



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Council Meeting Agenda

Thursday, 8 April 2021

9.00am

Council Chamber, 28-32 Ruataniwha
Street, Waipawa

Together we Thrive! E ora ngātahi ana!

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- 1 **KARAKIA**
- 2 **APOLOGIES**
- 3 **DECLARATIONS OF CONFLICTS OF INTEREST**
- 4 **STANDING ORDERS**

RECOMMENDATION

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

21.2 Time limits on speakers

21.5 Members may speak only once

21.6 Limits on number of speakers

And that Option C under section 22 *General Procedures for Speaking and Moving Motions* be used for the meeting.

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

- 5 **CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 11 February 2021

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 11 February 2021 as circulated, be confirmed as true and correct.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 11 FEBRUARY 2021 AT 9.00AM**

PRESENT: Mayor Alex Walker
Deputy Mayor Kelly Annand
Cr Brent Muggeridge
Cr Tim Aitken
Cr Gerard Minehan
Kaiārahi Matua Roger Maaka
Cr Jerry Greer
Cr Kate Taylor
Cr Exham Wichman
Cr Pip Burne

IN ATTENDANCE: Nicola Bousfield (People and Capablility Manager)
Monique Davidson (Chief Executive)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Lisa Harrison (Customer Experience and Relationships Manager)
Kim Parker (Communications and Engagement Manager)

1. 1 KARAKIA

Lead by Councillor Aitken

2. 2 APOLOGIES

Noted Councillor Exham will be leaving the meeting at 1.00pm for a period of time.

Noted Councillor Aitken will be leaving the meeting at 3.45pm.

3. 3 DECLARATIONS OF CONFLICTS OF INTEREST

Item 7.2 - Councillor Burne wished for it to be noted she has a potential Conflict of Interest with regards to her work with a trade waste client.

4. 4 STANDING ORDERS

RESOLVED: 21.1

Moved: Cr Gerard Minehan
Seconded: Cr Exham Wichman

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

21.2 Time limits on speakers

21.5 Members may speak only once

21.6 Limits on number of speakers

And that Option C under section 22 General procedures for speaking and moving motions be used for the meeting.

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

.CARRIED

5. 5 CONFIRMATION OF MINUTES**RESOLVED: 21.2**

Moved: Cr Brent Muggeridge

Seconded: Cr Tim Aitken

That the minutes of the Ordinary Council Meeting held on 18 November 2020 as circulated, be confirmed as true and correct.

CARRIED

6 REPORTS FROM COMMITTEES**6.1 MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING HELD ON 12 NOVEMBER 2020****RESOLVED: 21.3**

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

That the minutes of the meeting of the Risk and Assurance Committee held on 12 November 2020 be received.

CARRIED

6.2 MINUTES OF THE FINANCE AND INFRASTRUCTURE COMMITTEE MEETING HELD ON 8 OCTOBER 2020**RESOLVED: 21.4**

Moved: Cr Brent Muggeridge

Seconded: Cr Jerry Greer

That the minutes of the meeting of the Finance and Infrastructure Committee held on 8 October 2020 be received.

CARRIED

6.3 MINUTES OF THE STRATEGY AND WELLBEING COMMITTEE MEETING HELD ON 22 OCTOBER 2020**RESOLVED: 21.5**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Kate Taylor

That the minutes of the meeting of the Strategy and Wellbeing Committee held on 22 October 2020 be received.

CARRIED

7 REPORT SECTION**7.1 ADOPTION OF LONG TERM PLAN 2021 - 2031 CONSULTATION DOCUMENT AND SUPPORTING INFORMATION AND POLICIES FOR CONSULTATION****PURPOSE**

The matter for consideration by the Council is the approval of the 2021 – 2031 Long Term Plan Consultation Document and Supporting Information and Policies for Community Consultation.

That having considered all matters raised in the report:

RESOLVED: 21.6

Moved: Cr Tim Aitken

Seconded: Cr Kate Taylor

- a) **That Council note the audit opinion and management report received from Auditors, Ernst Young**

.CARRIED

RESOLVED: 21.7

Moved: Cr Brent Muggeridge

Seconded: Cr Pip Burne

- b) **That Council adopt the Draft Development Contribution Policy, Revenue and Financing Policy, Finance Strategy, Infrastructure Strategy, Debt and Treasury Management Policy, Significance and Engagement Policy and Fees and Charges Schedule contained in the supporting information to support the consultation process in accordance with section 93G of the Local Government Act 2002.**

CARRIED

RESOLVED: 21.8

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

- c) **That Council adopt the supporting Information for the 2021-31 Long Term Plan to support the consultation process in accordance with section 93G of the Local Government Act 2002.**

CARRIED

RESOLVED: 21.9

Moved: Cr Brent Muggeridge

Seconded: Deputy Mayor Kelly Annand

- d) **That Council endorses Challenge One for consultation: Planning for Wastewater Upgrades and its preferred option to upgrade plants and remove discharges to rivers over 15 years.**

CARRIED

RESOLVED: 21.10

Moved: Cr Tim Aitken

Seconded: Cr Brent Muggeridge

- e) **That Council endorses Challenge Two for consultation: How we fund the**

replacement of our assets and its preferred option to deliver a step change in the delivery of our renewals and upgrades by debt funding instead of rate funding in the first five years of the Long Term Plan 2021 – 2031.

CARRIED

RESOLVED: 21.11

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Kate Taylor

- f) That Council endorses Challenge Three for consultation: Creating a Waste Free CHB which proposes changes to recycling and rubbish services presenting some trade off decisions for community.**

CARRIED

RESOLVED: 21.12

Moved: Cr Tim Aitken

Seconded: Cr Pip Burne

- g) That Council endorses Challenge Four for consultation: Paying for the growth we are experiencing which proposes a change to the current Development Contributions Policy to ensure that the 100% of growth related costs are funded via Development Contributions.**

CARRIED

RESOLVED: 21.13

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

- h) That Council adopt the Consultation Document for the 2021-31 Long Term Plan to support the consultation process in accordance with section 93G of the Local Government Act 2002**

.CARRIED

RESOLVED: 21.14

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

- i) That Council gives delegations to the Chief Executive to make any final edits to the Long Term Plan 2021 – 2031 Consultation Document and Supporting Information ahead of formal publication.**

CARRIED

Chief Executive Monique Davidson presented the report.

EY Auditors David Borrie and Kieron Wright joined the meeting via zoom and gave an executive summary of their findings.

7.2 THREE WATERS BYLAW - ADOPTION OF DRAFT BYLAWS AND STATEMENT OF PROPOSAL FOR CONSULTATION

PURPOSE

The matter for consideration by the Council is to consider adopting the three waters draft bylaws and statement of proposal for consultation as part of the Long Term Plan engagement in March 2021.

RESOLVED: 21.15

Moved: Cr Gerard Minehan

Seconded: Deputy Mayor Kelly Annand

That having considered all matters raised in the report:

- a) **That Council adopt the Draft Stormwater Bylaw, Draft Water Supply Bylaw, Draft Wastewater Bylaw and Draft Tradewaste bylaws, and Statement of Proposal for consultation in March 2021 alongside the Long Term Plan 2021 – 2031 consultation.**
CARRIED

Mr de Klerk presented the report.

7.3 REGIONAL ECONOMIC DEVELOPMENT REVIEW - SECTION 17A REVIEW

PURPOSE

This item presents the findings and recommendations of the *Review of Local Government Investment in Business and Industry Support across the Hawke's Bay Region* undertaken by the Giblin Group for the five Hawke's Bay councils. A briefing on the preliminary findings of the review was provided by the Giblin Group to Council in a workshop in late 2020.

RESOLVED: 21.16

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Tim Aitken

That having considered all matters raised in the report:

- a) **That Council receive the Section17a Review Economic Development Report, prepared in accordance with the requirements of the Section17a of the Local Government Act 2002.**
- b) **That Council receive the report titled Review of Local Government Investment in Business and Industry Support Across the Hawke's Bay Region.**
- c) **That Council endorse participation in the second stage of the review process with a more detailed investigation of the recommendations set out in the Giblin Group report.**
- d) **That Council endorses engagement with Treaty Partners and other regional stakeholders on the opportunity to create an enduring Economic Development Delivery Platform with the appropriate scale and mandate to better guide and direct economic development activity to priority areas and issues.**
- e) **That Council support the opportunity to embed a partnership with Māori in the new Economic Development Delivery Platform.**
- f) **That this Council endorses the five Councils' commitment to keeping the Hawke's Bay Business Hub open.**

CARRIED

Mrs Davidson presented the report.

Gus Charteris from Giblin Group and Toni Goodlass, HB Lass Programme Manager joined the meeting via zoom to give an executive summary of the findings.

7.4 ADOPTION OF GOVERNANCE STATEMENT AND ASSOCIATED DOCUMENTATION PURPOSE

The purpose of this report is for Council to consider the adoption of the Governance Statement 2019-2021, Committee Terms of Reference and Council and Community Representation schedule, following the election of Councillor Pip Burne.

RESOLVED: 21.17

Moved: Cr Brent Muggeridge

Seconded: Cr Pip Burne

That having considered all matters raised in the report:

- a) **That the amended Central Hawke's Bay District Council Governance Statement 2019-2022 be adopted.**
- b) **That the amended Council and Committee Terms of Reference be adopted.**
- c) **That the amended Council and Community Representation schedule be adopted.**

CARRIED

Mrs Davidson presented the report.

7.5 REGIONAL LAND TRANSPORT PLAN - UPDATE PURPOSE

The purpose of this report is to provide council with an update on progress being made on the 2021 Hawke's Bay Regional Land Transport Plan. The Regional Land Transport Plan is soon to be consulted upon with the wider Hawke's Bay community and this report serves in part to inform Council on how it may contribute further to that process.

RESOLVED: 21.18

Moved: Cr Tim Aitken

Seconded: Deputy Mayor Kelly Annand

- a) **That, having considered all matters raised in the report, the report be noted.**
- b) **That Council gives delegations to Councillor Kate Taylor, Mayor Alex Walker and the Chief Executive to prepare a submission on behalf of Central Hawke's Bay District Council.**

CARRIED

Mr Lloyd presented the report.

7.6 QUARTERLY NON-FINANCIAL PERFORMANCE REPORT JULY - DECEMBER 2020**PURPOSE**

The purpose of this report is to present to Council the Quarterly non-financial performance report for the period 1 July – 31 December 2020.

RESOLVED: 21.19

Moved: Cr Kate Taylor

Seconded: Cr Gerard Minehan

That having considered all matters raised in the report:

That the Quarterly Non-Financial Performance Report 1 October—31 December 2020 be received

.CARRIED

Mr Chamberlain presented the report.

7.7 HALF YEAR FINANCIAL REPORTING TO DECEMBER 2020**PURPOSE**

The purpose of this report is to provide the Committee with a summary of Council's financial performance and highlight the key financials for the first half of 2020/21 financial year.

MOTION

Moved: Cr Gerard Minehan

Seconded: Cr Exham Wichman

That, having considered all matters raised in the report, the report on Council's second quarter financial performance for the 2020/21 financial year be noted.

Mr Chamberlain presented the report.

7.8 RESOLUTION MONITORING REPORT**SIGNIFICANCE AND ENGAGEMENT****MOTION**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Kate Taylor

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

Mrs Davidson presented the report.

8 MAYOR AND COUNCILLOR REPORTS

8.1 MAYOR'S REPORT FOR OCTOBER-NOVEMBER 2020

EXECUTIVE SUMMARY

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

MOTION

Moved: Mayor Alex Walker

Seconded: Cr Pip Burne

That the Mayor's report for December 2020 – January 2021 be received.

8.2 STRATEGY AND WELLBEING COMMITTEE CHAIR REPORT

PURPOSE

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

MOTION

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Gerard Minehan

That the Strategy and Wellbeing Committee Chair Report for December 2020 – January 2021 be received.

8.3 RUATANIWHA WARD REPORT

PURPOSE

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

MOTION

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Gerard Minehan

That the Ruataniwha Ward Report for December 2020 – January 2021 be received.

9 CHIEF EXECUTIVE REPORT

9.1 ORGANISATION PERFORMANCE AND ACTIVITY REPORT DECEMBER 2020 - JANUARY 2021

PURPOSE

The purpose of this report is to present to Council the organisation report for December 2020 – January 2021.

RESOLVED: 21.20

Moved: Cr Jerry Greer
 Seconded: Cr Brent Muggeridge

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

CARRIED

Mrs Davidson presented the report.

PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED: 21.21

Moved: Cr Kate Taylor
 Seconded: Cr Pip Burne

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
1.1 - Public Excluded Minutes - 18th November 2020	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority 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
1.2 - Public Excluded Minutes - Risk and Assurance Committee 12th November 2020	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority s7(2)(i) - the withholding of the	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

	information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
10.3 - District Plan Committee Minutes	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.4 - Resolution Monitoring Report - Public Excluded	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.5 - District Plan Key Project Status Report - January 2021	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The Council moved into the public excluded forum at 2.00 pm.

6. DATE OF NEXT MEETING

RESOLVED: 21.22

Moved: Cr Kate Taylor

Seconded: Cr Gerard Minehan

THAT the next meeting of the Central Hawke's Bay District Council be held on 8 April 2021.

CARRIED

7. 12 TIME OF CLOSURE

The Meeting closed at 2.22pm.

The minutes of this meeting were confirmed at the Council Meeting held on 8 April 2021.

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CHAIRPERSON

6 REPORTS FROM COMMITTEES

6.1 MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING HELD ON 31 MARCH 2021

File Number:

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments:

RECOMMENDATION

1. That the minutes of the meeting of the Risk and Assurance Committee held on 31 March 2021 be received.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON WEDNESDAY, 31 MARCH 2021 AT 9.00AM**

PRESENT: Mayor Alex Walker
Cr Tim Aitken
Cr Gerard Minehan (zoom)
Cr Brent Muggeridge (zoom)
Cr Jerry Greer
Cr Neil Bain (Chair)

IN ATTENDANCE: Brent Chamberlain (CFO)
Monique Davidson (CEO)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (Group Manager, People and Business Enablement)

1 APOLOGIES

Nil

2 DECLARATIONS OF CONFLICTS OF INTEREST

Nil

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

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken
Seconded: Cr Jerry Greer

That the minutes of the Risk and Assurance Committee Meeting held on 12 November 2020 as circulated, be confirmed as true and correct.

CARRIED

5 REPORT SECTION

6.1 COMMITTEE RESOLUTION MONITORING REPORT

PURPOSE

The purpose of this report is to present to the Committee the Risk and Assurance Committee Resolution Monitoring Report. This report seeks to ensure the Committee has visibility over work that is progressing, following resolutions made by the Committee.

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker
Seconded: Cr Jerry Greer

RECOMMENDATION

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

CARRIED

Mrs Davidson presented this report

6.2 RISK AND ASSURANCE WORK PROGRAMME MONITORING REPORT

PURPOSE

The purpose of this report is for the Risk and Assurance Committee to receive a progress update on the Risk & Assurance Committee Work Programme.

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken
Seconded: Cr Jerry Greer

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

CARRIED

Mrs Davidson presented this report

At 9:42 am, Mayor Alex Walker left the meeting.

6.3 RISK STATUS REPORT

PURPOSE

The purpose of this paper is to report to the Risk and Assurance Committee (the Committee) on Council's risk landscape, risk management work in progress and to continue a discussion with the Committee about risk.

COMMITTEE RESOLUTION

Moved: Cr Jerry Greer

Seconded: Cr Tim Aitken

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

CARRIED

Mrs Bousfield presented this report on behalf of Mr Lloyd. Chair Neil Bain noted a great quality report.

Bevan Johnston entered the meeting via zoom at 9:42

At 9:46 am, Mayor Alex Walker returned to the meeting.

6.4 HEALTH AND SAFETY UPDATE REPORT

PURPOSE

To provide the Committee with health, safety and wellbeing information and insight up to the end of mid-March 2021 and to update the Committee on key health and safety critical risks and initiatives.

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr Gerard Minehan

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

CARRIED

Mrs Bousfield presented this report

Mr Bevan Johnston left the zoom meeting at 10.00am

6.5 AUDIT FINDINGS MONITORING REPORT

PURPOSE

The purpose of this report is to track and update the committee on audit recommendations from recent audits.

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Mayor Alex Walker

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

CARRIED

Mr Chamberlain presented this report

6.6 REVIEW OF ELECTED MEMBER REMUNERATION AND EXPENSES POLICY

PURPOSE

The matter for consideration by the Council is the adoption of the updated Elected Member Remuneration and Expenses Policy

AMENDMENT

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

The committee requested the following amendments be made to the policy:

That (a) read - (a) That all gifts received by councillors in excess of \$50 to be recorded in the gift register.

(a) That added third bullet point – Return gift to provider.

(b) That Councillors are encouraged to use their discretion as to whether gifts under the value of \$50.00 should be declared on the gift register

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr Brent Muggerridge

That having considered all matters raised in the report:

a) That the report be received.

b) That the Committee endorse and recommend to Council they adopt the proposed amendments to the Elected Member Remuneration and Expenses Policy” to include additional paragraphs on Receipt of Gifts.

