



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL



## Finance and Infrastructure Committee Meeting Agenda

Thursday, 13 August 2020

9:00am

Council Chamber

28-32 Ruataniwha Street, Waipawa

*Together we Thrive! E ora ngātahi ana!*

## Order Of Business

*The meeting will commence at 9am with opening Karakia led by Kaiārahi Matua - Dr Maaka, followed by the Council waiata.*

<b>1</b>	<b>Apologies .....</b>	<b>3</b>
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5.6	CHB Wastewater Programme - Governance Group (Terms of Reference).....	75
5.7	Key Project Status Report - Porangahau to Wimbledon Roads PGF Programme .....	85
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- 1 **APOLOGIES**
- 2 **DECLARATIONS OF CONFLICTS OF INTEREST**
- 3 **STANDING ORDERS**

**RECOMMENDATION**

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

- 20.2 Time limits on speakers
- 20.5 Members may speak only once
- 20.6 Limits on number of speakers

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

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

- 4 **CONFIRMATION OF MINUTES**

**RECOMMENDATION**

That the minutes of the Finance and Infrastructure Committee Meeting held 18 June 2020, as circulated, be confirmed as true and correct.





**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
FINANCE AND INFRASTRUCTURE COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON THURSDAY, 18 JUNE 2020 AT 09:00 AM  
STREAMED LIVE ONLINE VIA ZOOM**

**PRESENT:** Cr Brent Muggeridge (Chair)  
Mayor Alex Walker  
Deputy Mayor Kelly Annand  
Cr Tim Aitken  
Cr Gerard Minehan  
Kaiārahi Matua Roger Maaka  
Cr Jerry Greer (attended via audiovisual link)  
Cr Kate Taylor

**IN ATTENDANCE:** Monique Davidson (Chief Executive Officer)  
Joshua Lloyd (Group Manager, Community Infrastructure and Development)  
Doug Tate (Group Manager, Customer and Community Partnerships)  
Brent Chamberlain (Chief Financial Officer)  
Darren De Klerk (3 Waters Programme Manager)  
Bridget Gibson (Governance Support Officer)

**1 APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION**

Moved: Mayor Alex Walker  
Seconded: Cr Brent Muggeridge

That the apologies for absence from Cr Tim Chote and Cr Exham Wichman be accepted.

**CARRIED**

**2 DECLARATIONS OF CONFLICTS OF INTEREST**

Councillor Brent Muggeridge declared a non-pecuniary conflict of interest in relation to item 5.5 Kairakau Water Upgrade - Options Report. Councillor Muggeridge would abstain from voting on the matter.

### **3 STANDING ORDERS**

#### **COMMITTEE RESOLUTION**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Gerard Minehan

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**

### **4 CONFIRMATION OF MINUTES**

#### **COMMITTEE RESOLUTION**

Moved: Mayor Alex Walker

Seconded: Cr Kate Taylor

That the minutes of the Finance and Infrastructure Committee Meeting held on 23 April 2020 as circulated, be confirmed as true and correct.

**CARRIED**

Amend the minutes to include the Chief Executive as in attendance, and record the meeting was held via audio-visual link rather than in Chambers.

### **5 REPORT SECTION**

#### **5.1 FINANCE AND INFRASTRUCTURE COMMITTEE MONITORING REPORT**

##### **PURPOSE**

The purpose of this report is to present to the Finance and Infrastructure Committee an update on key priorities.

##### **COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan

Seconded: Deputy Mayor Kelly Annand

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

**CARRIED**

## 5.2 RESOLUTION MONITORING REPORT

### PURPOSE

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

### COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Deputy Mayor Kelly Annand

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

**CARRIED**

## 5.3 ADOPTION OF LAND TRANSPORT STRATEGIC FRAMEWORK

### PURPOSE

The matter for consideration by the Finance and Infrastructure Committee is the adoption of the Land Transport Strategic Framework.

### COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

That having considered all matters raised in the report:

- a) That the Finance and Infrastructure Committee adopt with amendments the Land Transport Strategic Framework.

**CARRIED**

Mr Lloyd presented, taking the report as read.

In response to questions and answers:

In regards to the statement “safety above all else” (pg. 21) who do we work with, what do we fund, and what is the main focus in regards to the safety of our roading networks and users?

Safety improvement funding comes from the NZTA and is injected into the asset management plan. There are safety initiatives and projects prioritised and put into the programme annually. Roadsafes and the Police support us. We work with the Regional Council and Roadsafes. A particular focus at the moment are rural intersections. Road safety programme is business as usual, what we see in this framework is that safety has been emphasised as has education and safety awareness.

Aspects of the speed limit review are set by law and public consultation will be part of the process and the public are encouraged to inform the Council of areas of concern.

Smart Growth and implications for roading will be encompassed in the asset and activity management plans. Furthermore, a result area will be incorporated into the strategic framework around Smart Growth including an action around ensuring the integrated planning of Asset Management Plans to achieve our smart growth objectives (and as informed by the Spatial Plan). This result area will incorporate footpaths and other town planning objectives.

The impact of road closures on residents and other networks was noted for actionable consideration by officers.

Roadside rubbish management will be captured within the framework.

#### **5.4 WAIPUKURAU SECOND WATER SUPPLY PROJECT - STATUS UPDATE**

##### **PURPOSE**

The purpose of this report is to provide an update on the Waipukurau Second Supply project and seek endorsement to continue with planning and design components consistent with both Option 2 and Option 4 as outlined in a recent options presentation to the Finance and Infrastructure Committee in April 2020.

##### **COMMITTEE RESOLUTION**

Moved: Mayor Alex Walker

Seconded: Cr Jerry Greer

That, having considered all matters raised in the report

- a) The report be noted.
- b) That work progresses on the Waipukurau Second Water Supply improvements, consistent with improvement options 2 and 4, noting that no final decision on a preferred option will take place until the outcome of the Crown Infrastructure Partners funding application is known to Council.

**CARRIED**

Mr De Klerk spoke to the report seeking Council's endorsement of direction of work preceding Crown Infrastructure funding being secured. The implications of the decision to go forward with work on options 2 and 4 of the Project were discussed including the risk of the reservoirs deteriorating if work is stalled while the outcome of the application for funding from Crown Infrastructure Partners is waited on.

Mr De Klerk reiterated that the proposed work is not over and above planning and is already within scope. Robust asset management plans are being developed that provide transparency around the condition of Council assets and allows for appropriate 10 year budgeting.

Budget constraints for renewal and maintenance of lateral pipes are currently being assessed as part of the asset management plan and incorporated into the LTP.

Officers confirmed that a conditional assessment of infrastructure (reservoirs) was to be carried out and the results would be reported to Council.

Approximately just under 40% of the budget would be utilised to enable the works, as planned for in the current LTP.



## 5.5 KAIRAKAU WATER UPGRADE - OPTIONS REPORT

### PURPOSE

The matter for consideration by the Council is to endorse the upgrade option recommended for the Kairakau water system to be progressed through to design, community engagement and construction.

### COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Mayor Alex Walker

That having considered all matters raised in the report

- 1) the Finance and Infrastructure Committee identify Option 2 as the preferred option — to upgrade the Kairakau water treatment plant to
  - i) meet Drinking Water Standards for New Zealand 2005 (revised 2018);
  - ii) remove roof water from supplying potable water;
  - iii) install restrictors to all properties to control peak demand; and
- 2) That the Finance and Infrastructure Committee endorse upgrading the Kairakau Water Treatment Plant to meet Drinking Water Standards for NZ while developing a Water Safety Plan and the review of the water bylaw.
- 3) That the Committee await formal adoption of an option until the completion of community engagement and review of the existing water bylaw.

**CARRIED**

Chair Muggeridge abstained from voting due to non-pecuniary conflict of interest declared in regards to property ownership.

Mr de Klerk spoke to the report.

*The meeting adjourned for refreshment break at 10:41am.*

*Meeting Resumed at 11:01am.*

## 5.6 RATING REVIEW - THE NEXT STEPS

### PURPOSE

The matter for consideration by the Council is an update on the Rating Review process to date, and signalling the next steps.

### COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Mayor Alex Walker

That having considered all matters raised in the report the Finance and Infrastructure Committee:

- a) To endorse the direction of the Rates Review, the General Rate differential of Zoned properties in the commercial and industrial area, as well as including Otane and Takapau in the existing Capital Value rated stormwater network, and further that Land Transport remain on the existing rating base.
- b) Request officers prepare relevant policies and consultation for consideration at the 30<sup>th</sup> July 2020 Council Meeting.

**CARRIED**

Mr Chamberlain presented the report taken as read.

## 5.7 REVIEW OF BUNDLED FINANCIAL POLICIES

### PURPOSE

The matter for consideration by the Council is the 3 yearly review of the Financial Policies of Central Hawkes Bay District Council.

### COMMITTEE RESOLUTION

Moved: Cr Kate Taylor

Seconded: Cr Tim Aitken

That having considered all matters raised in the report:

- a) That the Finance and Infrastructure adopt the proposed updated policies described as the “bundled financial policies”.
- b) That the Committee note that the “bundled financial policies” include:
  - a. Remission of Additional Charges Policy
  - b. Uniform Annual Charges on Contiguous Properties Remission Policy
  - c. Remission and Postponement of Rates on Māori Freehold Land Policy
  - d. Rates Postponement Policy (Economic Development)
  - e. Remission of Rates for QEII Trust and Land for Natural, Historic or Cultural Conservation Policy
  - f. Sundry Remission of Rates Policy
  - g. Remission of Water Meter Rates Attributable to Water Leaks Policy
  - h. School Sewerage Charges Remission Policy
  - i. Outstanding Accounts Policy
  - j. Community Contribution and Club Rebate Remission Policy
  - k. Rates Discount Policy
  - l. Special Fund Accounts Policy

**CARRIED**

It was requested that officers combine the rating policies contained in this bundle into a single overarching policy, to be brought back to the Finance and Infrastructure Committee 13 August 2020 for adoption.

## 5.8 QUARTERLY FINANCIAL RESULTS FOR QUARTER ENDED 31 MARCH 2020

### PURPOSE

The purpose of this report is to update Councillors on the Council's financial position for the quarter ended 31 March 2020.

### COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

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

**CARRIED**

**5.9 YEAR END FINANCIAL FORECAST 2019/2020****PURPOSE**

The purpose of this report is to update Councillors on the outcome of the recent year end forecast undertaken by Officers.

**COMMITTEE RESOLUTION**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Tim Aitken

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

**CARRIED**

**5.10 PGF PROJECTS - KEY PROJECT STATUS REPORT****PURPOSE**

The purpose of this report is to update the Finance and Infrastructure Committee on the three active provincial growth fund projects, including current status, milestones achieved or deferred, financials, risks and next steps.

**COMMITTEE RESOLUTION**

Moved: Cr Kate Taylor

Seconded: Cr Gerard Minehan

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

**CARRIED**

**5.11 KEY PROJECT STATUS REPORT - BIG WATER STORY****PURPOSE**

Following the conception of #thebigwaterstory, Council set about implementing the programme. A programme manager was appointed and focus given to defining the projects that form the programme in greater detail.

The purpose of this key project status report serves as an opportunity to formally report to elected members on the progress of each of the projects and their expected delivery against time, scope, budget and quality standards against the larger programme objectives.

**COMMITTEE RESOLUTION**

Moved: Cr Kate Taylor

Seconded: Cr Gerard Minehan

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

**CARRIED**



**5.12 KEY PROJECT STATUS REPORT - WASTEWATER PROJECTS****PURPOSE**

Following the conception of #thebigwaterstory, Council set about implementing the programme that makes up #thebigwaterstory. A programme manager was appointed and focus given to defining the projects that form the programme in greater detail.

The six wastewater plants form a significant programme of works themselves, and we have prudently decided to report on the progress of these six wastewater plants and their subsequent upgrades and re-consenting separately from #thebigwaterstory.

The purpose of this key project status report serves as an opportunity to formally report to elected members on the progress of each of the projects and their expected delivery against time, scope, budget and quality standards against the larger programme objectives.

**COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

That, having considered all matters raised in the report;

1. That the report be noted.
2. That the committee endorses the formation of a project control group and a project governance group to ensure appropriate leadership and oversight is applied to the project.
3. That Councillor Brent Muggeridge and Deputy Mayor Kelly Annand be appointed to the project governance group.

**CARRIED**

**6 DATE OF NEXT MEETING****COMMITTEE RESOLUTION**

Moved: Cr Kate Taylor

Seconded: Deputy Mayor Kelly Annand

THAT the next meeting of the Finance and Infrastructure Committee be held on 13 August 2020.

**CARRIED**

**7 TIME OF CLOSURE**

*The Meeting closed at 1.24pm.*

**The minutes of this meeting were confirmed at the Finance and Infrastructure Committee Meeting held on 13 August 2020.**

.....  
**CHAIRPERSON**

## 5 REPORT SECTION

### 5.1 FINANCE AND INFRASTRUCTURE COMMITTEE MONITORING REPORT

**File Number:** COU1-1410

**Author:** Monique Davidson, Chief Executive

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** Nil

#### PURPOSE

The purpose of this report is to present to the Finance and Infrastructure Committee an update on key priorities.

#### 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.

#### BACKGROUND

Following the 2019 Triennial Local Body Elections, Council took the time to reset Council priorities, and agree on priorities for Committees.

The role of the Finance and Infrastructure Committee is:

- To assist Council to oversee financial and non-financial 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.
- 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.
- To provide governance oversight of Council's operational programmes, services, activities and projects related to infrastructural assets.
- To enable the progress of the Council's operational activities, projects and services.

The Finance and Infrastructure Committee has delegations to:

- Develop and adopt 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 the 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.
- to establish a special committee, working group or community forum as needed.

The monitoring report which provides an update on the key priorities of the committee is below:

## DISCUSSION

Key Priority	Responsible Officer	Progress Update
<ul style="list-style-type: none"> <li>• Lead and monitor the Wastewater Treatment Plan projects for across Central Hawke's Bay.</li> </ul>	Darren de Klerk	A specific Key Project Status Report will be provided to the Finance and Infrastructure Committee at the next meeting to be held 8 October 2020.
<ul style="list-style-type: none"> <li>• Monitor the implementation of #thebigwaterstory</li> </ul>	Darren de Klerk	A specific Key Project Status Report will be provided to the Finance and Infrastructure Committee at the next meeting to be held 8 October 2020.
<ul style="list-style-type: none"> <li>• Complete and lead the Rates Review</li> </ul>	Brent Chamberlain	A number of workshops have been completed and worked examples provided. A draft consultation document has been provided to Council for endorsement on 30 July 2020.
<ul style="list-style-type: none"> <li>• Monitor the implementation and progress of Provincial Growth Fund projects.</li> </ul>	Craig Ireson	A specific Key Project Status Report on the PGF Road Project is presented in this Finance and Infrastructure Committee Agenda - 13 August 2020.
<ul style="list-style-type: none"> <li>• Develop a Land Transport Strategic Framework and ensure governance input into the three-year business plan before NZTA submission.</li> </ul>	Josh Lloyd	The Land Transport Strategic Framework has been adopted and is being implemented within the team, currently providing input into the renewal of Asset Management Plans.
<ul style="list-style-type: none"> <li>• Lead the review of the Financial Strategy and associated policies that input into the Long Term Plan 2021-2031.</li> </ul>	Brent Chamberlain	In today's agenda there is presented a bundled financial policy report updating those financial policies that impact the Long Term Plan. The financial strategy has been drafted but is waiting on the finalisation of asset management plans and budgets, before the strategy can be completed. It is expected to come to Council in August 2020 to confirm direction.

