



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL



## Strategy and Wellbeing Committee Meeting Agenda

Thursday, 6 May 2021

9.00am

Council Chamber, 28-32 Ruataniwha  
Street, Waipawa

*Together we Thrive! E ora ngātahi ana!*

## Order Of Business

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

**RECOMMENDATION**

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

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

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

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

**5 CONFIRMATION OF MINUTES**

Strategy and Wellbeing Committee Meeting - 25 March 2021

**RECOMMENDATION**

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





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

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

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

Dale Grant (Kainga Ora) via zoom entered meeting 9.00AM

9.03am Tim Aitken entered the meeting

**1 APOLOGIES**

Apologies for absence from Cr Exham Wichman

**2 DECLARATIONS OF CONFLICTS OF INTEREST**

Nil

**3 STANDING ORDERS**

**COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan

Seconded: Cr Tim Aitken

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

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

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

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

#### 4 CONFIRMATION OF MINUTES

**COMMITTEE RESOLUTION**

Moved: Cr Jerry Greer

Seconded: Cr Brent Muggeridge

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

**CARRIED**

#### 5 REPORT SECTION

**6.1 STRATEGY AND WELLBEING COMMITTEE PRIORITY REPORT****PURPOSE**

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

**COMMITTEE RESOLUTION**

Moved: Cr Pip Burne

Seconded: Cr Tim Aitken

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

**CARRIED**

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

*9.51am Dale Grant leaves meeting*

**6.2 COMMITTEE RESOLUTION MONITORING REPORT****PURPOSE**

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

**COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan

Seconded: Cr Jerry Greer

**RECOMMENDATION**

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

**CARRIED**

Mrs Davidson presented the report.

**6.3 ADOPTION OF THE ONGAONGA COMMUNITY PLAN****PURPOSE**

The matter for consideration by the Council is to consider the adoption of the Ongaonga Community Plan.

**COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan

Seconded: Cr Pip Burne

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

- a) That the Committee adopt the Ongaonga Community Plan.**

**CARRIED**

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

**6.4 ADOPTION OF TAKAPAU COMMUNITY PLAN****PURPOSE**

The matter for consideration by the Council is to consider the adoption of the Takapau Community Plan.

**COMMITTEE RESOLUTION**

Moved: Cr Kate Taylor

Seconded: Cr Gerard Minehan

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

- a) That the Committee adopt the Takapau Community Plan.**

**CARRIED**

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

*The Committee adjourned at 10.50am for morning tea break.*

*The Committee meeting resumed at 11.15am.*

**6.5 COVID-19 AND DROUGHT ECONOMIC ACTION PLAN UPDATE - MARCH 2021****PURPOSE**

The purpose of this report is to update the Committee on the COVID-19 and Drought Economic Recovery Action Plan adopted in 2020.

**COMMITTEE RESOLUTION**

Moved: Mayor Alex Walker

Seconded: Cr Brent Muggeridge

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

**CARRIED**

Mr Tate presented the report.

**6 DATE OF NEXT MEETING**

**COMMITTEE RESOLUTION**

Moved: Cr Pip Burne  
Seconded: Cr Gerard Minehan

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

**CARRIED**

**7 TIME OF CLOSURE**

**The Meeting closed at 11:28.**

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

.....  
**CHAIRPERSON**



## 6 Report Section

### 6.1 COMMITTEE RESOLUTION MONITORING REPORT

**File Number:** COU1-1411

**Author:** Caitlyn Dine, Governance & Support Officer

**Authoriser:** Monique Davidson, Chief Executive

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

#### PURPOSE

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

#### RECOMMENDATION

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

#### SIGNIFICANCE AND ENGAGEMENT

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

#### DISCUSSION

The monitoring report is **attached**.

#### IMPLICATIONS ASSESSMENT

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

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

#### NEXT STEPS

An updated Resolution Monitoring Report will be presented at the next Committee meeting on 1<sup>st</sup> July 2021.

**RECOMMENDATION**

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



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL

### Strategy and Wellbeing Committee Resolution Monitoring Report May 2021

Key					
Completed					
On Track					
Off Track					

Item Number	Item	Council Resolution	Resolution Date	Responsible Officer	Progress Report
6.60	Environmental Sustainability Fund Application	Environmental Sustainability Fund Application	22/10/2020	Jordy Wiggins	On track - Hunterpark Kindergarten have commenced work and invoices are being received by Officers.

**6.2 STRATEGY AND WELLBEING COMMITTEE PRIORITY REPORT****File Number:** COU1-1411**Author:** Monique Davidson, Chief Executive**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Solid Waste Dashboard - MArch 2021 [↓](#)**RECOMMENDATION****That, having considered all matters raised in the report, the report be noted.****PURPOSE**

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

**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 and Wellbeing 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"> <li>• Lead and monitor the implementation of Waste-Free CHB.</li> </ul>	Josh Lloyd	<p><b>On Track</b></p> <p>A dashboard is appended to this report providing an overview of service delivery, general operations and Waste Free CHB initiatives.</p>
<ul style="list-style-type: none"> <li>• Lead the delivery of the Social Housing Strategic Framework.</li> </ul>	Doug Tate	<p><b>On Track</b></p> <p>The Housing Strategic Framework is an area where we are struggling to gain solid traction, particularly with Government Agencies.</p> <p>Discussions with Kainga Ora are continuing, particularly around focusing on a placebased solution for housing in Central Hawke's Bay.</p> <p>A survey was completed for LGNZ over the period, on concepts to support housing also.</p> <p>A draft policy for retirement housing on the back of Councils Section 17a Review on Retirement Housing will be provided at the Committees July meeting, and work is underway preparing for the installation of heating and other upgrades funded through the 2021 – 2031 LTP.</p> <p>Work on the Porangahau Road Growth Cell</p>

Key Priority	Responsible Officer	Progress Update
		remains a priority, with a submission to the District Plan once notified being prepared. Officers are also continuing to work proactively with developers to encourage the right types of housing development in Central Hawke's Bay.
<ul style="list-style-type: none"> <li>Monitor the implementation of the Economic Development Strategy.</li> </ul>	Doug Tate	<p><b>On Track</b></p> <p>Implementation of the action plan is on track.</p> <p>Officers provided an update at the last Strategy and Wellbeing Committee meeting on the overall programme of the Strategy.</p>
<ul style="list-style-type: none"> <li>Monitor the implementation of the Environmental Strategy.</li> </ul>	Josh Lloyd	<p><b>On Track.</b></p> <p>Efforts of the Solid Waste team have remained focused on Service Delivery improvements and options for change following the LTP adoption. Progress is being made in 'standing up' more formal reporting on the progress of specific Environmental Strategy actions.</p>
<ul style="list-style-type: none"> <li>Review the current Community Wellbeing Strategy and then monitor the implementation of a revised Social Development Strategy.</li> </ul>	Doug Tate	<p><b>On track.</b></p> <p>In consultation with the Chair of the Committee, this will be deferred to the July Committee workshop.</p>
<ul style="list-style-type: none"> <li>Implement Tuhono Mai Tuhono Atu.</li> </ul>	Whaea Pam Kupa	<p><b>On track</b></p> <p>Council adopted Tuhono mai Tuhono Atu in August 2020.</p> <p>The focus operationally, now shifts to the delivery of the strategy, which is making positive progress with the appointment of the Pou Whatuia role in late 2020. This includes co-ordinating time for Council to visit and hui with every Marae across the District over the coming 12 months.</p>
<ul style="list-style-type: none"> <li>Monitor development and implementation of Community Plans.</li> </ul>	Christine Renata	<p><b>On track</b></p> <p>The Takapau and Ongaonga Community Plan were adopted at the previous Committee meeting.</p> <p>An initial meeting was held with the Tikokino community on the scope and timing of their plan and conversations for Otane's timing is set to in May.</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 1 July 2021.

**RECOMMENDATION**

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



Solid Waste Dashboard - March 2021



Refuse and Recycling

CHB Recycling Tonnages (MT)				
Glass tonnage sold	Mar-21	Apr-21	May-21	Jun-21
Amber Unprocessed Glass				
Flint Unprocessed Glass				
Green Unprocessed Glass				
Mixed Unprocessed Glass				
Contaminated Glass (landfill)	59.0			
Total Glass (MT)	0.0	0.0	0.0	0.0
Commingle & Fibre	Mar-21	Apr-21	May-21	Jun-21
Landfill (contaminated)	10.5			
MRF (Earthcare)	4.0			
Total Commingle & Fibre MT)	14.4	0.0	0.0	0.0

CHB Refuse Tonnages (MT)				
Refuse	Mar-21	Apr-21	May-21	Jun-21
Landfill	24.2			
Total Commingle & Fibre MT)	24.2	0.0	0.0	0.0

\*All glass collected during March was transferred to landfill to be recycled and used as a substrate material for future development of cells. Our glass recycler refused to take any glass during this period due to the glass bunker upgrade project as the glass would likely be contaminated during the project - Project is now complete, see photo over page.

\*The comingle figure to MRF (Earthcare) is low due to Earthcare closing for a period of two weeks during March. Non contaminated comingle was stored at the Waipukurau TS waiting to be transferred once Earthcare were able to accept.

\*Solid Waste team have asked Smart Environmental to provide more detail and oversight regarding contaminated recycling so we are aware of where the problem occurs and how we can engage and educate our community about contamination.