CARRIED

Mr Chamberlain presented this report

6.7 TREASURY MANAGEMENT MONITORING REPORT

PURPOSE

The purpose of this report is to provide an update on Treasury Management and Policy Compliance.

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Mayor Alex Walker

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

CARRIED

Mr Chamberlain presented this report

6.8 LONG TERM PLAN 2021-2031 RISK MITIGATION

PURPOSE

This report is presented to the Risk and Assurance Committee to consider the risks associated with the Long Term Plan 2021-2031, and associated budget and policy position of Council.

AMENDMENT

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

- (a) That the Risk and Assurance Committee request that independent Treasury advice be attained prior to the review of the debt and treasury management policy in 2022, and that management use discretion in obtaining independent advice in advance of any significant draw down prior to that review.
- (b) That risk an assurance committee recommend to council that the debt and treasury management policy be reviewed prior to the 2022-23 annual plan process.

RECOMMENDATION

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

Mr Chamberlain presented this report

At 11:32 am, Mayor Alex Walker left the meeting.

6.9 RISK AND MITIGATION OF EARTHQUAKE PRONE COUNCIL FACILITIES

PURPOSE

The purpose of this paper is to report to the Risk and Assurance Committee (the Committee) on Council's risk management of three of its buildings that have received a Detailed Seismic Assessment (DSA) and are considered potentially earthquake-prone. This report also provides an update on the other primary facilities yet to receive a DSA.

COMMITTEE RESOLUTION

Moved: Cr Jerry Greer

Seconded: Cr Brent Muggeridge

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

CARRIED

Mrs Leaf and Mr Tate presented this report

The Committee adjourned at 11.48am for a morning tea break.

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p>6.1 - External Audit Plan for the Year Ending 30 June 2021</p>	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>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</p>

The Council moved into the public excluded forum at 12.15 pm.

6 DATE OF NEXT MEETING

COMMITTEE RESOLUTION

Moved: Cr Jerry Greer
 Seconded: Cr Brent Muggeridge

THAT the next meeting of the Central Hawke's Bay District Council Risk and Assurance Committee be held on 27 May 2021.

CARRIED

7 TIME OF CLOSURE

The Meeting closed at 12.32pm.

The minutes of this meeting were confirmed at the Risk and Assurance Committee Meeting held on 27 May 2021.

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CHAIRPERSON

6.2 MINUTES OF THE STRATEGY AND WELLBEING COMMITTEE MEETING HELD ON 25 MARCH 2021

File Number:

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Minutes of the Strategy and Wellbeing Committee Meeting held on 25 March 2021

RECOMMENDATION

1. That the minutes of the meeting of the Strategy and Wellbeing Committee held on 25 March 2021 be received.

**UNCONFIRMED MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
STRATEGY AND WELLBEING COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 25 MARCH 2021 AT 9.00AM**

PRESENT: Dr Roger Maaka
Cr Jerry Greer
Cr Kate Taylor (via zoom)
Cr Exham Wichman (on leave)
Mayor Alex Walker
Deputy Mayor (Chair) Kelly Annand
Cr Tim Aitken
Cr Brent Muggeridge
Cr Gerard Minehan
Cr Pip Burne

IN ATTENDANCE: Monique Davidson (Chief Executive Officer)
Doug Tate (Group Manager, Customer and Community Partnerships)
Brent Chamberlain (Chief Financial Officer)
Kim Parker (Communications and Engagement Manager)
Joshua Lloyd (Group manager, Infrastructure and Development)

Dale Grant (Kainga Ora) entered meeting 9.00AM

9.03am Tim Aitken entered the meeting

1 APOLOGIES

Apologies for absence from Cr Exham Wichman

2 DECLARATIONS OF CONFLICTS OF INTEREST

Nil

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

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

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

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

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

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Jerry Greer
Seconded: Cr Brent Muggeridge

That the minutes of the Strategy and Wellbeing Committee Meeting held on 22 October 2020 as circulated, be confirmed as true and correct.

CARRIED

5 REPORT SECTION

6.1 STRATEGY AND WELLBEING COMMITTEE PRIORITY REPORT

PURPOSE

The purpose of this report is for the Strategy and Wellbeing Committee to receive a report on the progress of key committee priorities.

COMMITTEE RESOLUTION

Moved: Cr Pip Burne
Seconded: Cr Tim Aitken

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

CARRIED

Mrs Davidson presented this report. Deputy Mayor Annand followed on with an update on CHB Housing Needs Assessment then followed by a presentation from Dale Grant from Kainga Ora. followed with an update on waste free CHB from Mrs Wiggins and Mr Lloyd.

9.51am Dale Grant leaves meeting

6.2 COMMITTEE RESOLUTION MONITORING REPORT

PURPOSE

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

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan
Seconded: Cr Jerry Greer

RECOMMENDATION

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

CARRIED

Mrs Davidson presented the report.

6.3 ADOPTION OF THE ONGAONGA COMMUNITY PLAN
PURPOSE The matter for consideration by the Council is to consider the adoption of the Ongaonga Community Plan.
COMMITTEE RESOLUTION Moved: Cr Gerard Minehan Seconded: Cr Pip Burne That having considered all matters raised in the report: a) That the Committee adopt the Ongaonga Community Plan.
CARRIED

Mr Tate presented the report. Followed by a discussion from the Ongaonga community.

6.4 ADOPTION OF TAKAPAU COMMUNITY PLAN
PURPOSE The matter for consideration by the Council is to consider the adoption of the Takapau Community Plan.
COMMITTEE RESOLUTION Moved: Cr Kate Taylor Seconded: Cr Gerard Minehan That having considered all matters raised in the report: a) That the Committee adopt the Takapau Community Plan.
CARRIED

Mr Tate presented the report. Followed by a discussion from the Takapau community.

The Committee adjourned at 10.50am for morning tea break.

The Committee meeting resumed at 11.15am.

6.5 COVID-19 AND DROUGHT ECONOMIC ACTION PLAN UPDATE - MARCH 2021
PURPOSE The purpose of this report is to update the Committee on the COVID-19 and Drought Economic Recovery Actin Plan adopted in 2020.
COMMITTEE RESOLUTION Moved: Mayor Alex Walker Seconded: Cr Brent Muggeridge That, having considered all matters raised in the report, the report be noted.
CARRIED

Mr Tate presented the report.

6 DATE OF NEXT MEETING

COMMITTEE RESOLUTION

Moved: Cr Pip Burne
Seconded: Cr Gerard Minehan

THAT the next meeting of the Strategy and Wellbeing Committee be held on 6 May 2021.

CARRIED

7 TIME OF CLOSURE

The Meeting closed at 11:28.

The minutes of this meeting were confirmed at the Strategy and Wellbeing Committee Meeting held on 6 May 2021.

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CHAIRPERSON

6.3 MINUTES OF THE FINANCE AND INFRASTRUCTURE COMMITTEE MEETING HELD ON 25 FEBRUARY 2021

File Number:

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. **Minutes of the Finance and Infrastructure Committee Meeting held on 25 February 2021**

RECOMMENDATION

1. That the minutes of the meeting of the Finance and Infrastructure Committee held on 25 February 2021 be received.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
FINANCE AND PLANNING COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 25 FEBRUARY 2021 AT 9.00AM**

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

IN ATTENDANCE: Monique Davidson (Chief Executive)
Nicola Bousfield (People and Business Enablement Manager)
Brent Chamberlain (Chief Financial Officer)
Kim Parker (Communications & Engagement Manager)
Darren de Klerk (Director Projects & Programmes)

1 APOLOGIES

Joshua Lloyd (Group Manager, Community Infrastructure and Development)

Doug Tate (Group Manager, Customer and Community Partnerships)

2 DECLARATIONS OF CONFLICTS OF INTEREST

NON

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:

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

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

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

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Jerry Greer
Seconded: Cr Exham Wichman

That the minutes of the Finance and Infrastructure Committee Meeting held on 8 October 2020 as circulated, be confirmed as true and correct.

CARRIED

5 REPORT SECTION

6.1 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 Tim Aitken
Seconded: Cr Gerard Minehan

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

CARRIED

6.2 RESOLUTION MONITORING REPORT

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.

COMMITTEE RESOLUTION

Moved: Cr Exham Wichman
Seconded: Deputy Mayor Kelly Annand

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.

9.10 CARRIED

6.3 FUNDING ASSISTANCE RATE REBATE - NZTA

PURPOSE

The matter for consideration by the Committee is deciding where to apply the NZTA rebate of \$279,973 refunded from a miscalculation of the funding assistance rate by NZTA.

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

That having considered all matters raised in the report:

- a) ~~That the Committee allocate the rebated funds of \$279,973.00 to replenish the Adverse Events Contingency~~

CHANGE RESOLUTION: The committee allocate the rebated funds of \$279,973.00 to be held in reserve while officers explore for leveraging additional funding within the priorities of the Land Transport strategic framework

ADDITIONAL RESOLUTION: That officers prepare for the next Finance and Infrastructure meeting, a report on the status and replenishment of the special funds for Land Transport.

CARRIED

6.4 ADOPTION OF SUSTAINABLE WATER MANAGEMENT PLAN

PURPOSE

The matter for consideration by the Council is to adopt the Sustainable Water Management Plan.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Jerry Greer

That having considered all matters raised in the report:

- a) **The Finance and Infrastructure Committee endorse and adopt the sustainable water management plan for implementation.**

CARRIED

6.5 PREFERRED OPTION FOR DESIGN AND CONSTRUCTION OF KAIRAKAU WATER UPGRADE

PURPOSE

The matter for consideration by the Council is to provide Council with an update on the Kairakau Water System Upgrade and request approval from Council to progress with the options and recommendations developed following analysis of technical reviews, public and Iwi consultations.

COMMITTEE RESOLUTION

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Pip Burne

That having considered all matters raised in the report:

- a) **The Finance and Infrastructure Committee approve Option 1 to upgrade and construct a water treatment plant to meet DWSNZ and safeguard ongoing water supply.**
- b) **The Finance and Infrastructure Committee approve to locate the new treatment plant on land outlined in Scenario 2 – being to lease the existing Manawarakau Trust land neighbouring the existing spring and raw water storage**
- c) **The Finance and Infrastructure Committee approve to increase the project budget to \$850,000 using existing waters budgets and/ or Tranche One – 3 Waters stimulus funding while ensuring no impact on rates.**
- d) **That officers do additional work on the removal of the hardness in the water to meet community outcomes and report back to the Finance and Infrastructure Committee for consideration as part of the Long Term Plan 2021 – 2031**
- e) **That Council continue to monitor changes in regulations and guidance from Taumata Arawai on the roof water supply**

CARRIED

6.6 WAIPUKURAU SECOND WATER SUPPLY - PROJECT UPDATE

PURPOSE

Further to the Finance and Infrastructure decision 8 October 2020, the matter for consideration by the Committee is to receive a progress update on the project and endorse continuation of developing the intended **Option Four Blue Route** (the Waipawa / Waipukurau Link) into land access, due diligence, landowner compensation negotiation and continued detailed design.

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken

Seconded: Cr Gerard Minehan

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

CARRIED

6.7 KEY PROJECT STATUS REPORT - BIGWATERSTORY

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Exham Wichman

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

CARRIED

6.8 KEY PROJECT STATUS REPORT - BIGWASTEWATERSTORY

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: Mayor Alex Walker
 Seconded: Cr Exham Wichman

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

CARRIED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p>1.1 - Electricity Supply Contract</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

	industrial negotiations)	

COMMITTEE RESOLUTION

THAT COUNCIL MOVES OUT OF OPEN COUNCIL INTO CLOSED COUNCIL.

Moved: Cr Exham Wichman
 Seconded: Cr Jerry Greer

CARRIED

6 DATE OF NEXT MEETING

COMMITTEE RESOLUTION

Moved: Cr Tim Aitken
 Seconded: Cr Jerry Greer

THAT the next meeting of the Central Hawke's Bay District Council FINANCE AND INFRASTRUCTURE be held on 22 April 2021.

CARRIED

7 TIME OF CLOSURE

The Meeting closed at 12.25PM

The minutes of this meeting were confirmed at the Finance and Planning Committee Meeting held on 22 April 2021.

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CHAIRPERSON

6.4 MINUTES OF THE CE EMPLOYMENT AND PERFORMANCE COMMITTEE MEETING HELD ON 4 FEBRUARY 2021

File Number:

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. **Minutes of the CE Employment and Performance Committee Meeting held on 4 February 2021**

RECOMMENDATION

1. That the minutes of the meeting of the CE Employment and Performance Committee held on 4 February 2021 be received.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
CE EMPLOYMENT AND PERFORMANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 4 FEBRUARY 2021 AT 3.00PM**

PRESENT: Mayor Alex Walker
Deputy Mayor Kelly Annand
Cr Tim Aitken
Cr Brent Muggeridge

IN ATTENDANCE: Monique Davidson (CEO)

1 APOLOGIES

Nil

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.

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Chief Executive Mid-Year Performance Review	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local	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

	<p>authority</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<p>6.2 - Chief Executive Employment Contract</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>6.3 - Chief Executive Employment and Performance Committee Professional Development</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

COMMITTEE RESOLUTION

Moved: Deputy Mayor Kelly Annand
 Seconded: Cr Tim Aitken

That the Chief Executive Employment and Performance Committee moves out of Closed Council into Open Council.

8. **CARRIED**

5 DATE OF NEXT MEETING

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Deputy Mayor Kelly Annand

THAT the next meeting of the CE Performance and Employment Committee is still to be set but will be in June 2021 for end of year review.

CARRIED

6 TIME OF CLOSURE

The Meeting closed at 5.00pm

The minutes of this meeting were confirmed at the CE Employment and Performance Committee Meeting held on .

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CHAIRPERSON

7 REPORT SECTION

7.1 RESOLUTION MONITORING REPORT

File Number: COU1-1400

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Council Resolution Monitoring Report [↓](#)

PURPOSE

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

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

This report is provided for information purposes only and has been assessed as not significant.

DISCUSSION

The monitoring report is **attached**.

IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

NEXT STEPS

An updated Resolution Monitoring Report will be presented to the next Council meeting 3 June 2021.

RECOMMENDATION

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



Council Resolution Monitoring Report 2021

Presented 8 April 2021 – Council Meeting

Key	
Completed	
On Track	
Off Track	

Item Number	Item	Council Resolution or Action	Resolution Date	Responsible Officer	Progress Report
	Town Centre Plans	That Council proceeds with Option two of the Draft Long Term Plan being to develop town centre plans for Waipukurau and Waipawa and Community Plans for Tikokino, Ongaonga, Takapau, Porangahau and Otane.	3/05/2018	Christine Renata	On Track - This work is underway and also monitored through the Strategy and Wellbeing Committee. The Takapau and Ongaonga Community Plans were tabled at the 25 March Strategy and Wellbeing Committee meeting for adoption. The intention is to begin Tikokino and Ongaonga Community Plans in quarter 3 and 4 of this calendar year.

		a) That Council adopt the Non-rateable Income Funding Strategic Framework.b) That progress towards achieving the outcomes of the Non-rateable Income Funding Strategic Framework be reported to the Finance and Planning Committee as part of the regular work programme updates.	10/04/2019	Monique Davidson	On Track - Work continues on the implementation of this strategy. The Finance and Infrastructure Committee and Council as a whole, have worked through a number of key policy input as part of the Long Term Plan 2021 - 2031. Following the adoption of the Long Term Plan, attention will turn to further review policy and programmes. The attraction of non-rateable income continues to be a huge success, and significant attention is now going into ensuring the implementation of those projects, that have external funding attached to it.
		a) That Council approve targeting external funding through the creation of business cases to support investment in sealing to control dust by reallocating \$50,000 from existing carry forward budgets b) That Council reprioritise \$200,000 of the existing Land Transport budget/work programme to contribute to sealing of roads to control dust if required.	23/05/2019	Josh Lloyd	On Track - Council has dedicated \$50k from carryover funds into developing business cases for dust control in 2019. Stantec have been engaged to support the work. Council officers, with support from Stantec engineers, completed an assessment of known areas where dust is an issue and tested these against NZTA criteria for funding. A case was prepared and presented to attract 'shovel-ready' funding for sealing of roads with no success. Officers have sought further advice from NZTA on what would be required to obtain funding for a limited number of roads for sealing.
	Non-Rateable Income Strategy	That Council approve additional capital expenditure of \$297,000 in the 2019/20 for the development of a pound facility in Central Hawke's Bay.	23/05/2019	Lisa Harrison	Off Track - Officers preferred options for development are no longer available. Officers are currently working on a potential land swap opportunity that is progressing well.

