



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Council Agenda

Wednesday, 3 June 2020

09:00am

Council Chamber

28-32 Ruataniwha Street

Waipawa

Together we Thrive! E ora ngātahi ana!

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- 1 **KARAKIA**
- 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:

21.2 Time limits on speakers

21.5 Members may speak only once

21.6 Limits on number of speakers

And that Option C under section 22 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 - 9 April 2020

Extraordinary Council Meeting - 30 April 2020

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
COUNCIL MEETING
HELD VIA AUDIOVISUAL LINK – ZOOM
ON THURSDAY, 9 APRIL 2020 AT 09:00AM**

PRESENT: Mayor Alex Walker
Deputy Mayor Kelly Annand
Cr Tim Aitken
Cr Tim Chote (joined the meeting 10am)
Cr Gerard Minehan
Cr Brent Muggeridge
Dr Roger Maaka
Cr Jerry Greer
Cr Kate Taylor
Cr Exham Wichman

IN ATTENDANCE: Monique Davidson (Chief Executive)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Doug Tate (Group Manager, Customer and Community Partnerships)
Bridget Gibson (Governance Support Officer)
Brent Chamberlain (Chief Financial Officer)
Helen O'Shaughnessy (District Plan Manager)

1 PRAYER

Dr Roger Maaka opened the meeting with karakia.

2 APOLOGIES

APOLOGY

RESOLVED: 20.28

Moved: Cr Jerry Greer

Seconded: Cr Brent Muggeridge

That the apologies for lateness from Cr Tim Chote be accepted.

CARRIED

3 DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

4 STANDING ORDERS

RESOLVED: 20.29

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

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

21.2 Time limits on speakers

21.5 Members may speak only once

21.6 Limits on number of speakers

And that Option C under section 22 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

5 CONFIRMATION OF MINUTES

RESOLVED: 20.30

Moved: Cr Tim Aitken

Seconded: Cr Exham Wichman

That the minutes of the Ordinary Council Meeting held on 13 February 2020, the Extraordinary Council Meeting held on 20 March 2020 and the Extraordinary Council Meeting held on 25 March 2020 as circulated, be confirmed as true and correct.

CARRIED

It is recorded that due to legislation introduced since Council resolved on 25th March 2020 to create the Emergency Events Committee (resolution 20.26), the Emergency Events Committee is now dissolved. New legislation allows for Council and Committee meeting quorum to be met via digital attendance.

MOTION**RESOLVED: 20.31**

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

That resolution 20.26 passed on 25 March 2020 be considered null and void.

CARRIED

6 REPORTS FROM COMMITTEES

Nil

7 REPORT SECTION**7.1 AMENDMENT TO THE PROPOSED ANNUAL PLAN 2020/2021****PURPOSE**

The matter for consideration by the Council is whether Council's current Proposed Draft Annual Plan for 2020/2021 should be amended in light of recent Covid-19 and Drought events.

RESOLVED: 20.32

Moved: Cr Brent Muggeridge

Seconded: Cr Gerard Minehan

That having considered all matters raised in the report:

- a) That in light of COVID-19 and Drought, Council request that Officers amend the current Draft Annual Plan 2020/2021 budget, to achieve no more than a 3.8% rates increase. This will be achieved through amending the existing draft budget by implementing options a,b, and c.

CARRIED

Mrs Monique Davidson introduced the report. Mr Chamberlain presented the report outlining options to amend the Annual Plan in response to Covid 19 and the drought emergency events.

The ability to forecast financial impacts and provide guidance to the community and Council based on that forecast was discussed and Officers will continue to review and refine budget forecasts until June as the Covid 19 situation evolves, reporting regularly to Council.

At 10am Councillor Chote joined the meeting.

7.2 ADOPTION OF CENTRAL HAWKE'S BAY DISTRICT COUNCIL'S COVID-19 AND DROUGHT ECONOMIC RECOVERY PLAN

PURPOSE

The matter for consideration by the Council is the adoption of the Central Hawke's Bay District Council COVID-19 and Drought Economic Recovery Plan. This plan incorporates actions already undertaken in response to the current unprecedented situation to support an immediate economic response, as well as work planned in the short-medium term and long term to assist in an economic recovery.

RESOLVED: 20.33

Moved: Cr Jerry Greer

Seconded: Deputy Mayor Kelly Annand

That having considered all matters raised in the report:

- a) That Council approve the COVID-19 and Drought Economic Recovery Plan.

CARRIED

Mrs Davidson presented the report.

Mrs Davidson pointed out that this is a living document that will evolve as the situation develops. It will be regularly reported as a key item.

Advocacy to acquire financial relief from Central Government continues.

The Economic Recovery Plan will be communicated to the community via CHBDC website and other local media sources.

Meeting broke for refreshment break at 11am.

Meeting resumed at 11.22am.

7.3 APPOINTMENT OF KAIĀRAHI MATUA REPORT

PURPOSE

The purpose of this report is for Council to appoint the role of Kaiārahi Matua.

RESOLVED: 20.34

Moved: Mayor Alex Walker

Seconded: Deputy Mayor Kelly Annand

That having considered all matters raised in the report:

1. That Council formally appoint Dr. Roger Maaka as the Central Hawke's Bay District Council Kaiārahi Matua.
2. That Council note that this appointment is per the terms of the Māori Contribution to Decision Making Policy.

CARRIED

7.4 DISTRICT PLAN UPDATE

PURPOSE

The purpose of this report is to provide a high level and formal update to Council on the District Plan Review.

RESOLVED: 20.35

Moved: Cr Kate Taylor

Seconded: Cr Jerry Greer

That, having considered all matters raised in the report, the report be noted.

CARRIED

7.5 NGA ARA TIPUNA - PROCUREMENT APPROVAL**PURPOSE**

The matter for consideration by the Council is to consider the approval of the procurement of physical construction and media delivery for Ngā Ara Tipuna.

RESOLVED: 20.36

Moved: Cr Exham Wichman

Seconded: Cr Kate Taylor

That having considered all matters raised in the report:

- a) That Council approve the Detailed Procurement Plan for Ngā Ara Tipuna – Construction and Media delivery.
- b) That Council approve the direct procurement of Locales Limited for Ngā Ara Tipuna – Construction and Media delivery valued at \$1,716,180.

In Favour: Crs Alex Walker, Kelly Annand, Tim Aitken, Jerry Greer, Kate Taylor and Exham Wichman

Against: Crs Tim Chote, Gerard Minehan and Brent Muggeridge

CARRIED 6/3

CARRIED

7.6 HAWKE'S BAY CIVIL DEFENCE EMERGENCY MANAGEMENT - ANNUAL REPORT 2018/19**PURPOSE**

For Council to receive the Annual Report 2018/19 of the Hawke's Bay Civil Defence Emergency Management Group.

RESOLVED: 20.37

Moved: Cr Tim Aitken

Seconded: Cr Kate Taylor

That, having considered all matters raised in the report, the report be noted.

CARRIED

7.7 MINUTES OF THE CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT STANDING COMMITTEE HELD ON 23 MARCH 2020**PURPOSE**

The purpose of this report is for Council to receive the minutes of the Civil Defence Emergency Management Joint Standing Committee held on 11 November 2019.

RESOLVED: 20.38

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Gerard Minehan

That, having considered all matters raised in the report, the report be noted.

CARRIED**7.8 PRESENTATION FROM HAWKE'S BAY SPORTS PARK TRUST****PURPOSE**

The purpose of this report is to provide a copy of the intended presentation by the Hawke's Bay Community Fitness Centre Trust planned for the 9th April 2020.

RESOLVED: 20.39

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Exham Wichman

That, having considered all matters raised in the report, the report be noted.

CARRIED**8 MAYOR AND COUNCILLOR REPORTS****ARAMOANA/RUAHINE WARD REPORT****PURPOSE**

The purpose of this report is to present the Aramoana/Ruahine Ward Report.

RESOLVED: 20.40

Moved: Cr Tim Aitken

Seconded: Cr Kate Taylor

That the Aramoana/Ruahine Ward Report be noted.

CARRIED

8.2 RUATANIWHA WARD REPORT**PURPOSE**

The purpose of this report is to present the Ruataniwha Ward Report.

RESOLVED: 20.41

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Gerard Minehan

That the Ruataniwha Ward Report be noted.

CARRIED**8.3 STRATEGY AND WELLBEING COMMITTEE CHAIR REPORT****PURPOSE**

The purpose of this report is to present the Strategy and Wellbeing Committee Chair Report.

RESOLVED: 20.42

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Jerry Greer

That the Strategy and Wellbeing Committee Chair Report be noted.

CARRIED**8.4 FINANCE AND INFRASTRUCTURE COMMITTEE CHAIR'S REPORT****PURPOSE**

The purpose of this report is to present the Finance and Infrastructure Committee Chair Report.

RESOLVED: 20.43

Moved: Cr Brent Muggeridge

Seconded: Deputy Mayor Kelly Annand

That the Finance and Infrastructure Committee Chair Report be noted.

CARRIED**MAYOR'S REPORT FOR FEBRUARY-MARCH 2020****PURPOSE**

The purpose of this report is to present Her Worship the Mayor's report.

Mayor Walker requested that gratitude from the Council be formally passed to the organisation for their commitment and work during the Covid 19 pandemic and drought response..

9 CHIEF EXECUTIVE REPORT**9.1 ORGANISATION PERFORMANCE AND ACTIVITY REPORT FEB - MARCH 2020****PURPOSE**

The purpose of this report is to present to Council the organisation report for February and March 2020.

RESOLVED: 20.44

Moved: Cr Kate Taylor

Seconded: Cr Brent Muggeridge

That, having considered all matters raised in the report, the report be noted.

CARRIED

Mrs Davidson noted that Council continue to support a positive partnership with SPCA partners and that staff continue to look after the welfare of CHBDC animals.

PUBLIC meeting concluded at 12:54pm.

10 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLVED: 20.45**

Moved: Cr Gerard Minehan

Seconded: Cr Jerry Greer

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
10.1 - Disposal of Real Property - 7a and 7b Pourerere Road, Omakeke	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons 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: 20.46**

Moved: Cr Gerard Minehan

Seconded: Cr Brent Muggeridge

That Council moves out of Closed Council into Open Council.

CARRIED

11 DATE OF NEXT MEETING**RESOLVED: 20.47**

Moved: Mayor Alex Walker

Seconded: Cr Kate Taylor

That the next meeting of the Central Hawke's Bay District Council be held on 3 June 2020.

CARRIED

12 TIME OF CLOSURE

The Meeting closed at 1:11pm.

The minutes of this meeting were confirmed at the Council Meeting held on 3 June 2020.

.....
CHAIRPERSON

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD VIA AUDIO-VISUAL LINK - ZOOM
ON THURSDAY, 30 APRIL 2020 AT 2PM**

PRESENT: Mayor Alex Walker
Deputy Mayor Kelly Annand
Cr Tim Aitken
Cr Tim Chote
Cr Gerard Minehan
Cr Brent Muggeridge
Dr Roger Maaka
Cr Jerry Greer
Cr Kate Taylor
Cr Exham Wichman
Cr Monique Davidson

IN ATTENDANCE: Monique Davidson (Chief Executive)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Doug Tate (Group Manager, Customer and Community Partnerships)
Brent Chamberlain (Chief Financial Officer)
Bridget Gibson (Governance Support Officer)

1 PRAYER

The meeting commenced 2:02pm with karakia from Kaiārahi Matua Roger Maaka.

2 APOLOGIES

Nil

3 DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

4 STANDING ORDERS

RESOLVED: 20:47]

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

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

21.2 Time limits on speakers

21.5 Members may speak only once

21.6 Limits on number of speakers

And that Option C under section 22 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

5 REPORT SECTION**6.1 LGFA AMENDMENTS TO BORROWING PROGRAM DOCUMENTATION****PURPOSE**

The matter for consideration by the Council is to whether to agree to the proposed amendments of the LGFA borrowing documentation or not.

RESOLVED: 20.48

Moved: Cr Gerard Minehan

Seconded: Cr Jerry Greer

That having considered all matters raised in the report:

- a) That Council receive the report.**
- b) That Council should agree to sign and execute the following legal documents:**
 - (i). Amendment and Restatement Deed (Notes Subscription Agreement)**
 - (ii). Amendment and Restatement Deed (Multi issuer Deed)**
 - (iii). Borrower certificate.**
- c) That by delegation the Mayor and Chair of Finance and Infrastructure Committee sign the required documentation on the Council's behalf.**

CARRIED

Mr Brent Chamberlain presented the report.

Mr Chamberlain stated that borrower note requirement will be incorporated into the budgets for next year and will be reflected in the Annual Plan draft budget, to be presented to Council.

6.2 RESOLUTION MONITORING REPORT**RESOLVED: 20.49**

Moved: Cr Tim Aitken

Seconded: Cr Kate Taylor

That, having considered all matters raised in the report, the report be noted.

CARRIED

6 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLVED: 20.50**

Moved: Cr Kate Taylor

Seconded: Cr Exham Wichman

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 - Land Transport Procurement Outcomes	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>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)</p>	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: 20.51**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Tim Aitken

That Council moves out of Closed Council into Open Council.

CARRIED**7 DATE OF NEXT MEETING**

RESOLVED: 20.52

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

That the next meeting of the Central Hawke's Bay District Council be held on 3 June 2020

CARRIED

8 TIME OF CLOSURE

The Meeting closed at 4.15pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Central Hawke's Bay District Council held on 3 June 2020.

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6 REPORT SECTION

6.1 ADOPTION OF THE ANNUAL PLAN 2020/21

File Number: COU1-1400

Author: Brent Chamberlain, Chief Financial Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Annual Plan 2020/2021 [↓](#)

PURPOSE

The matter for consideration by the Council is the adoption of the Annual Plan 2020-21.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council Adopt the Annual Plan 2020/21 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.**

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.

In this case, Council has deemed the draft Annual Plan is substantially year three of the existing Long Term Plan, and a continuation of the #bigwaterstory, and therefore it has chosen not to consult.

The average proposed rate increase over the 2019/2020 rates is 3.68%.

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 changes to what was signalled in the Long Term Plan then Council is required to consult with the public on those changes. In this case, Council has deemed the draft Annual Plan is substantially year three of the existing Long Term Plan, and a continuation of the #bigwaterstory, and therefore it has chosen not to consult.

The budget setting process began in September 2019, and since that time there have been a number of presentations to Council of where the process was at, including discussions on the impact of Covid-19 and the drought, and how Council can support the community by limiting any rates rise.

Back in November 2019 Council was presented in workshop a draft Annual Plan for 2020/21 that showed an average 5.7% rate increase.

After much discussion, it was decided that Officers should look to make savings to get the proposed increase below 5.2% which was Council's prudential benchmark as per the 2018/28 Long Term Plan consultation document.

In December 2019, a revised budget of 5.1% rates increase was endorsed in principle, down from an initial proposed budget of 5.7% rates increase, and further that the proposed draft Annual Plan was consistent with year 3 of the Long Term Plan and therefore no additional consultation with the public was required.

On the 9th April, Council resolved to that the Annual Plan rate increase should be no more than 3.8% on average across the district.

DISCUSSION

Officers are proposing an Annual Plan for adoption with an average rate increase of 3.68%. These increases are being driven by:

- Increase in compliance costs across the Three Waters.
- Increase in insurance premiums due to a higher risk profile assigned to New Zealand by overseas insurers.
- Increased impacts of Central Government policies such as the Carbon Credit Policy and Waste Levies.
- Offset by a reduction in interest rates due to changed economic conditions.
- Continuing to look for more innovative ways to deliver our services and work collaboratively with our strategic contract partners.

The Tables below show the impact by a sample of rate payer types and locations:

Urban Residential	Category	Land Value	Capital Value	Actual Rates	Proposed Rates	% Change
				2019/20	2020/21	
Waipukurau	Low	54,000	185,000	2,502	2,525	0.9%
Waipukurau	Medium	116,000	330,000	2,907	2,951	1.5%
Waipukurau	Medium	116,000	455,000	3,142	3,201	1.8%
Waipukurau	High	104,000	620,000	3,428	3,504	2.2%
Waipukurau	High	123,000	685,000	3,591	3,676	2.4%
Waipawa	Low	74,000	295,000	2,752	2,789	1.3%
Waipawa	Medium	77,000	280,000	2,730	2,765	1.3%
Waipawa	High	77,000	400,000	2,956	3,005	1.7%
Waipawa	High	180,000	710,000	3,759	3,850	2.4%

Townships	Category	Land Value	Capital Value	Actual Rates	Proposed Rates	% Change
				2019/20	2020/21	
Otane		118,000	315,000	2,543	2,538	-0.2%
Porangahau	Low	59,000	121,000	2,209	2,198	-0.5%
Porangahau	High	59,000	360,000	2,467	2,458	-0.4%
Takapau		40,000	180,000	2,233	2,221	-0.6%
Takapau		64,000	345,000	1,528	1,626	6.4%
Takapau	Lifestyle	370,000	580,000	2,428	2,552	5.1%
Tikokino		77,000	340,000	829	860	3.7%
Onga Onga		50,000	315,000	745	773	3.8%

Coastal Residential	Category	Land Value	Capital Value	Actual Rates	Proposed Rates	% Change
				2019/20	2020/21	
Blackhead		230,000	420,000	1,238	1,282	3.5%
Kairakau		220,000	520,000	2,047	2,158	5.4%
Mangakuri		450,000	900,000	2,220	2,286	2.9%
Te Paerahi	Low	195,000	220,000	2,603	2,603	0.0%
Te Paerahi	Medium	295,000	495,000	3,111	3,122	0.3%

Rural	Category	Land Value	Capital Value	Actual Rates	Proposed Rates	% Change
				2019/20	2020/21	
District	Lower	294,000	303,500	948	974	2.7%
District	Lower	630,000	990,000	2,676	2,747	2.7%
District	Medium	2,970,000	3,470,000	10,292	10,568	2.7%
District	Medium	870,000	930,000	3,118	3,207	2.9%
District	High	6,350,000	7,310,000	21,570	22,145	2.7%
District	High	6,500,000	8,000,000	22,632	23,225	2.6%
Aramoana	High	4,240,000	4,880,000	14,494	14,882	2.7%
Ruataniwha	High	4,000,000	5,000,000	14,117	14,488	2.6%
Ruahine	High	12,200,000	13,600,000	40,058	41,174	2.8%
Ruahine	Medium	2,300,000	2,950,000	8,317	8,536	2.6%

Commerical/Industrial	Category	Land Value	Capital Value	Actual Rates	Proposed Rates	% Change
				2019/20	2020/21	
Waipukurau	Commercial	165,000	600,000	7,147	6,997	-2.1%
Waipawa	Commercial	58,000	87,000	2,326	2,338	0.5%
Waipukurau	Industrial	245,000	420,000	4,282	4,239	-1.0%

RISK ASSESSMENT AND MITIGATION

Currently the proposed draft Annual Plan is consistent (both in levels of service delivery and capital program) with year 3 of the Long Term Plan. For this reason, it had previously been agreed that no further public consultation was necessary.

FOUR WELLBEINGS

This paper considers the financial wellbeing of Central Hawkes Bay residents, and how best the Council can support them to recover from the financial burden that the Covid-19 national emergency has imposed on them.

The Annual Plan proposed here seeks to balance the social and economic burden that many of our ratepayers will be experiencing, whilst also as a Council recognising our need to take a leadership role in acting as an economic stimulus for the district.

DELEGATIONS OR AUTHORITY

Under the Local Government (Rating) Act 2002 and Local Government Act 2002 Council must adopt their Annual Plan (budget) by the 30 June each year to allow for the “rates strike” to occur before the first rates notices are prepared.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed **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.

OPTIONS ANALYSIS

Council has two options:

Option 1: Adopt the Annual Plan 2020/21 in accordance with section 95 of the Local Government Act 2002, and 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: Resolve not to adopt the Annual Plan 2020/21 and to give Officers guidance on which amendments were needed and an amended timeframe related to adoption of the Annual Plan would be required.

Recommended Option

This report recommends option number one, Adopt the Annual Plan for addressing the matter.

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 Chief Financial Controller, in conjunction with the Chief Executive will make any minor amendments and distribute the Annual Plan as required.

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

RECOMMENDATION

That having considered all matters raised in the report:

- a) That Council Adopt the Annual Plan 2020/21 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

Hear about
our plans for
the 2020/21
years!

Bringing Thrive Alive!

Annual Plan 2020/21

E ora ngātahi ana! Together we Thrive!

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Introduction and Overview

Annual Plan 2020 / 21 • 2

Introduction

From the Mayor and Chief Executive

The Annual Plan
2020-21 is all about
#DoingtheMahi

Since adopting the Long Term Plan back in 2018, we've been working hard – really hard.

You told us what you wanted to see prioritised across Central Hawke's Bay, we listened and took action to focus on those big issues.

But, at the start of 2020, we were presented with new and unprecedented challenges that have meant we've really had to pull together as a community, and amend our planning to respond to an ongoing crisis. Alongside many other parts of New Zealand, we have battled a drought which continues to be a cause of real struggle for the farmers and growers in our rural communities. On top of that, with the rest of the world, we found ourselves uniting to fight the COVID-19 pandemic. The twin blows of the drought and COVID-19 have resulted in severe financial, physical and mental stress for many in Central Hawke's Bay.

In response, Council is putting time and resource into ensuring the ongoing protection of our community. We have developed and launched an economic recovery plan to focus on the immediate and long-term recovery from the drought and COVID-19, consisting of real and tangible actions that'll benefit those impacted most, support our people and our businesses, and help to reignite our economy in the process.

However, what we're experiencing is a marathon, not a sprint. This Annual Plan – the third year of the 2018-2028 Long Term Plan – is about short-term decision making and how we can ensure continuity while softening the cost burden where we can. The bigger decisions about effects on service, approach to investment and ongoing recovery strategies are far more important and we are now going to focus our efforts on these long term approaches for how we will shape our District and Council post-COVID-19 and drought. That's why we won't be consulting on the 2020-21 Annual Plan, and instead will be focusing our attention on building the 2021 Long Term Plan. You can expect to have a comprehensive conversation with us over the next 6 – 9 months – covering many topics from rating systems, to landfill, and the huge waste water projects in front of us. This will culminate in a full consultation process in early 2021. We want you to know that your health, welfare and the ongoing delivery of essential services is, and always will be, our utmost priority.

Through all of this, we're #DoingtheMahi – keeping our heads down and doing what we said we would do, while making big plans for the future of our district.

This means ensuring we strike the right balance between offering immediate term relief for those affected by the impact of the drought and COVID-19, and continuing to invest for our future generations.

Following the October 2019 Triennial election, elected members took the time to set the following five strategic priorities for the next three years and our 2020-21 year will see us progress the mahi we've already started in these areas:

- **Delivery of #thebigwaterstory** and improved water security for Central Hawke's Bay.
- **The District Plan:** Delivery of a notified and operative District Plan.
- **Wastewater Treatment Project:** Capital works plan and initial improvements completed, and future funding strategy clarified.
- **Social Housing:** Increased numbers of social housing in Central Hawke's Bay, including improved leverage off Council's retirement housing portfolio.
- **Waste Free CHB:** Reduce recycling to landfill and improved asset management and leverage of landfill.

Once again, this year's rates are very close to what we proposed in the Long Term Plan 2018-28. While we were all in Level 4 and 3 Lockdown, significant work went into adjusting the budgets and the rates to minimise the increase as much as possible. We have achieved a level which is nearly half of where we started from and carefully continues to serve your expectations of service while in a world that operates a little differently.

Our visions for a thriving future continue here in our beautiful part of the world!

Together we Thrive! E ora ngātahi ana!



Alex Walker

Alex Walker
Mayor of Central Hawke's Bay



Monique Davidson

Monique Davidson
Chief Executive Officer



**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.

Elected Member Priorities

Following the October 2019 triennial election, Council has taken the time to discuss the key issues and opportunities facing Central Hawke's Bay District Council and have confirmed the general direction they wish to take Central Hawke's Bay.

Council has agreed that the platform built by Project Thrive has provided building blocks for success that now require continuation of momentum on building excellence for community with an eye to "sharpening our focus on the mechanisms that we have for true transformation for the future".






Council will continue to place its energy and investment on projects and priorities that deliver on the five key areas of focus.

Key Areas

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




Strategic Priorities

These will be supported and delivered through five strategic priorities that Council want to ensure its success in:

-  **Delivery of #thebigwaterstory** and improved water security for Central Hawke's Bay.
-  **The District Plan:** Delivery of a notified and operative District Plan.
-  **Waste Water Treatment Project:** Capital works plan completed, initial improvements completed, and future funding strategy clarified.
-  **Social Housing:** Increased numbers of social housing in Central Hawke's Bay, including improved leverage off Council's retirement housing portfolio.
-  **Waste Free CHB:** Reduce recycling to landfill and improved asset management and leverage of landfill.

Priorities and projects

In addition to setting the direction for Council, this report seeks to provide clarity on the role of the two full Committees of Council by outlining the work programme for the committees in the next three years on the basis of "what we know now". Priorities and projects can change at the direction of Council.

 Strategy and Wellbeing Committee	 Council	 Finance and Infrastructure Committee
<p>Lead and monitor the implementation of the Waste Free CHB Strategy.</p> <p>Lead the delivery of the Social Housing Strategic Framework.</p> <p>Monitor the implementation of the Economic Development Strategy.</p> <p>Monitor the implementation of the Environmental Strategy.</p> <p>Review the current Community Wellbeing Strategy and then monitor the implementation of a revised Social Development Strategy.</p> <p>Develop a Māori/Iwi Engagement Strategy.</p> <p>Monitor development and implementation of Community Plans.</p>	<p>Review and approve Section 17a Reviews as appropriate.</p> <p>Monitor the delivery of the District Plan project and make any decisions related to this project.</p> <p>Lead the development of the Long Term Plan 2021-2031, and delegate to committees on specific functions as and when required.</p> <p>Lead the development of Annual Plans, and delegate to committees on specific functions as and when required.</p> <p>Monitor the implementation of CouncilMARK recommendations and progress.</p> <p>Provide advocacy, leadership and facilitation on Water Security initiatives for Central Hawke's Bay.</p> <p>Work with committees to undertake reviews of Council Bylaws and Policies.</p>	<p>Lead and monitor the Wastewater Treatment Plan projects for across Central Hawke's Bay.</p> <p>Monitor the implementation of #thebigwaterstory.</p> <p>Complete and lead the Rates Review.</p> <p>Monitor the implementation and progress of Provincial Growth Fund projects.</p> <p>Develop a Land Transport Strategic Framework and ensure governance input into the three-year business plan before NZTA submission.</p> <p>Lead the review of the Financial Strategy and associated policies that input into the Long Term Plan 2021-2031.</p> <p>Review the current Treasury Policy – Investment, Debt and Liability Management policies.</p> <p>Monitor the implementation of the Non-Rateable Income Strategic Framework.</p>

We've got big plans!

Our big focus for the 2020/21 year includes the following:



Delivery of #thebigwaterstory

We made good progress on #thebigwaterstory in the 2019-20 year, with Council competing a number of key projects, including two flagship projects - the Takapau Water Treatment Plant upgrade, and the Otane Alternate Water Supply.

The programme of works is on track and going well, however Council still has lots to do in 2020-21 to deliver on #thebigwaterstory!

One priority is the Waipukurau State Highway 2 Borefield Upgrade project which is well underway. When complete, it will add resilience to Waipukurau's water supply and ensure greater efficiency in power use and pump logic, too. Alongside this project, we continue to work on developing options for the Waipukurau Second Water Supply, to add resilience and additional storage, to keep up with the surge of population in the town. This is a long term project which will evolve over the next few years.

Upgrades to the Kairakau water system are in planning stages, with a view for the upgrade to be implemented in time for the 2020-21 summer season. Other projects on the go are further stormwater upgrades in Waipukurau, stage three firefighting improvements in Waipukurau, and the development of a long-term programme for water firefighting and shortfall improvements in Waipawa.

District Plan

The review of the District Plan began in late 2017. We split the review into five main phases: the Rural Environment, Coastal Issues, the Urban Environment, Subdivision Rules and the Natural Environment.

Elected members are committed to engaging with the community and stakeholders to ensure that the community clearly understands and supports the direction of the new Plan.

We released the draft Plan for public consultation in May 2019. Several community meetings were held to discuss the draft, with over 100 submissions received covering a range of issues and provisions. Submitters were also given the opportunity to present in person at Informal Hearings in February 2020.

The District Plan Committee have met during March and April 2020 to deliberate on the submissions and make recommendations on them for consideration by Council. After Council has adopted these recommendations or amended them as necessary, we will make changes to the draft District Plan which, following the adoption by Council, will then be notified for public consultation as a Proposed Plan. At this point, the ball really starts rolling as the release of the Proposed Plan marks the beginning of the formal and statutory phase of the District Plan review.



Social Housing

We're continuing to focus on social housing as a major enabler of the social and economic wellbeing of Central Hawke's Bay.

In March 2019 Council adopted its first Housing Strategic Framework, with four goals and a number of actions defining how Council will support the transformation of social housing in the District.

The major focus of Council to date has been advocating for the District, by working in partnership with the Ministry of Housing and Urban Development (MHUD) and Kainga Ora on Government funded housing development opportunities with results of that partnership expecting to result in tangible outcomes in late 2020 early 2021 for our community.

The second major focus is a piece of work underway reviewing Council's Retirement Housing portfolio. The purpose of the review is to understand how best Council can leverage the communities investment in the portfolio to support social housing outcomes across the District. The outcomes of the review will be included in the 2021 Long Term Plan for consideration by the community.



Wastewater Treatment Project

2019 saw some significant strides forward in planning for the future of our Wastewater in Central Hawke's Bay.

We formally responded to the environment court order concerning the Waipawa Wastewater Plant and outlined a proposed long term plan for the future of Waipawa, Waipukurau and Otane's wastewater. We've been working closely with community members develop options which focus on generational thinking to ensure a positive balance between the environmental health of our District, the strength of our infrastructure to enable Central Hawke's Bay to thrive, and affordability for all of our people. We look forward to bringing these options to you in the lead up to the 2021 Long Term Plan.

Alongside this stream of work, we are developing upgrade options for wastewater plants at Porangahau and Te Paerahi, and Takapau which all have consents expiring in 2021. Considerable work is also underway at the Waipawa Wastewater Plant.

Council's Wastewater projects are consistent with the vision that the community reference group created:

"Our effluent is treated in a sustainable way that creates a resource, protects our environment and continues to do so for generations to come."

Waste Free CHB

In 2019, Council went out for consultation on the new Waste Minimisation and Management Plan (WMMP), which sets out how Central Hawke's Bay District Council will play its part in managing the district's waste over the next six years while continuing to work towards our goal of a 'Waste Free CHB'.

We know that together with the community 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. This year, Council will undertake a major review of Section 17a in the waste space, reviewing how we deliver services to the community.





Rating Review

We intend to undertake a major rating review during the 2020/21 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 2021/22.

Revenue and Financing Policy

For the 2020/21 Financial Year there has been no changes to the Revenue and Financing Policy. A full review is planned for late 2021 which will be consulted on as part of the 2021-2031 Long Term Plan.

When drafting this Annual Plan, Council has considered the impact of rate increases and associated affordability when setting the budgets further into this document.

However, many of the increases have been outside of Council's control, such as Central Government Policy and International Climate Initiatives.

Overall Rates Increase

This plan includes an overall rates increase of 3.7%, which is an increase of 1.5% above what was indicated in year three of the Long Term Plan 2018-28.

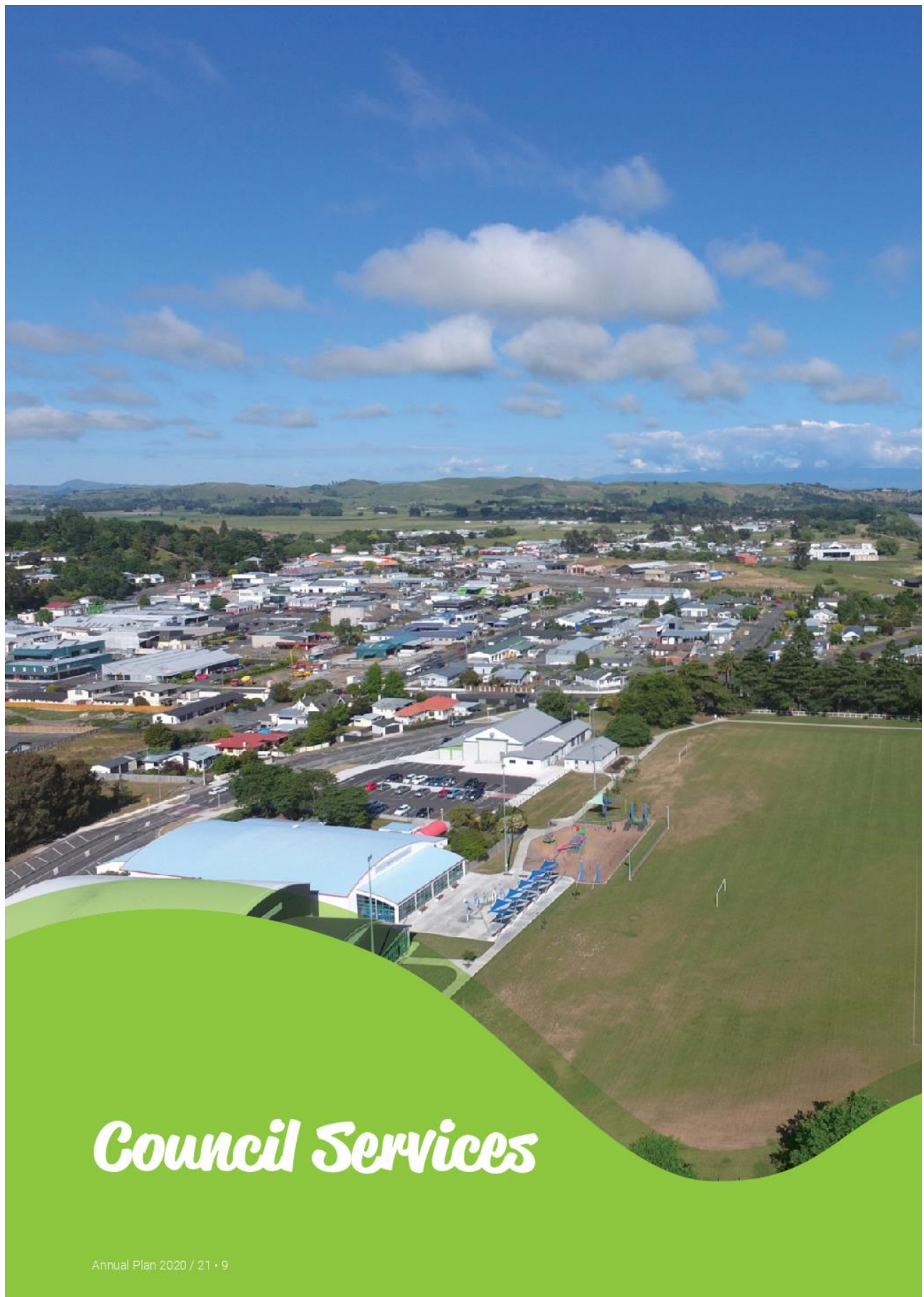
The 1.5% increase is a combination of:

- Increase in compliance costs across the Three Waters.
- Increase in insurance premiums due to a higher risk profile assigned to New Zealand by overseas insurers.
- Increased impacts of Central Government policies such as the Carbon Credit Policy and Waste Levies.
- Offset by a reduction in interest rates due to changed economic conditions.
- Continuing to look for more innovative ways to deliver our services and work collaboratively with our strategic contract partners.

The Annual Plan 2020/21 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 2020/21 year is Year 3 of the Long Term Plan. Any significant variations to the capital programmes are detailed within the Groups of Activities section.