<ul style="list-style-type: none"> <li>Review the current Treasury Policy – Investment, Debt and Liability Management policies.</li> </ul>	Brent Chamberlain	This policy will be reviewed as part of setting the Financial Strategy and brought to Council in September 2020.
<ul style="list-style-type: none"> <li>Monitor the implementation of the non-rateable income strategic framework.</li> </ul>	Monique Davidson	Considerable effort continues to be given to the attraction of non-rateable income. With the Annual Plan 2020/2021 and Long Term Plan 2021-2031 opportunities will be given to align the work of this strategy with that of other projects. The COVID-19 context has provided considerable opportunity for Council in the acceleration of capital investment to act as an economic stimulus. Council are actively working with the government on seeking external funding to delivery on Council and community priorities. At the time of writing this report, key achievements that align with this framework include funding for Mayors Taskforce for Jobs pilot and beyond, redeployment capital packages, water reform and PGF projects.

## 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 Finance and Infrastructure Committee will receive an updated monitoring report at its next meeting 8 October 2020.

## RECOMMENDATION

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



## 5.2 RESOLUTION MONITORING REPORT

**File Number:** COU1-1410

**Author:** Monique Davidson, Chief Executive

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Committee Resolution Monitoring Report August 2020 [↓](#)

### PURPOSE

The purpose of this report is to present to the Committee the Finance and Infrastructure Resolution Monitoring Report. This report seeks to ensure the Committee 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 at the next Committee meeting on 8 October 2020

### RECOMMENDATION

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



# CENTRAL HAWKE'S BAY

DISTRICT COUNCIL

## Finance and Infrastructure Committee Resolution Monitoring Report August 2020

Key	
Completed	
On Track	
Off Track	

Item Number	Item	Council Resolution	Resolution Date	Responsible Officer	Progress Report
5.20	Kairakau Water Upgrade Funding	That the findings of the options analysis, including consideration of other service delivery options, are brought to the Finance and Infrastructure Committee prior to any construction and procurement work commencing.	27/02/2020	Darren De Klerk	Completed DDK 28/7/20 - Options tabled at Finance and Infrastructure Committee in June 2020.  Currently working on an options report, and this is to be brought to the Finance and Infrastructure Committee meeting in August 2020.
5.40	Fees and Charges adoption	That the Finance and Infrastructure Committee adopts the Fees and Charges for the financial year dated 2020/21 as set out in Attachment 1.	27/02/2020	Brent Chamberlain	Completed: New Pricing is now online and being charged.

5.30	Adoption of Land Transport Strategic Framework	a) That the Finance and Infrastructure Committee adopt with amendments the Land Transport Strategic Framework.	18/06/2020	Josh Lloyd	On Track JL 03/08/2020 LT Strategic Framework adopted and being implemented currently feeding into renewal of Asset Management Plans.
5.40	Waipukurau Second Water Supply Project - status update	That work progresses on the Waipukurau Second Water Supply improvements, consistent with improvement options 2 and 4, noting that no final decision on a preferred option will take place until the outcome of the Crown Infrastructure Partners funding application is known to Council.	18/06/2020	Darren De Klerk	On Track DDK 28/7/20 > Design on items consistent with Option 2 and 4 are progressing whilst we wait for CIP / 3 Waters Reform Funding
5.50	Kairakau Water Upgrade - options report	That having considered all matters raised in the report 1) the Finance and Infrastructure Committee identify Option 2 as the preferred option — to upgrade the Kairakau water treatment plant to: i) meet Drinking Water Standards for New Zealand 2005 (revised 2018); ii) remove roof water from supplying potable water; iii) install restrictors to all properties to control peak demand; and 2) That the Finance and Infrastructure Committee endorse upgrading the Kairakau Water Treatment Plant to meet Drinking Water Standards for NZ while developing a Water Safety Plan and the review of the water bylaw. 3) That the Committee await formal adoption of an option until the completion of community engagement and review of the existing water bylaw.	18/06/2020	Darren De Klerk	On Track DDK 28/7/20 > Water Safety Plan development in motion, along with planning community engagement for after LTP Pre Engagement and closer to summer when more users are at their homes.

5.60	Rating Review - The Next Steps	<p>a) To endorse the direction of the Rates Review, the General Rate differential of Zoned properties in the commercial and industrial area, as well as including Otane and Takapau in the existing Capital Value rated stormwater network, and further that Land Transport remain on the existing rating base.</p> <p>b) Request officers prepare relevant policies and consultation for consideration at the 30th July 2020 Council Meeting.</p>	18/06/2020	Brent Chamberlain	Completed: The proposed rating review consultation document was endorsed by Council on the 30th July 2020.
		<p>That having considered all matters raised in the report:</p> <p>a) That the Finance and Infrastructure adopt the proposed updated policies described as the “bundled financial policies” as amended.</p> <p>b) That the Committee note that the “bundled financial policies” include:</p> <ul style="list-style-type: none"> <li>a. Remission of Additional Charges Policy</li> <li>b. Uniform Annual Charges on Contiguous Properties Remission Policy</li> <li>c. Remission and Postponement of Rates on Māori Freehold Land Policy</li> <li>d. Rates Postponement Policy (Economic Development)</li> <li>e. Remission of Rates for QEII Trust and Land for Natural, Historic or Cultural Conservation Policy</li> <li>f. Sundry Remission of Rates Policy</li> <li>g. Remission of Water Meter Rates Attributable to Water Leaks Policy</li> <li>h. School Sewerage Charges Remission Policy</li> <li>j. Outstanding Accounts Policy</li> <li>k. Community Contribution and Club Rebate Remission Policy</li> <li>l. Rates Discount Policy</li> <li>m. Special Fund Accounts Policy</li> </ul>			Completed: These financial policies were adopted, and, in the meantime, officers combined the rating policies contained in the bundled financial policies into a single overarching policy, to be adopted at this meeting (13th August 2020).



5.12	Key Project Status Report - Wastewater Projects	That, having considered all matters raised in the report; 1. That the report be noted. 2. That the committee endorses the formation of a project control group and a project governance group to ensure appropriate leadership and oversight is applied to the project. 3. That Councillor Brent Muggeridge and Deputy Mayor Kelly Annand be appointed to the project governance group.	18/06/2020	Darren De Klerk	On Track DDK 28/7/20 > On Track, Governance Group and Control Group Terms of Reference to be presented at Finance and Infrastructure Committee Meeting 13/08/2020.
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### 5.3 2018-19 RCA REPORT

**File Number:** COU1-1410

**Author:** Shawn McKinley, Land Transport Manager

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. RCA Report [↓](#)  
2. RCA Report analysis [↓](#)

#### PURPOSE

The purpose of this report is provide the Committee with the results of the 2018-19 Road Controlling Authority (RCA) report created by the Road Efficiency Group (REG) prepared on behalf of Local Government New Zealand and Waka Kotahi, New Zealand Transport Agency (NZTA).

#### 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.

#### BACKGROUND

REG is a group that was formed by a partnership between LGNZ and NZTA to provide consistent levels of service to the road users, obtain better value for money and be able to measure progress towards those goals. This partnership has led to many innovations and reporting tools, one of which is the RCA report. This report will be an annual report and will be shared across all RCA's. It is a snapshot of various performance measures to indicate performance and improvements within the land transport sector each year by RCA.

#### DISCUSSION

The report is being presented to the Committee to provide a better understanding of the District's land transport performance against a range of factors including technical, financial, NZTA audits, council outcomes and safety. It also allows the Committee members the ability to graphically see how the District's Land Transport Department is performing against their peers. It provides the opportunity for the department to focus on where improvements can achieve the best value.

#### 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****RECOMMENDATION**

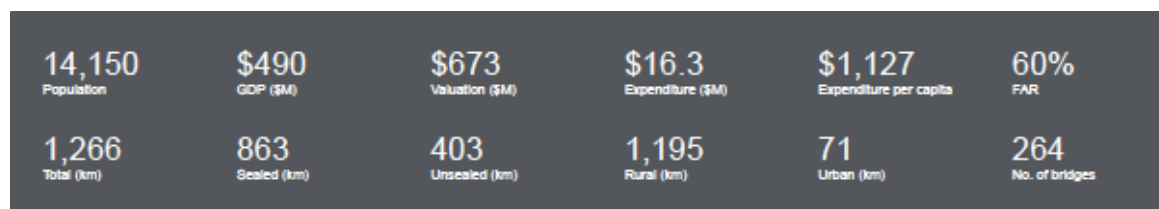
**That, having considered all matters raised in the report, the report be noted.**



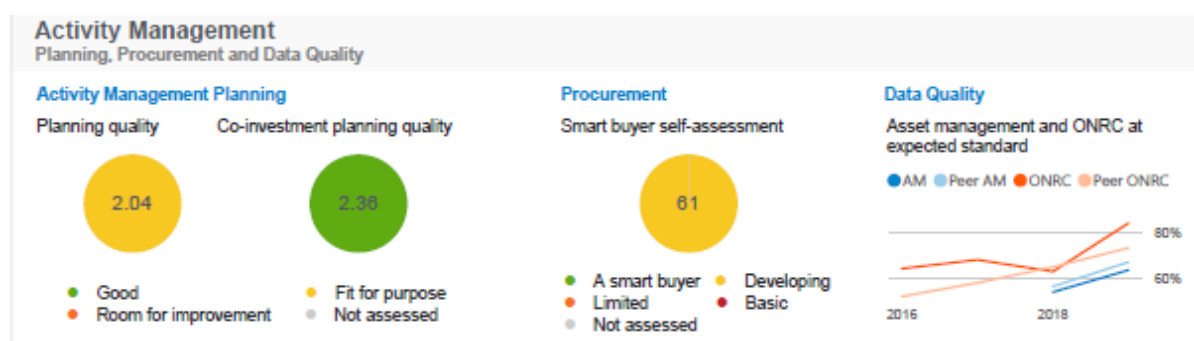


## REG Report De-coder

## General District Statistics



## Activity Management



**Planning quality** – the AMP is assessed against the pillars of success as defined by REG – Systems; Evidence; Communicating; Decision Making; Service Delivery and Improvement Plan

**Co-investment Planning quality** – the AMP is assessed against the Programme Business Case including Strat3egic Case (context) Programme Case (context); Commercial Case (procurement context) and Management Case (delivery and performance)

**Procurement** – is the result of the smart buyer self-assessment using the Smart Buyer Principles identified in the Road Maintenance Task Force Report

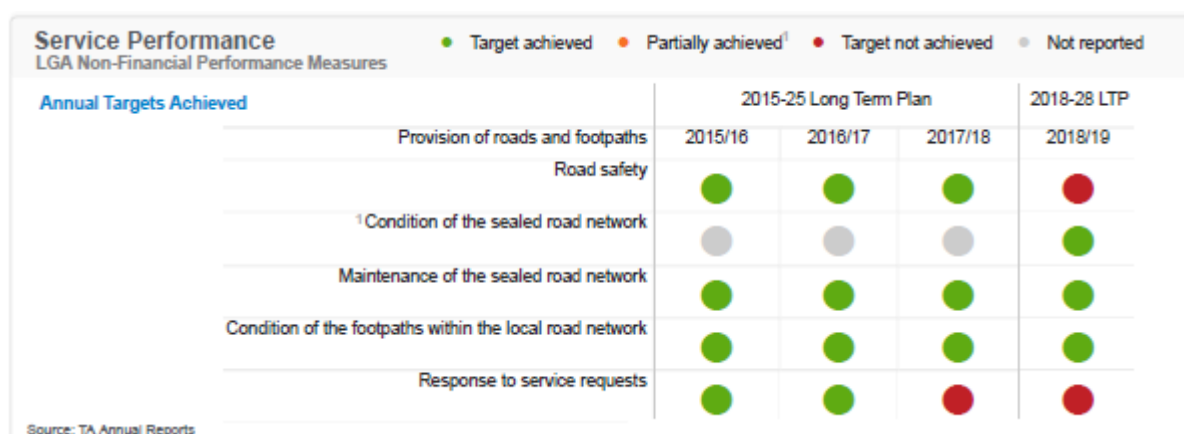
**Data Quality** – report generated from the ONRC performance measures reporting tool

*Comments;*

*In both of the AMP graphs we are above the national average and with the next AMP due this year we hope to have a better rating next year. As the AMP's are only updated every 3 years the mark received next year will remain the same until 2024*

*The smart buyer assessment is done in house and will be done over the 20/21 fiscal to reflect the improvements we have made in procurement*

## LGA Non-Financial Performance Measures

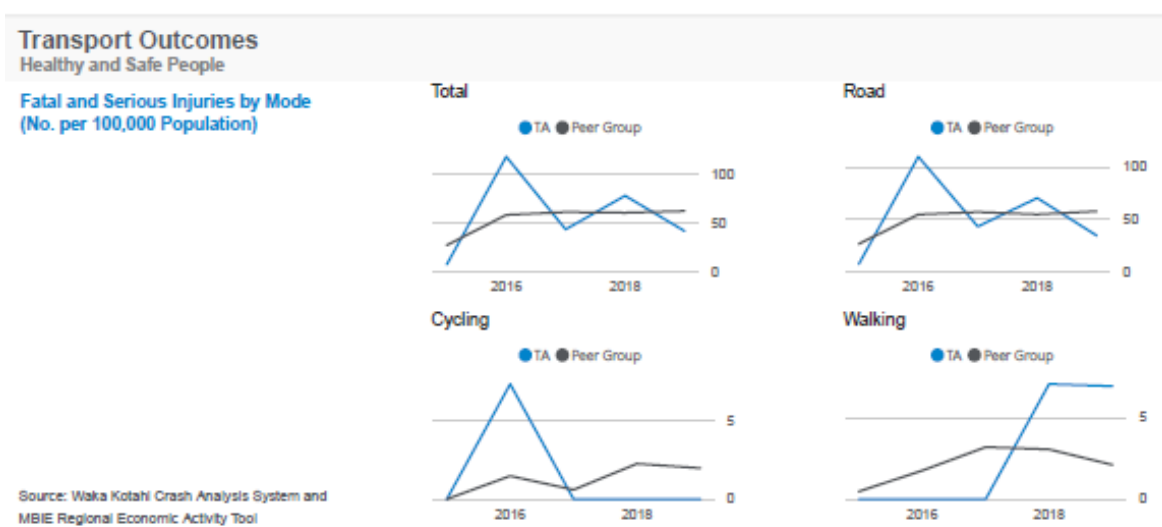


These are the results from the District's Annual Report for the mandatory non-financial performance measures Green = met target; Orange = target partially achieved; Red = Target not achieved; Grey = not reported.

