



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Council Meeting Agenda

Thursday, 3 June 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 - 13 May 2021

Extraordinary Council Meeting - 27 May 2021

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 13 May 2021 and the Extraordinary Council Meeting held on 27 May 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, 13 MAY 2021 AT 9.00AM**

PRESENT: Mayor Alex Walker
Deputy Mayor Kelly Annand
Cr Jerry Greer
Cr Exham Wichman (apology)
Cr Brent Muggeridge
Cr Tim Aitken
Cr Gerard Minehan
Cr Kate Taylor
Cr Pip Burne
Roger Maaka (Kaiarahi Matua) (not present)

IN ATTENDANCE: Monique Davidson (Chief Executive)
Brent Chamberlain (Chief Financial Officer)
Nicola Bousfield (Group Manager, People and Business Enablement)
Doug Tate (Group Manager, Customer and Community Partnerships)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Darren de Klerk (Director Projects and Programmes)
Caitlyn Dine (Governance and Support Officer)

1 PRAYER

Mayor Walker led the prayer

2 APOLOGIES

RESOLVED: 21.50

Moved: Mayor Alex Walker

Seconded: Cr Kate Taylor

That the apologies for absence from Cr Wichman be accepted.

CARRIED

3 DECLARATIONS OF CONFLICTS OF INTEREST

Councillor Burne declared she is an employee at Stephenson Transport and a trustee of the Central Hawkes Bay Community Trust.

Councillor Annand declared her husband is a builder and they are looking to subdivide land in the near future. Councillor Annand has met with Sir Graham Avery from Community Fitness Trust.

4 STANDING ORDERS**RESOLVED: 21.51**

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

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

5 CONFIRMATION OF MINUTES**RESOLVED: 21.52**

Moved: Cr Pip Burne

Seconded: Cr Jerry Greer

That the minutes of the Ordinary Council Meeting held on 13 April 2021 as circulated, be confirmed as true and correct.

CARRIED

6 REPORTS FROM COMMITTEES

Nil

7 REPORT SECTION**7.1 LONG TERM PLAN 2021 - 2031 SCENE SETTING - OVERVIEW REPORT****PURPOSE**

The purpose of this report is to provide a summary on the Long Term Plan 2021 – 2031 process, and the matters still be deliberated on.

RESOLVED: 21.53

Moved: Cr Kate Taylor

Seconded: Cr Brent Muggeridge

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

CARRIED

Mr Chamberlain presented this report.

Councillor Muggeridge asked about shifting the additions from the general rates into the UAGC as he had concern about rural rate payers. There was further discussion around how this works.

Councillor Taylor spoke to the movement that rural rate payers may not directly paying for the three waters infrastructure, yet feel indirectly they are.

7.2 LONG TERM PLAN 2021 - 2031 DRAFT DELIBERATIONS REPORT: DRINKING WATER, STORMWATER AND WASTEWATER BYLAWS.**PURPOSE**

The matter for consideration by the Council is to consider and deliberate on submissions made on the 3 Waters Bylaws review (Water Supply, Stormwater and Wastewater bylaws).

RESOLVED: 21.54

Moved: Cr Gerard Minehan

Seconded: Cr Pip Burne

That having considered all matters raised in the report:

- a) **That Council receive the changes made to the Proposed Water Supply, Stormwater and Wastewater Bylaws attached to this report, following its release for community consultation as part of the 2021 – 2031 Long Term Plan.**
- b) **That council adopt the draft 2021 Water Supply Bylaw attached to this report, with the Policy having immediate effect upon its adoption.**
- c) **That council adopt the draft 2021 Stormwater Bylaw attached to this report, with the Policy having immediate effect upon its adoption.**
- d) **That council adopt the draft 2021 Wastewater Bylaw attached to this report, with the Policy having immediate effect upon its adoption.**
- e) **That the submitters are thanked for their comments, which are acknowledged and further that the information contained in this report is provided to submitters.**

CARRIED

Mr de Klerk presented this report.

Councillor Aitken asked if the word “eliminate” could be removed from the storm water bylaw report, he was uncomfortable with this word as we will never be able to eliminate the effect on the environment. Mr de Klerk explained the wording for this as a hierarchy of controls your first option is to eliminate then mitigate, manage or control if you cannot eliminate. It is a policy statement across all bylaws to manage the sustainability of growth.

Councillor Minehan spoke to the motion that it was time our Council reviewed the three water bylaws as they needed to be refreshed and updated to reflect our environmental and infrastructural demands for this present time and future needs. Councillor Minehan acknowledged the thoroughness and in depth detail submissions that came through. Council has been asked over again about new build homes to capture rain water and Council can finally make that happen for the community.

Councillor Burne spoke to the motion that she supports the recommendation and followed on from what Councillor Minehan spoke about. Councillor Burne asked if we could incentivise water conservation to existing water tank home owners as well. Councillor Burne spoke about an education programme to install tanks and low interest loans and that Council promoted drought resilient planting to conserve water in the summer. Councillor Burne acknowledged it is great to see we are moving in the right direction.

7.3 LONG TERM PLAN 2021 - 2031 DRAFT DELIBERATIONS REPORT: CHALLENGE 1 - PLANNING AND FUNDING OUR WASTEWATER UPGRADES**PURPOSE**

The matter for consideration by the Council is to consider and deliberate on consultation feedback related to **Challenge # 1 – ‘Planning and Funding our Wastewater Upgrades’** received through the Long Term Plan process.

RESOLVED: 21.55

Moved: Mayor Alex Walker

Seconded: Cr Brent Muggeridge

That having considered all matters raised in the report:

- a) **That Council adopt Option 4 to implement the 15 year investment programme of wastewater upgrades across the six wastewater systems through loan funding.**
- b) **That council endorse the approach to recover a capital contribution from Trade Waste Industry contributors in addition to the current operational charges – with adoption taking place through the Revenue and Financing Policy and Annual fees and charges setting.**
- c) **That the submitters are thanked for their comments which are acknowledged and further that the information contained in this report is provided to the submitters.**

CARRIED

Mr de Klerk presented this report.

Mayor Walker spoke to the motion that it is only right that we get this work underway. The whole of Central Hawkes Bay wants this to be successful. It is vital to get this done right for a thriving CHB.

Councillor Muggeridge spoke to the motion reiterating what Mayor Walker spoke about. The biggest issue since being elected to Council “dig once do it right”.

Councillor Annand noted everyone should be proud of where we are at.

7.4 LONG TERM PLAN 2021 - 2031 DRAFT DELIBERATIONS REPORT: TRADE WASTE BYLAW**PURPOSE**

The matter for consideration by the Council is to consider and deliberate on submissions made on the 2021 Draft Trade Waste bylaw.

RESOLVED: 21.56

Moved: Cr Brent Muggeridge

Seconded: Cr Gerard Minehan

That having considered all matters raised in the report:

- a) That council adopt the draft 2021 Trade Waste Bylaw with minor changes as presented.
- b) That council endorse the approach to recover a capital contribution from Trade Waste Industry contributors in addition to the current operational charges – with adoption taking place through the Revenue and Financing Policy and Annual fees and charges setting.
- c) That council endorse the approach to phase or stage the recovery of capital contribution towards 100% within four years as set out in the revenue and financing policy.
- d) That Council note that industry paying for their share of capital contribution relevant to the cost of discharging was the communities preferred outcome.
- e) That the submitters are thanked for their comments, which are acknowledged and further that the information contained in this report is provided to submitters.

CARRIED

Mr de Klerk presented this report.

Councillor Muggeridge spoke to the motion no reason why a rate payer should subsidise business, it's a cost they have to occur, it gives them incentive to do treatment on their own property which would reduce Councils overall costs by a significant amount if trade wasters treated their own waste on their properties.

Councillor Minehan spoke to the motion we as a community must all play our part in trying to solve our waste water problem. We must be mindful of passing the new Trade Waste bylaw that the trade waste industry is going to be burdened by a new capital contribution cost, but most trade waste partnerships are about community and business doing the right thing.

7.5	LONG TERM PLAN 2021 - 2031 DRAFT DELIBERATIONS REPORT: CHALLENGE 2 - FUNDING REPLACEMENT OF OUR ASSETS
PURPOSE The matter for consideration by the Council is to consider consultation feedback related to Challenge # 2 – ‘Funding the Replacement of our Assets’ received through the Long Term Plan process - The Funding for Replacement of Our Assets.	
RESOLVED: 21.57 Moved: Cr Gerard Minehan Seconded: Cr Kate Taylor That having considered all matters raised in the report: a) That Council adopt Option 1 as set out in the Long Term Plan 2021 - 2031 for Challenge 2. To debt fund for 5 years, to deliver essential renewals and upgrades to our drinking water, wastewater (excluding the big waste water story upgrade) and storm water assets and community facilities assets. b) That the submitters are thanked for their comments, which are acknowledged and further that the information contained in this report is provided to submitters. CARRIED	

Mr Lloyd presented this report.

Councillor Minehan spoke to the motion it is very important to start doing renewals. Hopefully once the renewals get started there will be less and less complaints on water leaks. Common sense to start repairing our assets. High risk on major failures if we don't do this.

Councillor Taylor spoke to the motion "no more band aids" 94% in favour of option 1, it has the best balance between meeting infrastructure needs and affordability.

Meeting adjourned at 10:41am for morning tea break.

Meeting resumed at 11:09am

7.6 LONG TERM PLAN 2021 - 2031 DRAFT DELIBERATIONS REPORT: CHALLENGE 3 - CREATING A WASTE FREE CHB**PURPOSE**

The matter for consideration by the Council is the LTP deliberations with respect to Challenge 3 and a Waste Free CHB.

MOTION

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Kate Taylor

In Favour: Crs Alex Walker, Kelly Annand, Jerry Greer, Tim Aitken, Gerard Minehan, Kate Taylor, Pip Burne and Roger Maaka

Against: Cr Brent Muggeridge

CARRIED 8/1

That having considered all matters raised in the report:

- a) That Council adopt Option 1 as set out in the Long Term Plan 2021 – 2031 for Challenge 3, specifically that Council selects the following service delivery approach for Solid Waste:**

- 1. Extend the recycling and rubbish service at an increase of \$42,000 per year, and**
- 2. Introduce a wheeled bin refuse service in year 3, and**
- 3. Introduce a 3 crate system for recycling, and**
- 4. Close the drop off centres in Otane, Takapau, Tikokino and Ongaonga and the create a targeted rural recycling scheme.**

- b) That the submitters are thanked for their comments, which are acknowledged and further that the information contained in this report is provided to submitters.**

AMENDMENT

Moved: Mayor Alex Walker

Seconded: Cr Kate Taylor

That Council increases the UAGC contribution to Solid Waste activities from \$35k to \$70k.

Mr Lloyd and Mrs Wiggins presented this report.

Councillor Annand spoke to the motion that she is excited to see the extension of recycling and rubbish centres in to rural towns a good thing for our people and has confidence in the trailer system that rural and beaches now have the benefit of being able to take part in recycling. Councillor Annand noted “we can always go back and change things”.

Councillor Taylor spoke to the motion she acknowledged we wouldn't be looking at changing if what we had was working. She looks forward to seeing the targeted rural recycling scheme develop.

Councillor Muggeridge was against getting rid of drop off centres but in favour of the other recommendations.

Councillor Aitken can concur with Councillor Muggeridge about the drop off centres but agrees with Councillor Annand in saying “we can always change things”

Mayor Walker noted roadside recycling will lessen the amount that goes to landfill and reduce the amount of contamination and the “big bang” for this is the increase in curb side recycling to rural townships outside of Waipawa and Waipukurau.

7.7	LONG TERM PLAN 2021 - 2031 DRAFT DELIBERATIONS REPORT: CHALLENGE 4 - HOW WE PAY FOR GROWTH
PURPOSE	
The purpose of this report is to present to Council the submissions and analysis related to Challenge 4 – How do we pay for growth, one of the key decisions required as part of the Long Term Plan 2021 – 2031.	
RESOLVED: 21.58	
Moved: Cr Tim Aitken Seconded: Cr Jerry Greer	
That having considered all matters raised in the report:	
<ul style="list-style-type: none">a) That Council note that Option 1 – that Developers pay for the full cost of growth was the communities preferred option.b) That Council notes K Bayliss’ submission relating to the remission of development contributions and takes no action at this time.c) That Council receive the changes made to the Proposed Development Contributions Policy attached to this report, following its release for community consultation as part of the 2021 – 2031 Long Term Plan.d) That Council adopt the Proposed Development Contributions Policy 2021 attached to this report, with the Policy having immediate effect upon its adoption.e) That the submitters are thanked for their comments, which are acknowledged and further that the information contained in this report is provided to submitters.	
CARRIED	

Mr Tate presented this report.

Councillor Aitken spoke to the motion that he accepts the fact we are a bit late as a lot is going on in the district that will put pressure on our infrastructure going forward. It is unfair on our community at present who are already paying for infrastructure upgrades to also be paying for developments going forward.

Meeting adjourned at 12:25pm for a lunch break.

Meeting resumed at 1:10pm

7.8	LONG TERM PLAN 2021 - 2031 DRAFT DELIBERATIONS REPORT: FINANCIAL AND INFRASTRUCTURE STRATEGY
PURPOSE <p>The matter for consideration by the Council is to consider consultation feedback on the financial and infrastructure strategy received through the Long Term Plan process and to make any required decisions.</p>	
RESOLVED: 21.59 <p>Moved: Cr Brent Muggeridge Seconded: Cr Pip Burne</p> <p>That having considered all matters raised in the report:</p> <ul style="list-style-type: none">a) That the submitters are thanked for their comments which are acknowledged and further that the information contained in this report is provided to the submitters.b) That the Financial and Infrastructure Strategies pending amendments following Councils decisions on the key 4 challenges and other activities be endorsed, ready for adoption when the Long-term Plan 2021 – 2031 is considered for adoption.c) That the Treasury Management Policy (including Investment and Liability Policies) attached to this report be adopted. <p style="text-align: right;">CARRIED</p>	

Mr Chamberlain and Mr Lloyd presented this report.

Mayor Walker noted this is our time to be investing in our infrastructure.

7.9	LONG TERM PLAN 2021-2031 DRAFT DELIBERATION REPORTS: PLANNING AND REGULATORY SERVICES
PURPOSE <p>The purpose of this report is to present to Council the submissions received on the Long Term Plan consultation in relation to the Planning and Regulatory Services Activity. It provides an analysis of the submissions.</p>	
RESOLVED: 21.60 <p>Moved: Cr Gerard Minehan Seconded: Cr Pip Burne</p> <p>That, having considered all matters raised in the report:</p> <p>a) That the submitters are thanked for their comments which are acknowledged and further that the information contained in this report is provided to the submitters.</p> <p style="text-align: right;">CARRIED</p>	

Mr Tate, Mrs Harrison and Mrs Burns presented this report.

Councillor Minehan spoke to the motion in congratulating all submitters acknowledging they had great points.

7.10 LONG TERM PLAN 2018-2028 DRAFT DELIBERATION REPORTS: LAND TRANSPORT**PURPOSE**

The purpose of this report is to present to Council the submissions received on the Long Term Plan consultation in relation to Land Transport. It provides an analysis of the submissions and some options for the Council to consider.

RESOLVED: 21.61

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

That, having considered all matters raised in the report:

- a) That the submitters are thanked for their comments which are acknowledged and further that the information contained in this report is provided to the submitters.**
- b) That Council continue to lobby and leverage Waka Kotahi to provide funding to the sealing of unsealed roads.**

CARRIED

AMENDMENT

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

- c) That Council increases the land transport rate by \$200,000 per year to progress sealing of unsealed hot spots.**

CARRIED

Mr Lloyd and Mr McKinley presented this report.

Mayor Walker spoke to the motion adding a third recommendation.

7.11 LONG TERM PLAN 2018-2028 DRAFT DELIBERATION REPORTS: PLACES AND OPEN SPACES**PURPOSE**

The purpose of this report is to present to Council the submissions received on the Long Term Plan consultation in relation to the Places and Open Spaces Activity. It provides an analysis of the submissions and some options for the Council to consider.

RESOLVED: 21.62

Moved: Cr Brent Muggeridge

Seconded: Cr Kate Taylor

That, having considered all matters raised in the report:

- a) **That the submitters are thanked for their comments which are acknowledged and further that the information contained in this report is provided to the submitters.**
- b) **That Council encourage the clubs of Russell Park to actively participate in Councils Community Facility Plan, intended to commence this calendar year, subject to the confirmation of funding in the 2021 – 2031 Long Term Plan.**
- c) ~~**That Council provide new operational funding of \$35,000 in Year 2 and 3 of the Long Term Plan, to provide operational support and resourcing for the development of the Sporthub Project at Russell Park.**~~
- d) **That Council reconsiders the request for temporary changing rooms, following the completion of the Community Facilities Plan, wider club feedback relating to the timing and scope of any multisport hub project for Russell Park and an assessment of actual demand and need, either in the 2022/23 Annual Plan or as an Officer report.**

CARRIED

AMENDMENT

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Gerard Minehan

That Council supports the concept of the development of the sports hub project at Russell Park. Recognising it as a key strategic asset for Central Hawkes Bay.

CARRIED

Mr Tate and Mrs Leaf presented this report.

Noted the removal of **C** and added amendment.

7.12 LONG TERM PLAN 2018-2028 DRAFT DELIBERATION REPORTS: COMMUNITY LEADERSHIP**PURPOSE**

The purpose of this report is to present to Council the submissions received on the Long Term Plan consultation in relation to the Community Leadership Activity. It provides an analysis of the submissions and provides some options for Council to consider.

RESOLVED: 21.63

Moved: Cr Kate Taylor

Seconded: Cr Tim Aitken

That, having considered all matters raised in the report:

a) That the submitters are thanked for their comments which are acknowledged and further that the information contained in this report is provided to the submitters.

CARRIED

Mr Tate presented this report.

7.13 LONG TERM PLAN 2018-2028 DRAFT DELIBERATION REPORTS: SOLID WASTE**PURPOSE**

The purpose of this report is to present to Council the submissions received on the Long Term Plan consultation in relation to the Solid Waste activity. It provides an analysis of the submissions and some options for the Council to consider.

RESOLVED: 21.64

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

That, having considered all matters raised in the report:

a) That the submitters are thanked for their comments which are acknowledged and further that the information contained in this report is provided to the submitters.

CARRIED

Mr Lloyd presented this report.

7.14 MANAGEMENT SUBMISSION TO THE LONG TERM PLAN 2021 - 2031 DELIBERATIONS**PURPOSE**

The purpose of this report is to make a management submission on the Long Term Plan (LTP) 2021-2031 deliberations.

RESOLVED: 21.65

Moved: Cr Kate Taylor

Seconded: Mayor Alex Walker

That having considered all the matters raised in the report:

- a) That Council note the Management submission presented to Council, outlining recommended changes to the Long Term Plan 2021 – 2031 budgets, since draft budgets were initially adopted.
- c) The Council repurposes up to \$160,000 of funding in Year 1 of the Long Term Plan identified to support the upgrades of the Central Hawke's Bay District Community Trust Assets, in order for a full and comprehensive review of the Trust's assets and future maintenance and renewal liabilities to be identified for the Pool Complex, Gymnasium and Stadium and Sports Turf Complex.
- d) That Council acknowledges that the Trust will require financial support for the implementation of any short-term works to remediate and make safe the ceiling of the indoor pool complex and that the remaining funds identified in Year 1 of the Long Term Plan to support the upgrades required of the Central Hawke's Bay District Community Trust Assets are retained, with a further report to Council being made, prior to the release of any funds.
- e) That The Trust and Council work collaboratively as part of the Central Hawke's Bay Community Facilities Plan Review, to understand the role and opportunities for the Trust now, and into the future.
- f) That Council provide funding of \$37,813 in Year 1 of the Long Term Plan, funded through debt for covers of the Waipawa Centennial Memorial Pool.
- g) That Council loan fund a \$30,000 contribution to the Hawke's Bay Community Fitness Centre Trust, funded over three years through loans.
- h) That Council note and endorse the \$15,000 of Interest be allocated to Special Funds, rather than general funds, thus increasing general rates by \$15,000.
- i) That Council note and endorse the recommendation that Asset Life Expectancy of new Assets be reviewed which will impact depreciation charges, but have no rating impact.
- j) That Council note and endorse the increase in budget allowances for electricity budgets in light of the recent Electricity Contract Renewal increases, increasing general rates by \$11,000, UAGC \$4,000 and Targeted Water Rates by \$10,000

k) That Council note and endorse the reallocation of Kiwisaver costs to be allocated as a direct cost rather than an overhead in line with NZTA audit recommendations. This will increase general rates by \$29,515, increase UAGC \$7,820, decrease land transport rates by \$31,325, and decrease 3 Waters Targeted Rates by \$8,403.

.CARRIED

Mr Tate and Mr Chamberlain presented this report.

Amendment made **B** removed and numbers for UAGC updated. **C D E J K** motions changed as there were mistakes in initial resolutions.

Mayor Walker spoke to the motion thanking the trust for working with Council and is very keen to provide some support the Community Fitness Centre trust.

Councillor Taylor spoke to the motion important for the young people of Central Hawkes Bay.

Councillor Burne noted a conflict of interest being a trustee of the Community Trust and acknowledged the great work.

Meeting Adjourned at 3:00pm for an afternoon tea break.

Meeting resumed at 3:21pm

RESOLUTION TO EXTEND THE MEETING

RESOLVED: 21.66

Moved: Mayor Alex Walker

Seconded: Cr Pip Burne

That the meeting be extended longer than 6 hours.

CARRIED

7.15 REVENUE AND FINANCING POLICY, AND FEES AND CHARGES 2021/22

PURPOSE

The matter for consideration by the Committee is the adoption of the Revenue and Financing Policy as well as the Fees and Charges for 2021/22. This is the report where Council will make the key policy decision related to the Trade Waste contribution to the Wastewater Capital upgrade.

RECOMMENDATION FOR CONSIDERATION

That, having considered all matters raised in the report:

- 1. That Council adopts the revision to the "Revenue and Financing Policy" as set out in Attachment 1 as per amendment.**
- 2. That Council adopts the Fees and Charges for the financial year dated 2021/22 as set out in Attachment 2.**
- 3. That Council specifically adopts to introduce a trade waste capital contribution charges as set out in Trade Waste Fees and Charges sections B13-B22.**

- 4. That Council specifically adopts to phase in the Trade Waste capital contribution to be 100% within four years, commencing with a 33% contribution in Year One, 37% in Year Two, and 75% in Year Three.**
- 5. That Council give notice pursuant to Section 103 of the Local Government Act 2002 of its intention to prescribe the fees payable for the period 1 July 2021 to 30 June 2022 in respect of certificates, authorities, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke's Bay District Council Bylaws as set out in the Fees and Charges Schedule 2021/22.**

Councillor Minehan moved initial resolutions 1-5 with Councillor Muggeridge seconding it. Councillor Muggeridge withdrew his motion and the initial resolution failed, amendments were then made.

AMENDMENT

Moved: Mayor Alex Walker
Seconded: Cr Brent Muggeridge

3. That Council specifically adopts to introduce a trade waste capital contribution charges as set out in Trade Waste Fees and Charges sections B13-B22.

4. That Council specifically adopts to phase in the Trade Waste capital contribution to be 100% within four years, commencing with a 50% contribution in Year One, 60% in Year Two, and 85% in Year Three.

In Favour: Crs Alex Walker, Kelly Annand, Jerry Greer, Brent Muggeridge, Tim Aitken, Kate Taylor and Roger Maaka

Against: Cr Gerard Minehan

Abstained: Cr Pip Burne

CARRIED 7/1

AMENDMENT

Moved: Deputy Mayor Kelly Annand
Seconded: Cr Pip Burne

- 1. That Council adopts the revision to the “Revenue and Financing Policy” as set out in Attachment 1 as per amendment.**
- 2. That Council adopts the Fees and Charges for the financial year dated 2021/22 as set out in Attachment 2.**
- 5. That Council give notice pursuant to Section 103 of the Local Government Act 2002 of its intention to prescribe the fees payable for the period 1 July 2021 to 30 June 2022 in respect of certificates, authorities, approvals, consents, and services given or inspections made by the Council under the Local Government Act 2002, the Building Act 2004, the Building (Infringement Offences, Fees, and Forms) Regulations 2007, the Amusement Devices Regulations 1978, the Resource Management Act 1991, Health (Registration of Premises) Regulations 1966, Sale and Supply of Alcohol (Fees) Regulations 2013, the Gambling Act 2003, the Burial and Cremation Act 1964, and the Central Hawke’s Bay District Council Bylaws as set out in the Fees and Charges Schedule 2021/22.**

CARRIED

AMENDMENT

Moved: Cr Brent Muggeridge
Seconded: Cr Tim Aitken

That Council conduct a rate review to examine the weighting between the General Rate and the UAGC in the 2021/2022 year. And further that the rating review gives particular reference to differentials regarding the distance of those living to our urban services. That Council allocates a further \$20,000.00 within the Community Leadership Budget for the 2021/2022 year to fund this work.

CARRIED

Mr Chamberlain and Mr de Klerk presented this report.

8 CHIEF EXECUTIVE REPORT

Nil

9 PUBLIC EXCLUDED BUSINESS

Nil

10 DATE OF NEXT MEETING

RESOLVED: 21.67

Moved: Cr Jerry Greer

Seconded: Deputy Mayor Kelly Annand

THAT the next meeting of the Central Hawke's Bay District Council be held on 3 June 2021.

CARRIED

11 TIME OF CLOSURE

The Meeting closed at 4:16pm

The minutes of this meeting were confirmed at the Council Meeting held on 3 June 2021.

.....
CHAIRPERSON

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 27 MAY 2021 AT 2.00PM**

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

IN ATTENDANCE: Monique Davidson (Chief Executive)
Brent Chamberlain (Chief Financial Officer)
Nicola Bousfield (Group Manager, People and Business Enablement)
Doug Tate (Group Manager, Customer and Community Partnerships)
Darren de Klerk (Director Projects and Programmes)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Caitlyn Dine (Governance and Support Officer)
District Plan Committee members/Sage Planning

1 KARAKIA

Kaiairahi Matua Roger Maaka led the Karakia

2 APOLOGIES

Mayor Walker noted an apology from former Deputy Mayor Ian Sharpe who has also been a member of the District Plan Committee.

3 DECLARATIONS OF CONFLICTS OF INTEREST

NIL

4 STANDING ORDERS

RESOLVED: 21.68

Moved: Cr Pip Burne
Seconded: Cr Kate Taylor

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

20.2 Time limits on speakers

20.5 Members may speak only once

20.6 Limits on number of speakers

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

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

CARRIED

Mayor Walker invited District plan Committee Chair person Mick Lester to come sit at the table.

5 REPORT SECTION

5.1 NOTIFICATION OF SECTION 32 REPORTS AND THE PROPOSED DISTRICT PLAN UNDER THE RESOURCE MANAGEMENT ACT 1991

PURPOSE

This report seeks the approval of Council to publicly notify the Section 32 Reports and the Proposed Central Hawkes Bay District Plan, in accordance with Part 1 of Schedule 1 of the Resource Management Act 1991 (RMA).

RESOLVED: 21.69

Moved: Mayor Alex Walker

Seconded: Cr Jerry Greer

That having considered all matters raised in the report:

- a) That having had particular regard to the Section 32 Reports contained in the Public Excluded Agenda under item XX, and withheld under Section 48(1)(d) of the Local Government Official Information and Meetings Act 2002, that Council resolves to adopt and publicly notify the Proposed Central Hawke's Bay District Plan in accordance with Clause 5 of Part 1 of Schedule 1 of the Resource Management Act 1991, also contained in the Public excluded Agenda under item XX and also withheld under Section 48(1)(d) Local Government Official Information and Meetings Act 2002.
- b) That Council confirms the intended public notification date of 28 May 2021 and resolves to set the closing date for submissions as 6 August 2021 for that notification date, and that the Section 32 Reports and Proposed Central Hawke's Bay District Plan are released as public information on 28 May 2021.
- c) That the Council rescinds its delegation to the District Plan Committee, noting that the Committee's purpose has come to an end in accordance with its terms of reference with Council formally notifying the Proposed District Plan and that the Governance Statement is appropriately updated to reflect this; and further;
- d) That Council thank the members of the District Plan Committee for their dedication and commitment to the District Plan review.

CARRIED

Mr Tate and Mrs O'Shaughnessy presented this report.

Mr Lester spoke about how privileged he was to lead the Committee and that the District Plan is now fit for purpose. Mr Lester thanked all who were involved in the process.

Councillor Greer, Councillor Aitken, Councillor Burne, Deputy Mayor Annand, Dr Maaka and Councillor Taylor all acknowledged the hard work that went into The District Plan.

Dr Maaka said he was proud to have tangata whenua integrated and involved throughout the whole District Plan.

Mayor Walker spoke to the movement that she felt privileged to move the District Plan as the Mayor and was proud of everyone's hard work.

6 PUBLIC EXCLUDED BUSINESS

Council moved to Public Excluded at 2:15pm. Mayor Walker noting that members of the public involved in the District Plan Committee and consulting process are included in Public Excluded Business.

RESOLUTION TO EXCLUDE THE PUBLIC**RESOLVED: 21.70**

Moved: Cr Jerry Greer

Seconded: Cr Exham Wichman

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - District Plan Committee Minutes	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 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
6.2 - Endorsement of the Section 32 Reports and Proposed Central Hawke's Bay District Plan	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

CARRIED

The Council moved out of Public Business and back to a Public meeting at 3:08pm

Trees were given to all the people involved in the District Plan Committee as a thank you for their work.

7 DATE OF NEXT MEETING

RESOLVED: 21.71

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Pip Burne

THAT the next meeting of Central Hawkes Bay District Council be held on 3 June 2021.

CARRIED

8 TIME OF CLOSURE

The Meeting closed at 3:50pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Central Hawkes Bay District Council held on 3 June 2021.