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Group of Activities

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

Planning and Regulatory Group			Community Leadership Group	
				
District Planning	Compliance & Monitoring	Building Control	Leadership, Governance and Consultation	Economic & Social Development
			Water Supplies Group	Land Transport Group
Land Use & Subdivision Consents	Public Health	Animal Control		
			Water Supplies	Land Transport
Recreation and Community Facilities Group			Wastewater Group	Stormwater Group
				
Theatres, Halls & Museums	Property & Buildings	Libraries	Wastewater (Sewerage)	Stormwater
				Solid Waste Group
Retirement Housing	Cemeteries	Parks, Reserves & Swimming Pools	Public Toilets	
				Solid Waste

The Annual Plan 2020/21 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 2020/21 year is Year 3 of the Long Term Plan. Any significant variations to the capital programmes are detailed within this section for each Group of Activities

Funding Impact Statement for 2018-2028

Community Leadership Group

	Annual Plan 2020 \$000	LTP 2021 \$000	Annual Plan 2021 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	1,314	1,251	1,406
Targeted rates	0	0	0
Subsidies and Grants for Operating Purposes	52	48	35
Fees, charges	0	0	29
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
Total operating funding	1,367	1,299	1,470
Applications of operating funding			
Payments to staff and suppliers	1,087	1,032	1,142
Finance costs	0	0	0
Other operating funding applications	305	282	343
Total applications of operating funding	1,392	1,315	1,485
Surplus (deficit) of operating funding	(25)	(15)	(15)
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	(25)	(15)	(15)
Increase (decrease) of investments	0	0	0
Total applications of capital funding	(25)	(15)	(15)
Surplus (deficit) of capital funding	25	15	15
Funding balance	0	0	(0)

Funding Impact Statement for 2018-2028

Planning and Regulatory Group

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

	Annual Plan 2020 \$'000	LTP 2021 \$'000	Annual Plan 2021 \$'000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	694	807	823
Targeted rates	0	0	0
Subsidies and Grants for Operating Purposes	0	0	0
Fees, charges	1,247	1,041	1,393
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	18	22	17
Total operating funding	1,959	1,870	2,233
Applications of operating funding			
Payments to staff and suppliers	1,392	1,334	1,583
Finance costs	19	19	35
Other operating funding applications	523	484	585
Total applications of operating funding	1,934	1,837	2,202
Surplus (deficit) of operating funding	25	33	31
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	680	201	695
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	680	201	695
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	705	234	726
- to replace existing assets	0	0	0
Increase (decrease) in reserves	0	0	0
Increase (decrease) of investments	0	0	0
Total applications of capital funding	705	234	726
Surplus (deficit) of capital funding	(25)	(33)	(31)
Funding balance	(0)	(0)	0

Variation of capital expenditure between Long Term Plan 2018-28 year 3 and annual plan 2020/21

Activity	Year 3 of LTP \$'000	Annual Plan 2020/21 \$'000	Difference \$'000	Explanation
District Plan	234	726	492	Prior Years Budgets unspent and carried forward to 2021

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Funding Impact Statement for 2018-2028

Land Transport Group

	Annual Plan 2020 \$'000	LTP 2021 \$'000	Annual Plan 2021 \$'000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	6,568	6,707	6,854
Targeted rates	0	0	0
Subsidies and Grants for Operating Purposes	2,626	2,571	2,613
Fees, charges	19	19	36
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	162	165	162
Total operating funding	9,374	9,462	9,664
Applications of operating funding			
Payments to staff and suppliers	4,569	4,635	4,705
Finance costs	0	0	0
Other operating funding applications	1,284	1,178	1,497
Total applications of operating funding	5,853	5,813	6,201
Surplus (deficit) of operating funding	3,522	3,649	3,463
Sources of capital funding			
Subsidies and grants for capital expenditure	4,977	4,663	4,852
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	4,980	4,666	4,855
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	1,489	1,000	1,000
- to replace existing assets	7,013	7,299	7,299
Increase (decrease) in reserves	(1)	16	19
Increase (decrease) of investments	0	0	0
Total applications of capital funding	8,501	8,315	8,318
Surplus (deficit) of capital funding	(3,522)	(3,649)	(3,463)
Funding balance	0	0	0

Variation of capital expenditure between Long Term Plan 2018-28 year 3 and annual plan 2020/21

Activity	Year 3 of LTP \$'000	Annual Plan 2020/21 \$'000	Difference \$'000	Explanation
Seal Renewals	3,714	3,714	0	No Change
Unsealed Renewals	475	475	0	No Change
Bridges / Structures	1,003	1,003	0	No Change
Footpaths	314	314	0	No Change
Drainage	1,207	1,207	0	No Change
Other	1,586	1,586	0	No Change

Funding Impact Statement for 2018-2028

Solid Waste Group

	Annual Plan 2020 \$'000	LTP 2021 \$'000	Annual Plan 2021 \$'000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	1,309	1,226	1,196
Targeted rates	294	242	373
Subsidies and Grants for Operating Purposes	53	54	53
Fees, charges	1,152	1,156	1,713
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
Total operating funding	2,808	2,678	3,335
Applications of operating funding			
Payments to staff and suppliers	2,036	1,915	2,472
Finance costs	71	85	44
Other operating funding applications	431	399	501
Total applications of operating funding	2,538	2,399	3,017
Surplus (deficit) of operating funding	271	278	318
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	(96)	(122)	(129)
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	(96)	(122)	(129)
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	60	0	0
- to replace existing assets	95	97	97
Increase (decrease) in reserves	19	59	93
Increase (decrease) of investments	0	0	0
Total applications of capital funding	174	157	190
Surplus (deficit) of capital funding	(271)	(278)	(318)
Funding balance	(0)	0	0

Variation of capital expenditure between Long Term Plan 2018-28 year 3 and annual plan 2020/21

Activity	Year 3 of LTP \$'000	Annual Plan 2020/21 \$'000	Difference \$'000	Explanation
Landfill	58	58	0	No Change
Transfer Stations	27	27	0	No Change
Recycling / Bins	12	12	0	No Change

Funding Impact Statement for 2018-2028

Water Supplies Group

	Annual Plan 2020 \$'000	LTP 2021 \$'000	Annual Plan 2021 \$'000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	0	0	0
Targeted rates	3,036	3,272	3,416
Subsidies and Grants for Operating Purposes	0	0	0
Fees, charges	3	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	3,039	3,272	3,419
Applications of operating funding			
Payments to staff and suppliers	1,313	1,532	1,522
Finance costs	317	616	347
Other operating funding applications	552	511	703
Total applications of operating funding	2,182	2,659	2,572
Surplus (deficit) of operating funding	856	613	847
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	5	5	50
Increase (decrease) in debt	6,956	220	1,675
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	6,961	225	1,725
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	7,070	456	1,990
- to replace existing assets	617	632	832
Increase (decrease) in reserves	130	(250)	(250)
Increase (decrease) of investments	0	0	0
Total applications of capital funding	7,817	838	2,572
Surplus (deficit) of capital funding	(856)	(613)	(847)
Funding balance	0	0	0

Variation of capital expenditure between Long Term Plan 2018-28 year 3 and annual plan 2020/21

Activity	Year 3 of LTP \$'000	Annual Plan 2020/21 \$'000	Difference \$'000	Explanation
District Renewals	176	376	200	Reassessment of work required
Waipukurau Second Supply	0	1,535	1,535	Prior Years Budgets unspent and carried forward to 2021
Waipukurau Water Supply	590	590	0	No Change
Waipawa Water Supply	322	322	0	No Change

Funding Impact Statement for 2018-2028

Wastewater Group

	Annual Plan 2020 \$'000	LTP 2021 \$'000	Annual Plan 2021 \$'000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	0	0	0
Targeted rates	3,241	3,573	2,932
Subsidies and Grants for Operating Purposes	0	0	0
Fees, charges	237	245	417
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0
Total operating funding	3,478	3,818	3,349
Applications of operating funding			
Payments to staff and suppliers	1,682	1,519	1,459
Finance costs	482	698	375
Other operating funding applications	552	511	675
Total applications of operating funding	2,717	2,728	2,509
Surplus (deficit) of operating funding	761	1,090	841
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	10	10	50
Increase (decrease) in debt	2,455	1,100	977
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	2,465	1,110	1,027
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	2,870	1,609	1,609
- to replace existing assets	546	559	259
Increase (decrease) in reserves	(190)	32	0
Increase (decrease) of investments	0	0	0
Total applications of capital funding	3,226	2,200	1,868
Surplus (deficit) of capital funding	(761)	(1,090)	(841)
Funding balance	(0)	0	0

Variation of capital expenditure between Long Term Plan 2018-28 year 3 and annual plan 2020/21

Activity	Year 3 of LTP \$'000	Annual Plan 2020/21 \$'000	Difference \$'000	Explanation
District Sewer	559	259	(300)	Reassessment of work required
Waipukurau / Waipawa Treatment	1,073	1,073	0	No Change
Porangahau / Te Paerahi Treatment	536	536	0	No Change
Waipawa Water Supply	322	322	0	No Change

Funding Impact Statement for 2018-2028

Stormwater Group

	Annual Plan 2020 \$'000	LTP 2021 \$'000	Annual Plan 2021 \$'000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	0	0	0
Targeted rates	685	713	782
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	685	713	782
Applications of operating funding			
Payments to staff and suppliers	255	250	312
Finance costs	24	28	17
Other operating funding applications	179	166	208
Total applications of operating funding	458	444	538
Surplus (deficit) of operating funding	227	269	245
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	0	0	0
Increase (decrease) in debt	77	(43)	(19)
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	77	(43)	(19)
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	84	0	0
- to replace existing assets	221	226	226
Increase (decrease) in reserves	0	0	0
Increase (decrease) of investments	0	0	0
Total applications of capital funding	304	226	226
Surplus (deficit) of capital funding	(227)	(269)	(245)
Funding balance	0	0	0

Variation of capital expenditure between Long Term Plan 2018-28 year 3 and annual plan 2020/21

Activity	Year 3 of LTP \$'000	Annual Plan 2020/21 \$'000	Difference \$'000	Explanation
Renewals	198	198	0	No Change
Remediation works	27	27	0	No Change

Funding Impact Statement for 2018-2028

Recreation and Community Facilities Group

	Annual Plan 2020 \$000	LTP 2021 \$000	Annual Plan 2021 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	3,520	3,561	3,644
Targeted rates	0	0	0
Subsidies and Grants for Operating Purposes	13	17	13
Fees, charges	558	566	746
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	15	6	51
Total operating funding	4,106	4,150	4,454
Applications of operating funding			
Payments to staff and suppliers	2,380	2,375	2,659
Finance costs	141	174	98
Other operating funding applications	838	776	934
Total applications of operating funding	3,359	3,324	3,691
Surplus (deficit) of operating funding	747	826	763
Sources of capital funding			
Subsidies and grants for capital expenditure	0	0	0
Development and financial contributions	4	4	4
Increase (decrease) in debt	241	185	129
Gross proceeds from sale of assets	0	0	0
Lump sum contributions	0	0	0
Total sources of capital funding	245	189	133
Applications of capital funding			
Capital expenditure			
- to meet additional demand	0	0	0
- to improve the level of service	287	266	326
- to replace existing assets	655	693	586
Increase (decrease) in reserves	51	56	(16)
Increase (decrease) of investments	0	0	0
Total applications of capital funding	992	1,015	897
Surplus (deficit) of capital funding	(747)	(826)	(763)
Funding balance	(0)	(0)	(0)

Variation of capital expenditure between Long Term Plan 2018-28 year 3 and annual plan 2020/21

Activity	Year 3 of LTP \$'000	Annual Plan 2020/21 \$'000	Difference \$'000	Explanation
Libraries	135	135	0	No Change
Halls / Theatres / Museums	319	319	0	No Change
Pools / Parks / Reserves / Toilets / Cemeteries	371	324	(47)	Porangahau Cemetery project replaced with Waipukurau Camping Toilet Project
Other Buildings	134	134	0	No Change



Prospective Statement of
Comprehensive Income

	Annual Report 2019 \$000	Annual Plan 2020 \$000	Long Term Plan 2021 \$000	Annual Plan 2021 \$000
Revenue				
Rates Revenue	19,830	20,691	21,381	21,453
Subsidies and Grants	11,167	7,721	7,353	7,566
Interest and dividends	189	140	141	92
Fees and charges	3,416	3,217	3,030	4,338
Development Contributions	364	22	22	107
Other Revenue	788	229	228	265
Total revenue	35,754	32,020	32,155	33,821
Expenditure				
Personnel costs	5,147	5,289	5,111	5,829
Depreciation and amortisation	11,946	12,102	13,137	13,065
Finance costs	173	583	798	462
Other operating costs	17,037	14,034	13,643	15,316
Total operating expenditure	34,303	32,008	32,690	34,673
Net Operating Surplus/(Deficit)	1,451	12	(535)	(851)
Other (Gains)/Losses				
(Gains)/Losses on Public Debt	(17)	0	0	0
(Gains)/Losses on Investments	39	0	0	0
Total Other (Gains)/Losses	22	0	0	0
Net Operating surplus/(deficit) before tax	1,429	12	(535)	(851)
Income tax expense	0	0	0	0
Netsurplus/(deficit) after tax	1,429	12	(535)	(851)
Other comprehensive income				
Gains/(Losses) on the revaluation of property, plant, equipment	47,287	20,005	14,436	14,928
Total other comprehensive Income	47,287	20,005	14,436	14,928
Total comprehensive income for the year	48,716	20,017	13,901	14,076

Prospective Statement of Changes in Equity

	Annual Report 2019 \$000	Annual Plan 2020 \$000	Long Term Plan 2021 \$000	Annual Plan 2021 \$000
Opening Equity Balance	792,903	841,619	861,636	861,636
Total comprehensive income for the year	48,716	20,017	13,901	14,076
Closing Equity Balance	841,619	861,636	875,537	875,713
Components of Equity				
Ratepayers Equity at the beginning of the Year	243,694	245,062	244,620	244,620
Net Surplus/(Deficit) for the Year	1,429	20,017	(535)	(851)
Transfers to (from) other reserves	(61)	(20,459)	(372)	627
Ratepayers Equity at end of Year	245,062	244,620	243,713	244,396
Special Funds at the beginning of the Year	6,835	6,900	7,364	7,364
Transfers to (from) Special Funds	65	464	382	(455)
Special Funds at the end of the Year	6,900	7,364	7,746	6,909
Trust Funds at the beginning of the Year	186	182	172	172
Transfers to (from) Trust Funds	(4)	(10)	(10)	(172)
Trust Funds at the end of the Year	182	172	162	0
Revaluation Reserves at the beginning of the Year	542,188	589,475	609,480	609,480
Transfers to (from) Revaluation Reserves	47,287	20,005	14,436	14,928
Revaluation Reserves at the end of the Year	589,475	609,480	623,916	624,408
Total Equity at end of Year	841,619	861,636	875,537	875,713

* 1 July 2020 Opening Balance Sheet has been reforecast for the 2020/21 Annual Plan based on 30 June 2019 Actuals

Prospective Balance sheet

	Annual Report 2019 \$000	Annual Plan 2020 \$000	Long Term Plan 2021 \$000	Annual Plan 2021 \$000
Assets				
Current assets				
Cash and cash equivalents	4,561	3,956	2,453	4,561
Accounts receivable	4,548	2,904	2,512	4,548
Prepayments	238	239	229	238
Stock on Hand	22	26	23	22
Current Investments	1,053	500	0	27
Total current assets	10,422	7,624	5,217	9,395
Non-current assets				
Investments	1,034	1,981	3,512	2,386
Property, plant and equipment	845,156	875,172	890,082	895,164
Total non-current assets	846,190	877,153	893,594	897,550
Total assets	856,612	884,777	898,811	906,945
Liabilities				
Current liabilities				
Trade and other payables	9,240	5,073	4,627	9,239
Employee entitlements	238	236	253	238
Current public debt	26	26	43	26
Total current liabilities	9,504	5,335	4,923	9,503
Non-current liabilities				
Non-current public debt	2,000	15,753	16,183	18,157
Provisions for landfill closure	3,489	2,054	2,168	3,573
Total non-current liabilities	5,489	17,806	18,350	21,730
Total liabilities	14,993	23,141	23,274	31,233
Equity				
Special and other funds	6,900	7,364	7,746	6,909
Trust funds	182	172	162	0
Revaluation reserve of assets	589,475	609,480	623,916	624,408
Ratepayers' equity	245,062	244,620	243,713	244,396
Total equity	841,619	861,636	875,537	875,713
Total Liabilities and Equity	856,612	884,777	898,811	906,945

* 1 July 2020 Opening Balance Sheet has been reforecast for the 2020/21 Annual Plan based on 30 June 2019 Actuals

Prospective Statement of Cash Flows

	Annual Report 2019 \$000	Annual Plan 2020 \$000	Long Term Plan 2021 \$000	Annual Plan 2021 \$000
Cash flows from operating activities				
Cash was provided from:				
Receipts from rates revenue	19,783	20,691	21,381	20,510
Subsidies and grants received	10,279	7,721	7,353	7,566
Fees and charges received	2,697	3,217	3,030	3,638
Interest received	213	140	141	92
Receipts from other revenue	762	181	228	265
Development contributions	364	22	22	107
Cash was disbursed to:				
Payments to suppliers of goods and services	(15,021)	(13,986)	(13,643)	(12,136)
Payments to employees	(5,145)	(5,289)	(5,111)	(5,832)
Interest paid	(117)	(558)	(773)	(462)
Net cash from operating activities	13,815	12,139	12,628	13,748
Cash flows from investing activities				
Cash was provided from:				
Proceeds from sale of property, plant and equipment	0	35	35	35
Proceeds from investments	1,268	531	0	0
Cash was disbursed to:				
Purchase of investment	(957)	277	(314)	68
Purchase of intangible assets	(313)	0	0	
Purchase of property, plant and equipment	(12,524)	(22,202)	(13,326)	(15,649)
Net cash from investing activities	(12,526)	(21,359)	(13,605)	(15,547)
Cash flows from financing activities				
Cash was provided from:				
Proceeds from borrowing	1,500	9,905	977	2,404
Cash was disbursed to:				
Repayment of borrowings	(2,184)	(684)	0	0
Net cash from financing activities	(684)	9,221	977	2,404
Net (decrease)/increase in cash, cash equivalents and bank overdrafts	605	0	0	606
Cash, cash equivalents and bank overdrafts at the beginning of the year	3,956	3,956	2,453	3,956
Cash, cash equivalents and bank overdrafts at the end of the year	4,561	3,956	2,453	4,562

Prospective Statement of Reserve Movements

	Annual Report 2019 \$000	Annual Plan 2020 \$000	Long Term Plan 2021 \$000	Annual Plan 2021 \$000
Reserves held for Emergency Purposes				
Opening Balance	3,490	3,238	3,379	3,379
Transfers to Reserves	126	141	(2)	34
Transfer From Reserves	(378)	0	5	(168)
Closing Balance	3,238	3,379	3,382	3,245
Reserves held for Future Asset Purchases				
Opening Balance	2,462	2,901	3,199	3,199
Transfers to Reserves	588	298	328	32
Transfer From Reserves	(149)	0	0	(422)
Closing Balance	2,901	3,199	3,527	2,809
Reserves held for Future Operational Costs				
Opening Balance	839	720	749	749
Transfers to Reserves	99	29	51	66
Transfer From Reserves	(218)	0	0	0
Closing Balance	720	749	800	815
Reserves held for Other Purposes				
Opening Balance	43	41	37	37
Transfers to Reserves	18	0	0	4
Transfer From Reserves	(20)	(4)	0	0
Closing Balance	41	37	37	41
Total Reserve Funds	6,900	7,364	7,746	6,909

* 1 July 2020 Opening Balance Sheet has been reforecast for the 2020/21 Annual Plan based on 30 June 2019 Actuals

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 2020/21 Annual Plan.

Funding Impact Statement for 2020/21 (Whole of Council)

	Annual Plan 2020 \$000	LTP 2021 \$000	Annual Plan 2021 \$000
Sources of operating funding			
General rates, uniform annual general charges and rates penalties	13,435	13,581	13,950
Targeted rates	7,256	7,800	7,503
Subsidies and Grants for Operating Purposes	2,744	2,690	2,715
Fees, charges	3,216	3,028	4,337
Interest and dividends from investments	140	141	92
Local authorities fuel tax, fines, infringement fees and other receipts	196	194	231
Total operating funding	26,987	27,434	28,828
Applications of operating funding			
Payments to staff and suppliers	19,503	18,930	21,325
Finance costs	558	773	419
Other operating funding applications	(180)	(176)	(180)
Total applications of operating funding	19,881	19,527	21,565
Surplus (deficit) of operating funding	7,105	7,907	7,263
Sources of capital funding			
Subsidies and grants for capital expenditure	4,977	4,663	4,852
Development and financial contributions	22	22	107
Increase (decrease) in debt	9,221	977	2,762
Gross proceeds from sale of assets	35	35	35
Lump sum contributions	0	0	0
Total sources of capital funding	14,254	5,698	7,755
Applications of capital funding			
Capital expenditure			
-to meet additional demand	0	0	0
-to improve the level of service	12,664	3,566	5,652
-to replace existing assets	9,538	9,761	9,554
Increase (decrease) in reserves	0	(0)	0
Increase (decrease) of investments	(842)	279	(188)
Total applications of capital funding	21,359	13,605	15,018
Surplus (deficit) of capital funding	(7,105)	(7,907)	(7,263)
Funding balance	(0)	0	0

2020/21 Rates Factors

The table below lists the rate factors for the 2020/21 year (1 July 2020 to 30 June 2021) that are proposed to be set by the Central Hawke's Bay District Council under the Local Government (Rating) Act 2002.

Description	Land Liabie	Differential	Factor of Liability	Factor	Rate Value	** Amount Sought including GST \$
District Wide Rates						
General	All rateable property	Uniform	Capital Value	\$5,684,186.500	\$0.1089000	\$6187,676.57
Uniform Annual General Charge	All rateable property	Uniform	Fixed Amount per SUIP *	6.689	\$290.53	\$1,943,091.47
District Land Transport	All rateable property	Uniform	Land Value	\$3,603,801.600	\$0.2187100	\$7,881,738.28
Targeted Rates						
Refuse Collection	Service Available	Uniform	Fixed Amount per SUIP *	4.138	\$30.18	\$124,895.87
Kerbside Recycling Collection	Service Available	Uniform	Fixed Amount per SUIP *	3.043	\$99.84	\$303,802.30
Water Supply	Connected/Service Available	Connected/Service Available	Fixed Amount per SUIP *	4.251	\$789.33/\$394.66	\$3,355,426.36
Sewerage	Connected/Service Available	Connected/Use/Service Available	Fixed Amount per SUIP *, per Pan	4.079	\$826.70/\$413.35	\$3,371,679.83
Stormwater	Catchment Area	Uniform	Capital Value	\$959,152.400	\$0.0910500	\$882,451.57
Drainage	Ta Aute	Classifications	Fixed Amount per point	73.614	\$0.2343300	\$17,250.00
Waterby Meter	Extraordinary users	Volume, land use category	Fixed Amount per cubic metre		\$3.85 / \$2.65	\$573,227
Total Sought						\$24,641,239

Sample Rating Impacts on Properties

Urban Residential	Category	Land Value	Capital Value	Actual Rates 2019/20	Proposed Rates 2020/21
Waipukurau	Low	54,000	185,000	2,502	2,525
Waipukurau	Medium	116,000	330,000	2,907	2,951
Waipukurau	Medium	116,000	455,000	3,142	3,201
Waipukurau	High	104,000	620,000	3,428	3,504
Waipukurau	High	123,000	685,000	3,591	3,676
Waipawa	Low	74,000	295,000	2,752	2,789
Waipawa	Medium	77,000	280,000	2,730	2,765
Waipawa	High	77,000	400,000	2,956	3,005
Waipawa	High	180,000	710,000	3,759	3,850

Townships	Category	Land Value	Capital Value	Actual Rates 2019/20	Proposed Rates 2020/21
Otane		118,000	315,000	2,543	2,538
Porangahau	Low	59,000	121,000	2,209	2,198
Porangahau	High	59,000	360,000	2,467	2,458
Takapau		40,000	180,000	2,233	2,221
Takapau		64,000	345,000	1,528	1,626
Takapau	Lifestyle	370,000	580,000	2,428	2,552
Tikokino		77,000	340,000	829	860
Onga Onga		50,000	315,000	745	773

Coastal Residential	Category	Land Value	Capital Value	Actual Rates 2019/20	Proposed Rates 2020/21
Blackhead		230,000	420,000	1,238	1,282
Kairakau		220,000	520,000	2,047	2,158
Mangakuri		450,000	900,000	2,220	2,286
Te Paerahi	Low	195,000	220,000	2,603	2,603
Te Paerahi	Medium	295,000	495,000	3,111	3,122

Rural	Category	Land Value	Capital Value	Actual Rates 2019/20	Proposed Rates 2020/21
District	Lower	294,000	303,500	948	974
District	Lower	630,000	990,000	2,676	2,747
District	Medium	2,970,000	3,470,000	10,292	10,568
District	Medium	870,000	930,000	3,118	3,207
District	High	6,350,000	7,310,000	21,570	22,145
District	High	6,500,000	8,000,000	22,632	23,225
Aramoana	High	4,240,000	4,880,000	14,494	14,882
Ruataniwha	High	4,000,000	5,000,000	14,117	14,488
Ruahine	High	12,200,000	13,600,000	40,058	41,174
Ruahine	Medium	2,300,000	2,950,000	8,317	8,536

Commerical/Industrial	Category	Land Value	Capital Value	Actual Rates 2019/20	Proposed Rates 2020/21
Waipukurau	Commercial	165,000	600,000	7,147	6,997
Waipawa	Commercial	58,000	87,000	2,326	2,338
Waipukurau	Industrial	245,000	420,000	4,282	4,239

Rates

The following rates are intended to be set and assessed on all property within the District for the 2020/21 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 2020/21 year, this rate will be 0.10890 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 2020/21 year, this rate will be \$290.53 (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 2020/21 year this rate will be 0.21871 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.

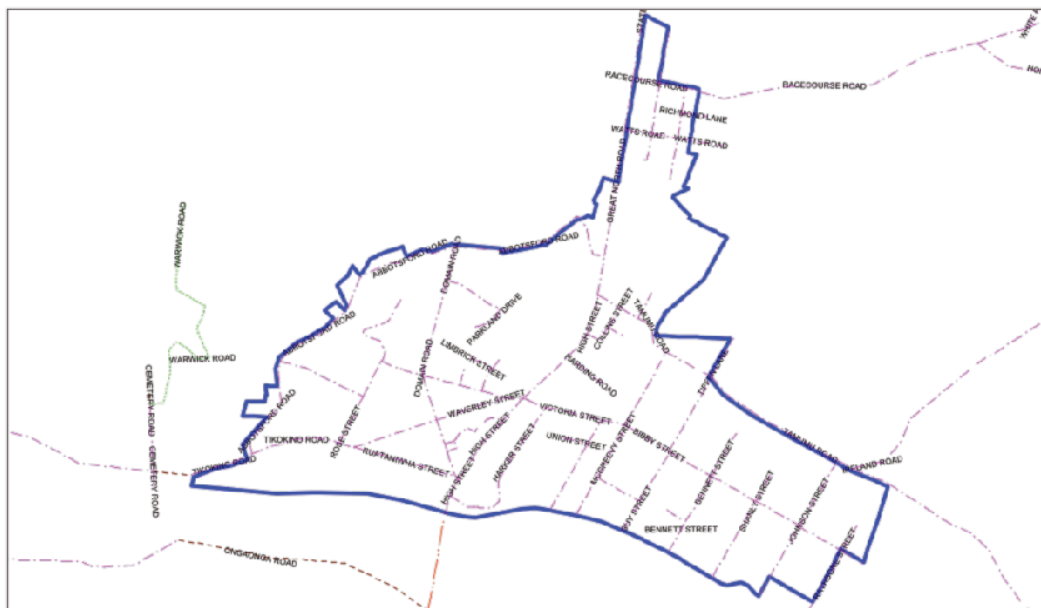
A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for water supply operations of a fixed amount per separately used or inhabited part of a rating unit. The purpose of this rate is to fund water supplies for Otane, Takapau, Waipukurau, Waipawa, Kairakau, Porangahau and Te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

The rate is subject to differentials as follows:

- For this rate:

- For the 2020/21 year these rates will be:

WAIPAWA WATER SUPPLY ZONE



[illegible][illegible]

[illegible]

[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 2020/21 year these rates will be:

VOLUME OF WATER (CUBIC METRES)	RATE PER CUBIC METRE (INCL GST)
a Below 40,000	\$2.65
b Above 40,000, non- industrial	\$2.65
c Above 40,000, industrial	\$2.65

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.

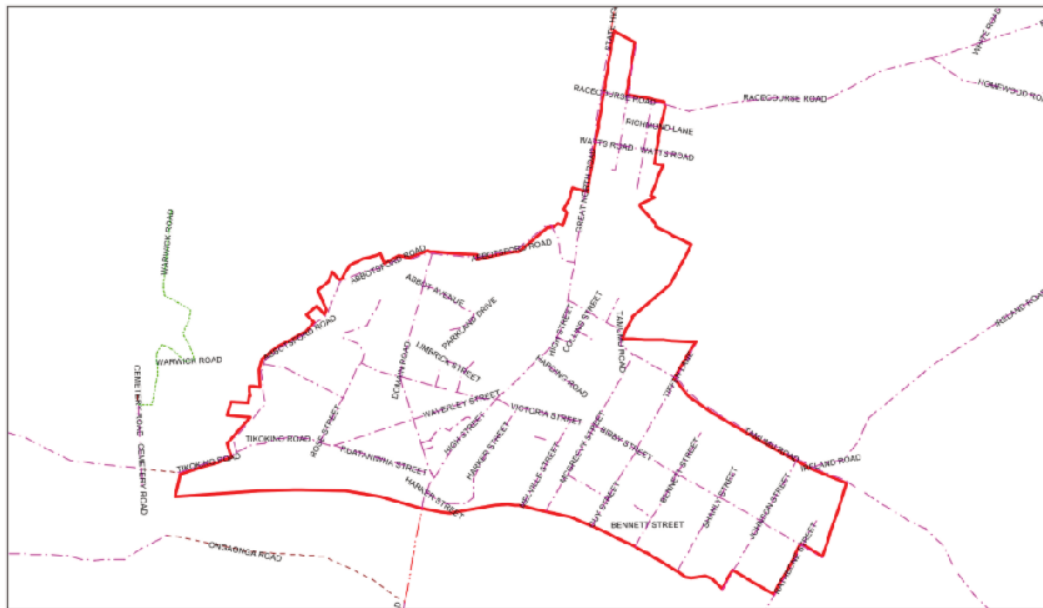
The rate is subject to differentials as follows:

- '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 2020/21 year these rates will be:

CHARGE	SEWERAGE RATE (INCL GST)
a First charge per separately used or inhabited part of a rating unit connected	\$826.70
b Additional charge per pan after the first	\$826.70
c Serviceable, not connected, per separately used or inhabited part of a rating unit	\$413.35
d Additional charge per pan after the first – commercial accommodation provider, qualifying club	\$413.35

WAIPAWA SEWER OPERATION ZONE**OTANE SEWER OPERATION ZONE**

[illegible][illegible]

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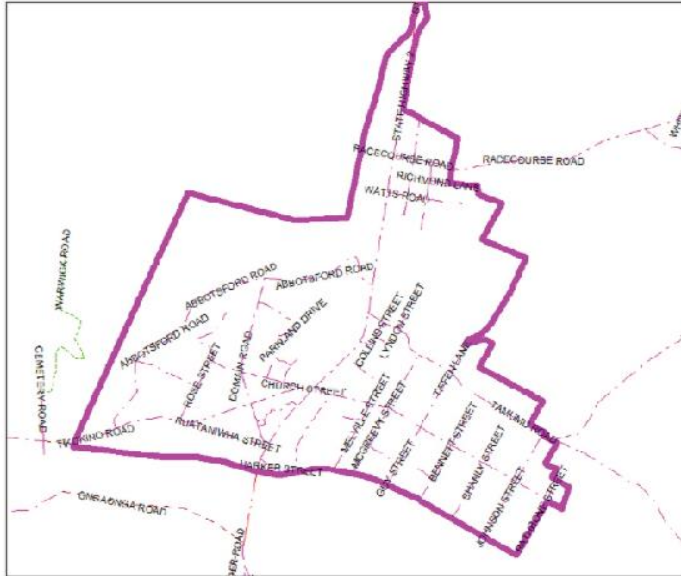
A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the purpose of funding operations and maintenance, plus improvements and loan charges on the stormwater drainage network as follows:

For the 2020/21 year this rate will be 0.09105 cents per dollar (including GST).

WAIPAWA STORMWATER OPERATION ZONE

[illegible]

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.

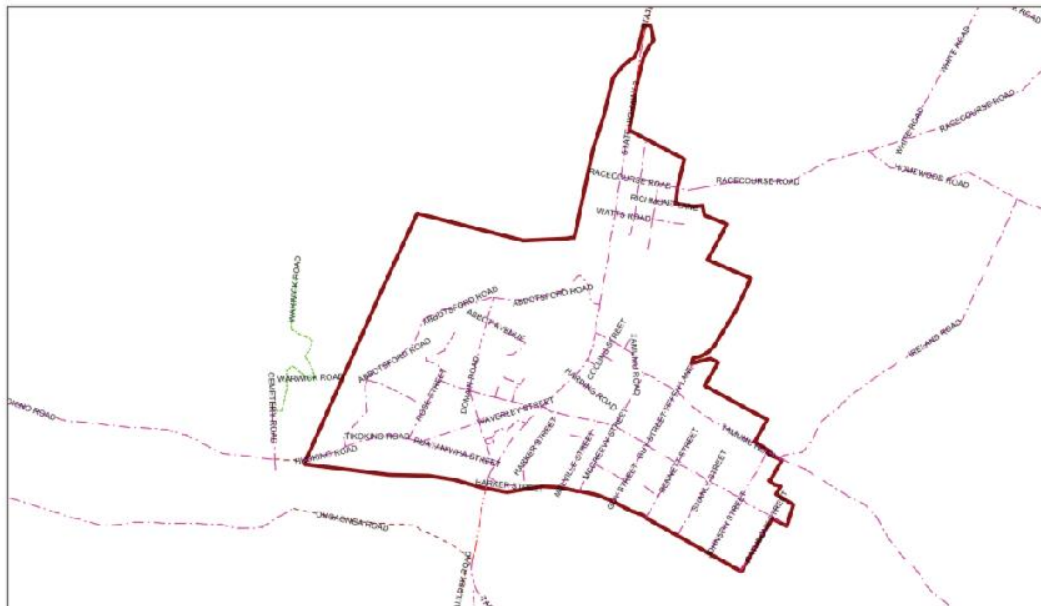
WAIPAWA KERBSIDE RECYCLING COLLECTION ZONE

9. Refuse Collection Rate

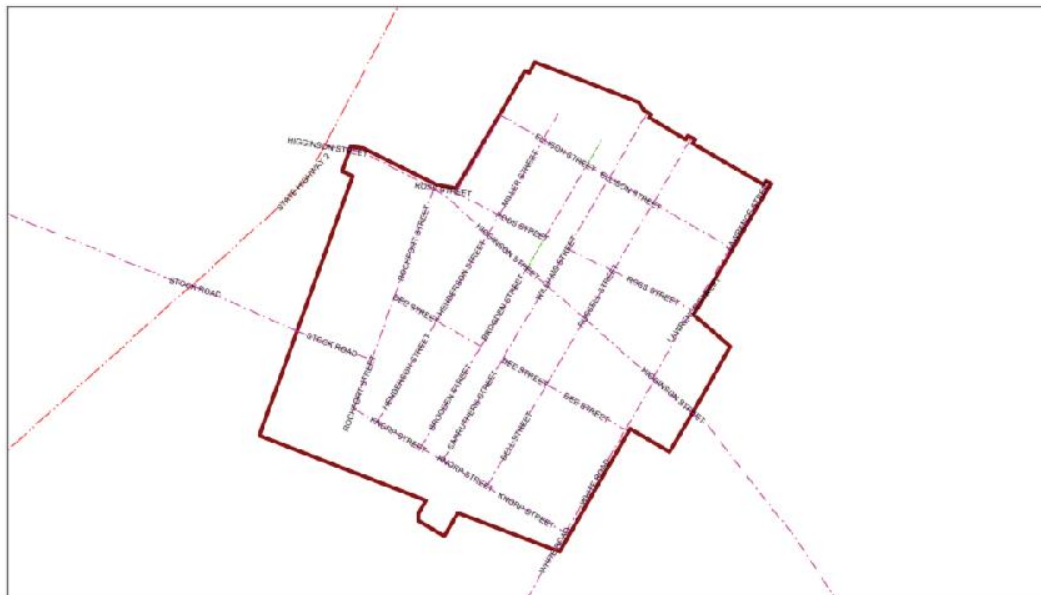
A targeted rate set under section 16 of the Local Government (Rating) Act 2002 for the collection of household and commercial refuse for Otane, Onga Onga, Takapau, Tikokino, Waipukurau, Waipawa, Porangahau, Te Paerahi, Blackhead Beach, Kairakau, Mangakuri, Aramoana and Pouterere Beach on each separately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

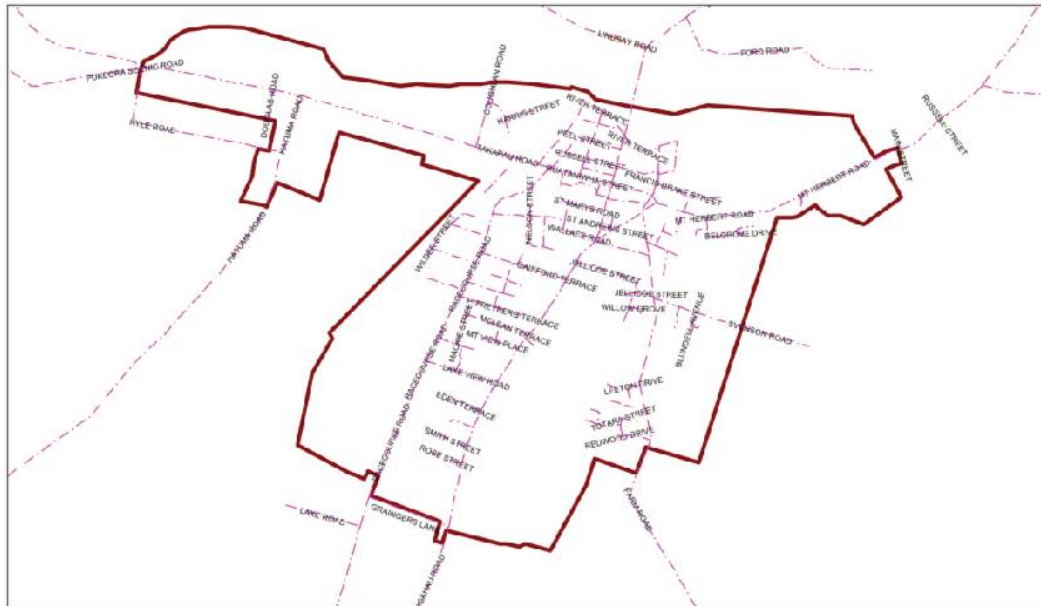
For the 2020/21 year this rate will be \$30.18 (including GST).

