



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL



# Council Agenda

Thursday, 13 February 2020

9.00am

Council Chamber

28-32 Ruataniwha Street, Waipawa

*Together we Thrive! E ora ngātahi ana!*



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**1 PRAYER**

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

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

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

20.2 Time limits on speakers

20.5 Members may speak only once

20.6 Limits on number of speakers

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

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

**5 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 12 December 2019

**RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on 12<sup>th</sup> December 2019, 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, 12 DECEMBER 2019 AT 9:00 AM**

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

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

**1 PRAYER**

Dr Roger Maaka opened the meeting with karakia at 9 am.

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF CONFLICTS OF INTEREST**

Nil

**4 STANDING ORDERS**

**RESOLVED: 19.85**

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: 19.86**

Moved: Cr Jerry Greer

Seconded: Cr Brent Muggeridge

That the minutes of the Ordinary Council Meeting held on 14 December 2019 as circulated, be confirmed as true and correct.

**CARRIED**

**6 REPORTS FROM COMMITTEES**

Nil.

**7 REPORT SECTION****7.1 COUNCIL AND COMMITTEE PRIORITIES 2019 - 2022****PURPOSE**

The purpose of this report is for Council to note the priorities for Central Hawke's Bay District Council as well as the Finance and Infrastructure Committee and Strategy and Wellbeing Committee.

**RESOLVED: 19.87**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Gerard Minehan

**That the Council and Committee Priorities 2019 – 2022 report be received and noted.**

**CARRIED**

## 7.2 DRAFT ANNUAL PLAN BUDGET - 2020/2021

### PURPOSE

The matter for consideration by the Council is to endorse and provide feedback on the direction proposed for the Draft Annual Plan 2020/2021.

#### RESOLVED: 19.88

Moved: Cr Tim Aitken

Seconded: Cr Gerard Minehan

- a) That the Draft Annual Plan Budget – 2020/21 report be received.
- b) That Council endorses the preparation of a final draft budget and requests that Officers continue to refine the Annual Plan budgets for adoption, based on the following five principals:
  - 1. The Capital Program to be budgeted be based on the Capital Program as laid out in the 2018-2028 Long Term Plan.
  - 2. The budget be set based on the assumption that the current level of services enjoyed by Central Hawke's Bay ratepayers be continued.
  - 3. Officers include the additional financial resources required to meet Council's increasing compliance requirements such as drinking water standards, and health and safety.
  - 4. Officers include the additional financial resources required to meet the increasing costs of non-controllable costs such as insurance premiums and utility charges.
  - 5. That officers ensure that the budget drafted meets Council's prudential benchmark for rates increase below 5.2% paying particular attention to reduction of targeted rates.
- c) That Officers begin the development an alternate engagement programme, outlining the key priorities of Council, recognising at this time that Council has indicated to Officers its intent to not formally consult in accordance with Section 95 (2A) of the Local Government Act 2002.

**CARRIED**

Councillors discussed the affordability of potential rates rises for urban ratepayers and the long term effects of rating decisions made now. Councillors also requested that Council be informed of regulatory cost changes introduced by Government as early as possible in the Annual Plan Budget planning process.

Mrs Davidson stated that transparency is paramount in providing clarity regarding benchmarks for rates, to the ratepayers.

Cr Tim Chote brought to the table the motion to amend the resolution to include the principle b) 5. *That officers ensure that the budget drafted meets Council's prudential benchmark for rates increase below 5.2% paying particular attention to reduction of targeted rates.*



**AMENDMENT****RESOLVED: 19.89**

Moved: Cr Tim Chote

Seconded: Mayor Alex Walker

**That an amendment be made to the Draft Annual Plan Budget report resolution to include b)5. *That officers ensure that the budget drafted meets Council's prudential benchmark for rates increase below 5.2% paying particular attention to reduction of targeted rates.***

**CARRIED****7.3 REQUEST TO REPURPOSE FUNDING - OTANE TO WAIPAWA WASTEWATER PIPELINE PROJECT****PURPOSE**

The purpose of this report is to seek the approval of Council to repurpose funding specifically identified in the Long Term Plan 2018 -2028 for the Otane Wastewater Treatment Plant upgrade, to a new project established to pipe Otane's wastewater to Waipawa in the future called the 'Otane to Waipawa Wastewater Pipeline – Stage 1'.

**RESOLVED: 19.90**

Moved: Cr Tim Chote

Seconded: Cr Kate Taylor

- **That the Request to Repurpose Funding – Otane to Waipawa Wastewater Pipeline Project report be received.**
- **That Council approves the establishment of a new project to install the first stage of a wastewater pipeline from Otane to Waipawa called the 'Otane to Waipawa Wastewater Pipeline Project – Stage 1' valued at \$1,150,000 (excluding GST).**
- **That Council approves, under Section 80 of the Local Government Act 2002, the repurposing of \$1,150,000 of funding specifically identified in the Long Term Plan 2018-2028 for the upgrade of the Otane Wastewater Treatment Plant, to be purposed to fund the 'Otane to Waipawa Wastewater Pipeline Project – Stage 1'.**
- **That in accordance with Section 80 of the Local Government Act 2002, Council specifically notes that its resolution to establish the new project called the 'Otane to Waipawa Wastewater Pipeline Project – Stage 1' and its resolution to repurpose funding to the said project, are inconsistent with the Long Term Plan 2018-2028, however is anticipated to achieve the same outcomes of addressing issues associated with the Otane Wastewater Treatment Plant.**

**CARRIED**

Councillors discussed the implications of repurposing funding including the time-frame of the project, the project's alignment with the LTP, the consenting process timeline with Regional Council, and project risk mitigation.

Officer De Klerk stated that a communication programme would be produced to inform the public of the changes to the plan.

#### **PRESENTATION – THE TUIA PROGRAMME**

Mayor Walker introduced Phoenix Baker who presented to Council a summation of her participation in the Tuia Programme established under the for Mayors' Taskforce for Jobs.

#### **PRESENTATION – THE WAIPAWA BUILDING SOCIETY TRUST SCHOLARSHIP**

The Waipawa Building Society Trust Scholarship was presented to the 5 recipients, Liam O'Brien, Joe Tylee, Pippa McKenzie, Eva Karaitiana and Simon Pepper.

Council broke from the table for Morning Tea at 10:33am.

Council returned to the table at 10:57am and the meeting resumed.

### **7.4 ADOPTION OF HAWKE'S BAY REGION TRIENNIAL AGREEMENT 2019 - 2022**

#### **PURPOSE**

The matter for consideration by the Council is to consider the adoption of the Triennial Agreement 2019 – 2022.

#### **RESOLVED: 19.91**

Moved: Cr Kate Taylor

Seconded: Deputy Mayor Kelly Annand

- 1. That the Adoption of Hawke's Bay Region Triennial Agreement 2019-2022 report be received.**
- 2. That Council adopt the Hawke's Bay Region Triennial Agreement 2019-2022.**

**CARRIED**

Council discussed the possibility of including the DHB in the agreement.

Mayor Walker stated that the DHB are members of the Matariki governance group and that the relationship with DHB is evolving. A closer relationship and partnering with the DHB can be expected.

Cr Taylor spoke to the motion and stated it would be beneficial for the public to be notified of the triennial agreement as a collaboration between councils.

## 7.5 COUNCIL AND COMMUNITY REPRESENTATION APPOINTMENTS 2019 - 2022

### PURPOSE

The purpose of this report is for Council to note the adoption of Council and Community representation for the period 2019 -2022.

**RESOLVED: 19.92**

Moved: Cr Exham Wichman

Seconded: Cr Tim Chote

1. That the Council and Community Representation Appointments 2019 – 2022 report be received.
2. That the Council Committees and Community Representation Policy be deleted.
3. That Council adopt the Council and Community Representation appointments which will be published in a schedule and also included in the Central Hawke's Bay District Council Governance Statement.

**CARRIED**

Mayor Walker noted that one vacancy on the Community Trust remains open for appointment.

## 7.6 APPOINTMENT OF COUNCILLORS TO LAND TRANSPORT PROCUREMENT PANEL

### PURPOSE

The matter for consideration by the Council is the appointment of Councillors to sit on the procurement panel for Land Transport Contracts to be procured early in 2020.

**RESOLVED: 19.93**

Moved: Cr Gerard Minehan

Seconded: Cr Exham Wichman

1. That the Appointment of Councillors to Land Transport Procurement Panel report be received.
2. That Council appoint Councillor Brent Muggeridge and Councillor Tim Chote to be advisory and non-voting members on the procurement panel for the Re-seals, Road Maintenance, Structural Renewals and Area Wide Pavement Treatment contracts to be procured early in 2020.

**CARRIED**

Cr Chote and Muggeridge confirmed their acceptance of appointment to the Land Transport Procurement panel.

**7.7 USE OF THE COMMON SEAL - APRIL TO DECEMBER 2019****PURPOSE**

The purpose of this report is to update Council on the recent use of the Common Seal since last reporting use in April 2019.

**RESOLVED: 19.94**

Moved: Cr Brent Muggeridge

Seconded: Cr Tim Aitken

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

**CARRIED****7.8 CENTRAL HAWKE'S BAY DISTRICT COMMUNITY TRUST - ANNUAL REPORT 2018/19****PURPOSE**

To present to Council the Central Hawke's Bay District Community Trust's Annual Report for 2018/19.

**RESOLVED: 19.95**

Moved: Cr Kate Taylor

Seconded: Cr Exham Wichman

**That the Central Hawke's Bay District Community Trust – Annual Report 2018/19 be received and noted.**

**CARRIED**

Pat Gallagher presented the Central Hawke's Bay District Community Trust Annual Report and was thanked by Mayor Walker on behalf of the Council for his leadership and contribution.



**8 MAYOR'S REPORT****MAYOR'S REPORT FOR 11 NOVEMBER - 11 DECEMBER 2019****RESOLVED: 19.96**

Moved: Cr Kate Taylor

Seconded: Cr Jerry Greer

That the Mayor's report be noted.

**CARRIED****8.2 STRATEGY AND WELLBEING CHAIR'S REPORT 12 DEC 2019****PURPOSE**

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

**RESOLVED: 19.97**

Moved: Cr Exham Wichman

Seconded: Cr Tim Chote

That the Strategy and Wellbeing Chair's Report be noted.

**CARRIED****8.3 RUATANIWHA WARD REPORT 12 DECEMBER 2019****PURPOSE**

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

**RESOLVED: 19.98**

Moved: Cr Exham Wichman

Seconded: Cr Tim Chote

That the Ruataniwha Ward Report be noted.

**CARRIED**

**8.4 FINANCE AND INFRASTRUCTURE CHAIR'S REPORT 12 DECEMBER 2019****PURPOSE**

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

**RESOLVED: 19.99**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Tim Aitken

That the Finance and Infrastructure Chair's Report be noted.

**CARRIED****8.5 ARAMOANA/RUAHINE WARD REPORT 12 DECEMBER 2019****PURPOSE**

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

**RESOLVED: 19.100**

Moved: Cr Kate Taylor

Seconded: Cr Brent Muggeridge

That the Aramoana/Ruahine Ward Report be noted.

**CARRIED****9 CHIEF EXECUTIVE REPORT**

Nil

**10 PUBLIC EXCLUDED BUSINESS**

Nil

**11 DATE OF NEXT MEETING****RESOLVED: 19.101**

Moved: Cr Tim Aitken

Seconded: Cr Kate Taylor

That the next meeting of the Central Hawke's Bay District Council be held on 13<sup>TH</sup> February 2020.

**CARRIED****12 TIME OF CLOSURE**

**The Meeting closed at 11:59am.**

**The minutes of this meeting were confirmed at the Council Meeting held on 13th February 2020.**

.....  
**CHAIRPERSON**

## **6 REPORT SECTION**

### **7.1 WATER SECURITY FRAMEWORK - ALLOCATION OF FUNDING**

**File Number:**

**Author:** Monique Davidson, Chief Executive

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** Nil

#### **PURPOSE**

The purpose of this report is for Council to receive an update on the Water Security Framework.

#### **RECOMMENDATION FOR CONSIDERATION**

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

- a) That Council note the update on Water Security initiatives from the Chief Executive.**
- b) That Council give the Chief Executive delegations to utilise and make financial decisions of no more than \$50,000.00 from the \$250,000.00 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.**

#### **EXECUTIVE SUMMARY**

During the 2019/2020 Annual Plan process, Council tagged \$250,000.00 towards the development and delivery of Water Security Initiatives in Central Hawke's Bay. The Chief Executive was asked to develop a framework to guide Council in how they might allocate the funding, however the allocation of Provincial Growth Funding coupled with a refresh of the Tukituki Leaders Forum has meant that not all the information needed has been available to develop the Water Security Framework requested. This report seeks to provide Council an update, as well as seeking a decision from Council to allow Central Hawke's Bay District to be appropriately resourced to continue to facilitate and contribute to these critical community conversations.

#### **BACKGROUND**

As part of the Draft Annual Plan 2019/20 Central Hawke's Bay District Council sought feedback from the community on the proposition that a \$250,000.00 suspensory loan be provided to Water Holdings CHB Limited.

Council proposed to allocate \$250,000.00 from the Rural Ward Funds to work specifically with Water Holdings CHB Limited and other key stakeholders to determine feasible water storage options for Central Hawke's Bay. Given the high public interest that water storage to date has received, Council chose to consult with the public on their thoughts about providing the suspensory loan.

Following extensive feedback, and a comprehensive report on options provided, Council passed the following resolutions on 23rd May 2019:

**Moved: Mayor Alex Walker**  
**Seconded Cr David Tennent**

- a) That \$250,000.00 from the rural reserve fund is tagged for supporting water security initiatives in Central Hawke's Bay.**



- b) That Council supports a collaborative approach at both a local and regional level for development of water security initiatives.**
- c) That council requests staff bring back a framework which includes further information on the potential role of Central Hawke's Bay District Council together with Water Holdings CHB, HBRC and the TukiTuki Taskforce, for understanding issues of water security and creating a local package of solutions.**

Following Council resolutions on the 23 May 2019, Officers continued to engage in conversations that would attempt to provide the bones of a framework for Council to consider.

The announcement in June from the Provincial Growth Fund on Water Security for the Hawke's Bay, and not long after the announcement from the Hawke's Bay Regional Council that the Tukituki Taskforce was taking a "break", meant that as a Council our ability to influence and engage in the development of a Water Security Framework was more difficult than initially thought.

## **DISCUSSION**

At the time of writing this report the need for more comprehensive advice to Council on the development of the Water Security Framework to inform potential investment with the money tagged is still required.

However, while things have progressed, the Tukituki Leaders Forum is still in its infancy, and the work into a Regional Water Security Assessment and associated projects are still in early planning stages.

Council will be receiving an update from the Hawke's Bay Regional Council on the Regional Water Security projects at a Council Workshop on the 13<sup>th</sup> February 2020.

Both of these projects and vehicles are critical when Council determines how they might allocate the full money tagged during the 2019/2020 Annual Plan process, however, in order to get to a point where things have progressed enough to present a draft Water Security Framework further time is required.

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

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

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

The Chief Executive seeks that a decision from Council that allows \$50,000.00 of the \$250,000.00 to be available at the Chief Executive's discretion to allow Central Hawke's Bay District Council to appropriately contribute to the coordination and resourcing requirements of the Tukituki Leaders Forum, as well as any other resources associated with the need for Central Hawke's Bay District Council and key stakeholders to have a stronger leadership role in the advocacy, coordination and facilitation of water security solutions for Central Hawke's Bay.

Currently the Chief Executive has no delegations to allocate any of the tagged \$250,000.00. This presents some logistical challenges and essentially requires for the timing of a Council report and resolution before any commitment to resourcing could be made.

Specific decisions sought are:

- a) That Council give the Chief Executive delegations to utilise and make financial decisions of no more than \$50,000.00 from the \$250,000.00 tagged for the delivery of Water Security Initiatives.**
- b) 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.**

## **RISK ASSESSMENT AND MITIGATION**

The recommended approach for Council to consider is low risk.

If Council were to agree with the Officers recommendation, the key risk is that Council would be providing the Chief Executive delegations in the absence of the development of a Water Security Framework. The reality however is that some early investment is required to ensure that Council is actively and meaningfully involved in further dialogues with key stakeholders, to allow the development of a Water Security Framework.

## **FOUR WELLBEINGS**

Water Security solutions for Central Hawke's Bay must take the cultural, social, economic and environmental wellbeing of communities into consideration.

## **DELEGATIONS OR AUTHORITY**

The Chief Executive does not have authority to make this decision. A decision from Council is sought to enable the Chief Executive to have delegations.

## **SIGNIFICANCE AND ENGAGEMENT**

In accordance with the Council's Significance and Engagement Policy, this particular matter has been assessed as not significant therefore engagement with the community is not required. It is however worth noting that prior to tagging the \$250,000 towards the development of a Water Security Framework and solutions, Council took the time to formally consult with the community as part of the 2019/2020 Annual Plan.

## **OPTIONS ANALYSIS**

Council has two options available to them:

### **Option 1**

- a) That Council give the Chief Executive delegations to utilise and make financial decisions of no more than \$50,000.00 from the \$250,000.00 tagged for the delivery of Water Security Initiatives.
- b) 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.

### **Option 2**

Retain the Status Quo and not provide any financial delegations to the Chief Executive but instead await the development of the Water Security Framework and ongoing advice before any Council resolutions to allocate any of the tagged \$250,000.00

	<b><u>Option 1</u></b>	<b><u>Option 2</u></b>	<b><u>Option 3</u></b>
	<b>Provide Delegations</b>	<b>Status Quo</b>	<b>No other option provided</b>
<b>Financial and Operational Implications</b>	The financial delegations sought are within the existing budgets tagged.	There are no financial implications, however presents operational implications as it limits Council's ability to contribute at an operational level.	
<b>Long Term Plan and Annual Plan Implications</b>	There are no Long Term Plan or Annual Plan implications at this stage.	There are no Long Term Plan or Annual Plan implications at this stage.	
<b>Promotion or Achievement of Community Outcomes</b>	Both options commit to the development of solutions that look to ensure all stakeholders have an opportunity for involvement.	Both options commit to the development of solutions that look to ensure all stakeholders have an opportunity for involvement.	
<b>Statutory Requirements</b>	There are no specific statutory requirements to consider.	There are no specific statutory requirements to consider.	
<b>Consistency with Policies and Plans</b>	There are no specific policy or plans that need to be considered.	There are no specific policy or plans that need to be considered.	

**Recommended Option**

This report recommends option 1 for addressing the matter.

**NEXT STEPS**

Should Council support the option recommended, the Chief Executive would pursue options for ensuring Central Hawke's Bay District Council is appropriately resourcing the Tukituki Leaders Forum and that the Central Hawke's Bay District Council is appropriately resourced to add value and contribute to community and stakeholder discussion as the Regional Water Assessment takes place and the Water Security Framework is developed.

**RECOMMENDATION**

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

- a) That Council note the update on Water Security initiatives from the Chief Executive.**
- b) That Council give the Chief Executive delegations to utilise and make financial decisions of no more than \$50,000.00 from the \$250,000.00 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.**



## 7.2 NGĀ ARA TIPUNA - FUNDING

**File Number:** COU1-1400

**Author:** Craig Ireson, Economic Development Lead

**Authoriser:** Doug Tate, Group Manager Customer and Community Partnerships

**Attachments:** Nil

### PURPOSE

The matter for consideration by the Council is the provision of a funding contribution of \$225,000 towards Ngā Ara Tipuna, and a commitment to underwrite any funding shortfall, subject to certain conditions. A resolution to apply for funding from the Lottery Environment and Heritage Fund for the project is also sought in this report.

### RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

1. Council resolves to allocate \$225,000.00 of funding from various reserves funds, as detailed in this report, as our co-funding contribution towards the project Ngā Ara Tipuna.
2. Council approve the underwriting of up to \$775,000.00 of funds for the project, Ngā Ara Tipuna, subject to the following conditions:
  - a. That prior to any funds being drawn down for the underwriting of the project by Council, a further resolution of the elected Council is sought by Officers
  - b. That Officers work with Hapū and Taiwhenua to develop a shared liability underwriting facility, and this is brought back for approval, prior to Council providing any underwrite.
3. That Council resolves to apply to the Lotteries Environment and Heritage Fund for up to \$600,000.00 of funding towards Ngā Ara Tipuna.

### EXECUTIVE SUMMARY

This report provides background on Ngā Ara Tipuna the Project and the extent to which Council and community have been successful in securing funding from the Provincial Growth Fund for the Project.

The key matters for consideration by Council are to confirm the capital contribution that Council wishes to make to the project, and how this could be funded. Officers have proposed utilising a number of reserve funds to make up Council's contribution, resulting in no rating impact to fund the project.

Secondly, as a condition of funding from the Provincial Growth Fund, Council is required to provide written guarantee it will underwrite any community proportion of funding required to meet the contribution being made from the Provincial Growth Fund. The likelihood of requiring this underwrite is low, and Officers have proposed a resolution to satisfy the condition of funding that significantly reduces risk to Council in the event an underwrite is required.

Overall the report recommends Council provides \$225,000 of funding to the project from a range of reserve funds and that it underwrites the project, subject to conditions.

A separate resolution to apply for funding from the Lotteries Environment and Heritage Fund is also sought at this time.

## BACKGROUND

Ngā Ara Tipuna began as a humble community project, describing the history of Pukekaihu, the main pa site in Waipukurau in Paul Hunter Memorial Park.

Through the development of Project Thrive, called the Tamatea trails, the project was the highest-ranked and most popular community project for priority of Council, establishing mana whenua over the landscape and to provide the opportunity to tell the stories of the people of Tamatea. Council provided funding of \$25,000 for an initial concept design, with funding of \$109,000 being provided to Council and hapu for a business case for the development of Ngā Ara Tipuna.

Now much bigger than a humble community project, Ngā Ara Tipuna is a Pā site interpretation project which will showcase the network of six historic pā sites surrounding Waipukurau. This significant cultural heritage project includes creation of carvings, digital storytelling and displays to engage visitors and locals through sharing stories of the people of Tamatea and their relationship with the land. It is an important cultural heritage initiative and positive catalyst for tourism growth generating employment, boosting tourism and the local economy, including Māori economy.

Ngā Ara Tipuna is a partnership between Tamatea Hapū, Te Taiwhenua o Tamatea and Central Hawke's Bay District Council, with Council as the main initial applicant.

The project has been successful in securing funding of \$2,798,000 from the Provincial Growth Fund (PGF) for Ngā Ara Tipuna Pā site development project (the project). The project has significant social, cultural and economic benefit for the District, and seeks to re-establish the presence of mana whenua to the landscape of Tamatea/Central Hawke's Bay.

The PGF is funding \$3.8 million toward the project, with funding dependent upon Council as the fund recipient satisfying several conditions precedents within 90 days of signing the funding agreement, and by meeting agreed milestone deliverables at key dates throughout the project.

This report seeks to address the primary condition precedent required by the Ministry of Business, Innovation and Employment (MBIE) which is:

A copy of a letter from the Recipient confirming the strategy for co-funding, and its intention that by March 2020 it will underwrite the co-funding.

In the PGF funded Business Case it was proposed that, as part of the Council contribution towards the co-funding, \$265,000 of funding would be made available for the project. It is the expectation from MBIE that a contribution from Council around this quantum would be made available to the project.

Through further refinement of the budget and co-funding strategy, we are able to present a proposal which reduces this contribution to \$225,000, plus some additional in-kind support. The funding of \$225,000 is proposed to be funded out of existing budgets and reserves, resulting in no impact upon the annual plan.

