



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Strategy and Wellbeing Committee Meeting Agenda

Thursday, 27 August 2020

9:00 am

Council Chamber

28-32 Ruataniwha Street, Waipawa

Together we Thrive! E ora ngātahi ana!

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THE MEETING OPENS WITH KARAKIA AND COUNCIL WAIATA**1 APOLOGIES****2 DECLARATIONS OF CONFLICTS OF INTEREST****3 STANDING ORDERS****RECOMMENDATION**

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

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

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

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

4 CONFIRMATION OF MINUTES

Strategy and Wellbeing Committee Meeting - 2 July 2020

RECOMMENDATION

That the minutes of the Strategy and Wellbeing Committee Meeting held on 2 July 2020, as circulated, be confirmed as true and correct.

**MINUTES OF CENTRAL HAWKES BAY DISTRICT COUNCIL
STRATEGY AND WELLBEING COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 28-32 RUATANIWHA STREET, WAIPAWA
ON THURSDAY, 2 JULY 2020 AT 9:00AM
STREAMED LIVE TO THE PUBLIC VIA ZOOM AND FACEBOOK**

PRESENT: Deputy Mayor (Chair) Kelly Annand
Mayor Alex Walker
Kaiārahi Matua Roger Maaka
Cr Jerry Greer
Cr Kate Taylor
Cr Exham Wichman
Cr Tim Chote
Cr Brent Muggeridge
Cr Gerard Minehan
CEO Monique Davidson

IN ATTENDANCE: Doug Tate (Group Manager, Customer and Community Partnerships)
Joshua Lloyd (GM - Community Infrastructure and Development)
Harry Robinson (Solid Waste Manager)
Courtney Henderson (Communications and Engagement Manager)
Brent Chamberlain (Chief Financial Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan
Seconded: Cr Kate Taylor

That the apologies for absence from Councillor Tim Aitken be accepted.

CARRIED

2 DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

3 STANDING ORDERS

COMMITTEE RESOLUTION

Moved: Cr Exham Wichman
Seconded: Cr Jerry Greer

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

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

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

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

CARRIED

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Mayor Alex Walker

That the minutes of the Strategy and Wellbeing Committee Meeting held on 7 May 2020 as circulated, be confirmed as true and correct.

CARRIED

5 REPORT SECTION

5.1 STRATEGY AND WELLBEING COMMITTEE MONITORING REPORT

PURPOSE

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

COMMITTEE RESOLUTION

Moved: Cr Kate Taylor

Seconded: Cr Gerard Minehan

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

CARRIED

Requested that officers provide and report on the engagement of the Pride and Vibrancy Fund, and the Environmental Sustainability Fund.

5.2 STRATEGY AND WELLBEING COMMITTEE RESOLUTION MONITORING REPORT

PURPOSE

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

COMMITTEE RESOLUTION

Moved: Cr Brent Muggeridge

Seconded: Cr Jerry Greer

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

CARRIED

The resolution monitoring report has been amended to include actions generated from previous meetings that the Chair has requested updates on to the Committee.

5.3 ADOPTION OF GROWTH ASSUMPTION SCENARIO

PURPOSE

The Strategy and Wellbeing Committee provide feedback on the contents of the Central Hawke's Bay District Demographic and Economic Growth Projections 2021-2051 Report.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Jerry Greer

That having considered all matters raised in the report:

- a) That the Strategy and Wellbeing Committee note feedback given by elected members but leave formal adoption of a growth scenario until Council meeting on 30 July, to allow further advice to be considered before the adoption of a growth scenario.

CARRIED

Mrs McGrath presented the report.

It was noted that risk analysis surrounding such topics as the District's water security; and the capacity of infrastructure assets to respond to projected growth; is planned for within asset management and activity management plans that feed into the Long term Plan. Furthermore, Northern commute patterns in and out of the District will be considered within the Growth Assumptions planning.

5.4 WASTE FREE CHB UPDATE

PURPOSE

The purpose of this report is to provide the Strategy and Wellbeing Committee (Committee) with an update on progress and priorities of the Waste-Free CHB strategic goal as well as to provide context and further updates with reference to the Environmental and Sustainability Strategy, the Waste Management and Minimisation Plan and a specific Waste Free CHB communications campaign.

COMMITTEE RESOLUTION

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

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

CARRIED

Cr Minehan as a CHB Waste champion, tabled a document regarding the issue of roadside rubbish. Cr Minehan stated that the Waste-Free CHB strategy would include a section with ideas and solutions (in collaboration with NZTA) to the problem of roadside rubbish and its clearance. Tools such as signage discouraging littering could be erected, alongside other Council and community-led initiatives, such as community clean up days, involving schools and encouraging wider community involvement in environmental clean-up.

Officer Lloyd and Mr Robinson presented the report.

Noted that silage wrap recycling initiatives were being investigated, including collaboration with regional partners, with the intent of diverting silage wrap waste from going to landfill. A plan will be rolled out in regards to subsidising the cost of baling wrap recycling. This will be a one-off solution but if effective, could be an ongoing initiative and a sustainable programme long term.

Mr Robinson provided an update on the 'Trash to Fashion' project articulating that though a good initiative, it was not as successful as hoped and that Covid-19 would likely have had an impact on participation levels.

Mr Robinson updated the Committee on the initiative of schools visiting the landfill, stating that as the leachate to landfill project is in progress there is heightened awareness around the safety of viewings. After the leachate to landfill work, school viewings can recommence.

Mrs Henderson updated the Committee on current communication strategies educating the community on the impacts of waste and informing of Council initiatives in place. A communication plan will be launched 20 July 2020, and the key objective is engaging and educating community, bringing sustainability and environment to the forefront of community thinking.

5.5 DROUGHT AND COVID 19 - ECONOMIC RECOVERY ACTION PLAN

COMMITTEE RESOLUTION

Moved: Mayor Alex Walker

Seconded: Cr Kate Taylor

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

CARRIED

Mr Tate presented the report taking it as read.

The Committee requested that a further comparative table outlining statistical trends of the impact of Covid-19 by month and including the 2019 year is provided.

Mayor Walker spoke to the motion, reflecting on the high quality of the information provided and work being done, noting the positive impact it is having on the community. That, as per the report, progress is considerable from the initiation of the Plan to now.

5.6 UPDATE ON THE DEVELOPMENT OF THE LONG TERM PLAN 2021-2031**COMMITTEE RESOLUTION**

Moved: Cr Gerard Minehan

Seconded: Cr Kate Taylor

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

CARRIED

Mrs McGrath presented the report taking it as read.

6 DATE OF NEXT MEETING**COMMITTEE RESOLUTION**

Moved: Cr Exham Wichman

Seconded: Cr Jerry Greer

THAT the next Meeting of the Central Hawke's Bay District Council be held on 27 August 2020.

CARRIED

7 TIME OF CLOSURE

The Meeting closed at 10.42am.

The minutes of this Meeting were confirmed at the Strategy and Wellbeing Committee Meeting held on 27 August 2020.

.....
CHAIRPERSON

5 REPORT SECTION

5.1 STRATEGY AND WELLBEING COMMITTEE MONITORING REPORT

File Number: COU1-1411
Author: Monique Davidson, Chief Executive
Authoriser: Monique Davidson, Chief Executive
Attachments: Nil

PURPOSE

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

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

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

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

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

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

The Strategy and Wellbeing Committee is responsible for:

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

The Strategy and Wellbeing Committee has delegations to:

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

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

DISCUSSION

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

Key Priority	Responsible Officer	Progress Update
<ul style="list-style-type: none"> • Lead and monitor the implementation of the Waste-Free CHB Strategy. 	Josh Lloyd	<p><i>On Track</i></p> <p>Collective efforts and initiatives under the banner of environmental and waste management have been branded as 'Waste Free CHB' (a listed Council Priority). The initiatives completed or in progress include the 2019 WMMP, 2019 Environmental and Sustainability Strategy, 2020 Section 17a Review, 2020 targeted Communications Campaign and recent contractor performance improvements. At the heart of the Waste Free CHB priority area are listed objectives for Council to create:</p> <ol style="list-style-type: none"> 1. A community committed to minimising waste sent to landfill. 2. A community that considers, and where appropriate implements, new initiatives and innovative ways to assist in reducing, reusing and recycling wastes. 3. Minimise environmental harm and protect public health. 4. Work in partnership with others. <p>Listed actions under the WMMP, Environmental and Sustainability Strategy as well as other initiatives and actions are together being progressed and reported against to the Strategy and Wellbeing Committee routinely. Operational efforts have seen marked improvements with our contracted service provider over the past 12 months. LTP 2021 pre-engagement is being used to begin a focused engagement approach with the community on key aspects of waste/environmental management.</p>

Key Priority	Responsible Officer	Progress Update
<ul style="list-style-type: none"> Lead the delivery of the Social Housing Strategic Framework. 	Doug Tate	<p><i>On track</i></p> <p>Despite delays with COVID-19 the project is on-track.</p> <p>We met with the Retirement Village Association of New Zealand on 22 June.</p> <p>Following advocacy with Kainga Ora, a site in Waipukurau has been purchased and officers are working closely to support the rapid development of this site. Other sites are also being considered.</p> <p>At the workshop of this Committee, a further update on the review of the Section 17a Housing review will also occur.</p>
<ul style="list-style-type: none"> Monitor the implementation of the Economic Development Strategy. 	Craig Ireson	<p>Implementation of the action plan is <i>on track</i>.</p> <p>The major focus of the action plan has been the continued focus on the economic recovery of the District as a result of COVID-19 and Drought.</p> <p>The following projects have also been priority areas:</p> <p>Ngā Ara Tipuna continues to be a significant focus area for the Economic Development Lead, with ongoing project management and reporting required.</p> <p>The newly awarded vegetation management contract with MBIE is a new area of focus since the last reporting period.</p> <p>The MBIE funded Tourism Infrastructure Needs assessment is nearing completion.</p> <p>The HPMV project has been completed and the Porangahau-Wimbledon project now sits with the newly established PMO.</p>
<ul style="list-style-type: none"> Monitor the implementation of the Environmental Strategy. 	Josh Lloyd	<p><i>On track.</i></p> <p>The Environmental and Sustainability Strategy adopted in 2019 contains a series of actions/initiatives over a five year period. A number of actions have been completed or are in progress. A key priority within the Strategy is the completion of the Solid Waste Section 17a review which is progressing well but will be extended to include community engagement in line with pre-engagement for the LTP.</p>

Key Priority	Responsible Officer	Progress Update
<ul style="list-style-type: none"> Review the current Community Wellbeing Strategy and then monitor the implementation of a revised Social Development Strategy. 	Doug Tate	<p><i>On track.</i></p> <p>The review of the Strategy is aimed for completion late this calendar year and will look to take advantage of learnings and connections made through COVID-19.</p> <p>Initial conversations with the Community Reference Group, indicate support for the approach including wellbeings.</p>
<ul style="list-style-type: none"> Develop a Māori / Iwi Engagement Strategy. 	Monique Davidson	<p><i>On track – Some delays due to COVID-19.</i></p> <p>The Strategy and Wellbeing Committee at its 12 March 2020 meeting adopted the Māori Contribution to Decision Making Policy. Following the adoption of this Policy, the Committee workshopped and agreed on an approach to the development of a Māori Engagement Strategy. While this work hasn't progressed as planned given the COVID-19 context, it would be fair to describe the Māori Engagement Strategy having come to life, in advance of the development of the strategy itself. In June 2020, Council held a workshop where the cultural identity of Council and aspiration for the Māori Engagement Strategy were explored. The <i>Tūhono mai Tūhono atū – Māori Engagement Strategy</i> has been developed and is presented to the Committee on the 27th August 2020 for adoption.</p>
<ul style="list-style-type: none"> Monitor development and implementation of Community Plans. 	Doug Tate	<p><i>On track – Some delays due to COVID-19.</i></p> <p>Ongaonga – community engagement session held 8 August 2020.</p> <p>Takapau community engagement session being planned, with the plan likely to now be in a Te Reo version.</p> <p>We are working with both committees to have both plans finalised in September.</p>

IMPLICATIONS ASSESSMENT

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

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;

- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council or would transfer the ownership or control of a strategic asset to or from the Council.

NEXT STEPS

The Strategy and Wellbeing Committee will receive an updated monitoring report at its next meeting on the 22nd October 2020.

RECOMMENDATION

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

5.2 COMMITTEE RESOLUTION AND ACTIONS MONITORING REPORT

File Number: COU1-1411

Author: Monique Davidson, Chief Executive

Authoriser: Monique Davidson, Chief Executive

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

PURPOSE

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

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

DISCUSSION

The monitoring report is **attached**.

IMPLICATIONS ASSESSMENT

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

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

NEXT STEPS

An updated Resolution Monitoring Report will be presented at the next Committee meeting on 22nd October 2020.

RECOMMENDATION

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



CENTRAL HAWKE'S BAY

DISTRICT COUNCIL

STRATEGY AND WELLBEING COMMITTEE - RESOLUTION MONITORING REPORT MONITORING REPORT JULY 2020

Completed				
On Track				
Off Track				
Item	Council Resolution	Resolution Date	Responsible Officer	Progress Report
CHBDC Policy Framework	That the Central Hawke's Bay District Council Policy Framework with amendments be referred to Council for adoption 3 June 2020.	7/05/2020	Gina McGrath	Completed The Policy Framework was adopted at Council Meeting - 3rd June 2020.

STRATEGY AND WELLBEING COMMITTEE - ACTION DATABASE

Meeting Date	Report	Actions	Officer Responsible	Status	Notes on Status
2-Jul-20	Strategy and Wellbeing Committee Monitoring Report	Officers to provide a report on the engagement of the Pride and Vibrancy Fund and the Environmental Sustainability Fund	Bridget Cover	On Track	A report will be presented at the next Strategy and Wellbeing Committee meeting October 27th, 2020.
2-Jul-20	Adoption of Growth Assumption Scenario	formal adoption of a growth scenario to occur at Council meeting on 30 July, to allow further advice to be considered before the adoption of a growth scenario.	Gina McGrath	Completed	At Council meeting held 30 July 200, Council accepted the recommendation to base the relevant components of the 2021-2031 Long Term Plan on the high growth scenario outlined in the Central Hawke's Bay District Demographic and Economic Growth Projections 2021-2051 Report.

2-Jul-20	Waste Free CHB Update	silage wrap recycling initiatives to be investigated in collaboration with regional partners. Plan will be rolled out in regards to subsidising the cost of bailing wrap recycling.	Harry Robinson	On Track	The silage wrap promotion closed with a total of 51 registrations. All those who have registered have been contacted with information regarding collection dates and combined collection point.
2-Jul-20	Waste Free CHB Update	Schools to resume educational visits to landfill following the completion of the leachate to land work in progress.	Harry Robinson	On Track	The leachate to land programme continues, and the intention remains to resume visits following completion.
2-Jul-20	Waste Free CHB Update	A communication plan will be launched 20 July 2020, and the key objective is engaging and educating community, bringing sustainability and environment to the forefront of community thinking.	Courtney Henderson	On Track	Waste free CHB campaign is underway with community engagement happening as part of the LTP Our Thriving Future. Campaign will be ongoing.
2-Jul-20	Drought and Covid-19 Economic Recovery Action Plan	The Committee requested that a further comparative table outlining statistical trends of the impact of Covid-19 by month and including the 2019 year is provided.	Craig Ireson	On Track	An update is provided to the Strategy and Wellbeing Committee meeting held 27 August 2020 as requested.

5.3 DROUGHT AND COVID-19 RESPONSE UPDATE

File Number: COU1-1411

Author: Craig Ireson, Economic Development Lead

Authoriser: Doug Tate, Group Manager Customer and Community Partnerships

Attachments: Economic & Social Recovery Status Report

PURPOSE

The purpose of this report is to update the Committee on the Drought and Covid-19 Response.

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

Central Hawke's Bay is recovering from the economic and social challenges of COVID-19 and the effects of prolonged drought.

Council has moved swiftly and decisively in both its response and now recovery of these events, to support the sustained and long-term social and economic well-being of the community. This report formally provides the Status Report that is issued to Council and other key partners every fortnight, summarising Council's actions in relation to Prolonged Drought and COVID-19.

DISCUSSION

The Status report summarises the key actions that have been undertaken for the period. Further verbal update will be provided on the day, noting a further update is due on 2 September.

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;
- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

RECOMMENDATION

That the Committee note the report.

ECONOMIC & SOCIAL RECOVERY STATUS REPORT



Date:	Wednesday 19 August 2020	Time:	17.00 hrs
Meeting:	Economic & Social Recovery PCG meeting		
Event:	COVID-19 and Drought 2020 - Economic & Social Recovery		
Purpose:	The purpose of this report is to provide the Central Hawkes Bay District Council and key partner agencies with a tool that captures and tracks key information across the organisation relevant to the local social and economic recovery from COVID-19 and the drought.		
Notes:	Please note updates and changes since the last status report are shown in red.		

Executive Summary	Tracey Lee-Lewis/Craig Ireson
<p>Re-emergence Planning</p> <ul style="list-style-type: none"> Work was undertaken at pace following the news of Community transmission, reviewing Councils operating plans as the Country shifted back to Level 2 Restrictions and Auckland to Level 3. Ahead of the announcement on 14 August by the Prime minister about a potential change in the restrictions as community transmission increased in Auckland, staff finalised Level 3 response plans. Planning has also begun reviewing Level 4 restriction plans, in the event of any possible significant escalation that may occur. <p>Drought Recovery</p> <ul style="list-style-type: none"> Technically we are now out of the meteorological drought, but the economic impacts continue, and will likely not be fully realised until winter 2021. A formal report on the Small Block Holders Field Day is being presented to the RAG meeting being held on the 28th August. Farmstrong Comedy Events are being held throughout the Hawke's Bay Region. Central Hawkes Bay event is scheduled for 28 August. <p>Welfare</p> <ul style="list-style-type: none"> Preparations for escalation to Levels 2 and 3 have been completed and an email providing information and assurance was sent to the CHB Network of Networks. Fast Moving Consumer Goods providers were also contacted. <p>Food Security</p> <ul style="list-style-type: none"> The Central Hawke's Bay Foodbank and The Food Basket have both received funding from the Community Food Response Grant Fund to contribute to meeting increased food demand brought by the economic challenges caused by COVID-19 and drought. 	

Rates Policies

- Rates Remission Policy – Financial Hardship Due to Covid has been adopted and is now live on our website.
- Rates debt as at 31 July is in better shape than the previous year, suggesting that COVID-19 has not impacted our rates collection too much.

PGF Funding - Pipeline & Live Projects / Capital Projects

- The additional funding applications to MBIE including halls, memorials, marae and waterways are due to be presented for approval soon, this will likely be the last funding round from PGF before the election.
- Announcement of \$19M loan funding from PGF for Te Mata Mushrooms Holdings Ltd to expand production in Havelock North and Central Hawke's Bay. The project will contribute significantly to an uplift in Gross Regional Product and direct and indirect jobs.
- Procurement workshop held for Porangahau-Wimbledon road project with contractors. MSD invited to contribute to the procurement strategy to ensure alignment to social procurement outcomes.

Central Hawke's Bay \$2M Worker Redeployment Programme

- Pastoral Care has been a focus since the appointment of Te Taiwhenua o Heretaunga as the Pastoral Care Provider and the appointment of a Pastoral Care Co-ordinator in a support role. A rigorous support and reporting approach is now being taken focusing on the 5 pou; Well-being, Career, Training, Financial and Workplace Support.
- The primary focus for Tranche 1 Redeployment workers is ensuring that further employment is obtained when the contract concludes in September. Two of the eight have moved on to permanent employment with Fonterra and Downers. One-on-one discussions are underway with the remaining five with some positive steps being taken towards job searching.
- A similar approach is being taken with Tranche 2 now that the Pastoral Care Provider and Co-ordinator are having regular touchpoints with all workers.
- Tranche 4 (or equivalent) is intended to provide more employment opportunities for the CHB community as well as an opportunity to carry over Tranche 1-3 staff where possible. This tranche has been paused, to ensure that sufficient funding is available in the event that further funding does not eventuate or recruited people are unable to be deployed to sustainable employment outcomes.

Skills Talent and Employment

- Support to commence work on the Skills, Training and Employment Strategy is now being sought.
- A Business Connector evening is scheduled for Tuesday 25th August 2020 5.30pm where local businesses can attend and hear from organisations who can provide them with support. These include IRD, MSD, Business HB, Chamber of Commerce, Shop Online and Jobs in CHB. How this will fit within Covid Level 2 restrictions is under consideration currently.
- Central Hawke's Bay College College and Jobs in Central Hawke's Bay are partnering up to run a Careers expo for the Central Hawke's Bay community. This is being held on Thursday 17th September and will have employers from throughout Central Hawke's Bay attending to showcase their industry.

Tourism & Events

- A number of events are underway and Covid restrictions have a continued impact upon on the management and planning of those events, with some already postponed. The impact on the Spring Fling Programme is being considered ongoing.

- Contact has been made with the Motor Caravan Association to get work underway regarding the fact that there is currently no dump station for caravans in Central Hawke's Bay.

Communications

- Good news stories/profiling underway for the 'Mayors Taskforce for Jobs' and the 'Worker Redeployment' programmes.
- COVID-19 communications prepared for Level 2 and in motion, planned for level 3 including fact sheets. Key recovery points included in messaging

Business Support – Including Shop Local CHB

- Business Connector event being held in Waipukurau on 25th August to inform business community on where to access support. We are considering how the Covid-19 Level 2 restrictions may impact this event.

Key Statistics relating to CHB Social & Economic Recovery	As at 17/08/2020 (unaudited)	Status (+/- prior mnth)
Total number of working age beneficiaries (July 2020)	966	-11 +91 from start of these Sitreps)
Percentage of working age beneficiaries that are youth (18 – 24)	12.5%	-0.5%
Percentage of working age beneficiaries that are Maori	40%	No change
Number of contacts by Employment Hubs	191	+13
Percentage of Job Seeker beneficiary numbers	20%	-5%
Total number of redeployed workers to date	38	No change
Total number of redeployed workers currently forecasted *	44	No change

*Tranche 4 under consideration

COVID-19 Re-emergence Planning Tate Doug
<p>Key updates:</p> <ol style="list-style-type: none"> 1. Work was undertaken at pace following the news of Community transmission, reviewing Councils operating plans as the Country shifted back to Level 2 Restrictions and Auckland to Level 3. 2. Ahead of the announcement on 14 August by the Prime minister about a potential change in the restrictions as community transmission increased in Auckland, staff finalised Level 3 response plans. Planning has also begun reviewing Level 4 restriction plans, in the event of any possible significant escalation that may occur. 3. Regional Controllers have met on multiple occasions in the change in restriction from Level 1 to Level 2 and also in preparation for any change in Levels ahead of the 14 August announcement. 4. We have continued to ensure the key messages relating to the COVID-19 preparedness continues to be focussed and a priority. <p>Issues & Challenges:</p> <ol style="list-style-type: none"> 1. Ensuring the community remained focussed on being proactive to keep Central Hawke's Bay and the Country COVID-19 free. <p>Priorities & Actions:</p> <ol style="list-style-type: none"> 1. Continued monitoring and ongoing review of level changes in the event of any reescalation.

Drought and Welfare Lisa Harrison and Christine Renata
<p>Key updates:</p> <p>Drought</p> <ol style="list-style-type: none"> 5. Technically we are now out of the meteorological drought, but the economic impacts continue, and will likely not be fully realised until winter 2021. 6. A formal report on the Small Block Holders Field Day is being presented to the RAG meeting being held on the 28th August. 7. Farmstrong Comedy Events are being held throughout the Hawke's Bay Region. Central Hawkes Bay event is scheduled for 28 August. 8. Update on economic impact assessment from MPI: NZIER were commissioned to do a national report which is due at the end of July. Once this is done the HBRC will do a deeper dive into the regional impacts. <p>Welfare</p> <ol style="list-style-type: none"> 1. Preparations for escalation to Levels 2 and 3 have been completed and an email providing information and assurance was sent to the Central Hawke's Bay Network of Networks. 2. Fast Moving Consumer Goods providers were also contacted. <p>Food Security</p> <ol style="list-style-type: none"> 1. The Central Hawke's Bay Foodbank and The Food Basket have both received funding from the Community Food Response Grant Fund to contribute to meeting increased food demand brought by the economic challenges caused by COVID-19 and drought. 2. Council have applied to the Food Secure Communities Grant Fund for funding of \$9,000 on behalf of the Foodbank and Foodbasket to develop and implement a Food Secure Community plan to create long-term, sustainable food security in Central Hawke's Bay.

Issues & Challenges:

2. Animal Welfare issues – MPI are continuing to manage welfare issues. This is an ongoing concern through the winter.
3. Access to feed is still a key concern through the winter.

Priorities & Actions:

1. Continuing to support local drought efforts.

Rates Policies

Brent Chamberlain

Key updates:

1. Rates Remission policy was adopted by Council on 30 July and is now live for people to apply.
2. Comms on the policy is currently being prepared for Distribution. You can access the website link to apply [here](#).

Issues & Challenges:

1. There are no issues or challenges at this time.

Priorities & Actions:

1. Promoting the availability of the remission.

Other comments

Rates debt as at 31 July is in better shape than the previous year, suggesting that COVID-19 has not impacted our rates collection too much:

Period	July 19	July 20
5+ Years	130,730	146,073
5 Years	34,300	20,948
4 Years	46,032	51,304
3 Years	41,946	49,705
2 Years	86,225	145,759
1 Year	333,390	159,057
	\$ 672,623	\$ 572,846

PGF and other government funding - Pipeline & Live Projects Ireson	Craig
<p>Key updates:</p> <ol style="list-style-type: none"> 1. We continue to wait upon a decision for the second tranche of the 'Twyford Shovel ready package', which includes road sealing, Tuki Tuki trails, drains and culverts, and Lake Whatumā tree clearing, 2. A decision on the three applications for Rakei Ora – Bringing Wellbeing to Marae made on behalf of Te Taiwhenua o Tamatea, Rural Halls and Cenotaphs and Waterways for Porangahau estuary are expected in the near future also. 3. We acknowledge the recent announcement of marae, waterways and Maori lands trust which saw Central Hawke's Bay private applications announced for the Nopera Trust, Kairakau Lands Trust, and Te Puna Farm. 4. The announcement of the Te Mata Mushrooms funding from the PGF was welcomed, as this project has significant economic impact for our District. We would have appreciated a heads-up about the announcement from either the funder or the fund recipient so that we could have coordinated our communications. CHBDC media release can be found here 5. Ngā Ara Tipuna is ramping up again. A week of filming, and other works associated with the Trust establishment occurred from Sunday 9 August. 6. Hawke's Bay Food Innovation Hub (now rebranded as Food East)- Council has approved partnership funding of \$20,000 over 3 years for this project. We will now negotiate funding agreement with HDC. 7. A social procurement workshop with contractors for future Porangahau-Wimbledon road contracts, was held on 17th August. Mayor's Taskforce for Jobs and MSD staff attended. MSD will be invited to contribute to the social procurement outcomes of the procurement strategy going forward. 8. On behalf of Te Taiwhenua o Tamatea, Council has applied for two He Ringa Whanau Ora roles through the PGF Social Capital Application to support our most vulnerable overcome complex issues family hard issues. 9. An application has been made to the Lottery Environment and Heritage Fund by the Ongaonga Historical Society for the restoration of the heritage listed Coles Building. Council has supported the society in making the application. <p>Issues & Challenges:</p> <ol style="list-style-type: none"> 1. Nil <p>Priorities & Actions:</p> <ol style="list-style-type: none"> 1. Continue to advocate for projects in the pipeline, and if successful then we will expedite agreement to ensure money is secure prior to election. 2. Ngā Ara Tipuna - establishment of trust to receive the assets needs to be accelerated to enable the next funding draw down from MBIE. Business Development planning will now begin with cultural tourism consultants TRC. Archaeological assessment is due to get underway on Pukekaihou. 3. Planning for preparation of any further PGF funding 	

Skills, Training & Employment	Bridget Cover & Nicola Fryer
<p>Key updates:</p> <ol style="list-style-type: none"> 1. To date the Employment Hubs have seen 204 people come through seeking information about employment in Central Hawke's Bay, 130 of these people have been referred to MSD and have been registered as a job seeker or provided assistance with benefits, 30 businesses have enquired through the hubs and 22 of these have been referred to MSD which allows their jobs to be advertised on the MSD website and for them to be matched to people on MSD's system. From these business referrals 57 job opportunities have been created. 56 people have been given assistance with their driver licences, and 45 with CV's. 47 people have been placed into employment and 100% of these people are local to Central Hawke's Bay, 7 are Youth, 20 Maori/Pacific and 19 Women. There have also been 2 business start-ups as a result of support from MTFJ. 2. Central Hawke's Bay College and Jobs in Central Hawke's Bay are partnering up to run a Careers expo for the Central Hawke's Bay community. This is being held on Thursday 17th September and will have employers from throughout Central Hawke's Bay attending to showcase their industry. 3. Support is being sought to commence work on the Skills, Training and Employment Strategy. Within the strategy will be three main principles: <i>Creating the Connections</i>- this could be between employers and employees or people wanting to start up new businesses; <i>Removing the Barriers</i> – to allow people to get into employment; and <i>Training for Growth</i>- which is looking at tailoring programmes to fill labour needs in the community. This will support regional skills strategy work in development and provide sustainable outcomes for Central Hawke's Bay. 4. As Business Connector evening is scheduled for Tuesday 25th August 2020 5.30pm where local businesses can attend and hear from organisations who can provide them with support. These include IRD, MSD, Business HB, Chamber of Commerce, Shop Online and Jobs in Central Hawke's Bay. 5. The Farming and Education pilot projects have been approved to be funded by MSD and MTFJ. The Education pilot has identified 5 local people to work with the 7 schools that have responded positively to the pilot. We are hopeful this pilot will be underway within the next few weeks. The pilot will see the 5 participants engaged in further training at a level 3. Reporting has been a large focus to ensure we are meeting the agreed measures set by MSD and ensure our participants are being provided with the required support. 6. Entrepreneurs pipeline is in the process of being developed with the Chamber of Commerce and Business Hawkes Bay where people aspiring to start their own business are given support to do this. Initial stages will see us work with 5 people using a similar program to that used by the Young Enterprise Scheme. This has been tailored to meet the needs of those in the very beginning Ideation stages to those that know what they want their business to look like and are looking for guidance on the "how to". Participants will be matched with a local mentor to provide further support and encouragement. 7. A Pilot between CHB College & MTFJ is being developed which will put 5 college students through life coaching sessions for 8 weeks. Measures for success are yet to be defined for this pilot. 8. The Skills, Training and Employment Network continue to meet regularly and discuss initiatives and barriers within the community. An initiative which has come out of this network is developing a pack in consultation with CHB and Te Aute College for those leaving school, so they have information about a pathway to employment once they have left school. 9. 6 participants will complete our first Pre-employment Training course on Friday 21 August 2020. These participants will achieve a level 3 qualification following completing of this course. During the two-week program the following was covered: Plan a career pathway, Job search skills, Interview skills, CV and Cover letter writing, Health and Safety as well as budgeting advice. 10. This Pre-Employment Training will now be run in Porangahau where a need has been identified with 8 people expressing an interest in completing it. This has a tentative start date of 7 September. 	