Central Hawkes's Bay Waste Track

Service Exception Totals March				
Category	Refuse	Metals/Plastic/Fiber	Glass	Totals
Bin Not Out	1960	4712	6112	12784
Cardboard no flatterer	1	1	0	2
Contamination	0	45	44	89
Non Recyclables	0	5	10	15
Incorrectly mixed Recyc	0	39	28	67
Unwashed/Cleaned Rec	0	1	6	7
Replace Crate	1	0	2	3
Too Heavy	6	0	26	32
Tree Cut Req.	2	1	2	5
Unofficial Bag	0	24	11	35
Total Exception	1970	4783	6197	12950

CHBDC Elected members visit to Henderson Road Transfer Station - Hastings



Monthly KPI

The percentage of kerbside collection complaints that are resolved within agreed timeframes.  
Target 90% Actual 80%

Quarterly KPI (Jan/Mar)

A minimum of two Waste Free CHB events in CHB per quarter  
Target 100% Actual 100%

Second Hand Sunday, Childrens Day and Landfill Site Tour LTP

Stickers - Refuse and Recycling

Date	Location	Number of properties (not all properties participate*)	Properties stickered	%
5/03	Waipawa	576	13	2.26%
8/03	Waipukurau Orange	647	9	1.39%
9/03	Waipukurau Green	789	20	2.53%
12/03	Waipawa	576	11	1.91%
15/03	Waipukurau Orange	647	4	.62%
16/03	Waipukurau Green	789	19	2.41%
19/03	Waipawa	576	10	1.74%
22/03	Waipukurau Orange	647	8	1.24%
23/03	Waipukurau Green	789	11	1.39%
26/03	Waipawa	576	14	2.43%
29/03	Waipukurau Orange	647	6	.93%
30/03/21	Waipukurau Green	789	23	3.55%

Reasons for stickering:

- Overfill glass crates
- Use of wrong crate (non Council and using the wrong crate for glass/plastics etc)
- Contamination - bottles not rinsed
- Non-recyclable plastic bottles numbers 3, 4, 6 and 7



Solid Waste Service Requests

March SR's	Received	Responded to within time frame	Success Rate
Jordy Wiggins	6	6	100%
Themba Ncomanzi	15	11	73.5%
Ngai Deckard	4	3	75%
Smart Environmental	7	7	100%

Solid Waste Dashboard - March 2021



Work Plan - 2021

Increased visibility and communication with both Contract Partners (Smart E and Higgins) to ensure levels of service and operational issues are being managed to a high level and to industry best practice.


Proposed review of the Smart Environmental Contract.

Work in partnership with the CHB community to bring Waste Free CHB to life and to start delivering on actions and objectives set out in the WMMP and Environmental and Sustainability Strategy.

Develop an Waste Free CHB programme to be delivered within CHB Schools to educate our tamariki about waste minimisation and sustainability - work in partnership with key community partners to help deliver this programme.

Review/audit of the current weighbridge/ticketing system.

WASTE  
FREE  
CHB



Hunter Park Kindergarten - Environmental and Sustainability Fund Update:

- Construction is under way for the 'River Play' project. This acts as a storm water conveyance channel and a rain garden will be established to filter sediment and to help minimise/control storm water off-site. Tamariki will learn about the importance of water through play.

Farm Road Landfill - Higgins

CENTRAL HAWKES BAY LANDFILL

QUANTITIES OF LEACHATE

MONTH	LOADS	TOTALS
Dec-20	62	743,000
Jan-21	45	534,000
Feb-21	46	552,000
Mar-21	65	754,000
TOTAL	218	2,583,000

CENTRAL HAWKES BAY LANDFILL

CONDUCTIVITY READINGS - MARCH 2021

DATE	Sub-soil	Dam	Rain (mm)
1-Mar-21	1173	874	
2-Mar-21	1164	862	
3-Mar-21	1171	869	
4-Mar-21	1170	868	
5-Mar-21	1183	879	12
8-Mar-21	1180	880	
9-Mar-21	1183	882	
10-Mar-21	1179	877	
11-Mar-21	1188	892	27
12-Mar-21	1193	903	
15-Mar-21	1199	909	
16-Mar-21	1186	897	
17-Mar-21	1174	863	
18-Mar-21	1162	864	
19-Mar-21	1169	871	
22-Mar-21	1172	874	
23-Mar-21	1179	879	
24-Mar-21	1183	881	
25-Mar-21	1184	880	
26-Mar-21	1174	871	
29-Mar-21	1170	870	
30-Mar-21	1174	872	
31-Mar-21	1173	877	

Higgins - General Comments

- Working on new plan for top cell
- Tip head has been filled and cover is now being transferred
- Visit to Omarunui Landfill for site tour with HDC
- Tyres are starting to pile up - need to be removed to RTS for shredding
- Dams have been cleaned out
- Water tanks require a top up
- Too much wire coming through, tangled in machinery

Hazardous Waste - Asbestos

Date	Weight (kg)
1.3.2021	6,200
8.3.2021	4,900
13.3.2021	4,780
15.3.2021	6,480
16.3.2021	6,280
16.3.2021	5,560
16.3.2021	6,100
17.3.2021	1,500
17.3.2021	6,500
18.3.2021	2,920
18.3.2021	5,020
18.3.2021	5,880
25.3.2021	12,460
25.3.2021	5,080
TOTAL	79,660

Higgins


Cover Volumes

	Date bought in	Source	Volume bought in (tonnes)
Temporary			
	Date bought in	Source	Volume bought in (m3 loose)
Intermediate	March	Internal	280

Health and Safety - Landfill

Mar-21

Toolbox meetings held	23
Safety observations / conversations with visitors	2
Near misses	0



Item 6.2- Attachment 1

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### **6.3 ENVIRONMENTAL AND SUSTAINABILITY FUND APPLICATION - SUSTAINABLE EWE**

**File Number:** COU1-1411

**Author:** Jordarne Wiggins, Solid Waste Contract Manager

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. **Enviromental Funding Policy Application Form** [↓](#)  
2. **Kea Trailers Quotation** [↓](#)

#### **PURPOSE**

The matter for consideration by the Strategy and Wellbeing Committee is the attached application for funding from Council's Environmental and Sustainability Fund to provide Sustainable Ewe with funding toward a trailer and signwriting. This trailer will allow Sustainable Ewe, who are a not-for-profit community group, the ability to transport bokashi, worm and chook feeders created from buckets that are diverted from landfill and to continue to educate and share their knowledge to our communities about how they can manage their green waste and food waste.

#### **RECOMMENDATION FOR CONSIDERATION**

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

- a) **That Council approve to provide up to \$10,000 from the Environmental and Sustainability Fund to Sustainable Ewe for the creation of a customised trailer.**

#### **EXECUTIVE SUMMARY**

Sustainable Ewe are a Central Hawkes Bay community group who have a strong focus on sustainability. Their commitment to divert waste from landfill has supported the creation of 'the great bucket rescue' which ensures hundreds of buckets are being diverted from landfill on an on-going basis. These buckets are then created into Bokashi kits, worm farms and chook feeders.

Any profits made from the sale of the buckets are then used to provide the kits to Central Hawkes Bay schools for free. Kids get to learn the awesomeness of being sustainable and reducing waste.

#### **BACKGROUND**

As part of council's Waste Management and Minimisation Plan, and Environmental and Sustainability Fund of \$20,000 per year was established for residents of Central Hawke's Bay who were eligible to apply for funding for environmental or waste minimisation purposes. This fund utilises money made available by Councils National Waste Levy Income. This will be the second application made for this funding since it was established, the first application was made by Hunter Park Kindergarten in 2020 for a grant of \$10,000 toward their river play project. Sustainable Ewe are applying for a fund of \$10,000 to purchase a trailer and for costs associated to signwriting:

#### **DISCUSSION**

Sustainable Ewe do incredible work within our communities and require support to continue to provide free educational sustainability workshops across our district. They are strong ambassadors and partners to Council in the delivery of our Waste Free CHB vision.

The goals and objectives set out in our WMMP and Environmental and Sustainability Strategy aligns with the values of Sustainable Ewe. One of Council's targets in the 2019 Waste Management and Management Plan is to increase diversion from landfill to 48% by 2025 and this application is in line with achieving that target.

There is \$10,000 remaining in the Environmental and Sustainability fund.

Criteria for the Environmental and Sustainability fund 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.

The application seeks funding of up to \$10,000 to construct the trailer and funds will be drawn down to pay invoices for completed work.

#### **RISK ASSESSMENT AND MITIGATION**

The risks associated with this application are minimal as Sustainable Ewe is a well-established not-for-profit community group with a strong community following.

Sustainable Ewe are aware that they are responsible for all on-going costs associated to the trailer:

- WOF's and Registration
- Insurance
- Maintenance cost

#### **FOUR WELLBEINGS**

The recommendation is assessed against the four wellbeing's as presented below:

- Cultural

The recommendation supports waste minimisation outcomes in line with the expectations and aspirations of local tangata whenua and those wider communities and cultures that call Central Hawke's Bay home. Sustainable Ewe has grown to become a recognised and respected member of Central Hawke's Bay and a small cultural icon with respect to waste management.

- Social

The recommendation will directly support ongoing and increased/improved engagement with the community about waste minimisation. This draws on existing social connections and is an approach delivered for community by community. Council consider the recommendation to be an important enabler of our own social license to operate with respect to managing waste and environmental outcomes.

- Economic

The recommendation is funded by the Waste Levy and is within existing budgets and the affordability of Council. The recommendation will remove financial burden from Sustainable Ewe – a not for profit organisation.

- Environmental

The recommendation directly supports the promotion of waste minimisation to enhance and protect Central Hawke's Bay's unique natural environment.

**DELEGATIONS OR AUTHORITY**

The Strategy and Wellbeing Committee have delegation to make this decision.

**SIGNIFICANCE AND ENGAGEMENT**

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

**RECOMMENDATION**

That Council approve to provide up to \$10,000 from the Environmental and Sustainability Fund to Sustainable Ewe for the creation of a customised trailer.





## ENVIRONMENTAL FUNDING POLICY

### PURPOSE

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.

If you need more information about the Environmental and Sustainability Fund or want help filling out this form please contact Council by phoning 857 8060, or emailing [funding@chbdc.govt.nz](mailto:funding@chbdc.govt.nz)

**GENERAL DETAILS**

Name of Organisation/Group: The Sustainable Ewe  
 Postal Address: 32 Racecourse Road, Waipukurau  
 Street Address: As above  
 Email: info@sustainableewe.org.nz  
 Contact Person: Neen Kennedy  
 Contact Phone Number: 022 468 6336 858 6336

Contact names of at least one other persons within the Organisation who we can contact if we need more information.

*Under the Privacy Act (1993) you must ask permission from these people before giving their details.*

Name: \_\_\_\_\_ Phone (day): \_\_\_\_\_ (eve): \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone (day): \_\_\_\_\_ (eve): \_\_\_\_\_

**TELL US ABOUT YOUR PROJECT, EVENT OR ACTIVITY**

1. What is the project, event or activity you are seeking funding or resourcing for?  
Please give a brief description including where and when your project, event or activity will take place.

We are seeking funding for the purchase of a trailer to attend events, community groups and schools to deliver the message of sustainability and waste minimisation to the greater CHB!