WAIPAWA REFUSE COLLECTION ZONE



OTANE REFUSE COLLECTION ZONE

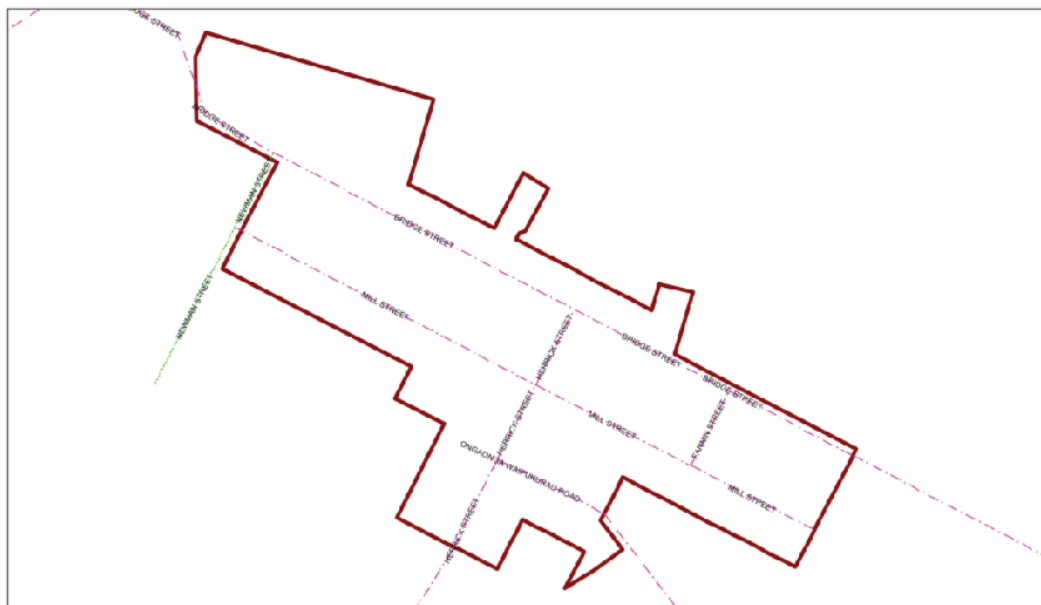


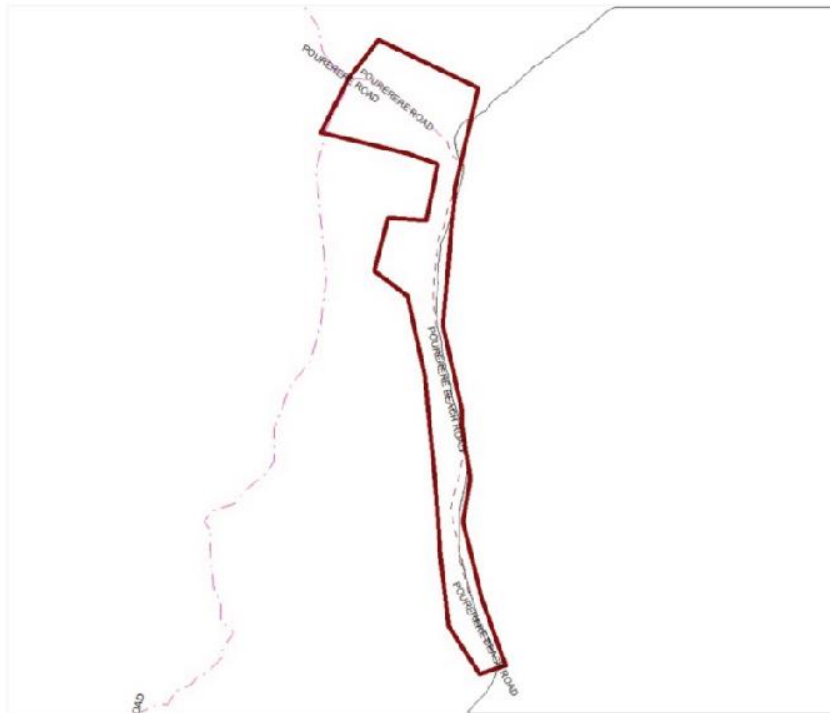
WAIPUKURAU REFUSE COLLECTION ZONE**TAKAPAU REFUSE COLLECTION ZONE**

The map shows a proposed development area outlined in red. The area is irregularly shaped, with a long, narrow section extending to the right. The map includes several labels for roads and accessways:

- HEAD ROAD**: Located at the top left, pointing to a dashed line.
- PROPOSED ROAD**: Located at the top right, pointing to a dashed line.
- TERMINAL ROAD**: Located in the middle left, pointing to a dashed line.
- MAMARU STREET**: Located in the middle right, pointing to a dashed line.
- ACCESSWAY (OFF MAMARU CRESCENT)**: Located in the bottom right, pointing to a dashed line.
- HEAD ROAD**: Located at the bottom right, pointing to a dashed line.

This map shows the town of Dunbar, North Carolina, with its boundary highlighted in red. The town is situated along a coastline, with 'Beach Road' and 'Hwy 101' visible to the south. The map features a grid of streets, many of which are labeled in green text. Key streets include O'Leary Street, Clark Street, Dunbar Street, and James Street. The map also shows surrounding areas like 'Hwy 101' and 'Beach Road'.

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 2020/21 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	22.80	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 2020 to 30 June 2021. 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 2020	20 August 2020	21 August 2020
2	1 October 2020	20 November 2020	21 November 2020
3	1 January 2021	20 February 2021	21 February 2021
4	1 April 2021	20 May 2021	21 May 2021

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 2020 to 30 June 2021. 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-20	20-Oct-20
	Dec-20	20-Jan-21
	Mar-21	20-Apr-21
	Jun-21	20-Jul-21
Waipawa	Aug-20	20-Sep-20
Otane	Nov-20	20-Dec-20
Kairakau	Feb-21	20-Mar-21
Porangahau/Te Paerahi	May-21	20-Jun-21

Penalty Charges (Additional Charges on Unpaid Rates)

Pursuant to Section 58(1)(a) of the Local Government (Rating) Act 2002, an additional charge of 6% 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 6% will be added on 1 July 2021 to the amount of rates assessed in previous financial years and remaining unpaid as at 30 June 2021 (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 30/06/2021

Number of Rating Units	7,627
Capital Value	5,684,186,500
Land Value	3,603,801,600


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	QUANTIFIED MAXIMUM LIMIT	PLANNED LIMIT	MET
Rates affordability benchmark				
- Income	LTP increase + 1% = 4.97%	\$21,595,000	\$21,453,000	Yes
- Increases	LGCI + 3% = 5.20%	5.2%	3.7%	Yes
Debt affordability benchmark	Debt must not exceed 5% of total public equity and accumulated funds.	5.0%	2.1%	Yes
	Debt is less than \$2000 per head of population	\$2,000	\$1,304	Yes
Debt servicing benchmark	Debt servicing costs will not exceed 10% of total revenue.	10.0%	1.4%	Yes
Balanced budget benchmark	Revenue is equal or greater than operation expenses	100%	97%	No
Essential services benchmark	Capital Expenditure is equal or greater than depreciation	100%	124%	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 Ruataniwha Street, Waipawa 4210



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

6.2 SETTING OF RATES FOR 2020/2021

File Number: COU1-1400

Author: Brent Chamberlain, Chief Financial Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: Nil

PURPOSE

The matter for consideration by the Council is the setting of the rates for 2020/21.

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 2020/21 year, this rate will be 0.10890 cents per dollar (including GST) based on the rateable capital value of all rateable land within the District.

2. Uniform Annual General Rate

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 2020/21 year, this rate will be \$290.53 (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 2020/21 year, this rate will be 0.21871 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 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.

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) 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 2020/21 year these rates will be:

	Charge	Water Rate (incl GST)
a	Connected	\$789.33
b	Serviceable, not connected	\$394.66

5. Metered Water Rates

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 2020/21 year these rates will be:

	Volume of water (cubic metres)	Rate per cubic metre (incl GST)
a	Below 40,000	\$2.65
b	Above 40,000, non-industrial	\$2.65
c	Above 40,000, industrial	\$2.65

6. Sewage 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 2020/21 year these rates will be:

	Charge	Sewerage Rate (incl GST)
a	First charge per separately used or inhabited part of a rating unit connected	\$826.70
b	Additional charge per pan after the first	\$826.70
c	Serviceable, not connected, per separately used or inhabited part of a rating unit	\$413.35
d	Additional charge per pan after the first – commercial accommodation provider, qualifying club	\$413.35

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 2020/21 year this rate will be 0.09105 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 2020/21 year this rate will be \$99.84 (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 Pourerere Beach on each separately used or inhabited part of a rating unit to which the Council provides the service.

For the 2020/21 year this rate will be \$30.18 (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 2020/21 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 2020 to 30 June 2021. 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 2020	20 August 2020	21 August 2020
2	1 October 2020	20 November 2020	21 November 2020
3	1 January 2021	20 February 2021	21 February 2021
4	1 April 2021	20 May 2021	21 May 2021

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 2020 to 30 June 2021. 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-20	20-Oct-20
	Dec-20	20-Jan-21
	Mar-21	20-Apr-21
	Jun-21	20-Jul-21
Waipawa Otane Kairakau Porangahau/Te Paerahi	Aug-20	20-Sep-20
	Nov-20	20-Dec-20
	Feb-21	20-Mar-21
	May-21	20-Jun-21

Penalty Charges

(Additional Charges on Unpaid Rates)

Pursuant to Section 58(1)(a) of the Local Government (Rating) Act 2002, an additional charge of 6% 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 6% 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.

EXECUTIVE SUMMARY

This report is the final step in the process of being able to set the rates for the 2020/21 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 2020/21.

BACKGROUND

Council is required to resolve to set the rates, due dates and penalties regime for the 2020/21 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.

DISCUSSION

Once Council has set its Annual Plan for the year it knows what it expects its cost structure to be, and therefore what income it needs from rates and fees and charges to recover these costs.

To ensure that the appropriate level of rates are levied, it must set appropriate "Rate Factors" that will generate the required level of rates revenue.

For example, Land Transport is rated based on "Land Value" and Central Hawkes Bay District has \$3.6 billion of land value across its District. The Rates required to cover the Land Transport activity is \$7.9m, so by dividing one into the other, Council is required to rate \$0.0021871 for every dollar of Land Value a property has. This is its Rate Factor.

So working through an example, a house in Waipukuaru with a Land Value of \$100,000 will pay \$218.71 in Land Transport Rates.

On Wednesday the 27th May, Council Officers undertook a dummy rates strike based on the rating database at that point in time, to set the Rates Factors for 2020/21 that would generate the revenue required to match the 2020/21 Annual Plan expectations.

The full list of rates factors are:

Rates Type	2019/20 Factor	2020/21 Factor	% Change
General Rate	\$0.10793	\$0.10890	0.89%
Land Transport	\$0.21106	\$0.21871	3.62%
Refuse Collection	\$21.06	\$30.18	43.30%
Sewerage	\$933.32	\$826.70	(11.42)%
Stormwater	\$0.08076	\$0.09105	12.74%
Water Supply	\$721.67	\$789.33	9.38%
Water Supply by Meter	\$2.52	\$2.65	5.16%
Recycling	\$84.69	\$99.84	17.89%
UAGC	\$278.26	\$290.53	4.41%
Te Aute Drainage	\$0.23433	\$0.23433	0.00%
Rates Penalty	10%	6%	(40.00)%

RISK ASSESSMENT AND MITIGATION

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.

FOUR WELLBEINGS

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.

The rates proposed to be set are consistent with the Annual Plan 2019/20.

There are no specific implications for Māori regarding the setting of the rates.

The views of the community and preferences were considered as part of the Long Term Plan consultative process that the 2020/21 Annual Plan is based on.

DELEGATIONS OR AUTHORITY

Council is required to set rates based on the Annual Plan and in accordance with 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 being **critical** to the financial management of the Council.

The persons who are affected by or interested in this matter are the community of Central Hawke's Bay District Council.

This report has implications for the ability of Council to deliver the services of Council in the 2020/21 year.

There are no inconsistencies with existing plans or policies.

OPTIONS ANALYSIS

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 2020/21 year.

Option 2

Council resolves to not set the rates, due dates and penalties regime for the 2020/21 year and to give Officers guidance on which amendments are needed and an amended timeframe related to setting of rates would be required.

Financial and Operational 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.

Recommended Option

This report recommends option number one "setting the rates" for addressing the matter.

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.

RECOMMENDATION

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.**

6.3 COVID-19 RATES RELIEF AND RATES POSTPONEMENT POLICIES

File Number: COU1-1400

Author: Brent Chamberlain, Chief Financial Officer

Authoriser: Monique Davidson, Chief Executive

Attachments:

1. Remission of Rates Due to Covid-19 Policy [↓](#)
2. Postponement of Rates Natural Calamities Policy - Application Inc. [↓](#)
3. Rates Postponement for Financial Hardship Policy -Application Inc. [↓](#)

PURPOSE

The matter for consideration is the adoption by Council of the *Postponement of Rates Natural Calamities Policy*, the *Postponement of Rates Financial Hardship Policy*, and the *Remission of Rates Due to Covid-19 Policy*. Application forms are included in the attached Policy documents, however the forms are not a component of the Policies themselves and further amendment may be made to the application form format.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) Council receives the Covid-19 Rates Relief and Rates Postponement Policies report.
- b) That Council adopts the “Covid-19 Rates Remission Policy” for public consultation, as per Section 82 of the Local Government Act.
- c) That Council adopts the “Rates Postponement (Financial Hardship) Policy”.
- d) That Council adopts the amended “Rates Postponement (Natural Calamities) Policy” and that the previous version adopted on the 20th March 2020 be deleted.

EXECUTIVE SUMMARY

Historically Council has had three rates postponement policies that covered only a narrow range of reasons that made ratepayers eligible for rates postponement.

This paper wishes to widen the terms of the *Postponement of Rates Natural Calamities Policy*, introduce a *Postponement of Rates Financial Hardship Policy*, and formalise the *Remission of Rates Due to Covid-19 Policy* signalled in Council's Drought and COVID-19 Economic Recovery Action Plan.

BACKGROUND

Historically Council has only has had three Rates Postponement Policies which only covered a narrow range of reasons for the postponement. These were:

1. Natural Calamities – Where Central Government has declared an event and the event has impacted the use of land, or the income from land leading to financial hardship.
2. Economic Development – Where the ratepayer is undertaking significant economic development that will benefit the region.
3. Maori Freehold Land – Rules specifically related to jointly owned Maori Freehold Land.

Other New Zealand Council's also offer rates postponement policies that fall into two general categories:

1. Temporary Postponement. Here Councils offer a rates holiday (a bit like the mortgage holidays that banks are offering). The ratepayer has a grace period where no or little payment

is due, and in a future date a repayment plan commences (which includes a financing cost). Some Councils go as far as registering a 'lien' formally on the land title.

2. Permanent Postponement of Rates. As far as I'm aware there are only four Council's in NZ offering this, and only to rate payers over 65. This is used mainly in the metro Councils who have high rates, and recognize those on a fixed pension might struggle to pay their rates. Here the rate payer can defer their rates until the property is sold. This is a bit like a reverse mortgage where the principal and finance costs are collected from the house sale at the end. The thinking is that this age group typically downsize their house, or shift into retirement villages, or rest homes so the wait of the eventual sale won't be a long one.

The Local Government (Rating) Act 2002, section 65 also has a bearing on what policies Councils adopt:

65 Limitation of time for recovery of rates

- (1) An action to recover unpaid rates must not be commenced in a court of competent jurisdiction later than 6 years after—
 - (a) the date on which the rates became due if the local authority required the rates to be paid in 1 payment in a financial year; or
 - (b) the date on which the last payment became due if the local authority required the rates to be paid in a number of payments in a financial year.
- (2) If the local authority postpones the requirement to pay rates in whole or in part and the postponed rates are not subsequently written off, an action to recover unpaid postponed rates must not be commenced in a court of competent jurisdiction later than 6 years after the date or event to which the rates were postponed.
- (3) This section applies to rates set and assessed under this Act or made and levied under the Rating Powers Act 1988

Likewise, it is recommended where any policy has the ability to treat one section of ratepayers differently to another section of ratepayers that section 82 of the Local Government Act (Principals of Consultation) should be considered. Here Council should be open and transparent with the public as to what it is they are proposing, what the rationale for the proposal is, and who is going to be impacted by the proposal. They should then give impacted people the chance to give their opinion on the proposal, to be heard, and considered. A final decision can then be made, documented along with the accompanying rationale. If a Council fails to appropriately consult, the decision is open to legal challenge. On this basis, Officers recommend that we consult on the Covid-19 Rates Remission Policy.

DISCUSSION

Having had time to reflect on the adequacy of Council's existing policies, the impact that both the Drought and Covid-19 are having on our community, and reviewed the policies of other New Zealand Councils for best practice, Officers propose updating our Council's Rates Postponement (Natural Calamities) policy, and introduce a generic Rates Postponement (Financial Hardship) policy.

But first, Council signalled in its Drought and COVID-19 Economic Recovery Action Plan that it would be making available a fund to offer rate payers a \$200 per property rates remission for those ratepayers who are suffering financial hardship as a result of Covid-19.

Officers initially drafted a policy that was open to both residential rate payers and commercial rates payers, and presented the policy to the Economic Recovery Project Control Group on the 8th May 2020. This control group consists of Mayor Alex Walker, Cr Kelly Annand, Cr Brent Muggeridge, Cr Tim Aitken, Dr Roger Maaka, and Officers. After some discussion, the Control Group agreed that \$200 per property offered minimal financial support to commercial and farm ratepayers, therefore the fund would be limited to just residential ratepayers, with the intent that other ratepayers would be encompassed in other postponement policies.

This means the policy isn't available to all sectors of the community and could be perceived as Council giving \$200k to residential ratepayers that isn't available to other affected parties.

It is proposed that to be eligible for the Covid-19 Rates Remission Policy, residential ratepayers must supply sufficient evidence to satisfy the Council that extreme financial hardship exists. Examples of this would include, but not be limited to:

- a) Evidence of loss of employment; or
- b) Evidence of salary/wage reduction for a period; or
- c) Evidence of a qualification for a mortgage "holiday" from the bank being granted; or
- d) Evidence of a new/changed WINZ entitlement

Full details of the Covid-19 Rate Remission Policy are in **attachment one**.

Officers are recommending that we consult on the Covid-19 Rates Remission Policy in order to protect Council from any risk of legal challenge.

Following on from the Control Group's direction regarding commercial/farm ratepayers, Officers propose that the Natural Calamities Policy criteria needs to be broadened, and the mechanics of how the policy will be used and the impact to ratepayers refined.

It is proposed that the criteria be broadened from covering just a Central Government recognised event, to include events where Civil Defence has declared either a local or national emergency. This would then encompass events such as earthquakes, droughts, floods, and Covid-19.

The draft policy is more prescriptive in that it states that rate payers must:

- Be facing financial hardship as a result of the event
- They must have approached their bank first before coming to Council
- They must have 25% equity in their property and it must be fully insured
- They must pay the first \$1,000 of rates with only the residual being available to postpone
- The postponement must not exceed 5 years (refer to s65 of the Local Government (Rating) Act 2002)
- A Rates Postponement Fee will be charged at the ANZ's floating mortgage interest rate.

Full details of the amended Rates Postponement (Natural Calamities) Policy can be found in **Attachment Two**.

Finally, the policy that is currently missing in the Council's suite of policies is a generic rates postponement for financial hardship policy.

Here the proposed policy is similar to the natural calamities policy where rate payers must:

- Be facing financial hardship
- They must have approached their bank first before coming to Council
- They must have 25% equity in their property and it must be fully insured
- They must pay the first \$1,000 of rates with only the residual being available to postpone
- The postponement must not exceed 5 years (refer to s65 of the Local Government (Rating) Act 2002)
- A Rates Postponement Fee will be charged at the ANZ's floating mortgage interest rate
- They must seek budgetary advice from an approved budget advisory service

Full details of the *Rates Postponement (Financial Hardship) Policy* can be found in **Attachment Three**.

The postponement policies do not put any ratepayers in a position of financial advantage, due to the Rates Postponement Fee, so there is less likelihood of legal challenge to these policies.

RISK ASSESSMENT AND MITIGATION

Under the Local Government (Rating) Act 2002 Councils can apply to the Courts for enforcement of payment, which ultimately, as a last resort, can lead to the sale of a property to recover arrears.

With the impact of a possible Covid-19 recession on house prices unknown, it is prudent that the Council only advances postponements to ratepayers with 25%+ equity in their property. This will ensure that Council isn't exposing itself to bad debts in the future.

Likewise, the restriction that postponements do not exceed five years will also ensure that if a rate payer cannot repay the arrears, Council is still within the statute time limits set out in S65 of the Act to commence collection.

Some Councils require a lien to be entered onto the rate payer's land title which offers additional security, however this comes at a cost which is passed onto the rate payer in hardship. It is Officers belief that as long as Council stays within the time limits discussed above then Council has sufficient legal protection without this extra step.

For the rates remission policy, there is a risk that non-residential rates might feel they aren't being treated fairly as they aren't eligible.

FOUR WELLBEINGS

The proposed Policies are well aligned with the economic and social well beings of the Local Government Act 2002.

DELEGATIONS OR AUTHORITY

The Council has the delegation and authority to adopt the amended policy.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as not significant. Therefore, engagement on this matter is not required.

OPTIONS ANALYSIS

Officers recommend that the attached Policies be adopted. Elected Members may adopt the policies as set out, or wish to request changes to the policies, or not adopt the policies at all.

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	Adopt the Policies as set out, including adopting the Rates Remission Policy for consultation	Request the Policies be amended before adoption	Reject the Policies being proposed
Financial and Operational Implications	There are minimal financial implications as the CFO and CEO can scale up or down the financial assistance response as necessary.	Amend the draft Policy. The financial impact of the currently unknown changes cannot be determined.	There are no operational or financial implications.
Long Term Plan and Annual Plan Implications	The Policy aligns with the Long Term Plan and Annual Plans.	The Policy aligns with the Long Term Plan and Annual Plans.	The Policy aligns with the Long Term Plan and Annual Plans.
Promotion or Achievement of Community Outcomes	As a result of Policy adoption, Council broadens the scope of possible financial assistance	As a result of Policy adoption, Council broadens the scope of possible financial assistance	Unchanged
Statutory Requirements	There are no statutory requirements, other than Council's requirement to consult on the Rates Remission Policy.	There are no statutory requirements.	There are no statutory requirements.
Consistency with Policies and Plans	The Policy is consistent with Council Policies and Plans.	The Policy is consistent with Council Policies and Plans.	The Policy is consistent with Council Policies and Plans.

Recommended Option

This report recommends option 1: Adopt the Policies as set out, including adopting the Rates Remission Policy for consultation.

NEXT STEPS

The current Policy will be deleted and replaced with the amended Policy.

RECOMMENDATION

That having considered all matters raised in the report:

- a) Council receives the report entitled Covid-19 Rates Relief and Rates Postponement Policies.
- b) That Council adopts the “Covid-19 Rates Remission Policy” for public consultation, as per Section 82 of the Local Government Act.
- c) That Council adopts the “Rates Postponement (Financial Hardship) Policy”
- d) That Council adopts the amended “Rates Postponement (Natural Calamities) Policy” and that the previous version adopted on the 20th March 2020 be deleted.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Remission of Rates Policy

Financial Hardship Due to Covid-19

Application Form Included

Adopted: TBC

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CENTRAL HAWKE'S BAY DISTRICT COUNCIL

REMISSION OF RATES POLICY (Financial Hardship DUE TO COVID-19)

PURPOSE OF THIS POLICY

To provide rating relief to residential / lifestyle property owners where, due to Covid-19, the full payment of rates would otherwise cause extreme financial hardship.

Important Information

- Preference will be given to rating units used primarily for residential purposes (as defined by Council) when consideration is made for rates remission in cases of Covid-19 financial hardship.
- A ratepayer making an application must be the registered owner and occupier during the period for which rates relief is sought.
- A ratepayer making an application must not own any other rating units or investment properties (whether in the district or in another district).
- The ratepayer must supply sufficient evidence to satisfy the Council that extreme financial hardship exists. Examples of this would include, but not be limited to:
 - a) Evidence of loss of employment; or
 - b) Evidence of salary/wage reduction for a period; or
 - c) Evidence of a qualification for a mortgage "holiday" from the bank being granted; or
 - d) Evidence of a new/changed WINZ entitlement
- Council will consider, on a case by case basis, applications received that meet the criteria described in the paragraphs (a)-(d) under this Policy.
- If the applicant is eligible for a Rates Rebate and hasn't already applied, then such application must be made at the time of applying for rates relief due to financial hardship.

RATES POSTPONEMENT -FINANCIAL HARDSHIP DUE TO COVID-19

APPLICATION FORM

Applicant details:

Name of Ratepayer.....

Contact email:

Mobile phone/landline contact numbers.....

Date of Birth.....

Your Property

Valuation Number (on rates invoice).....

Property Address.....

Mortgagee (if applicable).....

Eligibility

- | | |
|---|--------------------|
| 1. Is the property above your usual place of residence? | YES / NO |
| 2. Are you the registered owner of the property? | YES / NO |
| 3. Are you suffering financial hardship due to Covid-19?
If Yes, please supply evidence. | YES / NO |
| 4. Do you own any other properties? | YES / NO |
| 5. Are you eligible for a Rates Rebate?
If Yes, have you applied? | YES / NO
YES/NO |

If you answered “No” to any of the first 3 questions, or if you answered “Yes” to question 5 you are not eligible. If eligible, please provide financial details below.

I/We do solemnly and sincerely declare that the particulars supplied are correct in every detail and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Detention Act 1957

Declared at.....this.....day of20.

Before me.....

(Solicitor Justice of the peace or other person authorised to take a statutory declaration)

Signature of Applicants.....



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Rates Postponement Natural Calamities Policy

Application Form Included

Adopted: TBC

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CENTRAL HAWKE'S BAY DISTRICT COUNCIL

RATES POSTPONEMENT NATURAL CALAMITIES POLICY

PURPOSE OF THIS POLICY

To provide rating relief to commercial property owners where the full payment of rates would otherwise cause extreme financial hardship due to a declared event.

Important Information

- Central Government have recognised the seriousness of the event and declared a regional drought, or the Civil Defence Emergency Management have declared a state of local or national emergency.
- The ratepayer runs a business / farm from the property that the application is over and can demonstrate that they have been financially impacted due to the event, and now face financial hardship.
- The ratepayer can demonstrate that they have sort relief from their bankers in the first instance.
- Even if rates are postponed, as a rule, the ratepayer will be required to pay the first \$1,000 of the annual rates assessment by setting up regular Direct Debit payments.
- Council will add an Rates Postponement Fee to any outstanding amount of postponed rates for the period between the due date of the postponed rates and the date that they are paid
- The Rates Postponement Fee is a financing cost that is charged on a compounding basis on all outstanding rates and postponement fees and will equate to the ANZ Bank Floating Mortgage Rate prevailing at commencement and reviewed at the commencement of each financial year (1 July).
- Postponed rates will be postponed until a date specified by the Council or the death of the ratepayer or the ratepayers ceases to be the owner of the property or ceases to use the property as their primary residence.
- The amount postponed plus Rates Postponement Fee will be required to be repaid through a repayment plan to be agreed with Council by regular Direct Debit payments.
- The repayment plan repayments must commence within 2 years of the original due date of the rates being postponed, and must clear the postponed rates plus rates postponement fees owing within 5 years of the original due date.
- The postponed rates or any part of thereof, may be paid by lump sum at any time.

RATES POSTPONEMENT -NATURAL CALAMITIES

APPLICATION FORM

Applicant details:

Name of Ratepayer.....

Contact email:

Mobile phone/landline contact numbers.....

Date of Birth.....

Your Property

Valuation Number (on rates invoice).....

Property Address.....

Mortgagee (if applicable).....

Eligibility

- | | |
|--|----------|
| 1. Is the property above your usual place of residence/business? | YES / NO |
| 2. Do you have at least 25% equity? (provide evidence) | YES / NO |
| 3. Do you have full property insurance cover? (provide evidence) | YES / NO |
| 4. Have you applied to extend your mortgage/business loan? | YES / NO |

If you answered “No” to any of the 4 questions you are not eligible.

If eligible, please provide financial details below.

Financial Details

The details of assets, liabilities, income and expenditure are as follows:

Asset	\$	Liabilities	\$
Land, Building, or other property		Mortgage on Property	
Is the property in joint names? Y /N		Name of Mortgagee	
		Frequency of payments	
Motor Vehicles		Hire Purchases	
Makes and models		Name of Lender	
		Frequency of payments	
Bank Balances (attach bank statements as evidence).		Personal Loan	
		Name of Lender	
		Frequency of payments	
Other Investments (term deposits, government stock, shares, debentures, bonds) Attach evidence		Other Debts (specify details)	
Interest in Business (Provide Details)			
Any other assets (including interests in estates) (Provide Details)			
TOTAL ASSETS		TOTAL LIABILITIES	

Income (monthly)	\$	Expenses (monthly)	\$
Expected Business / Farm Earnings		Expected Farm / Business Outgoings	
		Staff Costs	
		Feed	
		Fertilizer	
		Animal Health	
		Rent/Lease	
		Other (Specify)	
Salary, wage, or other personal earnings		Income Tax / Kiwi Saver	
Name of Employer			
Superannuation, pension, or other Benefit		Rates	
(Specify)			
Accident Compensation		Mortgage Payments	
		Hire Purchase Repayments	
		Personal Loans Repayments	
Investment Earnings		Vehicle Costs	
Income from Boarder/Rent		Food and Household Expenses (not specified below)	
All other sources of income		Insurance	
i)		Medical	
ii)		Utilities	
iii)		Child maintenance / care / education	
		Clothing	
		Entertainment/holidays	
		Other (specify)	
TOTAL INCOME		TOTAL EXPENSES	

I/We do solemnly and sincerely declare that the particulars supplied are correct in every detail and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Detention Act 1957

Declared at.....this.....day of20.

Before me.....

(Solicitor Justice of the peace or other person authorised to take a statutory declaration)

Signatures of Applicants.....



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Rates Postponement for Financial Hardship Policy

Application Form Included

Adopted: TBC

Together we Thrive! E ora ngātahi ana!

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

RATES POSTPONEMENT FOR FINANCIAL HARDSHIP POLICY

PURPOSE OF THIS POLICY

To provide rating relief to property owners where the full payment of rates would otherwise cause extreme financial hardship.

You must first approach your bank or financial advisor for either a mortgage, reverse mortgage, or annuity. If your application was declined, please provide a copy of the letter that outlines the reasons why. Please complete the application below and attach any additional information, which may be relevant to your application.

Important Information

- Even if rates are postponed, as a rule, the ratepayer will be required to pay the first \$1,000 of the annual rates assessment by setting up regular Direct Debit payments.
- Council will add a Rates Postponement Fee to any outstanding amount of postponed rates for the period between the due date of the postponed rates and the date that they are paid.
- The Rates Postponement Fee is a financing cost that is charged on a compounding basis on all outstanding rates and postponement fees, and will equate to the ANZ Bank Floating Mortgage Rate prevailing at commencement and reviewed at the commencement of each financial year (1 July).
- Postponed rates will be postponed until a date specified by the Council or the death of the ratepayer, or the ratepayer ceases to be the owner of the property or ceases to use the property as their primary residence.
- The amount postponed plus the Rates Postponement Fee will be required to be repaid through a repayment plan to be agreed with Council by regular Direct Debit payments.
- The repayment plan repayments must commence within 2 years of the original due date of the rates being postponed, and must clear the postponed rates plus postponement fees owing within 5 years of the original due date.
- The postponed rates or any part of thereof, may be paid by lump sum at any time.
- Applicants must provide evidence of having received budget advice from an approved budget advisory service.

RATES POSTPONEMENT -FINANCIAL HARDSHIP APPLICATION FORM

Applicant details:

Name of Ratepayer.....

Contact email:

Mobile phone/landline contact numbers.....

Date of Birth.....

Marital Status: ☐ Married ☐ De facto ☐ Single

Occupation.....

If married or in a de facto relationship:

Partner's name.....

Address.....

Occupation.....

Your Property

Valuation Number (on rates invoice).....

Property Address.....

Mortgagee (if applicable).....

Eligibility

- | | |
|--|----------|
| 1. Is the property above your usual place of residence? | YES / NO |
| 2. Do you have at least 25% equity? (provide evidence) | YES / NO |
| 3. Do you have full property insurance cover? (provide evidence) | YES / NO |
| 4. Have you applied to extend your mortgage, or for a reverse mortgage or annuity? | YES / NO |
| 5. Have you applied for a rates rebate? | YES / NO |
| 6. Do you own any other property? | YES / NO |

If you answered “No” to any of the first 5 questions, or if you answered “Yes” to question 6 you are not eligible.

If eligible, please provide financial details below.

Financial Details

The details of assets, liabilities, income and expenditure are as follows:

Assets:

Asset	\$	Liabilities	\$
Land, Building, or other property		Mortgage on Property	
Is the property in joint names? Y /N		Name of Mortgagee	
		Frequency of payments	
Motor Vehicles		Hire Purchases	
Makes and models		Name of Lender	
		Frequency of payments	
Bank Balances (attach bank statements as evidence).		Personal Loan	
		Name of Lender	
		Frequency of payments	
Other Investments (term deposits, government stock, shares, debentures, bonds) Attach evidence		Other Debts (specify details)	
Interest in Business (Provide Details)			
Any other assets (including interests in estates) (Provide Details)			
TOTAL ASSETS		TOTAL LIABILITIES	

Income (monthly)	\$	Expenses (monthly)	\$
Salary, wage, or other personal earnings		Income Tax / Kiwi Saver	
Name of Employer			
Superannuation, pension, or other Benefit		Rates	
(Specify)			
Accident Compensation		Mortgage Payments	
		Hire Purchase Payments	
		Personal Loans Payments	
Investment Earnings		Vehicle Costs	
Income from Boarder/Rent		Food and Household Expenses (not specified below)	
All other sources of income		Insurance	
i)		Medical	
ii)		Utilities	
iii)		Child maintenance / care / education	
		Clothing	
		Entertainment/holidays	
		Other (specify)	
TOTAL INCOME		TOTAL EXPENSES	

I/We do solemnly and sincerely declare that the particulars supplied are correct in every detail and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Detention Act 1957

Declared at.....this.....day of20.

Before me.....

(Solicitor Justice of the peace or other person authorised to take a statutory declaration)

Signatures of Applicants.....

6.4 CENTRAL HAWKE'S BAY DISTRICT COUNCIL POLICY FRAMEWORK

File Number: COU1-1400

Author: Gina McGrath, Strategy and Governance Manager

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. CHBDC Policy Framework [↓](#)

PURPOSE

The matter for consideration by the Council is the adoption of the Central Hawke's Bay District Council Policy Framework.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

a) The Central Hawke's Bay District Council Policy Framework be adopted.

BACKGROUND

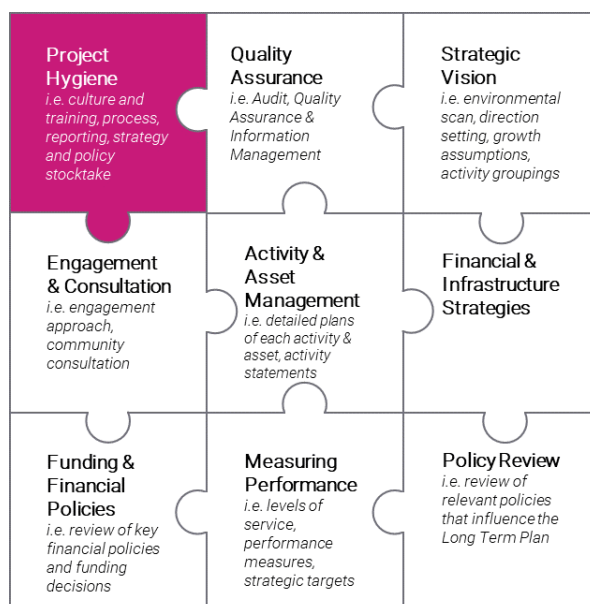
The LGNZ Elected Members' Governance Handbook outlines that governance is primarily about setting the future direction of organisations and communities and ensuring assets and resources are suitable for achieving that direction. Good governance has in place a framework with core elements that:

- promote accountability,
- encourage strategic thinking; and
- facilitate meaningful policy development.

While we currently have vital documents that achieve these elements (for example, Standing Orders and the Governance Statement), there is no overarching framework in place that demonstrates how all of these documents fit together. This Policy Framework addresses this gap.

On 7 May, the Strategy and Wellbeing Committee considered, and provided feedback, on a draft of this Policy Framework. It was recommended to be sent to Council for adoption on 3 June (with some amendments).

It should be noted that this document also covers off one of our key process steps for the Long Term Plan to stocktake our strategies, policies and plans, and to clarify the linkages between them.



Graphic: How this fits into the Long-Term Plan

DISCUSSION

Central Hawke's Bay District Council has a wide range of policies that provide guidelines for all types of decision making. We have specific policies that guide how we manage and control dogs to policies that guide Council in making significant financial investments on behalf of the whole community. Policies exist to guide Councillors and staff in their decision-making processes.

Governance policies are the responsibility of Elected Members. These policies can only be amended, deleted or adopted by resolution in Council or Council Committee. They exist to set the parameters of operational decision-making and activities. Local Government New Zealand refers to this as 'the steering of the ship' in its Elected Members' Handbook.

Organisational policies are the responsibility of the Chief Executive and Executive Leadership Team. They can only be amended, deleted or adopted by these parties. These policies are mainly focussed on internal activities and guide operational decision-making. Local Government New Zealand calls this 'rowing of the ship'; that is, ensuring the ship is moving to reach the destination set by Elected Members.'

In smaller Councils like ours, it can sometimes be challenging to define the line between governance and management precisely. The Auditor General notes that documents such as this Governance Policy Framework 'provide a vital framework for clarifying and delegating respective roles and responsibilities', helping to introduce clearer definition between the responsibilities of governance and management.