In addition, MBIE require that by March 2020 Council, as the fund receiver, confirmation that Council will underwrite the remaining co-funding required, so that in the event that no co-funding is achieved, Council would be liable to provide that funding. Council has no ability to re-negotiate this requirement unless through ministerial approval. If Council was to fund the proposed level of \$225,000 then the worst-case scenario underwrite to complete the project would be \$775,000 (which includes a project contingency for cost over-runs).

Council has the ability to delay or defer the project at any point rather than having to draw down the underwrite. Officer are also working with other project partners to help share some of the risk of the underwrite by committing funding should it be required.

In addition, a comprehensive external fundraising strategy is being developed to obtain the remaining \$775,000 required. The first applications for this additional funding are being prepared.

A resolution to apply for funding from the Lottery Environment and Heritage (LEH) Fund for the project is also sought in this report. The LEH Fund is identified as a major potential co-funding option for this project in the Business Case. There are several alignments between the project and the

purpose of that fund. As the application to the LEH fund closes on March 6, 2020 we are taking the opportunity of this report to include a resolution to apply for funding for Council approval.

As we are still working through the LEH application and have yet to confirm what component of the project the funding will be requested for, we have determined that a request of \$600,000 will be appropriate at this stage.

## **RISK ASSESSMENT AND MITIGATION**

The risk assessment in this report is primarily concerned with the underwrite component, as there is very minimal and manageable risk with both the co-funding and LEH application. The risk for these two components is mainly with the 'do nothing option', as not contributing co-funding nor applying for additional co-funding from the likes of the LEH fund would jeopardise the project, and expose Council to significant reputational risk.

The underwrite, however, does pose some additional risk, beyond reputational, which needs to be managed. If Council was to commit to the underwrite and was required to draw it down without any contribution from elsewhere then we could be exposed to up to \$775,000 of unbudgeted investment.

We have proposed a mitigation strategy in the methodology of the project to ensure that this does not happen.

In the first instance, the contract with MBIE has milestone deliverables which need to be satisfied prior to any PGF funding being drawn down and proceeding to the next phase in the project. This means that prior to any co-funding being required, and hence the need to draw down any underwrite should no co-funding be available, both MBIE and Council have the option to delay or even halt the project at that point. We have therefore included wording in this resolution that prior to any funds being drawn down for the underwriting of the project by Council, a further resolution of the elected Council is sought by Officers. This allows us to manage the risk of Council committing to too much underwrite, or any at all, by retaining this as a decision by Council at each of the key project phases.

We will work with our Hapū and Taiwhenua project partners to develop a shared liability underwriting facility. This will ensure that Council is not the only contributor to any underwrite. This will be in the form of an agreement or MOU between the parties, which will also be brought back to Council for approval, as per the wording of the resolution in this report. It is recommended that to mitigate the risk of entering into this agreement with our partners, that any MOU or agreement is reviewed by an independent legal authority.

Finally, but most importantly, to mitigate the risk to Council of drawing down the full underwrite required, Officers are working on a sound fundraising strategy to seek the remainder of the co-funding required. This will develop a partnership funding approach, with funding applications, sponsorship approaches and fundraising campaigns across community and gaming trusts, private and Māori trusts, businesses and the wider community.

## **FOUR WELLBEINGS**

This project is seen as a key driver and catalyst for change in Tamatea/Central Hawke's Bay, socially, culturally, economically and environmentally. It will be part of the local education curriculum, connect places of significance, link to other activities in the District, inspire conversations and business opportunities and above all celebrate Tamatea's unique identity through a shared understanding of the place, its people and the past.

The genesis of this project resides with the hapū of Tamatea, who recognise and understand the need to pass on the stories of their tīpuna/ancestors to the younger and future generation.

Many of the outcomes and strategic alignments sought in this project align with key projects of community aspiration identified in the Project Thrive consultation process. These include:

- Heritage protection
- Longest Place Name
- Promote Lake Whatumā
- Iwi Expression

- Cycle trails
- Māori cultural Trail – Tamatea Trails
- Tourism opportunities.

It was because of these community aspirations that Council has previously committed development phase funding for this project, which resulted in the concept design document which helped secure funding from the PGF to undertake the business case.

Mana whenua have been involved in the project from its genesis, and were closely consulted in the development of the Business Case, and subsequent application to the PGF.

The project is identified as a priority action in the PGF funded Central Hawke's Bay Economic Development Action Plan where it is described as both a cultural tourism product and as a transformational opportunity for Māori business development.

The project will provide a valuable input into Waipukurau Town Centre planning (in Phase one), and for other community and township planning in future phases. It is included as part of the scoping request for proposal document for the 'shaping our strategy' spatial planning project.

The development of phase two pā sites, which mostly sit on or near the Tuki Tuki river bank will add value to the existing Rotary River Pathways.

The project will also contribute considerable investment in Hunter Memorial Park (site of Pukekaihou pā), and will create a modern park facility with upgraded passive recreation amenity for all users in the centre of Waipukurau, and the Te Waipukurau pā site, which is situated on Russell Park, will add value to that community amenity.

## **DELEGATIONS OR AUTHORITY**

Council have the authority to make these decisions.

## **SIGNIFICANCE AND ENGAGEMENT**

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

## **OPTIONS ANALYSIS**

In considering the two matters of Council's potential Co-Funding Contribution and the proposed underwrite, we have broken the two matters up for individual consideration of the options.

### **Council Co-funding contribution**

There are three possible options for the proposed Council Co-funding contribution:

1. Provide \$225,000 funding
2. Provide funding at a lower, an as yet to be determined, amount
3. Provide no funding

The following analysis of each of the options is provided:

### **Option One: Provide \$225,000 funding**

If Council was to provide funding of \$225,000 to the project then this would enable Council to leverage this investment for further co-funding contributions from other funders, such as Lotteries and Eastern and Central Community Trust and other trusts including Māori organisations. Funders usually expect to see a fund recipient providing a level of financial support.

In the Business Case it was proposed that Council could fund up to \$265,000. Through further refinement this figure has been updated to \$225,000, and by apportioning this across several existing reserve funds and budgets, there is no rating impact.

The proposed source of funding is outlined in the table below:

<b>Fund</b>	<b>Amount</b>	<b>Purpose</b>
Ruataniwha Ward Fund	Contribution \$20,000 Fund balance \$36,606	Hunter Park and Bogle Brothers upgrades plus contribution towards project planning, administration and support
Rural Fire Fund	Contribution \$40,000 Fund balance \$43,000	Hunter Park and Bogle Brothers upgrades plus contribution towards project planning, administration and support
Ruahine Ward Fund	Contribution \$20,000 Fund balance \$661,987	Site upgrades for Pā sites which fall within Ward boundaries (x 3 sites), plus contribution towards project planning and administration. Phases 3 and beyond are all in this Ward – Lake Whatumā, Longest Place name etc.
Bilingual Signage	\$15,000	Establish the Tikanga and collateral for the District wide signage project
Esplanade Reserve Fund	Contribution \$130,000 Fund Balance \$347,234	Site upgrades and signage to Pā sites adjacent to Tuki Tuki River (4 sites), plus contribution towards project planning and administration
<b>Total</b>	<b>\$225,000</b>	

This option would maintain the expectation from MBIE, as expressed in the Business Case, that Council would contribute financially to the project.

In addition to the cash investment Council will continue to contribute in-kind support to the project in the form of officer time, resources and project management expertise.

We will also be working with the Ministry of Social Development for funding and the development of a Flexi-wage team, that will contribute to community funding component of the project, and achieve other well-beings.

### **Option Two: Provide funding at a lower, as yet to be determined**

Should Council decide to contribute to this project at a lower amount then this would still satisfy the expectation from funders that Council was contributing financially to this project. Depending on the level of commitment, however it could impact upon the ability to leverage funds from funders such as Eastern and Central Community Trust and Lotteries. If it was significantly lower than what was proposed in the Business Case then we would have to communicate this with MBIE, as their PGF funding was based on what was proposed in both the Business Case and subsequent application.

Council would also need to be mindful that any reduction in Council co-funding increases the quantum of funding required for the underwrite.

Further, a significant reduction in funding from Council would require an immediate increase in funding from an as yet identified funding source, to enable the project funding to be bridged between March and 15 April 2020, when the first drawdown of PGF funding which requires a co-funding contribution is due. This could delay the project by up to three months while Officers work on sourcing this co-funding.

### **Option Three – Provide no funding**

Should Council decide to provide no funding towards the project then we would be required to communicate this with MBIE as their PGF funding was based on what was proposed in both the Business Case and subsequent application. It may be that they would accept that Council was able to gain the requisite co-funding entirely from external sources, however this would be harder to achieve without Council contributing financially themselves.

This option would not be looked upon favourably by other funders, so if this option was chosen we would either redraw or withdraw the application to Lotteries, or reconsider the value of that funding request, and do the same with application to Eastern and Central Community Trust.

Mana whenua identified the outcomes provided by this project as being a priority in the Project Thrive consultation and so to withdraw support at this stage would be detrimental to our relationship with mana whenua, as we have proceeded throughout the project to date in a lead role providing both in-kind support and funding to progress the project.

### **Underwrite Options**

There are two options for the proposed Council underwrite of any funding shortfall:

1. Provide guarantee of the underwrite
2. Provide no guarantee of the underwrite

As Council is the fund recipient and is entering into the agreement with MBIE we have the full responsibility for guaranteeing the underwrite. Therefore, there is no third option of 'sharing the underwrite', although option one has a proposal to allow us to do so outside of the agreement with MBIE.

#### **Option One: Provide guarantee of underwrite**

Should Council agree to the underwrite then we would have satisfied the conditions precedents set by MBIE, and the project can proceed with funding from the PGF.

There will be a clause in the resolution which determines that prior to any funds being required Council will need to approve any drawdown on the underwrite by way of a further resolution. Officers will also be required to work with our hapū and taiwhenua project partners so that they also contribute funds to any potential underwrite. This is beyond the agreement with MBIE so we can sign that agreement to satisfy the conditions precedents and continue the project planning, whilst concurrently working on this underwrite sharing agreement.

Officers will also implement the fundraising strategy which further mitigates the risk of drawing down the underwrite, with the immediate priority being the LEH fund and Eastern and Central Community Trust.

#### **Option Two: Provide no guarantee of underwrite**

This option would be a financially safe option, but it would not satisfy the conditions precedents set by MBIE and therefore we would not be eligible for PGF funding. Any attempt to re-negotiate this condition would require ministerial sign-off, and as such could delay or defer the project by several months or indefinitely if the PGF fund was to be dis-established after the election.

Council would be exposed to significant reputational risk with both Central Government and other funders, and our relationship with mana whenua would also be at risk as this project is an identified priority for Māori in our community.

### **Financial and Operational Implications**

The Chief Financial Officer has given his appraisal of the financial implications for the proposal. Being funded from Reserve Funds, there is no financial or rating impact for the Annual Plan 2020/21.

The most notable implication is the further drawdown of reserve accounts across the organisation.

**Options: Council Co-Funding Contribution**

	<b><u>Option 1</u></b>	<b><u>Option 2</u></b>	<b><u>Option 3</u></b>
<b>Financial and Operational Implications</b>	Reduction in reserves.  No rating impact on the 2021 Annual Plan.	Reduced reserves, however not to the extent of option 1.  No rating impact on the 2021 Annual Plan.	No financial or operational implications.
<b>Long Term Plan and Annual Plan Implications</b>	There are no LTP or Annual Plan implications for the provision of funding, as this is from within existing reserves/budgets.	There are no LTP or Annual Plan implications for the provision of funding, as this is from within existing reserves/budgets.	There are no LTP or Annual Plan implications
<b>Promotion or Achievement of Community Outcomes</b>	This option will achieve community outcomes aligned to the four well beings.	This option may achieve community outcomes aligned to the four well beings.	This option will not achieve community outcomes aligned to the four well beings.
<b>Statutory Requirements</b>	Nil	Nil	Nil
<b>Consistency with Policies and Plans</b>	This option is consistent with the outcomes of the community consultation in Project Thrive. It is consistent with the Central Hawkes Bay Economic Development Action Plan. It is consistent with the proposed Council contribution in the project Business Case and PGF application.	This option is consistent with the outcomes of the community consultation in Project Thrive. It is consistent with the Central Hawkes Bay Economic Development Action Plan. Depending on the level of funding it may not be consistent with the proposed Council contribution in the project Business Case and application.	This option is inconsistent with the outcomes of the community consultation in Project Thrive. It is inconsistent with the Central Hawkes Bay Economic Development Action Plan. It is inconsistent with the proposed Council contribution in the project Business Case and application.

**Options: Council Financial Underwrite**

	<u><b>Option 1</b></u>	<u><b>Option 2</b></u>
<b>Financial and Operational Implications</b>	In the event of an underwrite being required, reserve funds or internal borrowing would be the immediate source.	There would be no financial implications, however operational impact renegotiating/managing reputational risk.
<b>Long Term Plan and Annual Plan Implications</b>	A plan is in place to mitigate the requirement to draw down any or all of the underwrite.	There are no LTP or Annual Plan implications for this option.
<b>Promotion or Achievement of Community Outcomes</b>	This option will achieve community outcomes aligned to the four well beings.	This option will not achieve community outcomes aligned to the four well beings.
<b>Statutory Requirements</b>	Nil	Nil
<b>Consistency with Policies and Plans</b>	This option is consistent with the outcomes of the community consultation in Project Thrive. It is consistent with the Central Hawkes Bay Economic Development Action Plan.	This option is inconsistent with the outcomes of the community consultation in Project Thrive. It is inconsistent with the Central Hawkes Bay Economic Development Action Plan.

**Recommended Options**

For the two matters outlined, this report recommends the following options:

**Council Co Funding Contribution**

In relation to Councils Co-Funding Contribution, the report recommends **Option 1: Provide \$225,000 of funding** derived from a range of funds as set out in the option.

**Council Approval to Financial Underwrite the Project**

In relation to Councils underwriting the project, the report recommends **Option 1: Provide underwrite of any funding shortfall** to address the matter.



**NEXT STEPS**

Officers will continue to work on developing and implementing the external funding strategy, with applications being prepared for both Eastern and Central Community Trust and Lottery Environment and Heritage.

Officers will continue their engagement with Hapū and Taiwhenua in order to develop a shared liability underwriting facility.

**RECOMMENDATION**

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

- 1. Council resolves to allocate \$225,000.00 of funding from various reserves funds, as detailed in this report, as our co-funding contribution towards the project Ngā Ara Tipuna.**
- 2. Council approve the underwriting of up to \$775,000.00 of funds for the project, Ngā Ara Tipuna, subject to the following conditions:**
  - a) That prior to any funds being drawn down for the underwriting of the project by Council, a further resolution of the elected Council is sought by Officers**
  - b) That Officers work with Hapū and Taiwhenua to develop a shared liability underwriting facility, and this is brought back for approval, prior to Council providing any underwrite.**
- 3. That Council resolves to apply to the Lotteries Environment and Heritage Fund for up to \$600,000 of funding towards Ngā Ara Tipuna.**

### 7.3 ADOPTION OF GOVERNANCE STATEMENT

**File Number:** COU1-1400

**Author:** Monique Davidson, Chief Executive

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Central Hawke's Bay District Governance Statement 2019-2022 - DRAFT  

#### PURPOSE

The purpose of this report is for Council to consider the adoption of the Governance Statement 2019-2021.

#### RECOMMENDATION FOR CONSIDERATION

**That having considered all matters raised in the report the Central Hawke's Bay District Council Governance Statement 2019-2022 be adopted.**

#### EXECUTIVE SUMMARY

Under Section 40 of the Local Government Act, Council are required to adopt a Governance Statement within six months of a triennial election. Following a comprehensive review of the Governance Statement 2016-2019, a recommended statement is presented for consideration.

#### BACKGROUND

A Local Governance Statement is a collection of information about the processes through which Council engages with its community, how the local authority makes decisions, and how citizens can influence those processes.

Council is required to produce such a statement under Section 40 of the Local Government Act 2002 within six months following each triennial election.

#### DISCUSSION

A comprehensive review of the Local Governance Statement has taken place. Attached is a copy of the Statement for Council consideration and adoption.

#### RISK ASSESSMENT AND MITIGATION

The Governance Statement can be reviewed at any stage by Council. The draft Governance Statement presented to Council for adoption is low risk as the information in it largely reflects decisions made by Council since been sworn in on 31 October 2019.

#### FOUR WELLBEINGS

The Local Governance Statement supports the purpose of local government by promoting democracy at a local level. The statement does this by providing the public with information on the ways to influence democratic processes that Council uses to engage with the district's residents. It also outlines how Council makes decisions and shows how residents can influence those processes.

#### DELEGATIONS OR AUTHORITY

Council Officers do not have delegations to approve the Governance Statement. Section 40 of the Local Government Act 2002, requires Council to adopt the Governance Statement within six months of the triennial election.

**SIGNIFICANCE AND ENGAGEMENT**

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

**OPTIONS ANALYSIS**

Officers' recommendation is that the attached document is considered for adoption. Elected Members may wish to request changes to the statement, however consideration would need to be given to existing policy decisions that are reflected throughout the statement.

**NEXT STEPS**

Once the Governance Statement has been confirmed and adopted by Council it will be formally published. The next Governance Statement will be reviewed following the triennial election in 2022.

**RECOMMENDATION**

**That having considered all matters raised in the report the Central Hawke's Bay District Council Governance Statement 2019-2022 be adopted.**

 **CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL

# Governance Statement

Adopted .....

*Together we Thrive! E ora ngātahi ana!*







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 faster to 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.

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

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

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



## Why we do what we do - Our Purpose -

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



## The outcomes we want to achieve - Our Objectives -



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

## How we'll reach our outcomes - Our Focus -



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

# Elected Member Priorities

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

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

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

## Key Areas

  
Protecting and promoting our unique landscape

  
Attracting and enabling business success

  
Planning for tomorrow as we future-proof Central Hawke's Bay

  
Strengthening our district and community identity

  
Promoting smart growth

## Strategic Priorities

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



**Delivery of #thebigwaterstory** and improved water security for Central Hawke's Bay



**The District Plan:** Delivery of a notified and operative District Plan.



**Waste Water Treatment Project:** Capital works plan completed, initial improvements completed, and future funding strategy clarified.



**Social Housing:** Increased numbers of social housing in Central Hawke's Bay, including improved leverage off Council's retirement housing portfolio.



**Waste Free CHB:** Reduce recycling to landfill and improved asset management and leverage of landfill.

## Priorities and projects

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

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

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## What is a Local Governance Statement?

A Local Governance Statement is a collection of information about the processes through which Central Hawke's Bay District Council engages with the residents of the Central Hawke's Bay District, how Council makes decisions, and how residents and ratepayers can influence those processes.

The Local Governance Statement supports the purpose of local government by promoting local democracy. The statement provides the public with information on the ways to influence local democratic processes.

The Local Governance Statement is a requirement of the Local Government Act 2002 and includes the following broad categories of information:

- functions, responsibilities, and activities of the council
- electoral arrangements
- governance structures and processes
- the way elected members make decisions and relate to each other
- the management structure and key policies of the council.

The purpose of local government is –

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to 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.

In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are

- a) efficient
- b) effective
- c) appropriate to present and anticipated future circumstances.

The governance statement will be updated from time to time to ensure that its content is accurate and up to date. For the most recent copy please contact Council on (06) 8578 060 or visit our website <https://www.chbdc.govt.nz/>.

## Functions, Responsibilities and Activities

The Local Government Act 2002 sets out the purpose of local government as:

- 1) The purpose of local government is—
  - a) to enable democratic local decision-making and action by, and on behalf of, communities; and
  - b) to 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.
- 2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—
  - a) efficient; and
  - b) effective; and
  - c) appropriate to present and anticipated circumstances.

The Local Government Act 2002 introduced changes to the way councils plan ahead, and as part of this, placed a responsibility on councils to work with their communities to identify the community's expectations and priorities – known as community outcomes.

Council has an obligation to ensure that its work programmes and services contribute to community outcomes.

Central Hawke's Bay District Council's community outcomes are set out in our Long-Term Plan (LTP). It also outlines the Council's priorities for the next 10 years and provides information on budgets, rating levels, major projects and general Council services. A LTP highlights the Council's plans for the next 10 years, including the means of funding the Council's ongoing programmes and capital works projects. Central Hawke's Bay District Council is currently delivering on the Long-Term Plan 2018–2028.

Council has overall responsibility and accountability for the proper direction and control of the district's activities. This responsibility includes areas of stewardship such as:

- Core infrastructure and services (i.e. roadways, footpaths, water, sewerage and stormwater)
- Community services and facilities (i.e. libraries, recreational facilities and community facilities)
- Regulatory functions and services (i.e. building and resource consents, health, animal control, parking and general bylaws)
- Environment (i.e. parks, reserves and built environment)
- Local economy (promoting a resilient and diverse economy)
- Local democracy (i.e. access to Council information and public engagement opportunities)
- Financial management of the Council (ensuring Council expenditure is affordable and sustainable).

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*Together we thrive! E ora ngātahi ana!*

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## Legislation

In conducting its activities, Central Hawke's Bay District Council exercises powers and fulfils responsibilities conferred on it by New Zealand and Local Legislation. The following outlines applicable statutory requirements:<sup>1</sup>

**Section 46(1) Local Government Act 2002** - Councillors can be held liable for losses resulting from negligence or unlawful action by the elected Council.

**Schedule 7 clause 1 of The Local Government Act 2002** - Any elected member (the Mayor or a Councillor) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

**Local Authority (Members' Interests) Act 1968** - This regulates the circumstances under which a member has a pecuniary interest in a matter before the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member exceed \$25,000 in any financial year. Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will be automatically be disqualified from office. They may also be fined up to \$100. A disqualified member may, however, stand for election at a by-election.

**The Local Government Official Information and Meetings Act 1987 ("LGOIMA")** - The obligations of LGOIMA are binding on members. They apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to a member of the public. The underlying principle is that unless there is good reason to withhold it, information should be made available. Section 7 of the Act gives a number of grounds for withholding disclosure. The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

**Statutes Pertaining to Local Government** - In fulfilling its purpose, the Central Hawke's Bay District Council exercises powers and fulfils responsibilities conferred on it by various Statutes. These are:

- Local Government Acts of 1974 and 2002
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991

In addition, there are numerous other general Acts of Parliament that confer powers on the council and regulate its functions.

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<sup>1</sup> Please note this list is not exhaustive, but outlines those statutes which are most commonly used.



## Bylaws

Where an issue is not already covered under existing legislation, Council may create a new bylaw provided that the proposed bylaw is the most appropriate form of bylaw; and does not give rise to any implications under the New Zealand Bill of Rights 1990. If a draft bylaw is approved, it will go out for public consultation. Central Hawke's Bay District Council must follow a special consultative procedure (with exceptions) on any proposed changes to an existing bylaw or in the creation of a new bylaw.

