



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL

# Council Meeting Agenda

Thursday, 15 February 2024

9.00am

Council Chambers,

28-32 Ruataniwha Street, Waipawa

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

**RECOMMENDATION**

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

21.2 Time limits on speakers

21.5 Members may speak only once

21.6 Limits on number of speakers

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

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

- 5 **CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 14 December 2023.

**RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on 14 December 2023 as circulated, be confirmed as true and correct.



**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA  
ON THURSDAY, 14 DECEMBER 2023 AT 9.00AM**

**UNCONFIRMED**

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

**IN ATTENDANCE:** Doug Tate (Chief Executive)  
Nicola Bousfield (Group Manager, People and Business Enablement)  
Brent Chamberlain (Chief Financial Officer)  
Dennise Elers (Group Manager Community Partnerships)  
Dylan Muggeridge (Group Manager Strategic Planning & Development)  
  
Dr Roger Maaka – Lake Whatuma Management Group  
Mr Craig Ireson – Lake Whatuma Management Group  
Riley Kupa (Recovery Manager)  
Rebecca England (Project Manager)  
Ben Swinburne (Project Development & Engineering Manager)  
Annelie Roets (Governance Lead)

**1 KARAKIA**

Her Worship, the Mayor Alex Walker welcomed everyone to the last meeting of the year and requested Cr Kate Taylor to open the meeting with a karakia.

**2 APOLOGIES**

There were no apologies received.

**3 DECLARATIONS OF CONFLICTS OF INTEREST**

There were no Declarations of Conflicts of Interest received.

## **4 STANDING ORDERS**

### **RESOLVED: 23.112**

Moved: Cr Pip Burne

Seconded: Deputy Mayor Kelly Annand

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 21 General procedures for speaking and moving motions be used for the meeting.

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

**CARRIED**

## **5 CONFIRMATION OF MINUTES**

### **RESOLVED: 23.113**

Moved: Cr Gerard Minehan

Seconded: Cr Exham Wichman

**That the minutes of the Ordinary Council Meeting held on 15 November 2023 and the Extraordinary Council Meeting held on 7 December 2023 as circulated, be confirmed as true and correct.**

**CARRIED**

## **6 REPORTS FROM COMMITTEES**

Nil

## **7 REPORT SECTION**

### **7.1 PRESENTATION FROM LAKE WHATUMĀ MANAGEMENT GROUP**

The purpose of his report is to present a presentation and letter from Lake Whatumā Management Group on progress on Lake restoration.

Dr Roger Maaka on behalf of the Whatumā Management Group (WMG) and Mr Craig Ireson as project support will be presenting an update to Council on the project at the meeting.

**RESOLVED: 23.114**

Moved: Cr Jerry Greer

Seconded: Cr Kate Taylor

**That the report be noted.**

**CARRIED**

The report was introduced by Doug Tate who introduced Dr Roger Maaka and Craig Ireson who gave an update on the progress on Lake Whatumā's restoration.

- The Lake Whatumā Management Group (WMG) gave a presentation on the Lake Whatumā Revitalisation Programme and have requested a small amount of operational seed funding to help with the maintenance of the site.
- The funding is already included in the initial draft budgets.
- Council is not required today to make a decision on this request – detail of budget options will be formally presented to the Council meeting in February 2024.

## **7.2 RESOLUTION MONITORING REPORT**

### **PURPOSE**

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

**RESOLVED: 23.115**

Moved: Cr Brent Muggeridge

Seconded: Cr Exham Wichman

**That the report be noted.**

**CARRIED**

The report was taken as read.

- Item 9 "Representation Review": Council has formally written to Te Taiwhenua o Tamatea and Tamatea Pokai whenua inviting them to nominate their representatives for Maori Advisors.
- An update will be given at early in 2024 around next steps.
- An update on Item 3 "Kairakau Water Treatment Plan Upgrade – Approval for funding and procurement" was requested. The CE gave a verbal update on the item reminding councillors that all Risk & Assurance agendas and minutes are now uploaded to their respected folders in the portal.

### **7.3 MINUTES FROM THE EXTRAORDINARY RISK & ASSURANCE COMMITTEE MEETING HELD ON 4 OCT 2023**

#### **RESOLVED: 23.116**

Moved: Cr Pip Burne

Seconded: Cr Gerard Minehan

**That the Minutes from the Extraordinary Risk & Assurance Committee held on 4 October 2023 be received.**

**CARRIED**

The report was taken as read.

- Proposed that another report come back to council on risk management approach
- At the R&A Committee meeting it was proposed that a report be presented to council where risk issues are being tabled at a formal council meeting.

### **7.4 REPORTS FROM THE JOINT COMMITTEES HELD FROM AUGUST - 30 NOVEMBER 2023**

#### **RESOLVED: 23.117**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Tim Aitken

**That:**

1. **The Minutes from the Climate Action Joint Committee held on 14 August 2023 be received.**
2. **The Minutes from the HB CDEM Group Joint Committee held on 28 August 2023 be received.**

**CARRIED**

The report was taken as read.

- CHB are looking into alternate location for the Emergency Operating Centre (EOC). Needs to look into an IL4 building as the Council building is not currently compliant to IL4.
- Importance Level 4 building refers to the seismic rating.
- There is currently and always have been an arrangement with Waipukurau Fire station. Currently formalising arrangements while identifying other locations.

## **7.5 CYCLONE GABRIELLE - RECOVERY UPDATE**

### **PURPOSE**

The purpose of this report is to provide the monthly formal update on progress on the recovery from Cyclone Gabrielle against the key four priorities and issues identified for the district through locality planning.

### **RESOLVED: 23.118**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Pip Burne

**That the report be noted.**

**CARRIED**

The report was introduced by Riley Kupa who gave an update on progress on the key four priorities and issues through the district and the report was taken as read. Further discussions noted:

- Rebecca England also gave a brief update on road and transport.
- The work the team have done in the recent months confirmed the scope of Waka Kotahi emergency response funding. This resulted in the team having to refine the estimates for the unfunded work at the moment.
- There are now approximately \$129M of unfunded works which includes damage prior to the cyclone.
- \$61M equates to detail that would fit our “emergency response” category criteria and \$68M of that meets our recovery criteria.
- Because of the uncertainty around funding from Waka Kotahi or The Crown, means that this doesn’t mean that it has to be split into these two categories, but found it useful to provide detail into the potential solutions and cost savings council could make by funding \$61M in the “response” category.
- Community Wellbeing and Resilience: Cover report inconsistent with content in the Project Status Report i.e setting up neighbourhood support networks and a resolution of council needs to be required.
- The CE noted that officers are working through the practicalities on this and will be addressed in the new year.

### **2023 Waipawa Building Society Scholarship**

Her Worship, The Mayor welcomed Ellyn Ross and Ellyn Malcolm to the meeting. Ms Ross and Malcolm were presented with an envelope containing their scholarship for the 2024 academic year. With regret the 3<sup>rd</sup> recipient was unable to attend and the Mayor will pay a special visit to her workplace to present the scholarship.

The Council congratulate them and wishes them all the best for their studies in the next year.

The meeting adjourned at 10.34am and reconvened at 10.57am.



## **7.6 THREE YEAR PLAN - UPDATE AND EARLY DIRECTION**

### **PURPOSE**

The purpose of this report is to provide Council with an update on the '3 Year Plan' being developed under Orders in Council, in replacement of the Long Term Plan 2024 – 2034.

### **RESOLVED: 23.119**

Moved: Cr Tim Aitken

Seconded: Mayor Alex Walker

- 1. That Council notes the significant cost pressures as we develop the Three Year Plan.**
- 2. That Council note and endorse the two budget focus areas (contained in Section 3 of this report), as the basis for Officers to continue early work on the development of the 3 Year Plan Budget.**
- 3. That Council indicates its early intentions to engage and consult with community on the options and measures available to reduce the impact of rates as part of the Three Year Plan development.**

### **CARRIED**

The report was introduced by Doug Tate who reminded councillors that this paper is to update council on the early work in development of the Three Year Plan and next steps and important milestones for council to achieve to deliver on this Three Year Plan. Discussions noted:

- Also to seek council's endorsement on the key priorities which officers will consider in developing the revised budgets.
- Noted council's challenges ahead, but council is retaining its strategic vision and community outcomes developed in Project Thrive in 2016.
- Mr Tate provided a high level overview of the report, the key drivers of cost in the Three Year Plan, challenges, Budget and next steps of the programme.
- Average increase of 6% inflation equates to a 6.5% rates increase alone.
- Additional cost of borrowing of around \$1.774M are forecasted in the first year of the Three Year Plan and roughly forecast a further 6.8% rates increase to be required to meet these costs.
- Significant cost of increased Land Transport Investment.
- A significant increase of 30% in Council's cost of insurance.
- Lower than forecasted revenue from Fees and Charges across resource and building consenting and solid waste operations.
- There are not many options to defray, reduce or offset the increases and council will be required to carefully trade-off affordability, regulatory and asset risk against its ability to seek the additional rating requirement for the 3 Year Plan.
- Uncertainty around the three waters reforms and the establishment of a Hawke's Bay Three Waters Entity – significant impact on timing and overall phasing of three waters upgrades.
- Uncertainty around Council's funding arrangements with Waka Kotahi for the \$100m of unfunded roading recovery work from Cyclone Gabrielle.
- Two budget scenarios to be presented to Council to consider with further amendments to be workshopped. These are (i) Recovery budget (status quo) and (ii) Extended Recovery Budget (Reduce level of service).

- Councillors will consider the Draft Budget options over the Christmas period.

Discussions and considerations discussed around the two budget scenarios, specifically ideas around a reduced level of service.

- Options to request government to be excluded from the Emissions Trading Scheme.
- Potentially looking into reduced hours in transfer stations or potentially closing a transfer station (Waipawa, Otāne or Porangahau).
- Recycling – Weekly to fortnightly pickup. Look into Tararua model and potential savings.
- Leachate cost – short term investment needed to assist in the next 3-5 years.
- Reducing mowing frequencies, specifically low volume roads.
- Consider In-house contracting which won't require a great deal of investment.
- Consider an on-demand/ or "as needed" service around when rural roads (i.e gravel roads) are to be serviced?
- Savings on external Audit fees which can be reinvested into the resilience fund.
- Self-insurance.
- Road Transport – currently rate funded. Could consider debt-funding.
- Councils across NZ face significant challenges specifically around growth and inflation rates.

## **7.7 TUKITUKI SWINGBRIDGE - PROJECT UPDATE**

### **PURPOSE**

The purpose of this report is to provide an update on the project to Rebuild the Tukituki (Tarewa) swing bridge following the achievement of a number of milestones and the identification and development of multiple significant risks and issues.

### **RESOLVED: 23.120**

Moved: Cr Tim Aitken

Seconded: Mayor Alex Walker

1. **That the report be noted.**
2. **That the Tukituki swing bridge is included in Council's 3-Year plan process for prioritisation and consultation.**

**CARRIED**

The report was introduced by Ben Swinburne who gave an update on the Tukituki Swing bridge.

- A number of milestones achieved such as building consents have been granted, concession from the Department of Conservation (DoC) received and have completed the design process including a structural peer review.
- There is a need for an increase in project budget and includes a number of options relating to design changes, contract costs and material inflationary costs.
- Additional cost to engage consultants to review the flood modelling previously completed by Beca.
- Mr Swinburne highlighted the risks and issues identified such as delay in securing a resource consent by Hawke's Bay Regional Council (HBRC); risk of design change due to HBRC Flood

protection scheme review; risk of delayed construction commencement and project cost increases.

- Provisional approval of the Resource consent conditions has been given by HBRC, subject to the agreement to formalise a Memorandum of Understanding that would outline responsibilities as it relates to the ongoing ownership and maintenance of the bridge and the effects the bridge may have on the surrounding environment.
- Further clarity received on the state of the Flood Protection Scheme work and particular impacts on this project. HBRC have indicated that they are not willing to enter into an MoU until the outcomes of the Scheme review are known. Completion around June 2024.
- Estimate increase costs around \$870,000 as it currently stands with total project costs around \$2.4M.
- Maybe including this project in options for prioritisation and how to fund for the 3-year plan and as a consultation item.

## **7.8 PRESENTATION OF VAPING PETITION - OTĀNE**

### **PURPOSE**

The purpose of this report is to present a petition received from the Otāne Community, petitioning against the presence of a vape shop in Otāne and seeking its closure.

### **RESOLVED: 23.121**

Moved: Mayor Alex Walker

Seconded: Cr Brent Muggeridge

**That Council receives the petition from the Otāne Community on the presence of a vaping store in Otāne.**

**CARRIED**

The report was introduced by Her Worship The Mayor Alex Walker who presented the petition received from the Otāne Community with discussions noted:

- Citizens of Otāne particularly concerned around the sale of vapes in the Otāne village as well access to vapes and the impact on younger children.
- 502 signatures received against the vaping shop in the village.
- Council is limited in what regulatory functions it has to manage or control vape shops and do not have the power to regulate vaping in the same way as alcohol and liquor.
- Council do have legislated duty to promote and enhance the wellbeing of the communities and are well placed to advocate for and provide valuable local context and knowledge.
- Council to receive the petition today and continues to advocate to Government around limiting the availability of vapes and restrict their location and proximity to schools.

**7.9 DOCUMENTS EXECUTED UNDER COMMON SEAL****PURPOSE**

The purpose of this report is to update Council on the recent use of the Common Seal since last reporting use in Jan 2023. Council can expect this to be reported on an annual basis.

**RECOMMENDATION**

~~That the report be noted.~~

The Chief Executive requested that this item be moved to the next meeting as errors have been noted in the table attached to the paper.

**8 CHIEF EXECUTIVE REPORT**

Nil

**9 DATE OF NEXT MEETING****RESOLVED: 23.122**

Moved: Deputy Mayor Kelly Annand

Seconded: Cr Kate Taylor

**That the next meeting of the Central Hawke's Bay District Council be held on 15 February 2024.**

**CARRIED**

**RESOLVED: 23.123**

Moved: Cr Tim Aitken

Seconded: Cr Exham Wichman

**That Council moves into Public Excluded business at 11.51am.**

**CARRIED**

**10 PUBLIC EXCLUDED BUSINESS****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLVED: 23.124**

Moved: Cr Tim Aitken

Seconded: Cr Exham Wichman

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>10.1 - Public Excluded Resolution Monitoring Report</b>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.2 - Public Excluded Minutes from the Extraordinary Risk &amp; Assurance Committee meeting held on 4 October 2023</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege.</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

<b>10.3 - Professional Services - Roading Recovery Procurement</b>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.4 - Land Transport Contract Extensions C1057, C1058, 1059 and C1060</b>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.5 - Landfill Contract Extension for contract C556</b>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.6 - Douglas Cutting Procurement Plan Addendum</b>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.7 - Transport Choices - Procurement Plan</b>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

**RESOLVED:**

Moved: Cr Tim Aitken

Seconded: Cr Exham Wichman

**That Council moves out of Public Excluded business at 2.14pm**

**CARRIED**

**9 TIME OF CLOSURE**

The Meeting closed at 2.14pm.

**The minutes of this meeting will be confirmed at the next Ordinary Council meeting on 15 February 2024.**

.....  
**CHAIRPERSON**



**6        REPORTS FROM COMMITTEES**

Nil

## 7 REPORT SECTION

### 7.1 RESOLUTION MONITORING REPORT

**File Number:** COU1-1400

**Author:** Annelie Roets, Governance Lead

**Authoriser:** Doug Tate, Chief Executive

**Attachments:** 1. Council Resolution Monitoring Report - 15 February 2024 [↓](#)

### RECOMMENDATION

That the report be noted.

### PURPOSE

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

### 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 significantly alter 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 Ordinary Council meeting.

**RECOMMENDATION**

**That the report be noted.**



## Council Resolution Monitoring Report - 15 February 2024

Key	
Completed	
On Track	
Off Track	

Item Number	Item	Council Resolution or Action	Resolution Date	Responsible Officer	Progress Report
1	7.2	Third Quarter Non-Financial Performance Report (Jan - March '23)	2. That council schedule a review of the measures and tools for building the LTP including Snap, Send Solve.	18-May-23 Doug Tate	<b>On Track</b> - This item has been reopened. There is no update to this item. Measures such as open RFS' have been included as part of updates to the Organisational Performance Report. Councillors will consider this item further in the coming weeks as the 3 Year Plan is finalised.
2	7.3	Centralines Aquatic Centre - Annual Plan 2023/24	1. That the report is noted. 2. That Council notes that a Section 17a Review will be conducted in collaboration with the Trust ahead of the development of a new agreement beyond 30 June 2024. 3. That subject to the funding for urgent works being confirmed by Council, Officers will develop an agreement with the Trust confirming expectations and obligations of the funding, including that the Trust continue to seek external funding support for the required works.	15-Jun-23 Dennise Elers	<b>On Track</b> Funding agreement has been signed for critical repairs with the Trust. Pool is now closed and work has commenced. Fortnightly project meetings have commenced. At this point there is no timing for a further update with Council, with the Trust providing feedback to Council on the potential future direction and aspirations of the Trust.
3	9.3	Tukituki (Tarewa) Swing Bridge - Project Direction	That having considered all matters raised in the report: 1. Council approves the continuation of the project to rebuild the Tukituki (Tarewa) Swing Bridge including the attached wastewater conveyance pipe. 2. That this report be released as publicly available information on 15 June 2023.	15-Jun-23 Ben Swinburne	<b>Complete</b> - The bridge design has been finalised and a PS2 issued by the structural peer reviewers. An increase in both project and contract budgets due to unforeseen additional costs is required in order for the project to continue as planned. A decision on direction is to be included within Long term plan consultation as resolved at Councils 14 December 2024. We also await further information from HBRC regarding outcomes from their scheme review and how this may affect the project. This item will be marked as complete, noting that there are other resolutions relating to this project that now have precedence.
4	7.4	Review of Rates Remission, Postponement, Discounts & Collection Policy	1. That Council accepts the recommended changes to the Rates Remission, Postponement, Discounts and Collection Policy as amended. 2. That the Rates Remission, Postponement Discounts and Collections Policy is brought back to Council to consider any proposed changes from the implementation of the new District Plan, including but not limited to SNA's.	19-Oct-23 Brent Chamberlain	<b>On Track</b> - Updated policy is now live on website and implemented. The wider aspects considering the implementation of the District Plan (such as Significant Natural Areas) remains work in progress to be reported back to Council at a later date this year.
5	7.5	Adoption of Draft Statement of Proposal Freedom Camping	That Council adopt the draft Statement of Proposal for Freedom Camping Bylaw for consultation with amendments.	19-Oct-23 Lisa Harrison	<b>On Track</b> - The Bylaw consultation period has closed. The next step will be for Officers to consider the feedback and provide advice to Council on the next steps for the bylaw review expected in March.

6	7.2	Representation Review - Māori Representation	1. That Council resolves to establish a Māori Ward for the 2025 and 2028 Local Body Elections but invites hapu and marae to select up to two representatives for māori representation in an advisory role	15-Nov-23	Doug Tate	<b>On Track - The Chief Executive has</b> formally written to Te Taiwhenua o Tamatea and Tamatea Pokai Whenua Trust about the process for the appointment of Hapu/marae representatives. Progress is ongoing.
7	7.4	Options on Pool Inspection Fees & Charges	1. That Council include the introduction of a targeted rate to pool owners for pool inspection fees from 1 July 2024, to be consulted on and formally considered as part of the Long-Term Plan 2024/34.	15-Nov-23	Nicola Bousfield	<b>On Track -</b> This item will be consulted on as part of the 3 Year/LTP consultation in 2024. Council will consider as part of the 3 Year Plan, which will see this item completed.
8	7.6	Three Year Plan - Update and early Direction	1. That Council notes the significant cost pressures as we develop the Three Year Plan. 2. That Council note and endorse the two budget focus areas (contained in Section 3 of this report), as the basis for Officers to continue early work on the development of the 3 Year Plan Budget. 3. That Council indicates its early intentions to engage and consult with community on the options and measures available to reduce the impact of rates as part of the Three Year Plan development.	14-Dec-23	Doug Tate	<b>On Track -</b> This agenda provides a further update on the Three Year Plan, seeking an endorsement of Council direction, following two workshops held in February to develop the budget.
9	7.7	Tukituki Swingbridge - Project Update	1. That the report be noted. 2. That the Tukituki swing bridge is included in Council's 3-Year plan process for prioritisation and consultation.	14-Dec-23	Ben Swinburne/ Doug Tate	<b>On Track -</b> The Tukituki Swingbridge project is included as part of the Wastewater Capital Programme and will be considered as part of the Long Term Plan.

## 7.2 CYCLONE GABRIELLE - RECOVERY UPDATE

**File Number:****Author:** Riley Kupa, Recovery Manager**Authoriser:** Doug Tate, Chief Executive

**Attachments:**

1. **Key Program Status Report - River and Environmental management** [↓](#)
2. **Key Program Status Report - Land Transport Planned Response and Recovery** [↓](#)
3. **Key Programme Status Report - The Big Stormwater Story - Dec 2023** [↓](#)
4. **Key Program Status Report - Community Wellbeing & Resilience, Cyclone Gabrielle – Social Pou** [↓](#)

### PURPOSE

The purpose of this report is to provide the monthly formal update on progress on the recovery from Cyclone Gabrielle against the key four priorities and issues identified for the district through locality planning.

### RECOMMENDATION

**That the report be noted.**

### SIGNIFICANCE AND ENGAGEMENT

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

### BACKGROUND

Twelve months on from Cyclone Gabrielle, and we continue to make progress. We are resolute in our objective for the Recovery in Tamatea, Central Hawke's Bay to be Community led and we continue to be guided by the discussions had with our communities across the nine 'Community Conversations' hui across the district.

This engagement process remains critical in ensuring that our policies, approach, and initiatives reflected the needs and aspirations of the district, which we hope, foster a sense of ownership and belonging in the Recovery process. Further discussion, reflection and reviewing of our processes since our first report to Council have helped reframe and refine the key priorities and issues identified across the district. The key four priorities and issues identified to date are:

1. River and Environmental management.
2. Land transport and drainage management.
3. 3 Waters – Recovery.
4. Community Wellbeing and Resilience.

The immediate priorities for the community, as well as longer-term aspirations have been captured in Central Hawke's Bay's first edition of a recovery and locality resilience plan which can be accessed on [Council's website](#). We have been out across the district for round 2 of our 'Community Conversations', meetings which have been an opportunity for us to keep our

community engaged in the recovery process, share information, update, discuss and ascertain our direction going forward. We are grateful to everyone who took time to provide us with feedback, thoughts and engage in a robust discussion over the last 3-4 months. These interactions are the foundation of our roadmap for our journey through the recovery, no reira, tēnei te mihi ki a koutou katoa, te whānau whānui o Tamatea.

As officers' focus is now firmly on recovery from the Cyclone, officers will provide monthly updates to Council on progress with recovery efforts. This report constitutes a further formal report to Council on recovery, focusing on key actions and milestones reached for the different recovery activities over the past seven weeks.

## **DISCUSSION**

The following sections of the report provide Council with a snapshot of the key activities undertaken across the four key priorities for Central Hawke's Bay identified in the recovery and resilience plan. It is important to note that while these priorities are contained in the plan produced by Council, the priorities and issues identified will not be resolved by Council on its own. In particular, a number of the key priorities and actions in the recovery plan will be led and/or managed by partner agencies, in particular the Hawke's Bay Regional Council on work pertaining to repairs and improvements to flood protection schemes and activities.

This report will summarise each of the identified key priorities in turn and highlight key milestones achieved (to date):

### **1. River and Environmental management.**

The river and waterway management aspect of the Recovery Plan continues to be led by Hawke's Bay Regional Council (HBRC).

#### ***Land Categorisation***

We continue to work with HBRC and PDP engineers who have developed a longlist of flood mitigation options for Pōrangahau where 130 properties remain categorised as 2A. A further community meeting was held in Porangahau in December to discuss and inform the community of the flood mitigation options. It was clear that from these initial meeting a solid plan needed to be established to facilitate this process. In light of this, Council officers have met with HBRC in the new year to discuss a project structure, to include coordinated information package for the community. This includes technical advice and information on any planned infrastructure upgrades, local plans and strategies that could be impacted, planning issues that could affect proposal to raise properties to add to the information already provided by HBRC. Over the next month HBRC have indicated that they wish to re-engage with the community, we will continue to work closely with them to ensure success in this space.

#### ***Key milestones/actions***

- Flood mitigation options discussion continue in Pōrangahau.
- Project plan drafted.
- Reengagement planned for Pōrangahau during over the next month.

The full Project Status Report is attached.

### **2. Land transport and drainage management**

Before the Christmas break and following on since New Year, significant milestones have been achieved, including the successful signing of 8 contracts and the commencement of construction activities across various sites.



Request for Tender 2 was released before the Christmas break which positions us to evaluate proposals and make additional contract awards in February. This will enable the completion of all procurements under the emergency response funding provided by Waka Kotahi and therefore allow for construction of all sites to be completed before the June 2024 funding deadline.

The implementation of our overarching communications plan has been successfully executed across several sites, ensuring transparent and efficient information flows to all stakeholders.

Existing key risks remain prevalent, including completion of construction within current funding time constraints on complex sites. Additionally, the risk of degradation in unfunded sites as winter approaches has become a focus of the team.

As we shift focus towards the construction phase of the current programme, our priority lies in contractor performance. Initiatives to assess and improve contractor performance have already commenced, with retrospective PACE score discussions held with contractors who played a crucial role in the initial minor works response across the district, as well as detailed kick start meetings laying out Councils expectations.

### ***Key milestones/actions***

- 8 contracts signed.
- Request for Tender 2 released.
- Construction of all sites under the emergency response funding provided by Waka Kotahi to be completed before the June 2024 funding deadline.

The full Project Status Report is attached.

## **3. Three Waters - Recovery**

### ***Drinking Water***

With a focus towards the long-term resiliency of our district's drinking water Council secured Crown funding via the Flood Resilience Projects fund to replace the flood protection scheme around the Water Treatment Plant on Tikokino Road, Waipawa. Council Officers submitted the project delivery plan in December to Crown Infrastructure Partners, the administrator of the fund for their review and have received the final funding agreement, which will hopefully be fully executed soon.

This will see the reconstruction of the existing stopbank able to commence within the next few weeks. There remain delays with the construction of the new stopbank, due to consenting and data associated with the upper Tukituki Catchment Scheme review, not expected to be complete until May.

### ***Wastewater***

Wastewater conveyance and treatment has returned to pre cyclone Gabrielle activity.

Resiliency is also a focus for our wastewater network going forward. We're working closely with our three waters team on resiliency options in this space. This will have a long-lasting and ongoing impact for the delivery of our wastewater programmes for the district for the foreseeable future.

### ***Stormwater***

The impacts of Cyclone Gabrielle required greater focus on stormwater and as a result the general stormwater programme has seen significantly more progression since.

The opportunity has been taken to take a more holistic approach in how the overall stormwater activity is managed moving forward and is culminating into the formation of a stormwater strategy

document, planned alignment and finalisation of our catchment management plans and breaking up work into key workstreams each with their own objectives, measures and plans.

While we undertake this work that will shape how the activity is managed long term, it is recognised that in the short-term work is needed to quell community concern around future extreme events and the performance of the network to ensure protection of their properties. To support this, expert technical consultants have been engaged to support officers. Together a first short term iteration of an overarching strategy was formulated to help guide the current and next financial years' work programme with a large focus on mitigation of flood risk.

As a result, work to clear the major open drainage channels in the district has been carried out in Waipawa and Waipukurau. A report identifying the quick win projects to improve system performance has been received and a work programme is being created. Additionally, a Severe Weather Outlook Checklist (SWOC) has been created to assist operational teams in ensuring optimal performance of the network prior to forecast poor weather.

### ***Key milestones/actions***

- Hollistic approach to overall stormwater management.
- Short Term strategy finalised.
- Maintenance programme continues.

See the full Project Status Report attached for further information.

## **4. Community Wellbeing and Resilience**

The Community Connections Manger Recovery continues to provide navigational support as required to affected property owners. The Pōrangahau connector service via the Ngāti Kere Hapū Authority finished at the end of December, with all communications now going via the Hapū Authority secretary.

Tranche three (final tranche) of the Red Cross home bundles project has been released and allocations are underway. Tranche one and two online orders are completed with deliveries underway. Tranche one recipients all received Warehouse gift vouchers prior to Christmas, with tranche 2 vouchers currently being distributed.

The Tikokino Community Resilience plan has been drafted and is with community for feedback. The existing Pōrangahau Community Resilience plan is currently under review with a community survey under way for initial feedback.

The successful funding application to the New Zealand Disaster Fund via New Zealand Red Cross means we can progress the purchasing of supplies and equipment for the community hubs. We have met with Hastings District Council to understand their procurement processes and logistics attached to establishing the hubs.

HBCDEM have finalised the Lifestyle Block Emergency Preparedness Handbook. We will share communications and collateral when they come to hand.

We are approaching the one-year anniversary of the cyclone. The cyclone caused deep loss across Te Matau a Māui and here in Tamatea Central Hawke's Bay. Whānau lost loved ones and people's lives, livelihoods, homes and communities have been impacted forever. We have events planned for Waipawa and Pōrangahau to mark the occasion and provide an opportunity for the community to come together in the areas most affected in our district.

**Mana Whenua**

Mataweka marae provided their flood recovery report at the beginning of this year. The report also provides a foundation for further funding support from Te Puni Kokiri for those flood affected whanau still struggling who were without insurance and not identified in the Waipawa area, work is ongoing.

Plans are underway to mark the anniversary of Cyclone Gabrielle here in Tamatea. Mana whenua play a key role in the organisation and facilitation of the event. There are two events planned one in Waipawa and one in Pōrangahau that are open to all affected residents to attend across the region of Tamatea. On the 14<sup>th</sup> of Feb at 12pm there will be a minute's silence to mark the devastation caused during the Cyclone.

**Key milestones/actions**

- Red Cross Housing Bundles tranche 3 released.
- The Tikokino Community Resilience plan drafted.
- Community Hub funding received.
- Cyclone anniversary day events planned.

See the full report 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:

1. Council staff have delegated authority for any decisions made.
2. 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.
3. 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; and
4. Any decisions made are consistent with the Council's plans and policies.

**NEXT STEPS**

Officers will continue working consistently with our recovery plan with a focus on actioning the identified deliverables under each of the key priorities and prepare for the next round of community engagement to keep up to date with community needs and feed into the next edition of Central Hawke's Bay's Recovery and Resilience plan, due later this year.

**RECOMMENDATION**

**That the report be noted.**



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HAWKE'S BAY**  
DISTRICT COUNCIL



# Key Programme Status Report

**Cyclone Gabrielle Recovery River  
and Environmental Management**

January 2024

## KEY PROGRAMME STATUS REPORT- PROGRAMME NAME



Likelihood	Consequence				
	1 - Insignificant	2 - Minor	3 - Significant	4 - Major	5 - Catastrophic
5 - Almost certain	Low	Moderate	Significant	Extreme	Extreme
4 - Very Likely	Low	Moderate	Significant	High	Extreme
3 - Likely	Low	Moderate	Significant	Significant	Extreme
2 - Unlikely	Low	Low	Moderate	Moderate	Moderate
1 - Rare	Low	Low	Low	Low	Low

## RIVER REINSTATEMENT WORKS.

Rapid Response Stopbank rebuild	100% PROGRESS	Mar 2023 START DATE	Oct 2023 END DATE	\$3m BUDGET	\$2.9m SPEND TO DATE
<b>Scope:</b> Completion of Rapid Response stop bank work					
<b>PROGRAMME</b>	Repair of all stopbanks identified in programme to be complete by the end of October 23				
<b>BUDGET</b>	All work completed				
<b>RISK</b>	All managed				

Waipawa river Protection u/s SH50	15% PROGRESS	Jul 2023 START DATE	JUN 2024 END DATE	\$5m BUDGET	\$120k SPEND TO DATE
<b>Scope:</b> Completion of river control work on Waipawa 3.5km US of SH50					
<b>PROGRAMME</b>	Temporary work has been completed and design is underway				
<b>BUDGET</b>	On track				
<b>RISK</b>	Shortage of materials for river works nationwide.				

Waipawa river – Walker Rd stopbank edge protection	15% PROGRESS	Jul 2023 START DATE	JUN 2024 END DATE	\$1m BUDGET	\$150k SPEND TO DATE
<b>Scope:</b> Edge protection to protect the stopbank at Walker Rd – Papanui diversion					
<b>PROGRAMME</b>	Temporary work has been completed and design is underway				
<b>BUDGET</b>	On track				
<b>RISK</b>	Funding and materials				

Makaretu – Fairway maintenance and gas main protection	5% PROGRESS	Oct 2023 START DATE	Dec 2024 END DATE	\$250K BUDGET	\$50k SPEND TO DATE
<b>Scope:</b> First Gas to complete river works to true right to protect gas pipe. River works from SH50 bridge to Burnside Rd bridge.					
<b>PROGRAMME</b>	On track – PDP have signed over the design of the gas pipe protection to FirstGas, who have signed it over to HBRC. Still due to begin works on site.				
<b>BUDGET</b>	On track				
<b>RISK</b>	Funding and Materials				

KEY PROGRAMME STATUS REPORT- PROGRAMME NAME

1

## KEY PROGRAMME STATUS REPORT- PROGRAMME NAME



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Makara Dams 1 and 4 – Repair and removal of silt.	50% PROGRESS	Oct 2023 START DATE	Feb 2024 END DATE	\$3.0m BUDGET	\$1.0m SPEND TO DATE
<b>Scope:</b> To repair access tracks to the dams, remove silt and deposit it in deposit sites, repair discharge structures and repair spillways.					
<b>PROGRAMME</b>	On track – contractor appointed, building consents applied for and environmental consenting process underway.				
<b>BUDGET</b>	On track				
<b>RISK</b>	Funding through LAF from silt taskforce and insurance.				

## UPPER TUKITUKI RIVER CATCHMENT REVIEW

UTT Scheme review	40% PROGRESS	Jul 2023 START DATE	May 2024 END DATE	\$550k BUDGET	\$180k SPEND TO DATE
<b>Scope:</b> To review to UUT flood control scheme, including: Update of current modelling; Review of LOS; Review of performance against LOS; Recommendations to upgrade assets based on LOS review from flood frequency analysis; Review of gravel management (river fairway design, mean bed level, sustainable gravel replenishment, tools for interventions and whole river gravel strategy); Development of strategies for over design flood events.					
<b>PROGRAMME</b>	The programme is on track. The key milestone of the update of the UTT model has been achieved and the model is being reviewed. The NIWA flood forecasting is also being reviewed currently.				
<b>BUDGET</b>	Budget is on track				
<b>RISK</b>	Key risks are resourcing and supply of flood frequency analysis from NIWA				

## BIOSECURITY PROTECTION POLICY FOR CHILEAN NEEDLE GRASS REVIEW

Review of biosecurity protection policy in CHB	50% PROGRESS	July 2023 START DATE	Apr 2024 END DATE	\$NA BUDGET	\$NA SPEND TO DATE
<b>Scope:</b> Review of the current policy for the management and prevention of spread of CNG in the CHB river catchments.					
<b>PROGRAMME</b>	On track				
<b>BUDGET</b>	On track				
<b>RISK</b>	Resourcing				

## LAND CATEGORISATION

Category 2A	10% PROGRESS	Apr 2023 START DATE	Dec 2026 END DATE	\$TBC BUDGET	\$TBC SPEND TO DATE
<b>Scope:</b> Investigation of options and implementation of solutions to move Cat 2A properties to Cat 1.					
<b>PROGRAMME</b>	On track. Review of concepts being undertaken at present.				
<b>BUDGET</b>	Yet to be confirmed				
<b>RISK</b>	Appropriateness and practicality of solution, funding, timeframes				





# Key Programme Status Report

## ROAD to RECOVERY



**CENTRAL  
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## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



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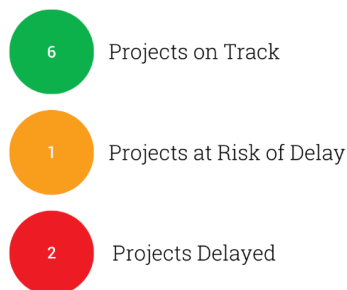
<b>Programme Name</b>	Land Transport Planned Response and Recovery
<b>Programme Manager</b>	Rebecca England
<b>Programme Sponsor</b>	Doug Tate
<b>Reporting Period</b>	Dec 23 - Jan 24

### Programme Objectives:

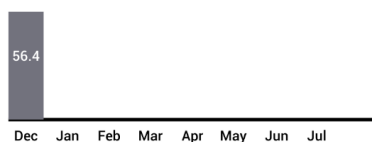
- To rapidly assess and prioritize road damage to facilitate immediate response efforts.
- To ensure immediate safe access for affected community members and road users. In some areas undertaking temporary road repairs to restore basic functionality for emergency services and essential transportation.
- Where able under budget constraints permanently re-establish access to isolated or affected areas by repairing damaged roads
- To communicate and engage with the community on the programme and progress of each project.
- To deliver these capital projects in alignment with budget and quality parameters whilst ensuring community benefit
- To work with community members, affected landowners, businesses, iwi and other stakeholders to establish priorities and ideal levels of service which will inform future recovery works.

### Delivery Analytics

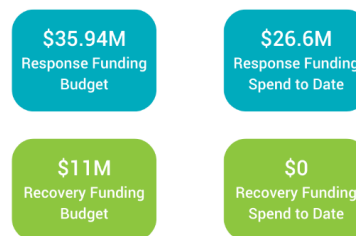
#### Active Project Delivery



#### Contractor Performance



#### Programme Finance



#### Spend Breakdown

- Professional Services
- Construction
- Other

#### Response



#### Recovery



**KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED  
RESPONSE & RECOVERY****Executive Summary:**

Before the Christmas break and following on since New Year, significant milestones have been achieved, including the successful signing of 8 contracts and the commencement of construction activities across various sites.

Request for Tender phase 2 was released before the Christmas break which positions us to evaluate proposals and make additional contract awards in February. This will enable the completion of all procurements under the emergency response funding provided by Waka Kotahi and therefore allow for construction of all sites to be completed before the June 2024 funding deadline.

We are continuing to enhance our communications with key stakeholders and the wider community and acknowledge there is still more than can be done.

Existing key risks remain prevalent, including completion of construction within current funding time constraints on complex sites. Additionally, the risk of degradation in unfunded sites as winter approaches has become a focus of the team.

As we shift focus towards the construction phase of the current programme, our priority lies in contractor performance. Initiatives to assess and improve contractor performance have already commenced, with retrospective PACE score discussions held with contractors who played a crucial role in the initial minor works response across the district, as well as detailed kick-start meetings laying out Councils expectations. This preparation sets a solid foundation of performance expectation for any future recovery contracts.

## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



### Risk and Issues Assessment

Key Issues Impact on Project Objectives	Yes	No	Explanation and Proposed Resolution
Are there scope control problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The scope for the remainder of the emergency response funding was confirmed at the end of 2024. Development of scope for recovery phase 1 works is underway.
Will target dates be missed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a risk that the end of June 2024 funding deadline could be missed due to delays in construction commencement. We are working with contractors and reconsidering approaches to minimise the impact and ensure key funding deadlines are reached.
Will project budgets be overrun?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present.
Are there quality problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present.
Are there resource problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The scale of the programme and the funding timeframes continue to present resourcing issues which are being managed both internally at Council and through work with consultant partners.
Are there risk management problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present, a risk register is established and regularly maintained by key team members.
Are there issues with key stakeholders?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present.
Are there communications problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present, all communications are operating in alignment with the overarching plan.
Are there health and safety issues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at present.

### Key Programme Risks

Likelihood	Consequence				
	1 - Insignificant	2 - Minor	3 - Significant	4 - Major	5 - Catastrophic
5 - Almost certain	Low	Moderate	Significant	Extreme	Extreme
4 - Very Likely	Low	Moderate	Significant	High	Extreme
3 - Likely	Low	Moderate	Significant	Significant	Extreme
2 - Unlikely	Low	Low	Moderate	Moderate	Moderate
1 - Rare	Low	Low	Low	Low	Low

## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



Risk	Mitigation	Residual Risk Level
At present all response funding (excluding \$11M provided by the Crown) has a deadline of the 30 <sup>th</sup> of June 2024. Unless further funding is secured all work will stop or incur further costs to CHBDC and in turn ratepayers.	Work to complete further applications for funding is in progress. The team are aiming to maximise design work completed within current response funding and therefore present 'shovel-ready projects' for funding applications.	Extreme
Funding constraints restrict work from taking place at certain sites. There is a risk that with continued rain we will lose access to some roads. E.g. Titoki Bridge, Kahuranaki Rd and Cooks Tooth Rd and Patangata bridge.	At-risk sites have been weight-restricted, closed and or temporary repairs implemented where possible. Monitoring and repair of sites where possible under funding restrictions.	Extreme
There is a risk that Hawkes Bay Regional Council remove the provision of emergency works (RMA S330) which results in significant delays to projects whilst consent is granted and will result in response funding not being spent by June 2024. This would also affect two of the recently approved recovery projects.	Discuss at Mayoral level across Hawkes Bay Region and potentially engage with the minister to highlight risk to the regions recovery programme.	Extreme
There is a risk that unknown ground conditions and further design refinement lead to an increased cost and delay to the programme of works.	Contingency allowance within budget. Early investigation at sites, including survey, ground investigation etc.	Significant
There is a risk that due to the significant volume of work, limited resources and varying requirements at each site the required designs take longer than planned. This in turn could lead to delays in construction at related sites.	Development of a detailed programme of remaining sites and resources required.	Significant
Lack of communication with the community leads to incorrect messaging of the work programme and in due course reputational damage to Council.	Implementation of work outlined in the finalised communications plan including visual aids, website, social media, radio and community conversations.	Moderate
No visibility of future funding provision from Waka Kotahi leading to uncertainty in the recovery programme and the ongoing operation and maintenance of unrepaired recovery sites.	Discussions with Waka Kotahi, Hawkes Bay Regional Recovery Agency and other affected Councils to understand potential paths to apply for further funding.	Moderate

## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



### Communications and Engagement

Leading up to all construction commencement a clear implementation plan for each specific site has been developed. This implementation is based on the overarching communications plan and outlines the specific methods which will be used to communicate with the community and when this will take place. For each site, this is likely to include a site-specific letter to residents, social media posts and signboards.

### Road to RECOVERY

**Wakarara RP28.86**



Central Hawke's Bay District Council would like to advise residents of upcoming construction works repairing a landslide on Wakarara Road as a result of Cyclone Gabrielle in February 2023.

From 29 January 2024, contractor Tough Terrain will be on site constructing a retaining wall to remedy the under slip, which will include protection works to prevent future slips or erosion. **Construction is expected to take six weeks to complete, weather dependent.**

To ensure the safety for all road users as well as residents, access will remain open via Wakarara Road but traffic management will be in place for the duration of the works, with a 30 km/hour speed restriction at all times.

Please note the recent reopening of the temporary bridge in place of the cyclone-damaged Douglas Cutting Bridge to all light vehicles weighing under 15,000 kg from Wednesday 24 January, with concrete blocks installed to slow drivers. These updated travel restrictions will remain in place until construction on the damaged bridge begins in February, when they will be reassessed to accommodate the crew and equipment required on site.

If you have any queries or experience any issues, please contact Rebecca England (CHBDC Project Manager) on 0272 115 675.

Scan the QR code for more information.

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CHBDC CENTRAL HAWKE'S BAY DISTRICT COUNCIL

### Road to RECOVERY

## Pōrangahau Stream Bridge

CONSTRUCTION DATES / PROJECT TIMELINE

**January 2024 - February 2024**

KEY COUNCIL CONTACT	KEY CONTRACTOR CONTACT	HEAD CONTRACTOR
<b>Rebecca England</b> 027 211 5675	<b>Mark Everleigh</b> 027 256 4914	<b>TŪPORE</b> INFRASTRUCTURE

Thank you for your patience and support whilst we complete this work.

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CHBDC CENTRAL HAWKE'S BAY DISTRICT COUNCIL

## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



### Taurekaitai Bridge

Execution	20% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	\$417,500 BUDGET	\$24,051 SPEND TO DATE
<b>Scope:</b> To design and construct a repair to the true left bank approach of Taurekaitai Bridge and provide rock armouring to the bridge					
<b>PROGRAMME</b>	Request for Tender phase 2 is out with the market on GETS and will close for evaluation on 9 <sup>th</sup> February.				
<b>BUDGET</b>	The current estimate is based upon early investigation work, this will be refined upon completion of a detailed design.				
<b>RISK</b>	There is a risk that communities are affected by road closures during construction. A specific communications implementation plan is to be drafted.				

Note: spend to date for this site only includes work from September 2023 onwards, all costs of immediate inspections, and emergency works are included in the overarching budget and spend above.



### Douglas Cutting Bridge

Monitor and Control	35% PROGRESS	Mar 2023 START DATE	Jun 2024 END DATE	\$1,719,005 BUDGET	\$32,799 SPEND TO DATE
<b>Scope:</b> To design and construct a new bridge replacing the infrastructure damaged in Cyclone Gabrielle					
<b>PROGRAMME</b>	Contract signed with the contractor in preparation for construction commencement. Updated programme to be provided by contractor				
<b>BUDGET</b>	Approval for increased procurement value received. New contract and budget set.				
<b>RISK</b>	Temporary access is currently being maintained. Work to obtain a licence to occupy for the continuation of temporary access is currently underway.				

Note: spend to date for this site only includes work from September 2023 onwards, all costs of immediate inspections, and emergency works are included in the overarching budget and spend above.



## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



### Gwavas Road Bridge

Monitor and Control	40% PROGRESS	Mar 2023 START DATE	Jun 2024 END DATE	\$3,102,500 BUDGET	\$23,762 SPEND TO DATE
<b>Scope:</b> To design and construct a new bridge replacing the culvert on Gwavas Road.					
<b>PROGRAMME</b>	Contractor delays to programme have increased risk of running past the programme end.				
<b>BUDGET</b>	Design-build contract in place to agreed value.				
<b>RISK</b>	Clear communication about timing of works has been delivered to the community				

Note: spend to date for this site only includes work from September 2023 onwards, all costs of immediate inspections, and emergency works are included in the overarching budget and spend above.



### Wakarara Road Bridge

Monitor and Control	50% PROGRESS	Mar 2023 START DATE	Jun 2024 END DATE	\$279,318 BUDGET	\$7,680 SPEND TO DATE
<b>Scope:</b> To design and construct true right abutment repairs to the Wakarara Road Bridge					
<b>PROGRAMME</b>	The contract signed and pre-construction documentation is being prepared.				
<b>BUDGET</b>	A lump sum contract has been awarded.				
<b>RISK</b>	There is a risk that construction could be delayed due to high flow and river levels				

Note: spend to date for this site only includes work from September 2023 onwards, all costs of immediate inspections, and emergency works are included in the overarching budget and spend above.





## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



### Titoki Bridge

Planning	20% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	\$1,135,000 BUDGET	\$114,346 SPEND TO DATE
<b>Scope:</b> To design and construct an underpinning of the true left abutment.					
<b>PROGRAMME</b>	Delays in progressing design and documentation have increased risk to programme. The tender has been released to the contractor and works are expected to commence before the end of the month.				
<b>BUDGET</b>	Engineers estimate has been provided for both works.				
<b>RISK</b>	Access is restricted to a 3.5t weight limit which is significantly impacting the farming business located on Titoki Road. There is risk that further adverse weather results in the complete closure of the road.				

Note: spend to date for this site only includes work from September 2023 onwards, all costs of immediate inspections, and emergency works are included in the overarching budget and spend above.



### Pōrangahau Stream Bridge

Execution	45% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	\$61,000 BUDGET	\$ SPEND TO DATE
<b>Scope:</b> Debris removal upstream of the bridge and further works to protect the abutment of the bridge from further erosion. Reinstatement to the TL abutment will also take place.					
<b>PROGRAMME</b>	A construction contract is in place and work has commenced.				
<b>BUDGET</b>	A lump sum contract is in place.				
<b>RISK</b>	There is a risk of miscommunication to the community surrounding the works taking place and supporting information.				

Note: spend to date for this site only includes work from September 2023 onwards, all costs of immediate inspections, and emergency works are included in the overarching budget and spend above.





## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



### Minor Sites

<b>Monitor and Control</b>	100% PROGRESS	Feb 2023 START DATE	Dec 2023 END DATE	\$17,000,000 BUDGET	\$17,348,611.61 SPEND TO DATE
<b>Scope:</b> Approximately 2500 minor faults were identified across the network following Cyclone Gabrielle. These are low-cost, low-risk sites which can be restored by contractors using standard designs.					
<b>PROGRAMME</b>	All minor works completed prior to Christmas				
<b>BUDGET</b>					
<b>RISK</b>	Community				

Note: spend to date for this site only includes work from September 2023 onwards, all costs of immediate inspections, and emergency works are included in the overarching budget and spend above.