11. Driver Licensing in Porangahau is another identified need. CONNECT has agreed to provide training and information to our Porangahau hub coordinator to enable learner driver licensing to occur at the Porangahau Hub. This is a significant move toward breaking down the identified barriers to employment that exist in outer areas.
12. After discussions with MSD it has been agreed that information about MTFJ hubs will be sent out by MSD to those on income relief payments so they are aware of additional support available to them in the community.
13. Seasonal Employment demand is coming up late October /November. We will look at being proactive with the major producers in the area to discuss how MTFJ might be able to assist with finding employees.
14. There is the need to map out the Labour Market so that we can identify gaps in skills and employment.

Issues & Challenges:

1. There is the need to identify and prioritise MTFJ and the Skills, Training and Employment projects as a programme, upon confirmation of the MTFJ second tranche of funding, to transition from short term response to long term sustainable outcomes.

Priorities & Actions:

1. Progress the commencement of the Skills, Training and Employment Strategy.
2. Continue planning of the Central Hawke's Bay Careers Expo.
3. Organisation of Business Connector Evening.
4. Look at mapping out the labour market.
5. Look to organise a meeting with those seasonal employers such as Mr Apple, Shearing gangs, Bostock and Silver Fern Farms.

Tourism & Events

Craig Ireson

Key updates:

1. Tourism Infrastructure Needs Assessment (TINA) work continues with Veros. The scope has been expanded to include a cycling strategy to understand the opportunities for cycle tourism.
2. Marketing is live for the Spring Fling –active monitoring of the COVID19 situation and its impacts on the event is taking place
3. Dave Dobbyn at the Municipal Theatre has been postponed, dates tbc.
4. HB Marathon has been postponed to 2021
5. Contact has been made with the Motor Caravan Association to get work underway regarding a dump station (See issues and challenges below)
6. MBIE has announced that the Responsible Camping Fund for Opex had been re-opened for the 2020/21 summer season.
7. Central Hawke's Bay featured in a takeover of the NZME's Travel insert (Tuesday 18 August) throughout its North Island Mastheads.

Issues & Challenges:

- Currently no dump station in Central Hawke's Bay for camper vans. We are undertaking a review of the best place for this as part of the TINA, and how this may be funded. MCVA representatives have been approached for engagement on this issue
- Covid restrictions have a continued impact upon event management and planning

Priorities & Actions:

1. Debrief of Vantage Cycle Nationals still required
2. Complete TINA
3. Ongoing planning for a safe and successful Spring Fling.

Business Support – Including Shop Local CHB Ireson	Craig
<p>Key updates:</p> <ol style="list-style-type: none"> 1. Concerted effort to encourage and support businesses to adopt the Covid-19 Tracer QR Code. Mayors Taskforce for Jobs staff visited 84 businesses on the main streets of Waipukurau and Waipawa over two days, emails sent out to business databases, and Facebook. 2. A business Connector Event is being held at Waipukurau Club on Tuesday 25 August. This event will connect businesses with support from agencies such as MSD, MBIE, TPK, BHB, the Chamber of Commerce, Shop local CHB, Workplace Wellness and MBIE. Topics include support for business owners, wage subsidies, and apprenticeships. Registrations have been positive with 22 businesses already signed up. MSD are sending out invite to the 57 businesses in CHB that have applied for the wage subsidy to attend. However, Council staff are working through implications for the event around social distancing should registration continue to roll in, with postponement a viable option. 3. We await the outcome of our PGF Digital Hub application, as we work through options for a venue now that the Waipukurau Library is closed due to earthquake strengthening issues. 4. We are awaiting confirmation that the entity CHB Promotions will fund a further tranche of Shop CHB enrolments. 5. Entrepreneurial ecosystem- The idea of the ecosystem is to support those in Central Hawke's Bay who want to start their own business. The Chamber of Commerce have created an initial framework for a 5 week course to be delivered to 5 people who are looking at starting up their own business. The 5 week course will address Ideation, Validation, Finance, Marketing and Pitch. This is an ongoing project. <p>Issues & Challenges:</p> <ol style="list-style-type: none"> 1. We have worked closely with Napier based organisations, to address a perception and/or reality that regional services are not reaching the District. <p>Priorities & Actions:</p> <ol style="list-style-type: none"> 1. Create a coordinated approach to business support and development, including a hub and spoke delivery model with BHB and the Chamber. 2. Hold our first business connector networking event in August at the Waipukurau Club to share information and make connections. <p>Other Comments</p> <p>Priority areas for support for medium to large businesses were identified at the first Recovery Taskforce meeting with local business owners and operators in July. These were:</p> <ul style="list-style-type: none"> • Affordable housing for workers and new migrants to the area • Skills shortages (cohesive sector led initiatives, esp. building and construction, through MTFJ linking need with labour supply and training) • Attraction strategies (building on the regional attraction strategy developed late 2019) • Live local, spend local campaigns • Communication between business sector and public sector to co-ordinate the above activity <p>The Business connector event will address many of these at the SME level, but specific cluster events for larger business (I.e. construction and AgHort) will need to be planned.</p>	

Capital Projects

Darren De Klerk and others

Key updates:

- Roadside vegetation management work is underway with newly recruited staff having completed their training requirements, plant and equipment arrived and work started on our roadsides.
 - A rolling programme of work has been developed to keep crews busy and ensure that high priority and high value sections of vegetation are cleared.
 - The other tranches of the vegetation works continue with great success and a mechanism and process to pipeline employees where employment is not readily available through Mayors Taskforce for Jobs or other employment opportunities.
- The table below summarises the number of redeployed workers currently working versus the original target versus those that have gone onto long term sustainable employment. Several other employees in Tranche 1 are attending interviews and developing the next step in their career
- We are currently meeting 100% of the social procurement objectives we set out to achieve.
- Pastoral Care has been a focus since the appointment of Te Taiwhenua o Heretaunga as the Pastoral Care Provider and the appointment of a Pastoral Care Co-ordinator in a support role. A rigorous support and reporting approach is now being taken focusing on the 5 pou; Well being, Career, Training, Financial and Workplace Support.
- In terms of Pastoral Care, the primary focus for Tranche 1 is ensuring that further employment is obtained when the contract concludes in September. Two of the Eight have moved on to permanent employment with Fonterra and Downers. One-on-one discussions are underway with the remaining five with some positive steps being taken towards job searching. A similar approach is being taken with Tranche 2 now that the Pastoral Care Provider and Co-ordinator are having regular touchpoints with all workers.
- Tranche 4 (or equivalent) is intended to provide more employment opportunities for the CHB community as well as an opportunity to carry over Tranche 1-3 staff where possible.

Tranche	Original target	At its peak	Current (i.e. still under contract now)	Difference between peak and current and of that difference who went on to other employment
1	10	8	7	2
2	12	13	13	-
3	22	17	17	-
4	In planning stage	In planning stage	In planning stage	In planning stage
Totals	44	38	37	1

- Roading upgrade works on Porangahau and Wimbledon Roads (funded at \$20.1M by PGF) have commenced
 - 2 significant contracts awarded to local suppliers for retaining wall works – Russell Roads and Downer.
 - A further contract of area wide pavement treatment is currently out to tender. A social procurement workshop with contractors for future Porangahau-Wimbledon road contracts, will be held at Stantec (Hastings) on 17th August. Mayor's Taskforce for Jobs and MSD staff will be invited to attend.
 - Social procurement outcomes being incorporated into procurement plans for remainder of works
 - On-site meetings held with stakeholders for highly sensitive projects around Wanstead

- Wetland (farm/landowners and iwi)
e. HBRC engaged to support works in waterways

Issues & Challenges:

1. Pace of deployment and readiness of processes to support this pace
2. Engagement with stakeholders for PGF works on Porangahau Rd

Priorities & Actions:

1. Refinement of vegetation management programme
2. Design and investigation work for roading upgrades
3. Engagement with stakeholders for roading upgrades
4. Partnering with HBRC for roading upgrades and wetland/waterway management

Communications

Courtney Henderson

Key updates:

1. Communications and Engagement plans being produced for Porangahau-Wimbledon Road / Jobs projects (one each, referencing the link between projects.)
2. Newshub interested in running story on MTFJ featuring Central Hawke's Bay success stories and interview with Mayor.
3. Delivery of communications plan for both projects underway, key focus to create a centralised and coordinated channel.
4. Build of website, print communications and social media communications underway
5. Good news stories/profiling underway
6. Video profiling of key Tranche 1-3 employees and points of interest to be planned
7. COVID-19 communications prepared for Level 2 and in motion, planned for level 3 including fact sheets. Key recovery points included in messaging
8. Developing online maps and signboard templates for Porangahau-Wimbledon Road

Issues & Challenges:

1. Short timeframes with available resource (resolved with employment of dedicated support)
2. Ensuring a coordinated response between various stakeholders

Priorities & Actions:

1. Media statement pre-approved and key stakeholders briefed
2. Key media invited to event and briefed in advance
3. Route 52 Community Session confirmed, and initial invitations released.
4. Business packs for employers – Delivery Friday 17th July
5. Development of robust communications plan and activity calendar for both projects
6. Social media content developed for Jobs project with promotion via CHBDC channels
7. Delivery of communications plan and activity calendar
8. Development of success stories
9. Style templates formatted and confirmed for Porangahau – Wimbledon Road project (signage as immediate requirement)
10. Creation of communications templates and collateral to roll out

Report approved by:

Doug Tate – Local Controller

Central Hawke's Bay District Council

5.4 APPOINTMENT OF INAUGURAL COUNCIL TRUSTEES OF NGĀ ARA TIPUNA TIPUNA KI TAMATEA TRUST

File Number: COU1-1411

Author: Doug Tate, Group Manager Customer and Community Partnerships

Authoriser: Monique Davidson, Chief Executive

Attachments: Nil

PURPOSE

The matter for consideration by the Council is the appointment of inaugural Council Trustees to the Ngā Ara Tipuna Tipuna Ki Tamatea Trust, as the entity that will operate the project Ngā Ara Tipuna Tipuna and be the owner of the built assets from the project.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That Council appoints Councillor Kelly Annand and Councillor Exham Wichman as its inaugural Trustee appointments of a new Trust entity to be called Ngā Ara Tipuna Tipuna Ki Tamatea, being established by Te Taiwhenua o Tamatea.**

EXECUTIVE SUMMARY

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

The project was successful in securing funding of \$2,798,000 from the Provincial Growth Fund (PGF) for Ngā Ara Tipuna Pā site development project (the project). A condition of the staged drawdown of that funding was the establishment of the trust structure to hold the assets, to the satisfaction of the Ministry. We are now at the point where we require this drawdown and the establishment of the entity are required as a key milestone in the project.

The Settlor to the Trust will be Te Taiwhenua o Tamatea and this report recommends the direct appointment of Councillor Annand and Wichman as inaugural Trustees to allow the creation of the Trust with velocity.

BACKGROUND

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

Through the development of Project Thrive, called the Tamatea trails, the project was the highest-ranked and most popular community project for priority of Council, establishing mana whenua over the landscape and to provide the opportunity to tell the stories of the people of Tamatea.

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

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

In the PGF funded Business Case it was proposed that two new legal entities would be established. One entity being a Trust to protect the Intellectual Property of hapu created in Ngā Ara Tipuna Tipuna and the second being the operational Trust that will be the ultimate owner of the

built assets on behalf of the Central Hawke's Bay Community and ongoing operating and funding vehicle, rather than Council.

The project was successful in securing funding of \$2,798,000 from the Provincial Growth Fund (PGF) for Ngā Ara Tipuna Pā site development project (the project). A condition of the staged drawdown of that funding was the establishment of the trust structure to hold the assets, to the satisfaction of the Ministry. We are now at the point where we require this drawdown and the establishment of the entity are required as a key milestone in the project.

DISCUSSION

The Entity that is proposed, has been developed in partnership with hapu and the Project Control Group. Te Taiwhenua o Tamatea, will be the Settlor to the Entity, which shall be a Trust with seven Trustees, two appointed by the Central Hawke's Bay District Council and five by Te Taiwhenua o Tamatea.

Te Taiwhenua o Tamatea as the Settlor to the Trust, recognises that Council's role in Ngā Ara Tipuna is as an enabler and support for mana whenua. It is to also enable capacity and capability, rather than necessary lead – particularly into the future. This is reflected in the intent and the drawdown requirements set by the PGF in approving the funding and the establishment of the Trust.

The purpose of two Council appointed representatives to the Trust, represents that Ngā Ara Tipuna, as a project has much wider opportunities for the community of Tamatea Central Hawke's Bay. The inclusion of Council appointed representatives, also gives credence to the intent of the PGF provision of funding that Council will continue to have guiding hand and support to the community and Trust.

The purpose of the Trust is:

- a. To work in partnership with the Trustees of the intellectual property Trust of Ngā Ara Tipuna, to deliver on the strategic vision of Ngā Ara Tipuna for the people of Tamatea/Central Hawke's Bay, providing cultural and economic uplift, through leadership, recognition and enhancement of cultural sites of significance and for this purpose to maintain a five-year plan which, with an annual budget, that will be made available to the Settlers prior to the commencement of each financial year;
- b. To steer and co-ordinate the raising of funds to assist the ongoing operation, restoration, management, enhancement, promotion and further development of Ngā Ara Tipuna, Māori economic development opportunities and mana whenua presence on the Central Hawke's Bay landscape;
- c. To support and encourage community access to, and to foster knowledge of and interest in the cultural identity, history and contemporary understanding of the hapu of Central Hawke's Bay, with an initial focus on Waipukurau and then working out throughout the District;
- d. To collaborate with partner organisations to enhance Māori economic development opportunities, create sustainable jobs, enable Māori to reach their full potential, and boost social inclusion and participation.
- e. To identify and implement opportunities in collaboration with partner organisations, to care for and display special cultural taonga of importance to Central Hawke's Bay in Central Hawke's Bay.
- f. To support cultural research through appropriate tikanga;
- g. To support the creation of educational resources from a mātauranga Māori context, especially schools of Central Hawke's Bay; and
- h. To support the aims and activities of the NGĀ ARA TIPUNA KI TAMATEA INTELLECTUAL PROPERTY TRUST while it is a registered charitable entity.

A requirement of the Trust is that every 12 months half of the Trustees, stand down, however can be reappointed by nomination of the Settlor. This provides an avenue for Council to appropriately

identify two longer term community candidates to be placed on the Trust as it become operational in the shorter term.

RISK ASSESSMENT AND MITIGATION

There are no obvious risks in this decision.

FOUR WELLBEINGS

This project is seen as a key driver and catalyst for change in Tamatea/Central Hawke's Bay, socially, culturally, economically and environmentally. The recommendation supports the four wellbeings in the following way:

Social Wellbeing

Ngā Ara Tipuna Tipuna will be part of the local education curriculum, connect places of significance, link to other activities in the District, inspire conversations and business opportunities and above all celebrate Tamatea's unique identity through a shared understanding of the place, its people and the past.

Cultural Wellbeing

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

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

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

Environmental Wellbeing

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

Other directly attributable environmental factors are minimal in this decision.

DELEGATIONS OR AUTHORITY

The Strategy and Wellbeing Committee has authority to make this decision.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

	<u>Option 1</u> Appoint Councillors Annand and Wichman to the Trust	<u>Option 2</u> Appoint different Councillors to the Trust	<u>Option 3</u> Do not make any appointments to the Trust
Financial and Operational Implications	<p>The notable implication is the requirement for attendance at six meetings through the year and any other support required.</p> <p>This appointment will finalise the Trust allowing Council to draw down on a significant milestone funding agreement with MBIE.</p>	<p>Councillor Annand is involved in the project as part of the Project Control Group, so has transferrable knowledge of the project other councillors may not have.</p> <p>The notable implication remains the requirement for attendance at six meetings through the year and any other support required.</p> <p>This appointment will finalise the Trust allowing Council to draw down on a significant milestone funding agreement with MBIE.</p>	<p>This is not recommended. The establishment of the Trust and Council oversight forms part of the intent and business case for Ngā Ara Tipuna Tipuna agreed with MBIE. Not supporting the Trust could see Council jeopardise its funding agreement with MBIE.</p>
Long Term Plan and Annual Plan Implications	The Trust will not be CO or CCO and will be no different to Trusts such as the Central Hawke's Bay Community Trust.	The Trust will not be CO or CCO and will be no different to Trusts such as the Central Hawke's Bay Community Trust.	n/a
Promotion or Achievement of Community Outcomes	This option supports the four wellbeing and the achievement of the requirements of Project Thrive	This option supports the four wellbeing and the achievement of the requirements of Project Thrive	This option does not support the four wellbeing and the achievement of the requirements of Project Thrive

Statutory Requirements	The Trust is being established within the legal frameworks. There is a possibility Councillors nominated could be rejected by the DIA as Trustees if there were conflicts or other challenges..	The Trust is being established within the legal frameworks. There is a possibility Councillors nominated could be rejected by the DIA as Trustees if there were conflicts or other challenges.	n/a
Consistency with Policies and Plans	This decision is inconsistent with Councils Community Representation Policy, noting that community members would be sought. It is proposed that this is achieved following the establishment of the Trust and potential new members sought through advertising and appointed by Council could shadow Councillors for the 12 month period. Velocity in making the appointments is critical at this time.	This decision is inconsistent with Councils Community Representation Policy, noting that community members would be sought. It is proposed that this is achieved following the establishment of the Trust and potential new members sought through advertising and appointed by Council could shadow Councillors for the 12 month period. Velocity in making the appointments is critical at this time.	This option does not support the outcomes of Project Thrive.

Recommended Option

This report recommends option one – appoint Councillor Annand and Wichman as Inaugural Council Trustee appointments to a new Trust entity called Ngā Ara Tipuna ki Tamatea for addressing the matter.

NEXT STEPS

Upon the Committee confirming its appointments, Council will support the Taiwhenua to register the Trust, enabling access to the next trache of operational funding and also seeing a key milestone in the creation of the Project Ngā Ara Tipuna.

RECOMMENDATION

That having considered all matters raised in the report:

- a) **That Council appoints Councillor Kelly Annand and Councillor Exham Wichman as its inaugural Trustee appointments of a new Trust entity to be called Ngā Ara Tipuna Tipuna Ki Tamatea, being established by Te Taiwhenua o Tamatea.**

5.5 LONG TERM PLAN - STRATEGIC DIRECTION REFRESHER

File Number: COU1-1411

Author: Gina McGrath, Strategy and Governance Manager

Authoriser: Monique Davidson, Chief Executive

Attachments: Nil

PURPOSE

On Thursday 23 April Council workshopped our strategic direction for the Long Term Plan. This report provides an opportunity for Elected Members to revisit that discussion, and the direction that was provided. It also outlines options should changes wish to be made to community outcomes and/or focus areas.

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

On Thursday 23 April Elected Members had a workshop on Long Term Plan strategic direction setting. The purpose of that workshop was to get confirmation that:

- Thrive remains the basis of our long-term direction; and
- Our Community Outcomes are still relevant to the 2021-2031 Long Term Plan.

The workshop was also an opportunity to explore whether the descriptions of the Community Outcomes were still appropriate, and to discuss the Focus Areas to provide staff with guidance about possible alterations to those.

This was then followed by a discussion item at the 7 May Strategy and Wellbeing Committee meeting. This discussion provided a summary and an opportunity for Elected Members to add any further points.

This report provides an opportunity for Council to revisit these discussions, and the direction they provided, before we progress any further in the Long Term Plan. This is because any major change to community outcomes after this point could jeopardise the overall project timelines (as supporting documentation, such as Asset Management Plans (AMPs) would need to be updated).

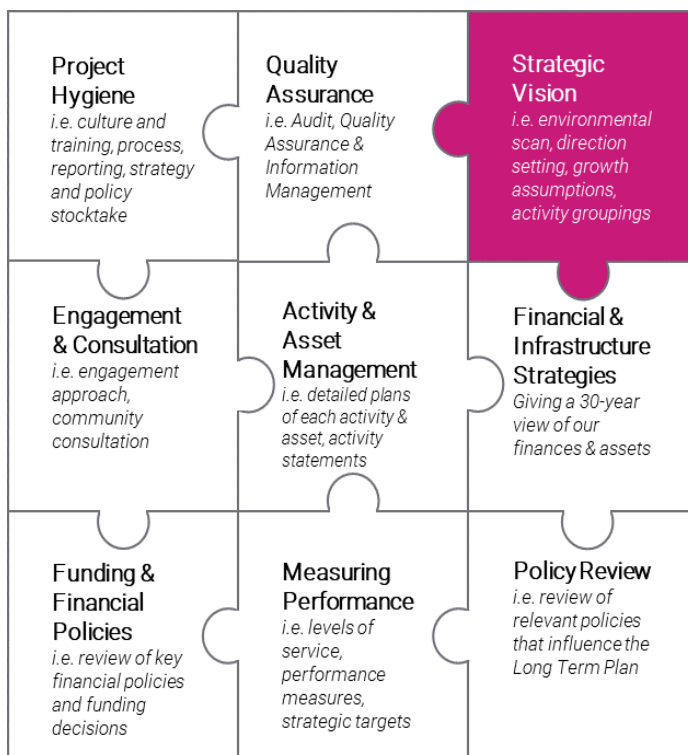


Diagram 1: Long Term Plan Jigsaw

DISCUSSION

The following will provide you with an overview of how all the different strategic pieces fit together, before turning to your specific discussions from April.

The Long Term Plan Strategic Framework

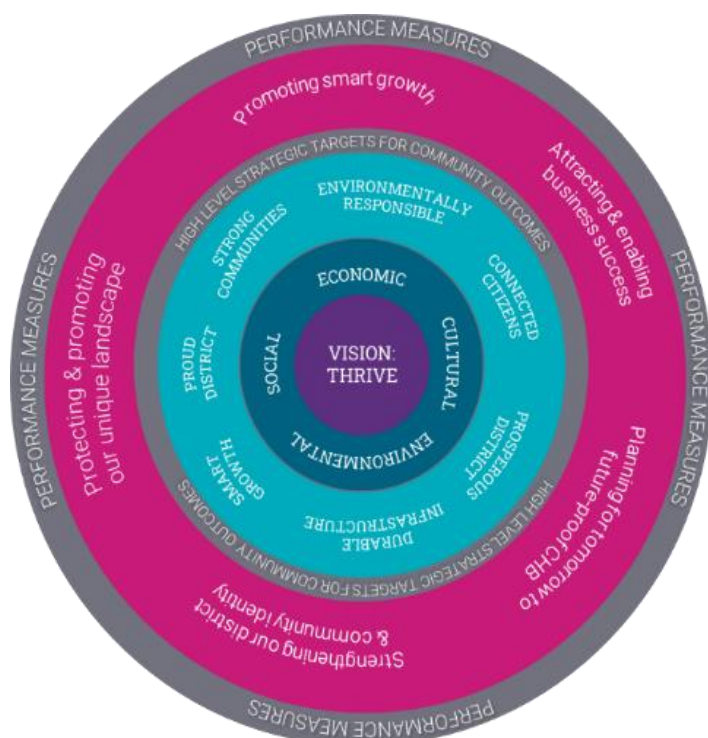


Diagram 2: Long Term Plan Strategic Framework

The Long Term Plan 2018-2028 confirmed our vision and community outcomes. Our vision is our bedrock – it is what we have built our current approach on – and it influences Elected Members, staff and the community.

Underneath that is our Community Outcomes. These are set as part of the Long Term Plan process. The Long Term Plan maps new and current projects, as well as business as usual activities, to these outcomes.

Within this are our Focus Areas. These five areas had the most transformational effect on our long term outlook. If the majority of our projects achieved these focus areas, then we would see significant strides towards the achievement of our vision.

Together these three areas show how we map out our future aspirations as a community and the framework for how we achieve that vision.

Vision and Community Outcomes

Council confirmed that they are comfortable with continuing with the direction set as part of Project Thrive in 2016. The vision¹ has significantly altered the direction of the District and remains as relevant today as it was when confirmed in 2016.

There was also a recognition that the strategy Council takes into the LTP is going to be firmly focussed on recovery for the local community and local economy post-COVID-19.

There are seven Community Outcomes:



¹ "Our vision is for Central Hawke's Bay is a proud and prosperous district made up of strong communities and connected people who respect and protect our environment and celebrate our beautiful part of New Zealand."

The Focus Areas

The Focus Areas are considered the areas that, if we prioritise, will see the most significant transformational change. By getting clarity on these areas, we can update relevant Community Outcome descriptions, develop performance measures and articulate longer-term targets. The below table outlines the different focus areas, with examples of projects that we have undertaken against them.

Our Focus Areas	Examples of projects that we have undertaken against these areas (some will map with multiple areas)
Promoting Smart Growth	Ōtane Land Development, Housing Strategic Framework.
Attracting and Enabling Business Success	Economic Development Strategy, Exploring Central Hawke's Bay economic development opportunities (PGF).
Planning for Tomorrow to Future-proof Central Hawke's Bay	External Funding Strategy, Big Water Story, District Plan Review, Waste Minimisation and Management Plan, Rating Review, Tukituki Water Security project (HBRC – PGF).
Strengthening our District and Community Identity	Community Wellbeing Strategy, our CHB 'Brand', Waipawa Pool upgrade, Iwi Engagement and Partnership, Ngā Ara Tipuna (PGF), Route 52 (PGF), HPMV Business Case (PGF).
Protecting and Promoting our Unique Landscape	Environment Strategy, Waste Free CHB Strategy.

Direction Provided

Community Outcomes

Elected Members confirmed that the seven Community Outcomes were still relevant. There was some discussion about potential minor refinement to descriptions, particularly to Smart Growth. However, no consensus was reached. It was noted in the discussion on 7 May that the Integrated Spatial Plan (ISP) would likely provide further definition and add clarity to this community outcome.

There is further discussion on this point further in this report.



Focus Areas

Elected Members continue to see protecting and promoting our unique landscape, smart growth and strengthening our District as the most crucial focus areas going forward. Planning for tomorrow was primarily seen to have been achieved, and able to be rolled into business as usual. There was consensus in an approach that would see it instead incorporated into "Our DNA."

Through 'Our DNA' we have identified fundamental ways that will guide the way Council and councillors interact with our communities and lead our District. The guiding principles are evident in the way we engage, plan, make decisions and allocate resources on behalf of our District and community. By adding in another category focussed on planning for tomorrow (or a similar description), we are able to put in place mechanisms that ensure this value is still an integral part of our overall approach, and has longevity beyond the focus areas.



Suggested wording (and a mock-up – note this will be sent to our designers once we confirm wording) is below for this:

“Planning for Tomorrow: we will act with purpose, and think with a long-term lens to make sure our actions future-proof Central Hawke's Bay.”

Is further refinement required?

In April and May, Elected Members were clear that the community outcomes and focus areas were still relevant, and will be retained. There was a sense that if change occurred, it would only be through subtle shifts in language or descriptions.

Our recommendation is that other than the change to “planning for the future”, we retain the community outcomes and focus areas with no change.

The reasoning for this is:

1. The current descriptions are broad enough to have some flexibility when there has been a dramatic change to strategic outlook. For example, the COVID-19/Drought Economic Recovery Plan can easily align with the current framework. This work also enriches and adds definition to the framework. Having some agility in this current environment, and it aligning fairly closely to strategic direction, is helpful.
2. The Integrated Spatial Plan (ISP) would likely provide further definition and add clarity across the community outcomes and focus areas. Through the ISP we will gain deeper understanding about how to further enhance the strategic framework, and how we take delivery to the next level.

That is not to say that minor changes to wording cannot be accommodated. These could be done without any significant delay to LTP supporting documentation (such as Asset Management Plans). However, the point being made is that this change is not necessary if the purpose of that change is to add further clarification on the different community outcomes and focus areas – because this will inherently occur through major pieces of work like the ISP and District Plan.

IMPLICATIONS ASSESSMENT

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

- Council staff have delegated authority for any decisions made;
- Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;

- Any decisions made will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
- Any decisions made are consistent with the Council's plans and policies; and
- No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

NEXT STEPS

As outlined, our recommendation is that we continue with the direction provided in April and May. That is, to retain the community outcomes and focus areas, with only a significant change by removing the “planning for tomorrow to future-proof CHB” focus area.

However, if Elected Members wish to make minor refinement to descriptions, this could be facilitated at the 10 September workshop. Significant changes could also occur at that workshop, but Elected Members will need to be aware that depending on the extent of change, this may push out current LTP timelines.

RECOMMENDATION

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

5.6 ADOPTION OF SIGNIFICANCE AND ENGAGEMENT POLICY

File Number: COU1-1411

Author: Gina McGrath, Strategy and Governance Manager

Authoriser: Monique Davidson, Chief Executive

Attachments: 1. [↓ TO BE DELETED - Significance and Engagement Policy](#)
2. **DRAFT Significance and Engagement Policy**

PURPOSE

The matter for consideration by the Council is the adoption of an amended Significance and Engagement Policy.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) **The amended Significance and Engagement Policy, as attached, is adopted, and comes into effect from Friday 28 August 2020.**

BACKGROUND

A Significance and Engagement Policy (SEP) is a device for letting the public know what decisions or matters the council and the community consider to be particularly important, how the council will go about assessing the importance of matters, and how and when the community can expect to be consulted on both. For this reason, it is integral to good governance and a well-functioning Council.

Every three years, the SEP needs to be reviewed in line with the Long Term Plan (LTP process). Depending on the extent of change in the policy, it can either be approved prior to the LTP consultation, or as part of it.

This report presents a draft SEP for adoption prior to the LTP consultation process.

DISCUSSION

The SEP has been reviewed and only minor changes have been recommended. This is largely based off feedback from the ELT, and comparison to other SEP around the country. The SEP has been reformatted and put into the new Council policy template.