2. How will your programme, event or activity support achieving the objectives of Councils Environmental and Sustainability Strategy?

By educating and encouraging sustainable practices for everyone.

3. How will your programme, event or activity support achieving the objectives of Councils Solid Waste Management and Minimisation Plan?

By reducing waste, encouraging practices such as Bokashi and composting. Correct recycling and general education around waste minimisation.

4. Does your project, event or activity involve use of or changes to council-owned infrastructure? If yes, how does your project, event or activity link to the activity management plans or other relevant Council plans?

No.

5. Tell us about the key people and/or community involved.

Myself and the 814 members of Sustainable Ewe. All of whom are passionate about waste minimisation and sustainability.

6. How many participants do you estimate will participate in your project, event or activity.

26 Schools across CHB.

70 Events and speaking engagements  
ie: Childrens Day, Age Concern Expo,  
Workshops, Community Groups.

7. How will your project, event or activity specifically bring about environmental, sustainability or waste minimisation benefits to Central Hawke's Bay?

By reducing waste.

By reducing contamination in recycling.  
Education and information for the  
residents of CHB

#### FINANCIAL INFORMATION

1. What is your organisations legal status?

Not For Profit

2. If a registered charity, please supply your charities commission registration number.

—

3. If you do not have a legal identity, please explain why. Eg Individual or informal group.

Informal group - NFP



4. If you are a formal group or organisation, are you registered for GST? ☐ Yes ☒ No

If yes, write your GST number here:

*If you are registered for GST please do not include GST in your budget.*

5. Please attach a detailed budget for your project, event or activity including both income and expenditure.

6. What level of funding are you requesting from the Environmental and Sustainability Fund?

\$

7. Tell us about any other funding you have applied for or received for this project, event or activity.

Date Applied: \_\_\_\_\_

Source of Funding: \_\_\_\_\_

Type of Funding (eg Grant): \_\_\_\_\_

Date of Result: \_\_\_\_\_

Amount applied for or received: \_\_\_\_\_

#### DECLARATION

##### PLEASE TICK

- ☒ I/We hereby declare that the information supplied in all section of the application are true and correct to the best of my/our knowledge.

- ☒ I/We have the authority to commit our organisation/group to this application to the Central Hawke's Bay District Council Environmental and Sustainability Fund.

##### *In addition*

- ☒ All reasonable information has been provided to support our application
- ☒ I/We will forward a report on the success of the project to Central Hawke's Bay District Council no later than 2 months after completion of the project, event or activity.

##### *We understand that Central Hawke's Bay District Council:*

- ☒ Is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/We consent to it recording the personal contact details provided in this application, retaining and using these details.
- ☒ I/We understand that our name and brief details about the project, event or activity may be released to the media or appear in Council documentation.



Environmental and Sustainability Fund APPLICATION FORM

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I/We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information

☒ This consent is given in accordance with the Privacy Act 1993.

Person 1

Name: Deen Kennedy  
Signed: [Signature]  
Position: Founder - The Sustainable Ewe.  
Date: 11 March 2021

Person 2

Name: Jordane Wiggins  
Signed: [Signature]  
Position: Solid Waste Contract Manager  
Date: 11/3/2021

FINAL CHECK

- ☐ Completed all the sections of this application
- ☐ Provided financial details including a copy of your latest financial statements (if any) and a detailed budget
- ☐ Attached supporting documents including letters of support for your project, event or activity

*Please post or deliver this application to:*  
Environmental and Sustainability Fund  
Central Hawke's Bay District Council  
Ruataniwha Street, Waipawa P O Box 127  
Waipawa 4240





## Kea Trailers Quotation

23 March 2021

Central Hawkes Bay District Council  
 \*Environmental and Sustainability Fund  
 Ruataniwha Street, Waipawa PO Box 127  
 Waipawa 4240

Hi Jordanne

Thank you for your enquiry regarding our range of top quality NZ made KEA trailers.

The fibreglass canopy on the Kea Shuttle Trailer provides all weather protection for a variety of uses. It is completely sealed, lockable, and is available in many colours with a smooth gel-coat finish which is easy to clean and perfect to sign write. There is a rear stabiliser leg which can be lowered to prevent tipping when not attached to a vehicle. All KEA trailers have a fully hot dip galvanised steel chassis. All shuttles have mag wheels and load rated tyres as standard which are fitted to marine sealed tapered roller bearing hubs.

You are also protected against defects in materials and workmanship with a **5 year warranty**.

### Standard Features:

- Spare wheel mounted to the drawbar
- Deck area 2160 x 1550 x 1200mm (LWH)
- Heavy duty jockey wheel with built-in park brake
- 12 volt sealed LED lighting
- High stop light
- Heavy duty vinyl coated deck
- GVM 950 Kg
- Dual size coupling

### Optional Features:

- Side Gull Wing Door

### KEA Small Shuttle



**KEA Small Shuttle Trailer**  
**Side opening Gull Wing Door**



**\$ 7,600.00 Inc GST**  
**\$ 1,380.00 Inc GST**

### ON ROAD COSTS NOT INCLUDED

If you have any further questions or require more information please do not hesitate to contact us.

Kind Regards,

Jayson Stringer

[sales@keatrailers.co.nz](mailto:sales@keatrailers.co.nz) – 145 Maui St, Te Rapa, Hamilton – Ph: 07 850 8500 – Fax: 07 850 8511

## **6.4 COMMUNITY FUNDING AND GRANTS POLICY - ABILITY FOR UNDERWRITE FUNDING PROVISION**

**File Number:** COU1-1411

**Author:** Bridget Cover, Community Development Lead

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

**Attachments:** 1. **Proposed Amendments - Community Funding Policy** [↓](#)

### **PURPOSE**

The matter for consideration by the Strategy and Wellbeing Committee is to consider the provision of an underwrite process.

### **RECOMMENDATION FOR CONSIDERATION**

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

- a) **That Council adopts the proposed amendment to the Community Funding Policy for Community Funding Underwrites.**

### **EXECUTIVE SUMMARY**

The report presents a recommendation to adopt that requests for Council to underwrite a funding application should be undertaken as a process on a case by case basis with a bespoke process each time, with the inclusion of a new section in the Community Funding Policy. At present there is no process for these types of underwriting requests.

### **BACKGROUND**

Council is in a privileged position to provide underwriting certainty to community organisations seeking funding from funding agencies, which may require a certain percentage of co-funding to be secured prior to an application being considered. The provision of such an underwrite, along with letters of support, from Council sends a powerful signal to the funder that the project is supported.

There are likely to be only a few funders that would require such a condition - Lottery funding and the Provincial Growth Fund are two which would require this, and there would only be certain community projects or organisations which would be in a position to need this facility.

Council in the past 24 months has provided an underwrite function to two projects – being the partnership project Nga Ara Tipuna with Te Taiwhenua o Tamatea to the Provincial Growth Fund and secondly with the Ongaonga Historical Society to the Lotteries Heritage Fund. Both of these projects sought the underwrite to complete community fundraising, with neither project needing to draw down on the underwrite.

### **DISCUSSION**

It is believed that requests for Council to underwrite a funding application should be undertaken as a process on a case by case basis, with a bespoke process each time. A general approach to the process has been developed, however it is recommended that every application for an underwrite should be considered on its own merits, relative to the funding and other contextual environments of the time.

This would also mean that whilst a funding underwrite remains a tool in Council's funding tool kit, it is not promoted or advertised to a wide audience that this is a first option for funding.

In all cases, when the policy is applied the following considerations should be met:

- That enough time is allowed for the underwrite to be presented to Council or Committee and then ratified in a subsequent meeting;
- That the Group Manager or Chief Executive Officer approve in the first instance that the application for underwrite is presented to Council;

- That, as the underwrite is in effect funding which is committed but not drawn down, that it must be allocated for somewhere within existing budgets or reserves;
- That the organisation must demonstrate their plan and ability for securing the funding required so as to not require the underwrite unless necessary, and be willing to work with Council officers to further strengthen and develop this plan if required;
- That the report is written in such a way that it requires a second decision by Council to draw down the money should the underwrite be required and
- That the provision of underwrite does not preclude the provision of some other form of funding to the same project.

A draft approach for inclusion in the community funding policy has been drafted and is attached to this report. The changes to the policy are highlighted in red in the attached policy.

In the event that Council adopt the approach and attached amendment, to the Community Funding Policy by the inclusion of the Community Funding Underwrite, this will be included in the full policy for implementation.

## **RISK ASSESSMENT AND MITIGATION**

Currently there is a low risk because the case by case process allows any risk to be considered and if required mitigated prior to a decision being made by Council.

## **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 case by case process allows for a diverse range of people to apply for a funding underwrite and supports the achievement of cultural connection within our community.

### Social Wellbeing

The preferred option supports the social wellbeing of the Community. The case by case process 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 case by case process 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 case by case process 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 case by case process.

## **SIGNIFICANCE AND ENGAGEMENT**

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

## **OPTIONS ANALYSIS**

1. Adopt the case by case process for requests to Council to underwrite funding (recommended option)

Officers recommend the process is adopted as presented in the attached draft amendment to the Community Funding Policy.

This sees an outline process captured within the Policy, that is not overly prescriptive and reflects the unique context that each project may need to be considered in. Any underwrite will still remain dependent on the adoption of a resolution from Council to provide the underwrite.

2. Adopt the case by case process with some changes to its content

Officers make changes as recommended by the Strategy and Wellbeing Committee and the process is then adopted. Subject to the extent of changes, there may need to be more consideration from Officers before the amendment to the policy is adopted.

3. Reject the adoption of the case by case process

If the Strategy and Wellbeing Committee reject the adoption of the the case by case process and the amendment, the guidelines around funding underwrite will be unclear however still provides for a case-by-case basis to be presented to Council.

	<u><b>Option 1</b></u>	<u><b>Option 2</b></u>	<u><b>Option 3</b></u>
	<b>Adopts the case by case process – proposed amendment (recommended option)</b>	<b>Adopt the case by case process with some changes to its content in the proposed amendment</b>	<b>Reject the case by case process – reject the proposed amendment</b>
<b>Financial and Operational Implications</b>	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.
<b>Long Term Plan and Annual Plan Implications</b>	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.
<b>Promotion or Achievement of Community Outcomes</b>	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.
<b>Statutory Requirements</b>	There are no Statutory Requirements for	There are no Statutory Requirements for	There are no Statutory Requirements for

	Council.	Council.	Council.
<b>Consistency with Policies and Plans</b>	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 funding that Council underwrites.

