



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Strategy and Wellbeing Committee Agenda

Thursday, 12 March 2020

09:00am

Council Chamber

28-32 Ruataniwha Street, Waipawa

Together we Thrive! E ora ngātahi ana!

Order Of Business

1	Karakia and Waiata	3
2	Apologies	3
2	Declarations of Conflicts of Interest.....	3
3	Standing Orders.....	3
4	Announcements.....	3
	4.1 Elected Member's Priorities.....	3
5	Report Section	4
	5.1 Strategy and Wellbeing Committee Monitoring Report	4
	5.2 Māori Contribution to Decision Making Policy Report	8
	5.3 Civic and Community Awards Policy	18
	5.4 Adoption of Amended Community Funding Policy	26
	5.5 Update on the Development of the Long Term Plan 2021-2031	44
	5.6 Update - Shaping the Strategy for Central Hawke's Bay.....	48
6	Date of Next Meeting	51
7	Time of Closure.....	51

1 KARAKIA AND WAIATA**2 APOLOGIES****2 DECLARATIONS OF CONFLICTS OF INTEREST****3 STANDING ORDERS****RECOMMENDATION**

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

- 21.2 Time limits on speakers
- 21.5 Members may speak only once
- 21.6 Limits on number of speakers

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

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

4 ANNOUNCEMENTS**4.1 Elected Member's Priorities.**

5 REPORT SECTION

5.1 STRATEGY AND WELLBEING COMMITTEE MONITORING REPORT

File Number: COU1-1411

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments: Nil

PURPOSE

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

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

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

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

To develop, approve, review and recommend to Council (where applicable) statutory and nonstatutory 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 the community through a focus on the social, economic, cultural and economic wellbeings.

The Strategy and Wellbeing Committee is responsible for:

- developing and adopting strategies, plans and policies that advance the Council's vision and goals, and comply with the purpose of the Local Government Act
- monitoring the implementation and effectiveness of strategies, plans and policies
- monitoring the success of the key strategic relationships that support the implementation of key wellbeing related initiatives
- general coordination of Council policy and decisions.

The Strategy and Wellbeing Committee has delegations to:

- develop and adopt strategies, plans and policies that advance the Council's vision and goals, and comply with the purpose of the Local Government Act.
- monitor the implementation and effectiveness of strategies, plans and policies.
- make full decisions on the distribution of the Pride and Vibrancy Fund, Environmental and Sustainability Fund and any other contestable community fund.
- receive decisions of the Creative New Zealand Committee and CVOS Committee.
- make recommendations to council regarding the distribution of Ruataniwha and Aramoana/Ruahine Ward Reserves.

The Committee has delegations to establish a special committee, working group or community forum as needed.

DISCUSSION

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

Key Priority	Responsible Officer	Progress Update
<ul style="list-style-type: none"> • Lead and monitor the implementation of the Waste-Free CHB Strategy. 	Josh Lloyd	<p>On track.</p> <p>The Waste Free CHB campaign sits as a priority campaign under the 'environment' banner as part of Councils adopted Communications Strategy. The campaign is in its infancy but has already achieved alignment of key messaging about waste through regular external communications media.</p>
<ul style="list-style-type: none"> • Lead the delivery of the Social Housing Strategic Framework. 	Doug Tate	<p>On track.</p> <p>The key focus of implementation of the framework has focussed on the S17a review of Councils retirement housing portfolio as a major body of work to support housing.</p> <p>Officers continue to receive regular updates from the Ministry of Housing and Urban Development (MHUD) on their housing initiatives and continue to work on opportunities to create new housing through funding provided by MHUD, utilising property consultants.</p> <p>A meeting with the Retirement Villages Association is also planned prior to this Committee meeting.</p>
<ul style="list-style-type: none"> • Monitor the implementation of the Economic Development Strategy. 	Craig Ireson	<p>Implementation of the action plan is on track.</p> <p>The large focus of existing resource has been on progressing Ngā Ara Tipuna through project implementation stage</p>

Key Priority	Responsible Officer	Progress Update
		<p>once Provincial Growth Fund (PGF) funding was confirmed and implementing Route 52 and HPMV projects.</p> <p>Additional Economic Development activity from initial PGF funding is still being finalised: these include draft investment prospectuses and the development of a regional high-level skills attraction strategy.</p>
<ul style="list-style-type: none"> Monitor the implementation of the Environmental Strategy. 	Josh Lloyd	<p>On track.</p> <p>The Environmental and Sustainability Strategy adopted in 2019 contains a series of actions/initiatives over a five year period. A number of actions have been completed or are in progress and Officers are working to formalise the management of the strategy implementation to ensure progress and provide greater transparency as well as alignment with other related workstreams such as the WMMP implementation, Section 17a review and Waste Free CHB campaign.</p>
<ul style="list-style-type: none"> Review the current Community Wellbeing Strategy and then monitor the implementation of a revised Social Development Strategy. 	Doug Tate	<p>On track.</p> <p>The review of the Strategy is aimed for completion late this calendar year.</p>
<ul style="list-style-type: none"> Develop a Māori / Iwi Engagement Strategy. 	Monique Davidson	<p>The Strategy and Wellbeing Committee will at its 12 March 2020 Committee meeting consider the adoption of the Māori Contribution to Decision Making Policy. Following the adoption of this Policy work will commence on the development of a Māori Engagement Strategy. An initial workshop on this work will take place following the Committee meeting on the 12 March 2020.</p>
<ul style="list-style-type: none"> Monitor development and implementation of Community Plans. 	Doug Tate	<p>On track</p> <p>Further meetings with the Takapau and Ongaonga Community's on their draft plans will have been held prior to the Committee's meeting, with the aim to have both plans finalised for March.</p> <p>Work is currently underway to prepare Otane for community planning.</p>

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 Strategy and Wellbeing Committee will receive an updated monitoring report at its next meeting on the 7 May 2020.

RECOMMENDATION

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







5.2 MĀORI CONTRIBUTION TO DECISION MAKING POLICY REPORT

File Number: COU1-1411

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

Attachments:

1. **Proposed NEW Draft Maori Contribution to Decision Making Policy**  
2. **CURRENT Maori Consultative Committee Policy 1.9**  
3. **CURRENT Maori Contribution to Decision Making Policy**  

PURPOSE

The purpose of this report is for the Strategy and Wellbeing Committee to consider the adoption of the Māori Contribution to Decision Making Policy.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) **That the Strategy and Wellbeing Committee adopt the Māori Contribution to Decision Making Policy.**
- b) **That the Strategy and Wellbeing Committee note that in adopting the updated Policy, the current Māori Contribution to Decision Making Policy and Māori Consultative Committee Policy are deleted.**

EXECUTIVE SUMMARY

Section 14 of the Local Government Act 2002, requires all councils to ensure there are specific opportunities for Māori to contribute to decision-making processes. Council's current Māori Contribution to Decision Making Policy does not reflect the direction of travel mandated by the Council to ensure that Māori Engagement and Development is a priority.

This report provides an overview of Council's responsibilities and recommends a proposed Māori Contribution to Decision Making Policy, which resets the expectation and reinforces the commitment this Council has to enhance Māori Engagement and Development in Central Hawke's Bay.

It is proposed that the Proposed Māori Contribution to Decision Making Policy will replace the current Māori Contribution to Decision Making Policy and Māori Consultative Committee Policy.

BACKGROUND

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

The Local Government Act 2002 recognises and respects the Crown's obligations under Te Tiriti o Wāitangi by placing specific duties on councils. These are intended to facilitate participation by Māori in local authority's decision-making processes. The Act includes requirements for Councils to:

- Ensure they provide opportunities for Māori to contribute to decision-making processes.
- Establish and maintain processes for Māori to contribute to decision-making.
- Consider ways in which they can foster the development of Māori capacity to contribute to decision-making processes.
- Provide relevant information to Māori.
- Take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, values flora and fauna and other taonga.

Council have a current Māori Contribution to Decision Making Policy and Māori Consultative Committee Policy. Neither of these policies is fit for purpose, nor do they reflect both the current

arrangements or the mandate from the Council to ensure Māori Engagement and Development is a core priority.

The proposed Māori Contribution to Decision Making Policy seeks to heighten the relevance of Māori Engagement and Development.