TITLE	DESCRIPTION	CREATED
<a href="#">Part 01 Introductory Bylaw 2018</a>	The purpose of this bylaw is to identify and clearly interpret those terms and expressions that are used throughout all the Bylaws. It also outlines serving of orders and notices, powers of delegation and entry, suspension and revocation of licences, removal of works executed contrary to the Bylaws, fees and charges, offences and breaches and penalties for breach of Bylaws.	14 December 2017
<a href="#">Part 02 Public Places Bylaw 2018</a>	This Bylaw controls a diverse range of activities to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.	14 December 2017
<a href="#">Part 03 Hostels Bylaw 2018</a>	This Bylaw enables Council to monitor the operation of hostels and similar accommodations so that the health and safety of tenants or the community at large are not threatened. It also addresses issues which are not covered in the Building Act.	14 December 2017
<a href="#">Part 04 Trading in Public Places Bylaw 2018</a>	The purpose of this bylaw is to regulate the conduct of persons selling goods on streets, roads, footpaths and other public places. It also serves to regulate the conduct of persons using vehicles to sell goods and services to the general public.	14 December 2017
<a href="#">Part 05 Livestock Movement &amp; Animals in Public Places Bylaw 2018</a>	With the purpose of this bylaw is to control the movement and grazing of livestock.	14 December 2017
<a href="#">Part 06 Solid Waste Bylaw 2018</a>	The purpose of this bylaw is to regulate Waste Management including the collection, transportation and disposal of waste. The aim is to support waste minimisation and reduction.	14 December 2017
<a href="#">Part 07 Water Supply Bylaw 2018</a>	The purpose of this bylaw is to regulate the District's water supply.	14 December 2017
<a href="#">Part 08 Control of Advertising Signs Bylaw 2018</a>	The purpose of this Part of the bylaw is to ensure that advertising signs are erected, maintained, and displayed in such a manner that they do not present a hazard or a danger to public safety.	14 December 2017
<a href="#">Part 12 Dog Control Bylaw 2018</a>	The main purpose of this Bylaw is to manage the regulation and control of dogs in public places. It also serves to limit the number of dogs on a property and to assert the standards required for keeping dogs, including a dogs health.	14 December 2017
<a href="#">Part 13 The Keeping of Animals Poultry and Bees Bylaw 2018</a>	The purpose of this bylaw is to outline requirements for the keeping of animals, poultry and bees. The requirements are deemed necessary for the protection of neighbours and property owners.	14 December 2017
<a href="#">Part 14 Cemeteries Bylaw 2018</a>	The purpose of this bylaw is to enable Council to control and set standards for the operation of cemeteries and crematoria within the boundaries covered by Council's responsibility or ownership.	14 December 2017
<a href="#">Part 21 Stormwater Bylaw 2018</a>	This purpose of this bylaw is for the management of stormwater and provision of stormwater networks.	14 December 2017
<a href="#">Part 22 Wastewater Bylaw 2018</a>	This purpose of this bylaw is for the management of wastewater and provision of wastewater networks	14 December 2017
<a href="#">Part 23 Trade Waste Bylaw 2018 (and Appendices)</a>	This bylaw regulates the discharge of Trade Waste to a Sewerage System operated by Central Hawke's Bay District Council (CHBDC).	14 December 2017
<a href="#">Part 25 Traffic Bylaw 2018</a>	The purpose of this bylaw is to set out the requirements for parking and control of vehicular or other traffic on any road within Council jurisdiction.	14 December 2017
<a href="#">Part 26 Speed Limits Bylaw 2018</a>	The purpose of this bylaw is to set speed limits throughout the District.	14 December 2017
<a href="#">Part 29 Liquor Control in Public Places Bylaw 2018</a>	The purpose of this bylaw is to cover such matters as specification of public places, days and times where the Liquor Control Bylaw applies and to outline the powers of the Police and detail exemptions to the Bylaw.	14 December 2017

## Requests for Official Information

There are two pieces of legislation that prescribe how and what information is disclosed and protected for Local Government. They are:

- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Privacy Act 1993

### Local Government Official Information and Meetings Act 1987 (LGOIMA)

The LGOIMA allows people to request official information held by a local authority. It contains rules on how official information is governed, and how that information can be requested.

Most information held by a local authority is classified as official information. This can be held in any form including tape, electronic, maps, plans, etc. It does not include information contained in library or museum material used for reference or exhibition purposes. Personal information includes information about a "natural" person (living identifiable person).

Local authorities must ensure they pay heed to the purposes in the Act when administering it. These include –

- To provide for the availability to the public of official information held by local authorities
- To promote the open and public transaction of business at meetings of local authorities, in
- Order to enable more effective participation by the public in the actions and decisions of local authorities; and
- To promote the accountability of local authority members and officials, and thereby enhance respect for the law and to promote good local government in New Zealand
- To provide for proper access by each person to official information relating to that person
- To protect official information and the deliberations of local authorities to allow for public interest and the preservation of personal privacy.

The underlying principle of the Act is the 'principle of availability'. That is, information should be made available unless there is good reason to withhold it.

Given the size of our organisation, a policy dealing with information requests needs to be simple and easy to use. Information to guide staff on when and how to apply either piece of legislation is required so Council can make appropriate and consistent decisions.

The Act also promotes the open and public transaction of business at meetings of local authorities.

Generally, members of the public are entitled to attend any meeting of Council or a committee of Council. There are times however when, for specific reasons, public may need to be excluded for the whole or part of a meeting. Any exclusion must be justified under the Act.

When a request is made, the Council must supply the information within 20 working days unless there is a reason for withholding it. The Council may charge for official information under guidelines set down by the Ministry of Justice. This will apply particularly where

considerable staff time is required to research information. If this is the case, the Council will communicate with the requestor prior to undertaking the work.

Some information can be withheld. The LGOIMA says that information may be withheld if release of the information would:

- prejudice maintenance of the law;
- endanger the safety of any person;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

### Privacy Act 1993

The Privacy Act 1993 amended the LGOIMA by removing the right of access to personal information about the person making the request, and requiring consultation with the Privacy Commissioner by the Ombudsman when considering a decision to withhold information on privacy grounds.

The Privacy Act deals with requests for personal information about a 'natural' person (living identifiable person). The objective of the Privacy Act is to provide protection for individual privacy. The Act's focus is on how information about a person is collected, used, disclosed, stored and accessed. There are 12 'principles' that should be adhered to.

### Privacy Officer

At least one person in the organisation is assigned the duties of a 'Privacy Officer'. That person's responsibilities include encouraging compliance with the Act and assisting the Privacy Commissioner to investigate any complaints made.

#### *Key points for implementing the Act:*

- Only an individual who is in New Zealand or who is a citizen or permanent resident of New Zealand can make an information privacy request.
- Requests need not be in writing, can be verbal in person or over the phone
- To take all reasonable steps to grant the request within 20 working days after the request has been received
- Council may impose a charge in some circumstances. The individual making the request will be informed of the cost, should there be one, prior to officers proceeding with the request
- Council needs to communicate the reasons for refusing to provide information. It must also provide information on the right to seek a review from the privacy commissioner
- Legislation outlines the complaints process and powers of the Privacy Commissioner.

Central Hawke's Bay District Council processes requests for information in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. These aim to balance issues of transparency and public interest with limits on the disclosure



of personal information. Releases of information are sent via email, where an email address has been supplied.

*Information can be requested by:*

- Phoning our Customer Experience Representatives on (06) 8578 060;
- Asking in person at one of our locations – Council Offices in Waipawa, or the Waipukurau or Waipawa Libraries; or
- Emailing [governance@chbdc.govt.nz](mailto:governance@chbdc.govt.nz) with your request in the body of the email;

Please be as specific as you can be in making your request; it helps us to find the information quickly for you. Make sure you include your contact phone number and either a postal or email address so we can provide you with a response. Further information about LGOIMA requests can be found at [www.chbdc.govt.nz](http://www.chbdc.govt.nz).

## The electoral system and the opportunity to change it

The Central Hawke's Bay District Council currently operates its elections under the First Past the Post (FPP) electoral system.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV).

Currently, voters rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes.

Council can resolve to change the electoral system it uses at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll under the Local Electoral Act 2001.

At least 5% of electors can initiate a poll by signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. the electoral system cannot change for one election and then change back for the next election.

## Representation Arrangements

### Wards

Central Hawke's Bay District Council is divided into two wards as shown on the map below. In total there are nine elected members representing the district. Representatives are elected by electors of the ward. The Mayor is elected at large over the whole district.

CHB District Wards	Registered Electors (2019)
Ruataniwha Ward – 4 Members	5173
Aramoana/Ruahine Ward – 4 Members	4787
<b>Total</b>	<b>9960</b>



### Māori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll. A petition of five percent (or more) of electors can require the Council to conduct a poll.

No action has been initiated to establish a Māori ward to date.



## Review of Representation Arrangements

Local authorities are required to review representation arrangements at least once in every period of six years. Central Hawke's Bay District Council last reviewed its arrangements in 2018 and retained the FPP system at a meeting on 4 October 2018. This decision was publicly notified.

This review must include the following:

- The number of elected members (within the legal requirement to have a minimum of 6 and a maximum of 30 members, including the Mayor)
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward
- Whether or not to have separate wards for electors on the Maori roll
- Whether to have community boards and if so, how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting the review, and should also follow guidelines published by the Local Government Commission. The Act gives the public the right to make a written submission to Council and the right to be heard at a hearing.

The public also have the right to appeal any decisions on representation arrangements with the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that Council must consider in reviewing its members and basis of election can be found in the Local Electoral Act 2001.

## The Re-organisation Process

The Local Government Act 2002 sets out procedures, which must be followed during proposals to:

- make changes to the boundaries of the District
- create one or more new territorial local authorities (city or district councils)
- create a unitary authority
- transfer a particular function or functions to another council.

The process begins when an application is lodged with the Local Government Commission. This can be done by any person, body or group, including a local authority or the Minister of Local Government.

Further information on these requirements is in the Local Government Act 2002, Schedule 3. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation, which are available on its website [www.lgc.govt.nz](http://www.lgc.govt.nz).

## Members Roles and Conduct

A key to the efficient running of any council is that there is a clear division between the role of Elected Members and that of management.

### Division of Responsibility between the Council and Management

The Local Government Act 2002 sets out a series of governance policies that support the principles of local government.

The Council is required to publish a Local Governance Statement. This clarifies the governance and management responsibilities together with the governance role and expected conduct of elected members. The Statement describes the effective, open and transparent processes used by Council. This ensures separation of regulatory and non-regulatory responsibilities and explains the good employer requirements.

Council's Local Governance Statement ensures the community has information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

While Council has delegated many of its functions, it maintains overall responsibility for effective systems of internal control. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

### Role of the Council

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes:

- Formulating the District's strategic direction in conjunction with the community – Long-Term Plan (LTP)
- Determining the services and activities to be undertaken
- Managing principal risks
- Administering various regulations and up-holding the law
- Monitoring the delivery of the LTP and Annual Plan
- Ensuring the integrity of management control systems
- Safeguarding the public interest
- Ensuring effective succession of elected members
- Reporting to ratepayers.

The Mayor and Councillors of the Central Hawke's Bay District Council have the following roles:

- setting the policy direction of Council
- monitoring the performance of the Council
- representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District)

- employing the Chief Executive Officer (under the Local Government Act 2002, the local authority employs the Chief Executive Officer who in turn employs all other staff on its behalf).

## Mayor

The Mayor is elected by the District 'as a whole', and as one of the elected members, shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders)
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council
- Ceremonial head of Council
- Provides leadership and feedback to other elected members on teamwork and chairing committees.

## Deputy Mayor

The Deputy Mayor is appointed by the Mayor at the first meeting of the Council following each triennial election. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

## Council

The purpose of the Central Hawke's Bay District Council is to enable democratic local decision making to promote the social, economic, environmental and cultural well being of the Central Hawke's Bay District in the present and for the future.

Council is made up of the Mayor and 8 Councillors (elected members). They are responsible for determining local policy and legislation, and defining the overall vision for the Central Hawke's Bay District. Council makes decisions on behalf of the ratepayers and residents.

In meeting its purpose, the Central Hawke's Bay District Council has a variety of roles:

- Facilitating solutions to local needs
- Advocacy on behalf of the local community with central government, other local authorities and other agencies
- Management of local infrastructure including network infrastructure (e.g. roading, water supply, waste disposal, libraries, parks and recreational facilities).
- Environmental management planning for the current and future needs of the local district.

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## Council Committees

### Strategy and Wellbeing Committee

The purpose of the Strategy Committee is to determine specific outcomes that need to be met to deliver on the vision and direction of council related to wellbeing, and set in place the strategies, policies and work programmes to achieve set goals and targets.

To develop, approve, review and recommend to Council (where applicable) statutory and non-statutory policy, plans, bylaws and strategies to:

- Focus on the social, economic, cultural and environmental wellbeing of Central Hawke's Bay through the development of vision and strategy while identifying and promoting community aspirations.
- Integrate an all of wellbeing approach to strategy, plan and policy development.
- Have effective statutory plans and bylaws to protect community through a focus on the social, economic, cultural and economic wellbeings.

### Finance and Infrastructure Committee

The purpose of the Finance and Infrastructure Committee is to oversee financial and nonfinancial performance, including the delivery of the Council's Capital Programme.

To develop, approve, review and recommend to Council (where applicable) statutory and non-statutory policy, plans, bylaws, strategies and projects:

- To monitor Council activities and services performance against budget, Annual Plans, the Long Term Plan, Annual Reports and corporate and financial policies.
- The Finance and Infrastructure Committee also receives enforcement and compliance performance activity reporting to ensure financial and non-financial performance oversight of its regulatory functions.
- To provide governance oversight of Council's operational programmes, services, activities and projects related infrastructural assets.
- To enable the progress of the Council's operational activities, projects and services.

### Risk and Assurance

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance and accountability of the Central Hawke's Bay District Council by:

- Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.
- Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
- Promoting a culture of openness and continuous improvement.

#### Regulatory Hearings Panel

- To conduct hearings and/or determine under delegated authority applications for consent and all other matters required to be heard and determined by way of a Hearing under the Resource Management Act 1991.
- To conduct hearings and/or determine under delegated authority applications relating to the Dog Control Act 1996 and any other matters required for determination by Council under legislation as determined by Council.

#### Chief Executive Performance and Employment Committee

Oversees the performance of the Chief Executive in line with the performance agreement and his/ her ongoing relationship with the Council, and report regularly to the Council on his or her performance.

#### Other Council Special Committees (Excluding Working Groups)

- District Licensing Committee
- Civic Awards Panel Committee
- CVOS Committee
- District Plan Committee

Further information on Central Hawke's Bay District Council's committee structures including Committee Terms of Reference can be found on our website <https://www.chbdc.govt.nz/our-council/council-committees/about-our-committees/>

#### Code of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 requires every Council to adopt a Code of Conduct for the Elected Members of the Council. Central Hawke's Bay District Council adopted its Code on 14 November 2019. This code also applies to all persons appointed to Committees or Subcommittees of Council. A copy of the Code of Conduct can be made available upon request to Central Hawkes Bay District Council on (06) 8578060 or found on our website at [www.chbdc.govt.nz](http://www.chbdc.govt.nz).

Central Hawke's Bay District Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with each other, the Chief Executive, staff, the media and general public.

The objectives of the Code of Conduct are to enhance:

- the effectiveness of the Council as a good local government for the District
- the credibility of the Council
- mutual trust, respect and tolerance among members as a group and between members and those people they deal with in the course of their duties.

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The Code of Conduct is based on the following general principles of good governance:

- Public interest - members must serve the interests of the District as a whole, their primary duty is to the interests of the entire District, not just the ward that elected them.
- Honesty and integrity - members must not place themselves in situations where their honesty and integrity may be questioned.
- Objectivity - members must make decisions on merit, including decisions making appointments, awarding contracts, or recommending individuals for rewards or benefits.
- Accountability - members must be accountable to the public for their actions and the manner in which they carry out their responsibilities.
- Openness - members must be open about their actions and those of the Council.
- Personal judgment - members can and will take account of the views of others, but must reach their own conclusions on the issues before them.
- Respect for others - members must promote equality by treating people with respect.
- Duty to uphold the law - members must uphold the law, and on all occasions act in accordance with the trust the public places in them.
- Stewardship - members must ensure that the Council uses its resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations to both present and future generations.

## Public Access to Council and Elected Members

Contact details for Central Hawke's Bay District Council are as follows:

### Central Hawke's Bay District Council

28-32 Ruataniwha Street

P O Box 127

Waipawa

Ph: 06 8578060

Fax: 06 857 7179

Council website: [www.chbdc.govt.nz](http://www.chbdc.govt.nz)

Council email address: [info@chbdc.govt.nz](mailto:info@chbdc.govt.nz)

Facebook: <https://www.facebook.com/CHBDistrictCouncil/>

## Contacting the Council

Council can be contacted in a number of ways. Requests for Council service can be lodged by visiting, phoning or writing (including emails to [customerservice@chbdc.govt.nz](mailto:customerservice@chbdc.govt.nz)) to the relevant Council department; the Chief Executive; by messaging us on social media; or through Council's website [www.chbdc.govt.nz](http://www.chbdc.govt.nz).

Elected members can be contacted via the Council or directly. Contact details are as follows.



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### Opportunities for Participation in Council Activities

Council offers numerous opportunities for community input into decision-making processes and strategy development. Council will inform Central Hawke's Bay residents (through the likes of newsletters, website and other key media publications) when key plans and policies are being developed/reviewed that require community input or feedback.

### Management Structure

Council is supported by a professional corporate organisation, led by the Chief Executive.

The Local Government Act requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Senior Officers provide Council with policy advice and are responsible for implementing Council's policies to achieve the results Council seeks to accomplish during the triennium.

Under the Local Government Act 2002 and amendments the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

The Chief Executive and staff are responsible for managing day-to-day operations and implementing Council's decisions and policies. The organisation is structured under four groups:

- Customer and Community Partnerships
- Finance
- Community Infrastructure and Development
- People and Business Enablement

Further information on Council's Leadership Team can be found on the Central Hawke's Bay District Council Website at <https://www.chbdc.govt.nz/our-council/about/management-structure/>.

Monique Davidson is Council's Chief Executive. Her contact details are:



## **Monique Davidson**

### **Chief Executive**

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## **Governance Structure and Processes**

### **Council Organisations**

In pursuing their purpose many local authorities may from time to time create an arm's length organisation to undertake a particular function, or take a voting interest in, or be invited to appoint a representative to some external organisation. Under the Act these are referred to as 'Council Organisation' (COs) and 'Council Controlled Organisation' (CCO's).

#### **Council Organisations**

These are organisations in which one or more local authorities controls any proportion of the voting rights to appoint directors.

#### **Council controlled organisations**

These can be best described as any organisation in which one or more local authorities control 50% or more of the voting rights or have the right to appoint 50% or more of the directors.

This Council has one CCO:

#### **Hawke's Bay Local Authority Shared Services (HBLASS)**

Hawke's Bay Local Authority Shared Services is a joint company set up by the five Hawke's Bay Councils to look at opportunities to create savings by doing things as a group. Its primary function is to work with the other Hawke's Bay Councils to try to find efficient ways to do things through shared services.

## Appointments to Statutory Bodies, Community Groups/Associations and other organisations

At the beginning of each term, Council appoints representation to statutory bodies, community associations and other organisations for the elected term. These appointments enable Council to support special interests groups and community orientated bodies within the community.

Council and Community Representation Schedule		
Organisation	Appointment	Description of Committee
Joint Standing Committee Civil Defence Emergency Management	Her Worship the Mayor Alex Walker	The Civil Defence Emergency Management Group Joint Committee is required under section 12 (1) of the Civil Defence Emergency Management Act, with membership made up of Mayors and Regional Council Chair and their deputies as alternates.
Regional Transport Committee	Her Worship the Mayor Walker Alternate: Councillor Kate Taylor	<p>The RTC is a subcommittee of the Hawke's Bay Regional Council (HBRC). It has two HBRC Councillors. One councillor is the chairman, and the other is their elected representative on the RTC and the Mayor from each of the four (4) Hawke's Bay local authorities.</p> <p>Each of the Land Transport Managers in the local authorities are a representative on the TAG (Transportation Advisory Group) who support and provide information and recommendations to and attend the RTC meetings.</p> <p>The key responsibility of the RTC is to coordinate, discuss and prioritise the land transport projects and direction at a regional level before they are submitted to HBRC for approval and submission to the NZ Transport Agency (NZTA) for inclusion in the National Land Transport Program (NLTP) at a national level.</p>
Hawke's Bay Drinking Water Governance Joint Committee	Her Worship the Mayor Councillor Brent Muggeridge	The committee was established as a result of the Government inquiry into the Havelock North drinking water contamination, to provide governance oversight to the Joint Working Group (staff) regarding the implementation of recommendations from the Inquiry Panel and then the evolution of the JWG into a more permanent official working group.



		<p>The committee currently comprises two Elected Members from each of the five participating councils and the HB District Health Board, alongside one representative of Ngāti Kahungunu Iwi Incorporated. The Terms of Reference (attached) provide for the group to meet at least 6 monthly. The first meeting for this triennium will be scheduled early in 2020.</p>
<b>Tukituki Leaders Forum</b>	<p>Her Worship the Mayor Deputy Mayor Kelly Annand</p>	<p>The Forum was formed by invitation from the Chair of the Hawke's Bay Regional Council and Mayor of the Central Hawke's Bay District Council.</p> <p>The Forum is an invited group of community leaders who are being asked to think to the future and to provide feedback that influences the Council's activities relevant to the group's mission statement:</p> <p><i>To create a unified approach to improving water quality and security through proactive land and water management in the Tukituki catchment.</i></p> <p>The Forum is not a decision making group and are not able to direct Council resources nor write or change Council policy. Instead, the group will meet regularly and form an important reference and feedback panel for Council activities with respect to water, land and infrastructure management in the Tukituki catchment.</p> <p>The Forum will consider and discuss issues to ensure that local iwi/hapu, community and primary sector groups are involved and have the opportunity for input and to provide comment on the work of the group.</p>
<b>CHB Consumer Power Trust</b>	<p>One Mayoral appointed trustee Catie Avery and one Council appointed trustee – George Williams</p>	<p>The Central Hawke's Bay Consumer Power Trust holds 100% of the shares in Centralines.</p> <p>In terms of the Trust Deed, a Mayoral appointment and a Trustee appointed by Central Hawke's Bay District Council shall be the appointed (as opposed to elected) Trustees of the CHB Consumer Power Trust.</p>

		<p>Appointed Trustees remain in office until the expiry of their three-year term - <u>usually</u> the 31<sup>st</sup> March of the relevant year. New appointments will take effect from 1<sup>st</sup> April.</p> <p>One of the appointed Trustees has a residential qualification requiring that they essentially reside more than 15 kms from the centre of Waipawa or Waipukurau.</p>
CHB District Community Trust	Council appointed trustees – Pip Burne and 1 vacancy to be appointed.	<p>The Trust is the owner and operator of the indoor heated pool at Russell Park, Waipukurau. Council provides funding to the Trust under a Service Contract to enable the Trust to provide community access to modern recreational swimming and fitness facilities.</p> <p>The Trust Deed provides that there shall be no more than 10 Trustees, nor less than 6. The Trustees shall include two (2) Trustees appointed by the Central Hawke's Bay District Council. Elections are held three (3) yearly. Trustees appointed by the Central Hawke's Bay District Council may have their appointment revoked by giving written notice to the Trust Secretary. Council reviews these appointments after each triennial election.</p>
CHB Health Liaison Group	Councillor Kelly Annand	A community taskforce that works to improve health outcomes and services in Central Hawke's Bay.
CHB Settlers Museum	Councillor Jerry Greer	This society has been established to ensure that the residents of Central Hawke's Bay and visitors have access to a Museum providing the history of the early settlement of the District. Council is represented on the society's committee and has one Council representative out of a total of ten committee members. Council provides ongoing financial support to the society on an annual basis, and its performance is monitored by the Council directly.
Eric Tate Scholarship Trust	Her Worship the Mayor Walker	The Eric Tate Scholarship Trust was established in 1984 to provide scholarships to students who normally reside in the area served by the former Waipawa District High School and the townships of Onga Onga, Tikokino and Otane.