This document seeks to address this recommendation by the Auditor-General by:

- collating all governance policies into the four areas of assessment identified by Council Mark;
- creating a distinction between policies that are strategic and directional:
 - strategic policies generally involve high-level, long-term thinking and often require significant decisions that will affect everyone in the District (e.g. our Financial Strategy).
 - directional policies are more likely to be about specific areas or single-issue topics (e.g. activity management plans provide direction to a specific area within Council).
- clearly identifying which current policies fit into either category;
- identifying the relationship between different policies and how they interact with each other;
- identifying which committees have primary responsibility for the review of certain policies;
- providing an indicative review timeline for these policies.

Read together with our other key governance documents (e.g. Governance Statement and Delegations Manual), this Framework provides further clarity to Elected Members on their role and responsibilities in the discharge of their duties.

Changes following Strategy and Wellbeing Committee

On 7 May, the Strategy and Wellbeing Committee considered, and provided feedback, on a draft of this Policy Framework. The Framework has been updated in line with this feedback. Additionally, an updated version was circulated around Elected Members for feedback prior to submission to the Council agenda. A summary of feedback from these, and what has been updated in the Policy Framework in response, is outlined below.

- additions to the Policies and Strategies contained in the framework, including: the Chief Executive Pay & Performance Policy, District Plan, Risk Framework and Procurement Policy. These have been included in the diagram and in the tables below.
- certain policies are made clearer where they fit in the diagram, including the Regulatory AMP and Water Conservation Policy. These were made clearer in the diagram, but were already included in the tables below as they are contained within rolled up groups of policies.

- more reference to the Long Term Plan in the body of the framework, and particularly how the two documents align with each other. It was also requested that how Levels of Service relate to the framework be included.
- Make the link and references to governance policies (in particular the Committee Delegations and Terms of Reference) clearer in the Framework.

RISK ASSESSMENT AND MITIGATION

There are no risks associated with the adoption of this Policy Framework.

However, non-adoption does raise some risk as to the integrity of our governance system. The Auditor-General recommends documents like these as they provide a clear definition between the responsibilities of governance and management. Without this document, we will be unable to clearly articulate what our governance policies are, their relationship with each other and their relationship with other vital documents.

FOUR WELLBEINGS

Good governance is one of the cornerstones of an effective Council. As the purpose of this Policy Framework is to provide clarity and understanding about the role of Elected Members in exercising their governance capability, this report fundamentally supports the delivery of the four wellbeings across Council.

DELEGATIONS OR AUTHORITY

Council has the delegation to adopt this Policy Framework.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance.

OPTIONS ANALYSIS

Three options are presented for consideration. These are;

1. Adopting the attached Policy Framework
2. Adopting the attached Policy Framework with some edits/modifications
3. Not adopting the Policy Framework and providing officers with guidance on next steps or further work that is required.

Financial and Operational Implications

The options do not present significant measurable financial implications.

	<u>Option 1</u> Do not adopt of Policy Framework	<u>Option 2</u> Adopt the Policy Framework with no changes	<u>Option 3</u> Adopt the Policy Framework with amendments
Financial and Operational Implications	There are no financial and operational implications.	There are no financial and operational implications.	Officers can make non-substantive changes to the Policy without any financial or operational implications.
Long Term Plan and Annual Plan Implications	Officers consider that this framework will greatly benefit the production of an effective LTP, and ongoing good governance. Not having one in place will hinder Officers ability to undertake this work.	A stocktake of strategies, policies and plans is an important process step in the LTP process. The Policy Framework thus supports the development of the LTP and Annual Plan as well as ongoing good governance.	A stocktake of strategies, policies and plans is an important process step in the LTP process. The Policy Framework thus supports the development of the LTP and Annual Plan as well as ongoing good governance.
Promotion or Achievement of Community Outcomes	Having this Policy Framework in place supports the development of the LTP (of which the Community Outcomes are an integral part) as it makes it clear how policies interact with each other and the role of Elected Members in influencing the direction of those policies.	Having this Policy Framework in place supports the development of the LTP (of which the Community Outcomes are an integral part) as it makes it clear how policies interact with each other and the role of Elected Members in influencing the direction of those policies.	Having this Policy Framework in place supports the development of the LTP (of which the Community Outcomes are an integral part) as it makes it clear how policies interact with each other and the role of Elected Members in influencing the direction of those policies.
Statutory Requirements	There are no specific statutory or legislative requirements for this option.	There are no specific statutory or legislative requirements for this option.	There are no specific statutory or legislative requirements for this option.
Consistency with Policies and Plans	A Policy Framework is considered good practice. While not having one in place will not be inconsistent with our current policies and plans, as we continue to update our policies, our lack of an overall framework will become clearer.	This framework is consistent with existing governance policies.	This framework is consistent with existing governance policies.

Recommended Option

This report recommends options 2 (recommend for adoption with amendments) or option 3 (recommend for adoption) for addressing the matter.

NEXT STEPS

If adopted, the Strategy and Governance Manager will develop a Policy Review work programme. This work programme will include a workshop with Elected Members to identify any gaps in the current policies for inclusion. The work programme will also align, where appropriate, with any proposed changes to bylaws. This work programme would be a significant piece of work that will take place over the medium/long-term. The focus of the resource that would work on the delivery of the 2021-2031 Long Term Plan, and so any work would need to be done in a way that does not negatively impact that project.

RECOMMENDATION

That having considered all matters raised in the report:

- a) The Central Hawke's Bay District Council Policy Framework be adopted.**



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Central Hawke's Bay District Council Governance Policy Framework

Adopted: 00/00/0000 Review Date: 00/00/000

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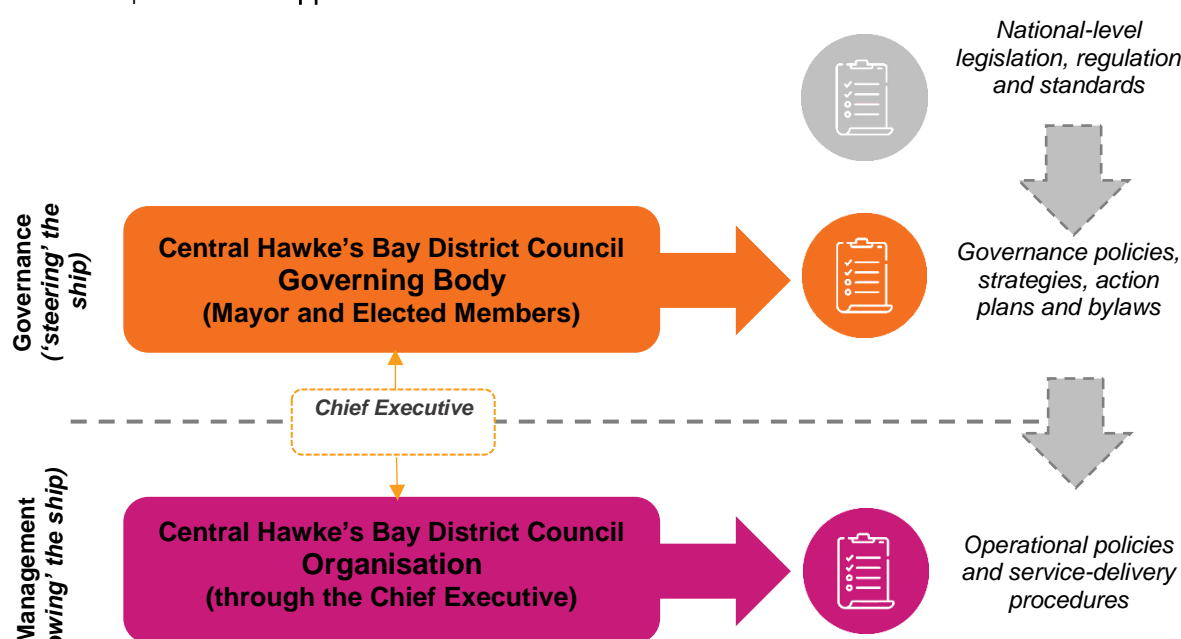
Central Hawke's Bay District Council Governance Policy Framework

Central Hawke's Bay District Council has a wide range of policies that provide guidelines for all types of decision making. We have specific policies that guide how we manage and control dogs to policies that guide Council in making significant financial investments on behalf of the whole community. Policies exist to guide Councillors and staff in their decision-making processes. Some policies exist at a Governance level to specifically assist Councillors execute their representation and local governance duties. Other policies exist at an Organisational Level and provide guidance to Chief Executive, Executive Leadership Team and staff about operational matters.

- **Governance policies** are the responsibility of Elected Members. These policies can only be amended, deleted or adopted by resolution in Council or Council Committee. They exist to set the parameters of operational decision-making and activities – their main focus is on what Local Government New Zealand calls 'the steering of the ship' in its Elected Members Handbook. They capture the 'big picture' issues of how to make our community THRIVE.
- **Organisational policies** are the responsibility of the Chief Executive and Executive Leadership Team. They can only be amended, deleted or adopted by these parties. These policies are mainly focussed on internal activities and guide operational decision-making. Local Government New Zealand calls this 'rowing of the ship'; that is, ensuring the ship is moving in order to reach the destination set by Elected Members.'

In smaller Councils like ours it can sometimes be difficult to precisely define the line between governance and management. Elected Members, for example, may find themselves more closely involved with the operation of their council than members in large councils. The Auditor General notes that documents such as this Governance Policy Framework 'provide a vital framework for clarifying and delegating respective roles and responsibilities', helping to introduce clearer definition between the responsibilities of governance and management.

This policy framework considers the range of Governance Policies. A separate framework is currently being developed for the Council's Organisational Policies. A list of Organisational Policies is provided in **Appendix A**.



Purpose

The purpose of this framework is to:

- clearly identify the collection of Governance Policies at Central Hawke's Bay District Council that Elected Members are responsible for.
- Mapping the policies according to nature and type provides an overall picture of what is included in the policy portfolio.
- Further understanding of each group of policies and the scope of Councillors decision making is provided through a brief description of the policy, the types of decisions that can be made and the general considerations involved with good decision making.
- To demonstrate the integration between the policies in the portfolio connections with other policies are identified.
- Finally, to assist Council Staff and Elected Members develop a policy review work programme the high-level review timeframes for each policy are indicated.

Relationship with other documents

Long Term Plan: this sets the long-term direction and vision for the District. It has a 10-year (although some parts have a 30-year) outlook. The vision that this creates sets the framework for any review of policies. Additionally, many policies included in the framework are legally required as part of the Long Term Plan process. Those policies denoted in the table below with a *.

Levels of Service: these set the expected outcome from Council activities. They are Council's way of representing the value that our activities provide to the community, or how the community experience those activities. These are set through the Long Term Plan, but are given rigour through associated policies. For example, we will set service levels for 3 Waters, but the Water Conservation Policy will provide the direction that underpins how we operationally manage that area, and thus influences how we deliver our levels of service.

Governance Statement: This is a guide to how the Central Hawke's Bay District Council makes decisions. It provides details about the Council's appointments of committees, sub committees, other subordinate decision-making bodies and joint committees and the kinds of decisions they have delegated authority to make on behalf of Council.

Committee Terms of Reference: at the beginning of each triennium, Council decides how to structure itself to balance its workload and allow for appropriate discussion and deliberation of issues. The Committee Terms of Reference is the document that outlines what Committees will exist, their membership, scope and powers and delegations.

Delegations Manual: Council delegates a range of decision-making powers. As well as the powers outlined in the governance statement, the Chief Executive also has a range of delegations to enable Council to operate on a day-to-day basis. Some of these delegations are passed to staff, especially in the regulatory area, through the Chief Executive Delegations Register (which is an operational document).

Policy Review Framework: outlines a standard process for reviewing developing and policies at Central Hawke's Bay District Council. Included is the process for developing draft policies,

reviewing, applying and amending policies to ensure there is a consistent and transparent approach taken across the organisation.

Policy Framework Procedures and templates: show how policy documents are to be developed ensuring a consistent corporate style is applied across all policy documents.

How Governance Policies Sit in the Bigger Picture

The table below shows where policies sit in the hierarchy of governance instruments. Sometimes the hierarchy can change depending on the nature of the issue being covered and the size of the Council. For example, for Central Hawke's District Council Bay the Non-Rateable Funding Strategic Framework sits above the policies, whereas in other cases that framework may be used between a Policy and an Action Plan.

Instrument	Purpose	
Legislation	Legislation is formal and binding laws that have been passed by Parliament and received royal assent.	
Regulations	Regulations are those regulations made by under authority of legislation by the appropriate delegate (usually the relevant Minister).	
Standards/ Guidelines	National standards are set under legislation by agencies such as the Ministry for the Environment, and are usually mandatory. Guidelines are similar and offer approved and recommended approaches, but are not mandatory.	
Strategy	Strategies outline a deliberate course of action to obtain desired outcomes.	Framework Frameworks set out the high-level purpose for policies, strategies and bylaws how these all work together to achieve Council's goals.
Policy	Policies establish key principles and values that govern decision-making at Council and rules that are mandatory and apply across the Council.	
Action Plans	Action Plans set out key activities that Council and others will do when implementing policies and strategies	
Bylaws	Regulatory tools that can be used by Councils to enforce and give effect to policies, strategies and action plans. Can only be applied in specific circumstances under legislation.	
Procedures	Procedures listed in the Hive (Sharepoint) give detailed mandatory direction on how a policy is to be implemented.	

Governance Policy Framework

The Local Government Act 2002 specifies that one of Council's key responsibilities is to develop and adopt policies. Policies must be developed for the purpose of local governance and must be adopted by the whole of Council. Central Hawke's Bay District Council has a wide range of Governance Policies. In this Governance Policy Framework policies have been collated into the following four groups with the Committee that is primarily responsible for them:

- Governance Leadership and Strategy (*Strategy and Wellbeing Committee*)
- Financial Decision Making and Transparency (*Finance and Infrastructure Committee*)
- Service Delivery and Asset Management, and (*Finance and Infrastructure Committee*)
- Community Engagement and Development. (*Strategy and Wellbeing Committee*)

These four areas are the same as the programme priorities under the CouncilMark™ programme. The CouncilMark™ programme is designed to improve the public's knowledge of the work councils are doing in their communities and to support individual councils further improve the service and value they provide. The programme incorporates an independent assessment system that assesses how councils are performing and the work they're undertaking to grow the value they deliver. Central Hawke's Bay District Council participates in this programme and it makes sense for our framework to align with these assessment areas.

The Committee that is primarily responsible for each of these groups have been identified in Table on page 7. This is to provide clarity over the review responsibility for those areas. Ultimate approval and adoption sits with Council. The Risk and Assurance Committee, as part of their remit, have a role in monitoring risk associated with non-compliance of governance and operational policies.

Policies vary in nature depending on their purpose and can range from high level and broad sweeping to very detailed and specific. To help distinguish between policy types each group of policies has been categorised into two general types:

- **Strategic Policies:** Those policies identified as Strategic Policies generally involve big picture thinking over the long term and often require significant decisions that will affect everyone in the district. For example, the Rating System outlines how Council will strike and collect rates across the entire district.
- **Directional Policies:** are more likely to be about a single-issue topics and provide specific direction to an area of operational activity. For example, the Land Transport Activity Management Plan (and policies) provide direction for the Land Transport Activity.

The Governance Policy Framework also includes **several omnibus policies**. The Rates Remission and Postponement Policies and the Activity Management Plans (and Policies) noted in the table below include a number of specific policies. For a full list of policies please refer to **Appendix B and C**. A full list of Bylaws is provided in **Appendix D**.

While Council can choose to create a range of policies and strategies to cover the 'big picture' issues, many of the policies and strategies are prescribed by legislation or national standards. For example, the Local Government Act requires Councils to have financial and infrastructure strategies. Other legislation such as the Sale and Supply of Alcohol Act 2012 and the Dog Control Act 1996 give Councils the ability to set their own policies.



1. Governance Leadership and Strategy – <i>Strategy and Wellbeing Committee</i>				
	Description	Decision making	Connections	Review priority ¹
Direction setting, vision, goals, community outcomes	Direction setting encompasses council's high-level vision and goals e.g. "THRIVE" and community outcomes.	<p>The Long Term Plan is the umbrella in which most direction setting occurs, depending on when it falls in the triennium (some authorities will undertake extensive direction setting upon election, which then informs the Long Term Plan). In direction setting the Council considers its current strategic direction and then maps out where to go next.</p> <p>Good direction setting and decision making includes consideration of around the community's view of well-being and the council's contribution to promoting well-being including social, economic, environmental and cultural aspects (the 'four wellbeings'). Direction setting also include the development of a set of community outcomes.</p> <p>Direction setting usually occurs at the beginning of an elected term. While not technically a "policy" direction setting is significantly influential on policies, identification of strategic priorities and allocation of resources.</p>	Policies, Strategies and Activity Management Plans	Low 2022

¹ Review priority ranges include: High where review is required in >6 months, Medium where review is required between 6-12 months, Low where review is required in <12 months

1. Governance Leadership and Strategy – <i>Strategy and Wellbeing Committee</i>				
	Description	Decision making	Connections	Review priority ¹
		Elected Members are responsible for making decisions regarding Direction Setting but are assisted in their decision making by information provided by Council Officers.		
<p>Governance Policies</p> <ul style="list-style-type: none"> • Governance Statement • Standing Orders • Code of Conduct • Committee Terms of Reference • Delegations Manual 	This group of “policies” provides Council guidance about its purpose, meeting procedures to enable effective Local Government and public accountability, powers and delegations to Committees, and the Chief Executive and expectations regarding Elected Member conduct.	<p>These documents are procedural in nature and heavily based in legislation. For these reasons they are typically standardised by industry experts and the documents are often adopted by Council with no or little change.</p> <p>As long as Council is comfortable with content and understands the expectations and responsibilities outlined in these standardised documents the decision making required is very limited. For example, Council adopted the Model Standing Orders of the Standards Association of New Zealand.</p>	Representation Policies	Low
*Maori Capacity to Decision Making Policy	Māori Capacity to Decision Making Policy outlines any steps Council intends to take to develop the capacity of Māori to Council's	In this policy Councils are expected to outline how they intend to build positive relationships with Māori and enable opportunities for input into decision-making. The intention is that Council and Māori will work together to deliver good	Significance and Engagement Policy	Medium

1. Governance Leadership and Strategy – <i>Strategy and Wellbeing Committee</i>				
	Description	Decision making	Connections	Review priority ¹
	decision-making processes.	<p>outcomes for Māori communities and the community as a whole.</p> <p>Council is working towards developing a memorandum of understanding with Te Taiwhenua o Tamatea, who represent all 9 marae in Central Hawke's Bay.</p>		
Chief Executive Pay and Performance Policy	The Chief Executive Remuneration Policy sets out how the Chief Executive's performance will be managed and measured.	This policy is a key lever for Council to manage the overall performance of the organisation. As the operational head of Central Hawke's Bay District Council, the Chief Executive is the conduit between the Council and staff of the organisation itself. Performance expectations that are set for the Chief Executive therefore flow directly through to the Performance Development Plans of the Executive Leadership Team, People Leaders, and staff.	Delegations Manual, Levels of Service	Low
Representation Policies <ul style="list-style-type: none"> • Appointment of Council Representation Policy • District Licensing Committee Appointment of Members 	The Local Government Act enables Councils the power to appoint committees, subcommittees or other decision-making bodies	These policies outline the membership of elected members and community members on committees, sub committees and other trusts and boards. Good decision making is guided by the Local Government Act that provides Council with direction over its powers of delegation.	Governance Statement	Low

1. Governance Leadership and Strategy – <i>Strategy and Wellbeing Committee</i>				
	Description	Decision making	Connections	Review priority ¹
	to make decisions on the Council's behalf.	<p>The composition and membership of committees is normally reviewed at each triennial election – but Council, through various Acts, consents and the constitutions of other entities, is also represented on a number of other Boards, Committees, Groups, Trusts and similar entities.</p> <p>In addition – Council provides treasury administrative support to a number of entities, where it is in the public interest that Council be involved.</p>		
Elected Member Expenses and Remuneration Policy	This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.	<p>The aim of this policy is to ensure that a transparent and accountable process is outlined regarding the reimbursement of costs that elected members may incur while conducting duties.</p> <p>Costs for expenses must have a justifiable business purpose, be moderate and conservative to the circumstances, and be appropriate. Expense claims are audited and transparency is achieved through the six-monthly publication of expenses on the Council's website.</p> <p>The Remuneration Policy outlines Council's agreed approach to allocating the Elected</p>	Code of Conduct	Low

1. Governance Leadership and Strategy – <i>Strategy and Wellbeing Committee</i>				
	Description	Decision making	Connections	Review priority ¹
		Members salary pool that is set by the Remuneration Authority.		

2. Financial Decision Making and Transparency – <i>Finance and Infrastructure Committee</i>				
	Description	Decision making	Connections	Review priority
Non-Rateable Funding Strategic Framework	This Framework aims to identify and implement opportunities to create new revenue for Council, seeking to reduce the reliance on rates to fund the range of operational activities and capital projects Council delivers.	<p>This strategic framework sets clear direction to reduce Council's reliance on rates through a variety of mechanisms. It was created in recognition that the District faces significant funding challenges in the future, in particular addressing under-investment in three waters activities and responding to the increasing impact of weather events on the Districts roading network.</p> <p>The Non-Rateable Funding Strategic Framework sets out a range of initiatives to deliver on the strategy, such as exploring opportunities around partnership funding for projects, and to develop and External Funding Policy. The Chief Executive develops an operational work programme that will look to prioritise and achieve the key initiatives over a three-year programme.</p>	Funding and financial policies	Low
Funding and financial policies <ul style="list-style-type: none"> • Development Contributions Policy • *Revenue and Financing Policy • Rating System Policy 	This suite of policies enables Council to obtain financial resources via rates, establish funding tools, manage resources and allocate them towards strategic priorities.	The funding and financial policies establish the systems and procedures for Council's revenue sources. These policies determine how rates will be set, applied and collected, funding from other sources, how fees and charges will be determined, and Council's approach to managing its financial resources over the long term.	Non-Rateable Funding Strategic Framework	High

2. Financial Decision Making and Transparency – <i>Finance and Infrastructure Committee</i>				
	Description	Decision making	Connections	Review priority
<ul style="list-style-type: none"> Financial Strategy 		<p>Good decision making in funding and financial policy development requires careful consideration and alignment with the relevant legislative requirements. Some policies require the inclusion of mandatory content and others have specific review processes. Council must be able to show how it has complied with these.</p> <p>Errors in the development of funding and financial policies can have dire financial consequences and at worse can result in Council's not being able to strike rates or collect enough revenue to fund programmes. Care must be taken to carefully express Council's intention and avoid the risk of being misinterpreted.</p> <p>Like other governance policies, elected members are ultimately responsible for approving policies. However, due to the complexity and risk of failure associated with funding and financial policies it is important that Elected Members are well supported in their decision making with expert officer advice provided from the Chief Financial Officer, Chief Executive and other relevant staff. External legal advice on the elements of the funding and financial policies may also be sought.</p>		

2. Financial Decision Making and Transparency – Finance and Infrastructure Committee				
	Description	Decision making	Connections	Review priority
Procurement Policy	This policy describes the rules and principles Council has to abide by when obtaining good, services or works from an external source (typically via tendering or a competitive bidding process).	While Local Government is not required to follow the NZ Government guidelines, they are strongly encouraged to in order to bring consistency to the wider government network. A clear Procurement Policy directly aligns with the principles of good governance. It creates a structure for obtaining high value items and ensures transparency over that process. The absence of a policy is a significant risk.	Governance policies, Funding and Financial policies, Asset Management Policies and Plans	Low
Risk Framework	Risk Management is an integral part of good management practice. Successfully managing risk ensures Council is able to support the ongoing vision and objectives of the District.	The importance of risk management in decision-making cannot be overstated. Without considering what risk exists, and then putting in place appropriate measures to manage those risks, it is difficult for the organisation to achieve its goals. The Risk Framework contains a set of principles, clear roles and responsibilities, and a risk management process, to ensure consistency in decision-making.	Governance policies, Funding and Financial policies, Asset and Activity Management Plans	Low
Rates Remissions and Postponement Policies	A range of policies that outline the circumstances where Council is prepared to waive rates.	The Rates Remission and Postponement Policies includes 11 policies that specifically detail how certain groups, organisations, individuals may be exempt from paying rates.	Funding and Financial Policies	High

2. Financial Decision Making and Transparency – <i>Finance and Infrastructure Committee</i>				
	Description	Decision making	Connections	Review priority
		<p>Good decision making in this suite of policies includes being clear about Council's rationale for exempting certain groups from paying rates. E.g. Sports Clubs that make a positive contribution to the wellbeing of the community may be exempt from paying rates.</p> <p>Expert advice about the integrated nature of rating systems will lessen the risk of Councillors making decisions in isolation for a specific group of ratepayers that result in unintended consequences for other groups of ratepayers. With the guidance of the Chief Executive and Council Staff councillors should be made aware of the implications and options of shifting of rates payments from one group to another and the impact on the whole rating system.</p>		
Treasury Management Policy including Liability Management and Investment Policies	The purpose of the Treasury Management Policy is to outline approved policies and procedures in respect of treasury activities. The formalisation of such policies and procedures will enable treasury risks within	The Council has ultimate responsibility for ensuring that there is an effective Policy for the management of its risks. In this respect the Council decides the level and nature of financial risks that are acceptable, given Council's statutory objectives. The Council is responsible for approving the Policy. Council has responsibility for:	Financial Strategy	Med

2. Financial Decision Making and Transparency – <i>Finance and Infrastructure Committee</i>				
	Description	Decision making	Connections	Review priority
	Council to be prudently managed.	Approving the long-term financial position of Council through the Long Term Plan and Financial Strategy along with the adopted Annual Plan. Approve and adopt the Liability Management and Investment Policies (the Treasury Management Policy). Approval for one-off transactions falling outside Policy		

3. Service delivery and asset management - <i>Finance and Infrastructure Committee</i>				
	Description	Decision making	Connections	Review priority
Infrastructure Strategy	The Infrastructure Strategy demonstrates how Council is intending to respond and manage significant asset requirements over a 30-year period.	<p>The Infrastructure Strategy is mandated under the Local Government Act and is a core part of Council's Long Term Plan. Council must tell a clear and credible story of how it plans to manage its current and future infrastructure over the next 30 years or more. It must identify significant asset issues and demonstrate it has a plan in place to address those issues.</p> <p>For example, the impact of population growth and decline, threats and risks to infrastructure through natural hazards and climate change are all issues that have to be considered. Council will need to consider a range of options on how best to manage changes in demand e.g. increased expenditure to meet changing drinking water standards.</p> <p>The long-term nature of this strategy will require consideration of the needs of future generations and what financial resources will be required. This requires strong alignment between the Infrastructure Strategy and the Financial Strategy, as well as clear links to service levels in the Long Term Plan.</p>	Financial Strategy and Asset Management Plans	High
Asset Management Policy	The Asset Management Policy contains a set of asset management principles and policy	Having an Asset Management Policy in place is good practice. It allows Council to set an expectation as to how Asset Management Plans should be developed and reviewed. The principles are consistent with the	Infrastructure Strategy and Asset	Low

3. Service delivery and asset management - <i>Finance and Infrastructure Committee</i>				
	Description	Decision making	Connections	Review priority
	statements to guide and influence the way that Council manages its assets.	<p>strategic direction of the District and the community outcomes in the Long-Term Plan, allowing it to positively influence the impact asset management has on the achievement of those outcomes.</p> <p>The policy helps Council manage risk by clearly articulating principles to be applied in the development of Asset Management Plans, rather than just being implied or inferred in the absence of one. It allows for Council and staff to check back to ensure AMPs are developed/reviewed against a consistent standard.</p> <p>This policy has a long-term view because it directly influences the development of AMPs, which are key components of the Long-Term Plan. When it is reviewed, it will require consideration of the needs of future generations. This requires strong alignment with the Infrastructure Strategy (and vice versa).</p>	Management Plans	
District Plan	The District Plan outlines how we use land and manage land use, including looking at construction principles, noise and heritage values of the District.	Councils are legally required to have a District Plan in place. It is through a District Plan that Council is able to give life to its vision for the community. It takes a long-term view, and when being reviewed, requires careful consideration of the needs of future generations.	Long Term Plan, Asset and Activity Management Plans, Regulatory Policies and Bylaws	Low

3. Service delivery and asset management - <i>Finance and Infrastructure Committee</i>				
	Description	Decision making	Connections	Review priority
		The Plan influences the long-term outlook of the District because it contains clear rules about what kind of activity is permitted, and what requires consent. For example, what areas are identified for future growth, and what areas need to be protected.		
<p>*Activity Management Plans (and policies) refer Appendix C</p> <ul style="list-style-type: none"> • Land Transport Activity Management Plan • Solid Waste Activity Management Plan • Drinking Water Activity Management Plan • Wastewater Activity Management Plan • Storm water Activity Management Plan • Community Facilities Activity Management Plan 	Activity Management Plans focus on the activities, services and outcomes the Council is delivering and the assets needed to deliver them.	<p>The Activity Management Plans provide for the co-ordinated management of activities to deliver on Council's objectives. Council has a range of different decision-making opportunities to make when developing and approving Activity Management Plans. This will involve considering and approving the alignment between strategic management of the activity and any associated assets, and long-term approach to the provision and maintenance, and provided levels of service. A number of policies are associated with Activity Management Plans and these are used to support the overall objectives of the activities.</p> <p>Elected Members are responsible for approving Activity Management Plans (and Policies) but are assisted in their decision making by information provided by Activity Managers.</p>	Infrastructure Strategy and Financial Strategy	High

3. Service delivery and asset management - Finance and Infrastructure Committee				
	Description	Decision making	Connections	Review priority
<ul style="list-style-type: none"> Regulatory Group Activity Management Plan 				
<p>Bylaws</p> <ul style="list-style-type: none"> For a full list refer Appendix D 	<p>Bylaws are legislative instruments that give effect to policy.</p>	<p>Bylaws can be used to encourage behaviours to maintain desired community conduct e.g. restricting urban residents from keeping roosters to avoid the noise from annoying their neighbours. Bylaws can be enforced through a range of measures e.g. fines, orders and prosecution.</p> <p>Council has a number of bylaws and good decision making will involve consideration of the entire bylaw portfolio to avoid the risk of any unintended consequences between bylaws. Bylaws are legal documents and legal advice is often sought prior to adoption to ensure bylaws meet legal requirements and are enforceable.</p> <p>The bylaws are reviewed and drafted by Council Officers and formally adopted by Elected Members. The Chief Executive's role is to ensure the Bylaws are enacted.</p>	Service Delivery Policies	Low
<p>Regulatory policies</p> <ul style="list-style-type: none"> Smoke Free Policy 	<p>These policies are Council's response to specific pieces of legislation. They</p>	<p>A number of pieces of legislation provide Councils with the ability to introduce policies to tailor regulatory responses to the needs of their communities. In some cases – such as the Dog Control Act 1996 – Councils</p>	Bylaws	Low - High depending on policy review

3. Service delivery and asset management - Finance and Infrastructure Committee				
	Description	Decision making	Connections	Review priority
<ul style="list-style-type: none"> • Local Alcohol Policy • Class 4 Gambling and Board Venue Policy • Sale of Liquor Policy • Local Approved Products Policy • Dog Control Policy • Dangerous, Earthquake-Prone and Insanitary Buildings Policy • Water Conservation Policy 	establish local regulatory approaches to national issues.	<p>must have a policy in respect of dogs in their area. In other cases these policies are not mandatory, although national-level regulations can often apply if Council's do not adopt their own policies.</p> <p>While Councils are empowered to set their own policies, these have to operate within the boundaries set by legislation. There will often be things that Councils must cover in the policies (and there is no discretion allowed), and also directions on what Councils must have regard to when setting the policies (high-level outcomes to guide decision-making on the specific issue).</p>		date and legislative changes

4. Community Engagement and Development – <i>Strategy and Wellbeing Committee</i>				
	Description	Decision making	Connections	Review priority
Environmental Strategy Economic Development Strategy Social Development Strategy (in development) Maori Development Strategy (in development)	These strategies identify and articulate the objectives that Council and the community want to achieve. Details are provided about the current situation, ideal situation and the actions required to make change.	<p>Council has chosen to develop local strategies in response to meeting Council objectives and community aspirations identified in Project THRIVE.</p> <p>As these strategies are not prescribed by the Local Government Act, Elected Members have freedom and flexibility about strategy contents. However, the general principles of good governance and decision making as described by the Local Government Act still apply including making decisions that promote community wellbeing and the best interests of the whole community now and in the future. Community views must be considered in an open and transparent matter and consideration given to those in the community that may have an interest in matters being considered.</p>	Action Plans	Low
*Significance and Engagement Policy	The purpose of the policy is to enable Council and the community to identify the degree of significance of particular matters, provide clarity about how and when communities can expect to be engaged in decisions	Council's Significance and Engagement Policy sets out the form of consultation to be undertaken relative to community preferences for specific matters, given their significance (significance being either financial or non-financial). The types of consultation range on a spectrum from informing – which involves one-way communication from council to the community about something that is	Maori Capacity to Decision Making	High

4. Community Engagement and Development – <i>Strategy and Wellbeing Committee</i>				
	Description	Decision making	Connections	Review priority
	about such matters, and inform the Council from the beginning of a decision-making process about the extent of any public engagement that is expected before a particular decision is made on the form or type of engagement required.	<p>going to happen i.e. a water shutdown notice through to empowering where Council may delegate decision making to the community.</p> <p>The significance of an issue is considered on a case by case basis. Significant matters will be to be subject to more substantive levels of engagement and consultation. Likewise, engagement and consultation approaches will be considerably less on matters of minor concern or interest to communities.</p> <p>Council decides what type of engagement is appropriate based on how the significant the issue is. Good decision making will take into consideration the Council's existing level of knowledge of community preferences and views. This is particularly relevant of a consultation on the same issue had recently been held.</p> <p>The development of the policy is guided by the Chief Executive and usually Council's Communications Officers. Council officers assist Elected Members to implement the Significance and Engagement Policy by making recommendations about community context, and the level of community engagement appropriate for the issue being considered.</p>		

4. Community Engagement and Development – <i>Strategy and Wellbeing Committee</i>				
	Description	Decision making	Connections	Review priority
<p>Action Plans</p> <ul style="list-style-type: none"> • Economic Development Action Plan • Environmental and Sustainability Action Plan • Youth Action Plan • Positive Ageing • Disability Reference Group Action Plan • Safer CHB 	<p>Council's range of Action Plans outline what activities will be undertaken to ensure the objectives identified in Council's strategies will be achieved.</p>	<p>Action Plans include a range of specific and often prioritised actions that when completed will assist in bringing about the strategy objectives Council seeks.</p> <p>Council's key decision-making role is ensuring alignment between strategy objectives and actions.</p> <p>Councils are faced with difficult decisions about allocating scarce resources between competing demands, requiring them to make difficult trade-off decisions about the most effective actions to take. Elected Members are assisted in their decision making by the relevant Council Officer responsible for implementing the Strategy.</p>	<p>Environmental Strategy</p> <p>Economic Development Strategy</p>	Low
Civic and Community Awards Policy	<p>This policy establishes the process for awarding the Civic Awards.</p>	<p>This policy sets out key processes for the maximum number of people to receive a Civic Award each year, and how they should be chosen. It sets out:</p> <ul style="list-style-type: none"> • not more than four persons on an annual basis • nominations of candidates for the awards shall be called for by Public Notice each year in May 		High

4. Community Engagement and Development – <i>Strategy and Wellbeing Committee</i>				
	Description	Decision making	Connections	Review priority
		<ul style="list-style-type: none"> a Selection Panel will be formed by Council to make the awards two citizen representatives will be on the Selection Panel (Group President of the Central Hawke's Bay Women's Institute (or a replacement nominated by the Central Hawke's Bay Women's Institute), and an additional citizen nominated by Council). 		
Community Voluntary Organisation Support (CVOS) Funding Policy	This policy outlines the process regarding the allocation Community Voluntary Organisation Support Funding, Environmental and Sustainability Funding, Creative Communities Grants and Sport NZ Rural Travel Grants.	<p>Council recognises community funding as a major contributor towards supporting the achievement of Council's and the Communities vision for the future and to support our community to THRIVE. There are a range of grants and funding options available for Central Hawke's Bay groups and communities.</p> <p>Good practice around the decision to allocate funding includes ensuring that there is clear alignment between the funding proposal and the outcomes that Council or other funding bodies seeks.</p>	<p>Social Development Strategy</p> <p>Environmental Strategy</p>	Low

Appendix A – Organisational Policies

1. Administration

- Lost Property Procedure
- Lost Property Policy
- Purchases
- Postal Address Format
- Records Management Paper Based
- Responsibility for Cash

2. Corporate Procedures

- Credit Card Operation
- LGOIMA Requests

3. Information Services

- Booking Resources
- Information Systems
- Telecommunication
- Website File-Directory Conventions

4. People and Capability

- Child Protection Policy
- Community Service Leave Guideline
- Conflict of Interest Policy
- Drug and Alcohol Policy and Procedure
- Hours of Work and Flexible Working Hours
- Koha Procedure
- Leave Policy
- Motor Vehicle Use
- Pay and Performance Policy
- Protected Disclosures Act
- Public Relations
- Recognising our People Guideline
- Respectful Workplace Procedure

- Security of Information and Premises
- Sensitive Expenditure
- Sick Leave Bank Policy
- Staff Conduct Procedure
- Staff Making Personal Submissions
- Training and Travel Policy

5. Planning and Regulatory

- Trading in Public Places
- Geotechnical Site Investigation Guidelines

6. Safety and Wellbeing

- Emergency Procedures
- Hazard-Risk Management
- Health and Safety
- Incident Accident Procedure
- Lone Worker Procedure
- Rehabilitation
- Stress Management

Appendix B - Rates Remissions and Postponement Policies

- Community Contribution and Club Rebate Remission Policy
- Uniform Annual Charges on Contiguous Properties Remission Policy
- Rates Discount Policy
- Rates Holiday Postponement Policy
- Remission on Rates for QEII Trust Land for Natural, Historic or Cultural Conservation Policy
- Remission of Rates – Maori Freehold Land Policy
- Postponement of Rates for Natural Calamities Policy
- Remission of Additional Charges Policy
- School Sewerage Charges Remission Policy
- Outstanding accounts Policy
- Remission of Rates Policy
- Remission of water rates attributable to water leaks.