Fundamental changes between the current and proposed Policy are as follows:

- Changes around the role of the Māori Consultative Committee
- The formalisation of the role of the Kaiārahi Matua
- The formalisation of the relationship with Te Taiwhenua o Tamatea

In adopting the proposed Policy, 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 directing the development of a Māori Engagement Strategy to consider further initiatives that:

- identify matters and areas of interest to tangata whenua
- foster consultation with tangata whenua at all levels.
- foster capacity building of Māori to take part in decision-making processes
- provide information to assist Māori participation in decision making
- consider options for capacity building of tangata whenua to enable better their involvement in decision-making processes
- develop bespoke relationships with iwi, hapu and marae across Tamatea / Central Hawke's Bay
- recognise the special status of mana whenua and take into account the Te Tiriti o Wāitangi in resource management decision making processes.
- increase cultural capacity and capability of Central Hawke's Bay District Council to effectively engage with tangata whenua, including increasing the level of cultural competency within the Council.

RISK ASSESSMENT AND MITIGATION

The key risk is in the implementation of this Policy.

Managing expectations and securing resource to provide for the delivery of the Māori Contribution to Decision Making Policy and development of the Māori Engagement Strategy requires immediate planning consideration from the Chief Executive. These considerations have been factored into the Draft Annual Plan 2020/2021.

FOUR WELLBEINGS

The proposed Policy has strong alignment with the purpose of local government and the enhancement of cultural, social, economic and environmental wellbeing. The consideration of these wellbeing's into the development of the Māori Engagement Strategy is critical to its success.

DELEGATIONS OR AUTHORITY

The Strategy and Wellbeing Committee has the delegation to approve Policy of Council, so, therefore, has delegations to make this decision.

SIGNIFICANCE AND ENGAGEMENT

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

It should be noted that this has been developed under the guidance of Doctor Roger Maaka, in his capacity as Chair of Te Taiwhenua o Tamatea and current Māori Standing Committee representative for Council.

OPTIONS ANALYSIS

Council have several options to consider:

1. Adoption of the Proposed Māori Contribution to Decision Making Policy
2. Adoption of the Proposed Māori Contribution to Decision Making Policy with further amendments
3. Retain the current Māori Contribution to Decision Making Policy and current Māori Consultative Committee Policy.

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	Adoption of the Proposed Māori Contribution to Decision Making Policy.	Adoption of the Proposed Māori Contribution to Decision Making Policy with further amendments.	Retain the current Māori Contribution to Decision Making Policy and current Māori Consultative Committee Policy.
Financial and Operational Implications	There are no specific financial or operational implications to consider at this stage outside of what is considered in the Annual Plan and Long Term Plan considerations.	There are no specific financial or operational implications to consider at this stage outside of what is considered in the Annual Plan and Long Term Plan considerations.	There are no specific financial or operational implications to consider at this stage outside of what is considered in the Annual Plan and Long Term Plan considerations.
Long Term Plan and Annual Plan Implications	There are no Long Term Plan or Annual Plan Implications for Council to adopt the Māori Contribution to Decision Making Policy. When Council considers the adoption of the Māori Engagement Strategy, consideration for resourcing and delivery of objectives will need to be considered.	There are no Long Term Plan or Annual Plan Implications for Council to adopt the Māori Contribution to Decision Making Policy. When Council considers the adoption of the Māori Engagement Strategy, consideration for resourcing and delivery of objectives will need to be considered.	There are no specific Long Term Plan implications. The Draft 2020/2021 has sufficiently allocated resources to deliver on the development of a Māori Engagement Strategy based on the key principles outlined in the Draft Māori Contribution to Decision Making Policy. Should Council provide different policy guidance on their objectives within the Māori Contribution to Decision Making Policy consideration would need to be given on whether the resources included in the Draft Annual Plan 2020/2021 are appropriate.

Promotion or Achievement of Community Outcomes	These options seek to support the promotion of Community Outcomes.		Dependent on the Policy direction of Council, this option has the danger of not ensuring the delivery or promotion of community outcomes.
Statutory Requirements	<p>While the Local Government Act 2002 (LGA) and Resource Management Act (RMA) are the key legislative frameworks in Council, there are also obligations to Māori through post treaty settlement entities. The key principles which drive these obligations are the Te Tiriti o Wāitangi.</p> <p>These options ensure Council is meeting its statutory responsibilities in a meaningful way.</p>		The current Policy meets the Council's minimum statutory responsibilities.
Consistency with Policies and Plans	There are no implications to consider.	There are no implications to consider.	Depending on the policy direction of Council, this option has the danger in not meeting the objectives of Council as set out in its adoption of priorities in December 2019.

Recommended Option

This report recommends option 1 – the adoption of the Proposed Māori Contribution to Decision Making Policy for addressing the matter.

NEXT STEPS

Should the Council accept the recommendations from Officers, the new Policy would be finalised and published.

Work will continue on the development of the Māori Engagement Strategy under the policy direction of the Māori Contribution to Decision Making Policy which is a key priority of the Strategy and Wellbeing Committee.

RECOMMENDATION

That having considered all matters raised in the report:

- a) That the Strategy and Wellbeing Committee adopt the Māori Contribution to Decision Making Policy.
- b) That the Strategy and Wellbeing Committee note that in adopting the updated Policy, the current Māori Contribution to Decision Making Policy and Māori Consultative Committee Policy are deleted.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Maori Contribution to Decision Making Policy

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

Māori Contribution to Decision Making Policy

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

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

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

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

Purpose

The purpose of the *Maori Contribution to Decision Making Policy* is to outline Council's commitment to enhancing Maori contribution and representation to the decisions that Central Hawke's Bay District Council makes.

Maori Wards

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Maori electors. Council is required to review its representation arrangements at least once every six years. This review must include deciding whether or not to have separate wards for electors on the Maori roll.

The formula to establish the number of Maori seats is governed by population. Based on the population of this district, it may be possible that one Maori seat could be established.

Council conducted a representation review in 2011 and then again in 2018. At both times Council resolved that "Council does not establish Maori ward/s as provided for in the Local Electoral Act 2001, at this time."

Maori Representation

Council has historically had a Maori Consultative Committee, and in recent times a Te Taiwhenua o Tamatea representative has attended scheduled ordinary, special, and extraordinary meetings of full Council.

Council, while still committed to enhancing relationships with hapu and marae, recognise the role of Te Taiwhenua o Tamatea as a key vehicle to continue to support and advise Council.

This commitment continues to be acknowledged through the appointment of a Kaiārahi Matua.

The Kaiārahi Matua provides advice and guidance to Central Hawke's Bay District Council on all forms of Council business that require tangata whenua engagement.

The Kaiārahi Matua is appointed by resolution of Council, following advice and engagement from Tamatea tangata whenua leadership.

Specifically, the role of Kaiārahi Matua is to:

- advocate on behalf of tangata whenua
- consider governance issues relating to obligations to tangata whenua
- report to and give advice to Council on issues or opportunities for tangata whenua
- support the Mayor, Council and Chief Executive on matters related to tangata whenua engagement and development
- provide cultural advice and support as appropriate for events, engagements and other relevant matters.

The Kaiārahi Matua is remunerated at the same level as a base salary “Councillor” and is entitled to claim expenses and mileage as per the *Elected Member Remuneration and Expenses Policy*.

In addition to the role of Kaiārahi Matua, Council is committed to meeting with Te Taiwhenua o Tamatea board and other Tamatea tangata whenua leadership, to not only enhance the partnership and contribution to decision making but to increase visibility on common objectives and priorities.

Council is open at any time to the development of a formal partnership accord with Te Taiwhenua o Tamatea.

Maori Engagement

Central Hawke’s Bay District Council is committed to enhancing the partnership it has with iwi, hapu and marae in Central Hawke’s Bay.

The Council acknowledges its responsibility under the Local Government Act 2002 and during the development of a Maori Engagement Strategy will be considering further initiatives to:

- identify matters and areas of interest to tangata whenua.
- foster consultation with tangata whenua at all levels.
- foster capacity building of Māori to take part in decision making processes.
- provide information to assist Māori participation in decision making.
- 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 Tamatea / 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 with Tangata Whenua including increasing the level of cultural competency within the Council.

Central Hawke's Bay District Council <i>MAORI CONSULTATIVE COMMITTEE POLICY</i>	POLICY MANUAL	
	Document #	1.9
	Approved by:	Council
	Adoption Date:	07/05/2015
	Last Amended:	07/05/2015
	Review Date:	May 2017
	Page:	Page 15 of 51

1. COMMITTEE MEMBERSHIP AND STANDING ORDERS

1.1 Membership

The Committee is to consist of up to seven (7) representatives, whose term of office shall expire at the end of the year in which the triennial local body elections are held. The Committee membership shall be determined by a process agreed between Council and the Committee.

Each member may nominate a person who can act as a proxy for the member and Council shall be advised of all nominated proxies.