Key changes are:

- We have included an introduction, in order to better frame the purpose of the policy.
- Inclusion of a flow chart to make it easier to understand.
- Minor changes to wording of the criteria to make it easier to read (deleted text struck out below and new text **highlighted**):
 - Level of community interest ~~for the issue, proposal or decision; or the potential to generate community interest~~
 - Level of impact on the capacity **and capability** of the Council ~~to carry out its role and functions~~
- Addition of an objective “line in the sand” when considering if an issue is highly significant or not: **“When a decision is indicated as “high” on five or more criteria it is likely to be highly significant.”** At the moment, this does not exist so risks inconsistency both on issues and depending on the decision-maker at the time. Five or more criteria is half.

- Removal of reference to IAP2 Spectrum of Public Participation model. More Councils are removing reference to this model as it can cause confusion and create restrictions in how Council may, or may not, approach engagement. While the reference to the model has been removed, the language remains in line with its intent.
- Making it clear that there are times when Council may not engage because of serious health and safety risks.
- A new section outlining our general approach to engagement.
- A more explicit section on engagement with Māori.
- Outlining some important sections in the Local Government Act (the Act) that we do not include in the current version. This means people don't need to search a range of sources to get the information they need. These sections include the principles of consultation (section 82 of the Act), what is involved in a Special Consultative Procedure, and a more fulsome explanation of what is a strategic asset.
- A more comprehensive explanation about what a group asset or whole-of-asset approach means.
- Minor amendment of our strategic asset list to fix an error. The current version has retirement housing as an asset that Council has determined to be strategic, when actually it is a strategic asset by definition under section 5 of the Act. The practical consequence to this means that any kind of social housing Council owns is automatically a strategic asset and cannot be removed from the list. Again, this is a legislative definition and this change is simply to fix the error in the current version of the policy.

RISK ASSESSMENT AND MITIGATION

The changes recommended are minor, with no material changes to the current policy (especially relating to criteria for assessment). Therefore, there is minimal risk to approval of the SEP.

FOUR WELLBEINGS

The SEP supports the four wellbeings as it gives effect to them through a decision-making framework that ensures appropriate engagement with the community on significant issues.

DELEGATIONS OR AUTHORITY

The Strategy and Wellbeing Committee has the delegations to approve this amended policy.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

Our recommendation is option 2: adoption of policy (as drafted, or with minor changes).

We recommend this option as it retains the fundamentals of the current policy, but introduces some more context to the policy, adds some clarification to areas, and fixes an error in the current version.

Review of the current policy suggests the criteria is still in line with Council principles. The current version was also created to underpin Thrive, and as this remains the strategic basis for the LTP, is still relevant to that strategic direction.

Any significant changes to the policy would mean consultation would likely be required. As it is close to the LTP it would make sense to have this occur during that consultation. The risk is that it gets lost amongst the larger items of the LTP, does not get much feedback, and therefore does not really fulfil the underlying principles to ensure the community is able to engage as fully as possible.

There is the potential that it would garner more feedback because of its inclusion, however given some of the potential consultation items this would be unlikely.

	<u>Option 1</u> Retention of Status Quo	<u>Option 2</u> Adoption of policy (as is, or with minor changes)	<u>Option 3</u> Adoption of policy with more significant changes
Financial and Operational Implications	None.	Minimal. As the criteria remains the same, there are no new factors to take into consideration by officers in considering significance.	Depending on the level of change, would require some general training of officers to ensure they understand any new criteria or process, and how to assess any new criteria objectively.
Long Term Plan and Annual Plan Implications	None.	None.	The policy would need to be consulted on. Given the proximity to the LTP, it would make sense to delay any consultation and instead combine it with the LTP consultation.
Promotion or Achievement of Community Outcomes	The SEP supports promotion of community outcomes by adequately ensuring community views are taken into account.	The SEP supports promotion of community outcomes by adequately ensuring community views are taken into account.	The SEP supports promotion of community outcomes by adequately ensuring community views are taken into account.

Statutory Requirements	<p>We are required by the Local Government Act 2002 to have a SEP in place.</p> <p>Currently this policy has an error which incorrectly categorises retirement housing as an asset determined to be strategic by Council. By retaining the status quo this error would remain.</p>	<p>We are required by the Local Government Act 2002 to have a SEP in place.</p>	<p>We are required by the Local Government Act 2002 to have a SEP in place.</p>
Consistency with Policies and Plans	<p>This option is consistent with policies and plans.</p>	<p>This option is consistent with policies and plans.</p>	<p>This option is consistent with policies and plans.</p>

Recommended Option

This report recommends option 2: adoption of policy (as drafted, or with minor changes) for addressing the matter.

NEXT STEPS

If the recommended option is approved, we will ensure it is updated internally and on our website.

RECOMMENDATION

- a) The amended Significance and Engagement Policy, as attached, is adopted, and comes into effect from Friday 28 August 2020.

Central Hawke's Bay District Council <i>SIGNIFICANCE AND ENGAGEMENT POLICY</i>	POLICY MANUAL	
	Document #	1.22
	Approved by:	Council
	Adoption Date:	31-05-2018
	Last Amended:	31-05-2018
	Review Date:	June 2021
	Page:	Page 1 of 6

PURPOSE OF POLICY

The purpose of the policy is:

- To enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities; and
- To provide clarity about how the community can expect to be engaged in decisions about different issues, assets, or other matters; and
- To inform the Council from the beginning of a decision-making process about:
 - The extent of any public engagement that is expected before a particular decision is made; and
 - The form or type of engagement required.

The extent of significance and engagement is determined on a case-by-case basis. This policy is intended to guide decision-making on these matters.

GENERAL APPROACH TO DETERMINING SIGNIFICANCE AND LEVEL OF ENGAGEMENT

The Council will follow a three-step process to inform decision-making:

1. Determine significance – the Council will use agreed criteria to decide if a matter is of higher or lower significance.
2. Link level of significance to level of engagement – the level of significance will link to a corresponding level of engagement to be undertaken.
3. Consider methods of engagement – each level of engagement will have a range of methods that the Council is able to choose from to undertake the engagement required. As well as the views of communities and affected and interested parties, there is a wide range of information sources, considerations and perspectives that informs the Council's decisions, including the requirements of Government policy, technical matters and the financial implications.

• THE THREE STEPS

1. Determine Significance

The Council is responsible for judging for itself how it achieves compliance with the decision making requirements of the LGA. This must be largely in proportion to the significance of the matters affected by decisions to be made.

The Council will assess the importance of an issue, proposal or decision on the basis of its likely

impact on the people expected to be most affected by or to have an interest in the matter, as well as the Council's capacity to perform its role, and the financial and other costs of doing so.

All of the following criteria will be considered when determining the level (low to high) of significance of an issue, proposal or decision. The greater the cumulative impact of the decision as assessed by these criteria, the more significant the issue, proposal or decision will be:

- Number of people affected and/or with an interest;
- Level of impact on those people affected;
- Level of community interest already apparent for the issue, proposal or decision; or the potential to generate community interest;
- Level of impact on Māori, Māori culture and traditions – Significant decisions in relation to land or a body of water must take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.
- Possible environmental, social and cultural impacts;
- Possible costs/risks to the Council, ratepayers and wider community of carrying out the decision;
- Possible benefits/opportunities to the Council, ratepayers and wider community of carrying out the decision;
- Level of impact on the capacity of the Council to carry out its role and functions;
- Whether the impact of a decision can be easily reversed;
- Whether the ownership or function of a strategic asset(s) is affected.

2. Link level of significance to level of engagement

The significance of the issue, proposal or decision will influence how much time, money and effort the Council will invest in exploring and evaluating options and obtaining the views of affected and interested parties. In linking the level of significance to the level of engagement it is important to find the right balance between the costs of engagement and the value it can add to decision-making.

The Council will consider the extent of community engagement that is necessary to understand the community's view before a particular decision is made and the form of engagement that might be required. This also includes the degree to which engagement is able to influence the decision and therefore the value of investing in engagement (e.g. if there is only one or very limited viable options such as a specific change required by new legislation).

Using the International Association of Public Participation engagement spectrum as a basis (see Appendix 1), the method(s) of engagement adopted by the Council before it makes a decision may depend on whether or not:

- (a) The matter is of low or no significance (e.g. technical and/or minor amendments to a Council policy) and there may be a very small group of people affected by or with an interest in the decision;
- (b) The matter is significant only to a relatively small group of people or is of low impact to many. They should be **informed** about the problem, alternatives, opportunities and/or solutions and/or

consulted so that any concerns, alternatives and aspirations they have are understood and considered;

- (c) The matter is significant not only to a small group of people particularly affected but also to a wider community that may have an interest in the decision to be made. They may be **informed, consulted** and/or **involved** to seek public input and feedback on analysis, alternatives and/or decisions.
- (d) For more significant matters, the Council may elect to **collaborate**, or partner, with a community in any aspect of a decision including the development of alternatives and the identification of preferred solutions. This is more likely to occur where there is a distinct group of affected or particularly interested people.

Depending on the level of significance and the nature of the issue, proposal or decision being made, by using a range of engagement methods communities may be **empowered** to participate in the decision-making process.

3. Consider Methods of Engagement

There is a variety of ways in which the Council engages with the community.

- Once the level of significance of an issue, proposal or decision has been determined, the Council will consider the level and form of community engagement. Depending on the matter being considered and the stakeholders involved, the preferred method(s) or combination of engagement tools will be identified and applied to meet the goals of the specific engagement.
- The Council will build on existing relationships and networks with individuals and communities, and look to extend the range of parties involved in the community engagement as appropriate.
- The Council will consider engagement methods and tools relative to the level of significance. These will support communities' participation through an engagement spectrum approach, as set out in the following table.
- Differing levels and forms of engagement may be required during the varying phases of consideration and decision-making on an issue or proposal, and for different community groups or stakeholders. The Council will review the appropriateness and effectiveness of the engagement strategy and methods as the process proceeds.
- There may be occasions in which the Council chooses to carry out engagement at a level higher than that indicated by the significance of the decision as part of its commitment to promote participatory democracy.
- The Council will work to ensure the community is sufficiently informed to understand the issue(s) or proposal, options and impacts and has time to respond, so they are able to participate in engagement processes with confidence.

The type of community engagement undertaken will be proportionate to the significance of the matter and the number of affected residents. This is a judgement to be made on a case by case basis by the Council. Appendix 2 provides an overview of how significance and engagement link together and the types of engagement the community can expect.

Strategic Assets

An important objective of the Council is to achieve or promote outcomes that it believes are important to the current or future well-being of the community. Achieving these outcomes may require the provision of roads, water, wastewater and stormwater collection as well as libraries, reserves and other recreational facilities and community amenities.

Council-owned assets that provide these services are considered to be of strategic value and the Council has determined they need to be retained if its objective is to be met. These assets must be

listed in the Council's Significance and Engagement policy. A decision to transfer the ownership or control of a strategic asset cannot be made unless it is explicitly provided for in the Council's Long Term Plan (LTP) and the public is consulted through the Special Consultative Procedure (SCP).

The Central Hawke's Bay District Council owns a number of assets and assets managed 'as a whole' that it considers to be strategic, however not all trading decisions made regarding these assets are regarded as significant nor do they affect the assets strategic nature.

The following assets (asset groups) are considered strategic and therefore significant:

- Infrastructural assets relating to roads, water, stormwater, and wastewater
- The network of parks, sports grounds and other recreational facilities
- The districts aquatic facilities, including the Waipawa Memorial Pool
- Solid waste facilities, including transfer stations and the Farm Road Landfill
- Retirement Housing, as a whole
- CHB District Libraries, as a whole
- Cemeteries
- Cultural facilities

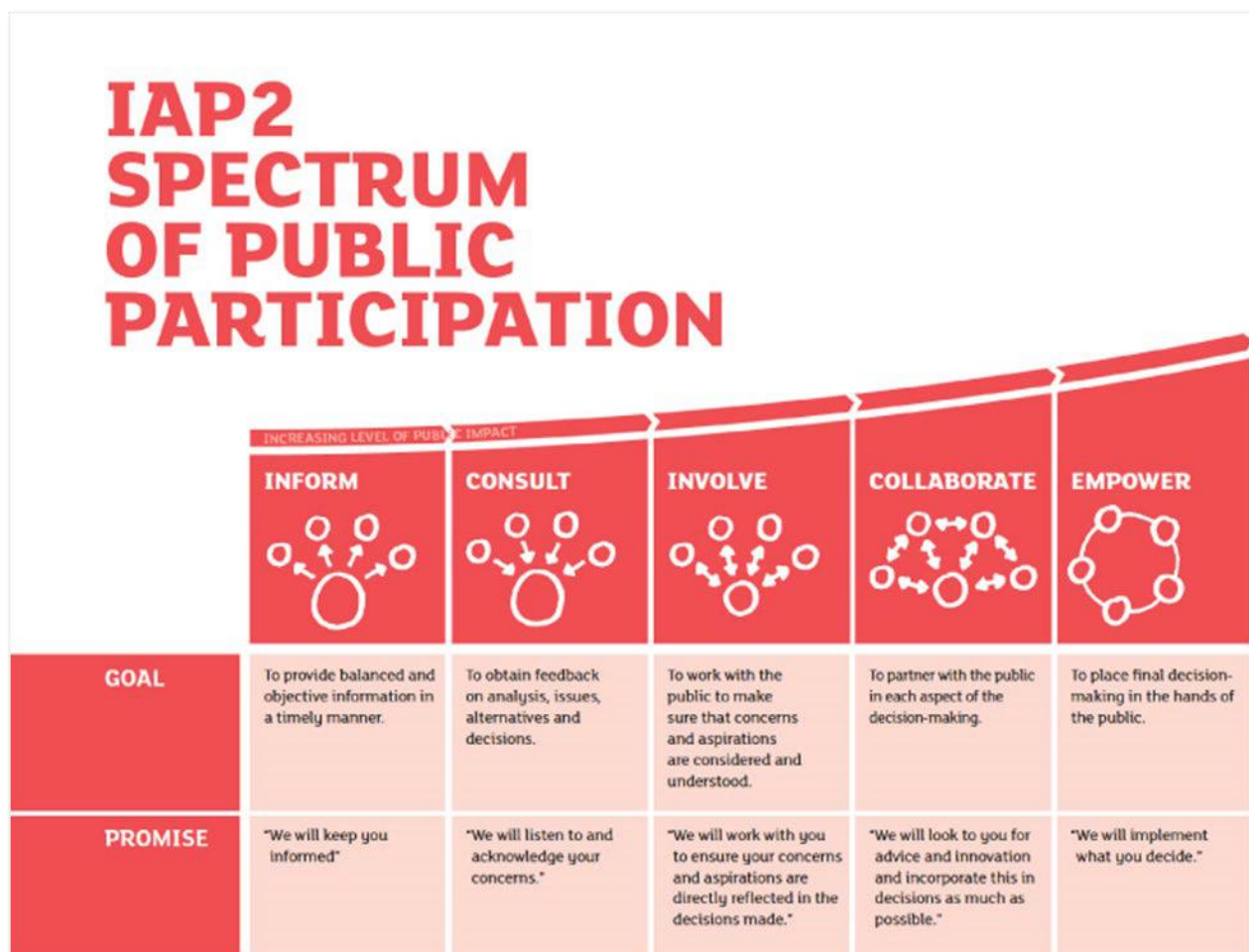
Monitoring implementation

All reports by officers to Council seeking a decision will include a statement addressing the issue of significance. The report is to include a statement about how the relevant sections of the Local Government Act 2002 and the Significance and Engagement policy will be observed.

Notes:

- This policy will not apply where, in the opinion of the Council, failure to make a decision urgently would result in unreasonable or significant damage to property, or risk to people's health and safety, or the loss of a substantial opportunity to achieve the Council's strategic objectives. Other policy and legislative requirements will still apply.
- In cases where legislation requires the Council to use the Special Consultative Procedure as set out in the Local Government Act 2002, that process will be used as a minimum requirement.

APPENDIX 1 – IAP2 SPECTRUM OF PUBLIC PARTICIPATION

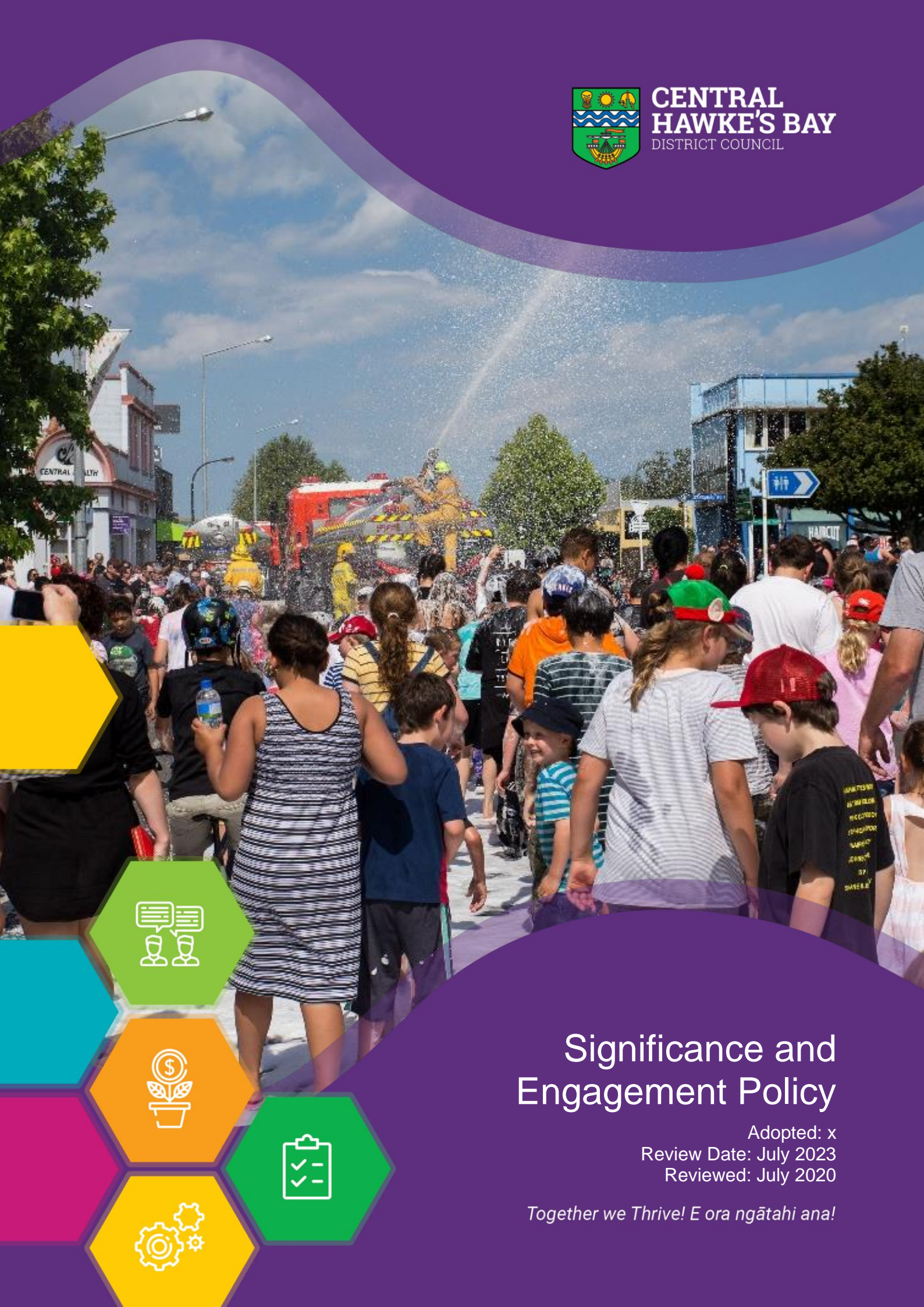


APPENDIX 2 – EXAMPLES OF ENGAGEMENT ACTIVITIES (ADAPTED FROM IAP2 SPECTRUM OF ENGAGEMENT)

ENGAGEMENT LEVEL	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
What does it involve	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Examples of tools the council might use <small>Note: these tools may be applicable across many levels of Engagement</small>	<ul style="list-style-type: none"> Email newsletter to local communities and networks Information flyers to neighbourhoods Public notices/info in community newspapers, website 	<ul style="list-style-type: none"> Formal submissions and hearings or the Special Consultative Procedure Focus groups Community meetings Online opportunities to submit ideas/feedback 	<ul style="list-style-type: none"> Workshops Focus/stakeholder groups' meetings Public meetings, drop-in sessions Online surveys/forums 	<ul style="list-style-type: none"> External working groups(involving community experts) Community Advisory Groups (involving community representatives) Forums 	<ul style="list-style-type: none"> Binding referendum Local body elections Delegation of some decision-making to a community
When the community is likely to be involved	Once a decision is made and is being implemented.	Once the council has determined an initial preferred position it would endeavour to provide the community with sufficient time to participate and respond.	The community or specific communities could be engaged throughout the process, or at specific stages of the process as appropriate.	The community or specific communities could be engaged from the outset, including the development of alternatives to the identification of the preferred solution.	The community or communities will be engaged throughout the process to ensure ownership of the development of alternatives, identification of the preferred solution(s) and delegated decision-making on the preferred solution.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Significance and Engagement Policy

Adopted: x
Review Date: July 2023
Reviewed: July 2020

Together we Thrive! E ora ngātahi ana!

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2 Introduction

Central Hawke's Bay District Council (the Council) is responsible for making decisions on behalf of its communities. The Council considers community views and preferences when making decisions and has flexibility about how to engage with its communities. Council gathers information about the views and preferences from our community in many ways and uses this information to inform its decisions.

The Council aspires to actively engage with and work collaboratively with its communities within the decision making roles. Engaging early and well, enables better decisions by ensuring that final decisions take into account or have regard to the views of the community and those affected by the decision. At times (and subject to unique circumstances), engagement activities may need to go beyond the Council's standard approach.

The purpose of this policy is to:

Enable Council to identify when it would be appropriate to engage with the community

Provide clarity to the community on how it might be engaged in various types of decisions.

Inform Council from the start of a project the extent of any engagement that might be required before they make any decisions.

The extent of significance and engagement is determined on a case-by-case basis. This policy is required under the Local Government Act 2002 (the Act). It includes:

The general approach to determining the degree of significance of proposals and decisions (section 3) and the level of engagement required (section 4);

The criteria used to determine the extent to which proposals and decisions are of significance (section 3);

Information on when, how and to what extent communities can expect to be engaged in decision-making processes and other matters; (section 5);

The process for any consultations carried out under a Special Consultative procedure (section 6); and

Information on strategic assets and a list of strategic assets owned by Council (section 7).

The Council will review the Significance and Engagement Policy every three years or as required. This will be amended and confirmed through public consultation if necessary, separately or as part of the Long-term Plan.

2.1 How it works in practice

Council officers must answer some key questions when considering how consultation works in practice. Some decisions may require the use of the Special Consultative Procedure under the Local Government Act 2002. See section 6 of this policy about the requirements for these decisions.

For all other decisions, Council will first ensure as part of the project planning process that it clearly identifies the objective, options for achieving the objective, and their advantages and disadvantages.

At this point, it is then appropriate to design the decision-making and engagement process taking into account:

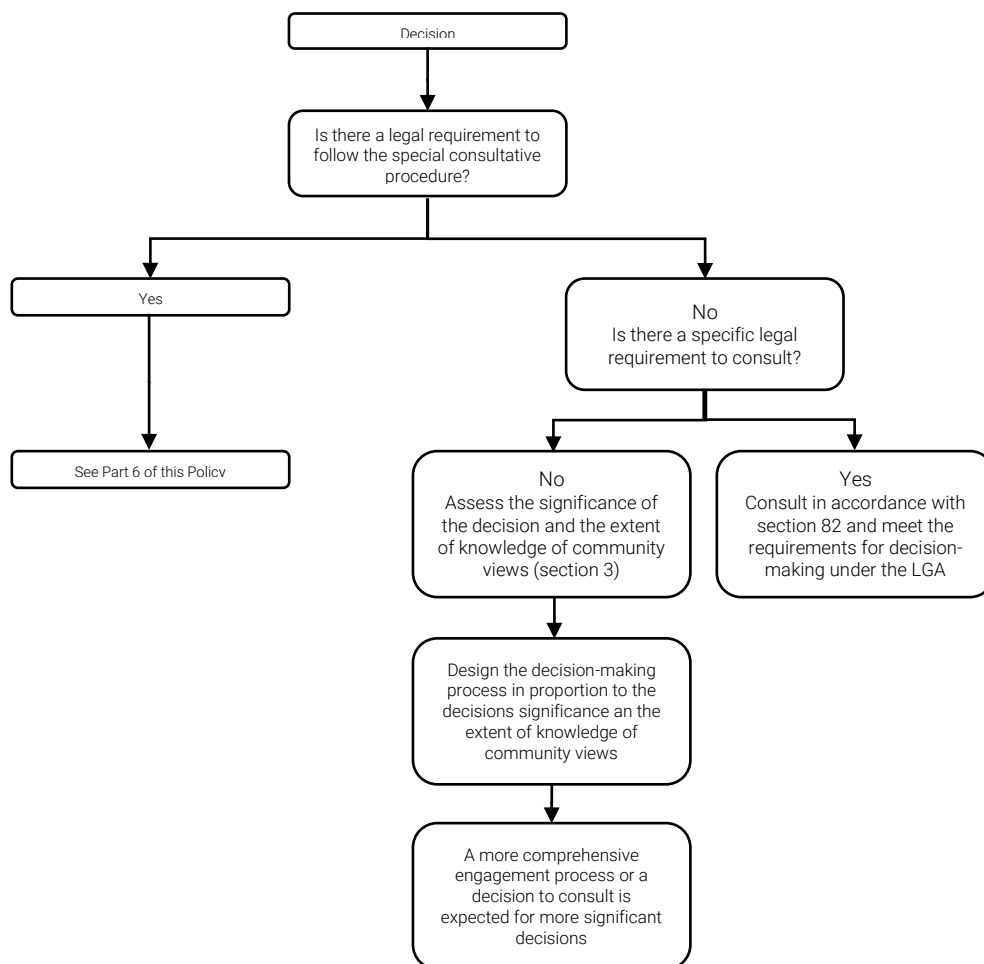
The level of significance (see section 3)

Link the level of significance to the level of engagement (section 4)

Consider appropriate methods of engagement (section 5).

If Council has decided to consult, or is otherwise legally required to, ensure that consultation complies with consultation principles (see section 6).

This process is outlined in the flowchart below.



2.2 A note on consultation versus engagement

Consultation involves obtaining public feedback on proposals; it is one form of engagement. The Council regularly consults communities through processes such as the long-term plan which determine Council's strategic direction as well as how it sets budgets

and prioritises projects. The Council will consult the community on significant decisions. For most Council decisions, there is no express requirement to consult the public, but we will consider people's views and preferences.

Engagement is a broader and ongoing process of sharing information with the community and seeking its feedback, with the purpose of involving the community in the process of decision making. This process may include a more formal consultation process to meet legal requirements.

There is a general expectation of officers that for more significant decisions they will create a communication and engagement plan as part of their project plan.

2.3 Monitoring implementation

All reports by officers to Council seeking a decision will include a statement addressing the issue of significance. The report is to include a statement about how the relevant sections of the Local Government Act 2002 and the Significance and Engagement policy will be observed.

3 Determining Significance

The Council must determine the level of significance of a decision based on criteria identifying the level of significance and the likely impact of the decision on the current and future wellbeing of the District. It must also take into account any persons likely to be particularly affected by or interested in the decision and the capacity of the Council to perform its role, as well as the financial and other costs of doing so.

3.1 The criteria for assessing the degree of significance

The Council's criteria for assessing the degree of significance of a decision are below. All of the following criteria will be considered when determining the level (low to high) of significance of an issue, proposal or decision. The greater the cumulative impact of the decision as assessed by these criteria, the more significant the issue, proposal or decision will be.

- Number of people affected and/or with an interest;
- Level of impact on those people affected;
- Level of community interest
- Level of impact on Māori, Māori culture and traditions – Significant decisions in relation to land or a body of water must take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.
- Possible environmental, social and cultural impacts;
- Possible costs/risks to the Council, ratepayers and wider community of carrying out the decision;
- Possible benefits/opportunities to the Council, ratepayers and wider community of carrying out the decision;

- Level of impact on the capacity and capability of the Council
- Whether the impact of a decision can be easily reversed;
- Whether the ownership or function of a strategic asset(s) is affected.

When a decision is indicated as “high” on five or more criteria it is likely to be highly significant.

4 The Level of Engagement

The significance of the issue, proposal or decision will influence the effort the Council will invest in obtaining the views of affected and interested parties. It is important that the Council design the engagement process in proportion to the decisions significance and the extent of knowledge of community views.

The assessment of the significance of proposals and decisions, and the level of community engagement, will be considered in the early stages of a proposal before decision making occurs and, if necessary, reconsidered as a proposal develops. The aim is to engage early so that the decision-making process is well informed by those impacted by any decision.

The methods of engagement adopted by the Council before it makes a decision will depend on if:

the matter is of low or no significance (e.g. technical and/or minor amendments to a Council policy) and there may be a very small group of people affected by or with an interest in the decision;

the matter is significant only to a relatively small group of people or is of low impact to many. In this case, they will be informed about the matter in a meaningful way and/or consulted so that any concerns, views or alternatives can be considered as part of the decision-making process.

the matter is significant not only to a small group of people particularly affected but also to a wider community that may have an interest in the decision to be made. In this case, a range of methods could be used. Most likely, a mixed method that allows for consultation and direct involvement with the public to get their input and feedback.

for more significant matters, the Council may utilise a suite of engagement methods to ensure that the community is given as much opportunity to participate and influence the decision-making process. This could include partnering with the community to identify options.

When might the Council not carry out engagement?

There may be occasions when the Council may not follow this policy, for example where failure to make a decision urgently would result in unreasonable or significant damage to property, risk to people’s health and safety, or the loss of a substantial opportunity to achieve the Council’s strategic objectives. The Local Government Act 2002 sets out a process for the Council to follow if the Council has a good reason to make a decision outside of this policy.

5 Our Approach to Engagement

The Council actively seeks to improve opportunities for engagement and ensure that final decisions take into account or have regard to the views of the community and those affected by the decision. The Council will monitor and report on how public input has influenced decisions. The Council works with communities on a number of levels including as customers, stakeholders, citizens, ratepayers, subject matter experts and partners. It views engagement as a genuine dialogue with its diverse communities to help Council make better decisions. Council has working relationships with groups including:

mana whenua, iwi and Māori organisations

community and business organisations

government and education sectors

residents and ratepayers.

The Mayor and Councillors have a responsibility to ensure there is effective community engagement.

As well as consulting on certain decisions we will seek to establish ongoing relationships with our communities to provide opportunities for matters to be raised which are not currently under consultation. We may do this in a variety of ways such as having a presence in public spaces, through our digital channels, front line staff, print media, workshops and community events.