Appendix C – Activity Management Plans (and Policies)

Land Transport Activity Management Plan

- Ad Hoc Road Signs Policy
- Dust Suppression Policy
- Enclosure of Road Reserve Policy
- Footpaths Policy
- Formation, Subdivision and Maintenance of No-Exit Roads Policy
- Roadside Planting Policy
- Roadside Stabilisation and Tree Management Policy
- Roadside Weed Control Policy
- Stock Underpass Policy
- Use of Road Reserve for Permanent Commercial Display Policy
- Vehicle Crossing Policy
- Allocation of Property Numbers Policy
- Naming of Streets and Roads Policy

Solid Waste Activity Management Plan

- Solid Waste Policy

Storm Water Activity Management Plan

- Storm water Drainage Policy
- Storm water Laterals and Sewer Repairs

Community Facilities Activity Management Plan

- Camping Policy
- Cemeteries Policy
- Cultural Policy
- Indoor Heated Swimming Pool Policy
- Library Policy
- Parks and Reserves Policy
- Retirement Housing Policy
- Swimming Pools Policy
- District Hall Committees Policy
- District Hall Policy
- Acquisition of Esplanade Policy

Appendix D – Bylaws

- Introductory Bylaw
- Public Places Bylaw
- Hostels Bylaw
- Trading in Public Places Bylaw
- Livestock Movement and Animals in Public Places Bylaw
- Solid Waste Bylaw
- Water Supply Bylaw
- Control of advertising signs Bylaw
- Dog Control Bylaw
- The Keeping of Animals, Poultry and Bees Bylaw
- Cemeteries Bylaw
- Stormwater Bylaw
- Wastewater Bylaw
- Trade Waste Bylaw
- Traffic Bylaw
- Speed Limits Bylaw
- Liquor Control in Public Places Bylaw

6.5 APPROVAL OF CHBDC DELEGATIONS MANUAL

File Number: COU1-1400

Author: Gina McGrath, Strategy and Governance Manager

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. FINAL - CHBDC Delegations Manual [↓](#)

PURPOSE

The matter for consideration by the Council is the adoption of the Central Hawke's Bay District Council Delegations Manual.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) **That the Central Hawkes Bay District Council Delegations Manual be adopted, with it coming into effect from 1 July 2020.**

BACKGROUND

Central Hawke's Bay District Council has experienced unprecedented change over the last three years, with the 2016 Elections resulting in a significant change in the leadership and direction of Central Hawke's Bay.

Part of this change has seen us craft a new way of working together here at Council – we have redefined the relationship between the Elected Members, Chief Executive and Staff. Council has set a clear strategy and direction, and we are now reaping the rewards as a result.

In smaller Councils like ours it can sometimes be difficult to precisely define the line between governance and management. We have addressed this by continuing to improve and redefine the relationship between governance and management. Developing appropriate frameworks and policies that define this line, and clarify the role of the Elected Members (who 'steer the ship') and management (who 'row the ship') is an integral part of continuing to improve how we conduct our business.

As Elected Members you set your priorities for this term, and have defined the role you see yourselves having in those priorities (Do, See, Know). There has been a clear focus on good governance and putting in place the framework and policies to support this.

Given the continued improvement in our approach to defining the line between governance and management, it was considered timely to review our current model of delegation and whether it reflects, and aligns with, our approach to governance and management at Central Hawke's Bay District Council.

DISCUSSION

On 7 May the Strategy and Wellbeing Committee workshopped our approach to Delegations. The following feedback was provided:

- Agreement that the Delegations Manual gets reviewed as part of the CE Pay and Performance review;
- Ensure that it is clear that Council has ultimate power over delegations and can revoke, delete and amend delegations
- Ensure Committee delegations are clear
- Include delegations for the Mayor, Deputy Mayor, and Chairs of Committees
- Ensure that delegations to the Chief Executive are grounded in clear principles of operation, and outline any limitations to these delegations.

Approach

The approach taken in drafting this Delegations Manual was to look to examples of other local authorities that fit within the approach Council wanted to take, and followed that general structure. We also reviewed our current Delegations Manual, and included relevant elements from that.

Of note:

- We have included the Committee Terms of Reference. These have not been altered in any way from the final version approved by Council at the beginning of the term. But as they are relevant to the delegations and powers, they have been included in this document as well.
- The District Licensing Committee Terms of Reference have also been included. There is one suggested amendment to these, and that is to add a section on training to align it with the other committees.
- Delegations are included for the Mayor, Deputy Mayor and Chairs of Committees.
- The section on Chief Executive delegations includes some principles. These should also be read in line with the limitations section in the front part of the Delegations Manual.
- The Chief Executive's financial delegations have not changed.

Resource Management Act 1991

One area that was noted for further investigation at the 7 May workshop was the delegations provided in the Resource Management Act 1991. This is because local authorities all have different approaches to the delegation of the powers contained within this legislation.

Upon review of the legislation, it is clear that Council can delegate to any employee any power under the RMA except for:

- the approval of a proposed policy statement or plan under clause 17 of Schedule 1 of the RMA
- this power of delegation.

This means that Chief Executive cannot sub-delegate powers under the Resource Management Act 1991. For this reason, a section on RMA delegations are included in the manual for Council approval.

The approach for this section is to retain the current delegations with no changes. If, as we develop and finalise the Chief Executive Delegations Register, we come across potential changes that need to be made, we will amend that section and bring back to Council for approval at the July Council meeting. Once approved, just that section will be updated in the Delegations Manual.

This will allow the business to still operate its powers under the RMA in the meantime, but ensures we are still able to review and make amendments if appropriate.

RISK ASSESSMENT AND MITIGATION

There are no significant risks associated with the adoption or non-adoption of this Delegations Manual (assuming the current Delegations Manual continues to operate).

However, non-adoption does raise some risk as to why we have in place a Delegations Manual that does not align with the principles and approach taken across other key governance documents.

As the current Delegations Manual is also very specific, it is already out of date and will need to be reviewed and updated. Any time something occurs that requires change to the Delegations Manual, it will have to come to Council for approval.

FOUR WELLBEINGS

Good governance is one of the cornerstones of an effective Council. As the purpose of this Delegations Manual is to further enhance our governance structure, and to better define the line between governance and management, this report fundamentally supports the delivery of the four wellbeings across Council.

DELEGATIONS OR AUTHORITY

This Delegations Manual changes the framework of delegated authority in Central Hawke's Bay District Council. Only Council has the authority to approve this.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as having some significance.

OPTIONS ANALYSIS

Three options are presented for consideration. These are;

1. Adopting the attached Delegations Manual
2. Adopting the attached Delegations Manual with some edits/modifications
3. Not adopting the attached Delegations Manual and providing officers with guidance on next steps or further work that is required.

Financial and Operational Implications

The options do not present any financial implications. Operationally, if the Delegations Manual is approved it will mean that going forward, any changes to delegations can be managed by the Chief Executive.

	<u>Option 1</u> Do not adopt Delegations Manual (leaving current version in place)	<u>Option 2</u> Adopt the Delegations Manual with no changes	<u>Option 3</u> Adopt the Delegations Manual with amendments
Financial and Operational Implications	There are no financial and operational implications.	There are no financial implications. If approved any changes to delegations can be managed by the Chief Executive.	Assuming that the general approach is retained, there will be no significant financial implications. If approved any changes to delegations can be managed by the Chief Executive.
Long Term Plan and Annual Plan Implications	There are no implications.	There are no implications.	There are no implications.
Promotion or Achievement of Community Outcomes	There are no implications.	There are no implications.	There are no implications.
Statutory Requirements	There are no specific statutory or legislative requirements for this option.	There are no specific statutory or legislative requirements for this option.	There are no specific statutory or legislative requirements for this option.

Consistency with Policies and Plans	Our current Delegations Manual is not consistent with the approach taken as we continue to redevelop and review our current policies and frameworks. This inconsistency creates some confusion and can at times hamper the efficiency of our operational staff.	This Delegations Manual is consistent with the approach and principles taken in the redevelopment and review of our current policies and frameworks.	Assuming that the general approach is retained, an amendments Delegations Manual will remain consistent with the approach and principles taken in the redevelopment and review of our current policies and frameworks.
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Recommended Option

This report recommends option 2 (Adopt the Delegations Manual with no changes) for addressing the matter.

If option 3 (Adopt the Delegations Manual with amendments) is approved, Council should note that any amendments will need to be clear in intent to ensure that this can be given effect to without returning to Council for formal adoption at the end of July.

NEXT STEPS

If, as we develop and finalise the Chief Executive Delegations Register, we come across potential changes that need to be made to the delegations under the RMA, we will amend that section and bring back to Council for approval at the July Council meeting.

RECOMMENDATION

- a) That the Central Hawkes Bay District Council Delegations Manual be adopted, with it coming into effect from 1 July 2020.**



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Central Hawke's Bay District Council Delegations Manual

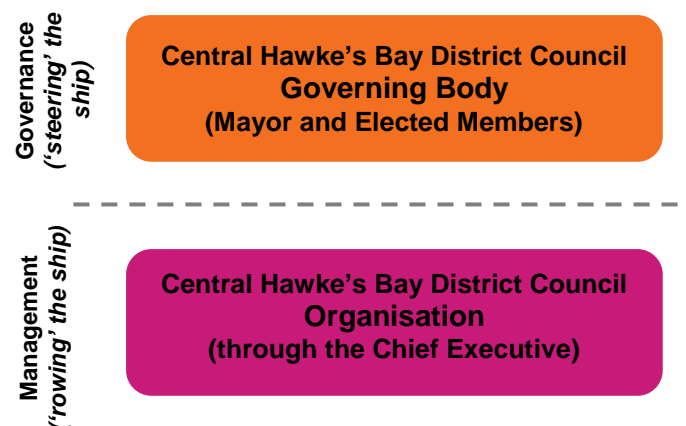
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Central Hawke's Bay District Council Delegations Manual

The main focus of Council is on what Local Government New Zealand calls 'the steering of the ship' in its **Elected Members Handbook**. They capture the 'big picture' issues of how to make our community THRIVE. Conversely, the Chief Executive and Executive Leadership Team are focussed on 'rowing of the ship'; that is, ensuring the ship is moving in order to reach the destination set by Elected Members.'



This document sets out the terms of reference and delegations for the Central Hawke's Bay District Council, and its committees. It also sets out the responsibilities of, and delegations associated with certain roles, including the Mayor, Deputy Mayor, Chief Executive, and Committee Chairs.

The Council's business is wide-ranging, and it has obligations and powers under many statutes and regulations. It would be impossible for the full Council to deal with everything itself. Delegation to officers is necessary for the operation of the Council to be efficient and effective and achieve its objectives and for its service delivery to be timely and successful.

Therefore, this document sets out the principles, expectations and boundaries of delegated powers relating to decision making when giving effect to its statutory duties, responsibilities and powers. It ensures that powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.

This is a living document and will develop as ways of doing things evolve over the months and years ahead.

Iwi

As a Council, we recognise the special and unique position of tāngata whenua of Tamatea / Central Hawke's Bay District and the important role Māori have to play in Council's decision making processes.

We recognise Te Tiriti o Waitangi / the Treaty of Waitangi as New Zealand's founding document.

Our relationship with and responsibilities to Māori are grounded by this and guided by relevant law.

To enable Māori to work with us, we are committed to fostering the development of Māori capacity to contribute to our decision-making.

Our *Māori Contribution to Decision Making Policy* outlines further Council's commitment to enhancing Maori contribution and representation to the decisions that Central Hawke's Bay District Council makes.

Definition of Delegation

Delegation is the conveying of a duty or power to act to another person, including the authority that the person making the decision would themselves have had in carrying out that duty or exercising that power.

Because the business to be transacted by the Council is diverse and wide-ranging, delegations are necessary to ensure the efficient, effective, and timely delivery of services to the communities it represents.

The Council, as the governing body of Central Hawke's Bay District Council, delegates certain statutory duties, responsibilities and powers to ensure there is administrative efficiency and expediency in the management of the operational side of the business.

The Chief Executive then delegates, through a separate Delegations Register, certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to achieve best use of the abilities of elected representatives and officers and to promote effective and expeditious decision-making. Delegations seek to avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to Council or Chief Executive every time a decision needed to be made.

Wherever possible, delegations to staff are made on a wide basis to promote the most effective and efficient implementation and delivery of Council's policies and objectives. In the Chief Executive's Delegation Register, where possible delegations are broken down by groups rather than at an individual role level.

The Legal Basis

Council's authority to delegate to its standing committees, subcommittees, members or staff is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA).

Term of Delegation

Unless any delegation is expressed to be for a definable period it will continue until revoked by the delegator or the Council, or withdrawn by operation of law.

Limitations

Where the description of a delegated legislative function is ambiguous or appears to conflict with the wording of the legislation, the wording of the legislation will prevail.

Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.

Responsibilities, duties or powers delegated to officers by the Chief Executive may not be sub-delegated. Nor may responsibilities, duties or powers delegated to officers (including the Chief Executive) by the Council under the Resource Management Act 1991 or the Local Government (Rating) Act 2002 be sub-delegated.

The following powers cannot be delegated:

- the power to make a rate;
- the power to make a bylaw;
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan;
- the power to adopt a Long-Term Plan, annual plan, or annual report; or
- the power to appoint a chief executive;
- the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-Term Plan or developed for the purpose of the local governance statement; and
- any matter not permitted to be delegated by any other Act (for example the approval of a policy statement or plan under the Resource Management Act 1991 or the granting of special exemptions under s.6 of the Fencing of Swimming Pools Act 1987); and
- any matter that can only be given effect to by a Council resolution.

Ambiguity and Conflict

If any ambiguity or conflict results in uncertainty or dispute as to which chairperson or committee has the delegation to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

Relationship with other documents

Governance Statement: This is a guide to how the Central Hawke's Bay District Council makes decisions. It provides details about the Council's appointments of committees, sub committees, other subordinate decision-making bodies and joint committees and the kinds of decisions they have delegated authority to make on behalf of Council.

Chief Executive Delegations Register: This is an operational document which sets out the Chief Executive's delegations to Council officers, including the Executive Leadership Team. It also provides for specific delegations relating to finance, regulatory functions and specific statutory responsibilities.

Policy Framework: identifies the collection of Governance Policies at Central Hawke's Bay District Council that Elected Members are responsible for.

Māori Capacity to Decision Making Policy: this policy outlines how we will build positive relationships with Māori and enable opportunities for input into decision-making.

Code of Conduct: outlines the standards of behaviour expected from Elected Members, including outlining their relationship the Mayor, Chief Executive and staff at Central Hawke's Bay District Council.

Standing Orders: these contain rules for the conduct of the proceedings of local authorities, including committees. They enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner. The Standing Orders contain a number of sections that are relevant to delegated authority and the two documents help to inform each other.

Central Hawke's Bay District Council

Membership	<p>Her Worship the Mayor Alex Walker (Chair)</p> <p>Deputy Mayor Kelly Annand (Deputy Chair)</p> <p>Councillor Brent Muggeridge, Councillor Tim Chote, Councillor Tim Aitken, Councillor Gerard Minehan, Councillor Kate Taylor, Councillor Exham Wichman, Councillor Jerry Greer.</p>
Meeting frequency	The council shall meet every 8 weeks or as required.
Quorum	As set by Standing Orders.
Purpose	<p>The purpose of the Central Hawke's Bay District Council is to enable democratic local decision-making to promote the social, economic, environmental and cultural well-being of the Central Hawke's Bay District in the present and for the future.</p> <p>Council is made up of the Mayor and 8 Councillors (elected members). They are responsible for determining local policy and legislation, and defining the overall vision for the Central Hawke's Bay District. Council makes decisions on behalf of the ratepayers and residents.</p> <p>In meeting its purpose, the Central Hawke's Bay District Council has a variety of roles:</p> <p>Facilitating solutions to local needs.</p> <p>Advocacy on behalf of the local community with central government, other local authorities and other agencies</p> <p>Management of local infrastructure including network infrastructure (e.g. reading, water supply, waste disposal, libraries, parks and recreational facilities)</p> <p>Environmental management planning for the current and future needs of the local district.</p>
Responsibilities	<p>The Council's terms of reference include the following powers which cannot be delegated to committees, officers or any other subordinate decision making body.</p> <p>The power to:</p> <ul style="list-style-type: none"> • make a rate • make a bylaw

- borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan
- adopt a Long Term Plan or Annual Plan and Annual Report
- appoint a Chief Executive
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Governance Statement
- adopt a remuneration and employment policy
- approve or amend Council's Standing Orders
- approve or amend the Code of Conduct for elected members
- appoint and discharge members of committees
- establish a joint committee with another local authority or other public body

In addition, Council can:

- approve a proposed plan under the Resource Management Act 1991
- approve Council policy and strategy
- remove chairpersons of committees, subcommittees
- approve Council's recommendation to the Remuneration Authority for the remuneration of elected members
- approve the Triennial Agreement
- approve the Local Governance Statement
- make decisions on representation reviews
- appoint or remove trustees, directors or office holders to Council CCOs or COs
- approve the recommendation of a hearings commissioner on a proposed plan, plan change or variation (including private plan change) and
- approve a proposed plan or a change to a district plan under clause 17 of the First Schedule

	Council will specifically retain oversight of the District Plan, Long Term Plan and Annual Plan process and decisions.
Delegations	Council cannot delegate any of the responsibilities outlined above.
Professional Development and Learning	<p>Council will participate in the Elected Member Governance Training "Tipu" run by LGNZ.</p> <p>Council will engage in further professional development as required.</p>

Committees

Strategy and Wellbeing

Membership	<p>Deputy Mayor Kelly Annand (Chair)</p> <p>Her Worship the Mayor Alex Walker, Councillor Brent Muggeridge, Councillor Tim Chote, Councillor Tim Aitken, Councillor Gerard Minehan, Councillor Kate Taylor, Councillor Exham Wichman, Councillor Jerry Greer.</p> <p><i>*NB – In the absence of the Chair, the Mayor will Chair the meeting.</i></p>
Meeting frequency	The committee shall meet every 8 weeks or as required.
Quorum	As set by Standing Orders
Purpose	<p>The purpose of the Strategy Committee is to determine specific outcomes that need to be met to deliver on the vision and direction of council, and set in place the wellbeing strategies, policies and work programmes to achieve set goals and targets.</p> <p>To develop, approve, review and recommend to Council (where applicable) statutory and nonstatutory policy, plans, bylaws and strategies to:</p> <ul style="list-style-type: none"> • Focus on the social, economic, cultural and environmental wellbeing of Central Hawke's Bay through the development of vision and strategy while identifying and promoting community aspirations. • Integrate an all of wellbeing approach to strategy, plan and policy development. • Have effective statutory plans and bylaws to protect community through a focus on the social, economic, cultural and economic wellbeings.
Responsibilities	<p>The Strategy and Wellbeing Committee is responsible for:</p> <ul style="list-style-type: none"> • developing and adopting strategies, plans and policies that advance the Council's vision and goals, and comply with the purpose of the Local Government Act • monitoring the implementation and effectiveness of strategies, plans and policies

	<ul style="list-style-type: none">• monitor the success of the key strategic relationships that support the implementation of key wellbeing related initiatives• general coordination of Council policy and decisions.
Delegations	<p>The Strategy and Wellbeing Committee has delegations to:</p> <ul style="list-style-type: none">• developing and adopting strategies, plans and policies that advance the Council's vision and goals, and comply with the purpose of the Local Government Act• monitoring the implementation and effectiveness of strategies, plans and policies• Make full decisions on the distribution of the Pride and Vibrancy Fund, Environmental and Sustainability Fund and any other contestable community fund.• To receive decisions of the Creative New Zealand Committee and CVOS Committee.• Make recommendations to council regarding the distribution of Ruataniwha and Aramoana/Ruahine Ward Reserves.• This committee has delegations to establish a special committee, working group or community forum as required.

Finance and Infrastructure

Membership	<p>Councillor Brent Muggeridge (Chair)</p> <p>Her Worship the Mayor Alex Walker, Deputy Mayor Kelly Annand, Councillor Brent Muggeridge, Councillor Tim Chote, Councillor Tim Aitken, Councillor Gerard Minehan, Councillor Kate Taylor, Councillor Exham Wichman, Councillor Jerry Greer</p> <p><i>*NB – In the absence of the Chair, the Mayor will Chair the meeting.</i></p>
Meeting frequency	The committee shall meet every 8 weeks or as required.
Quorum	As set by Standing Orders
Purpose	<p>To assist Council to oversee financial and nonfinancial performance, including the delivery of the Council's Capital Programme. To monitor Council activities and services performance against budget, Annual Plans, the Long Term Plan, Annual Reports and corporate and financial policies.</p> <p>The Finance and Infrastructure Committee also receives enforcement and compliance Performance activity reporting to ensure financial and non-financial performance oversight of its regulatory functions.</p> <p>To provide governance oversight of Council's operational programmes, services, activities and projects related to infrastructural assets.</p> <p>To enable the progress of the Council's operational activities, projects and services.</p>
Responsibilities	<p>The Finance and Infrastructure Committee is responsible for:</p> <ul style="list-style-type: none"> • Developing and adopting plans, projects and policies that advance the Council's vision and goals in relation to its key Financial Strategy and Infrastructure Strategy while complying with purpose of the Local Government. • Monitoring the financial and non-financial performance of the organisation with a particular emphasis on the delivery of the capital works programme. implementation and effectiveness of strategies, plans and policies • Specifically monitor and provide oversight of significant projects, including reviewing business cases and agreed on next steps on significant projects.

	<ul style="list-style-type: none">• The Finance and Infrastructure Committee is responsible for assisting Council in its general overview of procurement and tender activity.
Delegations	<p>The Finance and Infrastructure Committee has delegations to:</p> <ul style="list-style-type: none">• Developing and adopting plans, projects and policies that advance the Council's vision and goals in relation to its key Financial Strategy and Infrastructure Strategy while complying with purpose of the Local Government.• Monitoring the financial and non-financial performance of the organisation with a particular emphasis on the delivery of the capital works programme. implementation and effectiveness of strategies, plans and policies• Specifically monitor and provide oversight of significant projects, including reviewing business cases and agreed on next steps on significant projects.• The Finance and Infrastructure Committee is responsible for assisting Council in its general overview of procurement and tender activity. The committee will accept and consider tenders which exceed the Chief's Executive's delegated authority to approve, for projects approved by Council through an Annual Plan or Long Term Plan. The Committee will make a recommendation to Council on the outcome of a tender process for resolution when above delegations.• The Finance and Infrastructure Committee has delegation to approve or award contracts beyond the Chief Executive's delegated authority within the parameters of approved AP/LTP Budgets up to \$4 million. <p>This committee has delegations to establish a special committee, working group or community forum as needed.</p>

Risk and Assurance

Membership	<p>Neil Bain (Chair)</p> <p>Councillor Tim Aitken (Deputy Chair)</p> <p>Her Worship the Mayor, Councillor Brent Muggeridge, Councillor Jerry Greer, Gerard Minehan.</p>
Meeting frequency	The Committee shall meet every 8 weeks or as required.
Quorum	As set by Standing Orders
Purpose	<p>The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance and accountability of the Central Hawke's Bay District Council by:</p> <p>Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.</p> <p>Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.</p> <p>Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.</p> <p>Promoting a culture of openness and continuous improvement.</p>
Responsibilities	<p>The Council delegates to the Risk and Assurance Committee the following responsibilities:</p> <ul style="list-style-type: none"> • To monitor the Council's treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy, that this be recommended to Council. • To review the Council's insurance policies on an annual basis. • To review, in depth, the Council's annual report and if satisfied, recommend the adoption of the annual report to Council. • To work in conjunction with Management in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes. • To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk

	<p>management policy and processes, including that they align with commitments to the public and Council strategies and plans.</p> <ul style="list-style-type: none"> • To provide a communications link between management, the Council and the external and internal auditors. • To engage with Council's external auditors and approve the terms and arrangements for the external audit programme. • To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme. • To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented. • To engage with the external and internal auditors on any one off assignments. • To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines.
Delegations	<p>Subject to any expenditure having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:</p> <ul style="list-style-type: none"> • Risk management and internal audit programmes. • Terms of the appointment and engagement of the audit with the external auditor. • Additional services provided by the external auditor. • The proposal and scope of the internal audit. <p>In addition, the Council delegates to the Risk and Assurance Committee the following powers and duties:</p> <ul style="list-style-type: none"> • The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council. <p>The Risk and Assurance Committee can recommend to Council:</p> <ul style="list-style-type: none"> • Adoption or non-adoption of completed financial and non-financial performance statements. • Governance policies associated with Council's financial, accounting, risk management, compliance and ethics

	<p>programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.</p> <ul style="list-style-type: none">• Accounting treatments, changes in generally accepted accounting practice (GAAP).• New accounting and reporting requirements. <p>The Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.</p>
Professional and Development Learning	<p>All members will participate in a Risk and Assurance Governance Training in the first year of membership.</p>

Chief Executive Employment and Performance Committee

Membership	Her Worship the Mayor Alex Walker (Chair) Deputy Mayor Kelly Annand, Councillor Tim Aitken, Councillor Brent Muggeridge
Meeting frequency	As required and agreed with the Chair, but at least three times a year
Purpose	Oversees the performance of the Chief Executive in line with the performance agreement and his/ her ongoing relationship with the Council, and report regularly to the Council on his or her performance.
Responsibilities	To monitor performance of the Chief Executive. To ensure that the Council is fulfilling its duties as a good employer under schedule 7 of the Local Government Act, 2002.
Delegations	The Council delegates to the Chief Executive Employment and Performance Committee the following powers, duties and responsibilities: <ul style="list-style-type: none"> • To oversee the employment of the Chief Executive in accordance with the Local Government Act, 2002. • To recommend to Council the methodology and specific performance measures to carry out the review of the performance of the Chief Executive. • The delegated authority to employ independent expertise to assist with any review or advice up to a maximum of \$10,000 before seeking approval from Council. • To recommend to Council on matters relating to the Chief Executive's employment and remuneration. • The committee have delegations to make variations to the Chief Executive Employment agreement so long as it is pursuant to the Local Government Act. • The committee will delegate the approval of leave, professional development and expenses, within approved budgets, to the Mayor.
Professional Development and Learning	All members will participate in Chief Executive Employment and Performance Training in the first year of membership.

Regulatory Hearings Panel

Membership	<p>Councillor Tim Aitken (Chair)</p> <p>Councillor Tim Chote</p> <p>Councillor Kate Taylor</p> <p>Deputy Mayor Kelly Annand</p> <p>Mix of Councillor Commissioners and Independent Commissioners.</p> <p><i>Panel appointed under delegated authority by the Chief Executive.</i></p>
Meeting Frequency	As and when required.
Purpose	<p>To conduct hearings and/or determine under delegated authority applications for consent and all other matters required to be heard and determined by way of a Hearing under the Resource Management Act 1991.</p> <p>To conduct hearings and/or determine under delegated authority applications relating to the Dog Control Act 1996 and any other matters required for determination by Council under legislation as determined by Council.</p>
Delegations	<p>All delegations to this Panel are to be exercised within the framework of the Council's adopted regulatory policies, plans, strategies, policy guidelines and by-laws.</p> <p>The Council delegates to the Regulatory Hearings Panel the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"> • Implementation of the Resource Management Act, the Operative District Plan and other regulatory Acts and Regulations in terms of judicial and regulatory responsibilities. • All powers, duties and discretions under the Resource Management Act 1991 to allow the above matters to be undertaken other than: • The consideration or hearing of any application where the Council is the applicant • The making of a recommendation on a requirement for a Designation or a Heritage Order where the Council is the Requiring Authority • Exercising the power of delegation.

	<p>All Council's powers, duties and discretions in respect to the Dog Control Act 1996 in terms of judicial and regulatory responsibilities and the monitoring of the implementation of Council's regulatory service delivery functions under that Act.</p> <p>In terms of judicial and regulatory service delivery responsibilities, and monitoring and implementation of these listed regulatory functions all:</p> <ul style="list-style-type: none"> • Powers, duties and discretions vested in the Council by the Crown Minerals Act 1991. • Powers, functions and discretions under Building (Pools) Amendment Act 2016. • Powers, duties and discretions pursuant to Section 78 232 of the Building Act 2004 with the exception of the power to set fees and charges. • Determining any Appeals to a Determination made by the Chief Executive under the Council's Consolidated Part 3 (Public Safety) Clause 4 – Liquor. <p>Pursuant to Section 34 of the Resource Management Act 1991 and clause 32 of Schedule 7 of the Local Government Act 2002 the Council directs that:</p> <ul style="list-style-type: none"> • Commissioners appointed to Joint Hearings shall be the Chair of the Regulatory Hearings Panel together with not less than one or more than two others. One of who shall, if possible, be a member representing the Ward in which the site subject to the application is located. • Commissioners appointed to deal with all other matters shall be the Chair of the Regulatory Hearings Panel together with not less than one other, who shall, if possible, be a member representing the Ward in which the site subject to the application is located. <p>Commissioners, except the Chairperson of the Hearings and Judicial Committee, shall attend to applications as far as practicable on a rotational basis.</p>
Professional Development and Learning	<p>All members will participate in the Making Good Decisions RMA Training in the first two years of membership and cannot be selected for participation in a hearing without holding a completed qualification.</p>

District Licensing Committee

Membership	<p>Councillor Tim Chote (Chair)</p> <p>Councillor Gerard Minehan (Deputy Chair)</p> <p>List members:</p> <ul style="list-style-type: none"> • Sally Butler • Mark Williams
Meeting Frequency	As and when required.
Purpose	<p>To administer the Council's alcohol licensing framework as determined by the Sale and Supply of Alcohol Act 2012. The Act requires the Council to appoint one or more District Licensing Committees to deal with licensing matters. Although the District Licensing Committee in Central Hawke's Bay is a committee of Council and receives Council administrative support, it operates as a quasi-judicial body without the influence of Council.</p> <p>The Chair of the Committee acts in an independent and objective role and the members are a mix of appointed councillors and suitably qualified lay persons.</p>
Delegations	<p><i>Chair's Delegation</i></p> <p>When no objection to an application has been received (for a licence, manager's certificate, or renewal of a license or manager's certificate), and no matters of opposition have been raised under section 103, 129 or 141, the Chair has the delegation to decide on the papers and issue decisions on such applications.</p> <p><i>Committee Delegation</i></p> <p>The functions of the District Licensing Committee is specified by the Act and include:</p> <ul style="list-style-type: none"> • to consider and determine applications for licences and manager's certificates, • to consider and determine applications for renewal of licences and manager's certificates, • to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136,

	<ul style="list-style-type: none">• to consider and determine applications for the variation, suspension, or cancellation of special licences,• to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280,• with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority,• to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175, and• any other functions conferred on licensing committees by or under this Act or any other enactment. <p>The committee may make recommendations to Council.</p>
Professional Development and Learning	Committee members will attend DLC 101 (The Facts) and DLC 201 (The Process) Training (or similar) in the first year of their appointment. Refresher training will be on an as required basis.

Specific Role Descriptions and Delegations

The Mayor

The Mayor is the leader of the Council and has the statutory role to provide leadership to the other members of the Council and the people in the district. The Mayor will lead the development of the Council's plans, policies and budgets for consideration by the Council. The Mayor is the primary Council spokesperson.

The Mayor will lead the following, supported as necessary by relevant Councillors:

- Central Government liaison
- Long Term Plan and Annual Plan
- Major projects (to be determined at the Mayor's discretion)

In addition, the Mayor has the delegated authority to:

- Agree and enter into Memoranda of Understanding to enhance external relationships and partnerships, provided they are consistent with Council policy and direction. Note that these agreements should generally be endorsed by the Council before signing, particularly if an agreement has financial implications. If this is not possible, the Council should be alerted immediately after a Memorandum of Understanding has been signed
- Approve the Chief Executive's annual leave, overseas travel and expenditure on professional development
- Approve the Deputy Mayor's attendance at conferences and associated travel within New Zealand provided that it can be funded from the budget approved as part of the Annual Plan

Deputy Mayor

The Deputy Mayor will:

- Assist the Mayor in carrying out the statutory and leadership role of the Mayor
- If the Mayor is absent or incapacitated, perform all of the responsibilities and duties, and exercise any powers of the Mayor (other than the powers under section 41A LGA 2002 and the role of Justice of the Peace)

In the absence of the Mayor, for the Council to successfully discharge its responsibilities and duties in support of its purpose, the Deputy Mayor is empowered to perform the duties and responsibilities of the Mayor under subclauses 17(3), (4) and (5) of Schedule 7 of the Local Government Act 2002.

The Deputy Mayor is authorised to approve elected member attendance at conferences or training and associated travel and accommodation within New Zealand provided that:

- It can be funded from the budget approved as part of Annual Plan and

- The Deputy Mayor consults with one of either the Mayor or Chair of the Finance and Infrastructure Committee² prior to approval and
- Attendance is relevant to the member's role and responsibilities.

Chair of a Committee

A Chair of a Committee or Subcommittee will:

- Provide leadership to the committee
- Ensure decision-making is evidence based and made in a timely manner
- Conduct the meeting in accordance with standing orders and legislation
- Enhance relationships with key stakeholders
- Where an issue does not come within a separate portfolio responsibility or is an issue of committee process, act as the council's spokesperson and point of contact for the committee's activities
- Collaborate with other committee chairs where objectives are shared
- Support and work effectively with portfolio leaders within their committee, if any
- Work effectively with council officers
- Ensure progress is made towards the council's strategic priorities in the committee's area of responsibility
- Ensure governance oversight and direction is provided to the projects that report to their committee
- Ensure council's advisory groups have effective input
- Meet regularly with the mayor, deputy mayor, Chief Executive and senior staff
- Keep the mayor informed of emerging issues
- Maintain a "no surprises" approach for elected members and staff

² In the event one is conflicted, only two signatures are required. In the event two of the three are conflicted an additional committee chair or Councillor will be a decision maker (as nominated by the Mayor).

The Chief Executive

Roles and responsibilities

The roles and responsibilities of the Chief Executive are set out in s42 of the Local Government Act 2002. This section summarises those responsibilities and clarifies how they apply in practice to the management of the organisation.

The Chief Executive has overall responsibility for Central Hawke's Bay District Council's operational management. As the administrative head, he/she may be referred to as the council's principal administrative officer.

The Chief Executive is expected to be apolitical and not to make political or policy decisions. This is the role of the elected members. The Chief Executive may engage with politicians (including Ministers of the Crown and their offices) on matters in which the council has an interest and is often the 'face of the council' (the organisation).

The Chief Executive also has a number of specific roles and responsibilities set out in legislation which should be carried out within the budgetary constraints set by the council in the Long-term and Annual Plans.

Principles

Implementing council decisions

One of the Chief Executive's main roles is to implement the council's decisions, i.e. decisions made by the governing body.

As the employer, the governing body can direct the Chief Executive. However, as the operational head of the council the Chief Executive has autonomy as to how those directions are carried out, provided he or she acts within the scope of his or her powers.

Advising elected members

It is also part of the Chief Executive's role to provide advice to governing body and local board members. The Chief Executive is responsible for ensuring the best possible advice is provided to elected members.

Council staff also advise elected members, either informally or through formal reports provided prior to meetings. Where reports are provided, the council employee may also attend the relevant meeting to answer questions or speak to the report.

Management of the Organisation

The Chief Executive is ultimately responsible for the management of Central Hawke's Bay District Council, including its administration, operations and service delivery. In particular, it is the Chief Executive's role to ensure the proper performance and exercise of all responsibilities, duties and powers delegated to, imposed or conferred (by an Act, regulation or bylaw) on him/her or any council employee.

It is also up to the Chief Executive to ensure that the council's activities are managed effectively and efficiently. This includes ensuring powers and functions are appropriately delegated to ensure effective and efficient conduct of council business.

Similarly, the Chief Executive is responsible for maintaining systems to enable effective planning and accurate reporting of Central Hawke's Bay District Council's financial and service performance.

The Chief Executive must also ensure, so far as practicable, that the council's management structure reflects and reinforces the separation of regulatory responsibilities and decision-making processes, and is capable of delivering adequate advice to facilitate the explicit resolution of conflicting objectives.

This statutory role gives effect to the principle of separating governance functions, which requires responsibility for regulatory functions to be distinct from other non-regulatory functions. It also emphasises that any trade-offs between conflicting objectives should be made in an open and transparent manner.

Council staff (such as the Audit and Risk roles) can investigate where such conflicts arise; policies, procedures and processes are in place to manage such conflicts.

Leadership and management of staff

The Chief Executive is responsible for employing and negotiating the terms of staff employment. This is carried out by the Chief Executive on behalf of and in the name of Central Hawke's Bay District Council, and must be done in accordance with the Chief Executive's Delegations Register and council's recruitment and remuneration policies.

The Chief Executive is also responsible for providing leadership to staff. Attributes for this role are set out in statute, particularly the Chief Executive's responsibility to instill a spirit of service to the community in staff and maintain appropriate standards of integrity and conduct.