If the Committee has less than seven (7) members, the Committee shall have the power to co-opt.

1.2 Chairperson's Ruling Final

The Chairperson may decide all questions where these standing orders make no provision or insufficient provision. The Chairperson's ruling shall be final and not open to debate.

1.3 Minutes of Proceedings

Minutes of all proceedings of the Committee shall be kept, and shall be circulated to the members and considered at the next meeting succeeding and, if approved by that meeting, or when amended as directed by that meeting, shall be signed by the Chairperson.

1.4 Minute Book

The Minute Books shall be kept by the Corporate Administrator of Council and shall be open for inspection.

1.5 Elected Member and Council Staff Representation

No Councillors or staff are appointed to the Committee.

Council will be represented at each meeting by the Mayor (ex-officio), the Chief Executive and the Regulatory Services Manager. Other Councillors and Officers are to attend at need.

2. QUORUM AT MEETINGS

No business shall be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted. The quorum shall consist of half the members if the number of members is even and a majority if the number is odd.

3. MEETING ALLOWANCE

Maori Consultative Committee (MCC) members may claim \$115 per meeting for attendance of a Maori Consultative Committee meeting. Claims must be made on the 'Meeting Allowance and Mileage Reimbursement Claim' form.

4. MILEAGE REIMBURSEMENT

Mileage, up to a maximum of \$120, is payable to members for attendance at every scheduled Maori Consultative Committee meeting irrespective of whether a quorum has been reached or not.

Mileage is set at the same rate as the current elected members' rate and will be paid on a monthly basis by direct credit.

Where two or more MCC members have carpooled, the car owner is only eligible to claim for mileage.

Travel for which mileage is to be claimed must be by the most direct route from the MCC member's normal place of residence to the meeting venue and return. Limited extra mileage is expected where a member has collected another member/s to bring to the meeting (i.e. car pooling).

Mileage claims must be made on the 'Meeting Allowance and Mileage Reimbursement Claim' form.

5. ATTENDANCE BY REPRESENTATIVE OF COMMITTEE AT COUNCIL MEETINGS

- 5.1 The Maori Consultative Committee may nominate one member of the committee as the representative at every scheduled meeting and extraordinary meeting of Council and Council Committee.
- 5.2 The nominated Maori Consultative Committee representative at any meeting described in 5.1 may claim \$300 per day for attendance at any of these meetings and mileage for use of personal vehicle in accordance with the current rate and system (refer to section 4. of this policy). Mileage claims must be made on the 'Maori Consultative Representative at Council Meetings Claim' form.
- 5.3 A maximum of one meeting fee per day is payable irrespective of the number of applicable meetings that representative has attended.

Central Hawke's Bay District Council <i>Maori Contribution to Decision Making Policy</i>	POLICY MANUAL	
	Document #	1.19
	Approved by:	Council
	Adoption Date:	18-06-2015
	Last Amended:	18-06-2015
	Review Date:	June 2018
	Page:	Page 17 of 51

Maori Representation

The purpose of the Maori representation is to provide advice to Council.

Council continues to develop a much stronger relationship with Te Taiwhenua o Tamatea, who represent all 9 marae in Central Hawke's Bay.

Te Taiwhenua o Tamatea have appointed Morry Black as their representative at every scheduled ordinary, special, and extraordinary meeting of full Council. This representative does not vote.

Council is continuing to work closely with Te Taiwhenua o Tamatea to develop a memorandum of understanding for consideration of Maori views in Council decision making.

Maori Wards

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Maori electors. Council is required to review its representation arrangements at least once every six years. This review must include deciding whether or not to have separate wards for electors on the Maori roll.

The formula to establish the number of Maori seats is governed by population. Based on the population of this district it may be possible that one Maori seat could be established.

Council conducted a representation review in 2011 and resolved that "Council does not establish Maori ward/s as provided for in the Local Electoral Act 2001, at this time."

5.3 CIVIC AND COMMUNITY AWARDS POLICY

File Number: COU1-1411

Author: Bridget Gibson, Governance and Support Officer

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. **Proposed DRAFT Civic and Community Awards Policy 2020** [↓](#) 
2. **Current Civic Awards Policy 1.4** [↓](#) 

PURPOSE

The matter for consideration by the Council is the adoption of the amended Civic and Community Awards Policy as presented in attachment 1.

RECOMMENDATION FOR CONSIDERATION

1. That having considered all matters raised in the report, the amended Civic and Community Awards Policy be adopted.
2. That the Committee notes that in adopting this Policy, the current Civic Awards Policy be deleted.

EXECUTIVE SUMMARY

This report presents a recommendation that the Committee adopts an amended Civic and Community Awards Policy (the Policy). The Policy outlines the framework for the nomination and selection process for the annual Civic and Community Awards.

BACKGROUND

Central Hawke's Bay District Council (Council) introduced its Civic Honours Award system in 1991 to enable voluntary service within the District to be duly recognised.

The Civic Honours Award was established at the initiative of the Central Hawke's Bay Country Women's Institute and the New Zealand 1990 Commission to mark the NZ 1990 year.

We have presented up to four Civic Honours Award to selected recipients on an annual basis. In 2019, the Civic Honours Award Selection Panel sought to broaden the way it acknowledges and celebrates service within the Central Hawke's Bay District.

DISCUSSION

The Civic Awards Panel has discussed the current Civic Awards Policy, and have recommended the proposed Draft Civic and Community Awards Policy is presented for the Committee's consideration.

The Civic and Community Awards Policy provides for multiple acknowledgements of community service through the Community Service Awards, Community Organisation of the Year Award and the most prestigious honours awarded as the Civic Honours Award.

Key changes are:

- The creation of a Community Service Award for nominees who do not fulfil the criteria for a Civic Honours Award. How many Community Service Awards are awarded annually is uncapped and at the discretion of the Committee.
- The creation of a Community Organisation of the Year Award. This may be awarded to an eligible group whose work has had a transformational impact on Central Hawke's Bay.
- Clearer alignment with the Four Well-beings.

- A more detailed nomination process and criteria, including clarity on who can nominate; requirements such as two signed letters of support for the nomination; and the process for unsuccessful nominations.

RISK ASSESSMENT AND MITIGATION

There is no risk associated with this report. Engagement with the Civic Awards Panel has taken place, which has resulted in this recommendation to amend the Policy.

FOUR WELL-BEINGS

The Policy, and the Civic and Community Awards themselves, are well aligned with the Four Well-beings. The Policy is in alignment with the Cultural and Social pillars of the Four Well-beings, and one of the criteria for nomination encompasses contribution to voluntary environmental services in the District.

The amended Policy delivers a framework for the Civic and Community Awards to publically honour and acknowledge a greater number of citizens of the District who contribute to the community via voluntary services. Acknowledging those who go 'above and beyond' to serve the community can encourage others also to volunteer.

DELEGATIONS OR AUTHORITY

The Strategy and Wellbeing Committee has the delegation to adopt the Civic and Community Awards Policy.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

Officers' recommend that the attached Policy be adopted. Elected Members may wish to request changes to the Policy. However, consideration needs to be given to existing policy decisions that are reflected throughout the Policy.

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	The Committee adopts the Civic and Community Awards Policy as presented in attachment 1.	The Committee adopts the Civic and Community Awards Policy on the condition that further amendments are confirmed.	The Civic and Community Awards Policy is not adopted, and the existing Policy in attachment two upheld, subsequently excluding the newly created award categories.
Financial and Operational Implications	The newly created awards and their criteria as presented in the Policy will be incorporated into the Awards nomination forms before being advertised to the public in May 2020. There are no financial implications.	Amend the draft Policy. The newly created awards and their amended criteria will be incorporated into the Awards nomination forms before being advertised to the public in May 2020. There are no financial implications.	There are no operational or financial implications.

Long Term Plan and Annual Plan Implications	The Policy aligns with the Long Term Plan and Annual Plans.	The Policy aligns with the Long Term Plan and Annual Plans.	The Policy aligns with the Long Term Plan and Annual Plans.
Promotion or Achievement of Community Outcomes	As a result of Policy adoption, Council broadens the way it acknowledges and celebrates service within the Central Hawke's Bay District.	As a result of Policy adoption, Council broadens the way it acknowledges and celebrates service within the Central Hawke's Bay District.	Council limits acknowledgement of service within the Central Hawke's Bay District to the pre-existing solo Civic Award category.
Statutory Requirements	There are no statutory requirements.	There are no statutory requirements.	There are no statutory requirements.
Consistency with Policies and Plans	The Policy is consistent with Council Policies and Plans.	The Policy is consistent with Council Policies and Plans.	The Policy is consistent with Council Policies and Plans.