		<p>Scholarships are initially for one year to assist students in pursuing a full-time course at university. This may, however, be extended.</p> <p>The Scholarship Award Panel is the Mayor, Council Chief Executive and the Principal of the CHB College.</p>
<b>Forest Gate Domain</b>	Councillor Tim Aitken	<p>In 1980 Councils were asked to accept responsibility for their local Domain Boards. In the case of Forest Gate – the existing Domain Board decided to accept Council's control by way of vesting the Domain in the Waipawa District Council in trust for recreation purposes.</p> <p>Although the land has been vested in Council, effectively the "Domain Board Committee" has the day to day running of it. The Domain is split into a Golf Course run by the Onga Onga Golf Club, a small farm run by a Farming Committee, and a Cricket Club, run by the cricket club. The Domain Board reports to Council once a year. An agreement between the Domain Board Committee and the Farming Committee is in place with a copy of this agreement kept by Council; it is not signed by Council. Any profits from the farm are split between the Farming Committee, Golf Club, and Cricket Club with rent being paid to the Domain Board.</p> <p>Council has never contemplated taking over the running of the Domain, part of the discussions and agreement at the time was that the running of the Domain would be left to the "Domain Committee". Council does appoint a Councillor to be on the Domain Board to give them Council's support.</p>
<b>Hawke's Bay Crematorium Committee</b>	Councillor Gerard Minehan	<p>The Hawke's Bay Crematorium Committee was established by an Order in Council in June 1989 as part of the Local Government (Hawke's Bay Region) Reorganisation Order 1989.</p>



		<p>Hastings District Council are tasked with establishing and maintaining a committee which consists of:</p> <ul style="list-style-type: none"> <li>• Two members from Napier City Council</li> <li>• Two members from Hastings District Council</li> <li>• One member from Central Hawke's Bay District Council.</li> </ul>
<b>Civic Awards Panel</b>	<p>Her Worship the Mayor, Councillor Gerard Minehan, Councillor Tim Chote</p> <p>The two citizen representatives will be Group President of the CHB Women's Institute (or a replacement nominated by the CHB Women's Institute), and an additional citizen appointed by Council currently Vicky Winlove.</p>	<p>Central Hawke's Bay District Council introduced its Civic Honours Award system in 1991 to enable voluntary service within the District to be duly recognised.</p> <p>The Civic Honours Award was established at the initiative of the Central Hawke's Bay Country Women's Institute and the 1990 Commission to mark the NZ 1990 year.</p> <p>Since its inception, a Civic Honours Award has been presented on an annual basis. In 2019 the Civic Honours Award Panel sought to broaden the way it was acknowledging and celebrating service within the District.</p> <p>The award (pending adoption of a policy by Council) now provides for multiple acknowledgements of Community Services through a Certificate of Recognition, with the most prestigious honours awarded as the Civic Honours Award.</p> <p>A Selection Panel will form a Committee and consist of the Mayor, two Councillors and two citizens, and shall be confirmed by Council following the triennial election for a three-year term and have the power to act in making the awards.</p>
<b>Hawke's Bay Medical Research Foundation</b>	<p>Council appointed representative– Di Petersen</p>	<p>The Hawke's Bay Medical Research Foundation was formed in 1961 to foster and support medical research and health education in and outside Hawke's Bay. The objectives of the Foundation are to promote, initiate and support research in all health related fields including medical and health education, knowledge and understanding.</p>

		<p>Funds are administered by skilled professionals from medical, legal, and business professions to foster medical research, education and the provision of equipment for the benefit of the people of Hawke's Bay.</p> <p>The governing body comprises of a president and nine Council members. Council members included nominees from Napier City Council, Hastings District Council, Central Hawke's Bay District Council, Wairoa District Council, four members appointed by the Foundation, and a Public Hospitals of Hawke's Bay staff representative.</p>
<b>Hawke's Bay Sports Council</b>	Councillor Exham Wichman	<p>The Hawke's Bay Sports Council was formed (in June 2010) out of the Sport Hawke's Bay territorial authorities Stakeholders Group. It was decided that it was important to have Elected Members participation on a Hawke's Bay wide sporting strategy and the formation of a Sports Council was the best vehicle to achieve its aims.</p>
<b>HB Cycling Governance Group</b>	Councillor Exham Wichman	<p>The Cycling Governance Group was established to oversee the preparation and implementation of the Regional Cycle Plan 2015. The group oversees cycling initiatives in the region to ensure a coordinated approach and was instrumental in achieving a significant portion of the Urban Cycleways Fund in 2015 for the commencement to the iWay programme in Napier and completion in Hastings. It has since achieved significant funding for the Hawke's Bay Trails through NZ Cycle Trails Inc.</p>
<b>Howard Estate Advisory Board (Smedley Station)</b>	Joint Council nominated representative – Richard Hilson.	<p>The original block of land was owned by the Howard Family. At the time of death the will specified that a Trust be formed to establish a farm cadet training centre that would use the original block of land and prevent it from reverting back to scrub to farm the land and train farm cadets. The trust formation structure and representation was specified in the original will and has been administered by</p>



		<p>the Public Trust since its inception. The Public Trust was appointed to run the Smedley Station and Cadet Training Farm by an Act of Parliament.</p> <p>The Trust comprises of six board members of which this Council collectively along with Tararua District Council, Wairoa District Council, Dannevirke Chamber of Commerce, Waipawa Chamber of Commerce and CHB Promotions all have the ability to nominate one representative to the advisory board. The six representatives represent A&amp;P Society, School Trustee Association, Federated Farmers, Smedley Cadet Training Farm Old Boy's Association, and Napier/Hastings Chamber of Commerce. No financial support is provided by this Council. The performance of the organisation is monitored by the Public Trust.</p>
Local Government NZ Zone 3	Her Worship the Mayor Walker	<p>Zones have been set up by Local Government New Zealand to amongst other things, provide an opportunity for two way communication between Zone Member Authorities and Local Government NZ, and to provide information sharing opportunities.</p> <p>Central Hawke's Bay District Council belongs to Zone 3 which comprises a group of Councils across the Central North Island.</p> <p>The Zone Chair and National Council and Community Board Zone representative are appointed after each triennial election and hold office until the next triennial election. The Chair Secretary is normally an officer from the chair's council.</p>
Local Government NZ – Rural and Provincial Sector	Her Worship the Mayor Walker	<p>Each Council is a member of one of four sector groups – metropolitan, regional, provincial or rural. Each sector has one representative on the LGNZ National Council. The purpose of the sector groups, as set out in the Local Government New Zealand constitution, is to act as an electoral college for the appointment of National Council representatives.</p>

		<p>Each sector group has developed their own set of priority issues which are addressed, with assistance from Local Government NZ, with the objective of simultaneously pursuing the particular interests of each sector and the general interests of local government.</p> <p>The Rural Sector Group meets twice annually, usually, but not always, in Wellington.</p>
<b>Mayoral Taskforce for Jobs</b>	Her Worship the Mayor Walker	<p>Central Hawke's Bay District Council is a member of the Mayor's Taskforce for Jobs. The goal of the Taskforce is to try to ensure that all young people under 25 years are engaged in appropriate education, training, work or other activities that contribute to their long term economic independence and wellbeing.</p> <p>Council is represented on the Taskforce by the Mayor.</p>
<b>Porangahau Environmental Management Team</b>	Councillor Kate Taylor	<p>The Porangahau Environmental Management Team is a team set up to look at the treatment and disposal of wastewater for the Porangahau and Te Paerahi townships.</p> <p>The PEMT has not been active for some years, however wastewater for Porangahau and Te Paerahi are now an area of focus.</p>
<b>Rural Advisory Group</b>	Councillor Tim Aitken	<p>The Rural Advisory Group provides guidance and support to the Civil Defence Emergency Management Group on key issues that the rural community may face in the event of an emergency.</p>
<b>Creative Communities</b>	Councillor Jerry Greer	<p>The Creative Communities Scheme (CCS) provides funding to communities so New Zealanders can be involved in local arts activities. Creative New Zealand works with Central Hawke's Bay District council to deliver the scheme.</p>
<b>CVOS Committee</b>	Chair – Councillor Gerard Minehan	<p>The Community Voluntary Organisation Support Fund seeks to support Community based not-for-profit organisations that support our community to THRIVE.</p>

	Councillor Tim Aitken Councillor Exham Wichman	The Assessment Committee consists of three Councillors and three members of the public, assisted by the Community Development Co-ordinator, who co-ordinates the annual CVOS applications. The three public members of the Assessment Committee are appointed by resolution of Elected Council, following the triennial election and these appointments will be reported to Council for confirmation. There are two categories of funding available, with each category of funding having different purposes and funding eligibility criteria.
<b>Te Aute Drainage Scheme</b>	Councillor Muggeridge Brent	Council collects rates from Drainage Scheme members to fund the operations of the Scheme. The level of rates required is set each year at an Annual General Meeting. Payments are made by Council against authorised expenditure – which will be tabled for ratification by scheme members at the following Annual General Meeting.  Council appoints a Councillor who attends the Annual General Meeting.
<b>Waipawa Building Society Trust</b>	Her Worship the Mayor Walker and Councillor Tim Chote	The Waipawa Building Society Scholarship Trust was established in 1990 by the Waipawa County Permanent Building and Investment Society. As custodian trustee, the council is responsible for allocation of funds from the trust. The council is represented by the Mayor, one other Elected Member and the Chief Executive along with representatives from the Waipawa Lions Club and the Waipukurau Rotary Club.
<b>Landfill Committee</b>	Councillor Tim Chote	The Landfill Liaison Committee is a requirement of Council's Resource Consent and comprises –  <ol style="list-style-type: none"> <li>1. One person representing the owners of neighbouring properties</li> <li>2. One person representing the Hawke's Bay Regional Council (HBRC) (a staff member)</li> </ol>

		<ol style="list-style-type: none"> <li>One person representing the Central Hawke's Bay District Council (CHBDC) (a staff member)</li> <li>One person nominated by the local tangata whenua</li> <li>So long as the landfill is leased by the CHBDC, one owner of the land, provided however that if the CHBDC shall acquire the fee simple, this entitlement of the owner to be a member of the Committee shall cease</li> </ol> <p>The purpose of the committee is –</p> <ul style="list-style-type: none"> <li>To liaise with the Central Hawke's Bay District and the community in respect of the construction, operation and final restoration of the landfill and to facilitate consultation relating to the finalisation and review of the Landfill Management Plan.</li> <li>To disseminate information and to hear concerns of residents and to suggest ways of alleviating those concerns to the District and Hawke's Bay Regional Council.</li> </ul>
Heritage Hawke's Bay	Charles Nairn	This Hawke's Bay regional group supports the outcomes of the Heritage Places Act 1993, and other regional heritage related projects and initiatives.

## Meeting Processes

The legal requirements for council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is reason to consider some items with the public excluded. Although meetings are open to the public, members of the public do not have Public Participation time allocated unless they make prior arrangements with the Council.

More information about how to request time to speak to an item on the agenda at a Council or committee meeting can be found on the CHBDC website (<https://www.chbdc.govt.nz/our-council/meetings/>) or by calling Council.

The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy,



professionally privileged or commercially sensitive information and, the maintenance of public health, safety and order.

Council is required to adopt a set of Standing Orders for the conduct of its meetings and those of its committees.

The Central Hawke's Bay District Council adopted their Standing Orders for Meetings on 14 November 2019. These can be found on Council's website. During meetings of the Council or committees, all council members must follow Standing Orders unless Standing Orders are suspended by a vote of three-quarters of the members present and voting. The Mayor or committee chair is responsible for maintaining order at meetings.

The Council agenda is a public document, although parts may be withheld if it contains an item that is to be considered with the public excluded.

Minutes of meetings must be kept and made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days' notice.

Monthly meeting schedules are required to be publicly notified together with the dates, times and venues of meetings to be held. Copies of order papers can be viewed either from the Central Hawke's Bay District Council Service Centres, Libraries or Council's website: <https://www.chbdc.govt.nz/our-council/meetings/>.

## Engagement and consulting with Māori

As a Council, we recognise the special and unique position of Tangata Whenua within this District and the important role Maori have to play in Council's decision-making processes.

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

Council values the relationship with Te Taiwhenua o Tamatea and recognises the need to improve its cultural capacity and capability to more effectively engage with Iwi, Hapu and Marae from across the Central Hawke's Bay rohe.

Central Hawke's Bay District Council is committed to enhancing the partnership it has with iwi, hapu and marae in Central Hawke's Bay, and in acknowledging its responsibility under the Local Government Act, 2002 is committed to the development of a Maori Engagement Strategy as a key priority, which will be considering further initiatives to:

- identify matters and areas of interest to Tangata whenua
- foster consultation with Tangata whenua
- foster capacity building of Māori to take part in decision making processes
- provide information to assist Māori participation in decision making

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- consider options for capacity building of Tangata Whenua to better enable their participation in decision making processes
- develop bespoke relationships with Iwi, Hapu and Marae across Central Hawke's Bay
- recognise the special status of Mana Whenua and take into account the Treaty of Waitangi in resource management decision making processes
- increase cultural capacity and capability of Central Hawke's Bay District Council to effectively engage.

## Key approved planning and policy documents

The following are key Council planning and policy documents. To view or find out more about these plans, reports, policies or strategies, please contact Council.

### The Long-Term Plan (LTP)

A Long-Term Plan (LTP) that sets out Council's priorities for the next 10 years must be prepared. It must provide information on budgets, rating levels, major projects and general Council services. It must also outline the Central Hawke's Bay District's community outcomes – the aspirations of the community for the next 10 years or so – and Council's role in meeting them. The current LTP was adopted in 2018 for the financial year beginning 1 July 2018. The Plan is reviewed and updated every three years, with the next review due in 2021 for the 2021-31 period.

### Annual Plan

In intervening years where an LTP is not prepared, an annual plan must be prepared. Each annual plan will describe the work programme to deliver that year's 'slice' of the LTP.

### Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. The purpose of the annual report is to:

- Compare the actual activities and actual performance of the local authority in the year with the intended activities and performance as set out in the LTP or annual plan
- Promote the local authority's accountability to the community for decisions made throughout the year by the local authority.

The Annual Report must be adopted by the end of October each year and contain an audited financial statement, set of accounts, and annual financial report which assesses Council's financial performance against its budget. Audit NZ are responsible for auditing Council's financials.

### District Plan

The District Plan is Council's key document for managing the district's natural and physical resources in terms of Council's functions and duties under the Resource Management Act

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1991. The District Plan identifies the district's significant resource management issues and sets out objectives, policies and rules to address these issues.

Central Hawke's Bay District Council is currently reviewing the District Plan. A draft District Plan was released for public consultation in June 2019 and the District Plan Committee is now reviewing the submissions received on the draft for consideration and adoption by Council.

A formal Proposed Plan will then be notified for further public consultation.

For further information, contact Helen O'Shaughnessy (District Plan Manager) by Ph. 027 283 7778 or email: [districtplan@chbdc.govt.nz](mailto:districtplan@chbdc.govt.nz).

## Triennial Agreement

The Local Government Act 2002 ('the Act') encourages collaboration between local authorities and other agencies and organisations, and particularly encourages councils to collaborate with one another. Not later than 1 March after each triennial general election, all local authorities within each region must enter into a triennial agreement.

An agreement under consistent with Section 9 of the Act must include:

- protocols for communication and co-ordination among the local authorities; and
- a statement of the process by which the local authorities will comply with section 16 in respect of proposals for new regional council activities; and
- processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than one district.

Council adopted the Triennial Agreement on 12 December 2019.

## Consultation

The Local Government Act 2002 and amendments set out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure 'the special consultative procedure' is regarded as a minimum process for the LTP.

The special consultative procedure consists of the following steps:

Section 83 of the Local Government Act 2002 – Special Consultative Procedure

(1) Where the Local Government Act 2002 or any other enactment requires a local authority to use or adopt the special consultative procedure, that local authority must –

a) Prepare and adopt –

(i) A statement of proposal; and

(ii) If the local authority considers on reasonable grounds that it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal (which summary must comply with section 83AA); and

b) Ensure that the following is publicly available:

(i) The statement of proposal; and

(ii) A description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d); and

(iii) A statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and

c) Make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and

d) Provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7; and

e) Ensure that any person who wishes to present his or her views to the local authority or its representatives as described in paragraph (d) - (i) is given a reasonable opportunity to do so; and

(ii) Is informed about how and when he or she may take up that opportunity.

(2) For the purpose of, but without limiting, subsection (1)(d), a local authority may allow any person to present his or her views to the local authority by way of audio link or audiovisual link.

(3) This section does not prevent a local authority from requesting or considering, before making a decision, comment or advice from an officer of the local authority or any other person in respect of the proposal or any views on the proposal, or both.

## Equal Employment Opportunities Policy

Central Hawke's Bay District Council is committed to developing Equal Employment Opportunities (EEO) for all current and future employees. Diversity is valued and embraced.

Fair and equitable employment practices are essential for an efficient and effective workforce.

Staff will be recruited, appointed, developed and promoted on the basis of their paid and unpaid work experience, ability, skills and future potential.

Council policies and practices are designed to prevent discrimination based on:

- Gender
- Race
- Family preferences
- Marital status
- Religious, cultural or political belief
- Disability
- Age
- Sexual orientation

Staff are provided information and education on Council's employment policies and procedures. This aims to support the prevention of discrimination and to promote a workplace that values diversity and promotes equal employment opportunities.

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## 7.4 RESOLUTION MONITORING REPORT

**File Number:** COU1-1400

**Author:** Monique Davidson, Chief Executive

**Authoriser:** Monique Davidson, Chief Executive

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

### PURPOSE

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

### RECOMMENDATION

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

### SIGNIFICANCE AND ENGAGEMENT

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

### DISCUSSION

The monitoring report is **attached**.

### IMPLICATIONS ASSESSMENT

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

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

### NEXT STEPS

An updated Resolution Monitoring Report will be presented to the next Council meeting on 9 April 2020.

### RECOMMENDATION

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

20200213 Council Monitoring Report.xlsx

## Council Resolution Monitoring Report – February 2020

Key				
Completed				
On Track				
Off Track				
Item Number	Council Resolution	Resolution Date	Responsible Officer	Progress Report
18.28	Council considers Option 5. Retain the current funding for drinking water and wastewater with targeted rates for those connected to the network and initiate a full Rating Review only after all the information is gathered and known about the extent of the CHB drinking water and wastewater future expenditure.	3/05/2018	Brent Chamberlain	On Track - Council endorsed Stage One of the Rates Review at the end of August 2019. Stage Two will now be led through the Finance and Infrastructure Committee, with an aim to have Stage Two completed in time for community consultation later in 2020.
18.31	That Council proceeds with Option two of the Draft Long Term Plan being to develop town centre plans for Waipukurau and Waipawa and Community Plans for Tikokino, Ongaonga, Takapau, Porangahau and Otane.	3/05/2018	Christine Renata	On Track - This work is underway. The first community session in Takapau was held on 24 February. Ongaonga's community session was held on 20 July. Both plans are progressing, with Takapau's in first draft and further meetings being held with the Ongaonga community. Both plans are expected to be complete with community sign off by the community groups leading this work, this calendar year.
18.40	That Council contributes \$60,000 in year 1 of LTP for upgraded toilets at Te Paerahi Freedom camping area, to be funded from the Rural Ward Fund with the balance being sourced from the Tourism Infrastructure fund or other external partner.	3/05/2018	Craig Ireson	On Track - An application to the fund was submitted with Council achieving over \$400,000 of funding from the fund for water improvements in Te Paerahi and toilet improvements. Both sub-projects are well underway and are due for completion between March-April 2020.
18.30	C) Council proceeds with Option three of the Draft Long Term Plan for the Waipawa Pool, being that a staged approach estimated at \$1.72 million is adopted, with Council contributing funding of \$650,000 in Year 1 of the Long Term Plan for the construction of a new 25 metre pool and learn to swim pool/playpool and filtration, at a value of \$900,000 with the remaining funds to be funded by the Central Hawke's Bay Community; and further:  d) Council underwrites from Reserves, any community funding shortfall to ensure the development of the new 25 metre pool and learn to swim pool/playpool and filtration can be completed in the first year of the Long Term Plan and that phase 2 of the project not commence until the balance of community funds from phase 1 is completed.	3/05/2018	Jennifer Leaf	Complete - Stage 1 is now complete with the budget coming in at 1.2 million, with the funds for stage 1 being fully met. Planning for stage 2 along with fundraising strategy will commence from March.



20200213 Council Monitoring Report.xlsx

Item Number	Council Resolution	Resolution Date	Responsible Officer	Progress Report
18.36	That Council support Officers to advocate for the continued enhancement of public transport in Central Hawke's Bay through the HBRC Regional Public Transport Plan.	3/05/2018	Josh Lloyd	Completed - This is ongoing work in progress that Officers pursue through the RLTP and RTC.
	<p>a) That Council grants a licence to occupy for the purpose of operating a coffee on part of Russell Park, River Terrace, legally comprised of Lot 2 Deposited Plan 17698, Section 58 Survey Office Plan 8507 and Lot 1 Deposited Plan 8652 Waipukurau for a maximum term of five (5) years, subject to not receiving any sustained objections following public consultation, as the administering body of the Reserve;</p> <p>b) That Council grants a licence to occupy for the purpose of operating a coffee on part of Russell Park, River Terrace, legally comprised of Lot 2 Deposited Plan 17698, Section 58 Survey Office Plan 8507 and Lot 1 Deposited Plan 8652 Waipukurau for a maximum term of five (5) years, subject to not receiving any sustained objections following public consultation, under delegated Authority from the Minister of Conservation.</p>	28/02/2019	Jennifer Leaf	Complete - We received one objection and have worked through these details with the submitter. At this time we have paused progressing with a request for proposal process for operators, with those who expressed interest earlier in the process, no longer in a position to progress applications.
19.14	<p>a) That Council approve the use of up to \$400,000 from the Adverse Events Fund to support Council's contribution to the costs of repairing December storm damage.</p> <p>b) That Council delegate authority to the Chief Executive to expedite the procurement of services to support repair works.</p> <p>c) That Council strongly urges NZTA and the Ministry of Transport to extend timeframes in which emergency work is to be completed.</p>	28/02/2019	Josh Lloyd	On Track - Major works have been completed on all sites from the December rain event. Some minor tidy up works are still in progress. Council officers are working with NZTA senior officials to pressure a review of the emergency funding criteria and timelines. ☹
PE 19.2	That the current Road Maintenance Contract and the current Re-seal Contract be extended by one fiscal year.	28/02/2019	Shawn McKinley	On Track - Procurement plan was adopted for new contracts by Council in August and the contract preparation began. Through investigation the Council officers recognised some further changes required to the Procurement Plan. These have been workshopped with Council. Council will consider these suggestions in a Public Excluded Paper on the 13 February 2020.
19.13	<p>a) That Council adopt the Non-rateable Income Funding Strategic Framework.</p> <p>b) That progress towards achieving the outcomes of the Non-rateable Income Funding Strategic Framework be reported to the Finance and Planning Committee as part of the regular work programme updates.</p>	10/04/2019	Monique Davidson	On Track - Officers continue to work through the implementation of this strategy. Key objectives through this year will be guided by the Finance and Infrastructure Committee work programme. ☹

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Item Number	Council Resolution	Resolution Date	Responsible Officer	Progress Report
	Council approves the establishment of a Disaster Relief Fund Trust as a Council Controlled Organisation under the Local Government Act.	23/05/2019	Brent Chamberlain	On Track - The Regional Civil Defence Emergency Management Group are still in stages of completing the establishment of this trust.
	That Council approve additional capital expenditure of \$297,000 in the 2019/20 for the development of a pound facility in Central Hawke's Bay; and further;	23/05/2019	Lisa Harrison	On Track - Officers preferred options for development is no longer available. Officers are now working through alternative options, however are facing challenges in relation to available and suitable property in relation to budget.
	a) That Council approve targeting external funding through the creation of business cases to support investment in sealing to control dust by reallocating \$50,000 from existing carry forward budgets b) That Council reprioritise \$200,000 of the existing Land Transport budget/work programme to contribute to sealing of roads to control dust if required.	23/05/2019	Josh Lloyd	On Track - Council has dedicated \$50k from carryover funds into developing business cases for dust control in 2019. Stantec have been engaged to support the work. Desk top components of the dust study have been completed and outcomes are being validated in the field with the report due to be written in February.
	a) That \$250k from the rural reserve fund is tagged for supporting water security initiatives in Central Hawke's Bay. b) That council supports a collaborative approach at both a local and regional level for development of water security initiatives. c) That council requests staff bring back a framework which includes further information on the potential role of Central Hawke's Bay district council together with water Holdings CHB, HBRC and the Tukituki taskforce, for understanding issues of water security and creating a local package of solutions.	23/05/2019	Monique Davidson	On Track - An update on this work is provided in the Council agenda on 13 February 2020.
19.80	That Finance and Planning Committee recommend to Council to resolve to apply for funding of \$250,000 to the Eastern and Central Community Trust Community Assets and Facilities Fund for Ngā Ara Tipuna – Waipukurau Pā site interpretation.	29/08/2019	Craig Ireson	On Track - Our EOI to apply for this funding was positively received in September 2019, and we have submitted an application to the fund, with an outcome expected in March 2020.
19.82	That, approval is given to option two to approve the use of after-care landfill reserve to fund the additional \$333,000 to allow the Leachate to Landfill project to be delivered and refund the reserve over the next 10 years.	29/08/2019	Darren De Klerk	Completed - funds brought into project budget. Leachate to Land project is progressing well.
19.93	That Officers review the Terms of Reference for District Plan Subcommittee to be brought back and considered by Council prior to the District Plan Submission hearings commencing.	29/08/2019	Helen O'Shaughnessy	Completed - Council considered Terms of Reference at its first Council meeting in November 2020.