*The road safety target is based on not having any fatalities on our roads irrelevant of cause.*

*The response to service request is not meeting a 3 day response time.*

## Transport Outcomes



**Total** – the total number of fatal & serious injuries each year per 100,000 of district population

**Road** – the total number of fatal & serious injuries each year per 100,000 of district population “not involving” pedestrians and cyclists

**Cycling** – the total number of fatal & serious injuries each year per 100,000 of district population “involving” cyclists

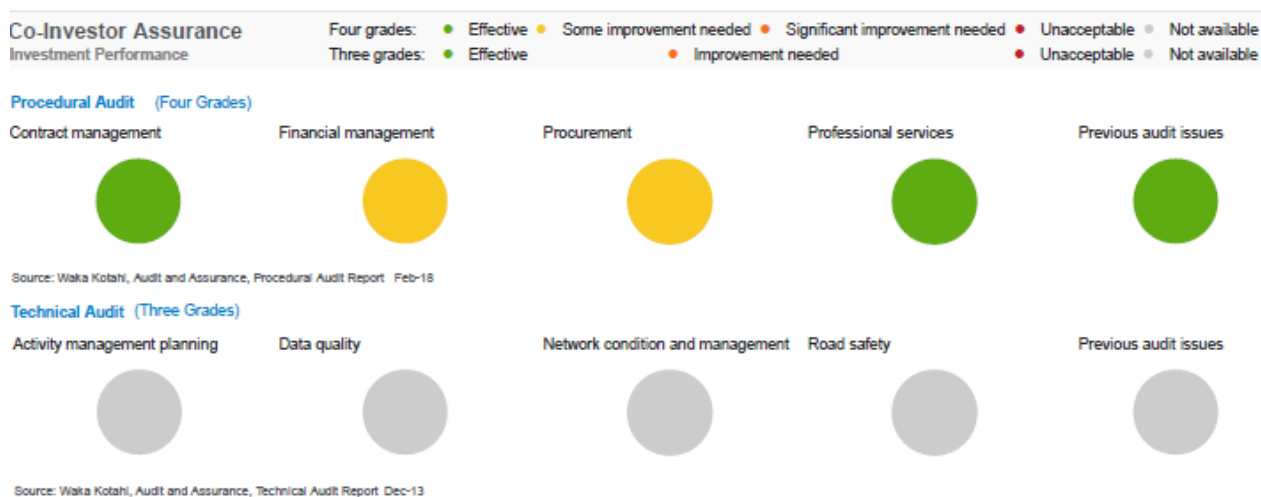
**Walking** – the total number of fatal & serious injuries each year per 100,000 of district population “involving” pedestrians



Calculated from crash data (NZTA) & annual population estimates

*The important thing to note here is that the numbers are based on having 100,000 people within the district thus the numbers are higher than the actuals*

## Co-Investor Assurance



These are the results of the latest NZTA audits for 5 common subject areas

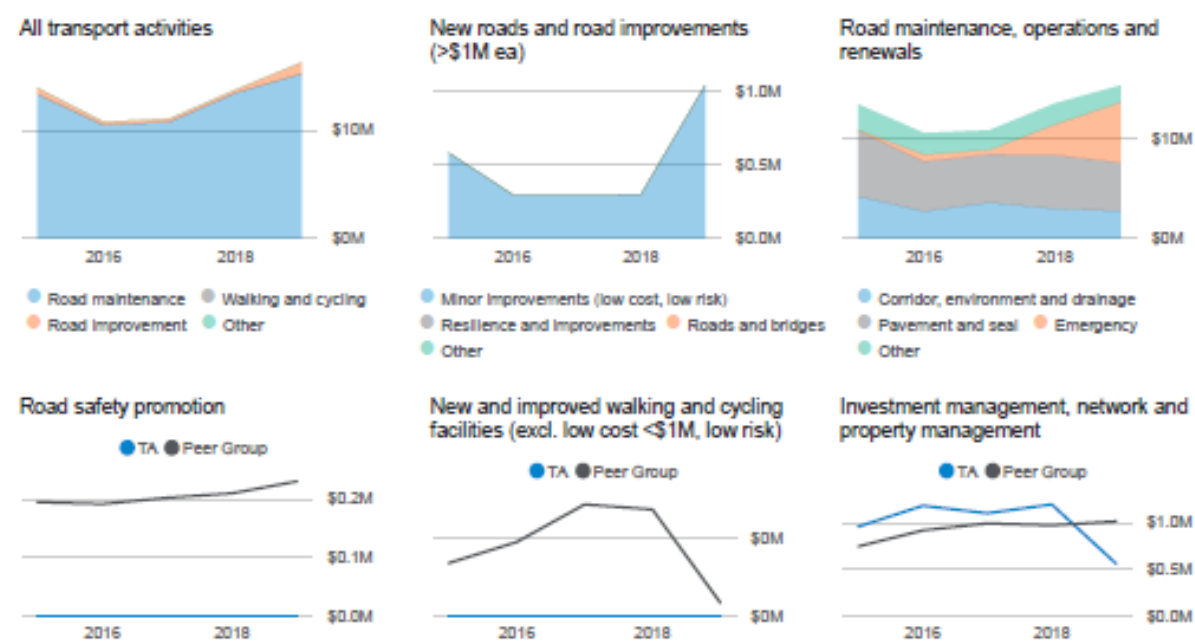
*The no results on the technical audit are because NZTA had not completed an audit in more than 5 years. The most recent audit was a technical audit and the results will be available later this fiscal and will be included in next year's report.*

## Delivery & Achievements

### Delivery and Achievements

Expenditure, Cost Efficiency, Works Completed and Road Condition

#### Co-Invested Expenditure



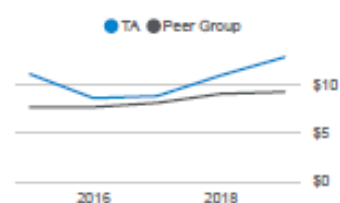
Clockwise from left to right

1. **All Transport Activities** – a graphed breakdown of expenditure on Road Maintenance; Road Improvements; Walking & Cycling; other (investment management, road safety promotion)
2. **New Roads & Road Improvements** – includes bridge & structure replacement minor improvements (low cost / low risk), new roads & bridges, property purchase, resilience improvements, road reconstruction and new traffic facilities
3. **Road Maintenance, operations & Renewals** – expenditure on maintenance, operations, and renewals with pavement and surfacing, footpaths, structures, cycling facilities, environment and drainage, cyclic corridor maintenance and emergency re-instatement.
4. **Road Safety Promotion** – the expenditure on promotion, education and advertising associated with Road Safety
5. **New walking & cycling** – expenditure on the construction of new or improved cycle & walking facilities over \$1m
6. **Investment & network management** – expenditure on activity planning, managing funding allocation, regional planning research & studies including professional services associated with the general management of the road network assets

### Cost Efficiency

#### Cost Efficiency

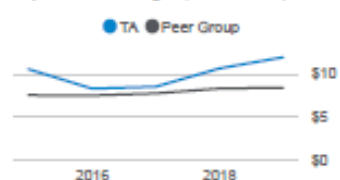
Total expenditure / length (\$1000 / km)



Cost Efficiency

Total expenditure per kilometer compared  
with the peer group

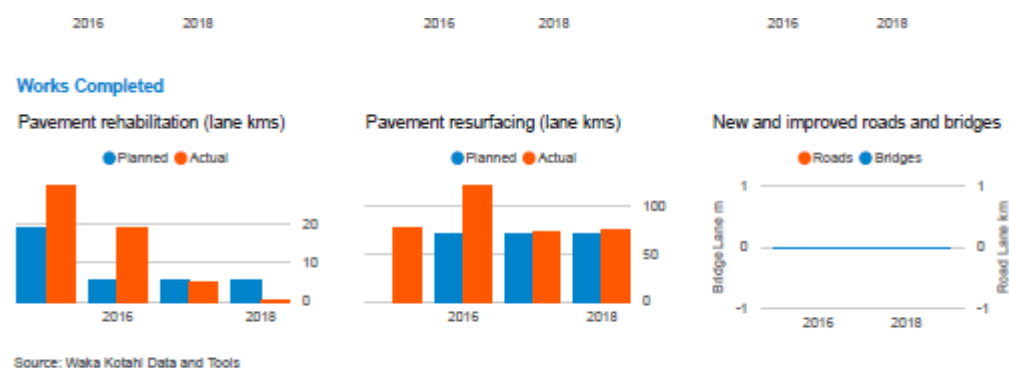
Maintenance, operations and renewals expenditure / length (\$1000 / km)



Total Expenditure per kilometer compared

With the peer group excluding new / improved  
assets and emergency expenditure

## Works Completed

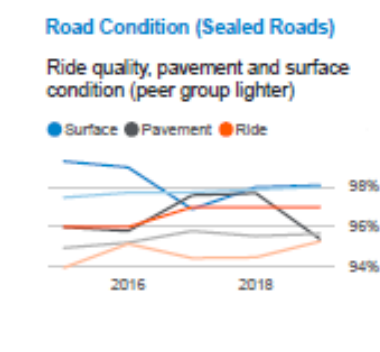


**Pavement Rehabilitation** – a comparison between the planned forecast length of pavement rehabilitation and the actual reported lengths

**Pavement Resurfacing** – a comparison between the planned forecast length of resurfacing renewals and the actual reported lengths

**New and Improved Roads & Bridges** – new roads constructed, new seal extensions does not include maintenance or renewal activities

## Road Condition

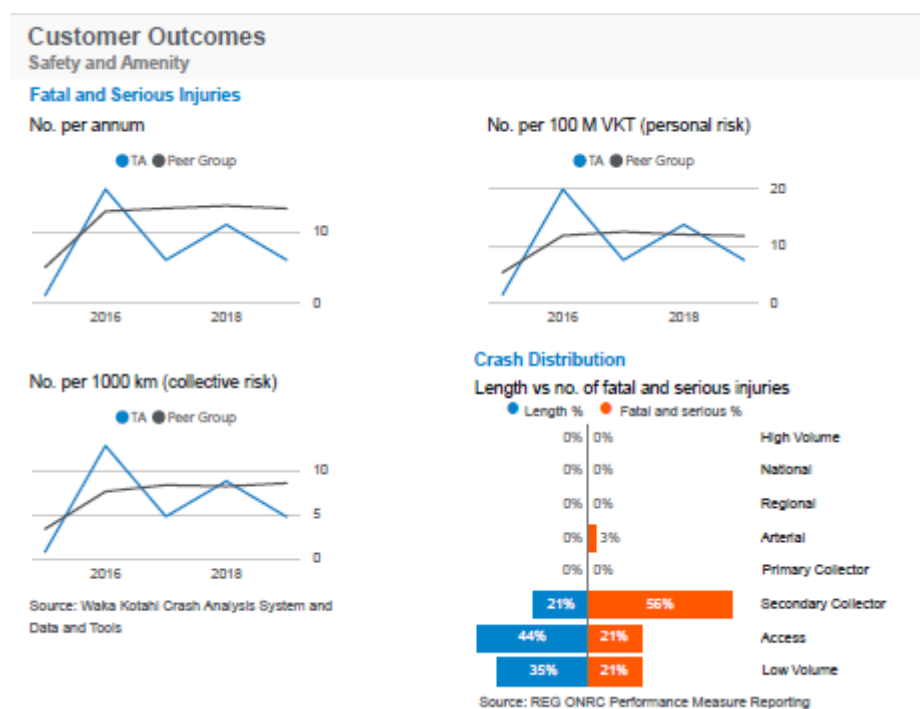


**Surface** – a single index summary of surface condition based on visually measured condition defects

**Pavement** – is a combined index defects of the pavement faults in the sealed road surface

**Ride** – is the proportion of vehicle kilometres travelled in a year that occurs on smooth roads

## Customer Outcomes – Safety & Amenity



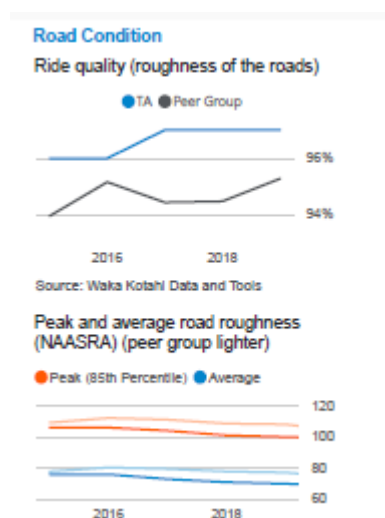
**Fatal & Serious Injuries** – the total number of fatal & serious injuries on the road network each year

**Personal Risk** – the measure of the danger to an individual per 100 million vehicle kilometres (VKT) travelled on the District Roads

**Collective Risk** – the measure of the road network safety and is the crash density measured as the total number of fatal & serious injuries per 1000 km each year on the network

**Crash Distribution** – the % of crashes per ONRC category for the past 5 years

## Road Condition



**Ride Quality** – the % of vehicle kilometres traveled on the network each year on smooth sealed roads indicating the ride quality experienced by the user

**Peak & Average Roughness** – the 85<sup>th</sup> percentile & average Road roughness for the sealed network in NAASRA counts

## Technical Outputs



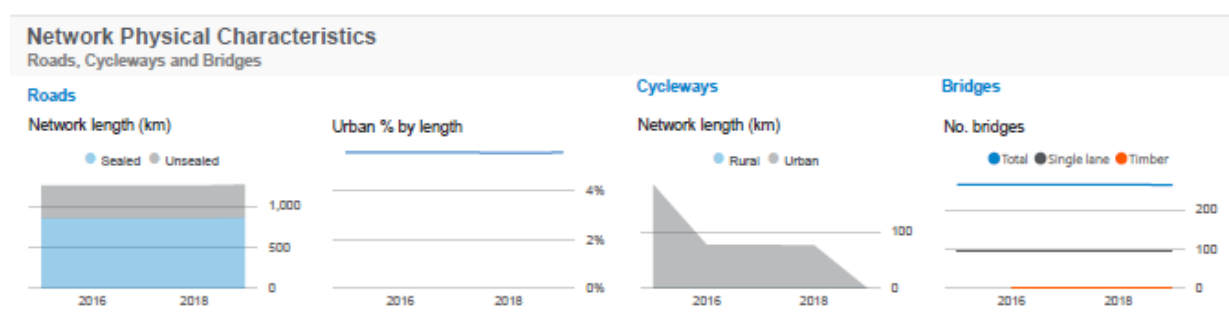
**Loss of control on wet roads** – the number of fatal & serious injuries due to loss of driver control when the road surface is wet

**Loss of control at night** – the number of fatal & serious injuries due to loss of driver control when it is wet

**At Intersections** – the number of fatal & serious injuries that occurred at an intersection

**Involving vulnerable users** – the number of fatal & serious injuries which involved a pedestrian, cyclist, moped or motorcycle

## Network Physical Characteristics



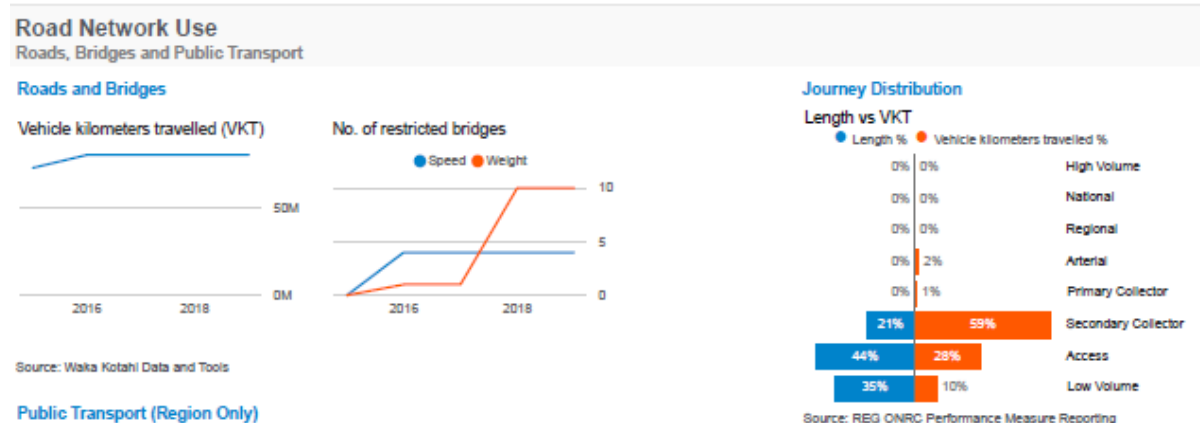
**Network Length** – the split of the road network length by sealed and unsealed roads.