Recommended Option

This report recommends option 1 — that the Committee adopts the Civic and Community Awards Policy as presented in attachment 1.

NEXT STEPS

The newly created Community awards and their criteria as presented in the Policy will be incorporated into the Awards nomination forms before being advertised to the public in May 2020. The current Policy will be deleted and replaced with the amended Policy.

RECOMMENDATION

1. That having considered all matters raised in the report, the amended Civic and Community Awards Policy be adopted.
2. That the Committee notes that in adopting this Policy, the current Civic Awards Policy be deleted.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

Civic and Community Awards Policy

Adopted: TBC

Together we Thrive! E ora ngātahi ana!

Civic and Community Awards Policy

Contents

Introduction.....	1
Process and Panel	1
The Awards	2
Guidelines	2

Introduction

Central Hawke's Bay District Council (Council) introduced its Civic Honours Award system in 1991 to enable voluntary service within the District to be duly recognised.

The Civic Honours Award was established at the initiative of the Central Hawke's Bay Country Women's Institute and the New Zealand 1990 Commission to mark the NZ 1990 year.

Since its inception, a Civic Honours Award has been presented on an annual basis. In 2019, the Civic Honours Award Selection Panel sought to broaden the way it acknowledges and celebrates service within the Central Hawke's Bay District.

The award now provides for multiple acknowledgements of community service through the Community Service Awards, Community Organisation of the Year Award and the most prestigious honours awarded as the Civic Honours Award.

Process and Panel

Nominations of candidates for the awards shall be called for by public notice each year.

The Civic Awards Committee consisting of the Mayor, two councillors and two citizens will be formed and confirmed by Council following the triennial election for a three-year term and have the power to act in allocating the awards.

Citizen representatives will be the 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.

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1

The Awards

The Civic Awards Committee may award up to four Civic Honour Awards annually. These awards will be presented to individuals that have made an outstanding contribution over a long period.

Where determined that nominees do not meet the criteria for a Civic Honours Award, the Civic Awards Committee may acknowledge outstanding voluntary community service by way of a Community Service Award for the following categories:

- Community
- Cultural
- Recreation and Sport
- Religion
- Social
- Youth
- Education
- Conservation

The number of Community Service Awards awarded annually is uncapped and at the discretion of the Committee.

The Committee may also award the Community Organisation of the Year Award to an eligible group, society, trust, organisation, association or club whose work has had a transformational impact on Central Hawke's Bay.

Guidelines

The following guidelines and conditions apply to any nomination lodged in respect of the Central Hawke's Bay Community Service and Civic Honours Awards. The criteria for judging sets out guidelines for the panel and recommends a process for judging that allows for clarity and accountability.

The judging panel cannot act as a nominator. The Council as a body may not submit nominations. Councillors and Community Board members may submit nominations as individuals.

Each nomination is to be judged on its merit against the following criteria.

- a) That any person who has carried out voluntary service within the Central Hawke's Bay District is eligible for Civic Honours Award nomination by any two citizens of the District, or by two executive officers of any bona fide organisation, association, club or society based in the Central Hawke's Bay District.
- b) The categories for the Community Service Awards are:
 - Community
 - Social
 - Cultural
 - Youth
 - Recreation and Sport
 - Education
 - Religion
 - Conservation

- c) The Civic Awards Committee will also consider other civic services not categorised and worthy of recognition.
- d) Nomination submissions should include sufficient detail of a nominee's merits, not emphasising or confined to offices held, but clearly showing the extent of a nominee's involvement in a particular field of community service.
- e) A minimum of two signed letters shall support a nomination.
- f) A nomination must be signed by:
 - a. two citizens of the District, or
 - b. two executive officers of a bona fide organisation, association, club or society.
- g) Any person having received a Royal Honour or Title or having received a nationally recognised award in the same field is ineligible for receiving a Civic Honours Award except under exceptional circumstances.
- h) The Civic Awards Committee in exceptional circumstances may present a Civic Honours Award to any person who resides outside of the Central Hawke's Bay District if that person has provided voluntary community service wholly or predominantly within the Central Hawke's Bay District.
- i) An unsuccessful nomination, in subsequent years, can be resubmitted for further consideration.
- j) A nominee who has in previous years received a Community Service Award is eligible for Civic Honours Award nomination in subsequent years.
- k) The decisions of the selection panel are final and binding.

Organisation of the Year Award criteria:

- a) That any Trust, Organisation, Association, Society or Club based within the District that has carried out voluntary service is eligible for nomination for a Community Organisation of the Year Award; being nominated by any two citizens of the District.

Central Hawke's Bay District Council <i>CIVIC AWARDS POLICY</i>	POLICY MANUAL	
	Document #	1.4
	Approved by:	Council
	Adoption Date:	18-05-2017
	Last Amended:	17-02-2010
	Review Date:	May 2020
	Page:	Page 25 of 51

That a Civic Award be established for the District of Central Hawke's Bay and be awarded to not more than four persons on an annual basis in the form of a Certificate and a badge of the District's 'Coat of Arms'.

Nominations of candidates for the awards shall be called for by Public Notice each year in May.

A Selection Panel consisting of the Mayor, two Councillors and two citizens shall be confirmed by Council following the triennial election for a three-year term and have the power to act in making the awards.

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 nominated by Council.

5.4 ADOPTION OF AMENDED COMMUNITY FUNDING POLICY

File Number: COU1-1411

Author: Bridget Cover, Community Development Lead

Authoriser: Doug Tate, Group Manager Customer and Community Partnerships

Attachments: 1. Environmental Funding Policy to be deleted. [↓](#) 
2. Amended Community Funding Policy [↓](#) 

PURPOSE

The matter for consideration by the Council is to consider the adoption of the amended Community Funding Policy.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report the Committee adopts the amended Community Funding Policy and deletes the Environmental Funding Policy.

EXECUTIVE SUMMARY

The report presents a recommendation to adopt proposed changes to the Community Funding Policy.

The current Community Funding Policy was adopted on 9 August 2018. Since this time there have been a number of small amendments identified by funding evaluators and external agencies whose funds the Council administers.

These amendments include clarification around the process for appointing Assessment Committee members, timeframes and small administration changes within the existing policy. This report sets out the proposed changes and recommends that they are adopted.

On 23 May 2019 the Environmental Funding Policy was adopted for the administration of the Environmental and Sustainability Funding. This report proposes that the Environmental Funding Policy be deleted and the Environmental and Sustainability Funding be administered under the Community Funding Policy.

BACKGROUND

The Council currently has a Community Funding Policy which was adopted on 9 August 2018. The policy when adopted incorporated three separate policies into an existing policy and incorporated a new policy.

The policy includes the Community Voluntary Organisation Support Fund (CVOS), Community Pride and Vibrancy Fund, Creative Communities Scheme (CCS) and the Rural Travel Fund.

Since the policy was adopted, a number of small amendments have been identified as required and a summary of these is provided below.

The Council currently has an Environmental Funding Policy which was adopted on 23 May 2019. The purpose of this policy is to provide guidelines for the Environmental and Sustainability Funding to ensure it meets Councils objectives as outlined in the Environmental and Sustainability Strategy.

The review of the Community Funding Policy has allowed for the Environmental Funding Policy to be incorporated into the Community Funding Policy and some small amendments to be made as outlined below.

DISCUSSION

Since the adoption of the current Community Funding Policy a number of funding rounds have been administered and as a result, small changes identified that are required or recommended within the policy document.

These changes include:

Community Voluntary Organisation Support Fund (CVOS)

- Updated the guidelines detailing the process when appointing to the Assessment Committee.

Community Pride and Vibrancy Fund

- Removal of past years funding amount.
- Inclusion of Businesses and Incorporated Societies as those who can be granted funds over \$1000.
- Change of Committee name for Application assessment from Community Development Committee to Strategy and Wellbeing Committee.
- Provided clearer guidelines around the process for review of applications under and over \$500.
- Provided clarification around timeframes for project completion reports.

Creative Communities Scheme (CCS)

- Updated guidelines detailing the process when appointing to the Assessment Committee in accordance with Scheme requirements.
- Addition of information around funding availability.
- Amendment to reflect two funding rounds per year.

Rural Travel Fund

- Updated guidelines detailing the process when appointing to the assessment Committee.

Since the adoption of the current Community Funding Policy the Environmental Strategy has been adopted by Council and as a result the Environmental Funding Policy was implemented to administer the Environmental and Sustainability Fund. It is recommended that this policy be merged into the Community Funding Policy and small changes be made within the policy.