The Chief Executive's leadership role is implemented through various mechanisms, including the council's business planning, organisational strategy and performance plan, standards of employment, and various policies and staff code of conduct.

General Delegation Principles

In exercising delegated powers, the Chief Executive respects the institutional boundary between his/her role as the council's operational head ('rowing the ship' – with responsibility for administration, operations and service delivery) and elected members' governance role ('steering the ship'). The Chief Executive may refer a matter back to the entity which delegated the power in the first place, i.e. governing body, or a committee or subcommittee of the governing body.

This may be appropriate where, for example, in the Chief Executive's opinion a matter is contentious, or political input is needed because of the high degree of policy involved. The governing body or committee may also request the Chief Executive to refer a matter for a decision.

In exercising his/her delegated authority, the Chief Executive must comply with any relevant conditions (e.g. financial limits, local board protocols and reporting or other procedural requirements), and all applicable council policies.

The following delegations affirm that that the Long-term Plan and the Annual Plan provide the basis for the implementation of Council decisions by the Chief Executive. Through and under the Long-term Plan and Annual Plan, operational and capital expenditure budgets, fees and charges, service levels, specific projects, and other significant requirements are approved by the Council. The Chief Executive and management are then authorised to proceed to make all arrangements in line with those decisions.

The delegations are supported by effective communication and constructive working arrangements between Elected Members and the Chief Executive, such as the quarterly report, regular briefings, Council and Chief Executive only time, and the Chief Executive's Key Performance Indicators.

Delegations

The Council has delegated the following matters to the Chief Executive under clause 32 of Schedule 7 of the Local Government Act 2002:

- 1) The Chief Executive is delegated all powers and authorities (other than those retained by Council, or contained within the delegations to committees or other subordinate decision-making bodies or community boards), subject to any legal limits on the Council's ability to do so, provided that the Chief Executive acts within the law, Council policy (as approved from time to time) and the Long-term Plan and Annual Plan.
- 2) The Chief Executive has the following financial delegations:
 - a) Operating expenditure of \$1,000,000
 - b) Capital expenditure of \$1,000,000
- 3) The Chief Executive is able to self-authorise expenditure of up to \$5,000.
- 4) The Chief Executive has the authority to sign any contract or memorandum of understanding in order to give effect to the Annual Plan and Long-term Plan and / or existing policy. Where the content relates to Council's relationship with external stakeholders / organisations, the Mayor must be advised. The Mayor will determine whether the Mayor or Chief Executive is the appropriate signatory and/or whether the matter is referred to Council or Committee.
- 5) The Chief Executive in consultation with the Deputy Mayor has the authority to approve international travel for the Mayor and/or elected members where an invitation is received and there is no travel cost to the Council.
- 6) The Chief Executive has absolute control over all employment-related matters concerning staff, and has authority to:
 - a) Approve the employment of all staff.
 - b) Approve variations to employment agreements of all staff.
 - c) Terminate employment agreements (in line with principles and processes as set out in the Employment Relations Act 2000).

- 7) The Chief Executive may request any person appointed by the Council to act as Chief Executive during temporary periods of absence from duties together with such of the Chief Executive's powers as he or she considers appropriate.

Resource Management Act 1991

Note that the Resource Management Act 1991 prevents the Chief Executive from sub-delegating powers under that Act. The following are separate Council delegations direct to officers under that Act.

The Council delegates all powers, duties and functions under the Resource Management Act 1991 (RMA) to the Chief Executive and the Officers listed below and excluding those matters in respect of which delegation is prohibited by any Act or regulation, or which are expressly excluded from this delegation.

Management Delegations

For these delegations, titles have been abbreviated as follows:

- Chief Executive (CE)
- Group Manager - Community Infrastructure and Development (GMCID)
- Group Manager - Customer and Community Partnerships (GMCCD)
- Customer Consents Manager (CCM)
- Customer Relationships & Experience Manager (CREM)
- Senior Resource Consents Planners (SRCP) District Plan Manager (DPM) (including any Enforcement Officer)
- Resource Consents Planners (P) (including any Enforcement Officer)

SECTION	DESCRIPTION	TITLE
10(2)(b)	Time extension to existing use	CE, GMCID, CCM, DPM, SRCP, P
34(A)(1) &(2) and 100(A)	The nomination of one or more commissioners from the list of commissioners appointed by the Council for hearings (Ref. report No 3654 / 2008 adopted 1/10/2008).	CE, GMCID, GMCCD, CCM, CREM, DPM, SRCP
36(5)	Power to reduce or waive fees or deposits for charitable or community organisations or in other situations deemed appropriate.	CE, GMCID, GMCCD
37(1)	Power to waive or extend time limits as specified in this section.	CE, GMCID, CCM, DPM, SRCP
37(2)	Waive compliance with the requirement to submit information as outlined in Section 37(2) and the power to set new terms for the rectification or the omission of the inaccuracy.	CE, GMCID, CCM, DPM, SRCP, P
37A(6)	Power to determine and notify those persons who are directly affected by the extension or waiver of compliance with a time period, method of service, or service of document.	CE, GMCID, CCM, DPM, SRCP, P
38	Power to authorise an Enforcement Officer/s to carry out all or any of the functions and powers as an enforcement officer under this Act. functions	CE, GMCID, GMCCD
41B	The power to direct an applicant to provide briefs of evidence to the authority before a hearing.	CE, GMCID, GMCCD, CCM, CREM, DPM, SRCP, P
41C	The power to request further information prior to or at a Hearing.	CE, GMCID, GMCCD, CCM, CREM, DPM, SRCP, P
42	The power to make an order that a hearing be held with the public excluded. The power to make an	CE, GMCID, GMCCD, CCM, CREM

	order prohibiting or restricting the publication or communication of any information supplied or obtained in the course of any proceedings.	
42A(1)	The power to commission a report by an officer or consultant for hearing.	CE, GMCID, GMCCD, CCM, CREM, DPM, SRCP, P
42A(5)	The Authority to waive compliance with service of documents requirements.	CE, GMCID, GMCCD, CCM, CREM, DPM, SRCP
86D(2)	The power to make an application to the Environment Court for a rule to have legal effect	CE, GMCID, GMCCD, CCM, CREM
87AAB(1) & (2)	New Consent Exemption under this section	CE, GMCID, CCM, DPM, SRCP, P
87BB	Exemption of activities from resource consent for marginal or temporary breaches	CE, GMCID, CCM, DPM, SRCP, P
87(E)	Decision on whether to allow an application to be determined by the Environment Court and authority to determine an application for referral to the Environment Court is incomplete.	CE, GMCID, CCM
88	The power to determine that an application is incomplete and to return the application with written reasons for the determination.	CE, GMCID, CCM, DPM, SRCP, P
91	The power to defer an application pending additional consents.	CE, GMCID, CCM, DPM, SRCP, P
92(1)	The power to request further information relating to an application.	CE, GMCID, CCM, DPM, SRCP, P
92(2)	The power to commission a report on any matter relating to the application.	CE, GMCID, GMCCD, CCM, DPM, SRCP, P
92A (2)	The power to set a time limit within which further information requested by a territorial authority should be provided.	CE, GMCID, CCM, DPM, SRCP, P
92A(3)	The power to decline an application for failure to meet requirements under this subsection.	CE, GMCID, CCM, DPM, SRCP
92B(2)	The power to decline an application in accordance with this section.	CE, GMCID, CCM, DPM, SRCP
95 and 95(A)–(F)	The power to determine when applications shall be non-notified, limited notified or publicly notified.	CE, GMCID, CCM, DPM, SRCP
99	The power to convene a pre-hearing meeting and exercise all powers under this section.	CE, GMCID, CCM, DPM, SRCP, P
99A	The power to refer applicants and persons who made submissions on the application to mediation and the authority to appoint a mediator under section 34A.	CE, GMCID, GMCCD, CCM, CREM
100	The power to determine that a hearing is not needed.	CE, GMCID, GMCCD, CCM
101	The power to fix a hearing date and time and place of the hearing.	CE, GMCID, GMCCD, CCM, CREM, DPM, SRCP, P
102	Functions in relation to joint hearings.	CE, GMCID, GMCCD, CCM, CREM, DPM, SRCP, P
103	Functions in relation to combined hearings for resource consents in relation to the same proposal.	CE, GMCID, GMCCD, CCM, CREM, DPM, SRCP, P
104, 104A, 104B, 104C, 104D	The power to grant or refuse non notified resource consents and the power to decide on applications made with full or limited notification but only where such applications: <ul style="list-style-type: none"> (i) Have not attracted any, or only relatively minor submissions in opposition or where such submissions have been resolved between parties, and; (ii) Where the issues are clear cut, and; (iii) Where policies are clear cut, and; 	CE, GMCID, CCM, DPM, SRCP

	(iv) Which have a favourable officer report, and; (v) The applicant and/or submitters support this decision.	
106	The power to refuse to grant a subdivision taking in consideration the issues specified in S106.	CE, GMCID, CCM, DPM, SRCP
108	The power to determine conditions of a resource consent	CE, GMCID, CCM, DPM, SRCP, P
108A (1), (2) and (3)	Bonds	CE, GMCID, GMCCD, CCM, CREM, DPM, SRCP, P
109	The power to authorise Council use of bond funds	CE, GMCID, CCM
124(2)(e)	The power to permit an existing consent to continue while applying for a new consent.	CE, GMCID, CCM
125	The power to extend the period within which a resource consent lapses.	CE, GMCID, CCM, DPM, SRCP
126	The power to cancel unexercised resource consents.	CE, GMCID, CCM, DPM, SRCP, P
127	The power to decide on an application for change to or cancellation of consent conditions.	CE, GMCID, CCM, DPM, SRCP
128-132	The power to initiate and determine a review of conditions of a resource consent.	CE, GMCID, CCM, DPM, SRCP
133A	Power to approve an amended resource consent within 20 working days of the granting of the original.	CE, GMCID, CCM, DPM, SRCP, P
138	The power to grant or refuse partial or full surrender of a resource consent.	CE, GMCID, CCM, DPM, SRCP
139	The power to grant or refuse an application for a certificate of compliance.	CE, GMCID, CCM, DPM, SRCP
139A	The power to grant or refuse an application for an existing use certificate.	CE, GMCID, CCM, DPM, SRCP
149Z	The power to process applications referred from the Minister for the Environment or the EPA.	CE, GMCID, CCM, DPM, SRCP
169	The power to process notices of requirement from a requiring authority.	CE, GMCID, CCM, DPM, SRCP
170	The power to decide whether to include a notice of requirement in a proposed plan change.	CE, GMCID, CCM, DPM, SRCP
174	The power to appeal to the Environment Court against the whole or any part of a decision of a requiring authority.	CE, GMCID, CCM, DPM, SRCP
176A(2)	The power to waive the requirement for an outline plan.	CE, GMCID, CCM, DPM, SRCP
176A(4)	The power to request changes to an outline plan.	CE, GMCID, CCM, DPM, SRCP, P
176A(5)	The power to Appeal against the decision of a requiring authority to the Environment Court.	CE, GMCID, CCM, DPM, SRCP
181	The power to alter a designation.	CE, GMCID, CCM, DPM, SRCP
184(1)(b) and 184(2)(b)	The power to extend the expiry period of a designation that has not been given effect to.	CE, GMCID, CCM, DPM, SRCP
190	The power to process notices of requirement for a heritage order from a heritage authority.	CE, GMCID, CCM, DPM, SRCP
191	Ability to request changes	CE, GMCID, CCM, DPM, SRCP
195A	The power to alter heritage orders.	CE, GMCID, CCM, DPM, SRCP
198C	The power to decide whether a notice of requirement application will be determined by the Environment Court as requested by applicant.	CE, GMCID, CCM
198I	The power to decide whether a notice of requirement application will be determined by the Environment Court	CE, GMCID, CCM

220	The power to impose conditions on subdivision consents.	CE, GMCID, CCM, DPM, SRCP
221(1)	The power to impose a condition requiring the issuing of a consent notice.	CE, GMCID, CCM, DPM, SRCP
221(3)(b)	The power to review, vary or cancel any consent notice.	CE, GMCID, CCM, DPM, SRCP
222	The power to extend a completion period and to issue a completion certificate.	CE, GMCID, CCM, DPM, SRCP
223	The power to approve any survey plan	CE, GMCID, CCM, DPM, SRCP
224(c)	Power to certify compliance with specified conditions prior to deposit of survey plan.	CE, GMCID, CCM, DPM, SRCP
224(f)	Power to certify compliance with building code provisions.	CE, GMCID, CCM, DPM, SRCP
226(e)	Power to issue a certificate in accordance with this Section.	CE, GMCID, CCM, DPM, SRCP
S232.	The power to approve the creation of an esplanade strip in accordance with S232 (1) and (2).	CE, GMCID, CCM, DPM, SRCP
S234(6)	The power to grant (with or without modifications) or decline an application to vary or cancel an instrument creating an esplanade strip.	CE, GMCID, CCM, DPM, SRCP
234(7)	The power to certify a varied or cancelled esplanade strip.	CE, GMCID, CCM, DPM, SRCP
235	Power to agree to create an esplanade strip with the agreement of the registered proprietor.	CE, GMCID, CCM
237	The power to approve survey plans where esplanade reserves or esplanade strips are required.	CE, GMCID, CCM
237B	The power to authorise the creation, variation, or cancellation of easements.	CE, GMCID, CCM
240(1) and (3)	The power to endorse survey plans with covenants and to approve the covenant instrument.	CE, GMCID, CCM
240(4) and (5)	The power to approve the cancellation of a covenant imposed under this Section or under the corresponding provision of any former enactment for non-notified applications.	CE, GMCID, CCM
241)	The power to approve the individual disposal of land or the holding of land in separate titles which have previously been amalgamated. The power to cancel in whole or in part any condition described in Subsection (2).	CE, GMCID, CCM
243	The power to revoke an easement in whole or in part.	CE, GMCID, CCM
274	The power to nominate an officer or other person to attend a proceeding of the Environment Court.	CE, GMCID, CCM
299	The power to appeal against the decision or report and recommendation of the Environment Court to the High Court on a point of law.	CE
311	The power to apply for a declaration in accordance with this Section.	CE, GMCID, CCM
316	The power to apply for an enforcement order or interim enforcement order.	CE, GMCID, GMCCD, CCM, CREM
325A(2)	The power to cancel an abatement notice.	CE, GMCID, GMCCD, CCM, CREM
325A(5)	The power to determine an application to review and/or amend an abatement notice.	CE, GMCID, GMCCD, CCM, CREM

330	The power to make the necessary determinations and undertake such actions as are provided for in subsections (1) - (3) inclusive[1]	CE, GMCID, GMCCD, CCM, CREM
334	The power to seek a search warrant from a District Court Judge or any duly authorised Justice or any Community Magistrate or Registrar for entry for search.	CE, GMCID, GMCCD, CCM
357C	The power to grant an extension of time to lodge an objection under sections 357 to 357B hear and determine any matters under this section.	CE, GMCID, CCM
First Schedule, Part one, Clause 5 and 5A	Power to decide on whom public notice shall be sent in relation to a policy statement or plan or a change thereto	CE, GMCID, CCM, DPM, SRCP
First Schedule Part One Clause 6 and 6A	The power to make a submission on a proposed policy statement or plan that was notified under Clause 5.	CE, GMCID, CCM, DPM, SRCP
First Schedule, Part one, Clause 8AA	The power to refer to mediation issues raised by persons who have made submissions on the proposed plan or policy statement and the power to appoint an independent mediator in accordance with this Clause.	CE, GMCID, CCM, DPM, SRCP
First Schedule, Part One, Clause 14	The power to authorise an appeal against any aspect of a requiring Authority's or heritage protection authority's decision.	CE, GMCID, CCM
First Schedule, Part two, Clause 23	The power to require further information from an applicant.	CE, GMCID, CCM
First Schedule, Part three, Clause 32	The power to certify as correct copies of material to be incorporated by reference into a plan or proposed plan.	CE, GMCID, CCM

Enforcement Powers

TITLE	DELEGATION / AUTHORITY
Chief Executive	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C Infringement notices
Group Manager – Community Infrastructure and Development	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices

Group Manager – Customer & Community Partnerships	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements
Customer Relationships & Experience Manager	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements
Customer and Consents Manager	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices
Senior Resource Consents Planner	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance With an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance With an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C – Infringements
District Plan Manager	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements
Asset Strategy Manager	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices

3 Waters Programme Manager	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices
3 Waters Operations Manager	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices
3 Waters Project Engineer	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices
Solid Waste Manager	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance with an Abatement Notice • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C- Infringement notices
Resource Consents Planner	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 323 - Compliance With an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance With an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C – Infringements
Building Consent Lead	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> • Section 224(f) – Power to Certify Compliance with Building Code Provisions • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements
Senior Building Consent Officer	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey
Building Consent Officer	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey
Consents Support Officer	Conduct Administrative Needs as it relates to the Building Act 2004, the Resource Management Act 1991 and any other relevant legislation and bylaws.
Animal Services and Compliance Officer	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information

	<ul style="list-style-type: none"> • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements
Regulatory Support Officer	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements
Environmental Health Officer	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements
Environmental Health Technician	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 22 - Duty to Give Certain Information • Section 322 – Scope of Abatement Notice • Section 323 - Compliance with an Abatement Notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance with an Excessive Noise Direction • Section 332 - Power of Entry for Inspection • Section 333 - Power of Entry for Survey • Section 335 - Content and Effect of Warrant for Entry for Search • Section 343C - Infringements
Noise Abatement Officer (contractor)	<p>An Enforcement Officer pursuant to Section 38 (1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> • Section 323 – Compliance with abatement notice • Section 327 - Issue and Effect of Excessive Noise Direction • Section 328 - Compliance With an Excessive Noise Direction • Section 332 - Power of Entry for Inspection

6.6 UPDATE ON WATER SECURITY PRIORITY.**File Number:** COU1-1400**Author:** Monique Davidson, Chief Executive**Authoriser:** Monique Davidson, Chief Executive**Attachments:** Nil**PURPOSE**

The purpose of this report is to provide Council an update on the Water Security programme currently being led by Hawke's Bay Regional Council, and supported by Central Hawke's Bay District Council.

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 not significant. It is however recognised that matters related to water security are indeed of high public interest.

BACKGROUND

In June 2019 Council resolved:

1. That \$250k from the rural reserve fund is tagged for supporting water security initiatives in Central Hawke's Bay.
2. That council supports a collaborative approach at both a local and regional level for development of water security initiatives.
3. 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.

Following the 2019 Triennial Elections, Central Hawke's Bay District Council took the time to refresh its priorities for the 2019-2022 period.

These are articulated through five strategic priorities, one of which is that Council want to ensure its success in delivery of #thebigwaterstory and improved water security for Central Hawke's Bay.

Council's need to effectively engage and contribute to the dialogue around water security is critical, and speaks to the purpose of this report.

Following these decisions, the Provincial Growth Fund provided a \$35 million investment in water security for across Hawke's Bay on a number of initiatives. At the same time the Tukituki Leaders Forum was re-established.

Earlier in 2020, Council further resolved

1. That Council give the Chief Executive delegations to utilise and make financial decisions of no more than \$50,000.00 from the \$250,000.00 tagged for the delivery of Water Security Initiatives.
2. That Council in granting these delegations note that the \$50,000.00 will in principle be used to advance engagement and work within the Tukituki Leaders Forum, and specifically to ensure Central Hawke's Bay District Council has the required resources to contribute in a meaningful way.

At the time of writing this report, less than \$5000.00 has been spent from the \$50,000 which Council gave the Chief Executive Financial Delegations on. To date this has included costs associated with the facilitation and project coordination of Tukituki Leaders Forum.

Central Hawke's Bay District Council continues to work closely with Hawke's Bay Regional Council to support the advancement of water security initiatives.

DISCUSSION

The Tukituki Leaders Forum are taking a lead role in influencing and guiding the Hawke's Bay Regional Council in their Water Security Projects.

While this report does not provide a specific update, the intention is for Council to receive this as a cover report.

A full update on the Water Security work will be presented by Amanda Langley on behalf of Hawke's Bay Regional Council at this meeting.

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

Further updates will continue to be provided to Council as work on this activity progresses.

RECOMMENDATION

That, having considered all matters raised in the report, the report be noted.

6.7 RESOLUTION MONITORING REPORT

File Number: COU1-1400

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Council Resolution Monitoring Report - 3 June 2020 [↓](#)

PURPOSE

The purpose of this report is to present to Council the Resolution Monitoring Report. This report seeks to ensure Council has visibility over work that is progressing, following resolutions from Council.

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 not significant.

DISCUSSION

The monitoring report is **attached**.

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

An updated Resolution Monitoring Report will be presented to the next Council meeting 30 July 2020.

RECOMMENDATION

That, having considered all matters raised in the report, the report be received.



CENTRAL HAWKE'S BAY

DISTRICT COUNCIL

Council Resolution Monitoring Report 2020

Presented 3 June 2020 - Council Meeting

Key	
Completed	Green
On Track	Yellow
Off Track	Red

Item	Council Resolution	Resolution Date	Responsible Officer	Progress Report
	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.	3/05/2018	Brent Chamberlain	On Track - Rating Review is progressing with a number workshops held. Rating Review Recommendation to brought to next Finance and Infrastructure Committee meeting for adoption.

	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.	3/05/2018	Christine Renata	On Track - This work is underway. The first community session in Takapau was held on 24 February. Ongaonga's community session was held on 20 July. Both plans are progressing, with Takapau's in first draft and further meetings being held with the Ongaonga community. Both plans are expected to be complete with community sign off by the community groups leading this work, this calendar year.
	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.	3/05/2018	Craig Ireson	Water improvements sub-project has been completed. Ablution block sub-project is back underway after COVID19 restrictions. Toilet block has been installed and final commissioning is almost complete. A soft launch is planned with a formal opening in June.
	<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>	3/05/2018	Jennifer Leaf	Complete - Stage 1 is now complete with the budget coming in at 1.2 million, with the funds for stage 1 being fully meet. Planning for stage 2 along with fundraising strategy will commence from March.
	That Council support Officers to advocate for the continued enhancement of public transport in Central Hawke's Bay through the HBRC Regional Public Transport Plan.	3/05/2018	Josh Lloyd	Completed - This is ongoing work in progress that Officers pursue through the RLTP and RTC.

<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 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.</p>	28/02/2019	Jennifer Leaf	Complete - We received one objection and have worked through these details with the submitter. At this time we have paused progressing with a request for proposal process for operators, with those who expressed interest earlier in the process, no longer in a position to progress applications.
<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.</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	On Track - Major works have been completed on all sites from the December rain event. Some minor tidy up works are still in progress and this includes the recent site exposed at Tourere Rd.
That the current Road Maintenance Contract and the current Re-seal Contract be extended by one fiscal year.	28/02/2019	Shawn McKinley	Completed. New contracts were tendered and awarded in May 2020.
<p>a) That Council adopt the Non-rateable Income Funding Strategic Framework.</p> <p>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.</p>	10/04/2019	Monique Davidson	On Track - Officers continue to work through the implementation of this strategy. Key objectives through this year will be guided by the Finance and Infrastructure Committee work programme.

	Council approves the establishment of a Disaster Relief Fund Trust as a Council Controlled Organisation under the Local Government Act.	23/05/2019	Brent Chamberlain	Completed - Trust established and \$1m given for drought relief.
	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.	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. Desk top components of the dust study have been completed and outcomes are being validated with proposed work to be included in the 2021 capital work programme.
	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	Lisa Harrison	On Track - Officers preferred options for development is no longer available. Officers are now working through alternative options, however are facing challenges in relation to available and suitable property in relation to budget. In the current environment (COVID-19 and Drought) we continue to look for opportunities to find a suitable property within budget constraints.
	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.	23/05/2019	Monique Davidson	On Track - Council adopted an additional resolution on the 13th February giving the Chief Executive delegated authority to spend up to \$50,000 on helping advance the work of the Tukituki Leaders Forum. A report updating Council on this work is included in the agenda for 3 June 2020.
	That Finance and Planning Committee recommend to Council to resolve to apply for funding of \$250,000 to the Eastern and Central Community Trust Community Assets and Facilities Fund for Ngā Ara Tipuna –Waipukurau Pā site interpretation.	29/08/2019	Craig Ireson	On Track - Our EOI to apply for this funding was positively received in September 2019, and we have submitted an application to the fund. We now expect to hear the outcome of the application in September 2020. No further updates for June meeting

	That, approval is given to option two to approve the use of after-care landfill reserve to fund the additional \$333,000 to allow the Leachate to Landfill project to be delivered and refund the reserve over the next 10 years.	29/08/2019	Darren De Klerk	Completed - funds brought into project budget. Leachate to Land project is progressing well.
	That Officers review the Terms of Reference for District Plan Subcommittee to be brought back and considered by Council prior to the District Plan Submission hearings commencing.	29/08/2019	Helen O'Shaughnessy	Completed - Council considered Terms of Reference at its first Council meeting in November 2019.
	That Council adopt the completed and attached Land Transport Section 17(a) Report and support Officers to programme and complete work to meet the recommendations.	29/08/2019	Josh Lloyd	On Track - Section 17a completed in 2019 and Officers are continuing to work through recommendations - most notably reviewing how Councillors are involved in setting the strategic direction.
	That the council review the Elected Members' Remuneration and Expenses Policy including the childcare provision and its content before the next triennium.	14/11/2019	Monique Davidson	On Track - This work is programmed as per timeframes requested.

	<p>a) That the Draft Annual Plan Budget – 2020/21 report be received.</p> <p>b) That Council endorses the preparation of a final draft budget and requests that Officers continue to refine the Annual Plan budgets for adoption, based on the following five principals:</p> <ol style="list-style-type: none">1. The Capital Program to be budgeted be based on the Capital Program as laid out in the 2018-2028 Long Term Plan.2. The budget be set based on the assumption that the current level of services enjoyed by Central Hawke's Bay ratepayers be continued.3. Officers include the additional financial resources required to meet Council's increasing compliance requirements such as drinking water standards, and health and safety.4. Officers include the additional financial resources required to meet the increasing costs of non-controllable costs such as insurance premiums and utility charges.5. That officers ensure that the budget drafted meets Council's prudential benchmark for rates increase below 5.2% paying particular attention to reduction of targeted rates. <p>c) That Officers begin the development an alternate engagement programme, outlining the key priorities of Council, recognising at this time that Council has indicated to Officers its intent to not formally consult in accordance with Section 95 (2A) of the Local Government Act 2002.</p>	12/12/2019	Brent Chamberlain	Completed - Resolution superseded by resolution 7.10
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	<p>That the Request to Repurpose Funding – Otane to Waipawa Wastewater Pipeline Project report be received.</p> <p>a) That Council approves the establishment of a new project to install the first stage of a wastewater pipeline from Otane to Waipawa called the 'Otane to Waipawa Wastewater Pipeline Project – Stage 1' valued at \$1,150,000 (excluding GST).</p> <p>b) That Council approves, under Section 80 of the Local Government Act 2002, the repurposing of \$1,150,000 of funding specifically identified in the Long Term Plan 2018-2028 for the upgrade of the Otane Wastewater Treatment Plant, to be purposed to fund the 'Otane to Waipawa Wastewater Pipeline Project – Stage 1'.</p> <p>c) That in accordance with Section 80 of the Local Government Act 2002, Council specifically notes that its resolution to establish the new project called the 'Otane to Waipawa Wastewater Pipeline Project – Stage 1' and its resolution to repurpose funding to the said project, are inconsistent with the Long Term Plan 2018-2028, however is anticipated to achieve the same outcomes of addressing issues associated with the Otane Wastewater Treatment Plant.</p>	12/12/2019	Darren De Klerk	On Track - A new project has been established and funding reallocated to formally begin in May/ June 2020 - slight delay due to COVID-19 - currently working with contractor to understand revised start timeframe.
Ngā Ara Tipuna - Funding	<p>2. Council approve the underwriting of up to \$775,000.00 of funds for the project, Ngā Ara Tipuna, subject to the following conditions:</p> <p>(a) That prior to any funds being drawn down for the underwriting of the project by Council, a further resolution of the elected Council is sought by Officers</p> <p>(b) That Officers work with Hapū and Taiwhenua to develop a shared liability underwriting facility, and this is brought back for approval, prior to Council providing any underwrite.</p> <p>3. That Council resolves to apply to the Lotteries Environment and Heritage Fund for up to \$600,000 of funding towards Ngā Ara Tipuna.</p>	13/02/2020	Craig Ireson	On Track - Progress continues with Nga Ara Tipuna, with work underway with Hapu partners on the underwrite facility. At this time the requirement for this remains low. An application to the Lotteries Environment and Heritage Fund has been made. Funding has been sourced from the Heretaunga Tamatea Settlement Trust

Water Security Framework - Allocation of Funding	<p>b) That Council give the Chief Executive delegations to utilise and make financial decisions of no more than \$50,000.00 from the \$250,000 tagged for the delivery of Water Security Initiatives.</p> <p>c) That Council in granting these delegations note that the \$50,000.00 will in principle be used to advance engagement and work within the Tukituki Leaders Forum, and specifically to ensure Central Hawke's Bay District Council has the required resources to contribute in a meaningful way.</p>	13/02/2020	Monique Davidson	<p>On Track</p> <p>Together in partnership with the Regional Council a Project Manager has been engaged to support and accelerate the work of the Tukituki Leaders Forum. The Tukituki Leaders Forum have also agreed to increase the number of meetings it has to ensure ample time is given to Water Security as well as other catchment matters. A full update is included in the 3 June Council meeting agenda.</p>
Motion (resolved) - Reserve Fund Replenishment	That Council requests the Chief Executive investigate options and lead a process as part of the Long Term Plan, for Council to consider an approach to the replenishment of key reserve funds and further, that this work considers external funding options.	13/02/2020	Monique Davidson	<p>On Track</p> <p>No partiucular work has progressed on this item, however the work remains on track to be achieved within the Long Term Plan 2021-2031 timeframe.</p>
Postponement of rates for Natural Calamities Policy	<p>That having considered all matters raised in the report, the amended Postponement of Rates for Natural Calamities Policy be adopted.</p> <p>2. That Council notes that in adopting this Policy, the current Remission of Rates for Natural Calamities Policy be deleted.</p> <p>3. That Council note that further work will continue on additional rates levers to be considered as part of a wider Economic Recovery workstream for both Covid-19 and drought, and that this work be reported back to Council in time.</p>	20/03/2020	Brent Chamberlain	<p>Completed - Policy adopted, and Covid-19 Economic Recovery Control Group Established and economic recovery plan adopted.</p>
Emergency Fund to Manage Covid 19 and Drought Response Recovery	<p>a) That Council establish a fund which is to be loan funded, up to the value of \$200,000 to be utilised if required to enable a response to the evolving and unprecedented COVID-19 and Drought situation.</p> <p>b) That the Chief Executive or Local Controller be given full delegations to utilise the fund up to a value of \$200,000.</p> <p>c) That Council note that any money spent from the fund will be reported through to Council at a future Council meeting.</p> <p>d) That Council reviews the use and status of the fund at the next ordinary or extraordinary Council meeting.</p>	20/03/2020	Monique Davidson	<p>On Track</p> <p>At the time of writing this report, a total of \$120k has been allcoated. 50k has gone twoards the Mayoral Drought Relief Fund with the remainder spend on additional establishment and operational costs during Level 4 and Level 3 lock down.</p>

Substantive motion - Postponement of rates for Natural Calamities Policy	That Central Hawke's Bay District Council acknowledges the extreme economic and social pressure on our rural communities in light of the Drought and COVID-19 situation, and request that the Hawke's Bay Regional Council give clear guidance to communities and CHBDC on their regulatory approach towards implementation of the Tukituki Catchment Plan and associated consenting deadlines.	20/03/2020	Monique Davidson	On Track A letter was sent to the Hawke's Bay Regional Council on this matter. The Regional Council have acknowledged the request and have increased communication with the rural community on this matter. The Regional Sector is awaiting guidance from Central Government on this matter and other regulatory matters also.
Joining the LGFA as a Guarantor	3. That Officers prepare the associated legal documents in readiness for execution at a later date. 4. That Report 6.2 lay on the table until the next Council Ordinary or Extraordinary Council meeting, or the Events Emergency Committee meeting.	25/03/2020	Brent Chamberlain	On track - Officers working with Buddle Finlay to prepare documents.
Amendment of the proposed Annual Plan 2020/2021	a) That in light of COVID-19 and Drought, Council request that Officers amend the current Draft Annual Plan 2020/2021 budget, to achieve no more than a 3.8% rates increase. This will be achieved through amending the existing draft budget by implementing options a,b, and c.	9/04/2020	Brent Chamberlain	Completed - Revise annual plan adoption paper in Council Agenda 03/06/20
Adoption of CHBDC Covid-19 and Drought Economic Recovery Plan	a) That Council approve the COVID-19 and Drought Economic Recovery Plan.	9/04/2020	Craig Ireson	On Track The plan is beginning to be operationalised with a structured process for delivery, with many foundational processes and conversations well underway. An update to the Mayor and Chairs was given on 24/4. Activity planning continues. \$2M has been sourced from the PGF for vegetation management which will employ local people who were made unemployed by COVID-19
Ngā Ara Tipuna - Procurement Approval	a) That Council approve the Detailed Procurement Plan for Ngā Ara Tipuna – Construction and Media delivery. b) That Council approve the direct procurement of Locales Limited for Ngā Ara Tipuna – Construction and Media delivery valued at \$1,716,180.	9/04/2020	Craig Ireson	On Track Work is underway finalising the procurement for the construction phase of the project. A contract has been drafted but will not be signed with the preferred supplier until funding is secured.

LGFA Amendments to Borrowing Program Documentation	<p>b) That Council should agree to sign and execute the following legal documents:</p> <ul style="list-style-type: none"> (i). Amendment and Restatement Deed (Notes Subscription Agreement) (ii). Amendment and Restatement Deed (Multi issuer Deed) (iii). Borrower certificate. <p>c) That by delegation the Mayor and Chair of Finance and Infrastructure Committee sign the required documentation on the Council's behalf.</p>	30/04/2020	Brent Chamberlain	Completed Mayor Walker and Councillor Muggeridge signed the required documentation. Documentation was submitted.
Land Transport Procurement Outcomes	<p>a) That Council adopt the outcome of the Land Transport Procurement process and delegate authority to the Chief Executive to award and execute Contracts 1057, 1058, 1059, 1060.</p> <p>b)</p> <p>b) That the minute relating to this item be released as publicly available information following the notification of successful and unsuccessful tenderers and the completion of any other requirements set out under Councils Procurement Policy and probity requirements.</p>	30/04/2020	Josh Lloyd	On Track - Contracts are in final stages of preparation for signing and supporting work on mobilising and preparing to commence contracts is underway.

6.8 DISTRICT PLAN KEY PROJECT STATUS REPORT**File Number:** COU1-1400**Author:** Helen O'Shaughnessy, Senior Planner**Authoriser:** Doug Tate, Group Manager Customer and Community Partnerships**Attachments:** 1. District Plan Key Project Status Report [↓](#)**PURPOSE**

The purpose of this report is to provide information to Council on the progress and status of the District Plan review.

RECOMMENDATION

That, having considered all matters raised in the report, the report be noted.

PURPOSE

The purpose of this report is to provide information to Council on the progress and status of the District Plan review.

SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as being of some significance.

BACKGROUND

The District Plan Review is a mandatory responsibility for Council and began in late 2017. A full review is a complex process and the attached Key Project Status Report provides an update on activities over the last quarter and key updates on the project.

DISCUSSION

Due to the nature of the District Plan Review, the key status report outlines;

- Update on the progress of the review
- Key project updates
- Key risks to the review and where appropriate, how these risks might be addressed
- Achievements in the previous quarter
- Planned activities for the next quarter
- Financial status of the review

The attached report provides an update to council on the progress of the review.

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






Officers will continue to progress with completing the draft phase of the review before undertaking the formal Schedule 1 phases.

RECOMMENDATION

That, having considered all matters raised in the report, the report be noted.

PROJECT NAME	Central Hawke's Bay District Plan Review
Key Benefits	<p>Compliance with mandatory requirements in the Resource Management Act (RMA) require Councils to begin review of a District Plan every 10 years after adopting the Operative Plan.</p> <p>Pre-statutory consultation provides for engagement with the community and an opportunity to discuss any issues with provisions introduced or amended in the draft prior to statutory phases of the review commencing.</p> <p>Gives effect to the Hawke's Bay Regional Resource Management Plan and Regional Policy Statement.</p> <p>Gives effect to National Policy Statements and National Environmental Standards as well as the National Planning Standards.</p>
Project Delivery Objectives	<p>To prepare and deliver a second-generation District Plan compliant with the principles and purposes of the Resource Management Act 1991 and amendments within achievable timeframes.</p> <p>To undertake community engagement and consultation of the Draft Plan in accordance with associated legislation that achieves robust and effective community engagement on the key messages in the Plan, with the goal of limiting the number of sustained legal challenges of the Proposed Plan.</p>

Report No.	Report Date	Report Frequency	Project Sponsor	Project Manager
3	3/06/2020	Bi-Monthly	Doug Tate	Helen O'Shaughnessy

Sponsor's Project Delivery Confidence Assessment				
 Appears Highly	 Appears Probable	 Appears Feasible	 Appears In Doubt	 Appears Unachievable
<p>The District Plan Review project is a significant project for the Central Hawke's Bay District – both in terms of spend and impact the plan will have for the Central Hawke's Bay Community.</p> <p>The review of the District Plan being some nearly 20 years old was always going to have complex risks, challenges and opportunities that would require regular review and management. As the project progresses, the interrelatedness and requirements for scope control and the projects overall management have continued to become greater, particularly as the project starts to span over multiple years. As we have previously reported, this has required active management of a number of material risks to the project that have to actively monitored and managed.</p> <p>Councillors will recall in its Councils adoption of the revised programme in November 2018, an overall programme review placeholder was always flagged following the receipt and deliberations of submissions, where further analysis of the submissions and the impact on the remainder of the programme and budget would be better understood. This second phase following consultation was previously reported to create even greater risk for the project, particularly around resourcing, budget and timing.</p> <p>Since the adoption of the revised programme in November 2018, the project has encountered those risks, being responding to unprecedented growth in Central Hawke's Bay, the consideration of and inclusion of submissions, the incorporation of the National Planning Standards as well as the incorporation of new National Policy Statements both gazetted and waiting to be gazetted.</p> <p>We are now at a point of working through with pace the revised programme, budget and risks to Council based on the overall Programme placeholder. The complexities of this project have initially identified from a budget and programming perspective that there are potential significant impacts for the District Plan activity outside of the scope of the initial review, depending on</p>				

the approach that Council takes in relation to the programme at this time. As Officers, we need to work with pace, but also care, to ensure we provide the most robust and accurate information for the whole of life of the project, ensuring Council are as best informed as possible in their decision making. We are working to bring this to Council as soon as possible, noting the strategic importance of this project to Council.