**Urban % of the road network length** – defined as urban (having a speed limit of less than 70km/hr).

**Cycleways** – the length of the cycleway network reported by an urban and rural split.

**No. Bridges** – the total number of bridges; the number of single lane bridges and the number of bridges made from timber.

## Road Network Use



**Vehicle Kilometres travelled (VKT)** – the total annual vehicle kilometres travelled on the road network.

**No. of restricted bridges** – the number of bridges on the road network with a weight or speed restriction.

**Length vs VKT** – the distribution of vehicle kilometres travelled on roads by ONRC classification for the financial year.

## District Statistics



**PEER GROUPS****Rural Districts**

This peer group includes Districts with a proportion of ONRC classified network equalling 10% urban and below

Ashburton District Council, Carterton District Council, Central Hawke's Bay District Council, Central Otago District Council, Chatham Islands Council, Clutha District Council, DOC Roads, Far North District Council, Gore District Council, Hurunui District Council, Kaipara District Council, MacKenzie District Council, Manawatu District Council, Otorohanga District Council, Rangitikei District Council, Ruapehu District Council, Selwyn District Council, South Taranaki District Council, South Wairarapa District Council, Southland District Council, Stratford District Council, Tararua District Council, Waikato District Council, Waimate District Council, Wairoa District Council, Waitaki District Council, Waitomo District Council.



**5.4 RATES REMISSION, POSTPONEMENT, DISCOUNTS, AND COLLECTION POLICY****File Number:** COU1- 1410**Author:** Brent Chamberlain, Chief Financial Officer**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Rating Policies [↓](#)**PURPOSE**

The matter for consideration by the Council is the adoption of an overarching rating policy.

**RECOMMENDATION FOR CONSIDERATION**

**That having considered all matters raised in the report:**

- a) That the report titled “Rates Remission, Postponement, Discounts, and Collection Policy” be received.**
- b) That the policy “Rates Remission, Postponement, Discounts, and Collection Policy” be adopted, and the existing 14 individual rating policies this replaces be deleted.**

**EXECUTIVE SUMMARY**

On the 18<sup>th</sup> June 2020 the Finance and Infrastructure Committee adopted a report entitled “Bundled Financial Policies” which contained 13 individual policies. While these policies were all adopted, officers were asked to combine the rating policies (12 of these policies) into a single policy.

**BACKGROUND**

On the 18<sup>th</sup> June 2020 the Finance and Infrastructure Committee received a report entitled “Bundled Financial Policies” which contained 13 individual policies. While these policies were all adopted (except for one which was deleted), officers were asked to combine the rating policies (11 of these policies) into a single policy. The remaining policy was about Special Funds and will remain a standalone policy.

In addition, officers have identified a further 3 policies relating to rates postponements/remissions that could be bundled.

**DISCUSSION**

Before Council today is a single Rating Policy that will replace the 14 individual rating policies.

No wording changes have been proposed, this is simply an administration tidy up.

**RISK ASSESSMENT AND MITIGATION**

No risks have been identified.

**FOUR WELLBEINGS**

As this doesn't change the content of the policies, there is no impacts on the four wellbeings.

**DELEGATIONS OR AUTHORITY**

The change proposed is a change to an existing Council approved policy.

**SIGNIFICANCE AND ENGAGEMENT**

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

**OPTIONS ANALYSIS**

Council has the option to adopt the amalgamated rating policy, or retain the existing 14 individual policies.

**Recommended Option**

This report recommends option one, adopt the amalgamated rating policy for addressing the matter.

**NEXT STEPS**

Assuming the policy is adopted, Council website will be updated to reflect the changes.

**RECOMMENDATION**

That having considered all matters raised in the report:

- a) The report entitled “Rates Remission, Postponement, Discounts, and Collection Policy” be received.
- b) That the policy “Rates Remission, Postponement, Discounts, and Collection Policy” be adopted, and the existing 14 individual rating policies this replaces be deleted.



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL

## **Rates Remission, Postponement, Discounts, and Collection Policy**

Adopted: 18-06-2020

Review Date: June 2023

Reviewed: 13-08-2020

*Together we Thrive! E ora ngātahi ana!*

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

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CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Community Contribution and Club Rebate Remission Policy

### Objective of the policy

To assist clubs who provide their own facilities and enable them to facilitate the ongoing provision of non-commercial community services and recreational opportunities to the District.

### Conditions and criteria

Council may remit 50% of the general rates where the application meets the following criteria:

1. Where land is owned by Council or owned and occupied by a society or association of persons, and the land is used exclusively or principally:
  - (a) As a showground or place of meeting which is incorporated under the Agricultural and Pastoral Societies Act 1908; or
  - (b) For games or sports, except galloping, harness or greyhound races; or
  - (c) For the purposes of non-commercial community services and recreational opportunities

The policy will not apply to organisations operated for private pecuniary profit, or which charge commercial tuition fees.

The policy will not apply to organisations that engage in the above mentioned sporting or community services, as a secondary purpose only.

The policy shall apply to such organisations as approved by the Group Manager – Corporate Support and Services and the Chief Executive, as meeting the relevant criteria.

The extent of any remission to any qualifying organisation shall be as determined by the Chief Financial Officer and the Chief Executive.

No remission will be granted in respect of those rates referred to in Section 16 of the Local Government (Rating) Act 2002 (e.g. targeted rates for water supply, sewage disposal or waste collection).

Organisations making an application should include the following documents in support of their application:

- Statement of objectives.
- Full financial accounts.
- Information on activities and programmes.
- Details of membership or clients.

The Community Contribution and Club Rebate Remission Policy will be reviewed every 3 years as part of the triennial Long Term Plan Process.



## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Remission of Rates on Māori Freehold Land Policy

### The purpose of policy

The Central Hawke's Bay District Council recognises the complex problems involved when dealing with Māori land, and has formulated a policy (the Māori Land Policy) to deal with some of these. When, in the judgement of Council, it would be unfair or unreasonable to collect rates at this time, land may be placed on this Māori Land Register, and retired from rating liability for a period.

In general, reasons for placement on the register would include some or all of the following:

- **Fragmented ownership** – ownerships vary in number and individual share proportions. Owners are scattered throughout the country and even worldwide. An attempt to contact a majority representation is often painstaking and difficult.
- **Unsecured legal title** – there may be some land titles that have not been surveyed. They would not be able to be registered with the District Land Registrar. Owners seeking finance for development of their land are restricted, as mortgages cannot be registered against the title.
- **Isolation and marginal in quality** – the geographical isolation and economic climate of the district are clearly illustrated by the much needed development, as the lands are of marginal quality.
- **No management structures** – lands have no management or operating structures in place to administer matters.
- **Rating problems** – because of the above factors there is a history of rate arrears and/or a difficulty in establishing who is/should be responsible for the payment of rates.

**Note:** The register is not designed as a way for owners to elect not to use land and therefore not to pay rates.

### The register

Māori landowners can apply to have their lands entered on the register. By making an application, owners are asking Council for a discretionary remission of rates.

If accepted, the land will be 'retired' from rates for a term specified by Council, with a maximum term of three years. While lands are 'retired' or 'parked up', the onus is on the owners to ensure that no one breaches the conditions by using the land.

Lands on the register are inspected regularly to monitor for any breaches.

Each application is examined on its own merits. Intending applications should not be compared to others already on the register.

### The criteria

The criteria to determine eligibility for application to the Māori Land Register is as follows:

- It must be Māori land (as defined in Te Ture Whenua Act 1993 Part VI Section 129 or the Local Government (Rating) Act 2002, Part 1, Sub-paragraph 1, Section 5).
- It must have historical, ancestral or cultural significance.
- It must be unoccupied. The definition of occupation which comes direct from Part 4 Section 96 of the Local Government (Rating) Act 2002 says that 'occupation' is where a person/persons does one or more of the following:
  - Resides upon the land
  - De-pastures or maintains any livestock whatsoever on the land
  - Cultivates the land and plants any crop on the land
  - Stores anything on the land
  - Uses the land or any improvements in any way.

*Rates Remission, Postponement, Discounts, and Collections Policy*  
ADOPTION DATE 13-08-2020 REVIEW DATE: June 2023

Page 3 of 27

**E ora ngātahi ana!**

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## General comment

For an application to be considered:

- Communication must be established between owners and the Council
- Rating problems must have been identified and amicable solutions worked towards
- Where the land has potential for land use, owners are provided with the time to re-assert responsibility and should be actively seeking prospective occupiers or usage. Land that is unrealistic for rating purposes can be identified, e.g. mudflats, heavily eroded cliff faces, severe bush and scrub.



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Remission of Additional Charges Policy

### Objective of the policy

The objective of the Remission of Additional Charges Policy is to enable Council to act fairly and reasonably in its consideration of rates, which Council have not received by the penalty date, due to circumstances outside the ratepayer's control.

### Conditions and criteria

Council grants to the Chief Financial Officer or their nominee delegated authority in the following circumstances to approve on receipt of an application, the remission of such additional charges which have been incurred by any ratepayer as a consequence of their payment being received after the due date:

1. Where the rate payment history of the property over the last 3 years (or back to purchase date where the property has been owned by the offending ratepayer less than 3 years) shows no previous evidence of late payment and the instalment was received by Council no later than 10 working days after the day of adding the instalment additional charge.
2. Where payment has been late due to significant family disruption i.e. in the case of death, illness, or accident of a family member, as at the due date.
3. Where the ratepayer can provide evidence that their payment has gone astray in the post or the late payment has otherwise resulted from matters outside their control.
4. Where a property changes hands (sale or lease) and the new owner/lessee is responsible for an instalment, when the original account was issued in the name of the previous owner/lessee.
5. Where a direct debit authority is commenced in time for the next instalment.
6. Where an error has been made on the part of Council staff, or arising through error in the general processing or levying, which has subsequently resulted in an additional charge being imposed.

Each application will be considered on its merits and remission will be granted where it is considered just and equitable to do so.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Remission of Rates for QEII National Trust and Land for Natural, Historic or Cultural Conservation Policy

### Objective of the policy

To recognise and support the environmental value of such protected areas and to acknowledge the non-commercial use of such protected land. To preserve and promote natural resources and heritage by encouraging the protection of land for natural, historic or cultural conservation.

### Conditions and criteria

1. The extent of the rates remission if approved is to be 100%.
2. Applications are to be received in writing requesting rates relief be given to areas protected by the registration of a QEII Open Space Covenant or a covenant that gives the same effect.
3. Pest eradication shall be primarily the responsibility of the owner.
4. No portion of the covenanted area is to be developed or utilised in any way for commercial activity. This includes generating income for maintenance of the covenanted area.
5. Authority to consider applications is delegated to the Chief Financial Officer with right of appeal to the Chief Executive and Council.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Remission of Water Meter Rates Attributable to Water Leaks Policy

### Objective of the policy

To provide relief to people in situations where water usage is high due to a water leak.

### Conditions and criteria

Council may remit water meter rates where all of the following apply:

- A remission application has been received; and
- Council is satisfied a leak on the property has caused excessive consumption and is recorded on the water meter; and
- The leak has been repaired as soon as practical, and within one calendar month of being identified (unless evidence is provided that the services of an appropriate repairer could not be obtained within this period); and
- Proof of the leak being repaired has been provided to Council promptly after repair of the leak.
- The amount of the remission will be the difference between the average consumption of the property prior to the leak, as deemed reasonable by Council, and the consumption over and above that average.
- Remission is limited to the period where the leak was identified and fixed and the last invoice. Remission for any particular property will generally be granted only once every year. Where a remission for a water leak has been granted to a property under this policy within the last year, the remission decision is to be made by the Chief Financial Officer.
- Any remission over 4,000 cubic metres of water is to be referred to the relevant Council Committee for decision.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## School Sewerage Charges Remission Policy

### Objective of the policy

To ensure that schools are not disproportionately charged for sewerage services based on the number of connections. Charges will be based on the school's staff and student numbers.

### Conditions and criteria

The policy will apply to the following educational establishments:

- Established as a special school under Section 98(1) of the Education Act 1964; or
- A state school under Section 2 (1) of the Education Act 1989; or
- An integrated school under Section 2 (1) of the Private Schools Conditional Integrated Act 1975; or
- A special institution under Section 92 (1) of the Education Act 1989; or
- An early childhood centre under Section 308 (1) of the Education Act 1989, but excluding any early childhood centre operated for profit.

The policy does not apply to school houses occupied by a caretaker, principal or staff.

2. An amount levied using the same mechanism as are applying to other separately rateable rating units within the District and reduced in accordance with the following formula:-
  - (a) Divided by the number of toilets as determined in accordance with condition 3 below (the full charge); and reduced in accordance with the following graduated formula:
    - i. The full charge for each of the first 4 toilets or part thereof;
    - ii. 75% of the full charge for each of the next 6 toilets or part thereof;
    - iii. 50% of the full charge for each toilet after the first 10.
  - (b) For the purpose of 1 (a) above the number of toilets for a rating unit used for the purposes of an educational establishment is 1 toilet for every 20 students and staff or part thereof, irrespective of the actual number of toilets contained in the qualifying part of the rating unit.
  - (c) The number of students in an educational establishment is the number of students on its roll on 1 March in the year immediately before the year to which the charge relates.
  - (d) The number of staff in an educational establishment is the number of teaching staff and administration staff employed by that educational establishment on 1 March immediately before the year to which the charge relates.

Calculation of Council's standard sewerage charge (based on the number of water closets/urinals).

Calculation of the number of full time equivalent on-site students and staff divided by 20 and multiplied by the applicable waste water targeted rates.

The amount to be remitted is the difference between the amount calculated under 1 and the amount that would have applied, had the rating unit not been used by an educational institution.

That the Chief Financial Officer be delegated authority to approve remission of the sewage charges in excess of the charges payable according to the policy.

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## EXAMPLE

Green Intermediate School is situated in Moa District Council. Moa collects its rates by way of a pan charge of \$100 per pan. At 1 March 2011, Green Intermediate has 500 students, 30 staff and 28 toilet pans. How much will it pay in sewage disposal rates?

**Answer: Green School would be levied \$1762.93.**

The total charge in this case would be  $\$100 \times 28 \text{ pans} = \$2800$ . Local Government New Zealand has a legal opinion which holds that the actual number of pans should be used for this part of the calculation.

The number of rateable pans is  $530/20 = 26.5$  pans which gets rounded to 27 pans for the purposes of reducing the rates. Council calculates that the full charge on each toilet would be  $\$2800/27 = \$103.70$  per pan.

The total charge is then calculated with reference to the scale e.g.

4 pans at the full charge ( $\$103.70 \times 4 = \$414.80$ )

6 pans at 75 percent of the full charge ( $\$77.78 \times 6 = \$466.68$ )

17 pans at 50 percent of the full charge ( $\$51.85 \times 17 = \$881.45$ ).

Total =  $(414.8 + 466.68 + 881.45) = \$1762.93$

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Sundry Remission of Rates Policy

### Objective of the policy

To remit rates and charges that are the result of fundamental errors; or where the balance owing is considered uneconomic to recover; or where the amount levied is unable to be covered pursuant to sections 67/76 of the Local Government (Rating) Act 2002; or where Council or its delegated officer(s) consider the levy impractical to recover.

To facilitate the use of Māori Freehold Land (and therefore the collection of rates), by removing the burden on the potential lessee of existing arrears.

### Conditions and criteria

Council or its delegated officer(s) shall determine the extent of any remission based on the merits of each situation. Decisions on the extent of remissions shall be as determined by the Chief Financial Officer through the Chief Executive, as meeting the relevant criteria.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Uniform Annual Charges on Contiguous Properties Remission Policy

### Objective of the policy

To enable Council to act fairly and reasonably and provide for the possibility of rates remission where two or more Uniform Annual General Charges (UAGC) are levied on rating units which are occupied or used by the same ratepayer being a lessee/owner using the rating units jointly as a single property.