These changes include:

Environmental and Sustainability Funding

- Inclusion of Businesses and Incorporated Societies as those who can be granted funds over \$1,000.
- Change of Committee name for Application assessment from Environment and Regulatory Committee to Strategy and Wellbeing Committee.
- Providing clearer guidelines around the process for review of applications under and over \$500
- Providing clarification around timeframes for project completion reports.

RISK ASSESSMENT AND MITIGATION

Currently there is a low risk that funds will be distributed for other than the purposes in which they were intended, however these have been mitigated by proposed eligibility criteria and application and accountability processes.

The incorporation of the Environmental and Sustainability Fund into this single policy, supports and mitigates any risks associated with inconsistency between policies occurring.

FOUR WELLBEINGS

How the recommended option supports the four well-beings is detailed below:

Cultural Wellbeing

The preferred option supports the cultural wellbeing of the Community. The amended Community Funding Policy allows for a diverse range of people to apply for funding and supports the achievement of cultural connection within our community.

Social Wellbeing

The preferred option supports the social wellbeing of the Community. The amended Community Funding Policy, ensures opportunities are given to those in the community to advance social outcomes.

Economic Wellbeing

The preferred option supports the economic wellbeing of the Community. The amended Community Funding Policy allows for opportunities to be given to those in the community to advance economic outcomes.

Environmental Wellbeing

The preferred option supports the environmental wellbeing of the Community. The amended Community Funding Policy allows for opportunities to be given to those in the community to support outcomes for the environment.

DELEGATIONS OR AUTHORITY

The Strategy and Wellbeing Committee have delegated authority to adopt this policy.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

There are three primary options available to council.

1. Adopt the amended Community Funding Policy (recommended option)
 - a) Officers recommend the policy is adopted as presented.
2. Adopt the amended Community Funding Policy with some changes to its content
 - b) Officer makes changes as recommended by the Strategy and Wellbeing Committee and the policy is then adopted.
3. Reject the adoption of the Community Funding Policy
 - c) In the event that the Strategy and Wellbeing Committee reject the adoption of the Community Funding Policy, the guidelines around funding will be unclear and inaccurate.

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	Adopt the amended Community Funding Policy (recommended option)	Adopt the amended Community Funding Policy with some changes to its content	Reject the adoption of the Community Funding Policy
Financial and Operational Implications	There are no additional financial or operational implications in this decision.	There are no additional financial or operational implications in this decision.	There are no additional financial or operational implications.
Long Term Plan and Annual Plan Implications	There are no LTP or annual plan implications in this decision.	There are no LTP or annual plan implications in this decision.	There are no LTP or annual plan implications in this decision.
Promotion or Achievement of Community Outcomes	This policy aligns with Project Thrive and Community Outcomes.	This policy aligns with Project Thrive and Community Outcomes.	This policy aligns with Project Thrive and Community Outcomes, however does not best address current issues with the policy.
Statutory Requirements	There are no Statutory Requirements for Council	There are no Statutory Requirements for Council	There are no Statutory Requirements for Council
Consistency with Policies and Plans	The Community Funding Policy complies with Policies and Plans of Council.	The Community Funding Policy complies with Policies and Plans of Council.	The Community Funding Policy complies with Policies and Plans of Council. Not adopting the recommended changes, however will not address issues relating to funds that Council administers.

Recommended Option

This report recommends option one adopt the amended Community Funding Policy for addressing the matter.

NEXT STEPS

Upon the Committee confirming its resolution, the Community Funding Policy will be implemented and updated on Council's Website and the Environmental Funding Policy will be deleted.

RECOMMENDATION

That having considered all matters raised in the report the Committee adopts the amended Community Funding Policy and deletes the Environmental Funding Policy.



ENVIRONMENTAL FUNDING POLICY

ENVIRONMENTAL FUNDING POLICY

INTRODUCTION

Central Hawke's Bay District Council (Council) through its Environmental and Sustainability Strategy (the Strategy) has set an intent and direction to more purposefully control its impact on the environment and to be a leader in promoting sustainable and environmentally friendly practice in Central Hawke's Bay. Through project THRIVE, residents voiced a want to protect and enhance the place they call home in Central Hawke's Bay. The Strategy provides direction and guidance as to how Council will play its part and support others to play theirs including through the provision of funding.

Community groups or members can apply for **Environmental and Sustainability Funding** under the terms and criteria set out in the policy.

The fund is contestable so the success of the application is dependent on the applications meeting of the fund criteria and the funds money available in any given year for allocation.

PURPOSE

The purpose of the Environmental Funding Policy is to provide guidelines as to how funding should be allocated to best meet Councils objectives as outlined in the Strategy.

The policy also provides a transparent framework to ensure good stewardship of public funds.

ENVIRONMENTAL AND SUSTAINABILITY FUND

The Environmental and Sustainability Fund (the Fund) seeks to support Community based not-for-profit organisations or individuals that support our community to THRIVE.

The fund is contestable and supports projects that are an activity, programme or development that supports the objectives of the Strategy and promotes our community to THRIVE.

Applications to the fund may not always be monetary and could include the provision of materials, labour or other support.

FUNDING AVAILABILITY

The fund utilises money made available by Councils National Waste Levy income and is set at a maximum allocable amount of \$20,000 per financial year.

By way of Council resolution, this fund may increase or decrease. Councils financial year is 1 July – 30 June.

ELIGIBILITY

To be eligible for the Environmental and Sustainability Fund, applicants should meet the following criteria listed below. The criteria are designed to deliver on the objectives of the Strategy but also to meet Ministry for the Environment criteria about the use of Waste Levy money. The criteria are:

- Applications will demonstrate alignment with one or more stated objectives in the Environmental and Sustainability Strategy
- Applications must provide linkages to Councils Solid Waste Management and Minimisation Plan
- Applications that involve a use of or change to Council infrastructure or services will demonstrate alignment with relevant Council plans including activity management plans
- Applications must demonstrate benefit specifically to Central Hawke's Bay
- Applications must demonstrate support of the community
- Applications must demonstrate support from or achievement of wider community outcomes.
- If the applicant is an individual they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand
- If the applicant has already received funding from the Environmental and Sustainability Fund for another project, they must have completed a satisfactory Project completion Report for the other project before they can make another application, unless the other project is still in progress
- Funds of over \$1,000 will only be granted to formalised Incorporated or Charitable bodies.

APPLICATION PROCESS

- Applications to the fund are open and encouraged throughout the year and are only limited by the funding available.
- Applicants must complete the application form and provide supporting documentation.
- Applications under \$500 will be assessed and approved by the Environment and Regulatory Committee Chair and one other Environment and Regulatory Committee member, and reported back to the Environment and Regulatory Committee.
- Applications over \$500 will be assessed and approved by the full Environment and Regulatory Committee, received and co-ordinated by the Solid Waste Manager.
- Applicants will be notified in writing as to the outcome of their application.

- All applicants must provide a report on the project to Council following completion of the project or activity. Failure to do this could negate future council funding requests from the applicant.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Community Funding Policy

Adopted: 09/08/2018 Review Date: 12/03/2020

Together we Thrive! E ora ngātahi ana!

INTRODUCTION

Community funding has been identified as a major contributor towards supporting the achievement of Council's and the Communities vision for the future and to support our community to THRIVE. There are a range of grants and funding options available for Central Hawkes Bay groups and communities.

Community groups can apply to the Council for **Community Voluntary Organisation Support Funding (CVOS)**, **Environmental and Sustainability Funding**, a Creative Communities Grant, or a Sport NZ Rural Travel Grant.

Central Hawke's Bay groups and individuals can apply to the Council for a **Pride & Vibrancy Fund** grant, to assist with the implementation of community and town centre plans or a vibrant placemaking and community activities.

These grant funds are all contestable so the success of the application is dependent on the applications meeting of the grant criteria, the priority of the respective grant compared with others, and the grants money available for allocation.

PURPOSE

The purpose of the Community Funding Policy is to provide guidelines as to how funding should be allocated to best meet Councils vision and outcomes in line with the purpose of the Local Government Act 2002 Amendment 2012 which is to:

"Meet the current and future needs of communities for good quality infrastructure, local public services, and performance of regulatory functions in a way that is most cost effective for households and businesses"

The policy also provides a transparent framework to ensure good stewardship of public funds.

GRANTS FUNDED BY COUNCIL UNDER THIS POLICY

The **three** funds under the policy that are administered by and at the discretion of the Council to increase or decrease fund amounts are the:

Community Voluntary Organisation Support Fund (CVOS)

Community Pride & Vibrancy Fund

Environmental and Sustainability Fund

The Creative Communities Scheme and the Rural Travel Support Fund are administered by Council under this policy.

