use of more sustainable substitutes. However, while the council can control, to some small extent, the use of polystyrene and its disposal (for example, by refusing to collect it), in practice its influence is limited. This is because most of the supply of polystyrene originates outside of the city, and the Council has limited ability to ensure it doesn't end up in the waste stream (for example, it can be inside rubbish bags).

2. Background to it being raised

Under section 23(1)(b) of the Waste Minimisation Act 2008, the Government is empowered to ban or regulate certain problematic or wasteful products. This provision is currently being used to phase out single-use plastic shopping bags.

This remit proposal meets both LGNZ remit policy criteria. As with single-use plastic bags, the national regulation of single-use polystyrene products would be more effective in beginning to address their use in the first place, rather than being addressed (as at present) as a city-level waste issue.

Single-use polystyrene contributes significantly to landfill in New Zealand, and it is the view of the Palmerston North City Council that a nationwide ban would reduce the environmental impact of these products.

**We are.
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13

Local Government Act 2002

Remit:	That LGNZ pursue an amendment to the Local Government Act 2002 to: <ol style="list-style-type: none"> a. Re-number sub-sections 181 (5) and (6) to sub-sections (6) and (7); and b. Introduce a new sub-section (5) to read: For all purposes the term “any work” in subsection 4 means any works constructed before xx Month 20xx; and includes any works that were wholly or partly in existence, or work on the construction of which commenced, before xx Month 20xx.
Proposed by:	Rangitikei District Council
Supported by:	Zone Three

Background information and research

1. Nature of the issue

Historic assumptions that there is statutory authority for the siting of Three Waters infrastructure on private land do not reflect the complete picture.

Questions arise:

- May an infrastructure asset owner notify further works on private land where the original works are not protected by written consent (or notification)?
- Does an infrastructure asset owner have authority to restrict a landowner’s ability to build over a non-protected asset?
- What is the potential cost to infrastructure asset owners to remedy the absence of enforceable authority?

2. Background to its being raised

An example in the Rangitikei – Hunterville urban and rural water schemes

- a. The rural scheme was constructed in the 1970’s (government grant involved).
- b. Construction was a collective project (county and scheme users).
- c. The urban supply draws bulk (raw) water from the rural scheme.
- d. Infrastructure is sited on numerous private landholdings.



- e. Conscious decision that landowner consents not required (relied on “the Act”).
- f. Urban supply treatment, storage, reticulation sited on one member’s land.
- g. Land has changed hands (twice) since urban supply infrastructure developed.
- h. Current owners seek renegotiation of access rights as well as compensation.
- i. Council and owners negotiating (little progress after seven years).
- j. Substantial costs to survey and register easement.

The issue is not unique to Rangitikei

- a. Several local authorities from Waikato and Bay of Plenty to Otago have emailed to comment. All record similar experiences to Rangitikei’s, both historic and ongoing’. One noted that such incidents arise, on average, monthly.
- b. All comments received have noted frustration at the potential costs to formalise previously ‘casual’ but cordial and workable arrangements with prior landowners.

The power to construct is constrained

- Local Government Act (2002) sections 181 (1) and (2) empower a local authority to construct Three Waters works on private land.
- Section 181 (3) specifies the local authority must not exercise the power to construct unless it has the prior written consent of the landowner (or it has followed the prescribed notification process).
- Similar provisions that existed in previous legislation were repealed by the 2002 Act.

Effect of the law

- The Act provides power to construct; it is the owner consent (or notification process) that provides the authority to enter private land to exercise its power to construct.
- A local authority cannot claim absolute right of access without evidence of owner consent or compliance with the notification requirements.
- The High Court considered the need for fresh consent from, or notice to, subsequent owners (Re Watercare Services Ltd [2018] NZHC 294 [1 March 2018]).

Other infrastructure owners

- The Electricity Act 1992, the Gas Act 1992, and the Telecommunications Act 2001 all provide retrospective authority for siting of infrastructure on private land.
- No record has been found of the rationale behind those retrospective authorities.
- The thread of these authorities could be brought into the Local Government Act.

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3. How the issue relates to objectives in the current Work Programme

- Local Government Act (2002) section 181 (4) authorises entry to any work constructed under the Act or the corresponding provisions of a prior Act.
- The effect of the Court's (Watercare) Declaration is to confirm that a local authority must have evidence of prior written consent (or notification) for the original works on that land.

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14

Campground regulations

Remit:	That LGNZ request the Government to amend the Camping - Ground Regulations to allow councils to approve remote camp facilities on private property, subject to any such conditions as deemed required by a council, including the condition that any approved campground is x distance away from an existing campground, unless the existing campground operator agrees to waive this condition in writing.
Proposed by:	Thames-Coromandel District Council
Supported by:	Dunedin City Council Waikato District Council New Plymouth District Council Mackenzie District Council Hamilton City Council

Background information and research

1. Nature of the issue

Currently the 'remote camp site' definition means a camping ground: 'in a national park, state forest, state forest park or public reserve or on Crown Land.' As the provision is only for public land there is no opportunity to provide such an experience on private property.

2. Background to its being raised

Ratepayers, through their council, are having to provide areas for camping for increasing numbers of what are being called "freedom campers", with associated increasing costs to ratepayers and community both regarding environmental and financial considerations.

Unfortunately for councils there is nothing for free, and to provide any public facilities there is a range of costs to provide and maintain the facilities including power, water, waste collection, maintenance, cleaning, and compliance monitoring and enforcement etc. Those costs are increasing.



Enforcement for compliance is increasingly problematic and costly and in addition, social media is sending the wrong messages for our communities who must contend with freedom campers in their area. The result is that prime beach front sites are being degraded through overuse, and abuse of sites available.

While reserve areas can be either managed or leased for a remote camp facility, councils are constrained by the lack of public land where a remote site can be established, particularly in more remote locations. Remote camps have far fewer regulatory requirements than usual campgrounds.

3. How the issue relates to objectives in the current Work Programme

There is work underway regarding freedom camping in New Zealand which is looking at a range of issues in relation to freedom camping.

The Responsible Camping Working Group comprises central and local government representatives, as well as other interested parties, and is currently looking at a number of matters, including the Camping Ground Regulations. A review of the Regulations was one of the recommendations of the Working Group and work is underway specifically on this.

4. Any existing relevant legislation, policy or practice

The remit seeks an amendment of the Camping - Ground Regulations to broaden the definition of remote camp site to allow councils to authorise remote camp sites on private land, taking into account distance from existing campground facilities. A new definition would enable sites to be established where, for a modest fee, an operator would be able to provide basic facilities and recover some of the cost of provision and maintenance.

In addition the 2016 annual general meeting agreed to ask the Government to change to s14(3) of the Camping Ground Regulations 1985 (made under s120B of the Health Act 1956) to allow broader exemptions to the need for provision of camping facilities for those that wish to freedom camp in all areas and not just at "remote" camps; this is yet to be actioned but is being considered by the joint officials body.

5. Suggested course of action envisaged

Amend the Campground Regulations definition for remote sites to allow councils to authorise remote camps on private land taking into account distance from existing campground facilities.

By providing sites where a modest fee is required, the operator provides the basic facilities at no cost to ratepayers or the environment.

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15

Living Wage

Remit:	Wellington City Council asks that LGNZ members consider engaging with the Living Wage Aotearoa New Zealand Movement when developing policies on payment of the Living Wage.
Proposed by:	Wellington City Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

According to the Living Wage Movement Aotearoa New Zealand, “Over the last 30 years New Zealand has gone from one of the most equal countries in the developed world to one of the most unequal. Wages have stagnated while New Zealanders are working harder and longer than ever before. Growing poverty and inequality hurts us all; workers and their families, employers, business, the Government and society as a whole.”

The Living Wage Movement Aotearoa New Zealand was formed in 2012 to generate a conversation about working poverty in Aotearoa. It brings together community, union and faith based groups to campaign for a Living Wage.

The Living Wage is defined as: “The income necessary to provide workers and their families with the basic necessities of life. A living wage will enable workers to live with dignity and to participate as active citizens in society”. The Living Wage is an independently researched hourly rate based on the actual cost of living and is reviewed annually. The official 2019 New Zealand Living Wage is \$21.15 and will come into effect on 1 September 2019.

Research from around the world shows that paying a Living Wage brings benefits to employers, to the community and most importantly to workers who need it the most.

2. Background to its being raised

The Living Wage Movement Aotearoa New Zealand has an accreditation system available to employers who meet the criteria to become a Living Wage Employer. In order to use this trade mark, employers must sign a license committing the organisation to paying no less than the Living Wage to directly employees and contracted workers, delivering services on a regular and ongoing basis.



This remit recognises that a number of local authorities across New Zealand are currently taking steps towards becoming Living Wage councils.

3. How the issue relates to objectives in the current Work Programme

LGNZ is committed to working alongside central government and iwi to address social issues in New Zealand's communities, including disparity between social groups.

4. What work or action on the issue has been done on it, and the outcome

In September 2018, Wellington City Council became the first council in New Zealand to be accredited as a Living Wage Employer. This was the culmination of implementing a Living Wage and working with the Living Wage Movement Aotearoa New Zealand since 2013, in summary:

- Following a decision in 2013, from January 2014 the Council implemented a minimum wage rate of \$18.40 for all fully trained directly employed staff.
- On 1 July 2014, WCC implemented its decision to introduce the Living Wage (at \$18.40 per hour) for council and Council Controlled Organisation (CCO) staff.
- On 15 May 2015, the Council's Governance, Finance and Planning Committee passed a resolution to increase the \$18.40 rate to reflect annual inflation movement.
- On 28 October 2015, WCC extended the living wage (at \$18.55 per hour) to security and core cleaning contractors.
- In July 2017, the Council implemented the New Zealand Living Wage (\$20.20 at the time) for staff, CCOs and core contractors as they come up for renewal.
- In September 2018, WCC was accredited as a Living Wage employer.

5. Suggested course of action envisaged

Member councils who are developing policies on payment of the Living Wage will consider engaging with the Living Wage Movement Aotearoa New Zealand to understand the criteria for becoming a Living Wage accredited employer.

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16

Sale and Supply of Alcohol Act

Remit:	LGNZ, on behalf of its member councils ask for a review of the effectiveness of the Sale and Supply of Alcohol Act 2012 in reducing alcohol harm (eg price, advertising, purchase age and availability) and fully involve local government in that review.
Proposed by:	Wellington City Council and Hastings District Council
Supported by:	Metro Sector

Background information and research

1. Nature of the issue

Wellington City Council

The Sale and Supply of Alcohol Act was introduced in 2012 and has not as yet been reviewed.

There is now considerable experience in how it is working in practice and it is timely that a review is undertaken to ensure it is meeting the outcomes that were sought when it was introduced and that any anomalies that have emerged from regulation under the Act are addressed.

Addressing anomalies: an example of such an anomaly that has become apparent is the definition of 'grocery store' in the Act, where a business is only a grocery store if its largest single sales group (by turnover) is a specified type of food/groceries. In hearings the focus is often more on the accounting statements of an applicant, rather than about alcohol effects.

An established operator for whom the highest turnover item was topping up Snapper cards ahead of groceries applied for a renewal of their licence. The Act requires the District Licensing Committee (DLC) to use turnover as the measure to define the type of business and there is no discretion allowed to the DLC. In effect the DLC had the choice of declining the liquor licence or saying they could only retain their liquor licence by stopping Snapper top ups. They were not a grocery store by definition as Snapper card top ups was the highest turnover item. The obvious decision was to stop the Snapper top ups, to meet the "grocery store" definition, and retain the liquor licence. The overall outcome of considering the safe and responsible sale, supply and consumption of alcohol; and the minimisation of harm was not achieved.



This is one of a range of issues. The District Licensing Committees all report each year to the Alcohol Regulatory and Licensing Authority. This addresses the issues of the operation of the Act. After five years this now provides a considerable base of information that can be used in a wider review to improve the effectiveness of the Act.

Better regulation: The current regulations are tightly prescribed (eg setting maximum penalties or fees), leave little flexibility for local circumstances and have not been reviewed. The process of establishing local alcohol policies has also not been effective.

The Council developed a Provisional Local Alcohol Policy which was notified on January 21, 2014. Appeals were lodged by eight parties which were heard by the Authority over eight days between 20 October and 5 November 2014. The Authority released its decision on 20 January 2015 which asked the Council to reconsider elements of its PLAP. In 2016, the Council resolved that it should not at that time resubmit the PLAP to the Authority, and should instead continue to monitor alcohol-related data in Wellington, work with key stakeholders, and consider future Alcohol Regulatory and Licensing Authority (ARLA) decisions on other PLAP appeals prior to determining if the Council requires a local alcohol policy.

This experience is not uncommon and it has been difficult to establish a comprehensive Local Alcohol Policy which was a key building block of the regulatory framework. As at November 2018 while 34 of the 67 territorial authorities have an adopted LAP, this only covers 28 per cent of the New Zealand population. The majority of New Zealand communities have not been able to achieve the level of community input that was envisaged under the Act. This process needs to be reviewed in light of the experience of how the Act is operating in practice.

2. Background to its being raised

Wellington City Council

This remit recognises that almost all local authorities across New Zealand are currently managing this issue through the licensing powers under the Act. They can bring practical experience of the operation of the Act and help enable communities to benefit from a review of the provisions of the Act.

Hastings District Council

Hawke's Bay faces significant social challenges as demonstrated in the following statistics:

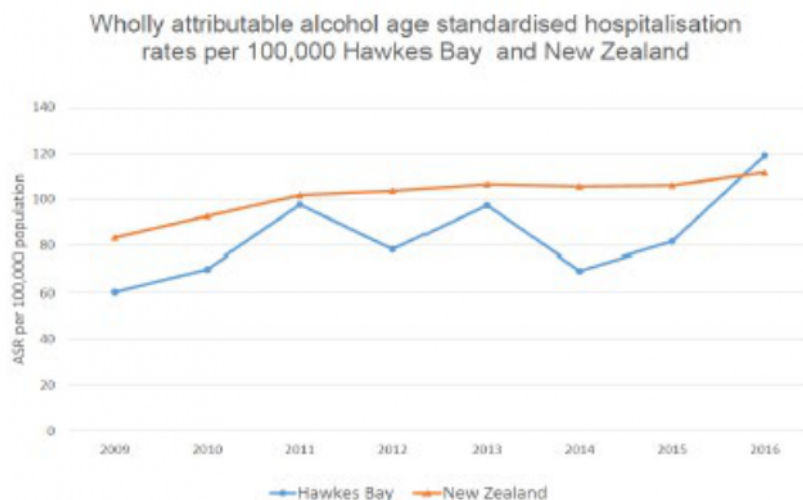
- 25 per cent of Hawke's Bay 0-4 year olds live in a household receiving a main benefit (compared with 18 per cent nationally).
- 40 per cent of Hawke's Bay tamariki Maori aged 0-4 years live in a household receiving a main benefit.
- 250 Hawke's Bay children are in the care of Oranga Tamariki.
- Hawke's Bay rates of violent crime continues to be higher than the New Zealand average and is twice the rate of New Zealand as a whole.
- There were 9,932 family violence investigations by the Eastern Police District in 2017.

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- Suicide;
 - Is a major cause of premature, avoidable death in Hawke's Bay.
 - From 2010 to 2015, suicide was the second highest reason for premature death for those aged 0 to 74 years.
 - Since 1 July 2018, 29 people have committed suicide in Hawke's Bay.
- Drugs;
 - Synthetic substances are a serious concern for many whanau.
 - Fewer youth are smoking but more Hawke's Bay adults smoke than nationally.

A contributing factor of these negative statistics is the significant problem that the Hawke's Bay community has with alcohol consumption. For our region the issues manifested by alcohol consumption are a problem across the whole community including for young newly-born babies, infants and children, young people, adults and seniors across the generations. Local alcohol statistics are alarming and include:

- 29 per cent of Hawke's Bay adults drink at harmful levels compared to 21 per cent nationally, and this rate is increasing over time.
- 41 per cent of young people aged 15-24 are drinking hazardously.
- Over half of young men are drinking hazardously.
- The number of 15 years and older hospitalisations wholly attributable to alcohol; see the below graph. Note, there is an increasing rate of people being admitted to hospital due to alcohol.



- Alcohol intoxication or a history of alcohol abuse are often associated with youth suicide.

The statistics relating to our alcohol harm impact negatively on other key community safety concerns including health issues; death and injury; violence; suicide; assault and anti-social behaviours. This is why addressing the harm of alcohol is such an important issue for our community to address.



The harm that alcohol causes across New Zealand is also a significant issue for the country and as with Hawke's Bay the harm that alcohol causes within the community is pervasive. National statistics include:

- About four in five (79 per cent) of adults aged 15 years or more drank alcohol in the past year (in 2017/18).
- 21 per cent of New Zealand adults drink at harmful levels.
- In 2017/18, 25 per cent of adults aged 15 years or more who drank alcohol in the past year has a potentially hazardous drinking pattern, with men (32 per cent) more likely to drink hazardously than women (17 per cent).

At a local level there are some tools available to territorial authorities and their respective communities to combat alcohol harm. For example, Local Alcohol Policies (LAPs) are permitted in accordance with the Sale and Supply of Alcohol Act 2012. Unfortunately for many LAPs there are significant delays in these becoming operational due to long appeal processes.

There are typically commercial implications for businesses particularly supermarkets and these often result in appeals being lodged. Appeal processes have not allowed for more local input and influence by community members and groups, but have instead allowed larger companies, with more money and resources, to force councils to amend their LAP's reducing the potential impact on harm minimisation.

Of course, local tools available to territorial authorities are also limited by what is permitted within our national laws. We consider that current statutes and their content are not strong enough and need to be strengthened so that alcohol harm within our communities can be more effectively addressed.

The most significant drivers of alcohol-related harm include:

- The low price of alcohol.
- Levels of physical availability.
- Alcohol advertising; promotion and sponsorship.
- The minimum legal purchase age (18).

Therefore this remit seeks a focus on effective national level strategies and interventions that prevent or minimise alcohol-related harm in regards to:

- Pricing and taxing (minimum unit pricing for alcohol).
- Regulating the physical availability.
- Raising the purchase age.
- Restrictions on marketing, advertising and sponsorship.
- Drink driving countermeasures.
- Treatment and early intervention services.



We consider that significant changes in national policy and law that address key issues pertaining to alcohol harm are needed to create significant impact on reducing the harm that alcohol causes both in Hawke's Bay and New Zealand.

3. How the issue relates to objectives in the current Work Programme

Wellington City Council

LGNZ has a priority to work, in partnership with central government, for local areas to develop innovative and place-based approaches for dealing with social issues. While the operation of the Act is not directly listed as one of the social issues covered by the current work programme, the intent of the Act was to allow place-based approaches to the management of alcohol related harm.

Hastings District Council

This remit links to the social policy priority; community safety. Integrate policy positions from *Mobilising the Regions* including: integrated transport planning and decision-making models into the above.

4. What work or action on the issue has been done on it, and the outcome

Wellington City Council

We are actively involved. The Council was proactive in initiating the development of a Local Alcohol Policy. We administer licencing functions under the Act and the DLC reports each year to the Alcohol Regulatory and Licensing Authority on its functions.

We have not directly progressed work on a review at this point as it requires central government leadership with the input of local authorities across New Zealand.

Hastings District Council

The Napier City and Hastings District Councils have a Joint Alcohol Strategy 2017-2022 (JAS) and have started to implement the JAS Action Plan with support from the JAS Reference Group (local stakeholder organisations that also contribute to this strategy). Some actions completed thus far include:

- Removal of alcohol advertising on bus shelters in Hastings and Napier;
- Funding obtained to identify and develop youth-driven alcohol harm prevention projects;
- Creation and distribution of an alcohol network newsletter (bi-monthly) to make the licensing process more accessible to the community;
- A move to notifying liquor licence applications online; and
- Funding obtained to create brand and resources for alcohol free events and alcohol free zones.



Hastings District and Napier City Councils have completed a Provisional Local Alcohol Policy that was notified in July 2016. The Provisional Local Alcohol Policy has been before ARLA as a result of appeals. A position has been negotiated with the appellants. That position has been considered by ARLA and will be notified to the original submitters once ARLA is satisfied with the final wording. If no one seeks to appeal the revised version it will become the adopted Local Alcohol Policy.

5. Suggested course of action envisaged

Wellington City Council

That LGNZ would, on behalf of its member councils, form a working group to work with central agencies to review the effectiveness of the Sale and Supply of Alcohol Act 2012.

Hastings District Council

- Actively monitor opportunities to submit to central government with respect to review of statutes and regulations that relate to alcohol.
- Prepare submissions to central government review processes that relate to the key drivers of alcohol harm as outlined in this remit.
- Write to and meet with the Minister of Justice and officials to promote changes to laws and regulations that will address the key drivers of alcohol harm.
- Create a national action plan to reduce harm caused by alcohol.
- Engage and support councils nationwide to implement strategies, policies and actions that are aimed at reducing alcohol-related harm. This could include delivering workshops; providing statistics and information on the harm alcohol causes and developing templates for policies and strategies that can be easily implemented.

**We are.
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17

Greenhouse gases

Remit: Wellington City Council asks that LGNZ members collectively adopt the position that government should revise the Resource Management Act 1991 to adequately consider the impact of greenhouse gases when making decisions under that law and to ensure that the Resource Management Act 1991 is consistent with the Zero Carbon Bill.

Proposed by: Wellington City Council

Supported by: Metro Sector

Background information and research

1. Nature of the issue

The purpose of the Resource Management Act 1991 (RMA) is to promote the sustainable management of natural and physical resources.

The Act seeks to enable people and communities to provide for their social, economic, and cultural well-being and for their health and safety while:

- Sustaining the potential of natural and physical resources (excluding minerals) to meet the reasonably foreseeable needs of future generations;
- Safeguarding the life-supporting capacity of air, water, soil, and ecosystems; and
- Avoiding, remedying, or mitigating any adverse effects of activities on the environment.

Under the RMA, most decisions are decentralised to local and regional levels to enable public participation in decision-making.

The emissions trading scheme is a national framework. Because of this, there is a disconnection between decisions taken under the RMA and the emission of greenhouse gases. Emissions are not consistently contemplated when decisions are taken; there appears to be a gap, however the Council currently doesn't have a formal position on this.

2. Background to its being raised

Wellington is proposing a substantial change in urban form and transportation in order to accommodate anticipated growth and to meet community expectations around carbon emissions. Planning for this growth has highlighted the regulatory gap described above.

**We are.
LGNZ.****3. How the issue relates to objectives in the current Work Programme**

In planning for growth the Council is setting out to develop a future Wellington that is low carbon and resilient. Decisions will be taken under the RMA, yet the need to reduce carbon emissions is not currently a requirement under our key planning legislation.

4. What work or action on the issue has been done on it, and the outcome

The Council has developed a draft plan, Te Atakura – First to Zero, that would establish the Council's advocacy position in favour of significantly boosted consideration of emissions in the RMA. This draft was released for consultation on 15 April 2019 and is to be considered for adoption on 22 June 2019.

5. Suggested course of action envisaged

The Minister for the Environment is aware of the gap, and has publicly stated:

“The Government intends to undertake a comprehensive review of the resource management system (Stage 2), which is expected to begin this year.”

“Cabinet has already noted my intention to consider RMA changes relating to climate change (both mitigation and adaptation) within the scope of this review.”