## 20200213 Council Monitoring Report.xlsx

Item Number	Council Resolution	Resolution Date	Responsible Officer	Progress Report
19.10	That Council adopt the completed and attached Land Transport Section 17(a) Report and support Officers to programme and complete work to meet the recommendations.	29/08/2019	Josh Lloyd	On Track - Section 17a completed in 2019 and Officers are continuing to work through recommendations - most notably reviewing how Councilors are involved in setting the strategic direction.
19.76	That the council review the Elected Members' Remuneration and Expenses Policy including the childcare provision and its content before the next triennium.	14/11/2019	Monique Davidson	On Track - This work is programmed as per timeframes requested.
19.88	<p>a) That the Draft Annual Plan Budget – 2020/21 report be received.</p> <p>b) That Council endorses the preparation of a final draft budget and requests that Officers continue to refine the Annual Plan budgets for adoption, based on the following five principals:</p> <ol style="list-style-type: none"> <li>1. The Capital Program to be budgeted be based on the Capital Program as laid out in the 2018-2028 Long Term Plan.</li> <li>2. The budget be set based on the assumption that the current level of services enjoyed by Central Hawke's Bay ratepayers be continued.</li> <li>3. Officers include the additional financial resources required to meet Council's increasing compliance requirements such as drinking water standards, and health and safety.</li> <li>4. Officers include the additional financial resources required to meet the increasing costs of non-controllable costs such as insurance premiums and utility charges.</li> <li>5. That officers ensure that the budget drafted meets Council's prudentia benchmark for rates increase below 5.2% paying particular attention to reduction of targeted rates.</li> </ol> <p>c) That Officers begin the development an alternate engagement programme, outlining the key priorities of Council, recognising at this time that Council has indicated to Officers its intent to not formally consult in accordance with Section 95 (2A) of the Local Government Act 2002.</p>	12/12/2019	Brent Chamberlain	On Track - Officers continue to work through the implementation of these resolutions. Final Draft Budgets including Fees and Charges will be presented to the Finance and Infrastructure Committee on the 27 February 2020, before Council considers the adoption of the Annual Plan and associated engagement method on the 9 April 2020.

20200213 Council Monitoring Report.xlsx

Item Number	Council Resolution	Resolution Date	Responsible Officer	Progress Report
19.90	<p>That the Request to Repurpose Funding – Otane to Waipawa Wastewater Pipeline Project report be received.</p> <p>a) That Council approves the establishment of a new project to install the first stage of a wastewater pipeline from Otane to Waipawa called the 'Otane to Waipawa Wastewater Pipeline Project – Stage 1' valued at \$1,150,000 (excluding GST).</p> <p>b) That Council approves, under Section 80 of the Local Government Act 2002, the repurposing of \$1,150,000 of funding specifically identified in the Long Term Plan 2018-2028 for the upgrade of the Otane Wastewater Treatment Plant, to be purposed to fund the 'Otane to Waipawa Wastewater Pipeline Project – Stage 1'.</p> <p>c) That in accordance with Section 80 of the Local Government Act 2002, Council specifically notes that its resolution to establish the new project called the 'Otane to Waipawa Wastewater Pipeline Project – Stage 1' and its resolution to repurpose funding to the said project, are inconsistent with the Long Term Plan 2018-2028, however is anticipated to achieve the same outcomes of addressing issues associated with the Otane Wastewater Treatment Plant. ■</p>	12/12/2019	Darren De Klerk	On Track - A new project has been established and funding reallocated to formally begin in March 2020.

**7.5 QUARTERLY NON-FINANCIAL PERFORMANCE REPORT OCT- DEC 2019****File Number:** COU1-1400**Author:** Monique Davidson, Chief Executive**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. **Quarterly Non-Financial Performance Report October-December 2019**  **PURPOSE**

The purpose of this report is to present to Council the Quarterly non-financial performance report for the period 1 October 2019 – 30 December 2019.

**RECOMMENDATION**

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

That the Quarterly Non-Financial Performance Report 1 October 2019 – 30 December 2019 Report 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 2018-2020 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.

**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 third quarter non-financial performance measures will be reported to the 3 June 2020 Council meeting.

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

That the Quarterly Non-Financial Performance Report 1 October 2019 – 30 December 2019 Report be received.



Central Hawke's Bay District Council			Quarterly Report: 1 Oct - 31 Dec 2019	
<b>1. Leadership and Governance</b>				
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 2019/20	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.	65%	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.
	Compliant	The percentage of formal consultation which follows legislative and policy requirements.	100%	<b>Achieved to date</b> Council is meeting legislative and policy requirements with regards to consultation.
	Responsive	Every time consultation occurs more than 4 engagement methods are used.	>4	<b>Achieved to date</b> No consultation in the reported period took place.
	Compliant	The percentage of Council and committee agendas made available to the public four working days before the meeting.	100%	<b>Achieved to date</b>
	Informative	The percentage of people who consider that Council has communicated well on Council business.	75%	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.
	Inclusive	Council meets formally with Taiwhenua o Tamatea at least 4 times a year.	4	<b>On Track to achieve</b> No formal meetings have occurred in this quarter. Discussions have occurred with Dr Roger Maaka on a new approach to the relationship. This will be considered by the Strategy and Wellbeing Committee when they consider the adoption of the

				Maori Contribution to Decision Making Policy in March 2020.
	Compliant	Documents audited receive an unmodified audit opinion.	100%	<b>Achieved to date</b> The 2018/2019 received an unmodified audit opinion.

## 2. Economic and Social Development

What Customers Want/Customers Value	Customer levels of Service	Performance Measure	Target 2019/2020	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	<b>Achieved</b> Council has been an active participant in regional social development initiatives including Hawke's Bay Funders Forum, Hawke's Bay Housing Coalition, 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	<b>Achieved</b> The Community Wellbeing Strategy is being actively implemented. The Economic Development Action Plan has been adopted by Council and implementation is underway.
	Inclusive	The percentage of the Youth Action Plan that is implemented and achieved.	60%	<b>On track to be achieved</b> 40% implemented and achieved to date.

	Inclusive	The percentage of the Safer CHB Action Plan that is implemented and achieved.	60%	<b>On track to be achieved</b> 50% implemented and achieved year to date. Strategic review of Safer CHB currently underway.
	Inclusive	The percentage of the Older Persons Action Plan that is implemented and achieved.	60%	<b>On track to be achieved</b> 50% implemented and achieved year to date. Development of method to more accurately measure progress has been completed.
	Inclusive	The percentage of the Disability Action Plan that is implemented and achieved	60%	<b>On track to be achieved</b> 45% implemented and achieved year to date Development of method to more accurately measure progress has been completed.
	Effectiveness	The annual visitor spends increases by \$1m annually.	+\$1m	<b>Not on target for achievement</b> For the 12 months ending October 2019, regional visitor spend was at \$36.0m – that's down - 1.8%.The data continues to be negatively skewed by an anomaly in "other passenger transport" which has dropped from \$4.8m in the prior 12 months, to \$2.5m in the most recent 12 months. This data is the most recent data set with MBIE's Monthly regional tourism estimates (MRTes) running 8 –12 weeks behind the quarter.
	Accessibility	The number of participants in events financially supported by Council.	9970	<b>Achieved</b> The Christmas Parade and Carnival attracted approximately 2100 people; therefore to date there has been 14,070 participants in 16 events.
	Effectiveness	Support the creation of net new jobs within the District	50	<b>Not on target for achievement</b> We have not actively created any new jobs year to date. The ability to measure Councils intervention in this activity is difficult.

	Quality	The percentage of the community satisfied with the Economic and Social Development activity of Council.	80%	<b>On Track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.
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### 3. 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 2019/20	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	District Plan Operational	<b>Not on track to be achieved.</b> Progress with review of the Draft District Plan continues in accordance with the timelines adopted by Council in November 2018 (Plan B.) The Plan B timelines are not aligned to those stated in the 2019/2020 Target which require the DP to be operational in the 2019/2020 calendar year. As a result the target will not be achieved. The resourcing and timeframes available to the District Plan Review would make the achievement of the 2020 target for an Operational Plan extremely challenging to achieve. Rather, elected members and staff are aligned with the timeframes adopted by Council in 2018 (Plan B). Plan B timeframes remain subject to adjustment to reflect progress with the 2021 Spatial Planning Assessment. While progress with the review remains on track to be achieved in accordance with option B, the relevant milestones are not those of the 2019/2020 Long Term Plan targets.

#### 4. 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 2019/20	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%	<b>On track to achieve</b> 95.00% of consents were processed within the statutory timeframe. This is due to some of the complexity of the consents, as well as low numbers causing large percentage differentiation.
	Customer Service	The percentage of customers satisfied with the land use and subdivision consent services provided	90%	<b>On track to achieve</b> This will be measured later in the year as part of the Residents Satisfaction Survey.

#### 5. 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 2019/20	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%	<b>On target to achieve</b> 98.5% consents processed within working days. <b>Processed:</b> 66 this quarter. 167 year to date. \$11,379,340 value of consents this quarter. \$24,239,493 value of consents year to date.



				Comparison with same period last year: 68 this quarter. 150 year to date. \$7,807,200 value of consents this quarter. \$14,726,401 value of consents year to date.
	Safety	The maintenance of building consent authority accreditation status	Achieved	<b>Achieved</b> Council regained accreditation in November 2018. Council is now working towards IANZ which will occur late 2020.
	Customer Service	The percentage of customers satisfied with the building consent services provided	90%	<b>On target to achieve</b> This will be measured later in the year as part of the Residents Satisfaction Survey.

## 6. 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 2019/20	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%	<b>Not on target for achievement</b> We will not achieve this performance measure this financial year. 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: 17 food and other premises inspected this quarter. 36 of 98 of food and other premises have been inspected year to date.

	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%	<b>Achieved</b> There have been no corrective plans required this quarter.
	Responsiveness	Complaints received are responded to within 3 working days.	100%	<b>Achieved</b> 100% of complaints have been responded to within the timeframe.
	Customer Service	The percentage of customers satisfied with the public health services delivered	95%	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.

## 7. 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 2019/20	Achieved level of service
Excellent customer service is provided to our customers and the animal control activity minimises nuisance and makes our	Compliance	The percentage of known dogs registered	>95%	<b>Achieved</b> 95% We continue to be proactive in this area, following up those that haven't registered and encouraging unknown unregistered dogs.

community a safer place to live	Safety	Percentage of serious dog incidences responded to within 2 hours	100%	<b>Achieved</b> 100% 16 Rushing/attacks and stock worrying calls were received this quarter.
	Safety	Response to all stock complaints and requests within 24 hours	100%	<b>Achieved</b> 100% 11 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	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.

## 8. 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 2019/2020	Achieved level of service
The compliance and monitoring process is compliant, efficient and user friendly	Safety	Owners, or their agents, advised that their BWOF has lapsed within one month of expiry	95%	<b>Achieved</b> 100%
	Efficiency	All of PIMs, LIMs, and CCCs issued within the statutory timeframe	100%	<b>On track to be achieved</b> PIMs 100%, LIMs 95% and CCCs 100%

				<p>20 LIMs were processed and one exceeded the time frame by one working day.</p> <p>8 historical CCC's processed during the quarter 25 historical CCC's processed year to date 0 historical CCC's outstanding</p>
	Timeliness	Respond to complaints about non-compliance with bylaws within 3 days	100%	<p><b>Achieved</b></p> <p>100%</p>
	Compliance	The percentage of resource consents monitored within two years of being issued	100%	<p><b>Achieved</b></p> <p>100%</p>
	Customer Service	The percentage of users satisfied with the Compliance and Monitoring service provided	90%	<p><b>On track to be achieved</b></p> <p>This will be measured later in the year as part of the Residents Satisfaction Survey.</p>

## 9. 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 2019/2020	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	<b>Not achieved</b> Fatalities this quarter =1 Fatalities YTD 2019/20 =1 Fatalities 2018/19 = 1 Serious Injuries this quarter = 2 Serious Injuries YTD 2019/20 = 2 Serious Injuries 2018/19 = 4
	Quality	The average quality of ride on a sealed local road network, measured by smooth travel exposure	Between 85 & 90%	<b>Achieved</b> 92.5%
	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%	<b>On Track to be achieved</b>
	Quality	The percentage of the sealed local road network that is resurfaced	Between 6 and 8%	<b>Achieved</b> 6.57%
	Responsive ness	The percentage of customer service requests relating to road and footpaths to which	100%	<b>On Track to be achieved</b> 91%



		the territorial authority responds within 3 working days		
	Customer Service	The percentage of users satisfied with the roading service provided	90%	<b>On Track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.

## 10. 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 2019/2020	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	<b>On track to be achieved</b> Kerbside/DOC Oct            76.51 T Nov           105.55 T Dec            153.33 T Total YTD    489.15 T Omitted from last quarter's figures were the following: Concrete     225.15 T Tyres          10.36 T Steel          64.84 T Subtotal      300.35 T Added to the Total YTD for Q2, this gives a grand total YTD of 789.50 T. The other factor in the equation is the number of bins which are currently full of recycling and have not been

				included in any weights, as yet. If we carry on at this level, we are hopeful to achieve our target of 1500 T.
	Effectiveness	The amount of greenwaste composted each year	>2,250m3	<b>Not on track to be achieved</b> Q2 - 704 cubic metres Total – 1094 m3 YTD.
	Awareness	The number of schools participating in waste minimisation programmes	75%	<b>Achieved</b> 94.4% of schools participating in waste minimisation programmes
	Awareness	Hold waste minimisation promotional events in the District	4	<b>Achieved</b> Q2 - 2 events:- Hazmobile day Composting workshop Total of 4 events YTD
	Customer Service	The percentage of users satisfied with the solid waste service provided	90%	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.

## 11. 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 2019/2020	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%	<b>Achieved</b> 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	<b>Achieved</b> Otane 100% Waipawa 100% Waipukurau 100% Takapau: upgrade now complete but was not fully compliant for full quarter. Kairakau In progress Porangahau In progress

	Quality	Percentage of real water loss from the local authority's networked reticulation system	≤ 30%	<b>Not Achieved</b> 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 call-outs; from the time that the local authority received notification to the time that service personnel reach the site	≤ 2 hours	<b>Achieved</b> The median response time for this quarter is 42 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	<b>Achieved</b> The median resolution time for the quarter is 4 hours 31 minutes
		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	<b>Achieved</b> The median response time for this quarter is 14 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	<b>Achieved</b> The median resolution time for the quarter is 123 minutes  There were 148 RFS's processed during the quarter.
	Customer Service	Number of complaints relating to drinking water received (per annum per 1000 connections to the	≤ 5	<b>Achieved</b> .982 complaints per 1000 connections this quarter.

		local authority's networked reticulation system) 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.		There was a total of 4 complaints for the quarter. These complaints have been resolved.  There are currently 4073 water connections to the networked reticulation system.
	Demand Management	The average consumption of drinking water per day per water connection	≤1.80m3	<b>Not Achieved</b>  1.85 m <sup>3</sup> average consumption of drinking water per day per connection for the quarter  There are currently 4073 water connections to the networked reticulation system.   Level 3 water restrictions are in place to limit water usage
	Customer Satisfaction	The percentage of users satisfied with the water supply service provided	90%	<b>On track to be achieved</b>  This will be measured later in the year as part of the Residents Satisfaction Survey.



## 12. 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 2019/2020	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	<b>Achieved</b> .28 dry weather sewerage overflows (per 1000 connections to the total sewerage system) this quarter. 1 reported overflow for quarter There are currently 3463 sewerage connections to the total sewerage systems.
	Quality	Target number of total sewerage overflows (per 1000 connections to the total sewerage system)	≤30	<b>Achieved</b> 0.28 sewerage overflows (per 1000 connections to the total sewerage system) this quarter. 1 reported overflow for quarter There are currently 3463 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:		<b>Achieved</b> Number of abatement notices received for the quarter: 0 Number of abatement notices received year to date: 0
		abatement notices	0	
		infringement orders	0	<b>Achieved</b> Number of infringement notices received for the quarter: 0 Number of infringement notices received year to date: 0

		enforcement orders and	0	<b>Achieved</b> 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	<b>Achieved</b> 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	<b>Not Achieved</b> The median response time for the quarter is 83 minutes Upon investigation Officers have found this is due to poor data entry by the field team, and does not reflect the actual standard.
		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	<b>Not Achieved</b> The median resolution time for the quarter is 2 hour 45 minutes Upon investigation Officers have found this is due to poor data entry by the field team and does not reflect the actual standard achieved.

	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	<b>Achieved</b> 2.59 complaints received per 1000 sewerage connections this quarter. There was a total of 9 complaints for the quarter There are currently 3463 sewerage connections to the total sewerage systems.
	Customer Service	The percentage of users satisfied with the wastewater service provided	90%	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.

### 13. 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 2019/2020	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	<b>Achieved</b> 0 habitable floors affected in flooding events this quarter (per 1000 properties connected). There are currently 2979 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	<b>Achieved</b> Number of abatement notices received for the quarter: 0
		infringement orders	0	<b>Achieved</b> Number of infringement notices received for the quarter: 0
		enforcement orders; and	0	<b>Achieved</b> Number of enforcement orders received for the quarter: 0

		successful prosecutions, received by the territorial authority in relation to those resource consents	0	<b>Achieved</b> Number of prosecutions received for the quarter: 0
	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	<b>Achieved</b> The median response time for the quarter is 0 minutes
	Customer Service	The number of complaints received about the performance of the stormwater system (expressed per 1000 properties connected to the stormwater system)	≤ 5	<b>Achieved</b> 0 complaints received per 1000 stormwater connections this quarter. There are currently 2979 storm water connections to the networked reticulation system.
	Customer Service	The percentage of users satisfied with the stormwater service provided	90%	<b>On the track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.

## 14. 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 2019/2020	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	100%	<b>Not achieved</b> 90% YTD 100% of checks were completed in the 2nd quarter. In the first quarter the measure was not achieved with 17 of 18 playground safety checks being achieved. One playground was missed by two days in a month.
	Accessible	The percentage of people that have used or visited a park or reserve in the last 12 months	65%	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.
	Quality	The percentage of people that are satisfied with the park or reserve used or visited in the last 12 months	90%	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.
Access to good quality swimming pool facilities for fun, recreation and exercise	Accessible	The number of A W Parsons pool users	76,500	<b>Yet to be achieved.</b> This data was not readily available from the Trust at the time of reporting.
	Accessible	The number of Waipawa pool users	3,050	<b>Achieved</b>



				<p>Waipawa Pool opened 30 November. Despite cooler water temperatures we are on target to achieve strong attendance numbers.</p> <p>3,732 (972 general public &amp; 2760 daily school usage)</p>
	Safe	Both pools comply with the lifeguard pool safety standard requirements	Achieved	<p><b>On track to be achieved</b></p> <p>Waipawa Pool complies with pool safety standards.</p> <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%	<p><b>On track to be achieved</b></p> <p>This will be measured later in the year as part of the Residents Satisfaction Survey.</p>

## 15. Public Toilets

1. Performance measures intended to be reported in the Annual Report.
2. The following performance targets have been set by Council to meaningfully assess the achievement of levels of service.

3. What customers want/Customer value	4. Customer levels of service	5. Performance Measure	6. Target 2019/2020	7. Achieved level of service
8. Facilities are clean, safe, in good working order and meet the needs of our community & visitors	9. Health and Safety/ 10. Quality	11. The percentage of the 12. public satisfied with the cleanliness and provision of public toilets	13. 90%	<p><b>14. On track to be achieved</b></p> <p>15. This will be measured later in the year as part of the Residents Satisfaction Survey.</p>

## 16. 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 2019/2020	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%  Done	<b>Achieved</b> 100% of retirement housing units occupied this quarter.
	Quality	Tenants' overall satisfaction with Council's Retirement Housing service	80%	<b>On track to be achieved</b> This will be measured later in the year as part of a specific survey of tenants.

## 17. 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 2019/2020	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%	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.
	Accessibility	The number of people visiting our libraries measure by: <ul style="list-style-type: none"> <li>Physical visits</li> <li>Online visits</li> </ul>	Physical visits – 117,176  Online visits – 4,272	<b>On track to be achieved</b> There has been a fault with a door reader at Waipawa Library. Based on this the current residents recorded as visiting the service is 28660. There were 5615 online visits for the quarter. Total year to date 7812.
	Quality	The percentage of library users satisfied with the service provided	90%	<b>On track to be achieved</b> This will be measured later in the year as part of the Residents Satisfaction Survey.

## 18. 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 2018/19	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 BWOFF	100%	<b>Achieved</b> 100% of community halls that require a BWOFF have a current BWOFF this quarter.
	Accessibility	The number of users of the Memorial Hall	5,100	<b>On track to achieve</b> Estimated participants: 3,656 from 164 bookings  2nd quarter 92 bookings & 1,972 Participants 1st quarter 72 bookings & 1,684 participants
		The number of users of the Civic Theatre	16,830	<b>On target to be achieved</b>  Total: 9607 year to date 2nd quarter 3,797 1st quarter 5,810
	Accessibility	The number of bookings of the CHB Municipal Theatre	184	<b>On track to be achieved</b> Total: 84 2nd quarter 36 1st quarter 48
	High Quality	The percentage of hirers that are satisfied with the Memorial Hall	85%	<b>On track to be achieved.</b> Due to the data being unable to be supplied, achievement of the measure cannot be made for this first quarter.
	High Quality	The percentage of hirers that are satisfied with the Civic Theatre	85%	<b>Not achieved</b> 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%	<b>Not achieved</b> Due to the data being unable to be supplied, achievement of the measure cannot be made.