COMMUNITY VOLUNTARY ORGANISATION SUPPORT FUND (CVOS)

The Community Voluntary Organisation Support Fund seeks to support Community based not-for-profit organisations that support our community to THRIVE.

The Assessment Committee consists of three Councillors and three members of the public, assisted by ~~the Community Development Co-ordinator~~ a council staff member, 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.~~ The appointment process will follow the Appointment of Council Representatives Policy.

Public Members may be appointed or elected for a specified term of up to three years and can serve a maximum of two consecutive terms.

FUNDING AVAILABILITY

There are two categories of funding available, with each category of funding having different purposes and funding eligibility criteria.

CATEGORY ONE

\$10,000 is available to voluntary organisations seeking grants for new community initiatives. Category One funding is available to community voluntary organisations who have not received funding from CVOS previously or from groups who have previously received funding, however are applying for a new project.

ELIGIBILITY

Applications must meet the following criteria:

- Community organisations must be domiciled in Central Hawke's Bay and be a voluntary non-profit organisation serving wholly or mainly residents of Central Hawke's Bay.
- The application should be able to demonstrate that the project is in response to a significant need in the community and can clearly link to the outcomes of Project THRIVE.
- The group should receive a wide measure of support from their community.
- The level of funding available from other agencies, including fund-raising, will be taken into account when assessing the project
- The project should wholly or mainly benefit residents of Central Hawke's Bay.
- The level of funding available from other agencies will be taken into account when assessing the project, as will the contribution being made by the applicant.
- Projects that are eligible for or have received funding from other agencies may be considered for funding from CVOS. Priority however will be given to projects that are unable to source funding from elsewhere.
- Applicants that have received funding from CVOS previously for the same project are not eligible for funding.
- Grants made for Category One projects will not exceed 75% of the total cost of the individual project.

- Projects will be prioritised, and the level of funding granted will be based on this.
- The Assessment Committee is allowed the flexibility to allocate excess funds from Category One to Category Two in those years when there are insufficient successful applicants to receive grants from Category One.
- There must be evidence of the long-term sustainability of the project.
- Applicants must provide evidence of the organisation's management of finances (bank statements etc) with the application for funding.

All applicants must provide a report on the project to Council by 31 March in the year following the grant. Failure to do this could negate future council funding requests from the organisation.

CATEGORY TWO

\$20,000 is available to existing Central Hawke's Bay Community organisations for ongoing financial support who provide ongoing community services to support our community to THRIVE.

ELIGIBILITY

Funding will be provided for costs that enable the continual running of a viable service that is deemed to be of considerable benefit to the community of Central Hawke's Bay. The onus of proof regarding benefit lies with the applicant. Costs may include:

- Rental of building
- Power charges
- Stationery
- Photocopying
- Postage
- Telephone/Fax
- Insurance
- Financial reporting costs
- Staff costs essential to the provision of the service
- Marketing

Costs which are ineligible include the following:

- Rates payments
- Facility development
- other costs considered not being essential to the continual running of the service.

Community groups must be domiciled in Central Hawke's Bay and be a voluntary non-profit organisation serving wholly or mainly residents of Central Hawke's Bay to be eligible for this category of funding.

The group should receive a wide measure of support from their community. The level of funding available from other agencies, including fund-raising, will be taken into account when assessing the project.

Grants made for Category Two will not exceed 50% of total ongoing organisational costs. However, if an organisation is able to provide evidence that it is experiencing extreme hardship and the continuation of a viable service is at risk, a grant higher than 50% may be awarded.

Applicants for Category 2 must provide as part of their application:

- A copy of the most recent year's set of Financial Accounts.
- Statistics or factual information which demonstrates the level of activity or achievements for the past year.
- Evidence of the support the group receives from the community.
- How the organisation supports the community to THRIVE

APPLICATION PROCESS

- Applicants for CVOS funding are to complete the application form and provide supporting documentation.
- Applications for CVOS funding open annually on the third week of July and the fund is open for a four week period.

ENVIRONMENTAL AND SUSTAINABILITY FUND

- The Environmental and Sustainability Fund (the Fund) seeks to support Community based not-for-profit organisations or individuals that support our community to THRIVE.
-
- The fund is contestable and supports projects that are an activity, programme or development that supports the objectives of the Environmental and Sustainability Strategy (the Strategy) and promotes our community to THRIVE.
-
- Applications to the fund may not always be monetary and could include the provision of materials, labour or other support.
-
- Community groups or members can apply for Environmental and Sustainability Funding under the terms and criteria set out below.
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- The fund is contestable so the success of the application is dependent on the applications meeting of the fund criteria and the funds money available in any given year for allocation.

FUNDING AVAILABILITY

The fund utilises money made available by Councils National Waste Levy income and is set at a maximum allocable amount of \$20,000 per financial year.

By way of Council resolution, this fund may increase or decrease. Councils financial year is 1 July – 30 June.

ELIGIBILITY

To be eligible for the Environmental and Sustainability Fund, applicants should meet the following criteria listed below. The criteria are designed to deliver on the objectives of the Strategy but also to meet Ministry for the Environment criteria about the use of Waste Levy money.

The criteria are:

- Applications will demonstrate alignment with one or more stated objectives in the Environmental and Sustainability Strategy.
- Applications must provide linkages to Councils Solid Waste Management and Minimisation Plan.
- Applications that involve a use of or change to Council infrastructure or services will demonstrate alignment with relevant Council plans including activity management plans.
- Applications must demonstrate benefit specifically to Central Hawke's Bay.
- Applications must demonstrate support of the community.
- Applications must demonstrate support from or achievement of wider community outcomes.
- If the applicant is an individual they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand.
- If the applicant has already received funding from the Environmental and Sustainability Fund for another project, they must have completed a satisfactory Project completion Report for the other project before they can make another application, unless the other project is still in progress.
- Funds of over \$1,000 will only be granted to formalised Businesses, Incorporated Societies or Charitable bodies.

APPLICATION PROCESS

- Applications to the fund are open and encouraged throughout the year and are only limited by the funding available.
- Applicants must complete the application form and provide supporting documentation.
- Applications under \$500 will be assessed and approved by the Strategy and Wellbeing Committee Chair and one other Strategy and Wellbeing Committee member, and reported back to the Strategy and Wellbeing Committee.
- Applications over \$500 will be assessed and approved by the full Strategy and Wellbeing Committee, ~~received and co-ordinated by the Solid Waste Manager~~. Applications will be considered at the next available scheduled bi-monthly meeting therefore must be received in time to be added to the agenda. Please contact the CHB District Council for further information on meeting dates and timeframes.
- Applicants will be notified in writing as to the outcome of their application.
- All applicants must provide a report on the project to Council ~~following~~ within 2 months of the completion of the project or activity. Failure to do this could negate future council funding requests from the applicant.

COMMUNITY PRIDE & VIBRANCY FUND

This fund seeks to support community opportunities to create pride and vibrancy in Central Hawke's Bay.

The fund is contestable and supports projects that are an activity, programme or development that will occur in a public space and promotes our Community to THRIVE. Successful applications will result in outcomes that support our communities' identity, attract people's interest, inspire and engage people and overall contribute to a sense of community.

Applications to the fund may not always be monetary and could include the provision of materials, labour or other support.

FUNDING AVAILABILITY

The fund is staggered to increase over three years, being funded from an overall pool of funding identified in the 2018-2028 Long Term Plan for Community and Town Centre Planning project.

The funds available each financial year are:

- ~~Year 1 2018/19~~ ~~\$10,000~~
- Year 2 2019/20 \$15,000
- Year 3 2020/21 onwards \$20,000

By way of resolution of the elected council, this fund may increase or decrease. Central Hawkes Bay District Councils financial year is 1 July – 30 June.

ELIGIBILITY

To be eligible for the Community Pride and Vibrancy funds, applicants should meet the following criteria:

- Applications will ideally align with community and town centre plans.
- In the absence of a community or town centre plan, applications will need to show alignment with Thrive outcomes, specifically identifying how they:
 - Explore an aspect(s) of the identity of the place the public space is located in – be that a site, neighbourhood, settlement or the district as a whole.
 - Attract people's attention, generate interest, encourage interaction and achieve participation by people who pass the initiative / the public space.
 - Are fun, interesting and stimulating for the people who choose to interact with it / participate in it / observe it.
 - Use the public space as the environment to provide new, engaging, creative, inspiring and perhaps even quirky experiences.
 - Contribute to a sense of community.
- Applications must demonstrate support from or achievement of wider community outcomes.
- If the applicant is an individual they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand

- If the applicant has already received funding from the Community Pride and Vibrancy Fund for another project, they must have completed a satisfactory Project completion Report for the other project before they can make another application, unless the other project is still in progress
- Funds of over \$1,000 will only be granted to formalised **Businesses**, Incorporated **Societies** or Charitable bodies.