### Recommended Option

This report recommends option one - adopts the case by case process, in the amendment of the Community Funding Policy for addressing the matter.

### NEXT STEPS

Upon Council confirming its resolution, the process will be made into a formal internal policy.

### RECOMMENDATION

- a) That Council adopts the proposed amendment to the Community Funding Policy for Community Funding Underwrites.





**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL



## Community Funding Policy

Adopted: 06/05/2021 Review Date:06/05/2024

*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.

Council also has a number of other tools in its toolkit to support access for community organisations to funding, including beyond that of Council. One of the tools is a Community Funding Underwrite. In this policy is a Community Funding Underwrite policy is included to guide Council in its consideration of providing underwrites for strategic community projects.

## PURPOSE

The purpose of the Community Funding Policy is to provide guidelines as to how funding should be allocated to best meet Council's 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

COMMUNITY FUNDING POLICY

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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 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. 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.

COMMUNITY FUNDING POLICY

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- 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.

COMMUNITY FUNDING POLICY

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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.

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.

COMMUNITY FUNDING POLICY

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- 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 \$5,000.00 will be assessed and approved by the Strategy and Wellbeing Committee Chair and the Community Voluntary Organisation Support Fund Committee Chair, and reported back to the Strategy and Wellbeing Committee.
- Applications over \$5,000.00 will be assessed and approved by the full Strategy and Wellbeing Committee. 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 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 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

COMMUNITY FUNDING POLICY

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- 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 \$5,000.00 will be assessed and approved by the Strategy and Wellbeing Committee Chair and the Community Voluntary Organisation Support Fund Committee Chair and reported back to the Strategy and Wellbeing Committee at its next meeting.
- Applications over \$5,000.00 will be assessed and approved by the full Strategy and Wellbeing Committee. 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 two funding rounds per year in 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.

COMMUNITY FUNDING POLICY

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## RURAL TRAVEL FUND

This fund is designed to help subsidise travel for junior teams participating in local sport competition.

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.



## COMMUNITY FUNDING UNDERWRITE

### BACKGROUND

Council is in a privileged position to provide financial underwriting certainty to certain community organisations seeking funding from funding agencies, which may require a certain percentage of co-funding to be secured prior to an application being considered.

The provision of such an underwrite, along with letters of support, from Council sends a powerful signal to the funder that the project is supported. Council have sought to formalise this process, having successfully provided underwrites to a small number of strategic projects important to the community.

### DESCRIPTION

Applicants should see a funding underwrite by Council as a bespoke process considered on a case-by-case basis.

A funding underwrite is only one of a number of tools in Councils funding toolkit, with a range of other options that do not have monetary value available. Underwrites will generally only be provided to projects with a high degree of strategic alignment to Council and the Community, with confidence the project will be viable and low risk.

Applicants should consider an underwrite as a final option for the achievement of a project, rather than as a first option for the delivery of projects. For projects to be considered, projects should generally demonstrate:

- A high level of strategic alignment with the vision and aspirations of Council
- Have a high degree of viability and wide ranging benefits
- Be relatively low risk to Council both financially and in repute
- Demonstrate an existing partnership approach with Council

### APPLICATION PROCESS

Applicants are encouraged to have early engagement with Council Officers to determine a projects viability and suitability for an underwrite.

- That the Group Manager or Chief Executive Officer approve in the first instance that the application for underwrite is presented to Council;
- That enough time is allowed for the underwrite to be presented to Council or Committee and then ratified in a subsequent meeting;
- That, as the underwrite is in effect funding which is committed but not drawn down, that it must be allocated for somewhere within existing budgets or reserves;
- That the organisation must demonstrate their plan and ability for securing the funding required so as to not require the underwrite unless necessary, and be willing to work with Council officers to further strengthen and develop this plan if required;
- That the report is written in such a way that it requires a second decision by Council to draw down the money should the underwrite be required and
- That the provision of an underwrite does not preclude the provision of some other form of funding to the same project.

**6.5 2020/21 SUMMER CAMPING UPDATE****File Number:** COU1-1411**Author:** Doug Tate, Group Manager Customer and Community Partnerships**Authoriser:** Monique Davidson, Chief Executive**Attachments:** Nil**RECOMMENDATION**

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

**PURPOSE**

The purpose of this report is to provide an update to the committee on the 2020/21 Summer Camping Season and an update on Councils approach to strategically respond to camping in the future.

**SIGNIFICANCE AND ENGAGEMENT**

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

**BACKGROUND**

Central Hawke's Bay is recognised as a summer hot spot for the great family coastal holiday, with growing local fame on the back of regional and national recognition and promotion as a unique Hawke's Bay destination for New Zealanders.

In 2020 Council adopted the Central Hawke's Bay Tourism Destination and Need Assessment funded by the Ministry of Business Innovation and Employment's Tourism Infrastructure Fund (TIF). The assessment is designed to be flexible by providing direction to enhance the visitor economy and guide both the public and private sector decision making relating to tourism opportunities.

The plan creates a clearly articulated work programme which will support future funding applications to the TIF and other funds, and provides guidance to the Central Hawke's Bay Tourism Coordinator's work programme.

For the 2020/21 Season, Council secured \$81,000 from the TIF to support the operational costs of increased summer camping, for two initiatives being improved hygiene of the summer period and an Ambassador Education and Monitoring Programme. This report speaks to the general themes identified over the summer break and the longer term strategic asset and operational approach proposed for the coast.

**DISCUSSION**

This is the first season where with the role of the Ambassador we have been able to more accurately and fully record and report the use and general themes experienced by campers in considerable detail.

The general themes from the coastal camping period include:

- Overall camper behaviour was improved from the 2019/20 year
- Camper numbers at Pourerere appeared down
- Most self-contained vehicles avoided Pourerere due to the requirement of needing a permit for the period
- New facilities at Te Paerahi were warmly welcomed.

Specific notes from each location are noted below:

Aramoana

Aramoana has three self-contained parking spots, with day parking and no camping provision. Only on one occasion were all three self-contained parking spots full, with 16 self-contained vehicles observed from the period 14 December to 8 February.

Campers and day visitors were complementary about the beach and surprised it was so quiet. Most overnight visitors were couples and spent an average of 2 nights. Two tent campers were moved along by Council. It is understood that locals have also moved along tent campers.

#### Blackhead

There were no issues reporting during the period, with the area frequenting 10/12 vehicles a day with day visitors.

#### Kairakau

This was the most popular beach for self-contained vehicles and regular visitors. A total of 196 self contained vehicles were observed from the period 14 December to 8 February.

Depending on how people park, there are approximately 20 sites. The area was visited twice a day by Councils ambassador. It was never completely full e.g. could potentially squeeze one or two more. The average stay was 3 nights.

The majority of campers were couples, with approximately 10 family groups over the period. There were no observed or reported issues with freedom camping.

Kairakau appeared to be a highly popular beach with a number of day visitors that were mostly young people and young families. This beach over all the others had the most rubbish laying around and was picked up by locals and contractors, despite there being good rubbish bin provision.

#### Mangakuri

Typically, there were 3-4 day visitors at any time on arrival in Mangakuri. There was no freedom camping or other general issues reported at the location.

#### Pourerere

By far, Pourerere was the busiest beach location, with a greater number of baches and two camping grounds operating. Through a historic arrangement, the Pourerere Camping Committee volunteer and manage the allocation of sites through the summer period. From the period 14 December to 8 February 99 site permits were allocated and 27 self-contained vehicles were observed.

Council provides for camping on road reserve in this location. The volume of permits does not fully represent the quantity of campers or the tenure, with many of the camping committee occupying sites for the majority of the period and large numbers of people occupying within times at site. A number of booked sites however were also vacant in the period.

Other than the Te Paerahi facilities that are located on recreation reserve, this is the only other site where non-self contained camping is provided for, however quality facilities do not exist.

Sourcing and supplying water is a major issue at Pourerere. Campers are required to be self-contained for water with the demand for water at the toilet block regularly outstripping the ability of the spring to supply the site, with water regularly being trucked into the location. At times the toilet block had to be closed, until further water could arrive.

Ahead of the 20/21 season, an external tap was removed that significantly reduced water usage, however was the main complaint this year from campers, with damage to basins and other workarounds being sought for water. This is despite the water being marked as unpotable.

Parking of vehicles, speed, motorbikes on the beach and roaming dogs (particularly from day visitors), were noted as key issues. The glass recycling bins – a major success in the 2019/20 year were down in use and were highly contaminated with rubbish and other items.

Overall behavioural issues were down at this location from the 2019/20 year, however a small number of issues were still required to be addressed.

#### Te Paerahi Beach

Te Paerahi was visited twice a day with a focus on the freedom camping area. Campers were mostly couples in self-contained vehicles staying 2-3 nights. Motor vehicles with tents averaged four people who stayed three nights. A total of 72 self-contained vehicles were observed from the period 14 December to 8 February and further 184 individual camping groups in the period.

Issues included general behaviour and the lighting of fires in campground for cooking or bonfires. Children from local beaches also got up to mischief with minor vandalism in the new toilet block. Numerous compliments were received however that Te Paerahi is an exemplary site, with the new toilet block in close proximity and access to water and cold showers following Council upgrades in 2020.

#### Whangaehu

This site received a lower level of day visitors in comparison to other sites and locations, with regular reports of day visitors using the foreshore as a toilet. The new Whangaehu toilet will planned for installation in June will address this long standing issue at the location.

#### **Community Facilities Strategy**

As part of the 2021 – 2031 Long Term Plan, Council is proposing to fund the development of a Community Facilities Plan. The intention of the plan, is to identify a strategic approach to camping issues across the network of Councils sites, to inform a way forward. This includes Pourerere and Kairakau campgrounds and required investment in the Waipukurau Holiday park, with consents and leases due to expire at some of these sites in 2022 and 2023 or upgrades required to meet legislative standards.

This will likely result in a number of tools for Council to consider how it manages sites and provides services and functions, including camping at Pourerere and Te Paerahi beaches.

Council will at this time also need to consider how it implements the current 2015 Freedom Camping Act and in particular, proposed new rules for Freedom Camping that will require Council to specifically identify locations where it will permit and allow for non-self contained freedom camping and self-contained camping or not. Currently Councils bylaws and policies do not fit with the existing freedom camping legislation. If funded, it is proposed to present a work programme for delivery in workshop at Councils Strategy and Wellbeing Committee on 1 July 2021 to progress the works.