	Water Security Framework - Allocation of Funding	<p>a) That \$250k from the rural reserve fund is tagged for supporting water security initiatives in Central Hawke's Bay.</p> <p>b) That council supports a collaborative approach at both a local and regional level for development of water security initiatives.</p> <p>c) That council requests staff bring back a framework which includes further information on the potential role of Central Hawke's Bay district council together with water Holdings CHB, HBRC and the Tukituki taskforce, for understanding issues of water security and creating a local package of solutions.</p>	23/05/2019	Monique Davidson	<p>On Track - Council adopted an additional resolution on the 13th February giving the Chief Executive delegated authority to spend up to \$50,000 on helping advance the work of the Tukituki Leaders Forum. A report updating Council on this work is included was included the agenda for 3 June 2020. In August 2020, Council approved \$58,000 of financial support to Water Holding's Hawke's Bay to fund the science charges related to the IP they hold. With Tukituki Leaders Forum and Tukituki Taskforce no longer continuing, the Chief Executive no longer has any mandate to spend any further funding from the \$250,000 tagged without resolution of Council. \$71,000 has been spent of the \$250,000 to date. Council continues to support and advocate on water security. Hawke's Bay Regional Council have agreed to continue to provide regular upgrades to Council on the Water Security Programme.</p>
	Land Transport Section 17(a)	That Council adopt the completed and attached Land Transport Section 17(a) Report and support Officers to programme and complete work to meet the recommendations.	29/08/2019	Josh Lloyd	<p>On Track - the Land Transport Strategic Framework was a key document in informing the recently update Asset Mgmt. Plan and work programme to be included in the LTP and RLTP. Officers are planning in the first quarter of 2021 to develop a means of reporting and tracking progress against the Strategic Framework actions to be reported back to the next Finance and Infrastructure Committee.</p>
	Elected Members' Remuneration	That the council review the Elected Members' Remuneration and Expenses Policy including the	14/11/2019	Monique Davidson	<p>On Track - This work is programmed as per timeframes requested.</p>

	and Expenses Policy	childcare provision and its content before the next triennium.			
	Water Security Framework - Allocation of Funding	<p>b) That Council give the Chief Executive delegations to utilise and make financial decisions of no more than \$50,000.00 from the \$250,000 tagged for the delivery of Water Security Initiatives.</p> <p>c) That Council in granting these delegations note that the \$50,000.00 will in principle be used to advance engagement and work within the Tukituki Leaders Forum, and specifically to ensure Central Hawke's Bay District Council has the required resources to contribute in a meaningful way.</p>	13/02/2020	Monique Davidson	On Track - Update as above
	Motion (resolved) - Reserve Fund Replenishment	That Council requests the Chief Executive investigate options and lead a process as part of the Long Term Plan, for Council to consider an approach to the replenishment of key reserve funds and further, that this work considers external funding options.	13/02/2020	Monique Davidson	On Track - No progressive work has progressed on this item, given the affordability constrains presented in the Long Term Plan 2021-2031 timeframe. While provision has been included in the budgets for the replenishment of the Adverse Events Fund, at this stage no further replenishment of the Ward funds has been considered. This work will be further reviewed during the development and review of Councils current Investment Policy, where options for Community Endowment and partnerships with existing foundations will be considered.
	Adoption of Draft Statement of Proposal / Revenue and	That Council adopts the Statement of Proposal and Draft Revenue and Financing Policy for community consultation, and that Council endorses the proposed consultation approach.	30/07/2020	Brent Chamberlain	On Track - included in LTP supporting information pack

	Financing Policy - Rates Review Consultation				
	Adoption Of Debt And Treasury Management Policy	That having considered all matters raised in the report and following the recommendation of the Risk and Assurance Committee: a) That subsequent to the minute amendments being made, Council adopt the proposed "Treasury Management Policy (Including Investment and Liability Policies)" to be included as part of the Draft Long Term Plan 2021 – 2031 which will be consulted on in early 2021.	24/09/2020	Brent Chamberlain	On Track - included in LTP supporting information pack

	Section 17a Review Solid Waste	<p>1) Council receive the Solid Waste Section 17a Report, prepared in accordance with the requirements of Section 17a of the Local Government Act 2002.</p> <p>2) That Council adopt the combination of options in principle for inclusion in the 2021 Long Term Plan;</p> <ul style="list-style-type: none"> • That Council provide a 3rd crate for recycling collection and extend services to Otane, Takapau, Ongaonga and Tikokino; and that Council includes a wheelie bin in the consultation options with community. • That Council provide a 120L wheeled bin for kerbside refuse from Year 3 of the Long Term Plan 2021-2031; and that Council includes status quo in the consultation options with community. • That the Recycling Drop off Centres in Otane, Takapau, Ongaonga and Tikokino close from Year 1 of the Long Term Plan 2021-2031; • That Council plan for a centralised Central Hawke's Bay Recovery and Refuse Centre in between Waipukurau and Waipawa in Year 10 on the Long Term Plan, and on opening the Centre, the Waipawa and Waipukurau Transfer Stations are closed; • 5a, to provide a regular rural recycling collection service at designated rural and coastal sites in partnership with existing local community organisations or groups; • That Council direct Officers to regularly report back to Council or Committee on the progress of 	18/11/2020	Josh Lloyd	On Track - Options to improve service delivery from the 17a review have been included as a priority for consultation within the Long Term Plan engagement process.
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		<p>the various food waste collection trials occurring in New Zealand with a plan to 'follow fast' those that have successfully implemented systems;</p> <ul style="list-style-type: none">• That Officers report back to Council on green and food waste collection options for Annual Plan 2022/2023.			
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	<p>LGFA Authority</p>	<ol style="list-style-type: none"> 1. Receive the information. 2. Notes the contents of the report 3. Confirms Council's intention to join LGFA as a guarantor (noting it has already acceded as a borrower in 2016). 4. Delegates authority to the Chief Executive to execute the following documents for the purposes of recommendation 3. above: <ol style="list-style-type: none"> a. Chief Executive Certificate b. Officer's Certificate c. Security Stock Certificate 13 d. Security Stock Certificate 14 e. Stock Issuance Certificate x 2 5. Authorises the Mayor, and the Chair of the Finance & Infrastructure Committee, to execute the following deeds for the purposes of recommendation 3. above: <ol style="list-style-type: none"> a. Accession Deed to Equity Commitment Deed; and b. Accession Deed to Guarantee and Indemnity. 6. Delegates authority to the Chief Executive to execute such other documents and take such other steps on behalf of Council is necessary or desirable to execute or take to give effect to recommendation 3. above. 	<p>18/11/2020</p>	<p>Brent Chamberlain</p>	<p>Complete - Council became a LGFA guarantor on 10th February 2021</p>
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	District Plan	<p>That having considered all matters raised in the report:</p> <p>a) That Council adopts Option 4 – and confirms the establishment of a new mixed panel of External Independent Commissioners and Elected Members as its preferred option to hear and consider formal submissions on the Proposed Central Hawkes Bay District Plan.</p> <p>b) That Officers begin the next steps of preparing the Terms of Reference for the new panel and seek Commissioner appointees to the panel, noting the opportunity for appointment of these commissioners to the Regulatory Hearings Committee also.</p>	18/11/2020	Helen O'Shaughnessy	On Track. Officers have prepared draft Expression of Interest process which will be publically released after Easter. A draft Terms of Reference for the District Plan Hearings Panel has also been prepared, which will be presented to Council for approval as the appointment of accredited commissioners.
	Community Petition	<ol style="list-style-type: none"> 1. That the Council receives the petition. 2. That the Mayor responds to community member Dean Rangi as the instigator and submitter of the petition. 3. That Council strongly advocate on behalf of community and urge NZTA to improve safety through the Waipawa township. 4. That Council advocates via the Regional Land Transport Plan for inclusion of this road safety project. 	18/11/2020	Josh Lloyd	On Track. The petition was received and communicated through to Waka Kotahi. Subsequent meeting was held with Waka Kotahi and painting of street crossings through Waipawa has been completed as a temporary measure. Safety on state highways through urban centres has been included as a priority in the 2021 Regional Land Transport Plan.

	Approval to commence stage 2 of Waipawa to Otane Wastewater Pipe	That having considered all matters raised in the report: a) That Council approves Stage Two of the Otane to Waipawa pipeline proceeds b) That Council awards Stage Two of the Otane to Waipawa construction to Fulton Hogan to a cap of \$2,000,000 – funded solely from the Tranche One – 3 Waters Reform Funding. c) That the minute relating to this item be released as publicly available information on 18th November 2020.	18/11/2020	Darren de Klerk	Complete. Contract Awarded to Fulton Hogan, construction to commence late Feb, early March 2021 through to July 2021.
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7.1	Adoption of Long Term Plan 2021-2031 consultation document and supporting information and policies for consultation	<p>a) That Council note the audit opinion and management report received from Auditors, Ernst Young</p> <p>b) That Council adopt the Draft Development Contribution Policy, Revenue and Financing Policy, Finance Strategy, Infrastructure Strategy, Debt and Treasury Management Policy, Significance and Engagement Policy and Fees and Charges Schedule contained in the supporting information to support the consultation process in accordance with section 93G of the Local Government Act 2002.</p> <p>c) That Council adopt the supporting Information for the 2021-31 Long Term Plan to support the consultation process in accordance with section 93G of the Local Government Act 2002.</p> <p>That Council endorses Challenge One for consultation: Planning for Wastewater Upgrades and its preferred option to upgrade plants and remove discharges to rivers over 15 years.</p> <p>e) That Council endorses Challenge Two for consultation: How we fund the replacement of our assets and its preferred option to deliver a step change in the delivery of our renewals and upgrades by debt funding instead of rate funding in the first five years of the Long Term Plan 2021 – 2031.</p> <p>f) That Council endorses Challenge Three for consultation: Creating a Waste Free CHB which proposes changes to recycling and rubbish services presenting some trade off decisions for community.</p>	11/02/2021	Monique Davidson	<p>On Track - At the time of writing this report, Council have completed formal community engagement and consultation. Officers are currently analysing submissions and preparing draft reports to support Elected Members in their decisions. Hearings will be held on the 13th and 14th of April, followed by deliberations on the Thursday 13th May. The Long Term Plan 2021 - 2031 is on track to be adopted in June 2021.</p>
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		<p>g) That Council endorses Challenge Four for consultation: Paying for the growth we are experiencing which proposes a change to the current Development Contributions Policy to ensure that the 100% of growth related costs are funded via Development Contributions.</p> <p>h) That Council adopt the Consultation Document for the 2021-31 Long Term Plan to support the consultation process in accordance with section 93G of the Local Government Act 2002</p> <p>i) That Council gives delegations to the Chief Executive to make any final edits to the Long Term Plan 2021 – 2031 Consultation Document and Supporting Information ahead of formal publication.</p>	11/02/2021	Monique Davidson	
7.2	Three Waters bylaw	<p>a) That Council adopt the Draft Stormwater Bylaw, Draft Water Supply Bylaw, Draft Wastewater Bylaw and Draft Tradewaste bylaws, and Statement of Proposal for consultation in March 2021 alongside the Long Term Plan 2021 – 2031 consultation.</p>	11/02/2021	Darren de Klerk	On Track - The bylaws are currently out for consultation alongside the LTP

7.3	Regional economic development review - section 17A review	<p>a) That Council receive the Section17a Review Economic Development Report, prepared in accordance with the requirements of the Section17a of the Local Government Act 2002.</p> <p>b) That Council receive the report titled Review of Local Government Investment in Business and Industry Support Across the Hawke's Bay Region.</p> <p>c) That Council endorse participation in the second stage of the review process with a more detailed investigation of the recommendations set out in the Giblin Group report.</p> <p>d) That Council endorses engagement with Treaty Partners and other regional stakeholders on the opportunity to create an enduring Economic Development Delivery Platform with the appropriate scale and mandate to better guide and direct economic development activity to priority areas and issues.</p> <p>e) That Council support the opportunity to embed a partnership with Māori in the new Economic Development Delivery Platform.</p> <p>f) That this Council endorses the five Councils' commitment to keeping the Hawke's Bay Business Hub open.</p>	11/02/2021	Monique Davidson	<p>On Track - Business Hawke's Bay have announced their decision to wind up. We are committed to work constructively and positively through the upcoming transition period together with BHB, to give certainty as soon as possible and enable the great work programmes and initiatives to continue. All five councils formally received the report on local government investment in business and industry support across the region in the past weeks and have agreed to further investigation and refinement of how to build a new regional economic development agency, alongside regional partners. The five Councils are working through planning the second stage of the review. Elected Members can expect a more comprehensive update in time.</p>
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7.4	Adoption of Governance statement and associated documentation	a) That the amended Central Hawke's Bay District Council Governance Statement 2019-2022 be adopted. b) That the amended Council and Committee Terms of Reference be adopted. c) That the amended Council and Community Representation schedule be adopted.	11/02/2021	Monique Davidson	Completed - The updated documents are publically available https://www.chbdc.govt.nz/our-council/meetings/
7.5	Regional land transportation plan - update	a) That, having considered all matters raised in the report, the report be noted. b) That Council gives delegations to Councillor Kate Taylor, Mayor Alex Walker and the Chief Executive to prepare a submission on behalf of Central Hawke's Bay District Council.	11/02/2021	Josh Lloyd	Completed - A Submission has been presented to the RLTP on behalf of CHBDC.

7.2 REVIEW OF ELECTED MEMBER REMUNERATION AND EXPENSES POLICY

File Number:

Author: Brent Chamberlain, Chief Financial Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. **Elected Member Remuneration and Expenses Policy** [↓](#)

PURPOSE

The matter for consideration by the Council is the adoption of the updated Elected Member Remuneration and Expenses Policy

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) **That the report be received and that Council receives the recommendation from the Risk and Assurance Committee that Council adopt the proposed amendments to the Elected Member Remuneration and Expenses Policy” to include additional paragraphs on Receipt of Gifts.**
- b) **That Council adopts the proposed amendments to the Elected Member Remuneration and Expenses Policy.**

BACKGROUND

At the 12th November 2020 Risk and Assurance Meeting, a paper entitled Review of Sensitive Expenditure Policy was tabled. This paper reviewed both the Sensitive Expenditure Policy and the Elected Member Remuneration and Expenses Policy. One of the resolutions of this meeting was that the Elected Member Remuneration and Expenses Policy should be expanded to include further clarity about the procedure upon “receipt of gifts”.

A revised Policy was brought back to Risk and Assurance Meeting on the 31 March 2020, where the revised wording was discussed and agreed to be recommended to Council for adoption.

DISCUSSION

Currently the Sensitive Expenditure Policy (which only applies to staff and Council contractors) sets out the procedures for staff/contractors who receive gifts, and the establishment of a gift register, however the Elected Member Remuneration and Expenses Policy was largely silent on this matter.

When this policy was reviewed on the 12th November 2020 Risk and Assurance Meeting it was requested that this area of the policy be bolstered to be more reflective of the staff version, and an Elected Member Gift Register be established.

Currently the policy states:

“The receiving of a gift is not strictly ‘sensitive expenditure’; nevertheless, it is a sensitive issue. It is especially important that receiving a gift does not alter Councils decision-making, as this could be perceived as acting without impartiality or integrity.

Under no circumstances should a gift be accepted from an organisation or individual who is involved in the process of negotiating or tendering for the supply of goods or services to the Council.”

What was agreed by Risk and Assurance at the 31st March 2020 meeting, and is proposed that Council adopts is that the following additional paragraphs be added to the existing policy:

“If a gift over \$50 is accepted the Mayor and Governance Support Officer must be notified, and the Mayor shall consider the following points to determine the appropriate disposal of any gift, reward, discounts or inducements:

- a) All gifts over \$50 received by Councillors are to be recorded in the Gift Register.
- b) The Mayor may then distribute any such gifts including;
 - Allowing the recipient to keep the gift.
 - Consideration will be given to equity, and the association with provider and appropriateness of the person receiving the gift.
 - Return the gift to the provider.
- c) That Councillors are encouraged to use their discretion as to whether gifts under the value of \$50 should be declared on the gift register.”

At the 31st March Risk and Assurance Meeting the following resolution was passed:

“That having considered all matters raised in the report:

- a) *That the report be received.*
- b) *That the Committee endorse and recommend to Council they adopt the proposed amendments to the Elected Member Remuneration and Expenses Policy” to include additional paragraphs on Receipt of Gifts.”*

This would bring alignment with the Staff and the Elected Member policies in this area.

RISK ASSESSMENT AND MITIGATION

This policies key outcome is to uphold the reputation and integrity of Council, and to ensure that Council’s use of public funds is open and transparent.

FOUR WELLBEINGS

This policy is about ensuring that Council is fiscally prudent with Council’s resources.

DELEGATIONS OR AUTHORITY

This policy is being brought to the Risk and Audit Committee as part of an agreed work program and is one method that Council uses to mitigate the risk of perception of misuse of public funds.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

Risk and Assurance are recommending that the “Elected Member Remuneration and Expenses Policy” be expanded to include additional paragraphs on receipt of gifts.