Local government will have an opportunity to advocate for the inclusion of climate change effects through this process.

This remit asks councils to work together in engaging with government to amend the RMA to require decision makers to reduce greenhouse gas emissions.

**We are.
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18

Climate Change – funding policy framework

Remit:	That LGNZ recommends to government that they establish an independent expert group to develop a new funding policy framework for adapting to climate change impacts as recommended by the Climate Change Adaptation Technical Working Group (CCATWG). This new expert group would be supported by a secretariat and stakeholder advisory group.
Proposed by:	Greater Wellington Regional Council
Supported by:	Regional Sector

Background information and research

1. Nature of the issue

New Zealand will need a new funding policy framework to enable effective, efficient and equitable long-term adaptation to the many challenges posed by climate change. Any such framework must be comprehensive, fit for purpose, and facilitate flexible and dynamic responses.

While there is broad agreement that the current policy framework for climate change adaptation, and especially sea level rise, is inadequate, there has been little attention given to securing a consensus among the stakeholders on the core features of a new framework.

Some small initiatives have been taken by a few local councils and academics towards the formulation of a new framework.

There are a large number of separate, yet interconnected issues that require investigation in parallel or in sequence. It is very likely to take several years to formulate a new, well-designed policy framework, followed by the drafting and enactment of legislative reforms, before the process of implementation can begin. Given the amount of work that is involved and that climate change impacts are already making themselves felt, it is important that this process is started without further delay.



2. Background to its being raised

Sea level rise constitutes a particularly serious challenge due to irreversibility of the near-term impacts. Already many low-lying coastal communities around New Zealand are facing a growing threat to their homes and livelihoods, public infrastructure and private businesses. This and other impacts on human and natural systems related to more intense rainfall, heat, wind, and pathogens and disease vectors, will increase and become disruptive. They will increase the financial burden on the state at all levels and create inequities across society.

For further discussion of the issues and options for developing a new policy framework, from which the proposed remit was derived, see the discussion paper by Jonathan Boston (VUW) and Judy Lawrence (VUW), dated 4 February 2019.

3. What work or action on the issue has been done on it, and the outcome

A recent report by LGNZ found an estimated \$14 billion of local government assets are at risk from climate change impacts. It has called on central government to create a 'National Climate Change Adaptation Fund'. It has also recently published a legal opinion by Jack Hodder QC regarding the potential for local government to be litigated in relation to its actions or inaction in relation to climate change. A key risk raised by Mr Hodder's report was the absence of national climate change adaptation guidance (or framework) in New Zealand, which in effect is leaving it to the courts to decide how to remedy climate change related harms. This will be an uncertain and inefficient means of doing so.

The Government has received the recommendations of the CCATWG, but is yet to act upon them. The CCATWG recommendation to the Government (quoted below) was to set up a specialist group to define funding arrangements for funding adaptation.

"We recommend that a specialist group of practitioners and experts undertake this action (formulate a new policy framework for adaptation funding). These should be drawn from central and local government, iwi/hapū, sectors such as banking, insurance, and infrastructure; and have expertise in climate change, planning and law, public finance, capital markets, infrastructure financing, and risk management. The group should be serviced by a secretariat with officials across relevant public sector and local government agencies and include significant public engagement."

4. Suggested course of action envisaged

That LGNZ issue a news release explaining the content of the remit, and that they engage with central government directly (in face to face meetings) to discuss the setting up of an independent expert group to progress the development of a new funding policy framework for adapting to climate change impacts.

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Road safety

Remit:

1. That LGNZ acknowledges that the New Zealand Transport Agency's (NZTA's), Code of Practice for Temporary Traffic Management (CoPTTM) is a comprehensive and robust document, and that NZTA ensures the CoPTTM system is regularly reviewed, refined and updated. However, in light of the recent road worker fatalities LGNZ requests NZTA, in partnership with Road Controlling Authorities (RCAs);
 - a. Review afresh its Code of Practice for Temporary Traffic Management (CoPTTM) to satisfy themselves that;
 - i. The document provides sufficient guidelines and procedures to ensure approaching traffic are given every possible opportunity to become aware of the worksite ahead and to respond appropriately and in a timely manner.
 - b. Review its CoPTTM Training System to ensure;
 - i. Trainers are sufficiently qualified and adequately covering the training syllabus.
 - ii. Site Traffic Management Supervisors (STMS's) and Traffic Controllers (TC's) are only certified when they can demonstrate competence in the application of CoPTTM.
 - ii. A robust refresher programme is in place to ensure those in charge of Traffic Management on worksites remain current in the required competencies.
 - c. Review its Site Auditing requirements to ensure the traffic management at worksites is independently audited at a sufficient frequency to ensure compliance, and that a significantly robust system is put in place to enable enforcement of compliance.
2. That LGNZ takes steps to remind its members of their duties with respect to their role as Road Controlling Authorities including;
 - a. Appointing and sufficiently training and resourcing a Traffic Management Co-ordinator to ensure their obligations under the Health and Safety Work Act 2015, with respect to traffic management, are being met.
 - b. *Adequately resourcing and undertaking audits of road work sites to ensure compliance with CoPTTM.*

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Proposed by: Whakatāne District Council

Supported by: Dunedin City Council
Wairoa District Council
Hamilton City Council
Kawerau District Council
Tauranga City Council

Background information and research

1. Nature of the issue

Four road workers have been killed on New Zealand roads this calendar year, and we need to ask ourselves, are we doing all that we can to ensure those working on our roads are safe from harm.

There is an increasing level of public discontent with the level of discipline around traffic management being maintained on roadwork sites by contractors, particularly on unattended sites, where all too often the temporary traffic management on site does not seem appropriate, or to adequately inform motorists of the need for the restrictions, or is left in place for too long.

2. Background to its being raised

Frameworks for the safe management of roadworks have been in place for over two decades now, and during this time they have evolved and improved to keep up with the changing risks in the workplace environment.

The current framework is the New Zealand Transport Agency's Code of Practice for Temporary Traffic Management, fourth edition 2018 (CoPTTM).

This is a comprehensive document that applies a risk based approach to temporary traffic management, based on a road's classification and intensity of use, and the nature of works required to be undertaken on the road.

It is closely aligned to the Health and Safety at Work Act 2015, recognising the statutory duty of all those involved with activities on or adjacent to the road, to systematically identify any hazards, and if a hazard is identified, to take all reasonably practical steps to ensure no person is harmed.

It includes steps to eliminate risks to health and safety and if it is not reasonably practicable, to minimise risks to health and safety by implementing risk control measures in accordance with Health and Safety at Work (General risk and Workplace Management) Regulations 2015.



CoPTTM also includes a risk matrix to help determine what the appropriate temporary speed limit is that should be applied to a worksite, whether attended or unattended. It further contains procedures for undertaking safety audits and reviews of worksites, including the ability to close down worksites that are identified as unsafe following an audit. There are no financial penalties for non-compliance, although there are a range of other penalties that can be imposed, including the issue of a notice of non-conformance to individuals or companies, and a 'three strikes' system whereby the issue of three non-conformances within a 12 month period results in sanctions being imposed. These can include:

- Removal of any prequalification status.
- Reduction of quality scores assigned in tender evaluations.
- Forwarding of non-conformance to the appropriate standards organisation which may affect the company's 1S09000 registration.
- Denial of access to the road network for a period of time.
- Requirement for the company to have someone else provide their TTM.
- Staff retraining for CoPTTM warrants.

In principle there would seem to be sufficient processes in place to ensure that traffic management on road worksites was appropriate and adequately provided for the safety of workers on site, the general public, and passing traffic.

However, this year has seen four road workers killed whilst working on our roads.

There is also a growing level of discontent from motorists regarding the appropriateness of signs that are left out on unattended sites.

Often these signs are perceived to be (any combination of) unnecessary, poorly located, incorrectly advising the condition of the road ahead, having an inappropriate speed limit, or being left out too long.

3. How the issue relates to objectives in the current Work Programme

Local Government New Zealand has five policies in place to help achieve their sector vision: Local democracy powering community and national success.

Policy priority one is Infrastructure, which focuses on water, transport and built infrastructure. The transport statement states that a national policy framework is needed to achieve five outcomes. One outcome is 'a safe system, increasingly free of death and serious injury'.

This remit is aligned to this priority outcome as it is focused on reducing safety risks, death and serious injury in locations where road works are being undertaken.

**We are.
LGNZ.****4. What work or action on the issue has been done on it, and the outcome**

The Whakatāne District Council has been working proactively with NZTA and its local contractors to review its own traffic management requirements, the level of compliance with those requirements, and the adequacy of its auditing processes and frequencies.

There has been positive engagement with NZTA and the local contracting sector on this matter.

The process has identified improvements that could be effected by both the Council and its contractors. A plan is being developed to socialise the outcomes with NZTA and other RCA's, and this remit forms part of that plan.

NZTA is also responding to the recent deaths by initiating immediate temporary changes to pertinent traffic management plans, and considering permanent changes through its standard CoPTTM review process.

There is currently no national initiative to require local government RCA's to review their practices in response to these deaths.

5. Suggested course of action envisaged

- Support NZTA's initiative to review CoPTTM in light of the recent fatalities.
- Encourage NZTA to work closely with RCA's to ensure the CoPTTM review also covers local road Temporary Traffic Management.
- Strongly encourage RCA's to work with NZTA, perhaps through the RCA Forum, on a review of local road Temporary Traffic Management.
- Strongly encourage RCA's to adopt with urgency, any local road CoPTTM
- Improvements that arise from the review.

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Mobility scooter safety

Remit:	That LGNZ requests that government investigate the introduction of strengthened rules to govern the safe use of mobility scooters, particularly in relation to speed limits and registration.
Proposed by:	Whanganui District Council
Supported by:	Zone Three

Background information and research

1. Nature of the issue

The following issues have been identified:

- a. There is no opportunity to enforce a speed limit for mobility scooters, despite the fact that the top speeds of these devices can reach 40kmh.
- b. Mobility scooters are used too frequently on the road, even when a suitable footpath is available.
- c. There is no requirement for a mobility scooter user to have a license or any previous driving experience.
- d. There are no health related restrictions on who can operate a mobility scooter.
- e. There is no ability to track mobility scooters as no registration or Warrant of Fitness (WoF) is required.

A supplementary issue is also acknowledged:

- There is no restriction in terms of who can use a mobility scooter. For example, in some states of Australia mobility scooters can only be used by a person with an injury, disability or medical condition which means they are unable to walk or have difficulty walking. People who do not have difficulty walking are not permitted to use them.

2. Background to its being raised

Establishing the number of injuries and fatalities involving mobility scooter users can be difficult to isolate and this has been identified as an issue nationwide. However, coronial data shows that at least 20 people have died while using mobility scooters in New Zealand.



Given the considerable lag between a death occurring and a coronial case on that death being closed, the actual number may be significantly higher. Notably NZTA reports that: "mobility scooters... have been involved with a number of fatalities (at least 20 in 2014-2015)."

For the period 2008-2012 the Ministry of Transport recorded eight fatalities and 141 injuries of mobility scooter users. NZTA records 12 fatalities, 19 serious injuries and 81 less serious injuries for the period 2009-2014. These figures do not include fatalities or injuries to persons other than the mobility scooter user.

It has been acknowledged by those working in this field that there have been a 'surprising' number of injury crashes involving mobility scooters over the last five years, including fatalities. More work on clarifying the extent of this problem is required and there has been general agreement nationwide from the region's road safety co-ordinators, and other agencies such as NZTA and Age Concern, that mobility scooter safety is an emerging concern. This is the case throughout the country and is reiterated by both large and small centres, in urban areas and rural regions.

Some of the issues raised include:

- Mobility scooters being driven on the road, at speed, with low visibility (eg without a flag) and like a motor vehicle (as opposed to like a pedestrian as is required).
- No accountability around vulnerable elderly users, particularly those who have lost their licence. There is no established avenue to ascertain whether there are issues around dementia or other chronic conditions which could have an impact on their ability to use these safely.
- No accountability around the purchase of mobility scooters, both in terms of being fit for use and training for safe handling. This is particularly the case when they are bought off the internet, eg there is no opportunity to ensure that the right scooter has been purchased for the user's level of ability and that they are shown how to drive it according to the regulations.
- No ongoing monitoring of use, particularly in the case of declining health.
- No restrictions on the speed that mobility scooters can reach or the size of mobility scooters. With an increase in larger model mobility scooters being imported, there is less room for scooters to pass one another, or to pass other pedestrians. This leads to a greater likelihood of one or more of the footpath users needing to use the road rather than the footpath. Larger mobility scooters also require larger areas to turn. Given the size of many footpaths in New Zealand, this increases the risk that the user will enter the roadway at an angle and roll the mobility scooter, resulting in serious injury or death.

Some centres have also identified an issue with the increasing prevalence and size of mobility scooters adding load to the footpaths. Furthermore, the contrast between New Zealand Post's work on safety assurances with the use of Paxster vehicles on the footpath, and the lack of oversight over larger sized mobility scooters being used in a similar (but unmonitored) way has been drawn.



However, it is also important to note the significant role that mobility scooters play in granting senior people their independence. Any measures taken to address this remit's concerns must balance this benefit with the need to ensure safety for users and other pedestrians.

3. New or confirming existing policy

The remit would strengthen existing central government policy. However, new legislation would be required to put in place an appropriate registration programme, both for mobility scooter users and for the mobility scooters.

4. How the issue relates to objectives in the current Work Programme

Transport safety issues are not referred to specifically in the current LGNZ work programme. However, ensuring we have safe systems, increasingly free of death and serious injury and addressing the needs of an ageing population are each included under one of the five policy priorities (Infrastructure and Social, respectively).

5. What work or action on the issue has been done on it, and the outcome

This is an emerging issue and is acknowledged as such by those with an interest and involvement in road safety at both the local and regional level. Although discussions are underway about working with the Safe and Sustainable Association of Aotearoa/New Zealand (SASTA) and Trafanz on these concerns so that this can be addressed with the NZTA, it is understood that this work has not yet commenced.

The Marlborough Road Safety Mobility Scooter User Group has undertaken some useful research in this area. They have canvassed users in relation to training needs, safety, registration, injuries, facilities and the footpath network.

Although not all suggestions were supported, this survey did identify some relevant ideas and safety concerns, eg 71 per cent of respondents had seen a mobility scooter being used in an unsafe manner on the footpath or road, 19 per cent had been injured by a mobility scooter as a pedestrian and 78 per cent said that they or someone they knew has had a 'near miss'.

Some ideas raised include focusing on licensing/registering drivers rather than the mobility scooters themselves, ensuring that any registration costs were low to ensure affordability, making mobility scooters easier to hear and introducing a speed limit.

6. Any existing relevant legislation, policy or practice

NZTA has the responsibility, via government, for mobility scooters in New Zealand and has a booklet available, titled *Ready to Ride - Keeping safe on your mobility scooter*. This is based on section 11 of the Land Transport (Road Use) Rule 2004.



The following provisions exist – it is recommended that these be expanded upon and strengthened:

- Speed limits: Current New Zealand law says “A driver of a mobility device or wheeled recreational device on a footpath;
 - a. Must operate the device in a careful and considerate manner; and
 - b. Must not operate the device at a speed that constitutes a hazard to other footpath users.”
- Road usage: Current New Zealand law says;
 - a. A driver must not drive a mobility device on any portion of a roadway if it is practicable to drive on a footpath.
 - b. A pedestrian or driver of a mobility device or a wheeled recreational device using the roadway must remain as near as practicable to the edge of the roadway.
- Monitoring and registration: Current New Zealand law does not require users to have a driver licence or any form of medical approval to operate a mobility scooter and no warrant of fitness or registration is needed.

Further, current law does not require the use of any personal protective equipment such as helmets, despite these devices being capable of reaching similar speeds to mopeds and higher speeds than many bicycle users travel at.

This is particularly problematic given Canadian research that showed, of their sample group of mobility scooter users, 38 per cent had hearing impairments, 34 per cent had vision impairments, 19 per cent had memory impairments and 17 per cent had balance impairments. The study also found that 80 per cent of the mobility scooter users took four or more medications daily.

The *Ready to Ride* guidelines clearly spell out that mobility scooter users could be fined if they are found to be riding their scooter: “... carelessly, inconsiderately or at a dangerous speed. The fine may be higher if you do any of these things more than once.” Furthermore, if a mobility scooter user causes a crash where someone is killed or hurt then they could be charged with “careless or inconsiderate use of a motor vehicle”. This brings penalties ranging from a severe fine to a prison sentence. However, these do not provide clear definitions or rules to inform a user’s decisions.

7. Suggested course of action envisaged

Speed limits

It is recommended that the approach taken in some Australian States, including Victoria be adopted. This states that mobility scooters: “must have a maximum capable speed of 10km per hour on level ground and a maximum unladen mass of 110kg”.

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It is recommended that New Zealand Police be resourced to enforce the law. Local and regional councils throughout the country, as well as NZTA, road safety action groups and other key agencies, have highlighted serious concerns about mobility scooters riding on the road when a footpath is available, as well as riding on the road as if they are a motor vehicle.

Monitoring and registration

It is recommended that legislation is changed to require all mobility scooters to be registered and display a licence plate, with minimal or no cost imposed, to ensure compliance. It is further recommended that the legislation set a maximum power assisted speed and size for mobility scooters.

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Museums and galleries

Remit: That central government funding be made available on an annual basis for museums and galleries operated by territorial authorities with nationally significant collections.

Proposed by: Whanganui District Council

Supported by: Zone Three

Background information and research

3. Nature of the issue

The following issues have been identified:

- There is currently no central government funding for daily operating costs for museums and galleries operated by territorial authorities.
- Public museums and galleries often house nationally significant collections and taonga but are supported largely by their local ratepayers, often from a limited funding pool.
- These facilities attract national and international visitors and service far more than the local area from which their funding is drawn.
- Local authorities are severely challenged to adequately support the annual running costs required for these key cultural facilities due to the financial impost on ratepayers.
- Support for the retention of these facilities in smaller regional centres, outside the larger cities, is important in terms of cultural accessibility and in keeping our provincial communities viable.

4. Background to its being raised

Regional museums and galleries are important to the cultural makeup of this country. They are recognised as critical hubs for communities and visitors and play a role that extends far beyond the display of images and artefacts:

- They occupy a dynamic position in our national cultural life, encouraging us to think about our place in the world.
- They stimulate discussion and debate. This enhances participation, creativity, community capacity and a sense of place.

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- They generate economic activity; they are a driver of tourism and create jobs and vibrancy.
- They contribute to key aspects of our community and national cultural identity; the nature of our bicultural society and other multicultural influences means that museums and galleries will act as an increasingly important link in reflecting and understanding the diversity of our communities.
- They build social cohesion, creativity and leisure opportunities. They contribute to civic development and provide a focal point for gathering and interaction; acting as a key social destination.
- They foster enrichment. Arts and culture are 'good for you'. Having access to events and exhibitions is important, and this might be even more so in provincial centres.

Despite this, there is limited funding available, particularly for operating costs. This raises concerns about the ongoing ability of territorial authorities to:

- Provide adequate, appropriate and safe storage methods. Climate control and professional and timely care or repair of our treasures requires adequate funding to ensure the longevity of many of our special collection items (for example, paintings or heritage artefacts such as Māori cloaks).
- Deliver the right display conditions. Without the right climate control, security and display methods, the public's access to view these collections is severely limited. Instead of enhancing the visibility of, and connection to, our key collection pieces locally, nationally and internationally, this access is restricted by inadequate funds for exhibition. This is exacerbated by the limitations of funding at the local ratepayer level.
- Preserving our stories. The collections available at public museums and galleries are not only often nationally significant but also reveal important aspects of our local identity. They are an education resource (both formally through school programmes and informally) and are a drawcard for tourism. Maintaining these collections retains our storytelling abilities, supports our unique identities and contributes to economic and social development.

This is supported by the following background information:

- Some collections are over 100 years old and need specialised climate control and storage facilities. Paint, canvas, fabric and fibres have unique requirements to ensure their preservation and longevity. The cost of doing so is huge and is a burden that many local communities cannot sustain. However, despite this, they are solely responsible for this care.
- Some grants are available, on application, to deliver education programmes for school children. However, this funding is very limited and requires additional subsidisation by schools. As a result, not all children are gaining equitable access to our museums and galleries.
- Limited grants are also available, on application, for storage and building upgrades, as well as for one-off restoration projects. However, there are no regular, reliable funds available to meet the significant and necessary costs of just running these institutions.



- Currently only the Auckland War Memorial Museum and Museum of New Zealand Te Papa Tongarewa receive an ongoing proportion of operating costs.

As an example, the Sarjeant Gallery in Whanganui has an annual operating budget of \$2.285 million and the Whanganui Regional Museum a budget of \$1.085 million. The value of their collections is \$30 million across each institution, with their collections considered to be some of the best in New Zealand. Yet they are funded almost solely from the local Whanganui district ratepayer base. This is not sustainable if we are to make the most of New Zealand's nationally significant collections and ensure their preservation for the future.

An example of public museums and art galleries currently operated by territorial authorities:

Institution	Permanent collection?
Sarjeant Gallery - Whanganui	✓
Whanganui Regional Museum	✓
Auckland Art Gallery	✓
Whangarei Art Museum	✓
Te Tuhi Center for the Arts, Manukau City	x
Waikato Museum	✓
Rotorua Museum of Art & History	✓
Tauranga Art Gallery	✓
Whakatane Museum & Art Gallery	✓
Govett Brewster Gallery/Len Lye Centre – New Plymouth	✓
Percy Thompson Gallery – Stratford	x
Tairāwhiti Museum – Gisborne	✓
Hawke's Bay Museum and Art Gallery – Napier	✓
Aratoi Wairarapa Museum of Art & History – Masterton	✓
City Gallery – Wellington	x
The New Dowse – Lower Hutt	✓
Millennium Art Gallery – Blenheim	✓
Suter Art Gallery – Nelson	✓
Christchurch Art Gallery	✓
Coca – Centre for Contemporary Art – Christchurch	✓
Aigantighe Art Gallery – Timaru	✓
Forrester Gallery – Oamaru	✓
Dunedin Public Art Gallery	✓
Southland Museum and Art Gallery – Invercargill	✓
Anderson Park Art Gallery – Invercargill	✓
Eastern Southland Gallery – Gore	✓



5. New or confirming existing policy

The remit would require a policy shift by central government to provide funding for operating costs based on a set of clear assessment criteria.

6. How the issue relates to objectives in the current Work Programme

The LGNZ work programme includes tourism as a focus area and addresses concerns about funding in relation to key facilities and amenities:

“Without more equitable forms of funding there is a risk that visitors will lack the appropriate range of local amenities they need to have a positive experience.”

This is framed by the following statement:

“The visitor industry is now New Zealand’s largest export industry however the speed of its growth is putting many of New Zealand’s smaller communities under pressure. It is a problem created by the way in which councils are funded as new facilities will be paid for out of property taxes while visitor expenditure, in the form of increased GST and income tax, benefits central rather than local government.”

7. What work or action on the issues has been done on it, and the outcome

Although there was work completed on a central government funding model for the ‘national collection’ in the 1990’s (that being, the collection held by all public museums and galleries in New Zealand) this did not progress. The United Kingdom has a centrally funded system for museums and galleries.