.....
CHAIRPERSON

6 Reports from Committees

6.1 MINUTES OF THE STRATEGY AND WELLBEING COMMITTEE MEETING HELD ON 6 MAY 2021

File Number: COUI - 1400

Author: Caitlyn Dine, Governance & Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Minutes of the Strategy and Wellbeing Committee Meeting held on 6 May 2021

RECOMMENDATION

1. That the minutes of the meeting of the Strategy and Wellbeing Committee held on 6 May 2021 be received.

The Committee refers the following recommendations to Council:

NIL

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
STRATEGY AND WELLBEING COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 6 MAY 2021 AT 9.00AM**

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

IN ATTENDANCE: Brent Chamberlain (Chief Financial Officer)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (Group Manager, People and Business Enablement)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Caitlyn Dine (Governance and Support Officer)

1 KARAKIA

Councillor Wichman led the karakia

2 APOLOGIES

APOLOGY
<p>COMMITTEE RESOLUTION</p> <p>Moved: Cr Gerard Minehan Seconded: Cr Kate Taylor</p> <p>That the apologies for absence from Cr Tim Aitken be accepted. That the apologies for absence from Dr Roger Maaka be accepted.</p> <p style="text-align: right;">CARRIED</p>

3 DECLARATIONS OF CONFLICTS OF INTEREST

NIL

4 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Jerry Greer

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

5 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

That the minutes of the Strategy and Wellbeing Committee Meeting held on 25 March 2021 as circulated, be confirmed as true and correct.

CARRIED

6 REPORT SECTION

6.1 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 Exham Wichman

Seconded: Cr Kate Taylor

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

CARRIED

Mr Tate presented this report on behalf of Mrs Davidson.

6.2 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 Gerard Minehan Seconded: Mayor Alex Walker That, having considered all matters raised in the report, the report be noted. CARRIED
AMENDMENT Moved: Cr Gerard Minehan Seconded: Cr Pip Burne That the Strategy and Wellbeing Committee write to the Ministry for the Environment to champion to increase the size of symbols and numbers on recycling products. CARRIED

Mr Tate presented this report on behalf of Mrs Davidson. Mrs Wiggins presented solid waste dashboard.

Deputy Mayor (Chair) Annand asked if we could do some community work in CHB to clean up the streets off the back of Keeping New Zealand beautiful.

Mr Tate noted clean up week is in November.

Mrs Wiggins noted this and will set up an event for November using Waste Free CHB calendar to keep the community updated.

6.3	ENVIRONMENTAL AND SUSTAINABILITY FUND APPLICATION - SUSTAINABLE EWE
PURPOSE	
<p>The matter for consideration by the Strategy and Wellbeing Committee is the attached application for funding from Council's Environmental and Sustainability Fund to provide Sustainable Ewe with funding toward a trailer and signwriting. This trailer will allow Sustainable Ewe, who are a not-for-profit community group, the ability to transport bokashi, worm and chook feeders created from buckets that are diverted from landfill and to continue to educate and share their knowledge to our communities about how they can manage their green waste and food waste.</p>	
RECOMMENDATION FOR CONSIDERATION	
<p>That having considered all matters raised in the report:</p> <p>a) That Council approve to provide up to \$10,000 from the Environmental and Sustainability Fund to Sustainable Ewe for the creation of a customised trailer.</p>	
AMENDMENT	
<p>Moved: Cr Exham Wichman Seconded: Cr Kate Taylor</p> <p>a) That Committee approve up to \$10,000 from the Environmental and Sustainability Fund for the creation of a customised trailer that will be owned by Council and leased to Sustainable Ewe at a 'peppercorn' rental for environmental purposes, subject to conditions including lease costs and term to be negotiated.</p> <p>b) That report updates through the Strategy and Wellbeing Committee on an annual basis are provided and picked up regularly through monitoring priority reports.</p> <p style="text-align: right;">CARRIED</p>	

Mr Lloyd and Mrs Wiggins presented this report accompanied by Neen Kennedy member of Sustainable Ewe.

6.4 COMMUNITY FUNDING AND GRANTS POLICY - ABILITY FOR UNDERWRITE FUNDING PROVISION
PURPOSE The matter for consideration by the Strategy and Wellbeing Committee is to consider the provision of an underwrite process.
COMMITTEE RESOLUTION Moved: Cr Gerard Minehan Seconded: Cr Exham Wichman That having considered all matters raised in the report: a) That Council adopts the proposed amendment to the Community Funding Policy for Community Funding Underwrites. CARRIED

Mrs Cover presented this report.

6.5 2020/21 SUMMER CAMPING UPDATE
PURPOSE The purpose of this report is to provide an update to the committee on the 2020/21 Summer Camping Season and an update on Councils approach to strategically respond to camping in the future.
COMMITTEE RESOLUTION Moved: Cr Jerry Greer Seconded: Cr Kate Taylor That, having considered all matters raised in the report, the report be noted. CARRIED

Mrs Leaf and Mrs Harrison presented this report.

6.6 FUTURE FOR LOCAL GOVERNMENT REVIEW
PURPOSE The purpose of this report is to provide information to the Strategy and Wellbeing Committee on the recently announced Ministerial review into the future for Local Government.
COMMITTEE RESOLUTION Moved: Cr Pip Burne Seconded: Cr Kate Taylor That, having considered all matters raised in the report, the report be noted. CARRIED

Mr Tate presented this report on behalf of Mrs Davidson.

6.7 WAIPUKURAU REGIONAL DIGITAL BUSINESS HUB - PROJECT UPDATE**PURPOSE**

The purpose of this report is to provide an update to the Committee on the Regional Digital Business Hub, funded by the Provincial Growth Fund, that will include the temporary Waipukurau Library.

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 this report.

7 DATE OF NEXT MEETING**COMMITTEE RESOLUTION**

Moved: Cr Jerry Greer

Seconded: Cr Gerard Minehan

THAT the next meeting of the Central Hawke's Bay District Council Strategy and Wellbeing Committee be held on 1 July 2021.

CARRIED**8 TIME OF CLOSURE**

The Meeting closed at 10.48am

The minutes of this meeting were confirmed at the Strategy and Wellbeing Committee Meeting held on 1 July 2021.

.....
CHAIRPERSON

6.2 MINUTES OF THE FINANCE AND INFRASTRUCTURE COMMITTEE MEETING HELD ON 22 APRIL 2021

File Number: COUI - 1400

Author: Caitlyn Dine, Governance & Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. Minutes of the Finance and Infrastructure Committee Meeting held on 22 April 2021

RECOMMENDATION

1. That the minutes of the meeting of the Finance and Infrastructure Committee held on 22 April 2021 be received.

The Committee refers the following recommendations to Council:

NIL

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
FINANCE AND INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 22 APRIL 2021 AT 9.00AM**

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

IN ATTENDANCE: Monique Davidson (Chief Executive)
Brent Chamberlain (Chief Financial Officer)
Doug Tate (Group Manager, Customer and Community Partnerships)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Nicola Bousfield (Group Manager, People and Business Enablement)
Darren de Klerk (Director Projects & Programmes)
Shawn McKinley (Land Transport Manager)
Caitlyn Dine (Governance and Support Officer)

1 APOLOGIES

Nil

2 DECLARATIONS OF CONFLICTS OF INTEREST

Nil

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan
Seconded: Cr Exham Wichman

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 Gerard Minehan

Seconded: Cr Kate Taylor

That the minutes of the Finance and Infrastructure Committee Meeting held on 25 February 2021 as circulated, be confirmed as true and correct.

CARRIED**5 REPORT SECTION****6.1 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 Jerry Greer

Seconded: Cr Tim Aitken

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

CARRIED

Mrs Davidson presented this report.

6.2 FINANCE AND INFRASTRUCTURE COMMITTEE MONITORING REPORT**PURPOSE**

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

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

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

CARRIED

Mrs Davidson presented this report.

6.3 ROADING CONTROL AUTHORITY PERFORMANCE REPORT**PURPOSE**

The purpose of this report is to provide the Committee with the results of the 2019 – 2020 Road Controlling Authority (RCA) report created by the Road Efficiency Group (REG) prepared on behalf of LGNZ and NZTA

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

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

CARRIED

Mr McKinley and Mr Lloyd presented this report.

6.4 REVIEW OF THE ADVERSE EVENTS AND CATASTROPHIC EVENTS FUNDS**PURPOSE**

The matter for consideration by the Council is to review the Adverse Events and Catastrophic Events Funds.

COMMITTEE RESOLUTION

Moved: Cr Kate Taylor

Seconded: Mayor Alex Walker

That having considered all matters raised in the report:

- a) **That Finance and Infrastructure Committee receives the report entitled “Review of the Adverse Events and Catastrophic Events Funds”.**
- b) **That the Committee agree to amend the policy by adjusting the size of the funds for inflation, making the adverse events fund \$600,000, and the catastrophic events fund \$2,400,000.**
- c) **The Committee agrees to transfer \$500,000 from the catastrophic events fund to the adverse events fund.**
- d) **That the Committee apply the NZTA refund of \$279,973 to the adverse events fund.**

CARRIED

Mr Chamberlain presented this report.

Shawn McKinley left the meeting 9.42am

6.5	KEY PROJECT STATUS REPORT - PORANGAHAU TO WIMBLEDON ROADS PGF PROGRAMME
PURPOSE To add a level of oversight on this significant programme for CHBDC, this report aims to inform and keep council and the community updated on the progress of this important externally funded programme of works.	
COMMITTEE RESOLUTION Moved: Cr Exham Wichman Seconded: Cr Kate Taylor That, having considered all matters raised in the report, the report be noted. CARRIED	

Mr de Klerk presented this report.

6.6	KEY PROJECT STATUS REPORT - 3 WATERS TRANCHE ONE STIMULUS
PURPOSE To add a level of oversight on this significant programme for CHBDC, this report aims to inform and keep council and the community updated on the progress of this important externally funded programme of works.	
COMMITTEE RESOLUTION Moved: Mayor Alex Walker Seconded: Deputy Mayor Kelly Annand That, having considered all matters raised in the report, the report be noted. CARRIED	

Mr de Klerk presented this report.

6.7	ELECTED MEMBERS EXPENSES FOR JANUARY 2020 TO FEBRUARY 2021
PURPOSE The purpose of this report is to update the Committee on the Elected Members' Expenses for the thirteen months covering January 2020 to February 2021.	
COMMITTEE RESOLUTION Moved: Cr Tim Aitken Seconded: Deputy Mayor Kelly Annand 1. That, having considered all matters raised in the report, the Elected Members Expenses for January 2020 to February 2021 report be noted. CARRIED	

Mr Chamberlain presented this report.

At 10:08 am, Deputy Mayor Kelly Annand left the meeting.

At 10:08 am, Mayor Alex Walker left the meeting.

At 10:08 am, Mrs Davidson left the meeting.

6.8	WHENUA MĀORI RATING AMENDMENT BILL
PURPOSE The purpose of this report is to keep Councillors abreast of the Whenua Māori Rating Amendment Bill that is passing through Central Government at present and its implications on Central Hawkes Bay District Council and in Long Term Plan Budgets.	
COMMITTEE RESOLUTION Moved: Cr Exham Wichman Seconded: Cr Kate Taylor That, having considered all matters raised in the report, the report be noted. CARRIED	

Mr Chamberlain presented this report.

6.9 NGA ARA TIPUNA KI TAMATEA - PROJECT UPDATE**PURPOSE**

The purpose of this report is to provide an update to the Committee on Provincial Growth Fund partnership project with Te Taiwhenua o Tamatea – Nga Ara Tipuna ki Tamatea.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

That the update report on the Project Nga Ara Tipuna Ki Tamatea be received by the Committee

CARRIED

Mr Tate presented this report.

6.10 FINANCIAL REPORTING FOR THE EIGHT MONTHS TO FEBRUARY 2021**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 eight months of 2020/21 financial year.

COMMITTEE RESOLUTION

Moved: Cr Pip Burne

Seconded: Cr Gerard Minehan

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

CARRIED

Mr Chamberlain presented this report.

At 10:38 am the meeting adjourned for a break and the Prime Minister visit.

At 12:56 am the meeting resumed into public excluded business.

Councillor Jerry Greer apology not present for Public Excluded Business.

RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Cr Jerry Greer

Seconded: Cr Tim Aitken

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

The general subject matter of each matter to be considered while the public is excluded, the

reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
7.1 - Resolution Monitoring Report	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(i) - the withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret</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>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
7.2 - Water Rates Remission due to water leak	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

6 DATE OF NEXT MEETING

RECOMMENDATION

THAT the next meeting of the Central Hawke's Bay District Council be held on 12 August 2021.

7 TIME OF CLOSURE

The Meeting closed at 1:49 pm.

The minutes of this meeting were confirmed at the Finance and Infrastructure Committee Meeting held on 12 August 2021.

.....
CHAIRPERSON

6.3 MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING HELD ON 27 MAY 2021

File Number:

Author: Caitlyn Dine, Governance & Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments:

RECOMMENDATION

1. That the minutes of the meeting of the Risk and Assurance Committee held on 27 May 2021 be received.

The Committee refers the following recommendations to Council:

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 27 MAY 2021 AT 9.00AM**

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

IN ATTENDANCE: Monique Davidson (Chief Executive)
Joshua Lloyd (Group Manager, Community Infrastructure and Development)
Darren de Klerk (Director Projects and Programmes)
Doug Tate (Group Manager, Customer and Community Partnerships)
Nicola Bousfield (Group Manager, People and Business Enablement)
Brent Chamberlain (Chief Financial Officer)
Caitlyn Dine (Governance and Support Officer)

1 KARAKIA

Mayor Walker Led the Karakia

2 APOLOGIES

NIL

3 DECLARATIONS OF CONFLICTS OF INTEREST

4 STANDING ORDERS

RECOMMENDATION

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

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

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

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

5 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan

Seconded: Cr Jerry Greer

That the minutes of the Risk and Assurance Committee Meeting held on 31 March 2021 as circulated, be confirmed as true and correct.

CARRIED

6 REPORT SECTION**6.1 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

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 Gerard Minehan

Seconded: Cr Brent Muggeridge

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

CARRIED

Mrs Davidson presented this report.

6.3 TREASURY MANAGEMENT MONITORING REPORT**PURPOSE**

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

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

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

CARRIED

Mr Chamberlain presented this report.

6.4 HEALTH & SAFETY REPORT**PURPOSE**

To provide the Risk & Assurance Committee with health, safety and wellbeing information and insight and to update the Committee on key health and safety critical risks and initiatives.

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Gerard Minehan

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

CARRIED

Mrs Bousfield and Mr Johnstone presented this report. Chair Neil Bain requested we report a detailed summary table of events where there has been a health and safety event.

6.5 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 Brent Muggeridge

Seconded: Cr Gerard Minehan

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

CARRIED

Mrs Bousfield presented this report.

6.6 INTERNAL AUDIT - FRAUD HEALTH CHECK**PURPOSE**

The purpose of this report is to bring to the Risk and Assurance Committee the findings of the recent Fraud Health Check.

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

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

CARRIED

Mr Chamberlain presented this report.

6.7 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: Cr Brent Muggeridge

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

CARRIED

Mr Chamberlain presented this report. Mayor Walker noted she doesn't have a credit card in her own name, and it was agreed the report needed to be updated to reflect that.

6.8 CLIMATE CHANGE COMMISSION AND IMPACT FOR LOCAL GOVERNMENT**PURPOSE**

The purpose of this report is to provide visibility to the Risk and Assurance Committee of the emerging importance of the impact of climate change and how local authorities are responding to it. This report does not seek a decision, but follows a request from the committee on understanding the emerging expectations on local authorities to respond to Climate Change.

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 Lloyd presented this report.

Meeting adjourned at 10:35am for a morning tea break.

Meeting returned for public excluded business at 11:04am.

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Tim Aitken

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
7.1 - Cyber Security Report	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)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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

7 DATE OF NEXT MEETING

RECOMMENDATION

THAT the next meeting of the Central Hawke's Bay District Council Risk and Assurance Committee be held on 16 September 2021.

8 TIME OF CLOSURE

The Meeting closed at 11:40am.

The minutes of this meeting were confirmed at the Risk and Assurance Committee Meeting held on 16 September 2021.

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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. 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 29TH July 2021.

RECOMMENDATION

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



Council Resolution Monitoring Report June 2021

Key	
Completed	Green
On Track	Yellow
Off Track	Red

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, with the initial scoping meeting with Tikokino community already taken place.

		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. if the potential land swap opportunity is not feasible officers are working on an alternative option.

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	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.
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	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 have developed a means of reporting on the numerous listed initiatives within the Framework and this will be reported on to the next Finance and Infrastructure Committee
Elected Members' Remuneration	That the council review the Elected Members' Remuneration and Expenses Policy including the	14/11/2019	Monique Davidson	On Track - This work is programmed as per timeframes requested.

	and Expenses Policy	childcare provision and its content before the next triennium.			
	Water Security Framework - Allocation of Funding	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. 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.	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 constraints 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 Council's 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	Adopted 13 May 2021

	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	Adopted 13 May 2021

	<p>Section 17a Review Solid Waste</p>	<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	<p>On Track - Options to improve service delivery from the 17a review were included as a key challenge through the 2021 LTP with several decisions made to improve service. Officers are now working through a transition plan for the changes.</p>
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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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10.2	Strategic Property Matters - Waipukurau	a)That Council lease and develop 4 Bogle Brothers Esplanade, Waipukurau, as the Business Centre and Library for Waipukurau as outlined in this report, taking advantage of external funding of \$400,000 available from the Provincial Growth Fund for the setting up of a Regional Digital Business Hub. b)That Council contributes up to \$139,042 of capital funding towards the project, noting that this funding of \$139,042 will be required in the 2020/21 Financial Year and will be loan funded. c)That Council notes that the additional capital funding contribution towards the project, will be made up from existing rates funded library renewals, a bequest made to the library in 2018 and funding from Friends of the Library. d)That Council notes that new operational funding of \$28,232 in Years 1 – 5 of the 2021 – 2031 Long Term Plan and \$63,212 beyond Y5 for the project is required. e)That the minute relating to this item be released as publicly available information ten days from the execution of the Lease for 4 Bogle Brothers Esplanade, Waipukurau	18/11/2020	Doug Tate	On Track - Council has progressed through with building consent being submitted and the finalisation of procurement works underway. Currently the development is on track for opening in late July/Early August at this time.
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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 a comprehensive EOI seeking interest from accredited Commissioners for appointment to the Hearings Panel and Regulatory Hearings Panel. The EOI was released for applications in the week beginning 17 May 2021.
	Community Petition	<p>1. That the Council receives the petition.</p> <p>2. That the Mayor responds to community member Dean Rangi as the instigator and submitter of the petition.</p> <p>3. That Council strongly advocate on behalf of community and urge NZTA to improve safety through the Waipawa township.</p> <p>4. That Council advocates via the Regional Land Transport Plan for inclusion of this road safety project.</p>	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.

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	On Track - At the time of writing this report, Council have completed formal community engagement and consultation, hearings and deliberations. Audit are on site for the final audit. The Long Term Plan 2021 - 2031 is on track to be adopted in June 2021.
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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	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.	11/02/2021	Darren de Klerk	Complete – Bylaws adopted 13/05/21

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	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.
7.2	Review of Elected Member Remuneration and Expenses Policy	<p>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.</p>	08/04/2021	Brent Chamberlain	Policy Adopted and website updated

		b) That Council adopts the proposed amendments to the Elected Member Remuneration and Expenses Policy.			
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7.2 QUARTERLY NON-FINANCIAL PERFORMANCE REPORT JANUARY - MARCH 2021**File Number:** COU1-1400**Author:** Brent Chamberlain, Chief Financial Officer**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Non-Financial Quarterly Report [↓](#)**PURPOSE**

The purpose of this report is to present to Council the Quarterly non-financial performance report for the period 1 January – 31 March 2021.

RECOMMENDATION

That having considered all matters raised in the report:

That the Quarterly Non-Financial Performance Report 1 January – 31 March 2021 be received.

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

These reports seek to provide Council a quarterly update on non-financial performance measures, as set out in the Long Term Plan 2018-2028.

Non-financial performance measure (often referred to as Statements of Service performance (SSPs), compare performance on levels of service against benchmarks set by Council when adopting the Long Term Plan (LTP) or Annual Plan (AP).

Some of these SSPs are set by regulations from Central Government and are, therefore, measures that are used throughout New Zealand.

The 2018-2028 Long Term Plan sets out a range of performance measures which Council are required to report on quarterly. Over the course of the annual cycle, these performance measures then form the basis of the Annual Report.

This particular report, highlights the pressures of growth in Building and Resource Consents and the impact that is having on service level with regards to timeframes for consentings. While the target is not going to be achieved, every effort is getting taken, into ensure this issue is mitigated.

DISCUSSION

The 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

The fourth quarter non-financial performance measures will be reported to Council on the 29th July in order to give Council visibility ahead of the Annual Report 2020-2021 process.

RECOMMENDATION

That having considered all matters raised in the report:

That the Quarterly Non-Financial Performance Report 1 January – 31 March 2021 be received.

Central Hawke's Bay District Council			Non-Financial Quarterly Report: 1 January 2021 – 31 March 2021	
Leadership and Governance Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What Customers Want/Customers Value	Customer levels of Service	Performance Measure	Target 2021/2022	Achieved level of service
Council that listens to its community, responds efficiently and effectively, communicates well and has a can-do customer services attitude.	Responsive	The percentage of people who consider that Council has responded well or very well to community needs and issues.	75%	On track to achieve This will be assessed in Q4 as part of our Independent Community Views Survey.
	Compliant	The percentage of formal consultation which follows legislative and policy requirements.	100%	On track to achieve Council is meeting legislative and policy requirements with regards to consultation.
	Responsive	Every time consultation occurs more than 4 engagement methods are used.	>4	On track to achieve Council is on track to achieve this outcome, with robust engagement and consultation occurring through a varied of methods.
	Compliant	The percentage of Council and Committee agendas made available to the public four working days before the meeting.	100%	On track to achieve There were 5 meetings in the reporting period, where updated information was provided to Council within the four-day period.
	Informative	The percentage of people who consider that Council has communicated well on Council business.	80%	On track to achieve This will be assessed in Q4 2021 as part of our Independent Community Views Survey.

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	Inclusive	Council meets formally with Taiwhenua o Tamatea at least 4 times a year.	4	Achieved Through Council's partnership with manawhenua and Te Taiwhenua o Tamatea in the development of The Maori Engagement Strategy, Nga Ara Tipuna, and key projects including Vegetation, Rakei Ora – Bringing Wellbeing to Marae, He Ringa ora Whanau and He Kura Kainga are further projects where Council is partnering with Taiwhenua in the delivery of services.
	Compliant	Documents audited receive an unmodified audit opinion.	100%	Achieved The 2019/2020 Annual Report received an unmodified audit opinion.

Economic and Social Development				
What Customers Want/Customers Value	Customer levels of Service	Performance Measure	Target 2021/2022	Achieved level of service
To have a strong Council voice that advocates and leads change in economic and social issues and opportunities for the District.	Participates	Council actively participates in regional collaborative initiatives around economic and social development.	Yes	On track to achieve Council remains an active participant in regional social development initiatives including Hawke's Bay Funders Forum, Hawke's Bay Housing Coalition, and Hawke's Bay Safe Communities Forum. Council is an active participant and leader in regional economic development initiatives including Matariki HBRDS, and THINK HB.

	Leads	Council develops and implements a Community Wellbeing and Economic Development Strategy.	Yes	On track to achieve The Community Wellbeing Strategy is being actively implemented. The Economic Development Action Plan (EDAP) has been adopted by Council and implementation remains underway. An economic recovery plan has been developed to respond to the challenges of COVID-19 and drought, and this sits alongside the EDAP in the short-medium term, or as long as necessary.
	Inclusive	The percentage of the Youth Action Plan that is implemented and achieved.	80%	On track to achieve 70% implemented and achieved to date.
	Inclusive	The percentage of the Safer CHB Action Plan that is implemented and achieved.	80%	On track to achieve 75% implemented and achieved year to date.
	Inclusive	The percentage of the Older Persons Action Plan that is implemented and achieved.	80%	On track to achieve 75% implemented and achieved year to date.
	Inclusive	The percentage of the Disability Action Plan that is implemented and achieved	80%	On track to achieve 75% implemented and achieved year to date.
	Effectiveness	The annual visitor spend increases by \$1m annually.	+\$1m	On Track to Achieve - We cannot produce data at this time but expect to have it by the end of the financial year.

	Accessibility	The number of participants in events financially supported by Council.	3000	Achieved The Ongaonga Victorian Fair alone saw over 3,000 people in attend this Council financially supported event early in Q2. The Central Hawkes Bay Christmas Carnival held in December attracted an estimated 2000- 2500 people into the Waipukurau town centre.
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	Effectiveness	Support the creation of net new jobs within the District.	50	<p>Achieved</p> <p>Through rapid deployment programmes including Vegetation, Rakei Ora and Tuki Tuki Trails, over 45 people have been put into employment, creating new fixed term jobs.</p> <p>The Jobs in Central Hawke's Bay project which is funded through the Mayors Taskforce for Jobs and MSD has seen 466 referrals come through the mobile employment hub and has placed 186 people into employment. Of these 186, 70 can be counted towards the MTFJ contract as they are Youth or people who have been displaced due to COVID.</p> <p>On Thursday 22 April, we hosted Prime Minister Jacinda Adern in our Mobile Employment Hub at the Green Patch in Waipukurau. It was an opportunity to celebrate the success of Jobs in Central Hawke's Bay, while giving Jacinda the opportunity to meet some of our successful jobseekers and learn about their pathway to employment through Jobs in Central Hawke's Bay.</p> <p>"I've met people today whose lives have truly been changed by employment opportunities made possible by the Mayor's Taskforce for Jobs programme. This is a fantastic example of what can be achieved through strong place-based local government leadership." - Prime Minister Jacinda Adern</p> <p>The Jobs in Central Hawke's Bay team maintain a close and effective working relationship with MSD. "The partnership with MSD is achieving results that</p>
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				<p>no organisation or agency could have achieved on their own, when we support young people to find meaningful employment or training pathways, we all benefit." - Noa Woolloff - MTFJ National Coordinator</p> <p>The Team also continues to work closely with the Project Management Office to assist contractors who secure tenders within the district to find local employees. To date we have facilitated the placement of 7 local job seekers with local contractors.</p>
	Quality	The percentage of the community satisfied with the Economic and Social Development activity of Council.	95%	<p>On track to achieve</p> <p>Will be measured in Q4 2020 as part of the Districtwide Residents Survey.</p>

District Planning Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What Customers Want/What Customers Value	Customer Levels of Service	Performance Measure	Target 2021/2022	Achieved level of service
The District Plan is kept up to date and relevant to the needs of our community – helping us to maintain a well-designed and sustainable district	Effectiveness	Review of the District Plan is completed within timeframes.	Rolling Review of Operational District Plan	Will not be achieved While the timelines of achieving an operational plan in 2020 are now redundant the new levels of service proposed for the review are inconsistent with those recommended to Council for the new LTP. Until Council formally adopts the new Levels of Service proposed for the review this inconsistency will remain. It should be noted in the interim however that the Proposed District Plan is now at a point where it is ready for notification on 28 May 2021, in accordance with the revised work programme. The District Plan Committee at the final Committee meeting on 28 April 2021 adopted a recommendation receiving the Proposed District Plan and Section 32 Reports and recommended these documents to Council. A report will be presented to the Extraordinary Council Meeting on 27 May 2021 seeking Council's approval to notify the Proposed District Plan and associated Section 32 Reports on 28 May 2021. Notification is a significant milestone for Council and effectively marks the beginning of the formal and statutory phase of the review. Timeframes and processes from the point of notification will be determined by the requirements of the RMA and the process in general will be in the hands of the

				Commissioners appointed to sit on the Hearings Panel.
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Land Use and Subdivision Consents

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

What customers want/Customer value	Customer Levels of Service	Performance Measure	Target 2021/2022	Achieved level of service
The land use and subdivision consent process is compliant, efficient and user friendly.	Timeliness	The percentage of resource consents (non-notified) processed within 20 working days (the statutory timeframe).	100%	<p>Will not be achieved</p> <p>TOTAL RESOURCE CONSENTS Average processing days = 26.7 days 45.6 % of consents issued within 20 days</p> <p>Land Use Consents Average processing days = 21.5 days 53% of consents issued within 20 days</p> <p>Subdivision Consents Average processing days = 30.1 days 40% of consents issued within 20 days</p> <p>Permitted Boundary Consents Average processing days = 17.0 days 60% of consents issued within 20 days</p> <p>The increase in consent application numbers has exploded in the past period on the back of the proposed District Plan and Development Contributions changes. While the percentage of consents processed within 20 days appears low at 45.6 %, the average processing time of 26.7 days is only marginally over the statutory timeframe. The increasing complexity of subdivision consents and heavy reliance on external resources including</p>

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				<p>engineering and planning support has contributed to the increase in processing times.</p> <p>While mandatory timelines are in some cases exceeded by a small number of days, every effort is made to communicate with applicants and affected parties and the number of complaints or dissatisfied customers is very low.</p>
	Customer Service	The percentage of customers satisfied with the land use and subdivision consent services provided	90%	<p>On track to achieve</p> <p>Will be measured in Q4 2020 as part of the Districtwide Residents Survey.</p>

Building Control Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer value	Customer Levels of Service	Performance Measure	Target 2021/2022	Achieved level of service
The building consent process is compliant, efficient and user friendly	Timeliness	The percentage of building consents processed within 20 working days (the statutory timeframe).	100%	Will not be achieved 93.3% consents processed within 20 working days <ul style="list-style-type: none"> 75 consents processed this period Average processing days = 16 \$9,864,147 value of consents processed this period 85 consents processed in the same period 2019 \$16,093,436 value for same period 2019 <p>Due to the current volume and staff vacancies, most consents are processed externally. In late October we were advised by National Processing that timeframes were likely to extend beyond the service level agreement based on the increased volumes they are also experiencing from other BCA's. In April we were advised of a three-week stand down period while external contractors caught up on the backlog. This resulted in all all consents having to be processed internally and balancing timeframes around ensuring building inspections were able to still meet customer demand and expectations. A small delay in both consent processing and inspection timeframes has been communicated to the industry and we are investigating options to increase resourcing. As a reference point CHBDC timeframes are still</p>

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				significantly below that of both Hastings and Napier. With current growth projections, we anticipate continued difficulties in meeting the 100% objective.
	Safety	The maintenance of building consent authority accreditation status.	Achieved	Achieved Council regained accreditation in November 2020. The next IANZ assessment is in 2022. Very positive feedback was provided by the independent assessors who commented on CHB being the only Council ever assessed to receive no Technical non-conformances with the only non-conformances noted as procedural.
	Customer Service	The percentage of customers satisfied with the building consent services provided.	90%	On track to be achieved. Will be measured in Q4 2020 as part of the Districtwide Residents Survey.