#### **New Round of Tourism Infrastructure Funding**

After some uncertainty, a further round of TIF funding is available, with the funds priority a greater focus on South Island areas most impacted by local tourism in relation to COVID-19 and those smaller Districts such as Central Hawke's Bay with a limited rating base.

The fund closed on 30 April and at the time of writing Officers are preparing to apply for the fund for the upgrade and replacement of Pourerere Toilets to a voltaic waterless suite of units. Currently \$185,000 is provided in Year 2 of the 2021 – 2031 Long Term Plan funded through loans, which if Council is successful, may require part of Councils funding for the project to be brought forward. This would be subject to a resolution from Council.

**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.

**RECOMMENDATION**

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



## 6.6 FUTURE FOR LOCAL GOVERNMENT REVIEW

**File Number:** COU1-1411

**Author:** Monique Davidson, Chief Executive

**Authoriser:** Monique Davidson, Chief Executive

**Attachments:** 1. Future for Local Government Terms of Reference [↓](#)

### RECOMMENDATION

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

### PURPOSE

The purpose of this report is to provide information to the Strategy and Wellbeing Committee on the recently announced Ministerial review into the future for Local Government.

### SIGNIFICANCE AND ENGAGEMENT

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

### BACKGROUND

On 23 April 2021 the Minister of Local Government (the Minister) established a Review into the Future for Local Government (the Review). The Review is to consider, report and make recommendations on this matter to the Minister of Local Government.

### DISCUSSION

The traditional roles and functions of local government are in the process of changing. The work programmes the Government is advancing to overhaul the three waters sector and the resource management system are foremost among a suite of reform programmes that will reshape our system of local government.

The sector, led by Local Government New Zealand (LGNZ) and Taituarā - Local Government Professionals Aotearoa, is calling for a programme of work to 'reimagine the role and function of local government', in order to build a sustainable system that delivers enhanced wellbeing outcomes for our communities.

The overall purpose of the Review is, as a result of the cumulative changes being progressed as part of the Government's reform agenda, to identify how our system of local democracy and governance needs to evolve over the next 30 years, to improve the wellbeing of New Zealand communities and the environment, and actively embody the Treaty partnership.

The Minister is seeking recommendations from the Review that look to achieve:

- a resilient and sustainable local government system that is fit for purpose and has the flexibility and incentives to adapt to the future needs of local communities;
- public trust/confidence in local authorities and the local regulatory system that leads to strong leadership;
- effective partnerships between mana whenua, and central and local government in order to better provide for the social, environmental, cultural, and economic wellbeing of communities; and
- a local government system that actively embodies the Treaty partnership, through the role and representation of iwi/Māori in local government, and seeks to uphold the Treaty of Waitangi (Te Tiriti o Waitangi) and its principles through its functions and processes.

The scope of this matter comprises what local government does, how it does it, and how it pays for it. The scope should include, but not be limited to, a future looking view of the following:

- roles, functions and partnerships;

- representation and governance; and
- funding and financing.

The Review's initial focus will be on how local government will be a key contributor to the wellbeing and prosperity of New Zealand and an essential connection to communities in the governance of New Zealand in the future.

This will enable scoping of the broader work to follow, including identifying the process and priority questions that will be of most benefit to furthering the outcomes outlined in these terms of reference.

The Review will then focus on answering the priority questions identified during its initial scoping work.

The Government will welcome the work of the Review but will not be pre-committed to the implementation of its findings. The Government will respond to the findings of the Review in due course.

The Review will report to the Minister on this matter.

- 30 September 2021: an interim report presented to the Minister signalling the probable direction of the review and key next steps;
- 30 September 2022: Draft report and recommendations to be issued for public consultation;
- 30 April 2023: Review presents final report to the Minister and Local Government New Zealand.

**Attached** to this report is a copy of the Future for Local Government Terms of Reference.

Central Hawke's Bay District Council is well placed to positively contribute to the review, having demonstrated on a number of occasions the possible future for Local Government.

Central Hawke's Bay District Council can expect formal and informal levels of engagement into the review process.

## **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**

As further information on this work becomes available, Officers will keep the Strategy and Wellbeing Committee advised.

**RECOMMENDATION**

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

## Terms of Reference: Ministerial review into the Future for Local Government

### Background

The traditional roles and functions of local government are in the process of changing. The work programmes the Government is advancing to overhaul the three waters sector and the resource management system are foremost among a suite of reform programmes that have the potential to reshape our system of local government.

These reform programmes also carry the potential to further compromise the sustainability of some local authorities' current financial arrangements. The Productivity Commission's report on local government funding and financing, issued in late 2019, highlighted the general fiscal challenges being faced by councils, which have subsequently been exacerbated by COVID-19. In addition, local government will have a crucial role in reducing greenhouse gas emissions and adapting to climate change for decades to come with significant financial implications.

A comprehensive review of local government roles and functions is supported by the local government sector, led by Local Government New Zealand and Taituarā – Local Government Professionals Aotearoa,<sup>1</sup> and central government agencies. The review will enable the building of a sustainable system that delivers enhanced wellbeing outcomes for communities.

It is also timely to consider the current role and functions of local government, given the technological and societal change that has occurred since the Local Government Act 2002 was enacted.

There are longstanding calls for reform from Māori and recommendations from the Waitangi Tribunal to ensure the Treaty relationship is fully provided for through the local government system. Consideration of the future for local government will provide an opportunity for central government to consider how to strengthen the Māori-Crown relationship and actively embody the Treaty partnership.

This is an opportunity to strengthen the important relationship central government has with local government. This relationship is critical as the major reform programmes progress, particularly given the local government sector's expectation for a 'parallel conversation' about the impacts of the reform. The sector is seeking certainty of the longer-term direction for local government.

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<sup>1</sup> Taituarā – Local Government Professionals Aotearoa was formerly known as the Society of Local Government Managers (SOLGM).

The Government acknowledges local government's critical role in placemaking and achieving positive wellbeing outcomes for our communities. Stronger local democratic participation, active citizenship and inclusion will support local government in this role. There is an opportunity to strengthen the role of local participation in governance and continue to foster the strength of our open, transparent, and connected democracy.

### **Purpose and scope**

The Minister of Local Government (the Minister) is establishing a Ministerial review into the Future for Local Government (the Review). The Review is to consider, report and make recommendations on this matter to the Minister.

The overall purpose of the Review is, as a result of the cumulative changes being progressed as part of the Government's reform agenda, to identify how our system of local democracy and governance needs to evolve over the next 30 years, to improve the wellbeing of New Zealand communities and the environment, and actively embody the Treaty partnership.

The Minister is seeking recommendations from the Review that look to achieve:

- a resilient and sustainable local government system that is fit for purpose and has the flexibility and incentives to adapt to the future needs of local communities;
- public trust/confidence in local authorities and the local regulatory system that leads to strong leadership;
- effective partnerships between mana whenua, and central and local government in order to better provide for the social, environmental, cultural, and economic wellbeing of communities; and
- a local government system that actively embodies the Treaty partnership, through the role and representation of iwi/Māori in local government, and seeks to uphold the Treaty of Waitangi (Te Tiriti o Waitangi) and its principles through its functions and processes.

The scope of this matter comprises what local government does, how it does it, and how it pays for it. The scope should include, but not be limited to, a future looking view of the following:

- roles, functions and partnerships;
- representation and governance; and
- funding and financing.

The role and representation of iwi/Māori in the local government system should be across all aspects of the Review's consideration of this matter.

The Review should also recognise Aotearoa's increasing diversity, and give consideration to the relationship between strengthening social inclusion and improving the wellbeing of our communities.



The Review should appropriately consider reports relevant to the future for local government, including, but not limited to:

- relevant reports and findings of the Waitangi Tribunal;
- the Productivity Commission's report on local government funding and financing;
- the Justice Committee's recommendations in its Inquiry into the 2016 Local Elections,<sup>2</sup> the interim report for the 2019 Local Elections and any subsequent Justice Committee reports on local elections; and
- the Climate Change Commission's advice to Government.<sup>3</sup>

The Review should also be guided by the objectives of the Public Service Act 2020, in terms of building a unified, agile and collaborative public service, grounded in a commitment of service to the community.

The Review should not make any inquiries into any Government policy decisions, including but not limited to those related to programmes of reform. The impact of reform programmes on local government, such as those related to the three waters sector and resource management system, are within the scope of the Review.

### Review Establishment

This Review is established by the Minister, with the agreement of the Prime Minister.

Appointments to the Review panel will proceed through the Cabinet appointments process and fees will be set in accordance with the State Sector Fees Framework. Should a panel member need to be replaced over the life of the Review, the Minister will follow the Cabinet appointments process to appoint new panel members. Local Government New Zealand and Taituarā - Local Government Professionals Aotearoa will be consulted during the appointments process.

Jim Palmer is the Chair of the Review. The other panel members are John Ombler QSO, Antoine Coffin, Gael Surgenor and Penny Hulse.

The Review may commence consideration of this matter from 3 May 2021.

### Principles and methods of work

The Review will discharge its functions in accordance with the provisions and principles of these terms of reference. The Review has the power to determine its own procedure, unless otherwise guided by terms of reference.

Consideration of this matter should be characterised by a spirit of partnership between the Review, local government, and iwi/ Māori, while upholding the independence of the Review.

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<sup>2</sup> The Inquiry into the 2016 Local Elections was merged with the Inquiry into the 2017 General Election with [the report](#) making recommendations for both.

<sup>3</sup> The Climate Change Commission is consulting the public until 28 March 2021 on a draft of its first package of advice to Government on the actions it must take to reach net-zero by 2050, and ensure a transition to a low-emissions, climate resilient and thriving Aotearoa.

The Review will operate according to principles that include (but are not limited to):

- a) working in partnership with iwi and Māori in good faith and in accordance with the principles of Treaty of Waitangi (Cabinet Office Circular CO(19)5, Te Tiriti o Waitangi/Treaty of Waitangi Guidance);
- b) engaging with local authorities, Local Government New Zealand, Taituarā - Local Government Professionals Aotearoa, other local government stakeholders, central government agencies and the public;
- c) ensuring timely production of documents, ensuring that information received is recorded appropriately and ensuring efficiency, transparency and accountability in its use of public funds;
- d) acting in an independent, impartial and fair way.