8. Any existing relevant legislation, policy or practice

- Auckland War Memorial Museum Act 1996.
- Museum of New Zealand Te Papa Tongarewa Act 1992.

9. Suggest course of action envisaged

That central government funding be made available on an annual basis for museums and galleries operated by territorial authorities with nationally significant collections.

This would be in the form of an annual allocation for operating costs based on specific criteria to ensure the maintenance, preservation and development of collections with relevance beyond the local setting. This would provide the surety of a reliable income stream and could be set to a specified limit, eg 10 per cent of annual operating costs.

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Of particular interest would be those collections of national importance where the benefit of protection and enhancement would make a substantial contribution to New Zealand's creative sector as well as our national cultural identity.

Priority funding would be given to museums and galleries which hold permanent New Zealand collections, rather than being solely exhibition galleries. Funding could also be based on the size and type of collection. This recognises the added burden of storage, care and maintenance for collections of a significant size and importance.

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Resource Management Act

Remit:	That the selection of all independent commissioners for Resource Management Act hearings be centralised to improve independence and enhance the quality of decisions.
Proposed by:	Whanganui District Council
Supported by:	Zone Three

Background information and research

1. Nature of the issue

The following issues with the current system have been identified:

- There is potential for corruption and undue influence.
- There is limited ability for newer commissioners to obtain experience.
- There is opportunity for enhanced effectiveness and more robust decision-making.

2. Background to its being raised

The Resource Management Act (RMA) contains provisions for the appointment of independent commissioners to sit on panels to hear RMA matters, for example, resource consent applications, notices of requirement and District and Regional Plan Reviews, including plan changes (s39B).

Commissioners must be accredited to sit on RMA hearing panels and the Minister for the Environment must approve the qualification for accreditation. The certification process is called “Making Good Decisions” and is delivered on behalf of the Ministry.

The Ministry for the Environment (MfE) website sets out the areas covered by the accreditation and recertification processes and has a register of qualified commissioners.



Although this system provides opportunity, in theory, for panel composition based on a balanced range of factors to ensure impartiality and relevant breadth of experience – in practice this is not the case. Instead, selection can be influenced by:

- Paid relationships. For example, commissioners being held on retainer.
- Manipulation of focus areas. For example, panels being ‘stacked’ to increase the likelihood of support or sympathy for particular issues.
- Existing connections. For example, the same commissioners being selected by the same councils, leaving little room for newer certificate holders and leading to questions of true independence.

As a result, the current system is open to both real and perceived issues of fairness based on concerns about:

- The appropriateness of an ongoing financial arrangement for retained availability, as well as the ability of this relationship to really remain independent and impartial. For example, would an ‘unfavourable’ decision jeopardise the financial benefit for a commissioner in this position?
- A balance of experience and expertise on the panel when many of the same commissioners, with similar backgrounds (planners, lawyers, elected members) are used on a consistent basis.
- Missed opportunities to provide practical experience to a broader spread of certificate holders in a more even way (rather than the same familiar options being selected).
- The ability to achieve genuine impartiality when commissioners can be picked based on prior relationships and knowledge of their position (and therefore likely decisions) on particular issues.
- An absence of local and external collaboration on decisions – missing important opportunities to upskill lesser experienced commissioners and provide the right mix of local versus external perspectives to equally inform good decision-making.
- A lack of standardisation in fee structures throughout the country, potentially leading to ‘cherry-picking’ of hearings.
- Poor Māori representation on hearing panels in areas where co-management legislation does not yet apply.

There is also no process for receiving or addressing complaints about commissioner conduct.

3. New or confirming existing policy

The remit would require amendment to the RMA and the development of a centralised and independently managed appointment process to allocate commissioners in a systematic and fair manner. This would be supported by regulations which would set out the steps to be followed.



Such provisions are already contained in legislation such as the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 (s 25 and s28).

4. How the issue relates to objectives in the current Work Programme

The work programme notes that 'major reform' of the RMA is required. It does not, however, specifically relate to the recommendations of this remit.

5. What work or action on the issue has been done on it, and the outcome

No work has been undertaken specifically on this. However, the proposed model recommends use of the Victorian State Government approach: <https://www.planning.vic.gov.au/panels-and-committees/panels-and-committees>

In addition, the New Zealand Environment Court uses a mixed model approach, with the Judge as chair and two or more court appointed commissioners. These commissioners have a varied background (across planning, ecology, landscape architecture, civil engineering, Tikanga Māori etc) and have all completed the "LEADR" mediation programme to assist the Court in mediated resolutions of court appeals. Many have also undertaken the "Making Good Decisions" programme.

6. Suggested course of action envisaged

That the selection of all accredited commissioners for RMA hearings be centralised and independently managed by the Ministry for the Environment.

The new process could follow the Victorian State Government example. In essence this involves making an initial hearing panel application online, followed by a formal letter of request. A panel is then appointed by the Minister (or a delegate) in accordance with the specific details of the particular issue, eg the complexity of the topic, the number of submissions received or the special expertise required. This enables administrative 'filtering' to sort panellists according to their suitability across a spectrum of hearing complexities. For example, smaller and less controversial issues would be resourced differently to more difficult topics. This would also ensure a tailored mix of expertise and backgrounds – enabling greater Māori representation, a balance of newer and more experienced commissioners and a spread of local and external knowledge.

In Victoria the pool of available commissioners is managed by an 'Office of Planning Panels' acting as a conduit between panels and interested parties to "ensure an independent and transparent process is upheld".

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If MfE took this on it would also be expected to manage the contracts, oversee the effectiveness of the process, receive and adjudicate on any complaints about commissioner conduct and regulate the fee structure. It would also deliver administrative support for the process (although where hearings are cost recoverable from applicants then this would be managed accordingly). MfE could also maintain the register of accredited commissioners and chairs and ensure that it remained up to date, with sufficient information provided to ensure the effective appointment of panels.

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23

Mayor decision to appoint Deputy Mayor

Remit:	That LGNZ request the Government to amend S.41A of the LGA2002 to give Mayors the same powers to appoint a deputy mayor as held by the Mayor of Auckland.
Proposed by:	Horowhenua District Council, Invercargill District Council and Whanganui District Council
Supported by:	Provincial Sector

Background information and research

1. Nature of the issue

Since 2013 mayors have had the power to determine who their deputy mayor should be, however a mayor's choice of deputy can be overturned by a majority vote of councillors. Not only has this caused confusion the fact that councils can over turn a mayor's choice undermines the original intent of the legislation.

2. Background to its being raised

The 2012 LGA 2002 Amendment Act introduced Section 41A which recognised mayors' leadership role and gave mayors the authority to appoint their deputy as well as committee chairs. The select committee amended the original bill to provide councils with an ability to reverse a mayor's decision. Not only did that change make a nonsense of the original intent it has also undermined the credibility of the legislation in the eyes of citizens who generally expect a mayor to be able to choose who their deputy will be, given the importance of that working relationship.

3. How the issue relates to objectives in the current Work Programme

The problems mayors face with implementation of section 41A is not currently on the LGNZ work programme.

**We are.
LGNZ.**

4. Any existing relevant legislation, policy or practice

The Government is re-drafting the Local Government Amendment Bill 2 which is expected to be given its second reading later this year. The Bill could provide a vehicle to amend S.41A in order to strengthen mayors' ability to appoint their deputies without the risk of that decision being reversed.

**We are.
LGNZ.**

24

Beauty industry

Remit:	That LGNZ calls on the Government to develop and implement national guidelines, policy or regulations to achieve national consistency for the largely unregulated 'health and beauty clinic' industry.
Proposed by:	Whangarei District Council
Supported by:	Selwyn District Council Kawerau District Council Dunedin City Council Rangitikei District Council Far North District Council

Background information and research

1. Nature of the issue

Over recent years, the 'health and beauty clinic' industry has seen tremendous growth and continues to expand rapidly. Unfortunately, there is no national legislation or guidance to regulate this industry.

The Health Act 1956 is currently the only legislative tool at the disposal of local authorities to deal with concerns and complaints. However, the powers under the Act are very limited, and do not relate specifically to quality and community safety.

Several councils have developed their own Bylaws to deal with the potential risks that this industry poses to its clientele, with varying degrees of success, but by large the industry remains unregulated. By contrast, national regulations to regulate the hairdressing industry have existed since the 1980's. It is considered that the 'health and beauty clinic' industry faces much higher risks and challenges.

2. Background to its being raised

Nationally, as well as locally, Environmental Health Practitioners are dealing with an ever-increasing number of complaints about this industry and the fallout from botched procedures, as well as infections. Whilst, practitioners can address some of these concerns under the Health Act 1956, it is felt that specific legislation or guidance is the only way to regulate this industry and achieve national consistency.



In the absence of national legislation, territorial authorities such as the Whangarei District Council are unable to regulate the industry, except through the development of a specific Bylaw. The development of Bylaws is an expensive and time consuming process and the cost of that process and any complaint investigation, outside the Bylaw process, falls solely on ratepayers whilst creation of Bylaws can mitigate risk at local level, they do not result in national consistency.

3. New or confirming existing policy

New policy.

4. How the issue relates to objectives in the current Work Programme

The issue aligns to the LGNZ Three Year Business Plan (2019/20 – 2021/22), that recognises quality and community safety as a key social issue, with social issues being one of the five big issues for New Zealand councils. Specifically, the commitment to “work alongside central government and iwi to address social issues and needs in our communities, including a rapidly growing and an ageing population, inequality, housing (including social housing) supply and quality and community safety.”

5. What work or action on the issue has been done on it, and the outcome

Aside from some council’s developing their own Bylaws, as far as the Whangarei District Council is aware, central government has no plan to develop legislation or guidance for this sector.

Notably, as New Zealand-wide complaints regarding the industry continue to rise and the serious risks associated with the industry continue to be better understood a national approach is needed to make any substantive progress on regulating the ‘health and beauty clinic’ industry in New Zealand.

6. Any existing relevant legislation, policy or practice

As described above, the Health Act 1956 is currently the only legislative tool at the disposal of local authorities to deal with concerns and complaints. However, the powers under the Act are very limited, and do not relate specifically to quality and community safety.

**We are.
LGNZ.**

7. Suggested course of action envisaged

That LGNZ calls on the Government to develop and implement national guidelines, policy or regulations to achieve national consistency for the largely unregulated 'health and beauty clinic' industry.

It is also suggested that LGNZ engage directly with relevant ministers and ministries to ensure local government has an appropriate role in the development of nationally consistent legislation or guidelines to address the challenges the industry brings.



Remits not going to AGM

The remit Screening Committee has referred the following remits to the National Council of LGNZ for action, rather than to the Annual General Meeting for consideration. The Remit Screening Committee's role is to ensure that remits referred to the AGM are relevant, significant in nature and require agreement from the membership. In general, proposed remits that are already LGNZ policy, are already on the LGNZ work programme or technical in nature will be referred directly to the National Council for their action.

1. Earthquake strengthening – tax relief

Remit: That LGNZ lobby central government to provide tax relief for buildings owners for the compulsory earthquake strengthening of their buildings either by way of reinstating depreciation or some other tax relief for earthquake compliance costs.

Proposed by: Horowhenua District Council

Supported by: Zone Three

Recommendation: That the remit is referred to National Council for action

2. Benchmark Programme

Remit: That LGNZ investigate and implement an infrastructure delivery benchmark programme, including working with the Department of Internal Affairs to improve the Non-Financial Performance Measures Rules 2013 to be more meaningful measures of infrastructure service delivery.

Proposed by: New Plymouth District Council

Supported by: Central Hawkes Bay District Council; Otorohanga District Council; South Taranaki District Council; Stratford District Council; Thames-Coromandel District Council; Waitomo District Council; Wellington City Council; Whanganui District Council

Recommendation: That the remit is referred to the National Council for action



3. On-line voting

Remit: That LGNZ advocates to the Government for it to provide financial support for the Local Government on-line voting trial.

Proposed by: Palmerston North City Council

Supported by: Metro Sector

Recommendation: That the remit is referred to the National Council for action

4. E-waste

Remit: That LGNZ advocates to the Government to introduce a mandatory product stewardship programme for e-waste.

Proposed by: Palmerston North City Council

Supported by: Metro Sector

Recommendation: That the remit is referred to the National Council for action

5. Tourism Industry Aotearoa

Remit: That LGNZ actively consider the Tourism Industry Aotearoa Local Government Funding Model to Support Regional Tourism Growth.

Proposed by: Ruapehu District Council

Supported by: Palmerston North City Council; Horizons Regional Council; New Plymouth District Council; Rangitikei District Council; Stratford District Council

Recommendation: That the remit is referred to the National Council for action

7.7 LGNZ RULE AMENDMENTS AND REVIEW

File Number: COU1-1400

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments:

1. **LGNZ Rules Review Discussion Paper** [↓](#) 
2. **Proposed amendments to LGNZ Rules** [↓](#) 
3. **Proposed technical changes to LGNZ Rules** [↓](#) 

PURPOSE

The purpose of this report is for Council to consider its position on the LGNZ Rules Review and to make recommendations to Council's representatives at the LGNZ AGM.

RECOMMENDATION

That, having considered all matters raised in the report:

That Council support proposal one, two, three and four of the LGNZ Rules Review changes.

SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as being of some importance.

DISCUSSION

Since late 2018, LGNZ has consulted with members on options for changing the LGNZ Rules, at Zone and Sector meetings.

Attached to this report is an overview report which speaks the proposed changes, and information on a number of proposed substantive and technical changes to the Rules, which are based on feedback from members.

These proposed changes have been discussed with, and endorsed by, LGNZ's Governance and Strategy Advisory Group (GSAG) and National Council.

The rationale for each of the proposed changes is set out in the attachments.

FINANCIAL AND RESOURCING IMPLICATIONS

There are no financial and resourcing implications at this stage.

IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;

- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

NEXT STEPS

Council representatives will take forward Council's recommendations, and report back on the outcome of the AGM.

RECOMMENDATION

That, having considered all matters raised in the report:

That Council support proposal one, two, three and four of the LGNZ Rules Review changes.



LGNZ Rules Review

Proposed amendments to the Rules

Since late 2018, LGNZ has consulted with members on options for changing the LGNZ Rules, at Zone and Sector meetings.

Attached are a number of proposed substantive and technical changes to the Rules, which are based on feedback from members. These proposed changes have been discussed with, and endorsed by, LGNZ's Governance and Strategy Advisory Group (GSAG) and National Council.

The rationale for each of the proposed changes is set out in further detail below.

These proposed changes to LGNZ's Rules will be discussed and voted on at LGNZ's Annual General Meeting (AGM) on Sunday 7 July 2019. Although LGNZ's Rules provide that LGNZ is only obliged to give members 10 working days' notice of any proposed changes to the Rules, we are providing the proposed changes to councils early so as to allow proper consideration and discussion of the proposed changes by your council, ahead of the AGM.

Proposal One – Amendments to provide Te Maruata representation on National Council (including consequential amendments)

To reflect the increasing diversity of the local government family/whanau it is proposed that the Rules be amended to provide that the Chair of Te Maruata is a member of National Council, with full voting rights.

Te Maruata Roopu Whakahaere (Te Maruata) is a subcommittee of the National Council comprised of Māori elected members. Te Maruata was established in response to a remit passed at the 2008 LGNZ AGM. Its role is to promote increased representation of Māori as elected members of local government; to enhance Māori participation in local government processes; provide support for councils in building strong relationships with iwi, hapu and Māori groups; provide Māori input on development of future policies or legislation relating to local government; and foster and support a network of Māori elected members and staff of local government for the purpose of sharing information, challenges and aspirations relevant to kaupapa Māori.

Given Te Maruata's importance, National Council resolved in 2018 that the Chair of Te Maruata would sit on National Council as a non-voting member. Feedback from members is that the time is now right for Te Maruata's Chair to sit as a full member of National Council.

This proposed amendment to the Rules reflects a drive for greater diversity on National Council, the importance of local government engaging with Māori communities and the obligations that local government has to reflect the obligations of the Treaty of Waitangi.

Proposal 1 (attached) details a number of consequential, technical changes that will need to be made to the Rules if the substantive proposal to provide a seat on National Council for Te Maruata's Chair is adopted.

Proposal Two – Amendments to give effect to Auckland Council representation on National Council (including consequential amendments)

It is proposed that the Rules be amended to provide that Auckland Council has three seats on National Council, to be held by:

- The Mayor of Auckland (or an alternate member of the Auckland Council governing body appointed by the Mayor);
- A member of the Auckland Council governing body; and
- A member of an Auckland Council local board.

These proposed amendments are designed to reflect the scale of Auckland (one-third of New Zealand's population). They are also designed to bring the LGNZ Rules into line with Auckland Council's current unique governance structure (ie a governing body and local boards). The current LGNZ Rules pre-date the establishment of Auckland Council and its current governance structures, which were introduced by legislation in 2010. LGNZ's view is that its Rules should be consistent with those changes.

Local boards are a unique governance structure, providing governance at a local level within Auckland Council and enabling democratic decision-making by and on behalf of communities within the local board area. There are 21 local boards, comprising 149 elected members in total. Local board responsibilities include adopting local board plans, agreeing annual local board agreements that set annual budgets, and agreeing and overseeing annual work programmes. Currently there is no provision for the representation of local board members on National Council. LGNZ's view is that it is important that provision is made for the representation of this group of elected members on National Council.

As a result of these proposed changes to Auckland's representation, Auckland Council would no longer be part of Zone 1; Zone 1 would be comprised of Far North region councils only. Zone 1 would be entitled to one seat on National Council.

To ensure that the representation of metropolitan New Zealand on National Council is not by Auckland Council alone, specific amendments are proposed to make it clear that three seats on National Council will be held by metropolitan councils *other than* Auckland Council.

Based on feedback from Zone meetings, it is also proposed that the Rules be amended to specifically provide that at least one of the three Metropolitan Sector representatives on National Council be from the South Island. This is designed to ensure that there is appropriate representation of metropolitan South Island on National Council.

Proposal 2 (attached) details a number of consequential, technical changes that will need to be made to the Rules if the substantive proposal to change the representation of Auckland Council on National Council is adopted.

Note that Proposals 1 and 2 will result in the membership of National Council increasing from 15 members to 18. Feedback from current National Council members is that a Council of this size for a membership based body is workable, particularly given that the Rules give National Council the power to create an executive committee, or subcommittee structures, where that is considered appropriate.

Proposal Three – Minor (administrative) substantive changes

A number of minor administrative changes to the Rules are proposed, including:

- Inclusion of community board members in the definition of Elected Member;
- The ability for National Council to appoint individuals (with full speaking rights, but no voting rights) to the National Council to provide assistance to National Council because of their training, qualifications or experience; and to ensure diversity of representation;
- Changes to the definition of a quorum for the purpose of National Council meetings; and
- The ability for National Council to pass a resolution without a meeting with the agreement of 75 per cent of all National Council members (as opposed to all National Council members, as currently required).

These proposed amendments are designed to ensure that the Rules provide for all types of elected member, are consistent with the proposed substantive changes to the Rules, and to simplify National Council's processes.

Proposal Four – Minor amendments to modernise and rationalise language

LGNZ is proposing that a number of changes be made to modernise the Rules (eg to make provision for electronic notices and voting), and rationalise the language of the Rules.

These changes are technical in nature, and do not result in any substantive changes to the Rules.

Next steps

As noted above, these proposed changes to the Rules will be discussed and voted on at LGNZ's AGM on Sunday 7 July 2019. Members will receive copies of the proposed changes to the Rules as part of the formal AGM papers.

However, LGNZ is providing copies of the proposed changes in advance so that councils have plenty of time to consider the proposed changes. LGNZ encourages members to now discuss and debate the proposed changes to the Rules, ahead of the AGM.

As per Rule K4(b), each of the four proposed sets of changes to the Rules will require the support of a two-thirds majority of LGNZ's members in order to pass. Therefore your council's vote does matter and can make a difference.

If you would like LGNZ to visit your council to discuss the proposed changes to the Rules ahead of the AGM, please contact Malcolm Alexander or Grace Hall to arrange that – see below for contact details.

For further information on the proposed changes, or if you have any questions, please contact Malcolm Alexander, Chief Executive (malcolm.alexander@lgnz.co.nz) or Grace Hall, Senior Policy Advisor (grace.hall@lgnz.co.nz).

PROPOSED AMENDMENTS TO THE RULES 2019**Proposal 1 - Minor (Administrative) Substantive Changes:**

1. Rule A2: - Delete paragraph (b) of the definition of "Elected Member" and substitute:

 "(b) A person holding office as a member of a local board within the district of a Member Authority; and

 (c) A person holding office as a member of a community board within the district of a Member Authority."
2. Rule E11A to E11C: Add the following after Rule E11:

 "E11A From time to time, the National Council may appoint to the National Council any person whom the National Council believes will assist the National Council in its deliberations because of that person's training, qualifications or experience. Any such person is not required to be qualified to be a National Council member or an Elected Member. The National Council may discharge any such person from the National Council in like manner.

 E11B From time to time, the National Council may appoint to the National Council any person whom the National Council believes will ensure diversity of representation on National Council. Any such person must be an Elected Member. The National Council may discharge any such person from the National Council in like manner.

 E11C Any person appointed under Rules E11A or E11B shall have full speaking rights but no voting rights at National Council meetings."
3. Rule E17: Delete the word "six" in both places it appears and substitute **"a quorum"**.
4. Rule E26: Delete the current wording and substitute:

 "At any meeting of the National Council, a quorum consists of:

 (a) half of the membership (President and members provided for in Rule E1) if the number of such members (including vacancies) is even; or

 (b) a majority of members (President and members provided for in Rule E1) if the number of such members (including vacancies) is odd.
5. Rule E29A: Delete the current wording and substitute:

 "The National Council may pass a resolution without a meeting held in accordance with Rules E20-E29, but only if the resolution is assented to by not less than 75% of the members of the National Council then in office and entitled to vote."

Proposed substantive changes

Proposal 2 - Amendments to provide Te Maruata representation on the National Council (including consequential amendments):

Rule A2:

Amend the definition of "NATIONAL COUNCIL MEMBER" by deleting the words "elected or appointed" and substituting "**elected, appointed or assuming office**".

Insert after the definition of "SECTOR GROUP" the following:

"TE MARUATA" means the committee named Te Maruata Roopu Whakahaere established in response to the remit passed at the 2008 Annual Conference and any committee in substitution for that committee."

Rule E1: Delete the opening words and paragraph (a) and substitute the following:

"E1 The National Council of LGNZ consists of the President and:

(a) The person for the time being holding office as the Chair of Te Maruata (or an alternate appointed in writing by that person);"

Rule E10: Delete the current wording and substitute:

"E10 Persons appointed to the National Council or who assume office as a member of National Council under Rules E1 to E9 assume office on the day that is eight weeks after the triennial local government elections are held, except that the person who assumes office as a member of National Council pursuant to Rule E1(a) assumes that office at such time that the Chair of Te Maruata is appointed at a hui organised by LGNZ for the purpose of Te Maruata appointment, and subject to Rules E12 to E16 all such persons serve in office until their successors have assumed office."

Rule E15: After the reference to "the President" add the words "**or the position occupied by the Chair of Te Maruata.**"

Rule E15A: Add the following after Rule E15:

"E15A In the event of the position on National Council occupied by the Chair of Te Maruata becoming vacant, that position will be filled by the Deputy Chair of Te Maruata until such time that a replacement Te Maruata Chair is elected."