### Conditions and criteria

Section 20 of the Local Government (Rating) Act 2002, stipulates that there shall be one property for the purposes of levying the UAGC, where two or more separately rateable properties are:

- (a) Owned by the same ratepayer (owner or person with right to occupy by virtue of lease for more than 10 years); and
- (b) Used jointly as a single unit (for the same purpose); and
- (c) Contiguous or separated only by road, railway, drain, water race, river or stream, they shall be deemed to be one property for the purposes of any Uniform Annual General Charges.

Council will allow, without further enquiry (except for clarification), applications made by ratepayers in the form of a statutory declaration to the effect that two or more separately rated properties are occupied by the same ratepayer and are used jointly for the same purpose and the Uniform Annual General Charge and any other relevant Separate Uniform Annual Charge levied on the second and subsequent assessments will be cancelled.

Council may remit the rates where the application meets the following criteria:

- 3. The rating units must be contiguous and occupied by the same ratepayer who is the lessee/owner of each unit and who uses them jointly as a single property contiguous or separated only by road, railway, drain, water race, river or stream and used for the same purpose.

Where farming or horticultural operations conducted on separate blocks of land are so far apart as to indicate that there is no possible continuity between them, full charges may be levied on each. Factors such as stock rotation, stock driving, property size, and the number of properties affected will be taken into account.

Council may, on written application from a ratepayer of such rating units, reduce or cancel any separate Uniform Annual General Charge levied on the rating units if it considers it to be reasonable in the circumstances to do so.

Council grants to the Chief Financial Officer or their nominee delegated authority in the above circumstances to approve on receipt of an application, the cancellation of Uniform Annual General Charge and any other relevant Separate Uniform Annual Charge levied on the second and subsequent assessments.



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Financial Hardship due to Covid-19 Rates Remission Policy

### 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.

Please complete the application (see appendix three) and attach any additional information, which may be relevant to your application.

### Important information

- To be eligible for this remission the primary use of the property (as defined by Quotable Value) must be residential or lifestyle.
- Commercial property owners, residential and commercial landlords, and rural ratepayers are not eligible for this remission. They should apply for relief under the Rates Postponement Natural Calamities Policy.
- This \$200 (GST inclusive) remission is available to the first 1,000 eligible applicants and is only available for the 2020/2021 rating year.
- A ratepayer making an application must be the registered owner and occupier during the period for which rates relief is sought.
- 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 Central Government Rates Rebate and has not already applied, then such application must be made at the time of applying for rates relief due to financial hardship.

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 (see appendix one) 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.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Rates Postponement for 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.

Please complete the application (see appendix two) and attach any additional information, which may be relevant to your application.

### 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 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 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.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Rates Postponement Policy (Economic Development)

### Objective of the policy

To assist ratepayers who undertake economic development that benefits the District as a whole.

### Conditions and criteria

1. The applicant must be the current rate payer of the rating unit.
2. The Chief Financial Officer must be satisfied that economic benefits will flow to the District from the development.
3. The ratepayer must make a written application to Council.
4. Applications for a rates holiday will be considered by the Chief Financial Officer.
5. 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.
6. Even if rates are postponed, as a rule, the ratepayer will be required to pay the first \$1,000 of the annual rates assessment.
7. 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.
8. 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.
9. The postponed rates or any part of thereof, may be paid by lump sum at any time.

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Rates Discount Policy

### Introduction

Under Section 55 of the Local Government (Rating) Act 2002, a discount policy may be adopted for the payment of some or all rates that are identified in the rates assessment before the due date or dates for those rates in the current year. This discount policy must be adopted using the special consultative process and may be included in the annual plan. The policy is based on existing practice. The discount policy assumes that there is only a single discount rate.

### Objective

To provide a consistent and fair basis for the application of discount for the early payment of rates in the current financial year.

### Conditions and criteria

Ratepayers will qualify for the discount if all due rates are paid in full, together with any outstanding prior years' rates and penalties, on the due date for payment of the first instalment in the current year (in accordance with Section 55 of the Local Government (Rating) Act 2002).

The amount of the discount will be 2% of the annual rates.

The discount rate may be reviewed annually as required, taking into consideration current borrowing interest rates and will be calculated to be fiscally neutral.

### Payment plans

1. Those ratepayers who agree to pay all current rates plus arrears by the end of the subsequent rating year will have all additional charges struck within that period, waived by Council.
2. All rates receipts will be credited against each ratepayers account in the following order:
  - i. Court Costs
  - ii. Additional charges
  - iii. Previous rate arrears – oldest first
  - iv. Current rate arrears
  - v. Current instalment
3. A discount set at the June Council meeting each year be allowed where all rates are paid in full before the penalty date for the first instalment.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Outstanding Accounts Policy

### Objective

1. To collect all rates, penalties on rates, outstanding rates and fees in a timely and efficient manner.
2. That the Chief Financial Officer be delegated full powers of the Local Government (Rating) Act 2002 to collect outstanding rates of Central Hawke's Bay District Council.
3. That the Chief Financial Officer be authorised to enter into arrangements with Rate Debtors and providing such arrangements are satisfactorily maintained, no legal action be initiated.
4. That in all cases where legal action brings Council to the point of Rating Sales all such instances shall be referred to Council for authorisation.

*Rates Remission, Postponement, Discounts, and Collections Policy*  
ADOPTION DATE 13-08-2020 REVIEW DATE: June 2023

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***E ora ngātahi ana!***

CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## Appendix One: 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.....

*Rates Remission, Postponement, Discounts, and Collections Policy*  
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***E ora ngātahi ana!***



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

### 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.

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## 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)			
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

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)	
<b>TOTAL INCOME</b>		<b>TOTAL EXPENSES</b>	

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 of .....20.

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

## Appendix Two: 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.

*Rates Remission, Postponement, Discounts, and Collections Policy*  
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***E ora ngātahi ana!***

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## 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)			
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

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)	
<b>TOTAL INCOME</b>		<b>TOTAL EXPENSES</b>	

Rates Remission, Postponement, Discounts, and Collections Policy  
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**E ora ngātahi ana!**

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

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 of .....20.

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

## Appendix Three

### Remission Of Rates -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?<br>If Yes, please supply evidence.                                       | YES / NO |
| 4. Are you eligible for a central government rates rebate?<br>( <a href="#">New Zealand Government – Getting a Rates Rebate</a> ) | YES / NO |
| 5. If Yes, have you applied?  | YES / NO |

If you answered "No" to any of the first 3 questions you are not eligible.

*Rates Remission, Postponement, Discounts, and Collections Policy*  
ADOPTION DATE 13-08-2020 REVIEW DATE: June 2023

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**E ora ngātahi ana!**

## CENTRAL HAWKE'S BAY DISTRICT COUNCIL

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 of ..... 20.....

Before me.....

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

Signature of Applicants.....

## 5.5 ANNUAL EMERGENCY EVENT WORK PROCUREMENT PLAN

**File Number:** COU1- 1410

**Author:** Shawn McKinley, Land Transport Manager

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Land Transport Emergency Works\_Procurement Plan [↓](#)

### PURPOSE

The matter for consideration by the Council is the procurement or physical works to repair roading assets following weather and emergency events.

### RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That the Committee adopt the attached procurement plan for road repairs following weather and emergency events.

### EXECUTIVE SUMMARY

This is for a procurement plan for unforeseen emergency events to expedite the required repairs. This plan will be used by the Land Transport Department of the Community Infrastructure Development group in effectively responding to these events for one year.

### BACKGROUND

Central Hawke's Bay bears the brunt of numerous weather events each year causing damage to roads and associated assets and causing significant resource and investment to repair.

The unpredictable nature of weather events means that planning for their eventuality is difficult in most cases. While the timing, location and severity of weather events is difficult to prepare and plan for, having effective processes in place to react quickly and efficiently is possible. Procurement of contracting resource to physically repair damaged assets is one such process that can be considered and planned for ahead of weather events occurring.

Due to the scale and risk of works needed following major weather events, and the level of investment involved, robust procurement processes are necessary. This is a requirement of Councils own Procurement Policy/Manual and NZTA's procurement approach. A routine procurement following weather events adds time and cost to completing the repairs – sometimes up to 8 weeks.

NZTAs funding model places urgency on repair work as work completed in the same fiscal year as the event occurs receives a higher Funding Assistance Rate (80% instead of the normal 60%).

Council's current procurement process for network repair works following emergency events involves a full and timely procurement after each event. The steps completed generally include:

1. Post-event scoping of damage and designs and prepares estimates for the repairs.
2. Procurement plans are prepared and submitted for the various packages of work.
3. Once procurement plans have been approved, the work is put out to tender.
4. For subsidised work, tenderers are required to provide the following attributes to be evaluated prior to awarding the work
  - a. Relevant Experience
  - b. Track Record
  - c. Relevant Skills
  - d. Resources
  - e. Methodology
  - f. Price

5. Once evaluation has been completed tenders are awarded and crews mobilise to complete the work

The total time to mobilise is between 8 and 12 weeks depending on design requirements.

## DISCUSSION

This report introduces a method of completing emergency event repair works in a timelier and less costly manner while still meeting the requirements of the Government Rules of Sourcing and the Council's Procurement policy, strategy and guidelines.

The report, and proposed procurement approach for adoption is being brought to Committee as at times the value of works being procured may exceed the \$1,000,000 limit currently delegated to the Chief Executive.

Council's Land Transport team have engaged with NZTA and peers to try to find a faster, simpler and less costly way to procure emergency events repair works that would work for subsidised activities and have agreed that the following process would be acceptable and provide savings in both time and money while maintaining quality outcomes for Council and community.

Proposal:

1. Create one procurement plan for the fiscal year to cover all Land Transport related emergency events

*This removes the need for creating and authorising individual procurement plans following each event)*

2. Advertise on GETS for expressions of interest from all NZTA pre-qualified companies including District requirements such as Site Safe with the goal of setting up a district list of suppliers to call upon in these events. This advertisement must remain open to enable those who want to become pre-qualified to get on the list once qualified. The pre-qualification from NZTA requires that each company must demonstrate they have the Relevant Experience, Track Record, Relevant Skills, & Resources at the highest level to complete the works that they will be tendering for.

*This removes several weeks from the process and lowers the cost of the procurement as Contractors do not have to present those attributes each time which in turn lowers the tendered price for the Council as tender preparation costs are passed on through to the tenderers price.*

3. Once the initial registration is complete and an event occurs, all registered contractors are invited to tender for each of the work packages but only have to submit Methodology and Price. Under Methodology Council can request and put a value on the 4 well-beings and community outcomes and score the tenders accordingly

*This will shorten the tendering and evaluation process while still providing the Council with the assurance of quality outcomes.*

4. It is proposed to use a price quality method of evaluation with 70% quality and 30% price to ensure we are getting quality results and ensuring where possible the social side of the procurement is not neglected.
5. Following the simple procurement and evaluation process, the contracts are prepared and awarded.

A comparison of the existing and proposed approaches and the estimated time saving is provided below:

Existing Method		Scope Works	Prepare Procurement Plan	Tender Works	Receive and Evaluate Tenders	Prepare and Award Contracts	Total Time
Time (post-event)		2 weeks	2 weeks	3 weeks	3 weeks	2 weeks	12 weeks
Proposed Method	Pre-qualify suppliers	Scope Works	Prepare annual procurement plan	Tender Works	Receive and Evaluate Tenders (price and method only)	Prepare and Award Contracts	Total Time
Time (post-event)	Nil (pre-event)	2 weeks	Nil (pre-event)	2 weeks	1 week	1 week	6 weeks

Note that the above estimated time savings are 'per event' not on an annual basis.

## RISK ASSESSMENT AND MITIGATION

As the list is open for contractors throughout the country there is a potential that someone from outside of the Region may win some of the work. This risk is mitigated by including Community Outcomes and Sustainable Procurement principles in the methodology and keeping the price weighting at only 30%.

Although social procurement and community outcomes will be part of the methodology which will be evaluated there is a risk that this may not be realised due to expediency and the risk of increasing council costs by 20% should emergency events occur later in the fiscal year. This will be an event-specific decision made at the ELT level when contracts are awarded.

There is risk that in getting expediency safety is compromised which will be mitigated by having by Safe Wise requirements and ensuring that TMPs and safety audits are a focus during the work.

Poor communications with road users and property owners which can be mitigated by putting together a generic communications plan to be used prior to any events.

Unstable ground conditions in repair areas mitigated by ensuring site investigations are thorough and robust methodologies are presented and evaluated.

## FOUR WELLBEINGS

As part of the methodology which will be evaluated, the four well-beings will be included and considered in the scoring and award of the work.

## DELEGATIONS OR AUTHORITY

Current delegations are dependent on the size and cost of the events. By having this procurement plan approved at the highest level of delegations allows flexibility and timeliness. The requested change to delegations will be delegating the authority to execute the contracts for repair works irrespective of value to the Chief Executive.

## 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 have been evaluated as follows:

1. Create a procurement plan of pre-qualified suppliers for unforeseen emergency events to expedite the required repairs. This plan will be used by the Land Transport Department of the Community Infrastructure Development group in effectively responding to these events for one year. This plan has been created, is attached to this report and is recommended for adoption.
2. Develop a Supplier panel which has merit but as NZTA have to be involved throughout the process and approve the final result it is deemed that at this time it would leave the Council open to the risks outlined in the background section above for at least this current fiscal.
3. Status quo – risks are identified in background section above, the process has a heavy component of what can be considered unnecessary administration delaying responses and returns to normal levels of service as well as increased cost implications

	<u><b>Option 1</b></u>	<u><b>Option 2</b></u>	<u><b>Option 3</b></u>
	<b>Create a procurement plan of pre-qualified suppliers for unforeseen emergency events to expedite the required repairs.</b>	<b>Develop a Supplier panel.</b>	<b>Status quo.</b>
<b>Financial and Operational Implications</b>	Has the potential to save money by expediting the procurement process. Operational time will be saved during procurement processes.	Will be initially costly to establish but will save on procurement costs longer term. Operational time will be saved during procurement processes.	This option is considered to be the most costly in terms of procurement process cost and operational time to complete procurement processes.
<b>Long Term Plan and Annual Plan Implications</b>	None significant. Reduced total costs to deliver the procurement services will be used to complete more works.	Possible initial increase in funding of professional services to develop the panel approach in consultation with NZTA	None
<b>Promotion or Achievement of Community Outcomes</b>	Likely to facilitate quicker restoration of services following weather events.	Likely to facilitate quicker restoration of services following weather events.	Considered to be sub-optimal in achieving community outcomes in that repair works are delayed during procurement.
<b>Statutory Requirements</b>	All procurement processes must meet government rules of sourcing and NZTA procurement guidelines		
<b>Consistency with Policies and Plans</b>	All procurement approaches/options are aligned with Councils procurement policy/manual		

**Recommended Option**

This report recommends option 1 “Create a procurement plan of pre-qualified suppliers for unforeseen emergency events to expedite the required repairs” for addressing the matter.

**NEXT STEPS**

If the attached procurement plan is adopted then Council Officers will place the EOI on GETS and begin to work with prospective contractors.

**RECOMMENDATION**

**That having considered all matters raised in the report:**

- a. That the Committee adopt the attached procurement plan for road repairs following weather and emergency events.**



## PROCUREMENT PLAN (DETAILED)

### 2020/21 Fiscal Year – Storm/Emergency Event Procurement Plan – Land Transport Assets

A procurement plan to engage physical-works contractors to repair land transport assets following storm and emergency events for the 2020/21 fiscal year.