#### *The Review will have two areas of focus*

The Review's initial focus will be on how local government will be a key contributor to the wellbeing and prosperity of New Zealand and an essential connection to communities in the governance of New Zealand in the future.

This will enable scoping of the broader work to follow, including identifying the process and priority questions that will be of most benefit to furthering the outcomes outlined in these terms of reference.

The Review will then focus on answering the priority questions identified during its initial scoping work.

The Government will welcome the work of the Review but will not be pre-committed to the implementation of its findings. The Government will respond to the findings of the Review in due course.

#### **Engagement**

The panel members conducting the Review should meet with the Minister at least twice a year to provide status updates on its consideration of this matter. The Chair of the Review should meet with the Minister on a more regular basis, to be mutually agreed by both parties. These meetings will provide an opportunity to share early insight on the direction and findings of the Review.

In undertaking its consideration of this matter, the Review should undertake an engagement process, which must include iwi/Māori, other stakeholders impacted by changes in local government (e.g. rural communities), the public (including diverse communities), and local and central government representatives at a minimum. The Review must identify options for a collaborative approach with the sector, and advise the Minister in due course if any reference group/s will be required.

The engagement process should be robust throughout the duration of the Review to the extent that the work of the Review can be enduring beyond the current parliamentary term.

Engagement with iwi/Māori should be in accordance with the Office for Māori Crown Relations: Te Arawhiti guidelines on engagement.

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### Findings and recommendations

The Review will report to the Minister on this matter.

### Key Dates

- 30 September 2021: an interim report presented to the Minister signalling the probable direction of the review and key next steps;
- 30 September 2022: Draft report and recommendations to be issued for public consultation;
- 30 April 2023: Review presents final report to the Minister and Local Government New Zealand.

### Operational Matters

The Review will be supported by a secretariat and the Department of Internal Affairs will provide administrative support in a way consistent to that of inquiries conducted under the Inquiries Act 2013. The Review must undertake regular financial, non-financial and resource planning and reporting consistent with public sector standards and timeframes.

Operational matters will be managed through a memorandum of understanding between the Department of Internal Affairs and the Review.

**6.7 WAIPUKURAU REGIONAL DIGITAL BUSINESS HUB - PROJECT UPDATE****File Number:** COU1-1411**Author:** Doug Tate, Group Manager Customer and Community Partnerships**Authoriser:** Monique Davidson, Chief Executive**Attachments:** 1. Waipukurau Regional Digital Hub - Layout Plans [↓](#)**RECOMMENDATION**

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

**PURPOSE**

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

**SIGNIFICANCE AND ENGAGEMENT**

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

**BACKGROUND**

In May 2020 Council had to suddenly close the Waipukurau Library, following the identification of critical structural weaknesses in the building, despite being strengthened in 2016.

At the time of closure, Officers were working with the Provincial Growth Fund to establish a Regional Digital Hub at the library, with \$400,000 of funding available. Obviously this is no longer viable in the existing library.

Officers explored a range of opportunities for a new or temporary library facilities in Waipukurau. To support this, through 2020 Council has completed its Integrated Spatial Plan and undertaken Town Centre Planning for Waipukurau and Waipawa. Both plans identify:

- The need for activated community spaces
- 'Establish a community hub on Ruataniwha St, with the potential to include a library, cultural centre, tourist information, community services, urban marae and co-working business spaces'
- 'Work to establish a public open space/plaza on the corner of Bogle Brothers Esplanade and Ruataniwha St for community events, pop up shops and markets. Temporary trials to test different activation options with tactical urbanism interventions.

Sustainable long term options that aligned with the long term strategic direction of Council, were very limited with 4 Bogle Brothers Esplanade – commonly known as the old Bucks Building, being a suitable premises that aligned with the strategic direction of Council.

The project is now at a point where negotiations for the lease of the site are complete – albeit delayed, detailed design is complete and at the time of writing we are awaiting landlord approval for the commencement of consenting to provide for construction works to start.

This report provides a general update on the project overall.

**DISCUSSION**The Project'

The project proposes to establish a regional digital business hub at 4 Bogle Brothers Esplanade, in Waipukurau – commonly known as the old 'Bucks Building'. The new facility will provide for temporary library services for Waipukurau for at five ten years, as well Councils Service Centre, AA

Services and other community activities. The current 'pop-up' facility at the Railway Station will be closed and retained for additional business hub meeting space that can be hired out.

The building will remain in private ownership with Council making a number of improvements to the premises, while leasing the premises for a term of up to 11 years.

#### Regional Digital Business Hub Funding

Councils original Regional Digital Business Hub Funding application featured as 1 of 19 actions in Councils Drought and Covid-19 Economic Recovery Action Plan adopted in April 2020. Councils original application made provision for the facility to be located in the Waipukurau Library.

Following the unexpected closure of Waipukurau Library, Officers worked hard with the Ministry of Business Innovation and Employment to ensure funding would still be available to Council, albeit subject to a number of conditions.

Council have secured \$400,000 from the Provincial Growth Fund for the project, with a number of funding conditions and precedents having been met by Council in early 2021.

#### Timelines

The original programme presented to Council in November 2020, sought to see the facility open at the end of May 2021. This relied on the lease for the premises being executed in early November. Due to a number of reasons the lease was not executed until the second week in February 2021. This has had a material impact to the programme overall, with Officers unable to commit to further conceptual or detailed design in the risk negotiation failed, until mid-February.

In the overall programme, at the time of writing, Officers are now awaiting the receipt of Landlord approval for Councils proposed improvements to allow the commencement of consenting works to occur. On the basis this is provided in a timely manner, Officers are currently working towards an opening date in late July/early August. In a worst case scenario, the approval is delayed, opening could be August or even September, with consenting processes unable to proceed without landlord approval.

Preliminary procurement is underway with a contractor secured, and we now await Landlord approval for consenting to commence and conclude for works to commence in early June. Concerns still exist with trade, sub trade and material availability and Officers have had to work outside of the District in some instances to achieve delivery of the project within reasonable timeframes. Prior to works commencing will be a site blessing.

We will continue to monitor the programme and provide updates as they come to hand.

Our timeline that describes the best scenario is provided below:

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
Execution of lease										
Detailed Design finalised and complete										
Preparation and submission of plans for building consent										
Early notification to tenderers										
Landlord Approval - by 30 April										
Consenting and Consent Granted (In 20 working days or less) 3 – 28 May										
Construction Award – May										



Construction Commencement (6 – 8 weeks) - Commencing 31 May - Best scenario Opening 24 July or 7 August										
Launch of Services – either last week in July or early August										

Budget

The overall capital costs of the works are \$513,028 with Council debt funding up to \$139,000 of costs associated with the project, with the balance being funded from reserves and from the Provincial Growth Fund.

Officers will have greater certainty over the budget in the coming 2-3 weeks once pricing is confirmed and any implications or tags from consenting have been finalised. To date, the project remains on track to be achieved within the allocated project budget, based on initial estimates provided.

Officers are also working through confirming a corporate sponsor for the Regional Digital Hub meeting rooms also, that will support the funding of the facility.

Managing Community Expectations

A careful consideration through the process and the opening will be managing community expectations of the facility. For clarity the focus of the facility is the delivery of the PGF's Regional Digital Business Hub, with the ability to provide a temporary library service a benefit of receiving the PGF's funding, with a temporary library in Waipukurau unlikely to be have been achieved within Councils financial operating environment otherwise.

Expectation should focus that the current facility is a temporary solution to Library Services, as Council will consider the future of the existing building and the longer-term approach to library services in Waipukurau as part of the Community Facilities Plan, set to commence in July 2021 subject to funding being confirmed in the 2021 – 2031 Long Term Plan.

To this end however, Council has engaged with key groups including focussing on youth, older persons and accessibility and will provide further updates shortly to the wider community and those initially engaged with on the project.

Key snapshots of the design, currently subject to landlord approval including the layout of the proposed building are provided as an attachment to this report.

A key consideration in the design is that the spaces will be highly flexible and agile, with all furniture able to easily moved to provide for a changing range of activities and services in the space – rather than a more traditional 'set and forget' approach, which the community saw in the existing Waipukurau library. This will provide for Council and community to gain the very best of the limited space, supported by quality programme and services to provide for a range of new and different ideas to test concepts and explore wider opportunities for the future.

Programming and Communications

A large focus of Councils Library Services and to meet the requirements of the PGF Funding has focussed on a large number of programmes. This has included a range of banking, digital literacy and other programmes being led and supported by the Library Activity in the current operating environment and in the lead up to opening.

A greater focus on programming is being prepared ahead of the late July/Early August opening.

Naming of the Facility

The naming of the facility is yet to occur. Concepts associated with the Regional Digital Hub and Libraries have included 'knowledge' and 'lifelong learning'.

Officers are also still working with Manawhenua on what any name that may be gifted to the hub will be.

#### Existing Library

Officers continue to proceed with the legal guidance being given on the appropriate steps to identify any potential liability. Officers recognise the urgency in this work and the community expectation, and are working to provide updates as soon as possible.

### **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**

Officers will continue to update Council and the Committee on the progress of the project and further wider communications are planned, upon confirmation of Landlord approval, which will then provide certainty for the remainder of the project – most importantly project timelines.