Public Health Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer value	Customer Levels of Service	Performance Measure	Target 2021/2022	Achieved level of service
The public health process is compliant, efficient and user friendly.	Health and Safety	The percentage of food and other premises inspected at least once a year.	100%	Will not be Achieved Under legislation and regulations, we are not required to inspect every premise every 12 months. This is a higher level of service than required in legislation and not provided for within current resourcing and budgets. The premises inspected this quarter include: <ul style="list-style-type: none"> • 37 food and other premises inspected this quarter that we are required to inspect. • 82 of the 109 food and other premises have been inspected year to date. ★ We register National programmes food premises but do not inspect or verify these, these are required to be verified by a third party verifier. We have 6 premises currently registered on National Programmes (these are not included in the 109 total food and other premises inspected).
	Health and Safety	Where premises do not meet minimum standards, a corrective plan is put in place to help them within 10 working days	100%	Achieved There were 7 premises issued with corrective action plans. Of these 5 have been completed and 2 are still outstanding.
	Responsiveness	Complaints received are responded to within 3 working days.	100%	On track to be achieved 100% of complaints have been responded to within the timeframe.

	Customer Service	The percentage of customers satisfied with the public health services delivered.	95%	On track to be achieved Will be measured in Q4 2020 as part of the District wide Residents Survey.
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Animal Control

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

What customers want/Customer value	Customer levels of service	Performance Measure	Target 2021/2022	Achieved level of service
Excellent customer service is provided to our customers and the animal control activity minimises nuisance and makes our community a safer place to live.	Compliance	The percentage of known dogs registered.	>95%	On track to be achieved 92.5% - We continue to be proactive in this area, following up with those that haven't registered and encouraging registration of unknown unregistered dogs. 404 known dogs are currently unregistered with a total of 5036 registered.
	Safety	Percentage of serious dog incidences responded to within 2 hours	100%	On track to be achieved 100% - 18 Rushing/attacks and stock worrying calls were received this quarter.
	Safety	Response to all stock complaints and requests within 24 hours	100%	On track to be achieved 100% - 20 Stock wandering calls were received this quarter and responded to within the timeframe.
	Customer Service	The percentage of users satisfied with the Animal Control service provided	90%	On track to be achieved Will be measured in Q4 2020 as part of the District wide Residents Survey.

Compliance and Monitoring Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer Value	Customer levels of Service	Performance Measure	Target 2021/2022	Achieved level of service
The compliance and monitoring process is compliant, efficient and user friendly	Safety	Owners, or their agents, advised that their BWOFF has lapsed within one month of expiry.	100%	Achieved New tracking tool in place. Monthly letters are issued and followed up as required.
	Efficiency	All PIMs, LIMs, and CCCs issued within the statutory timeframe.	100%	Will not be achieved 28 LIMs issued - 93% within statutory timeframe <ul style="list-style-type: none"> The boom in the local housing market has significantly increased the volume of applications and stretched processing resources. 98 CCCs issued - 97% within statutory timeframe <ul style="list-style-type: none"> Further to the IANZ audit in November and a MBIE update, changes were made to the CCC processing requirements. The non-achieved result in this area is a direct result. 0 PIMS issued - not commonly requested
	Timeliness	Respond to complaints about non-compliance with bylaws within 3 days.	100%	On track to be achieved 100% for this quarter
	Compliance	The percentage of resource consents monitored within two years of being issued.	100%	Achieved New reporting tool in development to increase relevance.

	Customer Service	The percentage of users satisfied with the Compliance and Monitoring service provided.	90%	On Track to be achieved Will be measured in Q4 2020 as part of the Districtwide Residents Survey.
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Land Transport Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer value	Customer levels of service	Performance Measure	Target 2021/2022	Achieved level of service
The provisions of a safe and secure local roading network that meets the needs of our community	Safety	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number	Reduce total number to 0	Not achieved Fatalities this quarter = Nil Fatalities YTD 2020/21 = Nil Fatalities 2019/20 = 1 Serious Injuries this quarter = 2 Serious Injuries YTD 2020/21 = 3 Serious Injuries 2019/20 = 5 Council continues to work with the Police and RoadSafe Hawkes Bay to understand crash statistics and crash data. General condition have not been a contributing factor in the listed accidents above.
	Quality	The average quality of ride on a sealed local road network, measured by smooth travel exposure	Between 85 & 90%	Achieved 88.8% measured and recorded RAMM
	Quality	At least 20% of the footpaths in excellent condition and no more than 10% of the footpaths in poor condition measured annually	Excellent >50% Poor <10%	On Track to be Achieved The footpath rating has yet to be completed for this fiscal year. This work will be undertaken in April with the results available in May.

	Quality	The percentage of the sealed local road network that is resurfaced	Between 6 and 8%	Not Achieved The reseal season started in January, and we have completed approximately 5.5% of the sealed road network due to pushing some work out to obtain better value by combining some works with the 3 waters team
	Responsive ness	The percentage of customer service requests relating to road and footpaths to which the territorial authority responds within 3 working days	100%	Not achieved 94.5% of requests have been responded to within 3 days.
	Customer Service	The percentage of users satisfied with the roading service provided	90%	On Track to be Achieved Will be measured in Q4 2020 as part of the District wide Residents Survey.

Solid Waste Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer value	Customer levels of service	Performance Measure	Target 2021/2022	Achieved level of service
Council supports and provides incentives for waste reduction, reuse and recycling in line with its Waste Management & Minimisation Plan	Effectiveness	The tonnes of recyclables through the centre each year	>1500 tonnes	On track to be achieved Total for Q1: 205 T. Total for Q2: 421 T. Total for Q3: 218.9 T. Total for Q4: YTD: 844.9 Total Tonnage of recyclable materials. Q1 comments: The effects of COVID lockdown saw dramatic reductions in the amount of recycling diverted from landfill during the first quarter as many National processing facilities closed and took some months to re-open. This meant a volume of recycling needing to go to landfill during this time. Overall collected volumes at the kerbside and through our centres continue to increase with contamination remaining a key factor in the total volumes diverted from landfill. Q2, Q3, and Q4 comments:

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				<p>Q2 – Christmas/summer period</p> <p>Q3 - data shows that there is still significant work to do in ensuring that we have a more engaged community that actively participates in recycling.</p> <p>Q4 – data will be provided at the end of June</p>
	Effectiveness	The amount of green waste processed each year	>2,250m ³	<p>Achieved</p> <p>Q 1:</p> <ul style="list-style-type: none"> • 1233m³ <p>Total 1233m⁻³</p> <p>Q 2:</p> <ul style="list-style-type: none"> • Oct 420m³ • Nov 480m³ • Dec 510m³ <p>Total 1410 m³</p> <p>Q 3:</p> <ul style="list-style-type: none"> • Feb 850m³ • March 720m³ <p>Total 1570m³</p> <p>Q 4:</p> <ul style="list-style-type: none"> • Apr 446m³ • May (data to come) • June (data to come)

				Total YTD - 4213m³
	Awareness	The number of schools participating in waste minimisation programmes	75%	<p>Achieved</p> <p>81% of schools participating in waste minimisation programmes</p> <p>Enviroschools programme:</p> <ul style="list-style-type: none"> • Argyll East School – Bronze • Elsthorpe School • Omakere School – Bronze • Ongaonga School • Otane School • Pukehou School – Bronze • Sherwood School – Silver • CHB College <p>• Waipawa Kindergarten (ECE) – Silver, Hunter Park Kindergarten (ECE)– Bronze, Lakeview Kindergarten (ECE) – Bronze = ECE data not included in the %</p> <p>Zero Waste Programme:</p> <ul style="list-style-type: none"> • Omakere School • Flemington School • The Terrace School • Takapau School • St Joseph's School • Elsthorpe School • Porangahau School

	Awareness	Hold waste minimisation promotional events in the District	4	<p>Achieved</p> <p>Q1 - 1 event</p> <ul style="list-style-type: none"> • free green waste day <p>Q2 – 3 events</p> <ul style="list-style-type: none"> • e-waste • Free Christmas tree disposal • Work with Hunter Park Kindy – on their Environmental Funding project <p>Q3 – 3 events</p> <ul style="list-style-type: none"> • Second-hand Sunday • Childrens Day • LTP Landfill Site Tour <p>Q4 – 7 events</p> <ul style="list-style-type: none"> • CHB Retirement Expo • Bees wax wrap workshop x 2 – Libraries • Solid Waste Funding Roadshow • Waipukarau Community Composting Workshop • Waipawa Community Composting Workshop • E-Waste Day <p>Total YTD – 15 Events</p>
	Customer Service	The percentage of users satisfied with the solid waste service provided	90%	<p>On Track to be Achieved</p> <p>Will be measured in the Customer Service survey</p>

Water Supply Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer Value	Customer levels of service	Performance measure	Target 2021/2022	Achieved level of service
A continuous supply of water is provided at the right quantity, quality and pressure so that residents and industry can do what they need to do (for example, this should be deleted as we are not here to treat water for irrigation requirement or at least be changed to domestic irrigation, showering and recreation)	Safety	The extent to which the local authority's drinking water complies with part 4 of the drinking water standards (bacteria compliance criteria)	All potable supplies 100%	Achieved Otane 100% Waipawa 100% Waipukurau 100% Takapau 100% Kairakau 100% Porangahau 100%
	Safety	The extent to which the local authority's drinking water supply complies with Part 5 of the drinking water standards (protozoal compliance criteria).	All potable supplies 100% Target 2020	Achieved Otane 100% Waipawa 100% Waipukurau 100% Takapau 100% Kairakau 100% Porangahau 100% Achieved in the quarter. A technical noncompliance occurred in December which may affect annual result if the DWA does not give leniency

	Quality	Percentage of real water loss from the local authority's networked reticulation system.	≤ 30%	On Track to be Achieved Work is underway to install meters and conduct night-flow analysis to accurately measure water losses. Currently this cannot be accurately measured.
	Responsiveness	Attendance for urgent callouts; from the time that the local authority received notification to the time that service personnel reach the site.	≤ 2 hours	Achieved The median response time for this quarter is 81 minutes.
		Resolution of urgent call outs; from the time that the local authority receives notification to the time the service personnel confirm resolution of the fault or interruption.	≤ 12 hours	45 minutes Achieved
		Attendance for non-urgent call outs: from the time that the Local Authority receives notification to the time the service personnel reaches the site.	≤ 6 hours	Achieved The median response time for this quarter is 45 minutes.
		Resolution of non-urgent call outs: from the time that the Local Authority receives notification to the time the service personnel confirm resolution of the fault or interruption.	≤ 72 hours	Achieved The median resolution time for the quarter is 1 hours 40 minutes. There were 108 RFS's processed during the quarter.

	Customer Service	<p>Number of complaints relating to drinking water received (per annum per 1000 connections to the local authority's networked reticulation system)</p> <p>Drinking water clarity, Drinking water taste, Drinking water odour, Drinking water pressure or flow, Continuity of supply, The local authority's response to any of these issues.</p>	≤ 5	<p>Achieved</p> <p>.22 complaints per 1000 connections this quarter. There was a total of 1 complaint for the quarter. These complaints have been resolved.</p> <p>There are currently 4158 water connections to the networked reticulation system.</p>
	Demand Management	The average consumption of drinking water per day per water connection	≤1.80m3	<p>Achieved</p> <p>1.72m³ average consumption of drinking water per day per connection for the quarter.</p> <p>There are currently 3964 water connections to the networked reticulation system.</p> <p>617,212m³ produced across the quarter or 6857m³ produced per day.</p> <p>Water conservation and management strategy being reassessed.</p>
	Customer Satisfaction	The percentage of users satisfied with the water supply service provided	90%	<p>On track to be achieved</p> <p>Will be measured in Q4 2020 as part of the Districtwide Residents Survey.</p>

Wastewater Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer value	Customer levels of service	Performance measure	Target 2021/2022	Achieved level of service
The sewerage system is convenient, safe and reliable	Quality	Target number of dry weather sewerage overflows (per 1000 connections to the total sewerage system).	≤10	Achieved 1.04 dry weather sewerage overflows (per 1000 connections to the total sewerage system) this quarter. 3 reported dry weather overflow for the quarter. There are currently 3935 sewerage connections to the total sewerage systems.
	Quality	Target number of total sewerage overflows (per 1000 connections to the total sewerage system).	≤30	Achieved 1.04 Sewerage overflows (per 1000 connections to the total sewerage system) this quarter. 3 reported overflows for the quarter. There are currently 3935 sewerage connections to the total sewerage systems.
	Compliant	Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of:		Achieved Number of abatement notices received for the quarter: 0 Number of abatement notices received year to date:
		abatement notices	0	0

		infringement orders	0	Achieved Number of infringement notices received for the quarter: 0 Number of infringement notices received year to date: 0
		enforcement orders and	0	Achieved Number of enforcement orders received for the quarter: 0 Number of enforcement orders received year to date: 0
		convictions, received by the territorial authority	0	Achieved Number of convictions received for the quarter: 0 Number of convictions received year to date: 0
	Responsive	Median response time for attending sewerage overflows resulting from blockages or other faults (measured from the time that notification is received to the time that the service personnel reach the site).	≤1hr	Achieved 30 minutes
		Median resolution time for attending sewerage overflows resulting from blockages or other faults (measured from the time that notification is received to the time that service personnel confirm resolution of the blockage or other fault).	≤ 4 hrs	Achieved 34 minutes

	Customer Service	Number of complaints received per annum per 1000 sewerage connections about any of the following: Sewage odour, Sewerage system faults, Sewerage system blockages or Council's response to issues with its sewerage systems.	≤ 10	Not Achieved 6.2 complaints received per 1000 sewerage connections this year. There was a total of 18 complaints for the year. There are currently 2867 sewerage connections to the total sewerage systems.
	Customer Service	The percentage of users satisfied with the wastewater service provided.	90%	On track to be achieved Will be measured in Q4 2020 as part of the Districtwide Residents Survey.

Stormwater Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer Value	Customer levels of service	Performance Measure	Target 2021/2022	Achieved level of service
A safe and operational stormwater drainage network for design events	Quality	For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.)	0	Achieved 0 habitable floors affected in flooding events this quarter (per 1000 properties connected). There are currently 3022 storm water connections to the networked reticulation system.
	Compliant	Compliance with the territorial authority's resource consents for discharge from its stormwater system measured by the number of abatement notices.	0	Achieved Number of abatement notices received for the quarter: 0
		infringement orders	0	Achieved Number of infringement notices received for the quarter: 0
		enforcement orders; and	0	Achieved Number of enforcement orders received for the quarter: 0
		successful prosecutions, received by the territorial authority in relation to	0	Achieved Number of prosecutions received for the quarter: 0

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		those resource consents.		
	Responsive	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	≤2hr	Achieved The median response time for the quarter is 0 minutes. There were no flooding events for quarter
	Customer Service	The number of complaints received about the performance of the stormwater system (expressed per 1000 properties connected to the stormwater system).	≤ 5	Achieved 1.985 complaints received per 1000 stormwater connections this quarter. There were 6 complaints for the quarter There are currently 3022 storm water connections to the networked reticulation system.
	Customer Service	The percentage of users satisfied with the stormwater service provided.	90%	On track to be achieved Will be measured in Q4 2020 as part of the Districtwide Residents Survey.

Parks, Reserves and Pools Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer value	Customer levels of service	Performance Measure	Target 2021/2022	Achieved level of service
A range of parks and reserves that are affordable, well maintained and safe that provide for the sporting, cultural and well-being of the community.	Safe	Safety checks on playground equipment are carried out monthly	Achieved	Not achieved Total: 98.4% for year Q3. 100% Q2: 95% (20/21) of playgrounds checks have been completed. One playground was not assessed within the month window. Q1: 100%.
	Accessible	The percentage of people that have used or visited a park or reserve in the last 12 months	65%	On track to be achieved Will be measured in Q4 2021 as part of the Districtwide Residents Survey. In last year's (May 2020) Resident Opinion Survey 78% of residents have used/visited parks and reserves in the District.
	Quality	The percentage of people that are satisfied with the park or reserve used or visited in the last 12 months	90%	On track to be achieved Will be measured in Q4 2021 as part of the Districtwide Residents Survey. In last year's (May 2020) Resident Opinion Survey 95% reported being satisfied with the parks & reserves.
Access to good quality swimming pool facilities for	Accessible	The number of A W Parsons pool users	78,000	Not on track for achievement The data is not available to Council for reporting for AW Parsons pools until year end. Numbers

fun, recreation and exercise				may be down due slightly due to early COVID level restrictions.
	Accessible	The number of Waipawa pool users	3,120	Achieved Total for Year 10,228 <ul style="list-style-type: none"> • Q3: Total: 7,770 (Schools 5,720 & public 2050) • Q2: Total: 2458 (Schools 1,829 & public 629) • Q1: Closed
	Safe	Both pools comply with the lifeguard pool safety standard Requirements.	Achieved	On track to be achieved for Waipawa Pool <ul style="list-style-type: none"> • Q3: Achieved for Waipawa Pool • Q2: Achieved for Waipawa Pool • Q1: Closed. <p>The data is not available to Council for reporting for AW Parsons pools</p>
	Quality	The percentage of people that are satisfied with the swimming pools used or visited in the last 12 months	65%	On track to be achieved <p>Will be measured in Q4 2021 as part of the Districtwide Residents Survey.</p> <p>In last year's (May 2020) Resident Opinion Survey 94% reported being satisfied with Waipawa swimming pool.</p>

Public Toilets

Performance measures intended to be reported in the Annual Report.

The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

What customers want/Customer value	Customer levels of service	Performance Measure	Target 2021/2022	Achieved level of service
Facilities are clean, safe, in good working order and	Health and Safety/ Quality	The percentage of the	90%	On track to be achieved

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meet the needs of our community & visitors		public satisfied with the cleanliness and provision of public toilets.		<p>Will be measured in Q4 2021 as part of the Districtwide Residents Survey.</p> <p>In last year's (May 2020) Resident Opinion Survey 91% reported being satisfied with the cleanliness and provision of public toilets.</p> <p>There has been changes in level of service during COVID (closures and increased LOS for 3 key public toilets on main routes). The LOS is now back to pre-Covid levels.</p>
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Retirement Housing Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer Value	Customer levels of service	Performance Measure	Target 2021/2022	Achieved level of service
Safe, well maintained and comfortable community housing for the ageing population in the District living on fixed income	Responsiveness	The percentage of retirement housing units that are occupied.	95%	Achieved Q3 100% Q2 100 % Q1 100%
	Quality	Tenants' overall satisfaction with Council's Retirement Housing service.	80%	On track to be achieved Will be measured in Q4 2021 as part of the annual Tenant Survey. 100% reported satisfaction in annual tenant survey distributed to all tenants of our retirement housing in May 2019 & June 2020.

Libraries Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer value	Customer levels of service	Performance measure	Target 2021/2022	Achieved level of service
Our libraries are inclusive places and all people are encouraged to make use of the library's services	Accessibility	The percentage of the Central Hawke's Bay population that use the library services.	65%	Yet to be achieved This will be measured in Q4.
	Accessibility	The number of people visiting our libraries measure by: <ul style="list-style-type: none"> Physical visits Online visits 	Physical visits – 119,519 Online visits – 4,358	Not on track for achievement Physical visits not achieved On-line visits achieved Q2 Physical visits 17666. Q3 Unable to provide above as we are in the process of updating the system. Q2 Online visits: 5978 Q3 Online visits: 5431 Online visits year to date 15309
	Quality	The percentage of library users satisfied with the service provided.	90%	Yet to be achieved This will be measured in Q4.

Theatres, Halls and Museums Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer Value	Customer levels of service	Performance Measure	Target 2021/2022	Achieved level of service
Safe, affordable and appropriate facilities that provide for the cultural and social well-being of the communities	Safety	All Community Owned Halls have a current BWOF	100%	Achieved Q3 100% Q2 100% Q1 100%
	Accessibility	The number of users of the Memorial Hall	5,200	Not on track for achievement Total: 2843 Q3 estimated participants: 1338 from 72 bookings Q2 estimated participants: 956 from 61 bookings Q1 estimated participants: 549 from 64 bookings Since the announcement of potential earthquake proneness and limiting occupancy Sports Hawke's Bay have dropped off our list e.g. mini ball, kiwi seniors, indoor hockey as well as any Council run activity. A cooking class has started up, Age Concern & the Rug Man still in the mix and a couple of new users. The Vintage Fair had good numbers and Amo reports users are following the guidelines.

		The number of users of the Civic Theatre.	17,150 Waiting on info for Q3	Not on track for achievement TOTAL:5,374 Q3: Q2 1,346 Movies started coming back during 2 nd quarter with only regular numbers starting to be achieved just since Boxing Day. <i>This Town</i> premiere and release gave us the significant numbers in 1st quarter. Q1: 4,028
	Accessibility	The number of bookings of the CHB Municipal Theatre	187	Not on track for achievement TOTAL: 69 Q3: 9 large attendance numbers e.g. 650 Jan and Feb generally quiet. March was quieter than normal Q2:40 Only 37% of yearly total at midway point Q1: 29 July – August were down with majority of the bookings up in September.
	High Quality	The percentage of hirers that are satisfied with the Memorial Hall.	85%	On track to be achieved Will be measured via user survey later in year.
	High Quality	The percentage of hirers that are satisfied with the Civic Theatre.	85%	Not on target for achievement Due to the data being unable to be supplied, achievement of the measure cannot be made.
	High Quality	The percentage of hirers that are satisfied with the CHB Municipal Theatre	85%	On track to be achieved Reported on following User Survey during 4 th quarter

Cemeteries Performance measures intended to be reported in the Annual Report. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer value	Customer levels of service	Performance measure	Target 2021/2022	Achieved level of service
Cemetery grounds provide a special place of remembrance for loved ones amongst attractive and well maintained grounds	Availability	The number of plots available for burial or cremation in the District	500	Achieved 635 plots are available for burial or cremation in the district. During the 3 rd quarter, there have been 10 burials (9 into reserved plots and 1 into new plots) 7 ashes burial (6 into reserved plots & 1 into new plots) 0 burial plots reserved, and 2 ashes plots reserved.
	Quality	The percentage of the community satisfied with cemetery facilities	90%	On track to be achieved Will be measured in Q4 2021 as part of the Districtwide Residents Survey. In last year's (May 2020) Resident Opinion Survey 97% reported being satisfied with our cemeteries.
	Accessibility	All burial records available to be viewed on the internet	100%	Achieved 100% burial records are available to be viewed on the internet during Q1-3

Properties and Buildings				
Performance measures intended to be reported in the Annual Report.				
The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.				
What customers want/Customer value	Customer levels of service	Performance Measure	Target 2021/2022	Achieved level of service
Ensure safe buildings for public use	Safety	Monthly Building Warrant of Fitness (BWOFF) checks are carried out	Achieved	Achieved Q1-3 100% of monthly BWOFF's have been carried out in

LGOIMA Requests			
Subject	Business (if applicable)	Date Received	Date Completed
Dog Attacks	NZME	22 nd February 2021	16 th March 2021
Tukituki Leaders Forum		24 th February 2021	18 th March 2021
2021 Ratepayers Report	NZ Tax Payers Union	8 th March 2021	19 th March 2021
Operational Drinking Water/ Wastewater Pipes Data	Reset Group	22 nd March 2021	9 th April 2021
Climate Change Submission	NZ Taxpayers Union	29 th March 2021	29 th April 2021
Charging for LGOIMAS	Massey University	30 th March 2021	30 th April 2021

Quarterly Activity Reporting

Wastewater Treatment Quality Results for 1 October 2020 to 31 December 2020

Showing number of exceedances in YTD sampling.

5 exceedances are allowed in 12 months.

	pH	cBoD ₅	SS	DRP		Ammonia	E.Coli	
Waipawa	0	2	2	7		7	7	X
Waipukurau	1	0	1	7		7	1	X
Otane	0	1	0	✓				
Porangahau	0	0	0	✓				
Te Paerahi	0	0	0					

				✓
Takapau	0	0	0	✓

Wastewater Treatment Quality Results for the rolling 12 months

Showing number of exceedances in 12 months of sampling.

5 exceedances are allowed in 12 months.

	pH	cBoD ₅	SS		DRP	Ammonia	E. Coli	
Waipawa	0	9	18		26	26	25	X
Waipukurau	1	0	1		26	26	5	X
Otane	0	2	4	✓				
Porangahau	0	0	1	✓				

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Te Paerahi	0	0	1	✓
Takapau	0	0	7	X

Wastewater Flow Volumes for the rolling 12 months

	FLOW			
	Limit	Exceedances Allowed	Result	
Waipawa	1,500 m ³ per day	36 days	13 Exceedances	✓
Waipukurau	4,000 m ³ per day	36 days	10 Exceedances	✓
Otane	225 m ³ per day	36 days	5 Exceedance	✓
Porangahau	415 m ³ per day	18 days	7 Exceedance	✓
Te Paerahi	190 m ³ per day	18 days	0 Exceedance	✓
Takapau	216 m ³ per day	No limit	Not Applicable	✓

7.3 APPOINTMENT OF ELECTED MEMBER TO INDEPENDENT COMMISSIONER EVALUATION PANEL

File Number:**Author:** Doug Tate, Group Manager Customer and Community Partnerships**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Independent Commissioner - Expression of Interest C1131 [↓](#)**PURPOSE**

The purpose of this report is for Council to consider the appointment of a Councillor to the Independent Commissioner Evaluation Panel.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council appoint Councillor Tim Aitken as the elected member on the Independent Commissioner Evaluation Panel for Expression of Interest C1131.**

BACKGROUND

Council is currently going through a process to appoint independent commissioners to create a combined panel of Elected Member and independent commissioners appointed to hear and decide/recommend on applications and plan changes/reviews under the Resource Management Act 1991 ('RMA'), and other relevant statutes, on behalf of the Council.

As part of this expression of interest (EOI) process, Council are seeking expressions from suitably experienced and qualified independent commissioners to hear and deliberate on submissions for the District Plan Review process and to be available to form a panel of commissioners for its Regulatory Hearings Panel that will support Council in a range of operational and strategic regulatory matters for up to five years.

A copy of the expression of interest process is attached to this report.

As part of the EOI process, provision has been made for an elected member to form part of the evaluation panel. This report seeks Council approval to appoint Councillor Tim Aitken to the evaluation panel.

DISCUSSION

Approval from Council for Councillor Tim Aitken to represent Elected members on the evaluation panel is consistent with other appointments to evaluation panels that have been made by Council in the past.

Councillor Tim Aitken has been nominated recognising that he is also the Chair of the Regulatory Hearings Panel. Within the scope and context of the panel as Chair, Councillor Aitken needs confidence in the wider commissioner appointments made, as do the wider Council. Having an elected member on the evaluation panel, seeks to ensure that the wider views and values of community are reflected in the commissioner appointments.

Councillor Aitken's role would be as a fully participating member of the evaluation panel, not just as an observer as has occurred in other procurements.

Expressions of Interest close on Monday 14 June. In the event that Councillor Aitken is confirmed on the evaluation panel, the intention is to interview participants the week of 28 June before a report is presented to Council's meeting on 29 July to confirm the appointments.

RISK ASSESSMENT AND MITIGATION

There are no obvious risks from this decision.

FOUR WELLBEINGS

Part 2 – Purpose and Principles of the Resource Management Act 1991 requires Council to manage the use, development, and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic, and cultural well-being and for their health and safety while—

- a) sustaining the potential of natural and physical resources (excluding minerals) to meet the reasonably foreseeable needs of future generations; and
- b) safeguarding the life-supporting capacity of air, water, soil, and ecosystems; and
- c) avoiding, remedying, or mitigating any adverse effects of activities on the environment.

Ensuring that elected member feedback on commissioners is received is important to ensure appointments sufficiently reflect the four wellbeings of the Local Government but also give effect to Part 2 of the Resource Management Act 1991.

DELEGATIONS OR AUTHORITY

Council has the delegation to make this decision.

While Council has delegated Authority to the Chief Executive to delegate authority to Commissioners in accordance with Section 34 of the Resource Management Act in order to make independent decisions on consenting issues, the separate EOI process ultimately confirms the pool of commissioners that the Chief Executive may that delegate authority to.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

Three possible options include:

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	Appoint Councillor Aitken to the evaluation panel	Appoint another Council to the evaluation panel	Do not appoint a councillor to the evaluation panel
Financial and Operational Implications	While this is the preferred option, there is no significant financial and operational implications as a result of this approach.	There are no significant financial and operational implications as a result of this approach.	There are no significant operation implications, other than a change to the EOI process.

Long Term Plan and Annual Plan Implications	n/a	n/a	n/a
Promotion or Achievement of Community Outcomes	This option provides for elected member overview on the process and ensures wider understanding and robustness in appointments.	This option provides for elected member overview on the process and ensures wider understanding and robustness in appointments.	While not necessarily less robust, this option does not provide direct engagement by elected members in the process.
Statutory Requirements	n/a	n/a	n/a
Consistency with Policies and Plans	n/a	n/a	n/a

Recommended Option

This report recommends option one – Appoint Councillor Aitken to the evaluation panel for addressing the matter.

NEXT STEPS

In the event that Councillor Aitken is confirmed, we will appropriately make plans to co-ordinate the completion of the expression of interest process with Councillor Aitken.

RECOMMENDATION

- a) That Council appoint Councillor Tim Aitken as the elected member on the Independent Commissioner Evaluation Panel for Expression of Interest C1131.



 **CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

**Independent Hearing
Commissioner Appointments**
Expression of Interest - C1131
Released: 19 May 2021

Together we Thrive! E ora ngātahi ana!