5.1 Engagement with Māori

The Council acknowledges the unique status of Māori and the wider Māori community and is committed to ensuring that it provides opportunities for Māori to contribute to in the decision-making process. The Council is committed to providing relevant information to inform Māori contribution and improve Māori access to the Council's engagement and decision-making processes, as set out in section 81 of the Act.

The Council will work with mana whenua iwi to ensure their contributions are represented and their status is publicly recognised. Council recognises that early engagement with iwi is often the most effective - in particular for those decisions which have greater significance.

The Council affirms its obligations to involving Māori in decision-making processes as set down in the Act, which includes recognition of the Treaty of Waitangi.

5.2 Principles of consultation

When carrying out consultation, Council will follow these principles of consultation (from section 82 of the Act):

1. identify people who will or may be affected by, or have an interest in, the decision;

2. provide them with reasonable access to relevant information in an appropriate format on the process and scope of the decision;
3. encourage people to give their views;
4. give people a reasonable opportunity to present their views in an appropriate way;
5. listen to, and consider those views, with an open mind; and
6. after the decision, provide access to the decision and any other relevant material.

Where the Act requires Council to consult on a particular draft policy or decision, Council will prepare and make available:

1. a description of what it intends to do, and why;
2. an analysis of the practical options (with advantages and disadvantages); and
3. a draft of the policy or relevant document (or details of the changes to any policy or document).

6 Special Consultative Procedure (SCP)

The special consultative procedure requires the Council to prepare a statement of proposal and make this publically available (and make the summary or a full proposal widely available). It must allow feedback of at least 1 month. Council must ensure people are given an opportunity to present their views to Council through spoken interaction (or using sign language).

The Council must use the special consultative procedure for some plans and processes including:

1. adopting or amending a Long-term Plan;
2. adopting, amending, or revoking bylaws of significant interest to or impact on the public (for all other bylaw matters Council will consult following the principles in section 82 of the LGA);
3. adopting, amending or revoking a Local Alcohol Policy; and
4. setting rates.

Unless already explicitly provided for in the Long-term Plan, we will seek to amend the Long-term Plan using a special consultative procedure, when proposing to alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, including commencing or ceasing such an activity; and when transferring the ownership or control of strategic assets, as outlined in section 7.

In these circumstances the Council will develop information that meets the requirements of section 82A of the Act, making this available to the public, allowing submissions for a period of at least 1 month, and will consider all submissions prior to making decisions.

7 Strategic assets

An important objective of the Council is to achieve or promote outcomes that it believes are important to the current or future well-being of the community. Achieving these outcomes may require the provision of roads, water, wastewater and stormwater collection as well as libraries, reserves and other recreational facilities and community amenities.

Council-owned assets that provide these services are considered to be of strategic value and the Council has determined they need to be retained if its objective is to be met. These assets must be listed in the Council's Significance and Engagement policy. The Act requires that any decision that significantly alters the level of service provided by the Council of a significant activity (including a decision to commence or cease such an activity) or transfers ownership or control of a strategic asset to or from the Council must be explicitly provided for in the Long-term Plan and can only be consulted on in the Long-term Plan, in accordance with section 93E of the Act.²

Legal framework Strategic assets are defined in section 5 of the Act as: "...an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes:

1. any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
2. any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
3. any equity securities held by the local authority in:
4. a port company within the meaning of the Port Companies Act 1988:
5. an airport company within the meaning of the Airport Authorities Act 1966."

1. Section 76AA (3) of the Act requires that the Council "must list the assets considered by the local authority to be strategic assets." These assets are determined to be important to achieving the Council's community outcomes. In addition, assets or groups of assets are listed as strategic if the Council ownership or control is essential to the long-term provision of the associated service.

7.1 Group or Whole-of-Asset Approach

The Council takes a group or whole-of-asset approach i.e. it means the group assets as a whole and not each individual asset within the group. Without limiting the application of this provision to other assets, the following examples of the application of this policy to group assets are given:

- "Water supply network assets" means those group assets as a whole and not each individual pipeline, reservoir, and pump station. The Council does not consider that the addition or deletion of parts of that group asset (being a part of the group asset

² Section 93E of the Local Government Act 2002 covers the additional content of consultation documents for adoption or amendment of a Long-Term Plan where section 97 applies to proposed decision.

as a whole) will affect the overall group asset's strategic nature.

- "Roading assets" and "reserve assets" mean those group assets as a whole. Therefore, if the Council acquires land for a new road (or the formed road itself) or new reserve lands as a result of subdivision, those additions are part of the day-to-day business of managing the roading and reserves assets.
- Decisions that involve the transfer of ownership or control of an element of a group strategic asset where the remaining assets of the group still enable the Council to meet its strategic outcome will not on their own be regarded as a strategic asset. Examples include:
 - disposal of former roads, provided that the Council has followed the road stopping processes under the Public Works Act 1981
 - disposal of individual reserves, provided that the Council has followed the procedures in the Reserves Act 1977 or the Local Government Act 2002 for areas managed as reserve but not covered by the Reserves Act.

7.2 Schedule of Strategic Assets

Assets the Council owns that are strategic assets under section 5 of the Local Government Act 2002:

- the public rental housing held by the Council to maintain affordable housing

Assets the Council has determined to be strategic assets:

- Infrastructural assets relating to roads, water, stormwater, and wastewater
- The network of parks, sports grounds and other recreational facilities
- The districts aquatic facilities, including the Waipawa Memorial Pool
- Solid waste facilities, including transfer stations and the Farm Road Landfill
- CHB District Libraries, as a whole
- Cemeteries
- Cultural facilities.

5.7 GOVERNANCE POLICIES - DELETIONS AND CHANGES

File Number: COU1-1411

Author: Gina McGrath, Strategy and Governance Manager

Authoriser: Monique Davidson, Chief Executive

Attachments:

1. Civil Defence Policy [↓](#)
2. Footpaths Policy [↓](#)
3. Library Policy [↓](#)
4. Provisional Local Alcohol Policy [↓](#)
5. Regional Funding for Tourism Funding and Promotion Policy [↓](#)
6. Regulatory Policy [↓](#)
7. Archives and Records Policy [↓](#)
8. Complaints and Compliments Policy [↓](#)
9. Submissions and Petitions policy [↓](#)

PURPOSE

The matter for consideration by the Council is the updating of governance policies.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) The following policies be deleted:
 - a. Civil Defence policy.
 - b. Footpaths policy.
 - c. Libraries policy.
 - d. Provisional Local Alcohol policy 2015.
 - e. Regional Funding for Tourism Funding and Promotion policy.
 - f. Regulatory Policy.
- b) The following policies are dropped to operational-level policies:
 - a. Archives and Records policy.
 - b. Complaints and Compliments policy.
 - c. Submissions and Petitions policy.

BACKGROUND

On 3 June 2020, the Central Hawke's Bay District Council Policy Framework was adopted by Council. As part of this work, a Policy Review schedule was created, which identified a number of policies that ought to be reviewed, deleted, consolidated with other policies, or dropped to operational level policies.

On that basis, the purpose of this report is to ask Council to:

1. Approve that some policies are dropped from governance to operational level policies; and
2. Approve the deletion of policies that are no longer relevant or required.

All the policies referenced in this paper have also been attached for your reference, so you are able to read and ensure you understand the reasoning behind their deletion or change in level.

DISCUSSION

Deletion of Policies

In the policy review recommendations, there were a number of policies recommended to be deleted outright (rather than bundled into another policy). On the whole, this is because they are largely outdated, simply restate legislative obligations, or are best suited as just guidelines or useful information to the public.

Removing policies that have no real purpose or add no value will ensure that we continue to improve our governance framework. It will make it easier to understand, and each policy will have a clear purpose that links to our overall strategic direction.

The following outlines the policies recommended to become operational policies, and the reasoning for that change:

1. Civil Defence policy: this just restates legislative requirements, and does not put policy in place.
2. Footpaths policy: this policy was superseded by the new Footpath Construction policy, however was not explicitly deleted as part of that process.
3. Libraries policy: the content of this policy has been superseded by the Libraries Strategic Framework.
4. Provisional Local Alcohol Policy 2015: this policy was superseded by finalised Local Alcohol Policy in 2018, however was not explicitly deleted as part of that process.
5. Regional Funding for Tourism Funding and Promotion Policy: this should just be captured as part of LTP decisions, rather than being captured in a policy. It is also partially outdated in its reference to CHB Promotions.
6. Regulatory Policy: this is not a policy. It simply states that Council will fulfil its obligations under relevant legislation (which we are legally required to do anyway).

There are two other policies that ought to be deleted after Fees and Charges are agreed to. This is because the content of the policies should be incorporated within the Fees and Charges schedule, rather than a separate policy. The relevant Council Officers have been advised to ensure that they are included in the next Fees and Charges update, and the Chief Financial Officer will include a recommendation at the time for these two policies to be formally deleted. They are noted below:

1. Vehicle Crossing Policy.
2. Voluntary Organisations and Incorporated Societies Policy.

Governance to Operational-Level

As it currently stands, we have some governance policies that exist that do not align with the definition and framework we have set ourselves. As a reminder, governance policies are the responsibility of Elected Members. These policies can only be amended, deleted or adopted by resolution in Council or Council Committee. They exist to set the parameters of operational decision-making and activities. Local Government New Zealand refers to this as 'the steering of the ship' in its Elected Members' Handbook.

However, organisational policies are the responsibility of the Chief Executive and Executive Leadership Team. They can only be amended, deleted or adopted by these parties. These policies are mainly focussed on internal activities and guide operational decision-making. Local Government New Zealand calls this 'rowing of the ship'; that is, ensuring the ship is moving to reach the destination set by Elected Members.'

The following outlines the policies recommended to become operational policies, and the reasoning for that change:

1. Archives and Records policy: this is not a policy and sets no policy principles to follow; instead, it just states a service level and the legislation that is to be followed.
2. Complaints and Compliments Policy: this is not a governance-level policy, and does not set out any particular policy principles. Rather, it sets out expectations and the process for managing and investigation of complaints made to Council staff.
3. Submissions and Petitions Policy: this policy was recommended either for deletion or to become an operational level policy. This is because, like the Complaints and Compliments policy, it outlines the process (in this case for considering submissions and petitions to Council). Rather than delete, we believe it may still have some utility in outlining a clear process internally for how we treat these types of approaches to Council.

RISK ASSESSMENT AND MITIGATION

There are no risks associated with the adoption of the recommendations.

However, non-adoption could lead to confusion as it will mean that the policies that make up our overall framework do not align with the structure we have created. This structure is based on the Auditor-General's recommendation of the difference between governance and management.

FOUR WELLBEINGS

Good governance is one of the cornerstones of an effective Council. As the purpose of this report is to further refine and bring into line the policies that sit within the Policy Framework, this report fundamentally supports the delivery of the four wellbeings across Council.

DELEGATIONS OR AUTHORITY

The Strategy and Wellbeing Committee has the delegation to approve these changes.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

Three options are presented for consideration. These are;

1. Adopting recommendations.
2. Adopting the recommendations with some edits or modifications.
3. Not adopting the recommendations and providing officers with guidance on next steps or further work that is required.

Financial and Operational Implications

The options do not present significant measurable financial implications.

	<u>Option 1</u> Adopt the recommendations	<u>Option 2</u> Adopt the recommendations with edits or modifications	<u>Option 3</u> Decline to adopt recommendations
Financial and Operational Implications	Will provide operational clarity on remaining policies to be reviewed.	Will provide operational clarity on remaining policies to be reviewed.	This will mean that current outdated and irrelevant policies technically still exist. This could risk some operational confusion.
Long Term Plan and Annual Plan Implications	No implications, as the recommendations are not for significant changes to policies; it is to essentially tidy up our current policy list.	No implications, as the recommendations are not for significant changes to policies; it is to essentially tidy up our current policy list.	No implications, as the recommendations are not for significant changes to policies; it is to essentially tidy up our current policy list.
Promotion or Achievement of Community Outcomes	The policies recommended to be deleted or moved to operational-level provide no material support to the achievement of community outcomes.	The policies recommended to be deleted or moved to operational-level provide no material support to the achievement of community outcomes.	The policies recommended to be deleted or moved to operational-level provide no material support to the achievement of community outcomes.
Statutory Requirements	No policies that fall under the recommendations are legally required. Additionally, this work to tidy our list up is not a statutory requirement.	No policies that fall under the recommendations are legally required. Additionally, this work to tidy our list up is not a statutory requirement.	No policies that fall under the recommendations are legally required. Additionally, this work to tidy our list up is not a statutory requirement.
Consistency with Policies and Plans	The recommendations are in line with the principles that underpin the Governance Policy Framework. The review list was included as part of that work, and gave an early indication to Elected Members as to what 'quick wins' could be addressed as part of a policy review (which was identified as the next step of that	The recommendations are in line with the principles that underpin the Governance Policy Framework. The review list was included as part of that work, and gave an early indication to Elected Members as to what 'quick wins' could be addressed as part of a policy review (which was identified as the next step of that	Non-adoption of the recommendations would mean a continued misalignment between the Governance Policy Framework, and it's underlying principles.

process).

process).

Recommended Option

This report recommends option one for addressing the matter.

NEXT STEPS

If the recommended option is adopted, Officers will update the Policy Framework, governance policy list and organisational policy list. Additionally, where relevant, the content of any policies to be deleted will be used to create any guidance or provide information on the Council website.

The next steps will be to bundle appropriate policies together as recommended by the policy review. This will also include review of policies themselves. When this review might impact strategic assets, or levels of service, feedback will be sought from Elected Members. This is likely to occur as a natural consequence of LTP discussions (particularly via Asset Management Plans and setting our Levels of Service). Where it doesn't, we will seek specific feedback from you as appropriate.

RECOMMENDATION

That having considered all matters raised in the report:

a) The following policies be deleted:

- a. Civil Defence policy.**
- b. Footpaths policy.**
- c. Libraries policy.**
- d. Provisional Local Alcohol policy 2015.**
- e. Regional Funding for Tourism Funding and Promotion policy.**
- f. Regulatory Policy.**

b) The following policies are dropped to operational-level policies:

- a. Archives and Records policy.**
- b. Complaints and Compliments policy.**
- c. Submissions and Petitions policy.**

Central Hawke's Bay District Council	POLICY MANUAL	
	Document #	2.4
	Approved by:	Council
	Adoption Date:	18-05-2017
	Last Amended:	30-04-1992
	Review Date:	May 2020
	Page:	Page 1 of 1

CIVIL DEFENCE POLICY

1. Council will ensure the provision of an effective Civil Defence capability in this District.
2. Council will also provide Civil Defence Emergency Operations Centres and support for the Central Hawke's Bay Civil Defence Organisations.
3. Expenditure in all aspects is designed to maintain the Civil Defence Organisation in a state of readiness for crisis. The Organisation is not to be equipped for every contingency but will call on the resources of the Community and other areas of New Zealand.
4. In accordance with the Civil Defence Emergency Management Act 2002 Council is a member of the Hawke's Bay Civil Defence Emergency Management Group, a joint standing committee under Clause 30(1) (b) of Schedule 7 of the Local Government Act.
6. Council is party to the Hawke's Bay Civil Defence Emergency Management Group plan, in accordance with the Civil Defence Emergency Management Act 2002. The Group Plan took effect from March 2005.

Central Hawke's Bay District Council	POLICY MANUAL	
	Document #	3.5
	Approved by:	Council
	Adoption Date:	27-03-2014
	Last Amended:	30-04-1992
	Review Date:	March 2017
	Page:	Page 1 of 1
<i>FOOTPATHS POLICY</i>		

Council will provide, in the fullness of time, every street within the residential areas of all serviced townships with at least a footpath on one side of the street.

Central Hawke's Bay District Council	POLICY MANUAL	
	Document #	6.6
	Approved by:	Council
	Adoption Date:	01-11-2017
	Last Amended:	01-11-2017
	Review Date:	November 2020
	Page:	Page 1 of 1

LIBRARY POLICY

Council will provide and maintain libraries in Waipawa and Waipukurau for the communities of Central Hawke's Bay including a Digital Library to ensure the provision of library and digital services, social inclusion and the opportunity for lifelong learning in our community. The Libraries will endeavour to create vibrant, inclusive and accessible community spaces for all.

The Libraries have an essential role in the development and lifelong learning which incorporates providing support for education, economic and personal development. It does this by collecting, preserving and providing access to resources in a range of formats and by providing assistance and support to individuals to effectively access and use the library resources. Our goal is to empower individuals.

The Libraries will strive to provide a sense of community and resource sharing through connecting and engaging with the community and delivering leading edge information and communication technology. Libraries will provide excellent service to all customers through highly professional, skilled and knowledgeable staff. Council will ensure the provision of cost effective library services for the community.

Libraries provide access to information resources, lending materials and online services appropriate to the needs and interests of the community whilst providing a learning, recreational and safe social environment. Libraries enable our community to access printed and digital research to increase skills and knowledge. Libraries deliver internal and external programmes to encourage community participation.

Libraries should preserve our past and present for the future and foster cultural diversity. This includes the Oral Histories of our community available digitally on Kete our online knowledge basket. Libraries will promote knowledge of our past allowing research opportunities for those interested in our history. To do this, we will strive to maintain strong relations with the Taiwhenua, the Museum and Council Archives.

CENTRAL HAWKE'S BAY DISTRICT COUNCIL PROVISIONAL LOCAL ALCOHOL POLICY 2015



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DRAFT LOCAL ALCOHOL POLICY PROVISIONS

1. Introduction

1.1 The Sale and Supply of Alcohol Act 2012 (the Act) has the following objects:

- (a) That the sale, supply and consumption of alcohol should be undertaken safely and responsibly; and
- (b) The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

1.2 Harm is defined very widely and includes:

- Any crime, damage, death, disease, disorderly behaviour, illness or injury, and harm to individuals or the community, either directly or indirectly caused by excessive or inappropriate alcohol consumption.

1.3 The Act allows territorial authorities to make a local alcohol policy (LAP). The LAP is a set of policies, made by the Council in consultation with its community, about the sale and supply of alcohol in its geographical area. Central Hawke's Bay District Council has decided to develop a LAP for its district to set restrictions and conditions for the sale and supply of alcohol within the district.

1.4 Once a LAP comes into force, the Council's District Licensing Committee (DLC) and the Alcohol Regulatory and Licensing Authority (ARLA) must have regard to the policy when they make decisions on license applications.

1.5 Through a LAP the community is able to:

- Limit the location of licensed premises in particular areas or near certain types of facilities, such as schools or churches;
- Limit the density of licensed premises by specifying whether new licenses or types of licenses should be issued in a particular area;
- Impose conditions on groups of licenses, such as a 'one-way door' condition that would allow patrons to leave premises but not enter or re-enter after a certain time;
- Recommend discretionary conditions for licenses;
- Restrict or extend the default maximum trading hours set in the new Act, which are
 - 8am – 4am for on-licenses (such as pubs, cafes and restaurants)
 - 7am – 11pm for off-licenses (such as bottle stores and supermarkets)

Criteria for Considering License Applications

- 1.6 The purpose of the LAP is to provide local guidance for the District Licensing Committee in deciding whether to issue a licence.
- 1.7 Under section 105 of the Act, the District Licensing Committee has to have regard to a range of matters in addition to “any relevant local alcohol policy” – when considering a license application. The types of matters include:
- The object of the Act;
 - The suitability of the applicant;
 - The design and layout of any proposed premises;
 - Whether (in its opinion) the amenity and good order of the locality would be likely to be reduced, to more than a minor extent, by the effects of the licence;
 - Whether (in its opinion) the amenity and good order of the locality are already so badly affected by the effects of the issue of existing licenses but-
 - ... it is nevertheless desirable not to issue any further licences.
- 1.8 The Act says that a licence may be refused if the issue of the licence or the consequence of the issue of the licence would be inconsistent with the LAP (section 108). This requirement does not apply for the renewal of licences. The Act also says that a licence may be made subject to conditions if the issue of the licence, or the consequence of the issue of the licence, would be inconsistent with the LAP (section 109).

Goals of the LAP

- 1.9 The Local Alcohol Policy provides direction for the District Licensing Committee so that licensing decisions:
- Contribute to Central Hawke’s Bay being a safe and healthy district;
 - Reflect local communities’ character and amenity and their values, preferences and needs;
 - Encourage licensed environments that foster positive, responsible drinking behaviour and minimise alcohol related harm.

Objectives of the LAP

- 1.10 The objectives of the LAP are to provide a policy which:
- Reflects the views of local communities as to the appropriate location, number, hours and conditions that should apply to licensed premises within their communities;
 - Provides certainty and clarity for applicants and the public as to whether a proposed license application will meet the criteria of the LAP;
 - Provides effective guidance for the decisions of the District Licensing Committee and the Alcohol Regulatory and Licensing Authority.

Types of Licences

1.11 The types of licences provided for within this LAP are:

- **On-licences** where the licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol there (Section 14 of the Act);
- **Off-licences** where the licensee sells alcohol from a premises for consumption somewhere else (Section 17 of the Act)
- **Club licences** where the licensee, can sell and supply alcohol for consumption on the club premises by authorised customers (Section 21 of the Act)
- **Special licence** which can be either on-site or off-site licences
 - On-site where the licensee can sell or supply alcohol, for consumption there, to people attending an event described in it (Section 22 of the Act)
 - Off site where the licensee can sell the licensee's alcohol, for consumption somewhere else, to people attending an event described in it (Section 22 of the Act)

Notes:

Some premises hold more than one licence – for example an on-licence bar may also hold an off-licence and be able to sell alcohol which is consumed off the premises.

The Act allows special licences to be issued for up to 12 months. Special licences are not subject to the default maximum operating hours for on-licences.

Definitions

1.12 In this LAP, unless the context otherwise requires

Alcohol area	in relation to a single area condition, means the area described in the condition
Bottle store	means retail premises where (generally speaking) at least 85% of the annual sale revenue is expected to be earned from the sale of alcohol for consumption somewhere else, excluding cellar doors (refer section 32(1))
Bar	In relation to a hotel or tavern, means a part of a hotel or tavern used principally or exclusively for the sale or consumption of alcohol (refer section 5(1))
Cafe	has the same meaning as restaurant in terms of the licence
Cellar door	means a small shop located on a winery property, which is limited to providing the following services and products to its customers: <ul style="list-style-type: none"> • Tastings of the wine grown and produced from the winery property only; and • Sale of packaged wine grown and produced from the winery property only, for consumption elsewhere.

Club	means a body that – (a) Is a body corporate having as its object (or one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or (b) Is a body corporate whose object is not (or none of whose object is) gain; or (c) Holds a permanent club charter (refer section 5(1))
Grocery store	grocery store means a shop that – (a) Has the characteristics normally associated with shops of the kind commonly thought of as grocery shops; and (b) Comprises premises where – (i) A range of food products and other household items is sold; but (ii) The principal business carried out is or will be the sale of food products (refer sections 5(1) and 33(1))
Licensed premises	means any premises for which a licence is held.
Restaurant	means premises that – (a) Are not a conveyance; and (b) Are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises (refer section 5(1))
Supermarket	means premises with a floor area of at least 1000 m ² , including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items (refer section 5(1))
Tavern	means premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public.

2. Provisions

2.1 Hours for off-licences

- 2.1.1 The following maximum trading hours apply to all off-licensed premises in the Central Hawke's Bay District Council's territorial area, excluding mini-bar sales and special licences:

Maximum trading hours	Bottle Stores / Grocery Stores / Supermarkets
Monday to Sunday	7am to 11pm

Maximum trading hours	Taverns
Monday to Sunday	9am to 11pm

2.2 Hours for on-licences

- 2.2.1 The following maximum trading hours apply to all on-licensed premises that are restaurants or cafes in the Central Hawke's Bay District Council's territorial area:

Maximum trading hours	Restaurants / Cafes
Monday to Sunday	8am to 1am the following day

- 2.2.2 The following maximum trading hours and one way door restrictions apply to all on-licensed premises that are taverns / bars / nightclubs / clubs in the Central Hawke's District Council's Bay territorial area

Maximum trading hours	Taverns / Bars / Pubs / Night-clubs / Clubs
Monday to Sunday	8am to 1am the following day
One-way door restriction	Discretionary conditions where appropriate

Note:

Where a LAP has defined maximum trading hours, the District Licensing Committee has discretion to set the permitted trading hours as more restrictive than the maximum trading hours in the LAP.

2.3 Special Licences

- 2.3.1 Restrictions on hours will be imposed if the District Licensing Committee considers it appropriate in respect of any environmental or other considerations which may require constraints on the hours of operation. Such issues may be raised by the Licensing Inspector, Police or other relevant affected parties.

- 2.3.2 The following one-way door restrictions apply to all premises in respect of which an on-site special license is issued:

One-way door restriction	Discretionary conditions where appropriate
--------------------------	--

Note:

The hours (opening and closing) and duration of a special licence are set, having regard to the nature of the event, or series of events. Special licences may be issued both for off-site consumption; wine sales from a market stall, or for on-site consumption; at a private function or when a bar has a special licence to open earlier / close later for significant events. For premises holding existing on-licences, the conditions of a special licence premises will specify a closing time as permitted by the on-licence, generally requiring the premises to close at / before 1am.

2.4 Location of Premises

- 2.4.1** From the date this LAP comes into force, no further off-licences are to be issued for premises being a bottle store unless that bottle store is located on land zoned 'Business'.
- 2.4.2** From the date this LAP comes into force, no further on-licences are to be issued for any new premises being a tavern unless that tavern is located on land zoned 'Business', or appropriate resource consent has been granted to operate a tavern within the rural zone or township zone.
- 2.4.3** From the date this LAP comes into force, no further off-licences are to be issued for any new premises being a tavern unless that tavern is located on land zoned 'Business', or appropriate resource consent has been granted to operate a tavern within the rural zone or township zone.
- 2.4.4** From the date this LAP comes into force, and in accordance with the Central Hawke's Bay District Council - District Plan, establishment of licensed premises within the residential zone is prohibited.

Note:

The LAP can go further than the District Plan or be more restrictive in its provisions but cannot permit activities not allowed (prohibited) by the District Plan. The Operative District Plan for Central Hawke's Bay provides for licensed premises within the 'Business', 'Township' and 'Rural' zones as a permitted activity with hours of operation limited to 7am – 11pm Sunday to Thursday, and 7am to 1am the following day Friday and Saturday.

2.5 Discretionary Conditions**Note:**

The Act provides for the LAP to include policies to guide the District Licensing Committee and the Alcohol Regulatory and Licensing Authority as to discretionary conditions that are appropriate. This policy guidance is in addition to the particular provisions of the Act in relation to the discretionary provisions including 2117 of the Act which permits the Committee and the Authority to any issue any licence subject to "any reasonable conditions not inconsistent with this Act".

2.5.1 On –Licences

Conditions relating to the following matters are considered generally appropriate for on-licensed premises:

- Provision of additional security (staff) after 'x' hour
- Provision of effective exterior lighting
- Restriction on the size and time of 'last orders'
- Restriction on the use of outdoor areas after 'x' hour

- One-way door restrictions
- That where a licence is granted for the first time (first time meaning premises where the prospective licensee has never held a liquor licence previously or is operating a premises that has never been a licensed premises before), the trading hours may be more restrictive than the maximum trading hours contained in this LAP.

The following conditions may be appropriate for on-licensed premises such as BYO restaurants:

- Qualified manager to be on duty during busy periods e.g. Friday and Saturday nights.
- That where a licence is granted for the first time (first time meaning premises where the prospective licensee has never held a liquor licence previously or is operating a premises that has never been a licensed premises before), the trading hours may be restrictive than the maximum trading hours contained in this LAP.

Conditions relating to the following matters may be appropriate for on-licensed Club premises depending on the size and nature of the club:

- A requirement for a qualified manager to be present when alcohol is available for sale during busy periods e.g. more than 100 people on the Club premises.

Conditions relating to the following matters may be appropriate for all on-licensed premises depending on the size and nature of an event:

- A requirement for provision of an Alcohol Management Plan where alcohol is available for sale at a proposed event, or series of events, that will attract more than 500 people to the licensed premises.

2.5.2 Off-Licences

Conditions relating to the following matters are appropriate for bottle stores:

- Supervised designation of all bottle stores to ensure unaccompanied minors do not enter bottle stores
- Display of safe drinking messages / material
- Prohibit display of alcohol related advertising signs / sandwich boards on public footpaths outside / within the immediate vicinity of licensed premises.

2.5.3 Special Licences

Conditions relating to the following matters are appropriate for special licences:

- Any special licence for a series of events should not be for a period exceeding 6 months
- No premises should have more than 20 events under special licence in any 12 month period.
- A requirement for provision of an Alcohol Management Plan where alcohol is available for sale at a proposed, event or series of events, that will attract more than 500 people to the event.

Central Hawke's Bay District Council <i>REGIONAL FUNDING FOR TOURISM AND PROMOTION POLICY</i>	POLICY MANUAL	
	Document #	1.11
	Approved by:	Council
	Adoption Date:	18-05-2017
	Last Amended:	04-05-2017
	Review Date:	May 2020
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That Council consent to Hawke's Bay Tourism involvement in tourism funding/promotion, subject to:

- a) Funding and co-ordination projects being included in the Long Term Plan (LTP) and annual planning and consultation process.
- b) The alignment and co-ordination of the tourism funding/promotion objectives with those set out in Council's agreement with CHB Promotions.

Central Hawke's Bay District Council	POLICY MANUAL	
	Document #	2.12
	Approved by:	Council
	Adoption Date:	27-03-2014
	Last Amended:	29-03-1990
	Review Date:	March 2017
	Page:	Page 1 of 1
<i>REGULATORY POLICY</i>		

Council will provide the minimum framework of regulations and bylaws consistent with legislative requirements and with preservation of the freedom and quality of life of the citizens of this District.

Central Hawke's Bay District Council	POLICY MANUAL	
	Document #	1.2
	Approved by:	Council
	Adoption Date:	06-04-2017
	Last Amended:	06-04-2017
	Review Date:	April 2020
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ARCHIVES AND RECORDS POLICY

PURPOSE AND OBJECTIVES OF THE ARCHIVES AND RECORDS PROGRAMME

To comply with present legislative requirements to control, protect, preserve and make accessible the records and archives held by Council.

To provide Council with an efficient record retrieval system that preserves the collective memory of Council for the continuance of effective local government and the protection of a vital Council asset.