### **RECOMMENDATION**

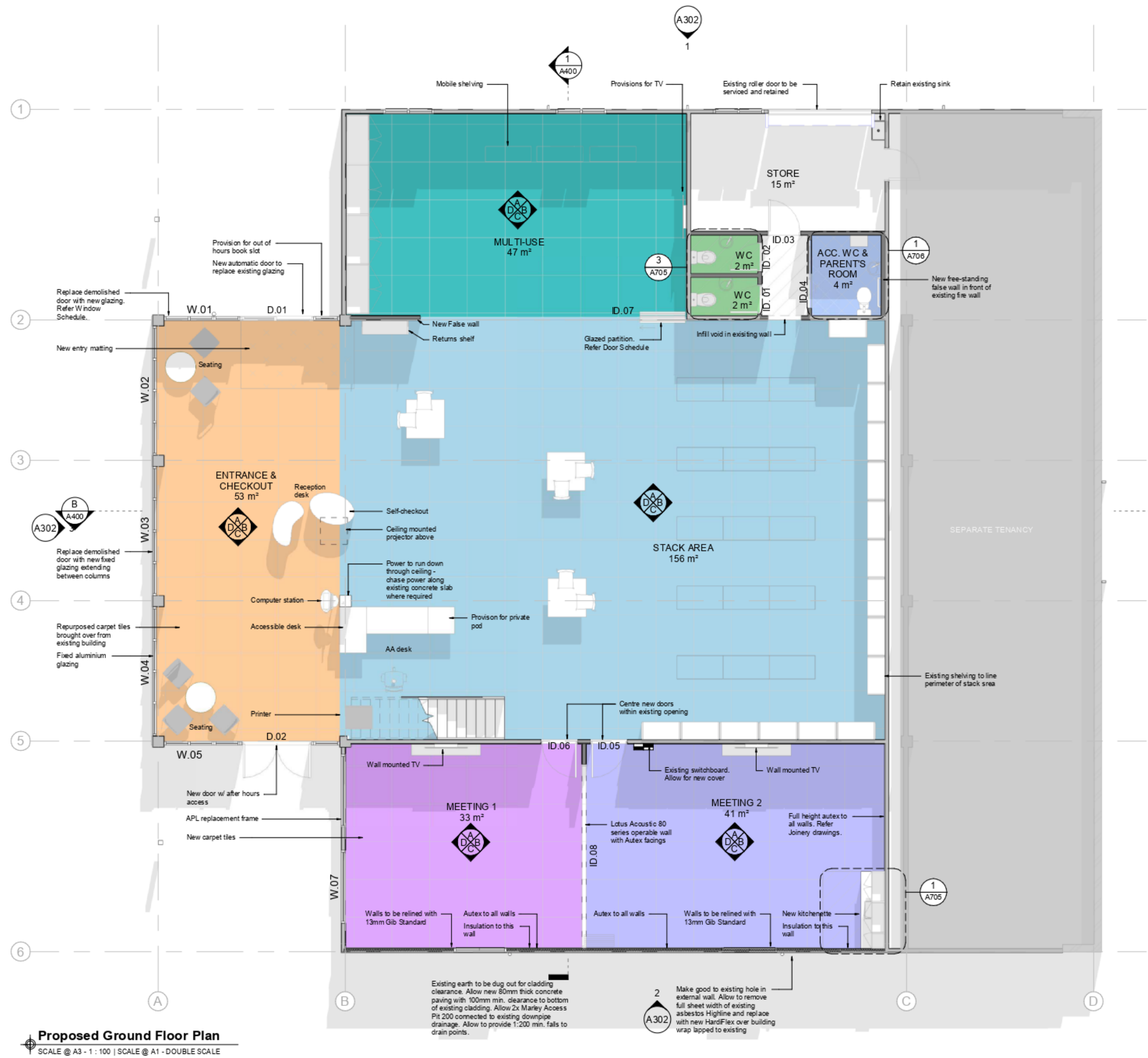
**That, having considered all matters raised in the report, the report be noted.**

CHBDC  
Waipukurau Library  
4 Bogle Brothers Esplanade  
**TENDER & CONSENT**  
MARCH 2021



A001	DRAWING LEGEND
A100	SITE PLAN
A200	EXISTING GROUND FLOOR DEMOLITION PLAN
A201	EXISTING MEZZANINE DEMOLITION PLAN
A202	PROPOSED GROUND FLOOR PLAN
A203	PROPOSED MEZZANINE FLOOR PLAN
A204	PROPOSED GROUND FLOOR DIMENSION PLAN
A205	PROPOSED MEZZANINE FLOOR DIMENSION PLAN
A260	ROOF PLAN
A270	GROUND FLOOR FINISHES PLAN
A271	MEZZANINE FLOOR FINISHES PLAN
A280	GROUND FLOOR WALL FINISHES PLAN
A281	MEZZANINE WALL FINISHES PLAN
A290	EXISTING RCP - GROUND FLOOR
A291	EXISTING RCP - MEZZANINE
A292	PROPOSED RCP - GROUND FLOOR
A293	PROPOSED RCP - MEZZANINE
A300	EXISTING ELEVATIONS
A301	EXISTING ELEVATIONS
A302	PROPOSED ELEVATIONS
A400	SECTIONS
A500	DETAILS
A504	ROOF PENETRATIONS
A600	WINDOW SCHEDULE
A610	WINDOW SCHEDULE
A620	DOOR SCHEDULE
A630	DOOR SCHEDULE
A700	JOINERY - MEETING 1
A701	JOINERY - MEETING 2
A702	JOINERY - ENTRANCE
A703	JOINERY - MULTI-USE AREA
A704	JOINERY - STACK AREA
A705	INTERNAL ELEVATIONS - KITCHENETTE & WC
A706	INTERNAL ELEVATIONS - ACC WC & PARENT ROOM
A800	FIRE EGRESS
A801	FIRE EGRESS
A802	ACCESSIBILITY PLAN
A804	ELECTRICAL PLAN
A805	ELECTRICAL PLAN
A806	SANITARY DRAINAGE





**Proposed Ground Floor Plan**  
SCALE @ A3 - 1 : 100 | SCALE @ A1 - DOUBLE SCALE

# A202 REV.

## PROPOSED GROUND FLOOR PLAN

CHBDC  
Waipukurau Library  
4 Bogle Brothers Esplanade

### TENDER & CONSENT

Contractors shall verify all dimensions on site before commencing work. Do not scale from the drawings. If in doubt ask. Copyright of this drawing is vested in Designgroup Stapleton Elliott.

PROJECT No. **C669**  
PLOT DATE. **31/03/2021 5:29:59 PM**

NO.	DESCRIPTION	DATE
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### Site Information

Rainfall Intensity: 80 mm/h  
Climate Zone: 2  
Corrosion Zone: B  
Legal Description: Lot 1 DP 20959  
Wind Zone: Medium  
NZBC E2 Compliance: Compliance with NZBC E2 is by means of NZBC E2 AS1. Refer Risk Matrix provided.



Wellington	+64 4 920 0032	wn@dgse.co.nz
Palmerston North	+64 6 357 4534	pn@dgse.co.nz
Tauranga	+64 7 925 6238	tr@dgse.co.nz
Napier	+64 6 835 6173	np@dgse.co.nz
Auckland	+64 9 976 8288	ak@dgse.co.nz





# A203 REV.

## PROPOSED MEZZANINE FLOOR PLAN

CHBDC  
Waipukurau Library  
4 Bogle Brothers Esplanade

### TENDER & CONSENT

Contractors shall verify all dimensions on site before commencing work. Do not scale from the drawings. If in doubt ask. Copyright of this drawing is vested in Designgroup Stapleton Elliott.

PROJECT No. **C669**  
PLOT DATE. **31/03/2021 5:29:59 PM**

NO.	DESCRIPTION	DATE
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### Site Information

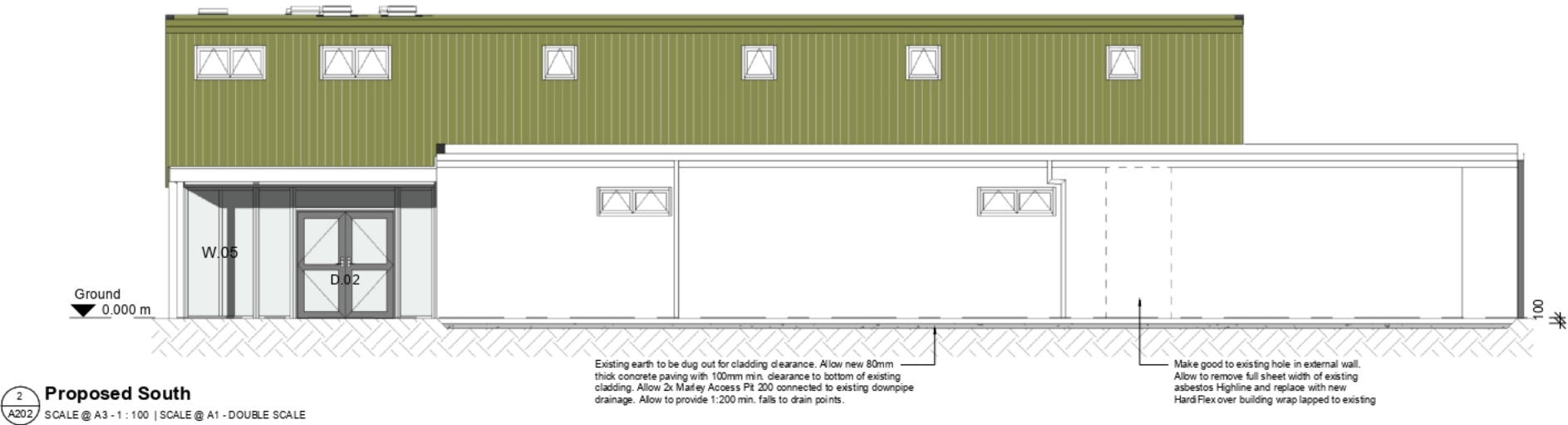
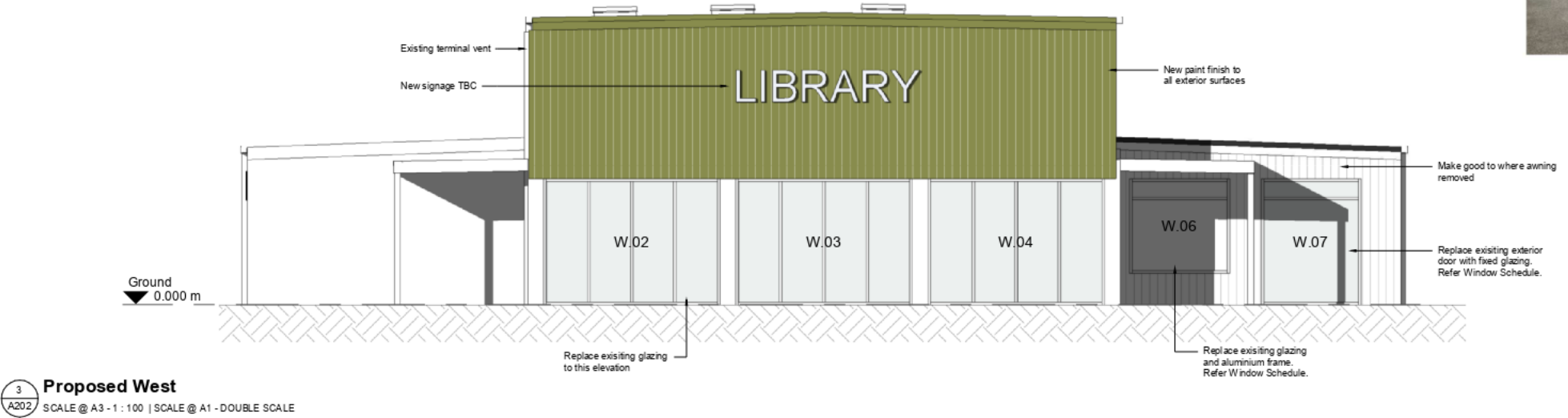
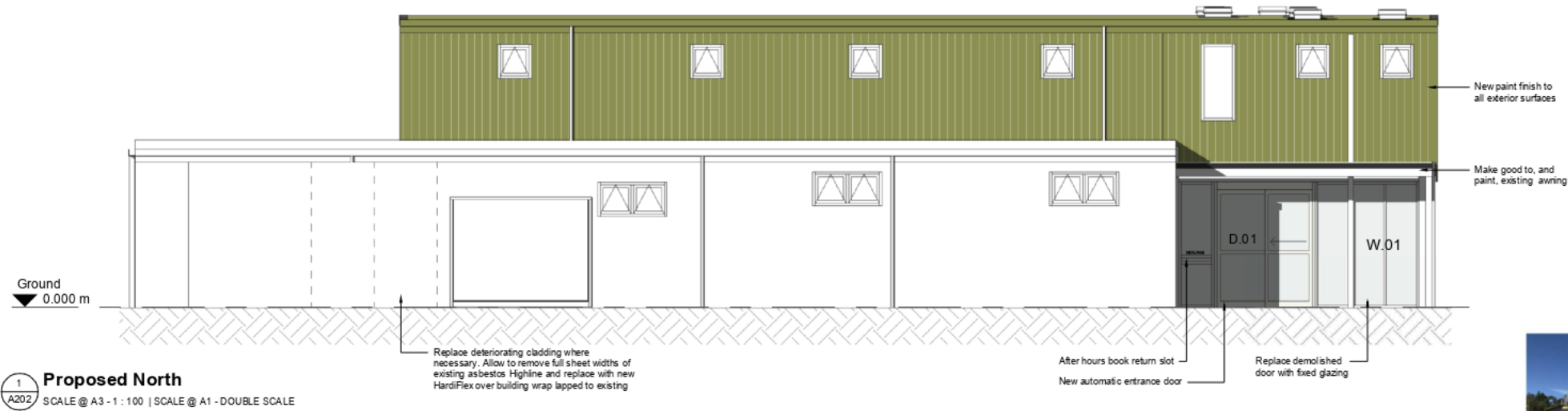
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Climate Zone: 2  
Corrosion Zone: B  
Legal Description: Lot 1 DP 20959  
Wind Zone: Medium  
NZBC E2 Compliance: Compliance with NZBC E2 is by means of NZBC E2 AS1. Refer Risk Matrix provided.