#### Instructions

This Template is intended for procurements valued at over \$100,000 (over the life of the contract) or for high risk procurements, regardless of value.

#### VERSION CONTROL (TEMPLATE MASTER)

Do not make any changes to the template master without consultation with the Group Manager – Corporate Support Services

Name	Title / Role	Version	Comment	Date
Shawn M	Shawn M	1.0		13/07/20

## A BACKGROUND

Information	Detail
<b>Background</b>	<p>Central Hawke's Bay bears the brunt of numerous weather events each year causing damage to roads and associated assets and causing significant resource and investment to repair.</p> <p>The unpredictable nature of weather events means that planning for their eventuality is difficult in most cases. While the timing, location and severity of weather events is difficult to prepare and plan for, having effective processes in place to react quickly and efficiently is possible. Procurement of contracting resource to physically repair damaged assets is one such process that can be considered and planned for ahead of weather events occurring.</p> <p>Due to the scale and risk of works needed following major weather events, and the level of investment involved, robust procurement processes are necessary. This is a requirement of Councils own Procurement Policy/Manual and NZTA's procurement approach. A routine procurement following weather events adds time and cost to completing the repairs – sometimes up to 8 weeks.</p> <p>NZTAs funding model places urgency on repair work as work completed in the same fiscal year as the event occurs receives a higher Funding Assistance Rate (80% instead of the normal 60%).</p>

<b>Short description of proposed procurement plan:</b>	<p>This procurement plan presents an approach that is robust and transparent (auditable), ensures quality network and community outcomes, but alleviates the risk and time burden of disparate routine procurement processes following weather events.</p> <p>This procurement plan presents an option for a single annual procurement of contractors who will 'pre-qualify' to be eligible to complete weather event response works on Councils road network. Prospective contractors would be deemed eligible and sit on a 'pre-qualified' register with Council based on the provision and assessment of routine procurement evaluation information.</p> <p>To become pre-qualified with Council, contractors will be required to meet NZTAs criteria for road and bridge construction which is a national standard and provides Council with confidence in the contractor's relevant experience, relevant skills, track record and resources (normally considered procurement evaluation criteria). Contractors would present their eligibility information via an online Expression of Interest (EOI) that will remain live on the Government Electronic Tendering System (GETS) throughout the year. Keeping the EOI live throughout the year provides the ability for increased competition and new contractors to sign up and become pre-qualified during the year.</p> <p>When a weather event occurs, pre-qualified contractors will be invited to bid for the work by submitting only methodology and price information. This will greatly expedite the procurement process and enable work to begin much faster than running a full procurement following each event.</p> <p>There are currently 39 contractors throughout the country who are pre-qualified for Construction work and 21 contractors who are pre-qualified for bridge construction which are the 2 activities we would require. All of these contractors if they register would be able to tender for the work. Of these contractors the following are local to the Hawke's Bay – Downer, Fulton Hogan, Higgins, QRS Wairoa, and Russell Roads</p>
<b>Expected benefits:</b>	<p>The expected benefits to Council are:</p> <ul style="list-style-type: none"> <li>• Reduced internal resource to evaluate and conduct full procurement processes following each weather event</li> <li>• Reduced procurement costs</li> <li>• Quicker award of contracts</li> <li>• Increased likelihood of completing works within fiscal year and thereby receiving a higher NZTA subsidy</li> </ul> <p>The expected benefits to Community are:</p> <ul style="list-style-type: none"> <li>• Quicker repair of roads following weather events and a quicker return to normal expected levels of service</li> <li>• Reduced cost</li> </ul> <p>The expected benefits to contractors are:</p> <ul style="list-style-type: none"> <li>• Reduced procurement costs/burden</li> <li>• Greater confidence of future works</li> </ul>
<b>Dates:</b>	July 2020 to June 30 <sup>th</sup> 2021
<b>Contract type:</b>	NZS 3917:2013 Conditions of Contract for Building and Civil Engineering
<b>Engineers Estimate:</b>	As the extent of the damage cannot be determined until a weather event, this is not available and will differ depending on the size of the event or damage
<b>Budget Information:</b>	Unknown until the event

**B TYPE OF PROJECT/PURCHASE**

Supply of Goods	<input type="checkbox"/>
Asset purchase	<input type="checkbox"/>
Professional Advice/Consultants	<input type="checkbox"/>
Contractor Service	<input checked="" type="checkbox"/>
IT (If it is an IT Procurement you must consult with the IT Governance Board)	<input type="checkbox"/>
Other (provide details)	<input type="checkbox"/>

**C FINANCIAL CONSIDERATIONS**

New infrastructure assets to be part of the rural transportation network and maintained as part of existing maintenance arrangements with external maintenance contractors.

**D MARKET ANALYSIS**

As noted above there are a multitude of contractors qualified to complete the required works.

**E HEALTH & SAFETY**

Complete Health & Safety requirements as per the Health and Safety Act - 2015. All contractors will be Site Wise accredited to be on the pre-qualified list

**F PROCUREMENT METHODOLOGY**

Market Approach	Cross selection	Proposal Format	Cross selection
Multi-stage Tender	<input checked="" type="checkbox"/>	One envelope	<input type="checkbox"/>
Single-stage Tender	<input type="checkbox"/>	Two envelope	<input type="checkbox"/>
Market Approach	Cross selection	Tender Advertising	Cross selection
Open Tender	<input type="checkbox"/>	TenderLink	<input type="checkbox"/>
Invited/Closed Tender	<input type="checkbox"/>	GETS	<input checked="" type="checkbox"/>
Direct Engagement/Sole source	<input type="checkbox"/>	Other (Send Directly via EOI)	<input type="checkbox"/>

**G EVALUATION METHODOLOGY**

Contractors will be eligible to become pre-qualified with Council to then bid for network repair works following weather events. To become pre-qualified contractors must provide:

- Evidence of road construction competency to NZTAs criteria
- Evidence of bridge construction competency to NZTAs criteria
- Company health and safety information including site-wise accreditation
- Company sustainable procurement commitments and evidence

The above elements are pass/fail and are therefore not individually weighted. Contractors must present acceptable evidence of all of the above and must provide confidence of its currency at the time of bidding on any works. The above information will be provided to Council via the GETS portal and will be recorded and evaluated by an NZTA approved tender evaluator within Council.

Eligible (pre-qualified) contractors who bid on repair works following weather events will be evaluated based on a Price / Quality approach.

- Price weighted at 30% and Methodology weighted at 70%

Price and methodology information will be provided within a 2-week window following weather events via GETS and will be evaluated by an NZTA approved tender evaluator within Council.

**H TIMELINE**

Action	Date
Procurement Plan Approval:	August 2020
<b>Deadline for submission of Proposals (Closing Date):</b>	2 week turnaround on bids following weather events
Evaluation	As Required
Supplier selected & unsuccessful Suppliers notified:	As Required
Negotiation:	As required.
Contract Award:	As Required
Supplier debriefs:	As Required
Anticipated Contract start date:	As Required
Anticipated Contract end date:	As Required

**I CONTRACT**

- To be developed as events occur
- Stantec to provide Engineer and Engineers Representative role for the works

**J RISKS**

Key risks are:

- The potential of having a non-local contractor awarded the work thus taking dollars out of the region
- Although social procurement and community outcomes will be part of the methodology which will be evaluated there is a risk that this may not be realised due to expediency and the risk of increasing council costs by 20%
- Traffic management and vehicular access to properties – mitigated by thorough review of contractors TMP
- Unstable ground conditions– mitigated by contractor's temporary works measures during construction.
- Public relations with road users and adjacent property owners – mitigated by advisory letters to affected residents prior to the start of works giving the contact details of key project staff.
- Damage to services during excavation

Insurance will be required:

- Contract works insurance
- Public Liability
- Plant and motor vehicle insurance
- Fire

**K SUSTAINABILITY**

Sustainable Procurement:

Prospective contractors will need to provide evidence of existing sustainable procurement approaches that they have adopted and provide sustainable procurement commitments that they will keep if/when they are successful in winning work. Evidence and commitments can include employment of local workers, skills, training and development opportunities, equal employment opportunities, community enhancement or support initiatives and more.

Environmental Sustainability:

Existing materials will be recycled (existing backfill etc) where possible.

<b>L APPROVALS</b>					
Required Sign Offs	Project Manager	Budget Managers	Group Manager	Delegated Financial Authority Holder	IT Governance Group Only if there is an ICT component.
Check Budget Available		✓			
Procurement Plan Approved by		✓	✓		
Execution of contracts / variations				✓	

The reference table above is a guide to significant milestones in the procurement process and the recommended level of business approval required. If there is no IT component; this column can be ignored.

Version	Date	Description	Name	Role	Signature
1	17/07/20	Drafted by	Shawn McKinley	Land Transport Mgr	
1	17/07/20	Reviewed	Josh Lloyd	CID Group Manager	
1		Approved			

## **5.6 CHB WASTEWATER PROGRAMME - GOVERNANCE GROUP (TERMS OF REFERENCE)**

**File Number:** COU1- 1410

**Author:** Darren de Klerk, 3 Waters Programme Manager

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Wastewater Project Governance Group - Terms of Reference V2 [↓](#)

### **PURPOSE**

The matter for consideration by the Council is adopting the Wastewater project governance group (PGG) terms of reference to support the commitment to increase the level of detail and oversight of the wastewater programme of works.

### **RECOMMENDATION FOR CONSIDERATION**

**That having considered all matters raised in the report:**

- a) **That the Finance and Infrastructure Committee adopt the Wastewater project governance group terms of reference.**

### **EXECUTIVE SUMMARY**

To implement greater levels of management and oversight of the wastewater programme, Council officers recommend to implement a project governance group as per the attached terms of reference.

### **BACKGROUND**

Council officers as outlined in the last key project status report delivered to Finance and Infrastructure Committee recommended the need now that the programme is progressing, for greater oversight and monitoring.

A usual function to deliver this oversight is the formation of a Project Governance Group.

The Project Governance Group, are typically made up of senior leaders who can provide adequate oversight and represent a wide skill base to support project success.

### **DISCUSSION**

The scope and function of the PGG is to make non-financial decisions and recommend the provision of the necessary provide the resources required for the Central Hawke's Bay Wastewater Project to meet its objectives.

The PGG is not a consultation group, but rather a governing body with the authority to steer and make non-financial decisions in relation to the outcomes of the Central Hawke's Bay Wastewater Project.

The attached document sets out the Terms of Reference (TOR) for the Central Hawke's Bay Wastewater Project Governance Group (PGG). The PGG has responsibility for ensuring the Central Hawke's Bay Wastewater Project is successfully delivered on time and within budget, is executed according to the developed project documentation and achieves the Central Hawke's Bay Wastewater Project Objectives.

The PGG is also responsible for sound non-financial decision-making and for granting approvals and making recommendations to the Finance and Infrastructure Committee, and/ or full Council.

The membership of this PGG is made up and drawn from an appropriate decision-making internal council staff and elected members, and external expertise level, that have with the required capabilities, who are able to provide representation in the key areas.

## RISK ASSESSMENT AND MITIGATION

The implementation of a governance group, support risk mitigation, and provides a greater level of oversight and risk management.

## FOUR WELLBEINGS

The project governance group may challenge the project team to further consider the four wellbeing as appropriate during the project lifecycle.

## DELEGATIONS OR AUTHORITY

The project governance group is an added layer of oversight across the wastewater programme and reports to the

## SIGNIFICANCE AND ENGAGEMENT

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

## OPTIONS ANALYSIS

**Option One** to adopt the Wastewater project governance group terms of reference.

**Option Two** to reject the Wastewater project governance group terms of reference.

	<u><b>Option 1</b></u>	<u><b>Option 2</b></u>
	<b>To adopt the Wastewater project governance group terms of reference.</b>	<b>To reject the Wastewater project governance group terms of reference.</b>
<b>Financial and Operational Implications</b>	Some added time and cost, expected to provide oversight to mitigate and control risks.	Less cost and time, but risk of escalations not appropriately dealt with that could add greater time and cost.
<b>Long Term Plan and Annual Plan Implications</b>	None	None
<b>Promotion or Achievement of Community Outcomes</b>	None	None
<b>Statutory Requirements</b>	Supports good project management and governance and aligns with the NZ infrastructure commission guidance on project governance.	None – when project exceeds \$50m, Treasury recommends appropriate project governance.



<b>Consistency with Policies and Plans</b>	Aligned with Project Thrive durable infrastructure, smart growth and prosperous community outcomes	None
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### Recommended Option

This report recommends **Option One** to adopt the Wastewater project governance group terms of reference for addressing the matter.

### NEXT STEPS

To implement the project governance group, and arrange meetings accordingly.

### RECOMMENDATION

**That having considered all matters raised in the report:**

- a) **That the Finance and Infrastructure Committee adopt the Wastewater project governance group terms of reference.**





## 1. PURPOSE

This document sets out the Terms of Reference (TOR) for the Central Hawke's Bay Wastewater Project Governance Group (PGG). The PGG has responsibility for ensuring the Central Hawke's Bay Wastewater Project is successfully delivered on time and within budget, is executed according to the developed project documentation and achieves the Central Hawke's Bay Wastewater Project Objectives. The PGG is also responsible for sound non-financial decision-making and for granting approvals and making recommendations to the Finance and Infrastructure Committee, and/ or full Council.

## 2. OBJECTIVES

The role of this PGG is to:

- Ensure appropriate project management practices are in place;
- Make effective non-financial decisions that will ensure successful delivery of the Central Hawke's Bay Wastewater Programme and Project objectives;
- Make effective non-financial decisions and recommendations that ensure the expectations of the Chief Executive Officer, Finance and Infrastructure Committee and Council are met;
- Manage risks that are escalated from the Project Control Group
- Direct and recommend removal of roadblocks to ensure that commitments to timeframes and quality can be met;
- Ensure that sufficient resourcing is made available such that the project time, quality and cost objectives are met and the wellbeing of team members is protected;
- Ensure the Central Hawke's Bay Wastewater Project remains relevant, appropriate and viable throughout its lifecycle and if it isn't, then recommend that it is stopped; and
- Ensure the Central Hawke's Bay Wastewater Project is successfully delivered according to the Central Hawke's Bay Wastewater Project objectives, scope, time, quality and cost.

## 3. SCOPE AND FUNCTION

The scope and function of the PGG is to make non-financial decisions and recommend the provision of the necessary resources required for the Central Hawke's Bay Wastewater Project to meet its objectives.

The PGG is not a consultation group, but rather a governing body with the authority to steer and make non-financial decisions in relation to the outcomes of the Central Hawke's Bay Wastewater Project.

As appropriate, the Chair and Sponsor may review the membership composition to ensure the required expertise is represented on the PGG throughout the life of the project.

The Chair may invite experts to attend meetings to inform the PGG as required.



#### 4. CHAIRPERSON

The Chair of the PGG is the Central Hawke's Bay District Council – Chief Executive.

#### 5. MEMBERSHIP & VOTING RIGHTS

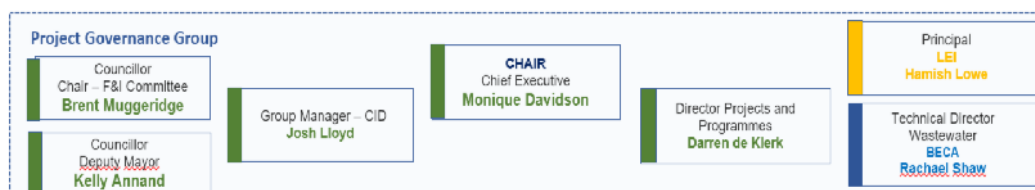
The membership of this PGG is made up of appropriate decision-making internal council staff and elected members, and external expertise that have the required capabilities to provide representation in the following key areas.