MANDATORY STANDARDS AND LEGISLATION

Council will comply with the following requirements:

The Public Records Act 2005

The Electronic Record Keeping Meta Data Standard 2008

The Mandatory Storage Standard 2007

Create and Maintain Record Keeping Standard 2008

Archives NZ Disposal Standard June 2010

Central Hawke's Bay District Council COMPLAINTS AND COMPLIMENTS POLICY	POLICY MANUAL	
	Document #	1.6
	Approved by:	Council
	Adoption Date:	18-05-2017
	Last Amended:	04-05-2017
	Review Date:	May 2020
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1. INTRODUCTION

The Central Hawke's Bay District Council recognises the importance of citizen feedback about its services. Council welcomes this feedback and is committed to using the information it receives to help drive improvements to its service delivery.

This policy outlines the aims of Council in dealing with citizen feedback and sets out what citizens can expect when contributing feedback regarding Council services or staff.

This policy and the procedures contained within apply to services that Council provides both directly and indirectly, for example where the service is provided through an outside contractor.

2. PURPOSE OF POLICY

- 2.1 To provide all staff with a consistent definition and approach to dealing with requests for service (RFS), queries, complaints and compliments.
- 2.2 To ensure all citizens of Council are confident that their RFS, complaint or compliment will be handled efficiently and impartially and that they are aware of their right to express their opinion of Council services.
- 2.3 To improve the quality of Council services by providing a reliable system of performance measurement and continuous improvement.
- 2.4 To improve Council's relationship with our citizens.
- 2.5 To provide elected representatives with confidence that complaints will be responded to and problems raised by citizens are addressed.

3. Definitions

Council welcomes feedback, and in many cases the eyes and ears of the community are crucial to identifying problems.

Council has analysed the feedback received by Council and have identified three general types of feedback as detailed below:

- 3.1 **Request for Service (RFS):** a RFS is defined as a contact with Council that results in the generation of an instruction for work and one that a citizen does not intend to be an expression of complaint or grievance.
- 3.2 **Complaint:** a complaint is defined as feedback that includes an expression of dissatisfaction and which requires a response.

CHBDC Policy Manual - Document # 1.6 COMPLAINTS AND COMPLIMENTS POLICY - Adoption Date – 18.05.2017

A complaint may be about any matter including the following:

- delays
- a lack of response
- discourtesy, rudeness or uncooperativeness
- a failure to consult
- the standard of service received
- costs or charges
- the quality of a repair

All written letters of complaint (expressing any form of dissatisfaction) will be referred in the first instance to the Chief Executive (see Section 6).

Sometimes there are reasons why Council is unable to deal with certain complaints under this procedure. See Section 9 for further information.

3.3 Compliment: A compliment is defined as feedback that includes an expression of satisfaction.

4. RECEIVING FEEDBACK

RFS complaints and compliments may be made either in person at any Council Office, by telephone, fax, email or using Council's online feedback form on the Council website.

Feedback will only be recorded when it cannot be settled at the first point of contact with a Council officer. A citizen can contact an officer to have a particular problem corrected without this communication having to be recorded, provided that the problem is dealt with as part of the regular activities of the officer, and without the citizen having to file a formal complaint. Feedback will only be recorded when it cannot be settled at this first informal level of contact with the officer.

Some basic information is required from the citizen. This includes a name, address, contact telephone number, details of the issue or problem concerned and its location if appropriate.

To ensure the best outcome and response to their feedback, each citizen should:

- keep their complaint brief
- explain their problem calmly and clearly
- avoid being angry or threatening
- make sure they give their full contact details
- keep a record of their efforts to resolve their problem
- supply copies, not originals, if sending a written complaint
- keep a note of important dates, discussions, what was agreed, and the next steps
- be prepared for some negotiation before their problem is resolved.

Frontline staff must forward the feedback to the appropriate staff member and the staff member must inform the citizen of the relevant response time for resolution of the RFS or complaint.

4.1 Anonymous Complaints

Where callers refuse to leave their contact details, or are otherwise unable to be identified, their feedback will still be received and actioned but the outcome cannot be reported back to the complainant. Council views anonymous complaints as a valid means of identifying opportunities for improvement.

5. RESPONSE TIMES

5.1 Request for Service (RFS)

The timeframe for the resolution of a request for service will differ according to the type of request. These timeframes are specified in Appendix Two of the policy.

5.2 Complaint

The receipt of complaints will be acknowledged within three (3) working days. The timeframe for responding to a complaint is ten (10) working days.

5.3 Compliments

The receipt of compliments will be acknowledged within three (3) working days. No further action is required.

6. COMPLAINTS PROCEDURE

All queries, RFS, complaints and compliments will be directed to the relevant officer(s)/manager(s) or those with designated responsibility to receive them.

The staff member who receives the contact will determine what type of feedback is being received. If the contact is determined to be a complaint using the definitions provided above, the following process will be followed.

All complaints must be either escalated or delegated in the first instance to the appropriate service manager.

NB: The service manager in receipt of any complaint must continue to own it until it is resolved - even if it is escalated or delegated - which means that they must always follow-up and check on progress and resolution.

The service manager will acknowledge receipt of the complaint within three (3) working days. This acknowledgement to the citizen will contain as a minimum the following information:

1. How long before a reply will be given.
2. The contact details of the officer/manager dealing with the complaint.

The service manager will then investigate the complaint and reply to the citizen within ten (10) working days from the date of receipt. If unable to reply within the agreed ten (10) days, i.e. for very complex matters, the citizen will be informed, and the appropriate timescales for reply set out.

6.1 Written Complaints

Written complaints will be referred in the first instance to the Chief Executive who will acknowledge receipt within three (3) working days. The Chief Executive may delegate the investigation to the appropriate service manager or officer, but will retain ownership of the complaint. A full response in writing from the Chief Executive is to be provided within ten (10) working days.

7. REPORTING AND CONTINUOUS IMPROVEMENT

Council will use RFS and complaints received as a method of monitoring performance and improving our services. Council will be monitoring all RFS, complaints and compliments received. By analysing complaints Council aims to highlight specific areas of Council service provision where improvement is needed.

A quarterly report will be prepared and submitted to Council on the achievement of performance targets outlined in the Central Hawke's Bay District Council's Long Term Plan (LTP). This information will illustrate how well Council is managing and responding to complaints.

8. MISCONDUCT BY COUNCIL STAFF OR ELECTED MEMBERS

Any complaints relating to the misconduct of staff may be investigated using Council's Human Resources Procedures. If this is the case, Council is not obliged to share the outcome of the investigation with the citizen in view of Council's obligations to maintain confidentiality.

Any complaints relating to the misconduct of elected members may be dealt with under the Code of Conduct.

9. SPECIAL CASES

Council intends, where possible, to allow a complaint to be dealt with under this procedure. Sometimes Council cannot or is not allowed to do so. These exceptions relate to some statutory and legal limitations such as:

- an Environment Court appeal against refusal of planning permission
- other cases where there is a separate right of appeal (e.g. disputes over parking tickets and resource consents)
- a request received from the Office of the Ombudsmen
- a complaint where the citizen or Council has commenced legal proceedings or has taken court action (but not cases where a citizen has simply threatened to start legal proceedings against Council)
- a complaint that has already been heard by a court or tribunal
- a staff complaint about a personnel matter, including appointments, dismissals, pay, pensions and discipline (but not from staff as service users)
- a complaint about the issue of an infringement notice (except administrative issues) and the recovery process thereafter
- where special procedures apply by law (e.g. release of Official Information)

Please note this list is not exhaustive.

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10. FURTHER REMEDIES - INTERNAL

If the citizen is unhappy with the outcome of their complaint or the way in which the complaint has been investigated, there are other avenues available. Within Council, a citizen may apply for review by the Chief Executive, and if necessary then review by Council (elected members) as detailed below:

10.1 Chief Executive Review

If the citizen is unhappy with the response that has been provided under the procedure described in Section 6, they may ask Council's Chief Executive to review the action taken in respect of their complaint.

On receipt of a request for a review, the Chief Executive will acknowledge the complaint within three (3) working days. A full response within ten (10) working days, although if the matter is complex e.g. interviews/site visits need to be undertaken, this may be extended after consultation with the citizen.

The Chief Executive will inform the citizen of the result of his review together with any further action that the citizen might be able to take in respect of their complaint.

10.2 Council Review

Citizens that are unhappy with the outcome of complaints managed by staff may wish to apply for Council review. This review will take place at the next appropriate meeting of Council, the date and time of which will be communicated directly to the citizen. Please note that depending on the nature of the complaint, the matter may be discussed in a public excluded session.

11. FURTHER REMEDIES - EXTERNAL

If the citizen is still unhappy with the outcome of their complaint or the way their complaint has been investigated within Council, there are numerous external opportunities to take the matter further. Attached in Appendix One of this policy are a number of ways of taking a complaint further. Please note these may be specific to particular issues and this list is not exhaustive.

APPENDIX ONE

A1.1 OMBUDSMAN

The Office of the Ombudsmen may be able to help citizens who think they have been treated unfairly by Council. The Ombudsmen normally require complainants to have tried to resolve the matter with Council prior to requesting an Ombudsman investigation or review.

Ombudsmen investigate complaints from individuals and organisations about administrative acts and decisions of central, regional and local government agencies. Ombudsmen also review decisions where a government agency has declined to release official information which they hold.

To make a complaint, citizens should write a letter stating:

- what they think has been done wrong or incorrectly
- what has happened to them as a result
- what they think should be done to fix it
- the name of the department or organisation concerned
- their name and address

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To contact the Office of the Ombudsmen:

Telephone: 0800 802 602
Mail: PO Box 10152
The Terrace
WELLINGTON 6143
Email: info@ombudsman.parliament.nz
Website: <http://www.ombudsmen.parliament.nz>

Council welcomes helpful criticism by the Office of the Ombudsman and Council will endeavour to respond to Ombudsmen enquiries within ten (10) working days.

A1.2 MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT (BUILDING PERFORMANCE)

The MBIE is the New Zealand Crown agency that manages the building control system. One of the functions of the Ministry of Business, Innovation & Employment is to determine certain matters of doubt or dispute in relation to building control.

Such matters might include Council's decision in relation to the issuing, refusal or amendment of a building consent, notice to rectify, code compliance certificate or compliance schedule or Council's granting or refusal of any waiver or modification.

A 'determination' is a binding decision on technical matters of doubt or dispute about compliance with the New Zealand Building Code made by the MBIE. An application for a determination can be made only by one of the parties concerned.

To contact the Ministry of Employment, Innovation & Employment:

Telephone: 04 472 0030 or 04 917 0199
Mail: PO Box 1473
15 Stout Street
WELLINGTON 6140
Email: info@building.govt.nz
Website: <https://www.building.govt.nz>

A1.3 OFFICE OF THE AUDITOR GENERAL

The Auditor-General has responsibilities under the Local Authorities (Members' Interests) Act 1968, which applies to local authorities. The Act regulates financial dealings between members and their authority and precludes members from participating at meetings in matters in which they have a pecuniary interest.

Under the Public Audit Act 2001, the Auditor-General can carry out inquiries (either on request or on the Auditor-General's own initiative) into any matter concerning a public entity's use of its resources.

In general, an inquiry can involve looking into a matter of concern raised with the Auditor-General by a member of the public, a Member of Parliament, or another organisation about a financial, accountability, or governance issue in a public entity. In conducting an inquiry it is not the Auditor-General's role to question the applicable local authority policy.

To contact the Office of the Auditor General:

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Telephone: 04 917 1500
Mail: Private Box 3928
WELLINGTON 6140
Email: enquiry@oag.govt.nz
Website: www.oag.govt.nz

A1.4 Environment Court

The Environment Court of New Zealand, formerly called the Planning Tribunal, is constituted by the Resource Management Amendment Act 1996. The Court is not bound by the rules of evidence and the proceedings are often less formal than the general courts. Most of the Court's work involves public interest questions.

The Environment Court covers the following jurisdictions:

- Resource Management Act 1991 - the contents of regional and district statements and plans and appeals arising out of applications for resource consent.
- Public Works Act 1981 - objections to compulsory taking of land.
- Historic Places Act - Appeals about archaeological sites.
- Local Government Act 1974 - Objections to road stopping proposals.
- Land Transport Management Act 2003 - Objections regarding access to limited access roads.
- Heritage New Zealand Pouhere Taonga Act 2014
- Forests Act 1949
- Transit NZ Act 1989
- Electricity Act 1992
- Crown Minerals Act 1991
- Biosecurity Act 1993

To contact the Environment Court:

Telephone: 04 918 8300
Mail: Wellington Registry
PO Box 5027
Lambton Quay
WELLINGTON 6145
Email: EnvironmentCourt@justice.govt.nz
Website: www.environmentcourt.govt.nz

A1.5 OFFICE OF THE PRIVACY COMMISSIONER

If a citizen believes Council has caused them some harm by releasing information about them without their permission, they can complain to the Office of the Privacy Commissioner. A complaint needs to be put in writing.

To contact the Office of the Privacy Commissioner:

Telephone: 0800 803 909

Mail: PO Box 10094

The Terrace

WELLINGTON 6143

Email: information@privacy.org.nz (Please include a contact address and phone number because investigating officers do not respond by email in case of security risks)

Website: www.privacy.org.nz

A1.6 Disputes Tribunal

From 8 July 2003, the Consumer Guarantees Act 1993 applied to the supply of water and the removal of wastewater. Under the terms of the Act, these services must meet the following guarantees:

- Services must be provided with reasonable skill and care
- Services must be fit for purpose
- Services must be provided within a reasonable time
- Services must be provided for a reasonable price

If a complaint regarding these services, or any associated consequential loss, cannot be resolved with Council following negotiation, it may be appropriate to make a claim in the Disputes Tribunal.

To make a claim in the Disputes Tribunal, obtain a 'Notice of Claim' form from the local District Court. Fill in the form giving details of the dispute. Give it to the court staff and pay the hearing fee. Each party will be told the date, time and place of the hearing. A hearing is usually held within six weeks of making a claim, although it could take longer dependent on the number of current claims. The claim will be heard in the Disputes Tribunal nearest to where the claim is made.

APPENDIX TWO**Request for Service (RFS) Timeframes**

Department Referred To: SERVICES

Officer Assigned: FM Contractor, GHD, Solid Waste

TYPE OF REQUEST	TIME ALLOWANCE
General Information	10 days
Water	3 days
Stormwater/Drainage	3 days
Parks/Reserves	3 days
Public Toilets/Restrooms	3 days
Long grass along roads/boundaries	3 days
Waipukurau Oxidation Pond	3 days
Debtors	3 days
Other Financial Enquiries	3 days
Rates	3 days
Porangahau Oxidation Pond	3 days
Obtain Lim Info	3 days
Compliment	3 days
Complaint	3 days

Department Referred to: COUNCIL PROPERTIES

Officer Assigned: FM Contractor, GHD, Solid Waste

TYPE OF REQUEST	TIME ALLOWANCE
General Information	10 days
Woodlot/Plantations	20 days
Roadside Trees	20 days
Waipukurau Cemetery	3 days
Waipawa Cemetery	3 days
Otane Cemetery	3 days
Forestgate/Tikokino Cemetery	3 days
Elsthorpe Cemetery	3 days
Porangahau Cemetery	3 days
Takapau/Ashley Clinton/Makaretu Cemetery	3 days
Cenotaphs	3 days
Town Hall	3 days
Porangahau Hall	5 days
Waipawa Pool	3 days
Pensioner Flats	4 days
Council Office	2 days
Waipukurau Library/Service Centre	3 days
Waipawa Library	3 days
Civic Theatre	3 days
Community Rooms	3 days

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Debtors	3 days
Other Cemeteries	3 days
Other Financial Enquiries	3 days
Parks/Reserves	3 days
Patangata Building	3 days
Public Toilets/Restrooms	1 days
Rates	3 days
Takapau Hall	3 days
Compliments	3 days
Complaint	3 days

Note: Cemeteries - dates are changed to whatever day a burial is required

Department Referred To: FARM ROAD LANDFILL

Officer Assigned: GHD, Solid Waste

TYPE OF REQUEST	TIME ALLOWANCE
General Information	10 days
Operations	5 days
Report Required	5 days
Sampling/Testing	5 days
Compliment	3 days
Complaint	3 days

Department Referred To: CLOSED LANDFILL

Officer Assigned: GHD, Solid Waste

TYPE OF REQUEST	TIME ALLOWANCE
Debtors	3 days
General Information	10 days
Other Financial Enquiries	3 days
Sampling/Testing	5 days
Report Required	5 days
Rates	3 days
Compliment	3 days
Complaint	3 days

Department Referred To: ROADING

Officer Assigned: GHD, Solid Waste, Department Manager

TYPE OF REQUEST	TIME ALLOWANCE
General Information	10 day
Traffic Safety/Accidents	20 days
Surfaces	5 days
Slips/Dropouts	5 days
Flooding	5 days
Parking	20 days
Paths	20 days
Roads	20 days
Signs Directional	1 day
Signs Informational	1 day
Signs Regulatory	2 days
Drainage/Flooding	30 days
Pot Holes	20 days
Edge Breaks	20 days
Vegetation/Trees	3 days
Pavement Marking	3 days
Bitument Flushing	3 days
Street Lighting	5 days
Overhanging Trees on Roads/Paths	5 day
Tree fallen across roads	5 day
Roads Cracking	2 days
Potholes	2 days
Dropouts	5 days
Edge Breaks	5 days
Potholes Maintenance	5 days
Slips	5 days
Compliment	3 days
Complaint	3 days

Department Referred To: RUBBISH COLLECTION

Officer Assigned: Solid Waste

TYPE OF REQUEST	TIME ALLOWANCE
Debtors	3 days
General Information	10 days
Missed Collection	1 day
Loose Rubbish	1 day
Rates	3 days
Rubbish Bags	5 days
Report Required	5 days
Compliment	3 days
Complaint	3 days

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Department Referred To: RECYCLING

Officer Assigned: Solid Waste Services, Department Manager

TYPE OF REQUEST	TIME ALLOWANCE
General Information	10 days
Recycling Bins	5 days
Missed Collection	1 day
Loose Recycling	1 day
Report Required	5 days
Education	2 days
Information	2 days
Compliment	3 days
Complaint	3 days

Department Referred To: TRANSFER STATIONS

Officer Assigned: Department Manager

TYPE OF REQUEST	TIME ALLOWANCE
Debtors	3 days
General Information	10 days
Other Financial Enquiries	3 days
Overflowing	1 day
Wind blown rubbish	1 day
Untidy	1 day
Repairs Required	5 days
Report Required	5 days
Compliment	3 days
Complaint	3 days

Department Referred To: GREENWASTE

Officer Assigned: Department Manager, Solid Waste Services

TYPE OF REQUEST	TIME ALLOWANCE
General Information	10 day
Debtors	3 days
Education	2 days
Overflowing	1 day
Report Required	5 days
Rates	3 days
Other Financial Enquiries	3 days
Untidy	1 day
Complaint	3 day
Compliment	3 day

Department Referred To: DROP OFF CENTRE

Officer Assigned: Solid Waste Services

TYPE OF REQUEST	TIME ALLOWANCE
General Information	10 days
Repairs Required	5 days
Report Required	5 days
Untidy	1 day
Other Financial Enquiries	3 days
Debtors	3 days
Rates	3 days
Overflowing	1 day
Compliment	3 day
Complaint	3 day

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SUBMISSIONS AND PETITIONS POLICY

1 INTRODUCTION

New Zealand's Local Government democracy not only provides for community members to elect their representatives, but also allows community members to have a say in shaping the policies that affect the community they live in. This involvement is achieved by Council receiving submissions and petitions from the public.

The system of community input into Local Government proposals is an important element in the governance process and in the democratic life of the country. Submissions are also received on planning issues and other matters before Council. This provides the community with the opportunity to put forward its views.

2 DEFINITION

2.1 SUBMISSION

A submission is the presentation of views or opinions on a matter currently under consideration by Council. Council invites the public to make submissions on a matter through a formal consultation process. Submissions are normally received in written form, and they can be reinforced through oral presentation to Council or a Committee. By writing or presenting a submission, a community member provides Council with his/her own insights, observations and opinions.

For submissions to be effective, content and format are factors that need to be considered carefully. When the public write a submission to Council they are required to produce it in a form that is easily read and understood. This will enable a submission to be more effective and its recommendations or suggestions to have a greater impact on Council.

The reasons a community member provides for any proposed changes that he/she believes should be made, or proposed actions he/she believes should be taken, give validity to the submission.

2.2 PETITION

A petition is a document addressed to the Central Hawke's Bay District Council, signed by one person or many people, that requests Council to take action on a matter of Council policy, or to redress a local or private grievance. The Chief Executive will determine whether the correspondence submitted qualifies as a petition under this policy.

For petitions to be effective, content and format are factors that need to be considered carefully. When the public write a petition to Council they are required to produce it in a form that is easily read and understood. This will enable a petition to be more effective and its recommendations or suggestions to have a greater impact on Council.

3 PURPOSE OF POLICY

The purpose of this policy is to strengthen and improve Council's decision-making through community involvement.

Policies support the decision making of Council, and ensure that the vision, mission and strategic direction of Council are consistently implemented.

4 PART A - SUBMISSIONS

4.1 CALLING FOR SUBMISSIONS

The term "*calling for submissions*" means that it is either a statutory requirement to do so, or when the issue is considered significant enough by Council to consult on and seek public comment.

When Council decides to seek submissions, it places a 'public notice' advertisement in the public notice columns of the CHB Mail newspaper and the Council Website.

The public notice will state:

- the purpose for which submissions are sought;
- (for an enquiry) where the enquiry's terms of reference can be obtained;
- where and by what date submissions should be sent;
- the name and telephone number of the appropriate contact.

4.2 WRITING A SUBMISSION ON A DRAFT PLAN, E.G. ANNUAL PLAN

When writing a submission on a draft Plan the public should have a copy of that draft Plan so they know what is being proposed. Draft Plans are available from Central Hawke's Bay District Council, or can be downloaded from Council's website - www.chbdc.govt.nz. The public will then be able to focus their submission on what the draft Plan actually contains. Contained within the draft Plan are a submission form and specific instructions on how to present a submission on the draft Plan to the Central Hawke's Bay District Council. These forms are also available from Council's website.

Summary document

The Annual Plan summary document is a requirement under the Local Government Act 2002. It sets out the key information contained in the Draft Annual Plan and contains a submission form for submitters.

4.3 ALL OTHER SUBMISSIONS

The process for writing a submission to Council on any other matter is different from writing a submission on a draft Plan. The public should be encouraged to list any specific recommendations that they wish Council to consider.

4.4 MAKING A SUBMISSION

- The address for Public Submissions is:
*Chief Executive
Central Hawke's Bay District Council
P O Box 127
WAIPAWA 4240*
- Drop off at the Council Office, Ruataniwha Street, Waipawa or at the Waipukurau Library and Service Centre, Kitchener Street, Waipukurau.
- Complete an online submission on the website at www.chbdc.govt.nz.
- Fax it to the Council Office on (06)857-7179.
- Email the Council on cp@chbdc.govt.nz.

The public need to quote the plan, or what they are submitting on e.g.: Submission on LTCCP

A suggested submission layout is shown in Appendix 1. This can be amended to suit the specific submission.

If the public have any problems meeting the closing date, they are advised to telephone the Corporate Administrator immediately so that alternative arrangements, if possible, can be made. A late submission will not necessarily be accepted.

*Corporate Administrator
Central Hawke's Bay District Council
Telephone : (06)857-8060
Facsimile : (06)857-7179
Email : cp@chbdc.govt.nz
Website : www.chbdc.govt.nz*

4.5 PRESENTING ORAL SUBMISSIONS

Once Council has decided to hear Public Submissions, staff will contact those involved to arrange the details of the time and place of the meeting. (Some submissions are not heard, but received by Council in written form only).

At the meeting, when Council is ready to hear the Public Submission, the Chairperson will welcome those involved to the meeting. At this stage, those involved should introduce themselves and those who are appearing with them. The Chairperson will then ask them to speak about their submission. All communication with the Committee is addressed through the Chairperson. Standing Orders (S3.20.4) allow up to five minutes for each oral presentation. The Public are to briefly summarise the main points of the submission along with any recommendations. If there is any new information that has become available those involved may wish to inform the Committee of this.

After presentation the members of Council may question those involved via the Chairperson to clarify points they are uncertain about or that they feel require further elaboration.

4 PART B - PETITIONS

4.6 WHO CAN PETITION?

Anyone may petition the Central Hawke's Bay District Council, including business houses, clubs and community organisations having sufficient identity as organisations.

4.7 SHOULD YOU PETITION?

Petitioning the Central Hawke's Bay District Council is not always the only course of action. Some matters can be investigated by an Ombudsman or other agencies.

The public can obtain advice on whether a matter is within the jurisdiction of the Ombudsman from the offices of the Ombudsman situated in Wellington, Auckland and Christchurch, or by writing to the Office of the Ombudsman, PO Box 10-152, The Terrace, Wellington.

4.8 PETITIONS WHICH ARE NOT ACCEPTABLE

A public petition will not be accepted by the Central Hawke's Bay District Council where -

- The petition is not addressed directly to the Central Hawke's Bay District Council. Petitions addressed to the Governor-General, a Minister of the Crown, or any other body or person are not petitions to Central Hawke's Bay District Council.
- The matter can be investigated by the Ombudsman but the public has not applied to an Ombudsman. The Ombudsman can investigate and review decisions, recommendations or acts relating to matters of administration in local authorities. The public can obtain advice on whether a matter is within the jurisdiction of the Ombudsman from the offices of the Ombudsman situated in Wellington, Auckland and Christchurch, or by writing to the Office of the Ombudsman, PO Box 10-152, The Terrace, Wellington.
- The public have not exhausted their legal remedies and the matter should be dealt with by the Courts or a tribunal. This restriction applies when the public have a statutory right of appeal or have legal action pending.
- The petition contains multiple issues.
- The petition is similar to an earlier petition that has already been fully considered by the Central Hawke's Bay District Council (within the 3 year term of Council). Such a petition may be received or considered by a Council only if substantial and material new evidence has become available since the consideration of the earlier petition.
- The petition does not meet the guideline outlined in Appendix II.
- The statutory requirements of the petition have not been met.

4.9 PRESENTING A PETITION

When a petition is ready, the public are required to request through the Chief Executive, Central Hawke's Bay District Council, for arrangements for it to be presented.

- The principal petitioner presents a petition by delivering it to the Chief Executive. It can be delivered in person to Council offices or by mail.

4.10 THE ROLE OF THE CHIEF EXECUTIVE

When petitions are delivered to the Chief Executive, they are checked. If a public petition complies with the rules and conventions of the Central Hawke's Bay District Council, it is presented. If a public petition does not comply, it will be returned by the Chief Executive to the principal petitioner. An explanation of why the petition is returned will be included.

4.11 REFERRAL OF THE PETITION TO COUNCIL

The Chief Executive will refer the petition to Council with recommendations. Council must report on what decision, if any, it has resolved to implement the recommendations. The Central Hawke's Bay District Council's report on a petition is contained in the meeting minutes and is available to the public. Once the report has been to Council, those involved will be notified within 90 days of the decision and action taken.

5 HOW TO MANAGE PRO-FORMA SUBMISSIONS

When a number of identical submissions are received, the Central Hawke's Bay District Council shall group these as "Submitter Group One" and list the names and addresses (submitter details) as an appendix to the document. This means that the Chief Executive only has to provide the recommendation once, and Councillors are only required to decide on the point once.

When it comes to notification all submitters will be notified individually of the decision, and all submitters have been notified individually of the hearings etc.

If Central Hawke's Bay District Council were to receive a submission in a petition format, responses would then be addressed to the organiser on behalf of the signatories and note in any reports the number of people that put their name to the document.

6 SUBMISSIONS AND PETITIONS CHECKLIST

Checklist	Considerations when writing a Submission	Considerations when writing a Petition
Who is it from?	Name and address of submission organiser	Name and address of principal petitioner
Do they aim to appear before the Committee?	Yes/No	Yes/No
Do they represent an organisation?	The organisation - If they are writing for an organisation, they must provide brief details of the organisation's aims, membership and structure. Make sure that they have provided details of their authority to do so and note their position within the organisation.	-
What consultation have they thought about?	Note: how widely have they consulted while preparing the submission	A petition must include for each person who has signed, name, address and phone number (legal requirement under Standing Orders*)

** (Source: Standing Orders NZ 9202: 2003)*

7 INTERACTION BETWEEN POLICY AND LEGISLATION

Local Government Act 2002

Model Standing Orders for Meetings of Local Authorities and Community Boards NZS9202: 2003

Privacy Act 1993

8 POLICY ASSISTS COUNCIL ACHIEVING COMMUNITY OUTCOMES

8.1 Strong regional leadership and a sense of belonging

8.2 Supportive, caring and inclusive communities

Appendix I**SUGGESTED SUBMISSION LAYOUT**

Here is a layout which the public may wish to consider copying. Name, address and daytime telephone number could be included in a covering letter instead.

Submission Form

This is your opportunity to contribute. Submissions must reach the Council office by **5.00 pm, Friday, 8 May 2013.**

Submitters Name:

Post: P O Box 127, Waipawa 4240

Postal Address:

Fax: 06 857 7179

.....

Deliver:

Contact details:

Council Office
28-32 Ruataniwha Street
Waipawa 4210

Day: Night:

Mobile:

Waipukurau Library and Service Centre
Kitchener Street
Waipukurau 4200

Email:

Email: cp@chbdc.govt.nz

If you are completing this submission on behalf of others, please name the group or organisation and your role.

.....

Do you wish to present your comments to Council in person at a hearing?

☐ Yes

☐ No

Please note that your submission (including any personal information supplied) will be made available to Councillors and the public.

Draft Annual Plan 2013/2014 submission

Submission: (please print clearly)

.....

.....

.....

.....

.....

.....

Attach any additional information or further pages if required

Appendix II**HOW TO PREPARE A PETITION****Principal petitioner**

The **principal petitioner** is the individual or person representing an organisation whose name appears at the head of the petition. The principal petitioner is usually the person:

- who has initiated or organised the petition; and
- is sought by a Committee to provide further information on the petition.

Confirm the principal petitioner is clearly named on the petition.

Ensure the petition relates to one single issue only.