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# A302 REV.

## PROPOSED ELEVATIONS

CHBDC  
Waipukurau Library  
4 Bogle Brothers Esplanade

## TENDER & CONSENT

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PROJECT No. C669  
PLOT DATE. 31/03/2021 5:30:09 PM



NO.	DESCRIPTION	DATE
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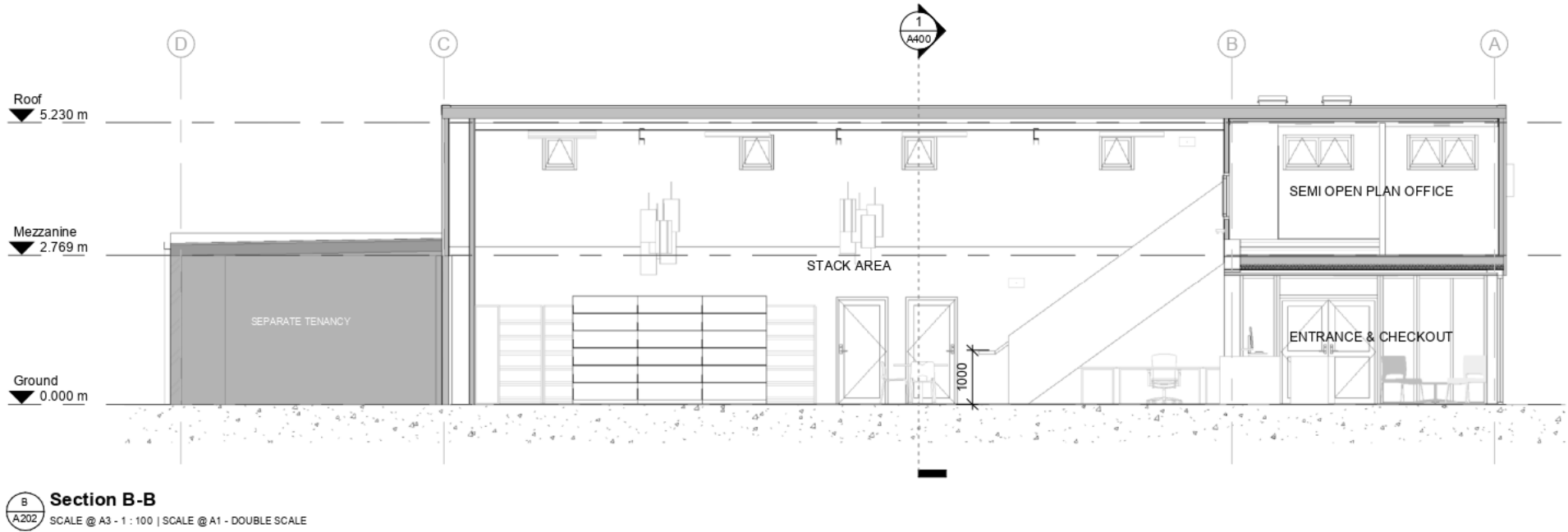
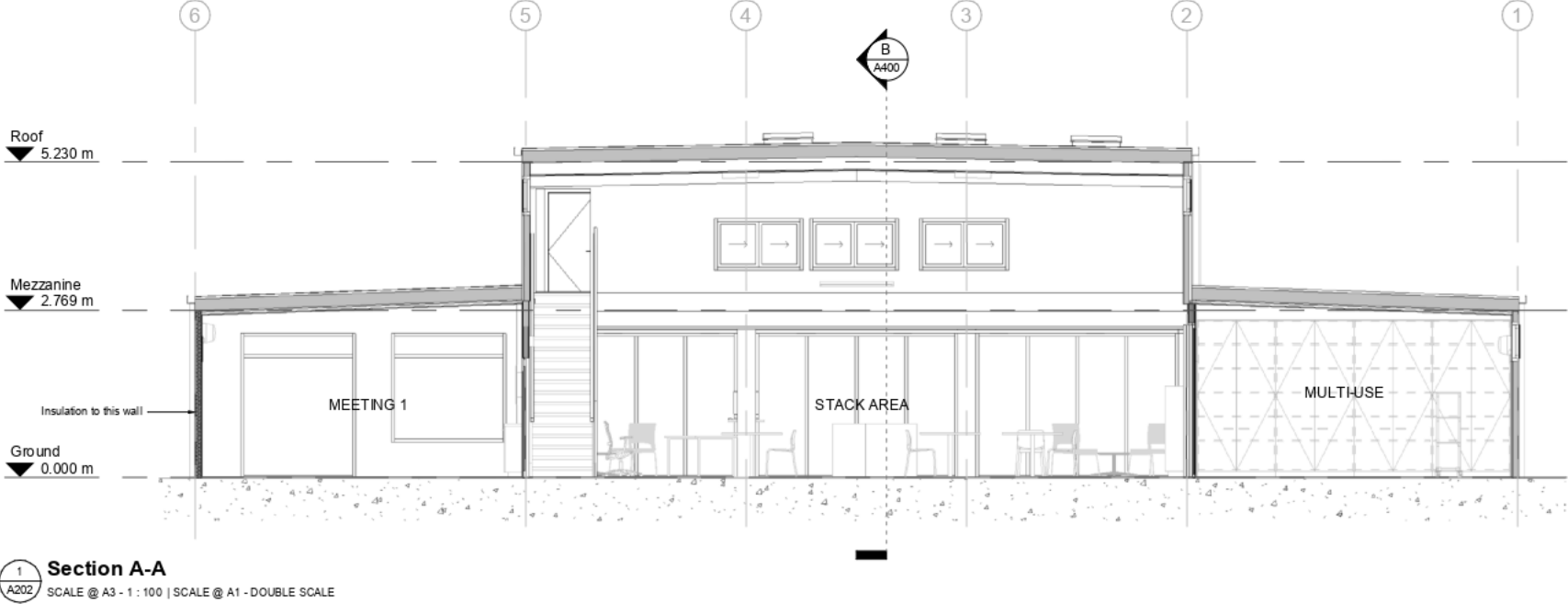
## Site Information

Rainfall Intensity: 80 mm/h  
Climate Zone: 2  
Corrosion Zone: B  
Legal Description: Lot 1 DP 20959  
Wind Zone: Medium  
NZBC E2 Compliance: Compliance with NZBC E2 is by means of NZBC E2 AS1. Refer Risk Matrix provided.



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Auckland +64 9 976 8288 ak@dgse.co.nz





# A400 REV.

## SECTIONS

CHBDC  
Waipukurau Library  
4 Bogle Brothers Esplanade

## TENDER & CONSENT

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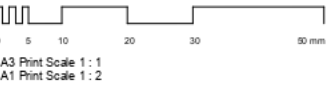
PROJECT No. C669

PLOT DATE. 31/03/2021 5:30:09 PM

NO.	DESCRIPTION	DATE
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### Site Information

Rainfall Intensity: 80 mm/h  
Climate Zone: 2  
Corrosion Zone: B  
Legal Description: Lot 1 DP 20959  
Wind Zone: Medium  
NZBC E2 Compliance: Compliance with NZBC E2 is by means of NZBC E2 AS1 Refer Risk Matrix provided.



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**7 DATE OF NEXT MEETING**

**RECOMMENDATION**

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

**8 TIME OF CLOSURE**