Risk and Audit has the ability to endorse the proposed change and recommend to Council that the policy be amended:

1. Accept Risk and Assurance Sub-Committee’s recommendation that the “Elected Member Remuneration and Expenses Policy” be expanded to include the additional paragraphs on receipt of gifts, and this change is recommended to Council for adoption.
2. Reject Risk and Assurance Sub-Committee’s recommendation that the “Elected Member Remuneration and Expenses Policy” be expanded the additional paragraphs on receipt of gifts.

Recommended Option

This report recommends option one, that the “Elected Member Remuneration and Expenses Policy” be expanded to include the additional paragraphs on receipt of gifts, and this change is recommended to Council for adoption, for addressing the matter.

NEXT STEPS

Assuming the recommendations above are adopted, officers will update the “Elected Member Remuneration and Expenses Policy” as proposed, and update the Councils website.

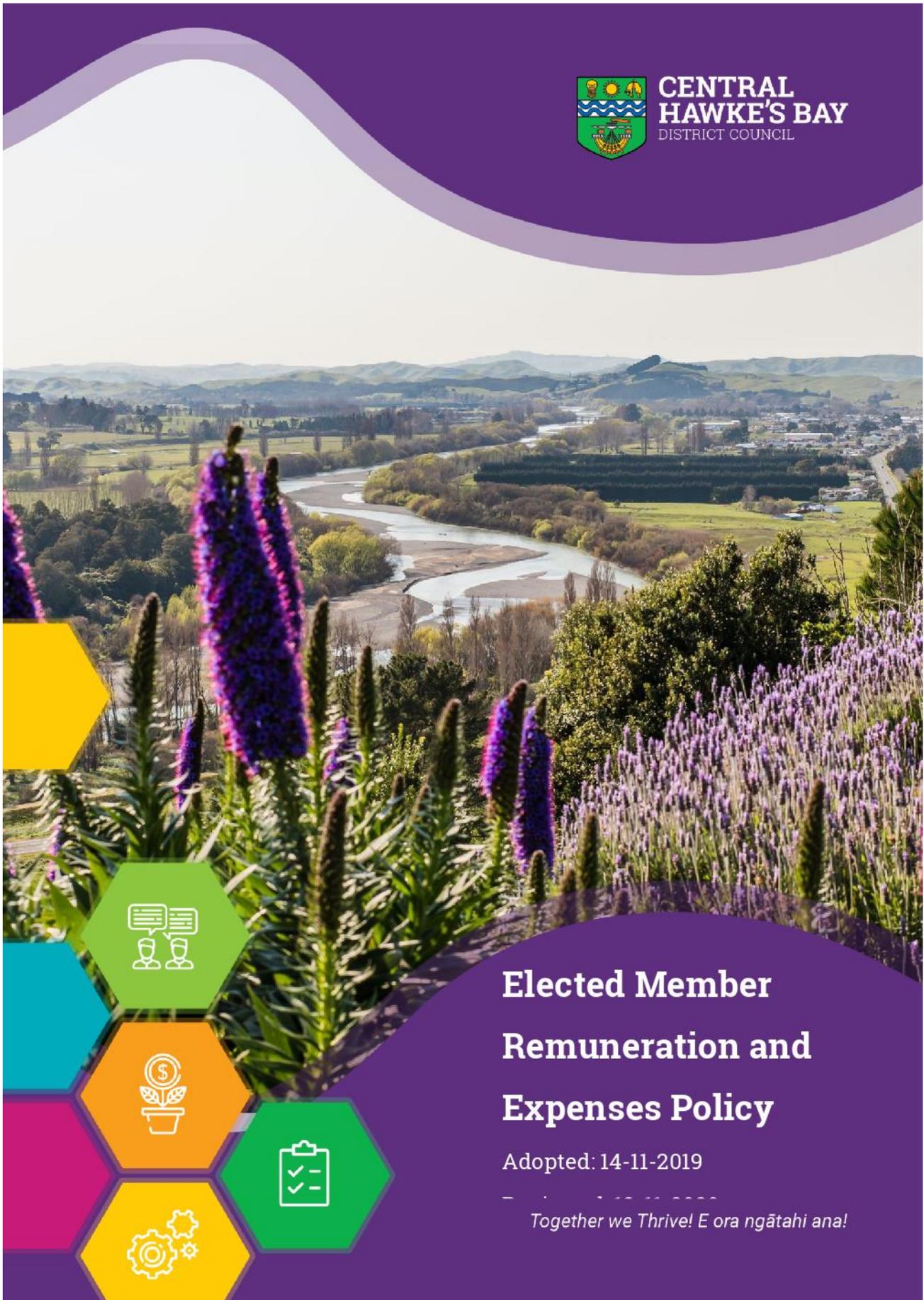
RECOMMENDATION

That having considered all matters raised in the report:

- a) That the report be received and that Council receives the recommendation from the Risk and Assurance Committee that Council adopt the proposed amendments to the Elected Member Remuneration and Expenses Policy” to include additional paragraphs on Receipt of Gifts.**
- b) That Council adopts the proposed amendments to the Elected Member Remuneration and Expenses Policy.**



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Elected Member Remuneration and Expenses Policy

Adopted: 14-11-2019

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Central Hawke's Bay District Council

Elected Member Remuneration and Expenses Policy

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Procurement Policy
ADOPTED: TBC

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Central Hawke's Bay District Council

PURPOSE OF THIS POLICY

The purpose of this policy is to set clear expectations of the provision of remuneration and allowances for elected members and other representatives of the Central Hawkes Bay District Council (Council).

REMUNERATION

The Remuneration Authority is responsible for setting remuneration, allowances and payment of expenses for mayors and other elected members. Following a declaration from the Remuneration Authority, Council will adopt the allocation of the "Elected Member" pool for addition positions of responsibilities before submitting to the Remuneration Authority for declaration.

MILEAGE

Elected members (excluding the mayor) are entitled to a mileage allowance when using their vehicle for Council business. Mileage may include travel to and from the member's primary place of residence if the travel is:

- in the member's own vehicle; and
- on Council business as outlined below; and
- by the most direct route reasonable in the circumstances.

Mileage will be reimbursed on presentation of an online Mileage Claim Form at the applicable rate determined by the Remuneration Authority at the time of travel.

Criteria for mileage

With respect to both mileage allowances and meeting fees, the term "Council business" includes attendance at:

- official meetings of the Council and any committee and subcommittee of Council
- council workshops
- meetings and workshops of advisory groups established by Council
- meetings and seminars of external bodies to which the elected member has been appointed by Council
- statutory hearings
- meetings of Council-owned companies
- seminars and training courses where the attendance of an elected member has been authorised
- discussions with committee chairpersons or Council officers
- consultation with Mayors, territorial authority committee chairpersons, or elected members
- official briefings or agenda preview meetings
- an external event or meeting where there has been:
 - a resolution of Council or committee, or
 - an authorisation by the Council's Mayor, or
 - with respect to the member of a committee, an authorisation by the Chairperson of that committee.

Procurement Policy
ADOPTED: TBC

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Central Hawke's Bay District Council

MEETING FEES

Meeting fees will not typically apply to elected members.

Fees Related to Hearings

Chairperson	An elected member who acts as the chairperson of a hearing is entitled to a fee of \$100 per hour. For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
Member	An elected member who is not the chairperson of a hearing is entitled to a fee of \$80 per hour. For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
Mayor	These fees are not payable to the Mayor, who is paid the mayor's remuneration and allowances.
District Licensing Committee	As determined by the Minister of Justice and in accordance with the Cabinet fees framework, District Licensing Committee members will receive the following remuneration: chairperson: \$624 per day (\$78 per hour for part days) other members: \$408 per day (\$51 per hour for part days)

TRAVEL TIME ALLOWANCE

Elected members (excluding the mayor) are entitled to an allowance for time travelled within New Zealand on council business, provided:

- the journey is by the quickest form of transport and the most direct route reasonable in the circumstances; and
- the travel time exceeds one hour; and
- the travel time does not exceed nine hours (including the first hour, which is not covered) within a 24 hour period.

The allowance is available each day for any business on behalf of the council or between the member's residence and an office of the council. It is not available for overseas travel.

The current rate determined by the Remuneration Authority is \$37.50 per hour in respect of any qualifying travel that conforms to the criteria above. Elected members can claim travel time allowance by submitting an online Expense Claim Form.

CONFERENCES, SEMINARS AND MEETINGS

The Chief Executive will liaise with the Mayor on an annual basis with regards to the training and development budget requirements for Elected Members.

Council will pay expenses for the attendance of the Mayor and councillors at conferences, seminars and meetings. Two categories of meetings have been identified and defined below, together with the relevant conditions regarding entitlement to expenses.

Procurement Policy
ADOPTED: TBC

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Central Hawke's Bay District Council

Representative meetings

This is a conference where those attending are representing Council; would usually vote; and typically includes the Mayor and Chief Executive, however, may include two Elected Members.

Prior approval to attend any meeting as a council representative is required from the Mayor.

Partners can travel and attend sessions of the meeting. A partner's expenses, other than shared accommodation, will not be met by the Council.

Ad hoc and professional development meetings

Councillors who would like to attend an professional development opportunity will have the costs covered, only where the Elected Member has sought prior approval from the Mayor and the professional development has a wider benefit to the Elected Members governance development.

Eligible expenses include:

- registration fees
- accommodation where applicable that balances cost-effectiveness with proximity to the event
- reasonable costs for meals and sustenance
- toll calls relating to official Council business and one phone call home per day
- taxi expenses for transport from/to airport/arrival point to venue (courtesy vehicles should be used where available)
- parking fees.

Travel arrangements are made through the Mayor and Chief Executive's Executive Assistant as early as possible in order to obtain maximum discounts. In most cases, registration and accommodation will be invoiced directly to the Council. However, there may be some instances where elected members pay for related expenses and are entitled to claim costs by submitting an Expense Claim Form.

All expenditure must be substantiated by appropriate documentation such as invoices or receipts and include the names of the parties entertained and the reasons for the entertainment or hospitality.

COMMUNICATIONS TECHNOLOGY

In lieu of an allowance, elected members will be provided with iPads at the beginning of the triennium for Council-related use, although a reasonable degree of private use is acceptable.

Elected members are provided with a Council email address which is not to be used by members for any personal business.

The Mayor is provided with a mobile phone for which the costs are covered.

Council assets, such as photocopiers, stationery, telephones, mobile phones, internet and email access, laptops, cameras etc, are to be used for business purposes. Limited reasonable personal use of Council assets and services is acceptable.

Payment for all personal use of the Council's assets or services which incur a cost, is to be reimbursed to Council promptly.

Central Hawke's Bay District Council

USE OF THE MAYORAL VEHICLE

The Mayor will be provided with a vehicle which is for restricted private use. The mayoral vehicle:

- is usually driven home and securely parked by the mayor
- is otherwise generally available for use by other local authority members or staff on Council business
- is used solely for Council business; and
- all travel in the vehicle is recorded in a log-book.

REIMBURSEMENT OF INCIDENTALS

Reasonable expenses incurred in the pursuit of Council business will be reimbursed on presentation of an Expense Claim Form supported with the relevant invoices/receipts (GST registered).

If a GST registered invoice/receipt is not provided, reimbursement cannot be made.

Payment of mileage claims and allowances will be paid fortnightly as per the pay cycle. Conference and travel expenses other than mileage will be reimbursed on the 20th or last day of the month as per the creditors' payment run.

Claims must be submitted for payment within 3 months of the expense occurring.

GIFTS

A gift is usually given as a token of recognition of something provided by the recipient. The giving of gifts must be appropriate, transparent and reasonable.

The giving of gifts by Council requires the prior approval of the Mayor.

The receiving of a gift is not strictly 'sensitive expenditure'; nevertheless, it is a sensitive issue. It is especially important that receiving a gift does not alter Councils decision-making, as this could be perceived as acting without impartiality or integrity.

Under no circumstances should a gift be accepted from an organisation or individual who is involved in the process of negotiating or tendering for the supply of goods or services to the Council.

If a gift over \$50 is accepted the Mayor and Governance Support Officer must be notified, and the Mayor shall consider the following points to determine the appropriate disposal of any gift, reward, discounts or inducements:

- a) All gifts over \$50 received by Councillors are to be recorded in the Gift Register.
- b) The Mayor may then distribute any such gifts including;
 - Allowing the recipient to keep the gift.
 - Consideration will be given to equity, and the association with provider and appropriateness of the person receiving the gift.
 - Return the gift to the provider.
- c) That Councillors are encouraged to use their discretion as to whether gifts under the value of \$50 should be declared on the gift register.

Central Hawke's Bay District Council

DONATIONS

Council does not generally make donations. On rare occasions, if a donation is approved by the Chief Executive/Mayor, it should not result in any obligations on Council. Donations should be to a recognised organisation and be by normal commercial means and not cash.

The process for the giving of koha, as within tikanga Māori culture is stipulated in the next section and the Koha Procedure.

KOHA

Giving koha is the practice of bestowing an unconditional gift where the recipient has neither stipulated that it be given, nor has an expectation of receiving it. It is an integral part of Maori culture and significant protocol is attached to it. Traditionally, koha has taken many forms but in more recent times it has tended to be in the form of money.

Koha is an unconditional gift, or a spontaneous contribution given on appropriate occasions which carries no tax obligation as defined by the IRD.

Koha can be given or received for unsolicited services, as within tikanga Māori.

Koha will:

- a) Be in the form of money
- b) Be paid to external person(s) or non-profit community groups who provide support, or undertake a one-off activity and expect non-payment for such activity or support in return
- c) Not be given in lieu of salary or as a payment for service(s) provided
- d) Not be given by the Council to Council employees
- e) Be determined by the Mayor or Chief Executive to the size of the contribution

Payment of koha will be made in line with the Koha Procedure.

Determining Council payments of koha

a) Where Councillors attend a cultural gathering (tangi, hui etc.) representing the Council, the Council may provide a contribution towards koha.

b) Therefore consideration will be made to:

- The importance of the event to Council
- Whether Councillors will attend in a personal capacity or whether they will attend as a formal Council representative(s).
- If it is deemed that attendance will be in a personal capacity, then any koha will be the personal responsibility of the Councillor concerned, i.e. not Council.
- Notification, which should be made by the Councillor attending the Hui (including tangi), to the Mayor, where possible, before attending the cultural gathering. The Councillor will also provide the Mayor with details of the purpose of the gathering (kaupapa, mate - deceased person etc.).

c) In relation to considering koha for a tangi, Council will consider:

- The deceased having mana (wisdom, importance)
- Significance and/or prominence within the community

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- Prominence and/or standing in local government or government sector
- Association with the Central Hawke's Bay District Council

Other circumstances where koha payment may be made

a) Koha may be paid to external non-profit community groups and individuals (non-Council employees) in certain circumstances. This may include:

- An individual or non-profit community group who support a conference opening;
- Acknowledging an individual or non-profit community group who support an opening and/or blessing of a new building;
- Where an individual or non-profit community group attend to support/lead a mihi whakatau (welcome) or poroporoaki (farewell or closing of a hui);
- Where prominent guests are welcomed by mana whenua (people of the local area) at the request of the Council.

8 MAYOR AND COUNCILLOR REPORTS

MAYOR'S REPORT FOR FEBRUARY 2021 - MARCH 2021

File Number: COU1-1400

Author: Alex Walker, Mayor

Authoriser: Monique Davidson, Chief Executive

Attachments: Nil

EXECUTIVE SUMMARY

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

This report will be presented to Council on the day.

RECOMMENDATION

That the Mayor's report for February 2021 – March 2021 be received.

STRATEGY AND WELLBEING COMMITTEE CHAIR REPORT

File Number: COU1-1400

Author: Caitlyn Dine, Governance & Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. **Strategy and Wellbeing Committee Chair Report** [↓](#)

PURPOSE

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

RECOMMENDATION

That the Strategy and Wellbeing Committee Chair Report for March 2021 be received.



28 March 2021

Strategy & Wellbeing

CHAIR REPORT



It has been a busy but fun 8 weeks. We have been out consulting on this terms Long-term Plan year for the month of March. It's always exciting when we have opportunity to meet face to face with our community. As we all know, we are having to "Face the facts" on some major issues and changes that our community are facing. Response to date has been very encouraging. Most people have a wider understanding of the role of council and the hard decisions before us. Affordability is the common concern and something that we as councillors take very seriously.

From a Strategy and Wellbeing perspective we are starting the conversation about the future role of Local Govt. considering Three Waters and RMA Reforms. Something we need to think about as we are forced to embark on these issues is how do we preserve local democracy and voice for the future.

Sadly, housing is one of the topics that continues to be on our hit list – like the rest of New Zealand we have major issues with people living in cars, overcrowding and in emergency situations. Strategically we continue the actions in our Housing Strategic Framework and push Kaianga Ora to speed up their part in the housing needs continuum.

Highlight on Thursday was the launch of our first two community plans – Takapau and Onga Onga. This has been a priority of this committee since last Long-term plan. Congratulations to all those that put in the hard work and we look forward to working with Tikokino and Otane who are up next.