### Simple Landslip Sites

<b>Planning</b>	20% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	\$2,950,646 BUDGET	\$77,726 SPEND TO DATE
<b>Scope:</b> 44 simple and complex landslip sites have been identified across the district. Within current response funding, 15 sites will receive treatments. Treatments at each site can differ depending on the scale, size, and complexity of the site.					
<b>PROGRAMME</b>	Construction contracts have been awarded for 11 sites and the remainder are currently out for tender. Construction 6 has started or will be starting in the first week of February.				
<b>BUDGET</b>	Lump sum contracts have been awarded for 11 sites and the remainder have engineers' estimates				
<b>RISK</b>					

Note: spend to date for this site only includes work from September 2023 onwards, all costs of immediate inspections, and emergency works are included in the overarching budget and spend above.



**Old Hill Road 5.94**



**Wakarara Rd 28.4**

## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL

### Rock Armouring and River Protection

Planning	15% PROGRESS	Aug 2023 START DATE	Jun 2024 END DATE	\$737,530 BUDGET	\$26,297 SPEND TO DATE
<b>Scope:</b> 26 bridges at risk of scour and erosion have been identified across the district following the Cyclone. Within current response funding, we will deliver river protection at 8 at-risk sites across the district. This includes Flaxmill Bridge, Renalls Bridge, Saleyards Bridge, and Wallingford Bridge.					
<b>PROGRAMME</b>	All four funded sites have been awarded to contractors and construction has commenced on Flaxmill with others follow in the next 3 weeks.				
<b>BUDGET</b>	A lump sum contract has been awarded for each site.				
<b>RISK</b>	There is a risk that construction at certain sites may be delayed in we experience significant rainfall.				

Note: spend to date for this site only includes work from September 2023 onwards, all costs of immediate inspections, and emergency works are included in the overarching budget and spend above.



**Wallingford Bridge**



**Renalls Bridge**



**Saleyards Bridge**

## KEY PROGRAMME STATUS REPORT- LAND TRANSPORT PLANNED RESPONSE & RECOVERY



### Recovery

Project Delivery Plans were submitted to Crown Infrastructure Partners prior to Christmas and approval from the Crown Recovery Unit is expected by the end of February. Whilst waiting for approval optioneering and procurement planning for each site continues.

It is expected that the funding agreements will be in place to allow for the procurement of contractors on all four sites at the end of March 2024. Despite delays through the funding process, the programme will see partial construction to reopen access at Fletchers Crossing and safer access at Wimbledon 9.5-9.7 taking place before winter 2024. The remaining construction at all sites is planned to start following winter this year.

The four sites included in this funding are:

- Wimbledon Road 1.3
- Wimbledon Road 9.5- 9.7
- Fletchers Crossing, Wakarara Road
- Elsthorpe Road



**Wimbledon 9.5-9.7**



**Wimbledon 1.3**



**Fletchers Crossing**



**Elsthorpe Road**





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HAWKE'S BAY**  
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# *#the **BIG** Stormwater Story*

## **Key Programme Status Report**

*Together we Thrive! E ora ngātahi ana!*

## KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



**CENTRAL  
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<b>Programme Name</b>	The Big Stormwater Story
<b>Programme Manager</b>	Ben Swinburne
<b>Programme Sponsor</b>	Doug Tate
<b>Reporting Period</b>	December 2023

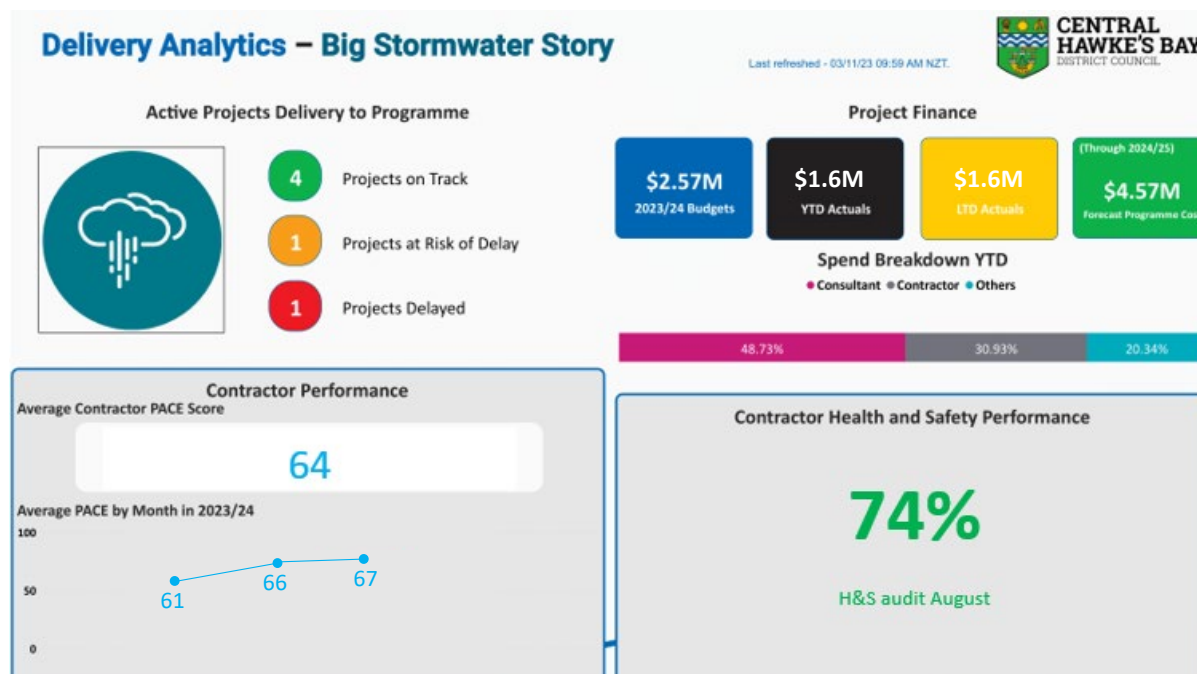
### Programme Objectives:

The Big Stormwater Story aims to overhaul the stormwater activity through engaging with community to understand expectations and agree on levels of service, then planning and implementing a programme of works to ensure that the network achieves that level of service.

It is expected that this will enable people, property, and the environment to be better protected from the adverse effects of flooding, erosion and water pollution.

To achieve this Council will:

- Manage stormwater with regard to financial investment and social, cultural and environmental benefits.
- Contribute to the protection and enhancement of the waterways, rivers, and other water bodies.
- Minimise adverse effects of overland flow and flooding.
- Reduce the amount of stormwater contaminants getting into the rivers and lake.
- Ensure the provision of effective stormwater systems incorporating affordability and industry best practice.



KEY PROGRAMME STATUS REPORT- THE BIG  
STORMWATER STORY

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## KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



**CENTRAL  
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### Executive Summary:

The impacts of Cyclone Gabrielle required greater focus on stormwater and as a result the general stormwater programme has seen significantly more progression since.

The opportunity has been taken to take a more holistic approach in how the overall stormwater activity is managed moving forward and is culminating into the formation of a stormwater strategy document, planned alignment and finalisation of our catchment management plans and breaking up work into key workstreams each with their own objectives, measures and plans.

While we undertake this work that will shape how the activity is managed long term, it is recognised that in the short-term work is needed to quell community concern around future extreme events and the performance of the network to ensure protection of their properties. To support this, expert technical consultants have been engaged to support officers. Together a first short term iteration of an overarching strategy was formulated to help guide the current and next financial years work programme with a large focus on mitigation of flood risk.

As a result, work to clear the major open drainage channels in the district has been carried out in Waipawa and Waipukurau. A report identifying the quick win projects to improve system performance has been received and a work programme is being created. Additionally a Severe Weather Outlook Checklist (SWOC) has been created to assist operational teams in ensuring optimal performance of the network prior to forecast poor weather.

### Risk and Issues Assessment

Key Issues Impact on Project Objectives	Yes	No	Explanation and Proposed Resolution
Are there scope control problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The scope of the programme is yet to be fully defined, work to create an overarching strategy will provide the programme scope.
Will target dates be missed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific targets for delivery have been set, open drain clearing as part of the Cyclone Gabrielle response has occurred slower than we had anticipated
Will project budgets be overrun?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Specific project budgets will be defined through the formation of the quick wins programme. Current work packages have all been delivered within quoted contract costs
Are there quality problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at this stage
Are there resource problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Resourcing is not currently an issue
Are there risk management problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Risks for the programme continue to be developed, detailed risk registers and workshops will be held for each work package
Are there issues with key stakeholders?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Focus groups have been established in both Waipukurau and Waipawa, these groups will be key to ensuring we understand and then manage community's expectations and align our programme accordingly

KEY PROGRAMME STATUS REPORT- THE BIG  
STORMWATER STORY

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## KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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Are there communications problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A communications and engagement plan is being drafted, to support regular newsletter communication
Are there health and safety issues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None at this stage, Safety in Design workshops will be planned for all new work packages

### Key Programme Risks

Risk	Mitigation	Residual Risk Level
Expected Levels of Service unable to be met within financial constraints	Prioritising and phasing work to align with budget availability, clear communication and engagement with stakeholders around prioritisation and expected phasing	Significant
Water services changes affecting programme delivery	Robust change management assessment and mitigations	Significant
Cost Increases	Align scope and schedule to estimate realistic costs Regular check ins and reconciliation of actual spend to forecasts	Significant
Inability to deliver to timeframes	Agree realistic timelines for each milestone at project kick off Allowance of adequate time contingency	Low
Poor Performance	Agree and confirm Key Performance Indicators (KPI) at Project kick off Utilisation of regular PACE scoring for contractors and consultants Regular project meetings to track progress and performance	Low

Likelihood	Consequence				
	1 - Insignificant	2 - Minor	3 - Significant	4 - Major	5 - Catastrophic
5 - Almost certain	Low	Moderate	Significant	Extreme	Extreme
4 - Very Likely	Low	Moderate	Significant	High	Extreme
3 - Likely	Low	Moderate	Significant	Significant	Extreme
2 - Unlikely	Low	Low	Moderate	Moderate	Moderate
1 - Rare	Low	Low	Low	Low	Low



**KEY PROGRAMME STATUS REPORT- The Big Stormwater Story****CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL**Communications and Engagement**

A detailed communications and engagement plan is currently being drafted for strategy (Iteration two) engagement, this will ensure clear understanding of expectations around how and how regularly we engage with stakeholders. Engagement to inform iteration two of the Stormwater strategy will be key to ensuring a fit for purpose strategic direction and ultimately work programme.

Three Stormwater Focus Groups were established in the aftermath of Cyclone Gabrielle - Waipawa, Waipukurau and Waipukurau Industrial - these focus groups play a key part in not only informing the strategy but being a medium for connecting with the wider community to both collect and share information. Three iterations of a quarterly newsletter have been shared with this group and we have created a new community focused [webpage](#) which will display our future updates to the programme.



*Figure 1: Various clearance works in eastern Waipukurau*



## KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



**CENTRAL  
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### Cyclone Gabrielle Response – Open Drain Maintenance

<b>MONITORING</b>	80% PROGRESS	March 2023 START DATE	March 2024 END DATE	\$1.1M BUDGET	\$660K SPEND TO DATE	\$440K PLANNED SPEND
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**Scope:** Addressing deferred maintenance in cyclone affected drains, improving major district drainage channels and paving the way for capital upgrades programme.

<b>PROGRAMME</b>	Some uncertainty remains due to unknown influence of landowners and developer stakeholders, but lots of opportunity available moving into spring/summer season.
<b>BUDGET</b>	Currently being supported by capital programme budgets while proposed changes to operating costs are going through the Asset Management Plan cycle. Certainty in costs provided by contractor partnership agreements.
<b>RISK</b>	Robust risk management of physical works occurring. Methodology and prioritisation supported by consultant inputs.

This month the open drain maintenance programme has progressed with contractors continuing works on the Eastern side of Waipukurau and positive planning towards further works in the industrial area in the northwest of the town. Following completion of these two projects, the Maintenance programme shifts from cyclone response to the operational maintenance cycle which brings together corrective and preventative maintenance, using risk-based prioritisation. Key to this is a proposed change to operational funding sources.

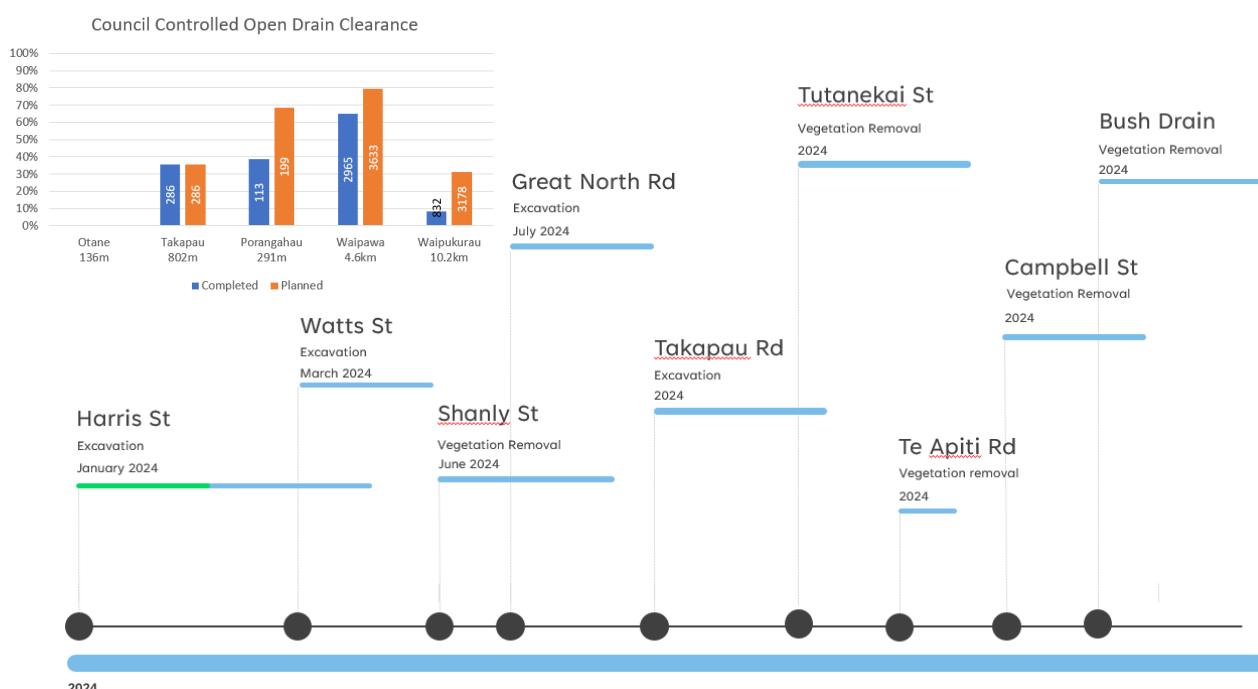


Figure 2: 2024 Work Programme

KEY PROGRAMME STATUS REPORT- THE BIG  
STORMWATER STORY

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## KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



Figure 3: Scope of maintenance works in the Kiripara, Waipukurau Industrial Area

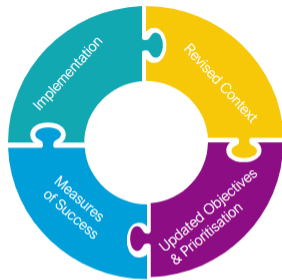
### Stormwater Strategy – Iteration Two (Long term)

INITIATION	5% PROGRESS	Sept 2023 START DATE	June 2024 END DATE	\$TBC BUDGET	\$- SPEND TO DATE
<p><b>Scope:</b> To engage with community on how stormwater should be managed across the district, understand expectations and agree on outcomes, then create a strategy document with a clear vision, purpose, principles and measures that sets out a clear strategic direction and informs decision making</p>					
<b>PROGRAMME</b>	Initial drafting to be an extension of iteration one of the strategy, a communication and engagement plan to be finalised informing the overall programme for delivery of the long term strategy in 2024				
<b>BUDGET</b>	A budget for the creation of the strategy to be further refined				
<b>RISK</b>	There is a risk that the ability to effectively engage with community will be compromised by an inability to look past the short term issues				

## KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



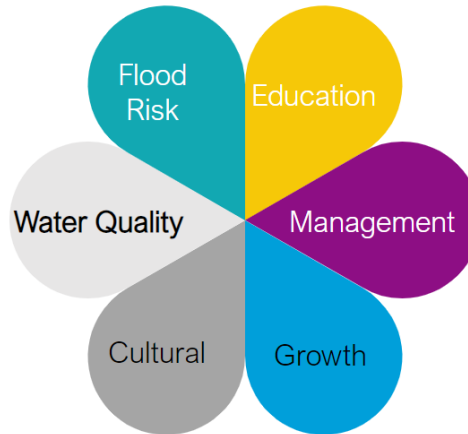
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### Iteration 2

- April – October 2024
- Allows for collaboration / partnership
- Focuses on objectives and targets
- Brings in water quality issues
- 3-10 year horizon (AMP and LTP)

### Iteration 2 (comprehensive):



### Quick wins programme

PLANNING	5% PROGRESS	June 2023 START DATE	\$4.2M BUDGET	\$0 SPEND TO DATE
<b>Scope:</b> Implement a programme of easily implemented CAPEX and OPEX works to make immediate improvements the performance of the stormwater network. We have received the technical report identifying and prioritising the works with further planning currently underway to build this into a deliverable programme.				
<b>PROGRAMME</b>	Planning phase on track, detailed planning and design phase to inform programme			
<b>BUDGET</b>	Budget allocation and programme costs remain undefined until detailed planning phase. An estimate has been developed for refinement with a quantity surveyor.			
<b>RISK</b>	Detailed risk analysis to be undertaken as planning phase develops, main risk lies in affordability and continued investment to the programme			

## KEY PROGRAMME STATUS REPORT- The Big Stormwater Story



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### ▶ QUICK WINS

Installation of  
Flap Gates

Pipe Size  
Upgrades

Waterway  
Bank  
Stabilisation

Waterway  
Maintenance



### ▶ EXTREME WEATHER EVENTS

Immediate Plan:

Severe Weather Outlook  
Checklist (SWOC)

Medium Term:

Identify pump location and  
confirm land ownership  
and consent requirements

Create safe accessible  
platform for temporary  
pumps

Council enter agreements  
for pumps and power  
(purchase/hire)

Catchment changes to  
improve flows to pumps

Long Term:

Engagement and  
consultation

Land  
purchase/consenting if  
required.

Develop standardised  
design

Procure and construct



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# Key Programme Status Report

**Cyclone Gabrielle Recovery and  
Resilience Plan – Social Pou**  
January 2024



**KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience,  
Cyclone Gabrielle**



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## KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle



Programme Name	<b>Community Wellbeing &amp; Resilience</b>
Programme Manager	Debbie Northe, Community Connections Manager - Recovery
Programme Sponsor	Dennise Elers – Group Manager Community Partnerships
Reporting Period	01/12/2023 – 31/01/2024

### Programme Objectives

The Community Wellbeing and Resilience programme responds to the key priorities identified under the Social Pou of the Tamatea – Central Hawke's Bay Cyclone Gabrielle Recovery and Resilience Plan.

Our recovery must ensure that first and foremost the welfare and health needs of whānau and communities are met. Council will achieve this by:

- Delivering on a recovery plan in partnership with iwi/hapū, key government agencies, and broader organisations.
- Putting communities, urban and rural, at the centre so they are empowered and supported to lead the direction of their own recovery and their own initiatives.

This will ensure our people are in the driver's seat guiding us towards a more resilience, future-proofed and thriving Central Hawke's Bay.

#### Sustaining Community Wellbeing

The need for sustained community wellbeing support has been identified and clearly heard across the district. While the initial response may be over, the long-term effects on personal and mental wellbeing and the journey of recovery ahead of us is significant. Key areas of focus raised by the community to date for this priority have included.

- Navigational support
- Community wellbeing
- Supporting our rural sector
- Continued support for isolated and impacted communities
- Continued leadership in housing

#### Building Community Resilience

With the need for community to have increased resilience through times of isolation, such as that experienced through Cyclone Gabrielle, priorities and issues that support and build community resilience across the district identified include:

- Establishing Community Support Hubs
- Civil Defence radio network
- Telecommunications resilience

## KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle



### Delivery Analytics

#### Project Phasing

Project	Project Phase	Progress to date	Last month
Lifestyle Block Emergency Preparedness Handbook	Execution	55%	40%
Neighbourhood Support	Initiation	10%	5%
Community Resilience Plans	Planning	20%	15%
Community Emergency Hubs	Planning	25%	20%
New Zealand Red Cross Home Bundles As at 26/1/2024 <ul style="list-style-type: none"> <li>- Tranche one and two online orders are completed with deliveries underway.</li> <li>- Tranche one recipients all received Warehouse gift vouchers prior to Christmas, with tranche 2 vouchers currently being distributed.</li> <li>- The final tranche 3 allocations are currently underway with all online orders expected to be completed by the end of February 2024.</li> </ul>	Execution	70%	55%
Lifestyle Block Support Recovery & Resilience Workshop	Completed	100%	100%
New Zealand Red Cross Cleaning Kits	Completed	100%	100%

#### Funding

A funding contract was signed in December 2023 with New Zealand Red Cross to secure \$340,000 in resilience funding to support the resourcing of community emergency hubs under our locality plans. This includes funds for storage facilities, power and communication equipment, shelter and accommodation supplies, and resources to support council led Civil Defence Centres and community led hubs including four maraes. Two sets of equipment will be stored in mobile trailers.

Generators donated via HBCDEM have a recommended retail cost of \$16,146.

Council supported Mataweka Marae with their application to Te Whatu Ora's Community Wellbeing and Hauora Grant.



## KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle



Discussions are continuing with MBIE regarding MBIE funded solar installation into community hubs. The sites nominated are Elsthorpe Hall, Otāne Hall, Takapau Hall, Mataweka Marae and Ongaonga Hall. Porangahau has been identified as a future site pending flood mitigation options.

The grant of \$135,000 received from the Ministry of Social Development in October to support actions under the Whānau and Community Wellbeing Pou (Regional Recovery) has been allocated and to date has been spent on recovery and local community initiatives.

### Executive Summary

The Community Connections Manger Recovery continues to provide navigational support as required to affected property owners. The Pōrangahau connector service via the Ngāti Kere Hapū Authority finished at the end of December, with all communications now going via the Hapū Authority secretary.

Tranche three (final tranche) of the Red Cross home bundles project has been released and allocations are underway. Tranche one and two online orders are completed with deliveries underway. Tranche one recipients all received Warehouse gift vouchers prior to Christmas, with tranche 2 vouchers currently being distributed.

The Tikokino Community Resilience plan has been drafted and is with community for feedback. The existing Pōrangahau Community Resilience plan is currently under review with a community survey under way for initial feedback.

The successful funding application to the New Zealand Disaster Fund via New Zealand Red Cross means we can progress the purchasing of supplies and equipment for the community hubs. We have met with Hastings District Council to understand their procurement processes and logistics attached to establishing the hubs.

HBCDEM have finalised the Lifestyle Block Emergency Preparedness Handbook. We will share communications and collateral when they come to hand.

### Mana Whenua

Mataweka marae provided their flood recovery report at the beginning of this year. The report also provides a foundation for further funding support from Te Puni Kokiri for those flood affected whanau still struggling who were without insurance and not identified in the Waipawa area. Work is ongoing.

Plans are underway to mark the anniversary of Cyclone Gabrielle here in Tamatea. Mana whenua play a key role in the organisation and facilitation of the event. There are two events planned one in Waipawa and one in Pōrangahau that are open to all affected residents to attend across the region of Tamatea. On the 14<sup>th</sup> of Feb at 12pm there will be a minute's silence to mark the Cyclone Anniversary.

**KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience,  
Cyclone Gabrielle**



### Risk and Issues Assessment

Key Issues Impact on Project Objectives	Yes	No	Explanation and Proposed Resolution
Are there scope control problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The scope of the project will be finalised once the second round of community conversations have finished.
Will target dates be missed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No specific target delivery dates have yet been set – to be confirmed once project scope finalised.
Will project budgets be overrun?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budgets currently being developed; expenditure will only be incurred as funding confirmed.
Are there quality problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not at this stage.
Are there resource problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not at this stage.
Are there risk management problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Risks for the programme continue to be developed.
Are there issues with key stakeholders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Community champion groups are currently being created. Realistic timeframes for delivery will be developed as part of the locality work plans.
Are there communications problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communication challenges with NZRC Housing Bundles re confirmation of online ordering and delivery dates. Regular meetings with NZRC established to check on ordering progress – concerns have been escalated to NZRC management.
Are there health and safety issues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not at this stage

## KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle



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### Key Programme Risks

[Order risk from highest residual risk level to lowest]

Risk	Mitigation	Residual Risk Level
Resilience planning - community expectation re timeframes.	Addressed through a clearly defined workplan with timeframes and budget developed with community.	Moderate
Housing bundles – ongoing communication & delivery of bundles	Regular meetings with NZRC to escalate concerns as they arise.	Moderate
Lifestyle block event	Lack of attendance addressed through marketing campaign	Low
Housing bundles - breach of trust	Risk to recipient of Housing Bundles, mitigated through support from referring agencies.	Low

Likelihood	Consequence				
	1 - Insignificant	2 - Minor	3 - Significant	4 - Major	5 - Catastrophic
5 - Almost certain	Low	Moderate	Significant	Extreme	Extreme
4 - Very Likely	Low	Moderate	Significant	High	Extreme
3 - Likely	Low	Moderate	Significant	Significant	Extreme
2 - Unlikely	Low	Low	Moderate	Moderate	Moderate
1 - Rare	Low	Low	Low	Low	Low

## KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle



### Communications and Engagement

#### Cyclone Survey

The online survey for members of the community who were unable to attend a community conversation or wish to send through more detailed information attracted 25 responses as below.

There were several external cyclone related surveys at the end of last year which caused some survey fatigue in the community.

Locality	Responses	Total % response
Elsthorpe / Kairākau / Mangakuri	4	15.5%
Omakere / Purerere	1	3.8%
Ongaonga / Ashley Clinton	2	7.7%
Otāne / Papanui	2	7.7%
Pōrangahau	2	7.7%
Takapau	1	3.8%
Tikokino / Wakarara / Argyll	1	3.8%
Waipawa	11	42.3%
Waipukurau	2	7.7%
<b>Total responses received</b>	<b>25</b>	<b>100%</b>

#### Community Resilience Plan Collateral

Collateral has been produced by HBCDEM to support the distribution of the new draft Tikokino Community Resilience Plan to the community, and the review of the existing Pōrangahau Community Resilience Plan. This includes a QR code linked to the online plans.

Fliers have been distributed to urban properties with rural properties to follow.



KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience,  
Cyclone Gabrielle



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DISTRICT COUNCIL


### Lifestyle Block Emergency Preparedness Handbook -

EXECUTION	55% PROGRESS	October 2023 START DATE	December 2024 END DATE	TBC BUDGET	N/A SPEND TO DATE
<b>Scope: A programme to support communities to stay connected, improve safety, and be prepared for emergencies.</b>					
<b>PROGRAMME</b>	<p>The Hawke's Bay Rural Advisory Group has previously identified the need to support lifestyle and small block holders.</p> <p>To support this, HBCDEM have adapted the Auckland Emergency Management Lifestyle block emergency Handbook to Hawke's Bay</p> <p>The document provides detailed advice on how to prepare for and respond to an emergency, creating an emergency plan including an emergency survival kit. Other information detailed covers water management, power and phone outages and property access, insurance, infectious diseases, wildfire and more.</p> <p>CHBDC provided feedback based on the requests for information received at the Lifestyle Block expo held several years ago.</p> <p>The full document is now available online, with a brochure including a QR code link to the handbook.</p> <p><a href="https://www.hbemergency.govt.nz/lifestyle-block-emergency-preparedness/">https://www.hbemergency.govt.nz/lifestyle-block-emergency-preparedness/</a></p> <p>The Rural Support Trust have funded the development of marketing collateral including fridge magnets.</p> <p>A communications plan is being developed by HBCDEM which will include brochures being provided to vets, farm merchants, to rural schools and QR code links to rural FB pages.</p> <p>We will share the communication links and distribute the marketing collateral when it comes to hand.</p> <p>Programme Lead: HBCDEM</p>				
<b>BUDGET</b>	Via HBCDEM and RST for initial resources. Funding available via CHBDC resilience funding for future print runs.				
<b>RISK</b>	To be determined				

## KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle





### Lifestyle Block Emergency Preparedness Handbook Hawke's Bay



Emergencies can happen at any time and when you live on a lifestyle property, you might have to deal with them on your own until outside help arrives.

This handbook gives you detailed advice on how to prepare for an emergency, what to do and who to reach out to. Now's the time to create a detailed emergency plan to keep you, your whānau and animals safe. You'll find all the help you need right here.





Scan this QR code to view and download the plan.  
Visit our website [www.hbemergency.govt.nz](http://www.hbemergency.govt.nz) or  
[www.facebook.com/hbemergency](https://www.facebook.com/hbemergency)

**For updates during an emergency**

- NewsTalk ZB 90.3FM or 1278AM
- The Hits 89.5FM (Wairoa 99.7FM)
- More FM 88.7FM
- Central FM 106FM (Dannevirke 105.2FM)
- Radio NZ News 630AM or 101.5FM
- Radio Live 106.3FM or 1368AM
- Radio Kahungunu 765AM or 94.5FM

**What is in the plan:**

Section 1 – understanding what emergency events may impact your property

Section 2 – Making an emergency plan

Section 3 – Managing water on your property

Section 4 – Power and phone outages and property access

Section 5 – Insurance

Section 6 – What to do in certain emergency event

Section 7 – First aid kits

Section 8 – Infectious diseases/pandemics

Ministry for Primary Industries  
Manatū Ahu Matua

RuralSupport

FIRE  
Department of Fire and Emergency

FMG  
Agriculture & Insurance

HAWKE'S BAY  
DISTRICT COUNCIL  
Environmental Management

HERETAUNGA  
HASTINGS

NAPIER  
CITY COUNCIL

CENTRAL  
HAWKE'S BAY  
DISTRICT COUNCIL

## KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle



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### Neighbourhood Support

INITIATION	5% PROGRESS	October 2023 START DATE	June 2024 END DATE	TBC BUDGET	N/A SPEND TO DATE
<b>Scope: A programme to support communities to stay connected, improve safety, and be prepared for emergencies.</b>					
<b>PROGRAMME</b>	<p>Neighbourhood Support brings people together to create safe, supportive, and connected communities.</p> <p>Neighbourhood Support has been identified at the community conversations and community resilience workshops as a mechanism to help build a well-connected community that helps to improve safety, resilience, and wellbeing for all.</p> <div style="text-align: center;"> <pre> graph TD     CP[Community Priority Be better prepared for future events] &lt;--&gt; CRP[Community Resilience Plan]     CP &lt;--&gt; NS[Neighbourhood Support]     CRP &lt;--&gt; NS </pre> </div> <p>Neighbourhood Support New Zealand (NSNZ) has provided programme details and membership information.</p> <p>Conversations are continuing with the appropriate network group/agency to host this initiative.</p>				
<b>BUDGET</b>	To be determined. Initial funding confirmed via social sector grant.				
<b>RISK</b>	To be determined.				

**KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience,  
Cyclone Gabrielle**



## Community Resilience Plans

PLANNING	20% PROGRESS	August 2023 START DATE	December 2024 END DATE	\$5,000 BUDGET	\$Nil SPEND TO DATE
<b>Scope: Supporting our communities to be more resilient by being better prepared for future emergency events.</b>					
<b>PROGRAMME</b>	<p>During and after an emergency a community resilience plan will be a community's reference guide with important contact details and response tips for dealing with specific impacts.</p> <p>Community resilience champions are being identified at the second round of community conversations and follow up meetings are underway with interested groups.</p> <p>A draft work programme for the development of CRP's is attached.</p> <p>Initial meetings have been held in Otāne, Tikokino and Ongaonga.</p> <p>Actions to date:</p> <ul style="list-style-type: none"> <li>- Tikokino Community Resilience Workshop held in October. Draft CRP completed and distributed to community for feedback.</li> <li>- Existign Pōrangahau CRP due to be reviewed, with community for feedback.</li> <li>- Meeting with Otāne and Ongaonga groups to finalise workshop timetable.</li> </ul> <p>Workshop lead HB Emergency Management.</p>				
<b>BUDGET</b>	<p>CRP development funded via HBCDEM.</p> <p>CHBDC contingency \$5,000 via social sector funding to support plan development.</p>				
<b>RISK</b>	<p>Community expectation re timeframes. Addressed through a clearly defined workplan with timeframes and budget.</p>				



# KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle



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## Community Resilience Plan (CRP) 2023 ACTION PLAN

<b>Project Manager:</b>	CHBDC Recovery & HB CDEM Community Engagement	<b>Date:</b>	August 2023	<b>Version:</b>	1
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The below is an overview of the Deliverables and Milestones:

Deliverable 1	Milestones
Increase community emergency preparedness – Otane CRP	1 Identify community leaders, elders, groups
	2 Prepare communication and engagement plan
	3 Set up engagement activities/workshops
	4 Deliver engagement activities
	5 Compile CRP
	6 Present CRP to community / hui
	7 Practise CRP and Community Emergency hub activation

The following is a detailed breakdown of tasks involved for each deliverable and milestone, which is consistent with the Project Schedule:

### Deliverable 1: Increase Community emergency preparedness

Milestone 1: Identify groups and focus areas	Description of Tasks	Task Owner
1. Identify community leaders, community associations, community groups	Prepare a list of community leaders, associations, groups that would form part of the "community lead" group	
2. Identify partners / stakeholders	Identify a list of businesses and schools in the target area Identify key partner stakeholders. These partners / stakeholders will support the CRP workshops <del>ea</del> <sup>ea</sup> FENZ, NCC, Police, CHBDC Councillors	
Milestone 2: Prepare communication and engagement plan	Description of Tasks	Task Owner
2. Define key messages to the community	Identify key messaging to the community. What is required, why it is required	
3. Plan Comms approach	Prepare a comms strategy, letter drops, social media.	

# KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle



**CENTRAL  
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## Community Resilience Plan (CRP) 2023 ACTION PLAN



			<i>(Is a project team needed? Has there been a team before)</i>	Task Owner
4.	Share Draft Comms & Engagement Plan with the Project Team			
	Milestone 3: Set up engagement activities / workshop			
1.	Create engagement dates schedule		Identify dates for the workshops.	
2.	Define tools for engagements (e.g. venue, catering, materials, speakers)		Create engagement dates schedule and distribute to all.	
3.	Draft Agenda		Determine what will be required at the engagement and who will take ownership	
	Milestone 4: Deliver engagement activities / workshop		Depending on how many engagements/workshops are needed.	Task Owner
1.	Draft presentation to appropriate audience		Dependent on specific engagement workshop	
2.	Role-players presentations / support		Include role-players presentations to agenda.	
	Milestone 5: Draft CRP			Task Owner
1.	Draft CRP		Draft the CRP after the workshops have been concluded.	
	Milestone 6: Present CRP to community / Hui			Task Owner
1.	Present the CRP		Present the CRP to the community at a community hui.	
2.	Present the Community Engagement Hubs document (WIREMO model)		Present the Community Engagement Hubs at a community hui.	
	Milestone 7: Practise CRP and Community Emergency hub activation			Task Owner
1.	Practise the emergency hub activation.		Have a practise session on setting up and running the community emergency hubs	

**KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience,  
Cyclone Gabrielle**



## Community Emergency Hubs

PLANNING	20% PROGRESS	August 2023 START DATE	December 2024 END DATE	\$TBC BUDGET	\$Nil SPEND TO DATE
<b>Scope: To support communities to identify locations and resources required for them community to establish and lead a community emergency hub.</b>					
<b>PROGRAMME</b>	<p>Through the community resilience planning process, the need for Community Emergency Hubs will be determined in local communities.</p> <p>Community Emergency Hubs are pre-identified, community-led places that can support a community to coordinate their efforts to help each other during and after an emergency.</p> <p>Community Emergency Hubs will be opened and operated by people within the community, not official authorities.</p> <p>We know that communities naturally come together to connect, share their stories about their experience, find out information about what is happening in your suburb, offer skills, resources, and assistance to those who need it, and look for assistance. After a large-scale emergency, such as a major flooding event, emergency services will be dealing with the most urgent call outs, so the people you live nearest to will be your most immediate, and ongoing, source of support.</p> <p>Locations and actions to date:</p> <p>Ashley Clinton</p> <p>Elsthorpe Hall – recommended for solar via MBIE Community Renewable Energy Fund, stage one of application underway. Received generator.</p> <p>Flemington Hall – received generator.</p> <p>Omakere Hall – received generator.</p> <p>Ongaonga Hall – community champions group being formed. Recommended for solar via MBIE funding. Received generator.</p> <p>Otāne Hall – community champions group formed, to plan resilience workshop. Recommended for solar via MBIE funding.</p> <p>Pōrangahau – possible sites still under land category 2A. Hall has received generator. Discussions with Marae underway.</p> <p>Takapau Hall</p> <p>Tikokino Hall – community champions group formed, CRP workshop held, draft CRP completed, quotes received for hall wiring upgrade re external generator. Portable generator received.</p> <p>Wallingford Hall – generator received.</p> <p>Discussion underway with Kairākau community.</p> <p>Note: Waipawa and Waipukurau will be Council led Civil Defence Centres.</p>				

## KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience, Cyclone Gabrielle



BUDGET	\$340,000 confirmed via grant from NZ Disaster Fund
RISK	Community expectation re timeframes. Addressed through a clearly defined workplan with timeframes and budget.



### Generators

The Hawke's Bay Civil Defence Emergency Management Group (HBCDEM) has made available to Council's small generators that were returned to the group following Cyclone Gabrielle.

The generators are single phase, vary in size from 3-6kva, and are a mix of inverter and general use. All generators are fully up to date on services and ready to be used.

The generators are being issued to our communities that have identified community emergency hubs through their resilience planning.

In October generators were distributed to Tikokino, Ongaonga, Porangahau, Wallingford, Elsthorpe and Flemington. In November they will be making their way to Otāne, Takapau, Omakere, Ashley Clinton and Kairākau.

In many instances, the generators are being stored at the local fire station where the volunteer brigades will regularly check them as part of their equipment checks.

Recommended retail cost of donations received \$16,146.



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## New Zealand Red Cross Home Bundles

EXECUTION	70% PROGRESS	August 2023 START DATE	February 2024 END DATE	\$Nil BUDGET	\$Nil SPEND TO DATE
<b>Scope: Provision of furniture and other basic household items lost in Cyclone Gabrielle for those most in need in our community.</b>					
PROGRAMME					
	<p>We are pleased to be partnering with New Zealand Red Cross to help them deliver their Red Cross Home Bundles programme in CHB. This initiative will help those most in need in our community to replace furniture and other basic household items damaged in the cyclone (or floods).</p> <p>We are using our information and networks to identify households eligible for a Red Cross Home Bundle, and our partner agencies will invite them to participate in the programme. New Zealand Red Cross will then provide bundles of furniture and other goods based on each household's needs.</p> <p>The Bundles contain a range of basic household furniture and goods from The Warehouse and Noel Leeming. People can order what they need from a list for their household. A Bundle may include whiteware, kitchenware, beds, linen, and living room furniture. Bundles will include a store Gift Card from The Warehouse for other household items.</p> <p>50 household bundles have been secured for CHB, which will be rolled out in three tranches.</p> <p><b>Order update</b></p> <ul style="list-style-type: none"> <li>- Tranche one and two online orders are completed with deliveries underway.</li> <li>- Tranche one recipients all received Warehouse gift vouchers prior to Christmas, with tranche 2 vouchers currently being distributed.</li> <li>- The final tranche 3 allocations are currently underway with all online orders expected to be completed by the end of February 2024.</li> </ul>				
BUDGET	Fully funded via New Zealand Disaster Fund				

**KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience,  
Cyclone Gabrielle****CENTRAL  
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<b>RISK</b>	<p>Delays in delivery - Applicants not communicated with in a timely manner around confirmation of their order, and delivery timeframes from supplier.</p> <p>Breach of trust in terms of eligibility criteria - eligible households have been identified using a high-trust model with our partner agencies. Red Cross will not be seeking evidence or information from the organisations or the applicant to validate their eligibility or vulnerability.</p> <p>If the recipient provides false information on their declaration form or the bundle order form, Red Cross may revoke the approval of the bundle or require repayment of all or part of the costs.</p>
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Lifestyle Block Recovery & Resilience Workshops \*COMPLETED\*

COMPLETED	100% PROGRESS	October 2023 START DATE	November 2023 END DATE	NIWE funding BUDGET	N/A SPEND TO DATE
<b>Scope: To empower isolated and underserved lifestyle block rural communities impacted by the North Island Weather Events through the delivery of workshops and a community champion programme.</b>					
<b>PROGRAMME</b>	<p>BML Consulting have received funding to deliver a Lifestyle Block Support – Recovery and Resilience Project.</p> <p>The project comprises specialist support, information resources, access to expert advice and facilitation of community connections to empower regionally led recovery of isolated and underserved lifestyle block rural communities impacted by the North Island weather events.</p> <p>The project consists of workshops and a community champion programme.</p> <p><u>Lifestyle Block Recovery and Resilience Workshops</u></p> <p>A face-to-face workshop was held in Central Hawke's Bay on 18 November at the Waipukurau Club and an on-line workshop for HB on 21 November.</p> <p><b>Feedback from BML Consulting:</b></p> <p>We had good discussions with the attendees, and they gave positive feedback about the workshops. We had nine people registered, and 3 of those people attended. All up, we had 6 people attend, as a couple of the neighbours were called of the early attendees, and they came a little later.</p> <p>The main feedback was that the workshop was worthwhile, and they said they would highly recommend other lifestyle blockers to go to one. The main reason was due to the opportunity to talk about their challenges in a safe and supportive environment with people who understand rural community living. Lack of communications, slips including loss of functional land, waterways, animal health, weed incursion and the lack of connection with neighbours were high on the list of challenges. We spoke about solutions to some challenges and small achievable actions that can be incremental.</p> <p>We have three community champions across Hawkes Bay doing the lifestyle block community champion coaching programme with me. Approximately 60% of registrants workshop registrants across Hawkes Bay have said they are interested in becoming a community champion. There is potential to roll out a local/regional lifestyle block / rural community champion initiative/programme, which includes training for community-led leadership.</p>				
<b>BUDGET</b>	Project funded by the MPI North Island Weather Event Grant.				
<b>RISK</b>	Lack of attendance – mitigated through active marketing campaign				

KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience,  
Cyclone Gabrielle





**KEY PROGRAMME STATUS REPORT- Community Wellbeing & Resilience,  
Cyclone Gabrielle**



**New Zealand Red Cross Cleaning Kits – \*COMPLETED\***

CLOSURE	100% PROGRESS	June 2023 START DATE	August 2023 END DATE	\$Nil BUDGET	\$Nil SPEND TO DATE
<b>Scope: Provision of bulk cleaning supplies to affected communities and households to support the cyclone clean-up.</b>					
<b>PROGRAMME</b>	<p>New Zealand Red Cross provided bulk cleaning supplies for affected communities and households.</p> <p>Supplies for our community were secured in June through our Community Connections Manger – Recovery who had been involved in the project in Hastings.</p> <p>Two petrol powered water blasters and two wet/dry vacuum cleaners were provided to Mataweka and Pōrangahau hubs for the community to use.</p> <p>30 cleaning kits were provided and distributed via Mataweka and Pōrangahau hubs to affected households.</p> <p>Cleaning kits included items such as hoses, shovels, brooms, floor squeegees, buckets, cleaning brushes, mould remover, disinfectant, masks and gloves, disposable overalls.</p> <p>Surplus stock on hand at Mataweka was returned and is currently being reallocated as emergency cleaning kits to be stored at facilities identified as future Community Emergency Hubs.</p>				
<b>BUDGET</b>	Fully funded via New Zealand Disaster Fund				
<b>RISK</b>	Surplus stock left on hand due to timing of kits – repurposed as above.				



**7.3      ENDORSEMENT OF THREE-YEAR PLAN 2024-2027 DIRECTION – *LATE AGENDA  
TO FOLLOW***

**File Number:**

**Author:**                Doug Tate, Chief Executive

**Authoriser:**         Doug Tate, Chief Executive

**Attachments:**        Nil

## 7.4 PROPOSED AMENDMENTS AND UPDATES TO COUNCIL DELEGATIONS MANUAL

### File Number:

**Author:** Brent Chamberlain, Chief Financial Officer

**Authoriser:** Doug Tate, Chief Executive

**Attachments:** 1. Proposed Amendments to Delegations Manual - 15 February 2024 [↓](#)

### RECOMMENDATION

**That Council accepts and adopts the changes recommended in the Central Hawke's Bay Council Delegations Manual.**

### PURPOSE

The purpose of this report is to present to Council the recommendations to the Delegations Manual following legal reviews from Rice Speir and Asher Davidson.

### SIGNIFICANCE AND ENGAGEMENT

This report suggests minor changes to the existing policy to account for legislation changes and does not trigger Council significance and engagement policy.

### BACKGROUND

Council has recently undertaken two legal reviews of the Central Hawke's Bay Council Delegations Manual. These reviews were commenced for different drivers:

The Rice Speir review was part of updating Council's delegations issued to staff under warrants, and in addition checking that all recent legislation changes had been captured.

The Asher Davidson review was in conjunction with the District Plan appeals process, again ensuring that Council staff have the right delegations to act on behalf of the Council throughout the appeal process.

### DISCUSSION

#### ***General Changes***

Both Officers and Rice Speir have made some general updates which include:

- Strengthening statements about Māori involvement in decision making
- Updating the committee structures for the new triennium and memberships
- Updating the general rules applying to delegations, and specific rules for delegations of Council, Committees, and Chief Executive
- Updating the powers of Council under legislation

#### ***Warrant and Legislation Changes***

Rice Speir have reviewed Council's existing Central Hawke's Bay Council Delegations Manual with a particular focus on the powers being delegated under warrants to ensure that they comply with current legislation.

They have also reviewed the policy for any recent legislation changes to ensure that these are reflected correctly in the policy.

A similar review was undertaken of the delegation's policy where the CE delegates down to Council Officers.

Officers have also undated the titles of the staff to reflect the current organisation chart.

### ***District Plan Delegations***

As we are now moving into the District Plan appeals mediations phase and beginning the process of resolving appeals, we are needing to update our delegation's manual. This is to allow an appropriate Council Officer to participate in mediation and any other alternative dispute resolution processes that may be directed by the Environment Court, and to reach agreements to resolve appeals. The first mediation sessions are expected to commence from 5 March 2024. Asher Davidson as the District Plan legal counsel has reviewed the delegation's manual and recommended specific updates to ensure the appropriate RMA delegations are in place. These updates are shown as track changes in Attachment A.

Mediation is an important aspect of the appeals process as it provides for parties to reach agreements to resolve appeals without the cost, delays and uncertainty associated with an Environment Court hearing. It is a requirement of participating in mediation that each party be represented by a person with appropriate authority to settle.

It should be noted that delegation to settle at Environment Court mediation is a function best suited to Council Officers with expertise in RMA planning. The decisions to be made relate to Council's regulatory function in confirming the District Plan provisions suitably give effect to the strategic direction set by Council. Delegation is being sought for Council's CE, Group Manager Strategic Planning and Development and Council's Planning Manager to ensure there is always someone available to participate in mediation with appropriate authority to settle.

There are other minor changes to the delegation's manual being recommended including updating the names of roles to reflect changes in Council's organisational structure. Council has previously delegated the Chief Executive with the Authority to correct any minor errors uncovered under cl16(2) of the First Schedule of the RMA, at the extraordinary meeting 24 May 2023. It is also now recommended to include cl20A of the First Schedule of the RMA which allows for the correction of minor errors to an Operative Plan. This will future proof this document when the plan becomes operative.

### **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.

## **RISKS**

Officers have had the two legal reviews undertaken because of concerns about the legality of officer powers that are required to be undertaken via warrant cards and ensuring that the upcoming District Plan hearings negotiations are undertaken legally.

By not updating policy Council is exposing itself to possible legal challenges to some its activities/decisions.

## **OPTIONS**

Council has the ability to:

1. Accept the proposed changes made by Rice Speir, Asher Davidson, and officers.
2. Accept the proposed changes made by Rice Speir, Asher Davidson, and officers with further adjustments.
3. Reject the proposed changes made by Rice Speir, Asher Davidson, and officers with further changes.