Name	Agency	Role	Specific Responsibility
<b>Monique Davidson</b> Chief Executive	CHBDC	Senior Responsible Owner (SRO)  Chair  Member	<ul style="list-style-type: none"> <li>Provides project and governance leadership. This includes optimising value, managing risk, ensuring timely delivery, meeting project performance requirements and determining remedial action if required.</li> <li>Ensures appropriate project assurance processes, such as Gateway reviews, are scheduled and responded to in a timely manner.</li> <li>Provides leadership on culture and values, directs required resources, upholds probity principles and manages relationships (stakeholders, governance group etc.).</li> <li>Relationship lead with Councillors, Central Government and other external partners</li> </ul>
<b>Josh Lloyd</b> Group Manager Infrastructure & Community Development	CHBDC	Member	<ul style="list-style-type: none"> <li>Provides project leadership, owns the business case and is responsible and accountable for the project's success. This includes optimising value, managing risk, ensuring timely delivery, meeting project performance requirements and determining remedial action if required.</li> <li>Ensures appropriate project assurance processes, such as Gateway reviews, are scheduled and responded to in a timely manner.</li> <li>Provides leadership on culture and values, obtains required resources, upholds probity principles and manages relationships (stakeholders, governance group etc.).</li> <li>Appropriately senior (for major infrastructure projects generally a Tier 2 manager) and reports directly to the Chief Executive. Has the authority to make decisions. Is the link between the organisation's senior executive body and the project.</li> </ul>
<b>Brent Muggeridge</b> Chair of Finance and Infrastructure Committee	CHBDC Councillor	Member	<ul style="list-style-type: none"> <li>Understands the investment context and supports the SRO to make required decisions. Can hold the SRO to account in fulfilling their role.</li> <li>Provides strategic direction, monitors the project and makes key decisions and/or recommendations to the SRO and responsible Councillors in accordance with the Terms of Reference and overall governance framework. The PGG approves and/or endorses a range of project documentation.</li> </ul>
<b>Kelly Annand</b> Deputy Mayor	CHBDC Councillor	Member	<ul style="list-style-type: none"> <li>Understands the investment context and supports the SRO to make required decisions. Can hold the SRO to account in fulfilling their role.</li> <li>Provides strategic direction, monitors the project and makes key decisions and/or recommendations to the SRO and responsible Councillors in accordance with the Terms of Reference and overall governance framework. The PGG approves and/or endorses a range of project documentation.</li> </ul>
<b>Darren de Klerk</b> Director Projects and Programmes	CHBDC	Project Director  Member	<ul style="list-style-type: none"> <li>Leads and manages the wider project team on a day-to-day basis reporting to the SRO or PGG. Responsible for supporting organisational change management, managing key relationships and keeping the project team motivated and supported.</li> <li>Responsible for preparation of all project documentation and prepares reporting to support the role of the SRO, the PGG, Executive Leadership, Councillors and Others as required. This includes developing and updating the project management plan,</li> </ul>

**#the BIG-  
Waste Water Story**



			<p>project schedule, risk registers via team reporting, probity requirements and project reporting.</p> <ul style="list-style-type: none"> <li>The project director also resolves planning and implementation issues, manages progress and budget, structures project delivery and provides specialist resources and skills necessary to deliver a project to an agreed scope, quality, schedule and budget.</li> <li>The project director needs to have well-developed project, risk, relationship and commercial management skills.</li> <li>Knowledge of government processes, procurement experience, infrastructure or construction industry experience and experience developing and negotiating contractual agreements is also required.</li> </ul>
<b>Hamish Lowe</b> Principal Environmental Scientist	LOWE Environmental Impact	Member	<ul style="list-style-type: none"> <li>Understands the investment context and supports the SRO to make required decisions. Can hold the SRO to account in fulfilling their role.</li> <li>Provides strategic direction, monitors the project and makes key decisions and/or recommendations to the SRO and responsible Councillors in accordance with the Terms of Reference and overall governance framework. The PGG approves and/or endorses a range of project documentation.</li> <li>Provides specialised skills and considerable experience in managing and undertaking small community wastewater planning, community engagement, resource consenting, land treatment of waste material and nutrient management.</li> </ul>
<b>Rachael Shaw</b> Technical Director Wastewater BECA	BECA	Member	<ul style="list-style-type: none"> <li>Understands the investment context and supports the SRO to make required decisions. Can hold the SRO to account in fulfilling their role.</li> <li>Provides strategic direction, monitors the project and makes key decisions and/or recommendations to the SRO and responsible Councillors in accordance with the Terms of Reference and overall governance framework. The PGG approves and/or endorses a range of project documentation.</li> <li>Provides specialised skills and considerable experience in wastewater treatment and management.</li> </ul>



#### Each PGG Member:

- has read and understood their PGG role description including the need to question project actions and make project decisions;
- is aware of their responsibilities under the delegated authority of the Central Hawke's Bay Wastewater Project;
- Has delegated authority from their own organisation to make decisions on behalf of that organisation and direct the assignment of adequate and appropriate resources from within their organisation, to the project as necessary
- is able to provide constructive input and advice to the Project Director of the Central Hawke's Bay Wastewater Project, and other relevant project leads;
- is aware of the project management approach;
- is able to actively assist with issue resolution and risk management;
- is committed to the Central Hawke's Bay Wastewater Project and understands the importance of their personal contribution to its success;
- is a champion for the Central Hawke's Bay Wastewater Project;





- is committed to prepare for and attend PGG meetings for the duration of their commitment to the Central Hawke's Bay Wastewater Project; and
- has accepted this PGG Terms of Reference.

## 6. APOLOGIES, SUBSTITUTES, QUORUM

Terms relating to apologies, substitutes and quorum requirements are as follows:

- apologies are advised to the Chair prior to the meeting as required;
- those formally acting in the member's substantive role can attend PGG meetings as a delegate with approval from the Chair and must be fully briefed by the member and have full authority to make decisions;
- a quorum of four members is required for decisions to be made and a representative from Central Hawke's Bay District Council must be included. If a representative from Central Hawke's Bay District Council is not available on the day then voting should occur via email to ensure Central Hawke's Bay District Council is included in any voting;
- if there are no decisions being sought, then the quorum is not applicable; and
- if decisions are not unanimous, escalation will be to the SRO, Chief Executive and F&I committee or Council as required

## 7. PROJECT GOVERNANCE GROUP MEETINGS

The PGG will operate according to these Terms of Reference. The Project Director is responsible for content provided to the PGG and arranging support for distributing the meeting packs to PGG members a minimum of two full working days before each meeting. Late papers are received at the discretion of the Chair.

The Project Manager or delegate is responsible for formally recording PGG discussions, decisions and actions and sending minutes to PGG members within three working days after the meeting. Urgent papers will be received at the discretion of the Chair.

Secretariat support will be provided to the PGG by the Project Team. This shall include:

- co-ordination and management of diary invites and meeting room bookings;
- compiling the agenda;
- collating and distributing papers for meetings, including ensuring papers meet deadlines;
- recording and distributing meeting minutes;
- monitoring performance of actions; and
- working with the Chair and Project Director in fulfilling their responsibilities.



#### **8. MEETING DATES / TIMES / VENUES**

The PGG will meet quarterly with additional meetings arranged as required by the Chair. The frequency and length of the meetings will be assessed by PGG members and amended by the Chair as required. All meetings are planned to be held at the Central Hawke's Bay District Council office's (Waipawa) or as otherwise agreed by the Chair and noted on the agenda.

#### **9. ADVISORS**

The PGG may appoint advisors to provide specialist advice on technical, policy, legal and/or institutional aspects of the Central Hawke's Bay Wastewater Project. Advisors will be chosen for their relevant expertise. The PGG will engage with advisors through attendance at PGG meetings or via email or telephone, as required.

#### **10. CONFLICT OF INTEREST**

Each PGG member and advisor must notify the PGG of any real or perceived conflict of interest that may affect their ability to fulfil their role impartially and effectively. The PGG will determine an appropriate course of action on a case by case basis and record it appropriately.

#### **11. REPORTING TO THE COUNCIL**

The Chief Executive will manage the relationship and provide guidance on the reporting and decisions required to go to council committees or full council.

The PGG will predominantly report to the Finance and Infrastructure (F&I) Committee as outlined within the delegations of the F&I committee. This will typically take the form of the Key Project Status Report.

For items outside of the delegations of the F&I committee, the PGG will report to full Council as required at the direction of the chair.

#### **12. ESCALATION AND APPROVALS**

Escalations resulting from the Central Hawke's Bay Wastewater Project PGG will be to the Chief Executive Office, then F&I committee, and finally to Full Council as required in accordance with the delegation's framework.

Approvals will be sought as per the Councils delegation framework.



### 13. ACCEPTANCE OF TERMS OF REFERENCE – PGG MEMBERS

Name	Position	Signature
<b>Monique Davidson</b> Chief Executive	Chair	
<b>Josh Lloyd</b> Group Manager Community Infrastructure & Development	Group Member	
<b>Brent Muggeridge</b> Chair of Finance and Infrastructure Committee	Group Member	
<b>Kelly Annand</b> Deputy Mayor	Group Member	
<b>Darren de Klerk</b> Director Projects and Programmes	Group Member	
<b>Hamish Lowe</b> Principal Lowe Environmental Impact	Group Member	
<b>Rachael Shaw</b> Technical Director - Wastewater BECA	Group Member	

### 14. REFERENCES/ SUPPORTING DOCUMENTATION

The following policies, or documents support the project and these terms of reference;

[Chief Executives Delegation Register](#)

[CHBDC Delegations Manual](#)

[Elected Member Priorities 2019-2022](#)

### 15. DOCUMENT REVISION HISTORY

This section tracks the document and revision history.

Version	Change Description	Approved By	Date
01	First Draft	Josh Lloyd	30/07/2020
02	Second Draft – Updated Chair	Monique Davidson	04/08/2020



## 5.7 KEY PROJECT STATUS REPORT - PORANGAHAU TO WIMBLEDON ROADS PGF PROGRAMME

**File Number:** COU1-1410

**Author:** Darren de Klerk, 3 Waters Programme Manager

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Key Project Status Report #2 PGF Programme (Porangahau to Wimbledon Road) [↓](#)

### PURPOSE

To add a level of oversight on this significant programme for CHBDC, this report aims to inform and keep council and the community updated on the progress of this important externally funded project.

### 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.

### BACKGROUND

In June 2019 Council received \$20.1M in Provincial Growth Funding from MBIE to upgrade bridges and structures on Route 52 (Waipukurau –Porangahau) to High Productivity Motor Vehicle (HPMV) standard.

An initial component of \$350,000 funding was drawn down to complete investigations. This work has been completed by Stantec with additional economic development inputs from Third Bearing.

A further \$950,000 was drawn down to achieve a forward work programme of quick wins for retaining walls on Porangahau road which were already identified as showing stress under normal loading, and therefore already known as a pre-cursor requirement to building route resilience for HPMV. This work has been procured and a ceremonial sod-turning event was undertaken late June 2020.

The remaining \$18.8M will be allocated to complete the remainder of the work identified in the investigations, this will be utilised for design and construction.

The report provides further detail on these proposed projects within the programme and stages of work.

### DISCUSSION

This report will provide regular information on the fixed objectives and dynamic progress of the PGF programme of works across Porangahau and Wimbledon Roads. The report also provides an introduction on background and contextual information on the PGF programme of works across Porangahau and Wimbledon Roads then becomes more detailed discussing programme and project progress and risk.

CHBDC through the PGF contract, has highlighted the following four stages of work;

**Stage One:** Bridge inspections and retaining structures, pavement and surfacing inspections, geometric and safety inspections

**Stage Two:** Quick Win construction, geotechnical investigations, topographical surveys, HPMV assessment, draft procurement plan/ strategy

**Stage Three:** Simple construction, detailed design and procurement plan/ strategy update

**Stage Four:** Procurement and Construction.

**The expected outcomes of the project align with the PGF objectives of;**

- Improving links between the district and major transport hubs and markets
- Safeguarding and expanding visitor and business access to and within the district;
- Improving connectivity and access to communities by providing a resilient route that is fit for purpose
- Increases investments in the region by improving business confidence to invest in the region; and
- Generates local employment and training opportunities through direct employment on the project and increased investments creating indirect jobs
- 

**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.

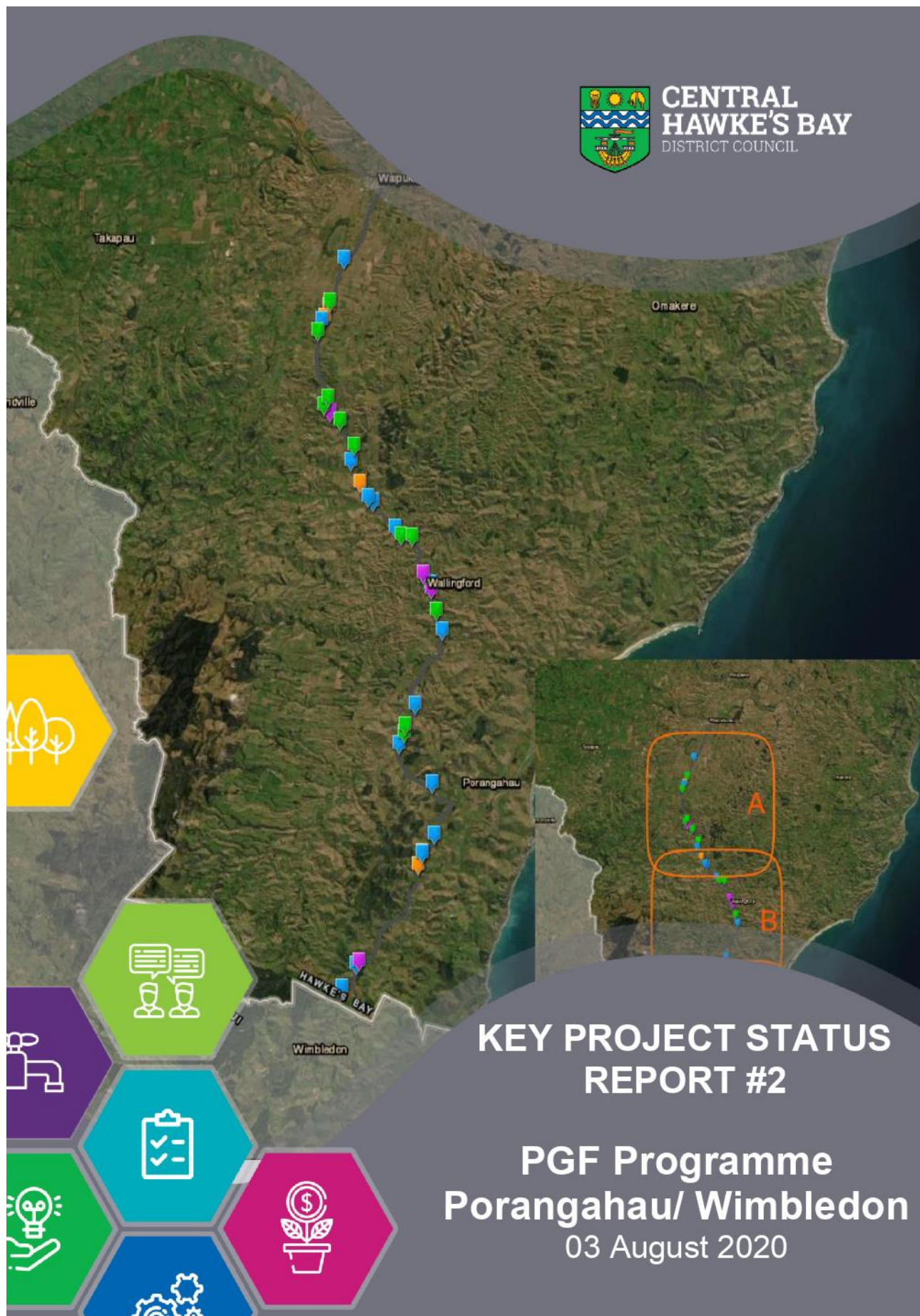
**NEXT STEPS**

Continued progress and delivery of the programme and sub projects within the programme of works as outlined within the key project status report.