Introduction

Central Hawke's Bay District Council ("the Council") is seeking to appoint independent commissioners to create a combined panel of Elected Member and independent commissioners appointed to hear and decide/recommend on applications and plan changes/reviews under the Resource Management Act 1991 ('RMA'), and other relevant statutes, on behalf of the Council as part of its Regulatory Hearings Panel.

As part of this expression of interest (EOI) process, we are seeking expressions from suitably experienced and qualified independent commissioners to hear and deliberate on submissions for the District Plan Review process and to be available to form a panel of commissioners for its Regulatory Hearings Panel that will support Council in a range of operational and strategic regulatory matters for up to five years.

What's important to us

We want to hear from Independent Hearing Commissioners who can demonstrate their knowledge, skills and experience in one or more of the following areas:

- Planning, resource management and heritage protection;
- Plan changes and reviews
- Law, local government and local affairs;
- Matters relating to the Treaty of Waitangi and kaupapa Maori;
- Specific issues relating to rural and coastal communities
- Hearing Processes;
- Alternative Dispute Resolution;
- Knowledge of the consent authorities function under the Resource Management Act 1991.

While applicants must have the appropriate technical skills and experience, there is an expectation that Commissioners are able to display and deliver a high degree of empathy and professionalism in their undertakings and align with the values of Council.

It is a requirement that applicants must meet the accreditation requirements outlined in the Resource Management Act 1991 and accreditation must be current.

Why should you participate?

As an experienced Commissioner in this space, you'll already know about the transformational opportunities that the review of the District plan will bring – and this in itself will motivate you to want to be involved. Beyond this, you'll understand the opportunity that ongoing involvement in our District through operational hearings as part of our regulatory hearings panel will bring to both Council and yourself as a Commissioner.

With a stable, highly capable and ambitious team of Elected Members, Executive Management, Staff and Strategic Suppliers and Partners, we are a partner that you will want to be associated with for the long-term.

EOI: C 1131 Independent Commissioner Appointment 2021 - 2026



A bit about us

Covering the area from Pukehou in the north to Takapau in the South, and from the western Ruahine range to the Pacific Coast in the East, an area of 3,332 km².

Some 22 per cent of our community identify as Māori, with Ngāti Kahungunu the dominant iwi. Te Taiwhenua o Tamatea based in Waipukurau represent the Districts nine Marae, with other hapu groups affiliating to the north and south of the District.

With positive population levels and growth not seen since the 1960's, the District is experiencing a surge of positivity, boosted by increased economic activity, new investment and leadership that is resulting in unprecedented growth.

As an organisation, Council is emerging from a period of underinvestment in infrastructure and strategy. With key documents such as our operative District Plan nearing 20 years old and our new proposed plan scheduled to be notified on 28 May 2021, we expect an increase in hearings across a range of issues as a result.

This process will support Council and our community in the delivery of our ambitious programme to ensure our community receives access to its democratic rights.



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 communications. 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 -



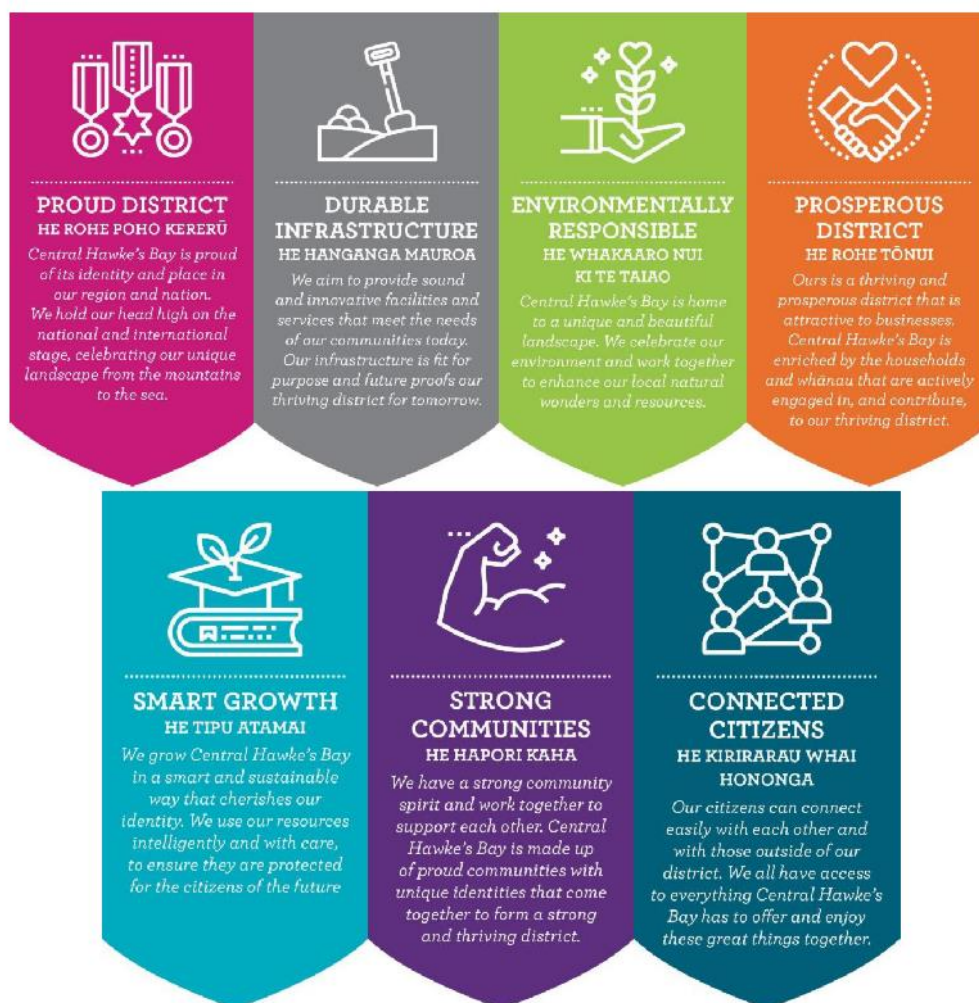
- A proud district.
- A prosperous district.
- Strong communities.
- Connected citizens.
- Smart growth.
- Environmentally responsible.
- Durable infrastructure.

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.

EOI: C 1131 Independent Commissioner Appointment 2021 - 2026



Section 1: Key information



1.1 Context

- a. This Expression of Interest (EOI) is an invitation to suitably qualified Commissioners to submit an expression to support Council as an Independent Hearing Commissioner.



1.2 Our timeline

- a. Here is our timeline for this EOI.

Description	Years
EOI Opens	19 May 2021
Deadline for Proposals:	4.00pm Monday 14 June 2021
Respondents notified of shortlisting (if required)	Week 14 June 2021
Shortlisted Respondents' Interviews	Week 28 June 2021
Unsuccessful Shortlisted Respondents notified	Week of 12 July 2021
Confirmation of Shortlisted Commissioners by the Elected Council	29 July 2021
Contract Commencement	September 2021
Substantial completion of deliverables	30 June 2026

- b. All dates and times are dates and times in New Zealand.



1.3 How to contact us

- a. All enquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.

b. Our Point of Contact

Name: Bridgett Bennett

Title: Customer and Community Partnerships Support Officer

Email address: bridgett.bennett@chbdc.govt.nz

Phone: 06 857 8060



1.4 Address for submitting your documentation

- a. Expressions of Interest must be submitted by email/electronically to the following address:

bridgett.bennett@chbdc.govt.nz



Section 2: Our Requirements

2.1 What we require

This section sets out what we specifically are looking for:

District Plan Review Panel

Council is currently undertaking a second-generation District Plan Review and anticipates the Proposed District Plan will be notified on 28 May 2021. Principally we are seeking up to five independent Commissioners (including a Panel Chair) to hear and deliberate on the District Plan Review.

Based on an estimated 300 submissions received on the Proposed Plan, formal hearings are scheduled to begin in January 2022 and extend to August 2022 (based on three days of hearings per week).

It is expected that Commissioners may also need to be available for part of the December 2021/January 2022 period to prepare for the formal hearings by reading the Section 42a Reports and evidence provided by submitters. We also expect we may have to bring Commissioners together early to consider any late submissions that are received outside of the notification period. This will be to consider the inclusion any late submissions lodged on either the Proposed District Plan or the summary of submissions.

These timeframes are subject to change once Council has an understanding of the number and complexity of submissions that have been lodged on the Proposed Plan. It may be possible to commence the District Plan Hearings earlier than January 2022 and if likely this change of programme will be discussed with all commissioners before a change to timeframes is confirmed.

Subject to the number and complexity of submissions lodged with Council on the Proposed Plan the period of engagement for the role of commissioner on the District Plan Hearings Panel is expected to extend from a period of late 2021 – to late 2022/early 2023.

Please note that engagement as a commissioner during this period will not be continuous and will be required as and when hearings on submissions are scheduled.

The hearings for the District Plan Review will generally be held in either Waipukurau or Waipawa, however may occur at Marae or other venues around the District.

Commissioners who have previously provided their Curriculum vitae to Council should take this opportunity to re-submit for the commissioner roles sought by this EOI.

Regulatory Hearings Panel

Commissioners may be called upon to hear and deliberate on a variety of land use and subdivision resource consents if hearings are required to determine these matters. Currently there are up to two single day hearings per year, although there is potential for this to change under provisions of the Proposed Plan.

Commissioners will continue to work with provisions of the Operative District Plan until such time as the new provisions of the Proposed Plan have full legal weight. Substantially, hearings are either held in Waipawa or Waipukurau.

Since the formation of the panel, there have not yet been hearings on any other regulatory or dog related matter.

Section 3: Our Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess Expressions of Interest.

3.1 Evaluation model

The evaluation model that will be used is pass/fail precedent, with an attribute weighting to determine preferred Commissioners. Price is not considered as rates are fixed as per this EOI.

3.2 Pre-conditions

Each Proposal must meet all of the following pre-conditions. Proposals which fail to meet one or more will be eliminated from further consideration.

Respondents who are unable to meet all pre-conditions should conclude that they will not benefit from submitting a Proposal.

#	Pre-condition
1.	Making Good Decisions Certificate Holder: The Respondent must be an accredited commissioner through the Ministry of Environment Making Good Decisions Training and must be able to provide proof of holding a current certificate of accreditation as a panel member. As a chair, they must be accredited by the Ministry for the Environment as an RMA Commissioner with evidence provided of Chair endorsement

3.3 Evaluation criteria

Expressions that meet all pre-conditions will be evaluated on their merits according to the following evaluation criteria and weightings.

Applicants should clearly identify whether they wish to be considered as a Panel Chair, Panel Member or both.

Criterion	Weighting
1. Relevant experience and track record In scoring this criterion, evaluators will place high value on: <ul style="list-style-type: none"> - the length and nature of the respondents' previous experiences and personal and professional experiences and background that supports them in their commissioner duties. - Demonstrated strengths in community, and commissioner facilitation, engagement and communication - Hearings experience in relation to: <ul style="list-style-type: none"> - Dog Control Act 1996 - Full District Plan Reviews - District Plan Variations/Changes - Te Kainga - Resource Consent Hearings - Overall strong referee endorsement, with examples of ongoing and sustained working relationships 	40%
2. Capability and capacity of the Respondent to deliver: In scoring this criterion, evaluators will place high value on: <ul style="list-style-type: none"> - The Respondents' relevant qualifications and affiliations - Proven ability to write good reports including effective analysis, demonstration of process of thought and clear written decisions. - Anticipated availability during the District Plan Review Hearing timeframe - Demonstrated clear understanding of the required inputs and their timing - Demonstrated ability and achievement of Key Responsibilities, outcomes and Personal Specification as outlined in Appendix 1. 	40%
3. Council Alignment and Fit In scoring this criterion, evaluators will place high value on: <ul style="list-style-type: none"> - The Respondents' alignment to Councils DNA and Project Thrive - Demonstrated an understanding of Council's unique challenges and how they intend to develop their relationship with Council - Understanding of local and regional strategic documents and local knowledge - Examples of successful long term partnerships 	20%

3.4 Scoring

The following scoring scale will be used in evaluating Proposals. Note: for clarity, Participants are advised that a score of 0 in any attribute will result in that submission being rejected and evaluation discontinued.

Rating	Definition	Score
EXCELLENT significantly exceeds the criterion	Exceeds the criterion. Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.	9-10
GOOD exceeds the criterion in some aspects	Satisfies the criterion with minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.	7-8
ACCEPTABLE meets the criterion in full, but at a minimal level	Satisfies the criterion. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence.	5-6
MINOR RESERVATIONS marginally deficient	Satisfies the criterion with minor reservations. Some minor reservations of the Respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	3-4
SERIOUS RESERVATIONS significant issues that need to be addressed	Satisfies the criterion with major reservations. Considerable reservations of the respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	1-2
UNACCEPTABLE significant issues not capable of being resolved	Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	0

3.5 Price

For the purposes of this EOI, the proposed remuneration rates are:

- Chairperson \$170 per hours plus GST
- Panel member \$150 per hour plus GST

Charge out time shall be confirmed with Commissioners, relative to each application and the anticipated time involved. Mileage and other disbursements shall be on an as-agreed basis.

Rates will be reviewed on an annual basis.

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3.6 Evaluation process and due diligence

In the event of a number of strong responses, the Buyer may opt to implement a two stage evaluation process, where participants are initially shortlisted and evaluated on their written submission only for the purposes of shortlisting

Those suppliers that are shortlisted from the written submission evaluation, may be invited to proceed to Stage two presentations and interviews.

Participants should specifically note the day set aside for this interview and presentation in the event they are shortlisted.

Due Diligence

In addition to the above, we will undertake the following process and due diligence in relation to shortlisted Respondents. The findings will be taken into account in the evaluation process.

- a. reference check the participant

3.7 Evaluation Team

The proposed Evaluation Team (ET) is as follows:

Name	Role
Doug Tate	EOI Facilitator Group Manager – Customer and Community Partnerships
TBC	Representative of Tamatea Tangata whenua
Robyn Burns	Customer and Consents Manager
Helen O'Shaughnessy	District Plan Manager
TBC	Elected Member

3.8 Term of Engagement

Commissioners will form part of the pool for a period of up to five years, with the ultimate discretion lying with Elected Council of Central Hawke's Bay District Council to rescind or reconsider its delegations.

3.9 Proposed Form of Contract

Council does not have a preference for the form of contract and this will be discussed with preferred applicants to establish what will best support the relationship between Council and its preferred Commissioners.

We would propose using either a choice of the Government Model Contract (GMC) Form 2 non-Crown Services (3rd Edition): Templates | New Zealand Government Procurement and Property or the IPENZ Short Form Agreement.

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Expression of Interest – Independent Hearing Commissioner

Application Form

Name:			
Company:			
Contact Phone:	Mobile:	Work:	
Contact Email:			
Relevant Qualifications:			
Address:	Postal:	Physical:	
Making Good Decisions Accreditation			
I am a current Making Good Decisions Certificate Holder and wish to be considered as a panel Commissioner			Yes/No
I am a current Making Good Decisions Certificate Holder with Chair Endorsement and wish to be considered as a panel Chair			Yes/No
Hearings Experience Please identify the last five hearings that you have been involved in:			
Hearing Title:	Date:	Organisation:	Outcome:
References Please provide references for context for their relevance.			
Name:	Contact:	Relevance:	

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Areas of Relevant Expertise		
Please tick your relevant areas of expertise:		
<input type="checkbox"/> Chair	<input type="checkbox"/> Subdivision Consents	<input type="checkbox"/> Forestry
<input type="checkbox"/> Panel Member	<input type="checkbox"/> Heritage Issues	<input type="checkbox"/> Transport/Traffic
<input type="checkbox"/> Mediation	<input type="checkbox"/> Landscape Issues	<input type="checkbox"/> Financial Contributions
<input type="checkbox"/> Legal Issues	<input type="checkbox"/> Urban design	<input type="checkbox"/> Land Use Consents
<input type="checkbox"/> Tikanga Maori	<input type="checkbox"/> Natural Feature/Geology	<input type="checkbox"/> Designations
<input type="checkbox"/> Treaty of Waitangi Settlement obligations	<input type="checkbox"/> Ecology issues	<input type="checkbox"/> Dog Control Act
<input type="checkbox"/> Planning Policy – Plan Changes / Full Reviews	<input type="checkbox"/> Noise/Acoustic	<input type="checkbox"/> Building Act 2004
Other (Please specify):		
Applicant Checklist		
Before submitting your documentation you have:		
<input type="checkbox"/> Have read and understood this EOI document, including proposed timeframes, method of contract, rates and the proposed selection process		
<input type="checkbox"/> Confirmed you are a current certificate holder		
<input type="checkbox"/> Provided a curriculum vitae, detailing qualifications, experience and relevant work experience		
<input type="checkbox"/> Provided any other supporting information that may assist the evaluation team		
<input type="checkbox"/> Completed and signed this form		
Declaration		
<p>Signed: _____</p> <p>Date: _____</p>		



Appendix 1

Key Requirements of Independent Hearing Commissioner

Accountabilities of position

Purpose of position:

To act as a chairperson or as a member of a hearings panel to consider and decide (or recommend) matters in accordance with the Resource Management Act (1991), Local Government Act (2002), or any other relevant statutes, on behalf of Central Hawke's Bay District Council. Matters to be considered may include:

- resource consent applications
- plan changes
- notices of requirement
- heritage protection orders
- bylaws and dispensations
- policies where the Special Consultative Procedure is used
- other hearings as determined by the Chief Executive or Elected Council.

From time to time, Commissioners may also be appointed as duty commissioners, acting under delegated authority to consider and make decisions on resource consent applications (including notification determinations), notices of requirement and outline plan of works, section 125 applications, section 127 applications, and section 37 and other matters that do not require a hearing.

Commissioners are employed as contractors to the council and should be prepared for flexible working hours noting that this is not a full-time role.



Key responsibilities

Preparation and decision

Key responsibilities

- Review material thoroughly before hearing and prepare questions for parties as required
- Take notes throughout the hearing to refer back to when writing the decision

Chairperson:

- Prepare directions and/or minutes on procedural matters as required
- Allocate tasks among panel members, including drafting parts of the decision where appropriate
- Engage with panel members to arrange and attend site visits

Panel member:

- Contribute to decision writing and review as instructed by the chairperson

Expected outcomes

- Hearings proceed smoothly and in a timely manner
- Decisions are completed within statutory timeframes
- Decisions (or recommendations) are well reasoned and legally and technically correct
- Decision-writing skills of panel members improve over time, enabling progression to a chairing role

Hearings

Key responsibilities

- Exercise the council's powers and functions in accordance with relevant legislation and within the terms of the delegations manual and hearings policy
- Adhere to accepted best practice for hearings
- Correctly identify the nature of issues arising during a hearing in terms of the Resource Management Act, relevant planning documents and other legislation
- Recognise common decision-making biases, including unconscious bias, and apply strategies to minimise their impact
- Demonstrate impartiality and integrity as well as an awareness and understanding of the principles of natural justice and a sense of fair play
- Listen effectively, distilling the key arguments and facts from the information presented and apply appropriate weight to evidence
- Consider and apply tikanga Māori to hearings where relevant and appropriate
- Embrace diversity and use cultural competency to ensure that all members of Auckland's diverse communities are able to participate effectively in hearings
- Expected outcomes
 - Reaches a clear, impartial, logical decision in written form
 - Provides a degree of neutrality as well as competency and experience in relevant planning aspects
 - Applies skills and experience as well as an objective view where delegated functions concern or involve the local authority as a party
 - Gains excellent knowledge of application and issues by being familiar with all material provided prior to hearing and making a site visit where appropriate

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- Writes or formulates decisions within statutory timeframes for resource consent hearings and as requested by the Hearings Team for other work
- Maintains confidentiality on all deliberations and decisions subsequent to the completion of the work • Discloses any potential conflict of interest, either actual or perceived, to the Hearings Team prior to the acceptance of work
- All parties feel that they have had a fair hearing

Legislative requirements

Key responsibilities

- Maintain a comprehensive understanding of all relevant legislation and plans necessary to provide a quality service to the council and its customers
- Keep up to date with relevant case law and decisions made by other Council hearing panels
- Ensure that Making Good Decisions accreditation remains current
- Demonstrate an understanding of the principles of the Treaty of Waitangi, their relevance in legislation, and their application to the decision(s) in question

Expected outcomes

- Applies new legislation and case law to decisions where appropriate
- Commissioners remain eligible to sit on hearings throughout the duration of their contract
- Decisions stand up to appeal and judicial review



Type of person suitable for this position

Qualifications

- Ministry for the Environment Making Good Decisions accreditation (mandatory)
- Tertiary qualification or proven experience in one or more of the following disciplines:
 - planning
 - resource management law
 - engineering (transport and infrastructure)
 - landscape architecture
 - ecology, biodiversity and environmental management
 - freshwater management
 - the Treaty of Waitangi and kaupapa Māori
 - coastal management - heritage and conservation management
 - urban design
 - air quality
 - rural planning and land management.

Experience, skills and competencies

- Experience with relevant legislation particularly the Resource Management Act 1991, Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987
- Proven expert in field
- A minimum of five years' experience as an independent commissioner preferred
- Questioning skills essential
- Able to make clear and appropriate decisions in written form
- Ability to use tact and diplomacy where needed
- Strong computer skills and use of technology (ability to adapt to a paperless approach)
- Excellent customer service skills
- Able to maintain neutrality and keep an open mind when assessing applications
- Absence of conflict or bias (actual and perceived)
- Cultural competency - commitment to diversity and ability to work effectively with all of Auckland's diverse communities

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent.

7.4 2020/2021 YEAR END FINANCIAL FORECAST**File Number:** COUI - 1400**Author:** Brent Chamberlain, Chief Financial Officer**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Year End Financial Commentary [↓](#)**RECOMMENDATION**

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

PURPOSE

The purpose of this report is to inform Councillors about Council's expected year-end financial position. Due to the timing of the next Finance and Infrastructure Committee meeting, this report is presented to Council.

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

Over the past month officers have been completing a forecast for the last quarter of the financial year to give a predicted year-end financial position. This forecast aligns with the financial reports provided to Council throughout the financial year but aims to give more specifics to where Council expects to be at end of financial year, and seeks to provide Council line of sight ahead of any formal carry forward, financial surplus/deficit and Annual Report discussions.

DISCUSSION

Attached to this report is a full Council Funding Impact Statement (FIS) which covers 9 months of actuals, and 3 months of forecast to give a predicted year end position, as well as 9 individual Activity FIS.

Activity	2021 Forecast Surplus/(Deficit)	Required Action
Community & Leadership	(\$3,176)	Small deficit funded from prior year reserves
Planning & Regulatory	\$0	Balanced
Land Transport	\$249,974	Surplus to be carried forward for future years
Solid Waste	(\$181,007)	Deficit to be loan funded
Drinking Water	(\$403,582)	Deficit to be loan funded
Wastewater	\$0	Balanced
Stormwater	\$0	Balanced
Recreation & Community Facilities	(\$27,925)	Small deficit funded from prior year reserves
Overheads	\$0	Balanced
TOTAL COUNCIL	(\$365,717)	

In this cover report, Officers seek to provide explanation on key forecasted activity overspends, or activity that we expect Council will be interested in.

General Commentary

The main difference between this report, and the financial reports Councillors have seen throughout the year is the way the unspent grants and carry forwards have been treated.

Up to seeing this report Councillors have been told we have received \$5.5m of 3 waters stimulus funding back in October. And while this was true, technically until Council delivers the promised capital asset that this funding was given for, Council hasn't satisfied the obligation to Central Government that comes with this funding. Therefore \$2m of this revenue has been treated as liability (an unfilled obligation back to government) and the only \$3.5m as revenue because by year end we will have spent \$3.5m delivering the program promised.

With the economic stimulus money Council has received, officers have worked on the assumption that this will be fully spent by year end.

Carry forwards are what the Council refers to when it talks about funding it has rated for in one year, but due to delays it doesn't spend it on the project/program it rated for until the following year.

Typically this is mainly applicable to targeted rates, where the rate revenue is specific to project/program and can't be used for anything else. For example Drinking Water Rates can only be used for Drinking Water program delivery. This ensures that the funds taken for a specific subset of rate payers is used for that subset of rate payers benefit.

Last year there was delay in delivering the Land Transport roading program, and Land Transport Rates were carried forward to this year. While much of this catch up has occurred, Land Transport again will have some unspent funds and will need to carry forward \$250k. These funds are unavailable to fund Drinking Water and Solid Waste's shortfall as these are funded from different rate types.

Other activities will have small surpluses and deficits that can be funded from their carry forwards.

The two activities that will have sizeable deficits at year end are Solid Waste and Drinking Water.

Solid Waste

While Solid Waste's revenue will be approximately \$111k up on budget for the year, their operating costs will be \$415k up leaving a deficit. Remembering within operating costs, Council has incurred costs disposing of tyre and concrete piles that had built up in prior periods (that is the Council received the revenue in prior years for their receipt, but hadn't paid for their disposal till this year). Council has also had one off costs undertaking operational reviews leading up to the Long Term Plan.

Fortunately, Council has managed to claw back some of the operational overspend in its capital program, so the overall deficit will be in the vicinity of \$181k.

Officers will continue to monitor costs, and try to bring the budget deficit back but the reality is Council will have to fund any shortfall through drawing additional solid waste debt, or applying some non-solid waste reserves to meet the shortfall.

Drinking Water

As mentioned earlier the 3 Waters stimulus funding has now been matched to expenditure, so what is left is the true business as usual operation.

Ignoring the stimulus grant, drinking water revenue is largely on budget. However, operating costs have been under pressure all year with significant levels of water leaks across our network due to aged infrastructure. While Officers have signalled the likelihood of an overspend in drinking water throughout the year, we cannot confirm that this is the area where we are projecting the largest deficit.

The capital spend for the year also reflects this story. Council will spend 1.555m on asset renewals, but only budgeted to undertake \$0.832m this year. Remembering that Council (in a typical year, and not the first 5 years of the next Long Term Plan) rates for renewals means that this over delivery of renewals is also contributing to the rating deficit.

Overall Council is forecasting a deficit of \$403k, which is less than the over delivery of renewals. Officers will be recommending that some of renewal debt funding from year 1 of the Long Term Plan be brought forward to cover this larger than planned renewal program.

Annual Report 2020/2021 Process

The annual report process from here is as follows:

- Ernst and Young are scheduled to be on site to commence their audit process with a preliminary audit on the 14-18 June. This is to check Council's internal controls and systems that they will later be relying on to produce the annual accounts.
- 30 June is the end of Council's financial year.
- 1 July Council invoices out the last of the work it undertook/services it provided prior to 30 June.
- 20 July Council pays the last of the supplier invoices for materials/services provided to Council prior to 30 June.
- July/August Officers prepare year end accounting entries, year end work papers, and the draft annual report.
- Ernst and Young are back on site 23 August – 3 September to audit the draft annual report
- 16 September Risk and Assurance meet with auditors to discuss audit findings, and audit clearance given
- 23 September Council Adopts the Annual Report

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 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;
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

NEXT STEPS

Officers will continue to take necessary steps and minimise the expected budget deficits between now and year end, and whatever shortfalls result will be brought back to Council after year end to decide on the appropriate action, as part of the Annual Report 2020/2021 process.

RECOMMENDATION

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

Central Hawkes Bay District Council
30 June 2021 Forecast
Funding Impact Statement Report



Source of Operating	2020 Actuals	2021 Forecast	2021 Budgets	Bud Var	FLAG	Comments
General rates, uniform annual general charges and rates penalties	13,379,846	53,949,679	13,949,917	(2,36)	1	
Targeted rates	7,413,116	7,494,098	7,503,245	(9,237)	2	
Subsidies and Grants for Operating Purposes	4,489,895	6,977,671	3,203,221	3,774,450	3	Unbudgeted external funding - 3 Waters Reform operational, Economic Development Work Creation, He Rongo Whanau Ora Unspent Grant money moved to "Revenue in Advance" to be carried forward to 2021/22.
Fees, charges	3,781,277	4,729,635	4,336,604	393,031	4	Consents and Solid Waste up on budget, offset by Municipal Theatre (impacted by Covid) and Trade Waste
Interest and dividends from investments	214,937	208,459	92,254	116,164	5	Interest on additional Term Deposits we are holding
Local authorities fuel tax, fines, infringement fees and other receipts	487,698	511,509	231,385	280,144	6	Includes \$280k of NZTA FARE adjustment backpay
TOTAL	24,777,897	33,869,959	29,316,644	4,544,315		
Applications of Operating						
Payments to staff	5,967,072	5,682,402	5,949,174	266,772	1	Savings across multiple activities due to vacancies
Payments to suppliers	17,320,020	21,301,453	19,780,543	(4,519,860)	2	Includes the expenditure of unbudgeted water reform and economic recovery monies, plus overruns in water (leak repairs) and solid waste (disposal of historical tyre and concrete dumping)
Finance costs	364,078	487,289	419,390	(37,890)	3	Started the year with higher debt than budgeted, but funds invested so additional costs matched by additional interest income.
Other operating funding applications	0	0	0	0	4	
TOTAL	23,291,190	27,440,994	23,149,107	(4,299,987)		
Net Operating Cash Flows	6,526,517	6,428,965	6,167,537	251,328		
Source of Capital						
Subsidies and grants for capital expenditure	5,907,054	17,551,999	25,754,618	(8,202,619)	1	Unbudgeted external funding - 3 Waters Reform, Nga Tipuna, offset by Land Transport
Gross proceeds from sale of assets	18,811	23,183	34,691	(14,476)	2	Sale of fleet vehicle
Development and financial contributions	92,097	18,779	108,972	(80,748)	3	Good level of Development across Waipawa, Waipukurua and Takapau. Charge has slowed for now.
Increase (decrease) in debt	18,000,000	1	7,847,275	(7,847,274)	4	Still holding Term Deposits and 3 waters reform money, no new debt required till 2021/22 financial year.
TOTAL	23,617,942	17,559,960	33,747,526	(15,983,626)		
Applications of Capital						
To meet additional demand	0	0	0	0	1	
To improve the level of service	12,439,478	11,017,347	11,747,779	730,432	2	Includes unbudgeted spend on Nga Ara Tipuna, offset by unspent across 3 waters
To replace existing assets	7,324,211	18,942,954	20,228,030	7,285,076	3	Unspent mainly in Land Transport and Waste Water
Increase (decrease) in reserves	(408,641)	(1,594,038)	2,125,876	3,709,912	4	Consuming prior year carryforwards in land transport, and various other reserves
Increase (decrease) of investments	10,849,431	(3,928,783)	(187,620)	3,642,163	5	Reflects the unbudgeted 3 Waters Reform money being received, meaning Council hasn't consumed it's cash reserve.
TOTAL	30,144,479	24,546,482	39,911,085	(15,364,583)		
Net Capital Cash Flows	(8,326,917)	(6,986,522)	(6,147,550)	(889,370)		
Grand Total	0	(565,715)	0	(565,715)		Overall Deficit: Deficit in Solid Waste \$181k and Drinking Water \$403k will likely require debt funding, surplus in land transport \$255k to be carried forward to future years capital program delivery.