## **RECOMMENDATION**

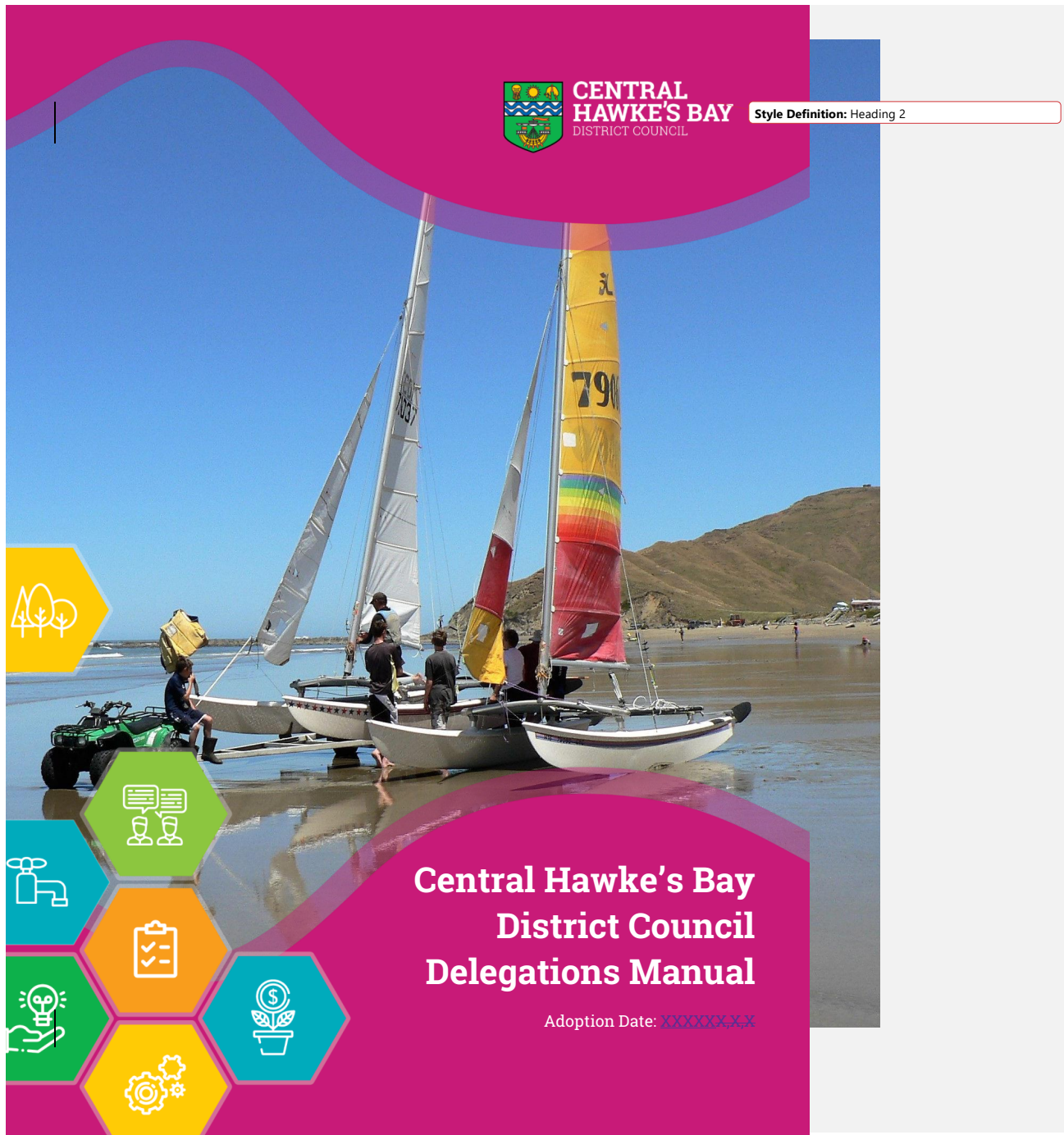
Officer recommends that Council adopts option 1, accepts the changes recommended by Council's legal counsel as the way forward for this matter.

## **NEXT STEPS**

Officers will finalise the changes, if any, to the Delegations Policy based on Councils recommendations and then make these changes operational.

### **RECOMMENDATION**

**That Council accepts and adopts the changes recommended in the Central Hawke's Bay Council Delegations Manual.**



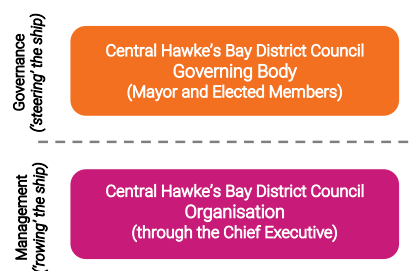
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## Central Hawke's Bay District Council Delegations Manual

The main focus of Council is on what Local Government New Zealand calls 'the steering of the ship' in its **Elected Members Handbook**. They capture the 'big picture' issues of how to make our community THRIVE. Conversely, the Chief Executive and Executive Leadership Team are focussed on 'rowing of the ship'; that is, ensuring the ship is moving in order to reach the destination set by Elected Members.'



This document sets out the terms of reference and delegations for the Central Hawke's Bay District Council, and its committees. It also sets out the responsibilities of, and delegations associated with certain roles, including the Mayor, Deputy Mayor, Chief Executive, and Committee Chairs.

The Council's business is wide-ranging, and it has obligations and powers under many statutes and regulations. It would be impossible for the full Council to deal with everything itself. Delegation to officers is necessary for the operation of the Council to be efficient and effective and achieve its objectives and for its service delivery to be timely and successful.

Therefore, this document sets out the principles, expectations and boundaries of delegated powers relating to decision making when giving effect to its statutory duties, responsibilities and powers. It ensures that powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.

This is a living document and will develop as ways of doing things evolve over the months and years ahead.

### Iwi

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

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

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

The Council is committed to improving and facilitating participation by Māori in its decision-making processes. Further, Te Ao Māori is a relevant consideration in many of the decisions that Council makes. Mana Whenua are important partners in this respect and provide vital input into Council committees' decision-making. To enable Māori to work with us, we are committed to fostering the development of Māori capacity to contribute to our decision-making.

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

Our *Māori Contribution to Decision Making Policy* outlines further Council's commitment to enhancing Maori contribution and representation to the decisions that Central Hawke's Bay District Council makes.

## Definition of Delegation

Delegation is the conveying of a duty or power to act to another person, including the authority that the person making the decision would themselves have had in carrying out that duty or exercising that power.

Because the business to be transacted by the Council is diverse and wide-ranging, delegations are necessary to ensure the efficient, effective, and timely delivery of services to the communities it represents.

The Council, as the governing body of Central Hawke's Bay District Council, delegates certain statutory duties, responsibilities and powers to ensure there is administrative efficiency and expediency in the management of the operational side of the business.

The Chief Executive then delegates, through a separate Delegations Register, certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to achieve best use of the abilities of elected representatives and officers and to promote effective and expeditious decision-making. Delegations seek to avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to Council or Chief Executive every time a decision needed to be made.

Wherever possible, delegations to staff are made on a wide basis to promote the most effective and efficient implementation and delivery of Council's policies and objectives. In the Chief Executive's Delegation Register, where possible delegations are broken down by groups rather than at an individual role level.

## The Legal Basis

Council's authority to delegate to its standing committees, subcommittees, members or staff is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA).

## Term of Delegation

Unless any delegation is expressed to be for a definable period it will continue until revoked by the delegator or the Council, or withdrawn by operation of law.

## Limitations

Where the description of a delegated legislative function is ambiguous or appears to conflict with the wording of the legislation, the wording of the legislation will prevail.

Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.

Responsibilities, duties or powers delegated to officers by the Chief Executive may not be sub-delegated. Nor may responsibilities, duties or powers delegated to officers (including the Chief Executive) by the Council under the Resource Management Act 1991 or the Local Government (Rating) Act 2002 be sub-delegated.

The following powers cannot be delegated:

- the following powers:

- o the power to make a rate;
  - o the power to make a bylaw;
  - o the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan;
  - o the power to adopt a Long-Term Plan, annual plan, or annual report; or
  - o the power to appoint a chief executive;
  - o the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-Term Plan or developed for the purpose of the local governance statement; and
- any matter not permitted to be delegated by any other Act (for example the approval of a policy statement or plan under the Resource Management Act 1991 or the granting of special exemptions under s.6 of the Fencing of Swimming Pools Act 1987); and
- any matter that can only be given effect to by a Council resolution.

#### Ambiguity and Conflict

If any ambiguity or conflict results in uncertainty or dispute as to which chairperson or committee has the delegation to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

## Relationship with other documents

**Governance Statement:** This is a guide to how the Central Hawke's Bay District Council makes decisions. It provides details about the Council's appointments of committees, sub committees, other subordinate decision-making bodies and joint committees and the kinds of decisions they have delegated authority to make on behalf of Council.

**Chief Executive Delegations Register:** This is an operational document which sets out the Chief Executive's delegations to Council officers, including the Executive Leadership Team. It also provides for specific delegations relating to finance, regulatory functions and specific statutory responsibilities.

**Policy Framework:** identifies the collection of Governance Policies at Central Hawke's Bay District Council that Elected Members are responsible for.

**Māori Capacity to Decision Making Policy:** this policy outlines how we will build positive relationships with Māori and enable opportunities for input into decision-making.

**Code of Conduct:** outlines the standards of behaviour expected from Elected Members, including outlining their relationship the Mayor, Chief Executive and staff at Central Hawke's Bay District Council.

**Standing Orders:** these contain rules for the conduct of the proceedings of local authorities, including committees. They enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner. The Standing Orders contain a number of sections that are relevant to delegated authority and the two documents help to inform each other.

### Central Hawke's Bay District Council

<b>Membership</b>	<p><b>Her Worship the Mayor Alex Walker (Chair)</b></p> <p>Deputy Mayor Kelly Annand (Deputy Chair)</p> <p>Councillor Brent Muggeridge, Councillor <del>Pip Burne</del><del>Tim Chote</del>, Councillor Tim Aitken, Councillor Gerard Minehan, Councillor Kate Taylor, Councillor Exham Wichman, Councillor Jerry Greer.</p>
<b>Meeting frequency</b>	The council shall meet every <del>48</del> weeks or as required.
<b>Quorum</b>	As set by Standing Orders.
<b>Purpose</b>	<p>The purpose of the Central Hawke's Bay District Council is to enable democratic local decision-making to promote the social, economic, environmental and cultural well-being of the Central Hawke's Bay District in the present and for the future.</p> <p>Council is made up of the Mayor and 8 Councillors (elected members).</p> <p>-They are responsible for determining local policy and legislation, and defining the overall vision for the Central Hawke's Bay District. Council makes decisions on behalf of the ratepayers and residents.</p> <p>In meeting its purpose, the Central Hawke's Bay District Council has a variety of roles:</p> <p>Facilitating solutions to local needs.</p> <p>Advocacy on behalf of the local community with central government, other local authorities and other agencies</p> <p>Management of local infrastructure including network infrastructure (e.g. <del>r</del>oads, water supply, waste disposal, libraries, parks and recreational facilities)</p> <p>Environmental management planning for the current and future needs of the local district.</p>
<b>Responsibilities</b>	<p>The Council's terms of reference include the following powers which cannot be delegated to committees, officers or any other subordinate decision making body.</p> <p>The power to:</p> <ul style="list-style-type: none"> <li>• make a rate</li> <li>• make a bylaw</li> <li>• borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan</li> <li>• adopt a Long Term Plan or Annual Plan and Annual Report</li> </ul>

	<ul style="list-style-type: none"> <li>• appoint a Chief Executive</li> <li>• adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Governance Statement</li> <li>• adopt a remuneration and employment policy</li> <li>• approve or amend Council's Standing Orders</li> <li>• approve or amend the Code of Conduct for elected members</li> <li>• appoint and discharge members of committees</li> <li>• establish a joint committee with another local authority or other public body</li> </ul> <p>In addition, Council can:</p> <ul style="list-style-type: none"> <li>• approve a proposed plan under the Resource Management Act 1991</li> <li>• approve Council policy and strategy</li> <li>• remove chairpersons of committees, subcommittees</li> <li>• approve Council's recommendation to the Remuneration Authority for the remuneration of elected members</li> <li>• approve the Triennial Agreement</li> <li>• approve the Local Governance Statement</li> <li>• make decisions on representation reviews</li> <li>• appoint or remove trustees, directors or office holders to Council CCOs or COs</li> <li>• approve the recommendation of a hearings commissioner on a proposed plan, plan change or variation (including private plan change) and</li> <li>• approve a proposed plan or a change to a district plan under clause 17 of the First Schedule</li> </ul> <p>Council will specifically retain oversight of the District Plan, Long Term Plan and Annual Plan process and decisions.</p>
<b>Delegations</b>	Council cannot delegate any of the responsibilities outlined above.
<b>Professional Development and Learning</b>	<p><del>Council will participate in the Elected Member Governance Training "Tipu" run by LGNZ. Councillors will all participate in the Governance Training run by either LGNZ or the NZ Institute of Directors as a collective and as individuals.</del></p> <p>Council will engage in further professional development as required.</p>



## Committees

### Tamatea Partnership Committee

<b>Membership</b>	<p>Three representatives of Central Hawke's Bay District Council: Her Worship the Mayor Alex Walker, Deputy Mayor Kelly Annand, Councillor Jerry Greer</p> <p>Three representatives of mana whenua: As endorsed by Tamatea Pōkai Whenua and Mārae via Te Taiwhenua o Tamatea</p>
<b>Meeting frequency</b>	The Committee shall meet every 8 weeks or as required.
<b>Quorum</b>	As set by Standing Orders
<b>Purpose</b>	<p>The purpose of the Tamatea Partnerships Committee is to provide guidance to Central Hawke's Bay District Council and mana whenua partners – Tamatea Pōkai Whenua and Ngā Hapū o Tamatea (via mārae and Te Taiwhenua o Tamatea) – on effective partnership in Tamatea Central Hawke's Bay that reflects Te Tiriti o Waitangi and associated Acts and responsibilities of Local Government to that effect.</p> <p>This committee will be formed as the basis for co-designing the process, principles and outcomes required to work towards mutually-agreed wellbeing outcomes.</p>
<b>Responsibilities</b>	<p>The Tamatea Partnership Committee is responsible for:</p> <ul style="list-style-type: none"> <li>Co-design of a process to ensure Māori contribution to decision making (Local Government Act 2002). This may include, but is not limited to, consideration of the role of Kaiārahi Matua, committee appointments, engagement models, and review of Tuhono Mai Tuhono Atu</li> <li>Co-design of a process to ensure Māori representation in governance at CHBDC. This may include, but is not limited to, consideration of Māori Wards</li> <li>Co-design of a process to formally reflect Te Tiriti o Waitangi responsibilities between Mana whenua and Central Hawke's Bay District Council. This includes, but is not limited to, Heretaunga Tamatea Settlement Act, Resource Management Act, Reserves Management Act, and Local Government Act.</li> <li>Co-design of a process to enable Project Governance of "Better Off Funding" projects</li> </ul>

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	<ul style="list-style-type: none"> <li>• <u>Co-design of a process to identify and advance mutually agreed vision and goals in relation to the wellbeing of the people and place of Tamatea Central Hawke's Bay</u></li> <li>• <u>Making a formal recommendation on what enduring partnership structure should replace this one before the end of the 2022-25 Local Government Triennium</u></li> </ul>
<b>Delegations</b>	<p>The Tamatea Partnership Committee has delegations to:</p> <ul style="list-style-type: none"> <li>• <u>Review and develop plans, projects and policies that advance the joint vision of Council and Mana whenua, that supports the District's vision and while complying with purpose of the Local Government Act (2002)</u></li> <li>• <u>Develop relationship agreements/memorandum of understandings between Council and Manawhenua and to recommend formal agreements (specific statutory processes and decision making) to Council for adoption.</u></li> <li>• <u>Establish a special committee, working group or community forum if needed. Subject to any expenditure having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:</u></li> </ul>
<b>Professional and Development Learning</b>	<u>All members will participate and be committed to ongoing professional development.</u>
<b>Remuneration</b>	<u>Mana whenua members will be paid for each meeting they attend and reimbursed for mileage incurred in respect of the meeting, in accordance with a policy to be developed.</u>

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### Strategy and Wellbeing

<b>Membership</b>	<p><b>Deputy Mayor Kelly Annand (Chair)</b></p> <p><del>Her Worship the Mayor Alex Walker, Councillor Brent Muggeridge, Councillor Tim Chote, Councillor Tim Aitken, Councillor Gerard Minehan, Councillor Kate Taylor, Councillor Exham Wichman, Councillor Jerry Greer.</del></p> <p><i>*NB – In the absence of the Chair, the Mayor will Chair the meeting.</i></p>
<b>Meeting frequency</b>	<del>The committee shall meet every 8 weeks or as required.</del>
<b>Quorum</b>	<del>As set by Standing Orders</del>
<b>Purpose</b>	<p><del>The purpose of the Strategy Committee is to determine specific outcomes that need to be met to deliver on the vision and direction of council, and set in place the wellbeing strategies, policies and work programmes to achieve set goals and targets.</del></p> <p><del>To develop, approve, review and recommend to Council (where applicable) statutory and nonstatutory policy, plans, bylaws and strategies to:</del></p> <ul style="list-style-type: none"> <li><del>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.</del></li> <li><del>Integrate an all of wellbeing approach to strategy, plan and policy development.</del></li> <li><del>Have effective statutory plans and bylaws to protect community through a focus on the social, economic, cultural and economic wellbeings.</del></li> </ul>
<b>Responsibilities</b>	<p><del>The Strategy and Wellbeing Committee is responsible for:</del></p> <ul style="list-style-type: none"> <li><del>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</del></li> <li><del>monitoring the implementation and effectiveness of strategies, plans and policies</del></li> <li><del>monitor the success of the key strategic relationships that support the implementation of key wellbeing related initiatives</del></li> <li><del>general coordination of Council policy and decisions.</del></li> </ul>
<b>Delegations</b>	<del>The Strategy and Wellbeing Committee has delegations to:</del>

- ~~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~~
- ~~Make full decisions on the distribution of the Pride and Vibrancy Fund, Environmental and Sustainability Fund and any other contestable community fund.~~
- ~~To 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.~~
- ~~This committee has delegations to establish a special committee, working group or community forum as required.~~

## Finance and Infrastructure

<b>Membership</b>	<p><b>Councillor Brent Muggeridge (Chair)</b></p> <p>Her Worship the Mayor Alex Walker, Deputy Mayor Kelly Annand, Councillor Brent Muggeridge, Councillor Tim Chote, Councillor Tim Aitken, Councillor Gerard Minehan, Councillor Kate Taylor, Councillor Exham Wichman, Councillor Jerry Greer</p> <p><i>*NB – In the absence of the Chair, the Mayor will Chair the meeting.</i></p>
<b>Meeting frequency</b>	The committee shall meet every 8 weeks or as required.
<b>Quorum</b>	As set by Standing Orders
<b>Purpose</b>	<p>To assist Council to oversee financial and nonfinancial performance, including the delivery of the Council's Capital Programme. To monitor Council activities and services performance against budget, Annual Plans, the Long Term Plan, Annual Reports and corporate and financial policies.</p> <p>The Finance and Infrastructure Committee also receives enforcement and compliance Performance activity reporting to ensure financial and non-financial performance oversight of its regulatory functions.</p> <p>To provide governance oversight of Council's operational programmes, services, activities and projects related to infrastructural assets.</p> <p>To enable the progress of the Council's operational activities, projects and services.</p>
<b>Responsibilities</b>	<p>The Finance and Infrastructure Committee is responsible for:</p> <ul style="list-style-type: none"> <li>Developing and adopting plans, projects and policies that advance the Council's vision and goals in relation to its key Financial Strategy and Infrastructure Strategy while complying with purpose of the Local Government.</li> <li>Monitoring the financial and non-financial performance of the organisation with a particular emphasis on the delivery of the capital works programme, implementation and effectiveness of strategies, plans and policies</li> <li>Specifically monitor and provide oversight of significant projects, including reviewing business cases and agreed on next steps on significant projects.</li> <li>The Finance and Infrastructure Committee is responsible for assisting Council in its general overview of procurement and tender activity.</li> </ul>

<b>Delegations</b>	<p>The Finance and Infrastructure Committee has delegations to:</p> <ul style="list-style-type: none"><li>• Developing and adopting plans, projects and policies that advance the Council's vision and goals in relation to its key Financial Strategy and Infrastructure Strategy while complying with purpose of the Local Government.</li><li>• Monitoring the financial and non-financial performance of the organisation with a particular emphasis on the delivery of the capital works programme, implementation and effectiveness of strategies, plans and policies</li><li>• Specifically monitor and provide oversight of significant projects, including reviewing business cases and agreed on next steps on significant projects.</li><li>• The Finance and Infrastructure Committee is responsible for assisting Council in its general overview of procurement and tender activity. The committee will accept and consider tenders which exceed the Chief Executive's delegated authority to approve, for projects approved by Council through an Annual Plan or Long Term Plan. The Committee will make a recommendation to Council on the outcome of a tender process for resolution when above delegations.</li><li>• The Finance and Infrastructure Committee has delegation to approve or award contracts beyond the Chief Executive's delegated authority within the parameters of approved AP/LTP Budgets up to \$4 million.</li></ul> <p>This committee has delegations to establish a special committee, working group or community forum as needed.</p>
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## Risk and Assurance

	<p><b>Neil Bain (Chair)</b></p> <p>Councillor Tim Aitken (Deputy Chair)</p>
<b>Membership</b>	<p>Her Worship the Mayor, Councillor <del>Pip Burne</del><del>Brent Muggeridge</del>, Councillor <del>Jerry Greer</del><del>Tim Aitken, Councillor</del> Gerard Minehan.</p> <p><u>A second independent member may be appointed by the committee to ensure appropriate mix of legal and financial skills.</u></p>
<b>Meeting frequency</b>	<p><u>The Committee shall meet every 8 weeks or as required. The committee shall meet FOUR (4) times per year.</u></p>
<b>Quorum</b>	As set by Standing Orders
<b>Purpose</b>	<p>The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance and accountability of the Central Hawke's Bay District Council by:</p> <p>Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.</p> <p>Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.</p> <p>Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.</p> <p>Promoting a culture of openness and continuous improvement.</p>
<b>Responsibilities</b>	<p>The Council delegates to the Risk and Assurance Committee the following responsibilities:</p> <ul style="list-style-type: none"> <li>• To monitor the Council's treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy, that this be recommended to Council.</li> <li>• To review the Council's insurance policies on an annual basis.</li> <li>• To review, in depth, the Council's annual report and if satisfied, recommend the adoption of the annual report to Council.</li> <li>• To work in conjunction with Management in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes.</li> <li>• To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk</li> </ul>

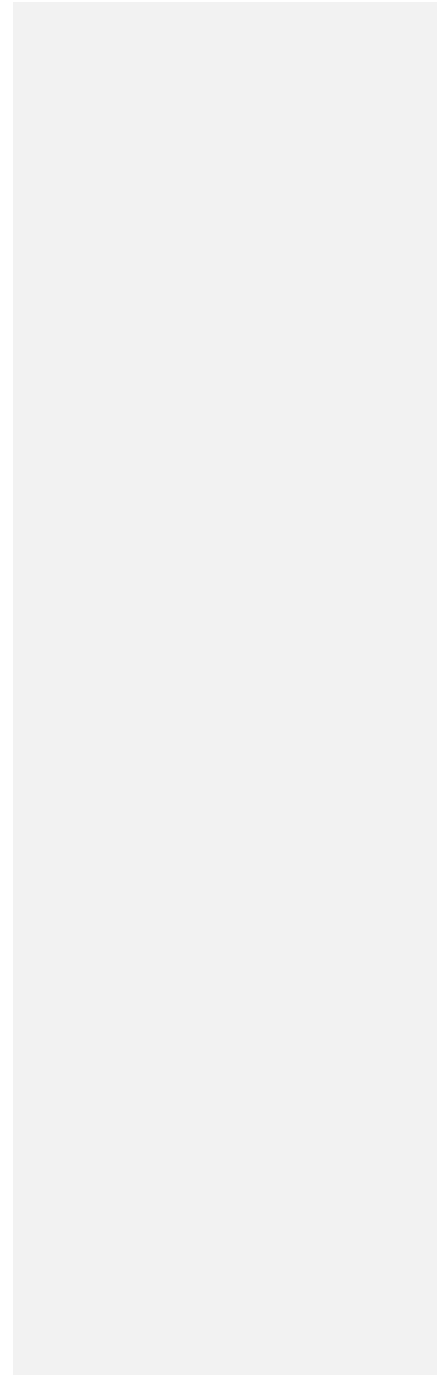


	<p>management policy and processes, including that they align with commitments to the public and Council strategies and plans.</p> <ul style="list-style-type: none"> <li>• To provide a communications link between management, the Council and the external and internal auditors.</li> <li>• To engage with Council's external auditors and approve the terms and arrangements for the external audit programme.</li> <li>• To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme.</li> <li>• To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented.</li> <li>• To engage with the external and internal auditors on any one off assignments.</li> <li>• To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines.</li> </ul>
<b>Delegations</b>	<p>Subject to any expenditure having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:</p> <ul style="list-style-type: none"> <li>• Risk management and internal audit programmes.</li> <li>• Terms of the appointment and engagement of the audit with the external auditor.</li> <li>• Additional services provided by the external auditor.</li> <li>• The proposal and scope of the internal audit.</li> </ul> <p>In addition, the Council delegates to the Risk and Assurance Committee the following powers and duties:</p> <ul style="list-style-type: none"> <li>• The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.</li> </ul> <p>The Risk and Assurance Committee can recommend to Council:</p> <ul style="list-style-type: none"> <li>• Adoption or non-adoption of completed financial and non-financial performance statements.</li> <li>• Governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.</li> <li>• Accounting treatments, changes in generally accepted accounting practice (GAAP).</li> <li>• New accounting and reporting requirements.</li> </ul>

	The Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.
<b>Professional and Development Learning</b>	All members will participate in a Risk and Assurance Governance Training in the first year of membership.

### Chief Executive Employment and Performance Committee

Membership	<p><b>Her Worship the Mayor Alex Walker (Chair)</b></p> <p>Deputy Mayor Kelly Annand, Councillor <a href="#">Kate Taylor</a><del>Tim Aitken</del>, Councillor Brent Muggeridge</p> <p><a href="#">An independent member will be appointed by the committee, with agreement by the Chief Executive, to provide independent professional oversight of the performance review process.</a></p>
Meeting frequency	As required and agreed with the Chair, but at least three times a year
Purpose	Oversees the performance of the Chief Executive in line with the performance agreement and his/ her ongoing relationship with the Council, and report regularly to the Council on his or her performance.
Responsibilities	To monitor performance of the Chief Executive.
	To ensure that the Council is fulfilling its duties as a good employer under schedule 7 of the Local Government Act, 2002.
Delegations	<p>The Council delegates to the Chief Executive Employment and Performance Committee the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• To oversee the employment of the Chief Executive in accordance with the Local Government Act, 2002.</li> <li>• To recommend to Council the methodology and specific performance measures to carry out the review of the performance of the Chief Executive.</li> <li>• The delegated authority to employ independent expertise to assist with any review or advice up to a maximum of \$10,000 before seeking approval from Council.</li> <li>• To recommend to Council on matters relating to the Chief Executive's employment and remuneration.</li> <li>• The committee have delegations to make variations to the Chief Executive Employment agreement so long as it is pursuant to the Local Government Act.</li> <li>• The committee will delegate the approval of leave, professional development and expenses, within approved budgets, to the Mayor.</li> </ul>
Professional Development and Learning	All members will participate in Chief Executive Employment and Performance Training in the first year of membership.



## Regulatory Hearings Panel

Membership	<b>Councillor Tim Aitken (Chair)</b>
	<del>Councillor Tim Chote</del>
	<del>Councillor Kate Taylor</del>
	<del>Deputy Mayor Kelly Annand</del>
	<del>Mix of Councillor Commissioners and Independent Commissioners-</del>
	<del>Panel appointed under delegated authority by the Chief Executive-</del>
	<del>Councillor Tim Aitken – Regulatory Hearings Panel Chair (Panel)</del>
	<del>Councillor Pip Burne (Panel)</del>
	<del>Councillor Kate Taylor (Panel)</del>
	<del>Councillor Jerry Greer (Panel)</del>
	<del>Commissioner Eileen von Dadelnszen (Chair and Panel)</del>
	<del>Commissioner George Lyons (Chair and Panel)</del>
	<del>Commissioner Janeen Kydd-Smith (Chair and Panel)</del>
Meeting Frequency	<del>Commissioner Robert Schofield (Chair and Panel)</del>
	<del>Commissioner Mick Lester (Chair and Panel)</del>
Purpose	<del>Commissioner Dr Roger Maaka (Panel)</del>
	<del>Commissioner Loretta Lovell (Panel)</del>
	<del>Commissioner Liz Lambert (Panel)</del>
	<del>Commissioner Grey Wilson (Panel)</del>
	<del>Commissioner Lucy Cooper (Panel)</del>
	<del>Under the delegated authority of Council to the Chief Executive, the Chief Executive has the ability to introduce additional Commissioners onto the panel, to provide essential specialist skills and/or to manage conflicts of interest (perceived or potential) that may arise from to time.</del>

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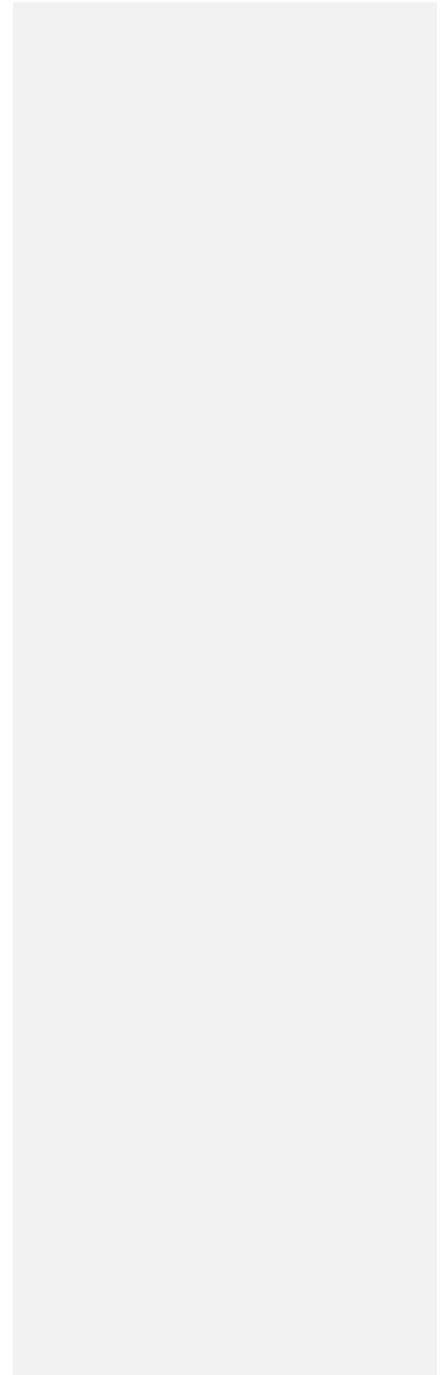
<p><u>Hearing Appointments</u></p>	<p>determined by way of a Hearing under the Resource Management Act 1991.</p> <p>To conduct hearings and/or determine under delegated authority applications relating to the Dog Control Act 1996 and any other matters required for determination by Council under legislation as determined by Council.</p> <p><u>When determining the make-up of resource consent and other Hearing Panels, the following factors must be taken into account by the Chief Executive in consultation with the Regulatory Hearings Panel Chair:</u></p> <p><u>a)Any conflict of interest (perceived or potential) between Committees and/or Committee Member where the Panel member is an elected member or Independent Commissioner.</u></p> <p><u>b)Any conflict of interest identified by the Chair or raised by applicants and/or submitters.</u></p> <p><u>c)The need for specific expertise in particular cases.</u></p> <p><u>d)The need to manage the workload of Councillors and Commissioners by allocating the resource consent and other statutory policy process hearing workload among Commissioners and Councillors, depending on commitments, availability, and with a particular focus that no perceived or potential bias to particular Councillor or Independent Commissioner occurs.</u></p> <p><u>e)The need for any particular local knowledge.</u></p>
<p><b>Delegations</b></p>	<p>All delegations to this Panel are to be exercised within the framework of the Council's adopted regulatory policies, plans, strategies, policy guidelines and by-laws.</p> <p>The Council delegates to the Regulatory Hearings Panel the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• Implementation of the Resource Management Act, the Operative District Plan and other regulatory Acts and Regulations in terms of judicial and regulatory responsibilities.</li> <li>• All powers, duties and discretions under the Resource Management Act 1991 to allow the above matters to be undertaken other than:</li> <li>• The consideration or hearing of any application where the Council is the applicant</li> <li>• The making of a recommendation on a requirement for a Designation or a Heritage Order where the Council is the Requiring Authority</li> <li>• Exercising the power of delegation.</li> </ul> <p>All Council's powers, duties and discretions in respect to the Dog Control Act 1996 in terms of judicial and regulatory responsibilities and</p>

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	<p>the monitoring of the implementation of Council's regulatory service delivery functions under that Act.</p> <p>In terms of judicial and regulatory service delivery responsibilities, and monitoring and implementation of these listed regulatory functions all:</p> <ul style="list-style-type: none"> <li>• Powers, duties and discretions vested in the Council by the Crown Minerals Act 1991.</li> <li>• Powers, functions and discretions under Building (Pools) Amendment Act 2016.</li> <li>• Powers, duties and discretions pursuant to Section 78 232 of the Building Act 2004 with the exception of the power to set fees and charges.</li> <li>• Determining any Appeals to a Determination made by the Chief Executive under the Council's Consolidated Part 3 (Public Safety) Clause 4 – Liquor.</li> </ul> <p>Pursuant to Section 34 of the Resource Management Act 1991 and clause 32 of Schedule 7 of the Local Government Act 2002 the Council directs that:</p> <ul style="list-style-type: none"> <li>• Commissioners appointed to Joint Hearings shall be the Chair of the Regulatory Hearings Panel together with not less than one or more than two others. One of who shall, if possible, be a member representing the Ward in which the site subject to the application is located.</li> <li>• Commissioners appointed to deal with all other matters shall be the Chair of the Regulatory Hearings Panel together with not less than one other, who shall, if possible, be a member representing the Ward in which the site subject to the application is located.</li> </ul> <p>Commissioners, except the Chairperson of the Hearings and Judicial Committee, shall attend to applications as far as practicable on a rotational basis.</p>
Professional Development, and Learning and Qualifications	<p><del>All members will participate in the Making Good Decisions RMA Training in the first two years of membership and cannot be selected for participation in a hearing without holding a completed qualification.</del></p> <p><del>In accordance with Section 39B of the Resource Management Act 1991, all persons appointed to a Hearing Panel shall hold a current Making Good Decisions Certification, except where there are exceptional circumstances in accordance with Ministry for the Environment best practice guidelines.</del></p>

Note: For the avoidance of doubt, the Regulatory Hearings Panel is not delegated the functions, powers and duties to hear and make decisions on submissions made in relation to a proposed plan, policy statement, plan change or variation under the RMA. Such functions, powers and duties are delegated to a Panel of accredited RMA hearings commissioners appointed by the Council on an as needed basis





## District Licensing Committee

Membership	<p><u>The DLC must consist of three members appointed by the Central Hawke's Bay District Council (Council). The Council must appoint one member as the Chairperson, and that person must either be a member of the Council or a Commissioner appointed to the DLC by the Chief Executive Officer of the Council on the recommendation of the Council.</u></p> <p><u>The other two members of the DLC must be appointed from the Council's list2 of persons approved to be members of the District Licensing Committee. The Council may also appoint a member of the Council to act as a Deputy Chairperson, to act in place of the Chairperson. This is to allow for times when the Chairperson is unable to act due to illness, absence, or other sufficient reason.</u></p> <p><u>Appointment of the Chairperson and the Deputy Chairperson shall be by Resolution of the Council.</u></p> <p><u>Current Members:</u></p> <ul style="list-style-type: none"> <li>• <u>Councillor Gerard Minehan (Chair)</u></li> <li>• <u>Councillor Exham Wichman (Deputy Chair)</u></li> <li>• <u>Commissioner Tania Kerr</u></li> <li>• <u>List Member Sally Butler</u></li> <li>• <u>List Member Mark Williams</u></li> </ul> <p><u>If the Chairperson, or the Deputy Chairperson, cease to be an elected member of Council then they will cease to be the Chairperson of this Committee.</u></p> <p><u>Councillor Tim Chote (Chair)</u></p> <p><u>Councillor Gerard Minehan (Deputy Chair)</u></p> <p><u>List members:</u></p> <ul style="list-style-type: none"> <li>• <u>Sally Butler</u></li> <li>• <u>Mark Williams</u></li> </ul>
Meeting Frequency	As and when required.
Quorum	<p><u>A Quorum of the Committee may consist of the Chairperson sitting alone to determine uncontested applications. Where objections are received to an application, then the quorum must consist of the full three-member committee.</u></p>
Purpose	<p><u>To administer the Council's alcohol licensing framework as determined by the Sale and Supply of Alcohol Act 2012. The Act requires the Council to appoint one or more District Licensing Committees to deal with licensing matters. Although the District Licensing Committee in Central</u></p>

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	<p><del>Hawke's Bay is a committee of Council and receives Council administrative support, it operates as a quasi-judicial body without the influence of Council.</del></p> <p><del>The Chair of the Committee acts in an independent and objective role and the members are a mix of appointed councillors and suitably qualified lay persons. The DLC is responsible for considering and determining all applications, and renewals, for Liquor Licences and Managers Certificates. The Committee is also responsible for the consideration and determination of Temporary Authorities and Special Licences made under the Sale and Supply of Alcohol Act 2012 (SSLA).</del></p>	
<b>Responsibilities</b>	<p><del>Administer the Council's alcohol licensing framework as determined by the SSLA.</del></p> <ol style="list-style-type: none"> <li><del>1) to consider and determine applications for licences and manager's certificates,</del></li> <li><del>2) to consider and determine applications for renewal of licences and manager's certificates,</del></li> <li><del>3) to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136,</del></li> <li><del>4) to consider and determine applications for the variation, suspension, or cancellation of special licences,</del></li> <li><del>5) to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280,</del></li> <li><del>6) with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority,</del></li> <li><del>7) to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175, and</del></li> <li><del>8) any other functions conferred on licensing committees by or under this Act or any other enactment.</del></li> </ol> <p><del>The Committee may make recommendations to Council. While the DLC is a committee of Council and receives Council administrative support, it 14 operates as an independent quasi-judicial body. DLC decisions can be appealed to the Alcohol and Regulatory Licensing Authority (ARLA).</del></p>	<p><b>Formatted:</b> Font: Not Italic</p> <p><b>Formatted:</b> Font: Not Italic</p> <p><b>Formatted:</b> List Paragraph, Indent: Left: 0.06 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm</p> <p><b>Formatted:</b> Font: Not Italic</p> <p><b>Formatted:</b> Font: Not Italic</p> <p><b>Formatted:</b> Font: Not Italic</p> <p><b>Formatted:</b> Font: Not Italic</p> <p><b>Formatted:</b> Font: Not Italic</p> <p><b>Formatted:</b> Font: Not Italic</p> <p><b>Formatted:</b> Font: Not Italic</p> <p><b>Formatted:</b> Font: Not Italic</p>
<b>Delegations</b>	<p><i>Chair's Delegation</i></p> <p><del>When no objection to an application has been received (for a licence, manager's certificate, or renewal of a license or manager's certificate), and no matters of opposition have been raised under section 103, 129 or 141, the Chair has the delegation to decide on the papers and issue decisions on such applications.</del></p> <p><i>Committee Delegation</i></p>	

The functions of the District Licensing Committee is specified by the Act and include:

- to consider and determine applications for licences and manager's certificates;
- to consider and determine applications for renewal of licences and manager's certificates;
- to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136;
- to consider and determine applications for the variation, suspension, or cancellation of special licences;
- to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280;
- with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority;
- to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175; and
- any other functions conferred on licensing committees by or under this Act or any other enactment.

The committee may make recommendations to Council.

The power to make decisions on Liquor licenses, Managers Certificates, Temporary Authorities and Special Licences are set out in the SSLA.

Appointments to the Committee of the other members shall be made through an Appointments Committee process that:

- Is made up of the Chairperson, Deputy Chairperson, and Secretary (Chief Executive or Chief Executive's delegated officer) of the DLC.
- Is responsible for determining the manner in which the appointments process will be undertaken and the terms and conditions of the selected candidate.
- will identify a shortlist of candidates whom it considers meets the above criteria, conduct interviews, and recommend names of approved persons for appointment to the DLC and / or inclusion on the DLC Members List.

Recommend to Council the preferred appointment(s) for confirmation.

The Council considers that, in addition to the statutory requirements, any person that it appoints to the Committee should also possess:

- An understanding of Regulatory issues

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	<ul style="list-style-type: none"><li>• <u>Either regulatory experience, or other experience that is relevant to the activities of the committee</u></li><li>• <u>A high standard of personal integrity</u></li><li>• <u>The ability to work as part of a team.</u></li></ul> <p><u>The Council may at any time remove a member of the DLC for inability to perform the functions of office, bankruptcy, neglect of duty, or misconduct, proved to the Council's satisfaction.</u></p>
<b>Professional Development and Learning</b>	<p><u>Committee members will attend DLC 101 (The Facts) and DLC 201 (The Process) Training (or similar) in the first year of their appointment. Refresher training will be on an as required basis. Members of the District Licensing Committee are required to complete both online training provided by LGNZ and attend any other relevant training offered through the District Licensing Committee (DLC) Network.</u></p>
<b>Remuneration</b>	<p><u>Remuneration of members of the Committee is a matter that is determined by the Ministry of Justice.</u></p>

## Specific Role Descriptions and Delegations

### The Mayor

The Mayor is the leader of the Council and has the statutory role to provide leadership to the other members of the Council and the people in the district. The Mayor will lead the development of the Council's plans, policies and budgets for consideration by the Council. The Mayor is the primary Council spokesperson.

The Mayor will lead the following, supported as necessary by relevant Councillors:

- Central Government liaison
- Long Term Plan and Annual Plan
- Major projects (to be determined at the Mayor's discretion)

In addition, the Mayor has the delegated authority to:

- Agree and enter into Memoranda of Understanding to enhance external relationships and partnerships, provided they are consistent with Council policy and direction. Note that these agreements should generally be endorsed by the Council before signing, particularly if an agreement has financial implications. If this is not possible, the Council should be alerted immediately after a Memorandum of Understanding has been signed
- Approve the Chief Executive's annual leave, overseas travel and expenditure on professional development
- Approve the Deputy Mayor's attendance at conferences and associated travel within New Zealand provided that it can be funded from the budget approved as part of the Annual Plan

### Deputy Mayor

The Deputy Mayor will:

- Assist the Mayor in carrying out the statutory and leadership role of the Mayor
- If the Mayor is absent or incapacitated, perform all of the responsibilities and duties, and exercise any powers of the Mayor (other than the powers under section 41A LGA 2002 and the role of Justice of the Peace)

In the absence of the Mayor, for the Council to successfully discharge its responsibilities and duties in support of its purpose, the Deputy Mayor is empowered to perform the duties and responsibilities of the Mayor under subclauses 17(3), (4) and (5) of Schedule 7 of the Local Government Act 2002.

The Deputy Mayor is authorised to approve elected member attendance at conferences or training and associated travel and accommodation within New Zealand provided that:

- It can be funded from the budget approved as part of Annual Plan ~~and~~
- ~~The Deputy Mayor consults with one of either the Mayor or Chair of the Finance and Infrastructure Committee<sup>3</sup> prior to approval and~~

<sup>3</sup> In the event one is conflicted, only two signatures are required. In the event two of the three are conflicted an additional committee chair or Councillor will be a decision maker (as nominated by the Mayor).

- Attendance is relevant to the member's role and responsibilities.

### Chair of a Committee

A Chair of a Committee or Subcommittee will:

- Provide leadership to the committee
- Ensure decision-making is evidence based and made in a timely manner
- Conduct the meeting in accordance with standing orders and legislation
- Enhance relationships with key stakeholders
- Where an issue does not come within a separate portfolio responsibility or is an issue of committee process, act as the council's spokesperson and point of contact for the committee's activities
- Collaborate with other committee chairs where objectives are shared
- Support and work effectively with portfolio leaders within their committee, if any
- Work effectively with council officers
- Ensure progress is made towards the council's strategic priorities in the committee's area of responsibility
- Ensure governance oversight and direction is provided to the projects that report to their committee
- Ensure council's advisory groups have effective input
- Meet regularly with the mayor, deputy mayor, Chief Executive and senior staff
- Keep the mayor informed of emerging issues
- Maintain a "no surprises" approach for elected members and staff

## The Chief Executive

### Roles and responsibilities

The roles and responsibilities of the Chief Executive are set out in s42 of the Local Government Act 2002. This section summarises those responsibilities and clarifies how they apply in practice to the management of the organisation.

The Chief Executive has overall responsibility for Central Hawke's Bay District Council's operational management. As the administrative head, he/she may be referred to as the council's principal administrative officer.

The Chief Executive is expected to be apolitical and not to make political or policy decisions. This is the role of the elected members. The Chief Executive may engage with politicians (including Ministers of the Crown and their offices) on matters in which the council has an interest and is often the 'face of the council' (the organisation).

The Chief Executive also has a number of specific roles and responsibilities set out in legislation which should be carried out within the budgetary constraints set by the council in the Long-term and Annual Plans.

### Principles

#### *Implementing council decisions*

One of the Chief Executive's main roles is to implement the council's decisions, i.e. decisions made by the governing body.

As the employer, the governing body can direct the Chief Executive. However, as the operational head of the council the Chief Executive has autonomy as to how those directions are carried out, provided he or she acts within the scope of his or her powers.

#### *Advising elected members*

It is also part of the Chief Executive's role to provide advice to governing body and local board members. The Chief Executive is responsible for ensuring the best possible advice is provided to elected members.

Council staff also advise elected members, either informally or through formal reports provided prior to meetings. Where reports are provided, the council employee may also attend the relevant meeting to answer questions or speak to the report.

#### *Management of the Organisation*

The Chief Executive is ultimately responsible for the management of Central Hawke's Bay District Council, including its administration, operations and service delivery. In particular, it is the Chief Executive's role to ensure the proper performance and exercise of all responsibilities, duties and powers delegated to, imposed or conferred (by an Act, regulation or bylaw) on him/her or any council employee.



It is also up to the Chief Executive to ensure that the council's activities are managed effectively and efficiently. This includes ensuring powers and functions are appropriately delegated to ensure effective and efficient conduct of council business.

Similarly, the Chief Executive is responsible for maintaining systems to enable effective planning and accurate reporting of Central Hawke's Bay District Council's financial and service performance.

The Chief Executive must also ensure, so far as practicable, that the council's management structure reflects and reinforces the separation of regulatory responsibilities and decision-making processes, and is capable of delivering adequate advice to facilitate the explicit resolution of conflicting objectives.

This statutory role gives effect to the principle of separating governance functions, which requires responsibility for regulatory functions to be distinct from other non-regulatory functions. It also emphasises that any trade-offs between conflicting objectives should be made in an open and transparent manner.

Council staff (such as the Audit and Risk roles) can investigate where such conflicts arise; policies, procedures and processes are in place to manage such conflicts.

#### *Leadership and management of staff*

The Chief Executive is responsible for employing and negotiating the terms of staff employment. This is carried out by the Chief Executive on behalf of and in the name of Central Hawke's Bay District Council, and must be done in accordance with the Chief Executive's Delegations Register and council's recruitment and remuneration policies.

The Chief Executive is also responsible for providing leadership to staff. Attributes for this role are set out in statute, particularly the Chief Executive's responsibility to instill a spirit of service to the community in staff and maintain appropriate standards of integrity and conduct.

The Chief Executive's leadership role is implemented through various mechanisms, including the council's business planning, organisational strategy and performance plan, standards of employment, and various policies and staff code of conduct.

#### **General Delegation Principles**

In exercising delegated powers, the Chief Executive respects the institutional boundary between his/her role as the council's operational head ('rowing the ship' – with responsibility for administration, operations and service delivery) and elected members' governance role ('steering the ship'). The Chief Executive may refer a matter back to the entity which delegated the power in the first place, i.e. governing body, or a committee or subcommittee of the governing body.

This may be appropriate where, for example, in the Chief Executive's opinion a matter is contentious, or political input is needed because of the high degree of policy involved. The governing body or committee may also request the Chief Executive to refer a matter for a decision.

In exercising his/her delegated authority, the Chief Executive must comply with any relevant conditions (e.g. financial limits, local board protocols and reporting or other procedural requirements), and all applicable council policies.

The following delegations affirm that that the Long-term Plan and the Annual Plan provide the basis for the implementation of Council decisions by the Chief Executive. Through and under the Long-term Plan and Annual Plan, operational and capital expenditure budgets, fees and charges, service levels, specific projects, and other significant requirements are approved by the Council. The Chief Executive and management are then authorised to proceed to make all arrangements in line with those decisions.

The delegations are supported by effective communication and constructive working arrangements between Elected Members and the Chief Executive, such as the quarterly report, regular briefings, Council and Chief Executive only time, and the Chief Executive's Key Performance Indicators.