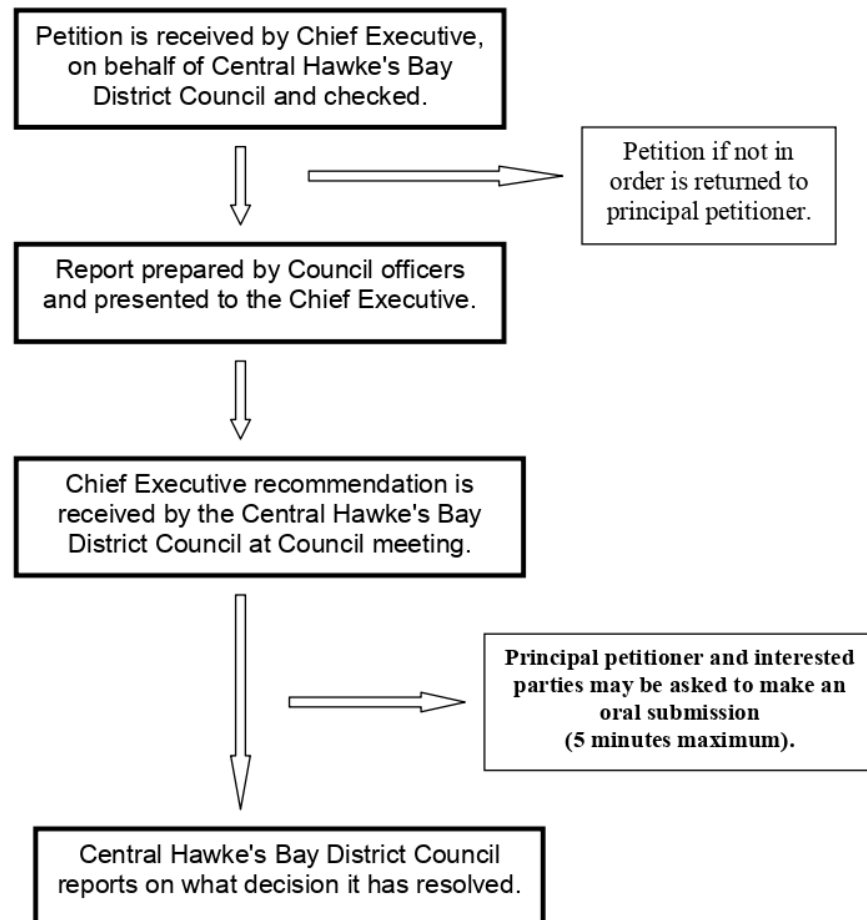
Signatures**Signing the front page**

When preparing a petition, remember:

- the principal petitioner must sign the front page of the petition;
- if the petition is from a business house or club/society, a duly authorised officer of the organisation must sign the front page of the petition on behalf of the organisation.
- the petition must be not more than 50 words, and must not be disrespectful or use offensive language or statements made with malice.

Rules for signatures on pages

- Head additional pages containing signatures with the petition's request.
- Unless incapacitated, a person must sign a petition personally (*a person signing on behalf of an incapacitated person must state this fact beside the signature*).
- Signatures must be original (*not photocopied, faxed, scanned, pasted or otherwise transferred onto sheets of the petition*).
- Signatories must include their full names and addresses.

Appendix III**Handling of Petitions**

5.8 COMMUNITY PRIDE AND VIBRANCY APPLICATION - ONGAONGA MARKET AND FAIR

File Number: COU1-1411

Author: Bridget Cover, Community Development Lead

Authoriser: Doug Tate, Group Manager Customer and Community Partnerships

Attachments: 1. Ongaonga Historical Society Community Pride and Vibrancy Application

PURPOSE

The matter for consideration by the Committee is to assess the Community Pride and Vibrancy Fund application submitted by the Ongaonga Historical Society for the Ongaonga Market and Fair.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

That the Committee approves the Ongaonga Market and Fair Application for funding of \$1,000 from the community pride and vibrancy fund.

EXECUTIVE SUMMARY

The Ongaonga Historical Society have submitted an application for \$1,000 to Councils Community Pride and Vibrancy Fund for the Ongaonga Market and Fair. Applications \$500 and over are required to be assessed for approval by the Strategy and Wellbeing Committee.

BACKGROUND

This Community Pride and Vibrancy Fund seeks to support community opportunities to create pride and vibrancy in Central Hawke's Bay.

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

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

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

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

- Applications must demonstrate support from or achievement of wider community outcomes.
- If the applicant is an individual they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand
- If the applicant has already received funding from the Community Pride and Vibrancy Fund for another project, they must have completed a satisfactory Project completion Report for the other project before they can make another application, unless the other project is still in progress
- Funds of over \$1,000 will only be granted to formalised Businesses, Incorporated Societies or Charitable bodies.

DISCUSSION

The Ongaonga Historical Society is a charitable society run by Volunteers. The Society maintains the Ongaonga Museum buildings and Coles Factory. The Ongaonga Market and Fair is a Victorian themed market organised by the Society and supported by the Community. It is a part of the annual Spring Fling series of events taking place in Central Hawke's Bay. This is its second year running with the first being very successful with over 5,000 people attending from throughout Central Hawke's Bay.

This market links closely with the proposed vision of the Ongaonga Community Plan which is near completion. This vision is "a connected and resilient community, valuing our unique character that encourages sustainable growth whilst protecting our way of life". The market also aligns with a number of the proposed goals and actions that have been developed in the draft community plan which the Ongaonga Historical Society has committed to participating in and bringing to life.

The Ongaonga Market and Fair is held along Bridge Street in Ongaonga and will be open to the public from 10am-3pm. It is a family friendly event with music, market stalls, steam engines, classic games for young and old, a High Tea and food trucks. The Ongaonga Museum and Coles Factory will also be open to the public as well as the Hall for stalls and stage performances.

There is funds of \$12,000 in the fund available.

RISK ASSESSMENT AND MITIGATION

Currently there is a low risk that the funds will be distributed for purposes other than those they were intended for. This risk is mitigated by the fact that the recipient is required to complete an accountability report within 2 months of the completion of the event detailing how the funds were spent.

FOUR WELLBEINGS

The recommended options address the wellbeing's in the following way.

Cultural Wellbeing:

The preferred option supports the cultural wellbeing of the Community. The Ongaonga Market and Fair allows for a diverse range of people to attend and therefore encourages a cultural connection within our community.

Social Wellbeing:

The preferred option supports the social wellbeing of the Community. The Ongaonga Market and Fair is a free Community event which is held in a public place therefore ensuring everyone in the community is given an opportunity to participate.

Economic Wellbeing:

The preferred option supports the economic wellbeing of the Community. The Ongaonga Market and Fair allows for opportunities to be given to businesses and stall holders to attend and sell goods which will assist with advancing their economic outcomes.

Environmental Wellbeing:

The preferred option supports the environmental wellbeing of the Community. The Ongaonga Market and Fair allows for opportunities to be given to those in the community to support outcomes for the environment.

DELEGATIONS OR AUTHORITY

The Strategy and Wellbeing Committee have delegated authority to approve this application.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

There are three primary options available to the Committee.

1. **Approve the Ongaonga Market and Fair Application of \$1000 (recommended option)**

Officers recommend the application is approved as presented.

2. **Approve the Ongaonga Market and Fair Application with some changes**

Officer makes changes as recommended by the Strategy and Wellbeing Committee and then approve the application.

3. **Reject the Ongaonga Market and Fair Application.**

Officers advise the applicant that the Application has been rejected.

Financial and Operational Implications

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	Approve the <u>Ongaonga Market and Fair</u> Application of \$1,000	Approve the <u>Ongaonga Market and Fair</u> Application with some changes	Reject the <u>Ongaonga Market and Fair</u> Application.
Financial and Operational Implications	There are no additional financial or operational implications in this decision.	There are no additional financial or operational implications in this decision.	Should the application be rejected the Committee will need to find other sources for the funding.

Long Term Plan and Annual Plan Implications	There are no LTP or annual plan implications in this decision.	There are no LTP or annual plan implications in this decision.	There are no LTP or annual plan implications in this decision.
Promotion or Achievement of Community Outcomes	This Application aligns with Project Thrive and Community Outcomes.	This Application aligns with Project Thrive and Community Outcomes.	This Application aligns with Project Thrive and Community Outcomes however does not support them.
Statutory Requirements	There are no Statutory Requirements for Council	There are no Statutory Requirements for Council	There are no Statutory Requirements for Council
Consistency with Policies and Plans	This application meets the criteria of the Community Funding Policy	This application meets the criteria of the Community Funding Policy	This application meets the criteria of the Community Funding Policy. This application also aligns with the Ongaonga Community Plan.

Recommended Option

This report recommends option one, approve the Ongaonga Market and Fair Application of \$1000 for addressing the matter.

NEXT STEPS

Upon Council confirming its resolution the Applicant will be advised and the funds distributed upon receipt of an invoice.

RECOMMENDATION

That the committee approves the ongaonga market and fair application for funding of \$1,000 from the community pride and vibrancy fund.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

Community Pride & Vibrancy Fund Application Form

PURPOSE

The Community Pride and Vibrancy fund seeks to support community opportunities to create pride and vibrancy in Central Hawke's Bay. The fund support projects that are an activity, programme or development that will occur in a public space and promotes our Community to **THRIVE**.

Successful applications will result in outcomes that support our communities identity, attract people's interest, inspire and engage people and overall, contribute to a sense of community.

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

If you need more information about the Community Pride and Vibrancy Fund or want help filling out this form please contact Council by phoning 06 857 8060, or emailing funding@chbdc.govt.nz

GENERAL DETAILS

Name of Organisation/Group: Ongaonga Historical Society

Postal Address: 52 Bridge Street, Ongaonga 4278

Street Address: 83 and 52 Bridge Street, Ongaonga

Email: ongaongafair@gmail.com

Contact Person: Rita Scheltema

Contact Phone Number: 021 709 302

Contact name of at least one other person who we can contact if we need more information.

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

Name: Dennis Schaw Phone (day): 0274478450 (eve): 068565876

Name: Rita Scheltema Phone (day): 021709302 (eve): 021709302

TELL US ABOUT YOUR PROJECT, EVENT OR ACTIVITY

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

The Ongaonga Historical Society is a charitable society run by volunteers. The Society maintains the Ongaonga Museum buildings and Coles Factory and members are rostered to open the museum buildings to the public every Sunday from 1 - 4 pm. The Victorian themed market organised by the Society was so successful that a second market is now planned for 20 September 2020. The market will be held along Bridge Street, Ongaonga and will be open to the public from 10 am until 3 pm. Funding is sought to assist the Society in meeting costs involved with organising this community event.

2. How will your programme, event or activity add to a sense of pride and vibrancy in our community?

- The event will put a spotlight on the historical village of Ongaonga, raising a sense of pride and community amongst village residents;
- The event will raise the profile of Ongaonga as a tourist destination for (Central) Hawke's Bay residents as well as national and international visitors thereby contributing to the vibrancy of Central Hawke's Bay;
- The event will instil a sense of history and pride in early New Zealand Heritage as Ongaonga is a historical village with historical residences and the only remaining Heritage listed, late 19th century joinery factory in New Zealand.

3. Will the provision of this project, event or activity resolve a local issue facing the community? If yes, please describe.

Ongaonga used to be a vibrant community in its heyday but now is a small and quiet village, located off SH 50. Due to its historic character it has potential to become a tourist destination as it is home to Heritage listed buildings such as the Ongaonga Hall and the Coles Factory, historic residences some of which were built by the Coles Brothers, the Museum precinct and a General Store of yesteryear. The event will put the spotlight on Ongaonga thereby raising awareness of this treasure in Central Hawke's Bay.

4. Does your project, event or activity link to Community Planning in your area? If yes, please describe.

Our event is now in its second year. The Victorian Market forms part of future planning of events held annually in Ongaonga to coincide with Spring Fling. The Ongaonga Community plan is near completion and this event links closely with the proposed vision which is "A connected and resilient community, valuing our unique character, that encourages sustainable growth whilst protecting our way of life". The event also aligns with a number of the proposed goals and actions that have been developed in the draft community plan and the Ongaonga Historical Society is committed to participating in bringing these actions to life once the plan is adopted by council.

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

The Ongaonga Market and Fair is organised by the Ongaonga Historical Society, with support from the community. The market is part of the Spring Fling series of events taking place in Central Hawke's Bay and as such is supported by Hawke's Bay Tourism. The subcommittee members directly involved with the organisation are Dennis Schaw (President Ongaonga Historical Society), Debbie Schaw, Debbie Andersen, Dick Schaper, Erik Scheltema and Rita Scheltema. The Ongaonga School, Volunteer Fire Brigade, Play Centre, St. Orans Church and Ongaonga Hall representatives are actively involved in the planning of the market.

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

Last year's event is said to have attracted at least 5000 visitors which was in no small part due to the effective marketing through the Spring Fling. Expectations are high that we will see a similar visitor number this year especially since there seems to be an upturn in domestic travel as a direct result of Covid 19. The market is a family friendly event with music, market stalls, steam engines, vintage engines and classic cars, "endangered" crafts demonstrations, classic games for young and old, a High Tea and food trucks to cater for morning tea and lunch. The Ongaonga Museum buildings and Coles Factory will be open to the public and the Ongaonga Hall will have stalls as well as stage performances.

FINANCIAL INFORMATION

1. What is your organisations legal status? (If applicable)

Charitable Society

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

CC43127

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

N/A

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

If yes, write your GST number here:

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

5. Please attach a detailed budget for your project, event or activity including both income and expenditure.
6. What level of funding are you requesting from the Community Pride and Vibrancy Fund?
\$ 1000

7. Tell us about any other funding you have applied for or received for this project, event or activity.
- | | |
|---------------------------------|---|
| Date Applied: | We are grateful for the \$300 contribution from the |
| Source of Funding: | Mayoral Fund. We have applied to Centralines |
| Type of Funding (eg Grant): | for sponsorship of \$ 1500, result expected mid- |
| Date of Result: | August. Due to Covid and drought we are not |
| Amount applied for or received: | asking the local community for financial support. |

DECLARATION

PLEASE TICK

- ☒ I/We hereby declare that the information supplied in all sections of this application are true and correct to the best of my/our knowledge.
- ☒ I/We have the authority to commit our organisation/group (if applicable) to this application to the Central Hawke's Bay District Council Community Pride and Vibrancy fund.
- ☒ All reasonable information has been provided to support our application
- ☒ I/We will forward a report on the success of the project to Central Hawke's Bay District Council no later than 2 months after completion of the project, event or activity.
- ☒ We will provide Central Hawke's Bay District Council with imagery and updates from our activities for social media/marketing promotion.

We understand that Central Hawke's Bay District Council:

- ☒ Is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/We consent to it recording the personal contact details provided in this application, retaining and using these details.
- ☒ I/We understand that our name and brief details about the project, event or activity may be released to the media or appear in Council documentation.
- ☒ I/We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information
- ☒ This consent is given in accordance with the Privacy Act 1993.

Person 1

Name: Dennis Schaw

Signed: 

Position: President

Date: 23-7-20

Person 2

Name: Rita Scheltema

Signed: 

Position: Event Organiser

Date: 23/7/20

FINAL CHECK

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

Please post or deliver this application to:

Community Pride & Vibrancy Fund
Central Hawke's Bay District Council
Ruataniwha Street, Waipawa P O Box 127
Waipawa 4240

111



11 August 2020

LETTER OF SUPPORT FOR THE ONGAONGA HISTORICAL SOCIETY

It is my pleasure to write in support of the Ongaonga Historical Society's application to the Community Pride and Vibrancy Fund application.

We are delighted to have the Ongaonga Victorian Market and Fair event as part of the 2020 Spring Fling Programme. The Spring Fling is a series of standout events which celebrate Central Hawke's Bay. The Ongaonga Historical Society event is one of our feature events again last year.

Last year's Ongaonga Historic Village Market and Fair was a huge success with several hundred people in attendance. We expect it to again be a very popular event with the organisers hoping to have even more to see, do and shop this year. This event is unique to Ongaonga and a wonderful celebration of the Village's history and community as well as a showcase of the work the Historical Society members have been doing to raise the profile of the Village, historic buildings and Museum.

The Society is organising this event on volunteer time, with a very small budget with the aim of creating a vibrant community event and raise funds to continue their wonderful work promoting Ongaonga. We are supporting the group as much as possible to market and promote the event, however further funding would be a huge benefit to ensure they can deliver a well presented, safe and successful event. It will be a delight to see Ongaonga Historic Village come alive with markets, entertainment, live music and the local community out and about having fun.

I am working closely with the Ongaonga Historical Society to raise the profile of Ongaonga Historic Village as a visitor destination. Working towards having regular tours and events of the Historic Village, Museum and Coles Building. This event is a fantastic Event to build the confidence and capability of the Society and local Ongaonga community, and also raise awareness of Ongaonga and the wonderful attraction that it is.

Building on last year's success I am confident the event will continue to grow with the right support. It is quickly becoming an annual event not to be missed.

Kind Regards,

Felicity Carr

Central Hawke's Bay Tourism Co-ordinator

Hawke's Bay Tourism

5.9 COMMUNITY PRIDE AND VIBRANCY APPLICATION - WAIPAWA SPRING FESTIVAL AND DUCK DAY - 25 YEARS

File Number: COU1-1411

Author: Bridget Cover, Community Development Lead

Authoriser: Doug Tate, Group Manager Customer and Community Partnerships

Attachments: 1. [Spring Festival Duck Day Community Pride and Vibrancy Application](#)

PURPOSE

The matter for consideration by the Committee is to assess the Community Pride and Vibrancy Fund application submitted by the Spring Festival Duck Day Committee.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

That the Committee approves the Spring Festival Duck Day Application and grants funds of \$1000 from the Community Pride and Vibrancy Fund.

EXECUTIVE SUMMARY

The Spring Festival Duck Day Committee have submitted an application for \$1000 to Councils Community Pride and Vibrancy Fund. Applications \$500 and over are required to be assessed for approval by the Strategy and Wellbeing Committee.

BACKGROUND

This Community Pride and Vibrancy Fund seeks to support community opportunities to create pride and vibrancy in Central Hawke's Bay.

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

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

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

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

-
- Applications must demonstrate support from or achievement of wider community outcomes.
- If the applicant is an individual they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand
- If the applicant has already received funding from the Community Pride and Vibrancy Fund for another project, they must have completed a satisfactory Project completion Report for the other project before they can make another application, unless the other project is still in progress
- Funds of over \$1,000 will only be granted to formalised Businesses, Incorporated Societies or Charitable bodies.

DISCUSSION

The Spring Festival Duck Day is a free community event in the Spring Fling Programme and is a key event in many Central Hawke's Bay family calendars. This year the event is celebrating its 25 years running since its commencement in 1995.

The event is held in a public place namely, Nelly Jull Park, and is advertised for all of Central Hawke's Bay community to attend and participate. This encompasses the district's philosophy by contributing and supporting the community to thrive. This event is also very important this year as it is a community event which will bring people together post-COVID.

In previous years the event has drawn a wide range of people from not only Central Hawke's Bay but also the wider Hawke's Bay area. The Committee who organises and runs the event are all Volunteers who have the common passion of creating a vibrant event for the Central Hawke's Bay community.

There is funds of \$12,000 in the fund available.

RISK ASSESSMENT AND MITIGATION

Currently there is a low risk that the funds will be distributed for purposes other than those they were intended for. This risk is mitigated by the fact that the recipient is required to complete an accountability report within 2 months of the completion of the event detailing how the funds were spent.

FOUR WELLBEINGS

The preferred option supports the four well-beings in the following way:

Cultural Wellbeing:

The preferred option supports the cultural wellbeing of the Community. The Spring Festival Duck Day allows for a diverse range of people to attend and therefore encourages a cultural connection within our community.

Social Wellbeing:

The preferred option supports the social wellbeing of the Community. The Spring Festival Duck Day is a free Community event which is held in a public place therefore ensuring everyone in the community is given an opportunity to participate.

Economic Wellbeing:

The preferred option supports the economic wellbeing of the Community. The Spring Festival Duck Day allows for opportunities to be given to businesses and stall holders to attend and sell goods which will assist with advancing their economic outcomes.

Environmental Wellbeing:

The preferred option supports the environmental wellbeing of the Community. The Spring Festival Duck Day allows for opportunities to be given to those in the community to support outcomes for the environment.

DELEGATIONS OR AUTHORITY

The Strategy and Wellbeing Committee have delegated authority to approve this application.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS

There are three primary options available to the Committee.

1, **Approve the Spring Festival Duck Day Application of \$1000 (recommended option)**

Officers recommend the application is approved as presented.

2. **Approve the Spring Festival Duck Day Application with some changes**

Officer makes changes as recommended by the Strategy and Wellbeing Committee and then approve the application.

3. **Reject the Spring Festival Duck Day Application.**

Officers advise the applicant that the Application has been rejected.

Financial and Operational Implications

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	Approve the Spring Festival Duck Day Application of \$1,000	Approve the Spring Festival Duck Day Application with some changes	Reject the Spring Festival Duck Day Application.
Financial and Operational Implications	There are no additional financial or operational implications in this decision.	There are no additional financial or operational implications in this decision.	Should the application be rejected the Committee will need to find other sources for the funding.

Long Term Plan and Annual Plan Implications	There are no LTP or annual plan implications in this decision.	There are no LTP or annual plan implications in this decision.	There are no LTP or annual plan implications in this decision.
Promotion or Achievement of Community Outcomes	This Application aligns with Project Thrive and Community Outcomes.	This Application aligns with Project Thrive and Community Outcomes.	This Application aligns with Project Thrive and Community Outcomes however does not support them.
Statutory Requirements	There are no Statutory Requirements for Council	There are no Statutory Requirements for Council	There are no Statutory Requirements for Council
Consistency with Policies and Plans	This application meets the criteria of the Community Funding Policy	This application meets the criteria of the Community Funding Policy	This application meets the criteria of the Community Funding Policy

Recommended Option

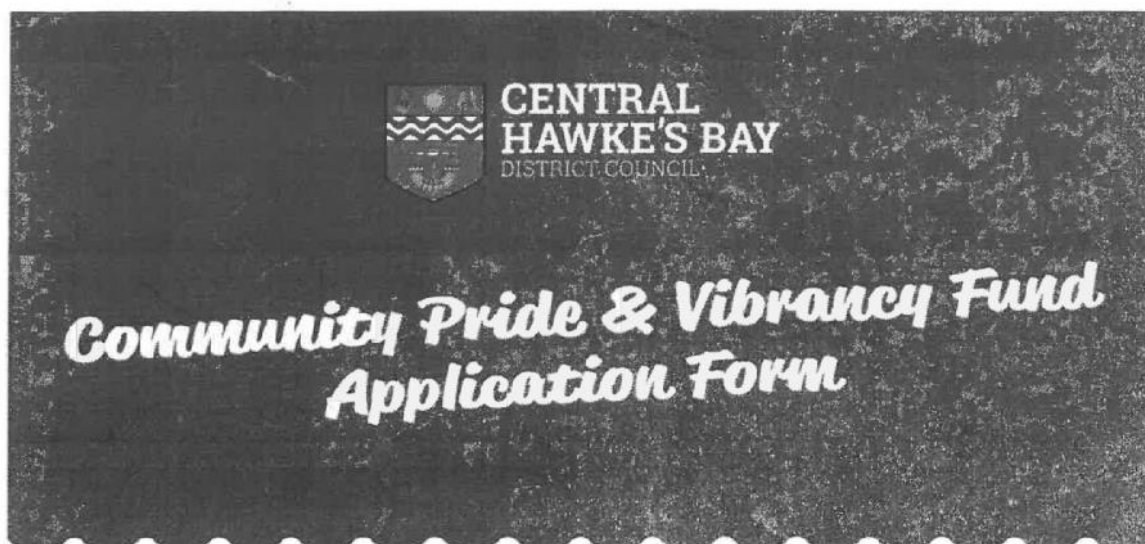
This report recommends option one, approve the Spring Festival Duck Day Application of \$1000 for addressing the matter.

NEXT STEPS

Upon Council confirming its resolution the Applicant will be advised and the funds distributed upon receipt of an invoice.

RECOMMENDATION

That the committee approves the spring festival duck day application and grants funds of \$1000 from the community pride and vibrancy fund.



PURPOSE

The Community Pride and Vibrancy fund seeks to support community opportunities to create pride and vibrancy in Central Hawke's Bay. The fund support projects that are an activity, programme or development that will occur in a public space and promotes our Community to **THRIVE**..

Successful application's will result in outcomes that support our communities' identity, attract people's interest, inspire and engage people and overall, contribute to a sense of community.

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

If you need more information about the Community Pride and Vibrancy Fund or want help filling out this form please contact Council by phoning 857 8060, or emailing funding@chbdc.govt.nz

GENERAL DETAILS

Name of Organisation/Group: WAIPAWA SPRING FESTIVAL DAY COMMITTEE
 Postal Address: 70 HIGH ST PO BOX 17
 Street Address: WAIPAWA WAIPAWA
 Email: kingfishergate@gmail.com
 Contact Person: PIP BURNE
 Contact Phone Number: 8578996

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

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

Name: MARK DRAKE Phone (day): 068578018 (eve): _____
 Name: _____ Phone (day): _____ (eve): _____

TELL US ABOUT YOUR PROJECT, EVENT OR ACTIVITY

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

SPRING FESTIVAL DAY 'DJUK DAY' 10th October 20.
 - ART AUCTION - PURCHASE OF CASUAL TERN
 SAUN AT ARTMS PHERE AND PAINTED BY
 NZ ARTIST \$500
 - Contribute Billboards x3 @ \$115 each.
 - assistance towards radio and OMB mail
 advertising \$300. Central FM \$99 ARTIST.

2. How will your programme, event or activity add to a sense of pride and vibrancy in your community?

BRINGING THE COMMUNITY TOGETHER ON
DJUK DAY
INVOLVEMENT OF THE BUSINESSES OF CHB
AND SCHOOLS
LOCAL AND NZ ARTISTS - SHOWCASING CHB TO
THE WIDER COMMUNITY - NZ.

3. Will the provision of this project, event or activity resolve a local issue facing the community? If yes, please describe.

BRINGING TOGETHER NEW RESIDENTS

After Lockdown and many events being postponed or cancelled it will be the opportunity to celebrate community.

4. Does your project, event or activity link to the Community Planning in your area? If yes, please describe.

Duck Day is an institution in CT15. It has been held since 1995 and was the vision of the then chamber of Commerce. Since 1995 Duck Day has grown. It encompasses the CT15 philosophy "Thrive."

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

Mark Drake - Businessman
 Kirsty Beagle - past business owner / resident
 Kylee Bellamy - Tim Chate Appliances
 Pip Burne - local resident
 Chalky White - local resident / ex Lion
 Kristen Hansen - Lion
 Kim Walker - Lion
 Harry Twinn - Teacher /
 Huia Churchward - Local business owner.

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

The event draws people from all over HB. Well over 1000 people can attend.

FINANCIAL INFORMATION

1. What is your organisations legal status?

—

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

—

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

INFORMAL GROUP. 25 YRS

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

If yes, write your GST number here:

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

5. Please attach a detailed budget for your project, event or activity including both income and expenditure.
6. What level of funding are you requesting from the Community Pride and Vibrancy Fund?

\$ 1000

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

Date Applied: _____

Source of Funding: _____

Type of Funding (eg Grant): _____

Date of Result: _____

Amount applied for or received: _____

DECLARATION

PLEASE TICK

- ☒ I/We hereby declare that the information supplied in all section of the application are true and correct to the best of my/our knowledge.
- ☒ I/We have the authority to commit our organisation/group to this application to the Central Hawke's Bay District Council Community Pride and Vibrancy fund.
- In addition*
- ☒ All reasonable information has been provided to support our application
- ☒ I/We will forward a report on the success of the project to Central Hawke's Bay District Council no later than 2 months after completion of the project, event or activity.

We understand that Central Hawke's Bay District Council:

- ☒ Is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/We consent to it recording the personal contact details provided in this application, retaining and using these details.
- ☒ I/We understand that our name and brief details about the project, event or activity may be released to the media or appear in Council documentation.
- ☒ I/We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information
- ☒ This consent is given in accordance with the Privacy Act 1993.

Person 1

Name: MARK DRAKE
Signed: [Signature]
Position: _____
Date: 3.6.20

Person 2

Name: PIP BURKE
Signed: [Signature]
Position: Committee Member.
Date: 3.6.20

FINAL CHECK

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

Please post or deliver this application to:
Community Pride & Vibrancy Fund
Central Hawke's Bay District Council
Ruataniwha Street, Waipawa P O Box 127
Waipawa 4240

WAIPAWA SPRING FESTIVAL

AKA DUCK DAY

10th October 2020

25 YEARS



DUCK DAY 2020

CORPORATE DUCKS
ARE BACK

SILVER DUCK RACE -
LIMITED EDITION

BIKE RALLY

MORE DETAILS TO
FOLLOW

ARTMOSPHERE GUEST
ARTIST ART AUCTION

STALLS AND
ENTERTAINMENT
FOOD TRUCKS

NZ'S OLDEST DUCK RACE

There wouldn't be many small towns in New Zealand that could boast an event with the longevity of the Spring Festival and certainly none that could say they had successfully run a little yellow duck race for 25 years!!

Originally the foresight of the Chamber of Commerce , in the last ten years the event has been arranged by a mix of business owners, locals and representatives of the Waipawa and District Lions Club.

With duck tickets always in demand - in 2018 the committee jumped at the chance to increase duck numbers borrowing ducks from the Havelock North Kindy. In 2018 Corporate Ducks were also introduced. From 21 in 2018 , Corporate Ducks bloomed to over 80 last year. With the increase in Duck numbers, Corporate Ducks and the very hotly contested Art Ducks, so has the money donated to Ronald McDonald House \$7000 in 2019.

DUCK DAY 10TH OCTOBER 20

There is no doubt that each year the Spring Festival gets bigger and bigger. For the last two years we have partnered with the "Spring Fling" which definitely helps to get our event out to a bigger market. The committee operates on the "smell of an oily rag" with all proceeds raised going to charity.

With this year being the 25th Anniversary it would be great to get back to the days roots and get all Waipawa Businesses participating. This could be by decorating your facade, having a stall outside on the day, joining the committee.

Any ideas on how we can make the day more successful and market Waipawa and CHB is most welcome.

RAFFLES AND PRIZES

We understand that everyone has just been through an unprecedented time and coupled with the drought it's not easy out there but we would really appreciate your support again this year. We would love each business to offer an item. It could be monetary, gift, voucher - anything we could offer as a prize.

Kirsty Beagle will be in touch or could you kindly drop your donation to Mark Drake at Kingfisher Gifts.

 Find us on
Facebook Waipawa Spring Festival



Radio Advertising	1 x community advertising package – Central FM	112.50
Print Advertising	CHB Mail x 2	200
Billboards	3	345
Canvas for Art	Art Auction	500
Total Costs		\$1157.5



13 August 2020

LETTER OF SUPPORT FOR WAIPAWA SPRING FESTIVAL DUCK DAY

It is my pleasure to write in support of the Waipawa Spring Festival Duck Day application to the Community Pride and Vibrancy Fund.