It is important to note that resourcing for the project remains a major risk within the projects financial restraints. The current absence of the Project Manager for the project an example of the risks associated with such a complex and strategic project, despite having external project support available.

I have retained a Project Sponsors Delivery Confidence assessment of 'appears probable', despite some significant challenges for the project in relation to budget, scope and programme ahead. The delivery of the revised programme, scope and budget will be critical for the project to move forward and to give Governance confidence of the overall projects delivery.

1. Overall Confidence Assessment

Project Manager's Status Summary

Key Questions Impacting on Project Objectives		No	Yes	Explanation & Proposed Resolution to Problem
1	Are there Business Case Benefit attainment problems?	✓	<input type="checkbox"/>	
2	Are there Scope Control problems?		✓	<p>Scope control problems are likely to focus on the additional bodies of work that may be required when recommendations from the Integrated Spatial Plan (ISP) are available in August. In the event that the ISP recommends greenfield development on the periphery of Otane, Waipawa and Waipukurau, further assessment and investigation of growth options will be required. At this time these items are out of scope.</p> <p>In addition, consultation with iwi Māori on the proposed cultural overlay to encompass wahi tapu and wahi taonga has not been concluded at the time of writing this report. The overlay was discussed at the Informal Hearings with the Kairakau Lands Trust but Covid 19 restrictions has stalled this process.</p> <p>Options on scope and overall programme are currently under development.</p>
3	Will Target Dates be missed?	✓	<input type="checkbox"/>	<p>While the project has generally been tracking to the scheduled dates there are going to be major challenges and risks for Council to consider achieving the timelines adopted in November 2018.</p> <p>Risks relate to integration of high level strategic documents into the Plan. Delays in the gazettal of these documents have the potential to impact on the notification of the Plan.</p> <p>Risks are now also apparent in relation to the delivery of the ISP, a significant body of work that was not anticipated when target dates were set and the impact of this on the programme.</p> <p>These risks are being reviewed as part of an overall scope and programme review under development.</p>

4	Will <u>Project Costs</u> be overrun?		✓	<p>The total cost of the District Plan review will not be known until clarity on the extent of notification issues, legal challenge and Councils appetite to defend issues has been worked through.</p> <p>There is additional budget included in the first years of the 2018 – 2028 Long Term Plan. This risk is currently being reviewed as part of the overall scope and programme review.</p>
5	Are there <u>Quality</u> problems?	✓	□	<p>The draft plan has been peer reviewed by Sylvia Allan, Allan Planning and Research Ltd, to ensure that it reflects sound planning practise and principles. This will ensure that quality outputs are achievable.</p> <p>It is anticipated that prior to notification a full legal review will be completed to ensure the proposed plan is legally robust.</p>
6	Are there <u>Resource</u> problems?	□	✓	<p>Additional resources are required to address Māori participation in the review, more particularly potential Mana Whakahono a Rohe and tangata whenua consultation, both required under the RMA. In particular Clauses 3B and 4A of Schedule 1, will require specific resources. This is a particular risk in the absence of a dedicated iwi liaison officer to provide support to iwi on the district plan review. At the time of writing this report there is no clear direction on a way forward to address this risk.</p> <p>Significant risk to the project relates to the Project Management role of the Senior Planner project managing the project. Additional resource has been provided to give support, however risks such as illness and leave are serious risks to the project.</p>
7	Are there <u>Risk Management</u> problems?	□	✓	<p>More robust risk management processes need to be included as part of the overall project, including operating a regularly updated Risk Register as good practice and reporting these risks through to Council. This will support Council in being aware of and able to manage project risks. A risk evaluation relating to the overall programme is being developed as part of the Scope and Programme review.</p>
8	Are there <u>Review and Approval</u> problems?	✓	□	n/a
9	Are there <u>Teamwork</u> problems?	✓	□	n/a
10	Are there <u>Stakeholder</u> problems?	□	✓	<p>Continued challenges in communication and engagement with iwi Māori will need to be provided for once confirmed.</p>
11	Are there <u>Iwi</u> issues?		✓	<p>It should be acknowledged that Roger Maaka and Brian Gregory have played an incredibly significant and important role in the development of the cultural chapters of the draft Plan. Their knowledge and understanding of tikanga Maori and willingness to assist Council staff with the assessment and explanation of Cultural issues is highly valued and much appreciated.</p> <p>It must be noted however, the timeframes to be met in relation to writing the draft review in 15 months have not adequately provided for the establishment of effective and meaningful relationships with tangata whenua. This is critical in addressing both cultural issues in the review and providing for wider iwi involvement and partnership with Council concerning RMA processes. The absence of a Council appointed iwi liaison officer to support the district</p>

				plan review continues to frustrate the iwi engagement process.
12	Are there Communication problems?	✓	<input type="checkbox"/>	No.
13	Are there Change Management problems?	✓	<input type="checkbox"/>	No.
14	Are there Health & Safety issues?	✓	<input type="checkbox"/>	No.

Project Manager's Progress Summary

Achievements/Activities since last status report

This is Council's third Key Project Status Report addressing the review of the District Plan. The first two key project status reports focused on preparation and delivery of the draft Plan which was delivered ahead of schedule in April 2019 and released for public consultation in May 2019.

The focus of this report is to discuss the current issues relating to the completion of the non-statutory review. The current Key Status Project Report also comments on the issues that are of particular relevance to the beginning of the statutory Schedule One review and the timing and resourcing issues relating to the beginning the formal review process through to a potential appeal process and adoption of the Operative Plan.

1. Completion of the Non-Statutory Review

The immediate focus of the review is the completion of the deliberations on submissions received on the draft District Plan. Following the release of the draft Plan in May 2019 a total of 100 submissions were received by Council and of those approximately half of the submitters wished to present their key submission points to the District Plan Committee at the Informal Hearings.

The Informal Hearings were held over several days in February 2020 providing a valuable opportunity for members of the Central Hawkes Bay Community as well as representatives from key stakeholder groups to discuss submission points with the Committee.

At the conclusion to the Informal Hearings the District Plan Committee members have attended a number of deliberation meetings to consider the points made in all submissions received and make recommendations for the consideration of Council on the issues raised in the submissions.

At the time of writing this report three further deliberation meetings are planned, on 29 May and 11 June. The third date, possibly late June or early July, has yet to be scheduled. The Committee have requested that a number of matters be furthered considered to enable robust recommendations to be made on the submissions and these matters and this further information will be considered at the May, June and July Committee Meetings.

Once all submissions have been considered by the District Plan Committee a final set of recommendations on the submissions will be presented for adoption by Council.

2. The Integrated Spatial Plan (ISP)

The findings and recommendations of the ISP are anticipated to have a substantial impact on the notification date of the Proposed Plan. ISP findings are likely to include several recommendations for Councils consideration relating to residential and industrial capacity, lifestyle rural/residential development and potential greenfield and infill development options within the urban zoned areas and also periphery areas of the urban boundaries for Otane, Waipawa and Waipukurau.

Additional research and investigation may also be necessary to enable the Committee and Council to make robust and informed recommendations and decisions about the options for growth and development, especially in the towns of Otane, Waipawa and Waipukurau.

Recommendations and options from the ISP should be carefully considered by the Committee and Council before any decisions can be made to integrate the ISP findings into the Proposed Plan. A comprehensive understanding of the implications of rezoning areas of land for growth is critical because of the funding implications to provide for infrastructure either through the Long Term Plan, or more immediately in the short term.

In addition members of the Committee will also need to take into account provisions of the National Policy Statements and National Planning Standards that are relevant to Council. These Central Government standards and policies have been identified in earlier Key Status Reports to Council and must be given legal effect to in the review.

As part of the overall programme and scope review underway, the Committee and Councillors will have the opportunity to understand the timing, risks and budgetary challenges and opportunities of inclusion of this body of work.

3. National Planning Standards

The purpose of the National Planning Standards (Planning Standards) is to improve consistency in the plan and policy statement structure, format and content. Currently plans and policy statements prepared under the RMA are inconsistent with each other and are slow and costly to prepare. They can be hard to understand, compare and comply with because Councils have generally developed their plans and policy statements independently of each other, and without a common structure and format as a reference point.

The wide variation in the structure and format of plans has also meant that other national direction such as National Policy Statements are often interpreted and implemented in different ways, reducing the effectiveness of these instruments.

The Planning Standards were introduced as part of the 2017 amendments to the Resource Management Act 1991 (RMA).

Although Council has been fortunate to work with Ministry for the Environment to rehouse the draft Plan the integration of the Planning Standards definitions remains as a significant body of work to be completed when final amendments to the plan are completed.

4. The Significant Natural Areas Review

The Significant Natural Areas (SNAs) Assessment is one of the outstanding bodies of work to be completed as part of the draft review. Finalizing the review has been challenging because of the number of property owners with SNAs on their property that have requested ground truthing of the potential SNAs on their property.

Councils consulting Ecologist, Gerry Kessels has completed the report on the indigenous biodiversity in the District and will be presenting his findings and recommendations to the District Plan Committee on 11 June 2020.

Mr. Kessels has sought to align his report with the objectives, policies and definitions in the proposed National Policy Statement on Indigenous Biodiversity, (NPS-IB). The NPS-IB was due to be gazetted in mid-2020 but has been delayed due to Covid 19. It is uncertain when the gazetted NPS will be available.

It appears that there may be a discrepancy in the GIS database relating to a complete record of all identified and mapped SNAs. As a result of this error it may be prudent for officers to engage with any property owners who may have been excluded from the stakeholder engagement of SNA owners in 2019. This matter is currently being scoped internally to assess the overall impact and will be discussed with the Committee for their guidance on this matter once the scale of the matter is better understood.

5. The Urban Growth Strategy

Council's draft Urban Growth Strategy outlines options for managing urban and rural residential growth over a 30-year period, including identifying various potential business, residential, as well as rural residential, and greenfield growth areas.

However, the draft Urban Growth Strategy does not determine the appropriate form or nature of development or prioritise growth areas, nor does it necessarily address all of the issues that will need to be considered prior to formal introduction of any District Plan change to provide for further growth.

Further refinement and prioritising of some of the growth areas identified in the draft Urban Growth Strategy has occurred through the District Plan Review, Council's 10-year long-term plan process, and through the process of developing a 30-year Long Term Infrastructure Plan for the District.

Council has also identified Indicative Growth Nodes – areas not anticipated as being required during the period of this District Plan, but which may be required in the medium-term.

When the results of the ISP are available this information will need to be integrated into the Urban Growth Strategy to ensure that it is consistent with the direction for growth adopted in the District Plan prior to notification.

6. The Section 32 Report

This is a significant assessment of the options adopted in the Plan and must also consider the efficiency and effectiveness of the policies and rules in the Plan. The section 32 Report is required to be completed at the time of notification.

7. Revised Work Programme and Budget

When the review began in 2017 with the preparation of a draft District Plan, forecasting the work program and budget with certainty and confidence was difficult given the wide range of factors that have the potential to impact on the complex process of a district plan review. Many of these factors are external and beyond the control or influence of Council.

Another important factor contributing to the uncertainty of notification of the Proposed Plan are the number and complexity of submissions received on the draft Plan. A placeholder was inserted into the review programme at this point to enable members of the Committee to reassess the timeframes agreed to earlier in light of addressing the issues raised in submissions.

There is sufficient uncertainty relating to the investment in time and resources required to adequately assess and evaluate resource management issues that may arise through deliberations on submissions made at the draft phase of the review. Officers have been working to the timeframes of Option B, adopted by Council in 2018, with a notification date of July/August 2020.

Officers now have a clearer understanding of the impact of several matters that have the potential to impact on timeframes and budgets to complete the draft phase of the review as well as commencing the statutory phase review. Several matters have impacted and overtaken the dates from Option B now making the notification date of July/August extremely unlikely without Council opening itself to significant risk.

In addition, new and supplementary bodies of work undertaken by Council, primarily the Integrated Spatial Plan (ISP), were not anticipated or included in timeframes used to develop Option B. The ISP is a major collaborative project currently being undertaken by Council and expected to be finished on 31 August 2020. This body of work will have a significant and substantial impact on determining notification.

A further update and report will be presented to Council by the Committee and officers on the revised work program, budget and key recommendations.

Our attention now turns to completion of the areas of work required by the Committee to enable robust recommendations to be made on submissions. Contributing to the ISP and ensuring that recommendations from this body of work will add value enable the inclusion of provisions in the Plan that address submissions is also a priority over the next period.

Bringing to the Committee and Council a comprehensive review of scope, budget and timelines is also an absolute priority.

Issues that have arisen since the last status report

The issue of the quality and accuracy of the GIS maps sent to property owners with identified and mapped SNAs has been discussed in the preceding section of this report. Again this is currently being scoped to identify the potential impact on the project.

Activities to be started/completed or in progress over the next month

Description	Planned Completion	Forecast Completion	Comments
Integration of the National Planning Standards into the Plan.	Uncertain at this time but prior to notification.	This body of work will need to be completed before notification.	Officers have worked with Ministry for the Environment (MfE) to rehouse the format of the plan into the standards. Integration of standards definitions is

			expected to be a major piece of work to ensure the intent of rules is not impacted by the new definitions. GIS mapping also needs to comply with the standards.
Integration of relevant National Policy Statements (NPS)	Uncertain as gazettal of the NPS has been delayed.	Integration in the Plan will need to be complete to give legal effect to the NPS when notified.	Officers have been in contact with officials from the MfE and will inform Council on progress with this matter as soon as information is provided from MfE.
Completion ISP	Currently on track for completion by 31 August 2020.	31 August 2020.	Findings and recommendations from the ISP will require consideration from Council to provide instruction on any subsequent amendments to the Plan prior to notification.
Ongoing consultation with tangata whenua.	Consultation is ongoing.	Ongoing	Consultation is required to ensure iwi input into the draft Plan and to recognise the provisions of the RLAA 2017 and statutory obligations to ensure Maori participation in decision-making introduced by the amendments to the RMA.

General Comments

There is still a large portion of work to complete prior to notification with limited ability for the programme to slip.

Key Milestone Achievement Summary

Key Milestones	Planned Completion Date	Status	Budget Required for Milestone	Comments
Outstanding bodies of work complete	2020	In progress	-	
Integration of National Planning Standards	Late 2020	In progress	-	
Integration of National Policy Statements	Late 2020	In progress	-	Awaiting gazettal before integration is possible.
Completion of the Urban growth Strategy	Post-delivery of the ISP	In progress	-	Cannot be completed until the recommendations of the ISP have been adopted by Council.
Potential revisited consultation with SNA property owners	TBC	TBC	-	To be determined by the Committee.
Cultural consultation	Ongoing	In Progress	-	Required as part of the review and under Schedule One
Section 32 Report	Prior to notification	In progress	-	
Integration of recommendations from the ISP into Plan.	Post 31 August 2020.	Yet to start		

Finalise Proposed Plan	Subject to completion of ISP.	Yet to start	-	
Presentation by Committee of the recommendations from submissions	2020	In Progress	-	
Council adoption of Proposed Plan	TBC			
Notification of Proposed Plan	TBC	Yet to start	-	Subject to consideration by the Committee and Council of revised work programme and budget.
Statutory Plan Hearings	Uncertain	Yet to start	-	
Summary of submissions and preparation of cross summary of submissions	Uncertain	Yet to start	-	
Section 42 a Reports	Uncertain	Yet to start	-	
Pre-hearing mediation	Uncertain	Yet to start	-	
Appeals	Uncertain	Yet to start	-	

Project Lifecycle Progress

2016	2016	Early 2017	1 August 2017 - 2020	2020	2021
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

Project Financial Update

Project Statistics 2017/18	Expenditure		Schedule	
	Whole Life (\$)	Current Year (\$)	Total Weeks	Effort (Staff Hrs)
Approved Project Budget (Baseline)	2,023,449	335,250	-	-
Actual Spent to Date (as at 30/04/2020)	647,819	200,266	-	-
Estimate to Complete Reminder of Project (ETC)		134,990	-	-
Forecast at Completion (EAC)	-	335,250	-	-
Forecast Project Variance at Completion	-	0	-	-

General Comments

We are still working through the whole life of the project expenses and costs, which will balance the current years finance expenditure, when fully identified. This will be completed for the next project status report and presented to Council in June 2020.

Project Delivery Confidence Assessment Key

Key	Attention Required	Issues/Risks	Delivery
	Minimal	None	On Time
	Constant	Potential	Delays Probable
	Manage	Exist but resolvable	Delays Likely
	Urgent	Major	Delays
	Critical	Critical	Major delays. Re-scope/Re-assess

7 CHIEF EXECUTIVE REPORT

7.1 ORGANISATION PERFORMANCE AND ACTIVITY REPORT APRIL - MAY 2020

File Number: COU1-1400

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. **Bi-Monthly Organisation Performance and Activity Report April-May 2020** [↓](#)

PURPOSE

The purpose of this report is to present to Council the organisation report for April-May 2020..

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 on 30th July, 2020.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Together we thrive!

Chief Executive's Report
Central Hawke's Bay District Council

April 2020 - May 2020

Together we Thrive! E ora ngātahi ana!



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.

- 1 TRUST - We create trust by acting with integrity.
- 2 HONESTY - We do what is right even when no one is looking.
- 3 RESPECT - We have respect for each other, our community and our stakeholders.
- 4 INNOVATION - We find smarter ways to do things to produce improved and sustainable results.
- 5 VALUING PEOPLE - We are one team, supporting each other to succeed.
- 6 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.

KIA ORA FROM THE CHIEF EXECUTIVE**E ORA NGĀTAHI ANA –
TOGETHER WE THRIVE.****Chief Executive Update – April / May 2020**

This report provides an update of the organisation's activity over the April 2020 - May 2020 period and provides a snapshot of some of the organisation's achievements and activity over this time.

During the previous reporting period, I took the time to highlight the proactive work that had occurred in the first two weeks of Level 4 lock-down. We have since had a subsequent three further weeks of Level 4 before we moved to Level 3 and to Level 2, which is where we are at the time of writing this report.

Given the transition from Level 3 to Level 2, we have scaled back our Incident Management Team response and wherever possible are treating our current response and delivery of services within the realm of business as usual. This of course comes with additional measures to ensure that the safety and wellbeing of staff, contractors and community are front and centre of our decisions.

We are now in a period of managing a down-scaled response that remains focussed on welfare and the drought, whilst keeping an eye of focus to business as usual and for obvious reasons putting the right level of focus on our implementation of our Local Recovery Plan. Significant focus has gone into the development and submission of applications in excess of \$140 million to the Provincial Growth Fund and Crown Infrastructure Fund, while still progressing key actions within the Central Hawke's Bay Recovery Plan.

At the beginning of May, we launched the Wha Marama Mahi Plan to the organisation. It is no news to you that our direction of travel is a little bumpier right now, as our community faces a unique perfect storm, with the District experiencing a period of prolonged drought with river levels at their lowest points since the 1980s, in conjunction with the unprecedented impacts of COVID-19. More than ever we need to be focussed on the mission ahead, and as an organisation firmly focus on what we need to achieve and the way in which we will do that.

The Wha Marama Mahi Plan provides direction for what success will look like for the organisation over the coming four months. It does not seek to replace our existing Organisation Roadmap, Group Business Plans or individual KPI's, nor does it aim to override Council or Committee priorities, but instead aims to sharpen the focus of the whole organisation over the coming months as we juggle our Civil Defence Emergency Management response responsibilities, lead and facilitate wider social and economic recovery and business as usual. The plan supports our existing priorities but aims to give clarity to all staff on where priorities and focus are required to ensure the success of our organisation and community. Please note the plan only speaks to our business as usual priorities and does not include our role in CDEM response and recovery.

This plan is a work programme that ensures we put our DNA – working together, customer excellence and thinking smarter at the centre of our work while ensuring we are accountable for, wherever possible, delivering on our business as usual work programme. In developing this, some of the questions I asked of the organisation were; in 4 months time, if we looked back, what do we want to say we achieved that we did not allow our COVID-19 and Drought response to distract us from achieving? What do we want never to go back to? And how can we reimagine a new way of working? This document is a living document and will no doubt change over the coming weeks. What won't change, however, is my commitment to ensuring our focus will always remain on our people, who over the last couple of months have continued to remind us why our people are our greatest asset.

And finally, on the 8th May the Society of Local Government Managers (SOLGM) held its annual SOLGM Excellence Awards. The Council took out the Capability Group Award for Innovation in Organisation and People Development, one of the categories of the prestigious 2020 McGredy Winder SOLGM Local Government Excellence Awards[®] for *Together We Thrive! E Ora Ngātahi Ana*, multi-year organisational transformation and development programme.

Central Hawke's Bay District Council has experienced unprecedented change over the last three years, following the 2016 election which resulted in a significant change in leadership, and in the direction of Central Hawke's Bay. This was reflective of the voice of the community who were seeking innovative organisation leadership and a new approach to delivering value. This award recognises the power of *Thrive*, but most importantly, the value of people-centred leadership which has allowed us to transform our organisation, and in turn how we interact and serve our community.

In addition, Doug Tate, Group Manager Customer and Community Partnerships, was awarded an Overseas Manager Exchange to Queensland, Australia. The Exchange, sponsored by AskYourTeam, provides a hosted visit to Queensland and a reciprocal visit to New Zealand. The aim of the Exchange is to provide a leadership and development experience for local government professionals.

While it is absolutely recognised that we still have work to do to continue to lift the performance of the organisation and in turn the service and outcomes our community value, these awards are further testament to our progress and achievements. A strong sign that we are on the right track and we should continue to put our energy into the things we have over the last few years.

Each of our employees at Council play a critical role in achieving our vision of a thriving Central Hawke's Bay District, and right now I could not be prouder to lead the team.

Monique Davidson

Chief Executive

Activity

Updates



GOVERNANCE AND LEADERSHIP

Strategic Direction Setting

The initial phase of the Long Term Plan is focussed on setting the strategic direction for the next 10 years. Council has undertaken a session on Strategic Direction setting, which reviewed the underpinning principles of the previous Long Term Plan. Council has also had a session to review and provide guidance on the Engagement Approach for the major strategic projects taking place over the next 12-18 months.

Governance and Policy

Over the last two months we have focussed on reviewing key policies in order to further support good governance. This has included:

- Workshopping a draft Policy Framework for Council. This document is recommended by the Auditor-General to introduce clearer definition between the responsibilities of governance and management. This Framework is to be presented for adoption at Council on 3 June.
- After adoption of the Policy Framework, the Strategy and Governance Manager will create a work programme for reviewing our policies over the next 18-24 months. This will be done in a way that links together the work to review Bylaws and other associated documents.
- Council workshopped Delegations in May, and provided guidance on a new approach to the development of a Delegations Manual. This will be presented to Council on 3 June for discussion and adoption.
- Work continues on the Rates Review, with the Chief Financial Officer presenting at a number of workshops so far. This work will continue before going out for consultation to the community in September 2020.

Citizenship

Due to Covid 19 and the subsequent suspension of citizenship ceremonies, the DIA will now issue citizenship certificates to all applicants who have been approved for a grant of citizenship via courier. While the suspension means new citizens aren't taking an oath publicly, they sign a statutory declaration as part of the application process that they understand the responsibilities of citizenship. The DIA will continue to provide contact details of new citizens, so that we can arrange to welcome them to our community in a different way.



SOCIAL AND ECONOMIC DEVELOPMENT

Community Wellbeing Strategy

Social and Community Development staff have been completely immersed in the Welfare Response to the COVID-19 Pandemic and Drought event for the entire period of this report. The networks below all played a vital and integral part of our Welfare response. We are currently exploring how the success of our local Network of Networks can be transferred to future services and delivery models.

Kate Luff has been engaged on a short term contract to assist in the Community Development role until staff are redeployed from their Civil Defence Welfare roles.

Central Hawke's Bay Cross Agency Triage Project

The Central Hawke's Bay Cross Agency Triage Project seeks to establish and embed a collaborative cross agency forum to address and ensure support for our most vulnerable families is in place, and support and address agency cross over fatigue in our community.

Whilst no formal triage meetings were held during this period the network was utilised to assist with many of the 43 complex welfare cases that were managed at a local level.

All existing cases were provided with instant wrap around support prior to and during lockdown and a number of cases were actively progressed during this time.

Safer Central Hawke's Bay

The Safer Central Hawke's Bay coalition group were unable to meet in this period due to COVID-19 however all partner agencies have been heavily involved in the COVID-19/Drought welfare response.



Kate Luff has been working as the Safer Central Hawke's Bay Coordinator following Bridget Cover being appointed to the Community Programmes and Partnerships Lead role.

The Safer Central Hawke's Bay logo was officially launched to the coalition via email and to the public via the Facebook Page. Coalition members will use the logo when referring to matters that relate to Safer Central Hawkes Bay.

Violence Free CHB, a workstream under Safer Central Hawke's Bay completed a press release providing information about this year's White Ribbon Campaign pertinent to the COVID lockdown situation.

A Safer Central Hawke's Bay Communications Plan has been drafted and will be presented to the group at its next meeting.

The coalition intends to meet when the COVID 19 restrictions scale down.

Youth Development

The Children/Youth Network was set up as a result of COVID 19. This network has been meeting on a weekly basis to discuss how we can best support children and youth during this time. Those represented in this network are the Kahui Ako's, school councillors, Connecting For Youth, Public Health, Iwi, Epic Ministries, Te Taiwhenua O Heretaunga and Civil Defence.

Positive Ageing

The Older Person's network was set up as a result of COVID 19. Many agencies who are a part of the Positive Ageing Forum were a part of this network. It has met on a weekly basis to discuss how to support our older persons during this time. Those represented in this network are; Pakeke Centre, Pensioner Flats, Residential Care Facilities, Age Concern, Red Cross, Probus, MSD, Iwi, Te Taiwhenua O Heretaunga, Grey Power, Libraries, Rotary, RSA and Civil Defence.

Great initiatives have been created as a result of this network in particular the Older Persons Grocery Outreach Service where Anglican Care Waiapu obtained the mobile eftpos machine from Council and used it to purchase groceries for those who could not leave their home but had an eftpos card to pay for their groceries.

Shopping services were set up for those who could not leave their home. New World and Rotary teamed up to deliver groceries to those who could not leave their home that were ordered online or via the phone.

The libraries were able to set up a process where those elderly/vulnerable who could not leave their home but for their mental wellbeing having a book to read was important, were able to borrow books from the library. These referrals were only accepted via the Older Persons Network.

Many agencies who have been a part of the network have expressed an interest in now being apart of the Positive Ageing Forum.

Disability Reference Group

The High Needs/Disability Network was set up as a result of COVID 19. This network was able to be easily established as a result of the Disability Reference Group as most agencies apart of this group were already apart of the Disability Reference Group. Those represented in this network are: Puekora Trust, Paul Hunter Centre, CCS, Options, Supported Lifestyles, Dementia HB, Disability Resource Centre, Blind Foundation, Parent 2 Parent and Civil Defence.

This network was able to communicate about the needs in our community and share their experiences and the support they were providing to their clients to ensure that no-one fell through the gaps. Initiatives were provided to the network so they could give their clients the support they needed when they were unable to leave their home such as home delivery or library book deliveries.

Community Funding

The Amended Community Funding Policy was adopted by the Strategy and Wellbeing Committee at its meeting on 12 March 2020.

Creative Communities Fund

The Creative Communities Panel met via Zoom on 21 April 2020 and considered nine applications. Eight of these applications were provided funding with a total of \$13,061 allocated.

This round's successful recipients received funding, ranging from \$895 to \$2,200, to cover a wide range of activities, including weekly art classes at the Paul Hunter Centre, a comedy play at the Waipukurau Little Theatre and the annual Summer Series at Nelly Jull Park. Performing arts students from Central Hawke's Bay College will take to the stage in a production of The Lion King, and perform music and drama at local primary schools, retirement homes and other community based settings. Funding will also help support the celebrations of 50 years for the Arts and Crafts Corner in Otane, the Matariki New Year in Takapau, and the inaugural readers and writers festival for Central Hawke's Bay.

Two panel members resigned from their positions on the Creative Communities Panel this year. As a result an advertisement is being drafted to seek new panel members.



Community Voluntary Organisation Support Fund (CVOS)

Two of the three public members on the CVOS committee have come to the end of their two - three year terms on the committee. An advertisement is being drafted to seek expressions of interest for members of the public to fill these two positions.

Economic Development

Our focus has been on the implementation of the Economic Recovery Plan.

Ngā ara Tipuna

We were successful in securing \$2.798M in funding from the PGF for this significant cultural tourism project. Focus now turns to negotiating the terms of the contract and satisfying the 'conditions precedents' required to start the project. This project will continue to be a priority focus for the economic development team in the coming quarter.

Central Hawke's Bay Tourism Co-ordinator

Felicity Carr, Central Hawke's Bay Tourism Co-ordinator was seconded into a support role for the Economic recovery function of the COVID-19 Incident Management Team during Level 4 lockdown. Felicity reported directly to the Economic Recovery Manager and ably assisted both the communications and welfare functions in the development of a coordinated welfare response.

Hawke's Bay Tourism has undertaken a campaign aimed at promoting domestic tourism, with a focus on Wellingtonians. Through Felicity we have ensured good representation for Central Hawke's Bay in this campaign with deals available at Nola's, Lime Rock, Two Taniwha, Junction Wines, Oruawharo and Wallingford and others. Ongaonga even got a mention on TV3's The Project from HB Tourism CEO Hamish Saxton.

Hawke's Bay Tourism are also offering one year's free membership for all interested and relevant businesses, with nine new members joining the 22 already signed up, within the first two weeks of the offer.



DRINKING WATER

Drinking Water Compliance

In April 'Scope 2' audit (operator assessment) results were received with only 6 minor recommendations and no non-conformances. Veolia operators have now been deemed competent until the 1-4-2023. This is a significant achievement for the operations team/s and a recognition of the training and development competency work undertaken over the past 12 months.

Automated reporting is now working well with minimal explanation required for anything outside of compliance limits.

Waipukurau Second Supply

A recommended option to progress to design was workshopped with the Finance and Infrastructure Committee in late April 2020, this option was to deliver a solution which included new pipelines, new reservoir, treatment increased at current treatment plant but excluding the need for a new bore source and to work within current budgets.

In early April 2020, Central Hawke's Bay District Council submitted along with the other councils in Hawkes Bay a regional application to the Crown Infrastructure Partners (CIP) 'shovel ready' projects – our application was worth \$12m, and if successful would allow for an intergenerational option to link the Waipawa and Waipukurau water supplies – this would add significant resilience to each town by each having dual water sources.

The committee supported waiting on the outcome of the CIP process before deciding which option to proceed with. In the interim work is progressing on understanding water demand in Waipukurau and the district and refreshing our water demand and management strategy that will in turn support any capital upgrades.

Condition assessments are also taking place of our existing reservoirs to inform the AMPs and the project to decide what we do with our existing aged assets once we progress into an agreed solution.

SH2 Borefield Upgrade

The suspension of works by COVID-19 resulted in a six week delay to the project – but following the shift to Level 3 and then Level 2, works were able to continue on-site, and on 21st May 2020, the new upsized transformer was commissioned allowing the new control room to be commissioned, and in turn the new pump in Bore B to go through its testing process – once new Bore B is operational, we will be able to decommission Bore C, the pumps for the two new bores D and E are in transit and expect to be in the country in late June 2020. Pleasingly during lock down the consent for the water take from the new Bores D and E was lodged with HBRC and granted on 19 May 2020. This allows these bores when ready to be operational and the existing bores to be decommissioned.

The project is expected to be completed by September 2020.

Kairakau Water Upgrade

WSP and Council are currently working on the options report for the future of the Kairakau water system and propose to present this report to the Finance and Infrastructure Committee in mid-June 2020. From there based on the outcome, the project may be progressed through to detailed design.

Waipukurau Firefighting and Shortfalls

In 2019, Council completed stages 1 and 2 of a 7 year programme to upgrade the firefighting capability within Waipukurau, Stage 3 is due to commence on 1 July 2020 and be completed by Sep 2020, and following this we will be able to review the effectiveness of the first 3 stages.

Waipawa Firefighting, Shortfalls and Model Refresh

Council currently has a tender out to replicate the 7 year programme of improvements created for Waipukurau, but this time for Waipawa, this will also include a refresh of the Water model to take into account growth, and improvements like the Otane Alternate Supply completed. We expect to complete design and programme development by early 2021, and then procure a contractor for Stage 1 and 2 to commence on 1 July 2021.



WASTEWATER

Waipukurau Wastewater Odour

On approximately the 12th April Waipukurau wastewater pond started to experience increased odour from the balance pond, since then sampling has been done which has been inconclusive. The Hugh Ratsey report has been reviewed and some minor process changes have been made. Implementation has begun on some of the Veolia recommendations around process improvements in an attempt to reduce pond levels which in turn will

boost dissolved oxygen levels in the balance pond and reduce odour through microbial growth in the balance pond.

Waipawa Trunk Sewer Main Renewal

The project has progressed well, with all 2200 meters of renewal via lining completed on Friday 17th January 2020. 70% of the second stage related to the pump station upgrade is complete. We are currently working with the new landowner of the land where the pump station is situated, and with Centralines to confirm the best option for the new power upgrade and supply. This will allow power to the upgraded pump station which has new control cabinetry and two higher capacity pumps. These will be commissioned on completion of the power upgrade – delayed by COVID-19 and the land sale, but expected to be completed by Aug 2020.

Waipawa, Waipukurau, Otane Wastewater Treatment/ Consenting Project

The team works behind the scenes on the conceptual design for the wider project to be brought to provide input into LTP 2021. In April 2020 the basis of design was completed and the team expects to have the draft concept design report in early June 2020.

A communications plan was taken to Council in Feb 2020, and the team is working on consultation and community meeting options for mid-year onwards. This includes utilising an online consultation platform and video media to disseminate clear concise messaging to the community.

The project has also been submitted to Crown Infrastructure Partners (CIP) as part of the regional Hawke's Bay application and we are hopeful we are able to gain funding to fast track this much needed project.

Ongoing improvements are being undertaken at all three plants, with the Waipawa Inlet works coming to an end, and process improvements at both Waipawa and Waipukurau well underway. Shortly wetlands removal and sludge clearing will commence.

Otane to Waipawa Wastewater Pipeline (Stage 1)

Slightly delayed by approx. 6 weeks due to COVID-19, we expect this project to commence in early June 2020, and have a build time of up to 6 months. The project is to install 3.5km of the 8km pipeline to convey wastewater from Otane to Waipawa. In the background – Council continues to work on the next stage of design and consents to commission the pipeline as soon we are able to.

Porangahau and Te Paerahi Wastewater Treatment/ Consenting Project Projects

Officers make good progress, and held a second community meeting in Te Paerahi and Porangahau on the 18th March to progress a long list of options and gain feedback - officers continue to work with local iwi and are currently organising a hui at Rongomaraeroa marae at a time that is safe to do so.

A land suitability report and basis of design report has been completed to date, and we know move to firm up the best practicable option to present to the community - Te Paerahi and Porangahau WWTPs need consents lodged by December 2020.

Some minor improvements are being investigated at the Porangahau WWTP to support compliance through the summer months when the pond is affected by algae growth.

Takapau Wastewater Treatment/ Consenting Project Projects

Landowners have been identified for the Takapau WWTP upgrade, and we are progressing these conversations. Along with the design and land suitability investigations, along with engaging with iwi on the alignment of the proposed options with tangata whenua world views.

Takapau WWTP needs a consent lodged by March 2021. In the interim, some work is being done to install a new inlet screen and inlet flow meter along with replacing the outlet flow meter.



STORMWATER

Helicoil Pipe Replacements (Tutanekai and back of Tavistock Rd)

We are working with our preferred supplier and hope for works to commence at the end of June 2020 and take up to 3 months to be completed.

Waipukurau CBD Stormwater improvements

Design and investigation continue at the bottom end of Ruataniwha Street, Council are investigating an opportunity to collaborate with a future water project and land transport project to maximise efficiencies.

Rathbone Street to Bush Drain Extension

A small project as a result of the findings of the Waipawa Trunk Sewer Main Project has led to an extension of

the drain at the bottom of Rathbone Street now through the Bush Drain, this runs as an open drain through 2 properties, and previously terminated in the second property, resulting in significant flooding of the paddock. A new piped network and refresh of the open drain has been implemented as part of this project expected to be completed by the end of June 2020.