Communicate the works completed to date, the project scope, and works ongoing across the programme – this will be supported by a visual interactive map which is in development.

**RECOMMENDATION**

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






Project Name	PGF Programme (Porangahau/ Wimbledon Roads)				
	Key Project Status Report				
Release Date	03/08/2020	Report #	Two	Range	June – July 2020
Introduction/ Background	In June 2019 Council received \$20.1M in Provincial Growth Funding from MBIE to upgrade bridges and structures on Route 52 (Waipukurau –Porangahau) to High Productivity Motor Vehicle (HPMV) standard.				
	An initial component of \$350,000 funding was drawn down to complete investigations. This work has been completed by Stantec with additional economic development inputs from Third Bearing.				
	A further \$950,000 was drawn down to achieve a forward work programme of quick wins for retaining walls on Porangahau road which were already identified as showing stress under normal loading, and therefore already known as a pre-cursor requirement to building route resilience for HPMV. This work has been procured and a ceremonial sod-turning event was undertaken late June 2020.				
Project Stages	The remaining \$18.8M will be allocated to complete the remainder of the work identified in the investigations, this will be utilised for design and construction.				
	<b>Stage One:</b> Bridge inspections and retaining structures, pavement and surfacing inspections, geometric and safety inspections				
	<b>Stage Two:</b> Quick Win construction, geotechnical investigations, topographical surveys, HPMV assessment, draft procurement plan/ strategy				
Project Outcomes	<b>Stage Three:</b> Simple construction, detailed design and procurement plan/ strategy update				
	<b>Stage Four:</b> Procurement and Construction				
	<b>The expected outcomes of the project align with the PGF objectives of;</b> <ul style="list-style-type: none"><li>• Improving links between the district and major transport hubs and markets</li><li>• Safeguarding and expanding visitor and business access to and within the district;</li><li>• Improving connectivity and access to communities by providing a resilient route that is fit for purpose</li><li>• Increases investments in the region by improving business confidence to invest in the region; and</li><li>• Generates local employment and training opportunities through direct employment on the project and increased investments creating indirect jobs</li></ul>				
Report/ Document History					
Report No.	Report Date	Report Frequency	Project Sponsor	Project Manager	
1	18/06/2020	Quarterly	Josh Lloyd	Craig Ireson/ Shawn McKinley	
2	03/08/2020	Quarterly	Josh Lloyd	Darren de Klerk	





### Sponsor's Project Delivery Confidence Assessment

 Appears Highly Likely	 Appears Probable	 Appears Feasible	 Appears In Doubt	 Appears Unachievable
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#### PURPOSE

This report will provide regular information on the fixed objectives and dynamic progress of the PGF programme of works across Porangahau and Wimbledon Roads.

The report provides an introduction as well as background and contextual information on the PGF programme of works across Porangahau and Wimbledon Roads then becomes more detailed discussing programme and project progress and risk.

#### PROJECT MANAGER's OVERVIEW FOR THE PERIOD (JUNE – JULY 2020)

A new project manager was appointed to the programme on the 1<sup>st</sup> July 2020. This has seen the month of July spent understanding the progress to date and analysing the progress and where additional robust updating or processing needs to be implemented.

Initial steps implemented have been greater focus on weekly project meetings and utilising an action register to manage the many actions across the programme, transitioning into a monthly project control team and ultimately to a quarterly project governance group, who are the step before the finance and infrastructure updates which also occur quarterly.

Focus has also been spent on building a timeline to understand and attempt to smooth the programme to plan to successfully deliver the programme by 30 June 2022.

Integral to delivering the programme is to keep momentum on the flow of designs to enable physical works, and CHBDC is working closely with Stantec to carry out any outstanding investigations and progress designs. To further support this delivery, CHBDC is working with Stantec to create a procurement strategy to outline the approach to delivering the programme – this will be brought to Council for approval in September 2020. But, prior to this CHBDC and Stantec will be holding a contractor workshop and one on one meetings with contractors to better understand the workload of the market and ability to deliver, these are planned during August 2020 and will inform the procurement strategy.

A heightened focus will be placed on the ability for the market to deliver on broader sustainable outcomes for the district and the region through this procurement opportunity, and we will see this introduced into our new contracts, starting with the Stantec engagement and the tender C-1077 for an AWPT piece of work that is out currently, where 10% has been set aside to understand the maturity and offerings our contractors may be able to place on this.

For the actual programmes of work, the project team are currently defining the packages of work, and these are looking to be grouped as;

1. Flaxmill Inundation Improvement Package
2. Geotechnical Improvements
3. Bridge to HPMV Improvement
4. Others – Safety and Value add activities

The key to defining what is able to be delivered in each package is constantly linking back to the objectives of the project and the key outcomes of our contract.

A key component to define over the next period will be to investigate the opportunity and collaborative partnership CHBDC could form with HBRC in particular around the Flaxmill project and the surrounding wetland opportunity that could boost the level of service improvements – whilst CHBDC define the level of service it wishes to realise on the Flaxmill project.



### Overall Confidence Assessment

Key Questions Impacting on Project Objectives		No	Yes	
1	Are there <b>Business Case Benefit</b> attainment problems?	✓	<input type="checkbox"/>	As we complete the investigation and settle on a solution for the programmes – building the design and construction component for each package has some risk to ensure that it aligns with the contract and original business case
2	Are there <b>Scope Control</b> problems?	✓	<input type="checkbox"/>	Options have been identified and will be refined as we understand more, and refine the programme further.
3	Will Target <b>Dates</b> be missed?	✓	<input type="checkbox"/>	Currently on track to deliver each package to agreed timeframes. Some slight delays to sub deliverables due to COVID delays – these are outlined in the July 2020 MBIE report.
4	Will <b>Project Costs</b> be overrun?	✓	<input type="checkbox"/>	Currently project costs are being developed. General funding is a risk, but can be managed by increasing or decreasing the scope accordingly, and the projects that we can deliver for the programme.
5	Are there <b>Quality</b> problems?	✓	<input type="checkbox"/>	None at present
6	Are there <b>Resource</b> problems?	✓	<input type="checkbox"/>	Internal resourcing is tight and stretched to deliver the packages of upgrades – but we continue to make good progress and look to resource up through the implementation of a PMO.
7	Are there <b>Risk Management</b> problems?	✓	<input type="checkbox"/>	Risk workshops are planned and registers developed for each project to highlight and allow mitigation to be implemented.
8	Are there <b>Review and Approval</b> problems?	✓	<input type="checkbox"/>	The process for internal review is being defined, and approval is working well.
9	Are there <b>Teamwork</b> problems?	✓	<input type="checkbox"/>	None present – clear roles across operational and capital overlaps are being defined.
10	Are there <b>Stakeholder</b> problems?	✓	<input type="checkbox"/>	Community meetings are progressing for each project at milestones and information progresses
11	Are there <b>Iwi</b> issues?	✓	<input type="checkbox"/>	Iwi engagement is ongoing, and we would benefit from additional assistance in this area
12	Are there <b>Communication</b> problems?	✓	<input type="checkbox"/>	None present – Resourcing limitations with the LTP Pre-Engagement, but recruitment is occurring here, and a plan is being written.
13	Are there <b>Change Management</b> problems?	✓	<input type="checkbox"/>	None present
14	Are there <b>Health &amp; Safety</b> issues?	✓	<input type="checkbox"/>	None present
15	Are there <b>Operational</b> issues?	✓	<input type="checkbox"/>	Through some good processes, we are currently working on developing a guideline for managing overlapping duties to be resolved timely, and ensure all parties are aware of the process to manage such works.



## Progress Summary - Achievements/Activities since last status report

### Stage 1:

Bridge inspections and retaining structures, pavement and resurfacing inspections, geometric and safety inspections.

- Complete.

### Stage 2:

Quick-Wins construction, geotechnical investigations, topographical surveys, HPMV assessments, procurement plan draft.

- Update on CON1075: Construction of two retaining walls progressing well. One site encountered adverse ground conditions requiring an amendment to the construction methodology. Only minor impact to programme or cost.
- Update on CON1076: Construction of one of the two retaining walls underway and progressing well.
- Update on CON1077: Final update made to the social procurement following workshop. Going to market early August.
- Flaxmill Inundation Remedial Project: Landowner/Stakeholder meeting held early July to gain local knowledge of flooding issues and present draft options for remediation. Options report with preferred option completed to take through Council approval process.
- HPMV Bridge Evaluations and Assessment Review ongoing – Geotech investigations to form detailed design and hydrology assessments are being planned for August commencement.
- Retaining Walls – Scoping report completed identifying highest risks to route and priorities for taking to design phase. Geotech investigations are planned for commencement in August.
- Procurement: Collaborative Social Procurement discussion with Hastings District Council held 17 July 2020 with a view to making collective regional improvements. Draft Procurement Strategy is underway. Planned for presentation and approval at Council 31<sup>st</sup> August 2020. EOI issued on 29 July 2020 to contractors with a view to holding an ECI Procurement Workshop 17 August. This will inform the final procurement plan and allow local Contractors to have had input to how they can input to the fast-tracked programme and achieve successful outcomes. Particular focus is to be given to increased Social & Sustainable Procurement.
- Communications and Consultation
  - Social and sustainable procurement strategy underway for input into procurement strategy.
  - ARCGIS mapping of all project locations underway.
  - Landowner/Stakeholder community meeting
  - Cultural Impact Assessment to be carried out by local Cultural Consultant.
- Consenting
  - High level consenting review completed for project, indicating no significant risks to delivery.

### Stage 3:

Simple construction, detailed design, procurement plan update

- C-1077
- Procurement Strategy in draft, to be completed by end of August 2020
- ROI released for wider works package (see appendices)

### Stage 4:

Procurement and construction

- No activity to date.



### Issues/ Risks - since the last status report

The following risks have been highlighted on the programme to date;

Risk	L	C	Rating	Mitigation action	Responsible
Market capacity			Medium	Planning with the market, listening and adjusting procurement approach	CHBDC / Stantec
Cost risks			Medium	Ongoing management, and ability to refine scope accordingly	CHBDC
Project Outcomes			High	Ongoing management, control and community check ins to determine delivery against outcomes	CHBDC
Road/ asset condition found when excavating			High	Planning, building contingency	Stantec/ CHBDC

### Key Activities to be started/completed or in progress over the next Quarter

- Contract 1077 tendering for Area Wide Pavement Treatment project.
  - Expect work to commence on site at the end of Sep 2020
- Flaxmill Inundation Remedial Project detailed investigation, modelling and design commencement (Q3)
- Commencement of investigations and design for remedial works on Bridge Strengthening.
- Geotechnical Investigations for Retaining Wall Strengthening Package.
- Procurement Strategy for the programme and project specific Procurement Plans for each project package, planned to cover all remaining works through to project end. This will include a workshop during August with contractor organisations.
- Forward works programme refinement covering the remainder of all works, along with budget spend projections.
- Ongoing communication with iwi, landowners, community and other stakeholders
- Ongoing communication and delivery opportunities with HBRC

### PROGRAMME FINANCIAL UPDATE

Financial management of these projects requires creation internally of a project specific ID for each project. This allows for management of costs and understanding of progress against budget – these will be linked back to the relevant General Ledger (GL) codes that NZTA and Land Transport are familiar with.

Key Project Statistics	Budget	Actuals	Comments
<b>Investigations</b> <ul style="list-style-type: none"> <li>Bridge Inspections</li> <li>Pavement Inspections</li> <li>Geometric and Safety Investigations</li> </ul>	350,000	348,759	Works complete
<b>Quick Win Design/ Construction</b> <ul style="list-style-type: none"> <li>Retaining Walls (C-1075 Downer)</li> <li>Retaining Walls (C-1076 Russell Roads)</li> </ul>	1,300,000	255,436	Design complete, construction underway across both contracts
<b>Simple Design/ Construction</b> <ul style="list-style-type: none"> <li>AWPT (C-1077 – to be tendered)</li> <li>Design/ Planning for Programme</li> </ul>	1,000,000	114,794	Design complete, procurement underway Further investigations underway
<b>Complex Design/ Construction</b> <ul style="list-style-type: none"> <li>Retaining Wall Package</li> <li>Bridges to HPMV Improvement Package</li> <li>Flaxmill Improvement Package</li> </ul>	17,400,000	355,700	Planning underway Design underway
<b>Other Additions</b> <ul style="list-style-type: none"> <li>Longest Place Name</li> <li>Wetland Opportunities</li> </ul>	50,000	-	Basic design underway, to be used for future funding applications
<b>TOTALS</b>	<b>20,100,000</b>	<b>1,074,689</b>	





### PROGRAMME SPONSORS CONFIDENCE

Overall confidence remains high, with attention required constantly by the programme team to deliver on outcomes. There remains potential for issues/ risks to arise and some delays may be probable. Risks will be addressed through the project, and monitored through the project lifecycle. Funding and community engagement remain the highest risks currently.

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

### WEBPAGE FOR REGULAR UPDATES

<https://www.chbdc.govt.nz/our-district/projects/route-52-porangahau-and-wimbledon-road-upgrade/>

### PROJECT OPENING – JUNE 2020

On the 25<sup>th</sup> June 2020 – the programme of work was formally opened : <https://www.chbdc.govt.nz/our-council/news/article/668/combined-launch-event-showcases-central-hawkes-bays-commitment-to-economic-recovery->



### LANDOWNER AND IWI MEETING – JULY 2020

An hui was held at Rongomaraeroa on the 6<sup>th</sup> July 20 and a landowner meeting was held on the 8<sup>th</sup> July 20.





**C-1075 RETAINING WALLS (DOWNER) – PORANGAHAU ROAD**

Photos taken from inspection on 13-07-2020 and 24-07-2020



Mud cleared – Location of tree at Site 2

MR2 Anchor drilled &amp; driven at Site 2



**C-1076 RETAINING WALLS (RUSSELL ROADS) – PORANGAHAU/ WIMBLEDON ROAD**

Photos taken at site inspection on 27-07-20

**APPENDICES (AVAILABLE ON REQUEST)**

**Appendix 1:** PWPFG - CHBDC Bridge HPMV Assessment Review

**Appendix 2:** Registration of Interest - Resilience and Strengthening Works Route 52 - Porangahau and Wimbledon Roads

**Appendix 3:** Flaxmill Improvement Project – Options Report (Draft)

**Appendix 4:** July 2020 PGF/ MBIE Monthly Update Report

**Appendix 5:** 08 July 2020 Landowners Meeting Minutes

**6 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>6.1 - Water and Tradewaste Rates Remission due to water leak.</b>	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	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
<b>6.2 - Procurement Plan - PGF Programme (Design and Investigations).</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  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
<b>6.3 - Strategic Property Matters</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**7 DATE OF NEXT MEETING****RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council be held on 8 October 2020.

**8 KARAKIA****9 TIME OF CLOSURE**