We are delighted to have the Waipawa Spring Festival Duck Day event as part of the 2020 Spring Fling Programme. The Spring Fling is a series of standout events which celebrate Central Hawke's Bay in Spring. The Waipawa Spring Festival Duck Day is a free community event in the Spring Fling Programme and is a key event in many family calendars.

This event is Celebrating its 25 years running in the Waipawa community and is well attended drawing visitors from the wider Hawke's Bay to Waipawa and Central Hawke's Bay area and is an event which brings the community together.

The committee is organising this event on volunteer time, with a very small budget with the aim of creating a vibrant community event. We are supporting the group as much as possible to market and promote the event, however further funding would be a huge benefit to ensure they can deliver a well presented, safe and successful event.

Kind Regards,

Felicity Carr

Central Hawke's Bay Tourism Co-ordinator

Hawke's Bay Tourism



Thursday 13th August 2020

To whom it may concern,

On behalf of Ronald McDonald House® Charities (RMHC®) we endorse the support of:

"Waipawa Spring Festival" group who will be running a spring festival and duck day on the 10th October 2020.

RMHC® New Zealand supports families when their child is in a New Zealand hospital away from home.

In 2019, RMHC New Zealand provided more than 4,600 families with accommodation and support free of charge at its facilities throughout New Zealand. It was the busiest year since the first New Zealand opening almost 30 years ago.

The Ronald McDonald House® and Ronald McDonald Family Room® programmes take care of the practical things in life so families can focus on their child staying in a hospital away from home. This helps to relieve stresses like paying for a place to sleep near the hospital, organising family meals and needing a friendly ear to listen on tough days.

Our goal is to broaden the reach of RMHC programmes in New Zealand so that we can meet the accommodation and support needs of every Kiwi family whose children have been referred for treatment at a hospital far from home.

Should you have any queries about the role of the ambassadors, or the journey they will be embarking on for RMHC New Zealand, please do not hesitate to get in touch with me. Thank you for your support.

Best wishes,

Grace Train
RMHC New Zealand
Regional Development Officer
0277 046 352
grace.train@rmhc.co.nz

Ronald McDonald House Charities® (RMHC®) New Zealand, PO Box 110119, Auckland Hospital, Auckland, 1148
Phone: (09) 365 8315 Web: rmhc.org.nz

Ronald McDonald House Charities (RMHC) New Zealand is a registered charity: CC50543

Community Feedback

Comment as Waipawa Spring Festival AKA "DUC..."

Ronald McDonald House Charities New Zealand A huge thank you, team at the Waipawa Spring Festival! This will go towards helping so many families with a child in hospital, giving them much needed support during their challenging journeys ❤️

Like · Reply · Message · 1w

2 Replies

SAT, OCT 10 AT 9 AM

Waipawa Spring Festival (aka Duck Day) 2020

Nelly Jull Park · Central Hawke's Bay

✓ Going ▼

Peter, Tim-and Sharee and 42 friends

243 People Reached

1 Engagement

Boost Event

You and 13 others

2 Comments

Like Comment Share

Rae Boyd James is going to be soooooo excited, he looks forward to this every year.

Like · Reply · 7w

Sue Reed Remember the duck Zoe Reed Amanda Greenland

Like · Reply · 6w

Waipawa Spring Festival AKA "DUCK DAY"

Published by Pip Burne [P] · November 8, 2019 · 🌐

Thanks to the support from our amazing community the donation to Ronald McDonald House just gets bigger and bigger each year - in 2018 it was \$4000 this year it is \$7000!!!!

2,110 People Reached

246 Engagements

Boost Post

72 11 Comments 6 Shares

Like Comment Share

Most Relevant ▼

Most Relevant ▾



Comment as Waipawa Spring Festival AKA "DUC...



Anna Oosterkamp Amazing!!

Like · Reply · Message · 39w



Sheila Kupa Well done x

Like · Reply · Message · 39w



Kiri Kirk That's amazing Pip Burne and team congrats guys x

Like · Reply · Message · 39w



1



Kirsty Beagle Absolutely fantastic - brilliant xx

Like · Reply · Message · 39w



Jennifer Leaf Shivnan Awesome job to the Duck Day Team!

Like · Reply · Message · 39w



Rmhc New Zealand Thank you so much for your continued support of the families that so desperately need our help!

Like · Reply · Message · 39w



Bruce and Angela Doody Wonderful!

Like · Reply · Message · 39w



Sam Wemyss Fantastic!!!!

Like · Reply · Message · 39w



Briar Hickson Wow well done 🙌

Like · Reply · Message · 39w



Wendy Sheehan Wow that's fantastic

Like · Reply · Message · 39w



Rae Boyd That's fantastic

Like · Reply · Message · 39w



Vicky Mavin Sandra Wilson I am not sure why you say "it is usually a flop anyway"... It always attracts a large crowd of people into our town, they don't just do the Duck Day stalls, they look round town too... The atmosphere on Duck Day is wonderful- a real community spirit. Your comments make me sad.



16

Love · Reply · 1d · Edited



Jan Woodcock Vicky Mavin I agree with you. We have a duck day in Westport and it is very popular with locals and further away. Great fund raiser event.







5.10 PROPOSAL TO PROVIDE UNDERWRITE FOR THE ONGAONGA HISTORICAL SOCIETY'S FUNDRAISING FOR THE COLES BUILDING**File Number:** COU1-1411**Author:** Craig Ireson, Economic Development Lead**Authoriser:** Doug Tate, Group Manager Customer and Community Partnerships**Attachments:** Nil**PURPOSE**

The matter for consideration by the Council is the provision of an under write of up to \$35,000 for the Ongaonga Historical Society's fundraising of the Historic Coles Building. This would enable the Society to meet the requirement of 33.3% of co-funding to progress an application to the Lottery Environment and Heritage Fund.

RECOMMENDATION

That having considered all matters raised in the report:

- 1. That the Committee approves the underwrite of up to \$35,000 for the restoration of the Coles Building subject to the following conditions:**
 - a. The Ongaonga Historic Society continue with their fundraising as planned with the intention of funding the full co-funding amount required**
 - b. That no underwrite shall be paid out and no construction will commence, until such a time as a further report is approved by Council to release any required underwrite.**

EXECUTIVE SUMMARY

The Ongaonga Historical Society (OHS) is applying for Lotteries Environment and Heritage funding of \$121,131 towards the restoration of the Heritage listed Coles Joinery Factory in Ongaonga, Central Hawke's Bay. The total cost of the Coles Factory restoration project is \$181,697.

The Society has raised \$26,000 towards the project, with a further \$47,000 planned to be raised (excluding Lotteries) over the next six months. Funding initiatives include the Ongaonga Victorian Market Day – a major success in 2019 and a number of private philanthropic and community donations that are currently being progressed.

A requirement of Lottery funding is that the applicant has raised 33.3% of the funding themselves prior to submitting the application. This means that, despite their plans and efforts to raise the money, the OHS is currently \$34,505 short of the \$60,505 target of 33.3% co-funding.

We are proposing that Council is able to guarantee this co-funding so that both the OHS and Lotteries are given surety that the co-funding requirement will be met. Given the Society's capacity and desire to raise the money required, and the plan they have set out to do so, the underwrite is more than likely a formality and will not be required.

If it is required, then we will ensure that there is a clause in the agreement that sets out a requirement for a further report to return to Council to approve the underwrite.

DISCUSSION

The Coles Factory is located at 52 Bridge Street, Ongaonga, Central Hawke's Bay (and is recorded in the New Zealand Archaeological Association's database ArchSite as U22/9).

The site comprises a 19th century joinery factory and tramline, a plumbing building and possible sub-surface archaeological features associated with early European occupation of the site. The site is protected by an HNZPT covenant registered on 25 August 1988.

It is scheduled on the Central Hawke's Bay District Council Plan as Heritage Item H 29 and it is noted in our current and draft District Plan as one of only a handful of Category A Historic Buildings in Central Hawke's Bay.

The joinery factory has significant archaeological and historic values as it is the only remaining 19th century joinery factory in New Zealand. The need for restoration of this unique building has been obvious for many years, with the building steadily falling into greater disrepair due to lack of available funding to undertake maintenance and repair activities. In 2014 the private owner sold the factory and its grounds to the Ongaonga Historical Society (OHS) for the symbolic sum of \$1, in the hope that the Society would be able to raise funds for its restoration. The Coles factory restoration will be carried out in three phases. Phase one focuses on restoration of floor and subfloor of the joinery factory; phase two focuses on restoration of the factory building while phase three concerns the restoration of the plumbing building.

The heritage character of Ongaonga is a source of great pride to the local community, and has the potential to become a significant tourism destination to learn about colonial life in New Zealand. Ongaonga has been identified as a key 'hero' experience in our draft Destination Management plan.

The restoration and promotion of the heritage precinct and buildings in Ongaonga is a priority project in the Ongaonga Community plan, and links to the proposed vision of 'a connected and resilient community, valuing our unique character, that encourages sustainable growth whilst protecting our way of life'.

The OHS is applying for Lotteries Environment and Heritage funding of \$121,131 towards the restoration of the Heritage listed Coles Joinery Factory in Ongaonga, Central Hawke's Bay. The total cost of the Coles Factory restoration project is \$181,697. The Society has raised \$26,000 towards the project, with a further \$47,000 planned to be raised (excluding Lotteries) over the next 6 months. The committee have a detailed fundraising plan, and are working hard to deliver on this. Funding initiatives include the Ongaonga Victorian Market Day – a major success in 2019 and a number of private philanthropic and community donations that are currently being progressed.

A requirement of Lottery funding is that the applicant has raised 33.3% of the funding themselves prior to submitting the application. This means that, despite their plans and efforts to raise the money, the OHS is currently \$34,505 short of the \$60,505 target of 33.3% co-funding. Under advice from the Lottery Environment and Heritage Community Advisor, the OHS have submitted their application in the current round (closed 12 August, decision 4 November), and has granted them an extension to the end of the month to increase the co-funding requirement to the level required.

We are proposing that Council is able to guarantee this co-funding so that both the OHS and Lotteries are given surety that the co-funding requirement will be met. Given the Society's capacity and desire to raise the money required, and the plan they have set out to do so, the underwrite is more than likely a formality and will not be required.

If it is required, then we will ensure that there is a clause in the agreement that sets out a requirement for a further report to be brought back to Council to approve the underwrite. The funding for any potential actual underwrite could come from the Ruahine Ward Reserve fund.

RISK ASSESSMENT AND MITIGATION

The risk of the proposal outlined in this report is assessed as relatively low.

The Ruahine Ward reserve fund has the money required to guarantee the underwrite if it was required. It is the view of Officers that this requirement is not likely to be needed given the OHS's capacity and passion to fundraise, and the stipulation that a further report be brought back for

approval, which would include that any funding drawn down is a loan which will be required to be paid back.

FOUR WELLBEINGS

The project aligns to the Four Wellbeings in the following ways:

Cultural

The Coles Building has a unique place in New Zealand as rural colonial trade centre. Part of its status as a unique and important building is its location at the pre-pastoral historic fringe of the forested region of Central Hawke's Bay. Forest Gate station, just one kilometre from the Ongaonga township was named in reference to the forest that extended from that location towards the ranges in the 1870s. The location also represents the northernmost extent of the Scandinavian settlements of the 'seventy-mile bush'. While Ongaonga was essentially a British settlement, the tradesmen served the Scandinavian immigrants, and purchased their expertly milled timber.

A critical aspect of the factory's historical importance is the extent to which it remains unaltered from its Victorian heritage. The Coles factory provides evidence of the nature of the community in which it was sited. The site was the hub of a wide range of trades and services such as undertaking and coffin making, forges and plumbing as well as its primary role in cabinet making and joinery. It represents that unique point in time that spanned the transition from Steam to electricity - a single large power source driving the shaft powered machines. The factory was never adapted to the modern paradigm of individual or integrated motorisation. The Coles factory provides a unique demonstration of skill-based colonial trades that utilised the adjacent forest as the resource, and is the heart of an equally unique village containing a number of historic buildings and sites.

Social

The building and the heritage precinct as a whole is a great source of pride for the Ongaonga community, and is a priority project in their community plan. The restoration project and the ongoing operations will provide opportunities for locals to connect with and learn about pre-colonial society and celebrate the future of their community. It will become a focal point for future events and community activity.

Economic

The restoration project provides the opportunity for local tradespeople and suppliers to be engaged on the project and, albeit at a relatively small level, adds to the local pipeline of capital projects to stimulate the economy post covid-19.

Once restored the building will be a vibrant part of the Ongaonga heritage areas and will become a catalyst for domestic tourism in the district and longer term the potential for international tourism, being 45 minutes from the Port for cruise ship visitors.

Environmental

The project has the major potential to support the built environment and character of Ongaonga through the restoration of the Coles building which will increase the village's historic charm. The project will also support the outcomes of the current and draft District Plan, recognising the building as a Category A Historic Place.

The link to other environmental wellbeings is assessed as minimal. Because the building is heritage listed it is likely that the restoration practices and materials used will be sustainably sourced and disposed of. Further, the restoration ensures that a heritage building is not compromised and deteriorates to the point of becoming derelict, requiring unnecessary demolition.

DELEGATIONS OR AUTHORITY

Council have the authority to make these decisions.

SIGNIFICANCE AND ENGAGEMENT

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

OPTIONS ANALYSIS**Option 1**

Option one is to provide a guarantee of an underwrite against the remaining co-funding up to \$35,000. This would enable the OHS to demonstrate to the Lottery Environment and Heritage Fund committee that they have met the minimum co-funding requirement of \$60,505 (or 33.3% of total project cost). This would enable the Lottery application to be progressed. In addition, it would be seen as a tangible endorsement from Council for the project in the eyes of the Lotteries committee and would add considerable weight to their application.

We would be able to word the underwrite agreement in such a way that ensures that:

- a. The OHS continue with their fundraising as planned with the intention of covering the full amount required
- b. That no underwrite shall be paid out and no construction will commence, until such a time as a further report is approved by Council to release any required underwrite.

The OHS has a positive track record in acquiring funding, and has a plan to raise the remaining funding required in full by March 2021.

Council officers will assist the OHS, where appropriate, to provide advice and support in implementing their fundraising plan. That plan is detailed below.

Coles Building restoration budget and fundraising plan

Coles Factory Restoration	Amount		
Total Capital Expenditure required:	\$ 181,697		
Revenue streams		Status	Date
Confirmed			
Ongaonga Historical Society Funds	\$ 26,000	<i>Confirmed</i>	<i>August 2020</i>
Subtotal Confirmed as at 12 August 2020	\$ 26,000		
Shortfall for Lottery Environment and Heritage Application requirement for 33.3% co-funding to be secured (\$60,505) \$34,505			
Planned or in progress			

Trust funding, donations and community fundraising			
Eastern and Central Community Trust Grass Roots fund	\$ 15,000	Application to be submitted August 2020	Known Late September
Rotary Waipukurau	\$ 10,000	Application submitted 26 February 2020	Known November 2020
Infinity Trust	\$ 10,000	Application submitted 3 July 2020	Known late September 2020
Event: Ongaonga Victorian Market 20 September 2020	\$ 8,000	Event confirmed	Known 25 September 2020
Event: High Tea at the Museum February 2021	\$ 2,000	Event confirmed	Known 24 February 2021
Event: High Tea at the Museum March 2021	\$ 2,000	Event confirmed	Known 31 March 2021
Subtotal – other co-funding planned or in progress	\$ 47,000		27 August 2020 *
Lottery Environment and Heritage Fund	\$ 121,131	Application submitted 12 August 2020	Known November 2020
PROJECT TARGET	\$ 181,697		
FUNDING = TOTAL Confirmed, and planned/expected and Lottery application	\$ 194,131*	Note. The funding target is higher than the project target by approximately \$12k (6%) to account for the possibility that some community funding and trusts targets are not fully met.	

Option 2

Option two is to not provide a guarantee of an underwrite against the remaining co-funding.

This option would not stop the OHS from progressing their fundraising activity, but would likely result in the Lottery application being declined. This would set the project back by a further 12 months as they work to secure the co-funding in time to reapply to Lotteries in 2021.

This option would be contrary to the aspirations of the Ongaonga community who have identified this as apriority project in their community planning process. It would contradict the identification of the heritage precinct as a 'hero' experience for the district in the (draft) destination management plan.

Option 3

Option three is that Council makes a grant to the project of \$10,000 and further supports the underwrite with the remaining \$25,000 required.

The grant would be a further tangible indication of support to Lotteries and the wider community that the project is of importance to Ongaonga, the protection of a Category A Historic Place is integral to the character and heritage of the European settlement story of the Central Hawke's Bay.

Funds could be released from the Ruahine Ward Funds or other reserve accounts if these were otherwise identified by Council. A grant would further reduce any potential underwrite that Council would be requested to support.

In the event the underwrite is required, it could be funded out of the Community Ruahine Ward. Any funding drawn down will be paid directly back into this account. The Ruahine Ward has the funding available to provide the underwrite.

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	Provide to underwrite of any funding shortfall up to a limit of \$35,000	Provide no underwrite of any funding shortfall	Provide a grant and underwrite of any funding shortfall up to a limit of \$25,000
Financial and Operational Implications	In the event of an underwrite being required, reserve funds would be the immediate source. This would be recouped at a later date when the OHS has raised the money.	There would be no financial implications.	There would be financial implications with a further \$10,000 reduced from the ward funds. In the event of an underwrite being required, reserve funds would be the immediate source. This would be recouped at a later date when the OHS has raised the money.
Long Term Plan and Annual Plan Implications	There are no LTP or Annual Plan implications for this option.	There are no LTP or Annual Plan implications for this option.	There are no LTP or Annual Plan implications for this option.
Promotion or Achievement of Community Outcomes	This option will achieve community outcomes aligned to the four well beings.	This option will not achieve community outcomes aligned to the four well beings.	This options will achieve and further support community outcomes for the future.
Statutory Requirements	Nil	Nil	Nil

Consistency with Policies and Plans	This option is consistent with the outcomes of the community consultation in Project Thrive. It is consistent with the (draft) Ongaonga Community plan, and the (draft) district destination management plan.	This option is inconsistent with the outcomes of the community consultation in Project Thrive. It is inconsistent with the (draft) Ongaonga Community plan, and the (draft) district destination management plan.	This option is consistent with the outcomes of the community consultation in Project Thrive. It is consistent with the (draft) Ongaonga Community plan, and the (draft) district destination management plan.
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Recommended Option

This report recommends option 1 provide an underwrite of any funding shortfall up to a limit of \$35,000 subject to conditions for addressing the matter.

RECOMMENDATION

THAT HAVING CONSIDERED ALL MATTERS RAISED IN THE REPORT:

1. That the Committee approves the underwrite of up to \$35,000 for the restoration of the Coles Building subject to the following conditions:
 - a. The Ongaonga Historic Society continue with their fundraising as planned with the intention of funding the full co-funding amount required
 - b. That no underwrite shall be paid out and no construction will commence, until such a time as a further report is approved by Council to release any required underwrite.

5.11 ADOPTION OF TŪHONO MAI TŪHONO ATŪ – MĀORI ENGAGEMENT STRATEGY**File Number:** COU1-1411**Author:** Monique Davidson, Chief Executive**Authoriser:** Monique Davidson, Chief Executive**Attachments:** Tūhono mai Tūhono atū —Māori Engagement Strategy**PURPOSE**

The purpose of this report is for Council to consider the adoption of the Tūhono mai Tūhono atū — Māori Engagement Strategy.

RECOMMENDATION FOR CONSIDERATION

That having considered all matters raised in the report:

- a) That the Strategy and Wellbeing Committee adopt the Tūhono mai Tūhono atū – Māori Engagement Strategy.

EXECUTIVE SUMMARY

Section 14 of the Local Government Act 2002, requires all councils to ensure there are specific opportunities for Māori to contribute to decision-making processes. Council has recently amended its Māori Contribution to Decision Making Policy, which now reflects a clear direction that Māori engagement and development be a priority. Over the last 5 months Council have with the support of Tangata Whenua been developing a Tūhono mai Tūhono atū —Māori Engagement Strategy. This report presents a Draft Tūhono mai Tūhono atū — Māori Engagement for the committee to consider.

BACKGROUND AND DISCUSSION

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

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

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

Council reviewed its Māori Contribution to Decision Making Policy in early 2020, to ensure that it reflected the mandate from Council to ensure Māori Engagement and Development is a core priority.

In adopting the Māori Contribution to Decision Making Policy, Central Hawke's Bay District Council committed to enhancing the partnership it has with iwi, hapu and marae in Central Hawke's Bay and directing the development of a Tūhono mai Tūhono atū — Māori Engagement Strategy to consider further initiatives that:

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

The Tūhono mai Tūhono atū — Māori Engagement Strategy has been prepared with the above objectives in mind, taking on board the feedback from multiple Council workshops on aspirations and desires.

Central Hawke's Bay District Council's Tūhono mai Tūhono atū — Māori Engagement Strategy seeks to ensure that as a Local Authority we are acting as a key enabler in supporting Mana Whenua to achieve its aspirations.

This strategy provides a framework for priorities that contribute toward our aspirations for cultural development (both internally as an organisation and outward facing to our community), with a particularly strong focus on recognising culture connects and strengthens communities, instils a sense of pride and identity and improves individual and community health and wellbeing.

The Chief Executive has sought guidance from Te Taiwhenua o Tamatea in developing this strategy, supported by a working group made up of Dr Roger Maaka, Deputy Mayor Annand, Councillor Wichman and Phil Morris.

The Tūhono mai Tūhono atū — Māori Engagement Strategy aims over time to be an integral part of the way Council speaks, hears and acts.

CHBDC want to build on all things occurring in our community that are reflected in our 'cultural snapshot'. We want Central Hawke's Bay District having a sense of pride in our culture and heritage, and valuing the role and place of tangata whenua within our district. We acknowledge the contribution of tangata whenua values and knowledge to our overall cultural wellbeing. We also want to focus on our organisation having a more bicultural focus.

"Together, Central Hawke's Bay values the place and role of tangata whenua in our history and our future –

E ora Ngatahi ana – Together we Thrive"

The strategy is underpinned by 4 pou – which are further supported by strategic priorities and actions.

It is important to note that in adopting this strategy, Council should not consider that implementation of all of the initiative will happen at once, some will take time and some will require further consideration as part of the Long Term Plan 2021 – 2031 due to funding considerations.

RISK ASSESSMENT AND MITIGATION

The key risk is in the implementation of this Policy.

Managing expectations and securing resource to provide for the delivery of the Tūhono mai Tūhono atū — Māori Engagement Strategy requires ongoing planning consideration from the Chief

Executive. These considerations have been factored into the Annual Plan 2020/2021 and will need to be further considered as part of the Long Term Plan 2021 – 2031.

FOUR WELLBEINGS

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

DELEGATIONS OR AUTHORITY

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

SIGNIFICANCE AND ENGAGEMENT

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as having some significance therefore formal consultation is not required. The importance of this document however should not understated and provides a platform for enhancing the way in which Council engages and partners with Māori.

It should be noted that this has been developed under the guidance of Doctor Roger Maaka, in his capacity as Chair of Te Taiwhenua o Tamatea and Kaiārahi Matua to Central Hawke's Bay District Council.

OPTIONS ANALYSIS

Council have several options to consider:

1. Adoption of the Proposed Māori Engagement Strategy.
2. Adoption of the Proposed Māori Engagement Strategy with further amendments.
3. Do not adopt the Proposed Māori Engagement Strategy.

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
	Adoption of the Proposed Tūhono mai Tūhono atū — Māori Engagement Strategy	Adoption of the Proposed Tūhono mai Tūhono atū — Māori Engagement Strategy with further amendments.	Do not adopt the Proposed Tūhono mai Tūhono atū — Māori Engagement Strategy
Financial and Operational Implications	There are no specific financial or operational implications to consider at this stage outside of what is considered in the Annual Plan and Long Term Plan considerations.	There are no specific financial or operational implications to consider at this stage outside of what is considered in the Annual Plan and Long Term Plan considerations.	There are no specific financial or operational implications to consider at this stage outside of what is considered in the Annual Plan and Long Term Plan considerations.

Long Term Plan and Annual Plan Implications	Implementation of the Tūhono mai Tūhono atū — Māori Engagement Strategy has been factored into the Annual Plan 2020/2021 and will need to be further considered as part of the Long Term Plan 2021 – 2031.	Implementation of the Tūhono mai Tūhono atū — Māori Engagement Strategy has been factored into the Annual Plan 2020/2021 and will need to be further considered as part of the Long Term Plan 2021 – 2031.	There are no specific Long Term Plan implications. The Annual Plan 2020/2021 has sufficiently allocated resources to support the implementation of a Māori Engagement Strategy based on the key principles outlined in the Māori Contribution to Decision Making Policy. Should Council provide different guidance on their objectives for a Tūhono mai Tūhono atū — Māori Engagement Strategy consideration would need to be given on whether this is different to what was outlined to community as part of the Annual Plan 2020/2021.
Promotion or Achievement of Community Outcomes	These options seek to support the promotion of Community Outcomes.		Dependent on the direction of Council, this option has the danger of not ensuring the delivery or promotion of community outcomes.
Statutory Requirements	While the Local Government Act 2002 (LGA) and Resource Management Act (RMA) are the key legislative frameworks in Council, there are also obligations to Māori through post treaty settlement entities. The key principles which drive these obligations are the Te Tiriti o Wāitangi. These options ensure Council is meeting its statutory responsibilities in a meaningful way.		Dependent on the direction of Council, this option has the danger of not providing clear guidance on how Council are going to fulfil its statutory responsibilities.
Consistency with Policies and Plans	This option is consistent with the Māori Contribution to Decision Making Policy.	This option is consistent with the Māori Contribution to Decision Making Policy.	Depending on the direction of Council, this option has the danger in not meeting the objectives of Council as set out in its adoption of priorities in December 2019, nor the direction of the Māori Contribution to Decision Making Policy.

Recommended Option

This report recommends option 1 – the adoption of the Proposed Tūhono mai Tūhono atū — Māori Engagement Strategy for addressing the matter.

NEXT STEPS

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

Work will continue on the implementation of the Tūhono mai Tūhono atū — Māori Engagement Strategy and report on progress to the Strategy and Wellbeing Committee.

RECOMMENDATION

That having considered all matters raised in the report:

- a)** That the Strategy and Wellbeing Committee adopt the Tūhono mai Tūhono atū — Māori Engagement Strategy.



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

Tūhono mai Tūhono atū

Māori Engagement Strategy

2020 – 2023

Together we thrive! E ora ngātahi ana!

Introduction

Central Hawke's Bay District Council's Māori Development Strategy seeks to ensure that as a Local Authority we are acting as a key enabler in supporting Tangata Whenua to achieve their aspirations.

This strategy provides a framework for priorities that contribute toward our aspirations for cultural development (both internally as an organisation and outward facing to our community).

Culture connects and strengthens communities, instils a sense of pride and identity and improves individual and community health and wellbeing. Māori culture, is central to our sense of New Zealand's uniqueness as a place, a society and a nation.

Our roles for Cultural Development include being a funder, partner, collaborator, leader and facilitator. We recognise that our role needs to grow, as we continue to strengthen our relationship with the people of Tamatea.

TOHU AND EXPLANATION



Māori in Tamatea/ Central Hawke's Bay

Tēnei au te tū nei i te tihi o te Atua o Mahuru i Ruahine

Here I stand at the peak Te Atua Mahuru of the Ruahine ranges

ka titiro whakararo ki ngā waiora o Tukituki

and look down at the life-giving waters of Tukituki

e koropiko ana, e haehae ana i te mānia Ruataniwha, e horo ra.

twisting, turning and cutting across the Ruataniwha plains spreading out before me.

Ka haere taku tiro ki ngā whare pā o Tamatea,

My focus moves to the settlements of Tamatea

Tamatea Ariki nui, Tamatea Pokaiwhenua, Pokaimoana,

Tamatea the supreme chief, Tamatea who traversed the lands and the oceans

Ko Pukehou, ko Whatuiapiti, ko Tapairu ko Mataweka ki te raki

Pukehou, Whatuiapiti, Tapairu and Mataweka are the marae to the North

Ka haere taku tiro ki te takutaimoana, mai Kairakau, ki Whangaehu

My gaze travels to the coastline, from Kairakau ki Whangaehu

ko Hikatoa, ko Kere, Ko Manuhiri, ko Pihere e noho tonu ra

where Ngāti Hikatoa, Kere, Manuhiri and Pihere (hapū of the coastal areas) still reside

Ka hoki taku tiro ki Waipukurau ki ngā pa tūwatawata

ko Pukekaihau, ko Kaimananwa, e tū mokemoke ai.

I look back towards Waipukurau to the fighting pa of old
Pukekaihau and Kaimanawa, standing solitary and without people

Ka whakatitonga taku tiro ki Rakautātahi

And then my gaze turns to the south to Rakautātahi

kei reira Te Poho o Whatuiapiti e tū whakahīhi mai.

where Te Poho o Whatuiapiti (the marae) stands proudly.

A, ka tae ki Takapau, ki te Rangitapu-a-Whata,

Finally, I arrive at Takapau at te Rangitapu-a-Whata
(The hill overlooking Takapau on which the pā Horehore stood),

Ko Puera kei runga ko Whatumā kei raro,

Puera stands above and Whatumā lies below
(Lake Hatuma and Puera [the hill to the south of te Rangitapu a Whata]
are both important mahinga kai, food gathering sites)



The lands of Tamatea stretch from the Ruahine mountain range in the west, across the Ruataniwha and Takapau plains to the wild coastline from Kairakau in the north to Whangaehu in the south. Attracted by the richness of the lands, rivers, forests and coast tangata whenua over centuries made Tamatea their home and over the centuries people continued to arrive and settle. The histories and stories of the Tangata Whenua of Tamatea reflect their relationship with the lands and natural resources of this place. From and within the relationship with the lands and natural resources flow the values that are integral to Mana Whenua identity. This environment, and associated lifestyle, has produced a world view that is centred on interconnectedness, where all things are connected through whakapapa. There are nine Marae in Tamatea/Central Hawke's Bay that over 40 hapū names associated to these marae. Other hapū have historically associated with the lands and district of Tamatea but did not settle. Over a quarter (26.2 percent) of all residents in Central Hawke's Bay identify as Māori .

Progressively throughout the twentieth century, hapū representation was vested in the marae. The most public expression of this development was evident with the formation of the treaty settlement group, He Toa Takitini (since replaced by the Heretaunga Tamatea Settlement Trust, HTST), in 2003, when the people chose to be represented by marae rather than hapū. Many Māori living in and around Waipukurau are not of Tamatea heritage, but they are regarded, locally, as integral to the Māori identity of Tamatea. Many of these people are represented through affiliation to one of the Tamatea marae or through the Waipukurau community marae.