Strategy and Wellbeing or Deputy Mayor Focused Activities:

- 2 February, Nga Ara Tipuna PCG
- 3 February, Sustainable Ewe visit
- 4 February, CE Performance Committee
- 6 February, Nga Ara Tipuna trial run
- 9 February, Launched new look Business Hub with Waipukurau Library option
- 10 February, Mayors Taskforce for Jobs Project Catch up
- 11 February, Council Meeting and Singing School NZ evening
- 13 February, Poranagahau hapu trip to Wastewater irrigation site Manawatu
- 15 February, Dgital Hub meeting and Rotary LTP engagement
- 16 February, Wastewater PGG
- 23 February, BA5
- 24 February, Sir Graham Avery Visit
- 25 February, Finance, and Infrastructure Committee
- 26 February, Seasonal Employment Expo and Local business LTP engagement
- 1 March, CHB College engagement & Progressive Otane LTP engagement
- 2 March, Community Reference Group & Lifestyle owner's consultation
- 3 March, Skills, Training, Employment Network meeting
- 7 March, Children's Day
- 8 March, Probus LTP engagement and Otane LTP engagement
- 9 March Tikokino LTP engagement
- 10 March, EIT and Municipal LTP engagement
- 11 March, Three waters workshop in Palmerston
- 14 March, Sustainable Ewe LTP engagement
- 16 March, Powhiri Te Whatuiapiti Marae for Rakei Ora
- 17 March, BPW LTP engagement
- 20 March, Site visit Landfill and Three Waters
- 23 March, BA5
- 25 March Strategy and Wellbeing Committee and visit to Hastings Transfer Station
- 25 March Takapau and Onga Onga Community Plans launched

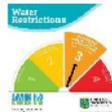


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Strategy and Wellbeing Priority Updates:

Below is the list of Strategy and Wellbeing priorities, the lead councillors, and achievements over the past 8 weeks.

Priority	Lead Councillors	Achievements
Lead and monitor the implementation of Waste Free CHB Strategy Wellbeing: Environment	Cr Minehan Prof Maaka Cr Taylor Cr Burne	<ul style="list-style-type: none"> Great LTP feedback from community on recycling and rubbish Community Landfill visit – good feedback Work underway to development a Waste-free CHB trailer and education program 
Lead the delivery of the Social Housing Strategic Framework Wellbeing: Economic and Social	Cr Wichman Prof Maaka Cr Minehan Cr Annand	<ul style="list-style-type: none"> Kaianga Ora zoomed into S&W Committee – will have update by mid April 
Monitor the implementation of the Economic Development Strategy Wellbeing: Economic	Cr Aitken Cr Greer	<ul style="list-style-type: none"> 2 x BA5 events – very successful Planning for the Little Easy well under way and registration good Seasonal employment expo in Waipukurau 
Monitor the implementation of the Environmental Strategy Wellbeing: Environment	Cr Aitken Prof Maaka Cr Greer Cr Annand	<ul style="list-style-type: none"> Good feedback on LTP ambitious plans to get wastewater out of our rivers and waterways. Water and fire restrictions still in place for March 
Review the current Community Wellbeing Strategy and monitor the implementation of a revised Social Development Strategy Wellbeing: Social	Cr Annand Cr Taylor Cr Burne	<ul style="list-style-type: none"> Children's Day over 500 people in attendance Outward bound scholarship launched Successful parks week Sadly, whanau splash was cancelled 
Develop a Māori/Iwi Engagement Strategy Wellbeing: Cultural	Cr Wichman Prof Maaka Cr Annand	<ul style="list-style-type: none"> Nga Ara Tipuna project continues to meet milestones and had a successful trial day Marae Restoration project on to their 3rd Marae Whanau support roles started 
Monitor development and implementation of Community Plans Wellbeing: Social	Cr Taylor Cr Minehan Cr Burne	<ul style="list-style-type: none"> Onga Onga and Takapau Community plans launched 

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FINANCE AND INFRASTRUCTURE COMMITTEE CHAIR'S REPORT

File Number: COU1-1400

Author: Caitlyn Dine, Governance & Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Finance and Infrastructure Report [↓](#)

PURPOSE

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

RECOMMENDATION

That the Finance and Infrastructure Committee Chair Report be noted.



Finance & Infrastructure

CHAIR REPORT



Overview

As we come to the end of the LTP consultation period its underwhelming how little contact there has been from the ratepayer. When we released the draft LTP, we as a council were extremely apprehensive about the level of pushback we may have to face. The spend on infrastructure over the next ten years is unprecedented in CHB, yet only seven ratepayers from Waipukurau/Waipawa had the time or interest to have their say at the scheduled meeting. There have been 230 written submissions. I hope this gives council enough feedback to make these big investment decisions.

Maybe it was the outstanding live interviews that gave ratepayers piece of mind!!

Its great to see the flagship project (Flax mill Bridge), of the \$20M grant from PGF, start the construction phase last week.

The team responded quickly and resolved what could have been a major with the burst of the water main in Waipawa. Another reminder on the importance on drinking water infrastructure resilience.



Together we Thrive! E ora ngātahi ana!

**Key activities and achievements
over the last 8 weeks**

- Three Waters Reform
- Solution to Route 52 (Flax mill Bridge) flooding problem
- Draft LTP and consultation
- Further progress on both the Waipukurau Second Water Supply and the upgrade of the Kairakau Water Supply.
- Policy reviews.

**Key priorities and activities
over the next 8 weeks**

- Three Waters Reform
 - Hearings and adoption of the LTP
 - Governance over Route 52 project
 - Working on our Wastewater solutions.
-

Meetings Attended:

<ul style="list-style-type: none"> • 28/1/21 Council Workshop • 4/2/21 CE Performance Review • 4/2/21 Chairs Meeting • 11/2/21 Council Meeting • 16/2/21 CHB Wastewater PGG Meeting • 17/2/20 Agenda Preview F&I Meeting • 25/2/21 F&I Meeting • 1/3/21 LTP Progressive Otane Meeting • 3/3/21 LTP Filming for Growth • 8/3/21 LTP Otane Hall Meeting 	<ul style="list-style-type: none"> • 9/3/21 LTP Tikokino Hall Meeting • 10/3/21 LTP Stephensons Meeting • 11/3/21 Three Waters Reform Meeting P Nth • 17/3/21 LTP Ongaonga Hall Meeting • 21/3/21 LTP Kairakau Hall Meeting • 24/3/21 LTP Takapau Hall Meeting • 25/3/21 S&W Meeting • 29/3/21 Flaxmill Bridge Project Commencement • 29/3/21 HB Drinking Water Governance Meeting • 29/3/21 Trade Waste Bylaw Meeting • 30/3/21 AON Risk Workshop • 31/3/21 R&A Meeting
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Together we Thrive! E ora ngātahi ana!

RUATANIWHA WARD REPORT

File Number: COU1-1400

Author: Caitlyn Dine, Governance & Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Ruataniwha Ward Report [↓](#)

PURPOSE

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

RECOMMENDATION

That the Ruataniwha Ward Report for February – March 2021 be received.



31 January 2021

Ruataniwha Ward

REPORT

A round up of activities for Ruataniwha Ward Councillors

March has flown by– which means that Long Term Plan engagement has come to an end and it's on to hearings and submissions from our amazing community.

We are pleased to say that we have a temporary solution for the Waipukurau Library, it will be included in the plans for a digital business hub in Waipukurau. The plan is to have this open by October this year. The chosen building, will live up the south entrance to Waipukurau and we look forward to its completion. There are still many questions about the old library. Now that we are well on our way to ensuring our well used library service will meet community outcomes, we can turn our attention to the old building as reports come in over the next few months.

Sadly, our community is experiencing huge loss with most of our major banks deciding to close their branches in Waipukurau main street. This is a huge concern for our community, especially elderly, we are advocating strongly and looking for solutions to ensure that there is some sort of offering of service in our people and for **their** customers.

Meetings Attended:

- 14 January, Marae restoration project began
- 24 January, New to CHB BBQ
- 28 January, Workshop
- 3 February, Sustainable Ewe visit
- 6 February, Nga Ara Tipuna trail
- 9 February, Launched new look Business Hub with Waipukurau Library option
- 11 February, Council Meeting
- 11 February, Singing School NZ evening
- 15 February, Digital Hub meeting
- 15 February, Rotary LTP engagement
- 23 February, BA5
- 25 February, Finance and Infrastructure Committee
- 26 February, Seasonal Employment Expo
- 26 February, Local business LTP engagement
- 1 March, CHB College Students LTP engagement
- 2 March, Community Reference Group
- 3 March, Skills, Training, Employment Network meeting
- 7 March, Children's Day
- 8 March, Probus LTP engagement
- 10 March, EIT and Municipal LTP engagement
- 11 March, Three waters workshop in Palmerston
- 14 March, Sustainable Ewe LTP engagement
- 17 March, BPW LTP engagement
- 20 March, Site visit Landfill and Three Waters
- 23 March, BA5
- 25 March Strategy and Wellbeing Committee



Key activities and achievements

- Long term plan meetings and consultation
- Launched a solution for Waipukurau Library
- Business after 5 events well attended

Key priorities and activities for the next 8 weeks

- Waipukurau library solution
- Banking services and advocating for solutions
- Submissions and hearings
- Recycling and rubbish options



Together we Thrive! E ora ngātahi ana!

ARAMOANA/RUAHINE WARD REPORT

File Number: COU1-1400
Author: Caitlyn Dine, Governance & Support Officer
Authoriser: Monique Davidson, Chief Executive
Attachments: 1. Aramoana/Ruahine Ward Report [↓](#)

PURPOSE

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

RECOMMENDATION

That the Aramoana/Ruahine Ward Report for February - March 2021 be received.



Aramoana/Ruahine Ward

REPORT

Our Aramoana/Ruahine ward councillors have been very busy over the past eight weeks since I last wrote this report.

What is continually keeping use all engaged is the Long-term Plan, what is the level of service are we able to provide to rate payers, is it the gold standard infrastructure or for now is it the second tear infrastructure? that is affordable and those who receive that service pay for it or is it spread over the community. Central Government is continually pushing compliance costs onto local councils which is having an impact on our rates.

Regional Advisory Group (RAG) are continuing to monitor the dry conditions in Hawkes Bay, while it is concerning that the soil moisture deficit is higher than this time last year, farmers are not experiencing the lack of feed the dry conditions caused during the summer 2019/20.



Key activities and achievements over the last 8 weeks

- Continuing Involvement in RAG,
- Community resilience
- Risk and Assurance
- Cuppa with a Councillor at the Waipawa library
- LTP consultation meetings

Key priorities and activities over the next 8 weeks

- Longterm Plan
- Economic recovery projects
- Risk and Assurance
- District Plan
- Water security

Key Meetings/Functions Attended by Aramoana/Ruahine ward councillors:

- Consultation meetings for the LTP
- Cuppa with a councillor
- AGM's for Hall committees
- Three Waters in Palmerston North

Together we Thrive! E ora ngātahi ana!

9 CHIEF EXECUTIVE REPORT

9.1 ORGANISATION PERFORMANCE AND ACTIVITY REPORT FEBRUARY - MARCH 2021

File Number: COU1-1400

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. **Bi-Monthly Chief Executive Organisation Performance Report** [↓](#)

PURPOSE

The purpose of this report is to present to Council the organisation report for February – March 2021.

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

DISCUSSION

This reports seeks to update Council on a number of key projects and priorities for Central Hawke's Bay District Council.

FINANCIAL AND RESOURCING IMPLICATIONS

This report does not present any financial or resourcing implications.

IMPLICATIONS ASSESSMENT

This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

NEXT STEPS

The next six weekly organisation report will be presented to Council on 3rd June 2021.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Together we thrive!

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

Together we Thrive! E ora ngātahi ana!

KIA ORA FROM THE CHIEF EXECUTIVE

E ORA NGĀTAHI ANA – TOGETHER WE THRIVE

This report provides an update of the organisation's activity over the February 2021 – March 2021 period and provides a snapshot of some of the organisation's achievements and activity over the period.

The Draft Long Term Plan 2021 – 2031 was adopted on the 11th February, and commenced formal consultation on the 1st March taking us through to the 31st March. The wider Council team moved into top gear to set us up for community consultation, and to ensure that the long term plan remains the most important piece of Council work up to its adoption in June 2021.

It is at this point that I wish to thank my staff for their tremendous efforts in supporting the consultation and engagement process. Their efforts and approach has not gone unnoticed.

Our focus now turns to the next stage of the process for the Long Term Plan 2021 – 2031, where Officers are preparing reports where we analyse the submissions and provide additional advice to Elected Members to support in the decision making process, throughout April, May and June.

And while an organisation we are focused on facing the facts and planning for the future, while still delivering business as usual, as a sector we are facing uncertainty in the face of government reform initiatives.

Three Waters Reform - As you are aware, the Government's programme to reform the three waters services has an ambitious timetable. Since the reform was first announced mid-2020 – we've already seen two key pieces of legislation issued; (Taumata Arowai - the Water Services Regulator Bill, and the Water Services Bill). Together these provide the compliance and enforcement authority, and the new operational rules and standards necessary to reform the way three-water services are delivered across the country. The next key pieces of legislation will be Local Government (Three Waters Reform) Amendment Bill and a Water Services Entity Bill. The number of proposed water entities, their boundaries, the trade-offs involved, and the evolution of local government (because of the reforms) is). In March Council attended a Department of Internal Affairs Workshop held in Palmerston North. This workshop provided an opportunity for Elected Members to hear more about the progressing views of government, and to provide feedback on timeframes, process and ultimately how the reform programme could impact community outcomes.

Resource Management Act Reform - The Minister for Environment (MfE) David Parker announced the process for

the reform of the resource management system on 10 February 2021. This is Government's response to the findings and recommendations of the comprehensive review of New Zealand's resource management system led by former Appeal Court Judge Tony Randerson, published in July 2020. The Government has committed to repeal and replacement of the Resource Management Act 1991 (RMA) by the end of 2022. The RMA will be replaced with three new acts:

- Natural and Built Environments Act - to provide for land use and environmental regulation. This will be the primary replacement for the RMA.
- Strategic Planning Act - to integrate with other legislation relevant to development (e.g. land transport and climate change), and require long-term regional spatial strategies.
- Managed Retreat and Climate Change Adaptation Act - to address complex issues associated with managed retreat, and funding and financing adaptation. This will be managed by the Minister for Climate Change office.

The new legislation is intended to: be developed with pace, with the intent that all three pieces of legislation are passed by the end of 2022.

The pace of both the Three Waters Reform and the Resource Management Act reform presents risk for Council. While we are well placed to participate and engage in the conversation, capability and capacity for both Council and Iwi and hapu to engage, particularly as we progress into transition will be an ongoing challenge.

On a lighter note, I wish to at this point draw your attention to some of the updates in this Organisation Performance Report. Whether it be the celebration of Parks Week, the progress of our capital works programme, or the outstanding work been achieved through the Tukituki Trails and Marae Restoration Programmes there are so many examples of the power of Council in empowering a strong and connected community.

Telling these stories and sharing the success of this work is critical when interacting with government on the future for local government.

Monique Davidson

Chief Executive



CENTRAL HAWKE'S BAY
DISTRICT COUNCIL

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

Together we thrive!

Our Strategic Direction for Central Hawke's Bay

What we know - Our DNA -

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

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

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

What we stand for - Our Values -

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

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

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

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

Why we do what we do - Our Purpose -

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

The outcomes we want to achieve - Our Objectives -

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

How we'll reach our outcomes - Our Focus -

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

Activity

Updates



SOCIAL AND ECONOMIC DEVELOPMENT

Central Hawke's Bay Cross-Agency Triage Project

The Central Hawke's Bay Cross-Agency Triage project ended on 4 December 2020 and subsequently the contracted support to assist in the Community Development portfolio has now ceased. A project report has been completed and presented to the Community Reference Group and discussions are now underway with Government agencies regarding potential future funding so that the Central Hawke's Bay Cross Agency Triage model can continue to be delivered in the community.



Safer Central Hawke's Bay

The first gathering of the wider Safer Central Hawke's Bay Coalition for 2021 was held on Thursday 11 March, where members came together for the annual planning workshop. The workshop is a vital part of the collective planning for priority setting for the upcoming year and drew on available injury prevention data and trends, results from the Safer CHB priority survey collected in late 2020 and workstream workplan and input. Over 35 people attend the workshop from a wide range of organisations and their discussion and feedback will contribute to the formation of strategic priorities for 2021 and beyond. Two elected members and two staff from Tararua District Council participated in the workshop so that they could experience the planning session and Safer CHB continues to support them as they work towards becoming a accredited Safer Community.

Prior to the workshop all of the workstreams of Safer Central Hawke's Bay met to discuss their individual priority areas so that this could be incorporated into the wider strategic goals of the coalition. A key factor of the workstream planning was to identify opportunities to work across and engage with other networks including the Positive Ageing and Disability Reference Group.

Positive Ageing

The Positive Ageing Forum have met twice during this reporting period and have developed a workplan for the upcoming year..