## 19. 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 2018/19	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	<b>Achieved</b>  668 plots are available for burial or cremation in the district.  During the quarter, there have been 6 burials 4 ashes burial 4 burial plots reserved and 0 ashes plots reserved.
	Quality	The percentage of the community satisfied with cemetery facilities	90%	<b>On track to be achieved</b>  This will be measured later in the year as part of the Residents Satisfaction Survey.
	Accessibility	All burial records available to be viewed on the internet	100%	<b>Achieved</b> 100% burial records were available to be viewed on the internet.

## 20. 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 2018/19	Achieved level of service
Ensure safe buildings for public use	Safety	Monthly Building Warrant of Fitness (BWOFF) checks are carried out	Achieved	<b>Achieved</b> 100 % of monthly BWOFF carried out this quarter. 100 % of monthly BWOFF carried out year to date.  All required BWOFF checks have been completed.

## 21. LGOIMA Requests

Name/ Business	Contact Person	Subject	Date Received	Completed
Candy Nalder	Candy Nalder	Roadside Spraying Costs Per Annum	5/10/2019	23/10/2019
Vincie Billante	Vincie Billante	Recycling in Hawke's Bay	10/10/2019	21/10/2019
New Zealand Taxpayers' Union Inc	Luke Redward	Staff Remuneration	14/10/2019	21/10/2019
Otago University	Kyle Whitfield	Elected Member Information	16/10/2019	18/11/2019
Benn Bathgate	Stuff Media	External catering 2017-2019	22/10/2019	19/11/2019
Jaime McSorley	Jaime McSorley	Sport & Recreation Funding	9/12/2019	In progress
New Zealand Motor Caravan Association Inc.	James Imlach	CHB Freedom Camping areas	20/12/2019	In progress
Soil & Health Association	Steffan Browning	Herbicides use in public places	20/12/2019	8/01/2020



# Quarterly Activity Reporting

## Wastewater Treatment Quality Results for 1 July 2019 to 31 December 2019

Showing number of exceedances in YTD sampling.

**5 exceedances** are allowed in 12 months.

	pH	cBoD <sub>5</sub>	SS	E.Coli		SRP	Ammonia	E.Coli	
Waipawa	0	1	2		✓	13	13	9	X
Waipukurau	0	0	2		✓	11	12	2	X
Otane	0	1	1		✓				
Porangahau	0	0	2		✓				
Te Paerahi	0	0	1		✓				
Takapau	0	0	1		✓				

**Wastewater Treatment Quality Results for the rolling 12 months to 31 December 2019**

Showing number of exceedances in 12 months of sampling.

5 exceedances are allowed in 12 months.

	pH	cBoD <sub>5</sub>	SS	E.Coli
Waipawa	0	0	5	✓
Waipukurau	0	1	3	✓
Otane	0	3	0	✓
Porangahau	0	0	6	X
Te Paerahi	0	0	1	✓
Takapau	0	0	1	✓

SRP	Ammonia	SS	E. Coli
24	26		14
23	25		3

X  
X

**Wastewater Flow Volumes for the rolling 12 months to 31 December 2019**

	FLOW			
	Limit	Exceedances Allowed	Result	
<b>Waipawa</b>	1,500 m <sup>3</sup> per day	36 days	25 Exceedances	✓
<b>Waipukurau</b>	4,000 m <sup>3</sup> per day	36 days	0 Exceedances	✓
<b>Otane</b>	225 m <sup>3</sup> per day	36 days	1 Exceedance	✓
<b>Porangahau</b>	415 m <sup>3</sup> per day	18 days	Data Not Available	✓
<b>Te Paerahi</b>	190 m <sup>3</sup> per day	18 days	Data Not Available	✓
<b>Takapau</b>	216 m <sup>3</sup> per day	No limit	Data Not Available	✓

**7.6 MINUTES OF THE REGIONAL TRANSPORT COMMITTEE MEETING HELD 13 DECEMBER 2019****File Number:** COU1-1400**Author:** Bridget Gibson, Governance and Support Officer**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Minutes of the Regional Transport Committee Meeting held 13 December 2019 [↓](#) **RECOMMENDATION**

**That the minutes of the Regional Transport Committee Meeting held on 13 December 2019 be received.**

**PURPOSE**

The purpose of this report is for Council to receive the minutes of the Regional Transport Committee Meeting held on 13 December 2019.



## Unconfirmed

### MINUTES OF A MEETING OF THE REGIONAL TRANSPORT COMMITTEE

**Date:** Friday 13 December 2019  
**Time:** 10.00am

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

**Present:** Cr M Williams – HBRC (Chair)  
Cr C Lambert – HBRC  
Mayor C Little – WDC  
Cr B Muggeridge, CHBDC  
Cr S Nixon – HDC  
O Postings – NZTA  
Cr K Price – NCC  
Mayor K Wise – NCC

**Non voting** D Murray – Automobile Association  
E Harford-Wright – Port of Napier  
I Emmerson – Road Transport Association

**In Attendance:** T Skerman – HBRC Group Manager Strategic Planning  
J Lloyd – CHBDC  
A Roets – Governance Administration Assistant  
G Wellwood

**TAG** A Redgrave – HBRC  
M Welsby – HBRC  
R Malley – NCC  
J Pannu – HDC

**1. Welcome/Apologies/Notices**

The Chairman, Cr Martin Williams welcomed everyone to the meeting and opened with a karakia.

**RTC36/19 Resolution**

That the apologies for absence from Mayor Sandra Hazlehurst, Mayor Alex Walker, Emma Speight and Paul Michaelson (AA) be accepted.

**Price/Nixon  
CARRIED**

**2. Conflict of Interest Declarations**

There were no conflicts of interest declared.

**3. Call for Minor Items of Business not on the Agenda****Recommendations**

That the Regional Transport Committee accepts the following "Minor Items of Business Not on the Agenda" for discussion as Item12:

Topic	Raised by
Napier to Gisborne rail link	Mr Guy Wellwood
KiwiRail possibility of introducing a weigh bridge to Bridge Street	Cr Keith Price
Sealing of SH 38 (late item) – verbal update	Cr Craig Little

**4. Appointments and Terms of Reference for the Regional Transport Committee**

Cr Martin Williams introduced the item, noting that the Terms of Reference was adopted by Hawke's Bay Regional Council on 6 November, pending confirmation by this committee. Further discussions confirmed the appointments as formalised by the resolutions.

**RTC37/19 Resolutions**

That the Regional Transport Committee:

1. Receives and notes the "Appointments and Terms of Reference for the Regional Transport Committee" staff report.
2. Receives the Elected Representative appointments by the region's Territorial Local Authorities and Hawke's Bay Regional Council, and appointments by the NZ Transport Agency, being:
  - 2.1. For Hawke's Bay Regional Council, appointees are Councillor Martin Williams as Chairman and Councillor Charles Lambert as Deputy Chairman
  - 2.2. For Napier City Council, appointees are Councillor Keith Price and Mayor Kirsten Wise as alternate
  - 2.3. For Hastings District Council, appointees are Mayor Sandra Hazlehurst, and Councillor Tania Kerr as alternate
  - 2.4. For Wairoa District Council, appointees are Mayor Craig Little, and Councillor Jeremy Harker as alternate
  - 2.5. For Central Hawke's Bay District Council, appointees are Mayor Alex Walker, and Councillor Kate Taylor as alternate



- 2.6. For NZ Transport Agency, appointees are Ms Emma Speight, and Mr Oliver Postings as alternate
3. Thanks retiring members of the Committee for their contributions and wishes them well for future endeavours.
4. Confirms the Terms of Reference for the Committee as adopted by Hawke's Bay Regional Council on 6 November 2019.

The Regional Transport Committee recommends that Hawke's Bay Regional Council:

5. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
6. Confirms the Elected Representative appointments by the region's Territorial Local Authorities to the Regional Transport Committee, being:
  - 6.1. For Hawke's Bay Regional Council, appointees are Councillor Martin Williams as Chairman and Councillor Charles Lambert as Deputy Chairman
  - 6.2. For Napier City Council, appointees are Councillor Keith Price and Mayor Kirsten Wise as alternate
  - 6.3. For Hastings District Council, appointees are Mayor Sandra Hazlehurst, and Councillor Tania Kerr as alternate
  - 6.4. For Wairoa District Council, appointees are Mayor Craig Little, and Councillor Jeremy Harker as alternate
  - 6.5. For Central Hawke's Bay District Council, appointees are Mayor Alex Walker, and Councillor Kate Taylor as alternate
  - 6.6. For NZ Transport Agency, appointees are Ms Emma Speight, and Mr Oliver Postings as alternate.

**Little/Nixon  
CARRIED**

## 5. Sealing of SH38

Mayor Craig Little made a presentation on the SH38 with discussions traversing:

- State Highway 38 has been on the Regional Land Transport Plan (RLTP) Activities list for quite a long time
- Wairoa District Council has signed an MOU with NZTA to have the larger sections of the road sealed, however there has been no further progress to date
- A strategic agreement has been signed between Wairoa District Council, Te Uru Taumatua – Ngai Tuhoe Iwi, Whakatane District Council and NZTA
- A Provincial Growth Fund (PGF) application has been made for the sealing the road and all parties were consulted through the application process, including iwi, Genesis Power and the community.
- Tuhoe has consulted with Te Uru Taumatua to stop the work
- A community meeting to discuss the road options was attended by 100 out of 400 community members with 65 voting for the sealing to be done and 4 objections received
- Mayor Craig Little met with Minister Shane Jones last week to discuss the situation – urged NZTA to have work completed
- Mr Oliver Postings, NZTA, advised that the role of the Regional Transport Committee is to prioritise work in the region through the RLTP
- Mayor Little is seeking the Committee's support to get SH38 sealed, further to previous letters of support prior to the PGF application, and proposed that a letter be drafted and circulated by email in support of the PGF funding for sealing the

6.62 km of SH38 between Mangapapa Bridge and Kaitawa, noting that the remaining section between Kaitawa and Onepoto should remain a subject for future discussion and resolution.

**RTC38/19 Resolutions**

That the Regional Transport Committee receives and notes the "Sealing of State Highway 38" staff report and requests that the HBRC Chief Executive drafts a letter in support of the PGF funding application for sealing the 6.62km of SH38 between Mangapapa Bridge and Kaitawa, for confirmation by the Committee via email.

**Little/Price  
Abstained: Postings  
CARRIED**

**6. Introduction to the Regional Transport Committee**

Anne Redgrave presented an introduction to the transport sector and the role of the Regional Transport Committee which covered:

- key players in transport in New Zealand, NZTA and local government roles and responsibilities, the role and functions of the Regional Transport Committee, Regional Land Transport Plan (RLTP) overview and key issues, current priority projects and the RTC work programme for the next 3 years.

Discussions traversed:

- The Land Transport Management Act 2003 governs the role of the Regional Transport Committee including membership and purpose
- The RLTP has two parts, being (1) setting out strategic transport objectives, policies and measures for at least 10 years; and (2) preparing a funding request to the NZ Transport Agency (NZTA) for 6 years (local road and state highway maintenance, renewals, capital works, public transport, walking and cycling, road safety education)
- The RTC can decide to include major transport improvements in the RLTP, which must be prioritised
- Key issues identified for the upcoming HB RLTP review include (1) parts of transport system lack capability, limiting opportunities for improved economic and social development; (2) Limited shared view of cross-boundary issues increases to risk of misaligned investment and/or management of the network; and (3) how people use the transport network is leading to an unacceptable number of deaths and serious injuries
- RTC work programme includes completing the HB Transport Study, reviewing the RLTP (April 2021), input into Central Government legislative reviews, and input to other policy reviews as necessary
- RTC has the opportunity to use its mana and mandate as a strong regional voice advocating to Central Government for the needs of the Region and to use the regional strategy to drive transport behaviour change, including a response to climate change.

**RTC39/19 Resolution**

That the Regional Transport Committee receives and notes the "Introduction to the Regional Transport Committee" staff report and presentation.

**Lambert/Williams  
CARRIED**

**7. NZTA Central Region - Regional Relationships Director's Report December 2019**

Oliver Postings presented the Director's report, highlighting:

- NZTA is currently developing 10 regional relationship teams to work collaboratively with each region, to be operational from early 2020

- Working with the Special Interest Group to develop guidance around key dates for the RLTP 2021-24 documents – expected to be out by Christmas 2019
- NZTA has completed the Investment Decision-Making Framework (IDMF) investigation stage and expects to release a consultation document in December 2019.
- NZTA is identifying roads where speed limits to be reviewed, as well as undertaking a review of the public transport fare policy
- Working collaboratively with NZ Police to support school road patrols – latest videos available at <https://education.nzta.govt.nz>
- HB Transportation Study Business Case is a key strategic initiative for the region and its future transport investment. HBRC is leading the business case development, working with all councils and NZTA. The Network Operating Framework will be procured early 2020, and the Business Case will feed into the development of Long Term Plans and the Regional Land Transport Plan.
- SH2 Clive to Awatoto cycle connection design is close to completion and construction due to commence in early 2020
- construction of the cycleway between Waipawa and Waipukurau is to commence in second quarter of 2020
- All median barrier work on the HB Expressway should be completed by Feb-March 2020. Work between Longlands and Pakipaki is programmed for 2020 and community engagement has been undertaken.
- A re-evaluation of the SH50 Prebensen Hyderabad project scope and benefits is underway and a way forward will be known in 2020
- State Highway numbers changed as from 1 Aug 2019 and contractors have been systematically changing signage over the past few weeks
- Resealing programme for State Highways is underway and due for completion end of March 2020.

**RTC40/19 Resolution**

That the Regional Transport Committee receives the "NZTA Central Region – Regional Relationships Director's Report for December 2019".

**Muggeridge/Price  
CARRIED**

**8. December 2019 HBRC Transport Manager's Report**

Anne Redgrave provided a snapshot of relevant transport matters. Discussions traversed:

- The HB Transport Study is proceeding, with data collection completed and a model update to commence soon, through GHD Limited. The second stage of the project is to prepare a network operating framework and scope of work and stage three will be to develop a business case for a programme of future improvements to the transport network and services
- A draft of the Government Policy Statement on Land Transport 2021, and an NZ Rail Plan are expected to be released soon
- The final Road to Zero road safety strategy and first action plan will be released end of 2019, which will introduce speed management plans
- The Walking and Cycling Summit is being hosted by Hawke's Bay on 13 March 2020 and Associate Minister Julie Anne Gendler will be presenting
- It was proposed that a discussion on the HB transport network be held after the next Committee meeting, perhaps as a workshop. The aim of the workshop being to hear about and discuss innovative ideas for transport and personal mobility in HB.

**RTC41/19 Resolution**

That the Regional Transport Committee receives and notes the "December 2019 HBRC Transport Manager's report".

**Little/Price**

**CARRIED**

Mayor Kirsten Wise left the meeting at 11.23am

**9. Roadsawfe Hawke's Bay December 2019 Update**

Anne Redgrave introduced the item, with discussions covering:

- Feedback from attendees at a Roadsawfe presentation held at HB Regional Prison was mainly positive. This programme will continue to be built and focuses on influencing the behaviour of offenders (and their whanau).
- A 6 week road safety graphic design project run in the Youth Unit focusses on high risk road safety issues, and will be run again in the Māori Focus Unit in the next few months.
- Alcohol checkpoints will be held across HB during the Christmas period.

**RTC42/19 Resolution**

That the Regional Transport Committee receives and notes the "*RoadSafe Hawke's Bay December 2019 Update*" staff report.

**Williams/Postings  
CARRIED**

**10. December 2019 Public Transport Update**

Anne Redgrave introduced the item and provided background on public transport operations.

- New bus ticketing and smartcard system for nine regional councils across NZ is now well into the implementation phase – provisional date set for April 2020
- The system will allow passengers to use their cards nationally and cards can be topped up manually, online or using EFTPOS
- Recent cost increases and lower patronage are putting pressure on the bus service.
- The Regional Council is enthusiastic about the role that public transport could play in reducing carbon emissions
- The Transport team has investigated options for increasing the patronage of public transport network in Hawke's Bay, and the preferred proposal is for a lower flat fare system. This would see all one-zone trips reduced to \$1, smartcard only and two-zone trips to cost \$2. It is also proposed that concessions are removed from cash fares and set at \$3 (two-zone trip) and \$2 (one-zone trip).
- Currently, staff are working to quantify the scale and cost of peak service increases that would be necessary and developing a business case for the proposal for presenting to HBRC for consideration for inclusion in the next Long Term Plan.

**RTC43/19 Resolution**

That the Regional Transport Committee receives and notes the "*December 2019 Public Transport Update*" report.

**Nixon/Lambert  
CARRIED**

**11. Verbal Updates by Advisory Representatives**

- David Murray (Automobile Association) – more drivers running red lights and AA is seeking greater enforcement
- Ian Emmerson (Regional Transport Association) – RTA is concerned that SH5 resealing has not been undertaken
- Emma Harford-Wright (Napier Port) – wharf 6 project commences January 2020, slow and steady increase in water exports, continue to develop land in Whakatu,

working with HDC on options, team is working with KiwiRail on possible solutions to resolve increased noise complaints.

**RTC44/19 Resolution**

That the Regional Transport Committee receives the *“Verbal Updates by Advisory Representatives”*.

**Lambert/Williams  
CARRIED**

**12. Discussion of Minor Items Not on the Agenda**

Topic	Raised by
Napier to Gisborne rail link – Tarawhiti Rail Limited: <ul style="list-style-type: none"> <li>• The BERL report is completed but not yet released.</li> <li>• Tairawhiti Rail Ltd will reapply to the Provincial Growth Fund for an additional \$30mil to reinstate the line, including repairing the original washout and maintenance on the bridges, signs and providing capital for the service going forward</li> <li>• Reinstating the line will remove trucks from the road</li> <li>• Tairawhiti Rail is seeking RTC support for the PGF application.</li> </ul>	Mr Guy Wellwood
KiwiRail – possibly introducing a weigh bridge to Bridge Street <ul style="list-style-type: none"> <li>• Owners of the land want commercial rent for the site</li> <li>• Napier Port has sought information through its KiwiRail contacts, but has been unable to determine whether this is in fact proceeding</li> <li>• Noted that HBRC is writing to KiwiRail to reiterate the request for nomination of a representative on the RTC.</li> </ul>	Cr Keith Price

Cr Charles Lambert closed the meeting with a karakia.

**Closure:**

There being no further business the Chairman declared the meeting closed at 12.04pm on Friday 13 December 2019.

Signed as a true and correct record.

**DATE:** .....

**CHAIRMAN:** .....

**7.7 MINUTES OF THE CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT STANDING COMMITTEE HELD ON 11 NOVEMBER 2019****File Number:** COU1-1400**Author:** Bridget Gibson, Governance and Support Officer**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Minutes of the Civil Defence Emergency Management Joint Standing Committee 11 November 2019 [↓](#) **PURPOSE**

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

**RECOMMENDATION**

**That the minutes of the Civil Defence Emergency Management Joint Standing Committee meeting held on 11 November 2019 be received.**





## Unconfirmed

### MINUTES OF A MEETING OF THE HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

<b>Date:</b>	Monday 11 November 2019
<b>Time:</b>	12.00pm
<b>Venue:</b>	Council Chamber Hawke's Bay Regional Council 159 Dalton Street NAPIER
<b>Present:</b>	W Jack – Temporary Chairman R Graham – Elected Chairman S Hazlehurst – Mayor, Hastings District Council C Little – Mayor, Wairoa District Council A Walker – Mayor, Central Hawke's Bay District Council K Wise – Mayor, Napier City Council
<b>In Attendance:</b>	N Bickle – CE, Hastings District Council M Davidson – CE, Central Hawke's Bay District Council A Hickey – MCDEM I Macdonald – Group Manager/Group Controller S May – CE, Wairoa District Council J Palmer – CE, Hawke's Bay Regional Council L Lambert – Group Manager Regulation R Ngaia – Emergency Management Advisor - Community Engagement L Pearce – Team Leader Hazard Reduction HBCDEM R Schiker - Group Public Information Manager J Tetlow – Emergency Management Advisor - Readiness and Response A Roets – Governance Administration Assistant

**1. Welcome/Apologies/Notices**

The Chairman, Wayne Jack welcomed everyone to the meeting and advised that he will be chairing the meeting until such time a Chairman being elected. There were no apologies received.

**2. Conflict of Interest Declarations**

There were no Conflict of Interest Declarations.

**3. ACTION ITEMS FROM PREVIOUS HB CDEM GROUP JOINT COMMITTEE MEETINGS**

The item was taken as read.

**Recommendation**

That the HB CDEM Joint Committee receives the "*Action Items from Previous HB CDEM Group Joint Committee Meetings*" report.

**4. CALL FOR MINOR ITEMS NOT ON THE AGENDA****Recommendations**

That HB CDEM Group Joint Committee accepts the following "Minor Items of Business Not on the Agenda" for discussion as Item 11.

Topic	Raised by
Update from Ministry of Civil Defence on transition to new agency	Andrew Hickey, MCDEM

**5. ELECTION OF CHAIR**

The item was taken as read.

- Mayor Craig Little nominated Cr Rex Graham as Chairman of the HB CDEM Joint Committee, seconded by Mayor Sandra Hazlehurst.
- There being no further nominations, Cr Rex Graham was elected.
- The Committee agreed to use voting System A as provided in Schedule 7, Part 1, Section 25 of the Local Government Act 2002.

**CDE6/19 Resolution:**

1. The Committee **agrees** that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. The HB Civil Defence Emergency Management Group Committee **receives** and notes the *Election of Chair* report.
3. That the Committee **agrees** to use voting System A as provided in Schedule 7, Part 1, Section 25 of the Local Government Act 2002.

**Walker/Hazlehurst  
CARRIED**

Wayne Jack stepped down from the Chair at 1.39pm and Chairman Rex Graham assumed the Chair at 1.40pm.

## 6. COMMITTEE TERMS OF REFERENCE REVIEW AND CONFIRMATION

The paper was taken as read.

- There were only minor changes to the Terms of Reference.
- Question was raised whether the Terms of Reference be signed with the Common seal.
- It was proposed that when a Mayor/Deputy is unavailable to attend, an alternate representative, who has been given the authority to act for the Mayor/Deputy Mayor may be allowed to attend. This must be clearly communicated with the Chair and Committee before the meeting commence.
- Paragraph 6.1 in the Terms of Reference be changed to reflect the changes.
- Need to have a clear and transparent process for elected members to understand their full functions, powers and duties of Members under the Act within approved Group budgets. (Par 7.1 in the TOR).

### CDE7/19 Resolution:

1. The Committee **agrees** that the decisions to be made are not significant under the criteria contained in Adminstrating Authority's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. The Committee **receives** and notes the "*Committee Terms of Reference Review and Confirmation*" report.
3. The Committee **adopts** the Terms of Reference attached to this report including the changes annotated.