#### *Delegations*

The Council has delegated the following matters to the Chief Executive under clause 32 of Schedule 7 of the Local Government Act 2002:

- 1) The Chief Executive is delegated all powers and authorities (other than those retained by Council, or contained within the delegations to committees or other subordinate decision-making bodies or community boards), subject to any legal limits on the Council's ability to do so, provided that the Chief Executive acts within the law, Council policy (as approved from time to time) and the Long-term Plan and Annual Plan.
- 2) The Chief Executive has the following financial delegations:
  - a) Operating expenditure of \$1,000,000
  - b) Capital expenditure of \$1,000,000
- 3) The Chief Executive is able to self-authorise expenditure of up to \$5,000.
- 4) The Chief Executive has the authority to sign any contract or memorandum of understanding in order to give effect to the Annual Plan and Long-term Plan and / or existing policy. Where the content relates to Council's relationship with external stakeholders / organisations, the Mayor must be advised. The Mayor will determine whether the Mayor or Chief Executive is the appropriate signatory and/or whether the matter is referred to Council or Committee.
- 5) The Chief Executive in consultation with the Deputy Mayor has the authority to approve international travel for the Mayor and/or elected members where an invitation is received and there is no travel cost to the Council.
- 6) The Chief Executive has absolute control over all employment-related matters concerning staff, and has authority to:
  - a) Approve the employment of all staff.
  - b) Approve variations to employment agreements of all staff.
  - c) Terminate employment agreements (in line with principles and processes as set out in the Employment Relations Act 2000).

- 7) The Chief Executive may request any person appointed by the Council to act as Chief Executive during temporary periods of absence from duties together with such of the Chief Executive's powers as he or she considers appropriate.

## Resource Management Act 1991

Note that the ~~RMA Resource Management Act 1991~~ prevents the Chief Executive from sub-delegating powers ~~under that Act~~. The following are separate Council delegations direct to officers under that Act.

The Council delegates all powers, duties and functions under the ~~RMA Resource Management Act 1991 (RMA)~~ to the Chief Executive and the Officers listed below and excluding those matters in respect of which delegation is prohibited by any Act or regulation, or which are expressly excluded from this delegation.

## Management Delegations

For these delegations, titles have been abbreviated as follows:

- Chief Executive (CE)
- Group Manager - Community Infrastructure and Development (GMCID)
- Group Manager ~~-- Strategic Planning Development (GMSPD)~~ ~~Customer and Community Partnerships (GMCCP)~~
- Customer ~~and~~ Consents Manager (CCM)
- ~~Customer Relationships & Experience Manager (CREM)~~
- Senior Resource Consents Planners (SRCP) District Plan Manager (DPM) (including any Enforcement Officer)
- Resource Consents Planners (P) (including any Enforcement Officer)

SECTION	DESCRIPTION	TITLE
10(2)(b)	Time extension to existing use	CE, GMCID, CCM, DPM, SRCP, P
34(A)(1) & (2) and 100(A)	The nomination of one or more commissioners from the list of commissioners appointed by the Council for hearings (Ref. report No 3654 / 2008 adopted 1/10/2008).	CE, GMCID, <del>GMCCP</del> GMSPDGMSPD, CCM, <del>CREM</del> , DPM, SRCP
36(5)	<del>Power to reduce or waive fees or deposits for charitable or community organisations or in other situations deemed appropriate to recover the actual and reasonable costs.</del>	CE, GMCID, <del>GMCCP</del> GMSPD
37(1)	Power to waive or extend time limits as specified in this section.	CE, GMCID, CCM, DPM, SRCP
37(2)	Waive compliance with the requirement to submit information as outlined in Section 37(2) and the power to set new terms for the rectification or the omission of the inaccuracy.	CE, GMCID, CCM, DPM, SRCP, P
37A(6)	Power to determine and notify those persons who are directly affected by the extension or waiver of compliance with a time period, method of service, or service of document.	CE, GMCID, CCM, DPM, SRCP, P
38	Power to authorise an Enforcement Officer/s to carry out all or any of the functions and powers as an enforcement officer under this Act. functions	CE, GMCID, <del>GMCCP</del> GMSPD
41B	The power to direct an applicant to provide briefs of evidence to the authority before a hearing.	CE, GMCID, <del>GMCCP</del> GMSPD, CCM, <del>CREM</del> , DPM, SRCP, P
41C	The power to request further information prior to or at a Hearing.	CE, GMCID, <del>GMCCP</del> GMSPD, CCM, <del>CREM</del> , DPM, SRCP, P
42	The power to make an order that a hearing be held with the public excluded. The power to make an order prohibiting or restricting the publication or	CE, GMCID, <del>GMCCP</del> GMSPD, CCM, <del>CREM</del>

	communication of any information supplied or obtained in the course of any proceedings.	
42A(1)	The power to commission a report by an officer or consultant for hearing.	CE, GMCID, <del>GMCCDGMSPD</del> , CCM, <del>CREM</del> , DPM, SRCP, P
42A(5)	The Authority to waive compliance with service of documents requirements.	CE, GMCID, <del>GMCCDGMSPD</del> , CCM, <del>CREM</del> , DPM, SRCP
86D(2)	The power to make an application to the Environment Court for a rule to have legal effect	CE, GMCID, <del>GMCCDGMSPD</del> , CCM, <del>CREM</del>
<del>87AAB(1) &amp; (2)</del>	<del>New Consent Exemption under this section</del>	<del>CE, GMCID, CCM, DPM, SRCP, P</del>
87BB	Exemption of activities from resource consent for marginal or temporary breaches	CE, GMCID, CCM, DPM, SRCP, P
87(E)	Decision on <del>whether to allow an application to be determined by the Environment Court and authority to determine an application for referral to the Environment Court is incomplete request if an application is incomplete.</del>	CE, GMCID, CCM
88	The power to determine that an application is incomplete and to return the application with written reasons for the determination.	CE, GMCID, CCM, DPM, SRCP, P
91	The power to defer an application pending additional consents.	CE, GMCID, CCM, DPM, SRCP, P
92(1)	The power to request further information relating to an application.	CE, GMCID, CCM, DPM, SRCP, P
92(2)	The power to commission a report on any matter relating to the application.	CE, GMCID, <del>GMCCDGMSPD</del> , CCM, DPM, SRCP, P
92A (2)	The power to set a time limit within which further information requested by a territorial authority should be provided.	CE, GMCID, CCM, DPM, SRCP, P
92A(3)	The power to decline an application for failure to meet requirements under this subsection.	CE, GMCID, CCM, DPM, SRCP
92B(2)	The power to decline an application in accordance with this section.	CE, GMCID, CCM, DPM, SRCP
95 and 95(A)–(F)	The power to determine when applications shall be non-notified, limited notified or publicly notified.	CE, GMCID, CCM, DPM, SRCP
99	The power to convene a pre-hearing meeting and exercise all powers under this section.	CE, GMCID, CCM, DPM, SRCP, P
99A	The power to refer applicants and persons who made submissions on the application to mediation and the authority to appoint a mediator under section 34A.	CE, GMCID, <del>GMCCDGMSPD</del> , CCM, <del>CREM</del>
100	The power to determine that a hearing is not needed.	CE, GMCID, <del>GMCCDGMSPD</del> , CCM
101	The power to fix a hearing date and time and place of the hearing.	CE, GMCID, <del>GMCCDGMSPD</del> , CCM, <del>CREM</del> , DPM, SRCP, P
102	Functions in relation to joint hearings.	CE, GMCID, <del>GMCCDGMSPD</del> , CCM, <del>CREM</del> , DPM, SRCP, P
103	Functions in relation to combined hearings for resource consents in relation to the same proposal.	CE, GMCID, <del>GMCCDGMSPD</del> , CCM, <del>CREM</del> , DPM, SRCP, P
104, 104A, 104B, 104C, 104D	The power to grant or refuse non notified resource consents and the power to decide on applications made with full or limited notification but only where such applications: <ul style="list-style-type: none"> <li>(i) Have not attracted any, or only relatively minor submissions in opposition or where such submissions have been resolved between parties, and;</li> <li>(ii) Where the issues are clear cut, and;</li> <li>(iii) Where policies are clear cut, and;</li> </ul>	CE, GMCID, CCM, DPM, SRCP

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	(iv) Which have a favourable officer report, and; (v) The applicant and/or submitters support this decision.	
106	The power to refuse to grant a subdivision taking in consideration the issues specified in S106.	CE, GMCID, CCM, DPM, SRCP
108	The power to determine conditions of a resource consent	CE, GMCID, CCM, DPM, SRCP, P
108A (1), (2) and (3)	Bonds	CE, GMCID, <del>GMCID</del> <del>GMSPD</del> , CCM, <del>CREM</del> , DPM, SRCP, P
109	The power to authorise Council use of bond funds	CE, GMCID, CCM
124(2)(e)	The power to permit an existing consent to continue while applying for a new consent.	CE, GMCID, CCM
125	The power to extend the period within which a resource consent lapses.	CE, GMCID, CCM, DPM, SRCP
126	The power to cancel unexercised resource consents.	CE, GMCID, CCM, DPM, SRCP, P
127	The power to decide on an application for change to or cancellation of consent conditions.	CE, GMCID, CCM, DPM, SRCP
128-132	The power to initiate and determine a review of conditions of a resource consent.	CE, GMCID, CCM, DPM, SRCP
133A	Power to approve an amended resource consent within 20 working days of the granting of the original.	CE, GMCID, CCM, DPM, SRCP, P
138	The power to grant or refuse partial or full surrender of a resource consent.	CE, GMCID, CCM, DPM, SRCP
139	The power to grant or refuse an application for a certificate of compliance.	CE, GMCID, CCM, DPM, SRCP
139A	The power to grant or refuse an application for an existing use certificate.	CE, GMCID, CCM, DPM, SRCP
149Z	The power to process applications referred from the Minister for the Environment or the EPA.	CE, GMCID, CCM, DPM, SRCP
169	The power to process notices of requirement from a requiring authority.	CE, GMCID, CCM, DPM, SRCP
170	The power to decide whether to include a notice of requirement in a proposed plan change.	CE, GMCID, CCM, DPM, SRCP
174	The power to appeal to the Environment Court against the whole or any part of a decision of a requiring authority.	CE, GMCID, CCM, DPM, SRCP
176A(2)	The power to waive the requirement for an outline plan.	CE, GMCID, CCM, DPM, SRCP
176A(4)	The power to request changes to an outline plan.	CE, GMCID, CCM, DPM, SRCP, P
176A(5)	The power to Appeal against the decision of a requiring authority to the Environment Court.	CE, GMCID, CCM, DPM, SRCP
181	The power to alter a designation.	CE, GMCID, CCM, DPM, SRCP
184(1)(b) and 184(2)(b)	The power to extend the expiry period of a designation that has not been given effect to.	CE, GMCID, CCM, DPM, SRCP
190	The power to process notices of requirement for a heritage order from a heritage authority.	CE, GMCID, CCM, DPM, SRCP
191	Ability to request changes	CE, GMCID, CCM, DPM, SRCP
195A	The power to alter heritage orders.	CE, GMCID, CCM, DPM, SRCP
198C	The power to decide whether a notice of requirement application will be determined by the Environment Court as requested by applicant.	CE, GMCID, CCM
198I	The power to decide whether a notice of requirement application will be determined by the Environment Court	CE, GMCID, CCM
198J	Territorial authority's subsequent processing	CE, GMCID, CCM

220	The power to impose conditions on subdivision consents.	CE, GMCID, CCM, DPM, SRCP
221(1)	The power to impose a condition requiring the issuing of a consent notice.	CE, GMCID, CCM, DPM, SRCP
221(3)(b)	The power to review, vary or cancel any consent notice.	CE, GMCID, CCM, DPM, SRCP
222	The power to extend a completion period and to issue a completion certificate.	CE, GMCID, CCM, DPM, SRCP
223	The power to approve any survey plan	CE, GMCID, CCM, DPM, SRCP
224(c)	Power to certify compliance with specified conditions prior to deposit of survey plan.	CE, GMCID, CCM, DPM, SRCP
224(f)	Power to certify compliance with building code provisions.	CE, GMCID, CCM, DPM, SRCP
226(e)	Power to issue a certificate in accordance with this Section.	CE, GMCID, CCM, DPM, SRCP
S232.	The power to approve the creation of an esplanade strip in accordance with S232 (1) and (2).	CE, GMCID, CCM, DPM, SRCP
S234(6)	The power to grant (with or without modifications) or decline an application to vary or cancel an instrument creating an esplanade strip.	CE, GMCID, CCM, DPM, SRCP
234(7)	The power to certify a varied or cancelled esplanade strip.	CE, GMCID, CCM, DPM, SRCP
235	Power to agree to create an esplanade strip with the agreement of the registered proprietor.	CE, GMCID, CCM
237	The power to approve survey plans where esplanade reserves or esplanade strips are required.	CE, GMCID, CCM
237B	The power to authorise the creation, variation, or cancellation of easements.	CE, GMCID, CCM
240(1) and (3)	The power to endorse survey plans with covenants and to approve the covenant instrument.	CE, GMCID, CCM
240(4) and (5)	The power to approve the cancellation of a covenant imposed under this Section or under the corresponding provision of any former enactment for non-notified applications.	CE, GMCID, CCM
241	The power to approve the individual disposal of land or the holding of land in separate titles which have previously been amalgamated.  The power to cancel in whole or in part any condition described in Subsection (2).	CE, GMCID, CCM
243	The power to revoke an easement in whole or in part.	CE, GMCID, CCM
<del>267</del>	<del>To participate in a conference and make decisions on behalf of Council.</del>	<del>CE, GMCID, CMSPD, CCM, DPM</del>
<del>268A</del>	<del>To participate in a mandatory alternative dispute resolution process and make decisions on behalf of Council.</del>	<del>CE, GMCID, CMSPD, CCM, DPM</del>
<del>274</del>	<del>The power to nominate an officer or other person to attend a proceeding of the Environment Court.</del>	<del>CE, GMCID, CCM</del>
<del>269 - 291</del>	<del>Authority to determine and direct Council involvement in Environment Court proceedings.</del>	<del>CE, GMCID, GMSPD, CCM, DPM</del>
<del>292</del>	<del>Authority to seek that Environment Court remedy defect in Plan</del>	<del>CE, GMSPD, DPM</del>
<del>294</del>	<del>Authority to seek that Environment Court review a decision or rehear proceedings</del>	<del>CE, GMCID, CMSPD</del>

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299	The power to appeal against the decision or report and recommendation of the Environment Court to the High Court on a point of law.	CE
299 - 308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings.	CE, GMCID, GMSPD
311	The power to apply for a declaration in accordance with this Section.	CE, GMCID, CCM
316	The power to apply for an enforcement order or interim enforcement order.	CE, GMCID, GMCCDGMSPD, CCM, GREM
325A(2)	The power to cancel an abatement notice.	CE, GMCID, GMCCDGMSPD, CCM, GREM
325A(5)	The power to determine an application to review and/or amend an abatement notice.	CE, GMCID, GMCCDGMSPD, CCM, GREM
330	The power to make the necessary determinations and undertake such actions as are provided for in subsections (1) - (3) inclusive[1]	CE, GMCID, GMCCDGMSPD, CCM, GREM
334	The power to seek a search warrant from a District Court Judge or any duly authorised Justice or any Community Magistrate or Registrar for entry for search.	CE, GMCID, GMCCDGMSPD, CCM, P
357C	The power to grant an extension of time to lodge an objection under sections 357 to 357B hear and determine any matters under this section.	CE, GMCID, CCM
First Schedule, Part one, Clause 5 and 5A	Power to decide on whom public notice shall be sent in relation to a policy statement or plan or a change thereto	CE, GMCID, CCM, DPM, SRCP
First Schedule Part One Clause 6 and 6A	The power to make a submission on a proposed policy statement or plan that was notified under Clause 5.	CE, GMCID, CCM, DPM, SRCP
First Schedule, Part one, Clause 8AA	The power to refer to mediation issues raised by persons who have made submissions on the proposed plan or policy statement and the power to appoint an independent mediator in accordance with this Clause.	CE, GMCID, CCM, DPM, SRCP
First Schedule, Part One, Clause 14	The power to authorise an appeal against any aspect of a requiring Authority's or heritage protection authority's decision.	CE, GMCID, CCM
First Schedule, Part One, Clause 16	The power to make an amendment of a proposed plan in the circumstances set out in this clause.	CE
First Schedule, Part One, Clause 20A	To amend the Operative Plan to correct minor errors.	CE
First Schedule, Part two, Clause 23	The power to require further information from an applicant.	CE, GMCID, CCM
First Schedule, Part three, Clause 32	The power to certify as correct copies of material to be incorporated by reference into a plan or proposed plan.	CE, GMCID, CCM
General	To participate in mediation or any other alternative dispute resolution process (not covered by sections 267 or 268A) of any proceeding before the Environment Court that arises out of the First Schedule of the Resource Management Act 1991, including the power to commit the Council to a binding agreement to resolve the proceeding it	CE, GMSPD, DPM

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	<u>provided it does not require any Council expenditure not authorized by a Council delegation.</u>	
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### Enforcement Powers

TITLE	DELEGATION / AUTHORITY
<b>Chief Executive</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 322 – Scope of Abatement Notice</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 327 - Issue and Effect of Excessive Noise Direction</li> <li>• Section 328 - Compliance with an Excessive Noise Direction</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C Infringement notices</li> </ul>
<b>Group Manager – Community Infrastructure and Development Strategic Planning &amp; Development</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringement notices</li> </ul>
<b>Group Manager – Customer &amp; Community Partnerships</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 322 – Scope of Abatement Notice</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 327 - Issue and Effect of Excessive Noise Direction</li> <li>• Section 328 - Compliance with an Excessive Noise Direction</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringements</li> </ul>
<b>Customer Relationships &amp; Experience Manager</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 322 – Scope of Abatement Notice</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 327 - Issue and Effect of Excessive Noise Direction</li> <li>• Section 328 - Compliance with an Excessive Noise Direction</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringements</li> </ul>
<b>Customer and Consents Manager</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringement notices</li> </ul>
<b>Senior Resource Consents Planner</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:

	<ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 323 - Compliance With an Abatement Notice</li> <li>• Section 327 - Issue and Effect of Excessive Noise Direction</li> <li>• Section 328 - Compliance With an Excessive Noise Direction</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringements</li> </ul>
<b>District Plan Manager</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 322 - Scope of Abatement Notice</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 327 - Issue and Effect of Excessive Noise Direction</li> <li>• Section 328 - Compliance with an Excessive Noise Direction</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringements</li> </ul>
<b>Asset Strategy Manager</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringement notices</li> </ul>
<b>3 Waters Programme Manager</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringement notices</li> </ul>
<b>3 Waters Operations Manager</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringement notices</li> </ul>
<b>3 Waters Project Engineer</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringement notices</li> </ul>
<b>Solid Waste Manager</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 323 - Compliance with an Abatement Notice</li> <li>• Section 332 - Power of Entry for Inspection</li> <li>• Section 333 - Power of Entry for Survey</li> <li>• Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>• Section 343C - Infringement notices</li> </ul>
<b>Resource Consents Planner</b>	An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"> <li>• Section 22 - Duty to Give Certain Information</li> <li>• Section 323 - Compliance With an Abatement Notice</li> <li>• Section 327 - Issue and Effect of Excessive Noise Direction</li> </ul>

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	<ul style="list-style-type: none"> <li>Section 328 - Compliance With an Excessive Noise Direction</li> <li>Section 332 - Power of Entry for Inspection</li> <li>Section 333 - Power of Entry for Survey</li> <li>Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>Section 343C - Infringements</li> </ul>
<b>Building Consent Lead</b>	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> <li>Section 224(f) – Power to Certify Compliance with Building Code Provisions</li> <li>Section 332 - Power of Entry for Inspection</li> <li>Section 333 - Power of Entry for Survey</li> <li>Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>Section 343C - Infringements</li> </ul>
<b>Senior Building Consent Officer</b>	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> <li>Section 332 - Power of Entry for Inspection</li> <li>Section 333 - Power of Entry for Survey</li> </ul>
<b>Building Consent Officer</b>	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> <li>Section 332 - Power of Entry for Inspection</li> <li>Section 333 - Power of Entry for Survey</li> </ul>
<b>Consents Support Officer</b>	<p>Conduct Administrative Needs as it relates to the Building Act 2004, the Resource Management Act 1991 and any other relevant legislation and bylaws.</p>
<b>Animal Services and Compliance Officer</b>	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> <li>Section 22 - Duty to Give Certain Information</li> <li>Section 322 – Scope of Abatement Notice</li> <li>Section 323 - Compliance with an Abatement Notice</li> <li>Section 327 - Issue and Effect of Excessive Noise Direction</li> <li>Section 328 - Compliance with an Excessive Noise Direction</li> <li>Section 332 - Power of Entry for Inspection</li> <li>Section 333 - Power of Entry for Survey</li> <li>Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>Section 343C - Infringements</li> </ul>
<b>Regulatory Support Officer</b>	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> <li>Section 22 - Duty to Give Certain Information</li> <li>Section 322 – Scope of Abatement Notice</li> <li>Section 323 - Compliance with an Abatement Notice</li> <li>Section 327 - Issue and Effect of Excessive Noise Direction</li> <li>Section 328 - Compliance with an Excessive Noise Direction</li> <li>Section 332 - Power of Entry for Inspection</li> <li>Section 333 - Power of Entry for Survey</li> <li>Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>Section 343C - Infringements</li> </ul>
<b>Environmental Health Officer</b>	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> <li>Section 22 - Duty to Give Certain Information</li> <li>Section 322 – Scope of Abatement Notice</li> <li>Section 323 - Compliance with an Abatement Notice</li> <li>Section 327 - Issue and Effect of Excessive Noise Direction</li> <li>Section 328 - Compliance with an Excessive Noise Direction</li> <li>Section 332 - Power of Entry for Inspection</li> <li>Section 333 - Power of Entry for Survey</li> <li>Section 335 - Content and Effect of Warrant for Entry for Search</li> <li>Section 343C - Infringements</li> </ul>
<b>Environmental Health Technician</b>	<p>An Enforcement Officer pursuant to Section 38(1) of the Resource Management Act 1991, for the purposes of:</p> <ul style="list-style-type: none"> <li>Section 22 - Duty to Give Certain Information</li> <li>Section 322 – Scope of Abatement Notice</li> <li>Section 323 - Compliance with an Abatement Notice</li> </ul>

	<ul style="list-style-type: none"><li>• Section 327 - Issue and Effect of Excessive Noise Direction</li><li>• Section 328 - Compliance with an Excessive Noise Direction</li><li>• Section 332 - Power of Entry for Inspection</li><li>• Section 333 - Power of Entry for Survey</li><li>• Section 335 - Content and Effect of Warrant for Entry for Search</li><li>• Section 343C - Infringements</li></ul>
<b>Noise Abatement Officer (contractor)</b>	An Enforcement Officer pursuant to Section 38 (1) of the Resource Management Act 1991, for the purposes of: <ul style="list-style-type: none"><li>• Section 323 – Compliance with abatement notice</li><li>• Section 327 - Issue and Effect of Excessive Noise Direction</li><li>• Section 328 - Compliance With an Excessive Noise Direction</li><li>• Section 332 - Power of Entry for Inspection</li></ul>

## **7.5 HALF YEAR FINANCIAL RESULTS FOR THE 2023/2024 FINANCIAL YEAR**

**File Number:** COU1-1400

**Author:** Brent Chamberlain, Chief Financial Officer

**Authoriser:** Doug Tate, Chief Executive

**Attachments:** Nil

### **PURPOSE**

The purpose of this report is to provide Council with visibility of how Council's finances are tracking for the first six months of the 2023/24 financial year.

### **RECOMMENDATION**

1. That the report be noted.
2. That Council adopts the proposed changes to Fees and Charges relating to the Transfer Station and Refuse Bag pricing to take effect from 1 April 2024.

### **SIGNIFICANCE AND ENGAGEMENT**

This report is of some significance noting the financial pressures that Council faces following Cyclone Gabrielle and changes in reform programmes, most notably three waters. Particularly this report seeks approval to increase fees and charges to solid waste early to address income shortfalls and contract costs greater than forecast.

### **BACKGROUND**

Council Officers provide quarterly updates to Council and its Committees throughout the financial year, discussing the results and the trends they are seeing across the organisation.

This report is the first of these reports covering the first six months of trading for the 2023/24 financial year.

As we indicated in the first quarter financial update, recognising financial pressures the Solid Waste Activity is under in particular, this six-month financial update also provides a request to commence the implementation of new fees and charges for solid waste earlier to help defray contract costs not forecast and income shortfalls.

### **DISCUSSION**

Council's revenues have started the year ahead of budgets (see the graph below), but this is misleading as the extra revenue is coming from the emergency roading funding from Waka Kotahi +\$10.9m and the tail end of economic recovery grants, social work contracts +\$1.2m not budgeted for and come with corresponding additional costs.

Putting these unbudgeted revenue streams aside, business as usual revenue is actually down on budget, namely in the fees and charges area. Resource Consents and Building Consents are down \$148k and \$47k respectively on lower volumes than the previous year, Solid Waste is down \$183k against budget (broadly flat against last year despite fee increases).

A more granular look at solid waste's revenue shortfall has revealed:

	Volume in Tons	Fee Revenue	Average Price per Ton (incl. carbon & MfE)
H1 2022 Act	5,560	\$1,066,120	\$191.75
H1 2023 Act	5,491	\$1,164,500	\$212.07
H1 2023 Bud	6,000	\$1,347,246	\$224.54

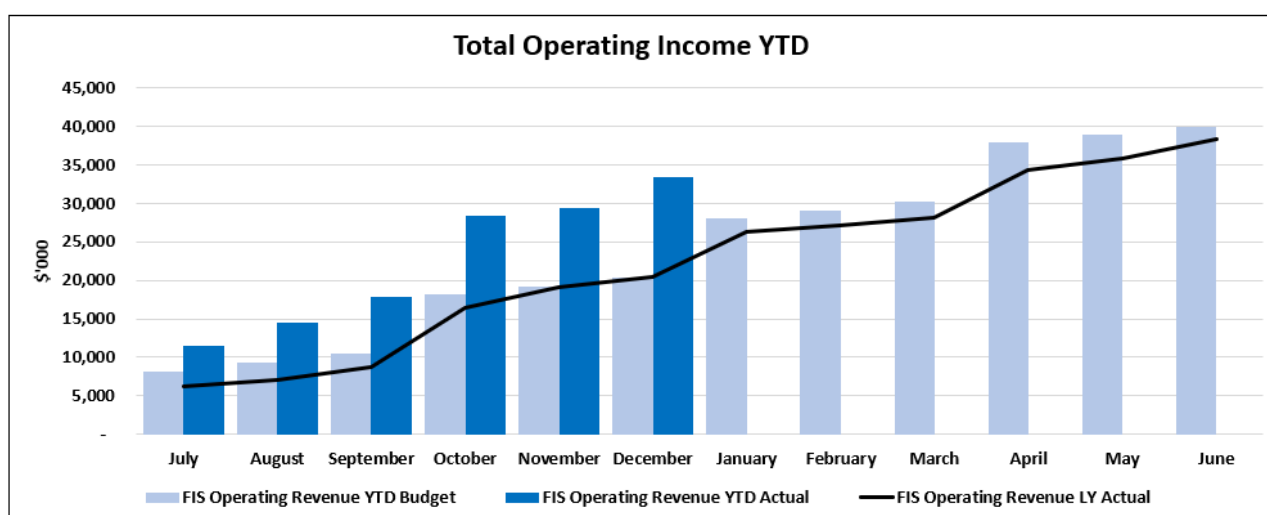
What this shows is that the largest driver of the revenue shortfall is volume (the annual plan volumes were set based on the 2021/22 volumes which included additional volumes from wastewater pond desludging and a more buoyant building/house renovation market), and to a lesser extent price.

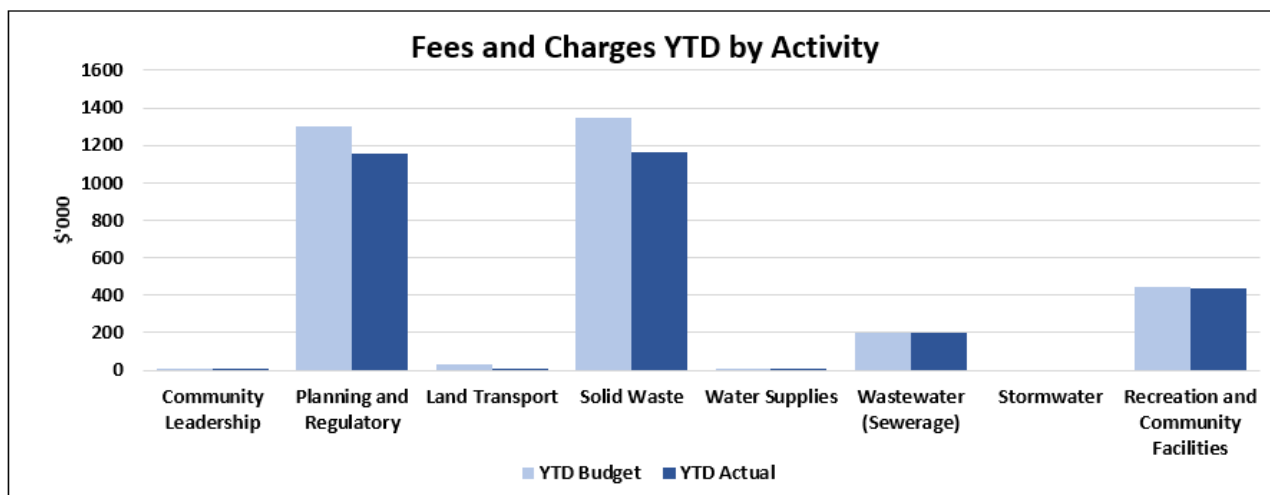
The price issue is largely timing related with the budget assumption that the commercial rates and Tararua District Council rates were going to have a significant increase from July 2023, however in practice this increase is being introduced in 2 six monthly increments. The second half of this change occurred on 1 December and should lift second half revenues by \$62k.

Similarly, the drop in Consent Revenue can be quantified in a similar way and reflects the slowdown in the real estate market at present:

Resource Consents	Number of Consents	Change	Fee Revenue	Change
H1 2022 Act	107		\$389,245	
H1 2023 Act	49	(58) or (54%)	\$302,117	(\$87k) or (22%)
H1 2023 Bud			\$450,000	(\$148k) or (33%)

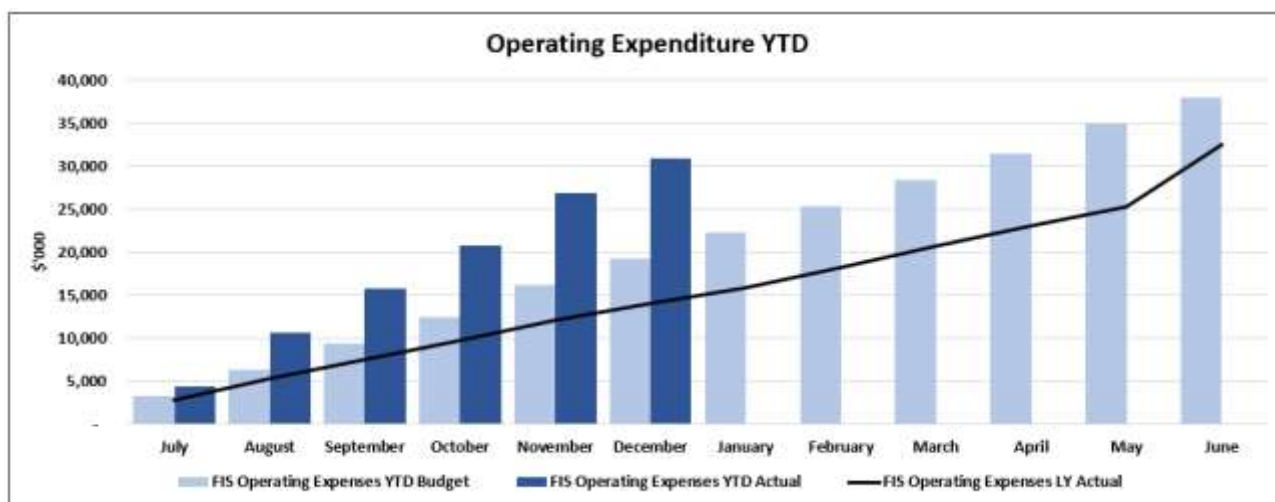
Building Consents	Number of Consents	Change	Fee Revenue	Change
H1 2022 Act	188		\$477,158	
H1 2023 Act	167	(21) or (11%)	\$399,572	(\$78k) or (16%)
H1 2023 Bud			\$446,274	(\$47k) or (11%)





Like Councils revenues, Councils costs are also running ahead of budget +\$11.6m (see graph below). As stated above, in many cases the addition revenues are linked to additional costs such as economic recovery and social work +\$0.7m, and road reinstates+\$12.2m (offset by some decreases in roading business as usual +\$10.9m in total).

However, in the resource consent area, despite revenues and volumes being down, external consultancy is up on budget. This is partly due to being a staff member down and partly due to the extra complexity of implementing the new district plan provisions.



At a top-level Council is under budget in staff costs for the quarter \$554k reflecting the vacancies being carried.

The District Plan appeal costs are currently below the current year's budget but expect that this a timing issue due to the phase of the appeal process.

Finance costs are slightly below budget with no sign that interest rates will fall any time soon. Councils' debt has fallen by \$4m from its end of year position, but this is timing related with \$5m since redrawn in January.

Council is within its funding limits set by the Local Government Funding Authority and Councils own Treasury policies:

<b><u>Treasury Compliance with Policy</u></b>		
<b><u>Liquidity (Liquid Assets + Debt / Debt)</u></b>		
✓	<b>Policy Limit</b> >115%	<b>Actual</b> 115%
<b><u>Finance Costs / Total Revenue</u></b>		
✓	<b>Policy Limit</b> <20%	<b>Actual</b> 2.6%
<b><u>Finance Costs / Total Rates Revenue</u></b>		
✓	<b>Policy Limit</b> <25%	<b>Actual</b> 6.8%
<b><u>Debt to Operating Revenue</u></b>		
✓	<b>Policy Limit</b> <150%	<b>Actual</b> 54.4%

Council's treasury function and ratios are all calculated at a global Council level and this is the way that the Local Government Funding Agency (the bank) also view Councils finances, but the ratios look a little different if you consider Councils debt costs by activity where \$0.29 in every dollar collected for 3 Waters activities is spent on debt servicing.

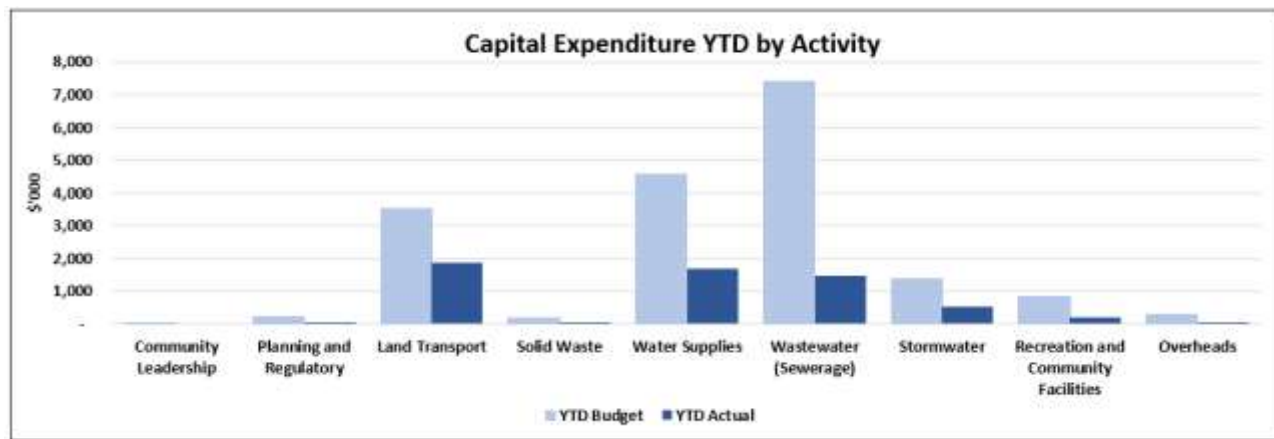
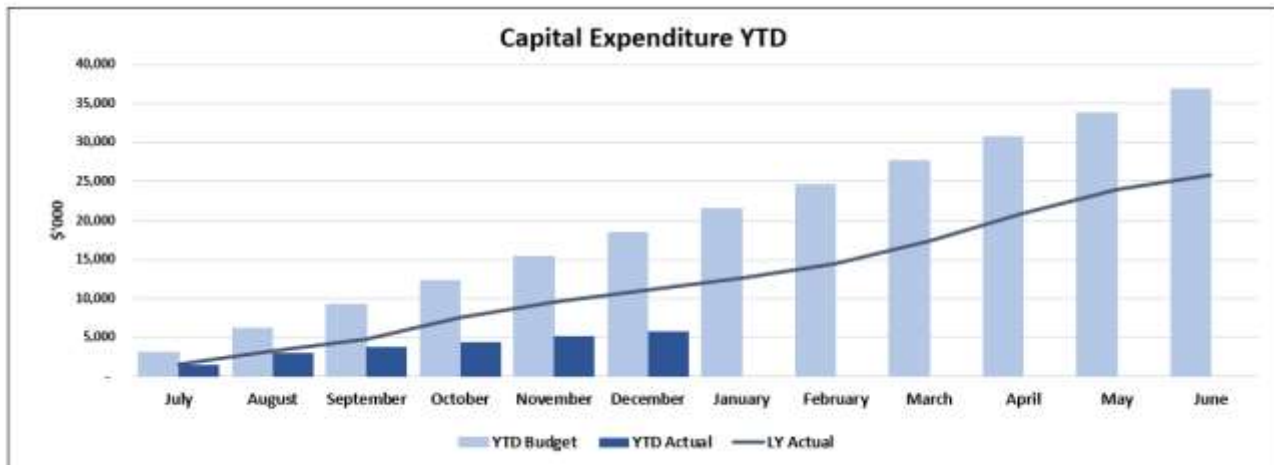
<b>Activity</b>	<b>YTD Revenue</b>	<b>YTD Interest Cost</b>	<b>YTD Debt Repayment</b>	<b>Interest / Revenue Ratio</b>	<b>Debt Servicing / Revenue Ratio</b>
Planning & Regulatory	2,158,247	52,226	124,451	2%	8%
Land Transport	18,513,567	0	0	0%	0%
Solid Watse	2,375,403	30,036	80,802	1%	5%
3 Waters	4,986,936	1,058,311	406,319	21%	29%
Rec & Community Facilities	3,093,608	53,184	104,573	2%	5%

This reflects that approximately 85% of Councils total debt relates to 3 Waters and is only being serviced by the 50% of ratepayers connected to these services. Officers don't have any suggestions on how to remedy this issue. It simply reflects the high infrastructure cost of delivering 3 Waters, and the small size of the rating pool covering these costs.

Capital expenditure is below both budget and last year's levels reflecting the pause and wait approach Council has taken until some clarity appears as to what the recent elections mean for the 3 waters reform program.

Roading capex is also below budget, but most of repair work being undertaken post cyclone is being treated as repairs, or operational, at present.





The tables below show how all this fits together showing the additional subsidies/grants revenue, offset by lower fee revenue, paying less in wages but more in supplier payments.

Sources of Operating	YTD Actuals	YTD Budget	Bud Var
General rates, uniform annual general charges and rates penalties	8,908,932	8,905,418	3,514
Targeted rates	4,804,853	4,919,842	(114,989)
Subsidies and Grants for Operating Purposes	16,080,064	2,830,598	13,249,466
Fees, charges	2,973,430	3,337,138	(363,708)
Interest and dividends from investments	164,356	39,612	124,744
Local authorities fuel tax, fines, infringement fees and other receipts	529,575	243,102	286,473
<b>TOTAL</b>	<b>33,461,209</b>	<b>20,275,710</b>	<b>13,185,499</b>
Applications of Operating			
Payments to staff	4,295,044	4,849,556	554,512
Payments to suppliers	26,345,985	14,449,608	(11,896,377)
Finance costs	929,030	990,954	61,924
Other operating funding applications	(648,005)	(978,024)	(330,019)
<b>TOTAL</b>	<b>30,922,054</b>	<b>19,312,094</b>	<b>(11,609,960)</b>
<b>Net Operating Cash Flows</b>	<b>2,539,155</b>	<b>963,616</b>	<b>1,575,539</b>

The capital section shows the lower than budgeted capital expenditure, the lack of new debt being drawn, and the maturity of the last of the investment bonds Council held.

Sources of Capital	YTD Actuals	YTD Budget	Bud Var
Subsidies and grants for capital expenditure	1,385,606	2,072,028	(686,422)
Gross proceeds from sale of assets	0	10,590	(10,590)
Development and financial contributions	643,810	1,286,148	(642,338)
Increase (decrease) in debt	(4,000,000)	12,380,472	(16,380,472)
<b>TOTAL</b>	<b>(1,970,584)</b>	<b>15,749,238</b>	<b>(17,719,822)</b>
Applications of Capital			
to meet additional demand	259,861	1,918,638	1,658,777
to improve the level of service	2,292,959	8,405,718	6,112,759
to replace existing assets	3,301,009	8,101,320	4,800,311
Increase (decrease) in reserves	228,881	43,002	(185,879)
Increase (decrease) of investments	(955,000)	(1,762,794)	(807,794)
<b>TOTAL</b>	<b>5,127,711</b>	<b>16,705,884</b>	<b>11,578,173</b>
<b>Net Capital Cash Flows</b>	<b>(7,098,295)</b>	<b>(956,646)</b>	<b>(6,141,649)</b>
<b>Grand Total</b>	<b>(4,559,140)</b>	<b>6,970</b>	<b>(4,566,110)</b>

## SOLID WASTE FEE CHANGE

Historically Council has had a number of unique price agreements across our commercial customers which the current solid waste officers have been slowly unwinding and getting every one back to standard carded rates.

The next step in the process is ensuring that our own ratepayers are also paying their fair share, and to this end the solid waste team and the finance team have been working to ensure that each division of solid waste are paying their fair share of operating costs and the ETS scheme. What this has highlighted is that the current fee structure at the transfer stations, and the price of refuse bags are not fully covering the costs of these activities, and when compared to other Council operated landfills (Palmerston North, Opotiki, Porirua, Grey) are currently lower than our peers – NB we haven't compared ourselves to Hastings as they operate a weighbridge and charge on a weight basis rather than a volumetric basis.

Officers are planning to adjust their fee structures in July 2024 as part of the Long Term Plan process, but Councillor's might like to consider doing this early (April 2024) to help offset the likely end of year loss in this activity. An early adoption of the new fee structure would generate approximately an additional \$35k in Q4.

Below are some examples of the proposed changes (see attachment for full details):

Transfer Station	Current Price	Proposed Price	Average of Peer Councils
Carload	\$28	\$40	\$37
SUV Load	\$32	\$44	\$57
Van/Ute Load	\$36	\$50	\$60
Small Trailer Load	\$72	\$88	\$72
Large Trailer Load	\$84	\$96	\$108
Bags (60 litre)	\$3.10	\$4.00	

## RISKS / CONSIDERATIONS

Although one of the options below is to do a small change now, and second change in July Officers would like Councillors to consider how two changes in three months might be perceived by the public. Is one big change better than two smaller changes close together?

The other consideration is the Waipukurau transfer station will soon install a weighbridge. At this stage the intention is continue charging volumetric charges for a period while officers collect weight data to help inform what the correct per kg fee should be set at. Alternatively, Council could commence charging a weight fee as soon as the weighbridge is installed and therefore Councillor may choose to hold off on volumetric fee changes till this time.

## OPTIONS

Councillors could choose to:

1. Retain the current fee structure and not make any changes till 1 July 2024 (the next schedule review date).
2. Adopt the proposed fee changes (as attached) to take effect on 1 April 2024.
3. Choose to make a two-step fee change by adopting 50% of the proposed increase in April 2024, and the remainder of the increase as originally scheduled in July 2024.

## RECOMMENDATION

Officers recommend option 2, adopt the recommended fee changes for the transfer stations and refuse bags effective from 1 April 2024 for this matter.

## 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 monitor the trends identified above, and work to correct them where this is practical.

**RECOMMENDATION**

1. **That the report be noted.**
2. **That Council adopts the proposed change to Fees and Charges relating to the Transfer Station and Refuse Bag pricing to take effect from 1 April 2024.**

## 7.6 TREASURY MANAGEMENT POLICY REVIEW

**File Number:****Author:** Brent Chamberlain, Chief Financial Officer**Authoriser:** Doug Tate, Chief Executive**Attachments:** 1. Treasury Management Policy [↓](#)

### PURPOSE

The matter for consideration by the Council is the review of its Treasury Management Policy ahead of setting the Three Year Plan budgets. This policy has been recommended for Adoption without change from the Risk and Assurance Committee from its meeting of 7 December 2023.

### RECOMMENDATION

**That Council accepts the Risk and Assurance Committees recommendation from its meeting of 7 December 2023 and adopts the revised Treasury Policy (incorporating Investment and Liability policies).**

### EXECUTIVE SUMMARY

The Council has a Treasury Management Policy that outlines the approved policies and procedures in respect of all treasury activity to be undertaken by Central Hawke's Bay District Council. These policies and procedures will enable treasury risks within Council to be prudently managed.

Leading in the setting the 3 Year Plan for 2024-2027 it is prudent to review Council's Treasury settings given its forecast debt levels and the change in New Zealand's economic climate since the last Long Term Plan was set back in 2021.

The only substantial change being recommended is to allow a change in allowable debt ceilings if and when Council choses to get a credit rating. This change has been endorsed by both Councils treasury advisors and Councils own Risk and Assurance subcommittee.

### BACKGROUND

The Council has a Treasury Management Policy that outlines the approved policies and procedures in respect of all treasury activity to be undertaken by Central Hawke's Bay District Council. These policies and procedures will enable treasury risks within Council to be prudently managed.

Leading in the setting the 3 Year Plan for 2024-2027, it is prudent to review Council's Treasury settings given its forecast debt levels and the change in New Zealand's economic climate since the last Long Term Plan was set back in 2021.

To mitigate financial risks the Treasury Policy formalises who has delegation to do what, sets a monitoring framework, limits Council to borrow/invest with only investment grade third parties, limits Council's exposure to interest rate movements through the use of fixed rate instruments, limits Council's exposure to single debt maturity/rollover dates, and caps Council ability to borrow beyond its financial means.

## DISCUSSION

Over the past 4 years Council has been undertaking an ambitious upgrade of its drinking water and wastewater networks which had been underinvested in. This was partly forced on the Council by a combination of lifts in the drinking water standards following the Havelock North Water enquiry, prosecutions by Regional Council following breach of wastewater discharge consents, and a going number of reticulations leaks due to aging infrastructure.

The net result was that the investments required exceeded the ability for rates to fund these upgrades as they occurred. Since they are creating intergenerational assets, Council has decided to borrow to fund the capital program. This has resulted in a significant change in Councils debt levels.

The investment required is only partly complete and will continue into the next Long Term Plan meaning debt is forecast to continue growing.

In addition, Council now also faces a need to fund Cyclone Recovery requiring the Land Transport Activity to begin borrowing for the first time.

At this stage Council is still in the process of developing its 3 Year Plan for consultation in April 2024, but based on its latest numbers the indication is that the current Debt/Revenue ceiling of 150% will be breached during the 2025/2026 year requiring Council to obtain an external credit rating and amend its treasury management policy to allow borrowing at a higher level.

Attached is a marked-up version of Council's existing Treasury Policy with some recommended changes ahead of the Long Term Plan consultation, particularly to this debt cap restriction lifting it from 150% to 200% of revenue.

The remaining changes are mainly formatting and clarifications, rather than substantive.

At the 7 December 2023 Risk and Assurance Committee meeting, Bancorp Treasury presented the proposed changes in the attached document and the pros and cons of getting a credit rating. At the end of the presentation, it was resolved that:

*"Risk and Assurance recommend to Council the revised Treasury Policy (incorporating Investment and Liability policies) be recommended to Council for adoption."*

There was also discussion regarding the property investment section, and it was requested that this be further reviewed for a future revision of the policy, but this shouldn't hold up the current proposed changes that are required to allow the #Big Water Story to continue, and the 3 Year Plan budgets to be set.

## RISK ASSESSMENT AND MITIGATION

Risk mitigation is one of the main drivers for having a Treasury Management Policy. The extension of Councils debt cap has a material impact on Council's risk profile but is consistent with policies used by Bancorp Treasury's other Council clients.

## FOUR WELLBEINGS

The decision in this report doesn't immediately change any budgets, but potentially changes the settings used to make debt and investment decisions in the future which will have a flow on impact to future budgets and economic wellbeing.

## DELEGATIONS OR AUTHORITY

This policy will become a Council policy, and therefore requires adoption by Council. The Risk and Assurance Committee does not hold delegations to approve Policy of Council but can provide expert advice and assurance to Council.

## SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as significant given any changes potentially change the Council's financial strategy contained in the Long Term Plan.

However, the proposed draft changes to the policy do not materially change any of the settings contained in the Financial Strategy or have any budgetary impacts that were not previously indicated in the 2018-2028 Long Term Plan.

## OPTIONS Analysis

Council has two options available to it:

1. That after receiving the proposed Treasury Management Policy and recommendation from the Risk and Assurance Committee, it can adopt the Treasury Management Policy, or.
2. That after receiving the proposed Treasury Management Policy and the recommendation from the Risk and Assurance Committee, it can choose not to adopt the Treasury Management Policy and request further work on it be undertaken on the policy.