Community & Leadership				
Source of Operating	2020 Actuals	2021 Forecast	2021 Budgets	Bud Var
General rates, uniform annual general charges and rates penalties	1,321,213	1,401,675	1,408,380	(7,705)
Targeted rates	0	0	0	0
Subsidies and Grants for Operating Purposes	489,898	2,718,688	197,762	2,521,194
Fees, charges	39,389	41,889	28,899	13,000
Interest and dividends from investments	0	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0	0
TOTAL	1,879,239	4,163,746	1,635,041	2,528,685
Applications of Operating				
Payments to staff	814,725	543,495	575,092	31,626
Payments to suppliers	837,636	3,143,889	726,941	(2,413,548)
Finance costs	0	0	0	0
Other operating funding applications	307,010	342,737	343,122	385
TOTAL	1,799,371	4,030,121	1,645,155	(2,381,937)
Net Operating Cash Flows	115,867	133,625	(19,114)	150,729
Source of Capital				
Subsidies and grants for capital expenditure	681,164	2,128,838	0	2,128,838
Gross proceeds from sale of assets	0	0	0	0
Development and financial contributions	0	0	0	0
Increase (decrease) in debt	0	0	0	0
TOTAL	681,164	2,128,838	0	2,128,838
Applications of Capital				
To meet additional demand	0	0	0	0
To improve the level of service	681,164	2,265,646	0	(2,265,646)
To replace existing assets	24,044	0	0	24,044
Increase (decrease) in reserves	91,845	0	(15,091)	(15,091)
Increase (decrease) of investments	797,843	2,265,646	(19,091)	(2,265,646)
TOTAL	797,843	2,265,646	(19,091)	(2,265,646)
Net Capital Cash Flows	(15,888)	(15,888)	15,091	(15,091)
Grand Total	0	0	0	0

Operational Variance driven by Economic Stimulus, Capital Variance Driven by Nga Ara Tipuna, Small deficit to be funded from reserves

Planning & Regulatory				
2020 Actuals	2021 Forecast	2021 Budgets	Bud Var	
688,804	819,497	823,393	(3,896)	
0	0	0	0	
0	0	0	0	
1,381,430	1,862,387	1,389,829	969,272	
0	0	0	0	
(24,330)	6,593	17,000	(10,407)	
2,033,304	2,728,367	2,233,337	495,030	
1,073,585	954,788	1,054,301	99,595	
628,462	1,574,888	1,318,078	(261,310)	
0	16,528	24,722	(7,194)	
0	0	0	0	
528,038	671,985	594,998	(86,995)	
2,436,085	3,223,667	2,992,759	(230,908)	
(402,781)	(495,299)	(759,422)	264,123	
0	0	0	0	
0	0	0	0	
0	0	0	0	
0	0	0	0	
248,687	495,299	759,422	(264,123)	
248,687	495,299	759,422	(264,123)	
0	0	0	0	
0	0	0	0	
0	0	0	0	
0	0	0	0	
(154,437)	0	0	0	
401,394	495,299	759,422	(264,123)	
1	6	0	5	

Consenting Revenues and Outsourcing costs exceeding budgets. Timing of District Plan sees cost and debt coming in under budget.

Land Transport				
2020 Actuals	2021 Forecast	2021 Budgets	Bud Var	
6,962,470	6,854,253	6,854,698	2,667	
0	0	0	0	
3,844,158	3,081,871	2,961,758	119,853	
39,259	51,888	29,652	14,786	
0	0	0	0	
162,872	461,511	147,855	293,646	
10,610,859	10,458,283	9,952,961	407,322	
261,834	438,035	428,742	(9,263)	
5,749,817	4,891,263	4,918,529	(122,554)	
0	0	0	0	
1,508,885	1,674,358	1,678,237	(1,875)	
7,519,327	6,763,615	6,822,558	(144,107)	
3,091,796	3,694,668	3,326,453	367,215	
4,418,994	12,854,979	17,854,618	(4,797,639)	
0	0	0	0	
(108)	103	3,000	(2,897)	
0	0	0	0	
4,418,885	12,857,082	17,857,618	(4,995,535)	
0	0	0	0	
0	0	0	0	
1,197,163	1,691,940	1,800,954	(1,009,011)	
5,809,733	15,469,151	20,855,000	(5,155,800)	
933,040	(905,361)	(1,248,881)	(462,521)	
0	0	0	0	
7,519,441	16,293,738	20,897,811	(4,604,073)	
(3,091,796)	(3,326,453)	(3,326,453)	0	
0	243,914	0	243,914	

Land Transport impacted by PGF Route 52 and spending last years carry forwards, however will result in \$2.49k to carry forward to 2022

Solid Waste				
2020 Actuals	2021 Forecast	2021 Budgets	Bud Var	
1,317,005	1,226,576	1,196,250	30,326	
297,089	373,946	372,781	1,165	
50,372	131,869	53,194	77,965	
1,489,768	1,716,324	1,712,847	2,377	
0	0	0	0	
162,040	161,593	155,316	(6,277)	
2,372,941	2,958,388	2,174,847	(614,945)	
37,458	38,557	41,254	(2,697)	
444,020	501,081	503,821	(2,740)	
3,016,465	3,289,985	2,879,338	(414,947)	
141,773	156,320	480,094	(381,645)	
0	0	0	0	
0	21,000	0	21,000	
0	0	0	0	
0	0	0	0	
99,709	(12,946)	45,887	(55,536)	
99,709	7,151	45,887	(38,927)	
0	0	0	0	
0	0	0	0	
627,468	120,700	174,194	53,494	
84,001	88,919	91,748	(3,228)	
(464,281)	135,280	239,749	104,469	
0	0	0	0	
241,481	34,480	589,891	(16,320)	
(141,773)	(25,135)	(488,904)	(322,966)	
0	(18,185)	0	(18,185)	

Ahead of budget, but costs include clearing tyres and concrete received in previous years and 517 costs. Leaves a deficit of \$18.2k.

Drinking Water				
Sources of Operating	2020 Actuals	2021 Forecast	2021 Budgets	Bud Var
General rates, uniform annual general charges and rates penalties	0	0	0	0
Targeted rates	3,195,798	3,401,432	3,416,220	(14,788)
Subsidies and Grants for Operating Purposes	0	297,119	0	297,119
Fees, charges	4,697	10,995	3,120	7,875
Interest and dividends from investments	0	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	0	0	0	0
TOTAL	3,195,798	3,709,546	3,419,340	290,206
Applications of Operating				
Payments to staff	0	0	0	0
Payments to suppliers	1,940,176	2,331,389	1,522,169	(799,220)
Finance costs	172,773	193,136	346,956	151,438
Other operating funding applications	514,040	578,123	703,120	124,997
TOTAL	2,475,230	3,094,648	2,371,852	(722,786)
Net Operating Cash Flows	695,074	614,897	1,047,488	(432,591)
Sources of Capital				
Subsidies and grants for capital expenditure	263,131	1,811,762	2,200,000	(388,238)
Gross proceeds from sale of assets	0	0	0	0
Development and financial contributions	84,796	118,641	50,000	68,641
Increase (decrease) in debt	4,894,374	1,495,310	2,898,628	(1,411,068)
TOTAL	5,192,299	3,395,713	5,148,628	(1,753,116)
Applications of Capital				
To meet additional demand	0	0	0	0
To improve the level of service	5,967,200	2,905,126	4,382,277	1,477,148
To replace existing assets	215,519	1,555,095	832,039	(723,260)
Increase (decrease) in reserves	(245,344)	(8,000)	798,000	885,000
Increase (decrease) of investments	0	0	0	0
TOTAL	5,937,375	4,452,126	5,982,316	1,542,725
Net Capital Cash Flows	(845,076)	(1,056,413)	(934,688)	(278,255)
Grand Total	(150)	(441,516)	112,800	(591,316)

While Council has received 3 Waters Reform Money, unspent money has been treated revenue in advance, leaving behind the true operational variance caused by high level of water leaks and completing higher level of renewals than rated for.

Wastewater				
2020 Actuals	2021 Forecast	2021 Budgets	Bud Var	
0	0	0	0	0
3,271,890	2,933,142	2,931,895	3,247	
0	630,788	0	630,788	
275,873	384,095	417,324	(33,229)	
0	0	0	0	
185,000	0	0	0	
3,732,773	3,927,973	3,349,219	578,754	
0	0	0	0	
1,281,139	2,091,593	1,458,898	(632,674)	
244,447	303,263	374,921	69,658	
623,454	710,881	874,995	(164,114)	
2,149,096	3,116,633	2,308,512	(808,141)	
1,963,940	3,293,239	19,313,481	(7,014,231)	
0	0	0	0	
0	738,422	5,900,000	(5,161,578)	
0	0	0	0	
7,739	87,199	90,000	17,159	
1,937,803	2,493,839	4,383,451	(1,889,612)	
1,945,940	3,293,239	19,313,481	(7,014,231)	
0	0	0	0	
0	0	0	0	
3,127,284	3,923,594	4,989,281	1,065,687	
262,420	394,940	3,458,877	3,063,937	
139,586	(261,000)	2,700,000	2,960,000	
0	0	0	0	
3,529,287	4,116,540	11,141,158	7,024,618	
(1,593,768)	(373,128)	(848,793)	21,367	
0	0	0	0	

While Council has received 3 Waters Reform Money, unspent money has been treated revenue in advance, leaving behind the true balanced operational budget.

Stormwater				
2020 Actuals	2021 Forecast	2021 Budgets	Bud Var	
0	0	0	0	
688,354	781,889	782,349	1,540	
0	0	0	0	
0	0	0	0	
0	0	0	0	
0	0	0	0	
688,354	781,889	782,349	1,540	
0	0	0	0	
322,949	188,131	312,375	124,342	
9,496	9,326	17,136	7,822	
194,591	207,882	208,123	231	
494,026	495,351	537,646	132,295	
194,320	274,538	244,703	13,835	
0	0	0	0	
0	0	0	0	
0	0	0	0	
390	3,119	0	3,119	
258,286	(1,391)	1,76,987	(185,267)	
226,852	1,889	178,997	(37,145)	
0	0	0	0	
0	0	0	0	
303,935	13,123	199,041	184,318	
368,414	804,169	229,619	(375,541)	
(371,280)	(231,589)	0	231,589	
0	0	0	0	
420,939	393,344	423,685	43,336	
(194,328)	(203,538)	(244,793)	(151,955)	
0	0	0	0	

Under budget operationally, also spent less on capital assets which is reflected in the lack of new debt required this year.

Recreation & Community Facilities				
2020 Actuals	2021 Forecast	2021 Budgets	Bud Var	
3,539,059	3,837,482	3,644,282	(193,201)	
0	0	0	0	
120,719	114,289	99,817	15,472	
520,846	639,538	746,734	(106,456)	
0	0	0	0	
109,837	44,024	91,000	(18,476)	
4,349,662	4,635,443	4,491,844	(143,599)	
0	0	0	0	
494,235	492,089	479,002	(13,187)	
2,251,565	2,541,633	2,580,237	38,599	
72,901	96,440	98,046	1,605	
883,097	932,662	933,741	1,079	
3,991,831	4,953,144	4,080,989	(872,155)	
797,231	382,299	490,555	(116,456)	
0	0	0	0	
143,765	0	0	0	
0	0	0	0	
(9,201)	700	3,972	(3,272)	
(247,440)	(119,042)	280,087	(316,129)	
(194,280)	(119,340)	284,039	(383,369)	
0	0	0	0	
0	0	0	0	
343,890	190,313	397,032	246,719	
344,035	470,070	803,730	133,660	
(25,326)	(209,952)	(318,168)	22,334	
693,938	791,981	694,594	492,713	
(797,230)	(382,299)	(490,555)	(116,456)	
1	(27,845)	0	(27,845)	

On Budget operationally, also spent less on capital assets which is reflected in the lack of new debt required this year. Small deficit to be funded from reserves.

Overheads				
Sources of Operating	2020 Actuals	2021 Forecast	2021 Budgets	Bud Var
General rates, uniform annual general charges and rates penalties	(58,852)	4,931	26,000	(27,139)
Targeted rates	0	0	0	0
Subsidies and Grants for Operating Purposes	0	0	0	0
Fees, charges	(203)	149	0	149
Interest and dividends from investments	214,937	205,498	92,294	114,164
Local authorities fuel tax, fines, infringement fees and other receipts	12,196	(88)	1,500	(1,588)
TOTAL	168,080	211,482	119,794	91,688
Applications of Operating				
Payments to staff	3,090,843	3,102,482	3,316,659	214,177
Payments to suppliers	1,940,337	2,192,989	2,158,112	2,864
Finance costs	(715,185)	(207,755)	(498,165)	(288,413)
Other operating funding applications	(4,871,706)	(5,078,649)	(5,624,951)	(5,196)
TOTAL	(1,897,921)	(5,073,899)	(8,005,125)	(782,276)
Net Operating Cash Flows	358,059	714,681	725,149	11,468
Sources of Capital				
Subsidies and grants for capital expenditure	0	0	0	0
Gross proceeds from sale of assets	18,811	203,183	34,991	(16,178)
Development and financial contributions	0	0	0	0
Increase (decrease) in debt	10,932,626	(4,373,040)	(967,137)	(2,145,915)
TOTAL	10,951,427	(4,169,857)	(932,146)	(5,780,380)
Applications of Capital				
To meet additional demand	0	0	0	0
To improve the level of service	207,394	37,296	0	(170,098)
To replace existing assets	194,670	33,104	398,077	2,033
Increase (decrease) in reserves	67,547	(918,915)	26,273	115,188
Increase (decrease) of investments	10,949,431	(3,625,183)	(167,823)	3,642,181
TOTAL	11,399,042	(3,684,798)	146,470	3,149,814
Net Capital Cash Flows	(2,36,096)	(3,752,572)	(720,146)	(314,338)
Grand Total	(10)	(10)	0	(10)

Balanced Budget

7.5 KAIRAKAU WATER UPGRADE - PROJECT UPDATE (HARDNESS)**File Number:** COUI - 1400**Author:** Darren de Klerk, 3 Waters Programme Manager**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Kairakau Water Upgrade - concept map [↓](#)
2. Kairakau Water Hardness Options Report [↓](#)**PURPOSE**

The matter for consideration by the Council is to provide Council with an update on the project and for Council to decide on whether to proceed with Water Hardness treatment as part of the Drinking Water Upgrade Project.

This being a follow up action from the Finance and Infrastructure Committee meeting on the 25th February 2021 outlined below, particularly item D;

- 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 Arowai on the roof water supply

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That council approve to include water hardness into the treatment process – with an expected budget of \$140,000 for treatment equipment
- b) That council approve to in the short term collect the hardness treatment waste (brine) on site and tanker off site periodically at a lower CAPEX, but ongoing OPEX – within budget increase requested above.
- c) That council investigate the option to consent the discharge of hardness treatment waste (brine) to the ocean as a longer term solution, with CAPEX to be requested once understood.
- d) That council increase the project budget from \$850,000 to \$990,000 using existing Long Term Plan 2021 – Year One set budgets.

EXECUTIVE SUMMARY

Council adopted the project progress to design and build on the 25th February 2021. But requested a paper be brought back to understand if and how water hardness could be treated and disposed of. This paper seeks to outline the options, and how the additional work would be funded.

Water hardness in Kairakau can be treated and is recommended to be treated via Ion Exchange (IX) using a very similar if not identical process to what is currently occurring in Porangahau, there it is being discharged to the Te Paerahi Oxidation Pond.

The expected additional cost is \$140,000 and this is planned to be funded from budgets in Year one of the Long Term Plan. This will include the short term option to capture the water treatment waste (brine) in onsite tanks and removed periodically. The longer term preferred option is to investigate gaining a consent to discharge the brine to the ocean, this is expected to cost circa \$300,000 for a pump, pipeline and the consenting costs.

Council currently has an application into the Tourism Infrastructure Fund for \$300,000 for this piece of work. If not successful, once consenting is better understood a further paper will be tabled with funding options.

The \$300,000 is anticipated to cover the cost to consent and the infrastructure required to support the work required to meet the consent requirements (e.g pipelines, pumps, screens, etc..)

The anticipated whole of life costs are outlined further in this paper and the attachments.

BACKGROUND

Kairakau is a small coastal town in Central Hawke's Bay, approximately 35 km south of Hastings. The town comprises primarily holiday homes, with some permanent residents; and a small camping ground. It is also a popular recreational destination for day visitors. There are approximately 11 permanent residents in the town, with up to 1,000 residents during peak holiday seasons.

The Kairakau water supply scheme was installed in the mid 1950's, upgraded in the 1970s and expanded in 1993 to include the subdivision in Mananui street, Kapiti place and Brodie place. A new subdivision was added in 2007 on John Ross Place. Originally, the scheme only serviced the camping ground and the adjoining (original) holiday homes as a supplement to roof water collection. Expansion of the scheme occurred as a result of pressure for development in the area.

The scheme currently supplies 83 properties and the camping ground (approximately 20 sites). Water is pumped from two sources at the base of an adjacent hill; a shallow bore off Kapiti place, and a spring off Brodie place. Water is stored in raw water tanks, located next to the spring on Kapiti place, before it is dosed with liquid chlorine and pumped up to four treated water tanks on the hillside above 21 Kapiti place. Water is fed to the town via gravity mains from three treated water tanks which service the general consumers, and a fourth tank which supplies the campground exclusively. Each property has its own on-site storage tank which is typically connected supplied by roof water and the water supply scheme.

Finance and Infrastructure Committee endorsed the reallocation of the project from Year 5 of the 2018 Long Term Plan to Year 3 at a meeting on the 27th February 2020, the project commenced following this meeting.

Finance and Infrastructure Committee received an initial options report in June 2020, endorsing upgrading the Kairakau water treatment plant to meet Drinking Water Standards (DWS) NZ while developing a water safety plan and the review of the water bylaw.

Finance and Infrastructure Committee received a progress update in November 2020 meeting, and a further Progress update February 2021. The Committee requested in the February meeting investigation into the options for treatment of water hardness, and for officers to develop discussions with the Manawarakau Charitable Trust (MCT) (Scenario 3) to identify if a favourable lease can be established.

Officers have identified a majority interest from the community for the retention of the water supply with significant concern placed on the location of any treatment plant. There is also an interest in addressing water hardness especially if rainwater is disconnected from the tanks so the houses are only fed from town supply. Officers have coordinated directly with adjacent landowners in developing a conceptual layout for the MCT plant location as part of this paper.

DISCUSSION

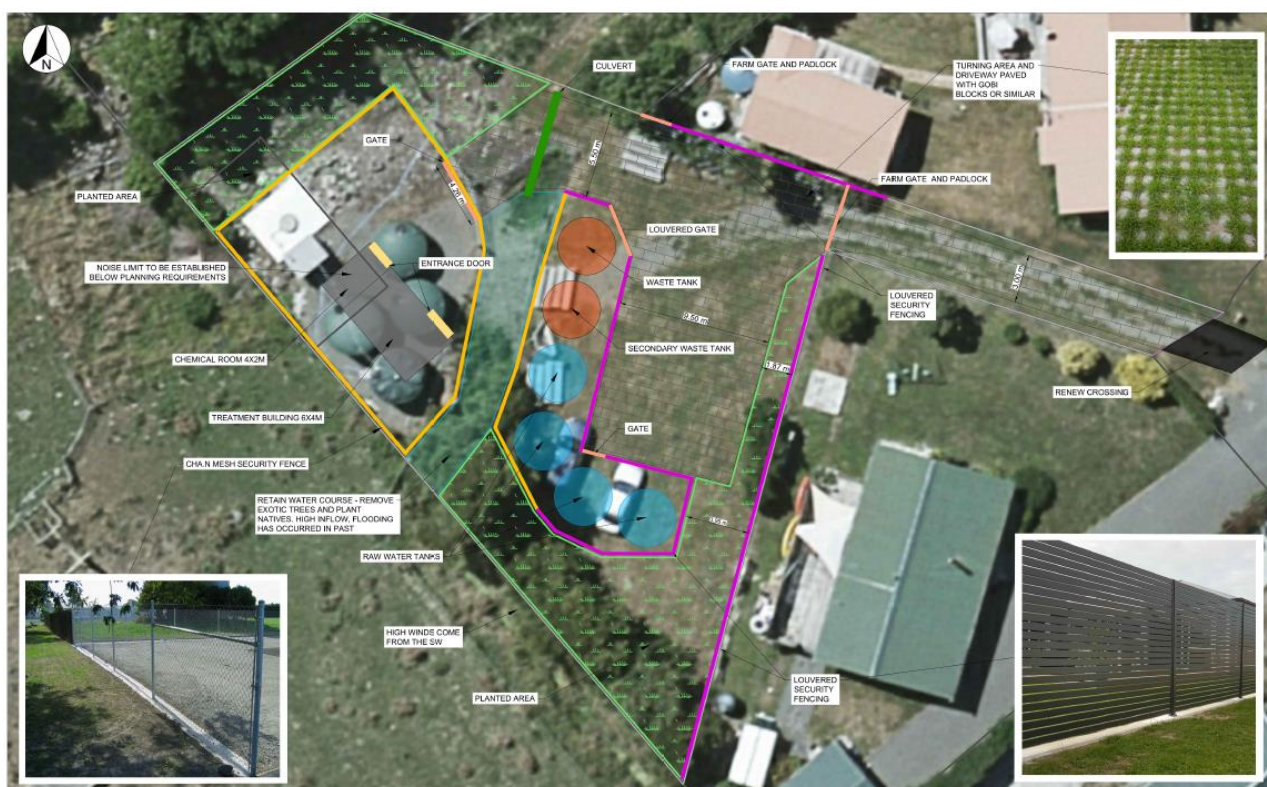
Manawarakau Charitable Trust (MCT) – Long Term Lease

Officers engaged The Property Group to support drafting a lease document for discussion and review with MCT. Discussions were held directly with MCT and QEII and the lease has been reviewed by their legal support.

The current rent value has not altered from 2006 however, MCT uses the income to fund further planting and land development and has raised concern on the ongoing insurance requirements in order to protect the trusts interests.

As part of the lease discussion Officers have developed a conceptual layout of the proposed MCT land use which has also been coordinated with QEII. All parties are in general agreement with the configuration, with conditions on environmental sourcing of native plants and requirement for final approval of planting plans.

Officers have subsequently coordinated the conceptual design with directly affected landowners who appear generally supportive of the principal design, subject to further discussion during detailed design. A copy of this design is appended to this paper - 3-C2144.01 Kairakau Water Supply Design REV E (20210427) v2.



Water Hardness Treatment Options

WSP were engaged to develop options for treatment of the water hardness.

The following treatment options for water softening were considered:

- A. Centralised softening treatment by ion exchange (IX) at the treatment plant. A duty-standby water softener set will be installed at the water treatment plant to treat a proportion of the water to meet a target hardness level of 100 mg/L (as CaCO₃). This target level reduces the operating costs and waste volumes and will ensure that the water is more palatable and not corrosive.
- B. Centralised softening by reverse osmosis (RO) at the treatment plant. A duty only RO system will be installed at the water treatment plant to treat a proportion of the water to meet a target hardness level of 100 mg/L (as CaCO₃).
- C. Point-of-entry IX treatment at each property. A softener will be installed at the entry to each property that treats all of the water entering the property.

- D. Point-of-use IX treatment at individual properties. Softeners will be installed at only required points of use in each property (typically, at kitchen taps).

The following brine waste disposal options were also considered:

1. Offsite disposal via emptying of a holding tank periodically
2. Discharge to sewer and existing private wastewater system
3. Discharge to the ocean.

The solution recommends including hardness treatment via option A above, and to dispose of brine via Option 1 in the short term, and to investigate a discharge to ocean via Option 3 in the longer term.

Reverse Osmosis while cheaper does involve the use of chemicals and would therefore be harder to consent and would likely involve treatment before discharge to ocean. Ion Exchange only involves the addition and mixing of salt to 'soften' the water and is anticipated to be far less complex to consent.

Further information is available in the attached WSP report - 3-C2144.01 Report Kairakau Water Hardness Rev 2.

Operational Costs

The recommended option will see increased operational costs for the water hardness treatment and the method of disposal.

The water treatment system to meet DWSNZ compliance is expected to be cost neutral due to the operational efficiencies in automation, the additional water hardness treatment is expected to add \$25k per annum, and the disposal via tankering away is expected to add \$22k per annum operationally (updated from WSP report, due to recent estimates received from local contractors of \$435-450 per load at an estimate of 2-4 loads per month, the cost to discharge to ocean is expected to cost \$500 per annum operationally and would replace tankering.

A total increase operational increase is expected in Y2 of the Long Term Plan of \$47k, this is expected to reduce from \$47k to \$27k once the ocean discharge is implemented – expected to start from Y4 of the Long Term Plan, assuming 2 years of tankering off site.

Operational costs are not included within the budgets above – the budget above is for capital costs only, council does have the ability to redirect some of the \$300,000 from the 3 Waters reform dedicated to this project to support operational costs.

An outline of the operational costs are below as set out in the Long Term Plan.

RISK ASSESSMENT AND MITIGATION

Compliance with Drinking Water Standards - The project aims to address the final water supply in the Council district that has not been upgraded to improve the ability to meet compliance requirements. This risk will increase if the project does not proceed to address the need to be compliant with drinking water standards. Treatment for water hardness is not currently a requirement.

Community views - In the discussion section above officers have addressed the process undertaken to engage with community on this project. There are still risks associated with community views on the project and these are planned to be managed through ongoing and consistent communication.

Land confirmation – An existing discussion and relationship built through the project has been established with the preferred land location. This has minimised any risk of not being able to enter an acceptable lease.

Budget and Funding – while budget needs to be increased to meet the project requirements, a funding application has been placed with the Tourism Infrastructure Fund with advice expected 1st July 2021.

Future phases – Risk lies in the work needed in future phases, if and when they are needed to be implemented, these phases relate to separation of the hybrid onsite residential tank system, additional water sources and volume, and the need to increase storage and ability to meet demand. This will be managed through future planning and asset management identifying when these phases may be required.

Current compliance risk – For reference the risk carries through the following key areas which will be addressed under the primary water upgrade project;

- Ability to supply consistently during peak periods
- Visibility on the system through the lack of automation and transparency.
- The basic treatment process and the robustness of the manual processes
- Current compliance with the drinking water standards.

FOUR WELLBEINGS

Cultural – officers have engaged with Iwi on the project as part of the pre-February council paper no additional water source is expected and no significant change in location, Discharge of any saline into the Ocean may involve further consultation under the consenting process. A hui is being set up for May/ June with the Kairakau lands trust to further engage on the project.

Social – The improvement in the treatment system will allow for more consistent supply to the community which we would expect in turn to have social benefits. Directly affected landowner engagement shall continue to work to minimise any effects and mitigate any negative aspects from the installation of a treatment plant. MCT have highlighted a preference CHBDC controls the land and restricts access accordingly for H&S requirements within an operational location.

Economic – an upgraded treatment plant expects to have a positive economic impact on the community. The Tourism Infrastructure Funding application for Ocean discharge will further reduce the effect of operational traffic in the location resultant from removal of the saline from water hardness treatment, should this be approved.

Environmental – Improving onsite stormwater management and construction activities will be managed to ensure the project introduces environmental benefits, the footprint of the site will be managed through the next steps of design. Ocean discharge of the saline improves the carbon impact should this option be approved.

DELEGATIONS OR AUTHORITY

The Water Hardness component of the project is within the CEs delegations, but due to the accumulative bundle of projects, public interest and committee engagement on the project to date. Officers continue to bring the project to the Council or Finance and Infrastructure committee for decision making as committed to in previous papers in June 2020, October 2020 and February 2021.

SIGNIFICANCE AND ENGAGEMENT

In accordance with the council's significance and engagement policy, this matter has been assessed of some significance, engagement has been performed with the community by email, letters to all ratepayers, facebook, direct door to door visits and a community meeting.

Additional and ongoing engagement is taking place with directly affected landowners.

Initial engagement with local iwi via the Kairakau lands trust has taken place and will continue early in the design phase of the Ocean discharge to ensure we align, provide opportunity and meet any cultural requirements.

Upon endorsement of the Water Hardness treatment option, council officers will commence design and tendering, and ensure the community is communicated with on progress with any directly affected residents provided further ability to add input into aesthetic design as the project develops.

OPTIONS ANALYSIS

WSP identified a comparisons summary including the following cost impact of each identified option studied. WSP recommend centralised treatment using either ion exchange (IX) or reverse osmosis (RO), as centralised treatment will produce more consistent results and be more cost-effective.

If RO is used, then disposal to the current or a new WWTP is the only practicable disposal option. It is anticipated that consenting a RO disposal would be more challenging than a IX is used an ocean outfall is preferable if this can be consented as will have lower operational costs than offsite disposal.