Rule E16: Add after the reference to "Rule E15" "**, or who assumes office under Rule E15A,**"

Proposal 3 - Amendments to give effect to Auckland Council representation on the National Council (including consequential amendments):

Rule D1: Delete the second sentence and substitute the words **"Each Member Authority (except Auckland Council) shall belong to one Zone, and no Member Authority shall belong to more than one Zone."**

Rule D2: Delete from the definition of "Zone One" in paragraph (a) the words **"and the Auckland Council"**.

Rule E1: Delete paragraphs (b) to (e) and substitute the following:

- "(b) One person elected by each of Zones One, Two, Three, Four, Five and Six;**
- (c) Three persons elected by the Metropolitan Group –**
 - (i) at least one of whom is an elected member of a South Island Member Authority; and**
 - (ii) none of whom is an elected member of Auckland Council or any of its local boards;**
- (d) Two persons elected by the Regional Group;**
- (e) One person elected by each of the Provincial and Rural Groups;**
- (f) The Mayor of Auckland (or an alternate member of the Auckland Council governing body appointed in writing by the Mayor); and**
- (g) Two persons to represent Auckland as set out in Rule E1A."**

Add after Rule E1 the following:

"E1A AUCKLAND REPRESENTATION

The appointments referred to in Rule E1(g) must be:

- (a) one person appointed by the Auckland Council, from members of the governing body (not being the Mayor, or the Mayor's alternate under Rule E1(f)); and**
- (b) one person appointed by Auckland Council local boards, from elected members of the local boards."**

Proposal 4 – Minor Amendments to Modernise (e.g. electronic notices and voting) and rationalise language.

Please refer to the attached version of the Rules (Appendix X) with all proposed amendments shown in red.

RULES

of

**NEW ZEALAND LOCAL
GOVERNMENT ASSOCIATION
INC**

**(TRADING AS *Local
Government New Zealand or
LGNZ*)**

(adopted at the Annual General Meeting on
18 July 2001

and amended at the Special General Meeting
on 11 March 2005, and at the Annual
General Meeting on 27 July 2005,
28 July 2010, 15 July 2012, and Special
General Meeting on 13 March 2014, and
Annual General Meeting on 7 July 2019)

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A NAME AND INTERPRETATION

A1. The name of the Society is the NEW ZEALAND LOCAL GOVERNMENT ASSOCIATION INC (trading as "*Local Government New Zealand*" and referred to as *LGNZ* in these Rules).

A2. In these Rules unless the context requires a different interpretation:

'ANNUAL GENERAL MEETING' means the Annual General Meeting of Member Authorities held in accordance with Part G.

'APPOINTED' means appointed to office whether by election or otherwise and "appointment" has a corresponding meaning.

'CHIEF EXECUTIVE' means the Chief Executive of *LGNZ* appointed under rule I1, and includes an Acting Chief Executive appointed under Rules I4 and I5 when acting during the absence of the Chief Executive or a vacancy in that office.

'ELECTED MEMBER' means an elected member of a Member Authority and includes –

- (a) A person holding office as Chairperson, Mayor, or Councillor of a Member Authority;
- (b) A person holding office as a member of a local board or governing body established under section 10 of the Local Government (Auckland Council) Act 2009.

'LOCAL AUTHORITY' means a Regional Council, Unitary Authority, or Territorial Authority, or any statutory body being the successor of such local authority, but does not include the Minister of Local Government.

'MEMBER AUTHORITY' means a Local Authority for the time being admitted to membership of *LGNZ* in accordance with Part C.

'NATIONAL COUNCIL' means the governing body of *LGNZ* constituted in accordance with Part E.

'NATIONAL COUNCIL MEMBER' means a member of the National Council elected or appointed from time to time in accordance with Rule E1, and includes the President.

'REGIONAL COUNCIL', 'UNITARY AUTHORITY' and 'TERRITORIAL AUTHORITY' have the same meaning as in the Local Government Act 2002 except that they do not include the Minister of Local Government.

'SECTOR GROUP' means a sector based grouping of Member Authorities as provided for in Part D.

'ZONE' means a geographical grouping of Member Authorities as provided for in Part D.

- A3.** The definitions contained in Section 2 of the Local Government Act 2002, unless the context otherwise requires, apply to any term not expressly defined in these Rules.

- A4.** Subject to Rule A5, for all purposes under these Rules, the population of a Member Authority is its census night population as determined in the most recent census.
- A5.** On application by a Member Authority, the Annual General Meeting may by resolution determine that the population of the Member Authority for the purpose of one or more of these Rules is as determined by any more recent estimate issued by the Department of Statistics.
- A6.** Where any Rule provides that a person assumes office on a specified day, that person shall assume office at the commencement of that day, that is, immediately after midnight of the preceding day, unless otherwise specified.
- A7.** Subject to Rule A6, where any matter or thing is required or authorised by these Rules to be done on or not later than a specified date or day, that matter or thing may be done at any time up to midnight on that day, unless otherwise specified.

B

OBJECTS AND POWERS**B1.** The objects of *LGNZ* are:

- (a) To promote the national interests of local government through the promotion of *LGNZ*'s vision as approved by the National Council from time to time;
- (b) To advocate on matters affecting the national interests of local government and the communities that it represents;
- (c) To constructively promote and facilitate regular dialogue with Government, Parliamentarians, and the agencies of Government on matters of national interest to local government with a view to enhancing and ensuring a long-term commitment to partnership between central and local government in New Zealand;
- (d) To provide full, accurate and timely information to Member Authorities and associate members on matters affecting local government and *LGNZ*;
- (e) To research, survey, and investigate those matters in which *LGNZ* has an interest or a responsibility on behalf of its Member Authorities;
- (f) To provide advice and to deliver education and training opportunities for Member

Authorities and others on the role and practices of local government, sound governance and management practices, best practice operational matters, the laws affecting local government, and other matters relevant to local government;

- (g) To hold such conferences and forums as required for the advancement of its objects;
- (h) Generally to do all such other things as may be incidental or conducive to attaining any of the above objects.

B2. For the purpose of carrying out all or any of its objects *LGNZ* has the following powers:

- (a) To purchase, take on lease or exchange, hire or otherwise acquire any real or personal property and any rights or privileges which *LGNZ* thinks necessary or expedient;
- (b) To fund its activities by subscriptions, fees, income, or payments from Member Authorities and associate members, sponsorships and other activities and to grant any rights and privileges to Member Authorities and associate members;
- (bb) To engage in any activities that advance the objects of *LGNZ*

including activities that raise money for that purpose;

- (c) To borrow, raise or secure the payment of money (with or without security) in such manner as *LGNZ*, in its discretion, thinks fit;
- (d) To invest, lend, advance and deal with the moneys of *LGNZ* in such a manner as *LGNZ*, in its discretion, thinks fit;
- (e) To appoint, remunerate, remove or suspend any employee of *LGNZ*;
- (f) To make, adopt, vary and publish rules dealing with any of the matters in the objects set out in Part B and take all steps that are necessary or advisable for applying the Rules;
- (g) To receive and take any gifts or donations of money or property for any of the objects of *LGNZ* whether subject to any special trusts or not, and whether as sole trustee or not, but the National Council may decline to accept any gift or donations or take over or hold any property which has annexed to it any condition or obligation not approved by the National Council;
- (h) To make, draw, accept, discount and execute any promissory notes, bills of exchange, debentures or other negotiable instruments;

- (i) To subscribe to, become a member of, or co-operate with, any other society whether incorporated or not whose objects are altogether or in part similar to those of *LGNZ*. To procure from and communicate to that society any information that is likely to advance the objects of *LGNZ*;
- (j) To provide services for and assistance to any other society whether incorporated or not whose objects are in full or in part similar to those of *LGNZ*;
- (jj) To provide services for and assistance to any member of *LGNZ*;
- (k) To acquire or subscribe for shares or other equity securities in any company or other incorporated body;
- (l) To enter into any contract, make any arrangements or undertake any activity for the financial or other benefit of *LGNZ*;
- (m) To prepare and implement a business plan;
- (n) To do all other acts and things for the purpose of attaining any of the objects of *LGNZ*.

C

MEMBERSHIP**MEMBERS**

- C1.** Subject to Rules C4 and C5 a Local Authority becomes a Member Authority upon payment of the annual subscription.

ASSOCIATE MEMBERS

- C2.** Subject to Rules C4 and C5 any other person or organisation that is approved as an associate member of *LGNZ* by the National Council, becomes an associate member of *LGNZ* on payment of the appropriate annual subscription.

- C3.** The National Council may from time to time by resolution -

- (a) Create amend or delete any category or categories of associate members; and
- (b) Determine the extent of the rights and privileges of associate members as members of *LGNZ* (which must not include voting rights as members of *LGNZ*).

- C3A.** Without limiting the categories of persons or organisations that may become associate members, the National Council may make provision for an associate membership category or categories for council organisations, council-controlled organisations, council-controlled trading organisations and exempted organisations (as those terms are defined in the Local Government Act 2002, but without the

exclusions provided in section 6(4) of that Act).

TERMINATION OF MEMBERSHIP

- C4.** Any Member Authority or associate member may resign from membership by giving to *LGNZ* notice in writing, and every notice, unless otherwise expressed, takes effect one month after the giving of that notice but does not in any case release the Member Authority or associate member from payment of any subscription, fees or other payments owing to *LGNZ* at the time of resignation.
- C5.** The National Council has the power, by resolution, to terminate, or suspend for any specified period, the membership of any Member Authority or associate member for whatever reasons, in its discretion, it thinks fit.
- C6.** Any Member Authority or associate member whose membership has been terminated or suspended is entitled to table a motion before an Annual General Meeting seeking the revocation of the termination or suspension, and notwithstanding any provisions of these Rules to the contrary (including any procedural requirement for a seconder to a motion), the motion shall be put to that Annual General Meeting.
- C7.** If any motion referred to in Rule C6 is passed, the termination or suspension shall be deemed to have no effect.

LIFE MEMBERSHIP

- C8.** Notwithstanding anything to the contrary in these Rules, the Annual General Meeting or a Special General Meeting may by resolution, upon the recommendation of the National Council, elect to life membership any person who has given outstanding service to *LGNZ* or to local government generally.
- C9.** A life member may attend any Annual General Meeting or Special General Meeting of *LGNZ* without paying a fee, and has such speaking rights as the Chair of the meeting allows but a life member is not entitled to exercise any other rights conferred by or under these Rules upon Member Authorities or associate members.

TRANSITIONAL MEMBERSHIP

C10. Notwithstanding anything to the contrary in these Rules but subject to Rule C11, any Local Authority, which pursuant to a final reorganisation scheme or other final scheme whether implemented under the Local Government Act 2002 or otherwise, succeeds to the functions of a regional council, unitary authority or territorial authority, any one or more of which were separately Member Authorities of *LGNZ*, becomes a Member Authority of *LGNZ* entitled to all the rights and privileges of that status.

C11. The National Council may require payment by a Local Authority whose predecessors were not all Member Authorities, of such additional sum as it considers necessary to fairly equate, in respect of the balance of the current financial year, with the subscription which would otherwise have been payable had the Local Authority been a Member Authority at the commencement of that financial year.

D

ZONES AND SECTOR GROUPS**ZONES**

D1. There shall be six geographical groupings of Member Authorities to be known as Zones. Each Member Authority shall belong to a zone and no member authority shall belong to more than one zone.

D2. Subject to paragraph D5, the membership of the six Zones is as follows:

(a) Zone One – All Member Authorities within the area bounded by the Northland Regional Council and the Auckland Council.

(b) Zone Two - All Member Authorities within the area bounded by the Waikato and Bay of Plenty Regional Councils and the Gisborne District Council and those parts of the Waitomo and Taupo District Councils situated in any other Regions.

(c) Zone Three - All Member Authorities within the area bounded by the Taranaki, Hawke's Bay, and Manawatu-Wanganui Regional Councils and that part of the Tararua District situated in the Wellington Region but excluding any parts of the Taupo and Waitomo District Councils.

(d) Zone Four - All Member Authorities within the area

bounded by the Wellington Regional Council including that Council but excluding any part of the Tararua District.

(e) Zone Five - All Member Authorities within the area bounded by the Canterbury and West Coast Regional Councils, the Tasman and Marlborough District Councils, the Nelson City Council, and the Chatham Islands Council but excluding any part of the Waitaki District.

(f) Zone Six - All Member Authorities within the area bounded by the Otago and Southland Regional Councils and that part of the Waitaki District Council included in the Canterbury Region.

D3. For the purposes of Rule D2, membership of the six Zones is to be determined by the boundaries specified in Rule D2 even though all or any of the Local Authorities may be abolished or their boundaries altered by any final reorganisation scheme or other final scheme whether implemented under the Local Government Act 2002 or otherwise.

D4. In the event that the district of a Member Authority is or becomes located in more than one Zone, or if for any other reason it is unclear to which Zone a Member Authority belongs, the matter must be determined by resolution of the National Council.

- D5.** The National Council may redefine the membership of any Zone after consultation with all affected members. Upon making any change the National Council will notify all members of its decision and of the date on which it becomes effective.

ZONE FUNCTIONS

D6. In addition to making appointments to the National Council, Zones may:

- (a) Provide information and advice on issues and concerns affecting members to the National Council and the Chief Executive, and receive and disseminate information to their members; and
- (b) Assist the National Council and the Chief Executive in dealing with national issues and in otherwise furthering the objects of *LGNZ*.

SECTOR GROUPS

D7. There shall be four sector based groupings of Member Authorities known as Sector Groups made up as follows:

- (a) Metropolitan Group - All territorial authorities and unitary authorities having populations of 90,000 or over;
- (b) Provincial Group - All territorial authorities and unitary authorities having populations of 20,000 or over and less than 90,000;
- (c) Rural Group - All territorial authorities and unitary authorities having populations of less than 20,000; and
- (d) Regional Group - All regional councils and unitary authorities.

- D8.** Subject to Rule D9, each Member Authority, by virtue of its membership of *LGNZ* belongs to a Sector Group specified in Rule D7.
- D9.** Any Member Authority, may apply to the Chair of the Sector Group to which it would prefer to belong and may belong to a Sector Group different from that specified in Rule D7 if:
- (a) The Chair of the Sector Group to which it applies agrees in writing; and
 - (b) The decision of the Chair is confirmed by National Council.
- D10.** For the purpose of making any appointment under paragraphs (c) or (d) or (e) of Rule E1:
- (a) No Member Authority may vote in respect of more than one Sector Group; and
 - (b) A Member Authority which is a unitary authority may vote either as a territorial authority or as a member of the Regional Group but not both.
- D11.** For any purpose other than making an appointment under paragraphs (c) or (d) or (e) of Rule E1:
- (a) No member is bound to any Sector Group; and
 - (b) Any Member Authority may attend meetings of any Sector

Group and be treated, subject to the following paragraph (c), as a member of that Sector Group; and

- (c) Member Authorities who are described as belonging to a particular Sector Group in Rule D7 may determine from time to time whether other Member Authorities who attend meetings of their Sector Group have voting rights, either generally or in regard to any particular case.

SECTOR GROUP FUNCTIONS

D14. In addition to making appointments to the National Council, Sector Groups may:

- (a) Provide information and advice on issues and concerns affecting members to the National Council and the Chief Executive, and receive and disseminate information to their members; and
- (b) Assist the National Council and the Chief Executive in dealing with national issues and in otherwise furthering the objects of *LGNZ*.

ZONE AND SECTOR GROUP MEETINGS

D15. Each Zone and each Sector Group must comply with any directions of the National Council as to:

- (a) The making of appointments;
- (b) The conduct of meetings; or

(c) The conduct of its affairs generally.

- D16.** Each Zone and each Sector Group must meet or conduct ballots at such time or times to enable appointments to the National Council to be made in accordance with these Rules.
- D17.** Subject to the preceding provisions of these Rules, each Zone and each Sector Group may conduct meetings at such times and places, and in such manner as it determines.
- D18.** No Zone or Sector Group meeting may be held unless *LGNZ* and all Member Authorities within the Zone or Sector Group concerned have been given not less than 5 working days' notice of the meeting, venue and the business to be considered.
- D19.** The President and Chief Executive (or their nominees) are entitled to be notified of, attend, and have speaking rights at all Zone and Sector Group meetings.
- D20.** A record must be kept of all Zone and Sector Group meetings and a copy of the record forwarded to *LGNZ*.
- D21.** Subject to any directions by the National Council, each Zone or Sector Group is responsible for determining the manner of administering and funding its activities but the cost of any services to be provided by *LGNZ* must first be agreed with the National Council.
- D22.** At all times each Zone and Sector Group must have a person designated as its Chair.

E

NATIONAL COUNCIL

COMPOSITION OF NATIONAL COUNCIL

- E1.** The National Council of *LGNZ* consists of the President and 14 members appointed as follows:
- (a) Two persons appointed by Zone One;
 - (b) One person appointed by each of Zones Two, Three, Four, Five and Six;
 - (c) Three persons appointed by the Metropolitan Group;
 - (d) Two persons appointed by the Regional Group;
 - (e) One person appointed by each of the Provincial and Rural Groups.

QUALIFICATION AND VOTING

- E2.** Every person who holds office as an Elected Member is qualified to be appointed to or assume office as a member of the National Council as the case may be.
- E3.** No Local Authority or any representative of a Local Authority is entitled to make an appointment or to vote in the making of appointments pursuant to Rule E1 unless the Local Authority is a Member Authority.
- E4.** Subject to the determination referred to in Rule E6, no Member Authority is entitled to exercise more than one vote for any candidate for appointment under Rules E1(c) or (d) or (e).

- E5.** Subject to these Rules, each Zone and each Sector Group is entitled to determine the manner in which its appointments will be made.

SECTOR GROUP APPOINTMENTS

- E6.** Appointments of National Council members by Sector Groups must be made in the following manner:

- (a) Elections in each Sector Group must be held within eight weeks after the triennial local government elections are held;
- (b) Elections are to be conducted under the supervision of the Chief Executive by way of secret ballot and may be carried out by postal vote or electronic voting;
- (c) Each Member Authority in a Sector Group has a single vote for the purpose of the elections;
- (d) If any matter arises in the conduct of the elections which is not expressly provided for in these Rules, the Chief Executive must determine the matter in his or her absolute discretion but may be guided by the provisions of the Local Electoral Act 2001;
- (e) As soon as practicable after the closing of voting the Chief Executive must declare the result of the election;

- (f) If, on any count, two or more candidates have an equal number of votes and one or more of them has to be excluded, the candidate or candidates to be excluded must be decided by the drawing of lots under a procedure supervised by the Chief Executive.

E7. Appointments of National Council members by Sector Groups are for a period of three years except where Rule E16 applies.

ZONE APPOINTMENTS

E8. Appointments of National Council members by Zones must be made in the following manner:

- (a) Elections in each Zone must be held within eight weeks after the triennial local government elections are held;
- (b) Elections are to be conducted under the supervision of the Chief Executive by way of secret ballot and may be carried out by postal vote or electronic voting;
- (c) Each Member Authority in a Zone has the votes allocated to it as determined under Rule H1;
- (d) If any matter arises in the conduct of the elections which is not expressly provided for in these Rules, the Chief Executive must determine the matter in his or her absolute discretion but may be guided by the provisions of the Local Electoral Act 2001;
- (e) As soon as practicable after the closing of voting the Chief Executive must declare the result of the election;
- (f) If, on any count, two or more candidates have an equal number of votes and one or more of them has to be excluded, the candidate or candidates to be excluded must be decided by the drawing of lots

under a procedure supervised by the Chief Executive.

- E9.** Appointments of National Council members by Zones are for a period of three years, except where Rule E16 applies. Once notified, the persons appointed are not able, while holding office on the National Council, to also hold appointment under Rules E1(c) to (e).

APPOINTMENTS GENERALLY

- E10.** Persons appointed to the National Council under Rules E1 to E9 assume office on the day that is eight weeks after the triennial local government elections are held, and subject to Rules E12 to E16 serves in office until their successors have assumed office.
- E11.** In the event that any appointment required to be made in terms of these Rules is not made, a vacancy shall be deemed to result. The vacancy must be filled by appointment by the National Council as soon as practicable.

VACANCIES

- E12.** If any National Council member (other than the President):
- (a) Resigns from the National Council by giving written notice to that effect to the Chief Executive; or
 - (b) Subject to Rule E13, ceases to hold office as an Elected Member; or
 - (c) Is elected to the office of President;

then that person's position as a National Council member immediately becomes vacant.

- E13.** If a National Council member ceases to hold office as an Elected Member by not standing for election, or failing to win election, at a triennial local government election, the person continues to hold office as a National Council member until his or her successor assumes office under Rule E10.
- E14.** If any National Council member is absent for two consecutive meetings of the National Council, without leave of absence granted by, or an apology satisfactory to, the National Council, then that person's position may be declared vacant by the National Council.
- E15.** Subject to Rules E1 to E14, in the event of any position on the National Council (other than the office of the President) becoming vacant, the Chief Executive must immediately give written notice to all Member Authorities entitled to have appointed that member, and the relevant Zone or Sector Group may appoint a replacement person to the vacant position. If within two months after the giving of such notice, the vacancy has not been filled, the National Council has the power to fill the vacancy by appointment.
- E16.** Any person appointed under Rule E15 holds office only for the unexpired portion of the term of office of that person's predecessor.
- E17.** The National Council may continue to act with a vacancy in its numbers, but if, and so

long as, its numbers are reduced below six, the continuing members of the National Council may only act for the purposes of increasing the number of members of the National Council to six or more or for exercising any powers under Part G vested in the National Council.

POWERS OF NATIONAL COUNCIL

- E18.** The National Council has and may exercise the sole control, discretion and governance of *LGNZ* subject only to any limitations imposed by these Rules or directions given by the Annual General Meeting or any Special General Meeting.

NATIONAL COUNCIL MEETINGS AND PROCEDURES

- E19.** Meetings of the National Council must be held in accordance with Rules E20 to E29.
- E20.** Meetings of the National Council must be held at the times and places as are fixed by the National Council, or as requisitioned by written notice to the Chief Executive signed by the President or any three National Council members.
- E21.** Subject to Rule E23, the Chief Executive must give each National Council member at least 5 working days' notice of a meeting of the National Council and must, before each meeting, forward to each National Council member details of the venue and business to be transacted at the meeting.
- E22.** Despite Rule E21, the National Council may deal with other business at the meeting only if a majority of the National Council agrees.

- E23.** In circumstances in which the President or Chief Executive determine that business has arisen requiring urgent attention by the National Council, a meeting must be held on not less than 48 hours' notice being given by the Chief Executive, (or shorter notice if every member of the National Council agrees) and only the business notified may be transacted at that meeting.
- E24.** The President shall preside at all National Council meetings but if the President is absent, the meeting must appoint a Chair.
- E25.** Each National Council member present at any meeting of the National Council is entitled to one vote, and in the event of an equality of votes, the Chair of the meeting is entitled to exercise a second or casting vote. Proxy voting is not permitted.
- E26.** At any meeting of the National Council, a quorum exists when not less than eight of the total number of National Council members then in office are present.
- E27.** If a quorum is not present within one hour of the time fixed for a National Council meeting, the meeting shall lapse. If the meeting ceases to have a quorum for any period, no business may be conducted during that time.
- E28.** For the purposes of Rules E26 and E27, a quorum exists at a meeting when sufficient persons to make up the quorum are:
- (a) Assembled together at the place fixed for the meeting; or

(b) Are linked by means of audio or audio and visual communication and can simultaneously hear each other; or

(c) Any combination of paragraphs (a) and (b).