## Recommended Option

This report recommends option number one, that Council adopts the draft Treasury Policy for addressing the matter.

## NEXT STEPS

Assuming the policy is adopted, Officers will include the revised version of the policy in the Long Term Plan document for public consultation and submission.

Officers will continue to develop the Long Term Plan Budgets and work with Bancorp and the Local Government Funding Agency to determine the best point in time to obtain a formal credit rating.

## RECOMMENDATION

**That Council accepts the Risk and Assurance Committees recommendation from its meeting of 7 December 2023 and adopts the revised Treasury Policy (incorporating Investment and Liability policies).**





CENTRAL  
HAWKE'S BAY  
DISTRICT COUNCIL

# Treasury Management Policy

Adopted: 11/12/2021  
Review: 9/02/2023

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## Purpose of this Policy

The purpose of the Treasury Management Policy ("Policy") is to outline approved policies and procedures in respect of all treasury activity to be undertaken by Central Hawke's Bay District Council ("Council"). The formalisation of such policies and procedures will enable treasury risks within Council to be prudently managed.

As circumstances change, the policies and procedures outlined in this Policy will be modified to ensure that treasury risks within Council continue to be well managed.

It is intended that the Policy be distributed to all personnel involved in any aspect of the Council's financial management. In this respect, all staff must be completely familiar with their responsibilities under the Policy at all times.

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## Scope and Objectives of this Policy

### Scope

This document identifies the Policy of Council in respect of treasury management activities, incorporating both borrowing and investment activity.

The Policy has not been prepared to cover other aspects of Council's operations, particularly transactional banking management, systems of internal control and financial management. Other policies and procedures of Council cover these matters.

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### Treasury Management Objectives

The objective of this Policy is to control and manage interest costs, investment returns and risks associated with treasury management activities, incorporating both borrowing and investment activity.

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### Statutory objectives

1. All external borrowing, investments and incidental financial arrangements (e.g. use of interest rate hedging financial instruments) will meet requirements of the Local Government Act 2002 and incorporate the Liability Management Policy and Investment Policy.

2. Council is governed by the following relevant legislation:

- a) Local Government Act 2002, in particular Part 6 including sections 101, 102, 104, 105 and 113.
- b) Local Government (Financial Reporting and Prudence) Regulations 2014, in particular Schedule 4.
- c) Trustee Act 1956. When acting as a trustee or investing money on behalf of others, the Trustee Act highlights that trustees have a duty to invest prudently and that they shall exercise care, diligence and skill that a prudent person of business would exercise in managing the affairs of others.

3. Council will not transact with any Council Controlled Trading Organisation (COTO) on terms more favourable than those achievable by Council itself.

4. A resolution of Council is not required for hire purchase, credit or deferred purchase of goods if:

- a) The period of indebtedness is less than 91 days (including rollovers); or
- b) The goods or services are obtained in the ordinary course of operations on normal terms for amounts not exceeding in aggregate, 5.0% of the Council's consolidated annual operating budget for the year (as determined by Council's Significance and Engagement Policy).

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Document Owner: Brent Chamberlain Activity: Finance  
Adopted Date: 11/12/2021 Review Date: 9/02/2023 Document Approver: Doug Tate

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## General objectives

1. Ensure that all statutory requirements of a financial nature are adhered to.
2. Minimise Council's costs and risks in the management of its external borrowings.
3. Minimise Council's exposure to adverse interest rate movements.
4. Arrange and structure external funding for Council at a favourable margin and cost from debt lenders. Optimise flexibility and spread of debt maturity terms within the funding risk limits established by this Policy statement.
5. Maintain appropriate liquidity levels and manage cash flows within Council to meet known and reasonable unforeseen funding requirements.
6. Manage investments to optimise returns whilst balancing risk and return considerations.
7. Develop and maintain relationships with financial institutions, brokers, the capital markets and the LGFA.
8. Comply, monitor and report on borrowing covenants and ratios under the obligations of Council's lending/security arrangements.
9. To minimise exposure to credit risk by dealing with and investing in credit worthy counterparties.
10. Borrow funds, invest and transact risk management instruments within an environment of control and compliance.
11. Monitor, evaluate and report on treasury performance.
12. Ensure the Council, management and relevant staff are kept abreast of the latest treasury products, methodologies, and accounting treatments through training and in-house presentations.
13. Ensure adequate internal controls exist to protect Council's financial assets and to prevent unauthorised transactions.

In meeting the above objectives, Council is, above all, a risk averse entity and does not seek risk in its treasury activities. Interest rate risk, liquidity risk, funding risk, investment risk or credit risk, and operational risks are all risks which Council seeks to manage, not capitalise on. Accordingly, activity which may be construed as speculative in nature is expressly forbidden.

## Policy setting and management

Council approves Policy parameters in relation to its treasury activities. The CFO has overall financial management responsibility for the Council's borrowing and investments, and related activities, with oversight from the CE.

The Council exercises ongoing governance over its subsidiary companies (CCO/CCTO), through the process of approving the Constitutions, Statements of Intent, and the appointment of Directors/Trustees of these organisations.

## Governance and Management Responsibilities

### Overview of Management Structure

The following diagram illustrates those individuals and bodies who have treasury responsibilities. Authority levels, reporting lines and treasury duties and responsibilities are outlined in the following section:

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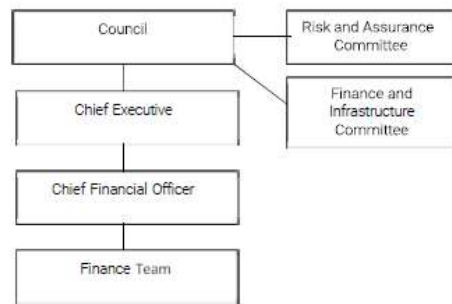
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#### Council

The Council has ultimate responsibility for ensuring that there is an effective Policy for the management of its financial market risks. In this respect the Council decides the level and nature of risks that are acceptable, given Council's statutory objectives and risk tolerance.

The Council is responsible for approving the Policy. While the Policy can be reviewed and changes recommended by other persons, the authority to make or change Policy cannot be delegated.

In this respect, the Council has responsibility for:

1. Approving the long-term financial position of Council through the Long Term Plan (LTP) and Financial Strategy along with the adopted Annual Plan.
2. Approve and adopt the Liability Management and Investment Policies (the Treasury Management Policy).
3. Monitors and reviews the ongoing treasury risk management performance of the Council to ensure that the treasury function is operating in such a way as to ensure that the Council's strategic objectives are being met.

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4. Approves new borrowing facilities from the banking sector and capital markets upon the recommendation of the CE in consultation with the CFO.

3.

4.5. Approval for one-off transactions falling outside Policy.

#### Finance and Infrastructure Committee

Under delegation from Council:

1. Monitor and review treasury activity through at least six monthly reporting, supplemented by exception reporting.

#### Risk and Assurance Committee

Under delegation from Council:

1. Review formally, on a three yearly basis, ~~any changes to~~ the Treasury Management Policy document ~~recommended by the CE in consultation with the CFO.~~

2. Evaluate and recommend amendments to the Treasury Management Policy to Council.

- 2.3. Monitor and review treasury activity through at least six-monthly reporting, supplemented by exception reporting.

#### Chief Executive Officer (CE)

While the Council has final responsibility for the Policy governing the management of treasury risks, it delegates overall responsibility for the day-to-day management of such risks to the CFO. The CE has approval and monitoring responsibilities over the treasury function.

#### Chief Financial Officer (CFO) and Finance Team

The CFO along with the Finance Team share the treasury tasks and responsibilities of the treasury function ensuring an adequate segregation of treasury duties and cross-checking of treasury activity. Oversight is maintained by the CE through regular reporting and approval delegations.

#### Delegation of authority and authority limits

Treasury transactions entered into without the proper authority are difficult to cancel given the legal doctrine of "apparent authority". Also, insufficient authorities for a given bank account or facility may prevent the execution of certain transactions (or at least cause unnecessary delays).

To prevent these types of situations, Council's Delegations Register must be complied with at all times.

#### Liability Management Policy

##### Introduction

Council's liabilities are comprised of borrowings and various other liabilities. Council maintains external borrowings in order to:

1. Raise specific debt associated with projects and capital expenditures.
2. Raise finance leases for fixed asset purchases.
3. Fund the balance sheet as a whole, including working capital requirements.

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## 4. Fund assets whose useful lives extend over several generations of ratepayers.

Borrowing provides a basis to achieve inter-generational equity by aligning long-term assets with long-term funding sources and ensure that the cost are met by those ratepayers benefiting from the investment.

**Borrowing limits**

Debt will be managed within the following limits:

Item	Council Limit	LGFA Limit
Net External Debt / Total Revenue – <u>Unrated*</u>	<150%	<175%
Net External Debt / Total Revenue – <u>Rated *</u>	<200%	<280%
Net Interest on External Debt / Total Revenue	<10%	<20%
Net Interest on External Debt / Annual Rates Income	<20%	<25%
Net Debt / Council Equity	<10%	
External, term debt + committed bank facilities + unencumbered cash/cash equivalents to existing external debt.	>115%	>110%

1. Total Revenue is defined as cash derived and earnings from rates, government capital grants and subsidies, user charges, interest, dividends, financial and other revenue and excludes non-government capital contributions (e.g. developer contributions and vested assets).

2. Net external debt is defined as total external debt less unencumbered cash/cash equivalents.

2.3. When the Council obtains a Credit Rating, the debt limit can be increased to 200%.

3.4. The liquidity ratio is defined as external debt plus committed LGFA/bank facilities, plus unencumbered cash/cash equivalents divided by external debt.

4.5. Net interest on external debt is defined as the amount equal to all interest and financing costs (on external debt) less interest income for the relevant period.

5.6. Annual Rates Income is defined as the amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002 (including volumetric water charges levied) together with any revenue received from other local authorities for services provided (and for which the other local authorities rate).

6.7. Disaster recovery requirements, urgent financing of emergency-related works and services are to be met through the special funds and liquidity policy.

**Asset management plans**

In approving new debt Council considers the impact on its external borrowing limits as well as the economic life of the asset that is being funded and its overall consistency with Council's LTP and Financial Strategy.

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Borrowing mechanisms

Council is able to externally borrow through a variety of market mechanisms including issuing Fixed Rate Bonds (Bonds), Floating Rate Notes (FRN), Commercial Paper (CP), direct bank borrowing, accessing the short and long-term wholesale debt capital markets either directly or through the LGFA, or internal borrowing of reserve and special funds. In evaluating strategies for new borrowing (in relation to source, term, size and pricing) the following is taken into account:

1. Council's projected debt requirements.
2. The size and the economic life of the project.
3. Available terms from banks, the LGFA and debt capital markets.
4. Council's overall debt maturity profile, to ensure concentration of debt is avoided at reissue/rollover time.
5. Prevailing interest rates and margins relative to term for debt issuance, the LGFA, debt capital markets and bank borrowing.
6. The market's outlook on future interest rate movements as well as its own.
7. Legal documentation and financial covenants considerations.
8. Alternative funding mechanisms such as leasing should be evaluated with financial analysis in conjunction with traditional on-balance sheet funding. The evaluation should take into consideration, ownership, term, redemption value and effective cost of funds.

Council's ability to readily attract cost effective borrowing is largely driven by its ability to rate, maintain a strong financial standing and manage its relationships with the LGFA, and financial institutions/brokers.

Security

Council's external borrowings and interest rate management instruments will generally be secured by way of a charge over rates and rates revenue offered through a Debenture Trust Deed. Under a Debenture Trust Deed, Council's borrowing is secured by a floating charge over all Council rates levied under the Local Government Rating Act. The security provided by Council ranks all lenders equally.

From time to time, and with Council approval (or through an approved person as per the delegations register), security may be offered by providing a charge over one or more of Council's assets, where it is beneficial and cost effective to do so.

1. Any internal borrowing will be on an unsecured basis.
2. Any pledging of physical assets must comply with the terms and conditions contained within the Debenture Trust Deed.

Debt repayment

The funds from all asset sales, operating surpluses, grants and subsidies will be applied to specific projects or the reduction of debt and/or a reduction in borrowing requirements, unless the Council specifically directs that the funds will be put to another use.

Debt will be repaid as it falls due in accordance with the applicable borrowing arrangement. Subject to the appropriate approval and policy limits, a loan may be rolled over or re-negotiated as and when appropriate.

Guarantees/contingent liabilities and other financial arrangements

Council may act as guarantor to financial institutions on loans or enter into incidental arrangements for Council-controlled trading organisations or Business Units, when the purposes of the loan are in line with Council's strategic objectives.

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**Internal borrowing of special funds**

Special Funds must generally be used for the purposes for which they have been set aside. Council may, however, modify such purposes from time to time. Funds held in excess of the special funds requirement are held as ratepayers equity reserves, and can be utilised as needed. Recorded special fund balances must be used for their intended purpose.

Any internal borrowing of equity reserves must be reimbursed for interest revenue lost. The cost of internal borrowing is set by the Finance Team from time to time.

For reasons of cost distribution, records on internal borrowings will be maintained to ensure Funds are not disadvantaged.

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**New Zealand Local Government Funding Agency (LGFA) Limited**

Despite anything earlier in this Policy, Council may borrow from the New Zealand Local Government Funding Agency Limited (LGFA) and, in connection with that borrowing, may enter into the following related transactions to the extent it considers necessary or desirable:

1. Contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA. For ~~example~~~~example~~, borrower notes.
2. Provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself.
3. Commit to contributing additional equity (or subordinated debt) to the LGFA if required.
4. Secure its borrowing from the LGFA and the performance of other obligations to the LGFA or its creditors with a charge over the Council's rates and rates revenue.
5. Subscribe for shares and uncalled capital in the LGFA.

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**Investment Policy****Introduction**

Council generally holds investments for strategic reasons where there is some community, social, physical or economic benefit accruing from the investment activity. Generating a commercial return on strategic investments is considered a secondary objective. Investments and associated risks are monitored and managed, and reported at least six-monthly to the Finance and Services Committee. Specific purposes for maintaining investments include:

1. For strategic and intergenerational purposes consistent with Council's LTP and AP.
2. The retention of vested land.
3. Holding short term investments for working capital and liquidity requirements.
4. Holding assets (such as property and land parcels) for commercial returns.
5. Provide ready cash in the event of a natural disaster. The use of which is intended to bridge the gap between the disaster and the reinstatement of normal income streams and assets.
6. Invest amounts allocated to specific reserves.
7. Invest funds allocated for approved future expenditure.
8. Invest proceeds from the sale of assets.

Council recognises that as a responsible public authority all investments held, should be low risk, giving preference to conservative investment policies and avoiding speculative investments. Council also recognises that low risk investments generally mean lower returns.

To minimise raising external debt, Council can internally borrow from equity, reserves and investment funds, in the first instance to meet operational and capital spending requirements.

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Policy

Council's general Policy on investments is that:

1. Council may hold financial, property, and equity investments if there are strategic, commercial, and economic or other valid reasons.
2. Council will keep under review its approach to all investments and the credit rating of approved creditworthy counterparties.

Mix of investments

Council maintains investments in the following assets:

1. Equity investments,
2. Property investments,
3. Financial investments.

Equity investments

It may be appropriate to have limited investment(s) in equity (shares) when Council wishes to invest for strategic, economic development or social reasons.

Council will approve equity investments on a case-by-case basis, if and when they arise.

~~Generally~~Generally, such investments will be (but not limited to) Council Controlled Trading Organisations (CCTO) or Council Controlled Organisations (CCO) to further district or regional economic development. Council does not invest in offshore entities.

Council reviews performance of these investments as part of the annual planning process to ensure that stated objectives are being achieved.

Any disposition of these investments requires approval by Council. Acquisition of new equity investments requires Council approval. The proceeds from the disposition of equity investments will be taken to the Capital Projects Fund.

All income, including dividends, from Council's equity investments is included in general revenue.

Equity investment performance is reported to ~~Council~~the Finance and Services Committee at least annually, along with the consideration of and approval of the Statement of Intent.

New Zealand Local Government Funding Agency Limited

Despite anything earlier in this Policy, Council may invest in shares and other financial instruments of the New Zealand Local Government Funding Agency Limited (LGFA), and may borrow to fund that investment.

Council's objective in making any such investment will be to:

1. Obtain a return on the investment.

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2. Ensure that the LGFA has sufficient capital to remain viable, meaning that it continues as a source of debt funding for the Council.

As a borrower, Council's LGFA investment includes borrower notes.

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#### Property investments

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Council's primary reason to own property is to allow it to achieve its strategic objectives as stated in the LTP or deemed to be a core Council function. Council reviews property ownership through assessing the benefits of continued ownership in comparison to other arrangements which could deliver the same results. This assessment is based on the most financially viable method of achieving the delivery of Council services. Council generally follows similar assessment criteria in relation to new property investments.

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Council may also hold investment properties that are not held for core function delivery purposes, where such a property is held for commercial returns (both rental returns and capital gains). Any purchase of investment properties must be approved by Council Resolution.

Council reviews the performance of its property investments at least annually and ensures that the benefits of continued ownership are consistent with its stated objectives. Council's policy is to dispose of any property that does not achieve a commercial return having regard to any restrictions on title or other requirements or needs to achieve Council objectives. All income, including rentals and ground rent from property investments is included in the consolidated revenue account. All rented or leased properties will be at an acceptable commercial rate of return so as to minimise the rating input, except where Council has identified a level of subsidy that is appropriate.

Proceeds from the disposition of property investments are used firstly in the retirement of related debt and then are credited to the Capital Projects Fund.

Any purchased properties must be supported by a current registered valuation, substantiated by management including a fully worked capital expenditure analysis.

#### Financial investments

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##### Objectives

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Council's primary objectives when investing is the protection of its investment capital. Accordingly, Council may only invest in approved creditworthy counterparties. For financial investments (excluding equity and property investments) Council should only hold investments that are permissible under the parameters set out in Appendix A. Credit ratings are monitored and reported at least six-monthly.

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Council's investment portfolio will be arranged to provide sufficient funds for planned expenditures and allow for the payment of obligations as they fall due. Council prudently manages liquid financial investments as follows:

1. Any liquid investments must be restricted to a term that meets future cash flow and capital expenditure projections.
2. Council may choose to hold specific reserves in cash and financial investments. Interest income relating to special reserves is allocated to those accounts annually based on the opening balance.
3. Internal borrowing will be used wherever possible to minimise external borrowing.

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#### Trust funds

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Where Council hold funds as a trustee, or manages funds for a Trust, then such funds must be invested on the terms provided within the Trust Deed. If the Trust's Investment Policy is not specified, then this Policy should apply.

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### Investment management and reporting procedures

Council's policy for the management and reporting of investments includes:

1. The legislative necessity to maintain efficient financial systems for the recording and reporting (inter alia) of:
  - a) All revenues and expenditures,
  - b) All assets and liabilities,
  - c) The treatment and application of special funds,

2.1. Adherence to Council's financial processes and delegations to Council's staff to invest surplus short-term funds and negotiate reinvestments, subject to the provision of adequate cash resources to meet normal expected cash demands;

3.2. Treasury reporting is completed on at least a six-monthly basis.

### Risk Recognition/Identification Management

The definition and recognition of liquidity, funding, investment, interest rate, counterparty credit, operational and legal risk of Council is detailed below and applies to both the Liability Management Policy and Investment Policy.

### Interest rate risk on external borrowing

#### Risk recognition

Interest rate risk is the risk that funding costs (due to adverse movements in market wholesale interest rates) will materially exceed or fall short of projections included in the LTP or AP so as to adversely impact revenue projections, cost control and capital investment decisions.

The primary objective of interest rate risk management is to manage and reduce uncertainty relating to interest rate movements through fixing/hedging of interest costs. Certainty around interest costs is to be achieved through the management of underlying interest rate exposures.

### Interest rate risk control limits

Exposure to interest rate risk is managed and mitigated through the risk control limits below. Council's forecast core external debt as determined by the CE in consultation with the CFO should be within the following fixed/floating interest rate risk control limits.

Core external debt is defined as gross external debt. When approved forecasts are changed, the amount of fixed rate protection in place may have to be adjusted to ensure compliance with the Policy minimums and maximums.

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Fixed/Floating Interest Rate Risk Control Limits		
	Minimum Fixed Rate	Maximum Fixed Rate
0 – 2 years	40%	100%
2 – 4 years	20%	80%
4 – 8 years	0%	60%

1. 'Fixed Rate' is defined as an interest rate repricing date beyond 3 months forward on a continuous rolling basis.
2. 'Floating Rate' is defined as an interest rate repricing within 3 months.
3. The percentages are calculated based on the rolling projected core debt levels calculated by management.
4. Any interest rate swaps with a maturity beyond 8 years must be approved by Council.
5. Hedging outside the above risk parameters must be approved by Council.
6. At all times these instruments must be used within the context of the prudent financial objectives of Council's treasury function.

#### Approved financial instruments

Approved financial instruments (which do not include shares or equities) are as follows:

Category	Instrument
Cash management and borrowing	Bank overdraft Committed cash advance and bank/LGFA accepted bill facilities bond issuance <ul style="list-style-type: none"> <li>• Floating Rate Note (FRN)</li> <li>• Fixed Rate <u>Bond Note</u> (Medium Term Note/Bond)</li> <li>• Commercial paper (CP)/Promissory notes</li> <li>• <u>Fixed Rate term Loans</u></li> </ul>
Financial investments – <u>no more than 12-month term (except for LGFA borrower notes, investments linked to debt pre-funding and bank bonds)</u>	Refer to Appendix A.
Interest rate risk management	Interest rate swaps including: <ul style="list-style-type: none"> <li>• <u>Spot and Forward</u> start swaps</li> <li>• Swap maturity extensions and shortenings</li> <li>• Interest rate options <u>or</u></li> <li>• <u>Bank bills</u> (<u>purchased</u> <u>Purchased</u> caps and one for one collars)</li> <li>• Interest rate swaptions (<u>purchased swaptions and one for one collars only</u>)</li> </ul>

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Category	Instrument
Foreign exchange management	<ul style="list-style-type: none"> <li>Spot foreign exchange</li> <li>Forward exchange contracts</li> </ul>
Carbon price risk management	<ul style="list-style-type: none"> <li>New Zealand Units (NZUs) and Assigned Amount Units (ZAAUs)</li> <li>Emission Reduction Units (ERUs), Certified Emission Reduction Units (CERs), Removal Units (RMUs) – until such time as inadmissible on the NZ Emission Trading Scheme (ETS)</li> </ul>

Any other financial instrument must be specifically approved by the Council on a case-by-case basis and only be applied to the one singular transaction being approved.

#### Liquidity risk/funding risk

##### Risk recognition

Cash flow deficits in various future periods based on long term financial forecasts are reliant on the maturity structure of cash, short-term financial investments, loans and bank facilities. Liquidity risk management focuses on the ability to access committed funding at that future time to fund the gaps. Funding risk management centres on the ability to re-finance or raise new debt at a future time at acceptable pricing (fees and borrowing margins) and maturity terms of existing loans and facilities.

A key factor of funding risk management is to spread and control the risk to reduce the concentration of risk at one point in time so that the overall borrowing cost is not unnecessarily increased and desired maturity profile compromised due to changing market conditions or unexpected credit events.

##### Liquidity/funding risk control limits

To ensure funds are available when needed Council ensures that:

- There is sufficient available operating cash flow, liquid investments (cash/cash equivalents) and unused committed bank facilities to meet cash flow requirements between rates instalments as determined by the Finance Team.
- For liquidity purposes Council maintains the following:
  - External term debt plus committed bank facilities, plus unencumbered cash/cash equivalents to existing external debt of at least 115%.
- Council has the ability to pre-fund up to 12 months forecast debt requirements including re-financings.
- The CFO after consulting with the CE has the discretionary authority to re-finance existing external debt.
- Council will only borrow from strongly rated institutionsbanks with a minimum long-term credit rating of at least 'A+' (S&P, Global Ratings (S&P) or equivalent Fitch Ratings or Moody's rating).
- The maturity profile of the total committed funding in respect to all external term debt and committed bank facilities is to be managed by the following control. No more than the greater of \$10m, or 35% of Councils total debt can mature in any 12 month rolling period.

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### Counterparty credit risk

Counterparty credit risk is the risk of losses (realised or unrealised) arising from a counterparty defaulting on a derivative financial instrument where the Council is a party. The credit risk to Council in a default event will be weighted differently depending on the type of instrument entered into.

Credit risk will be regularly reviewed by the Finance and Services Committee at least six-monthly. Treasury related transactions would only be entered into with approved counterparties.

*Counterparties and limits are only approved on the basis of the Standard & Poor's (or equivalent Fitch or Moody's rating) long and short term credit ratings for NZ Registered Banks of AA-/AA-1. Limits should be spread amongst a number of counterparties to avoid concentrations of credit exposure.*

*Council's exposure to counterparty credit risk will be managed by entering into financial market transactions and funding arrangements with only approved counterparties. Approved counterparties are defined as follows:*

*an approved counterparty must be a New Zealand Registered Bank or financial institution with a long term credit rating of 'A+' by S&P, or the Moody's or Fitch Ratings equivalents.*

Credit ratings should be reviewed by the Finance Team on an ongoing basis and in the event of material credit downgrades should be immediately reported to the CE and assessed against exposure limits. Counterparties exceeding limits should be reported to the Council.

Exposures to each counterparty are calculated and reported as follows:

1. Interest rate contracts - determined by adding 3% of the notional 'face' value of the contract to its mark-to-market valuation. If this sum is negative (i.e. the instrument is substantially 'out of the money'), there is no counterparty credit exposure on the contract.
2. Foreign exchange contracts - determined by multiplying the notional value of outstanding transactions by 10%.

### Foreign currency

Council has minor foreign exchange exposure through the occasional purchase of foreign exchange denominated services, plant and equipment.

All individual commitments over NZ\$100,000 equivalent are hedged using approved foreign exchange instruments, once expenditure is approved, legal commitment occurs and the purchase order is placed, exact timing, currency type and amount are known. Only approved foreign exchange instruments are used.

Council shall not borrow or enter into incidental arrangements, within or outside New Zealand, in currency other than New Zealand currency. Council does not hold investments denominated in foreign currency.

### Emissions Trading Scheme (ETS)

The objective of the ETS carbon credit policy is to minimise the financial impact of carbon price movements on Council's forward carbon liability. The objective requires balancing Council's need for price stability with the benefit of realising market opportunities to reduce costs as they arise. ETS is risk managed on a case-by-case basis, with any strategy approved by the CE.

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**Operational risk**

Operational risk is the risk of loss as a result of human error (or fraud), system failures and inadequate procedures and controls. Detailed controls and procedures are agreed between the CE and CFO on an annual basis.

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**Legal risk**

Legal risks relate to the unenforceability of a transaction due to an organisation not having the legal capacity or power to enter into the transaction usually because of prohibitions contained in legislation.

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Council will seek to minimise this risk by adopting Policy regarding:

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1. The use of standing dealing and settlement instructions (including bank accounts, authorised persons, standard deal confirmations, contacts for disputed transactions) to be sent to counterparties.
2. The matching of third party confirmations and the immediate follow-up of anomalies.
3. The use of expert advice.

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**Agreements**

Financial instruments can only be entered into with approved banks that have in place an executed ISDA Master Agreement with Council. All ISDA Master Agreements for financial instruments and carbon units must be signed under seal by Council.

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**Financial covenants and other obligations**

Council must not enter into any transactions where it would cause a breach of financial covenants under existing contractual arrangements. Council must comply with all obligations and reporting requirements under existing bank funding facilities, LGFA, Trustee and legislative requirements.

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**Measuring Treasury Performance**

In order to determine the success of Council's treasury management function, the following benchmarks and performance measures have been prescribed.

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Those performance measures that provide a direct measure of the performance of treasury staff are to be reported to the Finance and Services Committee on, at least, a six-monthly basis.

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Management	Performance
Operational performance	<ul style="list-style-type: none"> <li>All Policy limits must be complied with, including (but not limited to) counterparty credit limits, control limits and exposure limits.</li> <li>All treasury deadlines are to be met, including reporting deadlines.</li> </ul>

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Management	Performance
Management of debt and interest rate risk (borrowing costs)	<ul style="list-style-type: none"> <li>The actual borrowing cost (taking into consideration any costs/benefits of entering into interest rate management transactions) should be below the budgeted YTD/annual interest cost amount.</li> <li>Interest rate risk management compared to a policy derived benchmark.</li> </ul>
Treasury investment returns	<ul style="list-style-type: none"> <li>The actual investment income should be above the budgeted YTD/annual interest income amount.</li> </ul>

## Cash Management

The Finance Team has responsibility to manage the day-to-day cash and short-term cash management activities of Council. The Finance Team prepares rolling cash flow and debt forecasts to manage Council's cash management and borrowing requirements. The overdraft facility is utilised as little as practical with any operational surpluses prudently invested.

## Reporting

When budgeting interest costs and investment returns, the actual physical position of existing loans, investments, and interest rate instruments including all fees must be taken into account.

### Treasury reporting

Regular treasury reporting on a quarterly basis is to be provided to the Risk and Assurance Committee. The reports should contain the following:

1. Total debt facility utilisation, including any debt sourced from a bank, the capital markets and the LGFA.
2. Interest rate maturity profile against percentage hedging limits.
3. New hedging transactions completed - interest rate risk management.
4. Weighted average cost of funds.
5. Funding profile against the policy limits.
6. Liquidity profile against the policy limits.
7. Details of financial market investments held including, type of instrument, nominal amount, maturity date and interest rate.
8. Exception reporting as required.
9. Summary of any unresolved exception reports.
10. Statement of policy compliance.
11. Commentary on economic conditions and the debt markets.

### Accounting treatment of financial instruments

Council uses financial arrangements ("derivatives") for the primary purpose of reducing its financial risk to fluctuations in interest rates.

Under New Zealand Public Benefit Entity (PBE) International Public Sector Accounting Standards (IPSAS) hedge accounting changes in the fair value of derivatives go through the Statement of Comprehensive Revenue and Expense unless derivatives are designated in an effective hedge relationship.

Council's principal objective is to manage Council's interest rate risks within approved limits and

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chooses not to hedge account. Council accepts that the marked-to-market gains and losses on the revaluation of derivatives can create potential volatility in Council's financial accounts.

The Finance Team is responsible for advising the CE of any changes to relevant New Zealand Public Sector PBE Standards which may result in a change to the accounting treatment of financial arrangements.

All derivative instruments must be revalued (marked-to-market) at least six-monthly for reporting purposes.

### Benchmarking

The Finance Team has Council discretion to manage debt and interest rate risk within policy control limits. Thus, the actual funding rate achieved must be compared against an appropriate external benchmark interest rate that assumes a risk neutral position within policy. In this respect, a risk neutral position is always precisely at the mid-point of the minimum and maximum control limits specified in the policy.

Given the Fixed/Floating Interest Rate Risk Control Limits of this policy, the market benchmark (composite) indicator rate will be calculated as follows:

30% - Average 90-day bill rate for reporting month,

10% - 2-year swap rate at end of reporting month,

10% - 2-year swap rate, 2 year ago,

10% - 4-year swap rate at end of reporting month,

10% - 4-year swap rate, 4 years ago,

15% - 8-year swap rate at end of reporting month,

15% - 8-year swap rate, 8 years ago,

The actual reporting benchmark is the 12-month rolling average of the monthly calculated benchmarks using the above parameters. This is compared to actual cost of funds, excluding all credit margins and fees.

### Policy Review

The Policy is to be formally reviewed on a triennial basis in conjunction with the LTP.

The CFO has the responsibility to prepare a the annual-review report every three years (following the preparation of annual financial statements) that is presented to the CE. The report will include:

1. Recommendation as to changes, deletions and additions to the Policy.
2. Overview of the treasury function in achieving the stated treasury objectives and performance benchmarks.
3. Summary of breaches of Policy and one-off approvals outside Policy.

Council receives the report, approves Policy changes and/or rejects recommendations for Policy changes. The Policy review should be completed and presented to the Council, through the Finance and Services Committee within five months of the financial year-end.

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## Appendix A: Authorised Investment Criteria

Authorised Asset Classes	Maximum limit as a Percentage of the Total Portfolio	Approved Financial Market Investment Instruments (must be denominated in NZ dollars)	Credit Rating Criteria – S&P (or Moody's or Fitch equivalents)	Limit for each issuer subject to overall portfolio limit for issuer class
New Zealand Government or Government Guaranteed	100%	Government Bonds Treasury Bills	Not Applicable	Unlimited
Rated Local Authorities	50%	Commercial Paper Bonds/MTNs/FRNs	S&P ST rating of 'A-1' or LT 'A-' or A S&P ST rating of 'A-1+' or LT 'A+' or better	\$2 million \$4 million
Unrated local authorities where rates are used as security	25%	Bonds/MTNs/FRNs	Not applicable	\$2 million
New Zealand Registered Banks	100%	Call/Term Deposits Bonds/MTNs/FRNs	S&P ST rating of 'A-1' or LT 'A-' or 'A' S&P ST rating of 'A-1+' or LT 'A+' or better	\$3 million \$12 million
State Owned Enterprises	33%	Commercial Paper Bonds/MTNs/FRNs	S&P ST rating of 'A-1' or LT 'A-' or 'A' S&P ST rating of 'A-1+' or LT 'A+' or better	\$2 million \$4 million
Corporates	25%	Commercial Paper Bonds/MTNs/FRNs	S&P ST rating of 'A-1' or LT 'A-' or 'A' S&P ST rating of 'A-1+' or LT 'A+' or better	\$1 million \$2 million
Financials	25%	Commercial Paper Bonds/MTNs/FRNs	S&P ST rating of 'A-1' or LT 'A-' or 'A' S&P ST rating of 'A-1+' or LT 'A+' or better	\$1 million \$2 million

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## 7.7 REVENUE AND FINANCING POLICY REVIEW

### File Number:

**Author:** Brent Chamberlain, Chief Financial Officer

**Authoriser:** Doug Tate, Chief Executive

**Attachments:** 1. Revenue & Financing Policy [↓](#)

### PURPOSE

The matter for consideration by the Council is the review of Council's Revenue and Financing Policy for inclusion in the 3 Year Plan consultation documents.

### RECOMMENDATION

1. That Council accept the proposed changes to the Revenue and Financing Policy as recommended for inclusion in the Three-Year Plan Consultation Document and Supporting Information for public feedback.

### EXECUTIVE SUMMARY

The matter for consideration by the Council is the review of Council's Revenue and Financing Policy ahead of this year Three Year Plan development.

On 15 November 2023, a draft of the Revenue and Financing Policy with minor wording changes, a introduction of a new targeted rate for swimming pool inspections, and an addition to deal with the possibility of Category 3 property buy-outs following Cyclone Gabrielle was tabled.

After debating the changes, it was requested the Category 3 property buy-outs section be removed, the section on swimming pools be reworded to ensure this was 100% private funding, and further clarification was sort about stormwater network boundaries in light of recent urban sprawl.

Today's report updates these matters.

### BACKGROUND

The Revenue and Financing Policy sets out how the Council funds each activity it is involved in. The Council is required to have this policy under sections 101-103 of the Local Government Act 2002 to provide predictability and certainty about the sources and levels of funding for operating and capital expenditure.

As part of preparing for the 3 Year Plan 2024-2027 it is timely that Council reviews it's policy and considers any changes that might be required, and which need consulting on.

On 15 November 2023 a draft of the Revenue and Financing Policy with minor wording changes, a introduction of a new targeted rate for swimming pool inspections, and an addition to deal with the possibility of Category 3 property buy-outs following Cyclone Gabrielle was tabled.

After debating the changes, it was requested the Category 3 property buy-outs section be removed, the section on swimming pools be reworded to ensure this was 100% private funding, and further clarification was sort about stormwater network boundaries in light of recent growth.

## DISCUSSION

Attached is the revised draft Revenue and Financing Policy for consideration.

The changes originally recommended at the 15 November meeting remain unchanged with two exceptions:

1. The section dealing with Category 3 property buyouts has been removed.
2. The funding recommendation for “Compliance and Monitoring” that was historically set at 10%-25% private funding as had a sentence dealing specifically with swimming pool inspections that says: *“The exception is swimming pool inspections which will be 100% privately funded and collected through a targeted pool inspection rate applicable only to those houses that contain a swimming pool covered by Clause F9, Schedule 1, of the Building Regulations 1992.”*

That is all pools of 400mm in depth or greater are required to be fenced or covered to prevent unsupervised access by children under 5 years old.

The final area of clarification sort was in regard to the stormwater targeted rates, and in particular the network maps of properties in the stormwater zone.

The decision centered around two main topics:

1. ***We rate Otāne, Waipawa, Waipukurau, and Takapau. What about the stormwater drains in Porangahau and Onga Onga?***

Having spoken to Council’s stormwater engineers there is minimal stormwater networks in these towns, and where it does exist it consists mainly of roadside drains. The maintenance of these drains is covered by a combination of the Land Transport budget and a small amount is covered by stormwater budgets.

Currently under the Revenue and Financing Policy the stormwater activity is 80%-90% funded by targeted rates (the private benefit proportion being the protection of ratepayer property assets), with the balance covered by the general ratepayer (covering the protection of community assets, protecting lifelines such as supermarkets and petrol stations, and property outside of the main townships).

Therefore, residents of Porangahau and Onga Onga do pay a small amount of stormwater rates, all be it forming part of their general rate. Across the entire district the general stormwater rate equates to just under \$100k in 2023/24 which isn’t a lot to cover all the works undertaken outside of the 4 main towns.

While the revenue and financing policy refers to a 10%-20% general rate, the historically the budget model has used an 10% general rate component.

For the 3 Year Plan 2024-2027, Officers are planning to move this 10% general rate component to 15% which is the middle of existing policy settings rather than the bottom of them. This along with the step change in Levels of Service (primarily the drain clearing frequency) made following Cyclone Gabrielle will increase this general rate component to \$285k for 2024 to cover these extra works.

2. ***Are the new developments in Otāne and Takapau inside or outside existing stormwater rating catchment maps and do they need updating?***

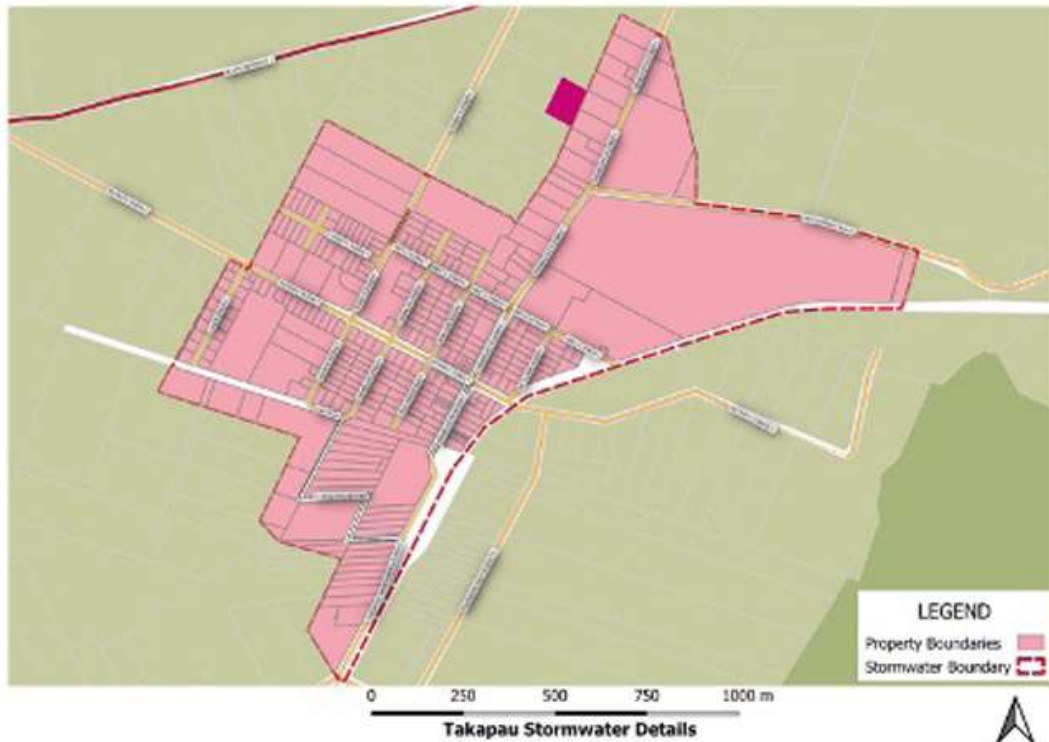
Below are the maps using by rates to determine who pays a targeted stormwater rate within these towns.

Again, further Officer clarification the greenfield growth is around Charlotte Street Takapau, and between White Road and Bell/Russell Streets in Otāne, both area which are inside our

current catchment maps. Therefore, Officers don't believe any boundary adjustments to the catchment areas are required.

## Maps of the Stormwater Catchment Areas:

### Takapau



### Otāne



### **3. Land Transport (the roading activity)**

While no new changes are proposed for this activity, Officers would like to remind the public that one of the funding mechanisms available for Land Transport is the use of debt. Historically this method hasn't been used to fund this activity, but it has always be available to Council under its Revenue and Financing policy.

Due to the high level of damage to Council's roading networks following Cyclone Gabrielle (approximately \$150m at the time of the cyclone), Council is planning to utilise a limited amount of debt for the first time in this activity to assist with the repair costs.

Again, this is requesting a change to the policy, just being transparent about what funding Council is employing in this activity.

### **RISK ASSESSMENT AND MITIGATION**

The proposed changes in the policy are minor in nature with the exception of swimming pool inspection fees which will introduce a new rate type and therefore need to contain within the 3 Year Plan consultation process for feedback.

### **FOUR WELLBEINGS**

The proposed changes are minor in nature, with the swimming pool change being driven by feedback around economic affordability.

### **DELEGATIONS OR AUTHORITY**

The Revenue and Financing Policy is a key pillar of the Council's Financial Strategy and is a public facing document that requires Council endorsement.

### **SIGNIFICANCE AND ENGAGEMENT**

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

### **OPTIONS ANALYSIS**

Council has 3 options:

1. Accept the recommended changes for inclusion in the 3 Year Plan consultation document.
2. Reject the recommended changes.
3. Suggest further refinement to the draft policy for inclusion in the 3 Year Plan consultation document.

### **Recommended Option**

This report recommends option number 1, accept the recommended changes for inclusion in the 3 Year Plan consultation document for addressing the matter.

**NEXT STEPS**

Officers will include the proposed changes, if any, in the 3 Year Plan consultation documents.

**RECOMMENDATION**

1. **That Council accept the proposed changes to the Revenue and Financing Policy as recommended for inclusion in the Three-Year Plan Consultation Document and Supporting Information for public feedback.**

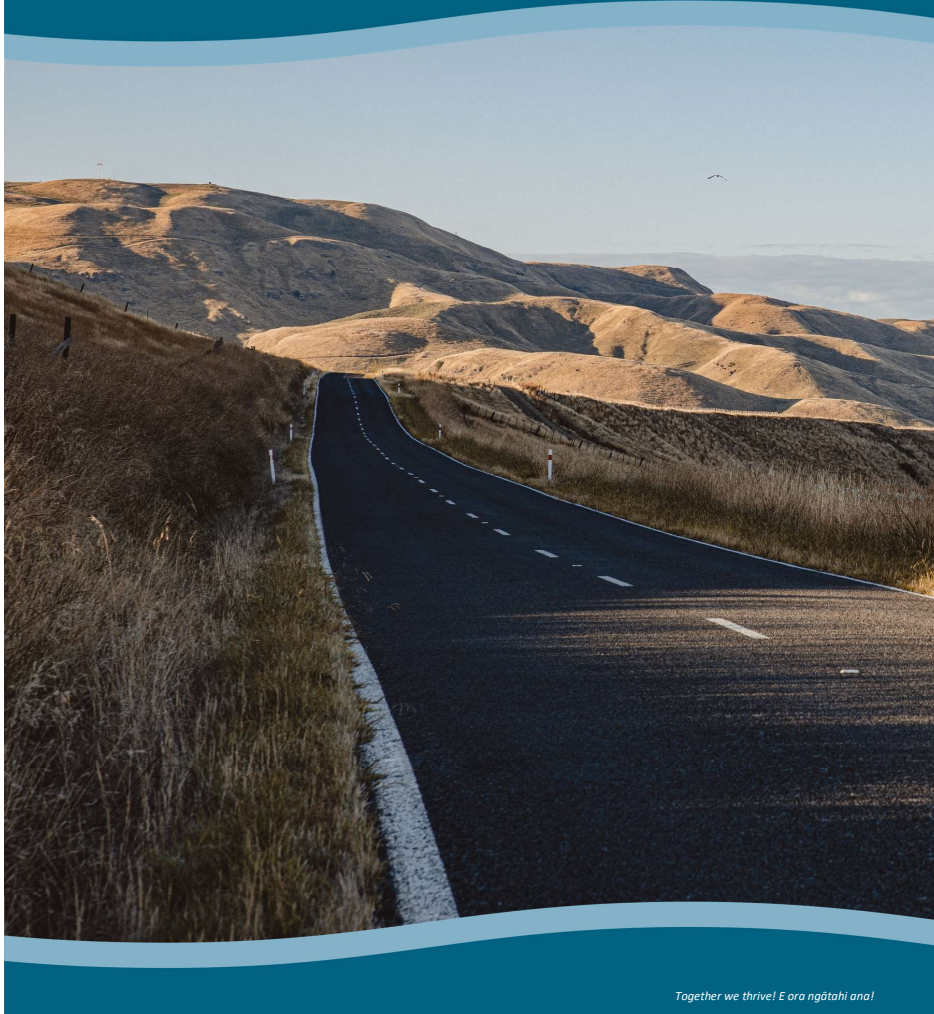


**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL

## Revenue and Financing Policy

Adopted: 13/05/2021

Review: 13/05/2024



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### Purpose of this Policy

The Revenue and Financing Policy is required under Section 102 of the Local Government Act 2002 (LGA) and the required contents are set out in section 103 of the LGA. The policy must be included in full in the LTP. Section 103(2) allows the following funding mechanisms to be used when funding operating and capital expenditure:

1. General Rates
2. Uniform Annual General Charge
3. Targeted Rates
4. Grants and Subsidies
5. Interest and Dividends from Investments
6. Fees and Charges
7. Borrowing
8. Proceeds from Assets Sales
9. Development or Financial Contributions
10. Lump Sum Contributions
11. Any other source

This policy summarises the funding sources to be used by Council and their intended use. Sources are identified for each Council activity, including those that may be used to fund operating and capital expenditure. The General Rate is set on a District Wide basis (~~not on a differential basis with a CBD differential for the two main commercial retail zones~~), on the capital value of the rating unit. Council sets a Uniform Annual General Charge that is assessed on separately used or inhabited parts of a rating unit in the district.

Council must consider the following elements in deciding on appropriate funding mechanisms for each activity:

1. Community Outcomes – the community outcomes an activity will primarily contribute to.
2. Distributions of benefits – the distribution of benefits between the community as a whole, any identifiable parts of the community and individuals.
3. Timeframes of benefits – the period in and over which those benefits are expected to occur. For example, the benefits may occur on an ongoing basis, but may also benefit future generations.
4. Contributors to need for activity – the extent to which actions or inactions of particular individuals or groups contribute to the need to undertake the activity.
5. Costs and Benefits of distinct funding – the cost and benefits, including for transparency and accountability, of funding the activity distinctly from other activities.

The Council has also considered the overall impact of any allocation of liability on the community and has determined this doesn't require any modification to the activity-by-activity analysis.

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## Definitions of Council Services Funding Options

The Local Government Act 2002 requires Council to meet its funding needs from a defined list of sources. The Council determines which of these are appropriate for each activity, considering equity between generations, fairness and affordability. Council seeks to maintain an affordable and predictable level of rates in the future.

## District Wide Rates

### General rates

General rates are rates applied to the entire rating base of the district.

This is a variable charge based on a property's capital value. The variable component of general rates is set as cents per dollar of capital value, which is assessed according to two differentials based on location:

1. Central Business District in Waipawa/Waipukurau (all rating units excluding domestic residential)
2. All other Rating Units

Therefore, the level of rates paid by a landowner will depend on the capital value and the differential category within which the property falls, as well as any targeted rates (see below).

### Differential Groups

The variable capital value component of the Council's general rate is set using 2 differentials.

The rationale for this approach is that the dollar per capital value set for each differential category is a fair and equitable amount related to the benefits that properties within that differential group receives, and not subject to fluctuations in property values that may occur between the different categories over time. The level of rates a landowner pays will vary, based on both capital value and the differential category within which the property falls.

As property values change, the Council will alter the group differentials (the amount of rates charged per dollar of value) to ensure each differential group continues to pay the same overall proportion of the general rates. The proportion of general rates set for each differential category is outlined in the following table:

General Rate Differential Zone	<del>2021/22</del> <del>Differential</del>	<del>2022/23</del> <del>Differential</del>	2023/24 Differential	2024/25 Differential	2025/26 and onwards Differential
CBD (excl Domestic Residential)	<del>1.1</del>	<del>1.2</del>	1.3	1.4	1.5
Non-CBD	<del>1.0</del>	<del>1.0</del>	1.0	1.0	1.0

### Uniform Annual General Charge (UAGC)

A UAGC is a flat charge levied from every separately used or inhabited part of a rating unit (SUIP) in the district.