Option 1 - Continue with the Status Quo – No treatment or discharge

Option 2 - Option A – Ion Exchange or Reverse Osmosis (Option A) for Treatment, located at Treatment Plant. Discharge collected on site in a holding tank and periodically removed (Option 1 for discharge)

Option 3 - Option A – Ion Exchange for Treatment (Option A), Option 1 (short term) discharge to a holding tank and periodic removal, and Option 3 (long term) Ocean Discharge consent and infrastructure

Further information is available in the attached WSP report - 3-C2144.01 Report Kairakau Water Hardness Rev 2

<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
Continue with the Status Quo – No treatment or discharge	Option A – Ion Exchange or Reverse Osmosis (Option A) for Treatment, located at Treatment Plant. Discharge collected on site in a holding tank and periodically removed (Option 1 for discharge)	Option A – Ion Exchange for Treatment (Option A), Option 1 (short term) discharge to a holding tank and periodic removal, and Option 3 (long term) Ocean Discharge consent and infrastructure

Financial and Operational Implications	Lower financial implication, but continued higher reputational impact.	Higher financial implication, high Operation cost impact, but moderated reputational impact.	Highest financial implication, lowest Operation cost impact, but improved reputational impact.
Long Term Plan and Annual Plan Implications	Inconsistent with 2018 LTP intentions	Inconsistent with 2018 LTP intentions	Inconsistent with 2018 LTP intentions
Promotion or Achievement of Community Outcomes	Does not promote, achieve or enhance any community outcomes.	Achieves community outcomes and aligns with THRIVE objectives.	Achieves community outcomes and aligns with THRIVE objectives.
Statutory Requirements	No current statutory requirements to treat water hardness at this location.	No current statutory requirements to treat water hardness at this location.	No current statutory requirements to treat water hardness at this location.
Consistency with Policies and Plans	Inconsistent with THRIVE values of durable infrastructure.	Consistent with THRIVE values of durable infrastructure. Inconsistent with THRIVE values of environmental responsibility.	Consistent with THRIVE values of durable infrastructure. Consistent with THRIVE values of environmental responsibility.

Recommended Option

This report recommends **Option Three** above to implement a central water hardness treatment plant, located on Manawarakau Charitable Trust land via a long term lease and increase the project budget funded through Council by \$140,000 for addressing the matter.

This report also recommends to add investigation into consenting an Ocean discharge for the central water hardness treatment plant subject to receiving Tourism Infrastructure Funding of

\$300,000 for addressing the matter. Should funding not become available, a further budget paper will be tabled.

Operational Costs

The recommended option will see increased operational costs for the water hardness treatment and the method of disposal.

The water treatment system to meet DWSNZ compliance is expected to be cost neutral due to the operational efficiencies in automation, the additional water hardness treatment is expected to add \$25k per annum, and the disposal via tankering away is expected to add \$22k per annum operationally (updated from WSP report, due to recent estimates received from local contractors of \$435-450 per load at an estimate of 2-4 loads per month, the cost to discharge to ocean is expected to cost \$500 per annum operationally and would replace tankering.

A total increase operational increase is expected in Y2 of the Long Term Plan of \$47k, this is expected to reduce from \$47k to \$27k once the ocean discharge is implemented – expected to start from Y4 of the Long Term Plan, assuming 2 years of tankering off site.

Operational costs are not included within the budgets above – the budget above is for capital costs only, council does have the ability to redirect some of the \$300,000 from the 3 Waters reform dedicated to this project to support operational costs.

An outline of the operational costs are below as set out in the Long Term Plan.

	Annual Plan Budget 2020/21	The Plan Y1	The Plan Y2	The Plan Y3	The Plan Y4	The Plan Y5	The Plan Y6	The Plan Y7	The Plan Y8	The Plan Y9	The Plan Y10
Kairakau OPEX Budget	\$ 72,071	\$ 94,560	\$ 108,043	\$ 112,638	\$ 117,431	\$ 122,428	\$ 127,389	\$ 132,682	\$ 138,194	\$ 143,935	\$ 149,767
Current Actuals	68,551										
Base Budget	0	74,233	76,460	78,754	81,117	83,550	86,057	88,638	91,297	94,036	96,857
Water Treatment	0	0	0	0	0	0	0	0	0	0	0
Water Hardness	\$ -	0	25,000	25,750	26,523	27,318	28,138	28,982	29,851	30,747	31,669
Water Disposal - Tankering	\$ -	0	22,000	22,660	0	0	0	0	0	0	0
Water Disposal - Ocean Discharge	\$ -	0	0	0	500	515	530	546	563	580	597
Updated Total Forecast	\$ 72,071	\$ 74,233	\$ 123,460	\$ 127,164	\$ 108,139	\$ 111,383	\$ 114,725	\$ 118,166	\$ 121,711	\$ 125,363	\$ 129,124
Variance to budget	\$ -	\$ 20,327	-\$ 15,417	-\$ 14,525	\$ 9,292	\$ 11,045	\$ 12,664	\$ 14,515	\$ 16,483	\$ 18,572	\$ 20,644

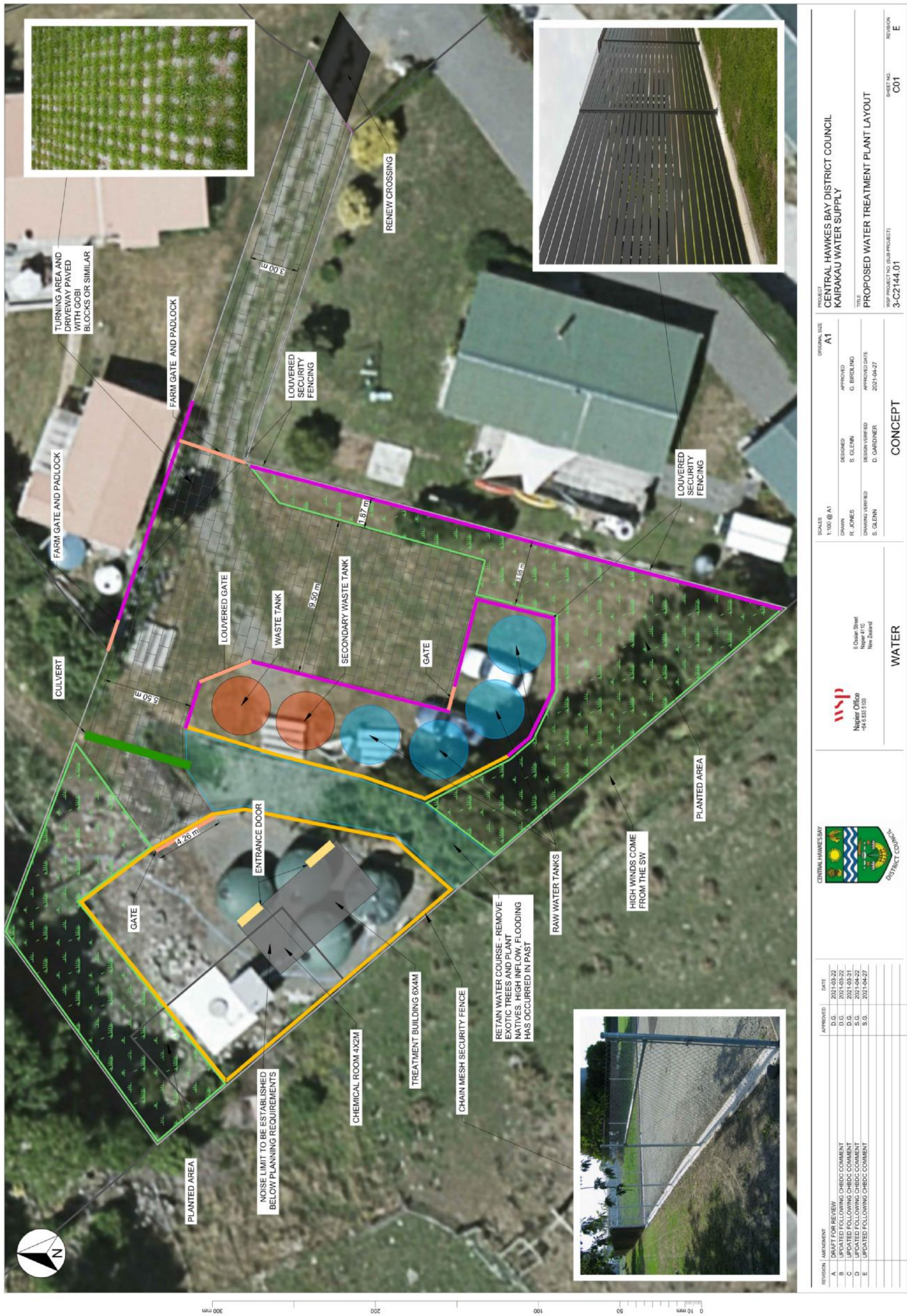
NEXT STEPS

- Conclude lease discussions with the Manawarakau Trustees and execute a new lease including regularisation of existing easement anomalies.
- Develop WSP option A – Ion Exchange via a procurement plan and market tender. Once conclusion of land discussions and agreement is reached, plan to commence construction.
- Develop discharge Option 1 to hold onsite in tanks and periodically remove offsite.
- Develop WSP discharge option 3 Ocean Discharge as a land term discharge solution. Once conclusion of land discussions and agreement is reached, and funding is confirmed plan to commence construction.
- Defer significant post boundary works until regulatory guidance is provided.
- Defer developing increasing water supply whilst mixing of supplies continues and the supply is manageable.
- Defer the need to increase water supply until potable water supply is solely from the council supply.
- Continue to engage with directly and indirectly affected community members.
- A procurement plan will be less than \$1m and will be taken via the Delegated Financial Authority process for approval by the Executive Leadership Team.

RECOMMENDATION

- a) That council approve to include water hardness into the treatment process – with an expected budget of \$140,000 for treatment equipment**

- b) That council approve to in the short term collect the hardness treatment waste (brine) on site and tanker off site periodically at a lower CAPEX, but ongoing OPEX – within budget increase requested above.**
- c) That council investigate the option to consent the discharge of hardness treatment waste (brine) to the ocean as a longer term solution, with CAPEX to be requested once understood.**
- d) That council increase the project budget from \$850,000 to \$990,000 using existing Long Term Plan 2021 – Year One set budgets.**



Project Number: 3-C2144.01

Kairakau Water Hardness Treatment - Options & Costs

CONFIDENTIAL





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Document Details:

Date: 27 April 2021
Reference: 3-C2144.01
Status: Second Issue

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A handwritten signature in blue ink, appearing to read 'David Gardiner'.



Document History and Status

Revision	Date	Author	Reviewed by	Approved by	Status
01	14/04/2021	B Plummer F Wu	G Birdling	D. Gardiner	First Issue
02	27/04/2021	B Plummer F Wu	G Birdling	D Gardiner	Second Issue

Revision Details

Revision	Details
01	First Issue
02	Second Issue



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1 Introduction

1.1 Background

The Kairakau water supply has high hardness levels which damages hot water cylinder elements and affects other household appliances, as well as creating aesthetic issues for consumers. An options report for upgrades to the water treatment plant at Kairakau has previously been issued. That report dealt primarily with water safety aspects, and options to address the hardness issue were not considered. This report addresses options to soften the water and is based on Option 1b from the previous report.

The following treatment options for water softening are considered:

- A. Centralised softening treatment by ion exchange (IX) at the treatment plant. A duty-standby water softener set will be installed at the water treatment plant to treat a proportion of the water to meet a target hardness level of 100 mg/L (as CaCO₃). This target level reduces the operating costs and waste volumes and will ensure that the water is more palatable and not corrosive.
- B. Centralised softening by reverse osmosis (RO) at the treatment plant. A duty only RO system will be installed at the water treatment plant to treat a proportion of the water to meet a target hardness level of 100 mg/L (as CaCO₃).
- C. Point-of-entry IX treatment at each property. A softener will be installed at the entry to each property that treats all of the water entering the property.
- D. Point-of-use IX treatment at individual properties. Softeners will be installed at only required points of use in each property (typically, at kitchen taps).

The following brine waste disposal options will be considered:

- 1. Offsite disposal via a holding tank
- 2. Disposal to sewer and existing wastewater treatment plant
- 3. Disposal to the ocean

1.2 Softener Considerations and Flow Volumes

Testing of the Kairakau bore water indicates that the hardness is over 300 mg/L which is above the guideline value of 200 mg/L in the *Drinking-water Standards for New Zealand 2005 (revised 2018)* (DWSNZ). The high hardness level is not a health issue, but makes the water unpleasant to drink, and causes scaling and other problems elsewhere as noted above.

Kairakau has a daily water demand of 35 m³/day. Table 1 shows the estimated flows required to produce water at a hardness concentration of 100 mg/L based on a raw water hardness of 300 mg/L. The 100 mg/L level has been chosen to ensure the water does not become too soft where it may become corrosive to concrete and metal fittings. To achieve this level, only part of the flow is treated with the softener (producing water with 20 mg/L of hardness) or RO plant (producing water with <10 mg/L of hardness). The softened and unsoftened water are mixed to produce the desired hardness.

1.2.1 Softening by Ion Exchange

Ion exchange softening is a well-established technology that uses ion exchange resin in filter vessels to reduce hardness. Brine is used to regenerate the ion exchange resin creating a waste stream that is highly saline and usually problematic to dispose of. The benefit of this technology is its robustness and small waste volume (when compared to the volume of water treated).

1.2.2 Softening by Reverse Osmosis

Reverse osmosis filtration technology has improved in recent years, and the cost of these systems is falling which makes them more competitive with ion exchange processes. The main issue with reverse osmosis is the high volume of waste it generates, as only about 65% of the influent water is recovered (depending on the hardness levels of the raw water). The benefit of RO is that it does not require any ongoing chemical input (such as brine) so it has the least operator intervention required. RO does require a clean in place procedure periodically (typically every few months). The life of the RO membranes is likely to be only 2-3 years as they eventually become fouled by hardness deposits on the membranes.

1.2.3 Softening by Lime Soda

Lime soda softening uses lime (calcium oxide) and soda ash (sodium carbonate) dosing to precipitate hardness out of the water for removal by settling and filtration. This process raises the pH of the water to around 10, which then needs to be reduced back to 8 to comply with the drinking water standards. The pH reduction can be achieved either using carbon dioxide or acid dosing.

At a large scale this process can provide lower operating costs due to the lower amounts of chemicals required compared with an ion exchange process. However, given the level of complexity that this process adds and the small scale of the Kairakau supply, we do not believe that this option is practicable or appropriate. This softening option has not been considered further.

Table 1: Estimated flows for softening system for average daily demand

Item	Value
Flow rate of softened water	1.7 m ³ /hr
Flow rate of untreated water	0.68 m ³ /hr
Combined treated water flow at target softness (100 mg/L as CaCO ₃)	2.38 m ³ /hr
Operational hours to achieve daily average flow required	15 hours
Total Treated Water Flow	35 m ³ /hr
Ion Exchange Flows	
Waste brine volume	Approx. 1.4 m ³ /day 496 m ³ /year
Salt consumption	Approx. 34.5 kg/day 12,600 kg/year
Total Raw Water Required	36.4 m ³ /day 13,286 m ³ /year
Reverse Osmosis Flows	

Waste (retentate) volume	0.92 m ³ /hr 13.5 m ³ /day 4,928 m ³ /year
Total Raw Water Required	48.5 m ³ /day 17,703 m ³ /year

2 Softening Options

2.1 Cost Estimates

The cost estimates in this section are based on high level assessments for the purposes of comparing the options. In order to develop cost estimates for budgeting, further design work would be required. The cost estimates should be considered to have a nominal accuracy +/-30%.

2.2 Option A: Centralised Treatment by Ion Exchange

This option involves installation of a softener unit at the water treatment plant, for this a duty-standby water softening set is considered. An onsite brine water tank will store waste brine water for offsite disposal. Extra space will be allocated to the treatment building onsite to house the softener unit (added as 'additional building costs in *Table 2*). The softening system considered has a twin vessel configuration which allows for one vessel to always be in service while the other in regeneration or standby, thereby building in system redundancy. The pricing has been based on a softener system provide by Waterpro, who we have worked with in the past and have many existing installations.

Table 2: Cost estimate for Option A

Item	Cost
CAPITAL COSTS	
Brine water tank (2 required)	\$6,600
Tank installation	\$4,000
Water softener system	\$36,000
Softener Installation	\$14,000
Civil (pipework)	\$5,000
Electrical and Control	\$10,000
Additional building costs	\$10,000
SUB-TOTAL	\$85,600
P&G Cost	\$12,800
Professional Fees	\$20,000
Contingency (25%)	\$21,400
CAPITAL TOTAL	\$139,800
ANNUAL OPERATIONAL AND MAINTENANCE COSTS	

Operator costs for softener	\$7,400
Annual salt purchasing costs	\$10,710
SUB-TOTAL	\$18,110
Contingency (25%)	\$4,528
OPEX TOTAL	\$22,638
WHOLE OF LIFE COSTING (5% discount rate)	
10 Year Life Cost	\$315,000
20 Year Life Cost	\$422,000
30 Year Life Cost	\$487,000

2.3 Option B: Centralised Treatment by Reverse Osmosis

This option considers the use of a RO treatment system at the WTP site. The system considered is expected to achieve around a maximum recovery of 65% and assumes that waste will be discharged to the existing sewer system. Like option A, extra space will be allocated to the treatment building onsite to house the RO unit (added as 'additional building costs' in *Table 3*). The current consents from the spring and bore allow a combined take of 146m³/day. Theoretically, this is sufficient to cover the peak demand of 56 m³/day of treated water, which requires 78 m³/day of raw water due to the loss through the RO. The additional water required could limit future capacity.

Table 3. Cost estimate for option B.

Item	Cost
CAPITAL COSTS	
RO System	\$33,000
Installation	\$13,200
Civil (pipework)	\$5,000
Electrical and Control	\$10,000
Additional building costs	\$10,000
SUB-TOTAL	\$71,200
P&G Cost	\$10,700
Professional Fees	\$20,000
Contingency (25%)	\$17,800
CAPITAL TOTAL	\$119,700
ANNUAL OPERATIONAL AND MAINTENANCE COSTS	

Operator cost for RO maintenance including membrane replacement	\$10,200
Contingency (25%)	\$2,550
OPEX TOTAL	\$12,750
WHOLE OF LIFE COSTING (5% discount rate)	
10 Year Life Cost	\$218,000
20 Year Life Cost	\$279,000
30 Year Life Cost	\$316,000

2.4 Option C: Point-of-Entry Treatment by Ion Exchange

This option considers the usage of domestic water softeners installed on each property in a point-of-entry arrangement. Water usage is estimated at 420 L/day/property. A proprietary softener would be used, and for Kairakau this would typically be installed on the outside of the storage tank where the Council water supply enters. A softener of greater capacity or multiple similar units may be required for the campground connection which will experience greater demand.

Each softener unit will need to be regularly maintained which requires replenishing salt and removing the brine waste. The performance level provided will depend on the product selected, which will in turn affect the volume of brine waste produced and the amount of salt used. Holding tanks for the waste brine will be required and will need to be emptied regularly if the brine is not sent to sewer.

Table 4: Cost estimate for Option C

Item	Cost
CAPITAL COSTS	
Softener units (84 required)	\$210,000
Installation	\$42,000
SUB-TOTAL	\$252,000
P&G Cost	\$37,800
Access Agreements ¹	\$252,000
Professional Fees	\$20,000
Contingency (25%)	\$63,000
CAPITAL TOTAL	\$624,800
ANNUAL OPERATIONAL AND MAINTENANCE COSTS	
Annual operator cost	\$22,200
Annual salt purchasing cost	\$10,710
SUB-TOTAL	\$32,910
Contingency (25%)	\$8,228

OPEX TOTAL	\$41,138
WHOLE OF LIFE COSTING (5% discount rate)	
10 Year Life Cost	\$942,000
20 Year Life Cost	\$1,137,000
30 Year Life Cost	\$1,257,000

1 – Costs provided by CHBDC

2.5 Option D: Point-of-Use Treatment by Ion Exchange

This considers the installation of a water softener inside each individual household, likely below the sink where potable water is distributed. This provides a lesser level of service as it will not treat water used for laundry, showering, and other uses. A water softener of reduced capacity compared to Option B is needed for this option, as it will only be treating up to around 20% of the total household water usage. This option would not be suitable for the Kairakau campground which would still need a point-of-entry solution.

Similar to the point-of-entry option, each softener unit will need to be regularly maintained which requires replenishing salt and removing the brine waste. The performance level provided will depend on the product selected which will in turn affect the volume of brine waste produced and the amount of salt used, although the waste volume will be less than for the point-of-entry option.

A key issue with this option is responsibility for maintenance as their location is usually indoors. Operator access to the softeners will require entering private dwellings which is undesirable for legal and practical reasons. We have assumed that households will complete maintenance of their own softener sets. Therefore, from a community point of view, the increased burden of softener maintenance is unlikely to make this a desirable option for residents; and it is likely that not all softeners will be adequately maintained.

This option will produce the least brine, but the disposal will still need to be considered. The disposal will need to be the same as the options provided for the point-of-entry system.

Table 5. Cost estimate for Option D.

ITEM	COST
CAPITAL COSTS	
Softener units (84 required)	\$76,000
Access Agreements	\$252,000
Professional Fees ¹	\$20,000
Contingency (25%)	\$19,000
CAPITAL TOTAL	\$367,000
ANNUAL OPERATIONAL AND MAINTENANCE COST²	
Salt purchasing	\$7,000
Contingency (25%)	\$1,750
OPEX TOTAL	\$8,750

WHOLE OF LIFE COSTING (5% discount rate)	
10 Year Life Cost	\$435,000
20 Year Life Cost	\$476,000
30 Year Life Cost	\$502,000

1 - Costs provided by CHBDC

2 - OPEX excludes an 'operator cost' the owners are assumed operate the units as noted above.

3 Softener Waste Disposal Options

3.1 Option 1: Offsite Disposal via Holding Tank for Brine Waste

This option requires an onsite storage tank where brine wastewater will be stored for disposal offsite at an appropriate wastewater treatment network site, capable of handling strong brine water waste.

From *Table 1*, approximately 41 m³ of brine wastewater will be generated on a monthly basis. It is suggested that two tanks are installed for the storage of brine to account for periods of high demand. However, during periods of high demand, more frequent removal may be considered which would only require a single tank.

Monthly contracting of sucker trucks will be utilised to transport the brine wastewater. The disposal of this wastewater at a wastewater treatment plant will incur trade waste costs which have been added into the cost in *Table 2* for transport.

The transport costs are estimated at \$56,400 annual for transporting the waste to a suitable offsite wastewater treatment plant.

This option has not been considered for RO waste as it is not economic due to the large waste volumes produced (approximately 13.5 m³/day).

3.2 Option 2: Disposal to Existing Sewer and Wastewater Treatment Plant

3.2.1 For Brine Waste from Ion Exchange

The existing wastewater treatment system is a privately-owned communal wastewater treatment plant consisting of two 10 m³ primary treatment chambers, and two pods containing: a balance chamber, a fixed film contact chamber, and a clarification chamber. The final step of this system includes discharge to vegetated land via a surface pressure compensated dripline irrigation system. The discharge resource consent requires that the discharge volume does not exceed 245 m³ over any 7-day period (an average of 35 m³/day). This also requires that discharge does not *'result in any offensive or objectionable odour at a distance of 5 m from any edge of any of the effluent land application areas'*.

The brine wastewater flows combined with the limited discharge at the existing wastewater treatment system indicates an approximate dilution of 35 times. This reduces the initial brine water concentration from 25 % to around 0.7 %. This salt loading is still problematic to both the treatment system and the disposal field.

The residual salt levels present would likely kill the bacteria that are currently in the wastewater treatment system. This may recover in time with bacteria that are able to deal with the higher levels of salinity, but this may take some time and would create a compliance issue in the interim until a recovery occurs. It is not guaranteed that such a recovery would occur, or it might require additional interventions to assist it.

It must be noted that any loading of salt to land could pose risks to the vegetation. Salt loaded onto soil can cause swelling and dispersion of the soil, and accumulation over time is likely to emphasise this effect. In turn, wetland plant growth could be restricted reducing the overall efficiency of the treatment of the effluent. The discharge consent would need to be altered to allow for the change in composition of the discharge and may not be accepted by the Regional Council.

Installation of pipelines are required to transport the brine waste from the water treatment plant to wastewater treatment plant. This is estimated at around \$180,000 in total for the installation. The cost of this assumes a full install of pipe from the water treatment plant to the wastewater plant, which may be mitigated by connecting to existing piping if available.

This option poses significant risks and there is uncertainty in the outcomes it would provide. We do not recommend this option is considered further.

3.2.2 For RO Waste

The RO waste will contain very high levels of hardness (approximately 900 mg/L as CaCO_3). This should be able to be discharged to the sewer and treated at the existing wastewater plant as the dilution of the RO waste with the domestic wastewater will return the hardness to a similar level to the raw water. The undiluted RO waste will likely result in deposits in the sewer pipes, and this will need to be cleaned out periodically to maintain sewer capacity. An allowance of \$5,000 per year has been made in the cost estimates for this.

The additional waste generated by the RO Waste may require an expansion of the wastewater treatment plant and disposal field. It may also require a variation of the consent for the treated wastewater discharge.

A new wastewater pipeline is required to transport the RO waste from the water treatment plant to wastewater treatment plant. This is estimated at around \$180,000 in total for the installation. The cost estimate assumes that the pipe will run all the way from the water treatment plant to the wastewater plant, which may be reduced if it can connect to a closer existing sewer. We have allowed to pump the waste to the WWTP as part of the operational costs.

3.3 Option 3: Brine Disposal from Ion Exchange to the Ocean

It is possible that the brine waste could be disposed of in the ocean. The river mouth was also considered but we do not believe this would be favourable from a consenting perspective. The concentrated brine has higher salinity than the ocean, so will require some outfall works to ensure it is quickly diluted to have minimal environmental effects. This will require a separate brine pipeline from the treatment plant, or from the town collection points to the ocean (for the on-property options).

It is difficult to predict the specific requirements for the outfall, as this will likely be determined by a regulatory process and subject to a number of conditions (if it is consented at all). Given the low flow of brine, it is unlikely that significant physical works will be required, but there could be onerous monitoring requirements, particularly initially.

We have allowed \$250,000 for the sewer pipe and outfall installation costs and an additional \$50,000 to cover contingency, design and consenting fees. We have allowed to pump the brine to the ocean to ensure pipe velocity and limit the depth of the disposal pipe.

4 Conclusions

An options comparison is provided below in Table 6. If softening is implemented at Kairakau, we recommend centralised treatment using either ion exchange or reverse osmosis is used as centralised treatment will produce more consistent results and be more cost-effective. If RO is used, then disposal to the current WWTP is the only practicable disposal option. If IX is used an ocean outfall is preferable if this can be consented as will have lower operational costs than offsite disposal.

Table 6. Options Comparison Summary

Option	Advantages	Disadvantages
Softener System Options		
Option A – IX Softener at WTP	<ul style="list-style-type: none"> Centrally controlled and monitored treatment unit with efficient maintenance inputs. Built in treatment redundancy. Single source of brine waste One-off installation at one location. Efficient operations and maintenance Cost-effective option Reduces hardness deposits on UV and required maintenance 	<ul style="list-style-type: none"> Requires larger WTP area and more frequent maintenance visits.
Option B – RO Softener at WTP	<ul style="list-style-type: none"> Centrally controlled and monitored treatment unit with efficient maintenance inputs. Single source of high hardness waste One-off installation at one location. Efficient operations and maintenance Cost-effective option Reduces hardness deposits on UV and required maintenance 	<ul style="list-style-type: none"> Requires larger WTP area. Bore water usage will increase by approximately 50% due to the lower recovery of RO.
Option C – IX Softener at Point-of-Entry	<ul style="list-style-type: none"> Water at individual homes will still be treated if other softeners break down. 	<ul style="list-style-type: none"> Brine waste disposal inconvenient Expensive installation costs Regular maintenance required at multiple sites which is inefficient
Option D – IX Softener at Point-of-Use	<ul style="list-style-type: none"> Water at individual homes will be treated if other softeners break down. Lowest capital and operating costs due to reduced amount of flow treated 	<ul style="list-style-type: none"> Maintenance required at multiple sites within private homes or by homeowner. Inconvenient disposal of brine waste Lower level of service provided as hardness issues remain for hot water cylinders, bathing and laundry

Waste Disposal Options		
Option 1 – Offsite Disposal	<ul style="list-style-type: none"> No impact on local environment or WWTP. 	<ul style="list-style-type: none"> Offsite disposal expensive due to transport and trade waste charges Suitable disposal facility needs to be available Only suitable for IX softener options
Option 2 – Disposal to Sewer/WWTP	<ul style="list-style-type: none"> Avoids transport and trade waste costs Effective for RO waste 	<ul style="list-style-type: none"> Not recommended for IX waste disposal May require WWTP and disposal field expansion. May require discharge consent changes.
Option 3 – Disposal to Ocean	<ul style="list-style-type: none"> Low Environmental Impact 	<ul style="list-style-type: none"> Ocean disposal can be damaged by weather events. High capital cost Requires new discharge consent.

Table 7. Options cost summary

Option	Capital Cost	Annual Operational & Maintenance Cost	Whole of Life Cost (20 Year at 5% discount rate)
Softener System Options			
Option A – IX at WTP	\$140,000	\$25,000	\$422,000
Option B – RO at WTP	\$120,000	\$15,000	\$279,000
Option C – IX Point-of-Entry	\$625,000	\$40,000	\$1,137,000
Option D – IX Point-of-Use	\$370,000	\$10,000	\$476,000
Annual Waste Disposal Options			
Option 1 – Offsite Disposal of Brine Waste	Incl. above	\$55,000	\$685,000
Option 2 – Disposal to Sewer of RO Waste	\$180,000	\$5,300	\$246,000
Option 3 – Disposal to Ocean of Brine Waste	\$300,000	\$500	\$306,000

5 Recommendations

We recommend that:

1. If water softening is implemented at Kairakau, a centralised treatment system using an ion-exchange or reverse osmosis is used.
2. RO is preferable but will limit the future supply due to the higher water usage of the system. Currently, the two sources have sufficient capacity to cover current peak water demand.
3. If RO is chosen, waste could either be discharged to the existing WWTP (subject to more detailed investigations to confirm there is sufficient capacity), or to the ocean subject to consenting.
4. If RO is not feasible due to lack of raw water supply, IX would be a backup option.
5. If IX is chosen, an ocean outfall for waste disposal is desirable due to the long-term cost implications. If this is not achievable, then the waste will need to be transported for disposal offsite.