**Walker/Wise  
CARRIED**

## 7. GROUP PLAN REVIEW – OUTLINE PROCESS AND KEY DATES

Ian Macdonald highlighted that the Group Plan review has commenced. Further discussions traversed:

- Still awaiting the Emergency Management Reforms to be implemented. A draft bill was originally due in August 2019, but will now occur end of 2020.
- The National Plan also due for review, but due to Emergency Management Reforms not yet completed, this has been placed on hold.
- Both the Emergency Management Reform and the National Plan may have an impact on structure, roles and responsibilities for CDEM.
- However given the review has commenced it was recommended this now be moved forward.
- Lisa Pearce gave an overview of the Risk Review and recommends that the Group undertake a risk profiling to determine which risks should be managed.
- The Ministry is currently reviewing the "Director's Risk Assessment Guidance nationally. A draft document has been completed and would like Hawke's Bay to trial this.
- The CDEM Group have achieved most of their objectives being set 5 years ago and need to set new objectives for the following years to come.

### CDE8/19 Resolution:

That the Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in the Adminstrating Authority's adopted Significance and

Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.

2. Agrees to the process for the Hawke's Bay risk review as outlined in this report.
3. Agrees in principle to the outline Group Plan review process in Table 1 of this report subject to changes possible under the Government's Emergency Management Reforms.

**Hazlehurst/Walker  
CARRIED**

## 8. EXERCISE RUAUMOKO EXERCISE REPORT

Jim Tetlow gave an overview of the exercise Ruaumoko held from 17-21 October. Discussions traversed:

- The exercise included establishing an operation from the new GECC premises and involved local authority incident management teams, volunteer activities and post event recovery discussions.
- Key outcomes and objectives from the exercise have been discussed.
- All exercises ran well and enhanced the existing understanding of capability across responding agencies within the region.
- A full evaluation of the exercise is currently being conducted and a post-exercise report will be produced at the next CEG meeting in December.

### CDE9/19 Resolution:

That the HB CDEM Joint Committee receives the "*Exercise Ruaumoko Exercise Report*".

**Wise/Little  
CARRIED**

## 10. EARTHQUAKE-PRONE BUILDINGS POLICY IMPLEMENTATION UPDATE

Ian Macdonald gave an overview of the paper with relating to the implementations on the provisions under the Building Act 2004 and earthquake-prone buildings. Discussions traversed:

- This committee (under the CDEM Act) is partially responsible for matters around life safety risk and emergency response.
- A summary of the relevant information on councils' responsibility under the Act have been reported to in the paper.
- Government introduced new provisions post Kaikoura earthquake in relation to managing earthquake-prone buildings.
- Once an earthquake –prone building has been identified, the owner must carry out an engineering assessment within 12 months subsequently the council will decide whether it is earthquake-prone building.
- The Territorial Authorities are all working to identify earthquake-prone buildings to consider those buildings posing a higher risk to life safety of buildings critical to the response and recovery in an emergency.

### CDE10/19 Resolution:

That the HB CDEM Group Joint Committee receives the "*Earthquake-prone buildings Policy implementation update*" report.

**Walker/Hazlehurst  
CARRIED**

**11. DISCUSSION OF MINOR ITEMS NOT ON THE AGENDA**

Topic	Raised by
Update from Ministry of Civil Defence: <ul style="list-style-type: none"><li>• A meeting will be held on Thursday, 14 Nov between CDEM, Earthquake Managers and Group Chairs to give an update on the new National Emergency Management Agency (Ministry being replaced by this Agency).</li><li>• Transferring from Ministry to the National Emergency Management Agency.</li><li>• Phase 1 will be appointing a new Chief Executive</li><li>• Phase 2 will have a consultation on how the structure may look like.</li><li>• Testing of the mobile alerting system will be on 24 November at 7pm.</li></ul>	Andrew Hickey, MCDEM

**Closure:**

There being no further business the Chairman declared the meeting closed at 2.15pm on Monday, 11 November 2019.

Signed as a true and correct record.

**DATE:** .....

**CHAIRMAN:** .....

## **7 MAYOR AND COUNCILLOR REPORTS**

The Mayor's Report and the Aramoana/Ruahine Ward Report will be tabled as late reports.

### **8.1 RUATANIWHA WARD REPORT**

**File Number:** COU1-1400

**Author:** Bridget Gibson, Governance and Support Officer

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Ruataniwha Ward Report 13 February 2020 [↓](#) 

#### **PURPOSE**

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

#### **RECOMMENDATION**

That the Ruataniwha Ward Report be noted.





13 FEBRUARY 2020

# Urban Lead

## REPORT



### Cr Gerard Minehan

Happy New Year - I am looking forward to a new year and seeing some of the projects which are in the LTP being completed or near completed at the end of this three-year term and coming in on or below budget. I am pleased that we are doing all we can to work with the government in the funding and financing of our big projects, like our 3 water infrastructure projects, as affordability for our citizens is the biggest challenge.

I look forward to seeing the completion of the projects that the PGF government funding have allowed/targeted for CHB, and also providing oversight for the concerns around the state of our Waipukurau and Waipawa Transfer Stations.

I thoroughly enjoyed helping at the end of the "Summer Library Programme" supplying the hundreds of children who turned up with a sausage, bread and tomato sauce. Sadly, we said goodbye to a dear friend to CHB - Harry Carroll (Maori Warden). I was able to visit at his resting place to say final goodbyes at the Tamatea Taiwhenua Office, "May He Rest in Peace".



### Deputy Mayor Kelly Annand

Happy 2020 everyone! It's been a great Christmas and New Year break with whānau and friends but its exciting to be back into starting the year ahead. A personal highlight pre-Christmas was heading out to Takapau for the opening of the new look Water Treatment Plant. It was so great to see something that has been a hot topic for the past 6 years (and before me) change and improve for the wonderful people out there. I took a photo of the water going into the plant and the visible improved quality, as it now leaves the plant and delivered to people's homes.

The Mayoral Graduation and Together We Thrive awards were once again an annual highlight.

Heading into 2020 my priority areas are ensuring that I do my job as Community and Wellbeing Committee Chair to the highest standard and ensure that the team around the table are empowered to get involved where their passion lies, that will be of benefit to the wider community. Advocacy for more housing and the implementation of the Strategic Framework and Māori/Iwi engagement is where I would like to concentrate extra time.

*Together we Thrive! E ora ngātahi ana!*





# Urban Lead

## REPORT



### Cr Tim Chote

The last few weeks have been a great time to reflect and take stock of what's important as I have spent time with family and friends. I was very proud of the way our Council handled the recent water main breakage effecting both Waipawa and Otane residents. Certainly, community feedback was that communications were great and the quick turnaround in a good result was great to see.

I was pleased to see that a recent Council media statement has acknowledged the increased concern around the state of the transfer stations. Priority for me as a councillor is that we hear these concerns and ensure that is a priority area over the coming months. Waste management is a national concern and for us in our community we need to ensure we balance affordability, levels of service and good service delivery.



*Together we Thrive! E ora ngātahi ana!*



### Exham Wichman

Well December was one of the busiest months, with several events hosted by Council. This was a good introduction on how council life is for a newly elected councillor.

I was fortunate to attend the Citizenship Ceremony where I witnessed five whānau become New Zealand Citizens, but more importantly becoming citizens of this beautiful place we all call home – Central Hawkes Bay. For me it was awesome to see the diverse group of people that will now call New Zealand home, but will also add their own cultural values to our melting pot.

Otane alternate drinking water supply was officially opened. Being a local boy from Otane, I still remember the days when the water pressure was below par, this will now be a thing of the past. It brings me comfort to know that our Otane community will have a consistent supply during the summer season and beyond. A huge mihi must go out to all contractors, staff and anyone that contributed to the project and especially the opening.

In early December on a hot summer's day, I had the privilege to attend the local Annual Christmas Parade with my daughter Indi. She enjoyed the creation "maui", in fact I think maui was the highlight of the Christmas Parade. It was great to see the community pull together all resources to celebrate the Christmas spirit. There has been several incidents that have caused a bit of chaos in the early part of the year, Transfer Station fire and the Waipawa and Otane water breakage. Through these stressful time, strong leadership was shown, a collaborative approach with council staff and contractors, lead to a satisfactory result of minimal impact to both communities.



**Upcoming Activities and Events:**

All Feb	District Plan Informal Hearings	12 Feb	Safer CHB Coalition Meeting
16 Feb	2 <sup>nd</sup> Hand Sunday	25 Feb	Housing Symposium
28 March	Spirited Woman's Event	25 April	Anzac Day

*Together we Thrive! E ora ngātahi ana!*

## 8 CHIEF EXECUTIVE REPORT

### 9.1 ORGANISATION PERFORMANCE AND ACTIVITY REPORT NOV-DEC 2019

**File Number:** COU1-1400

**Author:** Monique Davidson, Chief Executive

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Organisation Performance and Activity Report Nov-Dec 2019 [↓](#) 

#### PURPOSE

The purpose of this report is to present to Council the organisation report for Nov/Dec 2019.

#### RECOMMENDATION

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

#### SIGNIFICANCE AND ENGAGEMENT

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

#### DISCUSSION

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

#### FINANCIAL AND RESOURCING IMPLICATIONS

This report does not present any financial or resourcing implications.

#### IMPLICATIONS ASSESSMENT

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

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

#### NEXT STEPS

The next six weekly organisation report will be presented to Council in April.





**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL



# Together we thrive!

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

November 2019 – January 2020

*Together we Thrive! E ora ngātahi ana!*



# CENTRAL HAWKE'S BAY

DISTRICT COUNCIL

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

# Together we thrive!

Our Strategic Direction for Central Hawke's Bay

### What we know - Our DNA -



**WORKING TOGETHER**

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



**CUSTOMER EXCELLENCE**

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



**THINKING SMARTER**

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

### What we stand for - Our Values -



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

- 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.



## 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 November 2019 – January 2020 period and provides a snapshot of some of the organisation's achievements and activity over the period.

It is pleasing to see the extensive progress made in some of the key priorities for Council whether it be the completion of flagship #thebigwaterstory projects, further positive outcomes from the Provincial Growth Fund or the day to day operational improvements that are making a difference for our customers that we serve.

We ended 2019 celebrating our collective achievements for the year. Council staff were joined by Elected members to celebrate the year's achievements with a Christmas Breakfast and the annual Together We Thrive Awards.

These awards aim to celebrate excellence and while the whole organisation is to be acknowledged for their hard work and commitment to the roles I have included the winners of each category within this report to allow their success to be publically acknowledged.

The Lorde Award for Outstanding Newcomer. Te Toru Manakura (Outstanding)	Bridget Cover and Anna Tewhaiti
The Dame Te Atairangikaahu Award for fostering partnerships and living the value of "Working Together". Te Tohu Mahitahi (to cooperate, collaborate)	Riaan van der Merwe
The Bruce McLaren Creative Solutions Award for "Thinking Smarter". Te Tohu Auaha = to shape, create, form, fashion, to be creative, innovative.	Darren de Klerk
The Jean Batten Award for consistent delivery and operations excellence. Te Tohu Tuhara (to discover, disclose, bring to light, unearth, open up, explore).	Susan Blair
Hillary Award for exceptional leadership. Te Tohu Manukura (a person held in high esteem, leader in council, leader)	Darren de Klerk
Te Kaunihera o Tamatea Award for Customer Excellence. Te Tohu Tupore (to care for, look after, treat kindly)	Toots
The David Stiles Award for going above and beyond the	Ronnie van Pel

call of duty. Te Hohu Hiringa (perseverance, energy, determination, inspiration, vitality, drive, heart and soul).	
The Jake Bailey Award for inspiring the Spirit of Central Hawke's Bay District Council. Te Tohu Whakaawe (to enthuse, inspire, infuse, sway).	Christine Renata.

Congratulations to all award winners!

In January 2020, I was pleased to announce the appointment of Brent Chamberlain to the role of Chief Financial Officer. Brent comes to us from Hastings District Council and has extensive experience as well as a skill set and value set that offers considerable value to us here at Central Hawke's Bay District Council. I am extremely pleased to have Brent join our team.

January has not given us any time for a gentle warm up for the year. Damage to core water infrastructure in Kairakau, a fire at our Transfer Station in Waipukurau and a break in a Waipawa Rising Main certainly saw a challenging start to the year. It is in times of crisis that the strength of a team is evident, as are the relationships you have worked so hard to build. I am incredibly proud of the commitment and diligence the team showed in managing these events.

And finally, January certainly hit a high note with the funding announcement for Ngā ara Tipuna. We were successful in securing \$2.798M in funding from the PGF for this significant cultural tourism project. Focus now turns to negotiating the terms of the contract and satisfying the 'conditions precedents' required to start the project. This project will continue to be a priority focus for the economic development team in the coming quarter.

2020 looks to be an exciting one. We continue to be proud to serve Central Hawke's Bay District Council.

**Monique Davidson**

**Chief Executive**



# Activity

## Updates



### GOVERNANCE AND LEADERSHIP

#### **Elected Member Induction**

Focus has continued on Elected Member Induction, with specific focus given to the establishment of initial policy and priority development that provides the foundation for the next three years.

#### **Citizenship**

A Citizenship Ceremony was held on Wednesday 11 January where 14 people were sworn in to become New Zealand citizens.

#### **Mayors Taskforce for Jobs**

On 04 December 2019, the annual Mayors Taskforce for Jobs ceremony was held at the Waipawa Municipal Theatre. As in the previous year, the event partnered with EIT resulting in 140 graduates recognised for their achievements. Noa Woolloff, Mayors Taskforce for Jobs Coordinator was the guest speaker at the event.



### SOCIAL AND ECONOMIC DEVELOPMENT

#### **Community Wellbeing Strategy**

##### **Central Hawke's Bay Cross Agency Triage Project**

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

Following the launch of the project to the community on 22 October, the Cross Agency Triage has met formally three times and has a current caseload of 3 families/whanau. A number of meetings associated with these cases have also been facilitated.

The project has been very well received by agencies and organisations who work with these families, and already we have seen real benefits both for our whanau and those who work with them, from this coordinated, cross sector approach.

##### **Safer Central Hawke's Bay**

The Safer Central Hawke's Bay governance group held their bi-monthly meeting on 14 November 2019.

An update was provided to the Coalition members around the creation of a Safer Central Hawke's Bay logo and brand. On 31 October 2019 Coast and Co-presented two concepts to the working group. Feedback was provided and the working group met again on 10 December 2019 to review the amended concepts. The proposed Safer Central Hawke's Bay logo and brand is due to be presented to the coalition on 12 February 2020. Once the brand is adopted collateral will be developed and the branding will be launched.

Another current focus for Safer Central Hawke's Bay is a review of their structure and clarity of the roles and responsibilities for organisations involved in the coalition. A Safer Central Hawke's Bay structure document has been created and will be presented to the coalition at its meeting on 12 February 2020.

The development of both these pieces of work will provide a clear direction for Safer Central Hawke's Bay into the future.

**Youth Development**

The Central Hawke's Bay Youth Development group brought the Circle of Courage – RAP Youth Development training to Central Hawkes Bay. These sessions were made available to a wide range of organisations and community groups in Central Hawkes Bay who work or engage with young people. Staff members from the libraries and Council attended the session. Feedback from the session was that it was very beneficial.

**Positive Ageing**

A regular forum meeting was held on 4 November 2019. The focus for the meeting was on the upcoming Elder Abuse and Neglect workshop, which was due to be held on 20 November 2019. Due to unforeseen circumstances, the workshop was rescheduled to 12 December 2019, 8 people attended from 5 different organisations. Feedback was that attendees learnt a lot about Elder Abuse and Neglect and the process for reporting suspected elder abuse. Another workshop is planned to be held in early 2020 where it is hoped that a large number of people will attend.

**Disability Reference Group**

A regular forum meeting was held on 04 December 2019. The District Health Board provided information about Health Passports which are being used to assist hospital staff in an attempt to avoid having to ask a patient lots of questions. There is still a lot of work needed to make the use of the Health Passports successful. The group assisted with the completion of the National Local Authority Accessibility Survey. The survey results were submitted on 05 December 2019.

Synergies between the Positive Ageing forum and the Disability Reference Group have been identified and sharing of information between the two groups is occurring. Both groups are part of the targeted campaign to increase the number of insulated homes in Central Hawke's Bay. The Central Hawke's Bay Warmer Kiwi Homes Summer Campaign continues to occur with regular promotion of the grant being offered by the Energy Efficiency and Conservation Authority. In April 2020 new statistics of the number of homes in Central Hawke's Bay that are now insulated will be obtained in an attempt to ascertain whether the campaign has been a success.

Both groups participated in a trip to view the Takapau Christmas Lights on 10 and 11 December 2019. This event was again a success with three van loads of community members taken to see the lights. Feedback received was that everyone enjoyed the outing, Brenda and John Blackett were again fantastic hosts, opening their doors to these groups before the official opening and providing them with supper.

**Community Funding****Creative Communities Fund**

Localised promotional material for the fund has been created and is being utilised by those groups who received Creative Communities funding. It is hoped that the use of the teardrop flag at events will increase awareness of the fund and therefore increase the number and variety of applications received next round.

The next round of Creative Community Scheme Funding opens 03 February 2020.

**Sport NZ Rural Travel Fund**

Applications for the Sport NZ Rural Travel fund closed on 13 December 2019. 11 Applications were received from both schools and sports clubs, which was an increase from last year. The applications are to be reviewed on Thursday 23 January 2020.

**Economic Development**

The focus for economic development has been to continue to prioritise and consolidate the action plan, adopted in August. This is balanced with the ongoing work required to implement the 'live' Provincial Growth Fund projects. This includes:

- Supporting Roadway with the Route 52 programme of work and the HPMV district-wide assessment by providing project management support and ensuring an 'economic lens' to the activity

- Completing the balance of the outstanding economic development study outputs (Porangahau cultural tourism feasibility, draft investment prospectuses, and a region-wide high-level skills assessment)
- Progressing the Ngā Ara Tipuna capital application.

#### Ngā ara Tipuna

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

#### Central Hawke's Bay Tourism Co-ordinator

In November we welcomed Felicity Carr as the new Central Hawke's Bay tourism coordinator. A shared role with Hawke's Bay Tourism. Felicity comes from an events and hospitality background and is a qualified teacher.

Felicity's focus over the past few months and the coming period is the 60 Days of Summer social media campaign, as well as preparing for an unprecedented summer of events which includes Spirited Women, Vantage Cycle Nationals, the national Ploughing Champs, and the Little Easy.



## DRINKING WATER

### Drinking Water Compliance

The Scope 4 Audit (Implementation of our water safety plan) was held November 24, from the audit we received eight recommendations and no non-conformances, this is in vast contrast to the previous scope 4 where we received 26 non-conformances. We received praise from the Drinking Water Assessor for our proactive approach towards drinking water compliance.

### Waipawa Rising Main

On January 10 we had a tree felling contractor damage the rising main running from Tikokino Road pump station to the Waipawa reservoir, this caused considerable concern as there is no alternative solution in place, the team was able to complete the repair before the reservoir was empty. The event showed the strong relationships that have been formed with our contracting partners and the support we have in the event of an emergency. Focus now turns to a permanent repair of the main.

### Otane Alternative Water Supply

This project reached completion in December 2019, with Council celebrating the completion formally on Wednesday 18<sup>th</sup> December 2019 with a community event. The input of this pipeline has added significant resilience to the Otane water network and has allowed the network to sufficiently supply and improve water supply to Otane since its completion.

### Waipukurau Second Supply

A contract was awarded to WSP-Opus in November 2019, and initial investigations are progressing well.

Following this award, a strategic assessment will be undertaken focussing on the 'why' of the project and ensuring we have a clear goal and vision for the project to measure tangible strategic benefit on what we want to achieve by delivering this key project. This strategic assessment and investment logic mapping workshop is planned with key stakeholders for Tuesday 28<sup>th</sup> January 2020.

It is expected if all goes to plan for some construction to commence in late 2020, and through 2021 and be completed by the end of 2022 for this project.

### SH2 Borefield

Work continues to progress here, both new bores are drilled, and following initial pump testing are producing good quantity water, high rate pump testing is scheduled for late January 2020, to also provide information into the second water supply project.

Pipework and electrical control room work progresses well, and we expect to make good inroads into this project over the coming months.



### Takapau Water Upgrade

The system went live in late November 2019, and we were pleased to formally open the plant on the 10<sup>th</sup> December 2019. The plant continues to perform well, and meet all performance targets and demand requirements. We will continue to gain community feedback on the performance and satisfaction with the drinking water.

### Porangahau Water Upgrade

Works progress extremely well on the project, and we have passed the first round of DWA audits on the new plant in late December 2019, with the final performance testing audit planned for 30 January 2020, following which we will be able to commission the new plant to the town water network, and begin decommissioning the old system.

### Te Paerahi Water Storage

January 2020 has seen significant progress on this project, and the new 185,000 litre tank has been erected ready for connections, and testing, all on track to be completed by March 2020.

### Kairakau Water Upgrade

Following an event with the supply in early January 2020, officers are working to bring a paper to Council to allow funding to be brought forward to expedite this upgrade works to ensure longer term security of supply and upgraded treatment provisions. This report is planned for 13<sup>th</sup> February 2020 council meeting.



## WASTEWATER

### Waipawa Trunk Sewer Main Renewal

The project has progressed well, with all 2200meters of renewal via lining completed on Friday 17<sup>th</sup> January 2020.

70% of the second stage related to the pump station upgrade is complete, and we continue to work through landowner access and a transformer upgrade to allow power to the upgraded pump station which has new control cabinetry and two higher capacity pumps. These will be commissioned on completion of the power upgrade – expected by June 2020.

### Waipawa, Waipukurau, Otane Wastewater Project

Council approved a significant project to mark the commitment and intent of this project, to pipe Otane's waste to Waipawa. This work is expected to start in March 2020 and install 3500mtrs of new pipeline from Otane towards Waipawa.

The team works behind the scenes on the conceptual design for the wider project to be brought to provide input into LTP 2021.

A communications plan is being developed for council workshop in February 2020 outlining the planned communication intent and roadmap for the project.

Ongoing improvements are being undertaken at all three plants, and we monitor performance very closely.

### Takapau, Porangahau and Te Paerahi Wastewater Projects

Council kicked these projects off with community meetings in December 2019. These were to sound out the community and gain some further context into views while forming key groups to sound future options and progress milestones with.

Takapau WWTP needs a consent lodged by March 2021, and the team is working to that milestone and is looking to bring certain milestones for community review along the way.

Te Paerahi and Porangahau WWTPs need consents lodged by December 2020, and the team is working to meet those milestones and is looking to bring certain milestones for community review along the way.



## STORMWATER

### Helicoil Pipe Replacements

The two projects undertaken in 2019 are complete, but, due to the nature of the helicoil material, officers have found further sections failing, and a tender is currently out for the replacement of a section in Tutaneikai Street. Works are expected to run from March to June 2020.

### Waipukurau Stormwater improvements

Works are completed on the two projects in Waipukurau, and the networks have performed well in recent rain events.

Known issues on Ruataniwha street continue to be investigated for potential solutions with a plan to be developed in 2020 against budget available. This may need to be planned with future work programmes in the area to gain better efficiencies.

### Resource Consent

Condition 13,14 of our consent states the need to have a spill response and reporting procedure for major spill events. This procedure has been drafted and is currently under review. This will be in place by February 28.

Condition 15 states the requirement for a community education programme to increase the awareness and change behaviours of the public and local business to minimise contamination of our stormwater network, this is also in draft and will be completed in the coming month, with a focus turning to implementation of the education programme.

## LAND TRANSPORT

### Contract Procurement

Work continues to progress on the Land Transport procurement to ensure we are well positioned for future years with long term partners who can demonstrate their understanding and delivery of the services to the THRIVE values. A change was made to the adopted procurement plan in January to alter price:quality weightings in line with new advice and to ensure competitive outcomes. A session was held in January with prospective suppliers/tenderers to answer questions and provide them with guidance on the procurement process and intended outcomes.