Definition – for the purposes of the Uniform Annual General Charge and the targeted rates below, a separately used or inhabited part of a rating unit is defined as –

'A separately used or inhabited part of a rating unit includes any portion inhabited or used by [the owner/a person other than the owner], and who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement.'

This definition includes separately used parts, whether or not actually occupied at any time, which are used by the owner for occupation on an occasional or long term basis by someone other than the owner.

Examples of separately used or inhabited parts of a rating unit include:

1. For residential rating units, each self-contained household unit is considered a separately used or inhabited part. Each situation is assessed on its merits, but factors considered in determining whether an area is self-contained would include the provision of independent facilities such as cooking/kitchen or bathroom, and its own separate entrance.
2. Residential properties, where a separate area is used for the purpose of operating a business, such as a medical or dental practice. The business area is considered a separately used or inhabited part.

These examples are not considered inclusive of all situations

#### District Land Transport Rate

This rate is set for the purpose of funding the operation and maintenance of the land transport system and is based on the land value of all rateable land in the district.

### Targeted Rates

Targeted rates are set to recover the costs of providing services such as wastewater, refuse collection, disposal and recycling charges, [swimming pool inspections](#). A targeted rate is levied only from those SUIPs that receive the service. For example, a household connected to the Council's water network is charged a targeted rate for water supply, but household using tank water is not. The Council charges targeted rates in the form of uniform annual charges (flat rate) and demand-related charges.

#### Voluntary targeted rates

The voluntary targeted rate is used in cases where the Council provides financial assistance to property owners for particular capital projects, such as upgrades to private water supplies. The voluntary targeted rate is levied only from properties that receive Council assistance and is used to recover the borrowed amount and any administration costs.

### Fees and charges

The Council levies over 1,000 fees and charges. Fees and charges are usually either full or part charges to recover the costs of delivering the services. Fees and charges are usually only set for services that a user has discretion to use or not, and where it is efficient for the Council to collect the fees and charges.

### Interest and dividends from investments

The Council receives interest and dividends from short-term cash management and from its investments.

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### Borrowing

Borrowing is defined as taking on debt. The Council usually only borrows to fund long-lived capital assets.

### Proceeds from asset sales

Proceeds from asset sales are the net sum received when physical assets are sold. Proceeds from the disposition of assets are used firstly in the retirement of related debt and then are credited to the Capital Projects Fund.

### Development contributions

These are levies paid in accordance with the Council's Development Contributions Policy and the LGA 2002 to recover Council expenditure on reserves, community infrastructure and network infrastructure to meet increased demand resulting from new development. These levies can be used for capital expenditure for the purpose they were charged for, and may not be used to cover operational costs.

### Financial contributions under the Resource Management Act

Financial contributions apply to holders of resource consents in the form of sums payable, or land transferred to the Council. These contributions are used to mitigate, avoid or remedy any adverse effects arising from subdivision or development.

### Grants and subsidies

These are payments from external agencies and are usually for an agreed, specified purpose. For the Council, the major source of grants and subsidies is the New Zealand Transport Agency - [Waka Kotahi](#) (NZTA), which offers subsidies for road maintenance, renewals and improvements.

### Funding of Operating Expenditure

The following table shows which mechanisms may be used to fund operating expenditure for Council's activities:

	General Rates	Uniform Annual General Charge	Targeted Rates	Grants and Subsidies	Fees and Charges
Community Leadership Group					
Leadership, Governance and Consultation	✓	✓		✓	
Economic and Social Development	✓	✓	✓		
Planning and Regulatory Group					

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District Planning	✓				
Land Use and Subdivision Consents	✓				✓
Building Control	✓				✓
Public Health	✓				✓
Animal Control	✓				✓
Compliance & Monitoring	✓		✓		✓
Land Transport Group					
Land Transport	✓		✓	✓	✓
Solid Waste Group					
Solid Waste	✓	✓	✓		✓
Water Supplies Group					
Water Supplies			✓		✓
Wastewater Group					
Wastewater			✓		✓
Stormwater Group					
Stormwater			✓		
Places and Open Spaces Group					
Parks, Reserves and Swimming Pools	✓	✓			✓
Public Toilets	✓				
Retirement Housing					✓
Libraries	✓	✓			✓
Theatres, Halls and Museums	✓				✓
Cemeteries	✓				✓
Community Facilities	✓				✓
Overheads	✓	✓	✓	✓	

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Council funds operating expenditure from the following sources:

- General Rates;
- Uniform Annual General Charge;
- Targeted Rates;
- Fees and Charges;
- Interest and Dividends from Investments;
- Grants and Subsidies; and
- Other Operating Revenue.

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Council may choose to not fully fund operating expenditure in any particular year, if the deficit can be funded from operating surpluses in the immediately preceding or subsequent years. An operating deficit will only be budgeted when beneficial to avoid significant fluctuations in rates or fees and charges. In practice the Council will usually budget for an

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overall operating surplus while the operating expenditure of some individual functions may be under/over funded in any particular year, depending on requirements specific to that function.

Council may choose to fund from the above sources more than is necessary to meet the operating expenditure in any particular year. Council will only budget for such an operating surplus if necessary to fund an operating deficit in the immediately preceding or following years, repay debt or meet a future specified funding requirement. Council will have regard to forecast future debt levels when ascertaining whether it is prudent to budget for an operating surplus for debt repayment.

Council does not fund operating expenditure by Borrowing unless in exceptional circumstances, by way of Council resolution or for Asset Management Planning where the information has relevance over more than 10 years.

Interest and Dividends are used to offset the general rate requirement except where the interest is credited to a special fund or reserve fund.

Proceeds from the Sale of Land and Buildings are transferred to the Capital Projects fund for funding future capital projects by resolution of Council. Proceeds from Sale of other Assets are used to fund the renewals of assets within the activity.

### Funding Of Capital Expenditure

The following table shows which mechanisms may be used to fund capital expenditure for Council's activities:

	General Rates	Targeted Rates	Borrowings	Reserves	Funding assistance/ Fees and Charges	Development Contributions
Community Leadership Group						
Leadership, Governance and Consultation	No Capital Expenditure					
Economic and Social Development					✓	
Planning and Regulatory Group						
District Planning			✓			
Land Use and Subdivision Consents					✓	
Building Control					✓	
Public Health					✓	
Animal Control					✓	
Compliance & Monitoring	✓				✓	

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Land Transport Group		✓	✓	✓	✓	✓
Solid Waste Group	✓		✓	✓		✓
Water Supplies Group		✓	✓	✓	✓	✓
Wastewater Group		✓	✓	✓	✓	✓
Stormwater Group	✓	✓	✓	✓	✓	✓
Places and Open Spaces Group						
Parks, Reserves and Swimming Pools	✓		✓	✓	✓	
Public Toilets	✓		✓	✓	✓	
Retirement Housing				✓	✓	
Libraries			✓	✓	✓	
Theatres, Halls and Museums	✓		✓	✓	✓	
Cemeteries	✓		✓	✓	✓	
Community Facilities	✓		✓	✓	✓	
Overheads	✓	✓	✓	✓		

Council takes into account the useful life of the asset and the use by future generations in the funding of the capital expenditure. Lump sum contributions are not utilised by Council.

Council funds capital expenditure from revenue, reserves or borrowing. The repayment of borrowing is spread over several years. This enables Council to best match charges placed on the community against the period of benefits from capital expenditure. Borrowing is managed within the framework specified in the Treasury Policy. While seeking to minimise interest costs and financial risks associated with borrowing is of primary importance, Council seeks to match the term of borrowings with the average life of assets, up to a maximum of 35 years, when practical.

Capital renewals are programmed and funded as physically needed. Council also continuously reviews with a view to improve the inputs used in both the physical and financial planning of works to ensure the long term needs are catered for.

Council's overall borrowing requirement is reduced to the extent that other funds are available to finance capital expenditure. Such other funds include:

- Council reserves;
- Development contributions;
- Subsidies; and
- Proceeds from asset sales.

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## Community Leadership Group

### Leadership, Governance and Consultation

#### Description

The Leadership, Governance and Consultation activity includes the elected Council.

#### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Connected Citizens

#### Distributions of benefits

Benefits from the Leadership, Governance and Consultation activity are for the community generally. Council is the vehicle for making decisions affecting the district.

#### Timeframes of benefits

Ongoing.

#### Contributors to need for activity

Living in a democratic society contributes to the need for this activity.

#### Costs and Benefits of distinct funding

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

#### Recommended Funding

Council has agreed on 100% public funding for this activity. Public funding is through the capital value based general rate.

### Social Development

#### Description

This activity supports the implementation of the community wellbeing strategy and supports other key community funding and planning initiatives.

#### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Environmentally Responsible
2. Prosperous District
3. Strong Communities
4. Connected Citizens
5. Smart Growth

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**Distributions of benefits**

Social benefits accrue from the wider community. Some benefits may accrue to businesses or individuals using these services, but it is difficult and illogical to recover these benefits.

**Timeframes of benefits**

Ongoing.

**Contributors to need for activity**

All groups contribute to the need for this activity.

**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

**Recommended Funding**

Council has agreed on 100% public funding for this activity. Public funding is collected through the Uniform Annual General Charge.

**Economic Development****Description**

This activity supports the implementation of the Economic Development Action Plan and seeks to progress the economic wellbeing of Central Hawke's Bay.

**Community Outcomes**

This activity contributes primarily to the following community outcomes:

1. Environmentally Responsible
2. Prosperous District
3. Strong Communities
4. Smart Growth

**Distributions of benefits**

Benefits from economic development accrue largely to the community. This is due to the ongoing economic benefits of visitor spending, creation of employment and investment in the potential of the district.

**Timeframes of benefits**

Ongoing.

**Contributors to need for activity**

All groups contribute to the need for this activity.

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**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

**Recommended Funding**

Council has agreed on 100% public funding for this activity. Public funding is collected through the Uniform Annual General Charge.

**Planning and Regulatory Group****District Planning****Description**

The Council is required by the Resource Management Act 1991 to prepare, implement and administer a District Plan that meets the needs of the community. The District Planning Activity, is part of Council's statutory obligations under the Resource Management Act 1991 and involves -

1. Providing advice on the District Plan
2. Providing Policy advice on planning and rules of the District Plan
3. Monitoring of the effectiveness and efficiency of the policies and rules in the District Plan

**Community Outcomes**

This activity contributes primarily to the following community outcomes:

1. Strong Communities
2. Prosperous District
3. Smart Growth
4. Environmentally Responsible

**Distributions of benefits**

The district planning services benefit the users of the District Plan through clear information available for development and land use.

The community benefits highly through protection of the environment, appropriate and sustainable development of land and property.

**Timeframes of benefits**

Ongoing.

**Contributors to need for activity**

People who do not comply with legislative regulations may contribute to the need for this activity.

**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

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**Recommended Funding**

Council has agreed on 100% public funding for this activity. Public funding is through the capital value based general rate.

**Land Use and Subdivision Consents****Description**

Land Use and Consenting Activity ensures that development occurs in a manner that complies with the District Plan, through processing resource consent applications and monitoring.

**Community Outcomes**

This activity contributes primarily to the following community outcomes:

1. Durable Infrastructure
2. Smart Growth
3. Environmentally Responsible

**Distributions of benefits**

The district planning services mainly benefit the users of the resource and subdivision consent process through meeting legislative requirements.

The community benefits through protection of the environment, appropriate and sustainable development of land and property.

**Timeframes of benefits**

Ongoing.

**Contributors to need for activity**

People who do not comply with legislative regulations may contribute to the need for this activity. Generally, this is met through extra charges on these people.

**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

**Recommended Funding**

Council has agreed on 70-80% private funding for this activity, with the remainder coming from public funding. Public funding is through the capital value based general rate and private funding is collected through fees and charges.

**Building Control****Description**

Building Control is responsible for administering and enforcing the Building Act 2004 (and related legislation). This includes:

1. Processing applications for building consents
2. Enforcing the provisions of the Building Act 2004 and associated regulations

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**Community Outcomes**

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Strong Communities
3. Smart Growth

**Distributions of benefits**

Benefits from building control accrue mainly to users of these services (ie people who build or alter buildings) through meeting legislative requirements and safe buildings. The community benefits through the enforcement of regulations that ensure safe, sanitary and accessible buildings in which people live, play and work.

**Timeframes of benefits**

Ongoing.

**Contributors to need for activity**

People who do not comply with legislative regulations may contribute to the need for this activity. In some cases (e.g. property purchase where consent standards are not met), it may be difficult to identify who should pay.

**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

**Recommended Funding**

Council has agreed on 70-85% private funding for this activity, with the remainder funded from public funding. Private funding is collected through various fees and charges. Public funding is through the capital value based general rate.

**Environmental Health****Description**

The Public Health Activity covers the regulatory functions relating to environmental health, liquor licensing, hazardous substances, and other environmental monitoring.

**Community Outcomes**

This activity contributes primarily to the following community outcomes:

1. Prosperous District
2. Strong Communities

**Distributions of benefits**

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Benefits from environmental health services accrue to both the community, individuals and organisations. Individuals and organisations benefit from assurances that their premises are of an acceptable standard to the consumer and meet other legislative requirements (e.g. liquor licensing).

The community benefits through the expectation that

1. standards of operation are being met and
2. assurances of a safe and healthy environment for residents and visitors.

#### Timeframes of benefits

Ongoing.

#### Contributors to need for activity

People who do not comply with legislative regulations may contribute to the need for this activity. Generally, this is met through extra charges on these people.

#### Costs and Benefits of distinct funding

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

#### Recommended Funding

Council has agreed on 27-36% private funding for this activity, with the remainder from public funding. Public funding is through the capital value based general rate and private funding is collected through fees and charges.

#### Animal Services

##### Description

This activity includes the implementation of requirements of Dog Control Act 1996 and related legislation and Council bylaws. Main objectives include education, response to complaints and management of registration systems for dogs and stock.

##### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Strong Communities

##### Distributions of benefits

Benefits from the animal control service accrue mainly to animal owners from the provision of a service that either confines or returns lost or stray animals. The community generally benefits through the enforcement of regulations against aggressive and straying animals.

##### Timeframes of benefits

Ongoing, but occur mainly in the short-term.

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**Contributors to need for activity**

People who do not properly control their animals can be a significant contributor to this activity. In some cases, it can be difficult to identify who these people are.

**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

**Recommended Funding**

Council has agreed on 90-100% private funding for this activity, with the remainder from public funding. Private funding is collected through various fees and charges – including fines and impounding costs. Public funding is through the capital value based general rate.

**Compliance and Monitoring****Description**

Compliance and Monitoring primarily involves the monitoring of resource consent conditions, responding to noise complaints and bylaw breaches, and carrying out territorial authority responsibilities, as defined in legislation - including inspection of swimming pool fences, earthquake prone buildings, and processing of Land Information Memoranda (LIMS), Compliance Schedules and Building Warrants of Fitness.

**Community Outcomes**

This activity contributes primarily to the following community outcomes:

1. Smart Growth
2. Environmentally Responsible

**Distributions of benefits**

Benefits from this activity accrue across the wider community, through ensuring that activities are monitored and comply with legislative, policy and bylaw requirements, thereby minimising negative impacts on residents of, and visitors to, the District.

**Timeframes of benefits**

Ongoing. Benefits occur now through continuous monitoring of activities, response to complaints, and public education.

**Contributors to need for activity**

Where matters of non-compliance are brought to Council's notice, there is a requirement to ensure that compliance is achieved for the safety and wellbeing of the wider public.

**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

**Recommended Funding**

Council has agreed on 10-25% private funding for this activity, with the remainder from public funding. Public funding is collected through the capital value based general rate. Private funding is obtained through various fees and charges including fines.

The exception is swimming pool inspections which will be 100% privately funded and collected through a targeted pool inspection rate applicable only to those houses that contain a swimming pool covered by Clause F9, Schedule 1, of the Building Regulations 1992.

## Land Transport Group

### Land Transport

#### Description

The Local Government Act 2002 and Land Transport Management Act 2003 provide the framework under which Council operates a land transport network within the District. Council aims to achieve an integrated safe, responsive and sustainable land transport network.

#### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Prosperous District
2. Connected Citizens
3. Durable Infrastructure

#### Distributions of benefits

There is a mix of public and private benefits with these activities. Public benefits include an attractive urban environment and streetscape, tidy roadsides, the ability to transport people, goods and services throughout the district, connections to other transport networks and location and property identification. Private benefits are for people and businesses using roads and footpaths to carry out their day to day business.

#### Timeframes of benefits

Ongoing.

#### Contributors to need for activity

All groups contribute to the need for this activity. In some cases, damage may be caused, and additional costs may be incurred through vandalism, accidents and activities beyond normal usage.

#### Costs and Benefits of distinct funding

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

#### Recommended Funding

Council has agreed to 100% public funding. Public funding is collected through the land value based targeted rate. New Zealand Transport Agency funding applies to subsidised roading projects.

A small amount of private funding is recovered through fees and charges.

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## Solid Waste Group

### Solid Waste

#### Description

Central Hawke's Bay District Council provides the following services:

1. District landfill
2. Transfer stations
3. Recycling drop off centres
4. Kerbside refuse and recycling collections
5. Management of closed landfills.

#### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Prosperous District
3. Strong Communities
4. Connected Citizens
5. Smart Growth
6. Environmentally Responsible
7. Durable Infrastructure

#### Distributions of benefits

The benefits of the solid waste activity are largely public and private. Individuals benefit from not having to arrange their own systems of waste disposal. An environmentally sound landfill and rubbish collection maintains a sustainable and clean district.

#### Timeframes of benefits

Ongoing.

#### Contributors to need for activity

The community benefits from having solid waste collection and disposal available. In some cases, illegal dumping and inappropriate disposal of hazardous wastes may result in extra costs to the Council.

#### Costs and Benefits of distinct funding

It is appropriate to recover the private benefit via a separate funding mechanism.

#### Recommended Funding

Council has agreed on ~~46-48%~~ 60-65% private funding for this activity through fees and charges and targeted rates for kerbside recycling and refuse collection. The remaining Public funding is collected through a combination of a Capital

Value based General Rate, and Uniform Annual General Charge and targeted rates for kerbside recycling and refuse collection. Private funding is derived from fees and charges.

## Water Supplies Group

### Water Supplies

#### Description

The Central Hawke's Bay District Council owns and operates six water supply schemes.

#### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Prosperous District
3. Strong Communities
4. Connected Citizens
5. Smart Growth
6. Environmentally Responsible
7. Durable Infrastructure

#### Distributions of benefits

Provision of water supplies provides a number of public benefits, including access to potable water and availability of water for key public services and amenities (eg fire fighting, landscaping, swimming pools). There are significant direct benefits to ratepayers and consumers connected to a Council piped water scheme through access to water for drinking and water availability for industry.

#### Timeframes of benefits

Ongoing and long-term for future generations.

#### Contributors to need for activity

Those sections of the community where water services are available benefit widely from having a supply available. The wider community who use the facilities and business who depend on the water supply also benefit.

#### Costs and Benefits of distinct funding

Because the benefits of this activity are predominantly private, it is considered appropriate to fund the activity through targeted rates and fees and charges. In addition, development and capital contributions are applied to new development to recognise capacity requirements.

#### Recommended Funding

Council has agreed on a 100% private funding for this activity. Private funding is derived from a targeted rate from those connected to water systems, volumetric water meter rates and fees and charges. In addition, development and capital contributions are applied to new development to recognise capacity requirements.

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## Wastewater (Sewerage) Group

### Wastewater (Sewerage)

#### Description

Central Hawke's Bay District Council sewer systems comprise of six reticulated systems and associated treatment plants.

#### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Prosperous District
3. Strong Communities
4. Connected Citizens
5. Smart Growth
6. Environmentally Responsible
7. Durable Infrastructure

#### Distributions of benefits

Provision of a sewerage system provides a number of public benefits, including maintenance of public health standards, prevention of disease and maintenance of a healthy environment. All properties, both domestic and industrial, that are connected to Council's sewerage system receive a direct benefit which relates to the cost of providing the service. A sewerage system is a key infrastructural need for maintaining public health and growth of business opportunities.

#### Timeframes of benefits

Ongoing and long-term for future generations.

#### Contributors to need for activity

The community and the trade waste industry benefits widely from having a sewerage system available. Additional costs may be caused through overloading of systems, disposal of hazardous material and illegal connections.

#### Costs and Benefits of district funding

Because the benefits of this activity are predominantly private, it is considered appropriate to fund the activity through targeted rates and charges. In addition development and capital contributions are applied to new development to recognise capacity requirements.

#### Recommended Funding

Council has agreed on a 100% private funding split for this activity. Private funding is collected through a targeted rate from those connected to wastewater systems and with fees and charges and levies raised through the Trade Waste Bylaw. The targeted rates and trade waste fees and charges will collect both the wastewater operational costs and capital costs. In addition, development and capital contributions are applied to new development to recognise capacity requirements.

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Council has agreed to recover a capital contribution from the trade waste industry contributors for the Waipukurau, Waipawa and Otane wastewater investment programme based on volumetric charges as detailed in the fees and charges schedule B13-B20.

Council has agreed to work towards a 100% trade waste industry capital contribution over a four year period staging the increase as outlined in the table below.

The capital contribution is anticipated to recover the trade waste industry share of the upgrade works required as originally set out in the Long Term Plan 2021-2031 wastewater investment programme, and further updated in the 2024-2034 Long Term Plan.

Targeted Rate/Fees and Charges Differential	2021/22 Differential	2022/23 Differential	2023/24 Differential	2024/25 Differential	2025/26 and onwards Differential
Targeted Rate	1.0	1.0	1.0	1.0	1.0
Trade Waste Volumetric Operational Fees (B1-B6)	1.0	1.0	1.0	1.0	1.0
Trade Waste Volumetric Capital Contribution Fees (B13-B20)	0.60	0.60	0.85	1.0	1.0

## Stormwater Group

### Stormwater

#### Description

Central Hawke's Bay District Council stormwater systems comprise of several systems. The systems generally consist of a primary piped network with some open channel and secondary flow paths.

#### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Environmentally Responsible
2. Durable Infrastructure

#### Distributions of benefits

Provision of a stormwater system provides a number of public benefits, including decreased risk from flooding and encouraging residential development. Private benefits are particularly to property owners via stormwater disposal away from their properties.

#### Timeframes of benefits

Ongoing and long-term for future generations.

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**Contributors to need for activity**

The community benefits widely from having a stormwater system available.

**Costs and Benefits of distinct funding**

Because the benefits of this activity are predominantly private, it is considered appropriate to fund the activity separately.

**Recommended Funding**

Council has agreed on 80-90% private funding for this activity. Private funding is collected through a targeted rate from those within stormwater catchment areas, with the remainder from public funding. Public funding is collected through the capital value based general rate. The funding of the Te Aute drainage scheme is based on a targeted rate on scheme members. In addition, development and capital contributions are applied to new development to recognise capacity requirements.

**Maps of the Stormwater Catchment Areas:**



0 100 200 300 400 m

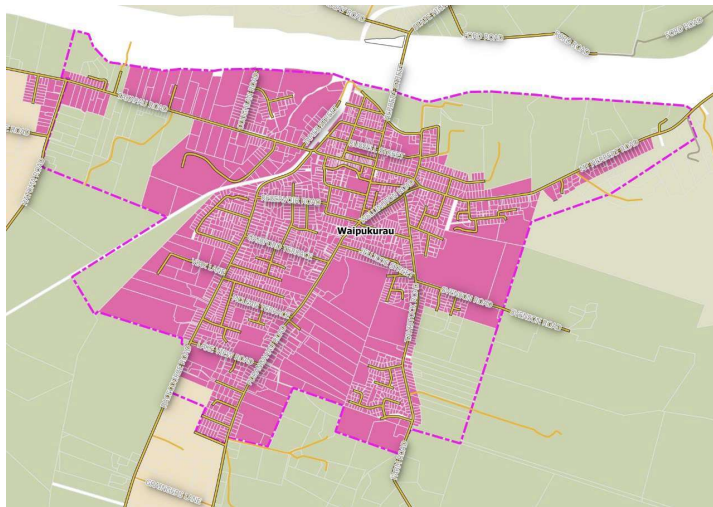
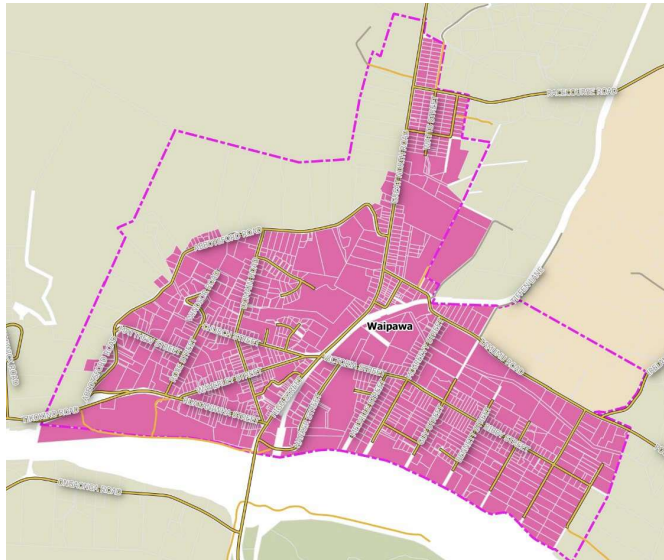
**Otane Stormwater Boundaries**



**E ora ngātahi ana!**

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### Differential Groups

The variable capital value component of the Council's stormwater targeted rate is set using 4 differentials.

The rationale for this approach is that the dollar per capital value set for each differential category is a fair and equitable amount related to the benefits that properties within that differential group receives, and not subject to fluctuations in property values that may occur between the different categories over time. The level of rates a landowner pays will vary, based on both capital value and the differential category within which the property falls.

As property values change, the Council will alter the group differentials (the amount of rates charged per dollar of value) to ensure each differential group continues to pay the same overall proportion of the stormwater targeted rates. The proportion of stormwater targeted rates set for each differential category is outlined in the following table:

Stormwater Zone	<del>2021/22</del> Differential	<del>2022/23</del> Differential	2023/24 Differential	2024/25 Differential	2025/26 and onwards Differential
Otane	<del>0.16</del>	<del>0.22</del>	0.48	0.64	0.80
Takapau	<del>0.12</del>	<del>0.24</del>	0.36	0.48	0.60
Waipawa	<del>1.00</del>	<del>1.00</del>	1.00	1.00	1.00
Waipukurau	<del>1.00</del>	<del>1.00</del>	1.00	1.00	1.00

### Places and Open Spaces Group

#### Reserves and Open Spaces

##### Description

A number of parks, reserves, war memorials and camping grounds are provided throughout the district for recreation, including sports fields, children's playgrounds and amenity areas.

##### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Prosperous District
3. Strong Communities
4. Connected Citizens
5. Environmentally Responsible

##### Distributions of benefits

Benefits from parks accrue to the community generally through the provision of facilities for groups and individuals to pursue active and passive leisure pursuits, education on the natural environment, community pride and contributing to community health and well-being.

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There can be private benefits to people and sports groups through the use of sports fields for organized sport, but these are available to the wider community at other times.

#### Timeframes of benefits

Ongoing.

#### Contributors to need for activity

The community benefits widely from having these facilities available.

#### Costs and Benefits of distinct funding

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

#### Recommended Funding

Council have agreed a 97% public, 3% private funding split and that the cost of funding the public component of the Parks, and Reserves should occur by way of 70% from the General Rate assessed on Capital Value and 30% from the Uniform Annual General Charge. The private funding component will be collected from fees and charges with market rentals being applied to camp grounds.

#### Public Toilets

##### Description

The Council provides 24 public conveniences located throughout the District.

##### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Prosperous District
2. Environmentally Responsible

##### Distributions of benefits

Public toilets provide a mix of public and private benefits. While private benefits are obvious, public benefits are through having these essential facilities available for residents and visitors, and maintaining standards of public hygiene.

#### Timeframes of benefits

Ongoing.

#### Contributors to need for activity

The community benefits widely from having public conveniences available.

#### Costs and Benefits of distinct funding

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

#### Recommended Funding

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Council have agreed 100% public funding and that the cost of funding the public component of the Public Toilets should occur by way of 100% from the General Rate assessed on Capital Value.

#### Retirement Housing

##### Description

A total of 48 one bedroom flats are owned by Council in different locations in Waipukurau and Waipawa. These provide affordable housing for those elderly in need.

##### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Strong Communities
2. Connected Citizens

##### Distributions of benefits

Benefits from housing accrue to tenants of the housing units. This is a relatively small and identifiable group who are provided with affordable accommodation in convenient locations. There may be some small community benefits through the availability of low cost housing to vulnerable groups in the community.

##### Timeframes of benefits

Ongoing.

##### Contributors to need for activity

The community benefits from having housing available. The main benefit is to people who choose to tenant these units.

##### Costs and Benefits of distinct funding

The activity is self-funding and separate funding is not required.

##### Recommended Funding

The Council believes the optimum funding is 100% private, through user rental charges.

#### Libraries

##### Description

The Council operates two libraries in Waipukurau and Waipawa.

##### Community Outcomes

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Strong Communities
3. Connected Citizens

**Distributions of benefits**

Benefits from libraries accrue largely to the community, by promoting and supporting literacy, unlocking access to information and providing valued community resources. There is a direct benefit to each individual who reads a book, or accesses one of the other library services. In some cases, these can be recovered, however a high level of recovery could restrict the ability of some users to access these services.

**Timeframes of benefits**

Ongoing.

**Contributors to need for activity**

The community benefits widely from having library services available.

**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

**Recommended Funding**

The Council has agreed the optimum allocation of costs is 90% public to 10% private. Public funding is through the Uniform Annual Charge, with private funding through user charges for some library services.

**Community Facilities****Description**

Community Facilities include several community halls located throughout the District, the Council's Civic Theatre and the Municipal Theatre and the Central Hawke's Bay Museum. There are two swimming pools, one owned by the Council and one owned by a Community Trust that is largely funded by the Council.

**Community Outcomes**

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Strong Communities
3. Connected Citizens

**Distributions of benefits**

Benefits from this activity largely accrue to the community, through cultural enrichment and community identity. There may be direct benefits to some people using these services, but a high level of recovery may restrict the ability of some people to continue to use these services.

Public benefits are from the ability to use the facilities for public events and gatherings and as a hub for communities in the event of natural disaster. There are direct benefits for individuals and groups who choose to use the facilities available for personal functions.

**Timeframes of benefits**

Ongoing.

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**Contributors to need for activity**

The community benefits widely from the provision of these assets and services.

**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is not benefit perceived from separate funding.

**Recommended Funding**

Council have agreed ~~85-90+00%~~ public funding. Public funding is ~~85-90+00%~~ from the capital value based general rate, with limited private funding ~~10-15%~~ through user charges for hireage and rental.

**Cemeteries****Description**

Council currently operates ten cemetery sites for burial and cremation interments.

**Community Outcomes**

This activity contributes primarily to the following community outcomes:

1. Proud District
2. Environmentally Responsible

**Distributions of benefits**

Benefits from cemeteries are considered to be largely private, although it is necessary for communities to have an interment system that meets appropriate health standards. Private benefits are from the provision of individual gravesites for remembrance and burial.

**Timeframes of benefits**

Ongoing.

**Contributors to need for activity**

The community benefits widely from having cemeteries available. In some cases, vandalism and failure to maintain headstones may cause additional costs.

**Costs and Benefits of distinct funding**

Benefits from this activity are community wide and there is no benefit perceived from separate funding.

**Recommended Funding**

The Council have agreed a ~~80-90%~~ public, ~~10-20%~~ private funding split. Public funding is from the capital value based general rate, with private funding through fees and charges.

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## **8 CHIEF EXECUTIVE REPORT**

### **8.1 ORGANISATION PERFORMANCE REPORT - QUARTER 2 UPDATE**

**File Number:** COU1-1400

**Author:** Doug Tate, Chief Executive

**Authoriser:** Doug Tate, Chief Executive

**Attachments:** 1. Organisation Performance Report - Quarter 2 [↓](#)

#### **PURPOSE**

The purpose of this report is to present to Council the Organisation Performance Report – Quarter 2 for the period of 1 October to 31 December 2023.

This updated format of reporting also includes the non-financial quarterly reporting, previously reported separately to Council each quarter.

#### **RECOMMENDATION**

**That the Organisation Performance Report for quarter 2 (1 October – 31 December 2023) be noted.**

#### **SIGNIFICANCE AND ENGAGEMENT**

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

#### **DISCUSSION**

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

This is the second time that this report also includes the quarterly non-financial performance results, normally reported separately. The 2021-2031 Long Term Plan sets out a range of performance measures which Council are required to report on quarterly. Over the course of the annual cycle, these performance measures then form the basis of the Annual Report. Some of these measures are mandatory measures, while others have been developed separately and will be reviewed in the development of the Long Term Plan 2024 – 2034.

You will also note the areas of 'focus' for activities over the previous and forecast quarter. These focus areas are intended to give visibility on key actions and work activities in each of Councils areas to elected members and community.

The report will continue to be developed and modified as new performance data comes to hand or areas of organisational focus are identified.

#### **FINANCIAL AND RESOURCING IMPLICATIONS**

This report does not present any financial or resourcing implications.

#### **IMPLICATIONS ASSESSMENT**

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

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

## **NEXT STEPS**

The next quarterly organisation report will be presented to Council in April 2024.

## **RECOMMENDATION**

**That the Organisation Performance Report for quarter 2 (1 October – 31 December 2023) be noted.**



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# Chief Executive Update



## Kia ora – Haere Mai!

**This is second version of our updated Organisational Performance Report format, which presents to Council and community our achievements and performance for the second quarter.**

As I outlined in the last quarterly report, the Organisational Performance Report aims to provide greater visibility on organisational performance, highlighting areas of focus for each activity. We will continue to enhance future reports and this quarter, we have reintroduced LGOIMA request information, along with Wastewater compliance data.

Enjoy the read – there are many great outcomes we should collectively be proud of as a District – from employment outcomes to roading improvements. This demonstrates why there is so much to be positive about in a Thriving Central Hawke's Bay!

### Organisational Focus on Performance

Much of our key focus in the quarter has been on continuing to drive outcomes and processes that will support organisational excellence and overall enhanced performance and value for our community. This quarter the focus has included:

- Developing the Supplier Improvement Programme and its next steps.
- Enhancing our visibility over contractor performance through shared Key Performance Indicators (KPI) and reporting.
- Continued focus on the Land Transport Improvement Plan. This has included shaping the Activities direction of key procurement.

The vacancy of our Group Manager Community Infrastructure and Development role has been a noticeable ongoing impact in this quarter across the associated activities. Recruitment for this role will continue into 2024.

### Change in Government:

In October 2023 the New Zealand General Election was held, which saw a change in Central Government. This has had an impact on key elements of reform due to policy direction change.

In the second quarter, a significant focus was on ensuring adequate briefings and connections with the regions new MP's and Central Government Leaders, to further articulate the challenges for the district and wider Hawke's Bay region. This has included regional meetings with the Prime Minister and other key Ministers, including the Minister for Civil Defence, Land Transport and Local Government and others.

### Water reforms

The change in Government has seen a significant change in direction from the previously centralised three waters reform programme. In a Central Hawke's Bay context, we have a strong understanding of the necessity of the importance of Three Waters reform. This is reflected strongly in our 2021 – 2031 Long Term Plan, Facing the Facts and is critical to address the crippling affordability challenges that adequate investment in Three Waters requires.

With the recent change of Government, the reform programme has now stopped, and a new Local Water Done Well policy will be introduced.

This will establish a national regulator to oversee water infrastructure. The regulator will ensure water is managed sustainably, with fair pricing and quality standards. Local Water Done Well will require all councils to submit alternative water service delivery models to the Government for approval. There is flexibility for councils to choose a model that works best for them. The new policy will also introduce financial rules to councils for managing water.

In 2019/20, before the nationwide reform programme was rolled out, Hawke's Bay councils developed a regional model for jointly managing water services. This model proposed having a Council Controlled Organisation (CCO) owning Hawke's Bay's water assets. Now that councils have flexibility to choose their own operating model, Hawke's Bay councils are currently seeking to revisit the Hawke's Bay model. This body of work will need to remain a priority to address the Long Term investment and affordability challenges ahead.

#### **Other Government reform:**

At the time of writing, the new Government has rolled back the Natural and Built Environment Act 2023 and the Spatial Planning Act 2023 and has plans to replace the Resource Management Act 1991 with new resource management laws. At this time, it is not clear what other reform or change programmes may be impacted.

#### **Progressing the 3 Term Plan**

In the second quarter, work continued to build on the development of the Three Year Plan. As a result of special legislation due to Cyclone Gabrielle, this replaced our normal Long Term Plan planning process.

The last quarter saw the completion of Asset Management Plan presentations and draft budgets presented to Council in late November and December. Councillors were provided a budget workbook to consider during the Christmas break. Currently, work is underway, prioritising and bringing a budget together with the aim of a consultation document and supporting information adopted by Council in April.

#### **Representation Review**

In November, a significant decision from Council was made to establish Māori Wards along with an invite to hapū to select two Māori Representatives in an advisory role.

Work has since commenced to confirm hapū appointments. The third quarter will see us engage with community on representation options, ahead of the formal representation review process that will occur in June.

#### **Recovery progress**

While there is undoubtedly a long pathway ahead of recover. We progressed a number of our key recovery activities including:

- Substantial procurement across our Land Transport response works.
- Over 2000 simple fixes completed across our roading network.
- We cleared over 3km of Council open drains.
- Initial options for Category 2A properties in Pōrangahau identified with community.
- Solid process in community resilience plans across the district.

While we are making positive progress, we must remember there are 130 Pōrangahau properties that remain a Category 2A. Our ongoing support must remain to enable successful outcomes.

#### **A Thriving Central Hawke's Bay Summer**

After an incredibly challenging 2023, it was rewarding to see the district wind down with the December Christmas Carnival and enjoy a warm, sunny and 'uneventful' summer break.

A special thanks to our hardworking teams that continued to keep our services running through the Christmas break along with the other 24/7 – 365 days of the year!



**Doug Tate**  
Chief Executive

# Elected Member Priorities

The foundations of Project Thrive remain at the heart of the future of Central Hawke's Bay. For the 2022 – 2025 Triennium, Elected Members have identified the following focus areas and big moves to continue to deliver on the outcomes of Project Thrive.

## Our Focus Areas

We've identified three focus areas as Elected Members that will be our specific focus across all of our activities for this Triennium:

#1 – Partnership and Localism	#2 – Right sized for the future	#3 – Climate Change and Resilience
<p>We continue to grow our emerging partnership with Mana whenua through all that we do as well as the local voice of community in all of our activities.</p> <p>We'll achieve this focus area by:</p> <p>Establishing the <b>Tamatea Partnerships Committee</b>.</p> <p>Complete a <b>representation review</b>, including opportunities to devolve local decision making to communities.</p> <p>Continue to promote the <b>implementation of Tūhono mai Tūhono atu</b> – Councils Māori Engagement Strategy.</p> <p>Continue to support our network of networks by implementing the <b>Social Development Strategic Framework</b>.</p>	<p>Despite our ambition, we need to ensure the level of expectation reflects the ability of our community to afford and sustainably deliver on that ambition.</p> <p>We'll achieve this focus area by:</p> <p>Completing an <b>Assessment of Future Affordability</b> for our District as part of the Long Term Plan 2024.</p> <p>Reviewing the <b>Financial Strategy and associated financial tools</b> available as part of the Long Term Plan 2024.</p> <p>Completing a substantial <b>Levels of Service review</b>, as part of the Long Term Plan 2024.</p> <p>Retain oversight of Councils <b>Section 17a Review Programme</b> and approve reviews as they fall due.</p> <p>Continuing to implement the <b>External Funding Strategy</b>.</p>	<p>Having taken away lessons from Cyclone Gabrielle, we've applied a future focussed climate change and resilience focus to our decision making and future planning.</p> <p>We'll achieve this focus area by:</p> <p>Developing a local understanding of <b>climate change and resilience</b>, the priorities and its impacts across our networks and infrastructure.</p> <p>Supporting the development of the <b>Hawke's Bay Regional Spatial Plan and integrated hazard and risk planning</b>.</p> <p>Working with the <b>Regional Climate Action Committee</b> to understand the local opportunities for the reduction and adaptation to climate change.</p>

## Our Big Moves

Council have identified five big moves, following the impacts of Cyclone Gabrielle, to deliver on the long term future of Central Hawke's Bay:

1. Accountable Delivery	2. Resilient Rooding	3. Community Activation	4. Social Infrastructure	5. Secure Water
<p>We have delivered a new approach to accountability across our community and council, that focusses on our Thrive DNA and results in a tangible uplift in community outcomes.</p> <p>We'll achieve this big move by delivering on:</p> <p>Complete a review of our <b>Contract Management Policy</b>, specifically focussing on its successful cultural and leadership mobilisation across Council and its contractors.</p> <p><b>Reinvigorate Community Action and Care Groups</b>, for community clean ups and beautification.</p> <p>Establish and <b>improve organisational reporting</b>, including key outcome data to demonstrate assurance in our services.</p>	<p>We have developed a prioritised approach and plan for investment in our roading networks, including a hierarchy of priority roads and routes for delivery in the Long Term Plan.</p> <p>We'll achieve this big move by delivering on:</p> <p>Complete a substantial review of the <b>Land Transport Strategic Framework</b>, focussing on establishing key routes of resilience and levels of service.</p> <p>Strategically plan, fund and deliver on our <b>Roading Recovery Programme</b> following the effects of Cyclone Gabrielle.</p> <p>Reposition the Transport activity in the widest sense to including the relationship to the <b>Regional Land Transport Committee</b>, Rooding Efficiency Group and other forums.</p>	<p>We have developed a plan to address the challenges and opportunities we have in our Waipukurau and Waipawa Town Centres, including addressing issues like the Waipukurau Library, and have enabled community ownership of our great place.</p> <p>We'll achieve this big move by delivering on:</p> <p>Deliver on our <b>Better off Funding Community Property and Civics Project</b>.</p> <p>Continue to identify opportunities through our <b>External Funding Strategy</b> that will accelerate our ability to deliver the 'nice to have' projects.</p> <p>Deliver the <b>Waipawa Main Street Streets for People</b> project.</p>	<p>We have enabled the social infrastructure that our community needs for long term housing and economic outcomes, through the delivery of our Better off Funding Projects.</p> <p>We'll achieve this big move by delivering on:</p> <p>Deliver on the <b>Better off Funding Housing Project</b>.</p> <p>Continue to focus on the long-term implementation of the <b>Economic Action Plan</b>.</p> <p>Continue to facilitate the <b>Waipukurau South Growth Precinct</b>.</p> <p>Continue to support the <b>Tamatea Housing Taskforce</b>.</p> <p>Deliver the <b>Thriving Places and Spaces Quick Wins Project</b>.</p> <p>Continue with the development and implementation of <b>Community Plans</b>.</p>	<p>We have successfully navigated through three waters reform, including continuing to progress with our #bigwaterstory and #bigwastewater story, have developed a Long Term Plan for stormwater and continued to improve water security for Central Hawke's Bay.</p> <p>We'll achieve this big move by delivering on:</p> <p>Prioritising the Hawke's Bay/ Tairāwhiti <b>Affordable Water Reform Programme</b>.</p> <p>#thebigwastewaterstory and #bigwaterstory are delivered to provide long term improvements.</p> <p>Develop a <b>#bigstormwaterstory</b> in response to Cyclone Gabrielle, to be supported for future funding and delivery.</p> <p>Work with HBRC on the rollout of the <b>Regional Water Assessment</b>.</p> <p>Work with Water Holdings HB and Heretaunga Tamatea Settlement Trust on ownership and sponsorship opportunities for <b>Water Security</b>.</p>



## Organisational Performance Focus

As an organisation, to enable the wider culture that we need to successfully deliver on Project Thrive for the future and Councils priorities for this Triennium, we will be focussing on:

### High Performing Local Government Organisation

We are delivering on a plan to retain our AA CouncilMARK rating and to continue to lift the overall performance and maturity of the organisation.

### Community outcome led and responsive

We will work to be known as an organisation that enables local outcomes, by supporting and enabling local voice, knowledge and remaining responsive to community need.

### Embedding Value for Citizens

Through a refreshed approach to accountable delivery, community will see a visible step change in the value from the services we deliver.

### Enabling Local Success to occur

While we'll be an active national and regional contributor to initiatives and activities, our primary focus will be on securing and enabling the success of Central Hawke's Bay.

## Focus Areas

This next section highlights the achievements and progress we’ve made in this quarter on the three focus areas that Elected Members have in this Triennium.

### #1 - PARTNERSHIP AND LOCALISM

We continue to grow our emerging partnership with Manawhenua through all that we do as well as the local voice of community in all of our activities. We'll achieve this focus area by:

Focus Area	Summary	Update
Tamatea Partnerships Committee	Establishing the Tamatea Partnerships Committee.	<p>The Chief Executive is currently working to co-ordinate with the members of the Committee a date for the inaugural meeting in 2024.</p> <p>Between all the partners there is agreement on the importance of progressing this work.</p>
Representation Review	Complete a representation review, including opportunities to devolve local decision making to communities.	<p>In the first quarter, we completed the first of three stages of the Representation review being the form of Electoral System being First Past Post (FPP or STV). This was confirmed in August.</p> <p>In the second quarter, following hearings on the 15 November 2023, Council voted for Māori Wards in the 2025 Local Body Elections. Council also supported the appointment of two Māori Advisors to the Council table up until the 2025 Local Body Elections.</p> <p>The third phase being the wider review will commence later this year with a decision required by mid-2024 on the overall form of representation for the 2025 local election. Officers are working to present an update to Council in the third quarter on the programme for this review.</p>
Tūhono mai Tūhono ātu - Māori	<p>Implement the Tūhono mai Tūhono ātu - Māori Engagement Strategy.</p> <p>The strategy's key priorities are:</p>	<p>The focus across the four Pou in this quarter has been:</p> <p><b>Pou tahi –enhancing governance capacity &amp; maintaining relationships.</b></p>

<b>Engagement Strategy</b>	<div><div><div>1. Pou Tahī – Whiriwhiria – Council &amp; iwi relationships</div><div>2. Pou Rua - Tikanga – Language, Culture &amp; Place</div><div>3. Pou Toru - Oranga – People &amp; Prosperity</div><div>4. Pou Whā - Rauemi – Infrastructure &amp; Resources</div></div><div><div><b>- Representation Review Support -priority 1</b></div><div>Supporting the representation review process.</div><div><b>- Freedom Camping By-Law Support – priority 1</b></div><div>The provision and co-ordination of support for the compliance and customer service team. With the purpose of running a series of hui with mana whenua to engage on the freedom Camping by-law which is out for consultation until 30 January 2024 when submissions closed. Mana whenua have provided a range of feedback about beach and river tikanga/guidelines for manuhiri/visitors when in the Tamatea district that they would like upheld.</div><div><b>Pou Rua</b></div><div><b>- Arts, Culture and Heritage Action Plan – priority 1</b></div><div>Support for the tourism and museum lead by providing and engaging mana whenua involvement. The Toi-Tu regional strategic framework to support creative communities was released in December, attendance at regional hui and involved in regional collaboration.</div><div><b>- Support of language and culture being celebrated in our district – priority 2</b></div><div>Support for Te Taiwhenua o Tamatea to apply for funding for Waitangi Day celebrations for 2024, to tell the stories of Tamatea, re-enactment of the Waipukurau block sale and Te Tiriti in Tamatea as told by local kaumatua.</div><div><b>Pou Toru</b></div><div><b>- Enhancement of prosperity and wellbeing – priority 1</b></div><div>Support Tihei Tamatea on a weekly basis, includes shared office space, liaison, and co-ordination functions.</div><div><b>- Support of initiatives to enhance capability and capacity – priority 2</b></div><div>Supporting the development of marae action plans with Civil Defence Emergency Management for Tamatea.</div><div><b>Pou Whā</b></div><div><b>- Future Generations taken care of – priority 1</b></div></div></div>
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		Regular Meetings with Lake Whatuma Management Group to enable aspirations for development and growth, Te Ikatere – Aramoana reserve meetings to progress, gathering spaces, and pou along the coastline. Also further hui with Pourerere hapū regarding aspirations for land use, resilience, and restoration.
Social Development Strategic Framework	Continue to support our Network of Networks by implementing the Social Development Strategy.	Council has continued to support the Central Hawke’s Bay Network of Networks throughout the second quarter. All networks have operational Action Plans that identify their vision, goals and priority areas that saw these substantially delivered for the year 2023. Networks will come together in early 2024 to identify and establish their priorities and develop their annual workplan.