The group received an update from St John on the transition of the provision of community transport from Red Cross from 18 January 2021. The network have played an integral part in communicating this change to the community and promoting the service amongst their members and clients.

The issue of bank closures in the district continues to cause concern and a number of the agencies had members or clients attend DORA Digital Banking Hub during its two week visit to Central Hawkes Bay. Further digital enablement programmes, both in our libraries and via outreach, are being planned to assist the older cohort with this issue.

The network also hosted an Elder Abuse and Neglect workshop on Friday 26 February 2021. Delivered by the Elder Abuse Reponse team from Age Concern, 22 people attended and were able to gain insight into the challenges that some older people can be faced with and skills to recognise and report elder abuse or neglect to the appropriate agency.

Disability Reference Group

The Disability Reference Group have met once during this reporting period with separate meetings being held by the focus group working on the Beach Wheelchair project. The focus group are now working on fundraising for a beach wheelchair that will be available to residents and visitors to the district following on from the positive feedback and support for this initiative from the public survey.

A Disability Responsiveness workshop was held on Tuesday 9 March with 14 participants from Central Hawke's Bay District Council, community organisations and businesses attending the two hour session. Participants learnt the difference between impairment and disability and were able to examine and challenge their assumptions about disability. They then identified tangible actions that they could take back to their organisations or businesses which would enable them to be more responsive to those people in our community living with disabilities. Further workshops are planned. More workshops are planned for early 2021. These workshops will initially be at introductory level and be open to all interested organisations, businesses and community members.

COMMUNITY FUNDING

Creative Communities Fund

The latest Creative Communities Fund round opened on 1 February 2021 and closed on 19 February 2021. The fund was promoted through a variety of communication channels and 13 applications were received, some of which were new applications. The panel are meeting to review these applications and distribute just over \$15,000 on Wednesday 24 March 2021.

Community Voluntary Organisation Support Fund (CVOS)

The next round of CVOS funding will open in July 2021.

Community Pride and Vibrancy Fund

Two Community Pride and Vibrancy Applications have been received in this period:

The Old Dairy Factory – Charlie Chaplin Silent Movie

This is a community event being held in Russell Park where a Charlie Chaplin silent movie is played on a big screen and this is accompanied by live music. This is open to all of community and with the support of Community Pride and Vibrancy is a free event. This event was originally scheduled during Parks Week however due to a change in COVID levels has been rescheduled to Easter Weekend in April. The Community Pride and Vibrancy fund contributed \$3,000 towards the event.

Readers and Writers – Between the Lines

This is a four day festival made up of ten readers and writers events across Central Hawke's Bay. The festival allows local Central Hawke's Bay authors to be showcased and was sold out last year. The Community Pride and Vibrancy Fund will support a free event which is open to all of community held at the Waipawa Museum which celebrates Hawke's Bay and Central Hawke's Bay authors plus poetry and music. \$1,000 was contributed towards this event.

Sport New Zealand Rural Travel Fund

On 21 January 2021, 12 applications to the Sport New Zealand Rural Travel Fund were reviewed by Council and Sports Hawke's Bay. 11 applications were supported which will allow local clubs and schools to assist with the costs involved in travelling to regular sporting events. A total of \$9,309.00 was distributed.

Cultural Engagement – Tuhono mai Tuhono Atu

The primary focus for Council's Pou Whatua has been turning Tuhono mai Tuhono Atu into a plan for implementation and beginning the formation of relationships across the District and wider region.

Other priority areas for Cultural engagement have included:

- preparing for and beginning to implement components of the cultural competency framework into our council work culture
- District Plan engagement with iwi and hāpu
- three water project engagement with iwi and hāpu
- Supporting the continued establishment of capacity and capability within local Maori infrastructure.

Te Kupenga

The Te Kupenga application is a resource developed by the Maori specialist's teams within the 5 Councils across the Hawkes Bay region. Available from the app store for free, the app provides 1500 staff across councils with the ability to learn basic Te Reo Maori and Te Ao Maori concepts. The app was launched on Monday the 22 of Feb across the region.

ECONOMIC DEVELOPMENT

Economic Recovery

The projects initiated from funding gains we have secured from the Crown Infrastructure Partners Fund and the Provincial Growth Fund are now well under way.

Over the February March period, work on the Tuki Tuki trails has pushed ahead. Some outstanding work has been achieved from a hard working crew across what could only be described as challenging terrain. The end is getting closer and we can already see what an incredible opportunity will be created for our community for access to our pristine environment. Further, this valuable asset will provide a significant addition to Central Hawkes Bay as a tourist destination

The \$400k regional digital hub project has progressed and we are now reviewing working drawings for renovation of the 4 Bogle Brothers Esplanade site. This will become a very significant asset in our community by providing a place of learning in a relaxed environment and also a 'Hub' for small business development and enhancing the skills of the local community.

The PGF funded vegetation management programme has been completed, with several workers from this programme going on to full time, sustainable employment.

Jobs in Central Hawke's Bay - Turanga Mahi ki Tamatea

The Jobs in Central Hawke's Bay team has continued to work with people in our community who are job seekers to obtain long term sustainable employment.

Our Mobile Employment Hub is all fitted out now and working fantastically. Enabling our team to spend more time out and about connecting with the public. We continue to have regular weekly hubs in Waipukurau and Waipawa, and alternate between Porangahau and Takapau fortnightly.

We continue to meet new job seekers, we have had 27 new referrals this month!





Some of our current initiatives are:

Business After 5 - Reviving these sessions for business to network and connect with a further meeting held on Tuesday 23 March.

Skills, Training and Employment Network –the network is a platform to talk about what's happening within Central Hawke's Bay, primarily relating to barriers and opportunities for training, skills and employment. This network meets six weekly and is made up local organisations such as Complete Coaching HB, CONNECT Driving Licensing, Learning Innovations, CHB Budget Advisory Service and many more.

Seasonal Employers Expo – Jobs in Central Hawke's Bay facilitated the Seasonal Employment Expo where 40 jobseekers attended to connect directly with seasonal employers such as Mr Apple, Bostock, Pasture Petfoods and Silver Fern Farms..

Collaboration with the Project Management Office – working closely with Councils PMO so that those looking to tender for local contracts are coming to Jobs in Central Hawke's Bay to find employees. Higgins (2 new employees), Concrete Structures (3 new employees) and Fulton Hogan (3 new employees to start in March/April) are currently working with us.

Building, Construction and Allied Trades Level 2 (BCATS Level 2) - Partnership between Eastern Institute of Technology (EIT), Ministry of Social Development (MSD) and Jobs in Central Hawke's Bay has been formed to deal with the challenges faced by the Trades industry (shortage in skilled workers) and the housing shortage we currently have locally. Jobs in Central Hawke's Bay are supporting with Boots on the ground - \$500 towards safety boots for participants who need them to ensure they can participate on the course, and further incentives planned throughout the course to maintain engagement working towards positive outcomes. This course will be followed by BCATS Level 3, Sub Trades Training Scheme, and an employer meet and greet.

Apprenticeship Support Workshops - Supporting local Apprentices to complete their apprenticeship. Offering weekly workshops based out of EIT for Apprentices to access support to work through their paperwork component of their apprenticeship. First workshop scheduled for 14 April.

He Ringa Whānau Ora

He Ringa Whānau Ora was officially launched to the community on Wednesday 3 March 2021 after an initial period of development and design of the programme. A partnership project between Te Taiwhenua o Tamatea and Council, the project is funded for a two year period from the Ministry of Business, Innovation and Employment's Social Capital fund, funding that has been specifically allocated to address issues to strengthen the social capital of small communities.

The He Ringa Whānau Ora kaimahi will provide community-based support to address drug issues and intergenerational cycles of whānau harm in the most hard to reach whānau in Tamatea.

Specifically, the roles will:

- Support whānau to connect with support agencies through the Cross-Agency Triage forum or directly with agencies
- Act as community-based support workers to guide the most vulnerable in the community towards a path of rehabilitation
- Provide support and build on the capability and capacity of whānau to overcome methamphetamine and drug issues, provide career planning and improve their wellbeing.

- Guide whānau through a matauranga Māori lens to wellbeing; and
- Work with local connections to create sustainable employment outcomes, training and support which will enhance whānau wellbeing

The expected outcomes of the project are:

- Work with 50 whānau over two years
- Support 20 people into employment or training

Ngā ara Tipuna ki Tamatea

This project continues to be a priority focus and is on track for project completion by mid-June 2021.

Physical works progress well, with site works over 75% complete across most sites ready for the installation of the structures and post markers at each site.

The project is experiencing delays in the operational aspects of the project, with significant delays from the Charities Office in the processing of both the IP and Operational Trust. Recruitment for the business development manager role for the project will also shortly commence.

CENTRAL HAWKE'S BAY TOURISM

Tourism

Tourism Infrastructure Needs Assessment

This report has now been adopted and is available to view on the CHBDC website. The Central Hawke's Bay Tourism Destination Plan and Need Assessment were funded by MBIE's Tourism Infrastructure Fund (TIF). Three priority projects from the assessment that are already underway or have been completed include:

Central Hawke's Bay Visitor Guide

This project is well under way and will be printed and ready for distribution on February 22nd 2021. There were delays with this project in selling advertising to local businesses. The booklet will consist of five "Journeys" based on the findings from the Tourism Infrastructure Needs Assessment as well as promoting 26 Central Hawke's Bay businesses.

Image Library development

Council continues to work to develop the Central Hawke's Bay image library to ensure there is a wide range of images to promote Central Hawke's Bay across a number of platforms. The photoshoot planned for Sunday 24th January 2021 was postponed due to wind and clouds at the beach. A new date has not been set but will likely take place later this month.

Gateway Signage

The southern gateway sign to Central Hawke's Bay had been damaged over the Christmas/New Year period. Both signs have now been replaced and align with the Hawke's Bay Tourism promotional campaign the "Hawke's Baycation"

Art Deco

The Art Deco Railcar will be visiting Waipukurau on Saturday 20 February and Otane Market on Sunday 21 February. This event will include market stalls, railcar rides and live music. The Central Hawke's Bay Vintage Car Club will be there on the Saturday for car rides and volunteers will be running heritage walks through Waipukurau Township.



DRINKING WATER

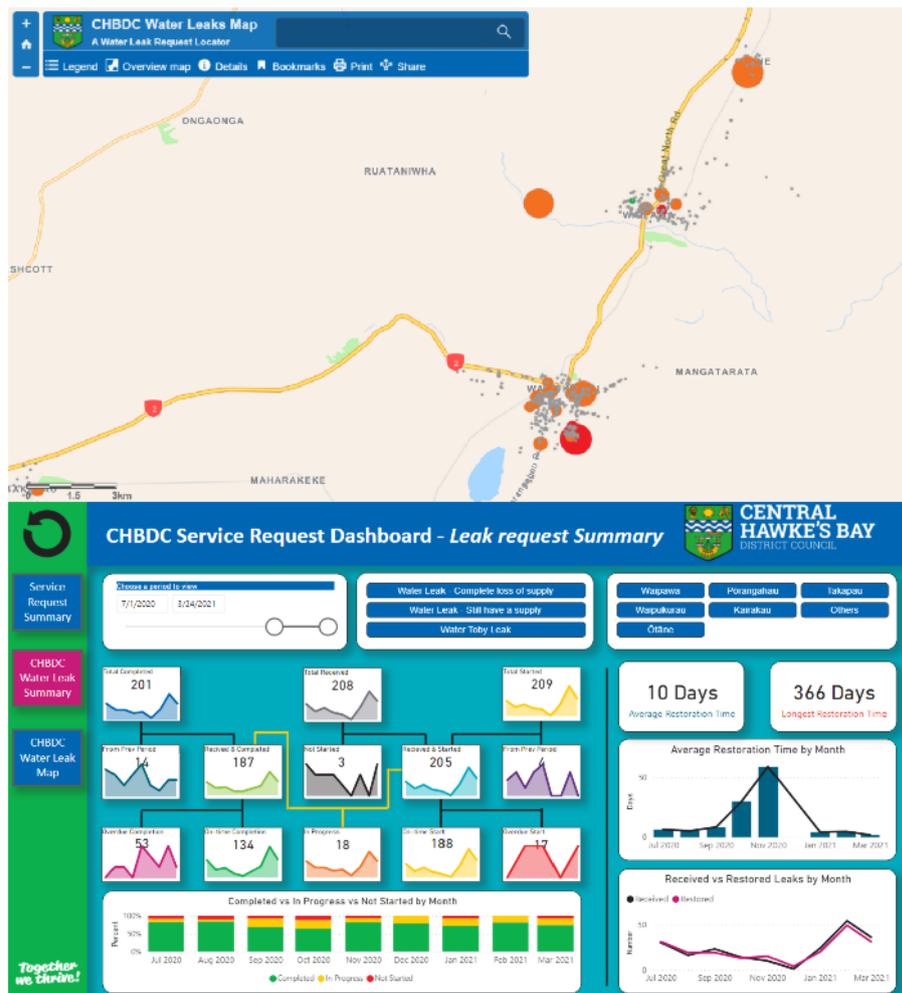
Drinking-Water Compliance

Drinking water compliance work through February and March has focussed on network changes being made in Waipawa to balance pressure and flows in the network. This has meant bringing online the Johnson St Treatment Plant which has been a lengthy process to ensure it is fully compliant with compliance requirements. The plant was successfully brought back online in mid-March with the Drinking Water Assessment Unit across all detail and happy with the outcome.

Operational update

Water restrictions were relaxed at the tail end of March from Level 3 to Level 2 restrictions. The change reflects increasing river levels in both the Tukituki and the Waipawa. While rising, rivers are still low and require Council to maintain active measures to reduce our impact on them. Council are confident that this can be effectively completed through level 2 restrictions rather than level 3 and Council are further hopeful that forecast rain will see continued rises in river levels and an ability to remove all restrictions soon.

Leak repairs remain the focus of reticulation crews with continuing very high numbers of leaks putting strain on resources. Significant amounts of overtime are being completed by teams to manage leak volumes and additional resources have been budgeted for within planned budgets to bring in extra support. Further to additional resource, Council is seeking to improve its understanding and management of leaks and general reactive works through improved internal reporting and visibility. Several interactive dashboards are in development (illustrated below) providing real-time access to information on leak status, location and work trends over time. This work will be refined and shared formally with Council.



Waipukurau Second Supply

We are making progress with this project, a recent update was given to Finance and Infrastructure Committee in late February 2021, including a site visit of the borefield where an investigatory bore was drilled and confirmed that sufficient water is available to move to a production bore – this is planned to be drilled late March 2021. Land negotiations for easement for pipelines and reservoirs is well underway as well as planning for the river crossing works.

Learn more and follow updates via: <https://www.chbdc.govt.nz/our-council/news/article/695/council-moves-to-next-stage-of-securing-greater-resilience-of-water-supply-for-waipukurau>

SH2 Borefield Upgrade

The project has been delayed slightly as we iron out some commissioning and turbidity (air) risks at the site, involving either a run to waste system or a filtration system to remove turbidity whether real or air. This work is progressing as a priority to allow the upgrade to be finished and the system commissioned.

Kairakau Water Upgrade

A community meeting was held as part of the Long Term Plan on Sunday 21st March as a follow up to the December 2020 meeting. Finance and Infrastructure Committee made a decision to progress the design in late February 2021. The project team are working on negotiating a lease and with neighbouring landowners to confirm the site layout.

Waipukurau Firefighting and Shortfalls

Stage 3 of the work is now complete, officers have recently undertaken testing of the first 3 stages to validate and measure the improvements before progressing the design and programme of future stages of work. Council is currently investigating some firefighting opportunities as part of the Farm Road water scheme to alleviate the need to draw water from town in the event of a fire.

Stage 4 is planned to start in July 2021 and form a part of the procurement for Stage 1 and 2 of the Waipawa firefighting works.

Waipawa/ Otane Firefighting and Shortfalls

The programme is currently being finalised before stage 1 and 2 are combined and will commence from July 2021.

Water Renewals

Officers are currently forming a renewal work programme as we plan to significantly step up our work programme – including how we programme the renewals and deliver the increase in works by priority as set out in our asset management planning.



WASTEWATER

Wastewater Treatment performance

Following a request from HBRC in December for a more formal update on wastewater treatment plant performance, Council met with HBRC on 16th February and provided a formal written update on plant performance on 1st March. The update covered existing performance issues with the plants that are to be addressed through the planned long-term upgrades as well as some programmed shorter term operational enhancements.

To further improve operational performance at the plants in the short term, Council have engaged some external expertise on plant management to inform the operations staff.

Trade Waste Reviews and Improvements

An improvement programme is underway largely supported by the Trade Waste bylaw review currently underway – this focusses on bylaw management operationally and revenue billing.

Waipawa, Waipukurau, Otane Wastewater Upgrade Consenting Project

In October 2020, Council adopted a new wastewater strategy outlining the approach to be taken across the district. This is consistent and supports the progress being made across our six plants and three overarching projects. <https://www.chbdc.govt.nz/our-council/news/article/696/central-hawkes-bay-district-council-endorse-wastewater-strategy>. Ongoing engagement is planned and extensively covered as part of the Long Term Plan 2021.