E29. Subject to Rules E19 to E29A, the National Council may regulate its own procedures.

E29A. The National Council may pass a resolution without a meeting, but only if the resolution is assented to by every member of the National Council.

NATIONAL COUNCIL COMMITTEES

E30. The National Council may appoint committees for general or special purposes and may delegate any of its powers to such committees except the powers in Rules C5, E11, E14, and E15.

E31. The National Council must appoint the Chair of each committee who shall preside at all meetings of the committee, but if that person is absent, the meeting must appoint a member of the committee to preside at that meeting.

E32. From time to time, the National Council may appoint to any committee appointed under Rule E30, any person whom the National Council believes will assist the committee in its deliberations because of that person's training, qualifications or experience. Any such person is not required to be qualified to be a National Council member or an elected member. The National Council may discharge any

such person from a committee in like manner.

- E33.** Every committee appointed under Rule E30 must report to the National Council, and its report must be adopted by the National Council before any action is taken in respect of the matter, unless the committee has been appointed with specific authority to act, as set out in that committee's terms of reference.
- E34.** The Chair of any committee may arrange for the attendance of any person at a committee meeting and that person has full speaking rights at that meeting. The President and the Chief Executive have the right to be notified of, attend, and have speaking rights at any committee meeting.
- E35.** Where there is urgent business to be transacted by any committee, the Chair of that committee or the Chief Executive may convene a meeting on such notice as can conveniently be given; otherwise committee meetings must be convened at such times and on such notice as the committee so determines.
- E36.** Each committee member present at any meeting of a committee is entitled to one vote, and in the event of an equality of votes, the Chair of the meeting is entitled to exercise a second or casting vote.
- E37.** At any meeting of a committee, a quorum exists when not less than one third of the total number of members of the committee are present.

- E38.** If a quorum is not present within one hour of the time fixed for a committee meeting, it shall lapse. If the meeting ceases to have a quorum for any period, no business may be conducted during that time.
- E39.** For the purposes of Rules E37 and E38 a quorum exists at a meeting when sufficient persons to make up the quorum are:
- (a) Assembled together at the place fixed for the meeting; or
 - (b) Are linked by means of audio or audio and visual communication and can simultaneously hear each other; or
 - (c) Any combination of paragraphs (a) and (b).
- E40.** Subject to these Rules, and any directions from the National Council each committee may regulate its own procedures, including the ability to create working groups reporting to it on such issues as are necessary to advance the purposes of the committee.

F

PRESIDENT AND VICE PRESIDENT**ELECTION OF PRESIDENT**

F1. The President must be elected by ballot of Member Authorities in accordance with these Rules at the Annual General Meeting in the year following the year in which triennial local government elections are held.

F2. Any person who is an Elected Member at the close of nominations for the role of President is qualified to be elected to the office of President and holds the office in accordance with these Rules.

F3. The election for President must be conducted in accordance with the Preferential Voting System set out in these Rules.

F4. For the purpose of the Preferential Voting System set out in these Rules,

ABSOLUTE MAJORITY OF VOTES, in relation to a candidate, is the number of votes which is greater than one-half of the total number of votes other than non-transferable and informal votes.

NON-TRANSFERABLE VOTE means a voting form on which no second or consecutive preference is recorded for an unexcluded candidate, and non-transferable has a corresponding meaning.

F5. Each Member Authority has the number of votes as set out in Rule H1. Each vote is transferable.

- F6.** Each Member Authority exercises its vote:
- (a) By marking on the voting form the number "1" in the box next to the name of the candidate who is the Member Authority's first preference; and
 - (b) By marking on the voting form further consecutive numbers in descending order of preference in any or all of the remaining boxes next to the names of the remaining candidates (for example, "2" for the Member Authority's second preference, and "3" for the Member Authority's third preference and so on).
- F7.** The number of first preferences recorded for each candidate must be counted and all informal voting forms must be rejected.
- F8.** The candidate who obtains an absolute majority of votes is elected.
- F9.** If no candidate has an absolute majority of votes, the candidate who has the fewest votes is to be excluded and each voting form counted to that candidate, unless non-transferable, must be counted to the unexcluded candidates next in the order of the Member Authority's preference.
- F10.** The process in Rule F9 must be repeated until one candidate has an absolute majority of votes.
- F11.** In this Preferential Voting System, a vote

must be set aside as informal if:

- (a) The figure "1" standing alone is not placed so as to indicate a first preference for a candidate; or
- (b) At the point at which (and not before) the same preference is set opposite the name of more than one candidate; or
- (c) Rule H20 applies; or
- (d) The voting form is unmarked or void for uncertainty.

F12. For the purpose of these Rules,

- (a) Every voting form not rejected as informal must be counted in every count until it becomes non-transferable when it must be rejected in all further counts; and

If a candidate is excluded, any voting form counted to the candidate is non-transferable if there is not indicated on it a consecutive preference for 1 or more unexcluded candidates.

F12A. For the avoidance of doubt, for the purposes of Rules F4 – F12, a voting form includes any electronic means of casting a vote.

F13. If, on any count, two or more candidates have an equal number of votes and one or more of them has to be excluded, the candidate or candidates to be excluded must be decided by the drawing of lots

under a procedure supervised by the Chief Executive.

- F14.** A person elected to the office of President in accordance with Rules F1 to F16 assumes office immediately upon the declaration of the closure of the Annual General Meeting at which that person is elected, and subject to Rules F20, and F27 to F32 holds office until a successor assumes office.
- F15.** No person may hold office as President for more than three consecutive terms, provided that any person who holds office as President by virtue of an appointment in accordance with Rules F27 to F32 is eligible for re-election at the end of the unexpired term of office of that person's predecessor. For the avoidance of doubt, a term under this Rule does not include any period of office held by a President by virtue of an appointment in accordance with Rules F27 to F32.
- F16.** The President is a National Council member solely by right of holding the office of President. Where the person elected is already a National Council member, the vacancy that is created must be filled in accordance with Rules E12 to E17.

CONFIDENCE IN PRESIDENT

- F17.** A motion that the President must vacate office may be moved only at:
- (a) A Special General Meeting called in accordance with Rule G7, for

the purpose of moving that motion; or

- (b) An Annual General Meeting where the requirements of Rules F18 and F19 have been met.

F18. Member Authorities may petition the Chief Executive to include in the business of the Annual General Meeting a motion that the President must vacate office. Rules G9 to G11 apply to the petition. The Chief Executive must receive the petition at least 21 days before the date of the Annual General Meeting.

F19. If the requirements of Rule F18 have been met, the Chief Executive must ensure that the motion is included on the agenda of the Annual General Meeting. Notice of the motion must be included in the notice of business that must be given to each member authority under Rule G5.

F20. At the Special General Meeting or the Annual General Meeting, the motion that the President must vacate office will be carried if there is simple majority of votes cast in favour of the motion. On the declaration that the motion is carried:

- (a) The President is deemed to have resigned immediately on that declaration; and
- (b) Rules F28 and F29 apply as if there were a vacancy in the office of President.

ELECTION OF VICE-PRESIDENT

- F21.** The Vice-President must be elected by ballot of Member Authorities in accordance with these Rules at the Annual General Meeting in the year following the year in which triennial local government elections are held.
- F22.** Any person (other than the President) holding office as a National Council member at the time at which the election for Vice-President is held, is qualified to be elected to the office of Vice-President.
- F23.** The election for Vice-President must be conducted in accordance with the Preferential Voting System used for the election of the President as set out in Rules F4 to F13.
- F24.** A person elected as Vice-President in accordance with Rules F21 to F23 assumes office immediately upon the declaration of the closure of the Annual General Meeting at which that person is elected, and, subject to Rules F37 to F41, holds office until a successor assumes office.
- F25.** Subject to Rules E12 to E17 and F37 to F41, any person elected to the office of Vice-President continues to hold office as a National Council member representing the Zone or Sector Group by which that person was appointed.
- F26.** Any person may hold office as Vice-President for as many consecutive terms as that person may be elected to the National Council.

VACANCY IN THE OFFICE OF PRESIDENT

F27. If any person holding office as President:

- (a) Resigns from that office by giving written notice to that effect to the Chief Executive; or
- (b) Ceases to hold office as an elected member for any reason;

the office immediately becomes vacant except that a President who ceases to be an Elected Member by not standing for election, or failing to win election, at a triennial local government election continues to hold office as President as provided in Rule F14 until the new President assumes office under Rule F14.

F28. In the event of a vacancy occurring in the office of President within 24 months after the person assumed that office in terms of Rule F14,

- (a) Rule F34 applies; and
- (b) A ballot must be held, subject to Rule F30, as soon as practicable to elect an Elected Member to the vacant office of President.

F29. In the event of a vacancy occurring in the office of President in any other case, Rule F35 applies.**F30.** All the provisions of Rules F1 to F16 apply, with any necessary modifications, to any ballot held under Rule F28, subject to the following:

- (a) The close of nominations is at a date and time nominated by the Chief Executive being not less than four weeks nor more than six weeks after the vacancy arises; and
- (b) Any person who is an Elected Member at the close of nominations is qualified to be elected to the office of President; and
- (c) No voting form is valid unless signed by the Mayor or Chairperson of the Member Authority, or in that person's absence by the Deputy Mayor or Deputy Chairperson, or in that person's absence by the chief executive provided that no person (other than the Mayor or Chairperson) may sign the voting paper unless authorised to do so by the Mayor or Chairperson or by a resolution of the Member Authority;
- (d) Completed voting forms must be returned to the Chief Executive not later than a date and time determined by the Chief Executive being not less than four weeks and not more than six weeks after the close of nominations; and
- (e) The person elected assumes office immediately on the declaration of the result of the election.

F30A For the avoidance of doubt, for the purposes of Rule F30, a voting form includes any electronic means of casting a vote.

F31. Where the filling of any vacancy in the office of President creates a vacancy on the National Council, that vacancy must be filled in accordance with Rules E12 to E17.

F32. Any person elected under Rule F28 holds office only for the unexpired portion of the term of office of that person's predecessor.

ACTING PRESIDENT

F33. The Vice-President is the Acting President for any period during which the President:

- (a) Is overseas; or
- (b) Is unable to undertake the duties of office; or
- (c) Is on leave approved by the National Council.

F34. In the event of a vacancy occurring in the office of President within 24 months after the person assumed that office in terms of Rule F14, the Vice-President is the Acting President until a ballot is held as set out in Rule F28 and a new President has assumed office in accordance with Rule F30(e).

F35. In the event of a vacancy occurring in the office of President in any other case, the Vice-President is the Acting President until a new President is elected in accordance with Rules F1 to F16.

- F36.** If there is, at the same time, a vacancy in the office of President and a vacancy in the office of Vice-President within 24 months of the President and Vice-President assuming office in terms of Rule F14 and Rule F24, the National Council must appoint a National Council member to be Acting President until a ballot is held as set out in Rule F28 and a new President has assumed office in accordance with Rule F30(e).
- F37.** No vacancy occurs on the National Council by reason of the Vice-President being the Acting President, or by reason of a National Council member being the Acting President in accordance with Rule F36.

VACANCY IN THE OFFICE OF VICE-PRESIDENT

F37. If any person holding office as Vice-President -

- (a) Resigns from the National Council or from the office of Vice-President by giving written notice to that effect to the Chief Executive; or
- (b) Ceases to hold office as an elected member;

the office immediately becomes vacant.

F38. In the event of a vacancy occurring in the office of Vice-President within 24 months after the person assumed that office in terms of Rule F24, a ballot must be held, subject to Rule F40, as soon as practicable to elect a National Council member to the vacant office of Vice-President.

F39. In the event of a vacancy occurring in the office of Vice-President in any other case, the National Council must appoint a National Council member to the vacant office of Vice-President.

F40. Rule F23 applies, to any ballot held under Rule F38, subject to the following:

- (a) The close of nominations is at a date and time nominated by the Chief Executive being not less than four weeks nor more than six weeks after the vacancy arises;
- (b) Completed voting forms must be returned to the Chief Executive

not later than a date and time determined by the Chief Executive being not less than four weeks and not more than six weeks after the close of nominations; and

- (c) No voting form is valid unless signed by the Mayor or Chairperson of the Member Authority, or in that person's absence by the Deputy Mayor or Deputy Chairperson, or in that person's absence by the chief executive provided that no person (other than the Mayor or Chairperson) may sign the voting paper unless authorised to do so by the Mayor or Chairperson or by a resolution of the Member Authority; and
- (d) The person elected assumes office immediately on the declaration of the result of the election.

F40A. For the avoidance of doubt, for the purpose of Rule F40, a voting form includes any electronic means of casting a vote.

F41. Any person elected under Rule F38 or appointed under Rule F39 holds office only for the unexpired portion of the term of office of that person's predecessor.

G

ANNUAL AND SPECIAL GENERAL MEETINGS**ANNUAL GENERAL MEETING**

- G1.** An Annual General Meeting of Member Authorities must be held on or before the 31st day of July in each year at such time and place that is fixed by *LGNZ*.
- G2.** The following business is to be conducted at the Annual General Meeting, but in such order as is determined by the National Council or the President:
- (a) President's Report and Annual Report;
 - (b) Financial Statements and Annual Statement of Accounts;
 - (c) Subject to Rule G3, remits or reports from Zones or Sector Groups or Member Authorities;
 - (ca) Fixing honoraria, if any, for the President, Vice-President, and National Council members;
 - (d) Date and venue of next Annual General Meeting and any future Special General Meetings that may have been determined by the National Council;
 - (e) Any notice or notices of motion to alter, add to, rescind or otherwise amend the Rules of *LGNZ*;
 - (f) Any other business that the National Council or the Annual

General Meeting resolves to be considered.

- G3.** Where any Zone or Sector Group or Member Authority wishes to bring any remit or report before the Annual General Meeting for discussion, the remit or report must be forwarded to the Chief Executive not less than two months before the date of the meeting; however the National Council has a discretion to accept late remits or reports if received less than two months before the date of the meeting.
- G4.** Remits, reports and other matters approved by the National Council for consideration at the Annual General Meeting must be placed on the meeting agenda .
- G5.** Not later than 10 working days before the date of the Annual General Meeting, notice of the business to be considered together with all reports and statements referred to in Rule G2 must be provided to each Member Authority.
- G6.** A report of the proceedings of the Annual General Meeting must be provided to each Member Authority.

SPECIAL GENERAL MEETING

- G7.** A Special General Meeting of *LGNZ* to discuss any issue of relevance to members may be called:
- (a) By the National Council under Rule G8; or

(b) By the Chief Executive under Rule G12.

G8. The National Council may call a Special General Meeting of *LGNZ* at any time. However, any such Special General Meeting may only be held when notice of the meeting, the venue and the business to be considered has been given to each member authority at least five working days before the date of the meeting.

G9. Member Authorities may petition the Chief Executive to call a Special General Meeting of *LGNZ*. The petition must:

(a) Subject to Rules G10 and H4, be signed by Member Authorities representing one third or more of the voting entitlement of all Member Authorities as set out in Rule H1; and

(b) State the issue or issues to be addressed at the Special General Meeting.

G10. No Member Authority may sign the petition unless it has passed a resolution to that effect. A copy of the resolution must be sent to the Chief Executive with the petition. The Member Authorities petitioning the Special General Meeting must be from more than one Sector Group and from more than one Zone.

G11. On receiving the petition, the Chief Executive must give notice to all Member Authorities that he or she has received the petition together with a copy of the petition.

- G12.** If the Chief Executive is satisfied that the requirements of Rules G9 and G10 have been met, the Chief Executive must:
- (a) Call a Special General Meeting to be held within 4 weeks after the date on which the Chief Executive received the petition; and
 - (b) Determine the time and venue of the meeting; and
 - (c) Give notice of the meeting, the venue, and the business to be considered to each Member Authority at least five working days before the date of the meeting.

DELEGATES

- G13.** At the Annual General Meeting and Special General Meetings, Member Authorities admitted to membership under Rule C1 are entitled to representation as follows:
- (a) Member Authorities (other than Regional Councils) having populations of 50,000 or over - not more than 4 delegates;
 - (b) Member Authorities (other than Regional Councils) having populations of 10,000 or over and less than 50,000 - not more than 3 delegates;
 - (c) Member Authorities (other than Regional Councils) having

populations of less than 10,000 -
not more than 2 delegates;

(d) Regional Councils having
populations of 250,000 or over -
not more than 4 delegates;

(e) Regional Councils having
populations of 100,000 or over
and less than 250,000 - not more
than 3 delegates;

(f) Regional Councils having
populations of less than 100,000 -
not more than 2 delegates.

G14. At the Annual General Meeting and Special General Meetings, associate members admitted to membership under Rule C2 are entitled to be represented by not more than 2 delegates, unless otherwise determined by the National Council under Rule C3(b).

G15. Every Member Authority must appoint one of its delegates as its presiding delegate and may appoint one or more alternate delegates; provided that the number of alternate delegates does not exceed the number of delegates appointed.

G16. The chief executive, Mayor or Chairperson of each Member Authority, shall forward to the Chief Executive the name and official position of the presiding delegate, other delegates and all persons appointed by that Member Authority as an alternate for any delegate who may be absent from the floor of the meeting.

G17. In Rules G13 to G16 the term "delegate" includes both an Elected Member and an officer of a Member Authority and may include members of the National Council.

G17A. For the avoidance of doubt, for the purpose of Rules G13 to G17, the names of delegates may be provided to the Chief Executive in electronic form.

PROXIES

G18. At any Annual General Meeting or Special General Meeting, the votes provided for in Part H may be exercised by a Member Authority by proxy in accordance with this Rule.

G19. The provisions of Part H apply, with any necessary modifications, to any person who is a proxy of a Member Authority as though that person was a delegate of the Member Authority.

G20. Proxies must be appointed in writing in this form or a similar form (which for the purposes of this Rule includes any electronic form):

NEW ZEALAND LOCAL GOVERNMENT ASSOCIATION INCORPORATED

The _____ Council, a member
authority of *Local Government New*
Zealand, appoints _____ of

or failing him/her

of

as its proxy to vote on its behalf at the
Annual General Meeting or Special General
Meeting of *Local Government New*

Zealand, to be held on the day
of 20 and at any
adjournment thereof.

SIGNED this day
of 20
by

Signature

Name

Designation

who, by signing this proxy confirms that he
or she is entitled to do so.

G21. Any instrument appointing a proxy
appearing to be executed in accordance
with these Rules, including any electronic
instrument, must, in the absence of
evidence to the contrary, be treated as
valid.

G22. No instrument creating a proxy is valid
unless:

- (a) It is provided to *LGNZ* at least
48 hours before the time at which
the Annual General Meeting or
Special General Meeting is to
commence, or
- (b) A motion is passed at the meeting
to accept it.

CHAIR

G23. The President shall preside at the Annual
General Meeting and any Special General
Meeting. If the President is absent then the

meeting must, by resolution, appoint a Chair, and the Chief Executive or the Chief Executive's nominee must preside at the meeting for the purposes of making such appointment.

- G24.** The President or the Chair of the meeting has the power to propose or second any motion even though the President or the Chair, may not be a delegate of a Member Authority.

QUORUM

- G25.** Subject to Rule G23, at the Annual General Meeting, a Special General Meeting or at a Zone or Sector Group meeting, a quorum consists of one half the total number of Member Authorities entitled to be represented and vote when that number is even, and a majority of such Member Authorities when the number is odd.
- G26.** If a quorum is not present within one hour of the time fixed for the meeting, the meeting will lapse. If the meeting ceases to have a quorum for any period, no business may be conducted during that time.
- G27.** For the purpose of calculating whether or not a quorum is present at any Annual General Meeting or Special General Meeting, member authorities whose voting at the meeting will be by proxy are to be treated as being present.

CONDUCT OF MEETINGS

- G29.** Subject to the requirements of these Rules, the Annual General Meeting or any Special

General Meeting or Zone or Sector Group meeting may by resolution fix rules of debate and rules for the conduct of the meeting. Subject to any such resolution, a ruling of the President or Chair (as the case may be) on any point of order is final and conclusive.

H

VOTING AND ELECTIONS**VOTING**

H1. Subject to Rules H3 to H5, at the Annual General Meeting, and any Special General Meeting, or Zone or Sector Group meeting, or for the purposes of any petition under Rule G9, Member Authorities admitted to membership under Rule C1 are entitled to vote as follows:

- (a) Member Authorities having an annual subscription of \$100,000 or over – 6 votes plus 1 vote for every \$20,000 increment (in whole) in excess of \$100,000:
- (b) Member Authorities having an annual subscription of \$80,000 to \$99,999– 6 votes:
- (c) Member Authorities having an annual subscription of \$50,000 to \$79,999 – 5 votes:
- (d) Member Authorities having an annual subscription of \$30,000 to \$49,999 – 3 votes:
- (e) Member Authorities having an annual subscription of \$20,000 to \$29,999 – 2 votes:
- (f) Member Authorities having an annual subscription of less than \$20,000– 1 vote.

H2. At the Annual General Meeting, any Special General Meeting, or any Zone or Sector Group meeting, persons or organisations

admitted to associate membership under Rule C2 are not entitled to vote.

H3. No Member Authority whose annual subscription is in arrears is entitled to vote at any Annual General Meeting or Special General Meeting or at any Zone or Sector Group meeting or by ballot involving elections to the National Council, , until the arrears are paid.

H4. With respect to a petition under Rule G9:

(a) No associate member admitted to membership under Rule C2 is entitled to sign the petition unless the National Council has determined, in accordance with Rule C3 that associate members of that kind may sign the petition; and

(b) No Member Authority, or associate member whose annual subscription is in arrears is entitled to sign the petition.

H5. Subject to Part K, at any Annual General Meeting, Special General Meeting or Zone or Sector Group meeting resolutions are carried by a simple majority of votes.

H6. At any Annual General Meeting, Special General Meeting, or Zone or Sector Group meeting, in the event of an equality of voting (whether on a poll or otherwise), the President, or Chair as the case may be, has the casting vote.

H7. At any Annual General Meeting, Special General Meeting, or Zone or Sector Group

meeting, the manner of voting on any issue is determined by the Chair, provided that the Chair, any delegate or Member Authority may demand a poll and on the taking of a poll, each Member Authority present is entitled to vote in accordance with Rule H1.

H8. If a poll is taken at any Annual General Meeting, Special General Meeting, or Zone or Sector Group meeting each Member Authority must be provided with one voting form which must indicate the number of votes the Member Authority receiving it is entitled to exercise, and no Member Authority is entitled to divide its votes for and against the motion. No voting form is valid unless signed by the presiding delegate or notified alternate.

H9. A demand for a poll does not prevent the continuance of any Annual General Meeting or meeting for the transaction of any business, other than in respect of the question upon which the poll is demanded.

CONDUCT OF ELECTIONS – PRESIDENT AND VICE-PRESIDENT

H10. The ballots referred to in Part F must be conducted in accordance with Rules H11 to H24.

H11. The Chief Executive must act as Returning Officer and is responsible for the conduct of the elections in accordance with these Rules.