#2 – RIGHT SIZED FOR THE FUTURE

Despite our ambition, we need to ensure our level of expectation reflects the ability of our community to afford and sustainably deliver on that ambition. We'll achieve this focus area by:

Focus Area	Summary	Update
Assessment of Future Affordability	Completing an Assessment of Future Affordability for our District as part of the Long-Term Plan 2024.	Morrison Lowe provided a report to Council in December 2023 on affordability. This report will form a key input into the Financial Strategy associated with the Long-Term Plan 2024 – 2034.
Financial Strategy and associated financial tools	Reviewing the Financial Strategy and associated financial tools available as part of the 3 Year Plan 2024-2027 (Long-Term Plan 2024).	Now that Asset/Activity Management Plans, draft budgets, and the affordability review have been completed, officers are now working on the draft the Financial Strategy.  The draft Financial Strategy will be presented to elected members in Workshop in February 2024 prior to formal adoption in March 2024.



Levels of Service review	Completing a substantial Levels of Service review, as part of the 3 Year Plan 2024-2027 (Long-Term Plan 2024).	Morrison Low provided a report to Council in December 2023 on the proposed levels of service for the Long Term Plan. This report, alongside initial feedback from elected members has highlighted the need to make further changes in relation to the proposed Levels of Service. This work is currently underway and will be presented back to Council as part of the 3 Year Plan Programme.
Councils Section 17a Review Programme	Retain oversight of Councils Section 17a Review Programme and approve reviews as they fall due.	<p>The Executive Leadership Team is tracking when S17a reviews are being undertaken and when they are next due.</p> <p>An update to Council will be provided later this year on the programme, noting however a review of Land Transport will be required regardless in this calendar year.</p>
External Funding Strategy	Continuing to implement the External Funding Strategy.	<p>Officers continue to attract external funding, critical to supporting Council in the delivery of its services.</p> <p>This has included further funding in the second quarter from the Tourism Infrastructure Fund for Coastal Camping support in the 2023/24 Summer period, Climate Resilience Funding for the construction of a new stop bank at the Tikokino Road Drinking Water Plant, Red Cross Funding for resilience funding of community hubs, Ministry for the Environment funding for a new weighbridge at the Waipukurau Transfer Station.</p>

#3 – CLIMATE CHANGE AND RESILIENCE

Having taken away lessons from Cyclone Gabrielle, we’ve applied a future focussed climate change and resilience focus to our decision making and future planning. We’ll achieve this focus area by:

Focus Area	Summary	Update
Climate change and resilience	Developing a local understanding of climate change and resilience, the priorities and its impacts across our networks and infrastructure.	<p>This work is beginning at a regional level, through the Climate Action Joint Committee and the Climate Action Technical Advisory Group.</p> <p>This work is important as we work regionally and locally to build resilience for the future from future climatic events.</p>



<b>Hawke's Bay Regional Spatial Plan and integrated hazard and risk planning</b>	Supporting the development of the Hawke's Bay Regional Spatial Plan and integrated hazard and risk planning.	<p>Limited progress has been made on this focus area in the reporting period with the new Government having repealed the previous Government's reforms of the Resource Management legislation which mandated regional spatial plans. Further work can be expected in Q3 and Q4 on the direction for this work.</p> <p>A brief submission was prepared on the Proposed National Policy Statement on Natural Hazard Decision-Making (prepared by the previous Government), next steps for which will be decided by the new Government.</p>
<b>Regional Climate Action Committee</b>	Working with the Regional Climate Action Committee to understand the local opportunities for the reduction and adaptation to climate change.	<p>This Committee met in December 2023 to agree on a vision for its work. Both the Technical Advisory Group and the Climate Action Joint Committee will be meeting in Q3 to progress this work.</p>

## Big Moves

Council have identified five big moves, refocused following the impacts of Cyclone Gabrielle, to deliver on the long-term future of Central Hawke’s Bay. We have delivered a new approach to accountability across our community and council, that focusses on our Thrive DNA and results in a tangible uplift in community outcomes.

### 1. ACCOUNTABLE DELIVERY

We have delivered a new approach to accountability across our community and council, that focussed on our Thrive DNA and results in a tangible uplift in community outcomes. We'll achieve this big move by delivering on:

Focus Area	Summary	Update
Contract Management Policy	Complete a review of our Contract Management Policy, specifically focussing on its successful cultural and leadership mobilisation across Council and its contractors.	<p>The onboarding of Council’s Contracts Manager has continued to see a shift in the organisation’s approach to collectively lift contract performance, particularly providing support to Council’s “term” contractors.</p> <p>As part of this activity, the Contracts Manager has started the review of the Contract Management Policy along with a review of our current Procurement Manual to align our internal processes and aid in the streamlining of contract management across the organisation.</p> <p>Planning is now underway for the relaunch of the Supplier Improvement Programme, which is planned for the third quarter. We are currently developing a phased approach, starting with our internal stakeholders, then a ‘pilot’ group of suppliers to refine our approach prior to a full-scale implementation. This is designed to strengthen and foster collaborative relationships with our suppliers, drive continuous improvement, and ensure the delivery of high-quality products and services with a focus on accountable delivery.</p>
Reinvigorate Community Action and Care Groups	Reinvigorate Community Action and Care Groups, for community clean ups and beautification.	<p>The strategy has started with Councillor’s and officers supporting community led clean up events as part of the ‘adopt your part of the bay’ campaign during the Keep New Zealand Beautiful week.</p> <p>Seven separate community led events are to be held by various groups in and around the district.</p>

		<p>The challenge is to keep the momentum going. Officers continue to look at opportunities to plant and beautify areas of the district, including assessing options for community beautification input and subsequent involvement in future Council projects.</p> <p>One of the Open Spaces priorities during 2024 will be to develop (or reinvigorate) the “Friends of” concept for various community parks. This will begin with Madge Hunter Park, given the cyclone impacts and strong community interest. The Russell Park user group is another immediate engagement opportunity following on from the Master Planning process.</p>
Improve organisational reporting	Establish and improve organisational reporting, including key outcome data to demonstrate assurance in our services.	<p>The focus in the second quarter has been lifting our reporting to the Risk and Assurance Committee, that complements a wider review of Councils risk maturity.</p> <p>In early 2024 we will be working with Councillor’s to develop the Council work programme and calendar for the 2024 year noting a number of existing priorities and milestones that already exist.</p>

2. RESILIENT ROADING

We have developed a prioritised approach and plan for investment in our roading networks, including a hierarchy of priority roads and routes for delivery in the Long-Term Plan. We'll achieve this big move by delivering on:

Focus Area	Summary	Update
Land Transport Strategic Framework	Complete a substantial review of the Land Transport Strategic Framework, focusing on establishing key routes of resilience and levels of service.	<p>Work has commenced developing a coordinated programme for the Transport activity across improvement, operations, procurement, and strategy, ahead of procuring the major operations contract late this year.</p> <p>This will involve a review of the previous Section 17A to ensure we are focused on the correct way forward. This will also involve developing and implementing a sustainable land transport team structure, the delivery of contracts that combine affordability with community expectations and clearer visibility of delivery against KPI's.</p>

<b>Roading Recovery Programme</b>	Strategically plan, fund, and deliver on our Roothing Recovery Programme following the effects of Cyclone Gabrielle.	<p>Throughout the second quarter, procurement of contractors has progressed thoroughly with the release of 4 requests for tender resulting in the award of 9 contracts. In the coming quarter responses to a further RFT which is currently open will result in award of the remaining contracts under the Cyclone Gabrielle Emergency Response funding. Construction on a total of 26 sites has commenced with work on a number of sites commencing in late January or early February.</p> <p>In the coming months alongside construction delivery the other key focus' remain on further funding applications and planning for delivery of the first 4 funded recovery sites.</p>
<b>Regional Land Transport Committee</b>	Reposition the Transport activity in the widest sense to including the relationship to the Regional Land Transport Committee, Roothing Efficiency Group and other forums.	<p>The development of a land transport team structure will allow the appropriate focus to be placed on relationships with not only the Regional Transport Committee bur with other TLA's and central government groups to ensure we are involved in initiatives that have or could have an impact on Council.</p> <p>This work will be ongoing.</p>

3. COMMUNITY ACTIVATION

We have developed a plan to address the challenges and opportunities we have in our Waipukurau and Waipawa Town Centres, including addressing issues like the Waipukurau Library and have enabled community ownership of our great place. We'll achieve this big move by delivering on:

Focus Area	Summary	Update
<b>Better off Funding Community Property and Civics Project</b>	Deliver on our Better off Funding Community Property and Civics Project. This project is to identify and explore the most appropriate structure to co-ordinate and deliver housing outcomes in the widest sense in Tamatea – Central Hawke’s Bay.	<p>We had planned to make this project a major focus of this calendar year, however Cyclone Gabrielle and staff changes have delayed our ability to focus and deliver this project.</p> <p>In the third quarter, we will be working to refocus this project to see substantial progress in the 2024 calendar year alongside the Three Year Plan process.</p>

<b>External Funding Strategy</b>	Continue to identify opportunities through our External Funding Strategy that will accelerate our ability to deliver the 'nice to have' projects.	<p>While we have not yet formally started focused work on these areas in this Triennium, we have continued to attract external funding, critical to supporting Council in the delivery of its services.</p> <p>This has included further funding from the Tourism Infrastructure Fund for Coastal Camping support in the 2023/24 Summer period, recent extra funding to complete the Pourerere Reserve work from TIF and secured \$2.5 million of funding from (through CIP) Government for the construction of a new stop bank at the Tikokino Road Drinking Water Plant, that supplies Otāne and Waipawa.</p>
<b>Waipawa Main Street Streets for People project</b>	Deliver the Waipawa Main Street "Streets for People" project. This project aims to create a safer, healthier and more people-friendly main street that gives people moving around Waipawa town centre safe and easy access to both sides of the main road.	<p>The contract for the physical roading works has been awarded to Tūpore Infrastructure with an agreed construction start date of 19 February 2024. A kickoff meeting was held with Engineers, Designers and Contractor to confirm tasks need to launch the installation. Contract documentation is being coordinated. Initial programme indicates installation completion by 29 April 2024 including street furniture installed. The contractor has agreed to night works only, with no disruption to retailers.</p> <p>Co design group and retailers meeting was held on 20 December 2023 with 22 attendees. In response to feedback, the cycleway has been excluded from the Streets for People Waipawa project and will be considered with the Harker Street redevelopment. Data collected from the two LCLR interventions showed an average drop in traffic speed of 10kph. Two on-street events are planned to update community on programme of work and scope of works. A walk through with the landscape designer and the Arts &amp; Culture group is planned to confirm streetscaping.</p>

4. SOCIAL INFRASTRUCTURE

We have enabled the social infrastructure that our community needs for long term housing and economic outcomes, through the delivery of our Better off Funding Projects. We'll achieve this big move by delivering on:

Focus Area	Summary	Update
<b>Better off Funding Housing Project.</b>	Deliver on the Better off Funding Housing Project. This project is to identify and explore the most appropriate structure to co-ordinate and deliver housing outcomes in the widest sense in Tamatea – Central Hawke's Bay.	The 'Our Homes' Strategy forms the basis for this body of work. Council endorsed the Strategy on 19 October 2023. Planning is underway to develop the implementation plan with a portion of available funding. A further update on housing is provided below.

<b>Economic Action Plan</b>	<p>Continue to focus on the long-term implementation of the Economic Action Plan.</p> <p>The key priorities from the EAP include:</p> <ul style="list-style-type: none"> <li>• Land use diversification and climate resilience</li> <li>• Develop a business support network.</li> <li>• Issue a Central Hawke's Bay specific investment prospectus designed to attract new business investment</li> </ul>	<p>In this quarter, we have continued to support Kaikora Enterprises Limited to develop a seed drying facility with central government funding. In early 2024, the facility is set to be completed and operational. This project provides an exemplar model for local producers to diversify their crops to high-value seeds.</p> <p>A more casual business networking programme, Business After Five (BA5), is now in place. Hosted by various local companies and organisations, BA5 events offer a relaxed setting for local businesses to share insights, connect, and foster valuable professional relationships. With approximately 10 events annually, each drawing an average of 30-35 attendees.</p> <p>Assessing the status of actions outlined in the Economic Development Action Plan recognising the need to determine their relevance amidst recent events. It's crucial to identify whether pivots are necessary to address the economic needs of the community. This evaluation ensures the strategies remain adaptive and responsive to the dynamic landscape.</p>
<b>Waipukurau South Growth Precinct</b>	<p>Continue to facilitate the Waipukurau South Growth Precinct.</p>	<p>Having secured funding for the Waipukurau South Growth Precinct in late 2022 from Kainga Ora's Infrastructure Acceleration Fund, work has primarily focused since this time on the planning and co-ordination of the Project.</p> <p>The first quarter saw Council formally considering the disposal of part of a property purchased at 83 Pōrangahau Road for Stormwater Management. The balance of the land including house and curtilage is currently listed for sale.</p> <p>The implementation of the project has been challenged by delays to the 3-Waters reforms and by broader financial constraints Council is managing as it prepares its 3 Year Plan.</p> <p>Officers are working with Kainga Ora in this quarter to determine the next steps for how best to manage the impacts of this, including how to potentially phase and reprioritise the projects to ensure residential growth can be enabled in this area.</p>

<b>Tamatea Housing Taskforce</b>	<p>The Tamatea Housing Taskforce was established provide strategic leaderships and guidance and provide a place to land housing initiatives in Tamatea – Central Hawke’s Bay.</p> <p>The Taskforce provides a consistent and coordinated approach to housing and its related areas to enhance the wellbeing of mana of our people.</p>	<p>The development by the Taskforce of the ‘Our Homes’ Strategy for Tamatea Central Hawke’s Bay sets a blueprint for responding to the housing challenges that our people and whānau are facing in the short, medium, and long term.</p> <p>Endorsed by the Taskforce, the strategy was further endorsed by Council on 19 October 2023. A 0.5 FTE has been allocated to lead the implementation of the strategy over the next 18 months.</p> <p>Funding to support this role has been secured via an existing grant from The Ministry of Social Development, who will also be providing coordination support through to 30 June 2024.</p> <p>Initial priorities are the development of an implementation plan and a communications plan.</p>
<b>Thriving Places &amp; Open Spaces Quick Wins</b>	<p>Deliver the Thriving Places &amp; Open Spaces Quick Wins. BOF project 5 – this project has identified quick-win projects for implementation including: Implementation of Places &amp; Spaces Reserve Signage, Green Space Activation Projects and Accelerating Russell Park Master Planning</p>	<p>The Russell Park Masterplan has been developed to final draft stage. Following the second stakeholder workshop in November, several groups requested that the draft Plan be taken out to their full committees. These are scheduled for February. Following this, the final Plan will form part of the review of the Reserve Management Plan later in 2024.</p>
<b>Community Plans</b>	<p>Continue with the development and implementation of Community Plans which includes Ongaonga, Tikokino, Takapau, Otāne, Pōrangahau/Te Pairahi and Elsthorpe/Kairakau.</p>	<p>Engagement with the Otāne community began in 2022 with a draft version presented to the Otāne Community Plan working group just prior to Cyclone Gabrielle. Work on this plan was paused due to Cyclone Gabrielle as response and resilience planning conversations took priority. The intention is to pick this work up and see the Otāne Plan brought to completion in this quarter.</p> <p>Council has also engaged with those completed community plans on ensuring feedback has been incorporated into the development of the Long-Term Plan 2024 – 2034.</p>



5. SECURE WATER

We have successfully navigated through three waters reform, including continuing to progress with our #bigwaterstory and #bigwastewater story, have developed a long-term plan for stormwater and continued to improve water security for Central Hawke’s Bay. We’ll achieve this big move by delivering on:

Focus Area	Summary	Update
Affordable Water Reform Programme	Prioritizing the Hawke's Bay/ Tairāwhiti Affordable Water Reform Programme	<p>Mid December 2023 saw the announcement that the new government will pass legislation early 2024 to repeal the previous government's services legislation. This repeal is the first part of the governments new approach to water services delivery which they have named "Local Water Done Well."</p> <p>While Government are yet to formally announce the full detail of their Local Water Done Well Policy, getting on and prioritising the Hawke's Bay Waters model for further testing and engagement with Elected members and community must be an urgent priority. In this context, local leadership – both at a District level and regional level will be critical for us to proactively respond to the challenges that we face as a result of the significant 3 waters investment required.</p>
#thebigwastewater story and #bigwaterstory	#thebigwastewaterstory and #bigwaterstory are delivered to provide long term improvements	<p>Affordability challenges have seen Officers consult and work with Executive Leadership Team (ELT) and Elected Members to rephase the water programmes until decisions have been made about the adoption of the next Long-Term Plan which currently has a focus on recovery from Cyclone Gabrielle with critical roading and water assets as a focus.</p> <p>In September, Officers presented a report to Council outlining the need to consider rephasing many projects in the current and future financial years due to increases in project costs, and uncertainty relating to the transfer of the assets and debt associated with the Affordable Water Reforms Programme.</p> <p>Affordability has posed a number of challenges and risks to both programmes. We presented Key Project Status Reports in the period to Council on these projects at its November 2023 meeting.</p>

<b>#bigstormwater story</b>	Develop a #bigstormwaterstory in response to Cyclone Gabrielle, to be supported for future funding and delivery	<p>The Big Stormwater Story is underway! We are finishing off the last of the cyclone response works, which continued through the construction season, supported by our maintenance plan.</p> <p>We are advocating for additional funding to fully realise the benefits of the plan next financial year. Officers are also progressing our programme of quick wins, aiming to provide resiliency during heavy rain, and engaging with residents on a long-term strategic direction for the activity.</p>
<b>Regional Water Assessment</b>	Work with HBRC on the rollout of the Regional Water Assessment	<p>No local work has significantly progressed in the quarter on this activity.</p> <p>The importance of Water Security as a regional matter of significance continues to grow, following Regional Water Assessment being also considered as part of wider security challenges now being faced across the Heretaunga Plains also.</p>
<b>Water Security</b>	Work with Water Holdings HB and Heretaunga Tamatea Settlement Trust on ownership and sponsorship opportunities for Water Security.	There has been no direct activity completed by the organisation on this in the quarter.

# Organisation Performance

## Overview

The Organisation Performance Report provides a quarterly update to Elected Members from each activity which includes the performance tracking for Levels of Services set out in Council's Long Term Plan, as well as other metrics used within the activities.

## Activity Updates

Each activity through this report will provide an overview of their focus areas from the quarter, an update for each and any relevant performance metrics.

## Level of Service Performance Reports

Where applicable, following each activity section is the Levels of Service Performance Report as set out in Council's Long Term Plan. This report is now incorporated within this Organisation Performance Report and replaces the report previously known as "non-financial performance report".

## REQUEST FOR SERVICE (RFS)

In this quarter, there continues to be a concerted effort to reduce the total number of outstanding Requests for Service across the organisation and lift our engagement with community. We are providing this data in a transparent way, with the level of open and overtime RFS' realistic for the size and complexity of our organisation.

As mentioned in the last quarter, Officers are currently reviewing the RFS system and categories. As part of the Long Term Plan, we are also reviewing the levels of service in relation to customer satisfaction and what realistic response time should be over the next 3 year period. This will not change our drive to provide customer excellence, but any changes will reflect the challenges we face going forward and what priorities are set through the next Long-Term Plan process. Whilst this quarter highlights a marked decrease in open and overdue RFS's it is reflective of the period and the decrease in overall requests, and a concentrated effort by staff to maintain high levels of service.

Received RFS			
Jul – Sep 23	Oct – Dec 23	Jan – Mar 24	Apr – Jun 24
2070	1794		
Open RFS			
Jul – Sep 23	Oct – Dec 23	Jan – Mar 24	Apr – Jun 24
108	53		
Overtime RFS			
Jul – Sep 23	Oct – Dec 23	Jan – Mar 24	Apr – Jun 24
86	47		

## LGOIMA

Total Local Government Official Information and Meetings Act (LGOIMA) requests received to date:

Received LGOIMA's			
Jul – Sep 23	Oct – Dec 23	Jan – Mar 24	Apr – Jun 24
26	15		

LGOIMA requests received for this quarter are listed below:

Subject	Business (if applicable)	Date Received
Public Pool facilities	NewsHub	2 Oct 2023
Objection to Contribution levy charges (developers levy charges)	Private	4 Oct 2023
Dog barking/bark survey/Animal control complaint	HB Law	10 Oct 2023
Services Provided during Cyclone Gabrielle	Radio New Zealand	11 Oct 2023
Suitable land for large scale renewable energy locations (additional questions)	Private	12 Oct 2023
Access to any PFAS sampling and analysis data (landfills, wastewater treatment plants etc) or received through resource consent applications.	Auckland University	13 Oct 2023
Cycle, pedestrian, and service (Total) bridge market size in the region	We are Snapshot	18 Oct 2023
District Plan appeals - copy of CHBDC memo to Environment Court	Private	5 Nov 2023
Transport Choices & Community Connect	Parliament	8 Nov 2023
Payments to external suppliers for purchases of goods and services for 2022 year	Data Collection – Govstats	11 Nov 2023
Council Controlled Organisations (CCOs) & Council Controlled Trading Organisations (CCTO)	Private	20 Nov 2023
Christmas Expenditure	Taxpayers Association	7 Nov 2023
Territorial Authority request for information on Ombudsman Report, Costs relating to councillor interactions, Staffing numbers, Snr leadership, Contractors	Private	10 Dec 2023
Infill developments - Gaisford Tce 18A-18B, Waipukurau	Beca	14 Dec 2023
2024 Ratepayers' Report for the 2022/23 financial year	Taxpayers Association	18 Dec 2023

## LEADERSHIP, GOVERNANCE AND CONSULTATION

This activity enables elected Councillors to effectively govern the activities, services and projects delivered by the Council. Councillors must represent their communities and make decisions in an open, transparent, and accountable manner.

The activity in this section supports the decision-making processes of elected members and ensures decisions are made in accordance with guiding legislation, including the preparation of reports and other supporting functions, to ensure a functioning local democracy exists in Central Hawke's Bay. Through this activity, funds such as the Community Voluntary Organisation Scheme (CVOS) are sources and distributed to community organisations through the Social Development Activity.

Focus Area	Overview	Last Quarter	Next Quarter
Representation Review	Te Kaunihera a rohe o Tamatea / Central Hawke's Bay District Council voted in favour of Māori wards and invited hapū to select up to two representatives for Māori representation in an advisory role for the 2025 and 2028 elections on Wednesday 15 November 2023	Between 29 Sep and 27 Oct 2023, feedback was sought from the community. This followed engagement with mana whenua from August 2023 involving kanohi ki te kanohi (face to face) meetings, conversations and written correspondence with marae, Tamatea Pokai Whenua (Heretaunga Tamatea Settlement Trust) Trustees, Ngāti Kahungunu Iwi Incorporated leadership. Central Hawke's Bay District Council voted in favour of Māori wards at their 15 Nov 2023 Council meeting.	The next step is a formal representation review, which councils conduct by law every six years. This review determines the total number of councillors, the make of wards, boundaries, and names. This is a publicly notified process, to be developed in the first 5-6 months of 2024. A focus will be establishing the Governance work programme for the 2024 year.

### Activity Update

Between 2 and 14 October 2023, General Elections were held for public to vote. Council graciously provided various venues for public to vote.

An LGNZ Zone 3 meeting was held from 16-17 November 2023 and hosted by Central Hawke's Bay. The meeting was described by many as one of the best meetings in some time, with the great manaaki shown by everyone - from presentations, to breakfast, hearing from the Porangahau Catchment Group and touring the site of Nga Ara Tipuna. The highlight for many were also the local vintage cars that picked people up for the evening. This was a great opportunity to share the work we've achieved with others and share challenges and opportunities.

Waipawa Building Society Scholarship interviews were held during November 2023 and the Trustees nominated three young recipients of CHB District a scholarship for tertiary studies for the 2024 academic year. These scholarships were awarded at the Central Hawke's Bay College prizegiving night held at the end of November 2023. The recipients are Ella Malcolm, who will study business through Massey University, Ellyn

Ross, who will study hotel management through the Pacific International Hotel Management School, and Celeste LeLievre, who embarks on the second year of a three-year Bachelor of Education (ECE) degree. Eric Tate Scholarship interviews were held during November and one recipient received a scholarship in the 2024 academic year. This year's 2023 recipient was awarded to James Ganley.

Furthermore, we had 3 Council meetings, 5 Council workshops, 2 Extraordinary Council meetings and 1 Extraordinary Risk and Assurance Committee meeting held in the last quarter. The focus for this coming quarter is to develop an initial representation review proposal to be adopted mid year as well as continue building the 2024 Governance work programme.



Council meeting voted in favour of establishing Māori wards.

Leadership, Governance and Consultation – Level of Service Performance Report

[LTP Doc Page 42](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council listens to its community and responds efficiently and effectively communicates well and has a ‘can do’ customer services attitude.	The percentage of people who consider that Council has responded well or very well to community needs and issues.	85%	Not yet achieved. Residents survey is undertaken in Quarter 4 – no results available for this quarter.	Not Achieved Residents survey is undertaken in Quarter 4 – no results available for this quarter.		
	The percentage of formal consultation which follows legislative and policy requirements.	100%	On track to be achieved. 100 %. All consultation has been in line with legislation and policy.	On track to be achieved. 100 %. All consultation has been in line with legislation and policy.		
	The percentage of people who consider that Council has engaged and communicated well about Council business.	85%	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.		

## SOCIAL DEVELOPMENT

This activity covers the implementation of the Social Development Strategic Framework, community plans and community funding.

Focus Area	Overview	Last Quarter	Next Quarter
Social Development Strategic Framework	Delivery of Social Development Strategic Framework through the coordination and support of the Central Hawke's Bay Network of Networks.	All Network of Networks action plans are being implemented.	2024 Action plans will be developed and confirmed
Community Plans	Development and implementation of Community Plans for Ongaonga, Tikokino, Takapau, Otane, Porangahau/Te Paerahi and Elsthorpe/Kairakau communities.	Pause in Otane community plan due to cyclone recovery	Re-engage with Otane community to progress community plan.

### Activity Update

#### Social Development Strategic Framework

Central Hawke's Bay has an active and collaborative Network of Networks:

- Safer Central Hawke's Bay
  - Road Safety
  - Violence Free CHB
  - Community Resilience & Wellbeing
  - Safe and Warm Homes
- CHB Food Secure Network
- CHB Disability Network
- CHB Older Persons Network
- Youth Development Network

All networks have had a busy and active year and achievements have been captured in their respective 2023 Action plans.

#### He Ringa Whanau Ora

Further funding to enable this programme to continue was not received and subsequently this initiative has now finished. The He Ringa Whanau Ora programme had a We are continuing to have dialogue with Te Taiwhenua O Tamatea and potential funders to explore other sources of funding.

#### Social Housing

The number of applicants on the Public Housing Register decreased from 77

applicants in June to 73 at the end of September (December 2023 quarter data via MHUD not yet available).

Council endorsed the 'Our Homes' Strategy for Tamatea-Central Hawke's Bay which provides a blueprint for responding to the housing challenges that our people and whānau are facing in the short, medium, and long term. An implementation plan for the actions contained in the strategy is currently being developed.

#### Community Grants

Two applications to the Community Pride and Vibrancy fund were received, both were successful and \$2,446 of funding was awarded.

The Sport NZ Rural Travel fund was open for applications from 13 November 2023 to 8 December 2023 and the assessment committee meets in January to distribute.

Community Grants Given	
<b>\$26,435</b>	<b>\$,1446</b>
Jul – Sep 23	Oct – Dec 23



Social Development – Level of Service Performance Report

[LTP Doc Page 44](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council has a strong voice so that it can, in partnership with community, advocate and lead change in social issues and opportunities for the district.	The percentage of the community satisfied with the Social Development activity of Council.	95%	<b>Not yet achieved.</b> This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.	<b>Not yet achieved.</b> This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.		
	Council implements the Social Development Strategic Framework.	100%	<b>On track to be achieved.</b> Work continues on the implementation of our Social Development Strategic Framework.	<b>On track to be achieved.</b> Work continues on the implementation of our Social Development Strategic Framework.		
Council creates opportunities for the community to build capacity and is resourced to deliver on community priorities.	The percentage of community groups associated with the Social Wellbeing Network that are satisfied with the advice and support provided by Council.  Council supports community groups to achieve their goals.	85%	<b>Not yet achieved.</b> This will be measured in the annual Network of Networks survey in quarter 4.	<b>Not yet achieved.</b> This will be measured in the annual Network of Networks survey in quarter 4.		
	The percentage of community groups supported by Council are satisfied with the level of service provided.	100%	<b>Not yet achieved.</b> This will be measured in the annual Network of Networks survey in quarter 4.	<b>Not yet achieved.</b> This will be measured in the annual Network of Networks survey in quarter 4.		

## EMERGENCY MANAGEMENT

This activity covers the Community Resilience Activities and Central Hawke's Bay District Council Emergency Management Operations & Capabilities.

Focus Area	Overview	Last Quarter	Next Quarter
Community Resilience	Community Resilience Plans, Community Emergency Hubs, Community Workshops, Community Events	Attendance at various Community engagement events.  Continuation of Community Resilience planning and setting up of hubs around CHB.	Community Resilience Plans: finalise Tikokino, consultation and review Porangahau, commence Otane and Ongaonga  March Tsunami Awareness  Lifestyle Block Emergency Preparedness Handbook Press Release and Distribution
Emergency Management (EM) Operations & Capabilities	Exercises, IMT meetings, Training Programmes, Equipment and Maintenance, Emergency Operations Centre (EOC) Management	Operational Training for those who attended CIMS 4.  Two controllers trained.  Long Term Plan	One Controller to be trained in March. Alternative EOC identified & discussion with venue owner progressing. New EM training programme roll out from late February

### Activity Update

#### Emergency Preparedness

There is a newly developed handbook for lifestyle block holders. We are currently working on putting together a media release and distribution throughout CHB.



#### Community Emergency Hubs:

We are currently on track to roll out 10 new Community Emergency Hubs throughout CHB. Each hub will be kitted out with emergency supplies. A memorandum of understanding will be created between the Venue Owner, HBCDEM, CHBDC and

witnessed and signed by a community representative.

#### Community Resilience Plans

Tikokino has a new plan that is now out for consultation. Pōrangahau has a plan, but it is in the old Community Resilience plan design, and it is also out for consultation. Follow up workshops/ meetings will happen in the next few months for both plan's, using community champions who identified themselves at previous meetings.



#### Community Engagement and Events

March is Tsunami awareness – a special Hikoi will be held.

## OPEN SPACES

This activity covers the management of Councils Open Spaces, including parks, reserves, cemeteries, streetscapes.

Focus Area	Overview	Last Quarter	Next Quarter
CFIM contract	Lifting contract performance in line with Big Move 1 - Accountable Delivery.	Implemented consistent and timetabled audit regime.	Implement updated Contract KPIs (delayed due to cyber breach)
Russell Park Masterplan	Deliver the Russell Park Masterplan (BOF Quick Win, Big Move 3 - Community Activation)	Stakeholder engagement completed. Draft Masterplan completed	Take draft Masterplan to individual groups and park users who have requested this.

### Activity Update

We continue to support the TIF funded restoration of cyclone damaged Tukituki trails and the Black Creek bridge.

The Russell Park Master plan process created some great opportunities for community input and conversations. The draft Masterplan is now being tabled and discussed with individual user groups.

Restoration work continued on Madge Hunter Park, with pro-bono input from Downers. This was interrupted by the discovery of asbestos in the park and is now on-hold pending wider engagement into what park users and our community envisage for the future of this space.

Our Sport NZ funded Play Advocate started in November and is making fantastic progress in championing play across Council and the community. He is working closely with our partners and bringing the "Play" section of our PARS strategy to life.

We continue to work closely with the Nga Ara Tipuna committee on the development of the existing sites. At one location (Pukeora Hill) we are working with locals on ways to improve safety at the site by considering some changes to the original shelter – opening it up

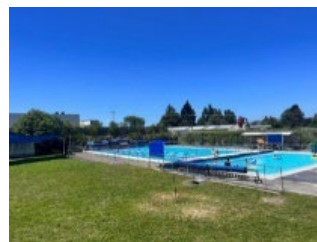
to reduce antisocial behaviour. Takapau Lions are keen to support this project.

In response to ongoing safety issues at Coronation Park we had a CPTED (Crime Prevention Through Environmental Design) assessment done and are following up on suggested actions.

We are working with the local RSA on a small redesign to the Waipukurau war memorial garden to accommodation plaques commemorating post WWII conflicts.

CFIM contract – focus on operational rhythms and systems to monitor outcomes (CHBDC audits, shared audits).

We worked with our pool operator to plan for a successful summer season for the Waipawa pool, with general safety improvements and site tidy up.



#### Activation – Park Bookings

81

54

Jul – Sep 23

Oct-Dec 23

Jan – Mar 24

Reserves & Open Spaces – Level of Service Performance Report

[LTP Doc Page 57](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council provides a range of parks and reserves that are affordable, well maintained, safe and provide for the recreational (play and sport), cultural, and environmental well-being of the community.	Monitoring the number of health and safety incidents or injuries due to inadequate or poor maintenance in our parks, reserves, and sports grounds.	0	<b>On track to be achieved.</b>  There were no incidents or injuries as a result of inadequate or poor maintenance.	<b>On track to be achieved.</b>  There were no incidents or injuries as a result of inadequate or poor maintenance.		
	The percentage of residential dwellings within 10-minute walk (pedshed) of a Council owned or supported playground.	60%	<b>Not achieved.</b> <b>41%.</b>  <i>This is calculated based on the total number of residential parcels across the district's urban areas (below) that are within the target zone, divided by the total number of residential parcels within the township zone. There has been no change to this calculation in this financial year.</i>  A breakdown per urban area is provided below:  Waipukurau    31% Waipawa       31% Ōtāne          99% Takapau       85% Tikokino       57% Pōrangahau   100% Ongaonga      61%.  The provision of a new playgrounds and play areas will be reviewed during the LTP conversations currently underway.	<b>No change.</b>		
	The percentage of urban dwellings within 10-minute walk (pedshed) of a park or community open space.	60%	<b>Achieved</b> <b>61%. No change.</b>  <i>This is calculated based on the total number of residential parcels across the district's urban areas (below) that are within a within 10-minute walk of a park or community open space divided by the total number of residential parcels within the urban areas.</i>	<b>No change</b>		

			A breakdown per urban area is provided below:  Waipukurau 59% Waipawa 48% Ōtāne 97% Takapau 62% Tikokino 54% Pōrangahau 88% Ongaonga 62%			
	The percentage of people that have used or visited a park, reserve or open space in the last 12 months.	80%	<b>Not yet achieved.</b>  This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.	<b>Not yet achieved.</b>  This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.		
	The percentage of people that are satisfied with the parks, reserves and open spaces.	90%	<b>Not yet achieved.</b>  This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.	<b>Not yet achieved.</b>  This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.		

Cemeteries – Level of Service Performance Report

[LTP Doc Page 65](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council looks after its Cemetery grounds, providing a special place of remembrance for loved ones amongst attractive and well-maintained grounds.	The percentage of the community satisfied with the condition and maintenance of our Districts cemeteries.	90%	<b>Not yet achieved.</b>  This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.	<b>Not yet achieved.</b>  This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.		
	No complaints about late or inadequate interment services at our cemeteries.	100%	<b>On track to be achieved.</b>  There were no complaints in the quarter.	<b>Not achieved</b>  One complaint was received with regard to a grave left in an untidy state post-interment (received in January, burial was December). We have responded and put a procedure in place to improve. Documented in contract issues register and OMT report.		

## PROPERTY

This activity covers Community Facilities (libraries, theatres, community halls, museum, swimming pools, Council administration office, etc), Retirement Housing, Public Toilets and Campgrounds.

Focus Area	Overview	Last Quarter	Next Quarter
Community Facilities	Community Facilities activation and improvements to align with Big Moves 3 & 4 Community Activation and Social Infrastructure.	Works completed to get the Waipawa Pool ready for its opening late November.  Smoke alarms installed in the Museum.	Memorial Hall will get a new accessible ramp installed this quarter at the rear of the hall.
Retirement Housing	Council retirement housing is at full capacity.	October inspections and wellbeing checks.  Reactive maintenance mainly plumbing and electrical issues.	Accessibility improvements and exterior painting planned.
Public Toilets	Continue to work with Recreational Services around the provision of public toilets - lifting contract performance in line with Big Move 1 Accountable Delivery.	Fortnightly inspections undertaken jointly between Council and the Contractor. Toilet deep cleans were completed in December.  Accessibility and reactive repairs undertaken.	Council and Contractor joint inspections undertaken fortnightly.  Renewal priorities identified – repainting, minor repairs.

### Activity Update

#### Community Facilities

Cyclone Gabrielle recovery planning identified the need for Community Emergency Hubs. Most hubs will be council owned community halls and work is underway to determine the work required to ensure these facilities are fit for purpose, in conjunction with the Hall Committees. There is a work programme for minor deferred repairs and maintenance for the community owned halls for Summer-Autumn.

Waipawa Pool opened at the beginning of December and has seen good usage so far. Aqua Management have opened the pool some mornings for lane swimming.

Smoke alarms were installed in the CHB Museum in November to improve safety for the facility and staff.

Due to water restrictions, planned community building washes are delayed until Autumn.

The Better Off Funding project for Community Property and Civics will give Council an options report for its civic and commercial facilities within Waipukurau and Waipawa town centres. It is planned to see this progress in the next quarter once confirmed by Council.

#### Retirement Housing

The retirement housing is currently at full capacity. Accessibility improvements, including widening and creating new footpaths; and exterior painting are planned.

#### Public Toilets

A continued focus on lifting standards of maintenance in our public toilets has been a focus in the quarter. Regular inspections are ongoing jointly between Council and the Contractor, as part of their quality assurance plan, in addition to standard audit inspections.

Council Retirement Housing Occupancy			Council Retirement Housing Wait List		
100%	100%	-	10	10	-
Jul – Sep 23	Oct – Dec 23	No change	Jul – Sep 23	Oct – Dec 23	No change

Community Facilities – Level of Service Performance Report

LTP Doc Page 61

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council provides safe, affordable, and appropriate facilities that provide cultural and social well-being of our community. These, that are activated, and vibrant community spaces used by our community.	The number of community users of the Waipawa pool.	14,000	Not yet achieved. This will be measured once the season commences in quarter two	On Track to be achieved The pool opened at the beginning of December. December recorded 3,098 users, with 5 days closed due to weather.		
	The percentage of users that were satisfied with community halls.	60%	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.		

Retirement Housing – Level of Service Performance Report

LTP Doc Page 58

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council provides safe, well maintained, and comfortable community housing for our retired community.	Tenants’ overall satisfaction with Council’s Retirement Housing service.	95%	Not yet achieved. This is measured annually through the Retirement Housing Residents Survey which is carried out in the fourth quarter of each fiscal year.	Not yet achieved. This is measured annually through the Retirement Housing Residents Survey which is carried out in the fourth quarter of each fiscal year.		

Public Toilets – Level of Service Performance Report

LTP Doc Page 59

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council provides public toilets that are clean, safe, in good working order and meet the needs of our community and visitors.	The number of complaints we receive about inadequate maintenance and poor cleaning of our toilets.	<6 complaints	On Track to be achieved 1 complaint was received in first quarter regarding poor cleaning at Ongaonga public toilets.	On Track to be achieved 1 complaint regarding Nelly Jull toilet “needing TLC”		

## ECONOMIC DEVELOPMENT

This activity aims to support the enhancement of economic wellbeing by the delivery of increased job opportunities, a diversified and resilient local economy and increased productivity. Council's primary role is to support and enable this activity, so that it is 'business led, and council supported'.

Focus Area	Overview	Last Quarter	Next Quarter
Support and enable local businesses to access information, connect and network with each other	Facilitate the Business XChange Facilitate BA5 Provision of data and case studies Coordinate and bring projects together.	Business After Five events, and 3x monthly business connector emails 1x Māori Business workshop facilitated with TPK Funding 1x Business XChange recovery planning workshop Squillions Growth Report Regional Data Analysis scope	Monthly BA5 events planned.  Agritourism workshop facilitated.  Confirm 2024 ED Action Plan Priorities
Advocate for district level investment and positive interventions at a regional and national level	Connecting with the HB Regional Economic Development Agency Develop to support Business cases. Connecting with business and amplifying their voice at the regional table.	Contributed to regional recovery planning.  Supported MBIE funding of small seeds project.	Kaikora seeds activation plan completed, and implementation commenced.  Support local HBRC public transport trial
Promote CHB as a place for investment	Investment portfolios Destination promotion and events Supporting development of social infrastructure to support growth and development	Supported application to MBIE TIF fund for Tuki Tuki Trails	Advocate for and facilitate district led destination marketing and events programme

### Activity Update

The activity incorporates implementation of the 2019 Economic Development Action Plan where the key areas of focus are:

- Water security solutions
- Transportation
- Growth and Development
- Land Use Diversification
- Business Development and Attraction
- Tourism
- Skills

The strategy aligns with Councils strategic priorities of being a prosperous district.

Through the Ministry of Business and Innovation a Seed Drying facility has been co-

funded. Construction of the facility is underway.

A business focussed recovery meeting was held.

Tukituki Trails funding has been secured through the Tourism Infrastructure Fund.

Council Officers are working across the region with other Councils and the Regional Economic Development Agency on the development of a set of regional economic data analysis.

Council Officers will continue to support the establishment of the HB Regional Economic Development Agency.



Economic Development – Level of Service Performance Report

[LTP Doc Page 46](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council supports the enhancement of economic wellbeing by the delivery of increased job opportunities, a diversified and resilient local economy and increased productivity	Council implements the 2019 Economic Action Plan (Implementation Plan)	100%	Not yet achieved. This will be a major focus of the new Economic Development Lead when they commence with Council in the second quarter.	Not yet achieved. This will be a major focus of the new Economic Development Lead when they commence with Council in the second quarter.		
	Representatives (%) of the Economic Leadership Group that are satisfied that the 2019 Economic Development Action Plan deliverables are being achieved.	90%	Not yet achieved. Ensuring this is established and able to be measured will be a major focus of the new Economic Development Lead when they commence with Council in the second quarter.	Not yet achieved. Ensuring this is established and able to be measured will be a major focus of the new Economic Development Lead when they commence with Council in the second quarter.		

## MĀORI RELATIONSHIPS

This activity focuses on improving how Central Hawke's Bay District Council meets its responsibilities toward Mana whenua and Tangata Whenua according to Te Tiriti o Waitangi.

Focus Area	Overview	Last Quarter	Next Quarter
Council, marae & hapū relationships	Build on capacity and connections.	Environmental & infrastructure focus.	Development of agreements to formalise relationships and shared priorities.
Partnerships	Tamatea Partnership Committee.	Multiple hui to confirm form and agreement of Committee.	Continue to support establishment of the Tamatea Partnerships Committee
Support for Council projects & initiatives	Engagement with mana whenua for input into decision making across Council projects	Engagement with mana whenua for input into decision making across Council projects	Support the appointment of the two advisory roles for Governance

### Activity Update

Over the past quarter the priorities for this activity have been:

- Representation review
- Tamatea Partnership Committee support
- Streets for People
- Freedom Camping bylaw
- Transport choices
- Application for Waitangi Day funding (to hold an event) from the Ministry of Culture and Heritage

Other ongoing project work have included:

- District Plan Leadership hui - Appeals
- Coastal Hui groups – Aramoana, Pouterere
- Russell Park Master Plan Project team involvement
- Cyclone recovery input

- Freedom camping by-law.
- Tamatea Housing Taskforce.

Projects requiring completion include:

- Parimahu - multiple parties involved – next collaboration dates to be organised.
- Tapairu signage - hapū agreement on what should be on the sign.
- Coastal hapū - Pou along the beaches highlighting hapū presence.

Leadership, Governance and Consultation (Māori Relationships)– Level of Service Performance Report

[LTP Doc Page 42](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council listens to its community, and responds efficiently and effectively, communicates well, and has a ‘can do’ customer services attitude.	Iwi and Marae report to be satisfied with the level of engagement and partnership with Central Hawke’s Bay District Council.	70%	Not yet achieved.  Officers will be endeavoring to see this measured at the end of this financial year.	Not yet achieved  Officers will be endeavoring to see this measured at the end of this financial year.		

## COMMUNITY & LIBRARY SERVICES

This activity includes Central Hawke's Bay District Libraries, Mayors Taskforce for Job- Jobs in Central Hawke's Bay, Community Programmes and Partnerships, CHB Museum and CHB Municipal Theatre. It incorporates implementation of the Central Hawke's Bay Libraries Strategic Framework

Focus Area	Overview	Last Quarter	Next Quarter
Community Programmes	Programmes offered through the libraries	Planning for Summer Programming	Offering a wide range of programmes to the community
Council Wide Booking System	Council Wide Booking System for meeting rooms/parks/halls	Development of the site and testing of its usage.	System to be rolled out to public for online bookings. Other areas of the business to be onboarded.
Spring Fling	Organisation and coordination of Spring Fling	Planning for Spring Fling 2024	Scoping of new events for 2024 Spring Fling and finalised of application process

### Activity Update

#### Programming

##### Spring into Reading 2023

This popular reading programme was run through 12 CHB Primary Schools and aimed to promote literacy and a love for reading among our Tamariki. 1000 children signed up and Librarians visited the schools throughout the programme to interact and oversee the children's booklets. The culmination of the program was marked by a lively Finale held at the CHB A&P show.

##### School Holiday Programming

October School Holidays offered a diverse range of activities ranging from interactive exhibitions hosted at the Central Hawke's Bay Museum to Miss Tutu's Dance School offering dance sessions to entertain and inspire children. In addition to cultural and physical activities, the program featured a terracotta craft session, a Civil Defence event, specifically showcasing Shake Out, and leaf printing. The combination of these activities ensured the October school holiday program was not only educational but also entertaining and inclusive, catering to various interests and age groups within the community.

##### After School

Fiero code club ran after school in the Waipawa library and is a coding club that the

library subscribes to and can offer to children for free. This was a great hit with more participants than computers.

##### Good morning Grandchildren

The libraries launched "Good morning grandchildren" in October as an opportunity for grandparents to bring their grandchildren into Te Huinga Wai on a Saturday morning for story time and craft activities.

The libraries ran a Christmas craft table at the Christmas carnival. Children enjoyed making Christmas decorations and wreath.

##### Advance Voting

In preparation for the 2023 general election, advance voting services were held at Te Huinga Wai and Waipawa Library with the primary goal to offer the community convenient and accessible spaces to cast early votes. This brought non-library users into the library space and offered an opportunity for them to see what the library has to offer.

##### Friends of the Library

The Friends of the Libraries have held two author events, one with Charity Norman and one with Mason Ball. They also held Have a Reading Christmas which showcased popular books for Christmas. All three events were well attended.

Number of School Holiday Programmes attendees			
254	145		
Jul- Sep 23	Oct – Dec 23	Jan – Mar 24	April – June 24

Libraries – Level of Service Performance Report

[LTP Doc Page 63](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Our libraries are inclusive places, and all people are encouraged to make use of the library’s services.	The number of people visiting our libraries (physical).	Waipukurau - 81,000  Waipawa - 66,000	<b>On track to be achieved.</b> 18,678	<b>On track to be achieved.</b> 21,602 (Total visits for 2 quarters 40,280)  11,527 (Total visits for 2 quarters 26,290)		
	The number of digital visits through our website, online databases, and platforms.	12,500	<b>On track to be achieved.</b> There have been 6457 visits throughout our online platforms such as website, online databases, online resources, Facebook and Instagram.	<b>On track to be achieved.</b> There have been 5674 visits throughout our online platforms such as website, online databases, online resources, Facebook and Instagram.  (Total visits for 2 quarters 12,131)		
Council will provide a range of information services for community to access	Levels of issues per capita per annum – both physical and digital.	8 issues per capita across all four years	<b>On track to be achieved.</b> There have been 22,849 physical and digital issues this quarter which equates to 1.6 issues per capita.  (based on a population of 14,142 from Census 2018).	<b>On track to be achieved.</b> There have been 20,975 physical and digital issues this quarter. (Total issues for the 2 quarters 43,824).  This equates to 3 issues per capita		
Council will provide a range of activities and learning opportunities	The number of events and programmes available and participants.	400	<b>On track to be achieved.</b> 169 programmes and events were held in the quarter.	<b>On track to be achieved.</b> The number of programmes and events that were held this quarter was 130.		
	Participants of events including programmes, exhibitions, author events, and classes.	6,000	<b>On track to be achieved.</b> 5630 attendees across of range of activities in the quarter.	<b>Achieved</b> The number of attendees for these events was 3516.  (Total attendees for 2 quarters 9,146)		

## JOBS IN CENTRAL HAWKE'S BAY

The Mayors Tasks Force for Jobs (MTFJ) activity is an externally funded project supporting local job seekers to obtain long term sustainable employment.

Focus Area	Overview	Last Quarter	Next Quarter
Ongoing funding for MTFJ	MTFJ funding confirmed for 2023-2025 only.	Continue to work closely with MSD around other funding sources.  Addition of MTFJ into Activity Management Plans and LTP.	Continue to advocate for external funding to continue this important mahi.

### Activity Update

The team continues to connect the dots with local job seekers through the mobile employment hub, Seasonal Employment Expo, MSD Jobseeker Seminars, MSD VR Training, and Apprentice Support Workshops.

#### Road to Recovery

We have partnered with the Central Hawke's Bay District Council Roading Recovery team bringing together current contract tenderers and our local smaller civil contractors to meet and connect with the goal of building relationships and facilitating sub-contracting opportunities for future work. Our next step is providing a contracting workshop to upskill these small businesses to be able to tender for work with Council and other projects locally and regionally.