APPLICATION PROCESS

- Applications to the fund are open and encouraged throughout the year and are only limited by the funding available.
- Applicants must complete the application form and provide supporting documentation.
- **Applications will be received and coordinated by a Council staff member.**
- Applications under \$500 will be assessed and approved by the **Community Development Strategy and Wellbeing** Committee Chair and one other **Community Development Strategy and Wellbeing** Committee Member, and reported back to the **Community Development Strategy and Wellbeing** Committee **at its next meeting.**
- Applications over \$500 will be assessed and approved by the full **Community Development Strategy and Wellbeing** Committee ~~received and coordinated by the Community Development Co-ordinator.~~ **Applications will be considered at the next available scheduled bi-monthly meeting therefore must be received in time to be added to the agenda. Please contact the CHB District Council for further information on meeting dates and timeframes.**
- Applicants will be notified in writing as to the outcome of their application.
- All applicants must provide a report on the project to Council **within 2 months of completion of the project.** Failure to do this could negate future council funding requests from the applicant.

CREATIVE COMMUNITIES SCHEME

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.

The Assessment Committee consists of one council appointed representative and up to 10 community members. Membership and appointment of the community committee members should reflect the guidelines set by Creative New Zealand.

FUNDING AVAILABILITY

The funding available is determined and provided by Creative New Zealand. The amount of funds available will be advertised on the Central Hawke's Bay District Council website at the time the applications open.

ELIGIBILITY

The Applicant:

- If the applicant is an individual, they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand
- If the application has already received funding from CCS for another project, they must have completed a satisfactory Project completion Report for the other project before they can make another application, unless the other project is still in progress

The proposed project or proposal:

- Must have an arts or creative cultural focus
- Must have identified one of the three funding criteria – Access and Participation, Diversity or Young People
- Must take place within the district of Central Hawkes Bay
- Must not have begun before any CCS funding is approved
- Must not already have been funded through Creative New Zealand's other funding programmes
- Must be scheduled to be completed within 12 months after funding is approved

APPLICATION PROCESS

- The fund has ~~one~~ **two** funding rounds per year in ~~January~~ **February and August**.
- The funds opening and closing dates will be advertised by CHB District Council
- Applications must be received within the stipulated timeframe.
- The application must be on the standard application form provided by Creative New Zealand for the scheme
- The Creative Community assessment committee is a community committee of council and has authority to allocate funding in line with funding criteria.
- Applicants will be notified in writing as to the outcome of their application.

RURAL TRAVEL FUND

This fund is designed to help subsidise travel for junior teams participating in local sport competition. ~~The allocation of the fund from Sport NZ is based on a population density formula.~~

The Assessment committee consists of one representative from Sports NZ and one from the Central Hawke's Bay District Council.

FUNDING AVAILABILITY

The Central Hawke's Bay District Council administers the fund only.

The funding available is determined and provided by Sport New Zealand. The allocation of the fund is based on a population density formula. The amount of funds available will be advertised on the Central Hawke's Bay District Council website at the time the applications open.

ELIGIBILITY

Application for the rural travel fund is open to rural sports clubs and rural school teams with young people between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions.

The following criteria will be applied as set down by Sport NZ, and may change from time to time:

- A school club team is defined as participating in regular local sport competition out of school time, that excludes inter school and intra school competitions played during school time; and/or
- A sports club team participating in organised, regular sport competition through club membership outside of school time.

APPLICATION PROCESS

- The fund has one funding round per year.
- The funds opening and closing dates will be advertised by Central Hawke's Bay District Council.
- Applications must be received within the stipulated time frame.
- The application must be on the standard application form provided by Sport New Zealand for the fund.
- Rural Travel Fund applications are assessed by the CHB District Council Community Development Coordinator and the Sport Hawke's Bay CHB Community Sport Advisor and has authority to allocate funding in line with funding criteria.
- Applicants will be notified in writing as to the outcome of their application.

5.5 UPDATE ON THE DEVELOPMENT OF THE LONG TERM PLAN 2021-2031**File Number:** COU1-1411**Author:** Gina McGrath, Customer Relationships and Experience Manager**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. High Level LTP Timeline  **PURPOSE**

The purpose of this report is to update the Committee on the progress of the development of the Long Term Plan (LTP) 2021-2031. The LTP is a Council-led priority, but the timing of meetings has meant that an initial update has been provided to this committee. In future some specific functions of the development of the LTP may be delegated to committees as and when required.

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

All Councils are required by section 93 of the Local Government Act 2002 (LGA) to adopt a LTP and review it every three years.

The LTP pairs the Council's vision and ambition for the future and the status quo, and articulates how we bridge the gap in between. This is done by setting out Council's assets, activities, plans, budgets and policies. It must be adopted before the beginning of the first year it relates to and continues in force until the close of the third consecutive year to which it relates.

Part of the process of developing the LTP is to consult with the public on the activities, plans, budgets and policies of Council. The Consultation Document and Supporting Information is prepared and adopted under the requirements of the special consultative procedure under section 83 of the Local Government Act 2002. The purpose of the Consultation Document is to provide the community with an effective basis for public participation in local authority decision making relating to the LTP (section 93B of the LGA).

Central Hawke's Bay District Council has an already established vision that was first articulated through Project Thrive in 2017. This vision formed the basis of the 2018-2028 LTP and its direction (formed through comprehensive community engagement and feedback) materially informed the formulation of that plan. The most significant of which was the establishment of the Big Water Story, which was a direct response to community feedback on the importance of the water to the future of the District.

DISCUSSION

Local government exists to meet community needs and wants effectively, efficiently and in a way that meets those needs and wants now and in the future. If done properly, long-term planning helps make the present and future consequences of decisions and trade-offs clear to all – for example that this decision to defer maintenance reduces the rate requirement now, but at a loss of service potential long-term.

Preparing for the adoption of a LTP is a long and complex process. Successful delivery of a LTP relies on many moving parts working together and lining up to tell a coherent story to the community about how Council is going to deliver its vision for the future.

Progress to date

A Strategy and Governance Manager has been appointed to lead out the LTP. Alongside the recent appointment of the Chief Financial Officer (CFO), this now means that the senior leadership is in place to lead the development of the LTP.

The Strategy and Governance Manager has now undertaken some of the project initiation work to scope and establish this LTP. There has been dialogue with the Mayor to consider what her expectations and priorities are, the likely role she will exercise and what that might involve. Effort has also gone into communicating and engaging with senior leaders and staff on lessons learnt from the previous LTP process, potential challenges and opportunities, and risks.

Furthermore, the procurement process for 'Shaping the Strategy' is nearing completion. This work will strongly inform some of the significant assumptions that underpin the LTP. Its timeline runs alongside the timeline for the LTP, and the content produced will intersect and support LTP deliverables throughout that timeline.

As governors, you can expect to be proactively engaged throughout the process.

Future work

On 26 March, a workshop on Council direction-setting will be held. This workshop is a pivotal part of the LTP process, in that as Elected Members you make judgements about your role in the process and what you would like to see out of the process. Importantly, it provides the opportunity to articulate and confirm your vision and the community outcomes that might be a key aspect of public engagement, how you want to engage the community on what wellbeing means (and your priorities within that), how you want to engage with the community generally (and do you want to start early engagement on some areas in advance of formal consultation), etc. The outcome of this discussion will greatly inform our approach to the LTP, in particular, our Communications and Engagement Plan for it.

Furthermore, throughout the year workshops will be held with Council on various areas that will all contribute to the delivery of the LTP. These will fit broadly into the following key areas:

- Strategic Inputs: Council Direction setting, Environmental Scan, Spatial Planning, Strategy Review (e.g. Financial Strategy, Significance and Engagement Policy, Māori Contribution to Decision Making), Significant Assumptions.
- Tactical Inputs: Infrastructure Strategy, Asset Management Plans and Activity Management Plans (e.g. Animal Services, Compliance and Monitoring), LTP Inputs (e.g. Community Outcomes, Levels of Service, Performance Measures, Groups of Activities), Policy review (e.g. Rates Review, Revenue and Finance Policy, Development Contributions).
- Communication and Consultation: Engagement Plan for the Consultation on the LTP, Pre-Consultation activities, consultation and final adoption of LTP.