H12. Should any matter arise in the conduct of the elections which is not expressly provided for in these Rules, the Chief

Executive must determine the matter in his or her absolute discretion, but may be guided by the provisions of the Local Electoral Act 2001.

- H13.** All nominations must be in writing signed by the Mayor, Chairperson, Deputy Mayor, Deputy Chairperson, or Chief Executive of a Member Authority and must be seconded in writing on the same or another document by one of those office holders of another Member Authority.
- H14.** Nomination and seconding forms must be received by the Chief Executive not later than 31 May in the year in which the election is to be held.
- H15.** Any nomination signed in accordance with, and otherwise appearing to comply with these Rules is deemed to be valid for all purposes and *LGNZ* is not required to inquire into its validity for any purpose whatsoever.
- H15A.** Subject to the requirements of Rules H13 to H15, for the avoidance of doubt, nomination and seconding forms may be provided in electronic form.
- H16.** If only one nomination is received for the office of President by the time nominations close, the person nominated is immediately deemed to be elected and must be declared President-elect by the Chief Executive. If no nominations are received by the date nominations close, then the National Council must meet as soon as practicable to determine how the office may be filled and has full power to decide on the procedures

to apply to ensure that the office of President is filled.

H17. If only one nomination is received for the office of Vice-President by the time nominations close, the person nominated is immediately deemed to be elected and must be declared Vice-President elect by the Chief Executive. If no nominations are received by the date nominations close, then the National Council has the power to fill the vacancy on the next occasion it meets after the vacancy has occurred.

H18. On the close of nominations the Chief Executive must prepare, for each member authority, voting forms listing the validly nominated candidates to be distributed at the Annual General Meeting. A list of the validly nominated candidates for each office and any biographical material (which may include a photograph and not more than 150 words) provided by the candidates for distribution must be distributed with the Annual General Meeting papers.

H19. At any Annual General Meeting at which the election of the President is to occur, voting forms for the election of the Vice-President may not be issued and that election may not take place until the result of the election of the President has been declared.

H20. No voting form is valid unless signed by the presiding delegate or notified alternate.

H21.

- H22.** Duly completed voting forms must be returned to the Chief Executive, or to any scrutineers appointed by the Chief Executive at the Annual General Meeting, not later than the close of voting.
- H23.** As soon as practicable after the close of voting the Chief Executive must declare the result of the election to the Annual General Meeting.
- H24.** As soon as practicable after any election, the Chief Executive must on the motion of the Annual General Meeting or the National Council destroy the voting forms.
- H25.** For the avoidance of doubt, for the purposes of Rules H18 to H24 any reference to voting form includes any electronic means of voting.

I

MANAGEMENT

- I1.** The National Council shall appoint a Chief Executive for such remuneration and on such terms and conditions as it thinks fit, and may terminate or suspend the employment of any Chief Executive so appointed by it, subject to the law and any conditions agreed to in the Chief Executive's employment agreement.
- I2.** The Chief Executive is responsible to the National Council for employing, on its behalf, the staff of *LGNZ* and negotiating the terms of their appointment and may, subject to the law and any conditions in an employment agreement applying to an employee, remove or suspend any employee from his or her employment.
- I3.** The Chief Executive is responsible to the National Council for the administration of the affairs of *LGNZ* in accordance with policies or directions resolved from time to time by *LGNZ* or the National Council.
- I4.** The Chief Executive has such additional specific powers and authorities as are delegated by the National Council from time to time, including the power to subdelegate. The Chief Executive may also delegate to any officer or employee of *LGNZ* any of the powers, functions and duties conferred upon the Chief Executive under these Rules, including from time to time appointing an Acting Chief Executive for such period and on such terms as it thinks fit, to carry out the powers, functions and duties of the Chief Executive during any absence of the Chief Executive.

- 15.** The National Council may, from time to time, appoint an Acting Chief Executive for such period and on such terms as it thinks fit, to carry out the powers, functions and duties of the Chief Executive during any vacancy in that office.

J

FINANCIAL MANAGEMENT**FINANCIAL YEAR**

- J1.** The financial year of *LGNZ* commences on the first day of April in each year and closes on the following 31st day of March.

SUBSCRIPTIONS

- J2.** From time to time, the National Council may by resolution, prescribe the subscriptions, fees or other payments, annual or otherwise, to be paid by Member Authorities and associate members, and, subject to Rule J4, the time and manner of payment of any such subscriptions, fees, or payments.
- J3.** Any resolution may prescribe different subscriptions, fees or other payments for different Member Authorities or associate members, or classes of Member Authorities, or associate members and provide for exemptions of any subscription, fee or other payment.
- J4.** The annual subscription is payable in the month of April in the financial year to which it relates.

CONTROL AND USE OF FUNDS

- J5.** All moneys received by or on behalf of *LGNZ* must be banked immediately in suitable bank accounts in the name of *LGNZ* (or in the case of a trust account, in such name as clearly identifies the trust) and all cheques or other payment on such accounts must be signed by not less than two signatories from a list of signatories approved by the

National Council (or by the trustees) and must be passed for payment or confirmed by the National Council (or as the case may be by the trustees).

INCOME AND PROPERTY

J6. Subject to Rules L9 to L11, the income and property of *LGNZ* must be applied towards the promotion of its objects, and no portion may be paid or transferred directly or indirectly to any Member Authority or associate member; provided that *LGNZ* may in good faith, pay to a National Council member, other member or officer of a Member Authority or associate member, or any other body, corporation or person, any or all of the following as may be decided, by the National Council or, acting under delegation, by the Chief Executive:

- (a) Remuneration for services rendered or payment for goods supplied;
- (b) Honoraria, except for the President, Vice-President and National Council members, and annual, daily, and incidental allowances and out of pocket expenses (including travel and accommodation allowances) incurred in any manner in the reasonable and proper conduct of the affairs of *LGNZ*.

AUDITOR

- J7.** In accordance with the Public Audit Act 2001, the auditor of *LGNZ* is the Auditor-General and the provisions of the Public Audit Act 2001 apply to the audit of the financial statements of *LGNZ*.

K

ALTERATION OF THE RULES

- K1.** A change to these Rules may be initiated by-
- (a) A resolution of the National Council; or
 - (b) A Member Authority giving more than one month's notice to *LGNZ* before the Annual General Meeting or any Special General Meeting called for the purpose of discussing changes to the Rules.
- K2.** In all cases, written notice of the proposal to change the Rules must be given to every Member Authority at least 10 working days before the Annual General Meeting or the Special General Meeting.
- K3.** Every proposal to change the Rules must clearly identify the words to be deleted from the Rules and any words to be added to the Rules.
- K4.** At a meeting at which the motion to change the Rules is considered-
- (a) Any motion to amend a motion to change the Rules may be passed by a simple majority; but
 - (b) Any motion to change the Rules must be passed by resolution of a two-thirds majority of the valid votes cast.

L

MISCELLANEOUS**COMMON SEAL**

- L1** *LGNZ* must adopt a Common Seal which must be kept under the control and in the custody of the Chief Executive.
- L2.** Any two of the President, Vice President or Chief Executive, must attest the execution under seal of documents to be executed by *LGNZ*.
- L3.** The Common Seal must only be affixed pursuant to a resolution of the National Council or an Annual General Meeting or Special General Meeting.

NOTICE

- L4.** Any notice to be given to, or any document to be deposited with *LGNZ or the Chief Executive*, is to be regarded as given or deposited when received at the registered office of *LGNZ*; or if posted then three days after being posted to the usual postal address of *LGNZ*, or if sent electronically at the time that the notice arrives in the inbox of the Chief Executive's email address.
- L5.** Any notice to a Member Authority or associate member is to be regarded as given when received at the principal office of the Member Authority or associate member or three days after being posted to the usual postal address of the member authority or associate member or if sent electronically at the time that the notice arrives in the inbox of an appropriate email address for the Member Authority or associate member.

- L6.** In Rules L4 and L5 "received" includes received by facsimile or electronic means during ordinary business hours or if received outside those hours then at 9:00am on the next business day.
- L7.** No notice is to be regarded as having been given or received if in accordance with the usual protocols of that kind of notice, the sender has been notified of a failure of delivery.
- L8.** An inadvertent, unintentional, failure to give any notice required by these Rules to be given to a Member Authority, associate member, the Chief Executive, or any other person does not invalidate the doing of any thing or the election of any person in respect of which the notice was required.

DISSOLUTION

- L9.** *LGNZ* may be voluntarily wound up in accordance with section 24 of the Incorporated Societies Act 1908.

DISPOSITION OF SURPLUS ASSETS ON DISSOLUTION

- L10.** In the event of *LGNZ* being wound up at an Annual General Meeting or a Special General Meeting without having passed a resolution directing the disposing of the assets then the assets, after the payment of *LGNZ's* liabilities and expenses of winding up, must be divided between the Member Authorities in proportion to the subscriptions paid by the Member Authorities immediately prior to the winding up.

- L11.** Any meeting called for the purpose of considering a winding up resolution pursuant to section 24 of the Incorporated Societies Act 1908 (or any statutory provision passed in amendment or substitution for that provision) must have placed before it any proposal or recommendation of the National Council relating to the disposition of the surplus assets of *LGNZ*.
- L12.** A meeting called for the purpose of considering a winding up resolution may, despite anything contained in these Rules (including any requirement for notice of the business to be conducted at such meeting) after considering any proposal or recommendation of the National Council, by resolution direct the disposal of the assets of *LGNZ* in such manner as the meeting thinks fit.

8 CHIEF EXECUTIVE REPORT

8.1 CHIEF EXECUTIVE REPORT

File Number: COU1-1400

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Six weekly organisation report April May [↓](#) 
2. Monitoring report [↓](#) 

PURPOSE

The purpose of this report is to present to Council, the six weekly organisation report for April/May 2019.

RECOMMENDATION

That, having considered all matters raised in the report, the report be noted.

SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as being of some importance.

DISCUSSION

This reports seeks to update Council on a number of key projects and priorities for Central Hawke's Bay District Council.

FINANCIAL AND RESOURCING IMPLICATIONS

This report does not present any financial or resourcing implications.

IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

NEXT STEPS

The next six weekly organisation report will be presented to Council in August.



CENTRAL
HAWKE'S BAY
DISTRICT COUNCIL

Together we thrive!

Chief Executive's Report
Central Hawke's Bay District Council





**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

Our vision for Central Hawke's Bay is a proud and prosperous district made up of strong communities and connected people who respect and protect our environment and celebrate our beautiful part of New Zealand.

Together we thrive!

Our Strategic Direction for Central Hawke's Bay

What we know - Our DNA -



WORKING TOGETHER

Central Hawke's Bay will be stronger when we work together. Partnerships and collaboration are at the core of everything we do.



CUSTOMER EXCELLENCE

The communities we serve are our customers. They are at the heart of our decisions, interactions and communication. We'll engage with our customers to deliver value and exceed expectations.



THINKING SMARTER

We need to think smarter and better in everything we do. With a culture of innovation and continuous improvement we will add value to our communities.

What we stand for - Our Values -



Our values capture who we are and what matters most to us. They are the attitudes we embrace as individuals, teams and as a whole organisation. We are all personally responsible for acting with these in mind.

- T** TRUST - We create trust by acting with integrity.
- H** HONESTY - We do what is right even when no one is looking.
- R** RESPECT - We have respect for each other, our community and our stakeholders.
- I** INNOVATION - We find smarter ways to do things to produce improved and sustainable results.
- V** VALUING PEOPLE - We are one team, supporting each other to succeed.
- E** EXCELLENCE - We deliver exceptional results.

What we're most proud of - Our Greatest Asset -

People are our greatest asset. At Central Hawke's Bay District Council we are committed to providing a safe and great place to work that values diversity and inclusion, and develops skilled people who can lead our community to thrive.



Why we do what we do - Our Purpose -

It's our goal to create an environment that supports a thriving Central Hawke's Bay district, by providing efficient and appropriate infrastructure, services and regulatory functions.



The outcomes we want to achieve - Our Objectives -



- A proud district.
- A prosperous district.
- Strong communities.
- Connected citizens.
- Smart growth.
- Environmentally responsible.
- Durable infrastructure.

How we'll reach our outcomes - Our Focus -



- Promoting smart growth.
- Attracting and enabling business success.
- Strengthening our district and community identity.
- Protecting and promoting our unique landscape.
- Planning for tomorrow to future-proof Central Hawke's Bay.

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CHIEF EXECUTIVE REPORT

2

Overview

FROM CHIEF EXECUTIVE

KIA ORA FROM THE CHIEF EXECUTIVE

E ORA NGĀTAHI ANA – TOGETHER WE THRIVE.

You will read in this report a snapshot of the significant work that is progressing and the many challenges and opportunities ahead of us.

I continue to be pleased with the work progressing across the organisation. The ambitious work programme ahead of us should not be understated and giving priority to doing things well remains a high focus.

We've achieved a lot in this last reporting period including seeing the launch of draft District Plan for consultation, adoption of the Housing Strategic Framework and continued delivery of major capital and renewal projects in our 3 waters and roading activities.

While this report primarily provides an update of the organisations activity over the April – May period, recognising the timing until the next reporting period, we have included our recent highlight relating to the Provincial Growth Fund (PGF) announcement on 10 June 2019.

The PGF announcement will see Central Hawke's Bay receive an injection of \$35.5 million into infrastructure and economic development projects across the district as part of PGF investment.

The intergenerational transformation that this funding will bring to Central Hawke's Bay should not be understated, accelerating opportunities for our community in Central Hawke's Bay and the wider Hawke's Bay region to Thrive!



PGF investment funding will go towards a number of Central Hawke's Bay Initiatives in the following way:

- \$20.1 million to upgrade essential economic transport routes leading to State Highway 2 and the Port of Napier, primarily being the road from Waipukurau to Porangahau, including the upgrade of Flaxmill Bridge.
- \$14.7 million to Hawke's Bay Regional Council for the Tukituki water security project, that will see Managed Aquifer recharge in Central Hawke's Bay.
- \$350,000 for a feasibility study in Central Hawke's Bay to further understand additional upgrades and investment requirements to meet High Productivity Motor Vehicle standards on Central Hawke's Bay roads.
- \$250,000 for Council to complete an economic development opportunities assessment for the district.
- \$104,764 for Nga Ara Tipuna, a joint project between Te Taiwhenua o Tamatea and Council that will bring historic pā sites back to life. The project will use installations, signage and digital storytelling to engage locals and visitors, inspiring them to see this landscape in a fresh light.

There have been many months of hardwork at all levels of the organisation to see this package announced. We have been working with the Provincial Development Unit and regional partners over the last year to meet its criteria and expectations for these projects.

The announcement is a great reflection of the positivity, momentum, pace and outcomes we are delivering together, to support Central Hawke's Bay to Thrive!

Activity

UPDATES



GOVERNANCE AND LEADERSHIP

Annual Plan Consultation

The Submission Hearing for the Annual Plan Consultation was held at the Central Hawke's Bay Municipal Theatre, Waipawa on the 9 May where 29 submitters spoke to their submissions. On 23 May, the Deliberations Council Meeting was held where Councillors considered the submissions.

An extraordinary Council Meeting was also held on 30 May to consider additional information requested by the Council.

Following the decisions by Council, Officers have completed the adjustments to the Annual Plan and the Annual Plan is scheduled for adopting as part of the 20 June 2019 Council Meeting.



SOCIAL AND ECONOMIC DEVELOPMENT

Community Funding

Creative Communities Scheme

Central Hawke's Bay District Council administers the Creative Communities Scheme on behalf of Creative New Zealand and provides funding to communities so New Zealanders can be involved in local arts activities. The fund is currently closed.

We are awaiting the final decision from the Creative Communities Scheme review, which could see an increase in the funding allocation to Central Hawke's Bay of over \$8,000. The committee and council officers have provided feedback to Creative Communities in support of this proposed change which we expect to about shortly.

Community Wellbeing Strategy

Central Hawke's Bay Community Reference Group

The fourth Community Reference Group meeting was held on 4 June 2019, providing strategic leadership to agencies and organisations delivering programmes in Central Hawke's Bay and a consistent and coordinated approach to result in an improved social well-being of Central Hawke's Bay residents. Progress was made on the development of a collaborative Cross Agency Triage Forum which will provide leadership and coordination to assist vulnerable families in Central Hawke Bay and address agency cross over fatigue.

Safer Central Hawke's Bay

The Safer Central Hawke's Bay governance group held their bi-monthly meeting on 1 May 2019.

The main agenda item of the meeting was a workshop to gather feedback from the group on the "Unlocking the Potential of Safe Communities Project". This project has been initiated by the Safe Communities Foundation of NZ to gather feedback on how Safe Communities across New Zealand can be even more effective and how the capability and capacity of Safe Communities can be strengthened. Final results from the review are due to be communicated in June 2019.

Positive Ageing

A Positive Ageing Group meeting was held on Tuesday 4 June 2019 and continues to provide a strong platform for the voice of the older person. The focus of this meeting was a review of the workshop held in February and discussion and development of the work plan for the next 12 months.

Youth Development

The Youth Development group met on 30 April 2019 and continue to progress a number of actions designed to support the work of those in our community working with young people and their families. The new and improved IVAN the caravan was launched on Pink Shirt Day (17 May 2019) at the Central Hawke's Bay college, shortly followed by a range of activities for 3 days of the following week to celebrate Youth Week.

CHB Disability Reference Group

The latest meeting of the Disability Reference Group was held on 15 May 2019. Those in attendance reviewed the feedback from the workshop held in February and provided input into the development of the workplan for the next 12 months.

The group provides a strong voice for those in the community living with disabilities and there have been a number of positive benefits derived from early consultation with this forum on council projects.

Social Housing

Significant work continues in the background supporting social housing and the Ministry of Housing and Urban Development.

Officers and governance have attended a range from housing meetings – from iwi meetings to seeking support from Government Agencies to take leadership to resolve housing issues. Solving the housing issue for Central Hawke's Bay is complex, however in the absence of Central Government Leadership, requires local leadership to resolve housing for Central Hawke's Bay people.

Officers are currently awaiting responses from the Ministry of Housing and Urban Development relating to progressing local resource support to resolve housing issues for Central Hawke's Bay.

Economic Development**Provincial Growth Fund**

At the time of writing we are preparing for the launch and formal announcement of the Provincial Growth Fund for the Hawke's Bay Region.

This has been a major body of work for Central Hawke's Bay, not only lifting and preparing the organisation to participate in such forums, however to successfully lead and deliver on opportunities for the Central Hawke's Bay Community.

We hope to see intergenerational transformation as a result of the accelerated investment being made by Central Government in Central Hawke's Bay. The announcement is planned for 10 June at Pukekaihu/Hunter Memorial Park, the site of project Nga Ara Tipuna.

Exploring Central Hawke's Bay's Economic Development Opportunities

Work continues on the Economic Development opportunities assessment, funded through the Provincial Growth Fund. In June, Councillors were provided with an update in workshop on the direction of the assessment and

The five overlapping work streams are:

- Natural assets and land use diversification;
- Enabling infrastructure;
- Business development;
- Māori business development;
- Skills and human capital;
- Tourism opportunities.

The assessment is due to be completed in August and will form the basis of a new economic development action plan for Central Hawke's Bay.

Initial priorities in each workstream that have been identified include:

Land Use Diversification	Infrastructure	Business Development	Skills	Tourism
Develop Investment propositions	Water security/Tukituki Water Taskforce	Business support toolkit support	Connecting to Learn 24/7	Ngā Ara Tipuna
Farm Environmental Management Plan support	Roading	Digital Regional Hub	Regional (High Value) Skills Strategy	Cycle Tourism promotion and infrastructure
Changing the CHB story- develop provenance marketing	Digital Connectivity	Start Up Eco-System/Strategy development - Ngā Ara Tipuna	Te Ara Mahi funding	In region and neighbouring regions marketing campaigns
			Hatuma Lime PTE	Visitor information services review
				Tourism Infrastructure Feasibility study
				Event bidding and support strategy

Central Hawke's Bay Tourism Co-ordinator Update

The last two months has been a busy time with a variety of projects on the go.

The Little Easy Central Hawke's Bay ride was a great success with the largest turnout of riders yet, with 250+ riders on the Tuki Tuki Trail on Good Friday. The majority of riders were from outside of Central Hawke's Bay, with many attracted by the shorter 12km distance ride, compared to the Big Easy which is 30-40km. The addition of the outdoor concert and food trucks with entertainment for the kids was fantastic, most riders stayed on and enjoyed the atmosphere for an hour or two after their ride which was great.

Molly attended the 'eXplore Central North Island' trade show in early April, representing Central Hawke's Bay and promoting our tourism operators and accommodation to domestic tour companies and wholesalers and some international buyers. It was great to showcase what Central Hawke's Bay has to offer and represent ourselves within the Hawke's Bay brand.

Visitor Information Services

Molly is currently completing the review of Visitor Information Services for Central Hawke's Bay, assessing the current delivery of visitor services. She will finalise the business case in the coming weeks which will give a recommendation for the future delivery of visitor information services, outlining how that this service is best delivered to meet our strategic objectives, aligning with the regional tourism strategy.

Tourism Hawke's Bay has also been helping with the Visitor Information Centre transfer to Council management. We are working with the two current staff and CHB Promotions Board to ensure a smooth transition and continuation of services for the 1 July change.

Hawke's Bay Airport Takeover

Hawke's Bay Tourism assisted us in putting together the Airport pop-up which runs until mid-June. This is a fantastic win for Central Hawke's Bay to get such great exposure within the Airport. The pop up has included tastings from local companies including the Kombucha Co., Junction Wines, and Kanapu Hemp.

**Spirited Women Event!**

After successful bidding for the event between Council and Hawke's Bay Tourism, not only is the Spirited Women coming to Central Hawke's Bay for March 2020 - it's a sell out!

Entries for the event sold out within eight minutes of opening. This is some of the fastest sales they have ever experienced and shows it is an incredibly popular event. Spirited Women have also identified the Rotary River Pathways Trust as a worthy cause to support in bringing their event to Central Hawke's Bay. This is a fantastic project, which we hope will be well supported by the competitors.

Spring Fling

Hawke's Bay Tourism are well underway planning for the 2019 Spring Fling. The programme is looking great with some fantastic new events, old favourites and some great events that are getting a spruce up. Hawke's Bay Tourism is developing a new Spring Fling website, which better reflects the quality of the event.

Tourism Spend

We've seen another great quarter for Tourism in Central Hawke's Bay and further great performance in Central Hawke's Bay.

The visitor spend statistics for the 12 months to April 2019 show total spend was up 4.3% to \$36.2m, up from \$34.7m. Great to see we are still increasing our visitor spend, however the growth wasn't as much as we have been seeing. Across the categories:

- Accommodation up 25%
- Food & Beverage serving (i.e. hospitality) up 16%
- Other tourism products up 19%
- Fuel up 20%
- Other retail up 8%



DRINKING WATER

Drinking Water Compliance

Officers are currently preparing for our second Water Safety Plan implementation audit, this time focussing on the Waipukurau supply. On the back of learnings from the Waipawa audit in March, Officers have received further direction from the Hawke's Bay District Health Board assessors about the areas of focus for the upcoming audit.