Disclaimers and Limitations

This report ('**Report**') has been prepared by WSP exclusively for [Central Hawkes Bay District Council] ('**Client**') in relation to [Kairakau Water hardness] ('**Purpose**'). The findings in this Report are based on and are subject to the assumptions specified in the Report. WSP accepts no liability whatsoever for any reliance on or use of this Report, in whole or in part, for any use or purpose other than the Purpose or any use or reliance on the Report by any third party.

In preparing the Report, WSP has relied upon data, surveys, analyses, designs, plans and other information ('**Client Data**') provided by or on behalf of the Client. Except as otherwise stated in the Report, WSP has not verified the accuracy or completeness of the Client Data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in this Report are based in whole or part on the Client Data, those conclusions are contingent upon the accuracy and completeness of the Client Data. WSP will not be liable in relation to incorrect conclusions or findings in the Report should any Client Data be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to WSP.

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8 MAYOR AND COUNCILLOR REPORTS**MAYOR'S REPORT FOR APRIL - MAY 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 April – May 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 May 2021 be received.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

3 June 2021

Strategy & Wellbeing

CHAIR REPORT



A picture tells a thousand words..... For me, this picture and what it represents brings me joy. The Prime Minister, standing in Waipukurau, on a sunny day, talking to a wonderful young man about the rapid redeployment he is doing because of local employment taskforce set up from post Covid funding in our community – as a councillor you cannot get much better than this I reckon. Through the LTP process and if you read some social media, we are often referred to as “The Council” but basically council is a group of mums, dads, employees, business owners, cousins, aunts, uncles, sportspeople, rate payers, farmers, citizens, and most importantly members of this beautiful community.

We are people, with a heart to do the best by the people we serve. We do not always get in right; we must make hard calls, that we know effects people lives, businesses or income and it can take a long time get things done. However, after a recent refecation and training day for councillors we got to see how far we have come as people, as a council and most importantly as a team. We acknowledge the many women and men that worked hard and went before us. Its our job to ensure that the decisions we make now are sustainable past us and that we continue to be a reputable community that future Prime Ministers will want to come visit, and Governments will want to invest in so that we can preserve local democracy.

Strategy and Wellbeing or Deputy Mayor Focused Activities:

10 March, Minister Mahuta Visit
 30 March, Meeting with Kaianga Ora
 2 April, Little easy
 6 April, Nga Ara Tipuna PCG
 7 April, Strategy meetings
 8 April, Council Meeting
 9 April, Meeting with Kaianga Ora
 1 April, CHB Community Trust
 12 April, Retirement Expo
 13 April, LTP Hearings
 14 April, Strategy Meetings
 16 April, ANZ Breakfast and councillors zoom
 19 April, Meeting with Kaianga Ora
 21 April, Nga Ara Tipuna meeting
 22 April, Finance, and Infrastructure Committee
 22 April, Jacinda Adem and Ministers visit
 22 April, Funding Road Show
 25 April, ANZAC Day
 28 April, Health Meeting and Agenda Preview S&W
 29 April, Council Workshop
 29 April, Growing Great Entrepreneurs
 4 May, BAS
 5 May, Housing meeting
 6 May, Strategy & Wellbeing committee
 8 May, W2W Blessing for Cycleway
 12 May, Nga Ara Tipuna PCG
 13 May, Council Meeting
 18 May, Mana Wahine trip to Porangahau
 20 May, Councillors Training and Painning



Together we Thrive! E ora ngātahi ana!



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"> Increased the recycling service for rural communities Funding approved 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"> Plans underway to ensure we are ready to apply to the new infrastructure fund – became a key monitoring action for Finance and Infrastructure Working with investment partners in future housing space Resource consents for new properties through the roof 
Monitor the implementation of the Economic Development Strategy Wellbeing: Economic	Cr Aitken Cr Greer	<ul style="list-style-type: none"> 2nd Growing Great Entrepreneurs course complete Another successful BA5 events MTFJ Job CHB doing great work Campervan dump station installed to make us a campervan friendly town 
Monitor the implementation of the Environmental Strategy Wellbeing: Environment	Cr Aitken Prof Maaka Cr Greer Cr Annand	<ul style="list-style-type: none"> LTP deliberations choose 15-year plan to get wastewater out of the waterways Rainwater tanks now a consent requirement for new builds 
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"> Outward bound scholarship awardee came and spoke to council Banking services starting to be offered through Waipawa library Takapau Playground getting an upgrade Successful funders forum 
Develop a Māori/Iwi Engagement Strategy Wellbeing: Cultural	Cr Wichman Prof Maaka Cr Annand	<ul style="list-style-type: none"> Nga Ara Tipuna work has started on sites Marae Restoration project on to their final Marae First Council Marae visit to Mataweka 
Monitor development and implementation of Community Plans Wellbeing: Social	Cr Taylor Cr Minehan Cr Burne	<ul style="list-style-type: none"> Tikokino have their first Community plan meeting 2021 Residents Survey BMX Track opened in Waipukurau W2W Cycleway started again 

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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 April – May 2021 be received.



3 June 2021

Ruataniwha Ward

REPORT

Kia Ora e te iwi, from Cr Wichman



Like many new elected Councillors within the region, the last five months have been a learning curve. In some aspect of Council life, the hard truth of underinvestment of aging infrastructure, three waters, failing wastewater plans, and unfortunately,

the list goes on for Council, Councillors, and more importantly, our CHB communities.

Over this time, each community has provided Councillors with a remarkable oversight of how each challenge affects the individual and community. Having local voices has enriched the conversation and provided an in-depth review of our communities' challenges for the foreseeable future. These challenges have been amplified through the volume of submissions received from the Council and the number of residents willing to speak to their recommendations through Long Term Plan (LTP) Deliberations, capitulating the cold hard facts driving our significant challenges for the community.

During this time, Council commitments have increased tenfold with karakia (blessing) for Shared Pathways from Waipawa to Waipukurau, Nga Ara Tipuna. These moments of collaborations between Council, contracts (Downers) and mana whenua continue to solidify and build the necessary engagement to continue to work together under the umbrella of "Kotahitanga" for a thriving CHB.

A round up of activities for Ruataniwha Ward Councillors

25 March Strategy and Wellbeing Committee
 29 March Trade Waste Industry Evening
 2 April Silent Movie at Russell Park
 8 April Council Meeting
 12 April Retirement Expo
 13 April LTP Hearings
 16 April ANZ Breakfast
 22 April Finance & Infrastructure Committee
 22 April Prime Minister Visit
 23 Funding Road Show
 25 April ANZAC Day
 29 April Workshop
 4 May BA5
 6 May Strategy and Wellbeing Committee
 8 May Blessing for Cycle way
 13 May Council Meeting
 20 May Council Workshop
 22 May Mataweka Marae visit



Key activities and achievements

- Waipukurau library solution
- Banking services and advocating for solutions through the library
- Submissions and hearings and making decisions!!

Key priorities and activities for the next 8 weeks

- Planning for the remainder of this term
- Team Development
- Local Govt Conference
- A bit of a break



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 April - May 2021 be received.



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

Two highlights for councillors have been the, The Long Term Plan Deliberations and the Public Notification of the District Plan, this is a plan that councillors have been working on for the past 4.5 years. It is a significant document and submissions close on the 6th August 2021.

Regional Advisory Group (RAG) are continuing to monitor the dry conditions in Hawkes Bay, the weather forecast is looking like we may be going to get some rain over the weekend, it is still 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 Meetings/Functions Attended by Aramoana/Ruahine ward councillors:

Jerry Greer

- Attended ANZAC Day Service Omakere Hall
- Attended CHB Museum monthly meeting.
- Trade waste Meeting with Businesses effected
- Business after 5
- Tikokino community meeting to start the formation of a community plan.
- Attended Hui at Mataweka Marae.
- Completed RMA Making Good Decisions Course. Attaining a Pass.
- Attended Midyear Governance Workshop.

Kate Talyor

- Attended ANZAC Day Services at Porangahau, Takapau and Hatuma
- Rahei Ora Marae restoration Project
- Signed off The Regional Land Transport Plan with the Regional Transport Committee
- Due for approval by HBRC

Tim Aitken

- Regional Advisory Group meetings to discuss drought.
- Community Resilience

Together we Thrive! E ora ngātahi ana!

9 CHIEF EXECUTIVE REPORT**9.1 ORGANISATION PERFORMANCE AND ACTIVITY REPORT APRIL - MAY 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 April – May 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 29 July 2021.

RECOMMENDATION

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



 **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 April 2021 – May 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 completed community consultation on the 31st March which has meant focus throughout April and May on supporting the hearing of submissions and more recently Long-Term Plan Deliberations. Council deliberated on the Long Term Plan 2021 – 2031 on the 13th May 2021.

The wider Council team worked extremely hard to ensure Elected Members were given the best advice and information to make bold and enduring decisions, that ensures we are facing the facts as a Council and community. Our focus now turns to the next stage of the process for the Long Term Plan 2021 – 2031, where at the time of authoring this report Officers are preparing final Long Term Plan documentation, ahead of final audit ahead of an Extraordinary Council meeting on the 17 June 2021, where Council will consider the adoption of the Long Term Plan 2021 – 2031.

Update on Drought and continued Dry Season - The autumn of 2020 brought with it a significant drought event for the wider Hawke's Bay Region because of the compounding effect of Covid-19 (challenges moving stock and getting them into processing facilities) and widespread drought conditions across the North Island and significant feed shortage across the Region. It's now a year on and we are still seeing the effects of the 2020 drought and the continued dry season, with well below normal rain fall. Due to this the Rural Advisory Group (RAG) met on the 18th May 2021 to discuss the concerns around the prolonged Drought and the ongoing effects coming into the winter around shortage of feed and water due to the lack of rain. In the last couple of weeks, the Rural Support Trust (RST) have undertaken a snapshot survey, across the wider Hawke's Bay District to see how farmers are feeling and if they are prepared coming into winter with enough feed and water for their stock. The overall results from the survey were that farmers were coping at this stage with the compounding drought conditions, however if we don't see substantial rain soon, this may change dramatically.

It was noted at the meeting that there had not been a survey undertaken with our small block holders/life stylers and that this needed to be completed to get a clear picture for the RAG. The Community Resilience Group (a work group of Safer Central Hawke's Bay) includes representatives from the Hawke's Bay Rural Advisory Group (RAG) and Rural Support Trust (RST) have been

tasked with undertaking a survey of the Small Block Holders/Life Stylers, as they have a database of over 70 Small Block Holders/Life stylers following the successful Small Block Holder Field Day that was held in Central Hawke's Bay in July 2020, which was organised by the Community Resilience Group. The survey will provide us with information on learnings and changes implemented by participants after the 2020 field day, as well as information on current levels of preparedness, animal welfare, feed levels and levels of wellbeing and resilience amongst this group. RAG is in regular contact with Civil Defence Emergency Management, and scenario planning for the winter period is underway.

In May Darren de Klerk was awarded the 2021 Taituara Emerging Leader of the Year Award. The Award provides Darren, with a fully paid trip to attend the International City Managers' Association (ICMA) Annual Conference in Oregon in the United States. The ICMA is the leading association for local government professionals in the world with more than 11,000 members. The judges were impressed by the scale and significance of the projects that Darren has been involved in, and commended Darren for his commitment to strengthening relationships with local iwi and nearby Councils.

While the Job's for Central Hawke's Bay Project did not secure the Collaborative Government Action Award, the entry attracted moderate-high marks (with one of the five judges awarding it top equal mark in this category).

Another key milestone in the reporting period relates to the decision by Council on notifying Central Hawke's Bay's Proposed District Plan for public submissions. Every Council must have a District Plan, which sets out how land can be used and developed, and how the land and environment will be sustainably protected from the effects of development for present and future generations. The plan must be reviewed every 10 years.

The decision to publicly notify the Proposed District Plan, comes after significant community consultation in 2019 and further engagement with key stakeholders, and marks a significant milestone. The notification of the District Plan is one of Council's key 5 strategic priorities for the 2019-2022 electoral triennium.

Looking to the future, we are now working through a range of transition plans to ensure the organisation is ready to deliver on the 2021 – 2031 Long Term Plan.

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

Following on from the Safer Central Hawke's Bay priority planning workshop held on Thursday 11 March, key priorities areas and groups have clearly emerged. We are awaiting final feedback from the wider group and Network of Network's and once this has been received work will commence work to develop and integrate these areas into the coalition's strategic workplan.

Positive Ageing

The Positive Ageing Forum has met once during this reporting period.

The group celebrated the success of the recent Central Hawke's Bay Retirement Expo which was held in Waipukurau on Monday 12 April. Over 230 members of the public visited the Expo over the three hour period and were able to spend time visiting and connecting with the 45 stall holders who participated in the event.

The network had previously voiced its concerns regarding the imminent removal of cheques by banks as well as the withdrawal of three bank branches from the district. Several initiatives have been developed in conjunction with our Central Hawke's Bay Libraries to attempt to mitigate the impact of these two decisions.

Disability Reference Group

The Disability Reference Group have met once during this reporting period and applications for funding of a community Beach Wheelchair have been submitted.

COMMUNITY FUNDING

Creative Communities Fund

The Creative Communities Panel met on 24 March 2021 and considered 13 applications to the Creative Communities Scheme Fund. This round the panel had an additional \$5363.76 of funding to distribute which was provided from Creative New Zealand's COVID-19 Phase 2 Response Plan. There was a variety of applications this round and each were of a high standard. The panel distributed a total of \$14,885.00 to local projects which included Ngati Whai competition, art classes, musicals, plays and readers and writers festival. The next Creative Communities Funding round will open in August 2021.

Community Voluntary Organisation Support Fund (CVOS)

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

Community Pride and Vibrancy Fund

There has been one Community Pride and Vibrancy Application received this round. A decision is yet to be made on this application.

Sport New Zealand Rural Travel Fund

The next round of the Sport New Zealand Rural Travel Fund will open in November 2021.

Central Hawke's Bay Funding Workshop

On Thursday 22nd April 2021 the Hawkes Bay Funders Forum participated in a Funding Workshop at the CHB Municipal Theatre. Two rounds of presentations were held with 12 funders providing information on the funds they have available. Over 80 people attended both sessions and feedback was positive as people who attended were educated on funding they can apply for. Because of the success of this workshop, it is intended that it will become a regular event for the community.

COMMUNITY PLANS

The Takapau and Ongaonga Community Plan were formally adopted by council on Thursday 25th March and work is now underway to implement the identified actions.

The Takapau Community Plan has 32 actions in total

- 10 in the less than 1 year priority group
- 17 in the 1 – 3 year priority group
- 3 in the 3 -5 year priority group and
- 2 in the 5+ year priority group

The Ongaonga Community Plan also has 32 actions"

- 12 in the less than 1 year priority group
- 15 in the 1 – 3 year priority group
- 4 in the 3 -5 year priority group and
- 1 in the 5+ year priority group

Regular reporting to council will occur on the progress of the plans.

CULTURAL ENGAGEMENT – TUHONO MAI TUHONO ATU

The primary focus for Councils Pou Whatuia continues to build on turning Tuhono mai Tuhono Atu into a plan for implementation and establishing the formation of relationships across the district and wider region.

Other priority areas for Cultural engagement have included:

- Continuing to implement components of cultural competency into our council work culture
- District Plan engagement updates & presentations to council
- Establishing approaches and processes for engagement with hapu and iwi, that are driven by hapu and iwi
- Supporting the continued establishment of capacity and capability within local Maori infrastructure.
- Establishment of a regular Pou Whatuia advisory meeting schedule with governance and executive leadership teams.
- Working with a range of external planners on various projects to initiate engagement with hapu and iwi
- Supporting Matariki plans for community and council

Te Kupenga

The Te Kupenga team of Maori Managers across the five councils focus has been ensuring that our feedback be included into the three-water reform. The next tangible project the team develops will include cultural training across the various traches within councils. Visits to each site also supports growth and development in our area of speciality. This period has seen Hastings District Council staff visit here at CHBDC.

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.

Tukituki trails extension project

Over the April May period, work on the Tuki Tuki trails has pushed ahead. The team have their final day on Friday 21 May. Some outstanding work has been achieved from a hard-working crew across what could only be described as challenging terrain. They also had a visit from Prime Minister Jacinda Ardern which saw a positive wave through the team.

We have had team members move onto employment at Higgins and Fulton Hogan and also move onto study through EIT.



The procurement process for the limesand tracks and Black Creek Bridge has been completed and contractors have been secured. Work is due to start mid-June. We are looking forward to working with BT agriculture and Abseil Access.

Regional Digital Hub

The \$400k regional digital hub project has progressed, the team are currently waiting for consent, arranging a karakia for work to commence work late May/early June. 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. A further update on this is provided further on in this report.

Worker Redeployment Package – Vegetation management

The PGF funded vegetation management programme has been extended for another 8 weeks to us the remainder of the funding. This tranche will see 5 people employed to do planting and gardening across Central Hawkes Bay and refurbish other public areas and assets.

Rakei Ora – Bringing Wellbeing to Marae Tihei Tamatea

Over April and May, the Rakei Ora project has continued to push ahead. The team have now started 4 out of 5 marae and are close to completion in early June. We have the final Powhiri at Mataweka on the 31 May.

The team are working with passion and heart which has seen all members still on the job and are planning to be there until the end. This project is on budget, but we will need an end date variation to allow for outstanding trades work.

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.

On Thursday 22 April, we hosted Prime Minister Jacinda Ardern in our Mobile Employment Hub at the Green Patch in Waipukurau. It was an opportunity to celebrate the success of Jobs in Central Hawke's Bay, while giving the Prime Minister the opportunity to meet some of our successful jobseekers and learn about their pathway to employment through Jobs in Central Hawke's Bay.



New job seekers continue to visit the Mobile Employment Hub with 57 new referrals in the last 2 months!



Applications for the next round of Mayors Taskforce for Jobs funding are now open and Jobs in Central Hawke's Bay will be completing an application. Should the additional funding be secured it will allow the team to continue completing the great work they are doing within the community and assist local job seekers into long term sustainable employment.



Some of our current initiatives are:

Business After 5 – These continue to occur with great uptake from the local businesses. These sessions are occurring once per month.

Te Māhuri - This project is a partnership with Ministry of Social Development to fund an employee for up to 30 hours per week for 6 months at no cost/or minimal cost to a local employer.

Two participants have started within this project, one working at the CHB Toy Library and the other as a painter decorator.

Growing Great Entrepreneurs in Central Hawke's Bay The second Growing Great Entrepreneurs in Central Hawke's Bay programme run in partnership with Hawke's Bay Chamber of Commerce completed on Thursday 29th April 2021 with seven participants 'pitching' their business ideas to family, friends and business support providers. This course allowed each participant to gain insight into how to grow their business. This will be followed up with 6-month ongoing mentoring group to provide continued support. Interest is growing for the next 6 week course starting in June 2021.

CHB College Workday – On Tuesday 11 May 2021 Jobs in Central Hawke's Bay are supporting the CHB College Workday by pairing students with various council staff in different roles across the business. The aim is to diversify work experience opportunities for college students to enable them to explore employment pathways.

Apprenticeship Support Workshops - Jobs in Central Hawke's Bay have committed to facilitating a 3-month pilot to establish the best way forward to provide sustainable support for local apprentices to complete their training. The workshops are open to any locally based apprentices, with support from EIT (Eastern Institute of Technology) Waipukurau, and provide a facilitated learning space with access to internet, computers and Free Dinner and their ITO provider. The first three workshops have been a great success, with 22 different participants attending who are training as: builders, mechanics, engineers, diversional therapists, forestry.

Toby – "It's good to have a regular time slot to commit to working through this work, I struggle to stay focused on the work at home"

Sam – "I used to go up to one of these night classes in Napier, but it stopped. I don't get much paperwork done at home, so it's great to have this opportunity. See you next week."

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, He Ringa Whānau Ora kaimahi will provide community-based

support to address drug issues and intergenerational cycles of whanau harm in the most hard to reach whanau in Tamatea.

Specifically, the roles will:

- Support whanau 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 whanau to overcome methamphetamine and drug issues, provide career planning and improve their wellbeing.
- Guide whanau through a matauranga Māori lens to wellbeing; and
- Work with local connections to create sustainable employment outcomes, training and support which will enhance whanau wellbeing

The programme has been very well received in the community and the two full-time kaimahi are currently working with 7 individuals/whanau

Ngā ara Tipuna ki Tamatea

This project continues to be a priority focus and is on track for project completion by June 2021. At the time of writing the construction team have identified a large area of ground with asbestos in it at Hunter Park and are assessing the implications of this on the project contingency and timeline.

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 physical works on site are taking a new life currently, with the Central Hawke's Bay College working with Local Hapu member and Artist Conrad Nepe Apatu. This has seen students out collecting kanuka poles to form part of the palisade that will be recreated on Pukekaihai/Hunter Park.

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 is also now underway.

Communications has been a major focus on the project as we build up to the opening. The launch of the new Facebook Page – Nga Ara Tipuna is rapidly drawing attention and followers and is an effective way sharing the news of the project.

The project team also recently met with descendants of the Hunter Family, with the main site of Pukekaihai being on Hunter Park, donated by Paul Hunter. In conjunction with the project, the project team are working on an appropriate way to further recognise Paul Hunter's gift and family in a modern day context.



CENTRAL HAWKE'S BAY TOURISM

Tourism

Central Hawke's Bay Visitor Guide

10,000 copies of the Central Hawke's Bay Visitor Guide have been printed and are now in distribution. Local cafe's have said they are very popular and are often taken by people on their way through. The guides are in both Napier and Hastings I-sites and distributed via Visitor point locations throughout Hawke's Bay -The booklet consists 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 and Hawke's Bay Tourism continue 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.

Spring Fling

Registrations are now closed for the 2021 Spring Fling with 15 events confirmed and 4 events awaiting confirmation. This year we have returning favorites such as Taniwha Daffodils, Ongaonga Victorian Market and Waipawa Spring Festival Duck Day and six brand new events with a Garden Trail, Herb Masterclass, and picnic in the peonies.



DRINKING WATER

Drinking-Water Compliance

All monitored drinking water networks were compliant through April and May. Positive E.Coli readings were taken in the reticulated networks (not at the treatment plants) in both Takapau and Te Paerahi in May. At the time the positive results were taken, all other parts of the network tested at the same returned negative results. When this occurs, the team have a standard protocol of identifying risk, reporting (to Council and DHB), putting in place any necessary network measures and completing additional sampling/monitoring until risk is determined to be reduced to sufficient levels. In both cases no further positive results were found and the team (and DHB) are confident that the original results were likely to have been false positives either caused by a sampling or lab error.

Operational update

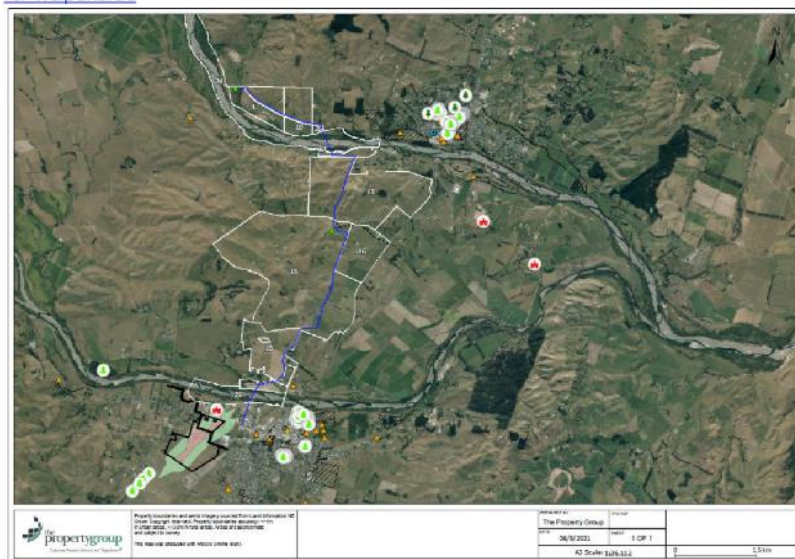
Level 2 water restrictions remain in place across the network as river flows measured by HBRC remain below normal levels and within the parameters that require us to carefully manage water as per the conditions of our consents. River levels have risen but are still low and are being closely watched by our operational teams to determine when restrictions can be removed.

Leak repairs continue to be a focus of the operational teams with continued high numbers of leaks and some mains breaks requiring significant resource and cost to repair. The number and severity of leaks exceeds that attended to in the previous financial year and efforts are being taken to carefully manage budget where possible. This in some cases has involved delaying final reinstatement work to issue bundled packages of reinstatements that can be completed more cost-effectively than single pieces of work. Despite efforts, the volume of work needing to be completed means that the team and budgets remain under real pressure.

Waipukurau Second Supply

The production bore screen manufacture is completed and delivered so the Bore drilling contractor will re-mobilise to site 24th May in order to validate yield and quality from the production bore drilled in March. Procurement of the due diligence contractor has been completed and works commenced on the 17th of May under licences to occupy agreed with affected landowners. Council have also engaged Downer to renew stage 1 pipework from the current Waipawa Bore treatment plant to the Tikokino road gate marking the 1st significant capital work on the second supply pipeline project. Land negotiations on easements for pipelines and reservoirs is about to commence and engagement with

Iwi being progressed with a Hui scheduled for the 22nd of May. Planning for the river crossing works will commence once Iwi are comfortable with an ECI tender to develop investigations proposed for market. 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.

The next steps on this project is to undertake a trial on the proposed filtration system to confirm effectiveness, this is proposed to be funded from Year One Long Term Plan budgets. Alongside this we are gaining pricing to install a run to waste system through the stop bank and to the river permanently to allow discharge of any air or turbidity during start up, it will also act as the future discharge from the filtration system once commissioned.

Kairakau Water Upgrade

After ongoing consultation with QEII and nearby landowners, an updated layout is looking to be finalised by the project team. This is still a draft layout, and some further changes may still be required. A paper is prepared for Council meeting 3rd June requesting a decision on the location and inclusion of water hardness, as well as procurement. Council officers will also seek to develop a planting plan with QEII, Manawarakau Charitable Trust (MCT) and adjacent landowners.



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 planning is underway, and aligns with the Waipukurau Second Water Supply to ensure the expected benefits from that project are factored into the future stages of this project. Expecting to have that understood in coming months and we will then confirm what Stage 4 scope confirms of.

Waipawa/ Otane Firefighting and Shortfalls

Stage 1 to 3 design is complete, and a procurement plan is in front of council on 03 June 2021 to allow Stages 1,2 and 3 to go to the market and Stages 1 and 2 to commence later in 2021.

Water Renewals - Nelson Street and Reservoir Road

Higgins and their subcontractors Xtreme drilling have completed the pipe install of both water mains and rider mains on Reservoir road. The pipe now connects to the existing network in Fleming road. Work is now underway on the Nelson Street portion of this project, with the centreline being used as a lay-down and working area.

**WASTEWATER****Wastewater Treatment Operational Performance**

The performance of treatment plants remains in a heightened focus for operational teams. On the back of ongoing work to better understand existing performance limitations, a proactive short-term operational improvement plan is being implemented at Waipawa and Waipukurau. This plan is designed to extract maximum value from our current plants in the time between now and when more comprehensive upgrades are planned as part of the 50yr Wastewater Strategy. The plan has been developed by our operational teams with input and support from external experts who have spent time at the plants over the past few months. Already the plan is seeing a marked improvement in performance and this performance as well as the planned approach is being welcomed by our regulator. The plan includes a number of actions still to be implemented and focus is also being placed on ensuring any changes/improvements are sustained with effort going towards process control, procedure and automation where possible.

The image below shows radically reduced suspended solids at the outlet of the Waipawa plant based on recent operational improvements.

**Trade Waste Reviews and Improvements**

An improvement programme is underway largely supported by a new Trade Waste Bylaw which came into effect on May 13 2021. [The new bylaw can be viewed here.](#)

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. The 2021-2031 Long Term Plan confirms the future investment for these major

programmes of work: <https://www.chbdc.govt.nz/home/article/738/council-confirms-wastewater-investment-for-the-future?t=featured&s=1>

Waipawa & Waipukurau WWTP Short term Improvements

The installation of DAF units at the Waipawa WWTP, and in 2022 at the Waipukurau WWTP aims to the improve the ability to meet consent compliance in the short term, by providing customized and optimized tertiary treatment. These systems would effectively take the place of the non performing lamella clarifiers. With the improved treatment quality post DAF units, it is expected that the sand filters and the UV treatment process will also see an improvement in their efficiency.

This work is occurring alongside and to complement the longer term upgrades.

Otane Wastewater Resource Consent

An extension and variation to the current resource consent was lodged on 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 –the 2021-2031 Long Term Plan confirms the funding and supports 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 has been lodged, design is underway including a cultural impact assessment of the project.

The new screen and inlet works is completed.

STORMWATER

Operational update

In April physical work to clear more than 560 cubic meters of debris and sediment from the Waipukurau urban open drain network was completed. This is a significant milestone in improving the performance of our stormwater networks and will have immediate impacts on capacity and flow. Image below illustrates the Waipukurau network with orange circles showing key areas of network that were cleared.



The significant increase in development/growth pressure being placed on the District and Council (quantified through consenting volumes) is putting focus on the current and future capacity of our stormwater networks. In many cases it is the ability of our stormwater infrastructure to cope with growth that is the limiting factor. Existing stormwater models are being used to determine future works but in many cases the level of growth has already far exceeded the assumptions built into completed modelling so models are requiring update. This is an active focus for the 3 Waters and Consenting teams together.



LAND TRANSPORT

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 - Downer

The maintenance and re-seals programme are progressing well with a significant volume of planned works completed through March and April with favourable weather. During the period the maintenance contract focussed efforts in rural areas completing metalling, water-table works, culvert maintenance and ensuring the streets have been swept to prevent flooding from the annual leaf drop

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 for the year has been completed. Some of the reseal sites were pushed out until next year due to proposed work from the 3 waters team. Changes to the overall process are being refined and implemented to ensure earlier completion of confirmed designs and earlier commencement of work for the 2021/22 season. Pre-reseal repairs for next season are already underway

Bridges, Structures and Area Wide Pavement Treatments - Higgins

The AWPT contractor has completed one Site on Ugly Hill Road with great results. They are now working on the second site on Ugly Hill Road

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 some 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 has begun with work substantially complete on Te Roto Bridge. Materials have been ordered for Tipene's Bridge, and earthworks and piling are underway. Eparaima Bridge is also progressing with materials manufactured and work will take place in June.