#### MTFJ Graduation

The evening of November 8 was our *MTFJ Trades Graduation, Rotary Young Employee of the Year and the inaugural Rotary Youth Friendly Employer Award*. This celebration highlights the success of what we do with most nominees and graduates having been connected in some way through Jobs in Central Hawke's Bay. Overwhelming positive feedback followed what was a fantastic 'feel good' evening and the highlight of our calendar year!



#### Youth Transitions

Our second *Work Ready Tamatea* course concluded with a graduation on December 13. The 10-week course worked with 10 Rangatahi unpacking the 7 Key Employability Skills through: group work, volunteering, work experience and exploration. Participants worked towards their license to work and a pathway into further training or employment.



#### Enhanced Taskforce Green

On 27th November 2023 the Enhanced Taskforce Green project commenced in Central Hawke's Bay. This project is a partnership between MSD, Mauri Oho, Rural Support Trust and Jobs in Central Hawke's Bay/CHBDC Recovery Team. It's a 12-week programme with 2 crews of 5 people (1 supervisor and 4 workers) spending up to 3 days on rural properties to provide a labour force to assist with cyclone recovery, clean up and repairs. Jobs in Central Hawke's Bay supported the interviewing of the crew with over 20 attending an interview and will continue to support these participants throughout the project.

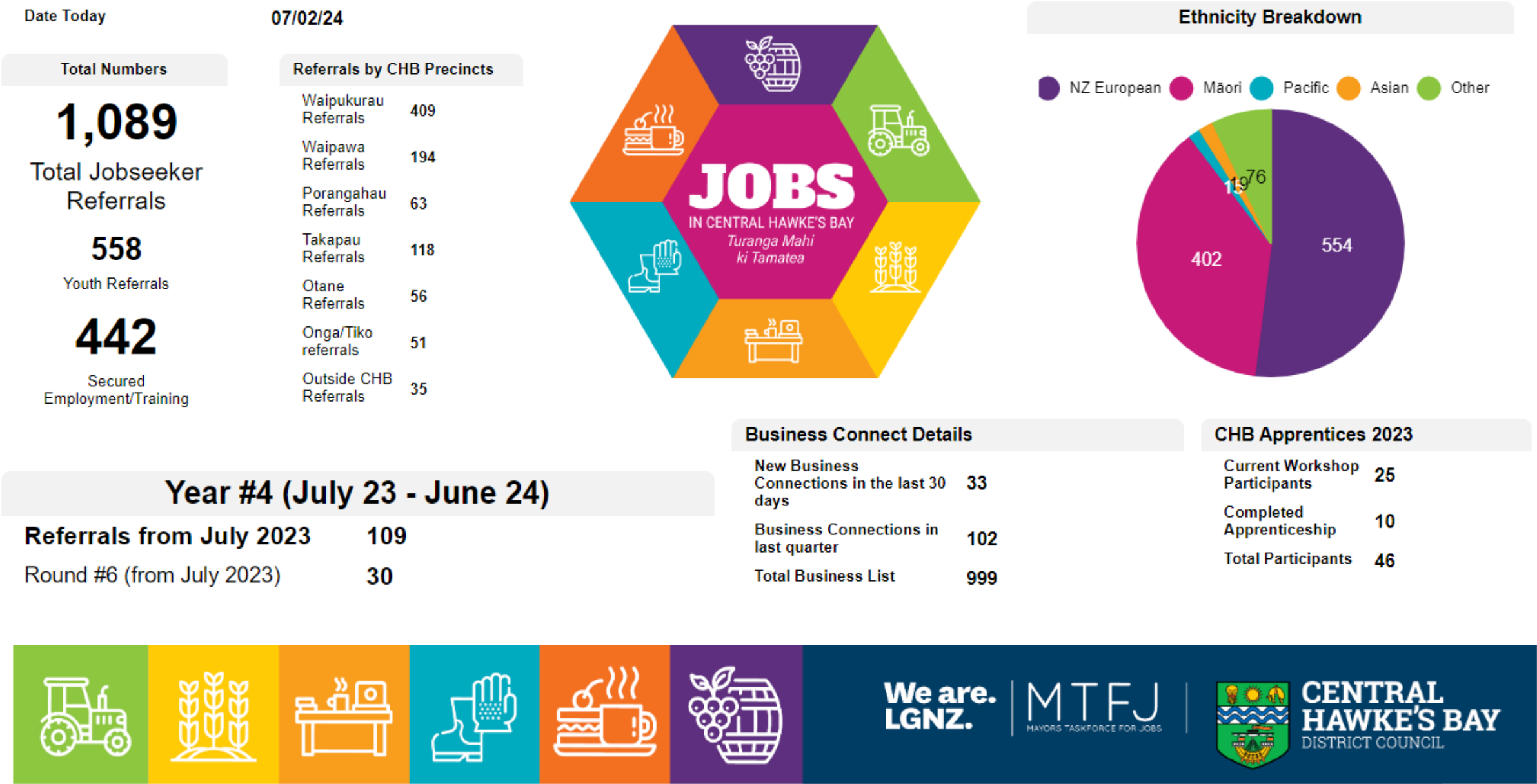
Jobseeker Engagement			MTFJ -Measurable Outcomes			Business Support		
64	95	1070	9	24	244	7	970	11
Oct-Dec	Total for financial year	Total for project	Oct-Dec	Total for financial year	Total for project	Events Held	Total Business Database	GGE Participants

Organisation Performance Report | 1 October – 31 December 2023

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Jobs in Central Hawke’s Bay overview

🕒 Current Stats at a Glance ⭐



## EVENTS & ARTS

This activity incorporates implementation of the Economic Development Action Plan, the Community and Civic Facilities Plan 2022 and the Toi Tu Arts Strategy.

Focus Area	Overview	Last Quarter	Next Quarter
Operations - CHB Municipal Theatre	Ensure good processes are in place to effectively manage the facility.	Collating events data and stats for review. Increased focus on enhancing opportunities to grow revenue	Increased focus on enhancing communications and opportunities to grow revenue
Central Hawke's Bay – Event Support	Continuing to build connections locally and regionally within the events sector.	Continuing to build connections locally and regionally within the events sector.	Creation of a "What's On" calendar for Central Hawke's Bay

### Activity Update

#### Arts Update

##### Chorus Art Boxes

The cabinet art initiative began in 2010 and is proving invaluable as a way to help promote a sense of community belonging, identity and pride while also helping to discourage anti-social behaviour. In the latest round, 12 artists applied to paint the boxes.

The cabinet on Hatuma Road was completed by local artist Jessie Harte, titled *Whatuma secret creature Matuku*



##### Plywood Christmas Trees

These stunningly painted plywood Christmas trees, took pride of place once again in our community, marking the beginning of the festive season. The trees are displayed in Waipukurau, Waipawa and for the first time a set of three in Ōtane, painted by Martina Magee. The artist was sourced through the Toi Tamatea Arts Network.

##### Ngā Toi Hawke's Bay – The Wheel of Wellbeing

The Wheel of Wellbeing workshops address challenges and stresses that individuals may be facing in their lives. The initiative is part of the Ngā Toi Hawke's Bay Community Outreach Programme, aiming to assist individuals in connecting with others and navigating a path towards improved well-being. Two workshops were held at the libraries with 15 people attending.

Theatre Bookings		Theatre Attendees	
<b>38</b>	<b>26</b>	<b>3005</b>	<b>3155</b>
Jul - Sep 23	Oct - Dec 23	Jul - Sep 23	Oct - Dec 23

#### Events & Venue Update

##### Regional Event Support

In October 2023 HB Tourism established a one-off \$100,000 contestable Events Fund for the purpose of driving visitation and economic benefit to Hawke's Bay and to stimulate recovery following Cyclone Gabrielle. 17 applications were received, requesting a total of \$341,500. 9 successful applications with Central Hawke's Bay events allocated 15% of the \$100,00 available funds. Rebel Roundup (March 2024) received \$10,000 and Sanctuary Sounds (Dec 2024) receiving \$5,000.

##### Community Christmas Carnival

Thousands turned out for the Community event held in Ruataniwha Street Waipukurau on Sunday 8<sup>th</sup> December to enjoy live music & entertainment, family-based games & activities, vintage cars and lots of local shopping. The majority of businesses noted that it had some or a lot of positive impact on their revenue.



'I was so busy, there were lines of customers at the counter. It was an awesome event.' - Funky Pukeko

External Support Events	
<b>5</b>	<b>5</b>
Jul- Sept 23	Oct-Dec



## TOURISM & MUSEUM

This activity incorporates implementation of the Economic Development Action Plan, Tourism Destination Plan and Needs Assessment and Central Hawke's Bay Museum Contract.

Focus Area	Overview	Last Quarter	Next Quarter
CHB Museum / Programmes-development of a Heritage Strategy	Greater alignment between Museum and Libraries especially around programming and Tourism.  There is a need to develop and Heritage and Cultural Strategy.	Regular catch ups with the Museum to ensure alignment with the wider team and council. School Holiday Programmes offered at the Museum.	Funding to be sourced for a Heritage and Cultural Strategy to be developed
CHB Museum Free Entry Campaign	Project received funding to cover cost of entry to the Museum. Encourage more visitors.	Comms support to promote the CHB Museum and free entry. AMP completed	Continued support and look for new opportunities to fund free entry
Spring Fling	Organisation and coordination of Spring Fling	Planning for Spring Fling 2024	Scoping of new events for 2024 Spring Fling and finalised of application process

### Activity Update

#### Central Hawke's Bay Museum

The CHB Museum continues to attract visitors from all over the country and overseas with visitor numbers remaining high. This quarter there has been a total of 2044 visitors, 838 locals, 902 from wider NZ and 304 from Overseas.

The Student Art Portfolios Exhibition opened in November and a successful school holiday programme was again run.

Father Christmas was present to offer community photos during the festive season. The give-a-little page continues to offer an opportunity for people to donate to the museum and the idea of having a Souvenir/retail shop is being explored.



#### Tourism

##### Spring Fling 2023 Wrap Up

Spring Fling 2023 featured 20 engaging activities that attracted thousands of participants from over New Zealand. The events spanned a wide range of interests, ensuring there was something for everyone to

enjoy. These included: Spring Market, Austen Found, Taniwha Daffodils, Spring Picnic at Pukekaihai, Hatuma Half Marathon, Gwavas Homestead, Garden to Vase, High Tea at the Museum, Evening at the Museum, Oruawharo, Punanga Lodge, Wallingford Homestead Trail, Duck Day, HB Arts Trail, St Vincent's Oruawharo, Omakere Coastal Walk, Brews & BBQ finishing with Picnic in the Peonies.

With 14,72 tickets sold, from 13 ticketed events, this is a testament to the success and popularity of the Spring Fling, indicating strong community participation and engagement in the diverse array of events.

#### Agritourism

In November 2023, Central Hawke's Bay District Council was invited to attend an Agritourism workshop facilitated by Renee Hog from Inside New Zealand Ltd and hosted by Tararua District Council. The workshop educated participants on various aspects of combining agriculture and tourism, focusing on land diversification, sustainable farming practises and enhancing visitor experiences on farms.

Planning is currently underway to host a similar workshop in Central Hawke's Bay in early 2024. A collaborative effort to advance agritourism in Central Hawke's Bay with Tararua and Wairarapa has already initiated some discussions.

## DISTRICT PLAN

The District Planning activity aims to provide a statutory framework to provide regulatory and policy guidance to the Central Hawke's Bay community to manage land use and subdivision within the district.

The protection of natural and physical resources is achieved through the District Plan which includes, objectives, policies and rules addressing resource management issues that Council has responsibility for under the Resource Management Act 1991 (RMA).

Focus Area	Overview	Last Quarter	Next Quarter
Appeals	9 appeals were received on the decisions on submissions on the Proposed District Plan, with 21 subsequent section 274 notices received.	Council officers provided a response to the first Environment Court minute and continued working towards preparing for resolving appeals.	Mediations are anticipated to begin in March 2024, with currently eight days scheduled. One preliminary legal matter and one appeal are to be heard by the Court. Dates are still yet to be confirmed for those.

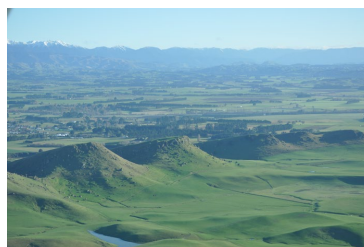
### Activity Update

The review has now progressed past the notification of the decisions on the Proposed District Plan as required by the Resource Management Act. The notification of the decisions on matters and provisions raised in submissions has triggered the appeal phase of the review.

All appeals were received by 7 July 2023. Council received a total of 9 appeals. Following appeals, any eligible person was able to become a party to proceedings under section 274 of the Resource Management Act 1991. 21 section 274 notices from 16 different parties were received.

Council received its first Environment Court minute on 9 August 2023. This first memorandum seeks that Council proposes a topic structure, a suggested course of action for each topic and identifies the need for any preliminary group meetings, appeals that can be managed together, preliminary legal issues that need to be addressed, and any matters that are unsuitable for mediation.

Council sought feedback from all parties and provided those recommendations to the Environment Court. The Environment Court was agreeable to the proposed topic structure and proposed pathways for resolving appeals. Based on our recommendations it is intended that almost all the appeals will be discussed between the appellants through mediation. A total of eight days has currently been scheduled and projected to span from March to mid-April.



Active Environment Court Appeals			Spend to date		
9	9	0	3.48m	3.53m	4.4m
Jul – Sep 23	Oct – Dec 23	Change	As a Sep 23	As at Dec 23	Budget

District Planning – Level of Service Performance Report

[LTP Doc Page 70](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council creates an environment where development and the use of land in our District balances the need for growth while protecting our special places and community values.	A District Plan current within the statutory timeframes.	Achieved	<b>Achieved.</b> Council’s substantial efforts in the previous six years has resulted in this level of service being achieved for the first time.	<b>Achieved.</b> The decisions version of the Proposed District Plan has been notified. Council is working through the Environment Court process to resolve the appeals that have been made.		
	A District Plan that is future focused and responsive to the District’s Growth and development.	Develop changes to the District Plan to provide for projected residential and commercial growth.	<b>Not yet achieved.</b> Officers are currently considering how best to achieve the intent of this level of service amongst uncertainty on government changes to the RMA. We plan to have an understanding on a way forward for this in the third quarter.	<b>Not yet achieved.</b> Officers are currently considering how best to achieve the intent of this level of service. Council has employed a Planning Manager who will lead a programme of work and future plan changes to deliver on this target.		

## COMMUNITY SAFETY & COMPLIANCE

The Animal Services and Compliance team, Environmental Health, and Customer Services, continue to make progress in their respective areas.

Focus Area	Overview	Last Quarter	Next Quarter
Animal Services	Noted an escalating trend across all dog related functions, including on number of dog attacks over the summer period.	Continues to be committed to the current levels of service and the relatively new team operating effectively.	Looking to the future and utilising current trends we could expect a significant increase in abandoned and surrendered dogs, which would put additional strain on escalating financial pressures.
Environmental Health	The team continues to focus on BAU and supporting both food and beverage premises to ensure that they gain and/or maintain compliance.	The team have undertaken seasonal campground inspections. They also continued with BAU around all food and alcohol licensing requirements.	Continued focus on all food and alcohol licensing requirements. Meeting with Regional LA's and key stakeholders on licensing matters.
Compliance Services	Work on the Freedom Camping Draft proposal, four new ambassadors working throughout the holiday period.	The Ambassadors have been successful at obtaining over 500 surveys during the consultation period which closed on 31 January. Engaged over 20 groups, including, Mana Whenua, NZMCA, KDS, Camping Committees, and sports clubs that may be impacted.	Consultation on the Freedom Camping Statement of Proposal has concluded. Officers will consider the submissions received and advice Councils on next steps.

### Activity Update

#### Animal Services and Compliance

With the absence of an SPCA presence we have seen an increase of dogs being surrendered, for various reasons. Thirteen abandonments/surrenders have been made which is an escalating trend that is likely indicative of the current financial environment, and the lack of welfare assistance in our district. Twenty-two animals were impounded in the last quarter.

Last quarter saw Willow take on her passion project of education, getting along to the A&P show, Waipawa Primary School, and Terrace Primary, as well as supporting the library programmes team during the school holidays with dog education.



Due to the increase in serious dog attack incidences, and the requirement to keep staff safe, the pound has obtained two bespoke dangerous dog kennels that remove the likelihood of staff or volunteers getting

injured. The kennels were designed in consultation with the Animal Services Team alongside Stevenson and Taylors in accordance with MPI standards in a "crush cage" style that allows the team to move in to clean and care for the animal whilst placing a barrier between the team and animal.



As aforementioned another successful round of MBIE funding has allowed us to employ four locals as Camping Ambassadors for the summer period. The team's main directive was to seek and obtain feedback from coastal users and visitors to inform the Statement of Proposal for the Freedom Camping Bylaw – a task the team has performed well at with over 500 surveys completed. The team are all locals with deep connections to the community.

*A meet and greet with the Whangaehu Beach locals to discuss their concerns.*



Animal Services – Level of Service Performance Report

[LTP Doc Page 74](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
To ensure that animals are looked after in a humane manner and not menacing, dangerous or a nuisance to the public.	The percentage of known dogs registered.	>95%	<b>Not Yet Achieved 93.2%.</b> Currently sitting at slightly below, as previously mentioned the team will continue to work with the public to gain favorable compliance outcomes	<b>Achieved 96%</b> October encompassed property visits and dog sightings that yield positive results in gaining compliance. November saw the first infringement run which again yielded results.		
	Percentage of serious dog incidences responded to within 2 hours	100%	<b>Achieved.</b> 10 serious dog incidences recorded all have been attended within 2 hours; what we as a team need to work on is timely information input, post incident.	<b>Achieved.</b> 8 serious dog incidences in this quarter recorded all have been attended within 2 hours. A slight de-escalation is a common trend for the holiday period.		
	Response to all stock complaints and requests within 24 hours	100%	<b>Achieved.</b> We have responded to 26 stock complaints within 24 hours.	<b>Achieved.</b> We have responded to 20 stock complaints within 24 hours		
	The percentage of users satisfied with the Animal Control service provided	90%	<b>Not yet achieved.</b> This will be measured in the resident’s survey undertaken in Quarter 4.	<b>Not yet achieved.</b> This will be measured in the resident’s survey		

Environmental Health – Level of Service Performance Report

[LTP Doc Page 78](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
To keep the community safe and healthy by ensuring environmental and public health standards are maintained.	Complaints received are responded to within three working days.	100%	Achieved No complaints last quarter in relation to Environmental Health	Achieved 6 complaints last quarter in relation to Environmental Health were responded to within three working days.		
	The percentage of customers satisfied with the public health services delivered.	95%	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4.	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4.		

Compliance and Monitoring (Bylaws) Level of Service Performance Report

[LTP Doc Page 76](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council provides a compliance and monitoring service which is compliant, efficient and customer friendly.	Respond to complaints about non-compliance with bylaws within three days.	100%	Achieved. 36 bylaw related RFS all attended within 3 working days	Achieved 34 bylaw related RFS all attended within 3 working days		

## LAND TRANSPORT (OPERATIONS)

This activity covers the maintenance and renewal of all of the assets associated with roading, including contractor procurement and performance.

Focus Area	Overview	Last Quarter	Next Quarter
Reset Maintenance Priorities	Better value for money through improved contract performance (KPI's and visibility)	New KPI's have been established and put in place	The first round of KPI's for 2024 completed for the maintenance contract. The re-seal contract results will be analysed.
Prepare AMP for next 3 years	Council and NZTA have different timeframes to prepare the AMP.	Two workshops have been held with Council to provide an overview of the AMP and submitted a draft to Waka Kotahi.	Presentations to Council have been made and the AMP has been updated and re-submitted to NZTA for comment and approval.
Misalignment of expectations	Our maintenance program is not meeting the needs of the Residents or our elected representatives	Attended community meetings to understand the issues from their perspective	Land Transport Programming – across strategy, operations and procurement to confirm a new contract in late 2024.
Contract renewal	We have 4 of our major contracts expiring on June 30, 2025.	A procurement plan was presented to Council and adopted which saw 3 of the 4 major contracts extended by 2 years. The maintenance contract was extended 1 year.	A plan to develop a new maintenance contract which will include input and involvement from our public to be presented to council for agreement

### Activity Update

The land transport activity over the last quarter has been carrying out road maintenance and response and recovery activities throughout the district. Meetings and discussions with our maintenance contractor have been held and will continue to be held to ensure there is a clear understanding of what is expected from the work being done in the field. This forms part of our Improvement Plan along with the KPI's. This in-depth work with the contractor will continue for the remainder of the contract to ensure continuous improvement.

Maintenance activities on the network including metalling and grading; pothole

patching; drainage maintenance (culvert and drain cleaning; street sweeping, and re-instatement of ineffective signage have all continued and the programming of work for the remainder of the year is almost complete. Another of the initiatives for the department in line with the Council's big moves has been the development of an organisational structure which will be fit for purpose now and into the future and see the department staffed appropriate to the requirements.

The asset management plan has been updated based on Council feedback and has been submitted to NZTA for review along with our proposed 3-year programme.

Culverts Cleaned			Potholes Patched			KM of Road Graded		
<b>131</b>	<b>120</b>		<b>941</b>	<b>840</b>		<b>250</b>	<b>185</b>	
Jul – Sep 23	Oct – Dec 23	Jan – Mar 24	Jul – Sep 23	Oct – Dec 23	Jan – Mar 24	Jul – Sep 23	Oct – Dec 23	Jan – Mar 24

Land Transport – Level of Service Performance Report

[LTP Doc Page 48](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
To deliver safe, reliable, and lasting road assets that connect our people and places and allow our district to prosper.	Reduce fatalities and serious crashes on the local road network to zero.	Reduce to zero	Not achieved. In the period there have been four serious crashes. 4 Serious 0 Fatalities	Not Achieved 0 serious and 0 fatalities for the quarter 4 serious for the Year to Date 0 Fatalities for Year to Date		
	The average quality of ride on a sealed local road network, measured by smooth travel exposure.	Between 85% and 90%	Yet to be achieved	Yet to be achieved. To be Measured later in year		
	At least 20% of the footpaths in excellent condition and no more than 10% of the footpaths in poor condition.	Excellent >50% Poor <10%	Achieved As the footpath condition rating only happens once every three years the goal has been met (footpaths do not deteriorate as rapidly due to their usage being lighter and any damage from incidents is reported and repaired quickly).	Achieved. As the footpath condition rating only happens once every three years the goal has been met (footpaths do not deteriorate as rapidly due to their usage being lighter and any damage from incidents is reported and repaired quickly).		
	The percentage of the sealed local road network that is resurfaced.	Between 4% and 10%	On Track to be achieved. 0% - the reseal program will be scheduled for later in the year.	On Track to be achieved. 0% - the reseal program will be scheduled for later in the third quarter.		
	The percentage of customer service requests relating to road and footpaths to which the territorial authority responds within 3 working days.	100%	Not achieved. 74%. Volumes are still higher than normal, and Officers are working with a number of complex matters. We will be considering this as part of our overall improvement plan for Land Transport.	83 % for the quarter 78 % Year to Date		
	The percentage of users satisfied with the roading service provided.	90%	Not yet achieved. This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.	Not yet achieved. This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.		



## ENVIRONMENTAL WASTE

This activity covers waste disposal, recycling and waste minimisation services.

Focus Area	Overview	Last Quarter	Next Quarter
Landfill Contract Rollover	The landfill operations contract is due to roll over by December 2023	Finalise contract rollover	Embed operational changes as per contract adjustments.
Asset Management Plan (AMP) and LTP	Finalise AMP to feed into LTP	Complete AMP	Consider options for savings in line with LTP process
Explore viability of Community-led repair /upcycle hub	Consider viability of a community led repair/upcycle hub. Funding from waste levy.	Considered operationally viable.	Further develop proposal and brief ELT for a wider Councillor update in the quarter.

### Activity Update

#### Waste Management

Council approved a 3-year extension to the landfill services contract including adjustments to operationalising work that historically sat outside the contract and the necessary resources due as the landfill continues to expand.

Lower than expected tonnages from the construction sector due the challenging economic conditions has required the Council increase the gate fees for the 2 largest private and Tararua District Council to minimise the budget deficits.

The settled weather and increased contractor resources have improved leachate irrigation opportunities. Leachate pond levels are now at the lowest level in the past 2 years.

The Council has reached an agreement with MfE to fund the remaining costs to complete the weighbridge project at the Waipukurau Transfer Station. Expected completion date in June 2023. Officers are considering how to ensure equitable pricing across all transfer stations acknowledging 3 of the other transfer stations are still on a volume-based charge.

#### Waste Minimisation

CHBDC environmental waste manager has been invited to be part of the steering community for the Ministry for the Environment led pilot programme to identify the future waste management and diversion infrastructure needs for the Hawke's Bay Region.

This is excellent news and ensures CHBDC will have the ability to leverage any future waste related needs including any future funding opportunities for the community.

Officers are continuing to work with a local community group to progress a community led repair centre. Initial support will be through available waste minimisation funds. The project is in line the Council's existing current Waste Management and Minimisation Plan (WMMP). An update will be available in this quarter on progress.

All Refuse to Landfill (tonnes)			CHB Refuse to Landfill (tonnes)			CHB Recycling (tonnes)		
834	1127	835	491	806	496	76.5	114.7	109.4
Oct 23	Nov 23	Dec 23	Oct 23	Nov 23	Dec 23	Oct 23	Nov 23	Dec 23

Solid Waste – Level of Service Performance Report

[LTP Doc Page 82](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council supports and provides incentives for waste reduction, reuse, and recycling in order to achieve its Waste Free CHB goals.	The percentage of total waste that is diverted from the landfill to recycling, re-use and recovery.	48%	On track to be achieved. 42.7%.	On track to be achieved. 34.4%. * <i>In October we received a large quantity of asbestos contaminated waste from a one-off demolition project in Waipukurau.</i>		
	The amount of green waste processed each year.	2,275m <sup>3</sup>	On track to be achieved. 600m <sup>3</sup> .	On track to be achieved. 600m <sup>3</sup> .		
	The number of schools participating in waste minimisation programmes.	94.4%	On track to be achieved. 1 school completed.	On track to be achieved. 3 schools completed.		
	Hold waste minimisation promotional events in the district.	5	On track to be delivered. 1 event completed: Adopt your part of the Bay 2023.	On track to be delivered. 1 event completed: Child restraint seat recycling/repurposing drive.		
	The percentage of users satisfied with the solid waste service provided.	90%	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.		

## RESOURCE CONSENTS

Resource Consenting function is to undertake our implementation duties under the Resource Management Act 1991 (RMA), including the post consent monitoring.

Focus Area	Overview	Last Quarter	Next Quarter
Implementation of Proposed District Plan and recent Government Policy	Significant policy shift has occurred, we are building the technical knowledge of the team and development community	Establishment of legal clinics for advice, processing of new applications, updating our process and procedures	Ongoing legal clinics for advice, processing of new applications, Onboarded a Senior Planner
Financing focus	Resourcing consenting is predominately cost recovery. We're focusing on improving financial processes	Improved process of coordinating development contributions and consultant charges.	Improvement of process for internal teams cost recovery against consent applications
Environmental Compliance	Increasing volume of environmental complaints that we are not resourced to respond to.	Lack of resourcing means complaints responses are on an ad hoc basis.	We remain responding as best we can, however this is particularly challenging.
Iwi and hapu relationships	We are working towards improving our relationships with our recognized statutory acknowledgment partners	Set up a weekly reporting of consents to Tamatea Pōkai Whenua	Ongoing relationship building

### Activity Update

The resource consenting activity experienced a surge in May 2023 to issue out decisions under the Operative District Plan and a subsequent drop as development under the Proposed District Plan seeks more refined outcomes. We are now experiencing the second phase of subdivision of with applicants now seeking title after undertaking the physical works (i.e., vehicle crossing and 3 waters connections). A total of 21 applications for title were received this quarter.

Though the annual number of resource consent applicants are down, this quarter experienced a slightly elevated number of new resource consents applications lodged. Statutory timeframes failed to be achieved. Though we have improved since the previous quarter, with 49% of consents being issued in the statutory timeframes. This can be contributed to having an in-house planner full

time processing most of the on-time consents and the contracting services of a local Waipukurau planner.

At times there was an intentional extended timeframes as we had to make a call on taking extra time to ensure new decisions are legally robust under the new provisions. This approach offers a long-term protection to the integrity of the Proposed District Plan.

Increasing internal resourcing over outsourced remains a core goal of this activity to reduce reliance on external consultants.

Moreover, the moves being made in the LTP 2024 review identifies additional resourcing need to fill our environmental compliance functions. We have been unable to respond or address environmental complaints adequately due to the lack of resources in house. We have three outstanding RFS's for this purpose that we cannot respond to.

Resource Consents Issued			New Resource Consents Lodged			LIMS Issued		
21	31	68%	18	23	27%	26	47	80%
Jul - Sep 23	Oct - Dec 23	Change	Jul - Sep 23	Oct - Dec 23	Change	Jul - Sep 23	Oct - Dec 23	Change

Land Use Consenting – Level of Service Performance Report

[LTP Doc Page 80](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
To enable use, development, and subdivision of land in line with our District Plan and other environmental policies	The percentage of resource consents (non-notified) processed within 20 working days (the statutory timeframe).	80%	Not achieved. 21 resource consents were issued in this quarter, 5 consents were processed within the statutory timeframe. We are currently tracking at a rate of 24%.	Not achieved 31 resource consents were issued in this quarter. 14 consents were processed within the statutory timeframe of 20 working days. For this year, we are tracking at a rate of rate of 37%		
	The percentage of customers satisfied with the land use and subdivision consent services provided.	90%	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.		

Compliance and Monitoring Level of Service Performance Report

[LTP Doc Page 76](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council provides a compliance and monitoring service which is compliant, efficient and customer friendly.	All PIMs, LIMs, and CCCs issued within the statutory timeframe.	100%	<b>Achieved to date.</b> 18 LIMs provided within the statutory 10 working days from receiving payment. PIMs have all been assessed within the agreed 10 working days. No CCCs have been issued this quarter.	<b>Not achieved</b> 47 LIMs were processed this quarter. 3 LIMs were provided on working day 11, failing to achieve our 10-day statutory timeframe. All PIMs were processed within 10 days and no CCC's were issued. For the year to date we are tracking at a rate of 95%.		
	The percentage of resource consents monitored within two years of being issued.	100%	<b>Not on track to be achieved.</b> We have limited resource to undertake this function. No consents have been monitored. This will be considered as part of the Long Term Plan 2024 review.	<b>Not on track to be achieved.</b> We have limited resource to undertake this function. No consents have been monitored. This will be considered as part of the Long Term Plan 2024 review.		
	The percentage of users satisfied with the Compliance and Monitoring Service provided.	90 %	<b>Not yet achieved.</b> This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.	<b>Not yet achieved.</b> This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.		

## BUILDING CONSENTS

The Building Consents activity is responsible for administering and enforcing the Building Act 2004 and related legislation. This includes processing of building consent applications, inspections the issue of Code Compliance Certificates, enforcement of the Building Act 2004, issuing Compliance Schedules, Building Warrant of Fitness (BWOF) and swimming pool compliance.

Focus Area	Overview	Last Quarter	Next Quarter
Building Consents post cyclone Gabrielle	Guidance doc developed to assist homeowners for building consents following Cyclone Gabrielle	Completed Guidance Document and have started implementation.	Guidance Document embeds into the teams BAU.
Temporary accommodation in Porangahau	Supporting the arrival of temporary accommodation for flood affected properties following Cyclone Gabrielle	Supporting Ngāti Kahungunu Iwi with the building consent process for the arrival of temp cabins.	Will continue supporting Ngāti Kahungunu Iwi and homeowners.

### Activity Update

#### Consents

The building consent activity has seen a fluctuating last quarter with consent numbers down but inspection numbers still high. It appears conditions relating to the current economy, interest rates and cost of building supplies has had an impact on the consenting numbers.

Building consents received and processed for this quarter = 60 consents. This is down by 32.5% from the previous quarter where 89 consents were received and processed.

Inspection numbers have been steady with 633 inspections carried out for this financial quarter. This is slightly down from the previous quarter where 676 inspections were completed. This is a drop of 6.3%.

#### Temporary Accommodation – Post Cyclone

The Building Consent team have also been working closely with Ngāti Kahungunu Iwi with the location of temporary accommodation to site in Pōrangahau.

All building consents have been received and processed. There are 10 temporary cabins located within the Porangahau District and these are all now within the final stages of obtaining Code Compliance Certificates.

#### Team milestones

The Building Consents team has had some significant milestones achieved in this quarter.

Rachael Stanbra and Eugene Swanepoel have completed and passed their studies. They have both obtained New Zealand Certificate in Building Regulatory Environment (Level 4).

Thomas Kerr and Peter Wiggins have completed their diploma studies and have both obtained Building Control Surveying (Level 6). All are due for Graduation in May 2024 in Auckland.

Building Consents Received			Building Consents Processed			New Building Consents issued		
100	67	-33%	89	60	-33%	109	66	-34%
Jul – Sep 23	Oct - Dec 23	Change	Jul – Sep 23	Oct - Dec 23	Change	Jul – Sep 23	Oct - Dec 23	Change

Building Consenting – Level of Service Performance Report

[LTP Doc Page 72](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
To protect the community from unsafe buildings and ensure buildings are designed and constructed in a manner that promotes sustainable development.	The percentage of building consents processed within 20 working days (the statutory timeframe).	100%	Not achieved. There were 82 consents processed within the quarter. 92.78% were processed within the statutory timeframe.	Not Achieved There were 60 consents processed within this quarter. 91.67% were processed within the statutory timeframe.		
	The percentage of customers satisfied with Building Consent services provided.	90%	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.	Not yet achieved. This will be measured in the resident’s survey undertaken in Quarter 4 – no results available for this quarter.		

Compliance and Monitoring (Building Consenting) Level of Service Performance Report

[LTP Doc Page 76](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
Council provides a compliance and monitoring service which is compliant, efficient and customer friendly.	Owners, or their agents, advised that their BWOF has lapsed within one month of expiry.	100%	Achieved to date. 100% of owners or their agents have been notified that their BWOF will expiry within 1 month.	Achieved to date. 100% of owners or their agents have been notified that their BWOF will expiry within 1 month.		

## STORMWATER

This activity covers capital projects relating to stormwater and operational system management responsibilities.

Focus Area	Overview	Last Quarter	Next Quarter
Corrective Maintenance	Improving system performance in storm events, excavation, and clearance of major channels	Excavation and vegetation clearance of major channels	Continuing these works and implementing maintenance plan
Quick Wins Programme	Performance improvements to major drainage systems	Finalising scope	Implementation
Strategic Development	Develop and maintain strategic direction for stormwater activity to improve levels of service	Developing direction for strategy development	Engaging and consulting leading up to strategy formation

### Activity Update

The stormwater activity has been the subject of considerable internal and external focus and scrutiny. This was primarily due to the system performance seen during the significant rainfall associated with Cyclone Gabrielle. This has resulted in a change in pace for both the operational and capital side of the activity with the need for overlapping programmes of work delivered at pace.

Prior to Cyclone Gabrielle, we completed a catchment management plan (CMP) for the district stormwater system. The work done on this CMP has been instrumental in informing the stormwater strategy, development of which has resulted in a two-iteration approach. Iteration one, focused on short

term works associated with emergency response and flood risk, has been finalised. Iteration two, which incorporates a more holistic, long term strategic approach is in the process of being engaged on. implementing a maintenance programme which had previously been deferred.

Alongside this, several projects have been identified as easily implemented quick wins to decrease flood risk throughout the stormwater network. Integral to these efforts is addressing service requests, collating flooding information and interrogating hydrologic modelling to effectively prioritise works.



Council Open Drains Cleared	Council Piped Network Cleared	#bigstormwaterstory Progress	Focus Group Members
25%	5%	7.4%	39
Since Feb 2023	Since Feb 2023		



Stormwater – Level of Service Performance Report

LTP Doc Page 88

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
To effectively manage stormwater in a manner that respects and protects private and public assets and preserves the health of our waterways.	For each flooding event, the number of habitable floors affected. (Expressed per 1,000 properties connected to the territorial authority's stormwater system.)	0	Achieved Zero for the period.	Achieved Zero for the period.		
	Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of:					
	• Abatement notices.	0	Achieved Zero for the period.	Achieved Zero for the period.		
	• Infringement orders	0	Achieved Zero for the period.	Achieved Zero for the period.		
	• Enforcement orders; and	0	Achieved Zero for the period.	Achieved Zero for the period.		
	• Successful prosecutions, received by the territorial authority in relation to those resource consents.	0	Achieved Zero for the period.	Achieved Zero for the period.		
	The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.	≤ 2hr	Achieved Zero for the period.	Achieved Zero for the period.		
	The number of complaints received about the performance of the stormwater system (expressed per 1,000 properties connected to the stormwater system).	≤ 5	Achieved Three for the period.	Achieved One for the period.		
	The percentage of users satisfied with the stormwater service provided.	90%	Not yet achieved This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.	Not yet achieved This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.		

## DRINKING WATER

This activity covers Abstraction, treatment, and distribution of drinking water across a variety of water supply schemes.

### Activity Update

Much drier weather this quarter has allowed operational staff to complete a number of weather-delayed projects and repairs.

Last quarter, Council received direction to upgrade the level of protozoal barrier present at the Pourerere water supply scheme from Taumata Arowai. Officers met with Taumata Arowai in December to agree a direction for this supply and have coordinated with the wider council team working on the future for this site. Note that this is a non-potable supply serving at most 10 customers. Council can expect a further update on this in the third quarter.

Embedding our new water meter reading contractor ADR is continuing, this has identified some gaps in the data council holds which officers are working through and improving.

Level two water restrictions were implemented mid-December to manage increasing high demand and pressures on our water sources and infrastructure.

Over the Christmas period operational staff were required to respond to instances where service was lost or at risk, all of these incidents were responded to, communicated, and resolved quickly. These have however demonstrated the pressures on aging infrastructure, particularly during times of high demand.

In the capital works space, most of the focus has been on preparing information and options for future works as part of the Long Term plan process. Works have been limited in order to minimise capital spend as we manage affordability constraints across the business.

During September Council was delighted to receive confirmation of funding for development of the stopbank at the Tikokino Road drinking water plant. This will allow reinstatement of the Waipawa river stop-bank to its previous condition. Officers have continued to work on reaching the final funding agreement with Crown Infrastructure Partners while also working with panel contractors preparing to commence works.

Planning for a major shutdown of the Waipukurau network has been ongoing, with the formation of a co-ordinated project team and additional resources being allocated to the project. This has resulted in a much clearer understanding of the scale of impacts and the work required to mitigate associated risks, providing the team with a number of clear actions as we continue to plan for this event later in the calendar year.

Water Supply – Level of Service Performance Report

[LTP Doc Page 101](#)

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
To provide safe, reliable, and consistent water supplies to our community working with our customers to support wise and sustainable water use.	The extent to which the local authority’s drinking water complies with part 4 of the drinking water standards (bacteria compliance criteria).	100%	<b>Not on track to be achieved</b>  This data will be confirmed in the second quarter.  As a note Part 4 of the Act no longer exists as it has been replaced with DWAQR.	<b>On track to be achieved</b>  Bacterial compliance in the <b>reticulation network</b> has been achieved <b>100%</b> .  Bacterial compliance in the <b>treatment plants</b> has been achieved <b>98.15%</b>		
	The extent to which the local authority’s drinking water supply complies with Part 5 of the drinking water standards (protozoal compliance criteria).	100%	<b>Not on track to be achieved</b>  This data will be confirmed in the second quarter.  As a note Part 5 of the Act no longer exists as it has been replaced with DWAQR.	<b>On track to be achieved</b>  Protozoal compliance has been achieved <b>98.15%</b>		
	Percentage of real water loss from the local authority’s networked reticulation system.	<30%	<b>Not achieved.</b>  As outlined previously, we are unable to measure this outcome.	<b>Not achieved.</b>  As outlined previously, we are unable to measure this outcome.		
	Attendance for urgent callouts; from the time that the local authority received notification to the time that service personnel reach the site.	< 2 hrs	<b>On track to be achieved.</b>  0.6 hours for the period.	<b>On track to be achieved.</b>  0.52 hours for the period.		
	Resolution of urgent call outs; from the time that the local authority receives notification to the time the service personnel confirm resolution of the fault or interruption.	< 12 hrs	<b>On track to be achieved.</b>  1.9 hours for the period.	<b>On track to be achieved.</b>  4.54 hours for the period.		
	Attendance for non-urgent call outs: from the time that the Local Authority receives notification to the time the service personnel reach the site.	< 6 hrs	<b>On track to be achieved.</b>  0.7 hours for the period.	<b>On track to be achieved.</b>  0.37 hours for the period.		

	Resolution of non-urgent call outs: from the time that the Local Authority receives notification to the time the service personnel confirm resolution of the fault or interruption.	< 72 hrs	On track to be achieved. 18.8 hours for the period.	On track to be achieved. 13.2 hours for the period.		
	Number of complaints relating to drinking water received (per annum per 1,000 connections to the local authority's networked reticulation system).	≤ 5	On track to be achieved. 2 complaints for the period.	On track to be achieved. No complaints for the period.		
	The average consumption of drinking water per day per water connection.	<= 1.8 cu. m3 per day	On track to be achieved <= 0.985 cu.m³	On track to be achieved <= 1.51 cu.m³		
	The percentage of users satisfied with the water supply service provided.	90%	Not yet achieved. This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.	Not yet achieved. This will be measured in the resident's survey undertaken in Quarter 4 – no results available for this quarter.		

## WASTEWATER

This activity focuses on collection, conveyance, and treatment of wastewater across the various schemes.

### Activity Update

Continued drier weather this quarter has meant wastewater flows have remained stable at more normal levels after elevated levels during the wetter months.

Operational staff continue to manage and monitor the performance of the plants to maximise the treatment performance within the known constraints. Improvements and operational efficiency remain top of mind with the advice from the wider team and specialist expertise creating some additional efficiencies through reductions in chemical usage and additional aeration management due to seasonal variability.

In the capital works space focus has primarily been on supporting the Long-Term plan process and providing information and options on future works required, risk assessments and phasing options.

This retains the strategic direction set within the District Wastewater Treatment and Discharge Management Strategy however, considers a rephased delivery approach to manage affordability.

Consenting processes underway for the Porangahau upgrade have and will continue to progress, albeit without any significant advancement as officers engage with both submitters and Hawke's Bay Regional Council on the few outstanding issues.

Planning work has continued on some smaller projects that are required to de-risk some known issues at the plants, this includes the repair/replacement of the overflow channel of the Anaerobic Pond at Waipukurau of which some considerable deterioration has been noted.

Wastewater – Level of Service Performance Report

LTP Doc Page 94

Level of Service	Performance Measure	23/ 24 Target	1 July – 30 September 2023	1 October – 31 December 2023	1 January – 31 March 2024	1 April – 30 June 2024
To provide for the effective reticulation, treatment, and disposal of wastewater in a way that protects the health of our communities and natural environment.	Target number of dry weather sewerage overflows (per 1000 connections to the total sewerage system).	≤10	On Track to be achieved. Zero for the period.	On Track to be achieved. Zero for the period.		
	Target number of total sewerage overflows (per 1,000 connections to the total sewerage system).	≤30	On Track to be achieved. Zero for the period.	On Track to be achieved. 5 overflow RFS received for the period.		
	Compliance with the territorial authority’s resource consents for discharge from its sewerage system measured by the number of.					
	• Abatement notices	0	On Track to be achieved. Zero for the period.	On Track to be achieved. Zero for the period.		
	• Infringement orders	0	On Track to be achieved. Zero for the period.	On Track to be achieved. Zero for the period.		
	• Enforcement orders and	0	On Track to be achieved. Zero for the period.	On Track to be achieved. Zero for the period.		
	• Convictions, received by the territorial authority in relation to those resource consents.	0	On Track to be achieved. Zero for the period.	On Track to be achieved. Zero for the period.		
	Median response time for attending sewerage overflows resulting from blockages or other faults (measured from the time that notification is received to the time that the service personnel reach the site).	≤1hr	On Track to be achieved. Median response time of 0.5 hours when attending sewerage overflows resulting from blockages or other faults	On Track to be achieved. Median response time of 0.18 hours when attending sewerage overflows resulting from blockages or other faults.		

	Median resolution time for attending sewerage overflows resulting from blockages or other faults (measured from the time that notification is received to the time that service personnel confirm resolution of the blockage or other fault).	≤ 4 hrs	On Track to be achieved.  Median resolution time of 4.4 hours when attending sewerage overflows resulting from blockages or other faults	On Track to be achieved.  Median resolution time of 1.39 hours when attending sewerage overflows resulting from blockages or other faults		
	Number of complaints received per annum per 1,000 sewerage connections about any of the following:  Sewerage odour, sewerage system faults, sewerage system blockages or Council's response to issues with its sewerage systems.	≤ 10	On Track to be achieved.  No complaints received for the first quarter regarding wastewater	On Track to be achieved.  6 complaints received for the 2nd quarter regarding wastewater		
	The percentage of users satisfied with the wastewater service provided.	90%	Not yet achieved.  This will be measured in the resident survey undertaken in Quarter 4 – no results available for this quarter.	Not yet achieved.  This will be measured in the resident survey undertaken in Quarter 4 – no results available for this quarter.		

Wastewater Treatment Quality & Flow/Volume Results

This table shows the routine reporting of wastewater discharge quality and flow results against the conditions set within relevant consents (below). The table below provides a visual view of performance against limits and shows performance over time. Each coloured cell, shown per quarter for a specific plant and measure, represents 12 months' worth of prior data (a rolling average). Commentary to explain performance is provided below the table.

	Discharge Quality			Discharge Flow							
Site				Q1 – Jul to Sep 23	Q2 – Oct to Dec 23	Q3 – Jan to Mar 24	Q4 – Apr – Jun 24	Q1 – Jul to Sep 23	Q2 – Oct to Dec 23	Q3 – Jan to Mar 24	Q4 – Apr – Jun 24
Waipawa/ Ōtāne											
Waipukurau											
Pōrangahau											
Te Paerahi											
Takapau											

Commentary

Waipawa/ Ōtāne

There are widespread non-conformances to the limits stipulated in the discharge consent. Overall, effluent quality compliance limits were consistently breached for four of the six measured parameters (*E. coli*/*Total coliforms*, DRP, TSS, Ammoniacal Nitrogen), resulting in overall non-compliance. Instances of emergency overflows of untreated wastewater were noted in the first quarter due to elevated pond levels as a result of weather events. Historically these sites have had non-compliances, which is the basis for Councils significant investment in #thebigwastewaterstory and planned investment in the Long Term Plan 2021 – 2031 Facing the Facts.

Waipukurau

There are widespread non-conformances to the limits stipulated in the discharge consent. This can be attributed to high flows due to ongoing rainfall and to the lamella's limited capabilities. Overall, effluent quality compliance limits were consistently breached for three of the six measured parameters (DRP, TSS, Ammoniacal Nitrogen), resulting in overall non-compliance. Instances of emergency overflows of untreated wastewater were noted in both the first and second quarter due to elevated pond levels as a result of weather events. Historically this sites have had non-compliances, which is the basis for Councils significant investment in #thebigwastewaterstory and planned investment in the Long Term Plan 2021 – 2031 Facing the Facts.

Pōrangahau

Porangahau WWTP generally performed well against the stipulated monitoring parameters of the discharge consent with isolated cases of non-conformances commonly seen during warmer months. The high flow levels in the first and second quarter can be both attributed to weather events.

Te Paerahi

Te Paerahi WWTP generally performed well against the stipulated monitoring parameters of the discharge consent with isolated cases of non-conformances commonly seen during warmer months. The high flow levels in the first quarter can be attributed to weather events.

Takapau

Most of the stipulated monitoring parameters of the resource consent generally performed well, however, since July, we have always breached *E. coli* limits. This is to be expected of a single pond system with no means of disinfection. The high flow levels in the first quarter can be attributed to weather events.

Reference:

	Consistent and/or widespread non-compliances		Trending upwards, at risk of non-compliance		Consistent and/or widespread non-compliances		Compliant across site
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*Together we thrive! E ora ngātai ana!*

## 9 DATE OF NEXT MEETING

### RECOMMENDATION

THAT THE NEXT MEETING OF THE CENTRAL HAWKE'S BAY DISTRICT COUNCIL BE HELD ON 14 MARCH 2024.

## 10 PUBLIC EXCLUDED BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### RECOMMENDATION

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>10.1 - Public Excluded Resolution Monitoring Report</b>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.2 - District Plan Review Key Project Status Report</b>	s48(2)(a)(i) - the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation where a right of appeal lies to any court or tribunal against the final decision	s48(2)(a)(i) - the exclusion of the public from the part of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation

	of the Council in these proceedings	
<b>10.3 - Ruataniwha Basin Tranche 2 Groundwater takes appeals - update and next steps</b>	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

## 11 TIME OF CLOSURE