Special focus will be applied this time to SCADA and control systems, information protocols and processes. It is anticipated that several areas for improvement will be identified through the audit and accordingly Officers have been working in the background with Veolia staff to commission our own review of key systems and provide our own improvement register ahead of the audit. Council's decision to loan fund the additional costs of compliance for three waters will allow Officers to continue to meet the increasing demands from our regulators.

Otane Alternative supply

Procurement for the construction phase of the project was completed in April and May with the contract awarded to Fulton Hogan after a competitive and rigorous process. Tenders were welcomingly under initial budget estimates for the project and a separable portion of work has been allowed in the project to accommodate a wastewater pipe from Otane to Waipawa. Construction is scheduled to commence in June and run through to December.

Waipukurau Second Supply

Work continues to progress in identifying the preferred site for the second supply bore field with a multi criteria analysis being used to compare potential sites. This investigative work is scheduled to commence in July with a critical gate in the project to decide on the site. Following this decision, a package of work will be taken to market for the remaining elements of the project.

Takapau & Porangahau Water Treatment Upgrades

Concept and detailed designs for the combined project to upgrade the Takapau and Porangahau drinking water treatment plants were completed in May.

A detailed review of existing plant processes has been completed to identify risk and inform additional work required to improve treatment operations and plant performance. Engagement with both communities continues following two scheduled town-hall meetings and physical construction on both sites is expected to start in June with completion set for October.



WASTEWATER

Waipawa Trunk Sewer Main Renewal

The contract was awarded to Pipeworks, supported by Higgins in May with construction set to commence in September and to be complete in December. This construction window was highlighted as a key element in the projects detailed design phase to avoid winter working conditions and in particular the impact that working in the wet could have on affected private landowners.

Waipukurau and Waipawa (and Otane) WWTP Upgrade

The initial phase of this very large project is nearing completion with a key milestone set for June in presenting the preferred options for the future of the plants to the Environment Court. Following this presentation, and the endorsement of the Environment Court, the project will move into a more detailed design and consultation phase.



STORMWATER

Helicoil Pipe Replacements

The project is in the middle stages of construction with civil excavation works near complete and the re-lining of pipes scheduled to commence in July for a total project completion in August.

Resource Consent – High Risk Site Assessments

Officers are continuing work on meeting the conditions of our new resource consent for storm water and are focussing on the identified 'high risk' areas in the network. With the new resource consent comes requirements for monitoring and sampling of stormwater as well as significant increases in the level of planning and documentation about the network.

Waipukurau Stormwater Network Improvements

A contract to upgrade stormwater network in Woburn, Churchill/Savage streets was awarded to Fulton Hogan in April, with work on site set to commence in June and be complete in November. Known issues on Ruataniwha street continue to be investigated for potential solutions with a plan to take a project to market for this work late in 2019 or 2020.



LAND TRANSPORT

Corrective work to repair roads, bridges and culverts from the September and December rain events remains a priority for the team and our Professional Service partners Stantec along with key contractors Higgins and Downer.

The majority of September damage has been repaired with a limited number of larger more complex sites remaining, most of which are designed and issued to contractors. There is confidence that this work will be completed within the financial year in order to secure the additional NZTA Funding above our normal FAR.

The damage caused by the December event is much smaller in volume with only a handful of sites but some requiring significant work to repair. Rotohiwi Road in particular is requiring significant assessment and design. A retreat of the road is the preferred solution and will require purchase/acquisition of land and major earth movement. It is unlikely that all corrective work from the December event will be completed before end June 2019 and Council are continuing a discussion with NZTA nationally about a change to their emergency funding policy.

In June Officers will workshop with Council procurement options for major land transport contracts including road maintenance, re-seals, Area-wide Pavement Treatments (AWPTs) and structural renewals.



LOCAL EMERGENCY MANAGEMENT

CDEM Capability Improvement

Work continues on the corrective action plan for the emergency management function, which is now 74% complete. New investment sought as part of the 2019/20 Annual Plan process will provide for many of the corrective actions to be achieved.

Hayley McCoskery – New EMA

We welcome Hayley McCoskery to the Central Hawke's Bay Whanau as our new Emergency Management Advisor from the Hawke's Bay Civil Defence Group, replacing Teresa Simcox. Teresa has made a huge impact, lifting our organisations preparedness, is taking on a new role within the Group, still being part of our Emergency Services response.



RECREATION AND COMMUNITIES GROUP

Central Hawke's Bay District Libraries

Retirement and Beyond Expo and Probus Presentations

Libraries joined the Councils team at the Retirement and Beyond Expo. They promoted the library and the many programmes we are offering both in the libraries and out in the community including 3D printing and other technology.



Similar technology was presented Probus, which was very well received. Our 3D printed "thumb savers" which are used when holding books were very popular as was the online interactive general knowledge quiz that shows we never lose our competitive spirit; no matter what age we are.

High Tea at the Municipal Theatre with Allyson Gofton

In May we had a delightful afternoon with Allyson Gofton a visiting author. Not only did she entertain us, advise on what we are all doing wrong in our cooking, she cooked crepes! A great afternoon was had by all and such positive feedback from over the 100 people who attended.

School Holiday Programme

April brought the school holidays and what an amazing programme we ran. Both libraries were very busy with over 200 children taking part across a number of events and activities.



Supporting our Community to Thrive!

The community have asked and we have responded, expanding the opportunities for knowledge, learning and discovery through a broad range of community programmes facilitated through the library, utilising our library spaces outside of traditional opening hours. Some of the programme include:

Writer's Workshops

Local author, Andrew Harris, is providing mentoring and inspiration to budding writers. He is providing a monthly check-in where participants can seek advice on their projects as well as share Andrew's journey towards the completion of his third novel at the end of the year.

Guitar Lessons for Adults

This programme has been running on Thursday evenings in the Waipukurau Library. Asking older fingers to form chords whilst keeping in rhythm with the music as led to lots of good-natured laughter. Ages range from early 20's to 70's. The classes are popular, and we have a number ready for the next and subsequent intakes.

Gentle Yoga

Classes in the Waipawa Library take place before the library opens and is a good use of this space. Staff arrive to the calming fragrance coming from the instructor's infuser - a lovely way to start the day.

Arty Explorers

A chance for children under 5 to express themselves with a variety of activities that emphasises hands-on messy fun!



Tea and Tales

We have a new programme which is run monthly in the Waipukurau Library, this is a book club for people who are sight impaired. Miriam Howarth is responsible for this and the response has been very good.

Re-Fashion Workshops

Wednesday evening in Waipawa Library will see designer Naomi Prowse, tutor participants in remaking, reusing and repurposing clothing. We have held an information evening where Naomi shared examples of the types of designs and techniques that will be taught. Next week see the start of the creative workshops.

3D Printing Collective

This design and print programme runs on Tuesday evenings in Waipawa. The 'collective' is evolving with different CAD software now being used. We are starting to see good examples of members solving problems by designing their own original and replacement objects. From replacement parts for cars to model stagecoaches and pasta cutters, the programme caters for all levels of expertise and experience. Chris with a toothbrush and paste holder he designed.

Connecting to Learn 24/7 – Regional Digital Business Hub

Whilst awaiting the outcome of our PGF application, planning continues for possible layout and resourcing. Staff have been briefed and are excited about the opportunities a digital hub could contribute to library services and programmes.



PLACES AND OPEN SPACES

Russel Park Carpark

Winter sports have begun. Russell Park is especially busy with Centralines Sports Park being heavily utilised for netball and hockey. Concerns were raised over traffic, with new signage being erected until other traffic calming initiatives can get under way. Work is shortly to commence sealing the carpark at the rear of the turf.

Retirement Housing

Residents of our Retirement Housing complexes (48 units) were surveyed on their satisfaction. Over half of the residents responded with a 100% satisfaction and all but 4 of those were 'very satisfied.' There were 15 specific comments that thanked Council, said they loved their home, and/or were comfortable and warm. Twelve commented on that repairs were done quickly. Others commented about good neighbours, affordable, and lawn care were the other positive comments.

Council will receive at its August workshop a Project Charter for feedback to commence a Section 17a review of the service. This will look to be tabled for adoption at the Community Development Committee meeting in August.

Projects

Some of the projects underway include:

- Planning has begun on the seating renewals for CHB Municipal Theatre and Civic Theatre. The latter is scheduled for financial year 20/21, but we will consider efficiencies around procuring together.
- The HVAC system upgrade at CHB Municipal Theatre is due for completion in late June.
- Accessible ramp at band rotunda is awaiting completion of handrail and step markers.
- Sealing of carpark behind the Centralines Sports Park in Russell Park is underway.
- Waipawa Pool has entered its defects period of Phase 1 with remaining works brought to attention of contractors.
- Painting at the CHB Municipal Theatre is almost complete with the painting of roof underway.
- Painting of the Early Settlers Museum is completed.



COMPLIANCE, HEALTH AND ANIMAL SERVICES

Dog Registrations!

Dog registrations are now out with supporting communications and incentives for owners to register their dogs by 30 June. We have had a strong response, with hundreds registering in only the first few days.

We have further proactive communications going out over the remaining weeks of registration encouraging owners to take advantage of the discounts associated with registering early.

New Pound Facility

As part of the 2019/20 Annual Plan Councillors have considered funding for a new Pound Facility for Council. This was approved with Officers now undertaking the next stage of the project finalising shortlisted options. A further report will be brought back to Council to finalise the location and funding implications.



BUILDINGS AND REGULATORY

The winter rush remains high in the Consents office, with many people looking to install wood burners in their house at the start of winter, always keeping the office busy.

We are tracking well with our swimming pool assessments and we have now inspected 100 pools of the approximately 600 in the district, with on average 15 inspections a week currently being undertaken. Most property owners are keen to ensure they are meeting the legislative requirements and we will soon have a brochure that will go out with letters to ensure that we are providing as much information as we can.

Our report came back from the Ministry of Business Innovation and Employment in April and we are required to report back by 5 July 2019 on the following matters:

- Amended compliance schedules issued
- On-site audits carried out of pool barriers and BWoFs
- NTFs issued for pool barriers and compliance schedule/BWoF matters
- Infringement notices issued for pool barriers and compliance schedule/BWoF matters.

We will be able to report back positively that we have made progress with the pool assessments.

New Building Control Officer – Tim Chaplin

We have had a new Building Control Officer, Tim Chaplin, start with us at the end of May. He comes to us most recently from Napier City Council as a draughtsman and is already getting involved in inspections and processing. Tim will allow us to also meet some of the requirements set by MBIE.

Young Building Professional of the Year

We had some great news in May with Ben Swinburne winning the Young Building Professional of the Year Award at the BOINZ conference in Rotorua, congratulations Ben and well deserved.

The resource consents team are busy with subdivisions and we are steadily improving our processing time, with the aim to get back to 80% resource consents processed within time before the end of the year.

Safety

AND WELLBEING

Contractor Audits

The People & Safety Officer is developing a site audit schedule in conjunction with our Contract Managers. Audit templates are being developed that are site/work specific and undertaken by the Contract Managers using the i-Auditor app.

Safety & Wellbeing Committee

The first meeting with new committee for Safety & Wellbeing was held in April. This meeting saw a change of format with our strategic contracting partners attending to give insight and learnings into what they encounter in the Safety & Wellbeing arena.

The Safety & Wellbeing Committee is continuing to roll-out wellbeing initiatives for staff this year.

Health & Safety Representative Training

The Safety & Wellbeing Committee will be participating in H&S Rep training in July to increase their skills and knowledge as committee members and to understand their responsibilities as a representative.

Introduction of the Sick Leave Bank

The Sick Leave Bank Policy was adopted by ELT in late April which provides for times of extenuating circumstances where an Employee (or their dependant) is diagnosed with an illness/serious injury that requires extensive treatment, an extended period of sick leave and has insufficient leave to cover that time off.

The purpose of this policy is to provide Central Hawke's Bay District Council Employees with a clear framework to donate and apply for additional sick leave from the Sick Leave Bank. Council is committed to supporting our greatest asset – our people, creating an inclusive culture where Employees support each other in #WhanauMatters by donating as much or as little as they can, to support each other in times of need.

Five Ways to Wellbeing

During May, the Safety & Wellbeing Committee attend the Enhancing Mental Wellbeing "The Five Ways to Wellbeing At Work" facilitated by Napier City Council in collaboration with the Hawke's Bay District Health Board.

The workshop focused on the tool Five Ways to Wellbeing which is provided from the Mental Health Foundations. The workshop provided the committee with an understanding of mental health and wellbeing enabling them to think about wellbeing at work for both individuals and for the organisation.

Welcoming our new People & Safety Officer

Keryn Barkle joined Council at the end of April as our new People & Safety Officer. Keryn is proving to quickly become a great asset to the team and brings a wealth of H&S experience.

Wellbeing Workshops

Back by popular demand! EAP Services have returned to run the next series of Wellbeing Workshops for employees. May's workshop was 'Emotional Intelligence' which has been linked to better health, productivity, relationships and communication. The June workshop is 'work-life balance' to assist employees in implementing strategies to manage the demands of multiple commitments. This session will help employees to define a programme of action to create a work-life balance that will ensure optimum performance and wellbeing.

Pink Shirt Day

Council employees turned the office into a sea of pink to show their support on Pink Shirt Day in 17 May, to Kōrero Mai, Kōrero Atu, Mauri Tū, Mauri Ora – Speak Up, Stand Together, Stop Bullying!

Celebrated annually around the globe, in Aotearoa, Pink Shirt Day aims to create schools, workplaces and communities where all people feel safe, valued and respected.



Together we thrive!

Financial

PERFORMANCE

FINANCIAL PERFORMANCE YEAR ENDING 30 JUNE 2019

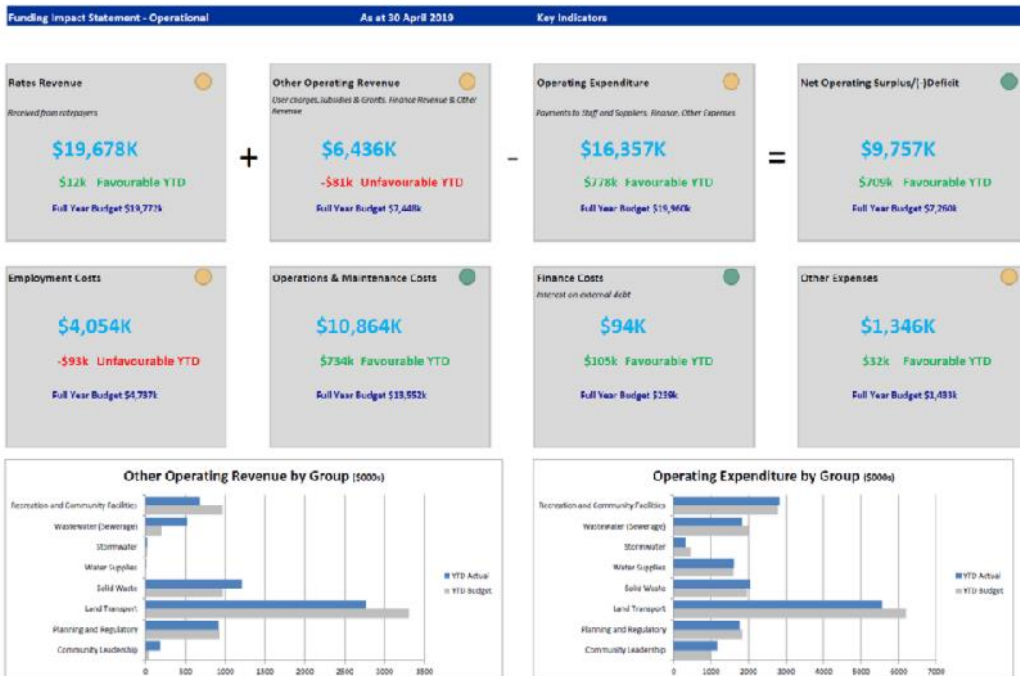
The third Quarterly Financial Reporting was presented to Council on the 23 May 2019 based on the timing of the committee meetings.

The Monthly Financial Report for April has been provided to Council on 24 May 2019.

Council shows a \$9.757m surplus against a budgeted surplus of \$9.045m. April is 83% through the year and the result shows that Council has spent 81.2% of the expenditure budget and received 95.37% of the budgeted income. Personnel Costs is \$93k above budget and includes \$145k of one off expenditure. Other Expenses are under budget by \$32k. Interest income is tracking higher than budgeted as more cash is held due to the reduced capital expenditure. Most other variances are favourable being underspent budgets or timing differences between budget allocations and actual expenditure.

High level results are provided in the graphs below.

Central Hawke's Bay District Council - Whole of Council



Organisational

PERFORMANCE



THINKING SMARTER

Organisational Transformation

With the secondment of this role into other parts of the organisation for maternity cover, the approach to organisational transformation has changed, now being devolved through the organisation.

A tiered approach to initiatives has been developed, with the Executive Leadership Team taking ownership for priority transformation projects, with Group Managers and Groups being responsible for the delivery of tactical and operational transformational projects.

A single reporting repository will remain in place, to capture the changes and innovations that have been achieved.

Supplier Improvement Programme

We held a further Supplier Improvement Programme meeting in May, with five initiatives being identified for implementation across the contracts. A short-term governance structure has been established to trial the newly formed Supplier Improvement Programme, to see stronger leadership, collaboration and improved results across the services and contracts.

Initiative	Notes	DNA - Alignment (measures are a work in progress)
1. Ownership of place	How to get delivery teams to step back at end of job and look at site and surrounds and identify other things that need doing to enhance the customer experience – and get them done?	Customer Excellence
2. Plant and equipment optimisation	How to optimise utilisation of plant and equipment across all contracts – and leverage fixed costs to reduce operating costs for everyone?	Working together Thinking smarter
3. Risks, issues and opportunities ID and escalation	What's a pathway for people to capture, manage or escalate risks, issues and opportunities outside their own contract?	Working together Thinking smarter
4. Corridor activity coordination	How do we go about coordinating cross service activities in the road corridor?	Working together Thinking smarter Customer excellence
5. H&S Coordination	Can we benefit from coordinating our H&S briefings, reporting and management?	Working together

Contract Managers will report into the Supplier Improvement Programme Leadership Group in late July on the successes they have had, and Suppliers will assess the success or not of the Governance Structure.

Information Services Shared Service

During the Service Delivery Review of IT in January 2019, First Response Helpdesk was identified as a service to be outsourced to allow the Information Services team to focus on the business partner approach and Digital Enablement of the Council. Previously, as part of the continued IT discussions across the five Hawke's Bay Council, Helpdesk had been identified as a service that could be delivered in a shared service model. Following the review, the delivery of a Shared Service Helpdesk between Hastings District Council (HDC) and Central Hawke's Bay Council has been established as a pilot project to ascertain the viability of the model for the five Councils.

Over the course of the May, the Group Manager – Corporate Support and Services has been working with HDC to establish the Service Delivery model including Service Level Agreements and KPI reporting. On 4 June 2019, the Service went live with the IT Dudes from HDC supporting the Council officers remotely.

A second part of the review also identified that management of the Operating Environment (servers, firewall, operating systems) as a service to be outsourced. It was identified during the Helpdesk Model establishment that this would offer efficiencies if also delivered by the IT Dudes due to the nature of the Helpdesk and the possibility of issues being at an operating environment level. This service also went live on the 4 June.

Strategic

PROJECTS

DISTRICT PLAN

Introduction

Work was progressed on the completion of the draft District Plan in the early months of 2019. The body of work required to complete the draft Plan included finalisation of the district mapping for significant natural areas (SNAs) and inclusion of these areas in the draft District Plan Appendices. Completion of this outstanding body of work was delayed until the final desktop evaluation and mapping of the significant natural areas was finalised.

The completed draft Plan was presented to the full Council in a public excluded meeting for their adoption on April 10, 2019. The draft Plan was released for public submission on May 20 and submissions on the draft Plan are due by 5.00pm on 15 July 2019.

The release of the draft Plan on May 20 was ahead of the release date adopted by the Council's Finance and Planning Committee Meeting on November 29, 2018, when the Committee adopted the option of releasing the draft Plan at the end of June 2019.

The early release date reflects the importance of the District Plan review and the value of delivery of the draft Plan to the Central Hawkes Bay community ahead of the adopted timeframe.

Public Consultation to Date

Council has undertaken two separate phases of public consultation of the draft Plan; one immediately prior to the official release of the draft Plan on 20 May, and the second phase commencing after the release of the draft Plan for public consultation.

The first phase of public consultation involved focused consultation with the rural landowners who were identified as having either a significant natural area and/or an outstanding landscape or feature on their property. The landowners, over 800 in total, were sent a letter by the Council, with an enclosed map of the potential significant natural area and/or landscape feature on their property, inviting them to a meeting with the technical experts and elected members.

The objective of the meetings was to provide an opportunity for council's technical experts, (Gerry Kessels and John Hudson) to explain what the effect of having one of these special areas on private property means to the landowner and to receive feedback from landowners on these areas.

Three meetings for landowners were organised in Waipawa, Tikokino and Porangahau. Each meeting was well attended, and landowners have provided valuable feedback to Council and technical experts. Feedback forms from property owners are still being received by Council and are providing a helpful

database of information relating to the significant natural areas and landscape features identified as part of the review.

In addition, three separate meetings were also organised with key stakeholders in the rural environment, subdivision and development stakeholders and utilities stakeholders. Engaging with the key stakeholders in this way ensures these groups are now fully informed about the Council's proposed approach in the draft Plan and can respond to any questions members of the rural community may have on these matters.

Since the release of the draft a programme of public meetings to be held during the month of June has commenced. A total of six public meetings have been arranged in community halls throughout the district, including Takapau, Porangahau, Tikokino and Otane. In addition, two hui are being held, one in Porangahau and one at Taiwhenua O Tamatea in Waipukurau.

A further area of focus has been the preparatory work undertaken to ensure detail relating to the release of the draft is clearly conveyed to the CHB community. This body of work includes key messages about the draft, when and where it will be available for public submissions, how submissions can be made as well as the schedule of public meetings to discuss the draft.

Three detailed and professional brochures, focusing on providing information to elected members, property owners and the general public as well as several media releases and social media posts have provided clear and succinct information to the Central Hawkes Bay community about the draft Plan. Information panels have also been prepared for display at public meetings and information flyers and feedback forms will be provided at all public meetings for members of the public to take away with them.

In addition, five videos capturing champions of the draft Plan from the CHB community, (Greg Hart, Simon White, Matt Oliver, Jo Heperi and Roseanne Steel) as well as Mayor Walker, encouraging the public to have their say on the draft Plan have been released onto the Council's website and social media.

National Planning Standards

Officers are working closely with staff from the Ministry for the Environment over the introduction of National Planning Standards (NPS) into the District Plan. The Ministry has approached Council with a proposal for the Ministry to integrate the NPS into the Plan, with all costs and overheads covered by the Ministry, before it is released as a Proposed Plan in 2020.

The value of this proposal for the Ministry is gaining a better understanding of the cost and time required for local authorities to introduce and embed the NPS into district plans. Officers are working through details of this proposal and intend to present a paper to Council on this matter in August.

Next Steps

The immediate focus of the next period is to ensure that the public meetings and hui are as informative as possible and that the public are encouraged to make a submission on the draft Plan. Officers will be monitoring social media posts and any

comments received via the Council website to determine if specific reaction or comment on any issue is required.

Officers will also continue to work with rural property landowners who have requested additional mapping of their property or wish to have significant natural areas on their property ground truthed.