Contracts were officially put to market on the electronic platform GETS in January so the market is now busy preparing their formal submissions for evaluation. Council will continue to be updated through the process.

### October Weather Event

The district experienced a weather/rain event in October 2019 and have requested funding from NZTA for repairs. While initially it appeared that we had escaped significant damage, ongoing repair works have continued to identify issues needing attention and in some cases large scale repairs. The total cost of repair works (now complete) are in excess of \$900,000 and while Officers are confident that NZTA will contribute to the costs, Officers are considering now how best to fund our share by accessing emergency funds, deferring work or altering existing budgets. Officers will engage with Council on this in February and March.

### PGF

After a slow start and some frustration by Officers, rapid progress is now being made on the two key PGF-funded land transport projects (HPMV Assessment and Route 52 Upgrades). Two contracts have been signed with the PDU to access the PGF funding, and we are waiting on NZTA's return to work on the 21<sup>st</sup> of January 2020 to finalise setting the projects up in the NZTA Transportation Investment Online so we can invoice them for the work that is now underway. Regular reporting has been established between Council, NZTA and MBIE/PDU and work is progressing on schedule.

## SOLID WASTE

### Levels of Service

Work continues with our contractor towards providing improved levels of service for our residents, particularly around weekend recycling facilities and tidiness of transfer stations. The availability of empty recycling containers has proved challenging as the current bins have been used as temporary recycling storage for material that the Fielding Material Recycling Facility has been unable to process. The contractor acknowledges that current performance is not satisfactory, and a joint improvement plan has been developed, and actions are on track to be implemented within agreed timeframes.

### Section 17A





Progress has been slower than anticipated on the Section 17(a) review of the solid waste activity as Officers have directed their attention to managing poor performance across the activity through much of 2019. A partner has now been engaged to complete the review with scoping aspects now being finalised and the review set to commence in February. The review will focus in detail on collection methods for refuse and recycling (wheelie bins vs containers) and also the use of the district landfill as an environmental and economic asset.

### Waste minimisation Events

Another successful composting workshop was held in OngaOnga, making three in total for the year with more to come.

### Recycling

As expected, December saw particularly high levels of recycling across all streams, both at the kerbside and at the recycling DOCs, which struggled to keep pace with demand.

There was a lot of dumping of both rubbish and recycling on the grounds around the DOC areas, even though, at times, there was spare capacity in the recycle bins. Some of this is because there is a sector of the community that believe our recycling only ends up in the landfill. A programme is currently being developed to educate our residents about not only where our recycling goes, but also about the effects of contamination.

### Leachate to Landfill

The project has progressed well with the completion of the cap to be irrigated onto, and 50% of the leachate pond. Works have been halted to gain a consent to discharge groundwater to a local stream due to unusual contaminants found in samples, and following advice from HBRC, a consent is required.

We anticipate works will continue in March 2020, and approximately eight weeks of project work remain to complete the project.

### Waipukurau Transfer Station Fire

The Waipukurau Transfer Station Fire continues to be investigated with the team focussing on learnings about Councils response and preparedness for the event. The transfer station assets avoided any significant damage however the geo-bag area of the waste water treatment plant was not so lucky. The 3 waters team are developing plans to remove the damaged geo-bags and dried sludge that was scheduled for removal later in 2020/21.



## CONSENTS

The consents team had a busy run up to the Christmas period, and at calendar year end had processed the highest number of consents in a calendar year on record.

Building Consents:

Total consents: 397

New dwellings: 120

Total value: \$43,203,843

Resource Consents:

Total consents: 148

Number of new lots created: Rural – 148 and Urban - 68

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

The next few months will see us focus on compliance, with a compliance and enforcement strategy and policy in the works, and a compliance officer role up for recruitment. We are also looking to move towards digital building consent processing and issuing through the Simpli system.



## EMERGENCY MANAGEMENT

Over the period our focus has remained on addressing the corrective actions as we continue to progress our preparedness and add new corrective actions following actual events, local and regional exercises.

At the time of writing, we are debriefing and gathering feedback from the Waipawa – Otane Water supply event. It was great to see staff and contractors' working together in what could have potentially been a critical incident.

Work is almost finished on upgrades to Councils radio network from funding provided through the 2019/20 Annual Plan process.



## RECREATION AND COMMUNITIES GROUP

### Waipawa Pool

The pool opened on 30 November. While a cool and cloudy day, this has been typical of many December and January days. Temperatures warmed in early December and schools took advantage with bookings in the mornings. Early January to mid-January however has seen the pool closed a number of days. This is due to cooler temperatures and cloudy days bringing the overall pool temperatures under 19 degrees C. 19C is the recommended minimum for outdoor pools.

Longer term a thermal pool cover and solar heating options could be explored to get the full advantage of the new pool. This along with improving access, parking, and family friendly activity outside of the pool will be a part of considerations for phase 2 planning which is beginning soon with the Pool Committee.

### Madge Hunter Park

Across from Waipawa Pool on Harker Street Madge Hunter has had some improvements. On the 19 December Downer handed over their final community investment project of 2019 (following on from Ongaonga and Takapau activities earlier in the year).

They have created a new bicycle course with humps, jump and cambered turns, extended the basketball area to a full halfcourt, improved drainage in the parking area, a new fence along the eastern border, sets of bollards to inhibit cars from travelling under the bridge, and an overall tidy-up of park furniture. A nice addition to activities on offer in Waipawa.

### Pourerere Summer Camping

A number of staff and contractors have been involved with trying to improve the summer holiday and camping experience at our beaches and namely Pourerere, which is the closest to our urban centres and has had the most issues over the years.

Feedback from last year and meetings in the spring at Pourerere with both those staying in bachs and holiday homes and with the Camping Committee, which administers the ballot, helped staff develop a plan. Regulatory, Roading, Water, and Parks teams have all been involved.

Both new permanent bollards and temporary bollards have been installed, four new sets of stairs have replaced washed out beach access points, and additional port-a-loos and rubbish containers have been located at key points along Pourerere Beach Road along with daily cleaning and litter pick-ups. 3Waters has made it possible to refill the tank associated with the toilet block and investigated issues with the spring that feeds it and the campground. New signage is informative and addresses a range of issues of concern to residents and visitors alike.

Skips placed adjacent to the toilet block for different colours of glass have been one of the most successful initiatives. Not only are most separating appropriately and helping recycle, but it is beneficial to staff health and safety as they don't have to lift heavy bags and boxes of glass bottles left at rubbish bins. We've received many compliments about them as well, supporting not just campers but bach owners.



Despite the many improvements and a cooler summer with few campers, a few continue to make the summer camping experience less desirable. Some continue to intimidate and abuse users and Council staff who are cleaning facilities. A number are not using appropriate receptacles for waste in the toilet. Also, the amount of rubbish (at rubbish bins) has increased three-fold and it is felt that everyone is taking advantage of the daily rubbish pick-ups.

#### **Parks Week Activities Planned**

Australasia began celebrating Parks Week five years ago. Every March, Parks and Open Space Managers across the region participate. Council is joining in this year planning activities and promotions during the long week of 7-15 March (yes, it encompasses two weekends!) to profile and encourage participation in these outdoor spaces. This year the campaign focusses on five well-beings: Give, Be Active, Take Notice, Connect, Keep Learning.

Stay tuned as the Places and Open Spaces and the Recreations Services teams are working closely with Communications to promote and activate our community during Parks Week.

#### **Library**

Over the summer holidays the libraries have entertained 510 children with activities in and around the libraries. Highlights have included the live entertainers, Zappo the Magician and Strongman Stan with much interaction with the entertainers. Our years 7 & 8 iRead registrants had a wonderful 'Big Day Out' at Ranui Farm, and it was great to be able to support a local business to entertain the children.

Over 379 children registered for 'The Great Reading Carnival' reading programme, which is supported by Eastern and Central Community Trust, so it has been a busy time in the libraries which are both decorated to reflect this theme.



We finished up our 'Great Reading Carnival' big summer of reading with some crazy fun last Saturday!

Over 200 kids celebrated at our Carnival Finale - they'd read nearly a thousand books over the summer and more than 500 kids had joined one of our many activities and events. The Finale was the highlight of a very busy summer and showcased a superb effort from the whole library team!

We have a full schedule for the coming term for events and programmes for both adults and children. We continue to leverage strong relationships with other council departments and continuing to develop relationships in the environment waste minimisation area.

# Safety

## And Wellbeing

### Gap Analysis Project

The Gap Analysis project has been completed, and the final report has been presented to ELT. The recommendations have been reviewed and re-prioritised based on highest risk to the organisation. Next steps from here is to develop a Strategic Plan with initiatives developed for the improvement areas. Council can expect to see a draft plan and initiatives in coming months.

### Safety & Wellbeing Advisor

Genele Cleary has commenced work as the Safety and Wellbeing Advisor. Genele is currently familiarising herself with our Work Streams and Teams. During the maternity leave of Nicola Bousfield, Genele will report to Darren de Klerk. Genele and Darren will be agreeing the Project Plan for the implementation of the Gap Analysis recommendations.

### Contractor Management Framework

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

### Critical Risks

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

### Wellbeing Strategy

A wellbeing framework is being developed encompassing the Mental Health Foundation Five Ways to Wellbeing and our own Thrive values. Our Safety and Wellbeing Committee Representatives will be canvassing their teams for staff identified initiatives and these will be brought together in a Calendar of events to mark over the upcoming year.



# Financial

## Performance

### FINANCIAL PERFORMANCE ENDING 31 DECEMBER 2019

Officers have been working with Council on the annual plan for 2020/2021. This will be brought to the February Council meeting for adoption.

In 2019 a rating review was commenced. Stage one was looking at each activity within Council, considering who benefits, and deciding who should pay what proportion. During the next six months Council will undertake the second stage of this review and consider what rating bases should be used to allocate costs, and whether every rate payer is equal or whether multipliers should be applied for certain classes of ratepayer.

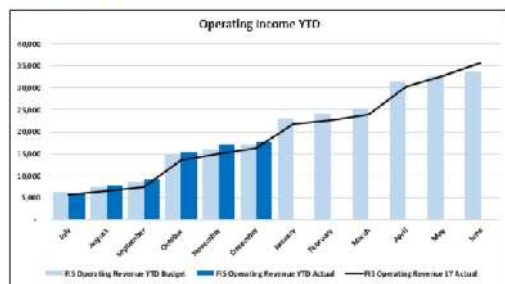
This update provides a snapshot summary of the financial performance of Council and highlights the key financials for the first half of the year ended 30 June 2020. This Financial Report is for the six months to 31 December 2019.

The report contains a Financial Overview for Whole of Council as well as a graph, which demonstrates the capital expenditure, current, forecasted and how that compares year to date.

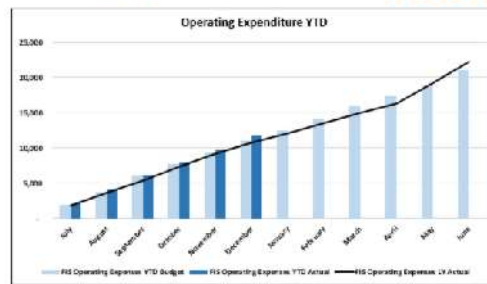
A full copy of the half year financial report is included in this agenda.

Central Hawke's Bay District Council  
For the Period July 2019 - December 2019

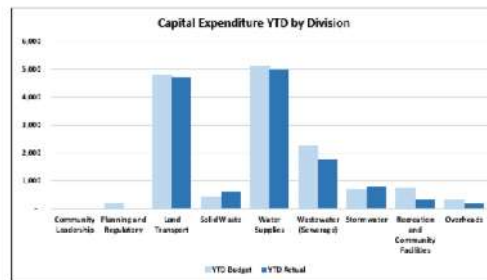
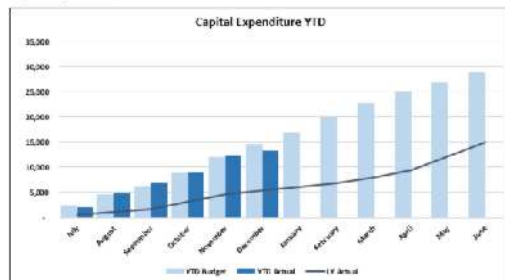
#### OPERATING INCOME



#### OPERATING EXPENDITURE



#### Capital Expenditure





**Central Hawkes Bay District Council**  
**For the Period July 2019 - December 2019**

**Funding Impact Statement Report**

<b>Sources of Operating</b>	<b>YTD Actuals</b>	<b>YTD Budget</b>	<b>Bud Var</b>	<b>FLAG</b>
General rates, uniform annual general charges and rates penalties	6,669,270	6,717,524	(48,254)	✗
Targeted rates	3,555,052	3,627,878	(72,826)	✗
Subsidies and Grants for Operating Purposes	2,318,693	1,625,835	692,858	✓
Fees, charges	1,333,536	1,722,129	211,407	✓
Interest and dividends from investments	65,303	63,312	(4,609)	✗
Local authorities fuel tax, fines, infringement fees and other receipts	407,757	38,148	309,609	✓
<b>TOTAL</b>	<b>14,943,611</b>	<b>13,861,426</b>	<b>1,088,185</b>	✓
<b>Applications of Operating</b>				
Payments to staff	2,793,390	2,683,464	(110,526)	✗
Payments to suppliers	8,816,375	8,047,440	(768,935)	✗
Finance costs	141,638	284,316	142,618	✓
Other operating funding applications	817	(18,343)	(19,160)	✓
<b>TOTAL</b>	<b>11,752,881</b>	<b>10,996,877</b>	<b>(756,004)</b>	✗
<b>Sources of Capital</b>				
Subsidies and grants for capital expenditure	2,797,519	3,155,789	(358,270)	✗
Gross proceeds from sale of assets	18,811	17,328	1,483	✓
Development and financial contributions	27,571	10,386	16,585	✓
Increase (decrease) in debt	14,000,000	6,104,844	7,895,156	✓
<b>TOTAL</b>	<b>16,843,902</b>	<b>9,288,947</b>	<b>7,554,955</b>	
<b>Applications of Capital</b>				
to meet additional demand	0	0	0	
to improve the level of service	7,790,849	8,527,847	736,998	✓
to replace existing assets	5,542,024	5,346,866	404,842	✓
Increase (decrease) in reserves	(2,467,130)	(1,793,522)	673,608	✗
Increase (decrease) of investments	4,677,420	(421,218)	(5,098,638)	✓
<b>TOTAL</b>	<b>15,543,163</b>	<b>12,259,973</b>	<b>(3,283,190)</b>	
<b>Grand Total</b>	<b>4,497,470</b>	<b>(106,477)</b>	<b>12,682,334</b>	

This is due to be followed by a consolidated summary in the CHB Mail on 28 January 2020.

[illegible]

# Key Projects

## WAIPAWA AND DISTRICTS CENTENNIAL MEMORIAL POOL UPGRADE

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



### Scope

With phase 1 all but completed (renewal of swimming pool and learners pool and plant room), phase 2 will focus on safe and accessible change rooms and a family-oriented surrounds.

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

### Progress Update

Phase 1: Funds have been secured for phase 1. Committee is currently working on signage to thank the latest large donors sponsoring the main and learners pools. The remaining milestone of phase 1 is the development of a master plan for the site. Community consultation of this will occur during the planned free day on 7 March as part of Parks Week and celebrations at Madge Hunter Park (site of the pool).

Phase 2: We are currently organising an assessment of the existing building on site and consultation for phase two within operational budget. This is to inform project plan.

## DISTRICT PLAN REVIEW

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

**Introduction**

The District Plan Committee are now preparing for the informal hearings on submissions made on the draft District Plan. Nine days have been set aside in February 2020 to hold the hearings. Approximately 50 submitters will be presenting to the Committee.

**Progress Update**

An agenda and timeline for the informal hearings in February has been finalised. A workshop will be held on 29 January for the District Plan Committee members to discuss the process of the informal hearings. Commissioner Lester will also attend this workshop.

Work is progressing on addressing many of the issues raised by submitters to enable the provision of accurate and informed advice at the hearings debrief sessions. This preparation will also be helpful for the recommendation reports for the Committees consideration.

A number of submitters have requested to meet with officers and/or The Mayor and Chief Executive prior to the informal hearings to discuss submission points in more detail. These meetings are in process and submitters are appreciative of the opportunity to explain their submissions in more detail.

Ground truthing of potential Significant Natural Areas (SNA's) is well underway with several farms visited over the November/December 2019 period. John Cheyne and Gerry Kessels are currently completing detailed assessments of indigenous vegetation and wetlands on the properties visited as well as from properties where landowners made submissions on the draft District Plan SNA provisions. Additional site visits are planned for January and February 2020.



## SH2 BOREFIELD UPGRADE

PHASE	DESIGN	💡 📋 ✎ ⚙️ ✓
TIMELINE	DEC 2018 START DATE	JUNE 2020 END DATE
PROGRESS	40%	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
BUDGET	\$835k TOTAL PROJECT	<div><div>✓</div><div></div><div></div></div>
RISKS		<div><div></div><div>✓</div><div></div></div>

**Scope**

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

**The Contractor**

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

**Progress Update**

The two new bores are drilled and final high rate pump testing is expected to be completed in late Jan 2020. Following this new pumps can be sized and ordered with an 18 week lead time, these will cause some delays to the project.

The remainder of the project is progressing well, with the control room extension progressing well, and the works to install a new pump into the existing Bore B on track.

Additional works to understand the class and rating of the existing trunk main into the reservoir also underway and the installation of air valves on this main to relieve any air pockets.

## OTANE ALTERNATE WATER SUPPLY

PHASE	BUILD	💡 📋 ⚙️ ✓
TIMELINE	DEC 2018 <small>START DATE</small>	DEC 2019 <small>END DATE</small>
PROGRESS	100%	<div><div></div></div>
BUDGET	\$2.6m <small>TOTAL PROJECT</small>	<div><div></div><div></div><div>✓</div></div>
RISKS		<div><div></div><div>✓</div><div></div></div>

**Scope**

To install 5200m of 180mm PE pipeline along White Road and Racecourse Road, hooking into the Waipawa reservoirs to supply an alternate water supply to Otane.

**The Contractor**

Opus completed the design of the new pipeline, Fulton Hogan are constructing the new pipeline, with council supervising the works to budget, quality and safety standards.

**Progress Update**

This project reached completion in December 2019, with Council celebrating the completion formally on Wednesday 18th December 2019 with a community event. The input of this pipeline has added significant resilience to the Otane water network and has allowed the network to sufficiently supply and improve water supply to Otane since its completion.



### PORANGAHAU WATER UPGRADE

PHASE	BUILD	💡 📋 🛠️ ⚙️ ✓
TIMELINE	DEC 2018 START DATE	JAN 2020 END DATE
PROGRESS	70%	██████████
BUDGET	\$1,037m TOTAL PROJECT	🔴 🟡 ✓ 🟢
RISKS		🔴 🟡 ✓ 🟢



#### Scope

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

#### The Contractor

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

#### Progress Update

Works progress extremely well on the project, and we have passed the first round of DWA audits on the new plant in late December 2019, with the final performance testing audit planned for 30 January 2020, following which we will be able to commission the new plant to the town water network, and begin decommissioning the old system.

### TE PAERAHI WATER STORAGE

PHASE	BUILD	💡 📋 🛠️ ⚙️ ✓
TIMELINE	SEP 2019 START DATE	MAR 2020 END DATE
PROGRESS	40%	██████████
BUDGET	\$263k TOTAL PROJECT	🔴 🟡 ✓ 🟢
RISKS		🔴 🟡 ✓ 🟢



#### Scope

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

#### The Contractor

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

#### Progress Update

January 2020 has seen significant progress on this project, and the new 185,000 litre tank has been erected ready for connections, and testing, all on track to be completed by March 2020.

## POUND PROJECT

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



## Scope

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

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

## Progress Update

Prior to Christmas we had identified a preferred site in Central Hawke's Bay to build a Pound Facility. We had completed our due diligence in regards to this site, including engineering and design work to ensure that the site and build would meet both MPI standards and the needs of the Community.

We advised that we would be bringing a report to Council progress this in the New Year. Prior to Christmas we had started negotiations with the vendor. Post Christmas we were advised that the property no longer available. While this is disappointing, we are working on an alternative site and will give you an update as soon as we can.

We are very aware that there is a high risk that the SPCA will ask us to vacate their facility in the near future as they are themselves unable to keep up with demand in the community for their service. The Customer Relationships and Experience Manager is carefully managing this relationship to ensure that we can continue to occupy part of their facility until we have a solution.

Now that we are looking at an alternative site, budget is a high risk. Until we can get clarity on what the alternative site solution is, the scoping of the costs will not be fully understood. The Customer Relationship and Experience Manager is working hard to deliver a fit-for-purpose facility within the updated budget.

## TAKAPAU WATER UPGRADE

PHASE	COMPLETE	💡 📋 🛠️ ⚙️ ✓
TIMELINE	DEC 2018 START DATE	NOV 2019 END DATE
PROGRESS	100%	■■■■■■■■■■
BUDGET	\$681k TOTAL PROJECT	🔴 ✓ 🟢
RISKS		🔴 ✓ 🟢



## Scope

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

## The Contractor

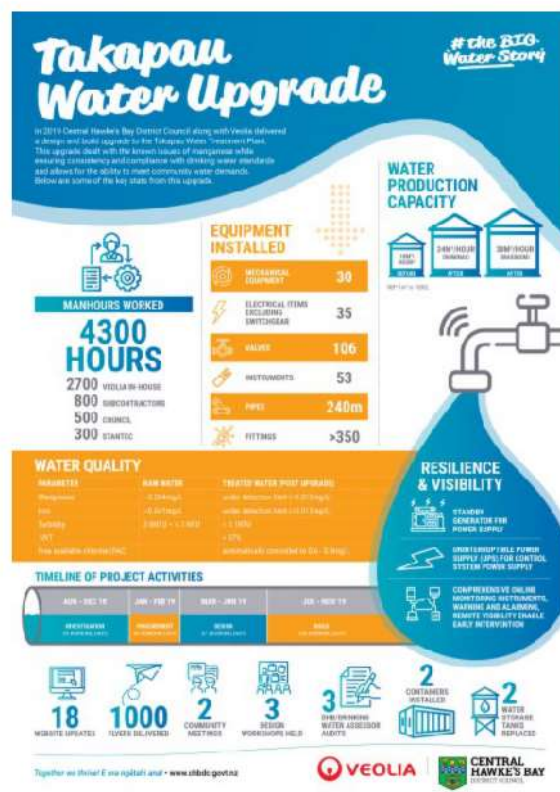
Veolia are completing this as a design build contract, with peer review of design and some supervision support provided by Stantec. Council are also closely supervising and involved with the delivery of this key project.

## Progress Update

We completed this project in late November 2019 and held a formal opening and blessing of the new plant on the 10<sup>th</sup> December 2019.

The plant has performed well over the Christmas break, and we continue to see improved water quality and supply.

We also released some project completion comms on this significant project in the CHB Mail on 21 Jan 2020:



## 9 PUBLIC EXCLUDED BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>10.1 - Adoption of Changes to Land Transport Procurement Plan</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(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
<b>10.2 - Appointment of Independent Chair - Risk and Assurance Committee</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.3 - Appointment of Council Representative to Central Hawke's Bay Community Trust</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.4 - Public Excluded Minutes of the CE Employment and Performance Committee Meeting held on 29 January 2020</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**10 DATE OF NEXT MEETING**

**RECOMMENDATION**

THAT the next meeting of the Central Hawke's Bay District Council be held on 9 April 2020.

**11 TIME OF CLOSURE**