Please see attached for a high-level indicative timeline of how these different inputs work together over the next 18 months.

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

A detailed timeline, including forward planning for future workshops and discussions with Council, is being finalised. We will provide this to Council so you have visibility of the scheduling of this conversations and when to expect them.

We will also develop our LTP Communications and Engagement Plan (informed by Workshop on 26 March) and return it as a matter of priority for further discussion with Council.

Longer term, the audit of the underlying information for the Consultation Document and LTP is scheduled for December 2020, with consultation on the plan scheduled to commence in February 2021. Adoption of the LTP is tentatively scheduled for May 2021.

RECOMMENDATION

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

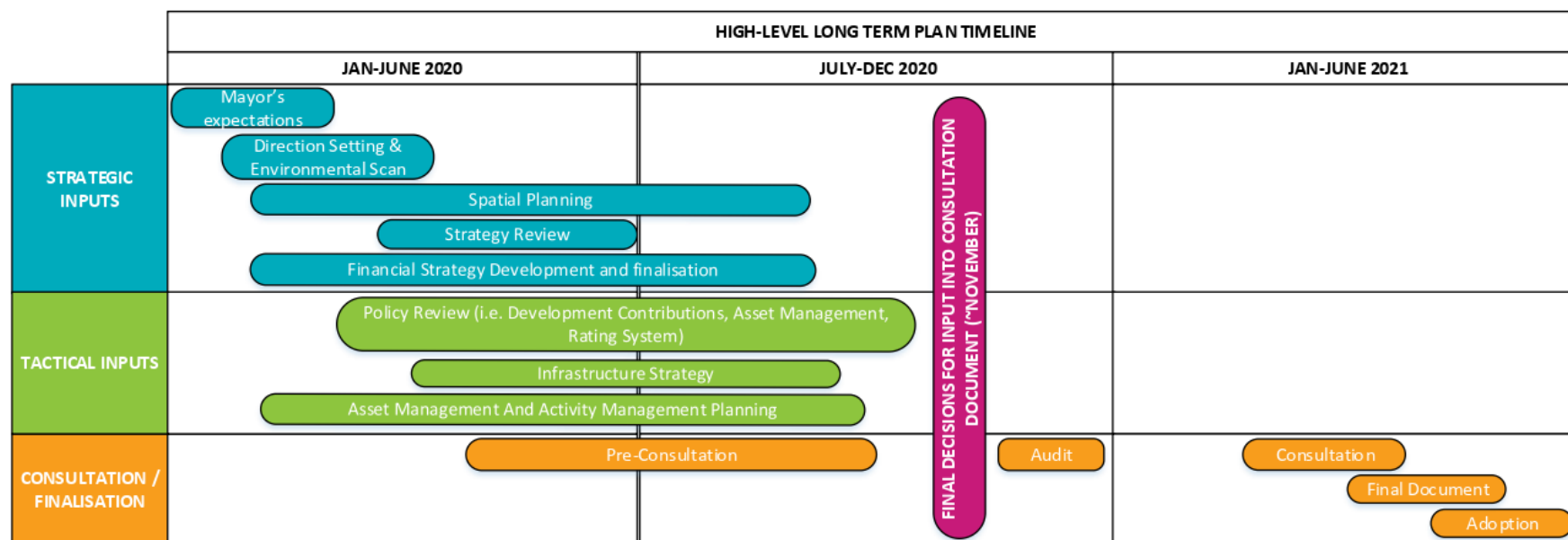


Diagram 1: High-Level Indicative Timeline for Long-Term Plan 2021-2031

5.6 UPDATE - SHAPING THE STRATEGY FOR CENTRAL HAWKE'S BAY**File Number:** COU1-1411**Author:** Doug Tate, Group Manager Customer and Community Partnerships**Authoriser:** Monique Davidson, Chief Executive**Attachments:** Nil**PURPOSE**

The purpose of this report is to update the Committee on the Project 'Shaping the Strategy for Central Hawke's Bay' - an important operational input into the 2021 Long Term Plan and District Plan Review.

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

Councillors will recall as part of their induction for the 2019 – 2022 Triennium, the briefing paper 'Shaping the Strategy for Central Hawkes Bay – Spatial Planning'.

The interrelated operational project was borne through several existing projects identifying key gaps in information required for their success that could not be addressed in isolation. A joined-up and highly collaborative approach to ensure robustness in future decision making was essential.

Interrelated spatial planning, is a strategic management tool commonly used to take strategic direction and vision for a community, in our case Project Thrive, from strategy statements into a co-ordinated strategic spatial decision-making tool, relating to community and utility infrastructure, services and investment – ultimately supporting a communities' vision for their future and the four well-beings.

In short, the plan will result in Council further bringing 'Thrive Alive', with the spatial plan being a key planning document clearly articulating future growth and future community infrastructural requirements in the widest sense for Central Hawke's Bay.

The scope of the project is to develop an integrated spatial planning document for the Central Hawke's Bay centres of Otane, Waipawa and Waipukurau for 20-30 years that articulates the vision and catalyst projects from project thrive to provide:

- Spatial planning, clearly identifying growth areas and opportunities from a planning perspective through an enquiry by design process to create a master 2D structure plan for residential, commercial, industrial and rural living
- Updated growth assumptions based on the spatial planning and other inputs, to update the Urban Growth Strategy as a key document to inform the District Plan Review and to direct commercial, residential and industrial investment into areas that make sense and can be serviced.

- Clear infrastructural requirements and strategic direction for inclusion in the 2021 Infrastructure Strategy and 2021 Asset Management Plans, with high levels of confidence for priority development areas and lower levels of confidence for areas in latter years.
- Opportunities to ensure integrated urban development and landscape design approach to deliver on Town Centre Challenges and opportunities, through Town Centre Planning
- Identification of spatial catalyst/transformational projects to deliver on the Project Thrive vision and thrive initiatives.

In December, a Request for Proposal was released to the market with a strong response received. As part of the Request for Proposal process, we also included the opportunity for the successful supplier to complete the Tourism Infrastructure Assessment for Central Hawke's Bay, from funding received from the Tourism Infrastructure Fund and to include Community Planning for Otane within the scope of the project.

A heavy focus in finding a successful supplier was the need for a genuinely collaborative approach that reflected Councils DNA, and the highly interrelated nature of the project involving utilities such as Chorus and Centralines, NZTA, Council, and other key partners. Evidence in highly interrelated and balanced spatial planning experience was also critical, rather than just a strong focus on a single discipline. Time is of the essence with this project, so evidence of a detailed and considered programme to achieve the substantial completion date of August was also required.

Through December, January and February a robust procurement process was completed with the successful supplier being identified on 19 February. At the time of writing, we are finalising contract details with the successful supplier, for work to commence in early March with Officers having delegated authority to finalise the procurement.

DISCUSSION

At this time, the project includes a six-stage development process. Recognising the highly interrelated nature of this project and the Long Term Plan, many of the inputs required for the Long Term Plan and referenced in a separate report included in this committee agenda will be workshopped together– i.e. growth assumptions, which will be delivered by this project. The two projects cannot be completed in isolation. The diagram below explains how the spatial plan forms a key operational input into the Long Term Plan.



As the project programme will be built collaboratively with the Supplier (substantially planned for the days of 9-11 March) and despite the project having a high operational management input, there will be multiple opportunities for Council to lead and influence the direction of the work as outlined above, as well as opportunities to be actively involved in the project.

The resulting outputs identified in the plan, as well as further bodies of work to be addressed for future projects and growth areas, will be included in the Infrastructure Strategy, Asset and Activity Management Plans and the eventual Long Term Plan that Council work through and individually adopt.

In stage 1 of the project, a Communication and Engagement Plan will be developed by the Supplier. At this time, we do not expect to undertake community consultation as part of the development of the project, with the project being operational and delivering on the strategic vision of Project Thrive. As this time, we have envisioned any resulting key issues being consulted on as a 'check-in' or where further specific consultation is required, this being done as part of the Long Term Plan.

The total budget for the project is \$125,000. This value is made up of a private business contribution to the project, asset management funding, town centre planning funding and District Plan review funding. Separate budgets are available for the Tourism Infrastructure Strategy and Community Planning for Otane, relative to the level of inclusion in the overall project.

Like the Long Term Plan, and most likely in future in conjunction with the Long Term Plan, we intend to provide regular updates to Committee on the project.

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

A further update on the project will be provided at Council's next meeting.

RECOMMENDATION

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

6 DATE OF NEXT MEETING

RECOMMENDATION

THAT the next meeting of the Strategy and Wellbeing Committee be held on 7 May 2020.

7 TIME OF CLOSURE