WAIPAWA AND DISTRICT CENTENNIAL MEMORIAL POOL REDEVELOPMENT

The Waipawa Pool Project is a two-stage project, with Stage 1 being the installation of a new pool and filtration.

The project was considered as part of the 2018 – 2028 Long Term Plan, following the Waipawa Pool being unable open for the 2017/18 summer season due to considerable age-related defects. Council approved funding of \$650,000 that initiated the project in May 2018. Phase 1 of the project has three key objectives/success criteria:

1. To provide clean, safe, reliable and accessible bodies of water for recreation and active water sport in Waipawa by 1 December 2018.
2. To enable facilities that will provide a unique 'Central Hawke's Bay' range of activities and opportunities based in Waipawa that will double historical attendances within the first 12 months of operation.
3. To develop an overarching master plan for Waipawa Pool and surrounds that has the approval of the community for future implementation by 1 July 2020.

Programme and Objectives

The first objective of the project to have a pool open by 1 December 2018 was not met.

On Friday 8 March Mayor Alex and Bruce Stephenson, Chair of the Pool Project Reference Group officially opened the Waipawa and Districts pool, along with local iwi and over 200 members of the community.

Fundraising for the remainder of funds remains the priority for the project as it transitions through its project phases.

Funding

Council has committed \$650,000 of funding to Stage 1 of the project. In June Council were successful in achieving \$120,000 of funds from the New Zealand Community Trust. A further \$120,000 has been secured from Eastern and Central Community Trust with the balance of funding, some \$90,000 being sought to complete the project.

Further applications to Napier Port and other local businesses are yet to be confirmed and a number of local events are planned in the coming months.

The major fundraising event for winter is the Polar Plunge. This event is a chance to bring the community together during the bleak winter period with six local celebrities, including two of our own Council whanau bravely offering to be sponsored to take the plunge. Individuals, teams and groups will also be sponsored to join our celebrities in the pool on the 30 June.



Key achievements since last report

Since our last report the following key achievements have occurred on the project:

- The project steering groups primary focus is on delivering and achieving the remaining required funding.
- We achieved \$120,000 of funding from the Eastern and Central Community Trust!
- The Polar Plunge is a major fundraising project underway to raise funds.
- While there is a focus to close out the balance of the phase 1 objectives with the development of a master plan for the site, the primary focus is fundraising the balance of funds.

the BIG Water Story

BIG WATER STORY UPDATE

Regular reporting on the Big Water Story continues to show good progress being made with a volume of projects now awarded and in construction. There is considerable Officer time being spent on 'on the ground' management of projects and ensuring that key milestones are being met, quality and cost-effectiveness are being assured and our stakeholders are being meaningfully engaged.

Significantly large projects including the Waipukurau, Waipawa and Otane WWTP upgrade and the second supply for Waipukurau remain a high priority in terms of risk management. The table below provides further information on the status of key projects in the Big Water Story.

WATER				
PROJECT	STATUS	TIMELINE	PROGRESS	BUDGET (TOTAL)
Otane Alternate Water Supply	Tender	Start: Aug 2018 End: June 2020	15% ●○○○○	\$2.6m
Waipukurau Second Water Supply	Design and Build	Start: Aug 2018 End: June 2021	15% ●○○○○	\$5.6m
Waipukurau SH2 Bore Upgrade	Contract Negotiations	Start: June 2018 End: Dec 2019	25% ●○○○○	\$850k
Waipukurau Firefighting and Shortfalls Improvements (Year 1-3)	Design	Start: Aug 2018 End: June 2021	20% ●○○○○	\$1.47m
Otane Land Development (Water and Wastewater)	Complete	Start: March 2018 End: Dec 2018	100% ●●●●●	\$355k
Waipukurau – Porritt Place Water Main Renewal	Complete	Start: Dec 2018 End: March 2019	100% ●●●●●	\$65k
Porangahau Water Treatment Plant Upgrade	Design and Build	Start: Nov 2018 End: Oct 2019	20% ●○○○○	\$1.03m
Takapau Water Treatment Plant Upgrade	Design and Build	Start: Nov 2018 End: Oct 2019	20% ●○○○○	\$680k
Waipukurau – Mackie/Mclean St Water Main Renewal	Build	Start: Nov 2018 End: Aug 2019	20% ●○○○○	\$377k
STORMWATER				
PROJECT	STATUS	TIMELINE	PROGRESS	BUDGET (TOTAL)
Waipukurau Stormwater Improvements – Service Lane Overflow	Design	Start: Aug 2018 End: June 2019	20% ●○○○○	\$132k
Waipukurau Stormwater Improvements – Savage/Churchill/Carpenter – Woburn/Wilder	Contract Negotiations	Start: Aug 2018 End: June 2019	20% ●○○○○	\$481k
Waipukurau Stormwater Helicoil Upgrades – Jellicoe to Tavistock	Build	Start: Aug 2018 End: Aug 2019	25% ●○○○○	\$211k
Waipukurau Stormwater Helicoil Upgrades – Francis Drake Street	Build	Start: Aug 2018 End: Aug 2019	25% ●○○○○	\$233k
WASTEWATER				
PROJECT	STATUS	TIMELINE	PROGRESS	BUDGET (TOTAL)
Waipawa Trunk Sewer Main Renewal	Contract Negotiations	Start: Aug 2018 End: June 2020	20% ●○○○○	\$1.77m
CHB Wastewater Treatment Plants Project (Phase 1)	Community Consultation & BPO	Start: June 2018 End: June 2019	60% ●●●○○	\$300k
CHB Wastewater Treatment Plants Project (Phase 2 – Design & Consent)	Not Started	Start: July 2019 End: Dec 2020	0% ○○○○○	\$1.8m
CHB Wastewater Treatment Plants Project (Phase 3 – Build)	Not Started	Start: Jan 2021 End: TBC	0% ○○○○○	TBC
Otane Wastewater Infiltration and Inflow Study	Contract Negotiations	Start: Jan 2019 End: June 2019	10% ●○○○○	\$80k
Otane Wastewater Treatment Plant Upgrade	Design	Start: April 2018 End: TBC	40% ●●○○○	\$1.47m
Takapau Wastewater Resource Consent Extension	Part 1 – Complete	Start: Aug 2018 End: June 2021	50% ●●●○○	\$100k
Takapau Wastewater Treatment Plant Upgrade	Not Started	Start: 2021 End: TBC	0% ○○○○○	\$831k
Porangahau/Te-Paerahi Wastewater Treatment Plant Upgrade	Not Started	Start: 2019 End: 2022	0% ○○○○○	\$1.85m
CHB Floating Wetlands Review	Investigations	Start: April 2019 End: TBC	5% ○○○○○	TBC



Thrive! PROJECTS

DUST SUPPRESSION AND RURAL SEALING PROJECT

In May, Council resolved to expedite implementation of the Dust Suppression Policy by dedicating carry-over funds into the preparation of business cases for sections of the unsealed road network. This work is set to commence in July.

ROAD FLOOD DAMAGE RESPONSE

Contractors in most cases have exceeded expectations in completing the works to repair assets following the September and December rain events.

Stringfellow and Fulton Hogan have deserved special commendation from Officers for their work quality and speed. Officers are working with contractors to see the final sections of road repaired before financial year end with minimal work expected to carry into 2019/20.

DISTRICT FOOTPATHS

A contract was taken to market and awarded to Downer for construction of new footpaths in May. Work has begun on site in Otane with several sections of footpath to be completed in the financial year.

BILINGUAL SIGNAGE

This project remains in the initiation phases. Progress on this project has not been forthcoming in recent months however we are exploring opportunities for consolidation with other projects with Taiwhenua, including Nga Ara Tipuna.

The Places and Open Spaces Manager and Communications and Engagement Manager will be progressing this project in the first quarter of the new financial year.

LEACHATE TO LAND

Detailed design work has been completed and a project is out to market for physical works to create new storage on site and discharge leachate onto the closed and capped portions of landfill. The contract has received good interest and will be awarded in June for construction commencement in July and completion in December.

WASTE MANAGEMENT AND MINIMISATION PLAN (WMMP)

Following workshops with community and Council, a draft WMMP has been created and will be presented for approval for consultation in June.

ENVIRONMENTAL STRATEGY

The Environmental and Sustainability Strategy was adopted with the Annual Plan and is now operational. The Strategy is already being referenced to guide creation of the WMMP and

actions outlined in the strategy are being progressed by Officers.

Officers are considering how best to report back on outcomes of the strategy and the progress on actions.

COMMUNITY AND TOWN CENTRE PLANS

Community Planning has been identified as the priority for implementation with Town Centre Planning proposed to complement and address potential challenges and opportunities as part of earthquake strengthening in Waipawa and Waipukurau.

Takapau's Community Planning Day was held on 22 February. The working group are now finalising their draft plan.

The Ongaonga Community are planning their community planning day for a day in July, which locals are co-ordinating.

We are hoping to commence Otane in September and begin Porangahau in November.

Council Resolution Monitoring Report – June 2019

Key	
Completed	
On Track	
Off Track	

Item number	Council Resolution	Date of Resolution	Responsible Officer	Progress Report
18.28	Council considers Option 5 – Retain the current funding for drinking water and wastewater with targeted rates for those connected to the network and initiate a full Rating Review only after all the information is gathered and known about the extent of the CHB drinking water and wastewater future expenditure.	03.05.2018	Bronda Smith	On Track. Council has completed an initial Rates Review workshop. The scope and timing was adopted by the Finance and Planning Committee on 28 March 2019.
18.29	Council proceed with Option 1 as outlined in the Long Term Plan and carry out proposed works in the first 10 years such as the second supply to Waipukurau.	03.05.2018	Josh Lloyd	On Track. The Big Water Story is prioritised operationally and strategically. A programme manager has been appointed and key projects are being progressed. Several key projects are actively underway in design or procurement with construction ready to begin on many.

18.30	<p>c) Council proceeds with Option three of the Draft Long Term Plan for the Waipawa Pool, being that a staged approach estimated at \$1.72 million is adopted, with Council contributing funding of \$650,000 in Year 1 of the Long Term Plan for the construction of a new 25 metre pool and learn to swim pool/playpool and filtration, at a value of \$900,000 with the remaining funds to be funded by the Central Hawke's Bay Community; and further:</p> <p>d) Council underwrites from Reserves, any community funding shortfall to ensure the development of the new 25 metre pool and learn to swim pool/playpool and filtration can be completed in the first year of the Long Term Plan and that phase 2 of the project not commence until the balance of community funds from phase 1 is completed.</p>	03.05.2018	Doug Tate	<p>On Track.</p> <p>Fundraising continues with a major fundraiser being the Polar Plunge in June.</p>
18.31	That Council proceeds with Option two of the Draft Long Term Plan being to develop town centre plans for Waipukurau and Waipawa and Community Plans for Tikokino, Ongaonga, Takapau, Porangahau and Otane.	03.05.2018	Christine Renata	<p>On Track.</p> <p>This work is underway. The first community session in Takapau was held on 24 February. Ongaonga is the next community where planning will occur in July.</p>
18.36	That Council support Officers to advocate for the continued enhancement of public transport in Central	03.05.2018	Josh Lloyd	<p>On Track.</p> <p>Public transport linkages remain a key discussion point at relevant working</p>

	Hawke's Bay through the HBRC Regional Public Transport Plan.			groups. Officers continue to work with HBRC to promote public transport. This work stream aligns with new direction provided by NZTA under the 2018 GPS that prioritises access to roading infrastructure with public transport seen as a key means of doing so. Recently Officers have worked with NZTA and InterCity to reinstate bus services through Takapau.
18.40	That Council contributes \$60,000 in year 1 of LTP for upgraded toilets at Te Paerahi Freedom camping area, to be funded from the Rural Ward Fund with the balance being sourced from the Tourism Infrastructure fund or other external partner.	03.05.2018	Craig Ireson	On Track. An application to the fund has been submitted along with funding for water upgrades totalling \$800,000. We expect to hear the outcome of this application in July.
18.63	That Council approve the Project Charter to initiate the Social Housing Strategy project.	03.05.2019	Doug Tate	Complete The strategy has been adopted by Council.
18.73	That Council approve the Project Charter to initiate the Environmental and Sustainability Strategy project.	20.09.2018	Josh Lloyd	Complete The Environmental and Sustainability Strategy was adopted as part of the 2019/20 Annual Plan.


18.75	<p>That Council approve putting the Otane Wastewater Treatment Project on hold, and further options are investigated as part of the wider Waipawa and Waipukurau Wastewater Treatment project; and further</p> <p>That Council endorse seeking an extension application for 24 months with the Hawke's Bay Regional Council.</p>	20.09.2018	Darren de Klerk	<p>Completed.</p> <p>4/4/19 DDK> Completed, received resource consent extension to 31 March 2021.</p> <p>22/2/19 DDK> Still in process, finalising DHB submission, and then HBRC can complete processing, CHBDC officers in contact with BRC officers and no issues foreseen.</p> <p>Officers continue to work with Hawke's Bay Regional Council. Officers have now received endorsement from all original consent submitters and the application for consent extension is expected to be approved by HBRC in the month.</p>
PE 18.115	Council approve the attached procurement plan to combine and package the water treatment plant upgrades at Takapau and Porangahau and procure as a design and build contract.	13.12.2018	Darren de Klerk	<p>Completed</p> <p>DDK 12/06/19 > Contract awarded to Veolia in April 2019</p> <p>DDK 4/4/19 > Procurement complete, finalising contract award at present.</p> <p>Procurement underway, currently evaluating tenders, recommendation report to be taken to Council on 28/2 to approve supplier for project</p>

19.8	That Council adopts the modified Draft Environmental and Sustainability Strategy for public consultation, to be included in the Draft Annual Plan 2019/20.	28.02.2019	Josh Lloyd	Complete The Environmental and Sustainability Strategy was adopted as part of the 2019/20 Annual Plan.
19.9	That Council Adopt the Draft Revenue and Financing Policy and Statement of Proposal in accordance with section 102(1) of the Local Government Act 2002.	28.02.2019	Bronda Smith	Completed The Revenue and Financing Policy was adopted as part of the Annual Plan deliberations on 23 May 2019
19.10	That Council Adopt the CHBDC Rural Ward Fund Investment Commercial Structuring Discussion Paper to support the consultation process in accordance with section 95A of the Local Government Act 2002	28.02.2019	Bronda Smith	Completed During the Annual Plan deliberations Council has tagged \$250,000 for investigation of water security within Central Hawke's Bay with a framework to be developed.
19.11	That Council Adopt the Supporting Information for the Annual Plan 2019/20 to support the consultation process in accordance with section 95A of the Local Government Act 2002 Adopt the Consultation Document for the Annual Plan 2019/20 to support the consultation process in accordance with section 95A of the Local Government Act 2002.	28.02.2019	Bronda Smith	Completed. Consultation closed on 2 April 2019. Submission hearings were heard on the 9 May and the Deliberations Meeting was on 23 May. The Annual Plan is scheduled to be adopted on 20 June 2019.

19.13	<p>That Council grants a lease to the Otane Art and Crafts Incorporate to occupy a portion of the Otane Old School Reserve, on the Corner of White Road and Higginson Street, legally described as Part Lot 1 Deposited Plan 11995 Block VIII Waipukurau, Otane for a term of ten (10) years with two (2) rights of renewal of five (5) years, subject to not receiving any sustained objections following public consultation, as the administering body of the Reserve;</p> <p>b) That Council grants a lease to the Otane Art and Crafts Incorporate to occupy a portion of the Otane Old School Reserve, on the Corner of White Road and Higginson Street, legally described as Part Lot 1 Deposited Plan 11995 Block VIII Waipukurau, Otane for a term of ten (10) years with two (2) rights of renewal of five (5) years, subject to not receiving any sustained objections following public consultation, under delegated Authority from the Minister of Conservation.</p>	28.02.2019	Jennifer Leaf	<p>On Track.</p> <p>We received one objection and are currently working through these details with the submitter.</p>
	<p>a) That Council grants a licence to occupy for the purpose of operating a coffee on part of Russell Park, River Terrace, legally comprised of Lot 2 Deposited Plan 17698, Section 58 Survey Office Plan 8507 and Lot 1 Deposited Plan 8652 Waipukurau for a maximum term of five (5) years, subject to not receiving any sustained objections following public consultation, as the administering body of the Reserve;</p> <p>b) That Council grants a licence to occupy for the purpose of operating a coffee on part of Russell Park, River Terrace, legally comprised of Lot 2 Deposited Plan 17698, Section 58 Survey Office Plan 8507 and Lot 1</p>	28.02.2019	Jennifer Leaf	<p>On Track.</p> <p>We received one objection and are currently working through these details with the submitter.</p>

	Deposited Plan 8652 Waipukurau for a maximum term of five (5) years, subject to not receiving any sustained objections following public consultation, under delegated Authority from the Minister of Conservation;			
19.14	<p>a) That Council approve the use of up to \$400,000 from the Adverse Events Fund to support Councils contribution to the costs of repairing December storm damage.</p> <p>b) That Council delegate authority to the Chief Executive to expedite the procurement of services to support repair works.¹</p> <p>c) That Council strongly urges NZTA and the Ministry of Transport to extend timeframes in which emergency work is to be completed.</p>	28.02.2019	Josh Lloyd	<p>On Track.</p> <p>Officers are working with the contracting market to design and procure works for the repair to roading infrastructure needed after the December damage. The majority of large works are complete.</p> <p>Council officers are working with NZTA senior officials to pressure a review of the emergency funding criteria and timelines.</p>
PE 19.1	<p>That Council approves Option 1 to follow the process outlined within the procurement plan.</p> <p>(Waipawa Trunk Sewer Renewal)</p>	28.02.2019	Darren de Klerk	<p>Completed</p> <p>12/06/19 DDK > Contract awarded to Pipeworks</p> <p>4/4/19 DDK > Currently in the open market under tender to 24/4/19. Following evaluation a recommended supplier report will come to council for approval.</p>

PE 19.2	That the current Road Maintenance Contract and the current Re-seal Contract be extended by one fiscal year.	28.02.2019	Shawn McKinley	On Track. Contracts have been extended by 1 year with both contracting parties. A review is underway of service delivery options that will lead to a procurement plan for future contracts being taken to Council on 20 June 2019.
19.13	a) That Council adopt the Non-rateable Income Funding Strategic Framework. b) That progress towards achieving the outcomes of the Non-rateable Income Funding Strategic Framework be reported to the Finance and Planning Committee as part of the regular work programme updates.	10.04.2019	Monique Davidson	On Track The strategy comes live on 1 July. A work programme to deliver on the strategic framework is anticipated to be reported to the next Finance and Planning Committee.
19.14	That Council adopt the Animal Services Fees and Charges as set out in Attachment A for the 2019/20 year.	10.04.2019	Lisa Harrison	Completed Registration Fees have been sent out for the 2019/20 year.
PE 19.5	Otane Alternate Water Supply a) Council approve Option One, to follow the procurement process as outlined within the attached procurement plan to tender the project to the open market.	10.04.2019	Darren de Klerk	On Track DDK 12/06/19 > Tendering complete, currently negotiating contract

PE 19.27	That a council resolution is reached to award contract C-1009 for the Waipawa Trunk Sewer Main Renewal to Pipeworks Ltd as outlined within the attached supplier recommendation report and subject to due diligence and agreement of contract terms.	9.05.2019	Darren de Klerk	Complete DDK 12/06/19 > Complete, contract awarded to Pipeworks
	<p>a) That \$250k from the rural reserve fund is tagged for supporting water security initiatives in Central Hawke's Bay.</p> <p>b) That council supports a collaborative approach at both a local and regional level for development of water security initiatives.</p> <p>c) That council requests staff bring back a framework which includes further information on the potential role of Central Hawke's Bay district council together with water Holdings CHB, HBRC and the Tukituki taskforce, for understanding issues of water security and creating a local package of solutions.</p>	23.05.2019	<p>Monique Davidson</p> 	<p>On Track</p> <p>Following the Provincial Growth Fund announcement, work is underway with Hawke's Bay Regional Council on the future form of Tukituki Taskforce. This will assist staff in developing a framework which is hoped to be presented in a future Council workshop.</p>
	<p>That funding for Ongaonga Historical Society is increased to \$4,000 each year as a grant for mowing and this year's increase is funded out of interest from the Rural Reserve Fund.</p> <p>That Council continues to invest in our facilities in CHB to allow us to act as a feeder to the Regional Programme but are fully in support of the trust's initiatives.</p>	23.05.2019	Bronda Smith	<p>On Track</p> <p>Following Deliberations, this funding has been included in the Annual Plan budgets for adoption on 20 June 2019</p>

	That Biodiversity Hawke's Bay is granted funding of \$10,000 for 2019/20 year to contribute to the biodiversity endowment fund and that funding comes from rural fire reserve fund.			
	Council approves the establishment of a Disaster Relief Fund Trust as a Council Controlled Organisation under the Local Government Act.	23.05.2019	Bronda Smith	On track Officers will now work with the other Hawke's Bay councils to establish the trust.
	That Council approve additional capital expenditure of \$297,000 in the 2019/20 for the development of a pound facility in Central Hawke's Bay; and further:	23.05.2019	Doug Tate	On Track Following Deliberations, this funding has been included in the Annual Plan budgets for adoption on 20 June 2019
	<p>a) That Council approve targeting external funding through the creation of business cases to support investment in sealing to control dust by reallocating \$50,000 from existing carry forward budgets</p> <p>b) That Council reprioritise \$200,000 of the existing Land Transport budget/work programme to contribute to sealing of roads to control dust if required.</p>	23.05.2019	Josh Lloyd	On track Council has dedicated \$50k from carryover funds into developing business cases for dust control in 2019. Stantec have been engaged to support the work.

19.42	Council approve the additional budget required in the Annual Plan 2019/20 to support regulated compliance for the Three waters and this is loan funded to a total value of \$113, 191.	30.05.2019	Bronda Smith	On Track Following Deliberations, this funding has been included in the Annual Plan budgets for adoption on 20 June 2019
19.43	That Council provide additional funding to the Central Hawke's Bay District Community Trust of \$14,500 ongoing, above and beyond the current Service Agreement value, noting an additional rating impact of \$8,910 in the 2019/20 year	30.05.2019	Bronda Smith	On Track Following Deliberations, this funding has been included in the Annual Plan budgets for adoption on 20 June 2019
PE 19.41	That a council resolution is reached to award contract C-1007 for the SH2 Borefield Upgrade Project to Max Tarr Ltd as outlined within the attached supplier recommendation report and subject to due diligence and agreement of contract terms.	30.05.2019	Darren de Klerk	On Track DDK 12/06/2019 > Contract negotiations are underway
PE 19.42	That a council resolution is reached to award contract C-1002 for the Otane Alternate Water Supply to Fulton Hogan Ltd as outlined within the attached supplier recommendation report and subject to due diligence and agreement of contract terms. Include the 3.2km of wastewater pipeline as a provisional item into the project subject to alignment with wider wastewater project.	30.05.2019	Darren de Klerk	On Track DDK 12/06/2019 > Contract negotiations are underway

9 PUBLIC EXCLUDED BUSINESS**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
9.1 - Minutes of the Chief Executive Employment and Performance Committee Meeting held on 11 June 2019	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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 DATE OF NEXT MEETING**RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council be held on 29 August 2019.

11 TIME OF CLOSURE