Otane Wastewater Resource Consent

An extension to the current resource consent is due to be lodged by the 31st March 2021 to align with the wider work programme for the larger project.

Porangahau and Te Paerahi Wastewater Upgrade Consenting Project

Our transitional consent has been lodged on the 26th February 2021. This has been accepted for processing by Hawkes Bay Regional Council. This will be superseded by a long term consent by 30 June 2021 that outlines the big picture approach – but is requiring an adopted long term plan confirming the funding and supporting the phasing. An agreement has been formed with the landowner, design is underway including cultural and archaeological assessment.

Takapau Wastewater Upgrade Consenting Project

Following further engagement, Council has an agreement with a landowner to investigate a land discharge scheme for the dry weather discharge from Takapau.



The consent is on track to be lodged by 30 April 2021, design is underway including a cultural impact assessment of the project.

The new screen and inlet works is completed.

STORMWATER

Operational update

During February and March planned open stormwater drain maintenance is occurring in Waipawa and Waipukurau. The work aligns with requirements under the District Stormwater Resource Consent and will see debris and vegetation removed from open drains and drains reprofiled. This work will improve the performance of the open drain network heading into wetter winter months.

Stormwater sampling was completed in February during a period of rain to meet the conditions of our resource consent. It is remaining to be challenging to meet the consent conditions for sampling with very few rain events meeting the levels needed to effectively sample in most areas. Council are working with HBRC to determine if the conditions of the consent can be altered to provide more flexibility when samples are taken.

Through February and March Council provided data to a Regional project on 'water accounting'. The project seeks to understand in detail the uses of all water across the Region from extraction and rainfall through various parts of the economy and infrastructure before it is returned to waterways or earth. The project will ultimately enable discussions about the 'value' of water to the Region. Council stormwater data has been supplied as part of the data-gathering exercise.



LAND TRANSPORT

Regional Land Transport Plan

Council staff and Elected Representatives have recently contributed to the Hawke's Bay Regional Land Transport Plan (RLTP) that is in its final stages of update for the 2021-31 period. The RLTP is an important document for Hawke's Bay outlining the regions transport services, needs and programme investment to bridge gaps and meet new and existing demand. Importantly, including key projects/programmes in the RLTP is an integral step in getting funding programmes endorsed by NZTA. CHBDCs representation in the RLTP in previous years has been artificially light. Significant effort has been made to ensure now that CHBDC is accurately represented in the RLTP which will now be part of formal regional communication and consultation exercise beginning in February 2021. This document has now been out for consultation and feedback is being considered

Waka Kotahi 3 Year Programme

Council routinely requires approval/endorsement of the 3-year rolling work programme from Waka Kotahi. In agreeing the programme and the set Funding Assistance Rate (FAR – set through a separate process), Council and Waka Kotahi agree to the amount of funding to be received over the 3-year period. Waka Kotahi have signalled nationally a reduction is required in total spending through 2021. To date Council have not been notified formally of any reduction in our programme/funding and have been in close regular contact with the investment team at Waka Kotahi to ensure we are receiving regular and accurate updates. Waka Kotahi have advised Council that they are recommending internally on our behalf that we receive our full allocation of funding based on the confidence in our programme.

Contract Works 20 / 21

Maintenance and Re-seals

The maintenance and re-seals programme are progressing well with a significant volume of planned works completed through February and March with favourable weather. During the period the maintenance contract focussed efforts in rural areas completing grading and water-table works as well as culvert maintenance.

The re-seal programme began later than usual due to process issues between Council, the works contractor (Downer) and the design contractor (Stantec). These issues saw work not commencing until late in the sealing season (weather constraints). Despite the initial delays, the work programme has 'caught up' significantly with all listed re-seal sites to be completed prior to the end of March. Changes have been made to the overall process to ensure earlier completion of confirmed designs and earlier commencement of work for the 2021/22 season.

Bridges, Structures and Area Wide Pavement Treatments

The AWPT contractor has completed one Site on Ugly Hill Road with great results and the consultant is working with them to get another site designed so it can be completed this fiscal year. The contractor has worked well with the contract manager and has offered suggestions which have enhanced the process. Engagement with the local affected community has been a priority through this work and has provided positive outcomes with good feedback from locals.

The structural contract has had numerous projects designed along with some minor works which have been completed. The major work will begin in late March and carry on until the end of the fiscal year. This work includes deck replacements for Tipene's Bridge, Te Roto Bridge, and Eparaima bridge which has involved working with the landowners around scheduling which introduced some delays to the expected work, so they experience the least disruption to their farming efforts. Again, the contractor has been in regular contact with the affected owners to ensure they are up to date as to what is scheduled and when.

The footpath contract is for 2 areas, the first is the extension of the footpath in Ongaonga to provide quality access to the museum. A meeting was held on site and information provided for community input. Higgins are donating time to install bricks to match the existing building entrances and the historical society is donating bricks. The second site is joining Mathew Street footpath to Abbotsford Road and construct as much footpath on Abbotsford as funding will allow. Our professional services consultant has created a staged plan to complete the Abbotsford footpath from end to end of the road, but progress will be slow as the construction is difficult and expensive due to the terrain in the area. This project will be a multi-year project due to funding restraints.



SOLID WASTE

Levels of Service

Embedding changes made through the later part of 2020 and early part of 2021 into operations is a focus for the team. Changes in collection zones, days and routes have been in place for a handful of months now and we are now seeing the benefits of this with no late or missed collections reported through February and March. Vehicle fleet remains a limiting factor in further optimising the kerbside collection services with investment in new fleet planned following adoption of LTP changes.

In March work to upgrade the glass bunker area in Waipukurau was completed with additional funding received from the Glass Packaging Forum. This completed work will go further to reducing contamination of glass at the facility and ensure that more product is recycled and diverted from landfill.



Service Delivery Change

Changes to service delivery for refuse and recycling services are being consulted on through the LTP process with good levels of engagement to date. Several key themes are emerging through the feedback with a high degree of interest particularly in kerbside recycling services and drop off centres. Officers are preparing a summary of feedback to take to Council to inform decisions that will be implemented following July 1. Officers are also working with contracting partners to ensure the roll out of any changes is planned for with as much notice as possible.

Waste Free CHB

A more detailed update on waste Free CHB was provided to the Strategy and Wellbeing Committee in March. The update included detail on progress and priorities under four key headings that make up Wastefree CHB (Operations, Programme and Events, Community/Partnerships, Communications and Engagement). The update presented the diagram below which illustrates the diversity of the Wastefree CHB umbrella.



Leachate to Landfill

Pleasingly we have received a new consent (short term – 3 years), which allows the discharge of groundwater to the onsite farm pond. A meeting was held onsite with our contractor in January 2021, unfortunately the contractor is unable to return to the project in a reasonable timeframe. As such, officers have reached out to another contractor to price and complete the project. Works are expected to start by mid to end of April 2021 and be completed by the end of June 2021.



CONSENTS

Consent application numbers have continued to increase with 50% more received in February and March compared to the same period last year. With the assistance of external contractors for processing, we are for the most part managing to achieve agreed service levels and high-quality customer service. Being available to respond to customer queries remains a high priority.

Data on consent volumes from the reporting period

Building Consents:

Total consents: 79
New dwellings: 23
Total value: \$10,357,520

Resource Consents:

Total consents: 53
Number of new lots created: 154

This represents another year of unprecedented growth for our District and we are relying heavily on the good work within our team as well as our consultants, National Processing Ltd, WSP and Stantec.

The growth in consents is expected to continue and the workload increase as we work our way through the implementation of the new LTP and the proposed District Plan at the end of May 2021.

A summary of consenting volumes and value compared with the previous year is provided below. The data for 2020/21 is year to date data.

Building Consents	2019 - 2020	2019 - 2020 (YTD)	2020 - 2021 (YTD)	No. Change (YTD)	% change (YTD)
Volume	419	245	263	+18	7.3%
New dwellings	125	88	108	+20	22.3%
Total \$value	\$61.4M	\$39.4M	\$44.0M	\$4.6M	11.5%
Commercial \$value	\$0.5M	\$0.850M	\$8.8M	\$7.95M	935.3%

Resource Consents	2019 - 2020	2019 - 2020 (YTD)	2020 - 2021 (YTD)	No. Change (YTD)	% change (YTD)
Volume - applications	219	146	201	+55	37.7%
Volume - approved	181	120	162	+42	35.0%
No. new lots created	332	287	440	153	53.5%

Resourcing:

There remains a heavy reliance on external consultants for processing of both building and resource consents with one Building Consents Officer and two Planner vacancies. The Cadet Building Consent Officer role was filled late December and this is adding valuable and measurable resource to the building control team. This Cadet is now on a pathway to be fully accredited as a Building Control Officer. National Processing is currently processing 90% of new builds while staff are focusing on

inspections which are unable to be outsourced. WSP and Stantec are processing approximately 95% of new Resource Consent applications.



EMERGENCY MANAGEMENT

The Incident Management Team were activated on 5 of March after three moderate Earthquakes. It was good to see the first early morning earthquake reached most peoples 'long or strong' threshold and some of the Coastal Communities self-evacuated. The second and third earthquake was not felt in Central Hawke's Bay but did cause a beach and marine Tsunami threat and the subsequent evacuation of Tsunami red zones across Hawke's Bay. The debrief for this event will be held on 29 March 2021.

Fixed radios have been installed into the mobile Emergency Operations Centre with the expectation that this project will be finished by the end of March.

East Coast LAB and CDEM are holding an emergency preparedness workshop for Principals and Board of Trustees for CHB Schools to better understand and plan for sudden onset risks.

We are raising staff capability and depth with four more staff going through the two day Coordinated Incident Management System training in March and more booked into this training course later in the year.



PLACES AND OPEN SPACES



Parks Week is held over 9 days in early March each year. The week celebrates the vital role parks and open spaces play in positively influencing our wellbeing and creating liveable and thriving communities. This year was the second year for Council to be involved and a number of events were planned:

- Silent Movie LIVE, which received Community Pride and Vibrancy funding, was postponed due to the Covid Alert level 2 restrictions until Good Friday evening, 2 April.
- Fortunately, alert levels were downgraded for the Sunday of Parks weeks and due to a number of community groups being involved, Children's Day was an enormous success
- During the week we promoted a number of parks and debuted the newly updated Parks and Reserves pages on the Council's website. The Team also celebrated Parks week with Recreational Services and their contributions with a barbecue.
- Nature Connect at Otaia/Lindsay Bush and Mid-day Music at Ongaonga Museum Reserve also occurred as part of the delayed week of celebration.



Waipawa Pool Closed for season

Whether the impact of Covid Alert Level 2 or cold night temperatures and inconsistent warm sunny days, the Waipawa pool has not had a good summer. Unlike last summer, the pool has rarely got to its recommended baseline of 19°C and even if we had a number of warm autumn days, the low night time temperatures will limit the amount the amount of heat the body of water can maintain.

When open during the warm periods, the pool was well attended regularly receiving strong crowds and attendances.

Playground Tidy-ups

Finally, some key safety improvements to our playgrounds are underway. As of writing Otane playground's safety surface tiles and swingset are being replaced after coming to the end of their useful life.

Not only have we contended with a national shortage of engineered wood fibre due to Covid-19 and a lack of shipping containers arriving in New Zealand (and therefore lack of pallets from which cushion fall is made from), but the Napier floods, meant that a large number of playground surfaces needed refilling as well that were prioritised by suppliers.

Nelly Jull and Takapau are other playgrounds where safety surface areas are being adjusted to improve the fall zones. They along with Russell Park are getting safety mats added to high use areas (eg. under swings) and topped off with a quality engineered wood fibre (EWF) that is accessible by prams and those using wheelchairs.

Central Hawke's Bay Libraries

February and March have been exciting times for the libraries as we have benefited from Covid Recovery Funding through National Library for two years until June 2022. We have been able to create two new roles - a Digital Inclusion Co-ordinator's Role and the role of He Kura Kainga Co-ordinator, these positions have been filled by Cleavelin Cook and Te Rangimarie Ngarotata.

We were then given the opportunity to apply for more funding for enriching and growing librarianship and libraries. This has enabled us to second from existing staff and increase hours to 1 FTE. These 40

hours cover 20 hours weekly in an outreach role, and a total of 20 hours on in-house training and upskilling staff.

We have continued to apply for funding and in total have received on top of the staffing, funding for programming, laptops, arts and crafts tools, an increase in the Maori collection, professional development the new staff.

We have also received funding for a new digital platform Re-Collect to replace Kete which is no longer supported, and records our local history. This funding has been increased to allow us the capability to make this a mobile service to collect our local history, our oral history, photographs, videos right across our entire district – this will truly give us the ability to record our heritage – never forgetting that to make this collection of our local history we must also record today's stories as they are our future heritage. This will also be an opportunity to use volunteers to help collect community content.

In the Digital Inclusion space, Cleavelin is currently focusing on the launch of a number of programmes that range from our primary schools right through to enhancing the internet banking literacy of our elderly community. This will also involve the set up and programme co-ordinating of the Re-Collect Dighub.

Our first He Kura Kainga role's programme 'Its cool to korero' begins on the 29 of March in the Waipawa Library. This will give people a space to come and practise their Reo. TeRangimaire is also working alongside community to plan the Matariki events and festival and is working closely with our local Taiwhenua.

Safety

And Wellbeing

Health and Safety Overview

The raft of identified improvements identified in the Gap Analysis Project continues to be put into action as do reactive and proactive actions.

Since the last report:

- Approximately half the vehicle fleet have been fitted with the GPS system 'Eroad'. A significant amount of time has been invested in ensuring the Eroad system is set up correctly including auditing the setup of each vehicle and data entry of service history. Work continues on setting up the regular operational vehicle check module of Eroad which will provide assurance our fleet is safe and operationally fit.
- The 3Waters vehicle has been identified as being unsuitable for their operational requirements and a replacement has been ordered. Given the inappropriate 3Waters vehicle and that a significant number of the fleet have been identified for replacement, the CFO has decided to review the fleet and its suitability. The HS&W team will support this review.
- CHBDC have taken the first delivery of lone worker devices and the complementary training is complete. The roll-out of the satellite lone worker devices was staggered while metal mounting plates for the bridge units was developed with the workforce. This is expected to be completed in the coming weeks.
- The new reporting system Risk Manager has been established as the single point of truth for HS&W matters for our organisation, while integration work is occurring between RiskManager and the Datacom and Psoda platforms. Line managers are continuing to receive assistance and support to manage events in the system.
- Reporting levels are up on previous figures which has a flow on effect to the number of investigations, improvements and the demand on the HS&W team.
- The campaign #ActWithMana is a district wide initiative to combat abuse and threatening behaviour directed towards stop-go sign operators at roadworks. This campaign will satisfy our upstream and overlapping duties and will hopefully be instrumental in addressing the level of abusive behaviour our people are exposed to.
- Significant work has also gone into the policy and guideline space including; vehicle and driving, fleet management and procurement, vaccinations and isolated and lone working. As part of the lone worker device rollout, an additional internal escalation guideline has been developed to guide people leaders in the event of a genuine lone worker device activation.

Contractor Management Framework

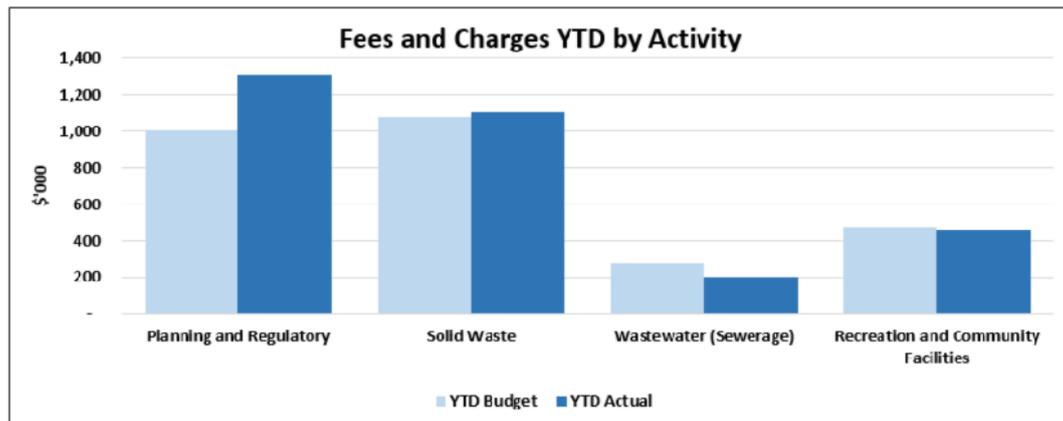
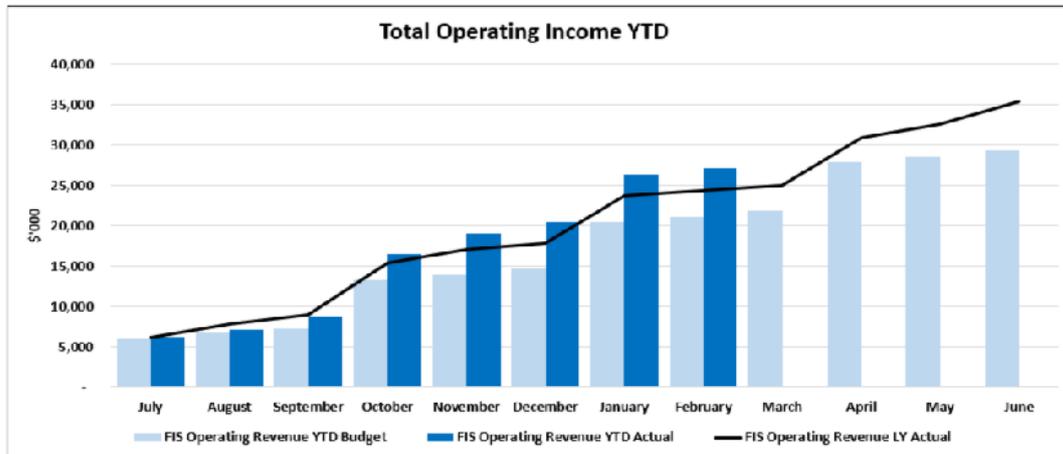
The next focus is area is the Contractor Management Framework is in draft and is currently under review prior to going out to the teams for feedback/input. Once finalised the plan will be rolled out across the business. The purpose of the framework is to standardise our health and safety requirements across all contractors engaged by Council. This includes how we carry out due diligence on our contractors through things like regular site inspections, audits and how we deem them competent over and above the baseline pre-qualification. The framework is critical to CHBDC meeting its overlapping duties and managing the critical risk of contractors.