Our Vision

Cultural Development is a priority area for Central Hawke's Bay District Council/ Te Kaunihera ā-rohe o Tamatea (CHBDC).

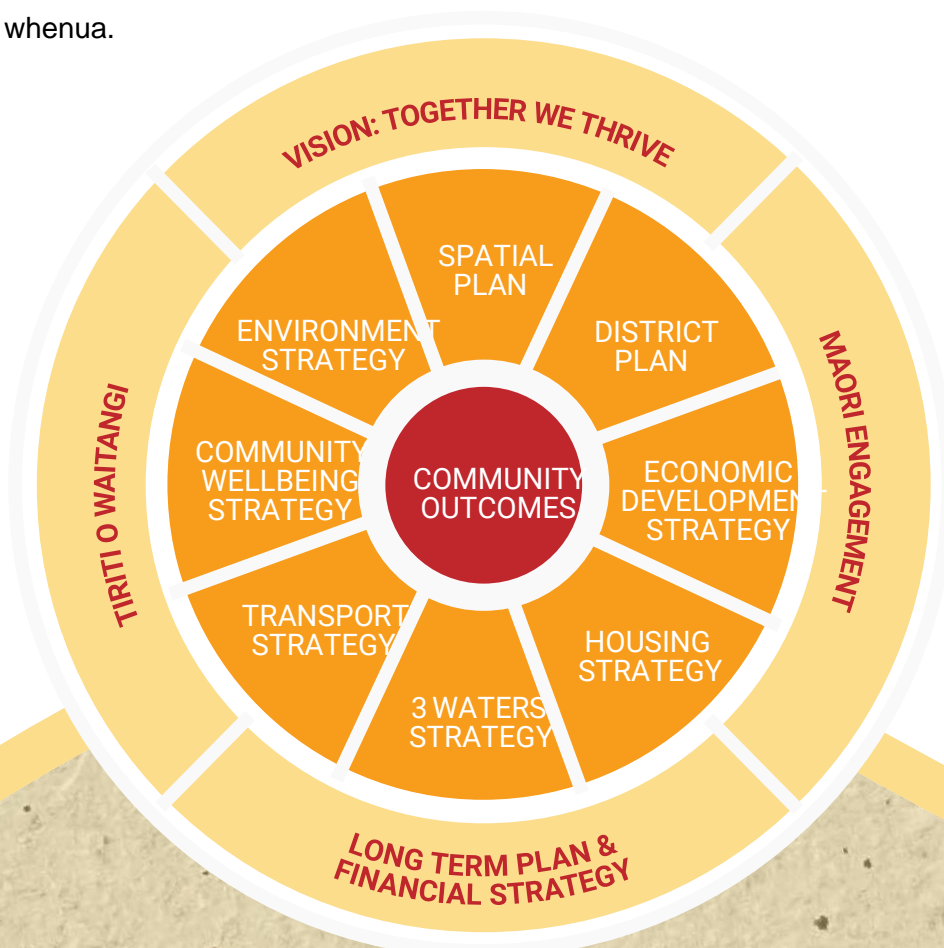
In 2020, Council reviewed its Māori Contribution to Decision Making Policy, and committed to the development and implementation of Māori Engagement Strategy that supports the governance capability and active role of Māori in planning for the future, recognising and valuing the Mana Whenua relationship with land. This strategy has been developed with the intention of ensuring Central Hawke's Bay District Council is fulfilling its obligations to consider and promote the current and future opportunities for Māori Wellbeing. This strategy has been developed with a vision to ensure Central Hawke's Bay District Council is working hard to:

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

integral part of the way Council speaks, hears and acts.

CHBDC want to build on all things occurring in our community that are reflected in our 'cultural snapshot'. We want Central Hawke's Bay District having a sense of pride in our culture and heritage, and valuing the role and place of tangata whenua within our district. We acknowledge the contribution of tangata whenua values and knowledge to our overall cultural wellbeing. We also want to focus on our organisation having a more bicultural focus.

The Māori Engagement Strategy aims over time to be an
with tangata whenua.



“Together, Central Hawke’s Bay values the place and role of tangata whenua in our history and our future – E ora Ngātahi ana – Together we Thrive”

Pou Tahi

WHIRIWHIRIA COUNCIL – IWI RELATIONSHIPS

- Strengthen and maintain opportunities for greater decision-making between Council and Iwi.
- Integrate mana whenua values, culture and language into the business of Council.

Pou Toru

ORANGA PEOPLE AND PROSPERITY

- Support Mana Whenua to promote opportunities that enhance the prosperity and wellbeing of Māc
- Support initiatives that enable the capability and capacity of tangata whenua.
- Support the development of a Māori economy of the future.

Pou Rua

TIKANGA LANGUAGE, CULTURE AND PLACE

- Increase the number of opportunities to learn and engage in the history and heritage of Central Hawke’s Bay / Tamatea.
- Support language and culture being celebrated in our district.

Pou Whā

RAUEMI INFRASTRUCTURE AND RESOURCES

- Strengthen and maintain opportunities for greater decision-making between Council and Iwi.
- Support Iwi, Hapū and Māori communities in the long-term sustainability and wellbeing of local Marae.

Pou Tahī

WHIRIWHIRIA COUNCIL IWI RELATIONSHIP

Priority 1:

Strengthen and maintain opportunities for greater decision-making between Council and Iwi

Council are committed to engaging more effectively with Māori to ensure they have opportunities to contribute to Central Hawke's Bay decision-making processes.

Actions:

- Council work with the Kaiārahi Matua on an annual basis to determine greater decision-making between Iwi and Central Hawke's Bay District Council.
- Council to work to develop and maintain relationships with the 9 Marae in Central Hawke's Bay.
- Council and Te Taiwhenua o Tamatea to meet on a formal basis annually.
- Council and Heretaunga-Tamatea Settlement Trust to meet on a formal basis annually.
- Council to hold at least one formal Council meeting on a Marae in an electoral term.
- Enhance governance capability of Māori through joint governance training initiative with Te Taiwhenua o Tamatea and Heretaunga-Tamatea Settlement Trust.

Priority 2:

Integrate tangata whenua values, culture and language into the business of Council

We are committed to integrating tangata whenua values, culture and language into the business of Central Hawke's Bay District Council, and is one of the ways in which we can assert our national identity and bring us together as New Zealanders.

Actions:

- Increase the use and visibility of current and new bilingual signage in public and office spaces of Central Hawke's Bay District Council, as well as the use of te reo Māori in reports and publications.
- Support our staff in developing their reo Māori and cultural capacity.
- Develop a work programme on how Central Hawke's Bay District Council can include more tangata whenua values and culture into the organisation.

Pou Rua

TIKANGA LANGUAGE, CULTURE AND PLACE

Priority 1:

Increase the number of opportunities for residents and visitors to learn more about the history and cultural identity of Central Hawke's Bay / Tamatea

We want to contribute towards the promotion and preservation of our district's history and cultural identity for future generations. One of the ways we can do this is by providing opportunities for the community and visitors to the Central Hawke's Bay district to learn and engage in our history and heritage, as well as contemporary Māori values of today.

Actions:

- Continue to work with Iwi, Hapū, Māori communities and key stakeholders to develop through Ngā Ara Tipuna Ki Tamatea resources about the history of Central Hawke's Bay / Tamatea.
- Identify ways in which we can increase the visibility of our stories and history in the Central Hawke's Bay by developing a Cultural Storytelling Plan that seeks to ensure culture is more visible through streetscape

design, contemporary arts, public art, signage, wayfinding or murals.

- Explore the potential to integrate with Māori trails network and Ngā Ara Tipuna ki Tamatea, the opportunity to showcase multicultural and Māori craft, making Māori history visible in the district.
- Ensure the review of the District Plan to protect historic heritage, include sites of significance for Māori and heritage buildings.
- Develop an Arts, Culture and Heritage Action Plan as a key pillar of the Council's revised Community Wellbeing Strategy.

Priority 2:

Support language and culture being celebrated in our district

We want to take a more proactive approach to increasing the number of opportunities to celebrate our language and culture. We also want to take a more strategic and planned approach towards supporting our arts and cultural sectors/ communities. We acknowledge and want to support all of our people in the Central Hawke's Bay district being able to celebrate their language, culture and heritage.

Actions:

- Continue to support and take a more proactive role in Waitangi Day celebrations.
- Work with Iwi and key stakeholders to develop an annual Matariki programme of events.
- Increasing the promotion of, and participation in Te Wiki o te Reo Māori / Māori Language Week.
- Identify ways in which we can celebrate all languages and cultures in the Central Hawke's Bay District.
- Develop an Arts, Culture and Heritage Action Plan as a key pillar of the Council's revised Community Wellbeing Strategy.



Pou Toru

ORANGA PEOPLE AND PROSPERITY

Priority 1:

Support Mana Whenua to promote opportunities that enhance the prosperity and wellbeing of Māori.

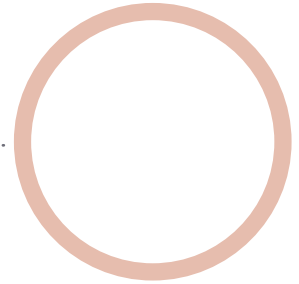
We want to support the establishment of Tihei Tamatea as a community action network to engage with Tangata Whenua and those who may not engage with a Marae or the Taiwhenua, on areas of focus and interest for Māori, to build and enhance the overall prosperity and wellbeing of all Māori in Central Hawke's Bay.

Actions:

- Support Taiwhenua in the establishment of Tihei Tamatea, as the community action network of the future for all tangata whenua to be represented on key issues and focus areas with Council and other organisations.
- Through our existing networks, support manawhenua and Taiwhenua in funding opportunities to grow and deliver on their aspirations for Māori.
- Continue to work on the implementation of the Strategic Housing Framework, as well as seeking opportunities to increase the provision of affordable housing in Central Hawke's Bay for Māori.

Priority 2:

Support initiatives that enable the capability and capacity building of tangata whenua



We want to leverage our existing connections, services and relationships to ensure that the aspirations and services for Māori can be achieved, without the burden of walking alone to achieve this. Together we can achieve more.

- Continue to work in partnership with Te Taiwhenua o Tamatea on opportunities for shared services and the development of staff and community, in Council programmes, services and events.
- Confirm and develop the roles of manawhenua and other tangata whenua as integral partners in the response and recovery of emergency events and other novel events.
- Support funding opportunities that enable the growth and development of the capability and capacity of Taiwhenua and other tangata whenua in the development of their community aspirations.

Priority 3: Support the development of a Māori economy of the future

We want to recognise and celebrate the special role that Māori contribute to our economy and the opportunity for sustainable and long-term Māori business of the future, that will support the economic and social wellbeing of Māori and the wider District of Central Hawke's Bay Tamatea.

Actions:

- Continue supporting Māori Business Development through development of Phase 3 of Ngā Ara Tipuna and grandfathering existing business development opportunities underway as part of Phase 1 and 2 of Ngā Ara Tipuna.
- Support Tihei Tamatea in the establishment of a Māori Economic Taskforce to focus on investment for the future.

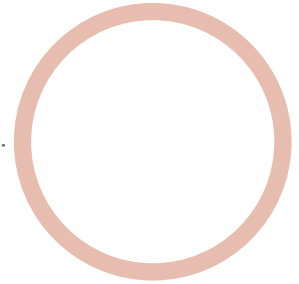
Pou Whā

RAUEMI RESOURCES AND INFRASTRUCTURE

Priority 1: Natural resources are taken care of for future generations

Actions:

- Explore opportunities for the establishment of a Mana Whakahono a rohe: Iwi Participation Arrangements, as provided for under the Resource Management Act.
- Monitor the relationship between Council and Tangata Whenua with Mana Whenua, particularly in respect of customary environmental values through the Annual State of the Environment Report and ensure appropriate Cultural Monitoring Protocol in place for key infrastructure decisions and projects.
- Identify opportunities to support a healthy rivers and lakes action plan, support the Lake Whatuma Management Group in their aspirations for the restoration of Lake Whatuma, management of stormwater runoff and ensuring streetscape upgrades consider water sensitive urban design principles.



Priority 2:

Support Iwi, Hapū and Māori communities in the long-term sustainability and wellbeing of local Marae, land holdings and other assets

We acknowledge the importance of Marae as a focal point for spiritual, ancestral, and cultural values of Iwi, Hapū and Māori communities. We are committed to supporting Iwi, Hapū and Māori communities in contributing to the longterm sustainability and wellbeing of Marae in the Central Hawke's Bay District.

Actions:

- Work with Te Taiwhenua o Tamatea to develop a Marae Development Fund that supports the enhancement and maintenance of Marae as key community facilities across Central Hawke's Bay.
- Explore the opportunities to support the development of the Waipukurau Community Marae.
- To work with Marae in identifying 3 waters infrastructure investment requirements, and support them in determining future asset investment plans and funding avenues.
- Council seeks to support the reduction of rate arrears on Māori Freehold Land and support owners to create productive use for the land.
- Ensure the review of the District Plan supports the enablement of Papakainga housing.



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

www.chbdc.govt.nz • thrive@chbdc.govt.nz • 06 857 8060
PO Box 127 • 28 - 32 Ruataniwha Street, Waipawa 4210



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

5.12 ENVIROSCHOOL'S UPDATE REPORT 2019/2020

File Number: COU1-1411

Author: Harry Robinson, Solid Waste Manager

Authoriser: Josh Lloyd, Group Manager - Community Infrastructure and Development

Attachments:

1. [Enviroschools Annual Report 2019/2020](#) [↓](#)
2. [Enviroschool's Highlights 2019/20](#) [↓](#)
3. [Significance of Enviroschools Kaupapa at this time - May 2020](#) [↓](#)

PURPOSE

The attached report serves to inform the elected members of the work that our partners in education, Enviroschools have achieved during the last twelve months.

RECOMMENDATION

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

SIGNIFICANCE AND ENGAGEMENT

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

BACKGROUND

Elected members will remember that as part of the 2018 SWMMP review, Council adopted a proposal to fund Enviroschools to the amount of \$10,000 per year for sustainability and environmental education in Central Hawke's Bay schools. That initiative was again adopted as part of the 2019 revised WMMP under the Section, Education/Engagement/Communications, where Council undertook to maintain and extend current education and engagement.

DISCUSSION**Waste Free CHB**

Since 2018, the Enviroschools team has been steadily increasing the number of Central Hawke's Bay schools benefitting from the education programme, which now stands at six schools and three kindergarden schools.

Keen to work closely with Council, Sally Chandler (Community Engagement Coordinator –Schools) and Amy Davidson (CHB Schools Facilitator) recently met with Deputy Mayor Annand and Councillor Minehan to familiarise, align and merge strategies, the timing of which was very appropriate as it fits into Council's wider Waste Free CHB approach.

Environmental and Sustainability Strategy

The Enviroschool's educational programme aligns strongly with two of Council's Environmental and Sustainability principles:

An Environmentally Responsible District, home to a unique and beautiful landscape. The report speaks to a number of environmental projects undertaken by the schools, sustaining and repairing our environment and teaching future generations about the importance of caring for our district through the three 'R's, Reduction, Recycling and Re-using.

A Proud District, proud of our identity and place in our region and nation. Through helping to educate a new generation of environmental guardians, Enviroschools educational programme is ensuring that future generations will THRIVE in CHB.

Funding

This activity, along with other educational events and workshops held by Council, is funded through the Ministry for the Environment's Waste Minimisation Levy Fund. Council collects \$10.00 per tonne over the weighbridge at the landfill which is paid monthly to the MfE. Council receives a quarterly rebate, based on population to fund waste minimisation initiatives and events.

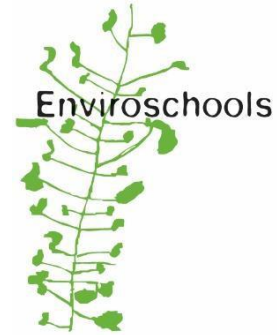
IMPLICATIONS ASSESSMENT

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

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

RECOMMENDATION

That the Enviroschools Annual Report 2019 /2020 be received and noted.



ENVIROSCHOOLS UPDATE REPORT FOR CENTRAL HAWKE'S BAY DISTRICT COUNCIL - AUGUST 2020

Purpose

The purpose of this information paper is to provide Council with an update on EnviroSchools in Central Hawke's Bay.

Through the 2018-28 Long Term Plan process, Central Hawke's Bay District Council agreed to fund \$10,000 per annum from the Waste Minimisation Levy for the targeted environmental education, delivered via Hawke's Bay Regional Council. We are currently in the final year of the three-year term.

Background

EnviroSchools has been active in this region since 2003. The Regional coordination of this programme sits with Hawke's Bay Regional Council. While the majority of funding comes from the Regional Council, local territorial authorities are asked to support as well. Currently only CHBDC and NCC provide any additional financial support to this programme.

EnviroSchools is a nationwide programme with currently over 1,200 schools and early childhood centres taking part. EnviroSchools is designed to meet multiple local government outcomes through authentic relationships with the community. It is a proven approach backed by a five-year research and evaluation programme. The different components of the EnviroSchools process are not linear. They overlap, are revisited, modified and further developed, supporting schools and centres to develop their own holistic approach that deepens over time. It is a journey where schools and early childhood centres travel at their own pace.

Discussion

We have enjoyed our collaboration with Council staff, especially Harry Robinson from the Solid Waste Team. Zero Waste is a key theme of the EnviroSchools kaupapa. We encourage all our EnviroSchools to take constructive actions to reduce their levels of waste. Providing resources, tools and facilitation for this purpose. We are fortunate to now have, as our CHB facilitator, Amy Davidson. In a previous role Amy was the Waste Aware Facilitator here in Central Hawke's Bay for four years. She is well-placed to work with schools on this critical topic.

We have a total of nine EnviroSchools here in CHB. This includes the three Heretaunga Kindergarten Association Kindergartens – Waipawa, Lakeview and Hunterpark.

Our school facilitator Amy currently works with six schools – Argyll East, Pukehou, Elsthorpe, Sherwood, Omakere and Otane who joined several months ago. We are also in discussions with Waipawa School.

Your funding has provided an opportunity to actively engage with the other schools in the region to become Enviroschools. Apart from Otane we have been unsuccessful in bringing new schools on board.

Argyll East School – as you witnessed last year, it is a school with some awesome, passionate students. While waste was their focus when they presented to this Council in 2019, they have been a long-time champion for the Environment, ably led by Rose Hay. This school has their own wetland plus were the recipients of a Treemendous makeover several years ago culminating in a stretch of their local stream planted out in natives. This area is now a great example of enhanced biodiversity.

Pukehou School – this year Pukehou has not been able to provide a lead Enviroschools teacher and since COVID-19 lockdown has not been active with our facilitator. They have been a Greengold Enviroschool in the past and we hope they return to that level of participation in the future.

Elsthorpe School – a new Principal is on board this year, Sandy Crawford. Sandy is our main contact at present. Our current momentum with this school is to assist them with a restoration project of a local reserve in conjunction with Kay Griffiths from The Conservation Company.

Omakere School – this is a thriving Enviroschool. Led by teacher Sam Bell and well supported by the entire teaching team including their Principal Sue Taylor. It is a joy to visit this school and witness all that they are doing. Earlier this month we had the pleasure of joining the school while they undertook a Bronze Reflection day. It included community and school whanau, representatives from Sherwood School, as well as Harry Robinson representing CHBDC and myself from the Regional Council.

Sherwood School – has Principal Christine Morrison at the helm. Christine is a previous Enviroschools facilitator. This school is now a Silver Enviroschool – a real shining star in our Hawke's Bay network. We are very proud of Sherwood and they feature in our latest promotional material.

Otane School – we are pleased to welcome Kate Kimber as the lead for Enviroschools at Otane. They are very new, and Amy will be working closely with Kate and other members of staff to get them reaching their Enviroschools vision for their school.

Opportunities for Growth

- Hawke's Bay Regional Council and Enviroschools Hawke's Bay is about to launch a promotional video campaign. This will primarily run on social media. Once launched to our school and ECE network, this video will be shared far and wide. A successful campaign will lift our Enviroschools profile and see an increase in the number of schools in our region enquiring about participating in the Enviroschools programme.
- Assisting with local campaigns – *Waste Free CHB* – we can support local initiatives through our school networks. We should look to include local school champions in local campaigns. Enviroschools comes from a zero-waste perspective, so the focus is on waste avoidance (rethink, refuse, replace, reduce) rather than diversion end of use and recycle.
- We will continue to reach out to all non Enviroschools in Central Hawke's Bay and gauge their interest in becoming an Enviroschool.
- We are happy to work with CHBDC to reach into all schools, especially if the focus impacts the environment. We can provide an educational environmental lens on your initiatives, strategies or campaigns.

- The challenges around our changing climate will be a focus for Hawke's Bay Regional Council and all our region going forward. Our local Enviroschools are well placed to meet this challenge head on. Enviroschools plays an essential role in creating a sustainable future and with the support of our council partners we can all contribute to a positive change in our communities.

Sally Chandler
Community Engagement Coordinator (Schools)
Hawke's Bay Regional Council

12 August 2020

Enviroschools

Hawke's Bay – Highlights 2019/2020

- We welcomed a new facilitator on board in Central Hawke's Bay, Amy Davidson.
- Planting at Harakeke Walkway with Marewa School
- We hosted three [Energy Theme Workshops](#) across the region for over 25 teachers
- Napier Central School became an Enviroschool
- Te Māhia School joined in the Dung Beetle release, this received national coverage as well as this article on our [Enviroschools national website](#).
- Enviroschools Hawke's Bay hosted 'Green Drinks' in the Regional Council Chamber, and we told the HB Enviroschools story to an engaged audience.
- The School of Education at EIT invited Hawke's Bay Enviroschools to present to their ECE training teachers on Enviroschools in the early years in mid-March
- All 16 Heretaunga Kindergarten Association kindergartens are now part of the Enviroschools Hawke's Bay community.



Left to right Amy Davidson, Frances Blake, Jenni Scothern-King, Sally Chandler, Sonya Sedgwick at the Napier Energy Teacher Workshop held in the East Coast Lab at The National Aquarium of New Zealand.

Ten Enviroschools successfully reflected on their Enviroschools journey. This included a **Green Gold Review at Eskdale School**
Silver – Havelock North Central and Waipawa Kindergartens, Marewa and Sherwood Schools
Bronze – Raureka, Mahora, Hunter Park and Parkvale Kindergartens, Havelock North and Wairoa Primary Schools.





Students from Argyll East School outside CHBDC following the presentation of their waste management and minimisation submission to Council.

Napier Intermediate School get behind tracking & trapping with Predator Free HB



The whole school took part in an action-packed day for the Enviroschools Green Gold Review at Eskdale School.

- Otane School in Central Hawke's Bay came on board as an Enviroschool
- We supported COVID-19 learning by providing adapted Enviroschools activities designed for online learning for our schools and kindergartens.



In 2018 Enviroschools Hawke's Bay entered into a partnership agreement with Cape to City and EIT, thanks to funding from the Air NZ Environment Trust. We collaborated to establish the [Ōtātara Outdoor Learning Centre](#).

In conjunction with the Cape to City educators, we are now in our second year of delivering teacher workshops under the banner of **Connected to Nature**. This has seen us bringing teachers out of the classroom and giving them tools and knowledge to use nature as a classroom.

The third workshop for 2020, will be held in September at Te Mata Park.

The taonga of Te Mata Park is the focus of our latest partnership. The park is beginning a journey to create educational resources, in conjunction with mana whenua, for schools and early childhood centres. We are thrilled to be working alongside the [Te Mata Park](#) trust on this exciting project.



STILL TO COME:

- Producing promotional video material to share our stories
- A reflection afternoon at Omakere School
- [Connected to Nature Teacher Workshops](#) 1 x Te Mata Park in Sep, 1 x Ōtātara Outdoor Learning Centre in Nov
- Our Enviroschools Student Leadership Camp at Guthrie Smith with the overarching theme of Climate Action 15 – 16 October.



This year has been a bit all over the place and for some of our schools, post lockdown, it felt like the beginning of the year all over again. This has also impacted on our work and access to our Enviroschools.

We will be as busy as we can in terms 3 and 4 ready to support and encourage learning. We have our term 4 camp to look forward to in October at Guthrie Smith which will be a real end of year highlight.

If you would like any other information, have a question, ever wish to visit one of our Enviroschools, or even come along and check out our camp in October then please let me know.

Ngā mihi nui
Sally Chandler
Regional Coordinator, Enviroschools Hawke's Bay



Enviroschools

Significance of the Enviroschools Kaupapa at this time - May 2020

Prepared for our council partners by Toimata Foundation

*Ka mihi ki a Ranginui, ki a Papatūānuku,
Ka mihi ki te ngao o te wheiao!
Toitū te whenua, toitū te tangata ki te wheiao ki te ao mārama.*



Enviroschools is a nationwide movement for positive change

Enviroschools is a holistic approach to the development of resilient and sustainable communities. The complex environmental, social, cultural and economic challenges facing us today call for a collaborative response. Toimata Foundation creates a hub for a cross-sector approach bringing together over 100 organisations from Local and Central Government and Community.

Enviroschools now has significant reach across our country. Nationally over 1,300 early childhood education (ECE) centres and schools are part of the Enviroschools network. This is 12% of all ECE, 41% of all primary and 30% of all secondary.

Enviroschools is inspiring and empowering people of all ages through connection, creativity and action so they are actively engaged in creating a sustainable future. Through Enviroschools tens of thousands of innovative projects and lifestyle changes are happening in schools/centres, households, neighbourhoods, on farms, in local businesses and in all types of ecosystems. Some projects are small-scale in one school and others involve hundreds of people working across a whole catchment or community.

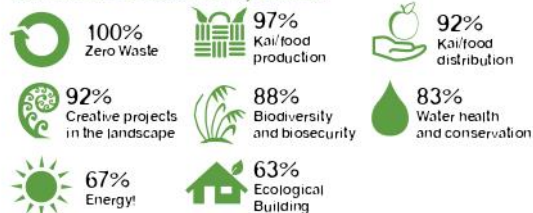
Enviroschools is designed to meet Local Government Outcomes

Over 80% of all councils are Enviroschools partners. Enviroschools is specifically designed to meet multiple council outcomes through authentic relationships with the community. It is a proven approach, with a 20-year track record and backed by a 5-year research and evaluation programme.

The long-term holistic approach of Enviroschools creates a wide range of outcomes across all the Four Well-beings. This graphic, from the most recent Enviroschools National Census, shows the percentage of participants taking action across environmental, cultural, social, and economic aspects.

Councils also benefit from the co-investment model of Enviroschools. Councils contribute 20-25% of the total annual investment in Enviroschools, with the balance funded by Central Government and Community.

Environmental sustainability actions:



Cultural, Social and Economic sustainability actions:



* Percentages are the total % of participants who are taking one or more actions in the area

"Council benefits greatly from its relationship with Enviroschools. The programme makes a significant contribution to our work across a range of teams and brings a unique holistic kaupapa into the organisation. As the council moves more into collaborative ways of working the skills held and approach taken by the Enviroschools team will be ever more valuable." – Manager Greater Wellington Regional Council



Intergenerational action for ecological restoration



Experiencing and connecting with Mātauranga Māori



Learning sustainable agriculture skills on-farm



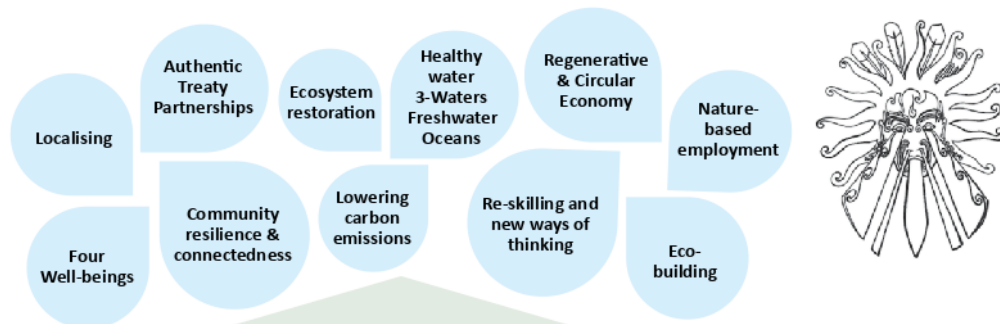
Developing knowledge in eco-building and renewable energy

Enviroschools plays an essential role in creating a sustainable future

As we look beyond the restrictions of Covid-19, many people in this country, and around the world, are talking about a regenerative recovery that charts a course to a different future, a sustainable future. Concepts already familiar to Local Government are gaining traction, such as, localising, four well-beings, iwi partnerships, ecosystem restoration, 3-waters, and community resilience.

This diagram shows how Enviroschools, with the support of our council partners, contributes to positive change in communities across New Zealand, the changes that are needed to move us all towards a sustainable future.

Aspects of a sustainable future



Integrating Māori perspectives tikanga and concepts as sustainability solutions unique to our country.

Sharing knowledge so localised learning and solutions can be applied nationwide.

Connecting schools with communities - building stronger connections between schools and their communities, and facilitating connections between schools.

Supporting teachers to weave learning into a real-life process of creating a sustainable school and community.

Creating 'nature connectedness' for people as the foundation for sustainable lifestyle choices.

Fostering creativity by people exploring and envisaging what a resilient and vibrant sustainable world could be.

Empowering through action-learning - people of all ages leading and participating in projects to design, plan, restore and construct all the different aspects of a sustainable community.

Building citizenship and a strong sense of belonging through collective local action.

Addressing root causes - helping people to understand the big picture of sustainability, the relationships between issues, and exploring ways to tackle root causes.

Enviroschools' contribution to a sustainable future

Holistic kaupapa and approach that is grounded in Mātauranga Māori and empowers people of all ages

A highly collaborative cross-sector model of 100+ agencies working together to support local communities

Expertise A nationwide team with sustainability know how and specialised skills in facilitating participatory processes

Comprehensive suite of resources and highly effective tools and processes for collective community visioning, learning and action

Large nationwide network with long-term participation that has reach into thousands of communities

Foundational elements of the Enviroschools approach



TOIMATA
FOUNDATION



Toimata Foundation is a charitable trust focused on creative sustainability. In partnership with Te Mauri Tau we support two nationwide programmes, Te Aho Tū Roa and Enviroschools. Our core national funding is through Ministry for the Environment.

6 DATE OF NEXT MEETING

RECOMMENDATION

THAT the next meeting of the Strategy and Wellbeing Committee be held on 22 October 2020.

7 KARAKIA

8 TIME OF CLOSURE