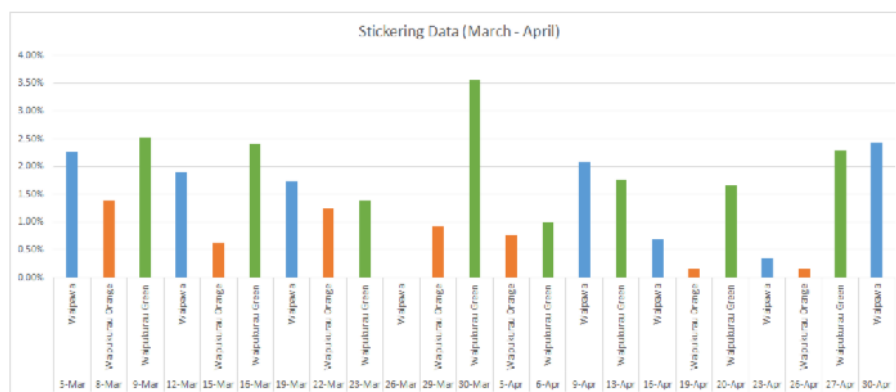
The footpath contract is progressing well with the Ongaonga section being constructed and awaiting final asphalt. Work on Abbotsford has begun with construction and the pouring of concrete. Trees have been removed on part of the area and construction will take place within the next couple of weeks



SOLID WASTE

Levels of Service

Embedding and maintaining levels of service following changes to routes and schedules early in 2021 remains the focus of the team. Encouraging participation in kerbside recycling while ensuring that recyclable product is presented in a safe and useable way is an ongoing focus. The chart below shows non-compliant recycling presented at the kerbside and 'stickered' for March and April. May data was not available at the time of creating this report.



Service Delivery Change

Following Council deliberations in May, clear direction has been provided on future service delivery offerings for solid waste services. The team are now creating a detailed plan to implement the various changes to services which will impact a number of communities/stakeholders. Further detail on the plan and the specific timing of changes will be reported up to Council/Committees.

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.

Works are underway via a new contract that was issued to Higgins, the remaining scope involves completing the half dug leachate pond including lining and penetrations. A pump station and pipeline from the pond to the irrigation area and new irrigation pods. Works are expected to be completed by 30 June 2021, and a tentative opening is being planned for 01 July 2021 following the strategy and Wellbeing meeting.



CONSENTS

Consent application numbers have continued to increase with 92% more received in April and May compared to the same period last year. The substantial increase seen is a result of the early implementation of the Development Contributions policy on May 13 which saw an unprecedented number of resource consents received in the 48 hours prior to the deadline.

Building consents application have remained steady.

External processors are also under pressure due to increased volumes and for the most part we are 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: 74
New dwellings: 23
Total value: \$7.5M

Resource Consents:

Total consents: 85
Number of new lots to be created: 779 (including 6 large subdivision consent applications)

This represents another period 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, Stantec and several consultant planners.

The growth in consents is expected to continue and the workload increase as we work our way through the implementation of the proposed District Plan. An influx of rural subdivision resource consents is expected as a result of impending changes to minimum lots sizes.

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	420	315	375	60	19%
New dwellings	125	109	127	18	17%
Total \$value	\$61.4M	\$48.7M	\$53.2M	4.5M	9%
Resource Consents	2019 - 2020	2019 - 2020 (YTD)	2020 - 2021 (YTD)	No. Change (YTD)	% change (YTD)
Volume - applications	219	191	297	106	55%
Volume - approved	181	154	222	68	44%
No. new lots to be created	332	251	1030	779	310%

Resourcing:

The exploding volumes of consents coming in due to general growth but also to beat the timing of some Policy work has placed further pressure on team resources to deliver. Particular pressure has been placed on our subdivision/resource consents team with an increasingly heavy reliance on external partners to provide planning support. Officers are seeking to formalise and better-plan the engagement of external consenting support and plan to take a procurement approach to Council/Committee in June.



EMERGENCY MANAGEMENT

The debrief of the 5th of March Earthquakes and Tsunami trifecta showed that the IMT worked well together and should be proud of a swift well lead evacuation of the Tsunami red zone across the 7 Central Hawkes Bay Beaches. This was made possible by the strong connections staff had already made into these communities. The main point to build on was to have pre-made contact lists of residents of these isolated at-risk communities, and a mass way to communicate to people in a particular geographical location.

The mobile Emergency Operations Centre (mEOC) body work is now finished with radios installed, an electrical WOF and the ability to trickle charge and plug into a caravan power site or a three-point power site. The side wings have been made easier to open and securely close with hitch locks. Once the cage has been emptied the mEOC will be stored there.

Jae Southerland has started as the Community Engagement Manager for CDEM Group Office and sits in CHBDC on a Friday. Jae will now lead out the Community Resilience Plans for CHB and any further Community engagement.

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.



PLACES AND OPEN SPACES

Playground Safety Improvements

It has begun. After much waiting the special engineered wood fibre (EWF) that provides impact attenuation and serves as a safety surface for our district playgrounds has arrived.



Since then, Otane Playground has had its old surfacing removed, new EWF surface areas defined, edging replaced and a new swingset installed. The uneven grounds have been given some topsoil and scuff pads have been installed below the swings to minimise 'dig outs.'



Russell Park Playground has had some surface areas refurbished where surfaces had broken down, namely: under the flying fox, swings, and spinner. Scuff pads have also been installed beneath the standard swings.

Takapau playground safety improvements should be completed by the end of May with bark removed and replaced with an EWF surface. The new swingset and surface renewal at Kairakau Beach is expected to be in use by Queen's Birthday. Following that, Nelly Jull will get some EWF surface improvements including scuff pads.

It has been brought to our attention that there is a petition to save Toby the tractor at Nelly Jull. There are no immediate plans to remove it, though we are aware it is in a poor condition and when measured against a playground standard has a lot of entrapments. There are a lot of fond memories of the iconic Toby amongst CHB residents, past and present, and a plan to address the aging farm implement is needed.



Whangaehu Toilet Block

There have been continued concerns about visitors using an area as an outdoor toilet and others wanting to know if they are still getting their toilet and when. We are expecting an installation in June, but dates are yet to be confirmed. It is acknowledged that there has been some community dissatisfaction with the toilet, however the view for and against are not universal. The pictures below indicated the siting of the toilet.



Retirement Housing Heats Up for Winter

Recent changes to the Residential Tenancies act, together with the Council's focus on providing safe, warm and dry housing for our older residents has seen the commencement of our heater install program commence.

Properties that previously had no heating will now have easy to operate, energy efficient, thermostatically controlled electric panel heaters installed in the lounge – providing more than sufficient heat for a fraction of the cost of installing heat pumps.

Digital Business Hub / Temp Library

Excitement is growing around the soon to be operational Digital Business Hub / Temporary Library facility located at 4 Bogel Bros Esplanade Waipukurau. Plans have been finalised and submitted for building consent and initial site preparation works will be starting soon, so watch this space! The Hub is set to open this winter and in addition to Library and Council services, it will house the AA Drivers Licence Centre together with fully connected digitally enabled meeting and learning zones, which will be a great asset for both locals and visitors to the area.

Central Hawke's Bay Libraries

With the announcement of an estimated date of late July/early August for the opening of the Regional Digital Business Hub, the temporary home of the Waipukurau Library, we are starting to receive more positive responses from the community who are eager for the return of their library services.

LIANZA recently offered professional development opportunities via a Weekend School on Inclusivity. With one of our Strategic Framework goals to be Relevant to All and Leading the Way this was an excellent opportunity for us to learn more about how other libraries are achieving this and investigate ways we could be more inclusive for our community. Topics discussed covered different ways of reaching out to teens, families, the LGBTQIA+ community, children with sensory needs, and helping to bridge the digital gap for community members who may struggle to access devices. Sharing gardens, creativity, thinking outside the box, and upskilling staff awareness of inclusive vocabulary and thought were all ideas presented, and we are excited to begin exploring how we can improve the inclusivity of our libraries.

With our NZLPP funded secondees, Cleavelin Cook and Te Rangimarie Ngarotata settled and progressing in their roles, we now see new and exciting opportunities happening in the Library.

The He Kura Kainga role has added culture and art to library spaces and to our community. Te Rangimarie has engaged with a variety of community groups and has implemented cultural programmes to suit all ages. Our four kohanga in Tamatea are currently being introduced to the new library services and resources through a Matariki programme, two local kaumatua groups participating in a 6 week weaving programme that will support the Matariki week of celebrations in Tamatea, and she has also contracted He Taonga Taamata to run a Ki o Rahi programme with 10 CHB Schools with a tournament to finish. There is plenty happening in this space with kowhaiwhai workshops, it's cool to korero and the Matariki winter reading programme beginning early June.

In the Digital Inclusion space, Cleavelin now has three digital programmes continuously cycling throughout the week. In addition to these three programmes, Cleavelin is in the process of launching the "Digital Playground Project" which is a suite of 6 youth-focused digital activities and will work in collaboration with the library afterschool programme. All resources for this project were funded through NZLPP.

The new arrival of the Digi-hub and Recollect has the library staff excited about the new opportunity this will bring our community. This hardware will be used to capture, digitize, and share any and all documents/pictures/oral history that community may view as historical or significant. Watch this space for upcoming relevant programmes.

Safety

And Wellbeing

Health and Safety Overview

The raft of identified improvements identified in the Gap Analysis Project continues to be put into action.

Since the last report:

- **The vehicle inspection app** "Eroad Inspect" was launched recently on the back of an audit of the driver licence information we hold. Licence has now been updated and user profiles have been created for our staff. Having driver profiles in Eroad enables staff to use the inspection app and will eventually also enable drivers to log into the in-vehicle device (bringing many safety benefits).
- **Phase 2 of the Eroad rollout has been brought forward** which means that the entire vehicle fleet will soon be fitted with Eroad; this brings a considerable number of benefits ranging from safety and safer driving, to automated RUC purchasing, automated servicing reminders and reduced environmental impacts.
- **The fleet review is underway lead by the finance team** and supported by the HS&W team. This has highlighted a general need to have more vehicles available in a general pool capacity with a mixed makeup to cater for different user needs (i.e. 4WD).
- **The rollout of Phase 1 the lone worker devices is now complete**, usage is growing and will be fostered. There has been a number of false alarms – which are expected; however the number of false alarms will gradually decrease as our people become more familiar with the devices. The Land Transport department have taken on the purchase and running costs of their two devices which has allowed us to purchase another two for identified needs in the 3waters and building consents teams.
- **RiskManager and Datacom integration project** is now complete - automating entry of new staff into RiskManager.
- **H&S Event reporting** levels are now declining on previous levels, the reason for this is multifaceted. The H&S Advisor plans to encourage and drive the reporting levels through worker engagement and partnering with 3rd tier managers.
- **The #ActWithMana campaign** is gaining traction with two key industry supporters coming onboard to support the effort; PanPac and Napier Port. Work is underway on the social media component. PanPac recently invited the H&S Advisor to present to approximately 30 log truck drivers on the campaign – this was well received, and the feedback will be used to improve future engagement sessions and inform the land transport team of the driver viewpoint.
- **The H&S team have identified suitable bow-tie software** which is available to Council with an 80% cost saving compared to other similar software. This software will enable Council to better explore, display and maintain the significant investment in the critical risk workshops.
- **The draft vaccination policy has been prioritised** given the Covid vaccine rollout and to provide Council's position on vaccinations for our staff. The draft policy has received approval-in-principal from the executive and has moved into a condensed worker engagement phase.
- **Contractor Management Framework**. The rollout of the Contractor Management Framework has been delayed while the work in the vehicle space is brought to a close. An opportunity to amalgamate the Contractor Management Framework into the draft Procurement Manual has been identified and work will soon commence to do so. The historic approach of H&S being an afterthought or separate to operations is shown to be problematic and causes operations and H&S to be treated separately – therefore the opportunity to amalgamate this work is critical on our H&S maturity journey for both Council and our partners.

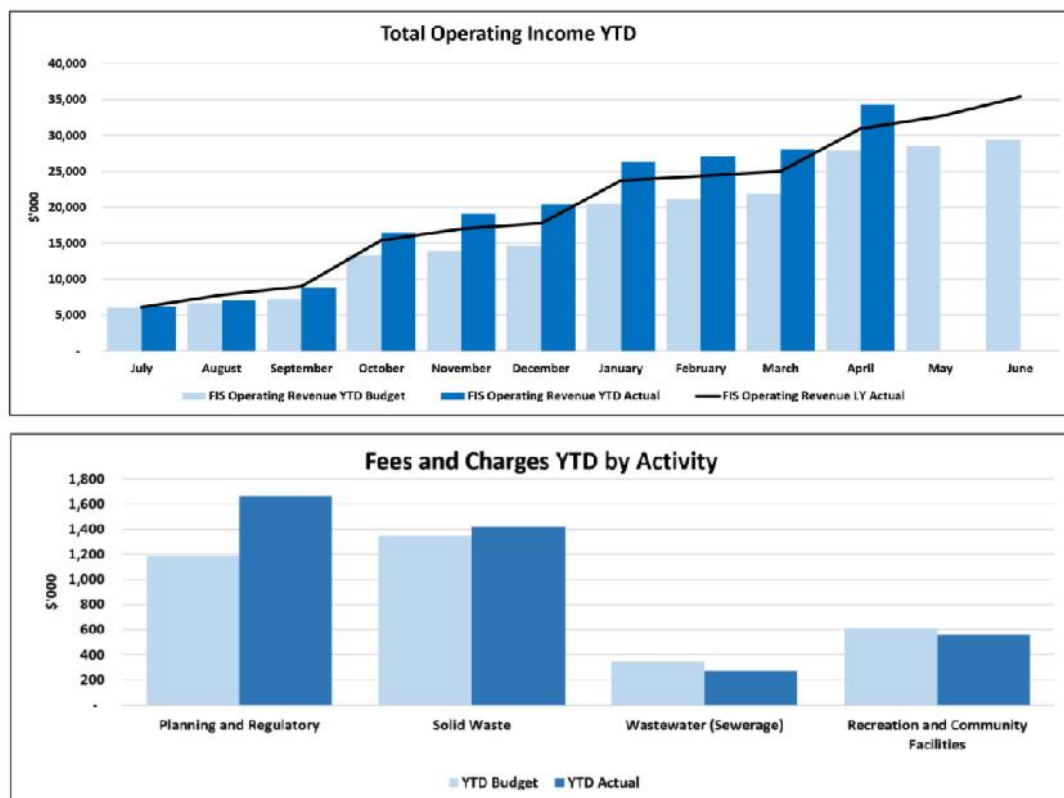
Financial

Performance

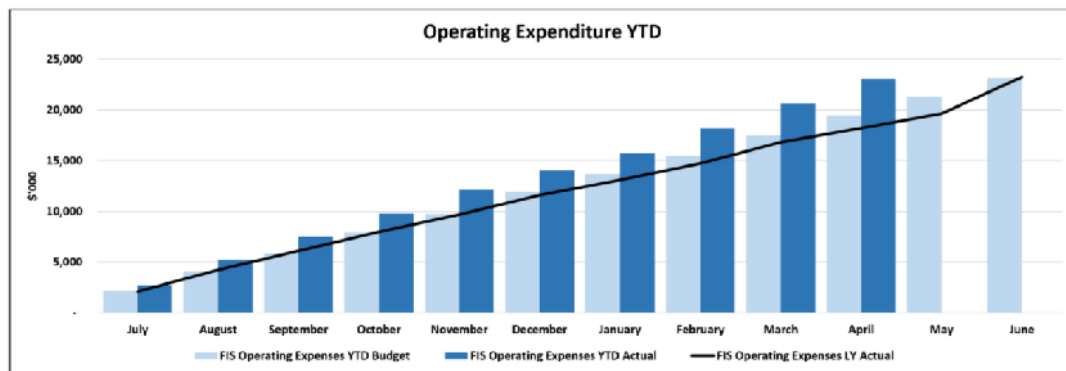
FINANCIAL PERFORMANCE ENDING 30 APRIL 2021

The graphs and tables below show the financial results for Council covering the financial results for the 10 months ended 30 April 2021.

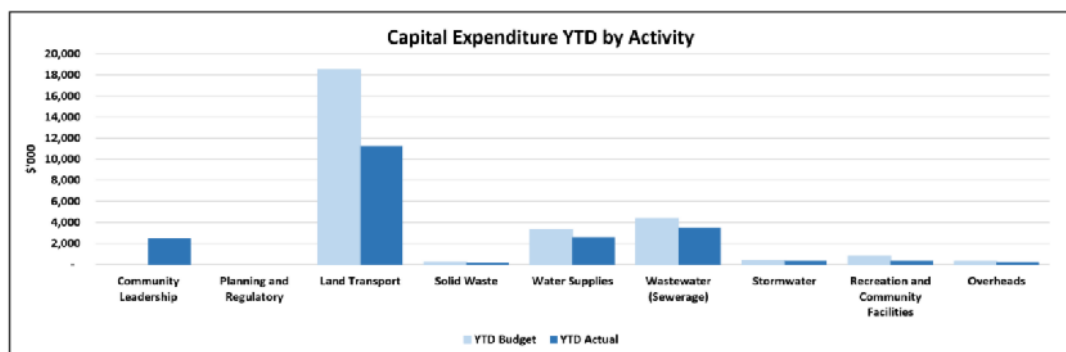
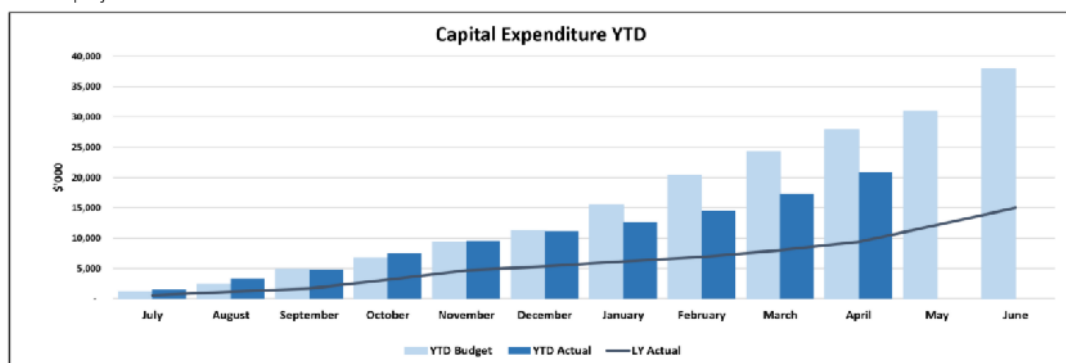
Revenue is tracking above budget, but the unbudgeted 3 Waters Reform monies (\$1.175m operating grant and \$4.25m capital grant – note this is the received amount, not the earned amount. Refer to year end forecast for further explanation) and the Job Creation and Whanau Ora schemes (\$3.7m) (which also 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 (\$2.6m). Council is showing a savings in wages driven by vacancies. Payments to suppliers are \$3.8m over budget. \$2.6m of this is due the job creation and Whanau Ora scheme, \$365k is outsourcing of consents, \$280k is in solid waste (disposing of concrete, tyres, green waste, purchase of carbon credits, and the costs of the S17a review), \$659k in Three Waters (mostly operational, but includes \$51k 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. 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 landowner negotiations well 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 weeks 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 –



Proudly Supported by

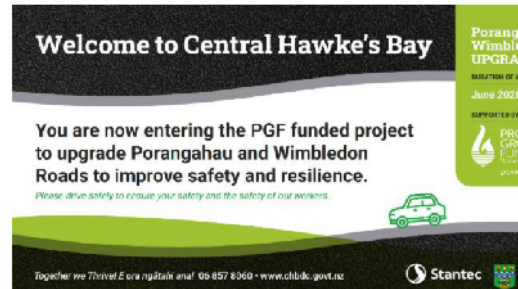
New Zealand Government

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. A Sustainable Water Management Plan has been developed and [can be viewed here](#).
3. **Otane to Waipawa Pipeline Stage 2** – the pipework is well underway.
4. **Waipukurau Second Water Supply** – Procurement of the due diligence contractor has been completed with works underway in May 2021.
5. **Wastewater Treatment Improvements** – enabling works before a DAF filtration system is installed is underway, DAF contract award is also underway
6. **Wastewater Desludging** – procurement and contract award is being finalised. and work is expected to begin at Waipawa WWTP in the next few weeks
7. **Bylaw Reviews** – Updated bylaws were passed on May 13 2021, work is underway on communicating and implementing the changes
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	45%	■■■■■■■■■■
BUDGET	\$20.1m	■■■■■■■■■■
RISKS		■■■■■■■■■■



Scope

To upgrade Porangahau and Wimbledon Roads to improve safety and resilience along the route from Waipukurau to the Taranaki 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 four different contractors onboard to deliver the main components of this programme, Concrete Structures, Fulton Hogan, Higgins 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/947a211cafbd4a96a063fcd1e8d3a461/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 to Date:

Contractors	Consultants	Total
63	126	189

Progress Update

Retaining Walls:

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-1098: RW277 – Fulton Hogan: 80% complete

C-1077: AWPT on Porangahau Road – Russell Roads

Complete. 600m of road across two locations has been upgraded.

C-1096: Bridge and Culvert Strengthening:

- **Bridge 173 Wallingford** - Detailed design is complete. Work underway by Concrete Structures. Estimated completion late May 2021.
- **Bridge 174 Kokomoko** - Detailed design complete, Concrete Structures on track to begin late May 2021.
- **Bridge 175 Sixty Pound** - Detailed design is progressing.
- **Bridge 176 Saleyards** - Detailed design is progressing.

C-1097 Flaxmill and Wanstead Roading Upgrade:

Russell Roads engaged to commence with Stage 1 of 5. Works are progressing well with the road lift as part of Stage 1 just north of Flaxmill Bridge, the road has been milled back preparing to have the additional fill added in to lift the road in stages – progressing as planned and on track to be completed by the end of May 2021.



RETAINING WALL 277












FLAXMILL / WANSTEAD ROADING UPGRADE



RETAINING WALL 283



WALLINGFORD BRIDGE

DISTRICT PLAN REVIEW	
PHASE	Pre-Notification     
TIMELINE	<div>Notification May 2021</div> <div>AUG 2017 START DATE</div> 
PROGRESS	80% 
BUDGET	\$1,800, 749 
RISKS	
<p>Scope</p> <p>The District Plan Review is now at a point where the Proposed District Plan and associated Section 32 Reports are ready for formal notification on 28 May 2021.</p> <p>Progress Update</p> <p>The focus of the review at this time is on ensuring that all process and procedural details related to notification of the Proposed District Plan and Section 32 Reports is undertaken and completed to a standard that meets the tests of Schedule 1 of the RMA.</p> <p>To satisfy the requirements of Clause 5(1) of Schedule 1 of the RMA, a detailed information brochure, covering letter and public notice has been prepared in readiness for distribution to all ratepayers and residents following the Extraordinary Meeting of Council on 27 May 2021 when elected members will be presented with a recommendation seeking approval to notify the Proposed Plan.</p> <p>In addition, letters advising of notification of the Proposed Plan and when the submission period closes are in preparation to send to the Minister of the Environment and other Ministers considered affected with a copy of the plan and Section 32 Reports. Adjacent local authorities and tangata whenua will also receive a version of this letter.</p> <p>Separate letters are also being prepared to send to submitters on the draft District Plan and the key stakeholder and industry groups as well as tangata whenua advising them of the notification of the Proposed District Plan and submission process.</p>	
<p>Letters are in preparation to send to persons deemed to be affected by new or amended designations to meet the statutory requirements of Schedule 1.</p> <p>Provision for the upload of the Proposed District Plan onto an e-plan platform is now complete and the district plan maps are now loaded on the eplan platform.</p> <p>A complete revision of the district plan webpage on the Council's site has also been completed. This will be activated following Council's decision to notify the Proposed District Plan as it contains links to the eplan.</p> <p>Engagement with tangata whenua is progressing with a hui to be held at Mataweka Marae on 22 May to discuss the plan review, amongst other matters.</p> <p>Officers are implementing the Communications and Engagement Strategy to ensure the district community, key stakeholder and industry groups are aware of notification and how and where that can make a submission.</p> <p>The EOI for appointment of Commissioners to the Hearings Panel and Regulatory Hearings Panel has now been completed and released for response.</p>	

POUND PROJECT

PHASE	DESIGN	💡 📋 ✎ ⚙️ ✓
TIMELINE	JUN 2018 START DATE	JULY 2020 END DATE
PROGRESS	5%	■
BUDGET	\$422k TOTAL PROJECT	🔴 🟡 ✓ 🟢
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 now and into the future.






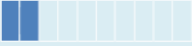


Progress Update

Initial work has been undertaken with an external stakeholder around a potential land swap opportunity for the provision of a Pound Facility. At this stage further work is required to understand if this is a viable option.

The Customer Experience and Relationships Manager is continuing to look at alternative options if the land swap is not a viable option.

An initial design/build concept, that will meet the MPI standards alongside ensuring we build to meet our needs of the Community now and into the future is underway.

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

REGIONAL DIGITAL BUSINESS HUB	
PHASE	DESIGN     
TIMELINE	DECEMBER 2020 START DATE LATE JULY/AUGUST 2021
PROGRESS	20% 
BUDGET	\$513,749 
RISKS	
<p>The Project</p> <p>The project proposes to establish a regional digital business hub at 4 Bogle Brothers Esplanade, in Waipukurau – commonly known as the old ‘Bucks Building’.</p> <p>The new facility will provide for temporary library services for Waipukurau for at least five years, as well Councils Service Centre, AA Services and other community activities. The current ‘pop-up’ facility at the Railway Station will be closed and retained for additional business hub meeting space that can be hired out.</p> <p>The building will remain in private ownership with Council making a number of improvements to the premises, while leasing the premises for a term of up to 11 years.</p> <p>Progress Update</p> <p>The original programme presented to Council in November 2020, sought to see the facility open at the end of May 2021. This relied on the lease for the premises being executed in early November. Due to a number of reasons the lease was not executed until the second week in February 2021. This has had a material impact to the programme overall, with Officers unable to commit to further conceptual or detailed design in the risk negotiation failed, until mid-February.</p> <p>In the overall programme, at the time of writing, Officers are now awaiting for the granting of consents. Procurement is shortly to be finalised, with the final costs due to land within the week at the time of writing.</p> <p>Karakia ahead of the works commencing is planned for 26 May 2021. We have substantially secured trades for the works.</p> <p>We are working with manawhenua on the naming of the facility, and have begun some basic works ahead of this.</p>	
<p>While the programme appears tight, the actual scope of works to be delivered is not significant, with largely cosmetic works being completed. Subject to consents now being achieved in a timely manner and procurement being finalised, at the time of writing we are confident of being able to commence works within the next fortnight to achieve our anticipated programme.</p> <p>Planning for the opening is already underway, particularly in relation to the transition back to two libraries and managing likely increased community expectation.</p> <p>A large focus of Councils Library Services and to meet the requirements of the PGF Funding has focussed on a large number of programmes. This has included a range of banking, digital literacy and other programmes being led and supported by the Library Activity in the current operating environment and in the lead up to opening.</p> <p>A greater focus on programming is being prepared ahead of the late July/Early August opening</p>	



The Waipukurau Digital Business Hub

The Waipukurau Digital Business Hub is your 'go to' for all things digital and much more.

Central Hawke's Bay District Council is excited to provide a space that offers digital services and programmes for the entire community in one location.

This project is possible thanks to funding from the Provincial Growth Fund – and will plug a gap in digital facilities for our District.

Waipukurau Library will also be housed in this building for at least the next five years.

The Hub builds on work already underway through Council's Economic Development Action Plan, Central Hawke's Bay's Integrated Spatial Plan 2050 and the Libraries Strategic Framework.

It will offer digital access to businesses, self-employed people and the wider Central Hawke's Bay community. Designs for the building (pictured) have been developed in conjunction with key local stakeholders. Work will begin in early June and is anticipated to take 6 to 8 weeks, with an opening planned for late July/early August.

Upgrades will see the installation of new meeting rooms, interior toilets and interior fit out, including the reuse of carpet, shelving and other fixtures from the current Waipukurau Library in Kitchener Street.

New joinery to the front of the building, signage and an accessible entranceway will also be added.

What will you be able to find at the new Digital Hub?

- Waipukurau Library – including workshops and other offerings ie: Justice of the Peace Services; School Holiday Programmes; Digital Talk – support and advice; Digital Banking – education; Composting Workshops; Knit 'n' Natter sessions and more.
- AA Services – Learner licence testing, bookings for restricted/ full licences and car registrations.
- FREE Wi-Fi services.
- Shared working spaces.
- Digital products and services.



Before

After



2021 Timeline

- February** ✓ Provincial Growth Funding granted for Waipukurau Digital Business Hub
- March - April** ✓ Designs Developed with key stakeholders
- May** ✓ Blessing of the building
- June** Work to upgrade the space begins
- Late July/ early August** Planned Digital Hub opening
- August** Services commence

✓ Completed

Find more information and stay up to date with progress on the Digital Hub at www.chblibrary.nz




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>	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
10.2 - Procurement Plan - #thebigwastewaterstory consultancy support	<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
10.3 - Procurement Plan - Tikokino Road Water Main Renewal (Stage 2&3)	<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</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>enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	
10.4 - Procurement Plan - Waipawa Firefighting Stages 1 - 3	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.5 - Procurement Plan - Otane Wastewater Pump Station	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
10.6 - April District Plan Key Project Status Report	<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

11 DATE OF NEXT MEETING

RECOMMENDATION

THAT the next meeting of the Central Hawke's Bay District Council be held on 17 June 2021.

12 TIME OF CLOSURE