Financial Performance

FINANCIAL PERFORMANCE ENDING 28 FEBRUARY 2021

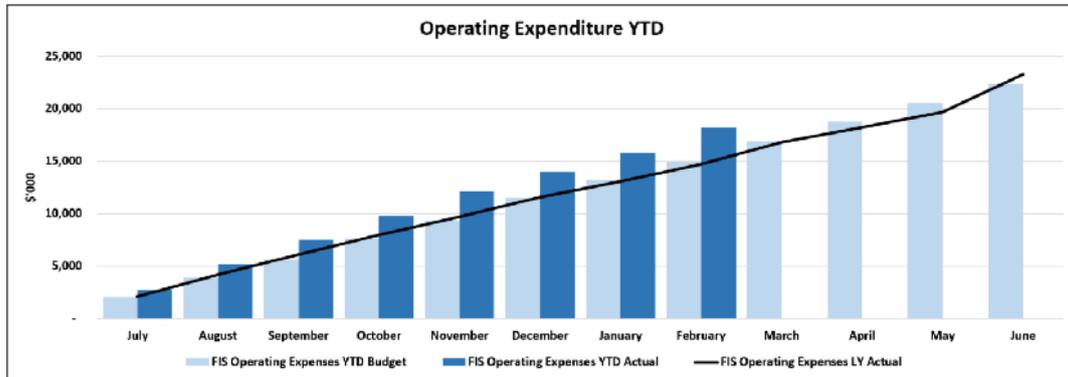
The graphs and tables below show the financial results for Council covering the financial results for the 8 months ended 28 February 2021.

Revenue is tracking above budget, but the unbudgeted 3 Waters Reform monies (\$1.175m operating grant and \$4.25m capital grant) and the Job Creation and Whanau Ora schemes (\$3.7m) (which also comes with unbudgeted costs) distort this. The underlying data shows that planning and regulatory is still processing more consents than expected (and this is against a fees budget that was set pre-COVID-19). Landfill is also going strong, but their budgets for 2020/21 had quite a lift from the previous year.

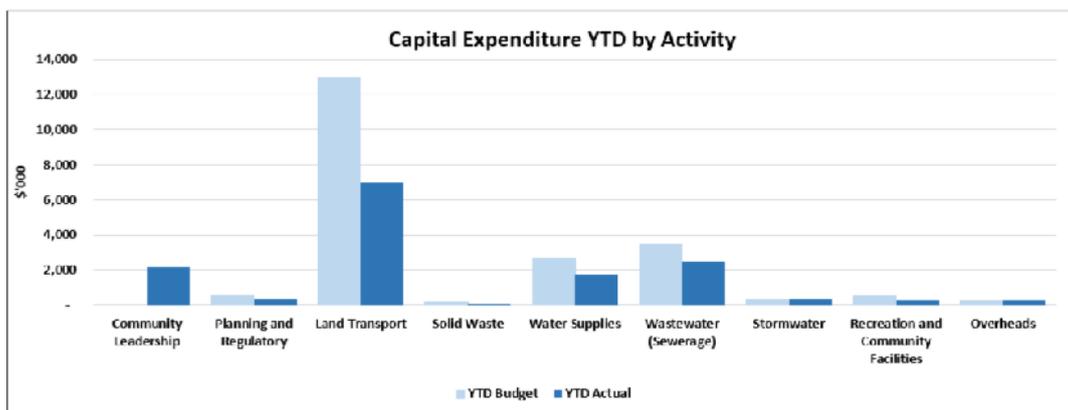
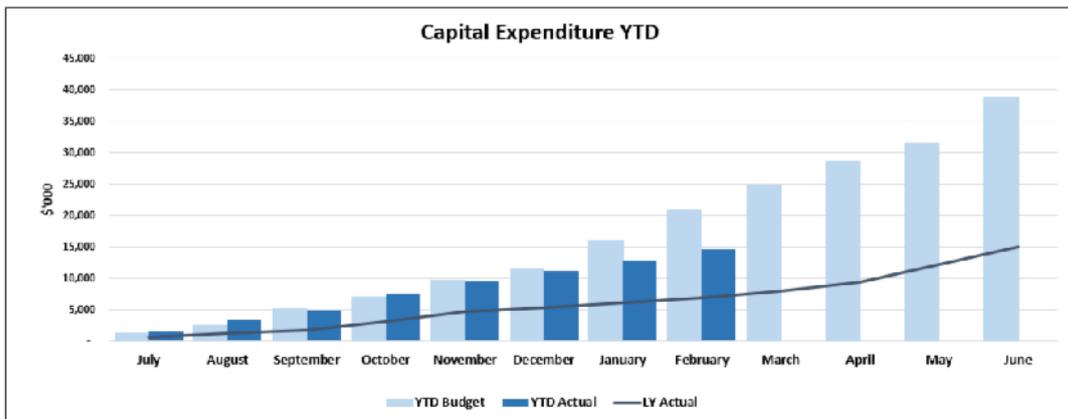


The operating expenses budget shows a similar trend to the operating revenue budget which is being distorted by the Job Creation and Whanau Ora schemes (\$2.2m). Council is showing a savings in wages driven by vacancies. Payments to suppliers are \$3.7m over budget. \$2.2m of this is due the job creation and Whanau Ora scheme, \$320k is outsourcing of

consents, \$249k is in solid waste (disposing of concrete, tyres, green waste, purchase of carbon credits, and the costs of the S17a review), \$554k in Three Waters (mostly operational, but includes \$43k of connection recharges yet to occur).



The capital programs for the year are well underway. Nga Ara Tipuna project is showing up in the graph below under community leadership, and the District Plan budget showing under Planning & Regulatory. Land Transport includes both the budget and spend for the normal activities plus the Route 52 PGF funded project



**#the BIG.
Waste Water Story**

**#the BIG.
Water Story**

Within #TheBigWaterStory programme of work, the Waipukurau Second Supply is making good progress with the successful drilling of an investigatory bore. Landowner negotiations are underway along with pipeline and reservoir concept designs. The Kairakau Water Supply Upgrade also makes progress with the approval of the approach and design now progressing alongside landowner negotiations.

Johnson street Water treatment plant upgrade is now complete and commissioned allowing an improvement in supply and pressure into the bottom end of Waipawa. Firefighting planning continues with works to be tendered shortly.

#TheBigWastewaterStory programme has advanced over the last few months, with Stage Two of the Otane to Waipawa Wastewater Pipeline underway in March, linking the end of stage 1 works at Racecourse Road/White Road to the Waipawa Treatment Plant.

Over the next few months Council will commence de-sludging of the WWTP ponds, finalise concepts and prepare resource consent applications for land dispersal, commence infiltration and inflow (I&I) studies to understand and reduce flows and start the upgrade of the tertiary treatment in Waipawa to improve treatment in the short term.

TRANCHE ONE – 3 WATERS REFORM PROGRAMME

Council identified a number of projects as part of the 3 Waters reform programme tranche one – below is a brief update on the programme – a more detailed update will be supplied in the next Finance and Infrastructure Committee meeting in late April 2021.



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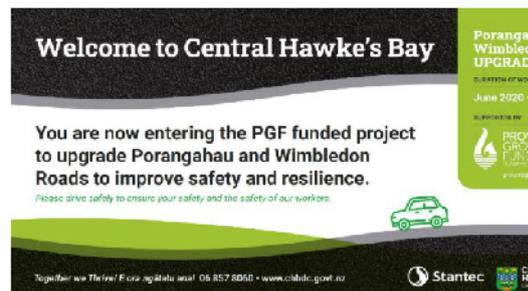
New Zealand Government
Te Kāwanatanga o Aotearoa

1. **Regional 3 Waters** – work is underway with other councils to assess water supplies, review asset management systems and GIS systems for synergies.
2. **Water Safety Planning** – source protection mapping and catchment risk assessment work is underway to support our water safety plans.
3. **Otane to Waipawa Pipeline Stage 2** – the site laydown area is established and welding of pipe strings are underway
4. **Waipukurau Second Water Supply** – a test bore has been drilled
5. **Wastewater Treatment Improvements** – enabling works before a DAF filtration system is installed is underway
6. **Wastewater Desludging** – procurement is underway and
7. **Bylaw Reviews** – drafts out for consultation alongside the long term plan to inform and support the wider wastewater programme
8. **Software implementation** – a new project management software is now live and supporting the programme, and a 3 waters monitoring and wider infrastructure consent management tool is being planned for implementation by June 2021.
9. **Water Renewals** – a project to renew water mains is underway in Waipukurau across Nelson and Reservoir roads
10. **Wastewater Renewals** – this fund is focussed on expediting our I&I programme, starting with physical works in Otane and studies in other towns.



PGF ROADING PROGRAMME – PORANGAHAU TO WIMBLEDON

PHASE	DESIGN/ BUILD	
TIMELINE	JAN 2020 START DATE	JUNE 2022 END DATE
PROGRESS	20%	
BUDGET	\$20.1m	
RISKS		



Scope

To upgrade Porangahau and Wimbledon Roads to improve safety and resilience along the route from Waipukurau to the Tararua border on Wimbledon Road.

The Contractor

Stantec and Council have been delivering the design, procurement and contractor supervision of this significant programme of work.

We now have three contractors onboard to deliver the main components of this programme, Concrete Structures, Fulton Hogan and Russell Roads.

Funded through the PGF by MBIE – the programme is well underway, and we can expect to see significant construction through to 2022.

Communications

An interactive map has been created and can be visited here: https://experience.arcgis.com/experience/947a211cafb4a96a063fcd1e8d3a461/page/page_10/

Webpages for the programme and individual projects can be found here: <https://www.chbdc.govt.nz/our-district/projects/porangahau-wimbledon-road-upgrade/>

An e-newsletter is set up and is being sent out monthly. Sign up is available via the Council website, along with the ability to view past editions.

Employment Statistics:

Progress Update

Retaining Walls:

To kick off the start of the programme of upgrades along Porangahau and Wimbledon Roads four retaining walls were identified as Quick Wins – 3 / 4 sites are now 99% complete.

Contract 1075: 2 Retaining Walls, Porangahau Rd - Downer RP27488: Completed
RW177: Completed structural work, awaiting guard rail.

Contract 1076: 2 Retaining Walls - Russell Roads RW283 (Wimbledon Road): 90% complete, awaiting guard rail and road reinstatement

RW184 (Porangahau Road): Completed

C-1077: AWPT on Porangahau Road - Russell Roads Complete. 600m of road across two locations has been upgraded.

C-1096: Bridge and Culvert Strengthening Concrete Structures are on board, Wallingford Bridge is under construction and Kokomoko is due to start in mid April 2021, with 5 other structures on the work programme.

C-1098 Retaining Walls

Fulton Hogan has awarded the first two retaining walls of this programme – the first of these are underway.

C-1097 Flaxmill

Blessing held 29th March to kick start this – Russell Roads engaged to commence with Stage 1 of 5.

PGF ROADING PROGRAMME – PORANGAHAU TO WIMBLEDON

Blessing & Project Commencement
 Flaxmill & Wanstead Road Upgrade

Please join us:
 Date: Mon 29th March 2021
 Time: 9:00am



Flaxmill Bridge
 RP-20.732

Central Hawke's Bay District Council, working from the Provincial Government Unit are improving transport infrastructure for the communities along Porangahau and Wimbleton roads. A key focus of the programme of work is the bridge at Flaxmill.

Teard Bridge has a history of flooding. Road works in February 2006 and March 2010 to address an under-estimated concrete bridge width to 10m resulted in the current Planed Bridge was closed to motorist 10 days during flooding.

All necessary vehicles of height over the bridge stability and evidence needs to be assessed if the bridge is to be replaced and replacement to be publicly advertised.

The completion of the project will provide future generations with safe and durable road infrastructure to help them in their daily lives.

We will be kept informed in advance of any events in the area due to road works which may result in delays to your journey. Contact us for any questions designed that the property may cause.

Together we build. Come splash water! www.hbc.govt.nz





C1076 Wimbleton Retaining Wall 283



C1096 Wallingford Bridge Upgrade



C1098 Wimbleton Retaining Wall 277



C1096 Wallingford Bridge – MBIE Visit

DISTRICT PLAN REVIEW	
PHASE	Consultation     
TIMELINE	Notification May 2021  AUG 2017 START DATE
PROGRESS	70% 
BUDGET	\$1,800, 749 
RISKS	
Scope	<p>The District Plan Review is now progressing through the statutory requirements of Schedule 1 of the Resource Management Act ahead of notification in May 2021.</p> <p>Progress Update</p> <p>Officers are focused on ensuring all pre-notification tasks and activities required before the Plan is notified are completed in a timely manner. Generally, these tasks relate to requirements to undertake pre-notification consultation with:</p> <ul style="list-style-type: none"> • The Minister of the Environment • Other Ministers of the Crown who may be affected • Local authorities who may be affected • Tangata whenua of the area • Customary Marine Title Groups <p>In addition, progress is continuing on drafting the public notice of the review and appropriate communication with ratepayer and stakeholder groups around the notification details. A comprehensive Communications and Engagement Strategy is being prepared to support this work.</p> <p>Work is also progressing on addressing the requirements of two Requiring Authorities (Ministry of Education and First Gas New Zealand) who have chosen to use the notification process to consult on two designations within the district.</p>
	<p>Officers continue to work on the expressions of interest notice for the appointment of accredited commissioners to the District Plan Hearings Panel. It is hoped to progress this matter by 31 March 2021.</p> <p>A legal review of Section 32 Reports is anticipated to be completed by the end of March 2021.</p> <p>Engagement with tangata whenua to meet pre-notification consultation requirements is on-going and officers continue to work with Councils Pou Whatuia officer on this project. The continuing support of Dr Maaka with this consultation is acknowledged.</p> <p>Provision for the upload of the Proposed District Plan onto an e-plan platform is continuing and consideration of online submission software is underway.</p> <p>Preparation of the district planning maps has now been completed and the maps and schedules are being reviewed for accuracy and compliance with the national planning standards.</p>

POUND PROJECT

PHASE	DESIGN	    
TIMELINE	JUN 2018 <small>START DATE</small>	JULY 2020 <small>END DATE</small>
PROGRESS	5%	
BUDGET	\$422k <small>TOTAL PROJECT</small>	
RISKS		



Scope

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

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

Progress Update

We are currently working with an external stakeholder around a potential land swap opportunity for the provision of a Pound Facility.

Work is underway with an initial design/build concept for the proposed land swap option, that will meet the MPI standards alongside ensuring we build to meet our needs of the Community now and into the future.

The Customer Experience and Relationships Manager is continuing to manage the relationship with the SPCA.

10 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Resolution Monitoring Report - Public Excluded	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
10.2 - Electricity Supply Contract	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

<p>10.3 - Procurement Plan - Consultant Panel Procurement with HDC</p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>10.4 - Proposed Exchange - Reserve Land Waipawa</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>10.5 - Outcome Report on Porangahau-Wimbledon PGF Procurement Contracts</p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>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</p>
<p>10.6 - March Key Project Status Report - District Plan</p>	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

10.7 - Public Excluded Minutes of the CE Employment and Performance Committee Meeting held on 4 February 2021	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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
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11 DATE OF NEXT MEETING

RECOMMENDATION

THAT the next meeting of the Central Hawke's Bay District Council be held on 13 April 2021.

12 TIME OF CLOSURE