LAND TRANSPORT

Contract Procurement

The work on the Land Transport procurement 2020 has been completed. It was a challenging process and the first contracts to be evaluated totally under Level 4 lockdown using "Zoom". All participants were up for the challenge and it was surprising how smoothly it went. Participants ranged from Tenderers to evaluation team members and elected representatives. At the end of the process we managed to get 2 suppliers for the four Land Transport contracts. Downer our incumbent maintenance contractor won the maintenance contract and picked up the Reseal contract from Higgins. Higgins won the Area Wide Pavement Treatment contract and the Mintor Structural Renewals contract. We are now in the process of starting the mobilisation phase which will see council, consultant and contractor staff work on setting up the relationships we want to have throughout the contract as well as working through the contract management plans to ensure we are all on the same page going forward.

We are now in the beginning stages of procuring contractors to complete the various work programmes on Porangahau and Wimbledon roads under the PGF funding.

Work is also beginning on the Line Marking contract as well as a footpath contract which we hope to have out the door before the end of June.

October Weather Event

Work is continuing with the final repairs from the October 19 weather event. This was affected by COVID 19 as most of the remaining work required field investigations. This work will go beyond June 30th.

PGF

The PGF team are working well and have identified the following bridges and large culverts which require substantial strengthening along Porangahau Road: Saleyards bridge; Wallingford Bridge; Kokomoko Bridge and Sixty Pound Box Culvert. There are potentially 4 other culverts which require strengthening which are being investigated (approximate cost of \$8,000,000).

An hydraulic analysis of the Flaxmill Bridge area is in progress and will consider the following options at this time:

- Deepening the existing channels within the stop-banks
- Raising the road carriageway and bridge
- Channel widening and stop-bank modifications
- Installing debris management structures within the channel

All the options have environmental and landowner considerations which need to be balanced with technical and performance requirements. The solution may cost between \$6 and \$10 million.

SOLID WASTE

Levels of Service

The improvement in service delivery continues with the clean-up and reorganisation of our four transfer stations. An enclosed container has been sited at Waipukurau transfer station for the collection and recycling of E Waste. Other areas have been tidied, but more work will be done during the weeks and months ahead.

Our contractor, Smart have introduced a process to ensure that the areas around the Drop Off Centres are kept clean and tidy and work is continuing on improving the platforms around the recycling bins, initially at Waipukurau and Waipawa. Work on the platforms was progressing well but has been stalled through Covid.

All transfer stations were closed at the commencement of Covid, but each reopened at various stages with varying limitations, to be able to offer a service to all areas of the community.

Collaboration

We are working with our neighbours throughout Hawke's Bay on a regional initiative to standardise and improve our recycling information to our residents. The initiative, by Wairoa, Napier, Hastings, Tararua and Central Hawke's Bay, involves the development of a common website where residents can find information on how to recycle all sorts of items that could otherwise end up in the landfill.

Section 17A

The review of the WMMP was ~~done~~ conducted by Eunomia last year and they have been engaged to carry out the Section 17A review. The scope for the work was adopted by Council on 23 April '20 and a report will be brought back for consultation on 18th June '20.

Waste minimisation Events

No waste minimisation events have been held during this period.

Recycling

Although our kerbside recycling collection continued through the Covid period, unfortunately it had to be landfilled because of the closure of the recycling processing plants. In line with LGNZ guidelines, stockpiling of recycling was not encouraged due to potential degrading of stored recycling material which would then have been landfilled anyway. There was also the associated risks of fire and vermin.

Recycling DOC bins have been relocated to within our four transfer stations to ensure physical distancing and contact traceability.

Leachate to Landfill

The project currently remains on hold at approx. 50% complete awaiting a groundwater discharge resource consent.

Further samples have been requested for leachate and deep ground water. We are currently preparing this formal response to HBRC as COVID-19 affected our ability to undertake sampling. Once we have had the all-clear to recommence the project, there will be approximately eight weeks of work remaining to completion.

Other information

The Ministry for the Environment has engaged WasteMINZ to carry out a survey across New Zealand to investigate the standardisation of kerbside recycling. Eleven regional meetings have been planned to gain input from individual Councils.

CONSENT



Data shows that for the months January, February and March:

Building Consents:

Total consents: 58 (01/04/2020 – 21/05/2020)

New dwellings: 26

Total value: \$9,321,650

Resource Consents:

11 land use consents and 26 subdivision consents were granted.

From these 26 subdivision granted, the following additional lots were created (i.e. if one lot was subdivided into two, one additional lot has been created).

- Rural = 42
- Township / residential / business = 2

We are relying heavily on the good work within our team as well as our consultants, National Processing Ltd and WSP. We continue to focus on compliance and have appointed Paul Simmonds as Compliance Officer, commencing the 7th March 2020. With a renewed focus, in response to the need for officers to work remotely

due to COVID-19 Alert Level 4 lockdown, we continue to move towards digital building consent processing and issuing.



EMERGENCY MANAGEMENT

Our focus has been supporting the ongoing COVID-19 event and prolonged drought during this period.

The investment that Council has made this financial year has boded us well in terms of organisational preparedness and readiness for Covid-19 and the drought. With the support of the Hawke's Bay Emergency Management Civil Defence Group, training completed over the last 24 months has been invaluable in the organisations ability to effectively respond.

At the time of writing, the formality of the Emergency Management Response is transitioning to a business as usual approach where possible, however with a major focus remaining on recovery and response to the drought.



RECREATION AND COMMUNITIES GROUP

Covid-19 and Parks and Open Spaces

The lockdown demonstrated how lucky many of us are to live near parks and open space. In the initial stages of alert level 4, a number of people still tried to drive to Russell Park to gain access to the green spaces within the park and natural areas that the Tukituki trails and river areas provide. When this wasn't an option they resorted to neighbourhood walks and keeping it local. Depending on the neighbourhood would depend on the level of 'vitamin N' (nature) at hand.

During the lockdown period, our Recreational Services Team were out and about, supporting the Food Basket, Tihei Tamatea and the Food Bank in delivering parcels and packages throughout the District as well as checking on a few welfare cases adjacent to Tukituki and Waipawa Rivers and Te Paearahi freedom camping area. Through Alert Level 3, many of our closed facilities were freshened up with painting and deep cleans, taking advantage of staff availability.

At the time of writing playgrounds have reopened and we are assessing our response at Alert Level 2, to reconsider reopening all toilets across the District.

Responsible Camping & Beach Visitors

Covid19 led to the closing of beach toilets, freedom camping areas, and Council Campgrounds (the exception was Pouterere Campground which had limited tenancy). With the Government's alert level 2 allowing more freedom to move about the regions, more public toilets have begun to open. All the beach toilets will have been opened by 22 May following a clean and many with a fresh coat of paint.

The freedom camping area at Te Paerahi Reserve remains closed, but not for much longer. The new toilet block which was part of the Tourism Infrastructure Fund funding that also brought the upgrade of the water storage at Te Paerahi, is now on site with remaining connections and landscaping to be completed by the end of month. A celebration within alert level guidelines will be announced soon.



Reporting of our summer Responsible Camping fund demonstrated the ability to provide a higher level of service with just over \$26,000 of government support that tanked in water, increased cleaning and rubbish pick-ups, and provided the port-a-loos and their cleaning.

The key focus was on Pourerere Beach where traditionally there have been the most complaints. This summer we had only one formal complaint and this was around the placing of one of the port-a-loos. Other concerns received were in relation to the length of stay or location of 'freedom' campers which regulatory staff then monitored or addressed as need be. Vandalism of port-a-loos was another on-going issue.

A number of thank yous and positive comments were received by the local Pourerere beach community. The question remains on how to provide this increased service level in the event responsible camping fund is not available.

Besides our normal regime of cleaning and waste removal the rest of Council's input was in asset development. Places and Open Spaces provided signage, beach access, lighting for the toilets and ease of getting water to the storage tank. Roding installed humps for speed mitigation. Solid waste organised skips for the glass recycling. Not including Roding and Solid Waste inputs, Places and Open Spaces spend was \$22,600; funds that will be needed to improve the assets within other beach communities in the coming years.

Central Hawke's Bay Libraries

COVID-19 libraries changed the way we offered services to our community. We really wanted to cement to the community that while we were not open, we were still able to help them where we could.

We focused on increasing awareness of what is available, which led to the introduction of 'Digital Only Membership' this welcomed many new members to the library and enabled access to all E-Resources.

We focused on how we could best use Facebook and Website promotion to inform of such things as E-resources and online 'Boredom Busters', which provided the community with fun and educational resources available online.

We worked on making our website fit for purpose and it became a much-improved platform for information suited to the time. With increased use by staff we can see we need to focus on developing it into a more user-friendly space.

We were able offer the newly developed Skinny Jump low cost broadband to our community to keep our community connected. Many regular library borrowers got in contact with us requiring pin numbers to access online resources, and we were more than pleased to be able to assist them all from home.

During Level 3 we received referrals from Welfare for home deliveries of reading material for the elderly and housebound members of our CHB community.

While some of our staff were redeployed to Welfare the majority of us worked from home contributing to the above, updating library policies attending, industry webinars and planning what the physical and digital library will look like when the alert levels are lowered.

Once the nation moved into level 2, on Thursday 14 May, we opened the Waipukurau Library with somewhat modified hours and limited services. We were able to offer AA, council services along with library circulation to a grateful and happy community. Upon opening we introduced Book Bag Pick up, this service was put in place for those users who wanted library books provided in a contactless way.



**Gap Analysis Project**

The Gap Analysis project has been completed, and the final report has been presented to ELT. The recommendations have been reviewed and re-prioritised based on highest risk to the organisation. This has been incorporated into as a [safety and wellbeing strategy](#) with an action plan included. The implementation of these actions continues, and we have recently engaged Impact to further assist with this.

Contractor Management Framework

A Contractor Management Framework is in Draft and currently under review prior to going out to the teams for feedback/input. Once finalised the plan will be rolled out across the business over the first quarter of this year. The purpose of the framework is to standardise our health and safety requirements across all contractors engaged by Council.

This includes how we carry out due diligence on our contractors through things like regular site inspections, audits and how we deem them competent over and above the baseline pre-qualification.

Critical Risks

Critical Risks were identified as a prioritised recommendation in the Gap Analysis Project. Late last year critical risks were yet to be identified within the business. An initial workshop was completed at the back end of last year to workshop the critical risks (within health and safety) and to agree on the highest risks across the business. The next steps from here is to undertake analysis workshops on these critical risks, engaging stakeholders in the agreed effective mitigations.

This work is now being planned, and we expect to need to implement some controls to effectively mitigate these critical risks, we are targeting Aug 2020 for completion of the development of critical risks.

Safety System

To complement the work being undertaken through the actions outlined above, we are reviewing the performance of our safety system and the others on the market. With a view to either upgrade our system or implement a new system in July 2020. The support of a system will greatly improve our ability to collate all our safety information in one place and report more effectively internally and externally.

The safety system will be a key enabler for improving our reporting culture, and trending our ability to understand the reports, actions and the management of risks.

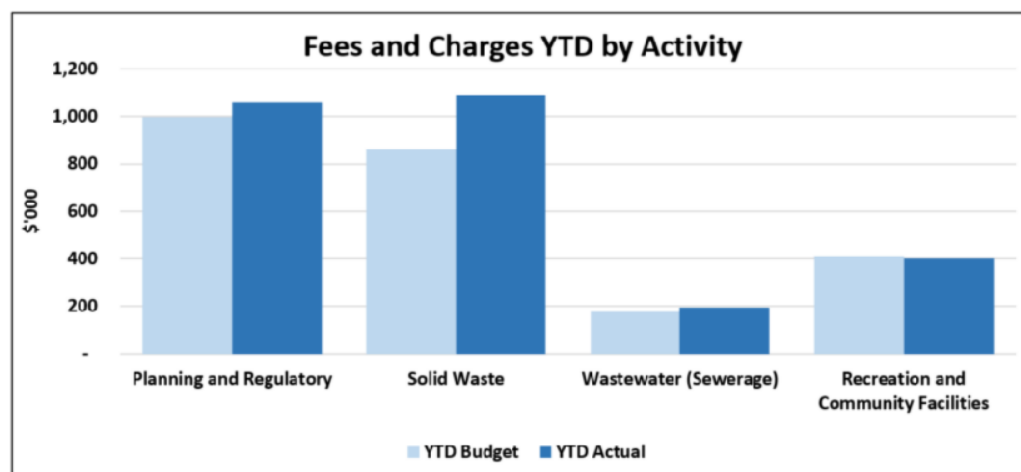
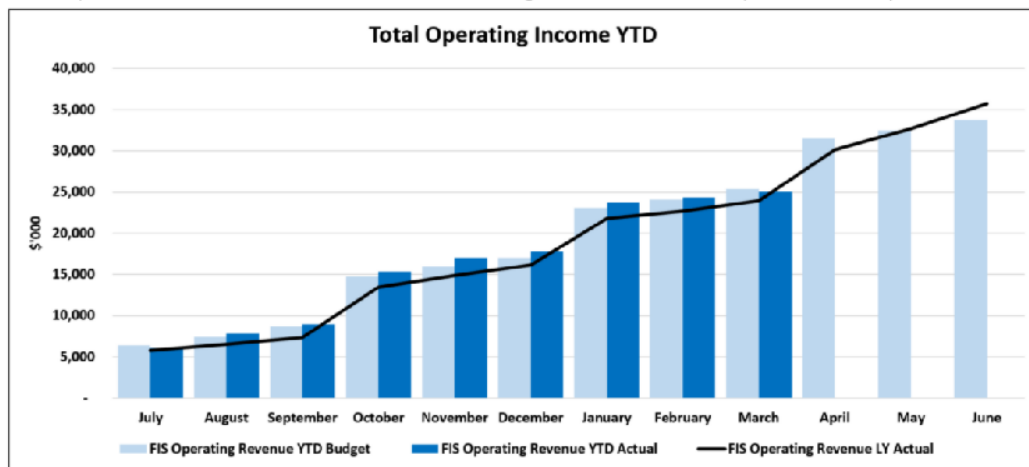
Financial

Performance

FINANCIAL PERFORMANCE ENDING 31 MARCH 2020

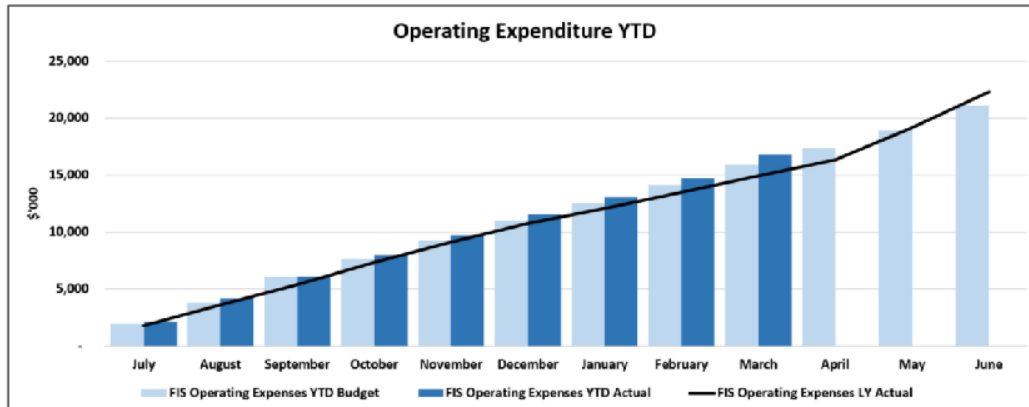
The graphs and tables below show the financial results for Council covering the financial results for the 9 months ended 31 March 2020. This only covers 1 week of Covid-19 lockdown, and impacts can't be seen in this report. A full quarterly financial report and year end forecast will be presented at the next Finance and Infrastructure Committee meeting.

Revenue, on the whole, is tracking reasonably close to budget; however, Fees and Charges (mainly consents and landfill charges) are well up both in dollars and volumes, but Council is now running behind in NZTA subsidies (more on this later).



Operational budgets are starting to show over spends in several areas. Some of these relate to the higher fees and charges – such as the higher use of external contractors to deliver the volume of consents, or the purchase of additional carbon credits for the landfill. But we are also seeing higher costs in some of our maintenance contracts (3 waters and parks and reserves).

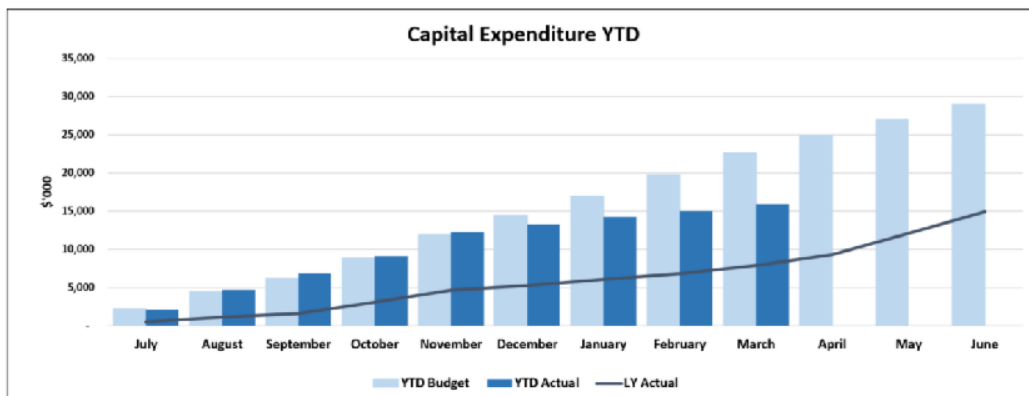
Activity managers have been preparing year end forecasts, and have been asked how they will pull their budgets back to budgeted levels. At the next Finance and Infrastructure Committee meeting, the outcomes of this work will be presented.

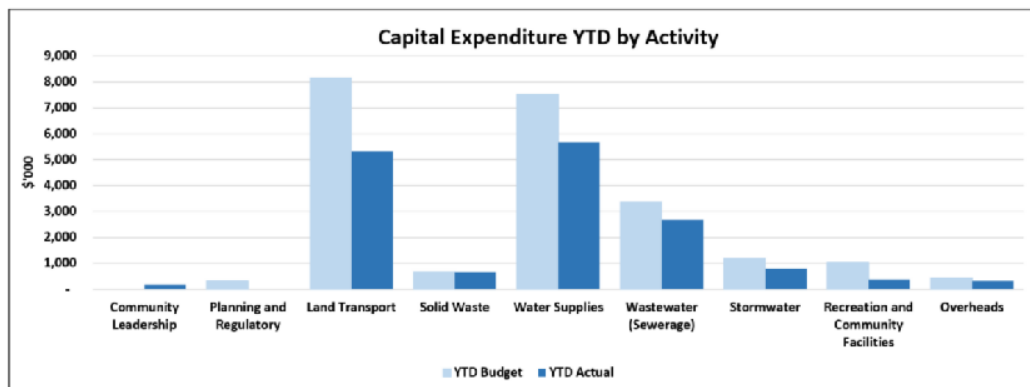


Capital programs that were tracking well to budget at the start of the year have slowed down over in recent months. Obviously 3 Waters and Land Transport dominate the spend in this area and influence what the overall picture looks like. Over December-March capital spends have slowed.

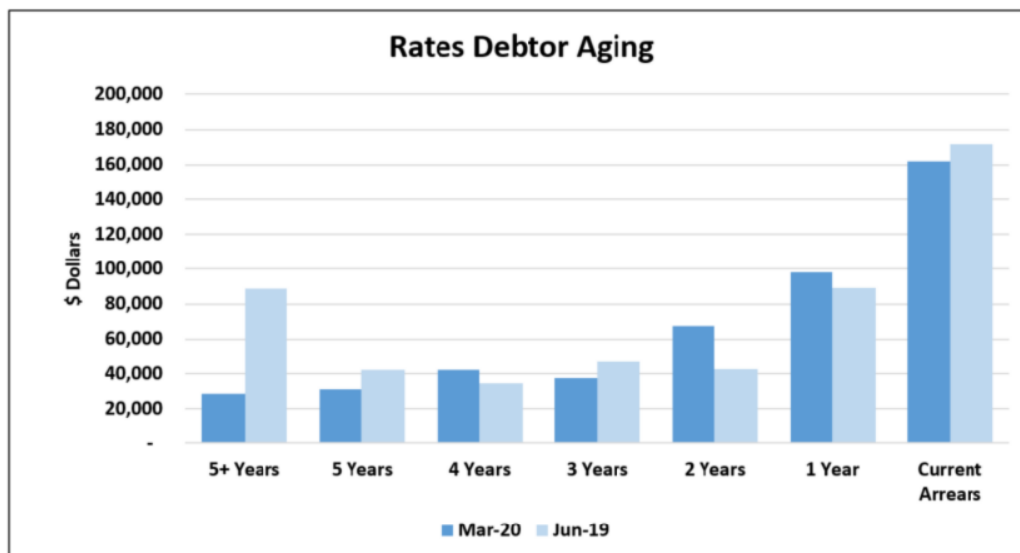
In the 3 Waters area we are still on target to deliver the #BigWaterStory projects and on budget, but there have been some changes in the order and timing that these projects will be delivered which is impacting things.

In Land Transport, we work on a 3-year program of works with NZTA (we are currently in year 2 of this program). Again some of the projects have had their timing changed for good reasons. Some reseals have been delayed so that they line up with UFB cable roll-out, and our own 3 Waters pipework. We only want to dig and reseal once. The largest part of the delay is the bridge strengthening work (about \$1.2m). Here Council has had the engineering work and design completed, but the actual construction work is likely to occur early in the next financial year.

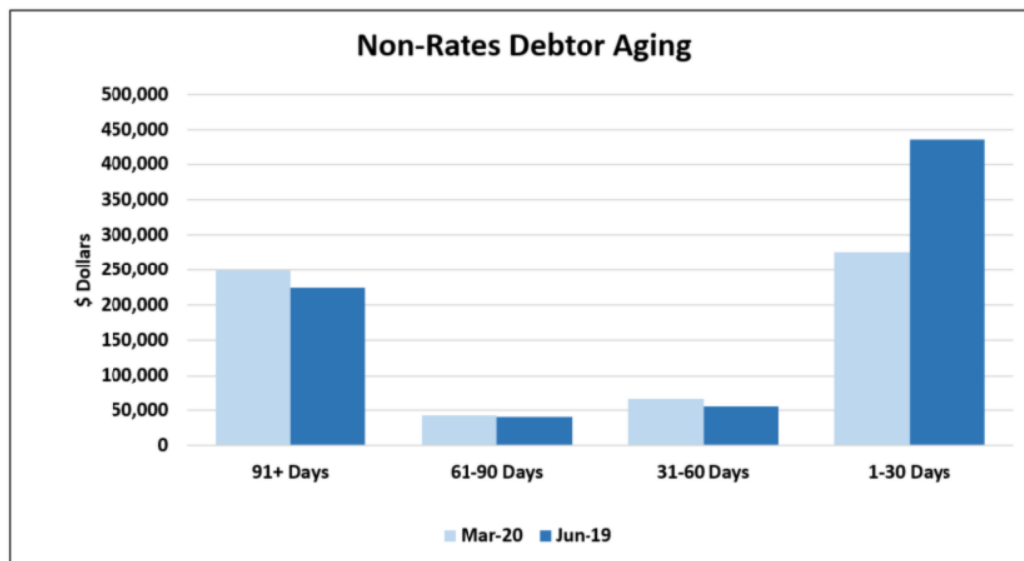




Over the 2nd quarter of 2019/20 Council Officers have been working hard to tidy up rating arrears that were over Māori land. This has resulted in a significant amount of rates being written off as either uncollectable under statutory time frames or through the recognition that rates are being charged on unproductive land. This is most noticeable when you look at the 5+ years columns in the chart below.



Non Rating Debtors ageing is detailed below and is an area of focus. The majority of this is water metering and consent fees.



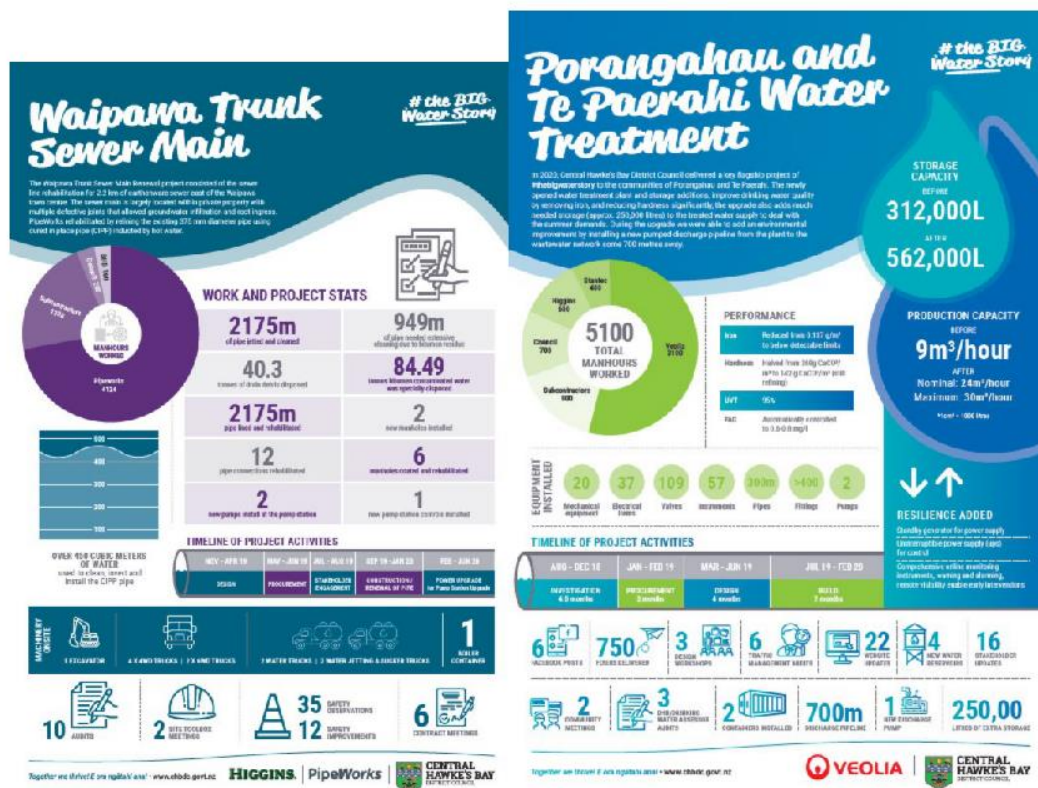
Council has good cash reserves at present and should be able to weather this Covid-19 crisis reasonably well.

Key Projects

This section seeks to provide an update on key projects that have high public interest. Please note not all #thebigwaterstory projects are included in this report as they are provided through the Bi-Monthly Key status project report which is reported to the Finance and Infrastructure Committee.

We continue to make good progress, but have been delayed across our projects due to sites closing down through the COVID-19 lockdown, we continue to communicate on the progress of the projects within #thebigwaterstory.

A consolidated update is due to be followed by two-page spread summary in the CHB Mail in late June 2020. Below is a snapshot overview of the summary sheets completed for two of our projects completed in early 2020.



The wastewater projects continue behind the scenes to prepare these to a conceptual stage for community engagement and consenting. We have prepared a regional application to the Crown Infrastructure Partners (CIP) for two of our largest projects and wait favourably for positive results.

Key Projects

WAIPAWA AND DISTRICTS CENTENNIAL MEMORIAL POOL UPGRADE

PHASE 2	DESIGN	💡 📋 ⚙️ ✓
TIMELINE	NOV 2019 START DATE	END DATE
PROGRESS	100%	<div><div></div></div>
BUDGET	\$1,205m TOTAL PROJECT	<div><div></div><div></div><div>✓</div></div>
RISKS		<div><div></div><div>✓</div><div></div></div>



Scope

The development of a master plan is the remaining milestone from Phase 1 to complete. This master plan will inform phase 2 focussing on accessibility, entry, change rooms, and family friendly activities in pool surrounds inviting users to stay longer.

Progress Update

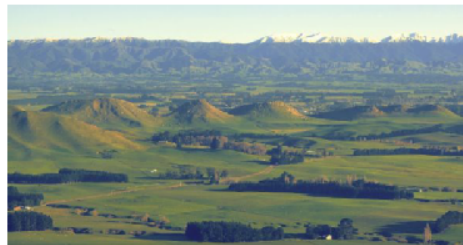
A few members met on site with Jo Bruerton, Landscape Architect who has kindly donated her time to assisting with the phase 2 master plan. Jo has identified a draft order of works for the green space between the pools and the highway. This, after much dream and idea sharing, is a much more feasible option. Considering the limited opening season of the pool, the current economic climate for fundraising, council budgets, etc., a scaled down family activity area has been proposed.

Winter plans include Bruce Stephenson removing parts of the old paddling pool and an old concrete platform so the area can be grassed. For this to happen a redundant light pole (with no light) is planned to be removed and gate access increased so large equipment can access the site.

Other works planned for over winter include getting the change rooms/entrance area portion of master plan developed and getting additional shade organised for the lifeguards.

DISTRICT PLAN REVIEW

PHASE	Consultation	💡 📋 ✎ ⚙️ ✓
TIMELINE	AUG 2017 START DATE	AUG 2020 END DATE
PROGRESS	70%	<div><div></div></div>
BUDGET	\$1,800, 749	<div><div></div></div>
RISKS		<div><div></div></div>

**Scope**

To progress with the remaining phases of the pre-statutory review with a focus on completion of the deliberation meetings.

Progress Update

The focus for the District Plan Committee remains with the completion of the deliberations of submissions on the draft Plan. At the point of writing this update there are two further meetings of the Committee scheduled: the first on 29 May and the second for June 11.

Many points of submission are not able to be addressed until the findings of the Integrated Spatial Plan (ISP) are complete on 31 August 2020. These submissions include comments on the proposed Plains Production Zone boundary and the inclusion of bespoke rural lifestyle zones. In addition, it is anticipated that the ISP will provide guidance on the existing capacity within the residential zones of the towns of Otane, Waipawa and Waipukurau to be considered against the demographic and economic projections provided as part of the ISP.

Other matters that are being currently considered by the District Plan Committee include the development of potential regulations relating to rural airstrips, the ability to regulate for on-site storage of storm water and car parking requirements in the commercial zone.

The ongoing ground truthing and reporting of Significant Natural Areas (SNA) is progressing well. Although there are three or four more properties to inspect this will be done when Covid 19 restrictions are relaxed.

The completed and final chapter on SNAs is due for presentation to the Committee in June. In addition, the completed assessment report on SNAs by Councils consulting ecologies will also be presented at the June Committee Meeting.

Officers are currently working on a revised work programme and budget to reflect the work that is likely to be required because of the ISP. The revised work programme and budget also includes many central and regional government policies that the Plan must be consistent with. This body of work will be presented to Council in June 2020.

SH2 BOREFIELD UPGRADE

PHASE	BUILD	💡 ✓ ✎ ⚙️ ✓
TIMELINE	DEC 2018 <small>START DATE</small>	AUG/ SEP 2020 <small>END DATE</small>
PROGRESS	70%	<div><div></div></div>
BUDGET	\$835k <small>TOTAL PROJECT</small>	<div><div>✓</div><div></div><div></div></div>
RISKS		<div><div></div><div>✓</div><div></div></div>

**Scope**

To upgrade the Waipukurau Water Borefield to supply water continuously to the two water reservoirs and the town of Waipukurau, while improving performance, automation and durability of infrastructure.

The Contractor

Max Tarr is delivering the upgrade of the site; Opus and Council are completing the design and supervision. The new bores are being installed by Baylis Bros and the transformer upgrade undertaken by Centralines.

Progress Update

New pumps have been ordered, and are due in the country at the end of June 2020, and we expect to be in a position to install in late July 2020.

The remainder of the project is back up and running following the lockdown, and on 21 May 2020 we commissioned the new transformer onsite that will supply the upgraded control room.

The first of the new Bores and pumps (B) is very close to being ready for commissioning which will increase resilience and allow existing infrastructure to be decommissioned.

A newly updated resource consent has been received allowing the new bores to be brought into operation when they are ready.

PORANGAHAU WATER UPGRADE

PHASE	BUILD	💡 📋 🛠️ ⚙️ ✓
TIMELINE	DEC 2018 START DATE	MAR 2020 END DATE
PROGRESS	100%	████████████████
BUDGET	\$1,037m TOTAL PROJECT	🔴 🟡 ✓ 🟢
RISKS		🔴 🟡 ✓ 🟢

Scope

To upgrade the water treatment plant to meet DWSNZ standards, community demands and to remove historical issues with iron and hardness from the network.

The Contractor

Veolia are completing this as a design build contract, with peer review of design and some supervision support provided by Stantec. Council are also closely supervising and involved with the delivery of this key project.

Progress Update

We celebrated the completion with an opening on 18th March 2020.

The plant is in its infancy and is performing well, but will continue to be monitored closely to ensure operational performance is as expected.

Water Treatment Plant
PORANGAHAU / TE PAERAHI

OVERVIEW
The water supply is taken from a bore (1.5 metres deep) located in the paddock in front of the plant. A submersible pump delivers water to raw water storage tanks. The water is treated with chlorine before passing through an iron exchange process where the water is softened, and then a groundwater filtration system where the iron and manganese is removed. Following this process, it passes through ultra-violet (UV) light as a final treatment before the treated water is stored in the 24m³ treated water storage tanks and a new 100m³ treated water reservoir. Water is then pumped into the beach reticulation and into the 60m³ for the Porangahau village community.

THE PROJECT
The project involved redesigning a new treatment system to deal with the lower levels of iron and hardness while also ensuring consistency and compliance with the drinking water standards and allowing for the ability to meet community water demands. A contract build system was developed by Veolia who have the controls, governance, software and IT systems, while a new chlorine shed was installed and the existing pumps refurbished into the system with new pumps and a new generator added to the supply. The project had complexities as the team had to deal with working around the site plan, and ensuring the maintained supply to the community through the project.

KEY PEOPLE
PROJECT MANAGER: [Name]
OTHER PEOPLE INVOLVED: [List]
COUNCIL: [List]
VEOLIA: [List]
STANTEC: [List]

PROJECT MILESTONES
1. [Milestone]
2. [Milestone]
3. [Milestone]
4. [Milestone]
5. [Milestone]
6. [Milestone]
7. [Milestone]
8. [Milestone]
9. [Milestone]
10. [Milestone]

TE PAERAHI WATER STORAGE

PHASE	BUILD	💡 📋 🛠️ ⚙️ ✓
TIMELINE	SEP 2019 START DATE	MAR 2020 END DATE
PROGRESS	100%	████████████████
BUDGET	\$263k TOTAL PROJECT	🔴 🟡 ✓ 🟢
RISKS		🔴 🟡 ✓ 🟢

Scope

To upgrade the water storage in Te Paerahi to better meet demands in particular in the peak periods over summer.

The Contractor

Veolia are completing this as a design build contract, in addition to the contract to upgrade Porangahau water treatment plant. KlipTank are supplying and installing the water reservoir. WSP are undertaking geotechnical works, and Council internal engineer is providing supervision and sign-off.



Progress Update

The tank was completed a month ahead of schedule and was operational by the end of Feb 2020, and now adds 184 m³ of storage to the communities. We celebrated the completion with an opening on 18th March 2020.

POUND PROJECT

PHASE	DESIGN	💡 📋 ✏️ ⚙️ ✓
TIMELINE	JUN 2018 START DATE	JULY 2020 END DATE
PROGRESS	5%	<div><div></div></div>
BUDGET	\$422k TOTAL PROJECT	<div><div></div><div></div><div>✓</div></div>
RISKS		<div><div>✓</div><div></div><div></div></div>



Scope

To build a purpose built Pound Facility for Central Hawke's Bay that meets:

- Ministry for Primary Industry (MPI) standards and;
- the needs of the community.

Progress Update

We continue to explore options for availability locally, noting that there is increasing pressure to achieve the outcomes sought with the budget pressure, based on land availability.

The Customer Experience and Relationships Manager is continuing to manage the ongoing relationship with the SPCA but there is still a high risk that the SPCA could ask Council to vacate their premises and only give one month's notice.

A contingency plan has been developed in the event Council is asked to vacate the current Pound facility at the SPCA.

LONG TERM PLAN 2021-2031

PHASE	INITIATION	💡 📋 ✎ ⚙️ ✓
TIMELINE	FEB 2020 START DATE	JULY 2021 END DATE
PROGRESS	10%	<div><div></div></div>
BUDGET	\$60,000	<div><div></div><div></div><div>✓</div></div>
RISKS		<div><div></div><div>✓</div><div></div></div>



Scope

To develop and adopt the Long-Term Plan 2021-2031, comprising of:

- comprehensive asset management plans and activity management plans (non-asset based);
- setting of levels of services for each activity,
- budgets for the delivery of the activities,
- Consultation with the community based on the changes to the current service provisions.

Progress Update

While COVID-19 created some barriers, we have turned lemons into lemonade by making use of the increased time away from BAU. In the previous update we were running behind on timelines; we have now caught up.

Elected Members have been involved in a Strategic Direction setting and a discussion on our overall Engagement Approach for the Long-Term Plan. These are both major deliverables that set the stage and direction for the Project Team and staff working on Asset Management Plans (AMPs).

Growth Assumptions are being presented to Council by the Spatial Plan project this week. These will drive how we plan for the future and especially important to how we manage our infrastructure into the future.

Asset and Activity Leads have been able to work on their Activity/Asset Management Plans for 6 weeks. This has allowed them to get ahead in their thinking.

We have confirmed our timelines for major project deliverables for the next 12 months.

COVID-19 has meant that we have had to think innovatively about how we engage with Elected Members and staff. Going forward, this will impact how we engage and consult with the community. We are exploring a range of options to do this and ensure that our community is still given as much opportunity to engage and provide feedback on our major projects, while remaining safe.

8 PUBLIC EXCLUDED BUSINESS

Nil

9 DATE OF NEXT MEETING

RECOMMENDATION

THAT the next meeting of the Central Hawke's Bay District Council be held on 30 July 2020.

10 KARAKIA

11 TIME OF CLOSURE